



AGENDA - Tax Increment Finance Authority

DATE: April 11, 2024 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of February 1, 2024 Minutes
- IV. Public Comment
- V. Unfinished Business
- VI. New Business
 - I. Approve FY 2025 Residential Improvement Grant Program
- VII. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

Tax Increment Finance Authority MEETING - February 1, 2024
7:00 PM

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chairman Hughes

ROLL CALL

The following were present: Members Anton, Chamberlain, Distel, Ralstrom, Tompkins, King-Piepenbrok, Mullen, Robson, and Chair Hughes.

ABSENT: Seacord, Cousineau

ALSO PRESENT: Warren Rothe, Director

ANNUAL OFFICER SELECTION

A motion was made to appoint Member Hughes as Chair.

AYES: Chamberlain, Robson, Mullen, Anton, Tompkins, Ralstrom, King-Piepenbrok, Distel, Hughes.

NAYS: None

A motion was made to appoint Member Ralstrom as Vice-Chair

AYES: Chamberlain, Robson, Mullen, Anton, Tompkins, Ralstrom, King-Piepenbrok, Distel, Hughes.

NAYS: None

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES:
APPROVAL OF DECEMBER 7, 2023 MINUTES

Motion was made to approve the December 7, 2023 minutes. The motion carried on a unanimous voice vote.

PUBLIC COMMENT

One public comment was heard.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

NEW BUSINESS:
CONSIDERATION OF THE PRELIMINARY FISCAL YEAR 2025 BUDGET

Director Rothe presented the preliminary 2025 Fiscal Year Budget and answered questions from Board members.

Motion by Tompkins, seconded by Anton to recommend the proposed 2025 Fiscal Year Budget to the City Council for further action.

AYES: Chamberlain, Robson, Mullen, Anton, Tompkins Ralstrom, King-Piepenbrok, Distel, and Hughes.

NAYS: None

ADJOURNMENT

Motion by Ralstrom, seconded by Anton to adjourn the meeting. The motion carried on a unanimous voice vote.

The meeting adjourned at 7:28.

DRAFT PENDING APPROVAL



TAX INCREMENT FINANCE AUTHORITY MEETING

DATE: April 11, 2024

SUBJECT: Approve FY 2025 Residential Improvement Grant Program

SUMMARY: Attached for the Board's review are proposed guidelines for the upcoming FY 2025 Residential Improvement Grant (RIG) program.

FINANCIAL IMPACT: \$100,000 is included in the proposed FY 2025 budget. The City Council will be considering this budget at its April meeting and formally adopting it in May.

RECOMMENDATION: Review the proposed FY 2025 RIG Program and provide direction.

PREPARED BY: Warren Rothe, Assistant City Manager



**NORTHWEST TAX INCREMENT FINANCE AUTHORITY RESIDENTIAL
IMPROVEMENT PROGRAM**

Fiscal Year 2024-2025

15115 E. Jefferson Ave
Grosse Pointe Park, MI 48230 228-9475

Guidelines updated on April 11, 2024

Residential Façade Improvement Grant Program

Program Purpose

It is a fundamental goal of the Grosse Pointe Park Tax Increment Finance Authority (TIFA) to promote economic growth and vitality within the City's TIFA District. In support of this objective, the TIFA has created the Residential Façade Improvement Grant Program to provide property owners within its boundaries an opportunity to upgrade their exterior building façades with financial assistance from the TIFA. Successful façade improvement projects promote a positive community image and leverage additional investment in neighboring properties, which facilitates continued economic growth and revitalization of the district as a whole.

Applicant Eligibility

Eligible applicants include owners of residential properties located within the boundaries of the TIFA District (see map, page 4). Tenants who are leasing a building for which improvements are proposed must obtain written consent and approval of project plans from the property owner.

Project Guidelines

1. The property must be within the boundaries of the TIFA District (see map page 4).
2. Proposed façade improvements must also comply with all applicable building and zoning codes, including necessary permits.
3. Proposed façade improvements must be on any exterior face of an existing building that is visible from any street, right-of-way, or parking lot. This includes the building's front, rear, entryway, or exposed side.
4. The applicant must provide proof that property taxes are up to date.
5. The applicant shall not be in default to the City nor involved in any litigation with the TIFA or City.
6. The project must be a permanent improvement; not temporary or seasonal.
7. The project must enhance or fit into the larger context of neighboring buildings.
8. If performed by a licensed contractor, material and labor costs can be considered eligible expenses. Property or business owners cannot charge labor for their own time or their employees' time; however, "do-it-yourself" expenditures on materials are eligible.
9. The applicant must submit a complete application packet including:
 - Grant Application Cover Sheet (page 5)
 - Attachment A:** Narrative - Detailed description of project
 - Attachment B:** Photographs of the building's existing condition from all affected sides
 - Attachment C:** Graphic rendering of proposed improvements (drawings/photos)
 - Attachment D:** Contractor bids/material and other estimates calculating the total project cost
 - Attachment E:** Evidence of up-to-date property taxes
 - Attachment F:** Completed W-9 for all applicable contractors
10. The proposed project must meet the grant program guidelines and be approved by the TIFA Director.
11. If approved, the project must be completed within six months of grant approval.
12. **Work completed prior to grant approval will not be reimbursed.**
13. Changes to the scope of the project after grant approval must be submitted in writing and approved by the TIFA Director.

Eligible Projects

- Front and rear building façade improvements. Façade improvements include porches, overhangs, railings, and stairs. Regular maintenance items such as tuck-pointing are not eligible.
- Side facades to the extent that they are visible to the public eye
- Enhanced front entryways
- Aesthetic improvements (such as awnings)
- Fencing along alleyways or in a street-side yard.
- Structural and cosmetic upgrades to garages
- Pouring expanded concrete parking pads
- Painting only as part of a comprehensive façade improvement project
- Doors and windows if part of a comprehensive façade improvement project

Ineligible Projects

- Physical or visual removal of architecturally important feature
- Driveway or sidewalk repairs or replacement.
- Installation of vinyl or aluminum siding
- Roofs
- Parking Lots
- Mechanical systems
- Landscaping
- Murals
- Routine general maintenance items that are part of normal property ownership
- Repair of any code violations
- Interior renovation projects
- Properties that have received previous Residential Façade Improvement Grant funding *within* the 2025 fiscal year (July 1, 2024 – June 30, 2025).

Grant Amount Guidelines

Grants require a 1:1 cash match on behalf of the applicant for all eligible expenses. The maximum grant is \$4,000. Grant funds are paid directly to the contractor(s) completing the work or to the property owner if they are self-performing the work.

The TIFA Board has allocated \$100,000 in funding for the 2024 Fiscal Year starting July 1, 2024, and ending June 30, 2025. The grants are considered on a competitive and rolling basis. There is a limit of one Residential Façade Improvement Grant per property per fiscal year.

Application Instructions & Selection Process

1. The applicant may obtain a Residential Façade Improvement Grant application through the TIFA's [website](#), or the TIFA office, 15115 Jefferson Avenue, Grosse Pointe Park, MI 48230.
2. The completed Application Cover Sheet (page 5) shall be submitted to the TIFA along with attachments in this order:

Attachment A: Narrative - Detailed Description of Project

Attachment B: Photographs of the building's existing condition from all affected sides

Attachment C: Graphic Rendering of Proposed Improvements (drawings/photos)

Attachment D: Contractor Bids/Material and other estimates calculating the Total Project Cost

Attachment E: Evidence of up-to-date property taxes

Attachment F: Completed W-9 for all applicable contractors

3. The application will be reviewed by the TIFA Director and the Building Department for compliance with the program requirements. Approval or disapproval by the TIFA Director will be forwarded in writing to the applicant within five days after a decision is made.
4. The TIFA or its agent will inspect the work at completion of the project to determine if the work is complete as agreed upon and in compliance with program requirements.
5. If the above conditions are met, at completion of the project and upon presentation to the TIFA of evidence of paid bills, and submitted before and after photos, the property owner will be reimbursed up to \$4,000 per façade improvement project as awarded.

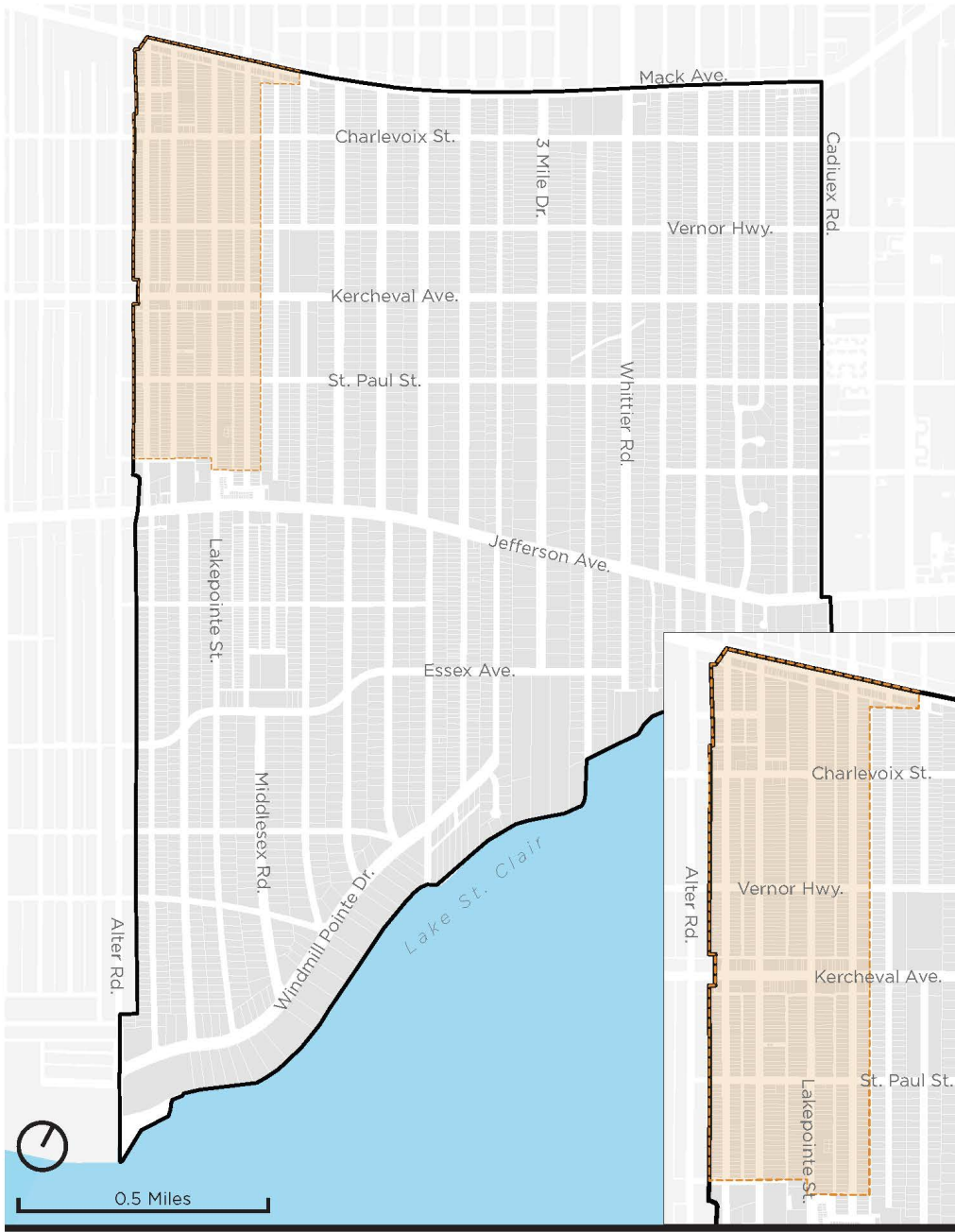
Default & Remedy

The applicant will be in default if rehabilitation activities stated in the grant application are not completed within six months of approval. The grantee may be considered in default if the scope of the project changes once approval is granted, without prior notification to and approval from the TIFA.

Rights Reserved

- The final approval or disapproval rests with the TIFA Director.
- The TIFA reserves the right to accept or reject any or all proposed projects.
- The allocation of grants is based on available funding.

Grosse Pointe Park TIFA District



NORTHWEST TAX INCREMENT FINANCING AUTHORITY DISTRICT
GROSSE POINTE PARK, MI
8/6/2019



APPLICATION COVER SHEET
Grosse Pointe Park TIFA Residential Facade Improvement Grant Program

Instructions: Please print neatly or type. Only completed applications with required attachments will be accepted. Applications should be sent to the Grosse Pointe Park Tax Increment Finance Authority (TIFA), 15115 East Jefferson Avenue or emailed to rothew@grossepointepark.org

CONTACT INFORMATION

Business Name/Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Applicant Email: _____

If applicant is a lessee and not the property owner, please fill out the following information:

Property Owner's Name/Address: _____

Property Owner's Phone #: _____ Property Owner's Email: _____

PROJECT FINANCIAL SUMMARY

Brief Description of source of Applicant Contribution: _____

Grant Request may not exceed \$4,000

Applicant Contribution	\$
Grant Request of TIFA - \$4,000 maximum	\$
Total Project Cost	\$

PROJECTED TIMELINE *(must be completed within six months of grant agreement)*

Projected Start Date: _____ Projected End Date: _____

REQUIRED ATTACHMENTS CHECKLIST

- ___ Attachment A: Narrative - Detailed Description of Project
- ___ Attachment B: Photographs of the building’s existing condition from all affected sides
- ___ Attachment C: Graphic Rendering of Proposed Improvements (drawings/photos)
- ___ Attachment D: Contractor Bids/Material and/or any other estimates calculating Total Project Cost
- ___ Attachment E: Evidence of up-to-date property taxes
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AGREEMENT

I have read the Residential Façade Improvement Grant Program Guidelines. I understand that if the proposed project is approved, I will make the agreed upon improvements to the property within the specified timeframe allowed.

Applicant Signature: _____ **Date:** _____

To be signed by property owner if other than applicant:

I have read the Residential Façade Improvement Grant Program Guidelines, reviewed the project proposal, and authorize the applicant to make the proposed improvements to my property if the project is approved.

Property Owner Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

APPLICATION NUMBER: _____

APPROVED OR DENIED: _____