

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

**Wednesday, July 19, 2023 - 6:00 pm (EST)
Belleville City Hall — Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/83209282922?pwd=dUJOZzgybXRtd2F3aWlEUmNldGMzZz09>

Meeting ID: 832 0928 2922

Passcode: 583761

One tap mobile

+16468769923,,83209282922#,,,,*583761# US (New York)

+16469313860,,83209282922#,,,,*583761# US

Dial by your location

- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)

Meeting ID: 832 0928 2922

Passcode: 583761

Find your local number: <https://us02web.zoom.us/j/83209282922?pwd=dUJOZzgybXRtd2F3aWlEUmNldGMzZz09>

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Ivan Ankwatsa

Denise Baker – Secretary

Valerie Kelley-Bonner

Mayor Kerreen Conley

Alicia McGovern – Chair

Kelly McWilliams – Vice-Chair

Sabrina Richardson-Williams – Treasurer

Jennifer Winter

3. DDA Follow Up List
4. Citizen Comments, Agenda Items Only
5. Approval of and/or Changes to the Agenda
6. Approval of Meeting Minutes
 - April 19, 2023 Regular DDA Meeting
7. General Business
 - A. Possible Repair/Paving of South Street alley
 - B. Proposed Event Sponsorship Form Update/Discussion
 - C. Façade Grant Discussion Re: Possible Increase
 - D. Façade Application - Health Markets
 - E. BOOVILLE – possible DDA event/sponsored event
 - F. Committee Updates
 - i. Economic Development
 - ii. Marketing
 1. Remaining Tiger Tickets
 - iii. Community Engagement
 - iv. Culture & Arts
 - v. Budget/Finance
8. Treasurer's Report and Accounts Payable
9. Chair and Board Member Comments
10. Citizen Comments, Non-Agenda Items
11. Action Items for Next Regularly Scheduled Meeting
12. Adjournment

Belleville DDA Follow-up List

Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed	Comments
Marketing/Economic Development:							
Marketing/Social Media/DDA Director	11/16/2022	DDA Board	Hire part time person and/or recruit college or high school intern		P		Develop marketing strategy, obtain grants oversee social media strategy, update website
Economic Development Director	11/16/2022	DDA Board	Develop RFP for position		P		Develop plan to bring businesses to Belleville, work with developers
Partnerships with other organizations	11/16/2022	DDA Board	DDA sponsors events or funding		IP		Discuss Sponsorship Application February 2023 DDA Meeting – Continue discussions
Partnerships with local restaurants		DDA Board	DDA sponsors restaurants for events		P		Develop partnership to sponsor local restaurants with booth at downtown events
Event Support		DDA Board	Sponsor local events		C		Grants awarded Feb 2023
Grant Writer		Chair McGovern	Develop RFP for position		P		
Data Tracking Service - Cobalt 360		Director Robinson			P		
Reestablish Park & Rec Committee		Director Robinson			P		DDA representation on committee
Tiger Ticket giveaway	March 2023	PA Jones	Marketing plan to give away a series of Tiger Tickets	Marketing	IP		Develop marketing to give away tickets with incentive to shop DDA Businesses
Maintenance							
Main Street Walk-Through		Chair McGovern	DDA Board review downtown	DDA Board	P		
Lawn Maintenance		DDA Board	Rebid weed control		C/R		Signed revised contract with 4 applications/year
Mowing		DDA Board	Contract expires ---		R		
Landscaping/Flowers		DDA Board	3 year contract expires ----		R		Pioneer Landscaping contract
Part-time Maintenance Staff		DDA Board	Advertise / hire staff		IP/R		Advertised for staff/Hire summer youth workers
Horizon Park							
Dock Maintenance/Improvements		DDA Board	Board Discussion		P		Park Maintenance list
Benches and picnic tables		DDA Board	Board Discussion		C		Approve purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Board Discussion		P		Park Maintenance list/Pioneer
Parking lot maintenance		DDA Board	Board Discussion		P		Park Maintenance list
Mulch/Maintenance		DDA Board	Mulch parking areas, park areas, clear brush with goats		C		Park Maintenance list/Goat contract for June 2023
Events/Marketing		DDA Board	Board Discussion		P		

Belleville DDA Follow-up List

Item/Description	Date Opened	Opened by	Proposed Action	Committee/Individual	Status	Date Closed	Comments
Village Park							
Pond Maintenance		Ongoing Project					
Community Garden		DDA Board	Board Discussion		R		
Cement repair/replacement		DDA Board	Board Discussion	Robinson	P		
Pickleball Courts		DDA Board	Long term project/Grant Application		IP		Park Maintenance list
Benches and picnic tables		DDA Board	Purchase		P		Grant applied for from Wayne County
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		C		Approved purchase at March 2023 meeting
Playscape mulch		DDA Board	Ongoing maintenance		P		Park Maintenance list/Pioneer Spring installation
					C		Park Maintenance list - Spring installation
Victory Park							
Building Renovations		DDA Board	Board Discussion	Robinson	P		
Cement repair/replacement		DDA Board	Board Discussion	Robinson	IP		Park Maintenance list
Benches and picnic tables		DDA Board	Purchase		C		Approved purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		P		Park Maintenance list/Pioneer
Playscape mulch		DDA Board	Ongoing maintenance		C		Park Maintenance list
Events/Marketing		DDA Board	Board Discussion		P		
Finance							
Event Funding Requests		DDA Board	Review applications for event support	Budget	C		Awarded February 2023
Budget for 2023-2024		DDA Board	FY 2023-24 budget	Budget	C		Budget for Board approval April 2023
Capital Improvement Plan		DDA Board	Board Discussion		P		Develop Capital Improvement Project List for planning and budgeting
Other							
Public Art - Sculptures		DDA Board	Committee selection	Art Committee	R		New sculptures/DIA to be installed May 2023
Community Calendar - Events		DDA Board	Board Discussion		IP		
Collaboration Meetings with other Organizations		DDA Board	Board Discussion		P		
Community Volunteer Needs/Sign-up		DDA Board	Board Discussion		P		
DDA Business Registry		Director Robinson	Develop registry process	Robinson	IP		Investigating ordinance/legal requirements
Charging Stations for Electric Vehicles		DDA Board	Board Discussion		P		
Parking		DDA Board	Review options to increase parking		P		DDA/City partnership for additional parking
Status:							
P = Planning							
DE = Development and/or Engineering							
B = Out for Bid							
IP = In Progress							
C - Completed							
R = Resuming							
NA = No Action Taken							

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
Wednesday, April 19, 2023 – 6:00 pm**

The regular meeting of the Downtown Development Authority was held via a hybrid of in-person and virtual access through ZOOM.

The regular meeting of the Downtown Development Authority was called to order by Board Vice-Chairperson McWilliams at 6:20 p.m.

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Board Member Ankwatsa	Present
Board Member Kelly-Bonner	Absent - Excused
Board Member Winter	Present
Secretary Baker	Present
Treasurer Richardson-Williams	Present
Vice-Chair McWilliams	Present
Chair McGovern	Absent - Excused
Mayor Conley	Absent - Excused

3. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- No comments.

4. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Richardson-Williams, supported by Ankwatsa to approve the agenda as presented, with the correction of the meeting minutes date to March 15, 2023, and the addition of General Business Item E – Follow-Up List.

ROLL CALL VOTE:	Board Member Ankwatsa	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

5. APPROVAL OF MEETING MINUTES

A. March 15, 2023, Regular DDA Meeting

MOTION: Motion by Richardson-Williams, supported by Baker to approve the Minutes of the Regular DDA Meeting held on Wednesday, March 15, 2023.

ROLL CALL VOTE:	Board Member Ankwatsa	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

6. GENERAL BUSINESS

A. Committee Assignments/Updates

1. Update – All Committees

a) Marketing Committee

- i. Advertising – Ad in Detroit Tigers Yearbook**
 - No updates or discussion.
- ii. Giveaways – Detroit Tigers Tickets**
 - Board Member Ankwatsa will be meeting with Project Administrator Jones to discuss generating a QR Code for local businesses to facilitate a giveaway for tickets to two Detroit Tigers games in May.
 - Ankwatsa also stated that the Marketing Committee will be sending out RFP's for social media and marketing companies.
- iii. Joint Marketing with Van Buren Township DDA**
 - No updates or discussion.

b) Culture & Arts Committee

- i. DIA INSIDE/OUT Program Discussion**
 - Board Member Richardson-Williams mentioned the possibility of having a bus tour for viewing of the exhibits.
- ii. Michigan Sculpture Initiative – Sculpture Selection and Placement**
 - No updates or discussion.

c) Community Engagement Committee

- i. DIA INSIDE/OUT Program Discussion**
 - No updates or discussion.
- ii. Community Calendar Discussion**
 - No updates or discussion.
- iii. Downtown Events Discussion**
 - No updates or discussion.

d) Economic Development Committee

- i. Discussion – Attracting & Retaining New Businesses**
 - The committee is still discussing billboards to advertise the City.

e) Budget/Finance Committee

- i. Proposed Budget**

- Secretary Baker stated that the committee met last week and discussed the budget. She noted that they are adding funds for marketing, wages, and capital outlay.

B. BACA – Music Lakeside Program DDA Assistance

MOTION: Motion by Richardson-Williams, supported by Baker to approve assistance to BACA for Music Lakeside 2023, in the amount of \$3,000.

ROLL CALL VOTE:	Board Member Ankwatsa	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

C. Site Furnishings – Update

1. Project Administrator Jones stated that new trash receptacles have been placed throughout the City, and that the order for new picnic tables and benches for Village Park are currently in process. He noted that people have been very receptive to the idea of new picnic tables and benches being ordered.

D. Budget Approval

MOTION: Motion by Richardson-Williams, supported by Baker to approve the budget for the DDA as presented.

ROLL CALL VOTE:	Board Member Ankwatsa	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

E. Follow-Up List

1. Board Member Richardson-Williams noted that there are some large branches on the path at Village Park and asked if they can be cleaned up. She also noted that the walking bridge is missing some spindles and asked if those could be repaired.

7. DIRECTOR'S REPORT

- City Manager Robinson provided Board Members with his Director's Report, and provided the DDA Board with the following updates:
 - o The City Council approved upgrades to the City's website, which currently includes a page for the DDA. He noted that there will be a HeyGov module added which will allow residents to pay for various services via the website.
 - o Van Buren Township's DDA will be matching Belleville's DDA assistance to BACA in the amount of \$3,000.

- Noted that the benches and picnic tables ordered for Village Park should arrive in around 4-6 weeks, and reiterated that the new trash receptacles have already been placed.
- Stated that the City has continued to receive applications for the DDA Summer Worker positions.

8. TREASURER'S REPORT AND ACCOUNTS PAYABLE

MOTION: Motion by Baker, supported by McWilliams authorizing the Treasurer's Report and Accounts Payable as presented.

ROLL CALL VOTE:	Board Member Ankwatsa	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

9. CHAIR AND BOARD MEMBER COMMENTS

- Board Member Ankwatsa
 - Mentioned that he is exploring placing the QR code for the Detroit Tigers tickets giveaway in the Belleville Independent newspaper.
- Board Member Winter
 - Noted that the weather was beautiful last week, and said that she wished that the weather this week was the same.
- Secretary Baker
 - Had no comments, as she noted that she is still recovering from tax season.
- Treasurer Richardson-Williams
 - Stated that she thinks the Board has discussed everything they could this meeting.
- Vice-Chair McWilliams
 - No comments.

10. CITIZEN COMMENTS, NON-AGENDA ITEMS

- No comments.

11. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- None noted.

12. ADJOURNMENT

MOTION: Motion by Richardson-Williams, supported by Winter to adjourn at 7:15 p.m.
No objections noted.

ROLL CALL VOTE:	Board Member Ankwatsa	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

Briana Hootman / City Clerk

Approved:

Posted:

Published:

DDA Special Event Sponsorship Funding Process

The Belleville Downtown Development Authority (DDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

- 1. When applying for funding, the applicant(s) must complete and submit the **City of Belleville Downtown Development Authority Special Event Sponsorship Application**. ***Paper copies can be found at City Hall, 6 Main St, Belleville, MI 48111*****
- 2. Once an application is submitted, it will be reviewed by the Executive Director and applicants will be notified by email if their application is complete or additional information is required.**
- 3. The application will be reviewed first by the Finance Committee and a brief presentation will be allowed at this meeting to describe the key details of the event. This presentation must not exceed 10 minutes with additional time allowed only for questions.**
- 4. If recommended for approval, the applicant will be notified and the DDA Board will consider the application at its next meeting. A *yes* or *no* decision must be reached at this meeting. The applicant may or may not be required to provide a presentation to the full board at this time but should be present and prepared to answer questions if needed.**
- 5. The applicant will be notified via email of the outcome reached at the DDA Board Meeting.**

City of Belleville Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: _____		
Street Address: _____		
City: _____	State: _____	Zip Code: _____
Phone: _____		
Email: _____		
Organization Website: _____		
Organization Agent/Applicant Name: _____		
Street Address: _____		
City: _____	State: _____	Zip Code: _____
Phone: _____		
Email: _____		

Event Details

Event Name: _____

Event Date(s): _____

Event Time(s): _____

Event Location (Proposed location): _____

Event Type: (Check all that apply):

____ Parade ____ Concert ____ Festival

____ Athletic Event (run, walk, etc.) ____ Other:

Event Category: _____

Event Description/Purpose: **(Please be as detailed as possible)**

*****COVID-19 & Social Distancing Precautions***** — Please describe in detail how this event will implement and enforce current COVID-19 regulations, and social distancing measures.

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before? Yes or No _____

How will this event benefit the district and local businesses?

Are there any local business involved? **If yes, please list them below.**

Additional Event Details

Total number of participants: _____

Will the event require a pavilion and/or gazebo rental?

____ Pavilion ____ Gazebo ____ Both ____ None

Will any food be prepared, distributed, or sold at the event? **All food vendors must receive a permit approved by the Wayne County Environmental Health Department and the City of Belleville** ___ Yes ___ No

Will any alcohol be served or sold at the event and by whom?

Parking— Where do you anticipate attendees will park?

Do you have a plan for signage to direct attendees where to park?

Will public lots be used? ___ Yes ___ No

Will private lots be used? ___ Yes ___ No

Budget Summary

Total Cost of Event	\$	
Total Income Projected	\$	
DDA Funds Requested	\$	
List Names of Additional Funding Sources	Amount	Confirmed? (Yes or No)

City Service & Equipment

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Wayne County Environmental Health Department and City of Belleville
- b) This approval of this event may include additional requirements and/or limitations based of the DDA's review of the application.

Applicant's Signature

Date

Printed Name of Applicant

Belleville Downtown Development Authority Facade Improvement Program Description

PURPOSE:

The purpose of the Belleville Downtown Development Authority (DDA) Facade Improvement Program is to encourage visual improvements to commercial facades, and building and landscaping enhancement that are readily visible to the public and to improve the physical appearance of independent businesses in the Belleville DDA District consistent with the guidelines developed by the Belleville DDA, and as defined in the Downtown Overlay District. A financial assistance program has been developed to provide an incentive to business owners to make improvements in the DDA District. An evaluation process has been outlined to ensure that all applicants can be evaluated on the same criteria.

Currently, **DDA funding for approved projects would be a 50% grant plus a 50% zero interest loan, with a maximum DDA amount of \$10,000 (up to \$5000 grant and \$5000 loan).**

Approved applications would have one year from their approval date to complete their project.

ALLOCATION OF RESOURCES:

The Belleville DDA is committed to this program and will annually review the program and fund it at a level they deem appropriate.

APPLICANT ELIGIBILITY:

In order to be eligible to participate in this program an applicant must meet the following criteria:

- Applicant must be the commercial property owner or the owner of property that is used by a recognized non-profit organization in the DDA district; and
- Applicant must be current on all real and personal property tax obligations; and
- Applicant must be current on all obligations to the city (water bill, etc).

ELIGIBLE PROJECTS:

Eligible enhancement projects must be in the DDA District, shall be limited to the following improvements, must be consistent with the Belleville DDA Design Guidelines, the City of Belleville Central Business District Clearzoning Ordinance, and all applicable laws, administrative codes and ordinances.

- Exterior renovations to the façade of a commercial building.
- Historical exterior restoration of a commercial building.
- Brickwork consistent with the Belleville DDA Design Guidelines and City's Downtown Overlay District.
- Storefront and rear entry improvements, including ADA improvements.
- Addition or enhancement of landscaping may be considered only in conjunction with other façade improvements.
- Exterior painting and cleaning of bricks may be considered only in conjunction with other façade improvements.

(con't next page)

- Other items which may be eligible if they are improvements, not simply replacement for maintenance purposes include:
 - Cornices, eaves, parapets, windows and doors, lighting, awnings, etc.
 - Other similar improvements that may be necessary to improve the appearance of a building façade exterior may be approved by the Belleville DDA.

INELIGIBLE USE OF FUNDS

Façade Improvement program funds shall not be used for any of the following:

- Refinancing existing debt.
- Property acquisition.
- Interior improvements.
- Site plan, building or sign permit fee.
- Property appraisal cost, legal fees.
- Labor cost paid to the owner/applicant or relatives, (unless they are a licensed contractor).
- Cost paid by the applicant in merchandise or in-kind services.
- Work already performed.
- Mortgage or land contract financing or refinancing.
- Loan fees.
- Reusable or removable items.
- Any other use of funds that the DDA Executive Board determines is not eligible for funding.

EVALUATION PROCESS

A façade program review committee comprised of two (2) DDA members and one (1) Planning Commission member will review the application and design based on the following:

- Eligible Applicant.
- Eligible Property.
- Eligible and consistent design.
- Compliance with DDA District Guidelines, the Downtown District, local ordinances, and all applicable laws and regulations. The agency with regulatory authority shall have the final determination as to whether the proposed design is in compliance with the DDA District Guidelines, the Downtown Overlay District, local ordinances, and all applicable laws and regulations.
- Review of building location and neighboring structures.
- Percentage of façade improvement (How much of an improvement will be realized.).

APPROVAL PROCESS

Upon approval by the Façade Program Review Committee a conditional approval letter will be forwarded to the applicant along with a Façade Agreement, Façade Maintenance Agreement, a Promissory Note, and a Personal Guarantee of Promissory Note. As a condition of receiving funding, the applicant shall thereafter execute and submit to the DDA all of the applicable aforementioned documents and all other documents requested by the Façade Program Review Committee.

This program does not exempt applicants from obtaining all necessary permits and inspections from the City nor does it exempt applicants from the payment of those fees.

After the Façade Program Review Committee receives the above-mentioned documents, it shall make a recommendation with respect to funding to the DDA Executive Board. The DDA Executive Board shall act on the request for funding at the next regular DDA Executive Board meeting.

If the DDA Executive Board approves the request for funding, the DDA Executive Board Chairperson shall thereafter notify the applicant in writing of the approval. Upon receipt of the written notice by the DDA Executive Board Chairperson, the applicant is authorized to commence work on the approved façade project.

If the DDA Executive Board denies the request for funding, the applicant shall be notified by the DDA Executive Board Chairperson in writing that the funding for the proposed facade project was denied and the applicant will not receive any grant or loan funds.

FINANCIAL ASSISTANCE

The program provides financial assistance to qualified and approved applicants one time only.

The Belleville DDA will provide an equally apportioned grant to an interest free loan at a maximum municipal contribution of \$10,000. For example, the maximum municipal contribution for a project would be a \$5,000 grant and a \$5,000 interest free loan.

The minimum available municipal funds for any project may be \$1,000 (50% grant and 50% loan). The loan will be interest free with a maximum amortization period of up to 3 years. The loan is fully open and may be repaid in full at any time prior to the end of the term of the loan.

FAÇADE AGREEMENT AND FAÇADE MAINTENANCE AGREEMENT

A signed Façade Agreement and Façade Maintenance Agreement with the Belleville DDA sets the terms and conditions of the municipal grant /loan and approved application. The Agreements are entered into for the purpose of enabling the commercial property owner to construct, maintain, enhance and beautify its facade and fixtures located on their property with finding from the Belleville DDA as part of the goals and requirements of the Facade Improvement Program. The Façade Maintenance Agreement ensures that maintenance and repairs will be performed on the funded improvement for a period of five (5) years.

Many of the documents involved in the Program are legal in nature and impose certain duties and restrictions upon the Applicant. *Applicants are, therefore, advised to consult with an attorney prior to signing any of the documents required for participation in the Program*

Repayment of the Façade Improvement Program loan will be guaranteed by a personal guarantee, if applicable. Loan repayment will commence on the first anniversary of the Contract between the Belleville DDA and the owner and annually on the anniversary date thereafter until paid in full.

The loan will be interest free with a maximum amortization period of 3 years based on the following table:

Loan Amount	Years of Repayment
\$500-\$2,000	1 Year
\$2,001-\$4,000	2 Years
\$4,001-\$5,000	3 Years

Failure to make payments on time will result in a late fee assessed in the amount of \$25.00 Dollars or 5% percent of the payment amount, whichever is greater.

APPLICANTS PLEASE NOTE: The Belleville DDA reserves the right to promote the Façade Improvement Program and use approved and funded projects as examples, including pictures, in promotional materials.

DISTRIBUTION OF FUNDS

The release of funds shall be subject to the prior inspection and approval of the work performed at that time by the city building Department and the DDA. Said construction must conform to all applicable building codes, zoning ordinances, state statutes and prior approved plans. Also evidence of payment for work performed for the facade improvement construction will be required to release funds.

Funds will be distributed on the following schedule

- A maximum of fifty (50%) percent of the grant funds (up to \$2,500) prior to the commencement of the construction on the façade project.
- The balance of the grant funds shall be distributed when the façade project construction has been completed and all inspections are approved and waivers presented.
- All loan funds shall be distributed when the façade project construction has been completed and all inspections are approved and waivers presented.

Funding approval will lapse if a notice of completion is not issued within six (6) months of the date of construction provided by the applicant. The Belleville DDA may grant an extension following review and approval of a written request by the applicant detailing the reasons for the extension and providing a new date of completion. Extensions shall be at the discretion of the Belleville DDA.

Belleville Downtown Development Authority Facade Improvement Program Application

Name of Applicant: _____
(Property Owner)

Property Address: _____

Business Name: _____

Mailing Address (if different from Above): _____

Phone Number(s): _____

Email Address: _____

Proposed Improvements (Please check all that apply):

- ☐ Exterior façade improvements
- ☐ Historical exterior restoration of buildings
- ☐ Brickwork/Stonework/Siding
- ☐ Storefront or rear entry improvements including ADA improvements
- ☐ Signage
- ☐ *Addition or enhancement of landscaping
- ☐ *Exterior cleaning and/or painting
- ☐ *Exterior Lighting
- ☐ *Restoration/Repair/replace windows, doors, trim
- ☐ Other: _____

** items may be considered only in conjunction with other façade improvements*

Please provide a description of work to be done. Attach preliminary designs and sketches of a professional quality in a minimum scale of one-eighth inch (1/8") for every one foot (1'), photos of the existing façade and any photos of facades similar to what the Applicant is proposing, samples of the proposed color and materials that are being proposed for the façade. These items will be used by the DDA assist in the evaluation of your application.

**Belleville Downtown Development Authority
Facade Improvement Program Application**

Total Estimated Improvement Cost: \$ _____
(Attach cost estimates and detailed breakdown)

Funding Request:

(A) Total Amount Requested: _____ (This amount shall not exceed \$10,000)

(B) Grant Amount Requested: _____ (maximum grant amount shall not exceed 50% of (A) above. This amount shall not exceed \$5,000)

(C) Loan Amount Requested: _____ (maximum loan amount shall not exceed 50% of (A) above. This amount shall not exceed \$5,000)

By signing this Application, I affirm that I am the property owner of the above Property. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any grant or loan awarded. In such a case that any grant or loan awarded by the DDA is voided due to any falsification or willful omission, I agree to repay the grant and/or loan to the DDA within sixty (60) days, plus all of the costs and attorney fees incurred by the DDA to collect the grant and/or loan proceeds if I fail to repay the DDA within the sixty (60) days.

I have read and understand and agree to comply with all requirements of the DDA's Façade Improvement Program (hereinafter the "Program"). I further understand that if my application is accepted by the DDA, I may receive a preliminary approval letter. After receipt of the preliminary approval letter from the DDA, I will be required to submit sealed plans, obtain all required permits, and execute all of the necessary forms given to me by the DDA in order to qualify for reimbursement of the project expenses pursuant to the limitations set forth in the forms.

I hereby acknowledge that this Application and all supporting documents are to be submitted to the DDA Coordinator. I further acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the DDA.

I further hereby acknowledge that the DDA's Executive Board reserves the right to reject any or all applications received pursuant to the Program.

Applicant's Signature

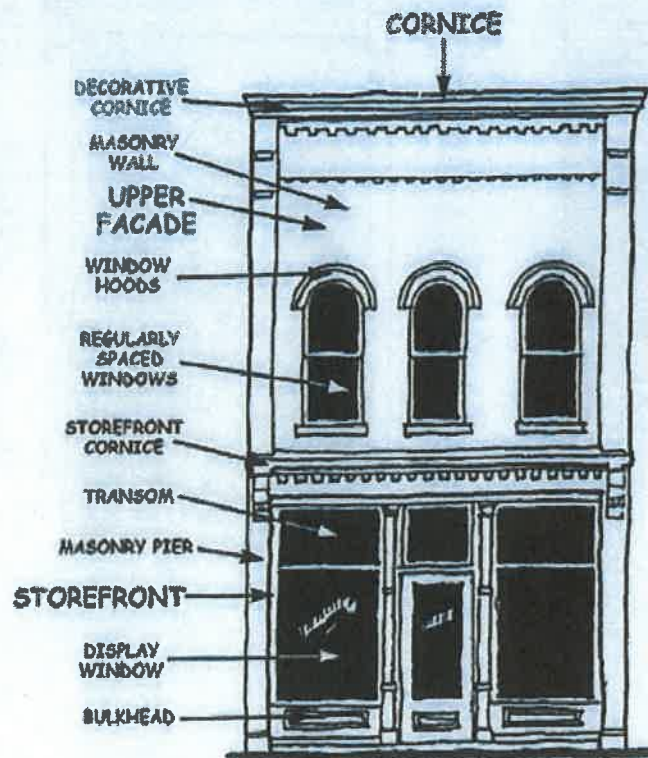
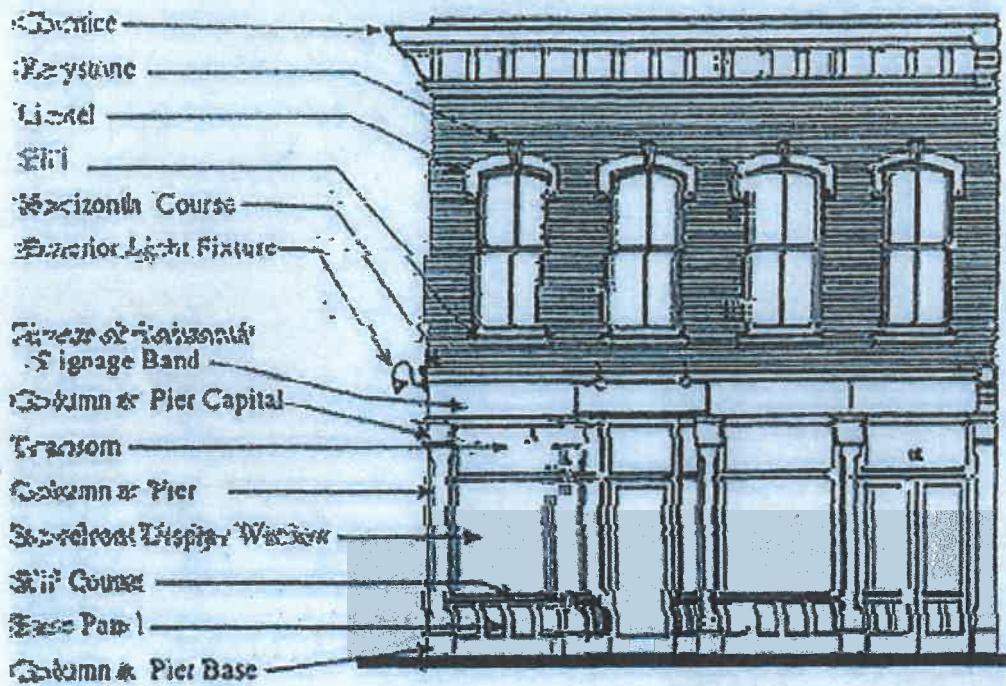
Date

The following documentation must be included with this Application when submitted to the DDA:

- ☐ **Provide proof of ownership of the subject property.**
- ☐ **Proof that all real and personal property taxes for the subject property have been paid.**
- ☐ **Proof that all City Obligations are current, including, but not limited to, all water and sewer bills and all special assessment payments.**
- ☐ **Provide three (3) detailed estimates from independent contractors that itemize all costs of the proposed improvements.**
- ☐ **Provide a preliminary design and/or sketch of professional quality in a minimum scale of one-eighth inch (1/8") for every one foot (1').**
- ☐
- ☐ **Provide photos of the existing façade and any photos of facades similar to what the Applicant is proposing.**
- ☐ **Provide, if possible, samples of the proposed color and materials that will be used if the improvement is approved and funded by the DDA.**
- ☐ **Provide a non-refundable application fee via check or money order in the amount of \$50.00, payable in United States Funds.**

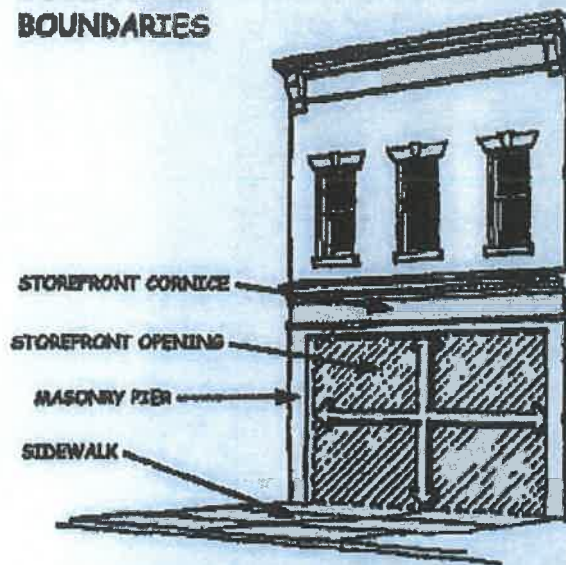
APPLICANTS PLEASE NOTE: As a condition of receiving Façade Improvement Program funds from the DDA, the Applicant consents to the DDA using any of the materials submitted and any photos thereafter taken of the Applicant's improved façade in any type of promotion and marketing materials published or used by the DDA.

Anatomy of a Building Façade



TRADITIONAL
FACADE
COMPONENTS

STOREFRONT BOUNDARIES



COMMON STOREFRONT MATERIALS

CORNICE
CAST IRON, WOOD, SHEET METAL, BRICK, STONE, OR TERRA COTTA

TRANSOM WINDOWS
CLEAR, TINTED, STAINED OR ETCHED.

PIERS
MASONRY TO MATCH UPPER FACADE.

DISPLAY WINDOWS
CLEAR GLASS.

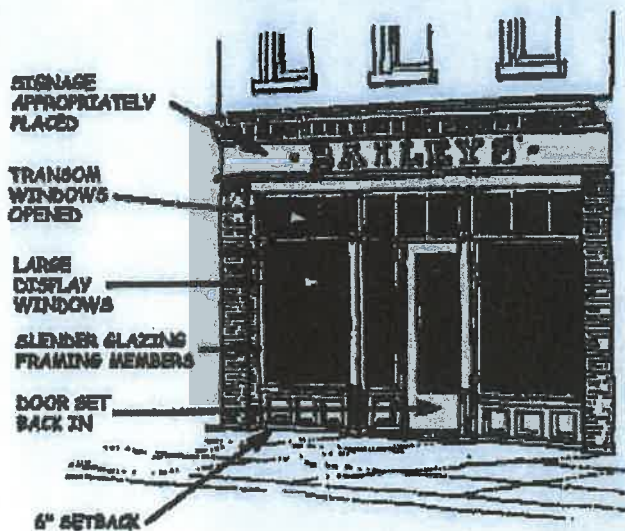
STOREFRONT FRAME
WOOD, CAST IRON, STEEL.

BULKHEAD
WOOD PANELS, POLISHED STONE, GLASS, TILE, OR ALUMINUM.



TRADITIONAL STOREFRONT DESIGN

STOREFRONT FITS WITHIN BOUNDARIES



BASE COLOR
• WALL SURFACES
• STOREFRONT PIERS
• CORNICE - WHEN SAME MATERIAL AS WALL

MAJOR TRIM COLOR
• CORNICE
• WINDOW HOODS
• WINDOW FRAMES
• STOREFRONT CORNICE
• STOREFRONT COLUMNS
• STOREFRONT & BULKHEADS

MINOR TRIM COLOR
• WINDOW SASH
• DOORS

ACCENT COLORS
• SMALL DETAILS ON WINDOW HOODS, CORNICES, COLUMNS & BULKHEADS

Thanks to the National Main Street Center for the illustrations.

3.1.7

B-2 Central Business District

A. INTENT

The primary purpose of the Central Business District (CBD) is to establish and maintain the regulatory basis for a vibrant, pedestrian-oriented area that reflects a traditional small town urban form.

 **User Note:** For uses listed in bold blue, refer to Article 4, or click on use, for use-specific standards

B. CENTRAL BUSINESS DISTRICT USES

Use	Primary Street		Secondary Street	
	Ground Floor	Upper Floor	Ground floor	Upper Floor
Commercial Uses				
Banks and financial institutions	P	P	P	P
Bed and breakfast inn, ^m hotel	P	P	P	P
Business support services	P	P	P	P
Drive-through or drive-in establishments			P	
General retail uses up to 6,000 sq. ft.	P	P	P	P
General retail uses greater than 6,000 sq. ft.	S	S	S	S
Grocery store up to 20,000 sq. ft.	P	P	P	P
Grocery store greater than 20,000 sq ft.			S	S
Medical offices and clinics § 3.1.7.H	P/S	P	P/S	P
Outdoor dining	P	P	P	P
Parking lots or structures		P	P	P
Personal service establishments ^m	P	P	P	P
Professional & administrative office uses ^m § 3.1.7.H	P/S	P	P/S	P
Restaurant, bar, tavern, wineries, brewpub, live entertainment, with or without alcoholic beverages	P	P	P	P
Recreation, Education & Assembly				
Civic uses, library, museum	P	P	P	P
Child care facilities, commercial	P	S	P	S
Health/fitness facilities and studios	P	P	P	P
Schools and other instruction centers for academic, fine arts, and vocational purposes	S	P	P	P
Theater, cinema, performing arts, places of worship, indoor commercial recreation	S	P	P	P
Uses similar to the above uses, as determined by the Planning Commission	P/S			
Residential Uses				
Home occupations/live-work		A		A
Multiple family dwellings ^m		P	P	P
A= Accessory Use P=Permitted Use S=Special Land Use P/S= Permitted and Special Land Use				

B-2 Central Business District

3.1.7

C. STREET TYPES

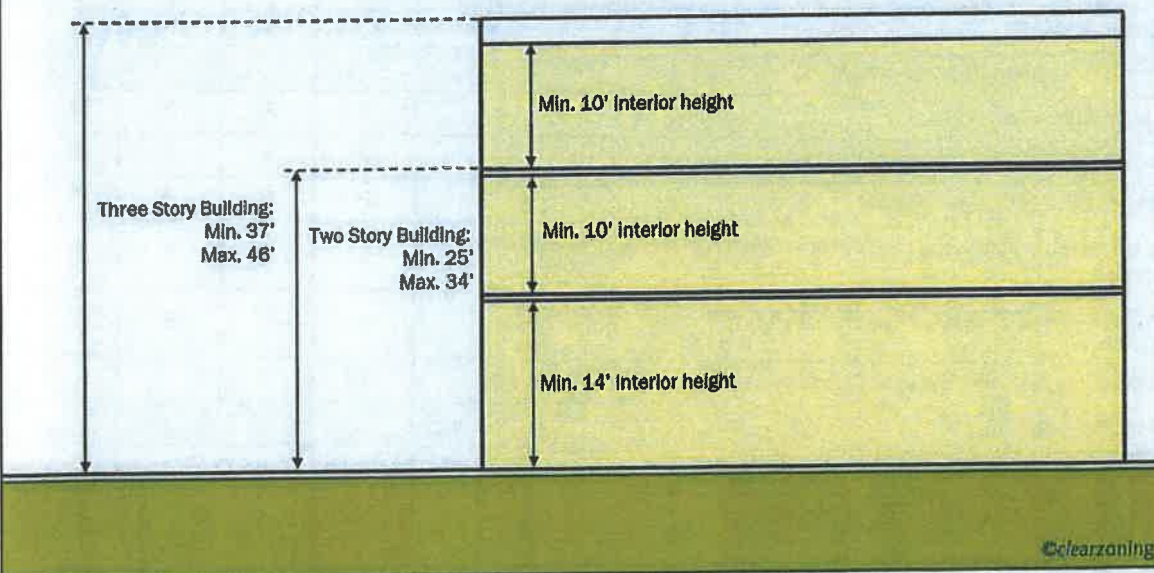
Within the CBD, Primary Streets will encourage an environment where continuous building walls and a lively mix of uses, including retail, office, dining / entertainment and residential, will create an engaging street for pedestrians. Primary streets include Main Street, High Street, Huron River Drive, and Columbia Avenue West, where these streets are located in the CBD. Secondary streets will feature a mix of uses, but at a somewhat lower intensity than the Primary streets. Occasional gaps in the street-side building wall will permit vehicular and service uses, while still encouraging pedestrian traffic. All other streets found in the CBD and not identified as Primary streets shall be considered Secondary streets.

D. BUILDING HEIGHT AND PLACEMENT

1. Intent. Building height along Primary and Secondary Streets will be regulated to ensure that buildings frame the street effectively and support the downtown area's sense of security and comfort. A minimum of two stories is required for new buildings.
2. Building height along primary and secondary streets is as follows:

3.1.7.D.2 Building Height along Primary and Secondary Streets		
Building Height		
Stories All stories shall contain habitable commercial, office or residential spaces	2 Stories (min.)	3 Stories (max.)
Height	25 feet minimum	37 feet minimum
	34 feet maximum	46 feet maximum
Building Floor Heights (measured floor to floor)		
Ground Floor	Minimum: 14 feet; there shall be a clear interior height contiguous to the Build-to-Zone for at least a depth of 15 ft.	
Upper Floor(s)	Minimum: 10 feet	

3.1.7.D.2 Building Height along Primary and Secondary Streets



1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement



3.1.7

B-2 Central Business District

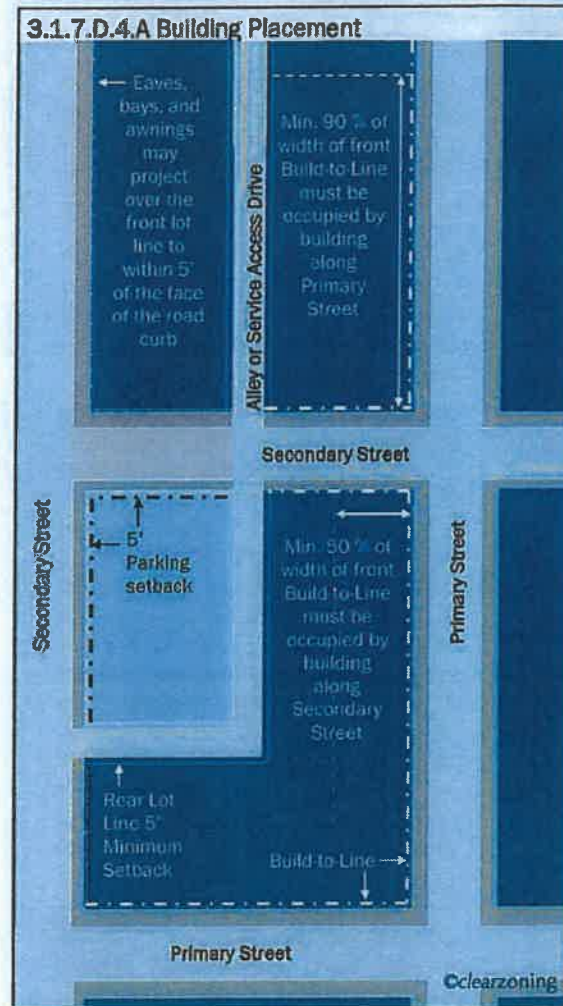
3. Existing One-story Buildings. The Planning Commission may allow the expansion or renovation of a one story building if the architectural style includes a parapet or other appropriate architectural embellishments that are compatible with adjacent buildings in particular and the CBD in general. In such instances, the minimum height of the one story building shall be eighteen (18) feet.
4. Corner or Gateway Buildings. Buildings located at a street corner shall have appropriate architectural features and details that accentuate its prominent location through additional building height and/or adding a building peak, tower element or similar feature at the corner. Special architectural features may be permitted to exceed the maximum building height by up to ten (10) feet, if deemed appropriate by the Planning Commission.

A. Building Placement.

- i. Primary Streets - Buildings shall occupy 90% or more of the full width of the parcel. Buildings shall be built at "build-to" lines (property lines) with no setbacks along Primary streets, or the average setback of other buildings on the block as determined by the Planning Commission. The Planning Commission may permit jogs of up to five (5) feet in the front façade plane for architectural variations that are consistent with meeting the intent of this district. Eaves, bays and awnings may project over the front lot line to within five ft. of the face of the road curb.
- ii. Secondary Streets - A building shall occupy 50% or more of the full frontage of the parcel along a secondary street. Off-street parking in lots along Secondary Streets shall be set back five (5) feet from the lot line to provide for vehicle overhang and pedestrian access.
- iii. Interior Side Setbacks - A side setback is not required in the CBD; however, where a building on an adjacent parcel is set back from the side yard property line, new buildings shall be situated so as to ensure adequate maintenance between buildings.

- iv. Paved Areas - All areas located between the building and the street shall be paved for pedestrians unless specific landscaped areas within the paved sections are required and approved.
- v. Alleys & Service Drives - There shall be a minimum building setback from the alley line of five (5) feet from the lot line.

3.1.7.D.4.A Building Placement



E. BUILDING ELEMENTS

1. Intent. Architectural design of a building impacts the creation of a place. By developing requirements for the key components of a building that define the character of the CBD, resulting buildings will be more compatible

B-2 Central Business District

3.1.7

with each other, achieving consistency with the intent of the CBD, and be more appealing to those who may wish to live, work and play in the CBD.

2. **Front and Street-side Façade Requirements.** The requirements listed in this subsection 3.1.7.E.2, shall apply to all front facades as well as facades that directly face a public or private street, park, plaza or waterway. Walls shall not be blank. The following additional requirements shall apply:

A. Façade Requirements:

- i. **Building Composition - Walls facing a public street shall include a façade frame, storefront opening, windows, canopy/awning, sign face, and architectural features customarily found on the front façade of a building such as awnings, cornice work edge detail or decorative finish materials. Facades shall be divided vertically into segments no greater than sixty (60) feet.**
- ii. **Building Materials & Colors - The buildings are to be constructed from permanent materials that will weather handsomely over time, such as brick, stone, masonry, or other natural materials. The use of aluminum siding, mirrored glass and plastic shall not be allowed. Imitation stucco (Dry-Vit, Sto-Wall, E.I.F.S. and other brands) shall not be allowed below 11' height. Imitation stucco type products may be allowed above 11' in height with Planning Commission approval provided the architecture is in character with the historic nature of the district, but shall not comprise more than 10% of the front façade, or more than 30% of a façade facing other buildings. The use of metal panels, wood siding, and cement board siding are generally discouraged but may be allowed by Planning Commission if the architecture is compatible with the character of the district. Colors shall be compatible with adjacent buildings. Brick shall not be painted.**
- iii. **Building Features - Significant protrusions (more than 6"), such as awnings, cornice lines, details at the top of windows and sills are**

encouraged to create shadow lines or bands on the façade. Any building that terminates a view shall provide distinct and prominent architectural features of enhanced character and visibility to reflect the importance of the building's location.

B. Windows and Doors:

- i. **Materials - Structural elements to support canopies or signage, along with mullion and frame systems for windows and doors shall be painted, powder-coated or stained (or the equivalent). Glass shall be clear or lightly tinted. Reflective glass is not permitted. Glass block windows shall not be permitted unless the approving body grants an exception for use as an accent along a rear façade. Window muntins shall be wood or metal and shall be painted or bronzed.**
- ii. **Shutters - When shutters are used, whether operating or decorative, they shall be equal to the width of one half of the adjacent window opening**
- iii. **Façade Openings - All porches, doors, colonnades, and upper floor windows, shall be vertically proportioned, in keeping with the traditional historic style, and shall maintain a consistent sill height, unless the Planning Commission approves an exception for a decorative window element or similar feature. Glass transom windows above doors are encouraged. Aluminum storefronts are prohibited.**
- iv. **Ground Floor Windows and Doors - All storefronts shall have doorways, windows, and signage that are integrally designed. Sliding doors and windows are prohibited.**
- v. **Transparency - Each storefront shall have transparent or lightly tinted areas, equal to at least 70 percent, but not more than 90 percent of its portion of the façade, between two (2) and eight (8) feet from the ground. These required window areas shall be either windows that allow views into retail space, dining areas, office work areas, lobbies, pedestrian entrances, merchandise display windows or other windows consistent with encouraging**

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement



3.1.7

B-2 Central Business District

3.1.7.E.2.B Windows and Doors

Min. 30% transparent, non-reflective windows on upper floors

Orient windows vertically in upper floors and define edges of each window; group in relation to ground floor openings



clearzoning

- an active pedestrian environment along the storefront. ✕
- vi. Entry - At least one functioning doorway shall be provided for every street-facing storefront, with the primary entrance on the street. As applicable for a single ground floor use, one doorway shall be provided for every seventy-five (75) feet in horizontal building length. Recessed storefront entries are encouraged. Secondary entrances in the rear of buildings are encouraged. ✕
- vii. Upper Floor Windows and Doors - The glazed area of a façade above the first floor shall be between 30 and 50%, with each façade being calculated separately, floor to floor. ✕
- C. Rear Facades. Rear facades - facades not facing a public or private street, park, plaza or waterway - are, in many cases, as important as street facades, as they are often located adjacent to parking and serve as an entrance to the building. They may also accommodate service and delivery functions. Rear facades shall exhibit the same components as street facades for building materials as noted in 3.1.7.E.2.A.ii. Components for windows and doors as noted in 3.1.7.E.2.B shall also be followed.
- D. Awnings and Canopies - Facades may be supplemented with awnings and canopies that do not serve as signage, but meet the following:
 - i. Style and Height - Straight shed awnings or flat canopies shall be used. Awnings and canopies shall be at least eight (8) feet above sidewalk grade at the lower drip edge.
 - ii. Encroachment - Awnings and canopies may encroach beyond the Front or Street-side build-to lines and into the street right-of-way or easement, but must avoid the canopy area of street trees (based on tree maturity); and be set back a minimum of five (5) feet from the face of the road curb. Awnings shall be positioned immediately above the ground floor window, in scale with the window and overall building façade.
 - iii. Colors - Awnings and canopies shall be complementary to the building façade.
 - iv. Materials - Awnings shall be constructed of a durable material such as canvas or other material that will not fade or tear easily. Plastic and vinyl awnings are not permitted. The fascia trim for canopies shall be

B-2 Central Business District

3.1.7

- natural finish aluminum, bronze or painted metal. The canopy soffit shall be metal or cement plaster; support rods shall be metal.
- v. Signage - The vertical drip of an awning may be professionally stenciled with signage a maximum of 8 inches by a horizontal length not to exceed 80 percent of the awning width.
- E. Lighting - All lighting in the B-2 district shall follow Section 5.13 and the following additional requirements:
- i. Type - Pedestrian-scale lighting to match the fixture(s) utilized by the Downtown Development Authority throughout the DDA district shall be used along collective walks. The DDA will provide the specifications for these fixtures. All building and parcel lighting shall be compatible with the DDA-specified fixtures. Floodlights, wall pack units, other types of unshielded lights and lights where the lens is visible outside of the light fixture shall be prohibited, except where historical-style lighting is used that is compatible with the DDA fixtures.
- ii. All new electrical supply shall be located underground.
- F. Security Systems - Security systems shall not cover distinctive architectural features on the façade. Laminated glass or security film must be installed on the inside of the window or door glass. Security bars, solid metal security gates or solid roll-down windows shall be prohibited. Link or grill type security devices shall be permitted, only if installed from inside, within the window or door frames; or, if installed on the outside, if the coil box is recessed and concealed behind the building wall. Security grills shall be recessed and concealed during normal business hours. Models that provide a sense of transparency, in light colors, are encouraged. Other types of security devices fastened to the exterior walls are prohibited.
- G. Building Roof Types - As in most urban areas, the majority of roofs in the CBD are 'flat' (less than 3:1 roof slope) with parapets that conceal the roof itself.
- i. Existing flat roofs and parapets shall be maintained.
- ii. All new retail and office buildings shall have flat roofs and parapets.
- iii. Sloping roofs, gabled (6:12) or hipped, to be allowed only as special architectural features, especially for residential townhouse development subject to review and approval by the Planning Commission. A gable roof shall have no less than a six-twelve pitch. Mansard roofs, geodesic domes and "A" frames are prohibited.
- F. PARKING, CIRCULATION AND SIDEWALKS
1. Off-Street Parking. Off-street parking requirements for properties within the CBD shall comply with the requirements set forth in Section 5.1, with the following exceptions:
- A. Spaces Required - The number of spaces must meet a minimum of 50% and a maximum of 100% of the requirements of Section 5.1, provided, however, that all required parking does not have to be on-site, and uses may provide less than the required number of spaces through the use of shared parking (see D, below).
- B. Location:
- i. Off-street parking is not permitted in front of a building.
- ii. Off-street parking shall be on the same lot as the principal use or within five hundred (500 ft) of the building (measured from the nearest point of the building or use to the nearest point of the parking.) If a public parking lot is used to satisfy this requirement, there shall be a parking study submitted by the applicant to verify that adequate spaces are available off-site for the proposed use.
- iii. Along Primary Streets, off-street parking facilities shall be located in the rear yard. Structured parking is permitted internally, but must be located behind occupied uses on the ground floor.
- iv. Along Secondary streets, surface parking lots are permitted in the rear

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement



3.1.7

B-2 Central Business District

or side of any lot and in structures and shall be setback a minimum of five (5) feet from the sidewalk.

- v. If parking in the rear of the lot is not feasible because the lot is too shallow, or other unique circumstances, and no other opportunities to share parking off-site within five hundred (500) feet of the principal use are reasonably available, then parking may be allowed on the side of the building if a screening wall and landscape treatment is installed along the frontage (see C below).
 - vi. Parking lot access shall not be permitted off a Primary street.
- C. Parking Lot Screening and Landscaping:
- i. Parking lots adjacent to public or private streets shall be screened from the road with a thirty-inch (30") high decorative brick, stone or other decorative masonry wall complementing the adjacent buildings. A continuous evergreen hedge or decorative ornamental fence with landscaping may be allowed with Planning Commission approval. Screen wall openings for vehicular and pedestrian access shall have a maximum width of (25') twenty-five feet.
 - ii. Parking located in the rear or side yards adjacent to residential districts shall be screened with a four to six foot high decorative brick, stone or other masonry wall complementing the adjacent buildings.
 - iii. When screening is required, there shall be a five (5) foot opening and paved connection to a sidewalk for pedestrian access.
 - iv. Surface parking lots shall be landscaped with a minimum of one and a half (1 ½) square feet of landscape area with a size no less than fifteen (15) square feet for each one hundred (100) square feet of paved area. In addition, there shall be one deciduous shade tree per ten (10) parking spaces with a minimum of one (1) tree per lot.

- D. Shared Parking - In a walkable, mixed-use district, there is an opportunity for uses to share parking spaces. Many uses have different peak parking periods, so when the demand from one use is down, the vacant spaces can be filled by another nearby use that is reaching its peak. The number of required parking spaces can typically be reduced from suburban parking requirements due to the unique features of this type of an environment.

- i. Parking requirements in the CBD shall be determined based upon shared parking principles and methodologies found in the latest edition of Shared Parking, by the Urban Land Institute. The City may require the applicant to submit a shared parking study by a qualified parking consultant.

- ii. Required parking shall be provided on site or within five hundred (500) feet of the uses.

- iii. Cross-access and shared parking easements shall be recorded prior to the issuance of any certificate of occupancy for any new building.

- 2. Bicycle Parking. Secure, visible, and accessible parking for bicycles shall be provided.

- 3. Circulation. Loading docks, truck parking, utility meters, HVAC equipment, trash dumpsters, trash compaction and other service functions shall be incorporated into the overall design of buildings, circulation and landscaping.

- 4. Service Alleys. A service alley or designed loading space shall be reserved at the rear of the building for service vehicles and deliveries/loading.

- 5. Sidewalks.

- A. Access - All buildings, public open spaces, and parking areas shall provide internal sidewalk connections from the public sidewalk.

- B. Sidewalk Displays - Sidewalk displays of goods related to a ground floor business shall be permitted directly in front of the business establishment provided at least five (5) feet of clearance is maintained along pedestrian circulation routes. Displays are required to comply with the following:

B-2 Central Business District

3.1.7

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement

- i. Size - Display cases shall be located against the building wall and shall not be more than two (2) feet deep. The display area shall not exceed fifty (50%) percent of the length of the storefront.
 - ii. Hours and Materials - Display cases shall be permitted only during normal business hours, and shall be removed at the end of the business day. Cardboard boxes, pallets & plastic containers shall not be used for sidewalk displays.
 - iii. Maintenance and Style - Sidewalk displays shall maintain a clean and well-kept appearance at all times and shall be compatible with the colors and character of the storefront from which the business operates.
- B. Variety - The species of street tree and exact locations shall be as specified on the future Master Street Tree Plan. In the event that a Master Street Tree Plan has not been prepared, then any of the following street trees shall be planted within the road right-of-way at 25-40 foot intervals: Norway Maple, Red Maple, Cleveland Pear, Aristocrat Pear or Little Leaf Linden.
 - C. Clear vision - Trees shall not be placed closer than thirty (30) feet from intersections, nor be placed in the clear vision triangle.
3. Open Space Standards. Public spaces are meant to provide a means for social interaction. In the CBD, public spaces shall be practically located so that the public is aware of their locations. For public or semi-public open space (including gardens, courtyards and plazas), such space should be functional and purposeful, yet flexible to provide for a variety of uses and shall be connected to the public sidewalk system.

G. LANDSCAPE AND STREETScape STANDARDS

1. General. Sites should include landscaping as an integral part of the site design and should give consideration as to the use of landscaping for stormwater management. Landscaping shall comply with the provisions of Section 5.17 and 6.1 in addition to the requirements found in this Section.
 - A. Plantings - Plants should be selected for specific locations based on size and mass at maturation as well as ease of maintenance.
 - B. Irrigation - Irrigation systems must be installed at the time of development.
 - C. Maintenance of the public realm - The owner shall maintain the appearance of the portion of the street between the lot line and back-of-curb and, if applicable, the portion of the alley between the lot line and the edge of pavement
2. Street Trees. Trees shall be provided along the Primary and Secondary streets. A street tree plan shall be submitted for review and approval, and shall meet the following requirements
 - A. Spacing - On every site involving new development or redevelopment, street trees shall be provided at 25-40 foot intervals.
 - B. Variety - The species of street tree and exact locations shall be as specified on the future Master Street Tree Plan. In the event that a Master Street Tree Plan has not been prepared, then any of the following street trees shall be planted within the road right-of-way at 25-40 foot intervals: Norway Maple, Red Maple, Cleveland Pear, Aristocrat Pear or Little Leaf Linden.
 - C. Clear vision - Trees shall not be placed closer than thirty (30) feet from intersections, nor be placed in the clear vision triangle.
3. Open Space Standards. Public spaces are meant to provide a means for social interaction. In the CBD, public spaces shall be practically located so that the public is aware of their locations. For public or semi-public open space (including gardens, courtyards and plazas), such space should be functional and purposeful, yet flexible to provide for a variety of uses and shall be connected to the public sidewalk system.
 - A. Amenities - Outdoor furniture (benches and tables), art or sculptures, landscaping, change in the type of pavement, semi-enclosure to define the space, drinking fountains, trash receptacles should be added to defined open spaces.
 - B. Awareness - Wayfinding signs should be used to direct the public to the location of open spaces, municipal parks or trailheads.
 - C. Security - Open spaces shall be well-lit, well-maintained and allow for clear views to create a safe environment
 - D. Building facades - The use of well-maintained, quality plant materials to attract and engage pedestrians at the building façade along public or private street is encouraged and shall be permitted, subject to administrative review of a sidewalk permit.
 - E. Rear yards: The private, backyard portions of lots may provide opportunities for businesses to provide a semi-public space for patrons, or semi-private space for apartment or condominium residents to enjoy.



3.1.7

B-2 Central Business District

4. Outdoor Dining.

- A. Size - Any outdoor dining area outside of the building footprint shall not exceed fifteen percent (15%) of the gross floor area of the ground floor level of the principal building.
- B. Location - Outdoor dining areas shall maintain a five (5) foot clearance for pedestrian circulation. Planters, posts with decorative chains or ropes, or other removable enclosures shall separate such eating areas from all circulation areas.
- C. Tables, chairs, planters, trash receptacles, and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they shall complement building colors.
- D. Location and Screening - The outdoor eating area shall not be located within fifty (50) feet of any properties used or zoned for single family residential purposes.
- E. Maintenance - The outdoor eating area shall be kept clean and void of litter at all times. Decorative fences or landscaping shall be provided to control blowing debris.

5. Mechanical Equipment, Trash Screening and Outdoor Storage

- A. All utility connections, including meters, shall be screened from public view subject to review and approval by the Planning Commission.
- B. Trash collection and/or compaction, loading and other such uses shall be screened so as not to be visible from public or private rights-of-way, or waterways, and shall be located at least twenty (20) feet from all streets and sidewalks, subject to review and approval by the Planning Commission. A decorative screening gate shall be provided for garbage and refuse collection receptacles and kept closed except for times of active refuse collection. In addition, one (1) vine that adheres to the screening wall, planted every four (4) lineal feet of masonry wall may be required.
- C. Mechanical Equipment - All air conditioning units, HVAC systems, exhaust pipes or stacks, elevator housing and satellite dishes and other

telecommunications receiving devices shall be thoroughly screened from view from the public right-of-way and from adjacent properties, by using walls, fences, roof elements, penthouse-type screening devices or landscaping.

- D. Fire Escapes - Fire escapes shall not be permitted on a building's front facade. In buildings requiring a second means of egress pursuant to the local building codes, internal stairs or other routes of egress shall be used.
- E. Outdoor Storage - Outdoors storage of materials sold onsite is permitted in the rear of the building, provided the storage area is no larger than 10% of the first floor building area, up to 500 sq. ft., it is screened from public view by a masonry screenwall or landscape wall that is no higher than six (6) feet, and the height of the material does not exceed the height of the screenwall. Any gate used for access, shall be kept closed when the material is not being accessed, and the material shall be obscuring and decorative. Such areas must be kept clean at all times.

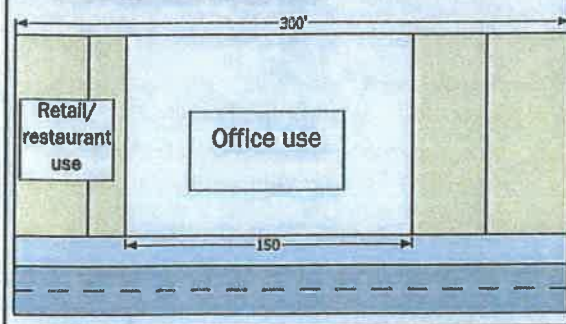
H. OFFICE USES

- 1. Office uses are permitted on the ground floor of a building, provided that office uses do not comprise more than 50% of the street level building frontage within one block.
- 2. Office uses that exceed 50% of street level building frontage within one block may be permitted as a special land use if the following standards are met:
 - A. Building height, placement, elements, and façades meet the requirements Section 3.1.7, Central Business District. In the case of a building that was built prior to 1960, these standards may be relaxed by the Planning Commission if the applicant shows that the spirit of the regulations is being met.
 - B. The applicant will actively promote the use of ground floor windows that face the primary street to engage pedestrians and contribute to a lively street experience.
 - C. The applicant is able to show that the vacancy rate for existing ground floor space exceeds 20%.

B-2 Central Business District

3.1.7

3.1.7.H Permitted Office Use



NOTES

- For additions to the above requirements, refer to Section 3.7.2: G, H, I, K, L and P.

SELECTED REFERENCES

3. Zoning Districts

- General Exceptions § 3.13

4. Use Standards

- Accessory Building § 4.36
- Uses Not Otherwise Included within a Specific Use District § 4.37

5. Site Standards

- Off-Street Parking Requirements § 5.1
- Parking Layout, Entrance & Exit § 5.2
- Off-Street Loading and Unloading § 5.3
- Plant Material § 5.4
- Storage § 5.5
- Glare and Radioactive Material § 5.6
- Noise § 5.7
- Fences and Walls § 5.8

6. Development Procedures

- Site Plan Review § 6.1
- Special Approval § 6.8

7.1 Admin. and Enforcement

- Non-Conformities § 7.1
- Uses Under Exception Provisions Not Non-Conforming § 7.2

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement



ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING MAY 2023

DATE	AMOUNT		G. TOTAL
5/17/2023	\$17,674.44		\$17,674.44
<u>GRAND TOTAL</u>			\$17,674.44

CHECK REGISTER FOR CITY OF BELLEVILLE
CHECK NUMBERS 2183 - 2191

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Statu
Bank DDA Downtown Development Authority								
05/11/2023	DDA	2183	0120	AT&T	AT&T	DSL FOR COMMUNITY EVENTS SIGN	226.08	Open
05/11/2023	DDA	2184	0817	BELLEVILLE AREA INDEPEN	BELLEVILLE AREA INDEPEN	PROMOTIONS AND ADVERTISING	264.00	Open
05/11/2023	DDA	2185	4333	BELLEVILLE CENTRAL BUSI	BELLEVILLE CENTRAL BUSI	DUES 5/1/2023 - 4/30/2024	35.00	Open
05/11/2023	DDA	2186	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE	REIMBURSE TO CITY FOR STREET LIG	8,258.45	Open
05/11/2023	DDA	2187	0075	DTE ENERGY	DTE ENERGY	STREET LIGHTING 9200 458 6098 7	15.19	Open
05/11/2023	DDA	2188	2453	HENNESSEY ENGINEERING,	HENNESSEY ENGINEERING,	VICTORY PARK RENOVATIONS	1,386.00	Open
05/11/2023	DDA	2189	4203	KBE HOIST	KBE HOIST	INSTALL FIELD LABOR TO INSTALL E	1,475.00	Open
05/11/2023	DDA	2190	0188	SERVICE ELECTRIC SUPPLY	SERVICE ELECTRIC SUPPLY	ELECTRIC SUPPLIES	2,942.72	Open
05/11/2023	DDA	2191	2714	SNIDER ELECTRIC LLC	SNIDER ELECTRIC LLC	HAYWARDS	859.00	Open
				SNIDER ELECTRIC LLC	SNIDER ELECTRIC LLC	LED LIGHTS AT HAYWARDS	965.00	Open
				SNIDER ELECTRIC LLC	SNIDER ELECTRIC LLC	POLE LIGHT (BENITOS PIZZA & MASO	1,248.00	Open
							3,072.00	

DDA TOTALS:

Total of 9 Checks:

Less 0 Void Checks:

Total of 9 Disbursements:

17,674.44
0.00
17,674.44

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING JUNE 2023

DATE	AMOUNT		G. TOTAL
6/21/2023	\$108,744.54		\$108,744.54
<u>GRAND TOTAL</u>			<u>\$108,744.54</u>

