

DOWNTOWN DEVELOPMENT AND TAX INCREMENT FINANCING PLANS

Village of Lincoln
Downtown Development Authority

ADOPTED BY DDA BOARD: 8/8/00

ADOPTED BY VILLAGE COUNCIL: 9/5/00

by

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Village of Lincoln

Downtown Development Authority Tax Increment Financing

And Development Plans

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PURPOSE OF THE DEVELOPMENT AND TAX INCREMENT FINANCING PLANS

The enabling ordinance by which the Village Council of the Village of Lincoln, Gustin Township created a Downtown Development Authority (DDA) under P.A. 197 of 1975, as amended, is Ordinance No. III. The ordinance authorizes the creation of the DDA and sets forth the district boundaries within which the Authority has jurisdiction. This ordinance was adopted in on September 3, 1985.

In compliance with P.A. 197 of 1975 and the enabling Ordinance, the Village Council has appointed a Downtown Development Authority Board as the managing entity for development and financing activities within this district.

It is the purpose of the Development Plan and the Tax Increment Financing Plan to establish a legal basis for the capture and expenditure of tax increment revenues in accordance with P.A. 197 of 1975, as amended, for the purpose of stimulating and encouraging private investment in specific development areas through the provision of public improvements.

The Downtown Development Authority District is generally located within the south one half of the Village of Lincoln and is bounded by Traverse Bay State Road and Lake Street on the west; Main St. on the north; the south Village limits on the south and First St. on the east. The Development Area encompasses the complete DDA District Area. The complete legal description of the Village of Lincoln DDA District/Development Area is located in Appendix C.

The Development Plan and the Tax Increment Financing Plan are two separate plans as required by Act 197. They are presented here as one document. Common elements are contained in appendices and are referenced in both plans. These plans are formatted in a manner that allows amendments to be accomplished by changing or updating the appendices, which contain most of the variable information.

THE DEVELOPMENT PLAN

DEVELOPMENT PLAN

This plan is created to implement projects that are designed to meet certain goals established for the Downtown Development area of the Village of Lincoln. The goals are described as follows:

GOALS AND OBJECTIVES FOR THE VILLAGE OF LINCOLN DOWNTOWN DEVELOPMENT DISTRICT

ECONOMIC

- Improve the Downtown District through effective planning and implementation of public improvement projects.
- Promote and coordinate activities aimed at improving the business climate within the Downtown District.
- Retain existing businesses and attract new operations that complement the existing commercial offerings.
- Improve the economic vitality of the Downtown District by providing a balanced mix of commercial uses consistent with market demands.
- Foster development, redevelopment and expansion within the Downtown District, thus creating new employment and business opportunities.

AESTHETIC

- Establish a defined, attractive, and distinctive character for the Downtown District.
- Support a compatibility and continuity of design between new and existing developments.
- Eliminate unattractive and blighting influences within the area.

CIRCULATION

- Provide for safe, efficient, and convenient traffic movement, parking, and access for vehicles, goods and people in a manner that minimizes vehicular and pedestrian conflicts while supplying appropriate amenities.
- Capitalize upon the investment in the current road network through activities designed to prolong useful life and function such as resurfacing.

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- Make improvements in the street network designed to minimize conflicts between pedestrian and vehicular traffic.
 - Improve pedestrian ways and promote pedestrian circulation.

FACILITIES AND SERVICES

- Develop the Downtown in a manner that complements and improves existing activities and functions.
- Assist in providing the public improvements needed to attract new private investment.
- Promote both public and private re-investment in existing facilities, infrastructure, equipment and buildings.
- Encourage development and improvement of community cultural and recreational facilities.

BUILDING/SITE IMPROVEMENTS

- Support high standards for future site improvements and new developments as a method to upgrade the quality of the Downtown District and to ensure its long term viability.
- Eliminate current sources of blight, such as poor property maintenance practices, and inappropriate land uses.
- Encourage a high standard of property maintenance on both private and public property.

LAND USE

- Conserve and revitalize existing private operations by eliminating incompatible uses of land or structures.
- Encourage the appropriate development of vacant parcels and redevelopment of other parcels as necessary to more efficiently utilize land so as to minimize potential land use conflicts.
- Protect the residential neighborhoods adjacent to the commercial area through sensitive site design.
- Improve the existing street network and the related vehicular and pedestrian access points.

SOCIAL

- Support the DDA's role as an organization which unifies the various interests within the Downtown District.
- Promote the DDA's role as an interface between the Village and the business community, by developing solutions to mutual concerns.
- Improve the overall quality of life within the Village in innovative ways that are beneficial to all facets of the community.

IMPLEMENTATION

The purpose of this document is to present a plan of action for the DDA District. The finalization of individual projects and project schedules are described within this document. During the deliberation of the DDA regarding the selection of projects, the Authority used certain criteria for evaluation of each proposal. The projects selected were rated based upon the following generalized criteria. The criteria are as follows:

- Produce increased tax revenue
- Proposal has broad community benefit
- Project helps preserve the downtown area
- Project meets an urgent community need

A. DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA.

Map 1 indicates the boundaries of the DDA District and the Development Area. The Development Area includes the area designated within the DDA District. Appendix C includes the narrative legal description of the DDA District and the Development Area.

B. LOCATION AND EXTENT OF EXISTING PUBLIC AND PRIVATE USES PROPOSED LAND USE / DESCRIPTION.

Existing land uses in the Development Area are shown on Map 2, "Existing Land Use" and are classified according to tax parcels.

1. Public Facilities

Public facilities in the Development Area include street rights-of-way or easements, land used for public parking and land areas used for governmental or other public purposes such as The Lincoln Village Hall, Gustin Township Hall, Village Garage and Fire Barn. A small Village park is located adjacent to Village Hall on Lake St.

2. Private Uses

(a) Residential: The development area includes approximately 35 housing units.

(b) Quasi-Public and Institutional Uses: The proposed Lincoln Depot Museum is located within the Development Area.

(c) Commercial & Office: There are numerous parcels that are used for commercial or office land uses in the area. Commercial land uses include a principal structure and accessory uses related to the principal structure, including parking. The location of these uses is indicated on the existing Land Use Map.

(d) Industrial: There are several industrial land uses within the Development Area. The location of these uses is indicated on the existing Land Use Map.

(e) Vacant Land: Approximately one-fifth of the district area is vacant.

A list of all parcels within the Development Area as of the year 2000 is attached as Appendix D. According to the Alcona County Equalization Department, there are 131 tax parcels currently within the Development Area. This includes personal property. Certain personal property which cannot be related to a specific parcel (c.g. utility lines) is prorated between the Development Area and the balance of the Village.

It is anticipated that further land use changes will be coordinated with the Village of Lincoln Zoning and Use Plan.

C. EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED AND TIME REQUIRED FOR COMPLETION.

Estimated time frames for the implementation of the public improvements are presented within the various projects as noted in Appendix B of this plan.

D. THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF IMPROVEMENTS CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

A tentative schedule for project components is presented in Appendix B. The specific projects and the priority of projects to be covered by this plan will be developed in accordance with the schedule as proposed in Appendix B. The estimated timing of implementation will be stated within the Appendix B.

E. A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION.

The tentative schedule for the completion of DDA projects is outlined in Appendix B.

Circumstances may lead to the grouping or phasing of proposed construction components as funds become available.

F. PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND CONTEMPLATED USE.

The project list contains activities that will enhance existing open space particularly in the vicinity of the Village Hall.

G. PORTIONS OF THE DEVELOPMENT AREA WHICH THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

All public improvements completed by the Authority and any land, property, equipment, etc. obtained pursuant to this plan will be conveyed to the Village at no cost. All transfers of property or equipment required will occur as soon as practicable, but no later than the final year of the tax increment financing plan.

H. DESIRED CHANGES IN ZONING, STREETS, STREET LEVELS, INTERSECTIONS AND UTILITIES.

The Development Area is zoned for residential commercial and industrial uses. No zoning changes are proposed as part of this document. Any zoning changes on district parcels will be coordinated between the DDA and the Village Council.

Any changes to utilities or public streets will be accomplished with costs to be met by the private sector or from sources combined with DDA revenues in accordance with the project list in Appendix B.

I. AN ESTIMATE OF THE COST OF THE DEVELOPMENT, PROPOSED METHOD OF FINANCING AND ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.

The implementation of construction related projects is stated in Appendix B. The detailed costs of the various components of DDA approved projects are included in Appendix B.

Private sector investment commitments are anticipated within the development area. The estimate of private sector costs are included in the TIFA plan. The private sector improvements will be financed through conventional sources arranged by the developers and are estimated to cause an increase in taxable value within the Development Area.

The Authority will prepare an Annual Budget to program the expenditures for the upcoming fiscal year. The Authority will be able to choose the specific work elements each year following the receipt of recommendations from the Village of Lincoln and the various Authorities that have operational jurisdiction within the Village of Lincoln.

It is presently planned that the public sector improvements will be financed through the use of captured tax increments in accordance with a Tax Increment Financing Plan established pursuant to Public Act 197 of 1975, as amended. The Authority may issue tax increment bonds in accordance with Section 16 of Act 197, and pledge future captured tax increments to pay the principal and interest due on such bonds. A comprehensive discussion of tax increment financing for the proposed public improvements is set forth in the Tax Increment Financing Plan.

Under P.A. 197 of 1975, as amended, the Authority is empowered to carry out a public improvement program utilizing the funding from tax increment financing as approved by the Village Council.

J. DESIGNATION OF PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN.

No parties have been designated to receive any part of the development through sale, lease, donation or other method of conveyance excepting the Village of Lincoln.

K. PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION.

The Authority plans to directly lease, sell or otherwise directly convey certain property. Once the DDA purchases, receives a donation, acquires or otherwise comes to own property in the development area, the adoption of appropriate procedures for the management and disposition of the property will occur at a regularly scheduled public meeting of the Authority. All DDA conveyance and disposition procedures shall be developed in compliance with Federal, State, and local regulations.

Acquisition and disposition procedures will include the ability of the Authority to dispose of acquired parcels or lots with the value of such parcels or lots based upon an independent appraisal of the real estate by a qualified real estate appraiser licensed to perform such work in the State of Michigan. In the event the Authority determines to dispose of a parcel or parcels of real property, the sale may be for more than appraised value, at appraised value, or below the appraised value at the discretion of the Authority Board.

L. ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA, THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED AND RELATED SOCIO-ECONOMIC INFORMATION.

There are 35 residential units located within the Development Area and approximately 60 persons residing within the Development Area.

M. PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

At this time, no relocation is anticipated. If, in the process of property acquisition, relocation of households or business concerns is encountered, the Village officials and/or the DDA will institute a formal relocation program as outlined in Appendix E.

N. PROVISIONS FOR COSTS OF RELOCATING DISPLACED PERSONS.

If relocation occurs during the life of this plan, the Village and the DDA will implement the relocation plan as outlined in Appendix E. The relocation plan requires that certain relocation payments and other assistance be paid to families, individuals, businesses and non-profit organizations when they are displaced or their personal property is moved as a result of DDA activity.

The projected costs of the relocation of displaced persons may be stated within the budget portion of Appendix B however, until formal authorization for a particular acquisition is provided, no intent to acquire any specific property is either declared or implied.

Should acquisition of specific properties be authorized, the DDA will allocate within their budget appropriate relocation assistance in accordance with the Federal Uniform Act of 1970, State Law, and prepare an amended Development Plan as required under State law.

O. PLAN FOR COMPLIANCE WITH ACT NO. 227 of P.A. OF 1972 OF MICHIGAN COMPILED LAWS.

If acquisition activities occur, those activities will comply in entirety with Act No. 227 of 1972. Any relocation plan proposed to be adopted will incorporate applicable portions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act procedures as developed by the U. S. Department of Housing and Urban Development. A relocation plan is outlined in Appendix E.

P. OTHER PERTINENT INFORMATION

No other pertinent information to the development of the district is presented at this time.

TAX INCREMENT FINANCING PLAN

TAX INCREMENT FINANCING PLAN FOR CITY OF LINCOLN DOWNTOWN DEVELOPMENT AUTHORITY

A. EXPLANATION OF THE TAX INCREMENT PROCEDURE.

As provided in P.A. 197 of 1975, as amended, tax increment financing is an effective financing tool for the redevelopment of designated development areas within a Downtown Development Authority District. Tax increment financing is the process of expending new property tax dollars for improvements that generally benefit the source of the taxes. Taxes dollars generated from new private property developments and from improvements to existing private property within a designated development area are "captured" and utilized by the DDA to finance public improvements within the development area. This process supports and encourages continued private investment.

To utilize tax increment financing, the DDA must prepare a development plan and a tax increment financing plan. Both plans are submitted to the Village Council. The Council must approve the plans. The plans specify the initial assessed value, estimate the captured assessed value, and provide for the expenditure of the funds. These plans may be amended in the future to reflect changes desired by the DDA or the Village. All amendments must follow the procedures of the Act.

"Captured assessed value" is defined in the Act, as the amount, in any one year, by which the current taxable value of the development area exceeds the initial assessed value. "Initial assessed value" is defined as the most recently assessed value as finally equalized by the State board of equalization, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved. (At the time that the Plan was originally adopted, the initial assessed value was taken from the 1985 tax assessment roll for the 1984 tax year. This represents the tax roll as of December 31, 1984. Appendix D includes a list of the current - Year 2000 - taxable values of these parcels.)

Beginning with the next tax collection following the initial approval of the plans and for each collection in years covered by the plan, the Village, Township and County treasurers must transmit directly to the DDA, the applicable portion of the tax levy set by the taxing units on the real and personal property in the development area.

Such funds transmitted to a DDA are termed "tax increment revenues". The tax increment revenue is computed as the levy on the captured assessed value, including that portion on an industrial facilities tax levied pursuant to P.A. 198 of 1974 attributable to the captured assessed value.

The initial assessed value for this plan is the assessed value of all real and personal property in the Development Area as determined on December 31, 1984 and finally equalized by the state in May, 1985. This is commonly considered the SEV for 1984. The

1984 Development Area has an initial assessed value of \$1,512,600. The individual tax items are listed in Appendix D.

The applicable tax levy for tax increment purposes in the DDA Development Area will be the total millage subject to capture reduced by the amount of debt service millage levied. The intent of the DDA is to allow all voted and separately identified debt millage to pass through to the taxing units.

For all future debts, the tax levy on the entire captured assessed valuation is to be utilized for DDA purposes. The tax increment revenues will be expended in the manner as set forth in this plan. The effective millage for DDA revenue purposes for the calendar year 2000 is 13.2341 mills. This is the rate used to estimate future DDA revenues. Projected estimates of the growth in taxable value and the tax increment revenues to be received by the DDA is included in Table 2.

B. MAXIMUM AMOUNT OF BONDED INDEBTEDNESS TO BE INCURRED.

The DDA will explore the possibility of bonding against future revenues to supply the funds required to accomplish larger public improvement projects. The extent of the indebtedness and the timing of the debt retirement will be determined by the extent of the tax increment revenues. Appendix A includes a discussion and summary of bonding requirements. The maximum indebtedness, as projected in Appendix A, could not exceed the ability to service the debt from tax increments. 70% of projected DDA revenues are allocated to cover debt service, the remaining 30% of projected revenues will cover administrative costs and contingencies. The total funds available for debt service over the life of this plan is shown in Table 3. An estimate of the maximum indebtedness that can be incurred is \$583,000.

C. DURATION OF THE DEVELOPMENT PROGRAM.

The duration of the tax increment financing plan is fifteen (15) years, commencing upon approval by the Village Council in 2000 and will cease with tax collections due in December 2015, unless this plan is amended to extend or shorten its duration.

D. STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

The most important impact of this plan on the effected taxing jurisdictions is that the taxable value with the Development Area will remain constant for the taxing jurisdictions over the life of this plan. No decrease in the aggregate taxable value will occur from the 1984 taxable value level. Any increase in the taxable value over the 1984 level will become the base upon which DDA revenues are computed. Designated debt service millage levies will be exempted from captured. The debt millage will be collected in the normal manner on both new taxable value and the initial taxable value and paid in full to the appropriate taxing units.

The actual dollars collected by the taxing jurisdictions vary significantly from year to year. The funds will be based upon an annual levy approved by the governing body of each unit.

The estimates of taxes to be captured in this report are based upon the year 2000 tax rates levied by the taxing units. The applicable millage rates are summarized in Table 1.

**TABLE 1
VILLAGE OF LINCOLN
DOWNTOWN DEVELOPMENT AUTHORITY
APPLICABLE TAX RATES-NON DEBT
2000**

<u>Jurisdiction</u>	<u>Tax Rate</u>	<u>DDA Capture</u>
Village of Lincoln (General Operating)	5.0000 Mills	5.0000 Mills
Village of Lincoln (Streets)	2.5000 Mills	2.5000 Mills
Alcona Co. Operating	4.5371 Mills	4.5371 Mills
A.C.C.O.A.	0.2495 Mills	No Capture
Alcona Co. Library	0.4982 Mills	0.4982 Mills
Alcona Co. Ambulance	0.9963	No Capture
Gustin Twp. Operating	0.6988	0.6988
Gustin Twp. Roads	1.9966	No Capture
Total	16.48	13.23

The projected annual taxable value growth and projected DDA capture are summarized in Table 2 at a modest 1.5% rate.

E. PLAN FOR THE EXPENDITURE OF CAPTURED ASSESSED VALUE BY THE AUTHORITY.

1. Estimate of Tax Increment Revenues

Table 2 also provide estimates for the Tax Increment revenues accruing to the DDA.

2. Expenditure of Tax Increment Revenues

The program and schedule for the expenditure of tax increment revenues to accomplish the proposed public improvements for the DDA Development Area is included in Appendix B. Cost estimates within the Appendix are estimates current to the date of adoption. All

estimates are based solely upon concepts. They are not developed from construction drawings. No inflationary factor is forecasted. Stated estimates include fees for design, preparation of construction drawings or other professional services to the extent stated.

Any additional tax increment revenues beyond those projected in this plan may be used as follows:

- 1) accelerate re-payment of debt
- 2) expand or expedite implementation of public improvements
- 3) be returned to the taxing units as provided by law

Should the tax increment revenues be less than projected, the DDA may choose to:

- 1) Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements.
- 2) Consider implementing public improvement projects based upon the ability to match existing funds with expenditures while seeking out additional funding sources.
- 3) Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

APPENDIX A - Financing Analysis

APPENDIX A - Financing Analysis

The DDA anticipates to complete projects generally on a "pay-as-you-go" basis, committing funds only as dollars become available. A projection of available funds is presented in Table 2. Additionally, the DDA may elect to sell bonds as discussed below.

The DDA is empowered, with permission of the Village Council, to issue bonds against proposed revenues. In practice a Limited Tax General Obligation (LTGO) Bond Issue would be required. The Village would pledge anticipated tax increment revenues to repay the bonds. The General Fund of the Village must be pledged to pay any shortfall of funds required to meet the debt service of the bond issue. For this reason a conservative approach is taken in estimating available funds.

The cost effectiveness of bonding is limited by the amount of debt service that would be available. If necessary, a portion of the debt service can be capitalized over the first three years of an issue. Bonds could be issued with the proceeds used to fund major projects of this Plan. Table 3 illustrates the DDA's bonded debt capacity.

The feasibility of bonding or of any form of long term financing is dependent upon the credit rating of the Village and the condition of the financial market. The question of bond marketability would require a detailed analysis.

Other financing arrangements are available to the DDA such as private placement, and loans against assets or future revenues from financial institutions.

Table 2
Village of Lincoln DDA
Projected Annual Growth Rate (2000 - 2015)
(1.5% Annual Increase)

YEAR	TAXABLE VALUE	CAPTURED VALUE	TAX INCREMENT REVENUE
2000	\$ 8,268,152	\$6,755,552	\$ 89,450
2001	\$ 8,392,174	\$6,879,574	\$ 90,792
2002	\$ 8,518,057	\$7,005,457	\$ 92,154
2003	\$ 8,645,828	\$7,133,228	\$ 93,536
2004	\$ 8,775,515	\$7,262,915	\$ 94,939
2005	\$ 8,907,148	\$7,394,548	\$ 96,363
2006	\$ 9,040,755	\$7,528,155	\$ 97,809
2007	\$ 9,176,366	\$7,663,766	\$ 99,272
2008	\$ 9,314,011	\$7,801,411	\$ 100,761
2009	\$ 9,453,721	\$7,941,121	\$ 102,273
2010	\$ 9,595,527	\$8,082,927	\$ 103,807
2011	\$ 9,739,460	\$8,226,860	\$ 105,364
2012	\$ 9,885,552	\$8,372,952	\$ 106,944
2013	\$10,033,835	\$8,521,235	\$ 108,548
2014	\$10,184,343	\$8,671,743	\$ 110,177
2015	\$10,337,108	\$8,824,505	\$ 111,829
			<u>\$1,604,018</u>

Table 3
Village of Lincoln DDA
Debt Capacity

Year	Total Tax Increment Revenue	Amount Available For Debt Service*	Amount Available for Other Activities
2000	\$ 84,444	\$60,000	\$29,450
2001	\$ 85,995	\$60,000	\$30,792
2002	\$ 87,568	\$60,000	\$32,154
2003	\$ 89,165	\$60,000	\$33,536
2004	\$ 90,786	\$60,000	\$34,939
2005	\$ 92,432	\$60,000	\$36,363
2006	\$ 94,102	\$60,000	\$37,809
2007	\$ 95,797	\$60,000	\$39,272
2008	\$ 97,518	\$60,000	\$40,761
2009	\$ 99,264	\$60,000	\$42,273
2010	\$101,037	\$60,000	\$43,807
2011	\$102,836	\$60,000	\$45,364
2012	\$104,662	\$60,000	\$46,944
2013	\$106,515	\$60,000	\$48,548
2014	\$108,397	\$60,000	\$50,177
2015	\$110,306	\$60,000	\$51,829

* Assumes \$583,000 in Bonds with a term of 15 years and an annual interest rate of 6.25%.

APPENDIX B - Budget and Project Schedule

APPENDIX B

A DESCRIPTION OF IMPROVEMENTS TO BE MADE IN THE DEVELOPMENT AREA, INCLUDING A DESCRIPTION OF ANY REPAIRS OF ALTERATIONS NECESSARY TO MAKE THOSE IMPROVEMENTS; THE DESCRIPTION OF THE LOCATION, EXTENT, CHARACTER AND ESTIMATED COST OF THE IMPROVEMENTS (INCLUDING REHABILITATION) CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION OF THE IMPROVEMENTS.

Unless specifically noted below in the description of each project, there is no current intent to change zoning, displace residents or leave land as open space. It is the intent of the Downtown Development Authority to exercise discretion in the completion of projects such that reasonable and necessary changes in streets, street and grade levels, intersections, utilities, landscaping, signage, and environmental precautions and protection measures are undertaken consistent with stated project goals and objectives and the general goals and objectives of the Development Plan. It is likely that every project will involve, to some degree, unknown contingencies. In responding to these contingencies, the Downtown Development Authority will utilize the means and methods which will best promote and advance the stated goals and objectives of the project and the purposes of the Downtown Development Authority. No designation of a party to whom all or a portion of any development project will be sold or transferred is made herein as the identity of such parties is unknown at this time. Before selecting a buyer or transferee, or negotiating the terms for such sale or transfer of Downtown Development Authority property, the Downtown Development Authority will follow the bidding and selection procedures outlined in Section I - Development Plan-Part K. Costs of all projects will be financed from any of the sources listed in Section 11 of Public Act 197 of 1975, as amended.

1. Road Improvements:

This Development Plan includes a number of street improvements within the Development Area. The location, nature and cost of these improvements is summarized as follows:

A. Traverse Bay State Road:

Improvements to Traverse Bay State Road including repaving and installation of curb and gutter. The project limits are generally from Hills Forest Products to Barlow Road. All work to be completed in accordance with MDOT Class A road standards. The approximate cost of this project is \$140,000. This project has been completed.

B. Lake Street and Second Street:

This project includes the installation of curb and gutter on Lake and Second Streets along with miscellaneous improvements to the roadways. The approximate cost of this project is \$240,000. This project has been completed.

2. Downtown Promotion Signs:

This project includes the installation of signs at principal entry points to the Village of Lincoln's Downtown District. The signs are designed to promote the Downtown by welcoming and directing visitors to the Downtown area. The cost of this project is \$17,273. This project has been completed.

3. Blight Improvements:

This project includes the acquisition by the Village of Lincoln DDA of scattered parcels which, through neglect or obsolescence, contribute to a deterioration in property values and are a blighting influence. This activity also includes demolition of dilapidated structures and improvements and site clearance along with landscaping and the installation of appropriate amenities such lighting and benches in order to improve the appearance of the Village of Lincoln's Downtown District. This is an ongoing activity with \$237,981 having been expended since the inception of the Development Plan. It is estimated that \$100,000 will be expended on this activity between the date of this amendment and the completion of these activities. This project may be carried out in stages over the term of the Development Plan.

4. Purchase of New Fire Equipment for the Downtown Area:

This activity includes the acquisition of a piece of fire apparatus with specialized fire fighting capabilities for the protection of the industrial and commercial structures within the Downtown Development Area. This equipment is intended to replace older equipment with limited capacity. The approximate cost of the new fire apparatus was \$125,000. This project has been completed. Additionally, it is estimated that \$25,000 will be expended for other fire fighting or life safety equipment over the next 15 years.

5. Purchase of Street Maintenance Equipment:

This project includes the acquisition of one truck to be use for Downtown District street maintenance, including snow plowing and road surface patching and grading. This truck will replace an existing vehicle which is nearing the end of its useable life. The new vehicle will be based within the Downtown District and will primarily serve the Downtown District. The estimated cost of this maintenance truck is \$50,000. This project is expected to be completed by the year 2002. Future equipment purchases

are estimated to cost \$50,000 and will occur during the life of the Development Plan.

6. Improvements to the Village Park:

This project includes improvements to the small park owned by the Village of Lincoln located immediately to the south of the Village Hall. These improvements will be in keeping with the passive nature of the activities occurring at this park. The improvements include a pavilion, picnic tables and benches; grills; sidewalks; installation of a drinking fountain; pedestrian scale lighting; trash receptacles; playground equipment and landscaping. The estimated cost of these improvements is \$75,000. The improvements will be constructed in stages with completion of all phases by the year 2007.

7. Business Development Programs:

The Downtown Development Authority will engage in a number of initiatives designed to stimulate and improved business climate and facilitate investment in the Village of Lincoln Downtown District. A description of these programs along with their estimated cost and duration follows:

A. Renovation/Demolition Assistance:

Utilizing a combination of interest subsidies and grants, the DDA will provide assistance to commercial property owners with the revitalization of their Downtown District properties. A program formally structuring this assistance will be developed by the DDA and this assistance will be targeted to commercial renovation or demolition projects in accordance with standards included in the program. It is estimated that ten projects will be assisted at a total cost of \$200,000. This program will be offered throughout the duration of the term of the Development Plan.

B. Assistance to Business Start-Ups:

In accordance with program guidelines to be developed by the DDA, the DDA will provide assistance to new business enterprises locating within the DDA District. This program will be designed to supplement existing sources of financing for start-ups and will be intended to act as an additional incentive for a new business enterprise to locate in Downtown Lincoln. It is estimated that ten businesses will be assisted at a total cost of \$70,000. This program will be offered throughout the duration of the term of the Development Plan.

C. Acquisition and Redevelopment:

This project includes acquisition by the DDA of strategic parcels in order to facilitate additional private investment. These parcels will be identified at a later date by the DDA as development opportunities arise. The DDA will acquire parcels; remediate environmental contamination and demolish structures as required; relocate utilities as required and re-sell

parcels in order to support increased investment in the Downtown District. It is estimated that six parcels will be acquired and redeveloped as a part of this project and the total cost of this acquisition and redevelopment will be \$500,000. This project will be implemented in stages over the term of the Development Plan.

D. Business Information Center:

In order to encourage the retention of existing businesses and attraction of new businesses, the DDA will sponsor the establishment of a Business Information Center. The purpose of this Center is to provide current information to existing and prospective businesses on issues such as completion of business plans, financing resources and location opportunities in Downtown Lincoln. This Center should function as a part of a larger economic development organization. The Center's activities will include electronic distribution of economic development information along with enhancements to Lincoln's web site. It is estimated that the cost of this project is \$15,000. This project will be completed by the year 2005.

E. Business Community Support:

From time to time the DDA may provide financial support to activities designed to enhance the business district. This support may include sponsorship of specific events or purchase of decorative banners and holiday decorations. It is estimated that \$50,000 will be expended on such activities during the life of the plan.

8. Acquisition and Redevelopment of Key Entry-Way Properties:

If key, highly visible properties along the main entry-ways to the Village of Lincoln Downtown District become available for purchase, the DDA may elect to purchase these parcels through voluntary acquisition. The DDA will clear these parcels of obsolete and unsightly structures and other improvements; install landscaping as appropriate and may elect to retain the property or re-sell the property with reasonable covenants ensuring uses of the property will occur which are consistent with DDA and Village Plans. If the property described as lots 1, 2 and part of 3, block 32 comprising T.A. Ferris and Sons Business, Village of Lincoln T26N R8E becomes available, the DDA may elect to acquire and redevelop this parcel as a part of this project. The activities included in this project will be completed at an estimated cost of \$150,000 and may occur at any time during the term of the Development Plan.

9. Extension of Snowmobile Trails:

This activity includes the extension of snowmobile trails into the Downtown District. This project includes the development of one mile of trail extensions within the DDA Development Area at a cost of \$20,000. This project will be completed in stages with final completion occurring prior to the year 2010.

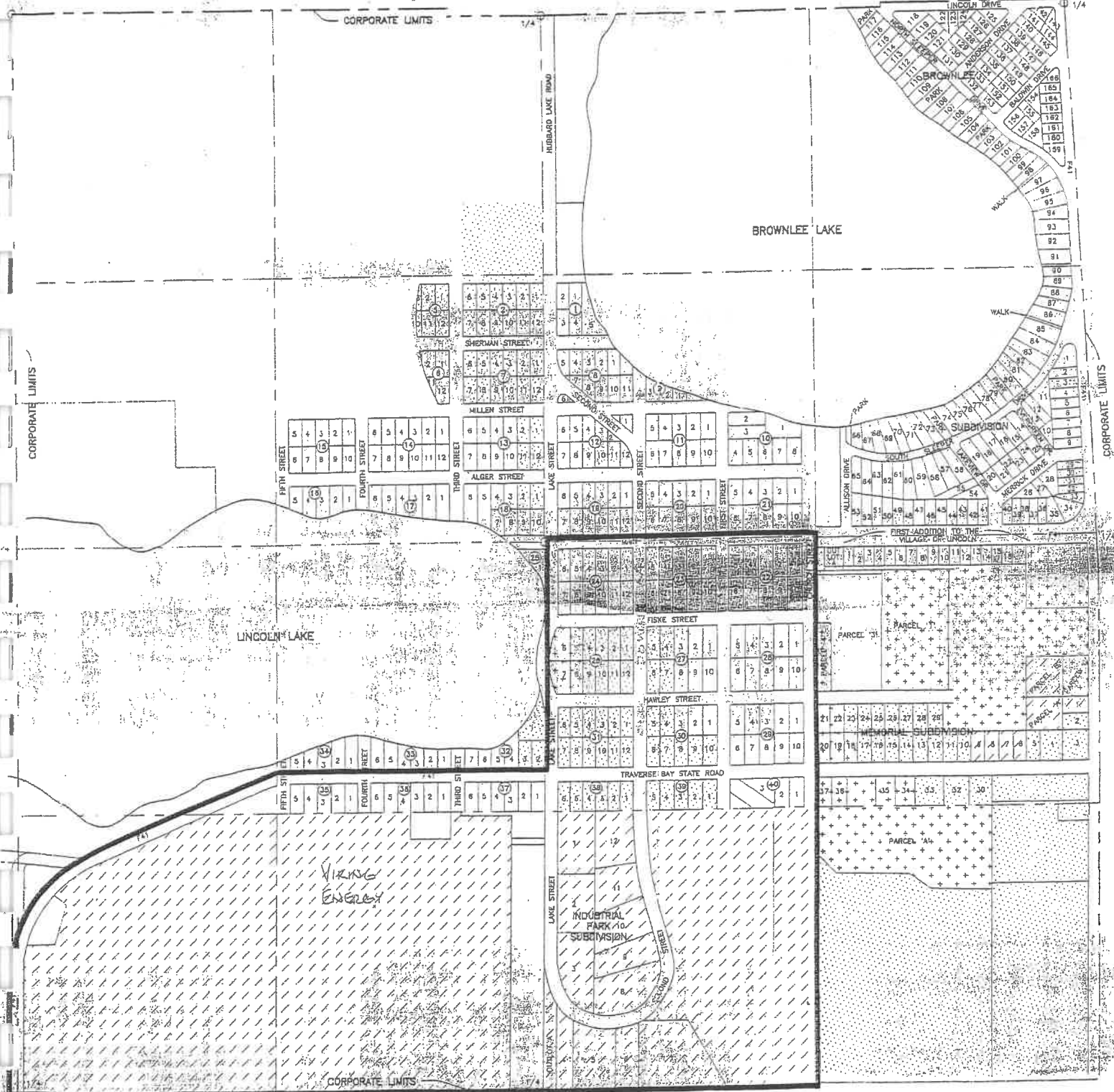
-
- 10. Assistance in the Restoration of the Village of Lincoln Railroad Depot:**
The DDA may at its option provide financial assistance in the restoration of the former railroad depot at Lake and Fisk Streets. This assistance will fund in part the restoration of the depot as a public facility as defined by Act 197 of 1975, as amended. The total cost of this assistance is estimated to be \$25,000. Any assistance provided pursuant to this Plan will occur prior to the year 2005.
- 11. Development of Pedestrian Lighting and Pedestrian Connections:**
This project includes the installation of pedestrian lighting in the Downtown District and the development of additional paved pedestrian ways. Major pedestrian corridors will be identified and improved, with priority given to the establishment of a walkway between the passive recreation area south of the Village Hall, the Downtown Business District and the new active recreation area being developed to the east of the Downtown. It is estimated that 60 lighting fixtures will be acquired and installed at a cost of \$84,000 and two miles of walkway will be developed at a cost of \$70,000. This project will be completed by the year 2012.
- 13. Development of Branch Library:**
The DDA will provide assistance for the acquisition, renovation or construction of a branch library within the DDA District. This assistance may consist of a dedicated contribution of funds for library development within the DDA District or the DDA may act as the developer of the library using TIF and other available resources. The estimated cost to be financed through this Development Plan is \$70,000. The library project will be initiated and completed by the end of the year 2010.
- 14. DDA Administration and Planning:**
This project includes the payment of reasonable administrative fees and planning, engineering, market analysis and urban design activities throughout the life of the project. The estimated annual expense of administration is \$20,000. Total planning, engineering, market analysis and urban design expenses are estimated at \$120,000 for the term of the Development Plan.






**APPENDIX C - Downtown Development District and
Downtown Development Area**

APPENDIX C

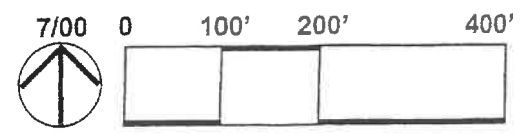
Legal Description of the Development Area

Part of the Village of Lincoln, Alcona County, Michigan described as commencing at the Northwest corner of State Street (more commonly called Traverse Bay) and Lake Street; thence Northerly along the West right-of-way line of Lake Street to the Northwest corner of said Lake Street and Main Street; thence Easterly along the North right-of-way line of Main Street to the Northeast corner of said Main Street and First Street; thence Southerly along the East right-of-way line of First Street to the Northeast corner of said First Street and State Street; thence Easterly along the North right-of-way line of State Street to the Northeast corner of said State Street and Church Street; thence Southerly along the East right-of-way line of Church Street (approximately 200') to its end; thence Westerly (approximately 33') to the North-South 1/8 line of the Northeast 1/4 of Section 1, T26N, R8E; thence Southerly along said 1/8 line to the East-West 1/4 line to the West section line of said Section 1; thence Northerly along said section line to the intersection with the North right-of-way line of State Street extended; thence Easterly along the Northerly right-of-way of State Street to the point of beginning.



-  RESIDENTIAL (R-1)
-  BUSINESS (B-1)
-  INDUSTRIAL (I-1)
-  PUBLIC USE (P-1)
-  DDA BOUNDARY

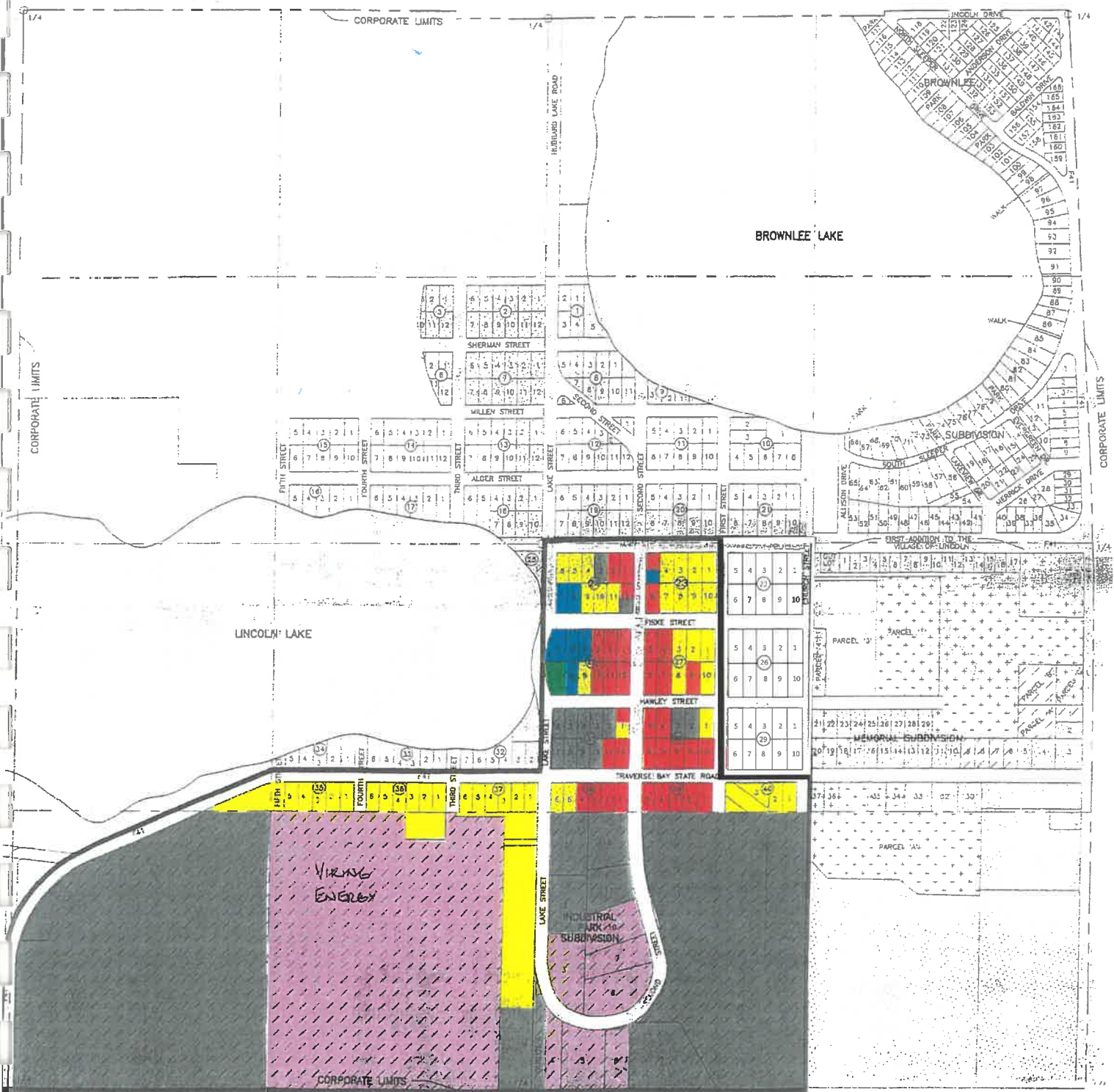
SOURCE: The Architects Forum, 1993



DDA Area

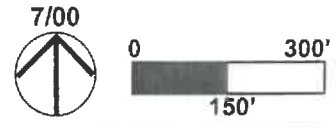
Village of Lincoln,
Alcona County, Michigan





SOURCE: The Architects Forum, 1993

- RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL
- PARK
- VACANT
- DDA BOUNDARY



DDA Existing Land Use

Village of Lincoln,
Alcona County, Michigan



APPENDIX D - District Property Items

APPENDIX D - District Property Items

The following pages include the Tax ID numbers of the real property parcels and personal property tax items included in the DDA Development Area as part of the Initial Assessed Valuation of the District. The 1984 values are based upon the assessments recorded on December 31, 1984 as modified by the Board of Review and are subject to any judgements issued by the State Tax Tribunal. The final 1984 SEV, as adjusted by these bodies, is adopted by reference and is considered to be the Initial Assessed Valuation and may be revised without amendment of these plans.

APPENDIX D
District Property Items

<u>Parcel Number</u>	<u>Owner Name</u>	<u>Assessed \$</u>	<u>Taxable \$</u>
052-900-003-001-16	Capital Associates Internation	1,800	1,800
052-000-038-001-00	Alcona Auto Co. Inc.	22,500	19,538
052-000-024-012-00	Apsey, Kenneth	25,300	25,300
052-000-030-006-00	Alcona Motors Inc.	123,100	107,117
052-000-038-001-00	Alcona Motors Inc.	24,200	21,010
052-000-039-002-00	Alcona Motors Inc.	7,800	6,578
052-000-039-002-00	Alcona Motors Inc.	37,300	34,658
052-900-001-015-00	Alcona Motors Inc.	52,200	52,200
052-000-039-005-00	Alcona Motors Inc.	16,300	15,021
052-000-040-001-01	Anderson, Lucille V	18,300	17,162
052-900-001-005-00	Alcona Auto Parts	1,000	1,000
052-000-023-003-05	Kuenzli, Howard & Laura	42,400	39,665
052-000-024-005-00	Becker, Fred & Dorothy	15,600	14,372
052-000-026-001-01	Becker, Gary H.	35,400	30,829
052-000-027-002-00	Becker, Gary H.	26,200	24,026
052-000-027-003-01	Becker, Gary H.	6,000	5,890
052-000-027-008-00	Becker, Gary H.	17,500	16,089
052-900-002-001-00	Bergen Brunswick Drug Company	300	300
052-900-002-021-00	Bublitz Oil Co.	10,000	10,000
052-000-036-001-00	Buchanan, Mary	17,700	16,518
052-001-100-105-00	Throop, Betty J	800	820
052-000-027-005-00	Budreau, Esther	11,400	9,916
052-900-002-005-00	Byce Real Estate	2,200	2,200
052-000-038-004-01	Byce, William K & Mariene M	25,300	21,993
052-001-100-054-00	Regier, Dale	36,600	33,680
052-001-100-057-00	Classic Container Corp.	124,400	11,052
052-900-003-002-00	Coca-Cola Bottling Co. Tax Dept.	400	400
052-900-003-040-00	Coca-Cola Bottling Com of MI	400	400
052-000-035-004-00	Cole, Jack & Dorothy	6,900	7,070
052-000-035-002-00	Cole, Jack & Dorothy	6,300	6,455
052-000-035-005-00	Cole, Jack D & Dorothy J	5,800	5,943

052-900-003-005-00	Consumers Power Co-Prop Tax	61,600	61,600
052-000-026-011-02	Dubie, Virginia	37,900	32,400
052-000-037-004-00	Cox, Jerry V & Barbara S	1,000	1,025
052-001-100-100-00	Cox, Jerry V & Barbara S	22,900	21,022
052-900-004-032-00	Ded Beck Inc.	1,400	1,400
052-000-024-006-00	Dekett, Carol F	27,500	25,313
052-000-023-001-00	Diamond, R & Kelley, L & Byce	60,000	58,458
052-000-023-009-00	Diamond, Ralph E & Rita Kay	54,900	50,520
052-000-024-002-00	Downing, Carol M	12,200	11,475
052-000-031-007-00	Durfee, Audrey F & Craig L	13,500	12,273
052-000-037-005-00	Durfee, Audrey F & Craig L	19,100	18,063
052-900-006-010-00	Durfees Village Restaurant	3,400	3,400
052-000-026-010-02	Egenriether, Kathleen M	500	490
052-000-026-011-00	Egenriether, Kathleen M	9,700	8,345
052-900-005-006-00	Electronic Data Systems Corp	3,000	3,000
052-000-036-002-00	Franklin, Donald A & Janet J	17,700	16,518
052-001-100-110-00	Franklin, Donald A & Janet J	600	615
052-000-024-001-02	Weich, C & OC-Somers, RF& TD Durfee	19,000	16,690
052-900-007-020-00	G-Tech Corp	1,000	1,000
052-000-037-001-00	Gallagher, Daniel P & Cindy S	15,800	16,189
052-000-024-001-01	Gillard, Leora	9,000	7,854
052-900-007-008-00	Great Northern Lumber of Mich	180,400	180,400
052-000-027-006-02	HBDA L.L.C.	36,800	36,130
052-900-008-020-00	Headquarters Salon	100	100
052-000-024-004-00	Higgison, Ronald M.	15,800	14,480
052-000-035-001-00	Hoig, Sharon	7,000	7,172
052-000-036-004-00	Holmes, Ruth M.	17,700	16,518
052-001-100-050-00	Clark, Sonja L & Daggett, Diane & Hussain, Holly	18,000	16,518
052-900-009-002-00	IBM Credit Corp	11,800	11,800
052-900-010-005-00	John's Home Maintenance	5,200	5,200
052-000-040-001-00	Jordon, Bruce A & Debbie K	12,000	11,262
052-000-027-006-00	Kilbourn, Craig W & Debra J	14,500	12,567
052-001-100-102-00	Kilbourn, Rodney T & Cindy M	2,900	2,681
052-001-100-115-00	Kilbourn, RT & CM & Byce, W & M	6,700	5,291

052-000-031-010-00	Knight, Peggy 217-741	31,600	31,025
052-000-031-012-00	Kohler, Joanne E Rev Trust	9,600	8,345
052-900-002-010-00	B & M Market	4,500	4,500
052-000-031-001-02	Laird, Hester K	9,500	8,794
052-000-023-006-00	Lappan Agency Inc.	14,100	12,273
052-900-012-002-00	Lappan Agency Inc.	2,500	2,500
052-900-012-005-00	Lecuyer Bros	2,900	2,900
052-000-023-005-00	Bobick, Leonard T Jr. & Cynthia	20,000	17,378
052-000-031-005-00	Lincoln Downtown Development	15,500	15,881
052-000-027-004-00	Clark, Sonja L	43,000	39,077
052-900-009-005-00	Clark, Sonja & Kevin	6,200	6,200
052-900-012-030-00	Scully, Al	1,900	1,900
052-000-031-001-00	Cook, Ed & A-Scully, Alfred J	45,000	39,077
052-900-012-050-00	Lincoln Pharmacy	6,400	6,400
052-150-000-008-00	Weichel, Richard & Stone, Howard	133,500	132,588
052-900-019-045-00	Stone, Howard L	117,100	117,100
052-000-031-001-01	Lucas, Sandy K	6,300	5,498
052-000-027-010-10	Martin, Paulette M	17,500	16,127
052-900-013-040-00	Mazda Distributors	800	800
052-000-027-003-00	McIntyre Trust, Lena M	14,200	13,085
052-001-100-055-00	Merchant, Douglass & Tillie	15,000	8,142
052-900-013-010-00	Mich Con Gas Co	24,800	24,800
052-900-013-030-00	Thomas, Paul E	100	100
052-000-026-010-00	Miller, Eugene V & June M	3,000	2,945
052-000-023-003-00	Milligan, Fern A	13,500	13,085
052-900-014-005-00	Bobick, Leonard	1,500	1,500
052-150-000-010-00	Northern Bodyworks Inc	39,800	35,149
052-150-000-003-00	Diemond, Ralph	70,300	69,392
052-900-014-020-00	Diemond, Ralph	164,900	164,900
052-900-014-022-00	Northern Pure Ice Company	300	300
052-900-016-001-00	Pepsi-Cola Tax Dept	4,900	4,900
052-000-027-010-01	Phinney, Howard O & Marjoire H	4,000	3,986
052-900-016-030-00	Pitney Bowes - Property Dept	4,700	4,700
052-000-030-002-00	Rivera, Mary E	12,200	11,154
052-150-000-011-00	Rizzardi, John W & Kimberly A	29,000	25,330

052-900-018-030-00	Rose Ice Co	100	100
052-900-018-020-00	Rowley Bros	1,900	1,900
052-900-019-070-00	Safety Kieen Corp	1,300	1,300
052-001-100-095-00	Scott, Judy (1/2) & Gillotte	7,300	6,773
052-000-037-002-00	Scott, Ralph R & Bonnie L	2,200	2,254
052-000-024-010-00	Shellenbarger, Robert & Louella	17,000	15,659
052-000-026-009-00	Skiver, Mary L	10,000	10,189
052-000-023-007-00	Snyder, David L & Beverley J	56,400	52,988
052-000-030-004-00	Snyder, David L & Beverley J	55,600	48,305
052-000-030-004-02	Somers Mobil Inc	24,000	21,600
052-900-019-035-00	Somers Service Inc	1,400	1,400
052-000-027-001-00	Stalker, Robert F & Pamela M	16,600	14,908
052-000-026-011-03	Miller, Eugene V & June M	49,800	44,084
052-000-024-009-00	Bates, Est FL & Virginia	20,600	18,937
052-000-038-005-00	Stoinski, Joann & Bruno	20,400	18,634
052-150-000-005-00	Stone, Howard L & Sherwood	36,600	32,008
052-000-026-001-02	Throop, Deborah & MacNeil, Sherry	31,500	27,393
052-000-031-001-03	Throop, Laudromat - Bouchard, DA & D	26,000	22,582
052-900-020-010-00	Throop, Jack	9,700	9,700
052-900-021-040-00	Twfanch -One Co	4,400	4,400
052-900-020-023-00	Knight, Peggy	5,800	5,800
052-000-027-006-03	Valley Realty Company	16,500	15,218
052-900-022-055-00	Vickie Lynn's Vending	1,200	1,200
052-900-022-060-00	Viking Energy of Lincoln	56,500	56,500
052-001-100-060-00	Viking Energy of Lincoln Inc	5,458,200	5,588,206
052-000-026-010-01	Village of Lincoln	400	393
052-900-023-030-00	W & S Distribution Co	100	100
052-000-030-001-00	Whatcott, John & Gail J	15,700	14,372
052-900-023-010-00	Gillard, William B	1,100	1,100
052-900-003-020-00	Wissmiller, James W & Marilyn	8,200	8,200
052-150-000-004-00	Wissmiller, James W & Marilyn K	<u>27,200</u>	<u>24,347</u>
		8,314,900	8,268,152

APPENDIX E - Relocation Plan

APPENDIX E - RELOCATION PLAN

GENERAL PROCEDURES:

The relocation of residents or businesses will not occur unless formal action to acquire real property is authorized by the DDA and the Village. This plan is prepared to provide guidelines for relocation should acquisition occur. Parcels to be acquired under this plan will be processed in accordance with the procedures of Act 197 of the Michigan Public Acts of 1975, as amended; Act 87 of the Michigan Public Acts of 1980, as amended, and the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (Uniform Act), as amended. In order to implement the intent of the above regulations, the following subparts from the U.S. Department of Transportation's final rule and notice (49 CFR Part 24 adopted March 2, 1989) are adopted by reference as part of the relocation plan.

Subpart D. Moving and Related Expenses-Actual Costs and Subpart E. Replacement Housing Payments.

1. Administrative Organization

a. The Village of Lincoln, on behalf of the Downtown Development Authority, shall be the agency responsible for administering relocation activities, for families, individuals and business concerns.

b. Should a DDA sponsored project require acquisition and relocation, The Village and the DDA will arrange for relocation staff. Specific duties will be assigned at the time that a decision to proceed with the project is made.

c. Any or all relocation activities may be handled under contract with a qualified firm, if deemed necessary by the Village.

2. Relocation Standards

a. Physical and Occupancy Standards:

The Village will insure that any relocation housing is decent, safe, and sanitary. The following requirements have been determined to meet at least minimum standards for replacement housing:

Relocation housing will conform with all State or local building, plumbing, fire prevention, mechanical, electrical, housing and occupancy codes applicable to existing housing.

b. Standards for Displaced Individual's Ability to Pay:

When a person or family is directly displaced by an activity under these Development Plans, assistance in determining the ability of a displaced individual to pay shall be determined as follows:

1) When the displaced individual desires to purchase a home; the total housing cost that include utilities, shall be no more than thirty (30) percent of the total income of the displaced individuals.

2) When the displaced individual goes into rental quarters, the ability to pay shall be determined by applying a gross rent figure, which includes utilities, as a percentage of income. The gross rent shall not exceed thirty (30) percent of the total income of the displaced individual.

c. Location Standards:

Relocation housing will be reasonably accessible to places of employment of displaced individuals and in areas not less desirable in regard to public utilities and commercial facilities than areas in which they currently reside.

Replacement housing will be accessible and convenient to a displaced individual's place of employment and other important amenities.

d. Temporary Relocation:

No temporary relocation is anticipated. In the event that temporary relocation becomes necessary, the guidelines for safe, sanitary and decent housing will be followed. Temporary housing shall not be less desirable in character than the dwelling vacated by the displaced families or individuals and shall be in a safe and habitable condition. Temporary relocation does not diminish the obligations of the Village with respect to permanent relocation.

3. Obtaining Relocation Housing

a. Sources of Existing Private and Public Housing:

The Village has no public housing.

Notification of Vacancies - Arrangements for housing in the private market will rely upon information obtained from such sources as current sales and rental listings as obtained from local newspaper classifieds, telephone calls and personal contacts with owners who have property to sell or rent, and real estate brokers who have property listings that meet the criteria for relocation housing. In addition, property management firms, builders, utility companies, moving companies, welfare agencies, church organizations, and civic groups having knowledge of available vacancies will be regularly canvassed to obtain needed listings.

b. Existing Housing Supply:

It is anticipated that a constant supply of appropriate properties will be available in the Village and surrounding localities for displacees should relocation be required.

A referral service to those agencies most qualified to handle the particular problems of each displaced family will be official.

c. Referrals:

Those families seeking relocation in the private housing market will be referred to available comparable decent, safe and sanitary within their ability to pay.

Referrals will also be made to appropriate lending agencies, together with information regarding the types of financing arrangements that may be available.

Those persons seeking rental accommodations on the private market will be referred to appropriate units, (comparable, adequate, decent, safe and sanitary within the displaced ability to pay).

d. Inspection of Relocation Housing:

Before a property is referred to any person or family under this Relocation Program, it will be inspected to ascertain that all criteria of standard housing is met. If established housing standards are not met, the dwelling will be classified as unsuitable for relocation and any arrangements for its use with realtors or landlords will be canceled.

e. Referrals to Social Agencies:

Village staff will be responsible for the coordination of social services available to displaced families, as needed.

f. Assistance to Home Buyers:

All possible assistance will be given to prospective buyers to enable them to obtain financing most suitable in each particular case. Information regarding the various FHA and conventional financing programs will be available at the Village Offices.

4. Relocation Payments

Relocation payments will be made in accordance with the relocation payments as prescribed by HUD. Relocation payments will be made to all eligible displaced site occupants within the Development Area.

Processing:

In order to obtain a relocation payment, a written claim will be required in accordance with U.S. Department of Housing and Urban Development guidelines.

Claims for relocation payments shall be submitted to the relocation staff for processing.

Each site occupant displaced or anticipated to be displaced as a result of project activities will be informed in writing of the availability of the various types of relocation payments and the conditions governing eligibility for these relocation payments, including the time limit for submitting claims. Each site occupant will also be provided with the necessary forms for filing claims for relocation payments and, on request, will be assisted by the relocation staff in preparing such claims.

5. Development of an Informational Program

The relocation staff will deliver to all business concerns to be displaced informational material that:

- a. describes the relocation services and aids to be made available to business concerns;
- b. indicates the availability of relocation payments to business concerns, states the type of payments to be made, the eligibility criteria for such payments, the procedures to be followed in filing claims for the various types of payments, and the procedure to be followed in processing claims.

6. Interviews with Business Concerns

A survey of the businesses to be displaced will be conducted to determine the feasibility of relocating each establishment to another location.

a. Listing of Commercial Space:

In the event of the acquisition of relocation of commercial land uses, listings of vacant commercial facilities and anticipated vacancies will be developed and maintained by staff and will include information on the size, location and accessibility of the site, most suitable commercial uses for the building, amount of rent, lease or sale, terms regarding length of occupancy, date the site will be available, special equipment or facilities to be provided and other pertinent characteristics necessary to determine the suitability of the site to the needs of businesses to be displaced.

The relocation staff will relate the needs of businesses to be displaced to existing vacant commercial space and space to become available in the future, through close contact with local real estate agencies and brokers dealing in commercial space, interested business associations, development corporations and similar organizations. Listings will also include the names and addresses of real estate agencies, brokers and boards in the Village, to which business concerns may be referred for assistance in obtaining commercial space.

b. Services to Individuals and Business Concerns:

Information regarding the technical and financial services of the Small Business Administration will be made available to businesses.

In addition to advisory services, business concerns will be entitled to Relocation Payments as prescribed in HUD guidelines.

9. Requirements of State or Local Law

This Relocation Program, together with supplemental information specifically pertaining to the peculiar conditions of the Development Area, as required, satisfies the requirements of the law in respect to a feasible method of relocation. This program, with the referenced HUD procedures, is designed to make the effected parties economically whole as a result of the payments and other consideration shown to those parties.

