



Spring Lake Central Business District Development Authority

102 West Savidge Street, Spring Lake, Michigan 49456

Phone (616) 842-1393 • Fax (616) 847-1393

**CBDDA Meeting**  
**Thursday, November 9, 2017**  
**7:30 a.m. Village Hall – EOC Room**

- I. Call to Order
- II. Swearing in of New Members (Michelle Dixon & Nicole LaBelle)
- III. Roll Call:

Lou Draeger Chair  
Doug Heins, Vice-Chair  
Vince Blake  
Michelle Dixon  
Andrew Dull  
Gary Hanks  
Nicole LaBelle  
James Moore  
James Willison

- IV. Approval of Minutes (09/14/17)  
(Notes from 10/12/17 meeting included)
- V. Approval of the Agenda
- VI. Financial Reports
- VII. Business
  - A. Façade Grant Request – 228 W. Savidge
  - B. Proposal for Whiz Bang! Training (Michelle Dixon)
  - C. Village Adventure Update (Michelle Dixon & Michelle Hanks)
  - D. Downtown & Pathway Lighting Upgrades
  - E. Master Plan Community Engagement Meeting (12/05/17)
    - o Update on Joint Meeting held 10/24/17
    - o Survey
  - F. Miscellaneous

**REMINDER ~ NEXT MEETING IS DECEMBER 14, 2017**



## MINUTES

**Central Business District Development Authority (CBDDA) Meeting  
Thursday, September 14, 2017  
7:30 a.m. Village Hall – EOC Room**

### **I. Call to Order**

Chairman **Draeger** called the meeting to order at 7:30 a.m.

### **II. Roll Call:**

Present: Draeger (Chair), Heins (Vice-Chair), Blake, Dull, Hanks, Nauta and Willison.

Staff Present: Chris Burns (Village Manager) & Maryann Fonkert (Deputy Clerk)

Absent: Dean & Moore

### **III. Approval of Minutes (7/13/2017)**

Motion by **Nauta**, second from **Dull**, to approve the Minutes of the July 13, 2017 regular meeting. All in favor, motion carried.

Yes: 7                      No: 0

### **IV. Approval of the Agenda**

Motion by **Nauta**, second from **Blake**, to approve the Agenda as presented. All in favor, motion carried.

Yes: 7                      No: 0

### **V. Financial Reports – Burns reviewed the finance report with the Board.**

Motion by **Nauta**, second from **Hanks**, to approve the Finance Report. All in favor, motion carried.

Yes: 7                      No: 0

### **VI.**

#### **Business**

- A. Britt Façade Grant Application – **Burns** explained that Kristen Britt and her husband David Millett had attended the August 10, 2017 meeting to request a façade grant and explain the extensive renovations they planned for their

newly purchased building at 109 N Buchanan St. **Burns** said there was a lack of quorum at the August 10<sup>th</sup> meeting, however, the **Board** members that were in attendance, agreed they would recommend approval of a Façade Grant for \$5,000 to the rest of the Board.

Motion by **Nauta**, second from **Heins**, to approve a \$5,000 Façade Grant for Kristen Britt, Britt Legal Services. All in favor, motion carried.

Yes: 7                      No: 0

- B. Branding Initiative – **Burns** explained that Village Planner, Jennifer Howland, had attended the August meeting to talk about the timeline for the Master Plan, Zoning Ordinance and branding initiative and how they work together. **Burns** said that the RFP’s were out for the Master Plan and Zoning Ordinance and that funds had been set aside for branding so once DDA gave her the ok, she would go ahead with the RFP’s for that. **Burns** also explained that she and John Stuparits had met with a couple of folks from Progressive AE, and while they didn’t do branding, they did a lot of work with communities on projects, including Grand Haven and Ada. **Burns** said that she had invited Progressive to the October 12<sup>th</sup> DDA meeting. Township Supervisor, John **Nash**, added that they had used Beckett & Raeder Inc. and Williams & Works for the Townships Master Plan, and that he felt these companies worked very well together and saved them a lot of money. **Draeger** asked, at what point, would they ask the other business owners in the Village for their input. **Burns** said that would be when they held the Community Engagements.

The **Board** discussed the Master Plan and Branding and what order they would follow and what they would want to achieve. **Burns** explained that the Master Plan was more about the land use, current and future land use and would not delve into detail like branding, that the Master Plan was a 10,000-foot view and would likely not get into parcel by parcel detail. The **Board** also discussed the Master Plan being a guideline, a suggestion, and that Planning and Zoning could approve something that was not shown in the Master Plan but met all the criteria. **Dull** asked **Burns** what, in her opinion, were the objectives for the Master Plan. **Burns** said that she thought it would define what the future land use would be and what the vision was, for example, Exchange Street. **Draeger** thought it would be useful for properties like the Dozema property to direct a potential developer to what the Village’s expectations were. The **Board** agreed on the importance of community participation and that they wanted to keep moving forward on the Branding process.

Township Supervisor **Nash** mentioned the upcoming marijuana proposal, and that if passed, the impact it would have on other businesses in small communities. **Nash** also suggested that the Board invite Sgt. Kik to speak to them on this subject.

- C. Miscellaneous Updates – **Burns** reported that a potential developer for the Cutler and Exchange Street building looked like it would not be going forward because the proposed plan did not meet the Zoning Ordinance, based on the truck traffic that it would produce.

**Burns** shared the following updates:

- 4 FOIA request had been received from Lakeshore Environmental on 3 properties on Savidge, west of Village Hall, and one on Jackson south of Love Inc., but she did not know what the potential use might be though.
- She had heard that the dentist's office was going in a different direction than with their approved site plan, but had no details on that one either.
- A demolition permit had been pulled by the Chris Lisowicz, owner of Barrett's Boat Works, for the building between the tattoo parlor and the transmission shop on West Savidge to create more parking and that Lisowicz had also purchased the Delass property.
- Sample lights would be installed the following week and **Burns** encouraged the **Board** to drive by them to see what their preference was. **Draeger** asked about eliminating some of the bigger street lights once the new lights were installed. **Burns** said they had eliminated one at the corner of M-104 and Fruitport Road after the Fire Department was built because it was not needed then.

**Draeger** said that years ago, he thought it had been agreed that Keenen and Barrett's would take care of the "No Wake" signs and they had not been maintained for a few years. **Draeger** also said he had not been able to find any "No Wake" area maps. **Burns** said that she had seen a No Wake map somewhere and would look for it and send it to him. **Burns** said that the Connector Path was closed for repairs and that the same company that was doing those repairs would be doing repairs for the Village so she could see if that company could repair the "No Wake" sign too.

## VII. Adjournment:

There being no further business the meeting was adjourned at 8:27 a.m.

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Louis Draeger, Chairman

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Maryann Fonkert, Deputy Clerk

**REMINDER - NEXT MEETING IS OCTOBER 12, 2017**



**CBDDA Meeting - Notes**  
**Thursday, October 12, 2017**  
**7:30 a.m. Village Hall – EOC Room**  
**No Formal Meeting - Lack of Quorum**

I. Call to Order

II. Roll Call:

Lou Draeger Chair  
Doug Heins, Vice-Chair✓  
Vince Blake✓  
Tim Dean  
Andrew Dull  
Gary  
Hanks✓  
James Moore  
Steve Nauta  
James Willison✓

III. Approval of Minutes (09/14/2017)

IV. Approval of the Agenda

V. Financial Reports

VI. Business

A. Introduction of new DDA Members (Nicole LaBelle & Michelle Dixon)

**Burns** introduced Nicole LaBelle, owner of Bella Mia Bed and Breakfast, and Michelle Dixon, owner of Gem Source Fine Jewelry, as the new DDA members.

Nichole and Michelle each gave brief introductions of themselves and the sitting **Board** members introduced themselves to the new members.

Council Members Megan Doss and Michelle Hanks were also present and introduced themselves.

B. Joint Meeting (October 24<sup>th</sup> @ 6:00 p.m.) – **Burns** explained that this joint meeting would include Village Council, Planning Commission and the DDA to discuss updating the Village Master Plan.

C. Miscellaneous – Council Member, **Hanks** and new DDA member **Dixon** presented a plan they had created to promote Village businesses that would

include a website, marketing and events. **Burns** shared with them that the DDA had money available in their budget for things such as websites, branding and promotions that could be used if the DDA wanted to allocate funds for this purpose. **Doss** said that she had worked with Grand Haven's MSDDA and suggested Hanks and Dixon check out their website. **Burns** also suggested that they talk to JoAnn Arcand, from WebTecs Inc., who only did non-profit, was very reasonable and did a great job. The **Board** discussed different ideas and asked questions about **Hanks** and **Dixon's** plan.

- D. Progressive AE Presentation (Pete & Tiffany) – **Burns** introduced Pete and Tiffany from Progressive AE. Pete and Tiffany gave an overview of their company and what they have done in Ada, along with other communities, that they felt would help take the Village from a drive-thru community to a destination community.

The **Board** discussed several of the ideas that were presented.

- E. Miscellaneous – **Burns** shared that the building on the corner of Exchange and Cuter, owned by Vince Lobozezza, had been sold to the owners of the old Burnside building on Liberty Street, and that they were doing major modifications. **Burns** also reported that the Village would be putting in a new Sewer Force main across the Grand River and would possibly need to stage the project on this property or the parking lot of Mill Point Park, depending on what the engineers suggested. **Burns** said until that decision was made, they would not be redoing the Mill Point parking lot in case it was used as a staging area. **Burns** reported that the buildings to the west of Village Hall and a building on Jackson Street had been purchased sold, and that tenants next door were in the process of relocating. **Burns** also shared that JP DeLass had sold his building to Chris Lisowicz, of Barrett Boat Works, but would be continuing as a market for one more season and that Lisowicz had also purchased the Fletemeyer building.

**REMINDER - NEXT MEETING IS NOVEMBER 9, 2017**

Fund 236 DDA FUND

GL Number	Description	Balance
*** Assets ***		
236-000.000-001.000	POOLED CASH	282,868.12
<b>Total Assets</b>		<b>282,868.12</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
236-000.000-390.000	FUND BALANCE	49,805.62
<b>Total Fund Balance</b>		<b>49,805.62</b>
<b>Beginning Fund Balance - 16-17</b>		<b>49,805.62</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>44,919.42</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>94,725.04</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>188,143.08</b>
<b>Ending Fund Balance</b>		<b>282,868.12</b>
<b>Total Liabilities And Fund Balance</b>		<b>282,868.12</b>

\* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SPRING LAKE  
 PERIOD ENDING 10/31/2017  
 % Fiscal Year Completed: 33.70

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 10/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 236 - DDA FUND								
Revenues								
Dept 000.000-GENERAL SERVICES								
236-000.000-676.296	CONTRIBUTION FROM TIFA FUND	528,792.00	528,792.00	278,792.00	0.00	250,000.00		52.72
Total Dept 000.000-GENERAL SERVICES		528,792.00	528,792.00	278,792.00	0.00	250,000.00		52.72
TOTAL REVENUES		528,792.00	528,792.00	278,792.00	0.00	250,000.00		52.72
Expenditures								
Dept 000.000-GENERAL SERVICES								
236-000.000-702.000	SALARIES - WAGES FULL TIME	16,250.00	16,250.00	2,689.56	659.07	13,560.44		16.55
236-000.000-702.001	SALARIES - OVERTIME PAY	2,200.00	2,200.00	0.00	0.00	2,200.00		0.00
236-000.000-703.000	SALARIES - WAGES PART TIME	25,000.00	25,000.00	3,930.14	401.48	21,069.86		15.72
236-000.000-703.001	PART TIME WAGES - OVERTIME	250.00	250.00	27.54	0.00	222.46		11.02
236-000.000-704.000	SOCIAL SECURITY	3,345.00	3,345.00	497.38	78.64	2,847.62		14.87
236-000.000-705.000	RETIREMENT FUND CONTRIBUTION	530.00	530.00	116.09	21.71	413.91		21.90
236-000.000-727.000	OFFICE SUPPLIES	500.00	500.00	116.47	63.32	383.53		23.29
236-000.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	915.73	459.96	1,084.27		45.79
236-000.000-740.219	BEAUTIFICATION	8,000.00	8,000.00	590.31	295.84	7,409.69		7.38
236-000.000-743.000	SANDWICH BOARD SIGNS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
236-000.000-801.000	PROFESSIONAL SERVICES	40,000.00	40,000.00	3,848.16	138.50	36,151.84		9.62
236-000.000-801.172	DISINCORPORATION EXPENSE	0.00	0.00	1,054.76	281.84	(1,054.76)		100.00
236-000.000-801.250	BRANDING	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
236-000.000-801.443	PROF SERVICE - STORMWATER GRANT	0.00	0.00	999.12	0.00	(999.12)		100.00
236-000.000-804.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
236-000.000-853.000	TELEPHONE	500.00	500.00	0.00	0.00	500.00		0.00
236-000.000-860.000	TRANSPORTATION/TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
236-000.000-885.300	HOLIDAY DECORATIONS	7,000.00	7,000.00	0.00	0.00	7,000.00		0.00
236-000.000-887.000	SIDEWALK MAINTENANCE	15,000.00	15,000.00	547.50	547.50	14,452.50		3.65
236-000.000-889.000	PROMOTIONS	2,000.00	2,000.00	188.62	100.12	1,811.38		9.43
236-000.000-889.200	WEB SITE	300.00	300.00	0.00	0.00	300.00		0.00
236-000.000-891.501	BANNER PROGRAM	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
236-000.000-893.000	CATCH BASIN CLEANING	500.00	500.00	0.00	0.00	500.00		0.00
236-000.000-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
236-000.000-921.001	PARKING LOT ELECTRIC	6,000.00	6,000.00	544.08	188.60	5,455.92		9.07
236-000.000-922.001	SPRINKLING SYSTEM WATER	9,000.00	9,000.00	4,857.69	4,857.69	4,142.31		53.97
236-000.000-933.100	SPRINKLER MAINTENANCE	0.00	0.00	8,518.15	860.94	(8,518.15)		100.00
236-000.000-933.300	CORRIDOR MAINTENANCE	6,000.00	6,000.00	0.00	0.00	6,000.00		0.00
236-000.000-933.600	PARKING LOT MAINTENANCE	15,000.00	15,000.00	1,495.00	0.00	13,505.00		9.97
236-000.000-935.000	REPAIRS & MAINTENANCE	7,500.00	7,500.00	0.00	0.00	7,500.00		0.00
236-000.000-940.000	EQUIPMENT RENTAL	33,000.00	33,000.00	6,422.81	0.00	26,577.19		19.46
236-000.000-940.002	OFFICE EQUIPMENT RENT	500.00	500.00	0.00	0.00	500.00		0.00
236-000.000-956.000	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
236-000.000-960.236	FACADE GRANTS	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
236-000.000-960.237	FIRE SUPPRESSION GRANTS	15,000.00	15,000.00	0.00	0.00	15,000.00		0.00
236-000.000-975.000	APPROPRIATION TO FUND BALANCE	75,417.00	75,417.00	0.00	0.00	75,417.00		0.00
236-000.000-978.000	PAVING	150,000.00	150,000.00	9,861.81	9,107.31	140,138.19		6.57
236-000.000-991.000	DEBT SERVICE	50,000.00	50,000.00	43,428.00	0.00	6,572.00		86.86
Total Dept 000.000-GENERAL SERVICES		528,792.00	528,792.00	90,648.92	18,062.52	438,143.08		17.14
TOTAL EXPENDITURES		528,792.00	528,792.00	90,648.92	18,062.52	438,143.08		17.14

11/02/2017 08:45 AM  
 User: MARV  
 DB: SPRINGLAKE VILLA

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SPRING LAKE  
 PERIOD ENDING 10/31/2017  
 % Fiscal Year Completed: 33.70

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET	10/31/2017 NORM (ABNORM)		MONTH 10/31/17 INCR (DECR)	NORM (ABNORM)	BALANCE		
Fund 236 - DDA FUND										
Fund 236 - DDA FUND:										
	TOTAL REVENUES	528,792.00	528,792.00	278,792.00		0.00		250,000.00		52.72
	TOTAL EXPENDITURES	528,792.00	528,792.00	90,648.92		18,062.52		438,143.08		17.14
	NET OF REVENUES & EXPENDITURES	0.00	0.00	188,143.08		(18,062.52)		(188,143.08)		100.00

# CBDDA FAÇADE GRANT PROGRAM



DOWNTOWN FAÇADE  
GRANT APPLICATION

Date:  
10/12/2017

Name of Applicant: Paul Pugsley

Address: 228 West Savidge Street

Phone: 513.309.6256

Email: paul.b.pugsley@gmail.com

(Attach additional pages as necessary).

1. SCOPE OF PROJECT – Describe the details of the proposed project, including the type of design or architectural treatment:

Clean & enhance building. Return look & feel back to building's original use (gas station) while maintaining design need continue to function as a restaurant. Build outdoor seating and enclose old gas portico.

2. COST OF PROJECT:

\$42,460.58 (does not include interior remodel - supporting documents attached to end of this document)

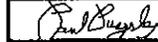
3. AMOUNT OF GRANT REQUESTED:

\$5,000

4. PROJECTED COMPLETION DATE (must be before June 30<sup>th</sup>):

March 2018

APPLICANT'S SIGNATURE:



Paul Pugsley

(Please attach evidence that the personal property taxes on this property have been paid and are current as of the application date.)

CBDDA STAFF REVIEW AND COMMENTS:

STAFF SIGNATURE:

DATE:

CBDDA BOARD ACTION:

APPROVED

DENIED

COMMENTS:

CHAIRPERSON'S SIGNATURE:

DATE:

DOWNTOWN FAÇADE  
GRANT PROCEDURE

**1. Downtown Business Owner Submits Application**

- a. Scope of project.
- b. Type of design or architectural treatment.
- c. Cost of project. Total match by CBDDA not to exceed \$5,000.
- d. Completion date of project; not to exceed the end of the fiscal year on June 30th.
- e. Evidence that the personal property taxes on the applicant's or the Tenant's property have been paid and are current as of the application date.

**2. Review of Application by CBDDA Staff**

- a. Interview business owner to assess scope of project and possible alternatives.
- b. Does project satisfy the following conditions:
  - i. Enhance the aesthetics of the principal building?
  - ii. Meet the requirements of the Downtown Design Manual?
  - iii. Contribute to the overall aesthetics of the downtown district?
  - iv. Is the business owner sufficiently funded to match the CBDDA's matching grant request?
  - v. Has the business owner done sufficient cost analysis of the proposed project?
- c. Eligible improvements must be a visible improvement to the exterior façade of the building visible to the public, and must meet the standards of the Downtown Design Manual. Such improvements may include, but are not limited to:

Exterior Improvements

- Architectural assistance
  - Historic style awnings
  - Old stone or brick restoration (repainting only is not eligible)
  - Entranceways
  - Window repair/replacement
  - Exterior lighting
  - Masonry work
  - Materials and paint **for simple maintenance is not eligible for reimbursement**
  - **Sanding, materials and paint as part of an historical restoration project is eligible** [as part of a larger project.]
  - Labor for the project
  - Monument signs and projecting signs may be eligible on a case by case basis **if they comply with the Design Manual**. Wall signs, awning signs, and re-facing nonconforming signs such as pylon signs are not eligible for façade grants
- d. Prepare review/summary of proposed project for CBDDA Board discussion and action. Special credit will be given for work that enables second floor offices or dwellings or

improves rear access from parking areas in the rear and creates a second architecturally relevant entrance on the rear of the building facing the parking area.

3. **Business Owner presents proposal to CBDDA Board.**
4. **CBDDA Board approves/disapproves project.**
5. **The CBDDA Board reserves the right to reject any renovation application for a building which, in the Board's evaluation, is in such a condition that the proposed renovation would not reverse the deterioration.**
6. **All improvements are to be as approved by the CBDDA Board. Business owners who deviate from the approved application may be disqualified from this grant program.**
7. **The CBDDA Board shall not use race, sex, age, or religion as grounds for refusing a loan to an eligible business owner.**
8. **If approved, business owner begins project and invoices CBDDA for their share of the matching grant once CBDDA Director confirms work is completed. Payments will be made only when the project is completed and receipts are provided as proof the work was complete and subcontractors were paid. Reimbursement will occur at the next bill payment cycle (usually within 3 weeks).**
9. **The CBDDA Director shall be responsible for assuring that any work done on an approved project is consistent with the application.**
10. **All work for which the grant was awarded must be completed by the end of the fiscal year (June 30) in which the grant was awarded. The business owner may request a one month extension in writing if the project has been started but is not yet completed. If the project is not done in the fiscal year, the business owner may reapply for another grant when ready to begin the project, but there is no guarantee that funds will be available or that the grant will be awarded again.**
11. **The CBDDA Board must approve any changes which substantially deviate from original plan as determined by the CBDDA Staff.**
12. **All approved changes shall be attached to the original application in the form of an addendum, dated and signed by the CBDDA Director.**
13. **Deviations from approved plan may disqualify the applicant from this grant program. Such deviations may cause one or all of the following.**
  - a. **Any grant money already paid out must be repaid.**
  - b. **Remaining grant disbursements to be ceased.**
  - c. **Future grant applications will not be considered for review or approval.**

**VILLAGE OF SPRING LAKE, MICHIGAN  
DOWNTOWN FAÇADE DESIGN GRANT PROGRAM**

The intent of the Downtown Development Authority's (DDA) Design/Grant Program is to provide an incentive for downtown business owners and operators to invest in older facilities within the CBDDA district by providing matching grants to businesses to make exterior improvements or to provide design and planning assistance for these improvements as required. It is the intention of the CBDDA that work done with grant money should be a visible improvement to the exterior of buildings in the CBDDA District and contribute to the overall aesthetics of the downtown district. The maximum grant amounts are \$5,000 each, limited to two per year, or until the funds for the fiscal year have been expended.

Spring Lake's commercial areas, particularly its core downtown district, are vital to the economic health of our community as well as an attraction for future economic development. The downtown is the focal point of Spring Lake Village. Any deterioration of buildings in the downtown district creates an image of a deteriorating community with a declining economic base and of a lack of pride among its citizens and business owners. Recent significant investment has greatly upgraded the condition of public areas. A number of owners have invested in the renovation of their properties as well. In order to continue that trend and to provide the opportunity for improvements that might not otherwise occur, this program has been developed to provide financial assistance without repayment.

The grants are available for any property in the CBDDA District of the Village of Spring Lake; however, special focus is on the Core Central Business District (CBD-1). The intent of this grant program is the assist business owners in the exterior upgrade of their properties and should be the main focus for the first few years of this program. (The immediate goal of this program is business attraction to the downtown district and the exterior aesthetics plays a predominant role in this task.)

The age of a building is not of primary consideration within this district but would surely warrant consideration if the structure was deemed an appropriate candidate, especially if an applicant was seeking a grant for improving the aesthetics of buildings in the downtown district.

Applicants are eligible to receive one (1) grant per building each fiscal year. If during the course of a fiscal year there are no applications from an individual who has NOT received a grant, then special consideration to issue a grant would be considered to an individual property owner that has received a grant in the last granting period. In order to be eligible for a façade grant the personal property taxes must be paid in full through the current tax year for the property for which the grant is requested.

Eligibility of grant money is normally within the first six months of the DDA's fiscal year. The first grant award will be made after July 1<sup>st</sup>, of the fiscal year. Grants will only be available if the CBDDA Board and Village Council approve funding for this program each fiscal year beginning July 1<sup>st</sup>. Each grant is a fifty-percent matching grant not to exceed \$5,000.

All grant applications received will be reviewed at the following CBDDA meeting with grant monies expected to be awarded in August. Applications should be submitted to Village Manager Christine Burns at Village Hall. For questions please contact Chris at 842-1393 or by email at [christine@springlakevillage.org](mailto:christine@springlakevillage.org).

## **Tips to Façade Owners and CBDDA**

We have identified a common list of activities that should/should not be done based on questions raised during other façade grant programs.

### **DOWNTOWN FAÇADE PROJECTS:**

#### **DO**

- Meet with the CBDDA Staff
- Have an open process to select properties
- Quality not quantity
- Budget matches estimates
- Have renderings that match estimates
- Focus on “high impact” properties
- Put matching funds in escrow prior to executing any contracts
- Use a licensed contractor

#### **DON'T**

- Over inflate need/match
- Randomly decide on properties
- Submit properties that don't need it
- Submit a program concept
- Use substandard or inappropriate materials
- Apply for a grant until you are ready to move forward with the project
- **START ANY WORK!**



LOCAL PROPERTY TAXES  
 2017 Summer 101 S. BUCHANAN STREET  
 SPRING LAKE, MI 49456

(PROPERTY/PARCEL NUMBER) 70-03-15-381-001  
 SCHOOL: 70300 SPRING LAKE  
 PROPERTY ADDRESS: 228 W SAVIDGE ST  
 PROPERTY TYPE: 201. COMMERCIAL  
 CLASS: 201  
 STATE EQUAL VALUE 111,700  
 TAXABLE VALUE 111,700  
 P.R.E. %: 0.0000

TAXING AUTHORITY	TAX RATE	TAX AMOUNT
LAZY P LLC 16162 HARBOR VIEW DR SPRING LAKE MI 49456 TAXES ARE DUE SEPTEMBER 14, 2017. PAY AT TOWNSHIP HALL MONDAY-FRIDAY, 8AM-5PM. TOWNSHIP HALL IS CLOSED JULY 4 AND SEPT 4. LATE FEES APPLY AFTER SEPT. 14, 2017. IF PAYING BY MAIL AND A RECEIPT IS DESIRED, SEND THE ENTIRE BILL AND A SELF-ADDRESSED, STAMPED ENVELOPE. A DROP BOX IS LOCATED AT THE SAVIDGE STREET ENTRANCE OR BEHIND LOVE IN ACTION RESALE STORE (CORNER OF SAVIDGE AND JACKSON) FOR AFTER HOURS PAYMENTS. YOU MAY PAY ONLINE WITH A CREDIT CARD, VISIT OUR WEBSITE AT WWW.SPRINGLAKEMI.ORG. A TECHNOLOGY FEE WILL APPLY. IF YOU ARE OVER 62, A VETERAN, DISABLED OR A FARMER, YOU MAY BE ELIGIBLE FOR A DEFERMENT OF THESE PROPERTY TAXES. CALL US @ 616-842-0598.	SL SCH OPER 17.80560 SL SCH DEBT 7.00000 OTTAWA 1SD 5.45770 STATE EDUC TAX 6.00000 COUNTY OPER 3.60000	1,988.08 781.90 609.62 670.20 402.12
TAXES & SPECIAL ASSESSMENTS 1% Administration Fee INTEREST & PENALTY		4,452.72 44.52 0.00
<b>TOTAL TAX DUE 09/14/2017</b>		<b>\$4,497.24</b>

MAKE CHECK PAYABLE TO:  
 SPRING LAKE TOWNSHIP  
 101 S. BUCHANAN STREET  
 SPRING LAKE, MI 49456

TREASURER NOT RESPONSIBLE FOR  
 PAYMENT ON WRONG PROPERTY

1008

Lazy P, LLC  
 16162 Harbor View Drive  
 Spring Lake, MI 49456

DATE 7-3-2017 745/724

PAY TO THE ORDER OF Spring Lake Township \$4,497.24  
 Four thousand four hundred ninety seven and 24/100 DOLLARS

FOR Local Property Taxes Summer 2017

Paul Pugley  
 [Signature]

⑈001008⑈

ENDORSE HERE

**FOR DEPOSIT ONLY**  
**SPRING LAKE TOWNSHIP**

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
 CHECK HERE AFTER DEPOSIT OR BEFORE DEPOSIT

DATE \_\_\_\_\_

Security Features:  
 11595501100110017



Kiekoover & Smith, Inc.  
 14335 128th Ave  
 Grand Haven, MI 49417

# Estimate

Date	Estimate #
10/8/2017	425

Office: 616 850 2658 Fax: 616 604 1372  
 Joel Kiekoover: 616 836 6394  
 Marc Smith: 616 638 1906

Name / Address
Lazy P LLC 228 W. Savidge Street Spring Lake, MI 49456

Description	Total
Estimated costs for visible exterior work to be completed at 228 W. Savidge Street	
New Entry and Patio:	
- Concrete North side of building - 800 sqft of concrete removed and replaced as outdoor seating area and new entry floor	2,400.00
- Overhead Doors Replace existing front windows with 2 new 10' x 10' Insulated glass overhead doors.	11,000.00
- Entry Glass Enclosure and Glass Railing Enclose existing North side covered porch with aluminum framing and glass. Enclose outdoor seating area with 40" tall tempered glass	26,560.58
- Exterior Lighting New string lights over outdoor seating area and new exterior lighting around entrance	2,500.00
<b>Total</b>	
	\$42,460.58

Compaan Door and Operator  
 4780 136th Ave  
 Holland MI 49424

Phone 616-392-1155  
 Fax 616-392-7424

# Estimate

Date	Estimate #
10/5/2017	5987

Name / Address
Kiekover Smith 14335 128th Ave Grand Haven MI 49417

P.O. No.	Project

Description	Qty	Cost	Total
Spring Lake 10'x10' Wayne Dalton 452, Complete Aluminum Full View, Anodized Aluminum Color, 1/2" Insulated Clear Tempered Glass, Polyurethane Insulated Sills and Rails, 15" Radius Track, Mount to Wood	2	5,500.00	11,000.00
Estimate good for 30 days. Quote contingent on completed jambs and concrete floor before door install.		<b>Total</b>	\$11,000.00

Signature \_\_\_\_\_

# City Glass & Mirror

100 N. 7th Street  
 Grand Haven, Michigan 49417  
 Phone: 616-842-3740 \* Fax: 616-842-4843

# Estimate

Date	Estimate #
------	------------

10/4/2017 17-0883

Kiekover & Smith\*  
 14335 128th Ave  
 Grand Haven, MI 49417

Pugsley Bar & Grill  
 228 W Savidge St  
 Spring Lake, MI 49456

Contact	
Phone	
email	
Access	
P.O. No.	

Location	Item	Description	Qty.	Cost	Total
	Commercial Window	To furnish all necessary materials, equipment and labor for the installation of aluminum entrance doors, window framing, glass and guard rail installed per plans and specifications.  To include: 3'-0" x 7'-0" Medium stile aluminum doors in clear anodized finish Butt hinging Rim panic exit hardware Closer 2" x 4 1/2" Clear anodized aluminum framing Sub sill 1" Clear low-e tempered insulated glass units Sealant	1	14,869.00	14,869.00T
	Shipping	Materials	1	125.00	125.00
	Labor	Labor to measure, fabricate and install	1	3,410.00	3,410.00
	Guardrail	To include: Approx. 45' lin. ft. of glass railing/ windscreen Panorama post system @ 40" tall 3/8" Clear tempered glass	1	4,424.00	4,424.00T
	Shipping	Materials	1	375.00	375.00
	Labor	Labor to measure, fabricate and install	1	2,200.00	2,200.00

**Subtotal** \$25,403.00

**Sales Tax (6.0%)** \$1,157.58

**Total** \$26,560.58

A written approval and 50% deposit are required to process your order. Balance is due at time of installation. Any changes made after your order has been processed will result in added charges. All products remain the property of Glass Concepts, Inc. until fully paid for. This quote is valid for 60 days.

Approved by: \_\_\_\_\_

## Village of Spring Lake- Master Plan Questionnaire

This questionnaire is an opportunity to elaborate on the topics discussed during the October 24 kick-off meeting. This is an optional exercise. While this is not considered a survey, the input received will alert us to initial priorities and areas of concern. It will provide better context and background for the project team to begin planning process. Feel free to attach additional sheets as necessary. Thank you for your input!

1. Please describe your role:

- a. Village Council. \_\_\_\_
- b. Planning Commission. \_\_\_\_
- c. DDA. \_\_\_\_
- d. Staff. \_\_\_\_
- e. Other (please state): \_\_\_\_\_

2. In your opinion, what defines a successful project?

3. What are the top priorities and needs of the community?



**CBDDA Meeting**  
**Thursday, November 9, 2017**  
**7:30 a.m. Village Hall – EOC Room**

- I. Call to Order
- II. Swearing in of New Members (Michelle Dixon & Nicole LaBelle)
- III. Roll Call:

Lou Draeger Chair  
Doug Heins, Vice-Chair  
Vince Blake  
Michelle Dixon  
Andrew Dull  
Gary Hanks  
Nicole LaBelle  
James Moore  
James Willison

- IV. Approval of Minutes (09/14/17)  
(Notes from 10/12/17 meeting included)
- V. Approval of the Agenda
- VI. Financial Reports
- VII. Business
  - A. Façade Grant Request – 228 W. Savidge
  - B. Proposal for Whiz Bang! Training (Michelle Dixon)
  - C. Village Adventure Update (Michelle Dixon & Michelle Hanks)
  - D. Downtown & Pathway Lighting Upgrades
  - E. Master Plan Community Engagement Meeting (12/05/17)
    - o Update on Joint Meeting held 10/24/17
    - o Survey
  - F. Miscellaneous

**REMINDER ~ NEXT MEETING IS DECEMBER 14, 2017**