



## **EMPTY STOREFRONT CLEANUP PROGRAM GUIDELINES**

The City of Lapeer Downtown Development Authority has established the Empty Storefront Cleanup Program to encourage empty storefront owners to enhance the look of their properties in order to recruit tenants and add a consistent, well maintained look to the overall downtown.

### **PROGRAM DESCRIPTION:**

The Downtown Development Authority will provide reimbursement for façade improvements up to \$500 over the period of a year in exchange for regular maintenance of the facades during that time period. Façade improvements include cleanup and maintenance of windows, façade, minimal painting, landscaping, vinyl lettering and window display installments. Expenses incurred for materials and labor of contracted workers will be reimbursed. Funds will be disbursed as a rebate as costs are incurred and work is completed.

The DDA will coordinate artists or service organizations with property owners, upon request, for the purpose of improving the appearance of any window display areas for marketing purposes. NOTE that the DDA will only act as a coordinator to connect artists/service organizations with landlords and will not be responsible for opening/closing buildings, holding keys or liability.

### **WHO IS ELIGIBLE:**

Owners of existing buildings within the Downtown Development Authority district with empty or soon to be empty storefronts (see attached map).

### **PROCEDURES:**

1. Contact the City of Lapeer Downtown Development Authority at 664-4553 to schedule an appointment with the Executive Director to discuss your proposed cleanup plan and obtain an application.
2. Submit the Empty Storefront Cleanup Program application with a list of improvements, cost estimates and a photo of the existing façade to the Downtown Development Authority office for review by the Downtown Development Authority Executive Director.

3. Upon approval, the applicant will receive an Empty Storefront Cleanup Program commitment letter from the Downtown Development Authority Executive Director.
4. The applicant arranges for facade improvements in accordance with the approved empty storefront cleanup plan. Any changes in approved work must be authorized in advance by the Executive Director of the Downtown Development Authority. Significant modifications must be approved by the DDA Board of Directors.
5. The applicant provides the Downtown Development Authority Executive Director with proof that improvements have been paid for (canceled checks, paid invoices or receipts).
6. Downtown Development Authority disburses funds directly to the applicant upon execution of the improvements consistent with the approved cleanup plan.

## EMPTY STOREFRONT CLEANUP PROGRAM APPLICATION

Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Building Address: \_\_\_\_\_  
Building Owner: \_\_\_\_\_  
Building Owner's  
Address: \_\_\_\_\_  
\_\_\_\_\_

The following items must be provided:

- \_\_\_\_\_ a) Cost estimate \$ \_\_\_\_\_
- \_\_\_\_\_ b) Cleanup Plan/specifications
- \_\_\_\_\_ c) Photo of the building facade

The undersigned applicant affirms and understands that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the Empty Storefront Cleanup Program criteria and agree to abide by these conditions.

### SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
DATE:  
DATE:

Submit the completed application to the Downtown Development Authority Office at 576 Liberty Park, Lapeer, Michigan 48446.

# EMPTY STOREFRONT CLEANUP PROGRAM CONTRACT

THIS AGREEMENT is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

by and between the Downtown Development Authority of the City of Lapeer (the DDA) and \_\_\_\_\_.

## RECITALS:

- A. The DDA is authorized by the Downtown Development Authority Act to improve land and construct, reconstruct, rehabilitate, equip and improve any building within the downtown district for the use in whole or in part of any public or private person or corporation.
- B. The DDA has adopted criteria for an Empty Storefront Cleanup Program to encourage maintenance of empty storefronts, marketing opportunities for landlords seeking tenants, exposure for artists/service organizations who participate in window display design and installments, as well as a general marketing strategy for downtown.
- C. \_\_\_\_\_ has submitted an EMPTY STOREFRONT CLEANUP PROGRAM Application to the City of Lapeer DDA which has been approved by the DDA.

**NOW, THEREFORE,** the parties hereby agree as follows:

- 1. \_\_\_\_\_ shall complete improvements on its business property within the Downtown Development Authority boundaries in accordance with the Empty Storefront Cleanup Program application submitted to the DDA and approved by the DDA. This includes maintenance of the property's façade improvements from one year from the date of the contract.
- 2. Upon compliance with the Empty Storefront Cleanup Program criteria, and upon execution of the agreed upon cleanup plan to the satisfaction of the Executive Director of the DDA and submission of proof of payment for the improvements, the DDA shall pay to \_\_\_\_\_ the sum of \$\_\_\_\_\_.
- 3. \_\_\_\_\_ shall not alter the cleanup plan without advance written approval of the Executive Director of the Downtown Development Authority.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
City of Lapeer DDA Executive Director

Dated: \_\_\_\_\_

