

# VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday  
November 9,  
2022



VILLAGE OF DECATUR  
REGULAR DDA MEETING  
Wednesday, November 9, 2022 – 1:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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1:00 PM DDA Meeting (Action to be taken by DDA on the following agenda items)

**Note: Please be courteous and turn cell phones off during the meeting.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL (Excused Absences if Any)**

**4. PUBLIC COMMENT**

**5. APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 - Approval of the Regular Meeting Agenda for November 9, 2022

5A.2 – Approval of the Regular DDA Meeting Minutes for August 10, 2022

**6. COMMUNICATIONS TO THE DDA – PRESENTATIONS & GUEST**

6A.1 – Presentation from McKenna – DDA Development Plan

**7. UNFINISHED BUSINESS**

7A.1 - Update regarding Fall and Winter Events – Christmas in the Village

7A.2 – Culpepper Merriweather Circus Information

**8. NEW BUSINESS**

8A.1 – Discussion regarding Decatur DDA Façade Grant – Loan Program

**9. PUBLIC COMMENTS- SECOND OPPORTUNITY**

**10. DDA MEMBER COMMENTS**

**11. ADJOURNMENT**

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## **PLEASE NOTE**

### **AUDIENCE PARTICIPATION:**

In addition to addressing the DDA during public hearings and under “Public Comment,” members of the audience may address the DDA, please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
  2. Verbal report provided by staff.
  3. The Chairperson asks DDA members if they have any questions for staff to clarify the staff report.
  4. Motion is made by a DDA member and seconded by another DDA member.
  5. The Chair then calls on DDA members to discuss the motion if DDA members wish to discuss.
  6. The Chair calls for a vote on the item after discussion has occurred.
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***Village of Decatur***  
***Downtown Development Authority***

Wednesday, September 14, 2022, at 1:00 P.M.  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

**I. Call to Order**

James Creagan called the meeting to order at 1:03 P.M.

**II. Pledge of Allegiance**

**III. Roll Call**

James Creagan (First State Bank), Jay Newell (Newell Insurance), Lee Moser (Moser Financial Group), David Moorman (Moorman Printing) excused, Roger Kemp (Decatur Automotive Supply), Elissa Zimmer (Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union), Matt Cooper (Cooper Law) excused, Christopher Tapper (Village Manager), Rebecca Harvey, (Village Planner), Megan Duncan (Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

**IV. Public Comments**

Pam, from Laura Wilson Law Office was in attendance to discuss additional stop signs at S Phelps, and Sherwood Street.

**V. Approval of Agenda & Meeting Minutes**

- a. Creagan offered a motion to approve the consent agenda for September 14, 2022, supported by Newell, including meeting minutes from August 10, 2022, carried unanimously 7-0.

**VI. Presentation and Guest – McKenna & Associates – DDA Development Plan**

- a. Representatives from McKenna & Associates were in attendance to initiate the kick off meeting; establishing working relationships, defining basic desires, identify preferred method of communication, review current DDA Development Plan and TIF plan, goals, and project status, assess available maps and data, define specific project objectives to guide the study and plan development.
- b. Additionally, Decatur Village is exploring the possibility of creating a Tax Increment Financing District. With such applicable taxing jurisdictions (County, Village, Library and others) will have the opportunity to opt-out of the DDA capturing millage for tax increment revenue.



**VII. Unfinished Business - updates**

- a. A general discussion ensued regarding the Food Truck events scheduled for Monday's and Tuesday's. Members voiced positive comments regarding the current schedule and holding additional events through the month of October. The general consensus of the DDA was overall positive and have noticed the comments from social media outlets. Discussion continued regarding public interest to continue the event and offering additional opportunities and choices.
- b. A general discussion ensued regarding the possibility of the DDA participation in the Van Buren District Library's Boo Bash. It was the consensus to approve staff to work with VBDL to help coordinate and assist with events.
- c. A general discussion ensued regarding DDA involvement with upcoming holiday activities. Discussion included; coordination of staff to create an Events calendar, collaboration between business groups.

**VIII. DDA Member Comments**

- a. None

**IX. Adjournment**

- a. Newell made a motion with support from Moser to adjourn the meeting at 1:55 P.M.  
Minutes submitted by: Shantel Pentland, Administrative Assistant



# Agenda: DDA Plan Kick-Off

Wednesday, November 9, 2022 – 1:00pm

## 1. DECATUR DEVELOPMENT AND TIF PLAN

### 1. Public Outreach Program

- a) Strategic Planning Workshop: Dates? (before or after holidays)
- b) Stakeholder Roundtables
  - Village Residents
  - Downtown Business Owners
  - Taxing Jurisdictions
- c) Draft survey questions and distribution

### 2. Draft Development Plan

- a) What specific projects or issues would you like the plan to address?
  - Marketing and branding
  - Sidewalks, bike paths, and bike infrastructure
  - Streetscape
  - Placemaking (e.g., lamp posts, banners, seasonal decorations, planters, etc.)
  - Public spaces (e.g., pocket parks, parklands, plazas, gathering space, etc.)
  - Property acquisitions
  - Façade improvements or mini grant programs
  - Business attraction and retention
- b) Draft Development Area Boundary Review

### 3. Draft TIF (tax increment financing) Plan

- a) TIF overview
- b) TIF projections

### 4. Next Steps

- a) Determine if a DACC will be needed (100 people or more living in Development Area)
- b) Public engagement (advertise survey, survey results, roundtables)
- c) Drafting the Development Plan and TIF Plan



## **2. GENERAL DDA PLAN PROCESS OVERVIEW (PA 57 OF 2018)**

1. Determine if a Development Citizens Council is needed and ask that Village Council appoint members (DACC must be activated at least 90 days before public hearing on the Plan)
2. Document drafting and check-ins with Village Staff
3. Submit DDA and TIF Plan for review and revises draft based on comments received
4. McKenna presents final Plan, DDA recommends approval of the Plan, and submits to Village Council to set a date for a public hearing
5. Public hearing date is set
6. Notice of public hearing is advertised the first time (no later than 40 days before public hearing)
  - a) Village mails a copy of public hearing notice to all property taxpayers of record in the Downtown District
  - b) Village mails notice of public hearing by certified mail to the governing body of each taxing jurisdiction levying taxes subject to capture, and offers them an opportunity to meet with Village Council
  - c) Village sends copy of proposed DDA and TIF Plan to each of the taxing jurisdictions levying taxes subject to capture to fully notify them of the “fiscal and economic implications” of the Plan
  - d) Village posts copy of notice of public hearing in 20 conspicuous and public places within the Downtown District
7. Public hearing notice is advertised the second time (no later than 20 days before public hearing)
8. Public hearing is held by Village Council
9. DACC (if established) recommends approval of the DDA and TIF Plan to Village Council
10. Village Council holds first reading of Ordinance approving the DDA and TIF Plan
11. Second reading and adoption of Ordinance approving the Plan by Village Council
12. Adopted Ordinance filed with Secretary of State and published at least once in newspaper of general circulation

**Friend of Downtown Decatur:**

**Please share your thoughts about Downtown!**

**Led by a Board of community leaders, public officials, business owners, and residents, the Downtown Development Authority (DDA) is tasked with promoting the revitalization and economic growth of Downtown Decatur.**

**To guide their mission, the DDA and McKenna are preparing to update the current Downtown Development Plan. The Development Plan will outline the goals and objectives of the DDA, their future projects, and the project funding they intend to secure.**

**The projects chosen will align with the broader goals set forth by the Village of Decatur and will be supported by funds that are specifically intended to be used for Downtown investment and redevelopment.**

**We are asking for 5-10 minutes of your time to inform this process. Your input will help guide the direction of the Plan and the future of Downtown Decatur.**

**Thank you for your time and continued support!**

1. How frequently do you visit Downtown Decatur? Check all that apply.

- ☐ Everyday
- ☐ Once a week
- ☐ Once a month
- ☐ Every couple months
- ☐ Once or twice a year
- ☐ Never

2. What do you typically visit Downtown Decatur for? Check all that apply.

- ☐ Restaurants and bars
- ☐ Retail shopping
- ☐ Downtown events
- ☐ Downtown parks or greenspace
- ☐ I work in Downtown Decatur
- ☐ I live in Downtown Decatur
- ☐ Other (please specify)

3. Please rank the following goals from what you think is the most important, to what you think is the least important (1 being most important).

- ☐ **Economic Repositioning:** Encouraging the growth and development of Downtown Decatur by supporting the highest and best use of property and tenant spaces, coordinating business attraction efforts, business assistance programs, and redevelopment.
- ☐ **Placemaking and Design:** Utilizing the DDA's resources to plan, design, and construct an innovative and unique sense of place to complement Downtown Decatur's historic charm.
- ☐ **Infrastructure and Transportation:** Ensuring Downtown Decatur, and the surrounding areas, are fitted with modern and efficient infrastructure to upkeep and enhance the Village's transportation and utility network.
- ☐ **Organization and Partnerships:** Developing the necessary administrative tasks and fostering partnerships to implement projects.

4. What do you like the most about Downtown Decatur? Check all that apply.

- ☐ Shopping and dining opportunities
- ☐ Walkability
- ☐ Historic architecture and unique building character
- ☐ Office space opportunities
- ☐ House or apartment rental opportunities
- ☐ Tourism opportunities
- ☐ Open / green space for gathering
- ☐ Open / green space for recreation

5. What do you think needs to be **improved** in Downtown Decatur *today*? Rank the following, with '1' being the highest priority.

- ☐ **Transportation improvements.** Examples: traffic calming, bike network connectivity, public transportation opportunities, crosswalks, pedestrian crossing signals, sidewalks, etc.
- ☐ **Recreation improvements.** Examples: parks, playground facilities, trails, open space, etc.
- ☐ **Economic development.** Examples: job opportunities, retail diversity, more businesses, etc.
- ☐ **Housing improvements.** Examples: apartment or home rental opportunities, attainable housing options, etc.
- ☐ **Physical improvements.** Examples: building facade updates, more plants and flowers, streetscape amenities such as benches and lighting posts.
- ☐ **Identity improvements.** Examples: public art, such as murals and/or sculptures, wayfinding signage, etc.

6. What do you think needs to be **created** in Downtown Decatur *today*? Check all that apply.

- ☐ Outdoor seating and dining
- ☐ Bike trails and bike lanes
- ☐ Entertainment opportunities
- ☐ Community events and programs
- ☐ Crosswalks and sidewalks
- ☐ Public parking lots
- ☐ Wayfinding signs
- ☐ Parks or open space
- ☐ Housing
- ☐ Office space
- ☐ Other (please specify)

7. When visiting Downtown Decatur (considering all months of the year), how long does it typically take to find a parking space?

- ☐ Immediately/first place I look
- ☐ Immediately/first place I look unless there is an event going on, then it is longer
- ☐ Often have to look for a second parking option (less than 5-minutes)
- ☐ Often have to circle several times to find a spot (5-minutes or more)
- ☐ I do not need a parking spot, I typically walk, bike or get dropped off downtown

8. What's the average length of time you park on a typical visit to Downtown Decatur?

- ☐ Less than 30 minutes
- ☐ 30 minutes to 1 hour
- ☐ 2-3 hours
- ☐ More than 3 hours
- ☐ Overnight
- ☐ I do not need a parking spot, I typically walk, bike or get dropped off downtown

9. What do you think should be the Village's biggest priority for enhancing Downtown?

10. What programs/services/events do you suggest the DDA offer?

11. What would you love to see in Downtown Decatur that isn't currently here?

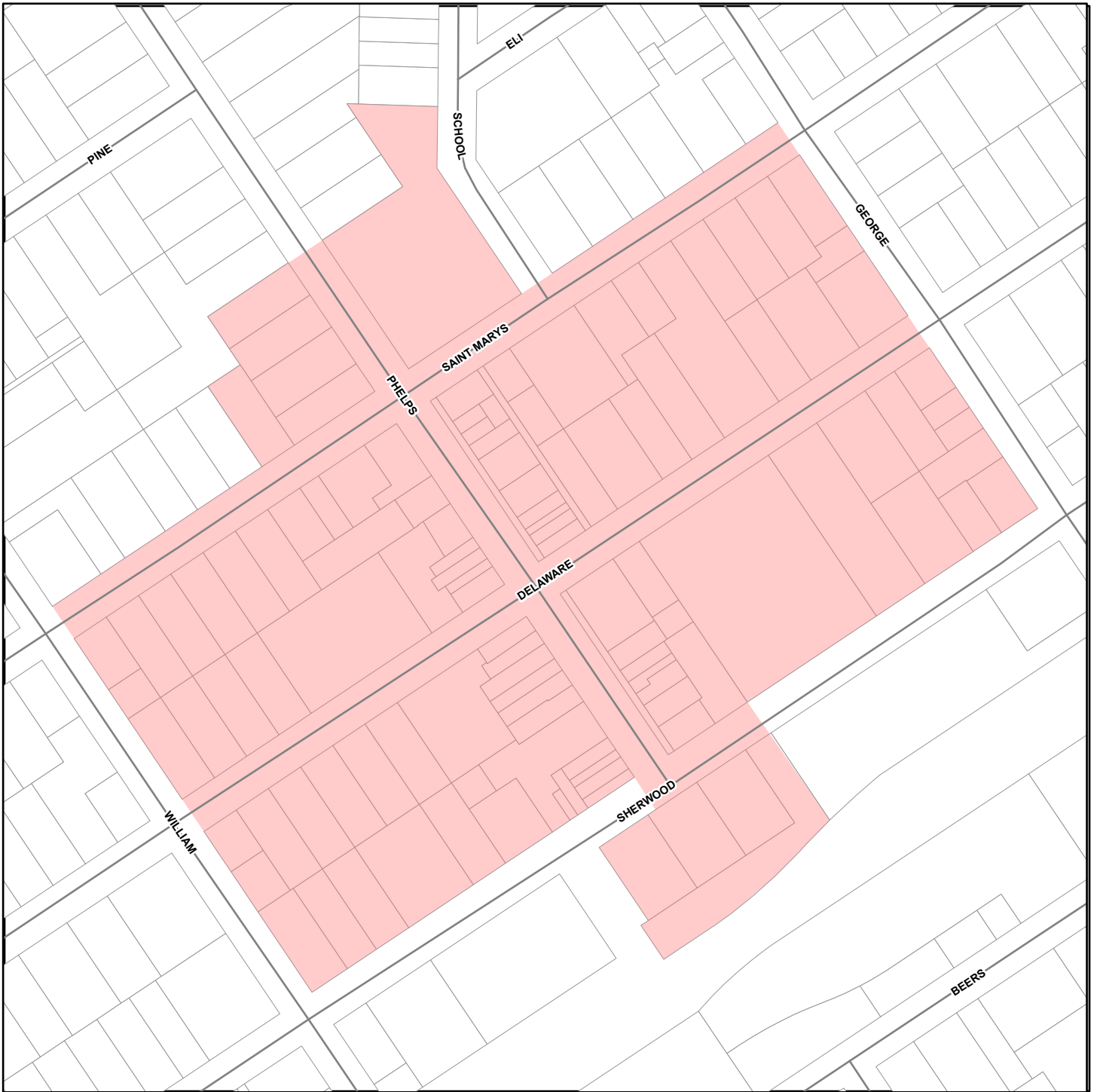
12. If you are a business/property owner, what would be most helpful? Check all that apply.

- ☐ Downtown beautification (buildings, streetscapes, etc.)
- ☐ Adding shared parking opportunities
- ☐ Marketing of the downtown/community region
- ☐ Special events/activities
- ☐ Workshops/technical assistance
- ☐ Shared dumpsters/trash collection
- ☐ Grant programs for signage, the facade, etc.
- ☐ Other (please specify)

13. Check all that apply.

- ☐ I am a resident in the Village
- ☐ I am a business/property owner in the Village
- ☐ I work in the Village
- ☐ Other (please specify)

14. Please include any other thoughts you have regarding Downtown Decatur. Thank you for your feedback!





# DDA Boundary

Village of Decatur, Michigan

October 14, 2022

## LEGEND

-  DDA Boundary
-  Parcels



0 100 200  
Feet

Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: Van Buren County 2022. McKenna 2022.







# Memorandum

**TO:** Village of Decatur DDA  
**FROM:** Danielle Bouchard, AICP, Senior Planner  
**SUBJECT:** Village of Decatur DDA and TIF Program  
**DATE:** November 9, 2022

**The Village of Decatur Downtown Development Authority (DDA) is in the process of updating its Downtown Development Plan, pursuant to Act 57 of 2018.** McKenna, a planning consultant firm, has been hired by the DDA to assist with the development of the 2023 DDA Plan.

## DDA OVERVIEW AND PURPOSE

In general, the purpose of establishing a DDA is to assist in the growth and development of a municipality's downtown district. The State of Michigan keeps record of each DDA throughout the State. Each DDA establishes a Boundary of operation, typically encompassing the downtown core and immediate fringe areas.

The significance of the DDA Boundary is to essentially determine the areas in which the DDA can expend their monies and target various enhancement projects. This is known as the Development Area.

As per Act 57 of 2018, DDAs are eligible to receive funding from both public and private sources to fund eligible projects within the development area. Some common types of projects include:

- Façade improvements
- Marketing and branding activities
- Economic development activities and incentives
- Aesthetic improvements
- Business incubators
- Business attraction activities
- Property acquisition
- Streetscape, pedestrian, or mobility enhancements

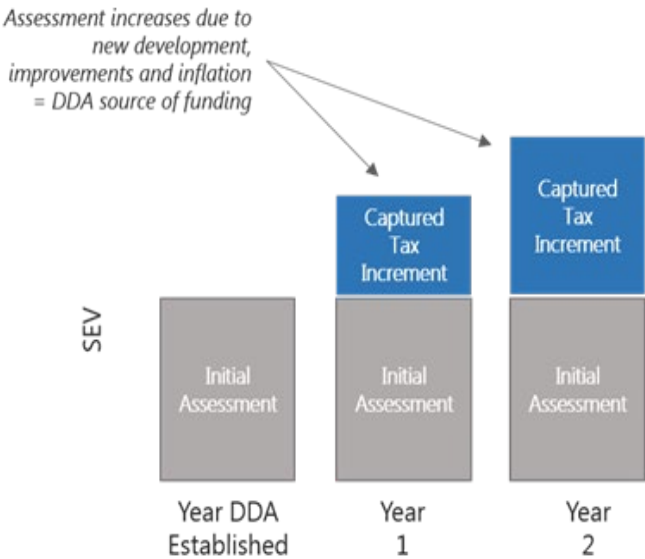
To implement development area projects, each governing body of a municipality with a DDA is required to publically advertise and adopt what is known as a Development Plan. The State requires the Development Plan to include various information such as planned projects for the development area, estimated costs for those projects, timeframe for those projects, potential property acquisition plans, and more. The Plan also assists the DDA with prioritizing and implementing feasible projects during a given year. A typical Development Plan projects out approximately 20-30 years into the future until it will need to be updated again.



**TAX INCREMENT FINANCING (TIF) OVERVIEW**

Most communities with a DDA also have a TIF District in place as well. The primary purpose of a TIF is to establish a financing mechanism to fund various eligible improvement projects within a Development Area.

TIF funds can be described as a process of expending new property tax dollars for improvements that generally benefit the source of those taxes. Tax dollars generated from new private property developments within the district, from improvements to existing private property within the district, and from inflation are “captured” and utilized by the DDA to finance public improvements within the district. The amount that is “captured” by the DDA in a particular year is equal to the amount by which the current taxable value of the property within the district exceeds the initial taxable value of the property within the district.



The establishment of a TIF does NOT increase property taxes. As property values increase due to appreciation, property taxes also increase – DDAs create no increase on property taxes besides those that normally occur from year to year.

**TIF PROJECTION SNAPSHOT**

The source of the tax increment revenue captured from each property within the Development Area derives from applicable public millage rates from various taxing jurisdictions. For Decatur, the following taxing jurisdictions apply:

- Village operating (17.8092 mills)
- County (this information is still needed)

An example TIF projection from 2022-2043 may look like the table on the following page. Note that the actual TIF projections in the Plan will likely look different than those below. The calculations below were developed under the assumption that property tax value would increase approximately 3% each year, as more investment is brought into the Downtown. However, we will continue to work with the Village Treasurer to determine what annual increase percentage is most appropriate for the Village.

Further, appropriate millage rates from the County will be added into the table once those amounts have been received. Library millage is also subject to capture. School millages are not.



**Estimated TIF Revenue  
(Current DDA Boundary)**

<b>Fiscal Year</b>	<b>Total Taxable Value</b>	<b>Total Captured Value</b>	<b>City Operating 17.8092 Mills</b>	<b>County 0 Mills</b>	<b>Total Tax Increment Revenue</b>
2022	\$7,346,454		0.0178092	0.0000000	
2022	\$7,346,454	\$0			
2023	\$7,419,919	\$73,465	\$1,308	\$0	\$1,308
2024	\$7,642,516	\$296,062	\$5,273	\$0	\$5,273
2025	\$7,871,792	\$525,338	\$9,356	\$0	\$9,356
2026	\$8,107,945	\$761,491	\$13,562	\$0	\$13,562
2027	\$8,351,184	\$1,004,730	\$17,893	\$0	\$17,893
2028	\$8,601,719	\$1,255,265	\$22,355	\$0	\$22,355
2029	\$8,859,771	\$1,513,317	\$26,951	\$0	\$26,951
2030	\$9,125,564	\$1,779,110	\$31,685	\$0	\$31,685
2031	\$9,399,331	\$2,052,877	\$36,560	\$0	\$36,560
2032	\$9,681,311	\$2,334,857	\$41,582	\$0	\$41,582
2033	\$9,971,750	\$2,625,296	\$46,754	\$0	\$46,754
2034	\$10,270,903	\$2,924,449	\$52,082	\$0	\$52,082
2035	\$10,579,030	\$3,232,576	\$57,570	\$0	\$57,570
2036	\$10,896,401	\$3,549,947	\$63,222	\$0	\$63,222
2037	\$11,223,293	\$3,876,839	\$69,043	\$0	\$69,043
2038	\$11,559,991	\$4,213,537	\$75,040	\$0	\$75,040
2039	\$11,906,791	\$4,560,337	\$81,216	\$0	\$81,216
2040	\$12,263,995	\$4,917,541	\$87,577	\$0	\$87,577
2041	\$12,631,915	\$5,285,461	\$94,130	\$0	\$94,130
2042	\$13,010,872	\$5,664,418	\$100,879	\$0	\$100,879
2043	\$13,401,198	\$6,054,744	\$107,830	\$0	\$107,830
			<b>\$1,041,868</b>		<b>\$1,041,868</b>

a. Tax increment projected using combined real and personal property values and current millage rates

b. DDA base year and first year estimated taxable value per Village Assessor, 11/7/2022.

c. Annual change in taxable values estimated as follows: FY 2022-23 value is current equalized; 2023-24 is estimated; 2024-25 is 1% and thereafter is 3% increase per year.

Each applicable taxing jurisdiction has the opportunity to opt-in, opt-out, or negotiate the mills captured by the DDA. Therefore, it is the decision of the Village Council, Van Buren County, and other entities, such as the library, to determine if applicable millages can be captured.

Establishing this financial structure can be hugely beneficial to the function of the Decatur DDA. Currently, the DDA is funded through a millage from the Village, which is voted by residents. This amount is 2.0000 mills.



Please feel free to submit any questions, comments, or concerns to Danielle Bouchard, AICP, Senior Planner, at [DBouchard@mcka.com](mailto:DBouchard@mcka.com) for further explanation or additional information.

Respectfully Submitted,

**McKenna**

Danielle Bouchard, AICP  
Senior Planner



# Our Story

Culpepper & Merriweather Circus was founded in 1985 by three men who, quite frankly, did not realize what they could not do. Far from the glitz and glamour associated with show business, these three intrepid circus veterans alternated announcing, performing and working in the concession stand. Not relying on ticket sales, our heroes passed the hat after each performance at campgrounds, festivals or any group of people that would stick around to watch. By our second season, C&M Circus was able to hit the road with a tent, pony and a crew of six. In the 37 years since then, we have added equipment, animals, six company owned vehicles and around 40 employees. Our season lasts about 8 months each year covering 18 states with performances in a different town every day!

## WHY WE NEED YOU

Gone are the days of passing the hat to whatever crowd shows up. Our annual operating budget requires we bring in at least \$5,000 per day we're on the road just to break even. To make Circus Day a success for us and a memorable event in the towns we visit, we work in partnership with local community and service organizations. By sponsoring our circus, local groups can bring a time honored American tradition their town and raise money to use for other projects. Our home office staff provides materials and assistance to each group so that everyone wins. With every ticket sold, there is more money to split between us. The more tickets your organization sells in advance, the more money your group gets to keep. The details are explained inside the brochure.

## OUR PROMISE TO YOU

We will do everything we can to represent your organization in a professional manner.

We know how important it is for you to be proud of events with which your organizations is associated.

We will work with you to make Circus Day a success for everyone. If you make money, we make money.

We will bring a great American tradition to your community. Grandparents, parents and children of all ages will create memories of Circus Day for years to come.





# Culpepper & Merriweather Circus Sponsorship Agreement

## The Circus Provides...

- Two 90 minute traditional Circus performances under a beautiful Big Top tent -- the way the Circus is meant to be seen! We also invite the public to watch the tent raising each morning!
- Electricity, equipment and personnel necessary to erect the tent and put on the shows
- \$2 million in liability Insurance indemnifying the owner of the show grounds and your organization at no charge.
- 100 posters, 500 adult and 500 child/senior advance tickets sent to your organization for no charge.
- A home office staff to assist you in making Circus Day a success
- Our promise to leave the show grounds as clean as we found them.

## What we ask of your organization...

- Suitable show grounds at least 300' x 300' in size. The lot has to be accessible for large vehicles.
- One potable running water source. A fire hydrant or regular garden hose faucet will work.
- Provide containers for trash and manure. The Circus produces about 4 cubic yards each day. We will bag the trash and load the manure into the containers for you.
- Any permits or licenses required by local ordinance.
- Two ticket takers for each show. Your neighbors will want to thank you for bringing the Circus to town! Your group needs to be there to get the credit!
- Contract signing fee of \$290. This fee is refundable based on the number of advance adult tickets you sell. See next page for details...

## Division of Proceeds

**50% of Advance Adult Tickets after the first 100\***

**25% of Advance Child/Senior tickets or 40% if you sell 200 or more**

**10% of Box Office sales by the Circus on Show Day**

\*If you do not sell over 100 Advance Adult tickets, your organization still keeps it's percentage from the Child/Senior Tickets. If you sell over 200 Advance Adult Tickets, the Circus will refund the full \$290 signing fee.

### Ticket Prices

**In Advance:**

**Adult: \$13**

**Child/Senior: \$8**

**Circus Day:**

**Adult: \$16**

**Child/Senior: \$9**

For booking information, please  
contact us at:

email: [cmcircus@gmail.com](mailto:cmcircus@gmail.com)

Phone: 580-326-8833

Mail: CM Circus

P.O Box 813

Hugo, OK 74743

Visit us online on FaceBook or at

**[cmcircus.com](http://cmcircus.com)**





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council & DDA  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A

DATE: October 27, 2022

SUBJECT: Update regarding Village Events 2022

### Action Requested:

N/A

### Background:

The Downtown Development Authority has recommitted its dedication to community engagement. Over the course of the calendar year 2022, the Downtown Development Authority has recruited new members, set goals and objectives, adopted a business first budget, approved the action to partner with McKenna & Associates to update the DDA Downtown Master Plan, and address marketing strategies.

The DDA continues its efforts to expand outreach to its business community along with additional economic development throughout the Village. At this time staff would like to provide the following update regarding Boo Bash Trick-Or-Treating activities. Please see attached to this memo, some community engagement feedback.

Staff would like to highlight the efforts of Shantel Pentland, Administrative Assistant for all of her efforts to coordinate events and activities.

### Attachments:

Village of Decatur - Facebook



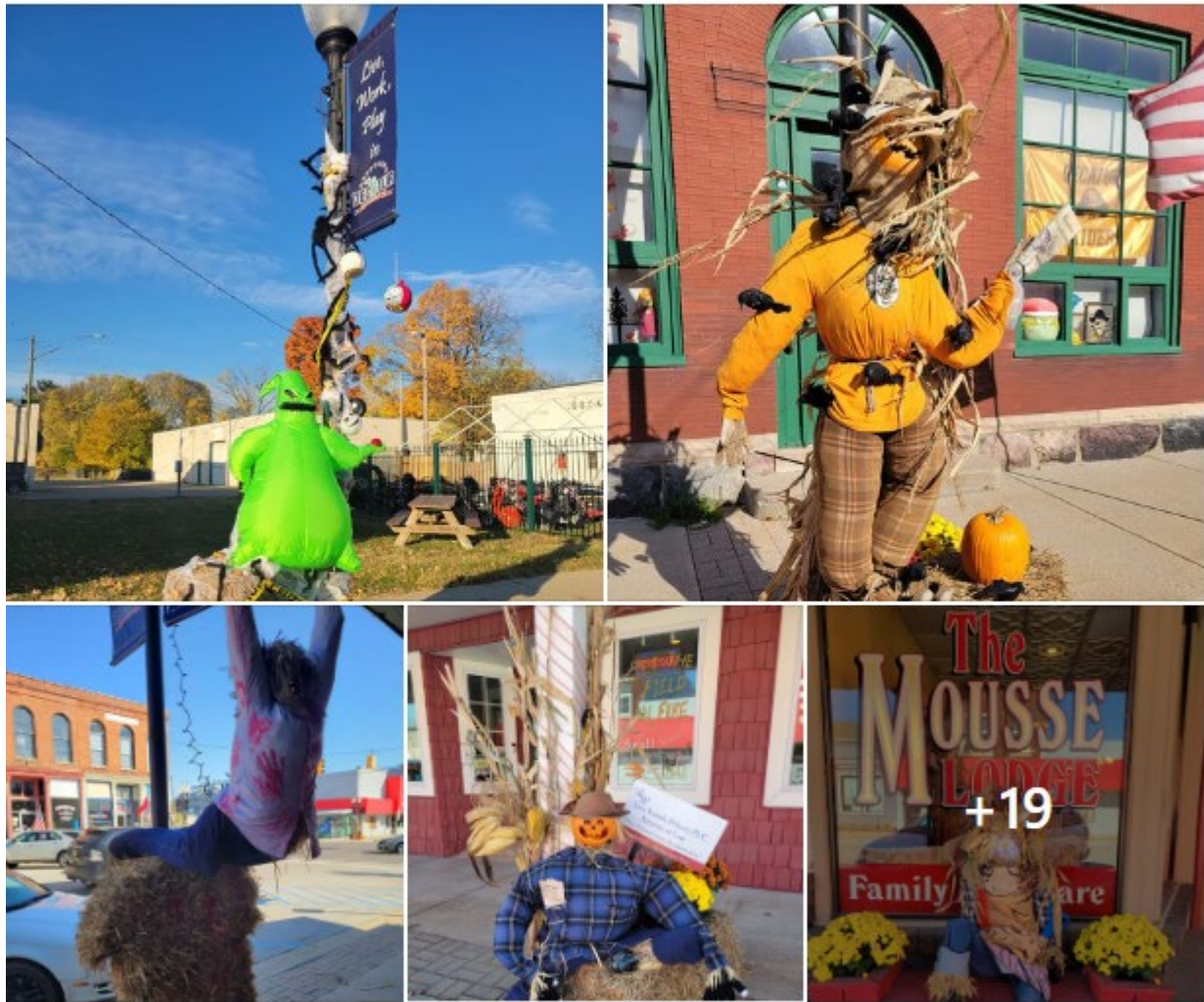
Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045



Village of Decatur, MI  
2d · 🌐

...

🍂 Many local businesses are participating in the Light Post Scarecrow Contest, be sure to vote for your favorites during Boo Bash Trick-Or-Treating on 10/31/22 from 3:30-4:30!



📣 Boost this post to reach up to 1766 more people daily if you spend \$35.

Boost post

👍❤️ You, Ann Marie Tapper and 75 others

12 Comments 22 Shares

👍 Like

💬 Comment

➦ Share







Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

You're commenting as Christopher Tapper.

- Stephanie Wiles** \*\*\*  
We have been hearing from all our clients how beautiful and festive our downtown is and it really is! Thank you for organizing this event!  
Like Reply 2d 6
- Anita Gordon Haas** \*\*\*  
I'm so happy this happened this year.....fun to look at and Decatur needed this.  
Like Reply 2d 4
- Betti Jo Loveland** \*\*\*  
Janice thank you for the great post I wondered if somebody was going to mention how nice main street looks it's been a Long time since people have taken the time to decorate our community thank you to all those who participated it's great!  
Like Reply 2d 3
- Cynthia Ann Mach** \*\*\*  
This is so cool !! I am showing it to everyone! My hometown ❤️❤️❤️  
Like Reply 1d 1
- Bobbie Imus Rex** \*\*\*  
Great to see our town working together to make it fun during this season. Love all the creativity!  
Like Reply 2d 2
- Toni Fountain** \*\*\*  
How do people vote?  
Like Reply 12h
- Pamela Adams Sikkema** \*\*\*  
**Toni Fountain** they vote on Halloween during the trick or treating on Monday  
Like Reply 11h Edited
- Stephanie Wiles** \*\*\*  
**Toni Fountain** on Halloween you vote during 3:30-4:30 trick or treat  
Like Reply 12h
- Toni Fountain** \*\*\*  
**Stephanie Wiles** where do they vote at? Do we give them something to write on or do they go to the village office?  
Like Reply 11h
- Stephanie Wiles** \*\*\*  
**Toni Fountain** each place should have a bucket and paper for you to vote for whichever you think is best  
Like Reply 11h
- Pamela Adams Sikkema** \*\*\*  
**Toni Fountain** we have a bucket at the office for voting.  
Like Reply 11h

Most Relevant is selected, so some replies may have been filtered out.

Reply to Toni Fountain...

⚠️ You're commenting as Christopher Tapper.

- Betti Jo Loveland** \*\*\*  
Like Reply 2d

Write a comment...



## Village of Decatur Downtown Development Authority Facade Grant and Loan Program

The Decatur Downtown Development Authority was created to promote and enhance the commercial core of the community, to preserve the public investment in this area and to improve the viability of businesses within the DDA district. To encourage business and property owners to improve and maintain buildings, the DDA has made this grant program available to businesses in the DDA District.

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### General Requirements

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- Facade (building exterior) improvement grants are available for between \$ 1,500-\$20,000 over a two-year period, (DDA fiscal year is March 1 through the next February 28<sup>th</sup> ) A 25% match is required, for requests of less than \$5,000 and 50% match is required for requests of great than \$5,000
- Anyone who has received \$20,000 in funds in the past 2 years will not be eligible for new grant funds for this fiscal year.
- All work must be in accordance with the Village's Master Plan and facade work must be in accordance with the Downtown Facade Guideline Booklet. The booklet is available for review at the DDA Office at 114 N. Phelps Street
- Applications for the Facade improvements must be made by the building/property owner.
- Strip Mall, described by the Village of Decatur Zoning ordinances as, Shopping center means a retail commercial establishment or a group of retail establishments which is planned, developed, owned and managed as a unit, with off-street parking provided on the property, will be considered as one parcel for the purposes of facade grants from the Downtown Development Authority.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with facade renovation. All work must comply with applicable local, state and federal codes.

The applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes. Permits which may be required include building, electrical, mechanical, plumbing, soil & sedimentation, Right of Way permits, and other permits which may be required from the State of Michigan or the Van Buren County Drain Commissioner. It is not the responsibility of the DDA to know which permit may be required as the applicant is responsible for ascertaining which permits, they need to obtain. The Village Code of Ordinances is online at [www.decaturmichigan.org](http://www.decaturmichigan.org).

- Applicant and the Property Owner must not have delinquent accounts with the Village of Decatur:
- Upon completion of work, paid receipt(s) must be presented before reimbursement will be issued to applicant. Payment for work done without required permits will not be made until the applicant supplies the proof that a permit was obtained, and all work passed a proper inspection.
- After inspection of property, to insure that work completed complies with the application submitted and approved by the DDA, agreed reimbursement will be made.
- Property improvements must be completed within (180) days of approval. An additional (90) days may be requested due to unforeseen circumstances. Additional time must be requested in writing and approved by the board to take effect. The board makes no guarantee that additional time will be approved.
- Any approved request that has not been completed within the (90) daytime frame, and no extension has been requested or approved, will result in the grant being terminated and applicant will have to re-apply for the grant funds. There is no guarantee that a new grant will be approved.
- Upon completion of work, a copy of the canceled check or credit card receipt must be presented before reimbursement will be released to applicant.
- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the facade grant program.

- The DDA reserves the right to modify, return, and deny any Facade Grant applications.

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## ELIGIBLE PROJECTS

Repair to building exterior facades consistent with the Village' s Master Plan and the Downtown Facade Guideline Booklet.

- Repair, reconstruction or construction of the exterior of the building such as:
  1. Masonry repair, cleaning or tuck-pointing.
  2. Roof repairs, re-roofing, etc.
  3. Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
  4. Exterior work necessary for conversion to a retail or entertainment store entry.
  5. Removal of after-installed facades along with restoration of vintage elements.

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## INELIGIBLE PROJECTS

- Projects which are related to parking such as resurfacing, painting or stripping of parking lots/spaces, or construction of new parking.
- Projects related to any kind of signage such new signs, awning, replacement of signs/awnings or lettering on signs and awnings.
- Any interior work.
- Residential or living space projects of any kind such as for apartments or lofts.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements that deemed to be regular maintenance and upkeep.
- Purchase of furnishings, equipment or consumable supplies.
- Repair or creation of features not compatible with original architecture on historical buildings.

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## FACADE GRANT APPLICATION PROCESS & CHECKLIST

The application form may be obtained online, at Village Hall 114 N. Phelp Street Decatur, MI 49079

The Application must be completed and returned to the Village Manager along with:

An original signed letter of permission from owner (if applicant is not the property owner or holds a land contract).

\_\_\_\_\_ A detailed written description of the project plans (scope of work, including materials sample color and color schemes), which addresses how the project complies with the guidelines.

\_\_\_\_\_ A detailed cost estimate for all eligible costs supported by a quote from three independent / nonaffiliated contractors or suppliers. The Decatur DDA may consult with the applicant for the purpose of modifying the scope and/or content of the proposed work. \*

\*Possible additional quotes may be requested at the discretion of the committee.

## FACADE GRANT APPLICATION

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Please, print or type information so it can easily be read. Please complete all the information.

APPLICATIONS SUBMITTED ON OTHER FORMS WILL NOT BE CONSIDERED

Check One: I am applying for a GRANT\_\_\_\_\_

Check One: \_\_\_\_\_ I am the Property Owner                      \_\_\_\_\_ I am the Business Owner

Name of Applicant:

\_\_\_\_\_

Address of Applicant:

\_\_\_\_\_

Address of Property for Improvement:

\_\_\_\_\_

Business Contact & Title:

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail:

\_\_\_\_\_

I HAVE READ AND UNDERSTAND THE GENERAL GUIDELINES

**PROJECT DESCRIPTION:** Attach additional pages as may be necessary to adequately describe your project including a "before" photograph.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost of Improvement is \$ \_\_\_\_\_

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the Grant Application Process & Check List section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, I am stating that the above information is accurate to the best of my knowledge, that I agree to the requirements and there are no delinquent accounts with the Village of Decatur.

Signature Line \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DDA GRANT REVIEW COMMITTEE USE**

Property Address:

Has been found to be

Consistent

Inconsistent with DDA Guidelines

It is therefore:

Eligible

Not Eligible for the grant program.

Total Amount to be granted upon installation/ completion:

Reviewed By: DDA Grants Review Committee

Date:

Review Committee Comments