

# VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday  
May 8, 2024



VILLAGE OF DECATUR  
REGULAR DDA MEETING  
Wednesday, May 8, 2024 – 1:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

---

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 May 8, 2024

5A.2 – Approval of the Regular DDA Meeting Minutes for April 10, 2024

5A.3 – Approval of the Decatur Day Midwest Festival Planning Committee Meeting Agenda for May 21, 2024

6. **TREASURER REPORTS**

6A.1 – Approval of Financial Statements, Revenue & Expenditure Report ending April 30, 2024

7. **COMMUNICATIONS TO THE DDA – PRESENTATIONS & GUESTS**

7A.1 – Rebecca Harvey, Harvey Consulting

8. **UNFINISHED BUSINESS**

8A.1 – Create, Review, and Approve the FY '25 Annual Calendar/Work Plan

8A.2 – Discuss bid for summer flowers

8A.3 – Review various Facade Grant Applications/Guidelines

9. **NEW BUSINESS**

None

10. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

11. **DDA MEMBER COMMENTS**

12. **ADJOURNMENT**

---

## **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.
-

***Village of Decatur***  
***Downtown Development Authority***

Wednesday, April 10, 2024, at 1:00 pm  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

**1. Call to Order**

Elwaer called the meeting to order at 1:00 pm

**2. Pledge of Allegiance**

**3. Roll Call**

Ali Elwaer (Village President), James Creagan (First State Bank), Jay Newell (Newell Insurance Agency) excused, Roger Kemp (RC Automotive Supply) excused, Elissa Zimmer (VBDL- Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) 1:02 pm, Matt Cooper (Cooper Law), Christopher Tapper (Village Manager), Megan Duncan (Village Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

**4. Public Comments**

None

**5. Approval of Consent Agenda Items**

Creagan offered a motion to approve the agenda for April 10, 2024, and approve the regular meeting minutes from March 13, 2024, supported by Zimmer, carried unanimously 5-0.

**6. Treasurer Reports**

Creagan offered a motion to approve the financial statements and Revenue & Expenditure Report ending March 31, 2024, supported by Cooper, carried unanimously 5-0

**7. Communications to the DDA- Presentations & Guests**

1. Rebecca Harvey, Harvey Consulting was present to discuss Unfinished Business 8A.2.

**8. Unfinished Business**

1. Creagan offered a motion to approve the final draft of the DDA Bylaws, supported by Miller, carried unanimously 6-0.
2. Harvey led the discussion regarding the creation of the FY '25 Annual Calendar/Work Plan. The DDA board will work together to inform this document at the May 8, 2024, meeting. Harvey made the following suggestions for work plan items using Goals and Objectives from the DDA Development & TIF Plan:
  - i. Façade grant program for DDA District businesses
  - ii. Creating a larger DDA presence on the Village website
  - iii. Wayfinding signage, working together with the Park & Recreation Committee

## **9. New Business**

1. Pentland shared that Invitation to Bid letters were sent out to The Potting Shed, Rajzer's Farm Market & Greenhouses, and Tuttle Floral Co. for Summer 2024 flowers. Bids are due to Village Hall by May 1, 2024, and will be presented at the May 8, 2024, DDA meeting.

## **10. Public Comments- Second Opportunity**

None

## **11. DDA Member Comments**

Creagan expressed gratitude to the Village for assisting with the purchase and installation of speed bumps for the alley behind First State Bank. They appear to be working to slow traffic.

Pentland shared that the DDA Sponsored Egg Hunt & Touch-A-Truck event was very well attended and enjoyed, even though the weather was wet. The turnout was very similar to last year's event, and the Touch-A-Truck addition seemed to be popular and was very easy to organize.

## **12. Adjournment**

Miller offered a motion to adjourn the meeting at 1:40 pm, supported by Creagan, carried unanimously 6-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant

DECATUR DAY  
MIDWEST  
FESTIVAL'24  
PLANNING  
COMMITTEE

Tuesday  
May 21, 2024



VILLAGE OF DECATUR  
DECATUR DAY MIDWEST FESTIVAL '24 PLANNING COMMITTEE MEETING  
Tuesday, May 21, 2024 – 4:00 PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

---

4:00 PM DECATUR DAY MIDWEST FESTIVAL '24 PLANNING COMMITTEE MEETING  
(Action to be taken by the Committee 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 May 21, 2024

5A.2 – Approval of the Regular Meeting Minutes from March 19, 2024

6. **COMMUNICATIONS TO THE COMMITTEE – PRESENTATIONS & GUESTS**

None

7. **UNFINISHED BUSINESS**

7A.1 – Outreach for artisan vendors

7A.2 – Review sponsorship opportunities

7A.3 – Discuss sponsorship levels

7A.4 – Promotion of event page on Facebook

8. **NEW BUSINESS**

None

9. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

10. **COMMITTEE MEMBER COMMENTS**

11. **ADJOURNMENT**

---

## **PLEASE NOTE**

### **AUDIENCE PARTICIPATION:**

In addition to addressing the Committee during public hearings and under “Public Comment,” members of the audience may address the Committee, 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 Committee members if they have any questions for staff to clarify the staff report.
  4. Motion is made by a Committee member and seconded by another Committee member.
  5. The Chair then calls on Committee members to discuss the motion if Committee members wish to discuss.
  6. The Chair calls for a vote on the item after discussion has occurred.
-



05/06/2024 11:06 AM

User: MEGAN

DB: Decatur

## REVENUE AND EXPENDITURE REPORT

Page: 1/1

PERIOD ENDING 04/30/2024

% Fiscal Year Completed: 16.71

		2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	04/30/2024	MONTH 04/30/2024	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	15,000.00	0.00	0.00	15,000.00	0.00
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	0.00	0.00	3,500.00	0.00
248-000-411.000	DELINQUENT TAX	100.00	0.00	0.00	100.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	50.00	0.00	0.00	50.00	0.00
248-000-641.000	DONATIONS - JULY 4TH EVENT	20,000.00	0.00	0.00	20,000.00	0.00
248-000-664.100	INTEREST INCOME	10.00	(0.01)	0.00	10.01	(0.10)
248-000-666.000	DONATIONS - DECATUR DAY EVENTS	2,000.00	0.00	0.00	2,000.00	0.00
248-000-674.000	DONATIONS - SPRING EVENTS	500.00	0.00	0.00	500.00	0.00
248-000-675.000	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-000-676.000	VENDOR REVENUE	1,000.00	215.00	190.00	785.00	21.50
248-000-677.000	DONATIONS - BOO BASH EVENTS	500.00	0.00	0.00	500.00	0.00
248-000-678.000	DONATIONS - CHRISTMAS IN THE VILLAGE	500.00	0.00	0.00	500.00	0.00
Total Dept 000		44,160.00	214.99	190.00	43,945.01	0.49
TOTAL REVENUES		44,160.00	214.99	190.00	43,945.01	0.49
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-756.000	DDA-SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
248-728-801.000	CONSULTING FEES	1,000.00	221.25	0.00	778.75	22.13
248-728-901.000	PRINTING/PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
248-728-958.000	MISCELLANEOUS	200.00	6.58	6.58	193.42	3.29
248-728-982.000	JULY 4TH EVENT	13,000.00	10,000.00	0.00	3,000.00	76.92
248-728-983.000	SPRING EVENTS	500.00	120.00	0.00	380.00	24.00
248-728-984.000	DECATUR DAY EVENT	2,000.00	2,000.00	0.00	0.00	100.00
248-728-985.000	COMMUNITY SERVICE PROJECTS	1,500.00	0.00	0.00	1,500.00	0.00
248-728-986.000	DOWNTOWN FLOWERS	1,500.00	0.00	0.00	1,500.00	0.00
248-728-987.000	BOO BASH EVENT	700.00	0.00	0.00	700.00	0.00
248-728-988.000	CHRISTMAS IN THE VILLAGE	500.00	0.00	0.00	500.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		22,900.00	12,347.83	6.58	10,552.17	53.92
TOTAL EXPENDITURES		22,900.00	12,347.83	6.58	10,552.17	53.92
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		44,160.00	214.99	190.00	43,945.01	0.49
TOTAL EXPENDITURES		22,900.00	12,347.83	6.58	10,552.17	53.92
NET OF REVENUES & EXPENDITURES		21,260.00	(12,132.84)	183.42	33,392.84	57.07



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Downtown Development Authority Board  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: May 8, 2024

SUBJECT: Summer 2024 Flowers Proposals

### Action Requested:

It is requested that the DDA review and approve a bid for the 2024 Summer Flowers. Three bid requests were sent: Tuttle's Floral, The Potting Shed, Rajzer's Farm Market & Greenhouses. One bid was received: Tuttle's Floral, for the amount of \$1372.00

### Background:

As part of the DDA's mission to beautify our Downtown District, flowerpots are annually placed throughout the district. One bid was received for flower products and planting services, from Tuttle's Floral.

### Attachments:

Bid from Tuttle's Floral



## Proposal for Downtown Flowers Spring 2024

To Chantal, Chris & the Decatur DDA - 05-06-2024

### Proposal for Spring Plantings for Downtown Decatur 2024

I would propose the basic same flowers as last year for all the pots and planters for the town.

The Pots include the 10 30" dia., 4 Wooden Rectangular Planters, 2 12" Terra Cottas Planters and 1 Large Concrete Planter near Post Office.

Decatur DPW the bring pots to Tuttles as soon as possible. Pots to be filled early May and would be ready for pickup around Memorial Day or after depending on the DPW's schedule and weather conditions.

Total Price for all Pot, Planters and Plantings is \$ 1372.00. This includes a granular fertilizer to be applied for watering person weekly thru July.

A 50% down payment of \$ 686.00 due upon order

Balance due \$ 686.00 by June 15<sup>th</sup> 2024

Thank you

Chris A. Paynich – President / Owner - Tuttle Floral Co.

Chris 5-6-2024





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Downtown Development Authority Board  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: May 8, 2024  
  
SUBJECT: Façade Grant Programs

### Action Requested:

It is requested that the DDA review and discuss various Façade Grant program applications and guidelines

### Background:

The DDA has expressed interest in creating a Façade Program for businesses within the DDA District. Village staff has found some examples and is looking for feedback from the board on the following:

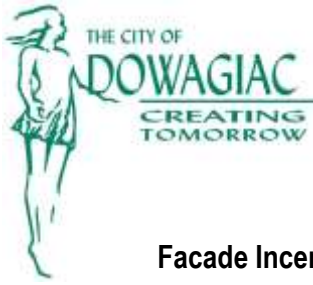
- Format/structure
- Content

### Attachments:

Dowagiac Façade Incentive Application

Brookline Façade Loan Description & Application

Paw Paw DDA Facade Grant Program



**Downtown Development Authority  
Facade Incentive for the Historic Restoration of Turn-of-the-Century Buildings  
and Tasteful Restoration of Non-Historic Buildings**

The Facade Incentive Program assists business owners in the historical renovation of front facades in the central business district.

Historic turn-of-the-century buildings must represent a historic renovation, including the removal of all non-conforming materials.

Non-historic buildings should be tastefully restored.

Project renovation must include the full facade.

Incentives are available per front facade, on a 50/50 percent match basis, **up to \$4,000**. Thereby, to qualify for a \$4,000 incentive, the building owner and/or tenant must also contribute \$4,000 toward the renovation project. Twin storefronts, are eligible to receive up to **\$8,000**.

**The incentive is available to:**

- building owners in the Downtown Development Authority district.
- building owners whose renovation includes the removal of old aluminum & other nonconforming materials, unless waived by the DDA for structural purposes.
- tenants who have received the written permission to pursue the project from the owner of the building and all other provisions herein are met.
- owners of non-historic buildings, who pursue tasteful exterior restorations of their properties. (Turn-of-the-century buildings must still pursue historic renovations and the removal of non-conforming materials.)

Upon receipt of an application, the DDA will meet with the Applicant to review their plans and determine whether the project qualifies for the facade program based upon the detailed description of the planned work and cost estimates submitted by the Applicant.

**Incentives will be paid when:**

- the agreed upon work is 100 percent complete
- the Applicant has submitted paid receipts for the work accomplished
- upon DDA review

**2023 FACADE INCENTIVE APPLICATION**

1. Name of Applicant \_\_\_\_\_

2. Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

3. Project Address \_\_\_\_\_

Project address building age or date built \_\_\_\_\_

4. Does the Applicant own the project building? \_\_\_\_YES \_\_\_\_NO

5. If the answer is NO, attach a letter from the owner, expressing approval of the project proposal.

6. Project start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

7. How is the building presently being used \_\_\_\_\_

8. Will the project correspond with a change in the building's use? \_\_\_ YES \_\_\_ NO  
If YES, to what? \_\_\_\_\_
9. Estimate of full project cost \_\_\_\_\_.
10. Attach a copy of the project design or a detailed written description of the proposed project.
11. For projects involving structural or color design changes, attach a rendering of your design changes.
12. **The incentive is based upon a 50/50 match by the building owner.** Attach a full list of improvements, including individual cost estimates for carpentry, windows or doors, painting & repair, etc.  
**Please note:** Upon completion of the project, the Applicant will need to provide paid receipts for work accomplished.
13. If you are working with your own architect, architect's name or firm \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

-----

#### For Office Use

DDA date of initial project review \_\_\_\_\_

Project was deemed to qualify for the program. YES \_\_\_\_\_ NO \_\_\_\_\_

If NO, why not \_\_\_\_\_

Estimated amount of incentive funds the DDA deems the project may represent \_\_\_\_\_

Date of final DDA review \_\_\_\_\_ Amount of approved incentive \_\_\_\_\_

**Updated: February 15, 2022**  
When Incentive Increased from \$2,000 to \$4,000



# *Town of Brookline*

## *Massachusetts*

### **Department of Planning and Community Development**

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2130 Fax (617) 730-2442

**Alison Steinfeld**  
Director

### **FAÇADE LOAN PROGRAM**

The Town of Brookline façade loan program was established to encourage business owners and property owners to undertake improvements to their commercial storefronts. This program is offered through the Planning and Community Development Department to support Brookline's commercial areas. The program's objective is to create lasting community benefits that go beyond the individual storefronts that enhances the overall streetscape and strengthens the identity of our commercial areas.

Eligible Improvements are limited to those that will be made to the exterior front or sides (facades) of buildings that impact the visual aesthetics of the property. Exterior painting, signage, awnings, lighting, windows/door replacement or modification, and building /storefront/façade restoration are eligible as well as minor landscaping.

### **Façade Loan Program Guidelines:**

Maximum Loan Amount: \$10,000

Interest Rate: 0%

Loan Term: Repayment is in 4 equal installments, paid annually commencing year following loan fund disbursement

Administration Fee: 1% of loan, payable when loan is approved

Design Fee Limitation: Eligible design fees may not exceed 10% of total project costs

Security: Personal guarantees

Application Scoring: All applications are scored on a 1 – 4 weighted scale based on the entire scope of proposed improvements in both of the following categories:

- Streetscape Enhancement (40% of score)
- Creating Positive Lasting Community Impacts (60% of score)

Applications that include energy efficient upgrades and/or investments in accessibility that exceed Massachusetts Architectural Access Board standards typically score higher than those that do not. An applicant's weighted score is used to determine how much funding they will receive. A weighted score of less than 50% will not qualify for funding.

**For example:** Applicant requests \$10,000, but their application only scores a 60% out of a possible 100%. The applicant would only be eligible to receive a maximum of \$6,000. An application for \$10,000 that receives a score of 25% would not qualify for funding.

#### Application Scoring

4	Excellent (Scope of work goes above and beyond category requirements (i.e. multiple energy efficient upgrades, significant investments in accessibility that exceed Massachusetts Architectural Access Board standards, and/or multiple façade improvements which substantially improve upon visual aesthetics, streetscape and commercial area identity including, new signs, awnings, building restoration, paint, lighting, window/door replacement or modification, minor landscaping)
3	Good (Scope of work includes multiple improvements, including investments in accessibility that exceed Massachusetts Architectural Access Board standards, with some impacts on visual aesthetics, or street scape or commercial area identity including, new signs, awning repair/replacement, paint, lighting, minor landscaping)
2	Satisfactory. The scope of work only slightly improves upon existing façade with few if any impacts on visual aesthetics, or streetscape or commercial area identity. This may include a new storefront sign and some paint work)
1	Minimum. The scope of work qualifies for funds, but does not impact visual aesthetics, streetscape or commercial area identity). Work includes sign replacement with little to no other alterations/improvements made to the façade.



Fund Dispersal: Once improvements are complete, applicant submits proof of expenses, and a payment request to the Planning Department. Planning will then arrange a site inspection to view and approve the improvements. After the project is deemed complete with no outstanding punch list items, the will Town process a check within 4 weeks.

Priority: Grants will be made on a first-come, first-served basis until budgeted funds are committed. Starting in 2012, priority will be given to those applicants that are making energy-efficiency improvements (such as windows or sealing). In addition, applications that include ADA or universal design features typically score higher than those that do not.

Application Timeframe: Complete Applications will be approved/disapproved within 45 days of receipt.

Project Completion: Improvements must be completed within six months of Town approval of the application, unless the Town grants a written extension.

**Checklist for Eligibility to Façade Loan Program:**

- ☐ Program applicants must either be property owners or commercial tenants
- ☐ If the applicant is a tenant, written permission from the property owner must be provided as indicated on the application

**Checklist for Façade Loan Program Application:**

- ☐ Completed Façade Improvement Application with Property Owner Approval (Business Owners Only) OR Completed Application with Title Report or Copy of Deed (Property Owners Only)
- ☐ Façade Improvement Plan including any documentation required by the Department of Planning and Community Development
- ☐ Cost Estimates from a minimum of two contractors when applicable
- ☐ Return the completed application and attachments to the Economic Development Division

**Checklist for Town Façade Approval:**

- ☐ Obtain Planning Board Approval by
  - a. submitting Façade Improvement Plan to the Planning Department Staff for pre-review
  - b. attend a Planning Board Sign and Façade Design meeting for review and approval
- ☐ Obtain a building permit from the Building Department, following Planning Board approval

**Please contact Meredith L. Mooney in the Economic Development and Long-Term Planning Division with any questions about the Façade Loan Program. Phone: 617-264-6478 OR Email: [mmooney@brooklinema.gov](mailto:mmooney@brooklinema.gov)**



Department of Planning and  
Community Development

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2130 Fax (617) 730-2442  
Alison Steinfeld, Director

# *Town of Brookline*

## *Massachusetts*

### FAÇADE LOAN PROGRAM APPLICATION

Name of Applicant \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Loan Amount \_\_\_\_\_

Applicant is the ☐ Property Owner ☐ Business Owner

Property Owner's Name (if different) \_\_\_\_\_

Property Owner's Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Property Owner's Telephone Number \_\_\_\_\_

**Please attach a description of the scope of work and estimated budget for the façade improvement. In addition, include sign plans (including photo simulations) illustrating the proposed façade improvements. Mail or hand-deliver the completed application to: Economic Development and Long-term Planning Division, Town of Brookline, 333 Washington Street, Town Hall, Brookline, MA 02445**



## Village of Paw Paw Downtown Development Authority Façade Grant and Loan Program

The Paw Paw 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.

### FOR MORE INFORMATION:

Mary Springer, DDA Coordinator - Phone: 269-415-0060 and Email: [m.springer@pawpaw.net](mailto:m.springer@pawpaw.net)

---

### General Requirements

---

- Façade (building exterior) improvement grants are available for between \$1,500-\$5,000 over a two year period, (DDA fiscal year is March 1 through the next February 28<sup>th</sup>) A 50% match is required.
- Anyone who has received \$5,000 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 façade work must be in accordance with the Downtown Façade Guideline Booklet. Booklet is available for review at the DDA Office at 129 S. Kalamazoo Street, Paw Paw.
- Applications for Façade improvements must be made by the building/property owner.
- Strip Mall, described by the Village of Paw Paw 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 façade grants from the Downtown Development Authority.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation. All work must comply with applicable local, state and federal codes.
- 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.pawpaw.net](http://www.pawpaw.net).
- Applicant and the Property Owner must not have delinquent accounts with the Village of Paw Paw.
- 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. The 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) day time 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.



## **APPLICATIONS SUBMITTED ON OTHER FORMS WILL NOT BE CONSIDERED**

- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the façade grant program
- The DDA reserves the right to modify, return, and deny any Façade Grant applications.

---

### **ELIGIBLE PROJECTS**

---

- Repair to building exterior facades consistent with the Village's Master Plan and the Downtown Façade 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.

---

### **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.

---

### **FAÇADE GRANT APPLICATION PROCESS & CHECKLIST**

---

The application form may be obtained online, at Village Hall or from the Village of Paw Paw DDA Office (129 S. Kalamazoo Street, Paw Paw, (269) 415-0060).

The Application must be completed and returned to the DDA Coordinator 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 Paw Paw 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.

---

## FAÇADE GRANT APPLICATION

---

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

**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 \$ \_\_\_\_\_

50% Reimbursement is estimated to be \$ \_\_\_\_\_ (not to exceed \$5,000.)

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 Paw Paw.

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**