

If the applicant fails to proceed with the implementation for the approved façade design through the Façade Loan, or any other sources of funds, the applicant shall be liable for a charge of \$500.00 for the architectural services.

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DDA Representative

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Applicant

Covering over original architecture with wood siding, metal, aggregate faced panels, plaster, porcelain enamel or other contemporary siding.

Removal of cornices, windows brows, other original detailing.

The use of back-lit plastic signs, two sided signs, plastic letters or large signs.

### **Agreement for Façade Loan Architectural Assistance**

The City of Imlay City Downtown Development Authority provides up to \$1,000 in architectural assistance from a licensed architect for business owners and buildings owners located within the Downtown Development District.

The purpose of the Façade Loan Fund is to encourage building and businesses owners to upgrade downtown buildings in a manner appropriate to the era of the building. The mission, design guidelines and procedures for the Façade Loan Program are provided in the accompanying Façade Loan Fund Procedures and Design Guidelines.

#### **RECITALS**

1. The Downtown Development Authority is authorized to improve land and construct, reconstruct, rehabilitate, equip and improve any buildings with the downtown development district for the use in whole or in part of any public or private persons or corporation.
2. The DDA has adopted a Development Plan authorizing the DDA to provide public funds to assist in the restoration and revitalization of development area storefronts to provide an appearance that is aesthetically pleasing and complementary to the existing businesses.
3. The DDA / Façade Corporation has adopted Program Guidelines for a Façade Loan Program to encourage high quality and historically sensitive building improvements within the Downtown Development District.
4. \_\_\_\_\_ has requested architectural assistance from the DDA and agrees to abide by the program procedures and requirements.

**NOW, THEREFORE**, the parties hereby agrees the following on the \_\_\_\_ day of \_\_\_\_\_:

\_\_\_\_\_ shall utilize the architect recommended by the DDA for the development of sketches and limited design drawings.

In consideration for the compliance with the Façade Loan Program guidelines, the applicant shall receive the aforementioned architectural assistance that will not exceed \$1,000 from a licensed architect.

Prior to considering a loan for the applicant from the Imlay City Façade Loan Corporation Fund, the proposed design shall be approved by the DDA.

**City of Imlay City**  
**Downtown Development Authority / Façade Loan Corporation**  
**Façade Loan Fund**

**Design Guidelines for Rehabilitation of Existing Buildings**

The following are recommended and not recommended guidelines for the rehabilitation of existing façades.

**Recommended**

Windows may be placed with similar windows of wood (preferred) or of aluminum with a clack of dark bronze finish. Windows should be of the same height.

Preferred treatment of windows would be the retention of checkrail patterns (4 over 4 windows, etc.)

Cloth awnings of appropriate design are encouraged for display windows and for upper story windows.

Reconstruct window brows that are missing.

Reconstruct cornices where missing.

Remove mansard roofs and other non-confirming design elements.

Removing existing non-confirming materials such as wood or metal siding, aggregate faced panels, porcelain enamel panels, etc.

Remove non-confirming signs, large plastic letters, back lit plastic signs, etc.

A color palette should be used that is complimentary to the building's surroundings.

**Not Recommended**

Reduce the size of upper windows or displays windows.

Natural (silver) aluminum replacement windows.

Metal or fiberglass awnings

## **Not Recommended**

Attempts to duplicate exactly period architecture in new construction.

Single story buildings should be discouraged when between multi story buildings or where the low scale will detract from the downtown district's cohesive appearance.

Do not set new buildings back from the face of adjacent buildings or from the setback line of other buildings on the street.

Use of materials incompatible with the original architecture such as aluminum or other metal siding, plaster, vertical or diagonal wood siding, polished marble, aggregate faced panels, porcelain enamel panels and other such contemporary materials.

Use of contemporary colored brick such as white, green or other colors not compatible with the historic character. Avoid treebark and other heavy texture brick.

Natural (silver colored) aluminum is not recommended

Mansard roofs or canopies at the secondary cornice (street level display windows) or at rooflines are not compatible with historic architecture.

Do not try to duplicate original historic cornice work at the upper termination of a masonry wall on a new building.

Do not use wide vertical metal fascia or other similar fascia to terminate.

Back lit plastic signs, projecting two sided signs and oversized signs.

All necessary permits would need to be pulled through the Construction Code Authority and the Imlay City Zoning Administrator's Office.

8. The Downtown Development Authority will formally review the project design and either approve, approve with conditions, or disapprove.
9. Additional meetings may be requested by the applicant and or their architect to review design work in progress or to consider issues that may rise.

**City of Imlay City**  
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## **Design Guidelines for New Construction**

The following are recommend and not recommended guidelines for new façade construction.

### **Recommended**

Maintain compatibility with the downtown district through proper scale, color, design patterns, roofing, windows, and other elements distinctive to the district.

Infill buildings (new buildings between adjacent to existing buildings) should be placed in a plan parallel to and with the same setback as the adjacent building(s).

Use sand mold or semi-smooth faced brick of red, pink, cream, or light brown color. Use appropriately colored mortar (red or gray). Corbeled brick, soldier coursing and other brick patterns similar to original structure patterns should be encouraged.

Window patterns and styles should be compatible with historic buildings. Repetitive patterns on the second stories are encouraged. Street level display windows should be compatible with historic buildings.

Windows should be of wooden construction or aluminum with a black or dark bronze finish. Wooden windows can be painted in with an overall color scheme.

Building facades should terminate at the upper level with a parapet wall of masonry, which can be straight or could have a corbelled brick or brick patterns.

Stand seam metal roofing on sloped roofs can be encouraged if proper colors are used.

Signs should be simple, flat against buildings, of good design compatible with historic buildings.

A color palette should be used that is complimentary to the building's surroundings.

All necessary permits would need to be pulled through the Construction Code Authority and the Imlay City Zoning Administrator's Office.

**City of Imlay City**  
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## **Design Procedures**

The following is a list of the procedural steps necessary to be completed for the Façade Loan funds. If it is necessary for your project to deviate from these procedures, the Downtown Development Authority or the DDA Director must be notified at (810) 724-2135.

1. Call the DDA Director to inquire about your possible project. At the initial call, the DDA Director will be able to advise you as to whether your property is within the Downtown Development District.
2. The potential applicant should then receive a copy of the design guidelines along with the cover letter indicating that the guidelines should be passed on to the applicant's architect, if applicant has one.
3. The main objective of the Façade Loan Fund is for the restoration and preservation of the buildings, and to maintain the character of the downtown area whenever possible.
4. The Downtown Development Authority will give a rebate up to \$1,000 for design services provided by a licensed architect.
5. The applicant, their licensed architect, the DDA Director, and a DDA board member will meet to discuss preliminary design considerations. At this time, questions regarding procedure can be clarified and the design guidelines will be reviewed.
6. The drawing and written recommendations of the architect for a rehabilitation or new construction project are submitted to the DDA Director. At this time, the project can be evaluated for adherence to the guidelines.
7. The DDA Director will send a letter with a recommendation to the Downtown Development Authority. At this time, the DDA Director will do one of the following:
  1. Recommend that the DDA approve the design project
  2. Recommend that the design be submitted to another architectural firm for review
  3. Recommend that the applicant and architect reconsider their choice of design if it is not in conformance with the guidelines.

## **Loan Approval / Disapproval**

The Façade Loan Corporation shall make a formal decision on the approval of each approved design project.

## **The Closing Process**

Upon the approval of the project and façade loan by the Imlay City Façade Loan Corporation, the Lapeer Development Corporation will coordinate the closing process. The closing fee will be paid at the time of the closing.

At the time of closing, the applicant may be asked to sign the following:

- Affidavit titled, “As to Use of Loan Proceeds for Business Purposes”
- Note
- Participating Business Loan Agreement
- A mortgage

## **Repayment**

The Lapeer Development Corporation will provide the applicant with an amortization schedule and coupon book for the loan. Repayments shall be every 30 days after the date of closing. Payments are made to the Imlay City Façade Corporation and mailed to the Lapeer Development Corporation, 449 McCormick Drive, Lapeer, MI 48446.

In the event of delinquency, the Imlay City Development Corporation will do the following:

1. Make a telephone call to the loan recipient informing them of the delinquency.
2. Follow up the telephone call with a letter.
3. If payment is not received at that point, the Imlay City Façade Loan Corporation will be notified. The corporation will review the loan and action to collect the loan may take place, pursuant to the loan agreements.

In the event it is the decision of the Façade Loan Corporation to take necessary legal action to recover losses of non-performing loans, the stated terms of the façade loan agreement shall become effective.

3. The Lapeer Development Corporation is a community based, non-profit, economic development corporation covering Lapeer County. The Lapeer Development Corporation, certified by the Small Business Administration, currently manages a loan portfolio of over \$2,000,000. The Lapeer Development Corporation has the ability to screen loans to determine repayment; assist small businesses develop business plans, structure loans, and service loans.

## **Loan Applicant Review**

The Façade Loan Corporation and the Lapeer Development Corporation will review each loan on the ability to pay basis and have the authority to approve or disapprove a loan request. The Lapeer Development Corporation's financial analyst will present a financial analysis for each loan request to the Façade Loan Corporation for their review.

## **Approval Criteria**

1. The financial information submitted by the applicant and financial analysis prepared by the Lapeer Development Corporation adequately demonstrates an ability to repay the loan.
2. If necessary, the Downtown Development Authority Director will make a determination that the building for which the loan is requested is in adequate condition to be rehabilitated and put to commercial use for the term of the loan.
3. The funds loaned are to be used on the façade of the building, except for interior items related to exterior work. The façade loan design guidelines shall establish the criteria for the use of the funds.
4. The conditions for all work done are set forth by the Imlay City Downtown Development Authority.
5. The applicant shall provide the following financial information to the Lapeer Development Corporation for the screening of the loan:
  - Balance Sheets (3 years)
  - Profit and Loss Statement (3 years)
  - Projected Cash Flow (by month for 12 months)
  - Projected Employment  
(total persons expected to employ during the term of the loan)
  - Personal Financial Statement of the Applicant
  - Verification of Proper Insurance Coverage
  - Credit Check
  - Verification of Property Tax Paid
  - Tax Returns

architectural design.

**CONTACT INFORMATION:**

Kim Marrone, DDA Director	(810) 724-2135
Patricia Lucas, Lapeer Development Corp.	(810) 667-0080
Wayne O'Neal, City Manager	(810) 724-2135

**City of Imlay City  
Downtown Development Authority / Façade Loan Corporation  
Façade Loan Fund**

**Loan Procedures**

Businesses located with the Downtown Development District may borrow up to \$40,000 per façade for 10 years at 4%. These rates are subjected to change.

The Façade Loan Fund is intended to leverage additional funds from private sources, therefore, it may be used in conjunction with other loans.

**Marketing**

Imlay City Downtown Development Authority, located at 150 North Main Street, Imlay City, MI 48444, will be responsible for the marketing of the Façade Loan Fund Program with in the Downtown Development District.

**Loan Pool Management**

The Lapeer Development Corporation, located at 449 McCormick Drive, Lapeer, MI 48446, will administer the loan fund and service the individual loans.

The loan fund is managed cooperatively by the following organizations:

1. The Imlay City Façade Loan Corporation is made up of members of the Imlay City Downtown Development Authority. It is a non-profit corporation that went into agreement with six community banks to provide low interest loans to rehabilitate building exteriors within the Downtown Development District.
2. The Imlay City Downtown Development Authority, created in 1976, has the charge to rehabilitate, revitalize, and promote Downtown Imlay City. As a result, the Downtown Development Authority has financed and implemented a wide range of activities and infrastructure improvements to build and promote Downtown Imlay City.

# **DESIGN PROCEDURES & LOAN PROCEDURES**

Adopted by DDA on 7/11/2006  
Last Updated 2/1/2012

## **PROGRAM SUMMARY**

Imlay City Façade Corporation has been established to facilitate the rehabilitation of the building facades in the commercial district of the community. Building owners will have the opportunity to borrow money from the fund at an attractive interest rate for the improvement of their building facades.

**AMOUNT:** The fund can loan up to \$40,000 at 4% for up to 10 years

### **ADDITIONAL FUNDING:**

The program is intended to leverage additional funds from private sources that it can use in conjunction with other loans.

### **INFORMATION REQUIRED FOR LOAN PROCESSING \*:**

- Balance Sheets (3 years)
- Profit and Loss Statement (3 years)
- Projected Cash Flow (by month for 12 months)
- Projected Employment  
(total persons expected to employ during the term of the loan)
- Personal Financial Statement of the Applicant
- Verification of Proper Insurance Coverage
- Credit Check
- Verification of Property Tax Paid
- Tax Returns

\* If the applicant has no previous financial statements the loan screening will be based on cash flow projections.

### **DESIGN GUIDELINES:**

The Downtown Development Authority sets these guidelines. The Downtown Development Authority prior to a loan approval must sign off on the proposed



**DOWNTOWN DEVELOPMENT  
AUTHORITY**

**&**

**IMLAY CITY FAÇADE LOAN  
CORPORATION**

**FAÇADE LOAN PROGRAM**