

1. CALL MEETING TO ORDER
2. ROLL CALL
3. MISSION: Set the standard in creating an entrepreneurial culture; be the example for revitalization of our business districts and be the leaders in building sustainable public/private partnerships.
4. APPROVAL OF AGENDA
5. CONSENT AGENDA
 - A. Minutes –Meeting November 2, 2024
 - B. Development Projects
 - C. Financial Report
6. COMMUNICATIONS
7. PUBLIC REMARKS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Biennial Officer Election
 - B. EDC Business and Façade Improvement Program Guidelines
10. REPORTS/OPEN DISCUSSION
11. PUBLIC REMARKS
12. NEXT MEETING DATE
 - A. February 3, 2025, 7:30am
13. ADJOURNMENT



Charter Township of Meridian
Meridian Economic Development Corporation
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, November 7, 2024– Minutes -DRAFT

Members

Present: Treasurer Phil Deschaine, Chair Kim Thompson, Shawn Dunham, Nate Ide, Adam Carlson, Sai Turlapati, David Fosdick and Trustee Kathy Sundland

Members

Absent: Dave Ledebuhr

Others

Present: Economic Development Director Amber Clark, Fire Chief Mike Hamel and Executive Assistant Michelle Prinz

1. CALL MEETING TO ORDER

Chair Thompson called the meeting to order and read the mission statement at 7:33 am.

2. **MISSION:** Set the standard in creating an entrepreneurial culture, be the example for revitalization of our business districts, and be the leaders in building sustainable public/private partnerships.

3. PRESENTATION-Meridian Township Heart Safe Program

Chief Hamel presented regarding the Fire Department’s partnership with Stryker. The Township has entered into a contract with Stryker which allows for replacement equipment every five years for the department. Through this program, Stryker will give us 30% discounts on the purchase of AEDs. Early use of an AED results in a 30-50% increased chance of survival. Chief Hamel proposed a partnership between the EDC and the Fire Department for the purposes of increasing the numbers of AEDs in our local businesses. If a business was interested in purchasing a device, the fire department would order it tax free for \$2,100-\$2,400 (depending on additional features including wall cabinet, kit, extra pads), the local business would pay the EDC and the EDC would reimburse the fire department for the expense. This program offered through Stryker is called Heart Safe Community Program.

4. APPROVAL OF THE AGENDA

MOTION BY MEMBER CARLSON TO APPROVE THE AGENDA. SUPPORTED BY MEMBER DUNHAM. MOTION PASSES 7-0.

5. CONSENT AGENDA

a. Minutes-Meeting August 1, 2024

b. Financial Statement

MOTION BY MEMBER CARLSON TO APPROVE THE CONSENT AGENDA. SUPPORTED BY MEMBER DUNHAM. MOTION PASSES 7-0.

6. COMMUNICATIONS

None.

7. PUBLIC REMARKS

None.

8. NEW BUSINESS

a. Meridian Township Heart Safe Community Program

The EDC discussed the Heart Safe Community Program and the fact that Lansing and Detroit are already involved. There was support for the program. Member Carlson suggested the EDC have a standing agenda item under old business to discuss the program's progress.

MOTION BY MEMBER CARLSON TO AUTHORIZE THE MERIDIAN ECONOMIC DEVELOPMENT CORPORATION AS THE COLLABORATIVE FIDUCIARY PARTNER FOR THE MERIDIAN HEART SAFE COMMUNITY PROGRAM, AUTHORIZE STAFF TO COORDINATE THE EXECUTION OF THE PROGRAM WITH THE MERIDIAN TOWNSHIP FIRE DEPARTMENT AND LOCAL BUSINESSES. SUPPORTED BY MEMBER SUNDLAND. MOTION PASSES 7-0.

b. Lunar New Year Sponsorship Request GLCA

Director Clark reached out to the GLCA regarding the information for the 2025 Lunar New Year celebration. It will be held on February 2, 2025 at the Meridian Mall. She suggested the EDC consider the same \$1,500 sponsorship as last year. There was discussion about having an EDC booth at the event.

MOTION BY MEMBER CALSON TO APPROVE SPONSORSHIP OF THE LUNAR NEW YEAR CELEBRATION AT MERIDIAN MALL IN THE AMOUNT OF \$1,500. SUPPORTED BY MEMBER SUNDLAND. MOTION PASSES 6-1 (MEMBER DUNHAM OBSTAINED).

c. 2025 Meridian EDC Calendar

Chair Thompson shared the proposed 2025 calendar.

MOTION BY MEMBER CARLSON TO APPROVE THE 2025 MEETING SCHEDULE FOR THE ECONOMIC DEVELOPMENT CORPORATION OF MERIDIAN TOWNSHIP AS PROPOSED SUPPORTED BY MEMBER DUNHAM. MOTION PASSES 7-0.

Member Carlson left the meeting.

d. 2025 Meridian EDC Budget

Director Clark stated the EDC recently received the \$10,000 check from the Burcham Hills bonds and planning on continuing to be the fiduciary for Juneteenth. There was

discussion about beginning a new business improvement grant similar to the one established by the DDA for exterior improvements, not related to maintenance. The EDC would need to work on criteria for the program with reimbursements no more than \$10,000.

MOTION BY MEMBER DUNHAM TO ACCEPT AND ADOPT THE 2025 ANNUAL BUDGET FOR THE ECONOMIC DEVELOPMENT CORPORATION AS PRESENTED. SUPPORTED BY MEMBER FOSDICK. MOTION PASSES 6-0.

9. OLD BUSINESS

a. EDC Annual Training Review

Chair Thompson reported on the article entitled New Life for Downtowns as Innovation Districts. She stated the article discussed smaller districts for industrial/IT use.

Director Clark summarized the article entitled 15 Minute City- Hope or Hype and Hostility. She mentioned this is the concept that all important needs such as food, pharmacy, gas, and bank are within a 15 minute walk. MEDC has reported that this is the desire of young folks.

Trustee Sundland discussed the main ideas in the article entitled Plummeting Enrollment Leads More Colleges to Close. The article stated by the year 2029 4 year colleges will see a 9% drop in enrollments and 2 year colleges will see a 13% drop. Young people are questioning the value of education. Locally, MSU has not been affected, as much as, LCC.

Member Ide reviewed the article entitled Affordable Housing How Small is Too Small. The article discussed the change from 2006/08 of building bigger homes to the current small house buildings. It was discussed that your lifestyle will influence your housing choice. Director Clark stated that the township adopted an accessory dwelling unit ordinance. This ordinance states that the unit has to be attached to the home and the primary owner has to be living on the property.

10. COMMUNITY REPORTS

a. Development Project Updates

Director Clark reported the following:

- Tantay opened
- Herbana and Jars opening soon
- Updated liquor license ordinance
- Planning Commission is working on final approval for Panda Express drive through
- Midwest ACE Hardware will be opening in the old Stillwater space
- Starbucks will be coming next year to the old Bank of America building near Trader Joe's
- Storage for Pepperidge Farms is coming

b. Meridian Mall

Member Dunham reported the following:

- Planet Fitness has finished their expansion
- Schuler's relocation and expansion will open in February
- Working on a potential deal on the old Younkers space
- Getting ready for the holiday rush and Santa

c. MARS Tech Hub

Director Clark stated that MSU FRIB is working on creating a centralized technology hub. There will be opportunities for education and entrepreneurship.

11. OPEN DISCUSSION/BOARD COMMENTS

Trustee Sundland mentioned the Township Board selected Amy Cell Talent to oversee the Township Manager search process. The Board will chose the finalists at the end of the month and conduct interviews on December 3, 2024. The Board has created a Community/Senior Center Task Force to examine the possibilities for a new Senior Center location and/or Community/Senior Center.

Chair Thompson announced she will be stepping down from the EDC after the December meeting.

12. PUBLIC REMARKS

None.

13. NEXT MEETING DATE

- December 5, 2024 at 7:30am at the Township Municipal Building-Town Hall Room.

14. ADJOURNMENT

Hearing no objection, Chair Thompson adjourned the meeting at 8:45am.

Businesses New & Relocating

Date of Approval	Start Year	Developer Name	Development Name	Review Category
4.16.2024	2024	SANDDS	JARS	New Business Opening/ Relocating
	2024	Tarek Chawish	Chateau Coffee Co.	New Business Opening/ Relocating
	2024	Cameron shootlz	Uptowne Cheapstake	New Business Opening/ Relocating
6.7.2024		Local Epicurean Mid Michigan	Local Epicurean	New Business Opening/ Relocating
	2024	Eyde Development Company	I Heart Mac & Cheese	Opening Soon! C of O completed
	5.30.2024	Martin Commercial Properties	ACE Hardware	Open C of O completed
2/24/2022	2022	Newton LLC/DTN Mngmt	Newton Pointe	C of O for all Units Granted in 100 Unit Building

Under Construction

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category
4.16.2024	2024	Haslett Gallery	Herbana	Under Construction
	2023	G.S Fedewa Builders, Inc.	Sierra Ridge(Phase IV)	Under Construction
2/28/2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Construction
	7.30.024	Consumers Energy	Lake Lansing Road Substation-Rutherford	Under Construction
2023	2024	Newman Equities II , LLC	Grand Reserve	Under Construction
	3.16.2024	Nail Chawish	Chtoura Grill LLC	C of O Open/Relocating
	5.20.2023	Schulers	Schulers Bookstore	Under Construction

11.12.24

Delta Dental
of Michigan

Delta Dental

Under Site Plan
Review

Under Site Plan Review

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category
7/26/2022	2024	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review
	8.20.2024	N/A	Panda Express	-----
	11.19.24	Meridian Retail Management II LLC	2731 Grand River Demo	New Demo Applications

Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
3520 Okemos Road	New Commercial Development	1	Township Board	SUP for a new Recreational Marihuana dispensary.
2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New coffee shop on Grand River hoping to open in September
4790 Hagadorn Road	New Commercial Development	1	Building Dept.	New retail resale shop, consignment shop in Hannah Plaza
2843 E Grand River Ave	New Commercial Development	1	Building Dept.	New business - waiting for permit applications
4790 S. Hagadorn Road Suite 158	New Commercial Development	1	Building Dept.	New business approved to commence with building, permit
3544 Meridian Crossing Drive	New Commercial Development	1	Building Dept.	Ribbon Cutting Planned for March 2025
6276 Newton Rd Haslett MI	MUPUD Commercial + Residential	Remaining Units	Building Dept.	Mixed-Use residential development and mixture of single familv

Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
2119 Haslett Road Suite A Haslett MI	Marihuana Dispensary	1	Community Planning Dept.	SUP for a new Recreational Marihuana dispensary. First approved in the early 2000's, final single family
Fresno Lane East Lansing MI	Single Family Homes	14 of 99	Building Dept.	First phase of 150 single family home development. Approved by the Planning Commission for the substation
West Bennett Road	Single Family Homes	25 of 150	Building Dept.	75 single family homes and 75 duplexes for rent off of
Rutherford Ave	Public Park/Public Facility Improvement	1	Building Dept.	new grill and restuarant in hagadorn plaza.
1580 Woodland Way Okemos	Mixed Housing - Middle Housing New	115	Building Dept.	Schuler's bookstore took an opportunity to expand and will vacate their existing location
4790 S Hagadorn Road #164	Commercial Development	1	Building Dept.	
1982 W Grand River Ave Swap with Bed Bath and Beyond Suite	Existing Commercial Expansion	1	Building Dept.	

4100 Okemos Road	Existing Commercial Interior Renovation	1	Building Dept.	New Application received
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Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential New	290		Redevelopment of the remaining 19 acres at Haslett and
4990 Marsh Road	Commercial Development New	1	Planning Commission	New Application received
2731 E Grand River	Commercial Development	1	Building Dept.	New Application received

**MERIDIAN TOWNSHIP ECONOMIC DEVELOPMENT
CORPORATION**
Nov-24

Independent Bank

Total EDC Funds

\$54,022.82

TRANSACTION ACTIVITY - Deposits

<u>Date</u>	<u>Deposit Type</u>	<u>Amount</u>
11/25/2024	Deposit	10,000.00
11/30/2024	Interst	14.28

CHECKS WRITTEN Since Last Bank Statement

<u>Date</u>	<u>Ck.#</u>	<u>Amount</u>	<u>Paid to:</u>

**Total
Total in Bank
Difference**

**\$64,037.10
\$ 64,037.10
\$0.00**



230 W Main St
Ionia, MI 48846

Statement Ending 11/30/2024

CHARTER TOWNSHIP OF MERIDIAN

Page 1 of 2

Account Number: XXXXXXX2419

CHARTER TOWNSHIP OF MERIDIAN
ECONOMIC DEVELOPMENT CORP
MERIDIAN TOWNSHIP EDCA/ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts

- | Okemos
- 800.355.0641
- IndependentBank.com

We are providing the following information to clarify verbiage which previously appeared in Independent Bank's Deposit Account Agreement and Overdraft Privilege Disclosure. If you have questions regarding your account or any of the information below, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday 8 am-5 pm (ET).

Deposit Account Agreement. We use an available balance to determine if we pay a debit or item and we use an actual (ledger) balance to assess fees. The **actual (ledger) balance** method calculates your account balance only based on transactions that have settled, and it does not reflect pending transactions, or checks, if applicable, that have not posted to your account.

Overdraft Privilege Disclosure and Truth in Savings. When authorization is provided to a merchant, we may reserve or place a hold on your available balance, typically for **up to seven calendar** days or until the transaction posts to your account, for the amount of the requested authorization. There may be delays of several days between the date of the authorization and the date the transaction is presented for payment. The transaction may post to your account after the authorization hold has expired, which could potentially result in an overdraft, even if you are opted out of ATM and one-time debits. Funds authorizations are based on the available balance at the time the transaction is authorized and Fee assessments (including Non-Sufficient Fund charges) are based on the actual (ledger) balance at the time a transaction posts to your account. Holds on funds may also impact funds availability.

It's open enrollment season! Independent Bank offers FREE health savings accounts (HSAs) for both individuals and businesses. Pay for qualified medical expenses with tax-free distributions from your HSA. There is no minimum balance, service fees, or transaction fees. The account is interest-bearing, and the funds are permanent and portable, so you can take them with you even if you change jobs. Plus, the account comes with a free debit card for easy access to your funds. Learn more at IndependentBank.com/personal/savings. Please consult your tax advisor for additional information.

Summary of Accounts

Account Type	Account Number	Ending Balance
BusinessFlex TM	XXXXXXXX2419	\$64,037.10

BusinessFlex TM - XXXXXXX2419

Account Summary

Date	Description	Amount
11/01/2024	Beginning Balance	\$54,022.82
	2 Credit(s) This Period	\$10,014.28
	0 Debit(s) This Period	\$0.00
11/30/2024	Ending Balance	\$64,037.10

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.31%
Interest Days	30
Interest Earned	\$14.28
Interest Paid This Period	\$14.28
Interest Paid Year-to-Date	\$199.62
Average Ledger Balance	\$56,022.82



BusinessFlex TM - XXXXXXX2419 (continued)

Other Credits

Date	Description	Amount
11/25/2024	Deposit	\$10,000.00
11/30/2024	Credit Interest	\$14.28

Daily Balances

Date	Amount	Date	Amount	Date	Amount
11/01/2024	\$54,022.82	11/25/2024	\$64,022.82	11/30/2024	\$64,037.10

Interest Rate Changes

Interest Rate As Of Date	Interest Rate
11/01/2024	0.3500%
11/08/2024	0.3000%



To: Meridian Economic Development Corporation
From: Amber Clark Director Neighborhoods & Economic Development
Date: January 9, 2025
Re: Officer Elections

The bylaws of the Economic Development Corporation require elections to be held biennially at the regular meeting held in January of each year unless there is a vacancy. This year we have a notification from the current Chair that they would like to offer the opportunity to another EDC Member.

Nominations for Chair, Vice Chair and Secretary can be made at this time. Your current officers are as follows:

Kimberly Thompson Chair

Adam Carlson Vice-Chair

N/A (Former Manager Frank Walsh) Secretary

This commission also holds a liaison position on the Brownfield Development Authority. Currently this position is held by:

Kimberly Thompson

Chair Thompson is also interested in vacating the liaison BRA position. The Brownfield Redevelopment Authority requires a member of the EDC to serve as a voting member. The Brownfield Redevelopment Authority is a Tax Increment Financing Authority with power to grant a reimbursement to a developer with eligible criteria. Meetings are held when there are items to review or approve, the 2nd Thursday of the month, 9 am at Meridian Township Hall.

The following motion is offered for consideration:

MOTION: Move to approve _____, as Chair, _____, as Vice Chair, and _____, as Secretary of the Meridian EDC. Position will serve the EDC for two years. Move to approve Member _____, as the Brownfield Redevelopment liaison.



To: Meridian Economic Development Corporation

From: Amber Clark Director Neighborhoods & Economic Development

Date: January 9, 2025

Re: Business and Façade Improvement Grant Program

For consideration, the attached Business and Façade Improvement Grant Program has been drafted for the EDC's review. The DDA implemented their Façade Improvement Grant Program in 2023 with the first entity, Evergreen Veterinary Clinic to utilize the program. The program's intent is to invest in new or established brick and mortar locations in the district. The DDA authorized this program only for exterior site improvements that are an overall update to the site and are not categorically "maintenance" improvement projects. Interested business owners may apply, if they are not also the property owner, they must provide the property owner's approval. Applicants are approved up to \$25,000 reimbursement toward their proposed project.

Enclosed is a draft proposal utilizing the DDA's Façade Improvement Program as a base. The EDC is not a district based incentive authority, and the eligible parameters for this program will need to be adjusted. The DDA is focused primarily on making district site improvements and the reimbursement must be approved prior to any work being conducted onsite. The applicant must show proof of the ability to produce the financial investment for the overall project. Staff would like the EDC to consider some additional improvements to the business operation itself that could qualify for reimbursement like:

Equipment

Employee Training

Employee Retention Programs (Child Care payments, school/technology reimbursements, etc.)

Healthy Living Options (Urban Farming equipment/Tower Garden, onsite masseuse, etc.)

Others

Site improvements are a quick way to have the community see a physical aesthetic improvement in the community. Offering business development reimbursements will also attract small businesses to the Township.

Revolving Loan Fund

A portion of the invested funding should find a way back to the EDC to continuously fund improvements in the Township. The Brownfield Redevelopment Fund is currently set up to capture a portion of the increase related to the overall approved reimbursement, to come back to the BRA. This fund helps with program management, fees, review, and other project management

tasks. The EDC could require an application fee and or revolving fee that supports the fund balance of the EDC.

There is no motion for consideration at this time. Staff hopes the EDC will consider the creation of this program to support any eligible business and or property, which will increase the economic vitality of the Township.



EDC FAÇADE IMPROVEMENT PROGRAM GUIDELINES

The Charter Township of Meridian Economic Development Corporation (EDC) formally institutes an established the Façade Improvement Grant Program (FIP) to stimulate appropriate improvements to the exterior of downtown commercial buildings.

The EDC finds that the creation and maintenance of an attractive downtown is a public purpose which can be achieved in part through improvements to building facades. The Economic Development Corporation is not a district authority, and provides direct investment incentives for eligible businesses, properties, and projects within Meridian Township. The boundaries of the Township are equal to the area that the EDC will provide development incentive benefits to.

The intent of the FIP will be to strengthen the economic viability of the Township through the implementation of a grant and revolving loan fund. The intent of this program is to invest in the business districts of the Township, and provide financial incentives for improving the exterior appearance of its buildings. The FIP is not for general building maintenance projects, but for façade beautification investments, updates, and expansions. The FIP provides an opportunity to create an approved aesthetic that enhances the unique atmosphere that Downtown Meridian Township can offer the community. It is important to the aesthetic enhancement of downtown, that building design treatments be compatible with each other and promotes the brand of Meridian Charter Township as, a Prime Community.

Program Description:

Subject to funding availability and project approval, the EDC may reimburse up to 50% of the cost of improvements to the exterior building façade. Except as otherwise noted in these guidelines, the total reimbursement for a Standard Façade Improvement Grant may not exceed \$20,000.00 per building per project or the cost of exterior face improvements, whichever is less, every 10 years.

Standard Façade Improvement Grant:

This type of grant (reimbursement) is given for work which is consistent with the EDC Façade Improvement Program Guidelines.

Subject to funding availability and based on a separate vote of approval by the Economic Development Corporation of Meridian Charter Township, the reimbursement may be increased by 20 % above that awarded for the Standard Façade Improvement Grant, for existing buildings within the district. New buildings will not be eligible for the 20% rehabilitation increase.

Standard Business Improvement Loan:

(TBD)

Who is an Eligible Applicant?

Owners, tenants with owner's approval, or both who have commercial property located within the Township may apply for FIP funds This includes the Economic Development Corporation or Public agencies that own and or operate commercial property within the district.

What is an Eligible Building or Property?

Any existing commercial building located within the Township which is owned or used by an eligible applicant is considered eligible for FIP funds. Also eligible is landscaping adjacent to such a structure. Newly constructed buildings and additions to existing structures are also eligible subject to funding availability and the limitation listed under Eligible Exterior/Façade Improvements below. All taxes and special assessments must be current to be eligible for façade grant improvement funds (Proposed Addition: at the time of grant approval and disbursement of funds).

A building under one ownership, divided into more than one unit for purposes of commercial tenancy, each separate unit which has an individual storefront façade and an independent ground floor entry shall be eligible to receive FIP funds; provided however, that FIP funds shall not exceed (\$20,000.00) for the entire building, subject to funding availability, for a Standard Façade Improvement Grant.

If the owner or principal tenant of a building which has and uses storefront façade frontage of more than sixty (60) feet applies for FIP funding, the EDC at its discretion may award additional funds as it determines reasonable but not more than a total of (\$20,000.00) for any one project.

Public Spaces Amenity Bonus:

If sufficient funds are available, and based upon a separate vote of approval by the Board of Directors, a rebate may be increased to 20% above that awarded for the Standard Façade Improvement Grant, if the improvement will include public spaces and amenities that address the following:

- Free Wi-Fi Connectivity and Broadband Services
- Walkability/Non-Motorized site improvements
- Green infrastructure to address site development improvements
- Electric Charging stations
- Accessibility Site Improvements (Age Friendly, ADA Compliance etc.)
- Others?

Program Financing:

The EDC will reimburse 50% (up to \$20,000.00) of total eligible FIP expenses, or 70% (up to \$30,000.00) for all projects with Public Spaces Amenity in restoration projects once approved by the Economic Development Corporation.

Design Guidelines:

Projects approved for Façade Improvement Program funds must comply with the U.S. Secretary of Interior's Standards for Rehabilitation and/or all applicable Meridian Charter Township Code of Ordinances and building codes. Most projects will need a building permit, and some may require site plan approval by the Meridian Charter Township Planning Commission and Township Board.

Eligible Exterior/Façade Improvements:

Materials and wages for improvements to the front, rear and side facades of eligible buildings, when completed in conjunction with a significant renovation project, such as, but not limited to the following items;

- Carpentry
- Masonry Cleaning
- Removal/Demolition
- Awnings
- Doors/Entryways
- Storefront Constructions
- Painting
- Lighting
- Signs
- Sidewalks (From the Public Sidewalk to the Business)
- Asphaltting Of Customer/Public Parking Area
- Landscaping Adjacent To Structure

Project Prioritization:

Applications containing the following characteristics will have priority funding appropriation:

- New projects (1st Time Applicant)
- Scope and size of project (larger projects that achieve desired outcomes)
- Retail, recreation, and entertainment businesses
- Projects identified on corner lots
- Projects in which the building is owner-occupied
- Projects containing a high ratio of private to public dollars
- Projects preserving community institutions

- Projects that include increase public space and amenities as listed in the Public Spaces Amenity Bonus
- Projects designed to resolve deteriorated/inappropriate/unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.)
- Projects that will complete the improvement of a block or portion of a block (ex. Replacement of an inappropriate façade on a block containing many well-preserved or improved facades)

Ineligible Expenses:

General maintenance and property management items are not eligible for the FIP. Other items that are not specifically stated under eligible expenses such as but not limited to the following items:

- General building maintenance projects like a singular painting update
- Expenses incurred within 60 days prior to the EDC's review and approval of an FIP application
- Property acquisition
- Mortgage or land contract refinancing
- Loan fees
- Meridian Township Planning Department site plan, building and sign permit fees
- Construction of new building additions except for façade portion
- (Sealing of parking lots)
- (Murals)
- Appraiser, attorney, interior decorator fees
- Wages paid to the applicant or relatives of the applicant unless licensed to perform such work
- Furnishing, trade fixtures, display cases, counters or other items taxed as "personal property" or any other interior improvements
- Wages paid to applicant, relatives, or friends for work associated with the façade improvement (e.g. payments under the table)
- Any portion of expenses for which applicant pays contractor in merchandise or in-kind services
- Reusable or removable items
- Any portion of expenses for which applicant pays contractor in merchandise or service

Timetable:

Unless otherwise agreed in writing when the project is approved for FIP funding, in the event the actual physical construction on a project has not commenced within 90 days and been completed within six months of the EDC funding commitment, the EDC will re-evaluate the status of the project. At its discretion, the EDC reserves the right to cancel or extend the funding commitment.

Other Program Guidelines

1. The EDC will give priority to commercial/income producing buildings over those owned or used by public agencies.
2. (a) Within a 10 year period, a property owner and/or tenant with property owner's approval may apply for FIP funds to renovate a building façade.
(b) The total amount rebated to a property owner and/or tenant for the same building during a 10 year period may not exceed \$20,000.00.
3. At the EDC's discretion and with a majority vote of the Economic Development Corporation Board, an exception to any FIP guideline may be granted due to special conditions or situations which were not apparent at earlier date.
4. Not intended for general maintenance, this is at the discretion of EDC.

Application, Approval, and Payment Procedures

1. Contact the Meridian Charter Township Economic Development Corporation Façade Improvement Grant Program for information and application packet between 8:00 a.m. – 4:30 p.m. Monday through Friday. The application and information packet may also be found online at
2. Review proposed façade improvement design with the EDC staff liaison, Planning Staff and Economic Development Corporation Chairperson.
3. Submit completed application, design plans, cost estimates to the EDC staff person at 5151 Marsh Road, Okemos, MI 48864. The EDC accepts applications throughout the year.
4. The application is reviewed by staff to verify that the location is within the EDC district. Staff will provide a preliminary review outlining how well the project meets the program objectives.
5. CONSTRUCTION WORK BEGUN BEFORE ISSUANCE OF A BUILDING PERMIT (IF REQUIRED) AND PRIOR TO THE EDC'S REVIEW AND APPROVAL WILL NOT BE CONSIDERED ELIGIBLE FOR REIMBURSEMENT GRANT FUNDING.
6. The applicant must submit a detailed plan illustrating proposed improvements. At this point, the applicant should obtain any necessary permits from the Village and complete a site-plan review with the Planning Director as needed.

7. If the application meets program objectives the applicant will be notified that his/her project has been accepted for consideration.
8. Each application shall be reviewed by Planning Staff, Economic Development Corporation Staff liaison. A written recommendation for approval, modification or rejection shall be prepared for consideration by the EDC at their next regular meeting.
9. Applicant must show proof of payment for full reimbursement (cancelled check) and completed work must be signed off by the building inspector if building permit was required.
10. If grantee sells/removes said property prior to five years, repayment of Façade grant will be paid to the EDC on a prorated basis. The grantee will agree to these terms through the signing of a Development and Reimbursement Façade Improvement Agreement.

Post Façade Improvement Approval Procedure

- Execute a Development and Reimbursement Façade Improvement Agreement.
- Any changes in the scope of work must be approved by the EDC prior to construction/installation.
- All approved changes in work verification shall be attached to the original site plan in the form of an addendum and dated.
- Township and EDC staff may conduct periodic inspections to ensure compliance with the site plan and adopted eligible activities. Any questions or concerns will be directed to the applicant.
- Projects must be completed within one (1) year and six (6) months of notification of project approval by the EDC. Only under extenuating circumstances, an extension of time to complete the project can be requested in writing and may be awarded by the EDC.
- Upon completion of the project improvement, EDC staff will photograph the new façade and submit it to the EDC to ensure that all components of the site plan are met.
- After final project inspection, the EDC Board will review and approve the project, the applicant be reimbursed for the approved grant amount.
- Any business or organization that receives funds from a Façade grant or Façade Maintenance grant will be required to display a 5”x 5” window decal that indicates the project was funded in part by the EDC. The window decal should be displayed in a front window or in the lobby of the business for the duration of the time that funds are being received (5 years maximum).