



**City of South Lyon, Downtown Development Authority Board Meeting
Thursday, December 8, 2022, 8:00 a.m., City Council Chambers, 335 S. Warren St.
South Lyon, MI 48178**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the November 10, 2022 DDA Board Meeting Minutes
- V. Citizens' Comments
- VI. Budget Report
- VII. Farmers' Market Report

- VIII. New Business:
 - A. Ladies Night Out – Police Chief Baaki
 - B. Letter of Support – Michigan Spark Grant, Lafayette Park
 - C. 2023 DDA Board Meeting Schedule

- IX. Unfinished Business:
 - A. Façade Guidelines/Application
 - B. Committee Reports
 - a. Promotions
 - b. Economic Vitality

- X. DDA Director Report
- XI. Board Member Comments
- XII. Adjournment

Procedures by which persons may contact members of the DDA Board of Directors prior to the meeting:

Members of the public may contact members of the public body prior to the electronic meeting by email. Email addresses for the DDA Board of Directors may be found on the City's website at www.southlyonmi.org.

The next Board Meeting is 8:00 a.m., Thursday, January 12, 2023 at South Lyon City Hall.

All Regular Board Meetings shall end no later than 10:00 a.m.



MEETING MINUTES – NOVEMBER 10, 2022

- I. **Call to Order.** Meeting called to order by Vice Chairperson, Jeff Heinanen at 8:02 am.
- II. **Roll Call.** Present: Norm Fultz, Tracey Smith, Mark Childs, Jeff Heinanen, Gary Fagin, Paul Zelenak, Tanya Nevitt. Also present: Nate Mack, Diana Regan, Erick Phillips. Excused: Melissa Borgman.
- III. **Approval of the Agenda.** Motion by Zelenak to approve the agenda. Supported by Fultz. Motion passed unanimously.
- IV. **Approval of the October 13, 2022 DDA Board Meeting Minutes.** Motion by Childs. Supported by Smith. Motion passed unanimously.
- V. **Citizens' Comments.** None.
- VI. **Budget Report.** Mack reported that the bulk of the TIF funds (\$37,847.49) have been received and an additional \$3,500 is expected. Revenue for the month was received for Ladies' Night and the Holiday Spectacular. Hines Park Ford sent in \$2,500 for sponsorship of the Holiday Spectacular. Expenses included Farmers Market Manager wages, corn stalks for downtown, professional services for the DDA and printing costs for upcoming events.
- VII. **Farmers Market.** Market Manager, Diana Regan, reported that the Farmers Market ended on a good note with the vendors mostly happy with the season and looking to return next year. Excitement is high for the upcoming Winter Market. The November and December markets are already full. Hobo Coffee will be at all of the Winter Market dates. Santa will be at the December 17 market. Regan is also trying to secure one other food truck for the market dates, but is concerned about where the food truck could park without impacting parking. Gary Fagin says that the market can use his parking lot for the food truck.
- VIII. **Presentation: Main Street Oakland County South Lyon Market Statistics.** Erick Phillips, senior business development representative with Oakland County, presented information on the South Lyon area market. The three areas to focus on are Market Research, Business Development, and Business Recruitment. It is important to review what the community has and establish a strategy for what we want or need. Lots of data was provided on the residents who visit our downtown including spending and demographics reflecting consumer behaviors. We can use this data to draw new businesses to the area and to improve the economic vitality of our town.

IX. New Business

A. Façade Program Guidelines. Mack stated that we have money available for the Façade Program, but no guidelines in place. Let's establish guidelines for this program so we can accept applications and move forward with interested parties. This year we have \$10,000 available, which would allow us to award \$2,500 max per project. Mack provided information on the guidelines which included the program description, eligibility for applicants and building, and design guidelines. The building must be historic and in the DDA. Applicants must have a building permit as well as approval from the city. The façade should reflect the time period when the building was built. Applicants need to apply **BEFORE** they do the work and work must be completed within 6 months. Work must be completed without changes. All changes need to be approved. **Motion by Smith to approve the Façade Program Guidelines. Supported by Nevitt.** Zelenak requested discussion on program guidelines. We need to be realistic about how much money we have available within the guidelines. Also, more specifics are needed on the bidding process. We should require reimbursement predicated on a business staying for a specific time period after the work is completed. Perhaps a percentage needs to be looked at since we have less money to spread around the program. Or cap the amount on a specific project. We have \$10,000 available until June 30, 2023. If not spent, it could possibly be added to next year's budget. Mack suggests that we adhere to the Secretary of the Interior standards and possibly include signs. Suggested revision to guidelines: \$10,000 budget. \$2,500 max per project or percentage of total cost of project (50% or up to \$2,500). [Available on a first come, first served basis.] Applicants would not be able to apply again for three years after receiving a Façade Grant. Mack will work with the City Attorney on the wording. Add bids into the guidelines. Allow Design Committee recommendation and then DDA Board approval. **Motion by Smith to approve the Façade Program Guidelines.**

Roll Call Vote:

Zelenak – yes

Nevitt – yes

Fultz – yes

Heinanen – yes

Childs – yes

Smith – yes

Fagin – yes

Motion passed unanimously.

X. Unfinished Business

A. Committee Reports. Promotions Committee. Ladies' Night is scheduled for November 11. Lafayette will be closed between Liberty and Whipple Streets. There will be two food trucks in front of the Farmers Market lot. Mack reported that he included flyers for the Winter Market in the swag bags. The Holiday

Spectacular is scheduled for Saturday, December 3. Attractions will include live reindeer, a Santa Hat Hunt, visit with Santa, four ice sculptures, and more. There will also be a trackless train, carriage rides, Carolers, Jonathan LaChance (magician), three Frozen characters. Dayna Johnston is coordinating the lighted parade. Active Faith and Feral Kitty Trappers will be in the Farmers Market lot collecting donations. **Economic Vitality.** Refer to presentation from Erick Phillips. No report for **Design or Organization Committees.**

XI. DDA Director Report

Mack reported that the Farmers Market more than doubled this past year and the Winter Market is generating a lot of interest. Mack also reported attending the MDA Conference in Muskegon November 3-4. Trees in the downtown area have been inventoried in relation to Christmas lights and to determine which lights need to be replaced, plugged back in, or re-wrapped. Regarding the EV Charging Stations, Charge Point is working on the purchase of the charging stations. The order has been placed for the Wells Street crosswalk and should be installed shortly after it is received. The Lyon Theater has a new owner who plans to use the building for meetings, movies and other events. Dan Schwegler, owner of the former RCA building, says they are aiming for a year-end opening of Duo Vino. The Draft Street building is for sale again.

XII. Board Member Comments

Heinanen asked about the open board member position. The new board member can be at large. There are two applications on file, but we are waiting for Dereck's official resignation before we can ask for additional applications.

XIII. Adjournment. Nevitt made a motion to adjourn. Supported by Smith. Meeting adjourned at 9:47 am.

12/06/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTH LYON
 PERIOD ENDING 11/30/2022
 FINANCIAL REPORT FOR NOVEMBER 2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2022 NORMAL (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
248-000.000-402.000	REAL PROPERTY TAX	55,083.00	53,515.97	2,010.51	1,567.03	97.16
248-000.000-582.100	PATRONICITY FUNDS ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
248-000.000-665.000	INTEREST	0.00	550.94	217.40	(550.94)	100.00
248-000.000-674.300	CONTRIBUTION - GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00
248-000.000-675.100	FARMERS MARKET SPONSOR FEES	7,500.00	250.00	0.00	7,250.00	3.33
248-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	6,000.00	6,250.00	2,500.00	(250.00)	104.17
248-000.000-675.300	LADIES NIGHT OUT SPONSORSHIP	4,000.00	3,500.00	1,000.00	500.00	87.50
248-000.000-675.410	FARMERS MARKET VENDOR FEES	7,500.00	13,715.00	1,110.00	(6,215.00)	182.87
248-000.000-675.700	CONTRIBUTION - STREET BANNER	0.00	(180.00)	0.00	180.00	100.00
248-000.000-675.900	CONTRIBUTION - MURALS	5,000.00	0.00	0.00	5,000.00	0.00
248-000.000-675.910	CONTRIBUTION BUSINESS DIRECTORY	500.00	0.00	0.00	500.00	0.00
248-000.000-680.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000.000-680.200	MISC CONTRIBUTION EV CHARGING STATIONS	2,200.00	0.00	0.00	2,200.00	0.00
248-000.000-682.000	GRANT MONEY	0.00	0.00	0.00	0.00	0.00
248-000.000-699.101	TRANSFER IN - GENERAL FUND	4,000.00	0.00	0.00	4,000.00	0.00
248-000.000-699.401	TRANSFER IN- CAP. IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		92,283.00	77,601.91	6,837.91	14,681.09	84.09
TOTAL REVENUES		92,283.00	77,601.91	6,837.91	14,681.09	84.09
Expenditures						
Dept 000.000						
248-000.000-702.000	WAGES SALARY	0.00	0.00	0.00	0.00	0.00
248-000.000-702.200	FARMER'S MARKET	12,500.00	6,350.00	3,240.00	6,150.00	50.80
248-000.000-740.000	OPERATING EXPENSE	2,500.00	871.37	65.89	1,628.63	34.85
248-000.000-740.200	SEASONAL IMPROVEMENTS	8,250.00	3,597.00	3,177.00	4,653.00	43.60
248-000.000-801.000	PROFESSIONAL SERVICE	6,500.00	150.00	0.00	6,350.00	2.31
248-000.000-802.000	CONTRACTUAL SVCS	0.00	0.00	0.00	0.00	0.00
248-000.000-802.100	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-000.000-880.000	COMMUNITY PROMOTIONS	2,500.00	0.00	0.00	2,500.00	0.00
248-000.000-880.100	COMM. PROM. CBD WINTER	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-880.200	COMMUNITY PROMOTION DESIGN	9,000.00	63.88	0.00	8,936.12	0.71
248-000.000-880.300	COMMUNITY PROMOTION-FACADE/SIGN	0.00	0.00	0.00	0.00	0.00

248-000.000-880.400	COMMUNITY EVENT	14,500.00	8,905.13	6,746.18	5,594.87	61.41
248-000.000-880.500	COMMUNITY PROMO. GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00
248-000.000-886.000	SUPPORT DOWNTOWN SOUTH LYON MINIGRANT	0.00	0.00	0.00	0.00	0.00
248-000.000-888.000	GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-000.000-900.000	PRINTING	6,500.00	375.00	0.00	6,125.00	5.77
248-000.000-957.000	EDUCATION & TRAINING	4,000.00	1,229.72	961.84	2,770.28	30.74
248-000.000-962.000	MISCELLANEOUS EXPENSE	1,000.00	25.39	0.00	974.61	2.54
248-000.000-972.000	CAPITAL IMPROVEMENTS	18,700.00	0.00	0.00	18,700.00	0.00
248-000.000-995.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-000.000-995.369	CONTRIBUTION TO BLDG.ATHOR DR	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		88,450.00	21,567.49	14,190.91	66,882.51	24.38
TOTAL EXPENDITURES		88,450.00	21,567.49	14,190.91	66,882.51	24.38
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		92,283.00	77,601.91	6,837.91	14,681.09	84.09
TOTAL EXPENDITURES		88,450.00	21,567.49	14,190.91	66,882.51	24.38
NET OF REVENUES & EXPENDITURES		3,833.00	56,034.42	(7,353.00)	(52,201.42)	1,461.89

12/06/2022

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON
 FROM 248-000.000-001.000 TO 248-000.000-995.369
 TRANSACTIONS FROM 11/01/2022 TO 11/30/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
248-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
140114	11/15/2022	SUMMARY CD 11/15/2022		Multiple		3,282.00
140207	11/17/2022	SUMMARY CD 11/17/2022		Multiple		10,570.83
Journal Totals					0.00	13,852.83
Journal GJ: Journal Entry						
140219	11/15/2022	CHECKING TRANSFER	11374	Multiple	3,282.00	
140256	11/17/2022	CHECKING TRANSFER	11378	Multiple	10,570.83	
Journal Totals					13,852.83	0.00
Totals for 248-000.000-001.000					13,852.83	13,852.83
Balance 11/01/22:			2,216.51	CR		
Net Change:			0.00			
Balance 11/30/22:			2,216.51	CR		
248-000.000-002.008 DDA/TIFA PNC BANK						
Journal CR: Journal Entry						
139983	11/08/2022	SUMMARY CR POSTING: 11/08/2022 YULE		248-000.000-675.200	2,500.00	
140194	11/16/2022	SUMMARY CR POSTING: 11/16/2022 LNO		248-000.000-675.300	1,000.00	
140252	11/21/2022	SUMMARY CR POSTING: 11/21/2022 FARMV		248-000.000-675.410	1,110.00	
Journal Totals					4,610.00	0.00
Journal GJ: Journal Entry						
140219	11/15/2022	CHECKING TRANSFER	11374	Multiple		3,282.00
140239	11/17/2022	TAX DISBURSEMENTS FOR OCTOBER COL	11376	Multiple	2,010.51	
140256	11/17/2022	CHECKING TRANSFER	11378	Multiple		10,570.83
140442	11/30/2022	NOVEMBER 2022 PNC BANK INTEREST	11400	Multiple	217.40	
Journal Totals					2,227.91	13,852.83
Totals for 248-000.000-002.008					6,837.91	13,852.83
Balance 11/01/22:			168,004.19			
Net Change:			(7,014.92)			
Balance 11/30/22:			160,989.27			
248-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: Journal Entry						
140008	11/09/2022	JOHN'S SANITATION	18879, 18880, 18881	Multiple		105.00
140020	11/10/2022	NORMA LAFEVER	157	248-000.000-740.200		3,072.00
140184	11/16/2022	CAROUSEL ACRES	120322	248-000.000-880.400		800.00
140185	11/16/2022	FAIRYTALE ENTERTAINMENT PARTYS INC	17676	248-000.000-880.400		1,029.00
140186	11/16/2022	VENUE SOUTH LYON	11/11/2022	248-000.000-880.400		2,153.33
140187	11/16/2022	MICHIGAN DOWNTOWN ASSOCIATION	3134	248-000.000-957.000		430.00
140188	11/16/2022	NATHAN MACK	11/15/2022	248-000.000-957.000		258.50
140189	11/16/2022	DIANA REGAN	SEPT & OCT 2022	248-000.000-702.200		3,240.00
140190	11/16/2022	BLACKSTONE STABLES	12/3/2022	248-000.000-880.400		1,360.00
140191	11/16/2022	CLEAR CUT ICE	1183	248-000.000-880.400		1,300.00
140356	11/29/2022	PNC BANK	11/18/22	Multiple		443.08
Journal Totals					0.00	14,190.91
Journal CD: Cash Disbursements						
140114	11/15/2022	SUMMARY CD 11/15/2022		Multiple	3,282.00	
140207	11/17/2022	SUMMARY CD 11/17/2022		Multiple	10,570.83	
Journal Totals					13,852.83	0.00
Totals for 248-000.000-202.000					13,852.83	14,190.91
Balance 11/01/22:			205.00			
Net Change:			338.08			

Balance 11/30/22:		543.08		
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248-000.000-402.000 REAL PROPERTY TAX				
Journal GJ: Journal Entry				
140239	11/17/2022	TAX DISBURSEMENTS FOR OCTOBER COL 11376	Multiple	2,010.51
Journal Totals				0.00
Totals for 248-000.000-402.000				0.00
Balance 11/01/22:		51,505.46		
Net Change:		2,010.51		
Balance 11/30/22:		53,515.97		

248-000.000-665.000 INTEREST				
Journal GJ: Journal Entry				
140442	11/30/2022	NOVEMBER 2022 PNC BANK INTEREST 11400	Multiple	217.40
Journal Totals				0.00
Totals for 248-000.000-665.000				0.00
Balance 11/01/22:		333.54		
Net Change:		217.40		
Balance 11/30/22:		550.94		

248-000.000-675.200 CONTRIBUTIONS-WINTER EVENTS				
Journal CR: Journal Entry				
139983	11/08/2022	SUMMARY CR POSTING: 11/08/2022 YULE	248-000.000-002.008	2,500.00
Journal Totals				0.00
Totals for 248-000.000-675.200				0.00
Balance 11/01/22:		3,750.00		
Net Change:		2,500.00		
Balance 11/30/22:		6,250.00		

248-000.000-675.300 LADIES NIGHT OUT SPONSORSHIP				
Journal CR: Journal Entry				
140194	11/16/2022	SUMMARY CR POSTING: 11/16/2022 LNO	248-000.000-002.008	1,000.00
Journal Totals				0.00
Totals for 248-000.000-675.300				0.00
Balance 11/01/22:		2,500.00		
Net Change:		1,000.00		
Balance 11/30/22:		3,500.00		

248-000.000-675.410 FARMERS MARKET VENDOR FEES				
Journal CR: Journal Entry				
140252	11/21/2022	SUMMARY CR POSTING: 11/21/2022 FARMV	248-000.000-002.008	1,110.00
Journal Totals				0.00
Totals for 248-000.000-675.410				0.00
Balance 11/01/22:		12,605.00		
Net Change:		1,110.00		
Balance 11/30/22:		13,715.00		

248-000.000-702.200 FARMER'S MARKET				
Journal AP: Journal Entry				
140189	11/16/2022	DIANA REGAN	SEPT & OCT 2022 248-000.000-202.000	3,240.00
Journal Totals				3,240.00
Totals for 248-000.000-702.200				3,240.00
Balance 11/01/22:		3,110.00		
Net Change:		3,240.00		

		Balance 11/30/22:	6,350.00		

248-000.000-740.000 OPERATING EXPENSE					
Journal AP: Journal Entry					
140356	11/29/2022	PNC BANK	11/18/22	Multiple	65.89
Journal Totals					65.89
					0.00

Totals for 248-000.000-740.000					
		Balance 11/01/22:	805.48		
		Net Change:	65.89		
		Balance 11/30/22:	871.37		

248-000.000-740.200 SEASONAL IMPROVEMENTS					
Journal AP: Journal Entry					
140008	11/09/2022	JOHN'S SANITATION	18879, 18880, 18881	Multiple	105.00
140020	11/10/2022	NORMA LAFEVER	157	248-000.000-202.000	3,072.00
Journal Totals					3,177.00
					0.00

Totals for 248-000.000-740.200					
		Balance 11/01/22:	420.00		
		Net Change:	3,177.00		
		Balance 11/30/22:	3,597.00		

248-000.000-880.400 COMMUNITY EVENT					
Journal AP: Journal Entry					
140184	11/16/2022	CAROUSEL ACRES	120322	248-000.000-202.000	800.00
140185	11/16/2022	FAIRYTALE ENTERTAINMENT PARTYS INC	17676	248-000.000-202.000	1,029.00
140186	11/16/2022	VENUE SOUTH LYON	11/11/2022	248-000.000-202.000	2,153.33
140190	11/16/2022	BLACKSTONE STABLES	12/3/2022	248-000.000-202.000	1,360.00
140191	11/16/2022	CLEAR CUT ICE	1183	248-000.000-202.000	1,300.00
140356	11/29/2022	PNC BANK	11/18/22	Multiple	103.85
Journal Totals					6,746.18
					0.00

Totals for 248-000.000-880.400					
		Balance 11/01/22:	2,158.95		
		Net Change:	6,746.18		
		Balance 11/30/22:	8,905.13		

248-000.000-957.000 EDUCATION & TRAINING					
Journal AP: Journal Entry					
140187	11/16/2022	MICHIGAN DOWNTOWN ASSOCIATION	3134	248-000.000-202.000	430.00
140188	11/16/2022	NATHAN MACK	11/15/2022	248-000.000-202.000	258.50
140356	11/29/2022	PNC BANK	11/18/22	Multiple	273.34
Journal Totals					961.84
					0.00

Totals for 248-000.000-957.000					
		Balance 11/01/22:	267.88		
		Net Change:	961.84		
		Balance 11/30/22:	1,229.72		

12/06/2022

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON
 FROM 248-000.000-001.000 TO 248-000.000-995.369
 TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
248-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
140400	12/01/2022	SUMMARY CD 12/01/2022		Multiple		443.08
		Journal Totals			0.00	443.08
Totals for 248-000.000-001.000					0.00	443.08
		Balance 12/01/22:	2,216.51	CR		
		Net Change:	(443.08)			
		Balance 12/31/22:	2,659.59	CR		
248-000.000-202.000 ACCOUNTS PAYABLE						
Journal CD: Cash Disbursements						
140400	12/01/2022	SUMMARY CD 12/01/2022		Multiple	443.08	
		Journal Totals			443.08	0.00
Totals for 248-000.000-202.000					443.08	0.00
		Balance 12/01/22:	543.08			
		Net Change:	(443.08)			
		Balance 12/31/22:	100.00			



Memorandum

To: Vice-Chairperson Heinanen and South Lyon DDA Board of Directors

From: Nate Mack, DDA Director

Subject: Michigan Dept. of Natural Resources Sparks Grant – Letter of Support

Date: December 8, 2022

Explanation of topic: The City of South Lyon is applying for a grant through the Michigan Department of Natural Resources for the park project in downtown South Lyon, which is known as the Michigan Sparks Grant. This grant has funding levels of a minimum of \$100,000 and a maximum of \$1,000,000, and municipalities may only apply if they are seeking to turn their property into a park. In order to have a stronger grant application, the City of South Lyon is requesting letters of support from various city boards and commissions. Currently, there is \$150,000 committed to the project. The amounts are \$50,000 from the City of South Lyon and \$100,000 from Oakland County Parks.

Recommendation: Approve the attached letter of support for the Michigan Dept. of Natural of Resources Sparks Grant.



December 8, 2022

Michigan Department of Natural Resources
Spark Grant – Advisory Group
Lansing, Michigan

Re: Letter of Support for Lafayette Park Spark Grant Application

To whom it may concern,

I have been informed that the City of South Lyon is applying for a Michigan Dept. of Natural Resources Spark Grant to construct a new park in downtown South Lyon, known as Lafayette Park, at the corner of Lafayette and McHattie Streets. This letter is being written on behalf of the Downtown Development Authority Board of Directors, which voted unanimously to support this project.

This park will not only add vibrancy to the downtown by activating an underutilized piece of city-owned property, it will add a great recreational opportunity for people of all ages. Whether it is a senior with their grandchildren, a young family looking to get out and about, or an individual wanting to read a book in the park after grabbing a bite to eat downtown – it will be a place where the community can gather. This park will also afford the DDA the opportunity to host some of its weekly farmers markets at this location during the warmer months.

Finally, this project will bring a park to downtown South Lyon, which is something that currently does not exist in our community. The opportunities for enhanced recreation and improved community cohesion are seemingly endless with this project. This park would be a fantastic addition to the South Lyon community.

Sincerely,

Nathan Mack, Director
South Lyon Downtown Development Authority and Economic Development



South Lyon DDA Board of Directors' Meeting Schedule 2023

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 9

December 14

**All South Lyon DDA Board of Directors' meetings will take place on the second Thursday of each month at 8:00AM at South Lyon City Hall, whose address is 335 S. Warren Street.

**All DDA Board of Directors' meetings will end no later than 10AM.



Memorandum

To: Vice-Chairperson Heinanen and South Lyon DDA Board of Directors

From: Nate Mack, DDA Director

Subject: South Lyon DDA Façade Improvement Program

Date: November 10, 2022

The South Lyon DDA will establish the Façade Improvement Program (FIP) to encourage historic restorations and improvements to the exterior of downtown commercial buildings and sites.

The DDA finds that the creation and maintenance of an attractive downtown is a public purpose, which can be achieved in part through improvements to building facades. Downtown South Lyon is pivotal to the economic health of the greater South Lyon community because its condition, whether perceived or actual, plays an essential role in the impression people have of the area. Downtown South Lyon is the focal point of the community, and any neglect will create an image of a deteriorating economic base. As a result, businesses may be discouraged from locating in downtown South Lyon, and existing property owners may defer maintenance and reinvestment in the real estate.

The intent of this program is to strengthen the economic viability of downtown South Lyon by providing financial incentives for improving the exterior appearance of its buildings. The FIP provides an opportunity to preserve the architectural heritage of downtown South Lyon and enhance the unique atmosphere that downtown South Lyon provides to the greater South Lyon area. It is important to the aesthetic enhancement of a downtown that building design treatments be compatible with each other. The DDA believes the best approach is through the preservation of a building's original architectural features.

The dominant emphasis of the program is the preservation of Downtown South Lyon's architectural heritage. The preservation-based philosophy is a key component of Main Street America that has been the backbone of downtown South Lyon's plans since its formation.

These guidelines are designed to assist you with your Historic Façade Improvement Program project. After reviewing these guidelines and the FIP packet of information, contact the DDA office at (248) 437-1735 and set an appointment to discuss your project.

Historic Façade Improvement Program Guidelines

Program Description: Subject to funding availability and project approval, the DDA may rebate up to 20% of the cost of the exterior building façade and site improvements, 10% of certain professional fees, plus a bonus of 5% of the expense of permanent interior and code compliance improvements such as HVAC. Except as otherwise noted in these guidelines, the total rebate for the Historic Façade Improvement Grant may not exceed \$15,000 per project or 20% of the cost of the exterior façade improvements, whichever is less. However, this restoration of the front façade must be carried out under the strict adherence to the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Who is an Eligible Applicant? Any owner or tenant of a building located within the DDA district may apply for FIP funds. Public agencies are also eligible to apply for FIP funds.

What is an eligible building? Any existing building located within the DDA district, which is owned and used by an eligible applicant, is considered eligible for FIP funds.

Where a building owner under one ownership is divided into more than one unit for purposes of commercial tenancy, each separate unit that has an individual storefront façade and an independent ground floor entry shall be eligible to receive FIP funds. These multiple tenant façade projects shall not exceed \$15,000 per unit and \$30,000 for the entire building, subject to funding availability.

Design Guidelines – Projects approved for Façade Improvement Program funds must comply with the DDA's Design Guidelines and all applicable City of South Lyon building codes and ordinances. **Approval of funding by the DDA does not indicate City approval.** All projects will need a building permit and most will require site plan approval by the South Lyon Planning Commission, and South Lyon City Council (if applicable).

Eligible Exterior/Façade Improvements – 20% rebate

Materials and wages for improvements to the front, rear, and side facades of eligible buildings:
Facades of additions to existing building and the exterior portion of newly constructed buildings, subject to funding availability:

<ul style="list-style-type: none">• Carpentry• Masonry Cleaning• Building Removal/Demolition• Storefront Construction• Window Repair/Replacement• Awnings• Doors/Entryways	<ul style="list-style-type: none">• Lighting• Signs• Painting• Roof Repair (when completed in conjunction with a significant renovation project and when the roof is distinctive element of the façade and is visible from the street)
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Eligible Site Improvements – 20% rebate

Incident to and when completed in conjunction with extensive exterior façade improvements, the DDA Board may add up to 20% of the cost of materials and wages for:

- Landscaping, sidewalk construction/replacement, lighting, parking lot development, and other pedestrian amenities on private property.
- Improvements to the public right of way as required by the City of South Lyon such as sidewalk replacement, curbs, unless such improvements are part of a Special Assessment District.
- Public infrastructure improvements as required by the City of South Lyon to meet code requirements for interior building improvements. For example, water lines installed for sprinkler systems or storm sewers.
- Site amenities as recommended by the South Lyon Downtown Plan and the City of South Lyon Master Plan and other plans.

Eligible Professional Service Fees – 10% rebate

Fees for architecture, design, and engineering services.

Eligible Interior Renovation Expenses – 5% rebate

This rebate is only for the renovation of existing structures and does not apply to new buildings.

- Improvements required by the City of South Lyon health and safety codes such as handicap access and bathrooms, sprinklers.
- Permanent real estate improvements such as HVAC, plumbing, electrical, and other items taxed as real estate.
- Flooring if in conjunction with items above.
- Code work to an existing building necessitated by the construction of a building addition.

Ineligible Expenses – Any expense not specifically stated under eligible expenses such as but not limited to the following items:

- Expenses incurred prior to the DDA's receipt, review, and approval of a FIP application.
- Property acquisitions.
- Mortgage, land contract refinancing, or loan fees.
- City of South Lyon site plan, building, and sign permit fees.
- Construction of new buildings or additions except for the façade portion.
- Appraiser, attorney, interior designer fees.
- Wages paid to the applicant or relatives in record line of consanguinity unless licensed to perform such work.
- Interior furnishings, trade fixtures, display cases, counters, any reusable or removable item or other items taxed as personal property.
- Site improvements done in conjunction with a City of South Lyon Special Assessment District.
- Any portion or expenses for which applicant pays a contractor in merchandise or trade for service.

Project Timetable

1. Once approved, the applicant has 6 months to receive a commitment for project financing if they indicated on the application that a private financial institution would be involved. If no commitment has been secured by the end of this 6-month period, the DDA commitment expires. The applicant may reapply if financing is secured at a later date; however, this is **subject to available funding at the time of the application.**
2. Once approved and with a financing commitment in place, the financial commitment of the DDA shall be for one year. If the project is not completed within this 12-month period, the applicant must resubmit an application to receive grant funds. At the time of reapplication, the DDA Board will evaluate the status of the project and at its discretion, will approve or deny the funding commitment. This reapplication is **subject to available funding at the time of the resubmission.**

Other Program Guidelines

1. Construction work and disbursement of the FIP rebate may be phased over a period of time.
2.
 - a. Within a five-year period, a property owner may not apply for FIP funds more than twice for the same store unit.
 - b. Within a five-year period, a business tenant may not apply for FIP funds more than twice for the same store unit.
 - c. The total amount rebated to a property owner and/or business tenant for the same store unit during a five-year period may not exceed \$15,000.
3. At the DDA's discretion, an exception to any FIP guideline may be granted due to special conditions or situations.
4. All FIP projects are subject to audit by the City of South Lyon.

Application, Approval, and Payment Procedures

1. Contact the South Lyon Downtown Development Authority office for Façade Improvement Program information, application, and design guidelines.
2. Review the proposed façade improvement design with the DDA Director.
3. Submit a completed application, design plans, and cost estimates to the DDA office. The DDA accepts applications throughout the year. The DDA Board reviews and acts on FIP applications at the regular monthly meeting DDA Meeting held on the second Thursday of each month. To be placed on the DDA agenda for review, the deadline for a submission of FIP application containing all required information is the final Thursday of each month.
4. After being submitted, the application is reviewed by the DDA Director who may consult the DDA Executive Committee. After being reviewed by a written recommendation for approval, modification, or rejection is prepared for consideration by the DDA Board.
5. The DDA Board acts upon the application for FIP funding. After DDA Board approval, applicants receive a letter committing funds or advising them of the project's status, including any conditions for receipt of funding.
6. After Planning Commission approval, final engineering approval, and issuance of a building permit, a pre-construction meeting is held with the DDA Director and City Manager to finalize all project details.
7. The DDA Director may refer a change in construction plans to the Executive Committee or back to the full DDA Board and must authorize any modifications to the approved application and façade design in writing. Modifications may have to be reconsidered by the Planning Commission.
8. During construction, any changes to the approved façade plan including, but not limited to, exterior changes in materials, window, doors, cornices, etc. must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
9. Upon completion of construction, the applicant prepares a financial report and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices, contractor's sworn statements, sub-contractor's waiver of lien, etc.). *Note: The use of merchandise or trade for service as payment in lieu of cash for a DDA approved renovation is specifically prohibited.*
10. The DDA Director prepares a final project report, which summarizes actual project expenses and payments for work completed, for review by the DDA Board. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of FIP funds.
11. Historic Façade Improvement Program funds are usually disbursed to the applicant and/or lender within 30 days of DDA Board approval of completed work.

Any questions regarding the Historic Façade Improvement Program guidelines should be directed to the DDA Office at (248) 437-1735.

DDA Design Guidelines for Historic Downtown Commercial Rehabilitation

Introduction

The appearance of individual buildings, storefronts, signs, alleys, window displays, parking lots, and sidewalks establishes the visual character of the downtown and plays a major part in the marketing success of the business district. Presenting an attractive image is simply good business. Improvement and maintenance is not only essential to strengthen the appeal of individual properties, it is also necessary to improve the image of the entire downtown area, an important public purpose.

It must be remembered that one building is part of the street. New designs and alternatives should be compatible with existing buildings. This does not mean limiting that architectural variety or interest of the street, but rather that designs should respect existing buildings and strive for visual harmony with the character of the street.

Downtown South Lyon has evolved over decades, one building at a time; it is organic. A building does not necessarily have to be old to be a valued addition to downtown. Good design, which can exist in any period, will only serve to enhance the image of the area.

The following guidelines deal mainly with design issues. However, since maintenance of improvements is vital to their lasting effect, these guidelines will also include some recommendations on the on that subject. The guidelines and their interpretations have been developed to enhance the individual character of each building strengthening the overall image of downtown. they do not, as with some towns, advocate a “theme” approach to improvements: such as “colonial” or “Bavarian.” A long-term, pleasing treatment, that is likely to survive passing fashions, can be gained by examining each building individually and taking advantage of its historic integrity. Such improvements are good, lasting investment both in terms of cost and customer relations. By coordinating improvements, individual merchants are able to retain their individual identities while strengthening the image of downtown as a whole.

The ultimate responsibility for the application of guidelines and their interpretation rests with the people who stand to receive the most substantial benefits from a revitalized downtown – the individual property owner and merchants.

Intent of the Guidelines

These guidelines have been developed to guide the physical and economic revitalization of the DDA district, the interpretations will serve as a reference to insure a consistency in the quality of design for the downtown area. By following these guidelines, merchants and property owners will qualify for façade grant monies to be used for the improvements and for special tax benefits provided by the state and federal government. These guidelines and their interpretations do not attempt to provide specific solutions. They are offered as a means by which to effect beneficial change. As new technologies develop and other opportunities for improvements emerge, the interpretations of the guidelines should be periodically tested and reviewed.

The intent is to provide standards by which the DDA can determine whether to commit its funds to help finance historic improvements to existing buildings.

Use of the Interpretations

These interpretations offer some basic, common-sense advice to merchants, property owners, and others involved in improving the downtown. Those wishing to take advantage of the special financial incentives provided by local, state, and federal governments should use them.

The interpretations that follow contain a brief discussion of the importance of the elements being examined and a list of specific recommendations and procedures to be avoided. The interpretations are organized as follows:

Section I – Front

Section II – Rear Facades

Proposals presented to the design review committee should also be evaluated by applying the Secretary of the Interior Standards for Rehabilitation where applicable.

Rehabilitation for Commercial Façade Grants

Any downtown merchant or property owner who wishes to take advantage of this special Downtown Development Authority financial incentive must comply with the Guidelines for Rehabilitating Commercial Buildings. The DDA Director must approve in writing building plans prior to any construction. Loan funds will be dispersed upon completion of the project consistent with the approved plans.

Section I. – Front Facades

The front façades of buildings are one of the most important physical components of downtown – economically, functionally, aesthetically. Their physical condition plays a substantial role in the well-being of any business community. Unfortunately, they all too often project a negative image when they consist of inappropriate siding, peeling paint, out-of-character signs and garish color schemes.

With proper design and maintenance, the building facades in a downtown present property owners and merchants with a rare opportunity. Many of these buildings, dating predominantly from the late 1800s and early 1900s, have a visually interesting and historically important architecture. As a group, these facades have a distinctive ambience that is worth maintaining. Because of the era in which they were designed and built, they have a basic warmth that is hard to duplicate today.

Most facades downtown are two stories high, with commercial space located at ground level and offices, storage, or residential space above. Visually, this arrangement divides the façade into two basic parts: the upper façade which is usually a flat masonry wall with regular spaced window openings and applied decoration; and the storefront, or lower façade, which is composed primarily of large display

windows and the entry. Unfortunately, the storefronts have usually been changed drastically as they were “modernized.” The end products of such modernization have frequently made the building not to scale and incompatible with the original façade design and materials remaining. Some building facades, on the other hand, have fared better and escaped inappropriate modernization. In this latter case, the original façade should be preserved and repaired with little or no alteration. Where the original façade is covered up, or no longer existent, any improvement should respect the documented historic character of the building as well as its neighboring buildings.

Storefronts

The lower façade of the building, the storefront, has usually been altered in the years since its original construction. The net result of these changes is normally an erosion of its original character.

Every traditional commercial building façade has a well-defined opening. Many of these problems with the storefronts today are that they no longer look like an integral part of the building; rather, they appear pasted on and do not reinforce the character of the entire façade. The traditional storefront usually had a recessed entry for the front door, flanked by display windows at the property line. This configuration accomplished two important things. First, it located the display windows next to the sidewalk in full view of passersby. This allowed potential customers a full view of the merchandise on display and a view of the store’s interior. Secondly, it emphasized the door and entryway. The intimacy of the enclosed and sheltered doorway provided a pleasant sense of inviting the customer inside.

Recommendations

1. Storefronts should be designed to fit inside the original openings and not extend beyond it.
2. Storefronts should be designed with the largest possible window area, which is in keeping with the original opening. Emphasis should be placed on the display windows and doors that do not alter the original architectural character of the storefront.
3. Storefronts should respect the integrity of the building as a whole and relate to the building’s original character. Storefronts should be compatible with scale, materials, color, and texture of the original building.
4. where storefronts have been covered up with incompatible material, they should be renovated by removing the covering material. Avoid use of unpainted aluminum, imitation masonry, fake shutter and other incompatible materials in renovating storefronts.
5. Use simple and unobtrusive materials when renovating storefronts. Avoid garish patterns, textures, or colors that are not appropriate to the character and functionality of the storefront.
6. Where the original storefront remains, it should be preserved and repaired with as little alteration as possible.

7. If restoration of the original storefront is undertaken, it should be based on accurate duplication of features substantiated by historical, physical, or pictorial evidence.
8. Avoid historically incorrect “revival” architecture.
9. Avoid introducing a storefront that significantly alters the original character of the building or the relationship of the building to the street.
10. Avoid the use of mirrored or tinted glass.
11. Avoid bare aluminum window frames. If existing aluminum are to be retained, they should be painted.

Upper Facades

From a distance, the image of the front façade is heavily influenced by its upper-story appearance. Typically, windows in the upper facades are positioned at regular intervals and act to establish a visual rhythm to the exterior design of the building. Their shape, size, placement, and decorative trim constitute and contribute to many important aesthetic principles. The window openings, along with the material, color, and texture of the wall surface contribute to the overall visual character of the street. (Also see the Section – Walls).

Recommendations:

1. Screens, boards, and other inappropriate materials covering facades and windows should be removed.
2. If the original window opening has been altered, restore them to their original configuration and detail. Avoid blocking window openings.
3. If possible, save and restore the original windows and frames. Replace missing, rotting, or broken sashes, frames, mullion, etc. with similar material. Replacement windows should reflect the original design and material.
4. Where clear aluminum frames have previously replaced the traditional frames, they should be painted.
5. If a new interior ceiling must be dropped below the height of the existing window openings, a recessed setback, or similar device, should be used to allow the full window opening to be retained without alteration of exterior appearance.

6. If storm windows are used to improve thermal performance, they should resemble the existing window as closely as possible in shape, appearance, and color. Storm windows should be sized to fit the entire window opening.
7. Avoid storm windows that allow moisture to accumulate and damage the window frame.
8. Avoid through-wall or through-window heating//air conditioning units.
9. Avoid mirrored or tinted glass. Replacement glass should be similar to the original.
10. Avoid the use of shutters except where clear evidence indicates their historic presence.
11. Avoid substituting one type of operable sash for another, i.e. – do not replace Double Hung windows with Casement windows, etc.
12. Avoid storing material directly in front of the windows. Wash upper story windows regularly and install curtains or other suitable devices to give a “lived-in” appearance if vacant.

Doors and Entries

1. Original doors should be retained, repaired, and refinished. Attractive hardware, such as brass door pulls and plates add visual value to the entrance and should be retained.
2. Where bare aluminum doors are to be retained, they should be painted.
3. Consider using subtle decorations on new and replacement doors. A handsome knob or pull or an attractive molding can make the door special and inviting.
4. Rear doors should reflect the character of the rear façade. Avoid a highly decorated door that would look out of place. If rear doors serve customers as well as delivery, they should incorporate glass panels of an appropriate design.
5. New doors should be compatible with the character of the façade. Avoid fake “historic” doors that are incompatible.
6. Avoid mirrored or tinted glass in doors. Avoid windowless wood or metal doors except for service and residential entries.
7. Avoid storm doors which are inappropriate in size, color, material, and texture with the original door or which require replacement of the original door.

Walls

The texture and color of brick and limestone walls are among the most dominant visual features in the downtown area. They are an integral part of the visual character of downtown, and as such, should be restored and enhanced by uncovering, maintaining, and preserving them in the appropriate manner.

Many of the original walls, whether masonry or ornamental Carrara glass, have been covered up with aluminum, fake rock, plastic, or scarred and obscured with large, not to scale signs. The end result of such modernizations is building walls that are out of character with other details of the building and with the downtown as a whole. In addition, these modernizations have tended to homogenize the downtown so that the historic and architectural individuality of the buildings is obscured.

Recommendations

1. Original building wall material should not be covered with any form of inappropriate siding. Where this has already occurred, the inappropriate siding should be removed and the original wall material restored.
2. Wall surfaces that have not been painted should remain unpainted.
3. Damaged walls should be repaired or replaced with material that duplicates the original as closely as possible. See Secretary of the Interior – Standard on mortar mix.
4. Avoid scarring walls with hold for attaching signs, etc.
5. Avoid removing wall materials and features that are essential parts of the building's character.

Building Detail, Decoration, and Cornice

One of the most striking aspects of the traditional building façade is its appealing detail. Many of the buildings downtown offer a blend of architecture and sculpture, craftsmanship and materials that would be difficult and expensive to produce today. Architectural decoration and detail help make downtown special. This is an asset and should be taken advantage of.

Many materials are used in decoration and detailing, for example:

1. **Masonry** – Decorative masonry includes both brick and stonework ranging from beautifully detailed cornices and arched window heads to storefront piers.
2. **Terra Cotta** – Decorative terra cotta was commonly used from the 1880s to the 1930s, most commonly as a veneer or as masonry unit in combination with brick or stone.

3. **Cast Iron and Sheet Metal** – Usually found in buildings constructed before 1900, cast iron and sheet metal were used for cornices, window surrounds, or entire facades.
4. **Wood** – Wood details are often subtle, as the moldings around windows, and are important in creating the total façade effect.
5. **Decorative Glass** – Beveled, leaded, etched, carrara, and spandrel glass are all forms of decorative glass used in the building's downtown.

One of the strongest visual elements on a façade is the continuous molded or projecting cornice. It not only protects the façade from the elements, it also provides a strong visual cap or termination to the vertical composition of the façade. The cornice is often decorated with fine details that give scale to the building. as a major design element, cornices should be retained, repaired, or replaced. *It cannot be too strongly emphasized that most downtown buildings need a cornice to be architecturally complete.*

Recommendations

1. Deteriorated details, decorations, and cornices should be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the original material in compositions, design, color, and texture. Repair or replacement of missing architectural decorations and details should be based on accurate duplications, substantiated by historical, physical, or pictorial evidence rather than on conjectural design.
2. Heavy or numerous coats of paint that obscure architectural decorations and details should be removed before repainting.
3. Sagging details, decorations, and cornices should be firmly re-anchored.
4. When replacing or repairing masonry details, decorations or cornices, care should be taken to prevent an obvious and unsightly patch. Materials, joints, etc., should match the original as closely as possible in compositions, color, and texture.
5. Corbelling should be retained and restored whenever possible.
6. Care should be exercised whenever dealing with terra cotta for replacement. Repair is difficult. Repair cracked or chipped glazed surfaces as closely as possible.
7. Metal and cast iron that has signs of corrosion, tears, holes, or missing pieces should be repaired or replaced as closely as possible to the original.
8. Soft, dry, or split areas in wood surfaces should be filled, caulked, primed, and painted or stained to match the original.

9. Replacement glass should resemble the original as closely as possible.
10. Where the original cornice has been removed or altered, it should be replaced or restored with a duplication of the original. Where this is not possible, a simplified version of the original should be designed.
11. Avoid unnecessary changes in cornice height.
12. Avoid fake “historic” details, decorations, and cornices.

Painting Schemes and Color Palette

Painting can be one of the most dramatic and least expensive improvements to a building. painting at regular intervals is also an essential part of maintenance and upkeep. This protects vulnerable wood surfaces from deterioration. Painting is also a practical way to visually tie together individual building facades in the downtown area. Attention should be given not only to selection of appropriate colors, but also to the preparation of the surfaces, choice of paint type (oil or latex base) and finish (gloss, semi-gloss, or matte).

Recommendations

1. Color applied to side and rear walls should avoid harsh shifts from that on front walls. A building should be treated as visually consistent on all sides.
2. When repainting, consider using the original painting scheme and color palette.
3. Color should be used to tie building elements, such as details, decorations, cornices, signs, and storefronts, together. This is usually most successful when a maximum of three colors is used.
4. The color palette should be consistent throughout both the upper and lower portions of the building’s front façade.
5. Color palettes and paint schemes on adjoining buildings should be compatible.
6. The color used on the cornice should offset the color of the sky.
7. Normally, the previous paint type (oil or latex base) should be used in repainting. Generally, use oil base for wood and latex base for masonry.
8. Avoid the use of bright primary colors and very dark colors that are usually incompatible with the building’s downtown. Bright colors and very dark colors are also highly susceptible to fading.

Awnings

Awnings are both visually and functionally appropriate for many commercial storefronts and upper facade windows. As a visual element, an awning can add character and interest to a facade. An awning on the storefront creates a pleasant space in front of the building, providing shade and shelter for customers and a resting place for pedestrians. Awnings on windows also reduce glare and serve as energy savers by controlling the amount of sunlight that penetrates the interior. The use of awnings downtown, with appropriate design, colors and materials, can provide attractive and functional additions to the building facades.

Recommendations

1. Cloth or canvas awnings were traditional on most buildings downtown. Consider box awnings on the upper facade windows and slanted awnings of the storefronts. When canvas awnings are used on both upper and lower facades, they should be of compatible color, material and design.
2. The color of all awnings should complement the building. When a building contains more than one storefront, each with a different awning color, the colors should be related.
3. If signs are incorporated into an awning, the message should be simple and directed towards identification.
4. Avoid materials, colors and designs that detract from the character of the building.
5. Avoid stock, unpainted awnings, which are inappropriately related to the character of the building.

Surface Cleaning and Paint Removal

Cleaning the exterior facade is one way to bring new life to the appearance of a building. There are also functional reasons for cleaning, particularly masonry surfaces. Dirt on bricks or stone when combined with water will accelerate masonry deterioration. Cleaning should always be done in the least abrasive manner possible. Improper cleaning and paint removal can also result in the acceleration of the deterioration of the exterior material.

Recommendations

1. Water or steam cleaning is usually the safest method by which to clean buildings. A low-pressure water (500psi) or steam method, when accompanied by manual scrubbing and a mild cleanser, will cause the least damage.
2. Paint may be removed with water-soluble alkali and solvent-based chemicals applied by brush and removed with medium water pressure or steam spray. A certain chemical reaction of paint removal on material surfaces before proceeding.
3. If a brick facade was originally painted, a soft brick was probably used in construction. These surfaces should remain painted.
4. Avoid cleaning or paint removal by blasting with sand, grit, chips, shells, beads or other abrasive substances. Blasting will erode surfaces, remove details and may accelerate the complete deterioration of the surface.
5. Avoid using chemicals that adversely affect the building fabric.
6. Avoid wet cleaning when frost is expected.

Section II. - Rear Facades

The rear facades of buildings are often a neglected and forgotten resource downtown. The rear facades, especially along the alleys, offer to many buildings potential customer as well as service entries. By being able to enter directly from a parking lot, via an attractive entry, the customer is made to feel welcomed. The visibility of the rear facade from the alley DDA increases the need to revitalize these surfaces. Like the storefront, the rear entry requires identification and should be made attractive and inviting. This does not, however, imply an elaborate or expensive undertaking. Rather, since the rears of buildings are usually plain and unadorned, the revitalization can be undertaken in a simple, straightforward manner. In general, the same recommendations apply to the rear as to the front facades.

Recommendations

1. Original doors or window opening that are now blocked should be reopened to their original dimensions and filled with appropriate doors or windows.
2. Compatible display windows should be provided at ground level.
3. An appropriate sign should be installed to identify the business on or near the entry. Service entries should be clearly marked to avoid confusion.
4. Recommendations established in other parts of the interpretations should be followed.



HISTORIC FACADE IMPROVEMENT PROGRAM APPLICATION

1. Business Name: _____
2. Business Contact Person: _____
3. Mailing Address: _____

4. Phone Number: _____
5. Building Address: _____
6. Building Owner: _____
 Owner Address: _____
 Owner Telephone: _____
7. Projected Cost: _____
8. Provide cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc., as an attachment to this application.
9. Proposed Project Start Date: _____
10. Estimated Completion Date: _____
11. How will the project be financed? If a private financial institution will be involved, please specify which bank, and identify the loan office and telephone number:

12. The project will involve the building's: Facade _____, Exterior Side _____, Exterior Rear Wall _____, Roof _____.
12. Please submit three (3) copies of the project design.
13. Please submit one (1) photograph of the existing facade(s).



HISTORIC FAÇADE IMPROVEMENT REHABILITATION CHECKLIST

To confirm that the proposed rehabilitation project is historic, please include the following with your application:

1. Please submit at least one historic photo of your building that shows the façade appearance you are planning to replicate with your restoration project
2. Year building was built: _____
3. Year of attached photo: _____

If you need assistance with historic research for your property, please contact any of the following organizations:

South Lyon Area Historical Society	(248) 437-9929
Salem-South Lyon District Library	(248) 437-6431



The undersigned applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Rochester DDA Historic Facade Improvement Programs and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved any changes, alterations or modifications to the approved facade design must be authorized in writing by the DDA Director, Organization Committee or full DDA Board. If unauthorized changes are made I (we) understand that the DDA may withdraw its funding commitment.
- D. I (we) understand that if this project is not completed within the scope of the timetable (12 months), the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of reapplication.

Signature of Applicant(s):

_____ Date: _____

_____ Date: _____

OFFICE USE ONLY

Date Application Received: _____

DDA Board Action: _____

Date Funding Commitment Letter Sent: _____

DDA Director/Design Committee Notes: _____

Projected Construction Start Date: _____

Final Inspection Date: _____

Amendments:

Notes/Comments: _____

DDA Board Final Approval for Payment Date _____

Amount Approved for Payment: \$ _____



DDA Report December 2022

- The Holiday Spectacular took place on Saturday, December 3rd from 11am – 6pm. Unfortunately, the weather and the wind for the day were not cooperating. However, despite the high winds and cold temperatures, there were hundreds of people that turned out for the event. The cast of Frozen, trackless train rides, horse and carriage rides, live reindeer, Santa Hat Hunt, Candy Cane Hunt, and all the other activities were well received by the event attendees. It should be noted, I did not charge the four (out of 10 originally committed) vendors that were present for the holiday market due to a lack of sales.
- Working with Main Street Oakland County and the Lyon Township DDA, we will be scheduling a presentation with some financial institutions that engage in microlending and other small businesses services to come and present to our collective small business communities. The idea is to connect small business owners with resources they may need through alternative, yet reputable, financing options.
- Carol Brandon and I have started to work on the city event calendar for 2023 and will have it ready in January or February.
- I am awaiting a review of the contract for the EV Charging Stations from our attorney. Once that has been done, the order will be placed and they should arrive in a few weeks.
- I will be conducting the two annual DDA presentations on Monday, December 19th and Wednesday December, 21st at 5:30PM at City Hall.
- The winter market will be taking place on Saturday, December 17th from 10am – 2pm. This market is sold out. The market manager continues to fill spaces for the later market dates after the holiday season.
- The annual DDA reporting for PA 57 of 2018 is due December 30, 2022. I have begun working on the reporting requirements and will have them submitted by December 22.
- I will be out of the office for the Christmas and New Year holidays from December 23 – January 3.
- I hope everyone has a great holiday season and I will see you all in 2023!