

# VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday  
July 13, 2022



VILLAGE OF DECATUR  
REGULAR DDA MEETING  
Wednesday, July 13, 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 DDA Meeting Agenda for July 13, 2022.

5A.2 – Approval of meeting minutes for June 15, 2022

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

**7. UNFINISHED BUSINESS**

7A – DDA Development Plan Update – Rebecca Harvey

**8. NEW BUSINESS**

8A.1 – Update regarding DDA Park Electrical

8A.2 – Update regarding July 4<sup>th</sup> Events

8A.3 – Update regarding DDA Grant Programs

8A.4 – Request to hold special meeting Wednesday, July 20, 2022

**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. 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. Chair then calls on DDA members to discuss the motion if DDA members wish to discuss.
  6. Chair calls for a vote on the item after discussion has occurred.
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***Village of Decatur***  
***Downtown Development Authority***

Wednesday, June 15, 2022, at 1:00 P.M.  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

**I. Call to Order**

Christopher Tapper (Village Manager) called the meeting to order at 1:00 P.M.

**II. Pledge of Allegiance**

**III. Roll Call**

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

**IV. Public Comments**

Matt Kusmack, Decatur resident and Decatur Township Board Member, is in the process of starting up a local Marketing Business and has offered his services with marketing and social media informational sharing.

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

- a. Creagan offered a motion to approve the agenda for June 15, 2022, support by Zimmer, motion carried unanimously 5-0.
- b. Creagan offered a motion to approve the corrected minutes from April 13, 2022 meeting, support by Zimmer, motion carried unanimously 5-0.

**VI. Unfinished Business**

Staff is continuously working towards the Village becoming certified as a Redevelopment Ready Community (RRC), which will assist in receiving grant funds for future projects. A Community Engagement Plan, along with timelines for new or reoccurring projects is being discussed and drafted.



**VII. New Business**

- a. Marketing Strategies for DDA Businesses- Staff is currently working on “Business Spotlight” interviews with businesses within our Village. These “Spotlight” pieces will be showcased on the Facebook page, and within a dedicated space on the website. Promoting vacant buildings/properties listed for sale should be prioritized.
- b. Discuss DDA Park Entertainment- There was discussion about bringing live music and/or food truck vendors to the park on specific evenings during the summer. Night Markets and artisan markets were also mentioned. The option of having entertainment sponsored by the DDA or local business sponsorship.
- c. “Main St.” Improvements- Discussion ensued on how the Village can “Spotlight” some of the vacant storefronts within the downtown district using social media, in the same way we’re highlighting active businesses. There was also discussion on the DDA possibly offering downtown district businesses grants for storefront facades, or offering a loan program. Staff is currently gathering information on what other local communities are offering their business owners.

**VIII. DDA Member Comments**

- a. A comment was made about improving the look of “Main St” by removing the signage from Harley’s Gentleman’s Club.
- b. Should the DDA consider expanding its boundaries?
- c. There was discussion about Decatur Day, how to start that successfully again, along with what efforts that would entail.
- d. Christmas Festivities- how the Village, VBDL, and Honor CU can work together to create and promote holiday events in December.

**IX. Adjournment**

- a. Creagan made a motion with support from Zimmer to adjourn the meeting at 2:09 P.M. Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: DDA  
FROM: Rebecca Harvey, Village Planner  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: July 13, 2022  
  
SUBJECT: DDA Development Plan Update

### Action Requested:

It is requested that the DDA review the proposals received for the update/rewrite of the DDA Development Plan for the Village of Decatur, and either schedule consultant interviews or select the desired consultant to complete the project.

### Background:

- The Downtown Development Authority Act (PA 57 of 2018) requires that a DDA, once established, must prepare a development plan, and may create a tax increment financing plan, for approval by the Village Council.
- The development plan:
  - Shall describe the costs, location and resources for the implementation of the public improvements projected to take place in the DDA district.
  - Reflect priorities and focus on district-wide activities, such as infrastructure improvements; streetscape; pedestrian and bicycle improvements; wayfinding; marketing; gateway improvements; and redevelopment assistance on certain properties.
  - Is intended to help the decision-makers, business owners, and potential developers understand and communicate about future opportunities in the Village and a provide a road map for continual improvements and enhancements.
- The duration of a development plan is typically 30 years. The current development plan serving the DDA was adopted by the Village in 1981.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- The DDA has determined that it is time to re-examine the plan, and update it to reflect priorities and include activities that have become important in today's economic reality.
- The DDA also determined to explore the development/adoption of a tax increment financing plan to provide an additional financing option for the DDA.
- A Request for Proposals (RFP) for the preparation of the Development Plan . . and possibly a TIF Plan, was approved by the Board and has been submitted to four (4) area consulting firms. A review of the proposals received is scheduled for the July 13 DDA meeting.

Attachment(s):

DDA Overview (MEDC)

DDA Development Plan RFP

## DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Downtown Development Authority (DDA), [Public Act 57 of 2018](#), is designed to be a catalyst in the development of a community's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district and the ability to levy a limited millage to address administrative expenses.

*Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.*

### WHO IS ELIGIBLE?

Any city, village or township, that has an area in the downtown zoned and used principally for business, is eligible to create an authority.

### HOW DOES IT WORK?

Once established, the DDA is required to prepare a development plan and may create a tax increment financing plan to submit for approval to the local municipality. A development plan describes the costs, location and resources for the implementation of the public improvements that are projected to take place in the DDA district. A tax increment financing plan includes the development plan and details the tax increment procedure, the amount of bonded indebtedness to be incurred, and the duration of the program.

#### Financing options for DDA activities:

- Tax Increment Financing (an annual report must be submitted to the municipality and to the State Tax Commission)
- Millage (up to two mills for municipalities with population of less than one million; up to one mill for municipalities with population over one million)
- Special assessments
- Revenue bonds
- Revenues from property owned or leased by the DDA
- Donations and grants to the authority
- Contributions from the local unit of government

### WHAT IS THE PROCESS?

1. The governing body finds that it is necessary for the best interests of the public to do the following related to the defined business district:
  - To halt property value deterioration
  - Increase property tax valuation
  - Eliminate the causes of deterioration
  - Promote economic growth
  - Create and provide for the operation of the DDA
2. The governing body sets a public hearing, based upon its resolution of intent, to create a DDA.

3. Notice is given of a public hearing by publication and mail to taxpayers within a proposed district and to the governing body of each taxing jurisdiction levying taxes that would be subject to capture of tax increment revenues.
4. The governing body takes comments at the public hearing.
5. Within 60 days, the governing body of another taxing jurisdiction may, by resolution, exempt its taxes from capture and file the resolution with the clerk of the municipality.
6. Not less than 60 days following the hearing, the governing body may adopt proposed ordinance creating the DDA and designating the boundaries of the DDA district.
7. The ordinance must be published at least once in a local newspaper and filed with the Secretary of State.
8. The governing board of the DDA shall be appointed or may, for municipalities of less than 5,000, be the same as the planning commission. Otherwise the authority will be supervised by a board that includes the municipality's chief executive officer and 8–12 members appointed by the governing body. A majority of the board must be individuals with an ownership or business interest in property in the district and one member must reside in the district if there are more than 100 residents in the district.

If the DDA board anticipates the need for capturing tax increments or using revenue bonds to support a project, a development plan and a tax increment financing plan must also be adopted by the DDA board and the municipality.

### WHY WOULD A COMMUNITY WANT TO ESTABLISH A DDA?

The DDA tax increment financing mechanism allows for the capture of the incremental growth of local property taxes over a period of time to fund public infrastructure improvements. A community can capture property taxes which would have otherwise been paid to entities such as the library, community college and county, and instead use them for public improvements in targeted areas. By borrowing against the future tax increments, the DDA is able to fund large-scale projects, which can lead to new development opportunities within the downtown. In addition to the financing mechanism, the DDA structure results in the creation of a public board dedicated solely to the improvement of the downtown.

### SUPPORTING STATUTE

[Public Act 57 of 2018: Recodified Tax Increment Financing Act](#)

### CONTACT INFORMATION

For more information on Downtown Development Authorities, contact the [Community Assistance Team \(CAT\) Specialist](#) assigned to your territory or visit [www.miplace.org](http://www.miplace.org).

# **Request for Proposals**



**Village of Decatur**

**Downtown Development Authority**

## **Development Plan**

## ➡ Introduction

The Village of Decatur Downtown Development Authority is currently accepting proposals from qualified consultants to update the 1981 Downtown Development Plan.



## ➡ Community Overview

The Village of Decatur, at 1.43 square miles, is situated in the southernmost portion of Van Buren County in Southwest Michigan, within 40 miles of Kalamazoo, Benton Harbor/St. Joseph, and South Bend. Traditional downtown Decatur consists of approximately three blocks in area, with extensions towards the gateways of the Village.

The downtown district of Decatur contains a variety of private land uses, including commercial, industrial and residential. Public land consists of an active circulation system, numerous civic buildings, and quality parks and open spaces.

Ongoing public events help drive awareness of the Village and its downtown, bringing people from other areas within the region to the downtown on a regular basis. A responsiveness to the amenities and foot traffic in the downtown will serve to strengthen businesses and the area's sense of vibrancy.

## ➡ Staff

The Village of Decatur Planning Consultant will serve as the point of contact for the Village. The Village anticipates that members of the Village's Downtown Development Authority, Planning Commission and Village Council will play roles in the process by guiding and supporting the project through a series of updates and engagement opportunities.

## ➡ Objective

The Downtown Development Plan will assist the Village and potential developers understand and communicate about future opportunities in downtown Decatur and serve as a road map for continual improvements/enhancements.

## ➡ Scope of Work



- **The scope of this project includes all elements related to the review and update of the 1981 Downtown Development Plan for the Village of Decatur.**
  - Review and update all relevant elements of the 1981 Downtown Development Plan.
  - Establish a Statement of Overall Downtown Development Goals and refresh the Redevelopment Concepts for the Downtown Development District.
  - Create a redevelopment/improvement project list and provide cost estimates for project completion.
  - Identify funding sources available to the DDA for project completion for the next 25 years.
  - Include a recommended phase plan for implementation.
  - Provide assistance in the Development Plan adoption process.
- **As an additional element of the project scope, the Village of Decatur DDA wishes to explore Tax Increment Financing.**
  - Provide an in-person overview of the Tax Increment Financing option available to the DDA.
  - Develop the Tax Increment Financing element of the Downtown Development Plan.
  - Assist the Village and DDA in moving through the Tax Increment Financing process

## ➡ Proposal Requirements

- The proposal must include a project schedule and project budget. All costs must be itemized to include an explanation of all fees/costs.
- The proposal must clearly reflect any work that will be outsourced to meet the requirements of this RFP. Additionally, the proposal should include the name and description of the organization performing the outsourced work. All costs included in the proposal must include any outsourced work.

- The proposal must include the qualifications of the bidder. Items such as organizational experience, previous work, and technical expertise will aid in the decision-making process.



## ➡ Inquiries

All requests for clarifications or interpretations shall be made in writing and emailed to Rebecca Harvey at [rebeccaharveyaicp@gmail.com](mailto:rebeccaharveyaicp@gmail.com). Inquiries shall contain the firm's name, contact person, email address and phone number and be titled "Downtown Development Plan – RFP."

## ➡ Submittal and Schedule

- **10 bound copies** of the proposal shall be submitted to:

**Village of Decatur Downtown Development Authority  
114 North Phelps  
Decatur, MI 49045**

An **electronic copy** of the proposal shall be submitted to Rebecca Harvey, Village Planner at [rebeccaharveyaicp@gmail.com](mailto:rebeccaharveyaicp@gmail.com).

- The following preliminary schedule has been established:

**RFP SUBMITTAL DEADLINE – 5:00 p.m., July 1, 2022**

**CONSIDERATION BY DDA BOARD – Wednesday, July 13, 2022**

**INTERVIEWS OF SELECTED FIRMS BY THE DDA BOARD (Optional) – July/August, 2022**

**AWARD OF CONTRACT BY DDA BOARD – July/August, 2022**

- The Village reserves the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the Village. The Village reserves the right to use its staff to complete a portion or portions of the described activity and to negotiate rates per activity after bids have been received. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: DDA  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: June 24, 2022  
  
SUBJECT: DDA Park- Electrical

### Action Requested:

It is requested the DDA dismiss upgrading electrical services in the DDA Park

### Background:

The DDA has had recent discussions regarding the DDA Park and what types of entertainment might be well received by the community. Bringing in live music and/or food trucks is the general consensus. Staff has had two electricians come to assess the parks electrical panel, Hi-Tech Electrical and C5 Electrical. Both companies have agreed that our 100amp panel is in good functioning order, and the amperes are sufficient for these types of entertainment. Hi-Tech Electrical and C5 Electric have recommended that we not upgrade our panel at this time, as the need is not warranted.

### Attachment:



**Village of Decatur**  
114 N Phelps ST  
Decatur, MI 49045  
Phone: (269) 423-6114  
Fax: (269) 423-9047  
decaturmi.org

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## MEMORANDUM

TO: DDA  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: July 12, 2022  
  
SUBJECT: Food Trucks & DDA Incentive Programs

Action(s) requested: Please review the following attachment (1.) regarding the success of bringing food trucks into the Village of Decatur for the Food Truck & Fireworks Extravaganza on July 3, 2022, as well as July 11, 2022. Please review the following attachment (2.) which depicts DDA incentive programs from Dowagiac, MI and Lawrence, MI.

Background: The DDA approved bringing food trucks into the Village of Decatur for the July 3<sup>rd</sup> fireworks event, and for Mondays/Tuesdays during lunch hours. The DDA requested information regarding other local municipalities DDA incentive programs as a guide for future Decatur DDA programs.

Attachments:

1. Food truck update
2. Dowagiac DDA and Lawrence DDA Incentive programs

**The Village of Decatur would like to thank our 2022 Fireworks Sponsors:**

**Decatur Family  
Dentistry**  
**Decatur Republican**  
**Decatur Township**  
**Decatur Wood  
Products**  
**First State Bank**  
**Green Decatur**  
**Hamilton Township**  
**Honor Credit Union**  
**Lake of the Woods  
Association**

**Makowski Lawn Care**  
**Newell Insurance  
Agency**  
**RC Automotive**  
**Shortstop**  
**Special Lite, Inc.**  
**Sun Provisions**  
**VFW Post 6248**  
**VFW Post 6248  
Auxiliary**  
**Village Market**  
**Wyckoff Hybrids**



Lawrence, MI

# DOWNTOWN DEVELOPMENT AUTHORITY

Home / Downtown Development Authority

The mission of the Downtown Development Authority (DDA) is

- To correct and prevent deterioration
- To encourage historical preservation
- To promote economic growth within the DDA district
- Develop and adopting a “development plan” as well as implement the activities explicitly stated in the plan

Finance projects of the Authority may be derived from several sources including: taxes, revenues generated from the use of assets, proceeds from revenue bonds, municipal funds including state and federal grants, special assessment levies, and tax increment financing receipts. Tax Increment Financing is a government financing program which contributes to economic growth and development by dedicating a portion of the tax base resulting from the economic

Home

About

Resources

News

Departments

Staff

Police

Fire

Finance

Public Works

Cemetery

Council

Select Language

Meeting Schedule

Privacy - Terms

growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use and thereby facilitate certain projects which create economic growth and development. That it is necessary for the legislature to exercise the sovereign power to legislate tax increment financing as authorized in this act and in the exercise of this sovereign power to mandate the transfer of tax increment revenues by city, village, township, school district, and county treasurers to authorities created under this act in order to effectuate the legislated government programs to eliminate the conditions of unemployment, underemployment, and joblessness and to promote state economic growth.

## Program/Grant Offerings

- **Highway Advertising Signs:** The DDA offers small or large signs for businesses that would like to advertise in two locations at the Lawrence I-94 exit ramp. Signs must fit listed criteria and the advertiser must complete and submit the attached contract. Further details including sizing options and pricing are attached [here](#).
- **Facade Improvement Program:** To encourage businesses and property owners to improve & maintain building facades. This program is contingent upon the availability of budgeted funds and will be awarded on a first come first served basis, unless the DDA concludes that the applicant has an immediate need that could substantially enhance the DDA district. The DDA reserves the right to revise or end these programs at any time and in no way guarantees availability of funding for any specific project or at any given time. Application form are attached [here](#).
- **Paint only program:** The DDA may match the property or business owner for the cost of paint & labor on 50/50 basis up to \$350. Paint colors must meet the general guidelines of the DDA for consistency in the district. All buildings qualify for this program including residential homes within the district. Purchase of paint from a business within the district qualifies the applicant for an additional 5% participation from the DDA.

Meeting Minutes

Council Members

Public Hearings

Election Results

### Committees

Public Services

Administrative

Personnel

Planning

Development Finance  
Authority

Downtown Development  
Authority

Community Development

Parks and Recreation

### Services

Ordinances

Permits and Requests

Marihuana

Water and Sewer

Wellhead

Frozen Water

Taxes

### Community

Christmas in the Village

Farmers Market

Ox Roast and Homecoming

Watermelon Run

Old Town Hall

Gallery

### Business

Select Language

Privacy - Terms



- **Repair and Restoration:** The DDA may provide up to 1/3 of the funding for facade restoration projects that may include work such as painting, window repair, replacement of the siding, minor tuck pointing, brick replacement, etc. Projects must be approved by the DDA for conformity for the overall consistency with the character of the district. maximum grant funding for the project will be \$1000. Purchase of materials or services from a business in the district qualifies the applicant for an additional 5% participation from the DDA. Loans from the DDA for facade renovation are not available at this time due to the limited funds available. This area will be updated when permitted by additional funds.

The Lawrence DDA was formed via the creation of The 1975 State of Michigan ACT 197, which can be viewed [here](#). The Lawrence DDA Development and its Tax Increment Finance Plan of 2000 can be viewed [here](#). The DDA District map can be viewed [here](#).

### DDA Incubator Program

**PURPOSE:** The DDA Incubator Program is designed to help recruit and retain retail businesses in vacant store fronts in the DDA district. The program will offer rent subsidies to business tenants as funding permits per the approved fiscal year budget, or a monthly subsidy to an owner operated store front business that has been vacant for a least six consecutive months.

#### GUIDELINES:

1. The DDA will appropriate an amount the Business Incubator account in the annual DDA budget.
2. The appropriation shall be used to assist retail businesses located in empty storefronts in the DDA district by subsidizing monthly rental costs or a monthly subsidy to an owner operated store front business that has been vacant for a least six consecutive months.

1. To qualify for the rental reimbursement program the business shall have a minimum two year lease agreement.

- Reimbursement for lease subsidies from the DDA will be made within 10 days of rent payment to the landlord. The requestor shall submit a reimbursement request form to the DDA along with a copy of the rental payment to the landlord which is to be reimbursed. Reimbursement shall be for the current month only, no past due rent is eligible for reimbursement. For the owner operated subsidy the owner shall submit a monthly subsidy request form for the current month only.
- Reimbursement will be made in the following amounts: month 1-6 = \$300.00 per month; month 7-12 = \$150.00 per month; month 13-18 = \$100.00 per month; month 19-24 = no subsidy.
- The address of the property being leased or owned (if owner operated) must have at least a 6 month reimbursement moratorium before is eligible for a successor businesses in the DDA district.
- To ensure the financial integrity of the business incubator program, no more than two reimbursement program contracts may be active at any one given time.
- An application for rent reimbursement or an owner operated business subsidy must be approved by the DDA board prior to any funds are to be disbursed. Applications are available at the Lawrence Village Office during normal business hours. Said application must include business address, name of business, name of business proprietors, monthly rent, name of landlord, landlord address and a copy of the lease agreement. For owner operated businesses, said application must include the business name, owner name (if different), business address, name of business proprietor (s).
- No reimbursement application will be approved if the landlord or the proposed occupants are in arrears on any account they may

have or had with the Village of Lawrence including but not limited to utilities, Lawrence Village or Township property taxes, services rendered, etc.

- In the event a business or individual who was previously approved by the DDA for reimbursement program and failed to occupy the storefront for the two years shall not be eligible for future consideration of the rental or owner operated subsidy program.
1. Any Documents submitted to the DDA Board pursuant to the above guidelines found to be false shall result in immediate suspension until the next scheduled meeting of the DDA Board. If the DDA Board determines the document (s) are falsified the board shall formally revoke the subsidy funding by roll call vote. If revocation occurs the tenant or owner may not be eligible for future subsidies under this program. [Application form](#) and [Reimbursement form](#)

The Downtown Development Authority Committee consists of:

- Dale Gribler (Chairperson)
- David Quick (Village President)
- Gary Barton
- Steve Petersen
- Don Hanson (Van Buren County Representative)
- Theresa Stroud (Ad Hoc)
- Kim Thompson (Township Representative)

See [Meetings Notice](#) for exact dates in case of schedule conflicts.

- [DDA Minutes 2020 Sept](#)
- [DDA Minutes 2020 Aug](#)
- [DDA Minutes 2020 Jul](#)
- [DDA Minutes 2020 June](#)
- [DDA Minutes 2020 May](#)



**Village Of Lawrence**  
**Downtown Development Authority**

157 N. Paw Paw  
P.O. Box 217  
Lawrence Michigan 49064  
(269) 674-8161 • Fax (269) 674-3004



[www.lawrencemi.com](http://www.lawrencemi.com)

**LAWRENCE DDA**  
**FACADE IMPROVEMENT PROGRAM**

May 26, 2010

The Lawrence Downtown Development Authority (DDA) 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 the businesses and buildings within the DDA District. To encourage businesses and property owners to improve and maintain building facades and recognizing the public nature of the facades in the District, the DDA has made available the following-programs:

- A. Paint only program. The DDA may match the property or business owner for the cost of paint and labor on a 50/50 basis up to \$350 maximum grant from the DDA. Paint colors must meet the general guidelines of the DDA for consistency in the District. All buildings qualify for this program including residential homes. Purchase of paint from a business within the District qualifies the applicant for an additional 5% participation from the DDA, above the program guidelines previously stated.
- B. Repair and Restoration. The DDA may provide up to 1/3 of the funding for façade restoration projects that may include work such as painting, window repair, replacement of siding, minor tuck pointing, brick replacement, etc. Projects must be pre-approved by the DDA for conformity for overall consistency with the character of the District. Maximum grant funding for the project will be \$1,000. Purchase of materials or services from a business in the District qualifies the applicant for an additional 5% participation from the DDA, above the program guidelines previously stated.
- C. Façade renovation. Loans from the DDA for façade renovation are not available at this time due to the limited funds available. This area will be updated when permitted by additional funds.

These programs are contingent upon availability of budgeted funds and will be awarded on a first come first served basis, unless the DDA concludes that the applicant has an immediate need that could substantially enhance the DDA District.

The DDA reserves the right to revise or end these programs at any time and in no way guarantees availability of funding for any specific project or at any given time.

# Lawrence DDA

## Façade Improvement Application

Please complete and return to the DDA c/o Village of Lawrence

- Owner(s) of the building must make the application.
- All amounts are reimbursement, evidence must be provided showing expense has been paid.
- Projects must be pre-approved by the DDA

Available programs:

- Paint only (match cost of paint on 50/50 basis up to \$350)
- Repair and restoration (provide up to 1/3 of funding for facade restoration, maximum funding per project is \$1,000)
- Facade Renovation. This funding is not available at this time.

Property Address: \_\_\_\_\_

Property Owner : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (d) \_\_\_\_\_ (e) \_\_\_\_\_ email: \_\_\_\_\_

Description of work to be accomplished and estimated cost: Use additional sheets if necessary.

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Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Amount of DDA Funding Requested: \$ \_\_\_\_\_

Signature of person requesting funds: \_\_\_\_\_

Date: \_\_\_\_\_

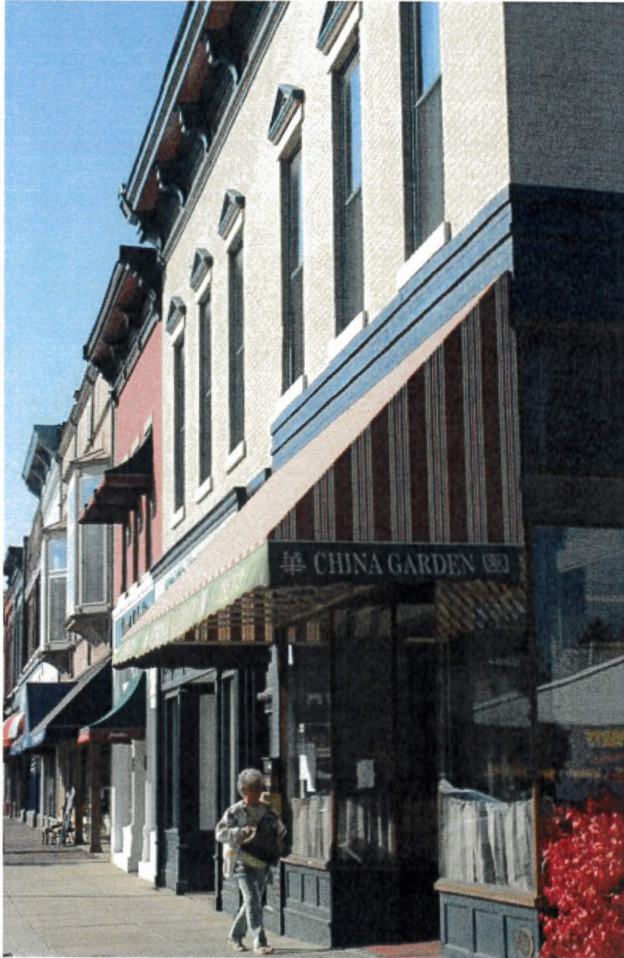
\*\*\*\*\*DDA USE ONLY\*\*\*\*\*

Application Approved: \_\_\_\_\_ yes \_\_\_\_\_ no Date: \_\_\_\_\_

Funding Amount Approved: \_\_\_\_\_



# Downtown Development Authority



Created in 1986 by the City of Dowagiac to address what was then a struggling downtown, the DDA and City of Dowagiac have since transformed our central business district into a showplace of the region. Streetscape improvement projects, coupled with the private investment of property owners, today provides the perfect setting for our growing niche of unique shops, and fine and casual dining.

Due to the close working relationship the DDA enjoys with downtown property owners, it is able to provide services similar to those of a realtor, but free of charge. When a building is available for lease or sale, property owners turn to the DDA to help them market, show and ultimately lease their storefronts.

The DDA program director also assists individuals as they prepare to open their business, easing communications with fellow city officials, such as the Building Inspector, who issues permits for occupancy, signage and construction.

## **FACADE INCENTIVE**

Property owners and even tenants can take advantage of the Facade Incentive & Architectural Design Services Program. Matching funds are provided up to \$4,000 per storefront for either the historic or tasteful renovation of

the front facade. To date, 95 percent of the storefronts on Front Street have been renovated using this program.

For further information, call the DDA at 782-2195 or email [kanderson@dowagiac.org](mailto:kanderson@dowagiac.org).

## **RENTAL REHAB**

Downtown property owners, who would like to enhance their investment, while developing a second revenue source, also have the opportunity to apply for funding through the City of Dowagiac to develop upper-floor apartments.

The City plans to apply for Community Development Block Grant funds, from the U.S. Department of Housing and Urban Development, through the Michigan Economic Development Corporation, to support the development and rehabilitation of quality and affordable rental housing within the downtown.

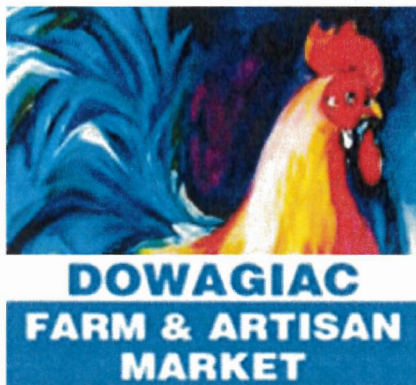


The continued conversion of unusable, upper-floor space into residential housing is beneficial to the property owner and to the community, as it enhances the vibrancy of the central business district. The Rental Rehab Program provides property owners with a forgivable loan of up to \$100,000 to develop each apartment. Property owners have to contribute only 25 percent of the total project cost for each rental unit. The program can also be used on existing apartments, when significantly upgrading finishes and appliances.

At the time of the initial lease, 51 percent of the renovated apartments in a building must be rented to low-to-moderate income households. If two apartments are developed within a building, the second apartment can be leased at market rate. Rent can also be increased to market rate after the first tenant has chosen to relocate.

Rent for low-to-moderate income households is dependent upon total gross income for all household residents. Based upon HUD averages for Cass County for 2019-2020, one person can make up to \$35,150; two people can make up to \$40,150; three people can make up to \$45,150.

Property owners interested in learning more about the Rental Rehab program should call the Dowagiac DDA at 782-2195 or email [kanderson@dowagiac.org](mailto:kanderson@dowagiac.org).



## Latest News from your Chamber

*April 1st, 2022*

### **Chamber hires new staff member**

The Greater Dowagiac Chamber of Commerce announces the hiring of Matt Money as Chamber Marketing and Event Coordinator.

Money brings management, operational and event planning experience gleaned from over twelve years of employment at the University of Notre Dame to this Chamber of Commerce role. Also, as a founding member of the Young Professionals Against Poverty in South Bend, Indiana, Money helped create, and then served as event director, for that community's On the River Festival for eight years. The event raised over \$900,000 for South Bend's Center for the Homeless.

[READ MORE ...](#)

*February 27th, 2022*

### **Working Capital Loans Available in Cass County for Ag Businesses**

As a result of the frost and freeze that occurred last spring, Economic Injury Disaster Loans are now available to businesses, agricultural cooperatives, businesses engaged in aquaculture and most private nonprofit organizations.

The announcement was made by the U.S. Small Business Administration. The declaration includes Cass County.  
[READ MORE ...](#)

*February 27th, 2022*

### **Facade Incentive Has Been Doubled**

Downtown property owners, who are contemplating renovation of the front facade of their buildings, will receive an added boost this construction season from the Downtown Development Authority.

"With the cost of materials increasing, the DDA and City felt it was only appropriate to also increase the amount of our incentive," said Vickie Phillipson, DDA program director.

[READ MORE ...](#)

*February 27th, 2022*

### **New Grant Opportunity for Small Businesses**

Michigan's small businesses are innovative and resilient, but they need added support. To answer this call, the State of Michigan is offering an exciting new grant program to provide businesses with additional financial support to help retain or create jobs and boost Michigan's economy. Grant applications go live on March 1, 2022, and totals \$409- million.

Under this program, eligible businesses in operation before October 1, 2019, may receive a percentage of their loss in total state sales through a grant, up to \$5-million.

[READ MORE ...](#)

## Quick Links



**EAT**



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**STAY**



**EVENTS**



**DIRECTORY**



## ***CITY OF DOWAGIAC***

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***MEMO TO:*** Mayor Lyons and City Council Members

***FROM:*** Kevin P. Anderson, City Manager

***DATE:*** February 11, 2022

***SUBJECT:*** Downtown Façade Incentive Program Update

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The Downtown Façade Incentive Program has been in place for several decades and has been instrumental in incentivizing private investments that have improved the exteriors of downtown buildings. The last time the funding level of incentive program was increased was 2013 and at that time the incentive went from \$1,000 to \$2,000 per building front. Given the increased cost of construction and the effectiveness of this program it is recommended that the incentive be raised to \$4,000 with a total annual budget of \$16,000.

The incentive program requires no less than an equal investment by the building owner and must submit plans and construct to design standards to be eligible for reimbursement.

### **RECOMMENDATION**

Approve a resolution that increases the Downtown Façade Incentive Program to \$4,000 with a budget of \$16,000 for said program.

Resolution #4  
February 14, 2022

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution;  
seconded by Councilmember \_\_\_\_\_.

WHEREAS, the city's Downtown Facade Incentive Program has been an effective tool for  
encouraging private investment in downtown buildings; and

WHEREAS, the level of incentive was last reviewed in 2013; and

WHEREAS, construction costs have significantly increased since 2013,

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of  
its City Council, does hereby increase the Downtown Façade Incentive Program to  
\$4,000 and set a budget of \$16,000 for said program.

ADOPTED/REJECTED

**DDA Facade Incentive & Architectural Design Services Program  
for the *Historic Restoration of Turn-of-the-Century Buildings*  
& the *Tasteful Restoration of Non-Historic Buildings***

The intent of the Facade Incentive Program is to renovate the front facade of central business district commercial buildings as closely as possible to what they looked like, when they were originally built. To that end, historic turn-of-the-century buildings must represent a historic renovation, including the removal of all non-conforming materials. Buildings that are deemed to be non-historic by the Design Review Committee should be tastefully restored. Project renovation must include the full facade.

The City of Dowagiac annually earmarks monies toward the DDA's Facade Incentive Program. 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 Design Review Committee 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 Design Review Committee 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
- **and** upon review of the Design Review Committee.

**2022 FACADE INCENTIVE APPLICATION**

1. Name of Applicant \_\_\_\_\_
2. Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_
3. Project Address \_\_\_\_\_
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, what is their name\_\_\_\_\_

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

**For Office Use**

Design Review Committee's date of initial project review\_\_\_\_\_

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

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

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

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

**Updated: February 15, 2022**

When Incentive Increased from \$2,000 to \$4,000



**Village of Decatur**  
114 N Phelps ST  
Decatur, MI 49045  
Phone: (269) 423-6114  
Fax: (269) 423-9047  
decaturmi.org

TO: DDA  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: July 12, 2022

SUBJECT: Food Trucks- UPDATE

On July 3<sup>rd</sup>, 2022 The Village of Decatur hosted 3 food trucks for the Food Truck & Fireworks Extravaganza at the Raider Athletic Complex. These specific vendors waived all rental fees and sales minimums, there was no cost associated with having them attend the event.

1. The Ice Cream Ladies, Bangor, MI
2. McNally's Roadrunner, Kalamazoo
3. Ibison Concessions, Vicksburg
4. Market Fresh Deli, Detroit Area (unable to attend due to a blown tire en route)

All 3 vendors shared feedback with how pleased they were with the turnout. Each vendor sold out of items by 8pm, with many other items to follow suit by 11pm. We have received great feedback from the community, and the turnout was spectacular.

Comments and suggestions for next years event:

- More trucks have been requested, we can comfortably fit 8 trucks in that lot
- Portable restrooms, or access to the school facilities in that lot
- There was a need for more than 4 picnic tables, preferably 8-10
- Trash receptacles were adequate, 18 were placed throughout the lot and surrounding ball fields

On July 11<sup>th</sup>, The Village of Decatur hosted Kickin' Kurbz Food Truck out of Bellvue, MI. They also waived their initial set-up fee and minimum sales amount, as a courtesy. They were scheduled from 11am-3pm, and they sold out of food and closed at 2:20pm. The only suggestion that has been made thus far is possibly bringing in more than one truck at a time, in effort to reduce the long lines.

The following food trucks are booked for the month of July:

- July 18<sup>th</sup> 11am-3pm, Gentleman Joe's, Kalamazoo
- July 19<sup>th</sup> 11am-2pm, Motor Mouth, Kalamazoo
- July 25<sup>th</sup>, 10am-2pm, Honey Bunnies Concessions, Marcellus