

**NOTIFICATION OF MEETING  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

**DATE OF MEETING:** Wednesday, December 11, 2024  
**TIME OF MEETING:** 5:30 PM

**MISSION STATEMENT**

**To take the Village of Lexington’s history into the future through preservation, restoration and promotion**

**CALL TO ORDER REGULAR MEETING:**

**ROLL CALL:** Bender, Bales, Kaatz, Westbrook, Drouillard, McGovern, Zysk, Diener, DeCoster

**ATTENDANCE:**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – Motion to approve the November 13, 2024 minutes as presented.

**PUBLIC COMMENT –**

**REVIEW OF FINANCIAL INFORMATION** – Motion to approve the financials as presented.

**UNFINISHED BUSINESS:**

1. **Christmas Decorations** – Bender/Zysk/McGovern
2. **Harbor Project Update** – McGovern
- 3.

**NEW BUSINESS:**

1. **KLA Invoice** – Motion to approve the KLA Invoice in the amount of \$1,285.40.
2. **Village Green Improvement Budget** – McGovern/Fisher
3. **Summer & Fall Flower RFP** – McGovern/Bender
4. **2025 Meeting Dates** – Motion to approve the 2025 Meeting Dates as presented.
5. **Resignation (Doug Drouillard)** – Motion to accept Doug Drouillard’s resignation.
6. **Façade Grant Recommended Changes** – McGovern

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
November 13, 2024**

**CALL TO ORDER:** Chairperson McGovern called the meeting to order at 5:30 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Bales, Westbrook, McGovern, Zysk, Diener

**ABSENT:** Drouillard, Kaatz

**OTHERS PRESENT:** D. Roehl, K. DeCoster

**ATTENDANCE:** Motion by Bender, seconded by Bales, to excuse Drouillard.

All Ayes

Motion carried

**APPROVAL OF AGENDA:**

**MOTION** by Bender, seconded by Adams, to approve the agenda as presented.

All Ayes

Motion Carried

**APPROVAL OF MINUTES:**

**MOTION** by Bales, seconded by Bender, to approve the October 16, 2024 minutes as presented.

All Ayes

Motion Carried

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION:** - Bales explained the financial reports and answered questions.

**MOTION** by Bender, seconded by Adams, to approve the financials as presented.

Roll Call:

Ayes: Bender, Adams, Zysk, Diener, Bales, Westbrook, McGovern

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

1. **Christmas Decorations** – McGovern explained we will be fluffing the wreaths tonight. We will be using the warm white lights this year. Mickey Bender explained the Christmas Tree was donated again this year. McGovern stated we approved funds last meeting for the decorations. Tracy Zysk will decorate the stage area as was done last year. Croswell Greenhouse will have the pots ready by November 22, 2024.
2. **Village Green Lease Status & Next Steps** – McGovern explained we signed a 3-year lease as of November 1, 2024. McGovern stated the committee did meet and tossed around lots of ideas for this property. Discussion followed on having a Santa mailbox for kid's letters to Santa.

**NEW BUSINESS:**

1. **Murals** – McGovern explained murals have become a hot topic. We currently have a business wanting to put a mural up. Planning Commission has discussed this issue as well. Lori Fisher stated this issue was discussed at the MDA Conference this year. The City of Farmington put together a public art blueprint of what their city would like to see. Our current ordinance states you can do it for blighted property or historical property. The Planning Commission is looking at this ordinance and possibly coming up with proper guidelines. Discussion followed.
2. **Façade Grant (Matt McDonald – 5520 Main St.)** – McGovern explained this façade grant is missing two quotes. Matt McDonald will seek an additional quote. Discussion followed on the best way to move forward with this request.

**MOTION** by Diener, seconded by Adams, to table this Façade Grant until we receive another quote.

All Ayes

Motion Carried

3. **MDA Conference Points of Interest** – Fisher explained we received some good ideas to work on for strategic planning. Public Art Blueprints were discussed as well. We should consider developing a volunteer database. Discussion followed on other DDA's have volunteer hours from the board members. Discussion followed.

**CORRESPONDENCE:**

- Historic Bell Information

**PUBLIC COMMENT:** None

**ADJOURNMENT:** McGovern adjourned the meeting at 6:33 p.m.

Respectfully submitted

Vicki Scott

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.100	EASTERN MICHIGAN BANK	97,563.91
248-000-017.000	INVESTMENTS IN SECURITIES GOV MIC	0.00
248-000-017.100	POOLED INVESTMENT ACCOUNT GOV.MIC	391,549.51
248-000-018.100	ACCOUNTS RECEIVABLE	0.00
248-000-076.001	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
<b>Total Assets</b>		<b>489,113.42</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	540.00
248-000-257.100	ACCRUED WAGES	0.00
<b>Total Liabilities</b>		<b>540.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	392,269.27
<b>Total Fund Balance</b>		<b>392,269.27</b>
<b>Beginning Fund Balance</b>		<b>392,269.27</b>
<b>Net of Revenues VS Expenditures</b>		<b>96,304.15</b>
<b>Ending Fund Balance</b>		<b>488,573.42</b>
<b>Total Liabilities And Fund Balance</b>		<b>489,113.42</b>

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 248 - ****DDA EXPENSES****						
248-248-402.500	DDA TAXES FROM VILLAGE	96,992.00	96,992.00	0.00	89,188.88	91.95
248-248-402.600	DDA TAXES FROM TOWNSHIP	104,341.00	104,341.00	456.61	60,698.70	58.17
248-248-477.000	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00
248-248-642.000	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-248-642.002	PARADE FEE	0.00	0.00	0.00	0.00	0.00
248-248-642.003	SPONSORSHIP - JULY 4TH FIRE WORKS	0.00	0.00	0.00	175.00	100.00
248-248-665.000	INTEREST EARNED	10,000.00	10,000.00	0.00	5,530.00	100.00
248-248-686.500	MISC ACCT OF REVENUE	1,000.00	1,000.00	0.00	7,026.07	70.26
248-248-699.000	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00	1,630.66	163.07
248-248-699.101	TRANSFER IN FROM GENERAL FUND FOR CAPITA	0.00	0.00	0.00	0.00	0.00
Total Dept 248 - ****DDA EXPENSES****		212,333.00	212,333.00	456.61	164,249.31	77.35
TOTAL REVENUES						
Total Dept 248 - ****DDA EXPENSES****		212,333.00	212,333.00	456.61	164,249.31	77.35
EXPENDITURES						
Dept 248 - ****DDA EXPENSES****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	33,905.00	33,905.00	2,825.42	14,127.10	41.67
248-248-702.600	DPW WAGES	25,000.00	25,000.00	1,846.27	11,263.08	45.05
248-248-709.100	MATCH - SOCIAL SECURITY	1,963.00	1,963.00	139.64	949.42	48.37
248-248-710.500	MICH EMP SEC COM	150.00	150.00	0.70	87.97	58.65
248-248-713.650	DPW-WATER WAGES OVERTIME	0.00	0.00	0.00	1,232.92	100.00
248-248-715.400	PENSION	2,402.00	2,402.00	140.11	933.35	38.86
248-248-716.401	AXA EQUITABLE MATCH	900.00	900.00	71.54	366.27	40.70
248-248-719.200	BLUE CROSS	5,400.00	5,400.00	435.41	1,753.65	32.48
248-248-724.300	LIFE INSURANCE	280.00	280.00	0.00	105.71	37.75
248-248-752.000	SUPPLIES	0.00	0.00	55.00	3,316.04	100.00
248-248-779.000	CHRISTMAS SUPPLY	20,000.00	20,000.00	1,002.53	1,002.53	5.01
248-248-797.000	COMPUTER-HARDWARE-SOFTWARE	2,000.00	2,000.00	0.00	0.00	0.00
248-248-802.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-802.200	CONTRACTED SERVICES	10,000.00	10,000.00	50.00	2,930.00	29.30
248-248-811.000	LEGAL	1,000.00	1,000.00	0.00	90.00	9.00
248-248-850.000	PHONE/INTERNET EXPENSE	0.00	0.00	0.00	0.00	0.00
248-248-852.100	MUSIC	500.00	500.00	0.00	0.00	0.00
248-248-861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
248-248-880.100	ADVERT/PUBLICATIONS	10,000.00	10,000.00	0.00	0.00	0.00
248-248-909.500	EDUCATION AND TRAINING	500.00	500.00	425.00	425.00	85.00
248-248-915.000	MEMBERSHIP/DUES	200.00	200.00	0.00	350.00	175.00
248-248-934.000	LANDSCAPING MAINTENANCE	15,000.00	15,000.00	0.00	1,520.00	10.13
248-248-937.100	DDA SERVICE PROVIDED BY VILLAGE	0.00	0.00	0.00	0.00	0.00
248-248-940.700	DPW EQUIPMENT	15,000.00	15,000.00	637.05	14,975.46	99.84
248-248-940.800	VILLAGE GREEN RENT	0.00	0.00	2,516.66	2,516.66	100.00
248-248-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-248-956.200	DONATION	15,000.00	15,000.00	0.00	0.00	0.00
248-248-967.000	DDA GRANT	40,000.00	40,000.00	0.00	10,000.00	25.00
248-248-977.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 248 - ****DDA EXPENSES****		199,200.00	199,200.00	10,145.33	67,945.16	34.11
TOTAL EXPENDITURES						
Total Dept 248 - ****DDA EXPENSES****		199,200.00	199,200.00	10,145.33	67,945.16	34.11

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	% BDDT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		212,333.00	212,333.00	456.61	164,249.31	77.35
TOTAL EXPENDITURES		199,200.00	199,200.00	10,145.33	67,945.16	34.11
NET OF REVENUES & EXPENDITURES		13,133.00	13,133.00	(9,688.72)	96,304.15	733.30

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
11/01/2024			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		11,301.68
11/29/2024	GJ	JE	ADMIN. REIMBURSEMENT NOV 2024	3206	2,825.42		14,127.10
11/30/2024			248-248-699.940	END BALANCE	2,825.42	0.00	14,127.10
11/01/2024			<b>248-248-702.600 DPW WAGES</b>		BEG. BALANCE		9,416.81
11/06/2024	PR	CHK	SUMMARY PR 11/06/2024		339.78		9,756.59
11/13/2024	PR	CHK	SUMMARY PR 11/13/2024		212.46		9,969.05
11/20/2024	PR	CHK	SUMMARY PR 11/20/2024		366.96		10,336.01
11/27/2024	PR	CHK	SUMMARY PR 11/27/2024		927.07		11,263.08
11/30/2024			248-248-702.600	END BALANCE	1,846.27	0.00	11,263.08
11/01/2024			<b>248-248-709.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		809.78
11/06/2024	PR	CHK	SUMMARY PR 11/06/2024		25.88		835.66
11/13/2024	PR	CHK	SUMMARY PR 11/13/2024		16.07		851.73
11/20/2024	PR	CHK	SUMMARY PR 11/20/2024		27.73		879.46
11/27/2024	PR	CHK	SUMMARY PR 11/27/2024		69.96		949.42
11/30/2024			248-248-709.100	END BALANCE	139.64	0.00	949.42
11/01/2024			<b>248-248-710.500 MICH EMP SEC COM</b>		BEG. BALANCE		87.27
11/06/2024	PR	CHK	SUMMARY PR 11/06/2024		0.70		87.97
11/30/2024			248-248-710.500	END BALANCE	0.70	0.00	87.97
11/01/2024			<b>248-248-713.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		1,232.92
11/30/2024			248-248-713.650	END BALANCE	0.00	0.00	1,232.92
11/01/2024			<b>248-248-715.400 PENSION</b>		BEG. BALANCE		793.24
11/13/2024	PR	CHK	SUMMARY PR 11/13/2024		24.00		817.24
11/20/2024	PR	CHK	SUMMARY PR 11/20/2024		36.01		853.25
11/27/2024	PR	CHK	SUMMARY PR 11/27/2024		80.10		933.35
11/30/2024			248-248-715.400	END BALANCE	140.11	0.00	933.35
11/01/2024			<b>248-248-716.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		294.73
11/06/2024	PR	CHK	SUMMARY PR 11/06/2024		6.12		300.85
11/13/2024	PR	CHK	SUMMARY PR 11/13/2024		7.96		308.81
11/20/2024	PR	CHK	SUMMARY PR 11/20/2024		15.12		323.93
11/27/2024	PR	CHK	SUMMARY PR 11/27/2024		42.34		366.27
11/30/2024			248-248-716.401	END BALANCE	71.54	0.00	366.27
11/01/2024			<b>248-248-719.200 BLUE CROSS</b>		BEG. BALANCE		1,318.24
11/06/2024	PR	CHK	SUMMARY PR 11/06/2024		28.08		1,346.32
11/13/2024	PR	CHK	SUMMARY PR 11/13/2024		50.92		1,397.24
11/20/2024	PR	CHK	SUMMARY PR 11/20/2024		95.94		1,493.18
11/27/2024	PR	CHK	SUMMARY PR 11/27/2024		260.47		1,753.65
11/30/2024			248-248-719.200	END BALANCE	435.41	0.00	1,753.65
11/01/2024			<b>248-248-724.300 LIFE INSURANCE</b>		BEG. BALANCE		105.71
11/30/2024			248-248-724.300	END BALANCE	0.00	0.00	105.71
11/01/2024			<b>248-248-752.000 SUPPLIES</b>		BEG. BALANCE		3,261.04
11/06/2024	AP	INV	CLEANING SUPPLY	8743	55.00		3,316.04
11/30/2024			248-248-752.000	END BALANCE	55.00	0.00	3,316.04
11/01/2024			<b>248-248-779.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		0.00
11/06/2024	AP	INV	MULTI FUNDS	4291 DUE 11/22/24	94.73		94.73
11/20/2024	AP	INV	MIXED ROPING	240713TREE	907.80		1,002.53
11/30/2024			248-248-779.000	END BALANCE	1,002.53	0.00	1,002.53
11/01/2024			<b>248-248-802.200 CONTRACTED SERVICES</b>		BEG. BALANCE		2,880.00
11/15/2024	AP	INV	DDA MTG 11-13-24	DDA MTG 11-13-24	50.00		2,930.00
11/30/2024			248-248-802.200	END BALANCE	50.00	0.00	2,930.00
11/01/2024			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		90.00
11/30/2024			248-248-811.000	END BALANCE	0.00	0.00	90.00
11/01/2024			<b>248-248-909.500 EDUCATION AND TRAINING</b>		BEG. BALANCE		0.00
11/26/2024	AP	INV	ANNUAL CONFERENCE	E3172	425.00		425.00
11/30/2024			248-248-909.500	END BALANCE	425.00	0.00	425.00
11/01/2024			<b>248-248-915.000 MEMBERSHIP/DUES</b>		BEG. BALANCE		350.00
11/30/2024			248-248-915.000	END BALANCE	0.00	0.00	350.00
11/01/2024			<b>248-248-934.000 LANDSCAPING MAINTENANCE</b>		BEG. BALANCE		1,520.00
11/30/2024			248-248-934.000	END BALANCE	0.00	0.00	1,520.00

TRANSACTIONS FROM 11/01/2024 TO 11/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/01/2024			<b>248-248-940.700 DPW EQUIPMENT</b>		BEG. BALANCE		14,338.41
11/29/2024	GJ	JE	DPW EQUIPMENT REIMBURSEMENT NOV 2024	3208	637.05		14,975.46
11/30/2024			248-248-940.700	END BALANCE	637.05	0.00	14,975.46
11/01/2024			<b>248-248-940.800 VILLAGE GREEN RENT</b>		BEG. BALANCE		0.00
11/06/2024	AP	INV	NOVE 2024 RENT	NOVE 2024 RENT	1,258.33		1,258.33
11/20/2024	AP	INV	VILLAGE GREEN RENT DEC 2024	DEC 2024	1,258.33		2,516.66
11/30/2024			248-248-940.800	END BALANCE	2,516.66	0.00	2,516.66
11/01/2024			<b>248-248-967.000 DDA GRANT</b>		BEG. BALANCE		10,000.00
11/30/2024			248-248-967.000	END BALANCE	0.00	0.00	10,000.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					10,145.33		67,945.16





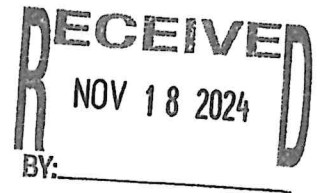
# DDA

## Meeting Schedule for 2025

Meetings are held in the Village Conference Room on the second Wednesday of the month at 5:30 unless otherwise indicated

- January 8, 2025
- February 12, 2025
- March 12, 2025
- April 9, 2025
- May 14, 2025 (Informational Meeting & Annual Meeting)
- June 11, 2025
- July 9, 2025
- August 13, 2025
- September 10, 2025
- October 8, 2025 (Informational Meeting)
- November 12, 2025
- December 9, 2025

7307 Simons St.  
Lexington, MI 48450  
drouillard@gmail.com  
November 18th, 2024



Mike McGovern  
Chairperson  
Lexington Downtown Development Authority

Dear Mike,

I am writing to formally resign from my position with the Lexington Downtown Development Authority.

Unfortunately, I am not in the area enough to fully contribute to the organization's mission and efforts. I have enjoyed my time serving with the DDA, and it has been great working with you and all of the trustees.

I hope to reapply in the future when I am able to spend more time in Lexington and properly dedicate myself to supporting the work of the DDA.

Please do not hesitate to reach out if there is anything I can do to assist during this transition.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Drouillard". The signature is fluid and cursive.

Douglas Drouillard

LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE IMPROVEMENT PROGRAM APPLICATION

\*ALL APPLICANTS ARE ADVISED TO REVIEW THE DDA FAÇADE IMPROVEMENT PROGRAM POLICY AS IT IS DIRECTLY APPLICABLE TO THE FOLLOWING APPLICATION

**Information and Attachments**

1. Name of Applicant: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Property Owner: \_\_\_\_\_
5. Phone Number of Property Owner(s): \_\_\_\_\_
6. (a) Property Address: \_\_\_\_\_  
(b) Property Parcel ID Number: \_\_\_\_\_
7. Describe the Project (attach additional pages if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. (a) Proposed Project Start Date: \_\_\_\_\_  
(b) Proposed Project End Date: \_\_\_\_\_
9. Describe how the Project meets the purposes of the Façade Improvement Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Attach two (2) written cost estimates, with breakdowns of the cost by category.
11. Attach a copy of the deed to the property.
12. Attach a written statement from the property owner indicating that he/she approves of the project.
13. Describe any conditions of blight existing at the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Attach a statement from the Village of Lexington/Lexington Township's Assessor's office indicating that all personal and real property taxes on the property are paid up to date, and that all payments of special assessments are current.

15. If the applicant is a business entity, attach evidence that it is currently in good standing.

16. Describe long-lasting improvements made by the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certifications.**

By signing this application, the Applicant(s) certifies that this project complies with, and shall continue to comply with, all Village of Lexington regulations, codes and ordinances.

By signing this application, the Applicant(s) certifies that he/she has read and understands the conditions of the Façade Improvement Program and agrees to its terms, conditions, policies and guidelines.

By signing this application, the Applicant(s) agrees that this Application, along with the terms and conditions set forth in the Façade Improvement Program terms, conditions, policies and guidelines, shall become a binding on the applicant and property owner.

The applicant(s) certifies that this application does not obligate the Village of Lexington or the Lexington Downtown Development Authority to provide the applicant with any money until such time that the application is approved by the DDA Board.

The applicant(s) understands that any financial assistance provided by the DDA or the Village of Lexington shall be limited to the amount granted by the DDA under the Façade Improvement Program.

The applicant(s) certifies that if the property is sold within three (3) years of the façade grant being awarded will result in the façade grant being forfeited and the applicant(s) must reimburse the DDA the full amount of the façade monies granted.

By signing this application, the Applicant(s) certifies that the information is true and accurate to the best of his/her knowledge as of the date of the application.

**APPLICANT(S)**

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE OF MICHIGAN)

) ss

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, before me a Notary Public in and for said County and State, appeared \_\_\_\_\_, to me personally known, who, being by me sworn, did say that he/she is the Applicant submitting this Application, together with all its attachments.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
My Commission Expires: \_\_\_\_\_ Acting in \_\_\_\_\_ County

**THIS SECTION FOR DDA USE ONLY**

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DDA Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grant Approved By DDA Board: \_\_\_\_ Yes \_\_\_\_ No

Maximum Amount of Grant Awarded: \$ \_\_\_\_\_



LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
FACADE IMPROVEMENT PROGRAM POLICY

ARTICLE I  
INTRODUCTION

The Lexington DDA was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA district.

This facade improvement program establishes criteria and procedures for evaluating facade improvement proposals requesting the use of DDA Facade Improvement Program funding. The criteria set forth herein should be considered guidelines for preparing an application only; compliance with the criteria does not guarantee approval of a request for DDA Facade Improvement Program funding. Development projects supported by the policy are anticipated to be ones that make permanent or long-lasting improvements to the aesthetic conditions of the district.

ARTICLE II

PURPOSES

The DDA recognizes the following purposes for the use of DDA Facade Improvement Program funding towards facade improvements:

1. To encourage the redevelopment of deteriorated or otherwise blighted real property and to stimulate economic development in the downtown district by assisting projects which promote long-term economic growth and diversity in the downtown district.
2. To stimulate increased private investment in areas that would have otherwise remained undeveloped or underdeveloped and which will in the long term provide a significant source of additional tax revenues to all taxing entities.

3. To correct and prevent deterioration in the downtown district.
4. To encourage historic preservation.

ARTICLE III  
FACADE IMPROVEMENT USES OF DDA FUNDING

Grant types and Levels include:

Level 1 - Design Incentives Available Up to \$2500

- Exterior Design Assistance
- Signage Improvement

Level 2 - Business Start Up Incentives up to \$5000

- Retail Start-Ups
- Arts, Culture and Creative Businesses
- Incubators
- Pop-ups

Level 3 - Design Incentives for matching funds up to, but not exceeding \$10, 000

- Facade Improvement
- Expansion/Development

Eligible Cost for Level 1 Grant

- Professional design fees
- Exploratory research costs related to historically significant buildings
- Restoration of historically significant signage
- New signage installation
- Signage lighting and electrical

Eligible Cost for Level 2 Grants

- All items in Level 1
- Repair, replacement or addition of windows, doors, walls, or other appropriate architectural elements
- Interior painting
- Interior lighting



- Conversion of storefront
- Restoration of historic elements
- Construction or installation of ADA facilities
- Construction of or installation of bathrooms
- Installation or upgrades to energy efficient heating and cooling systems
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above mentioned improvements

Eligible Costs for Level 3 Grant - matching fund grant up to \$10,000

- All items in Level 1
- Repair, replacement or addition of roofing, windows, doors, walls or other appropriate architectural elements
- ~~New or replacement of HVAC systems~~ Strike out HVAC
- Total Exterior or complete single facade painting
- Awnings or exterior canopies
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- Restoration of historical elements
- Removal of historically inaccurate facade treatments
- Exterior landscaping, outdoor cafes or seating areas
- Construction or installation of ADA facilities
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above mentioned improvements
- New Construction

Landscape  
maintenance  
  
minor roof  
repair,

DDA Facade Improvement Program funding shall not be used for routine maintenance, which includes, but is not limited to, the following: painting of Touch up painting structures, landscaping, roofing, parking lot maintenance, such as seal coating and striping, or other improvements of a temporary nature. Notwithstanding the foregoing, the Board may consider these uses if it is found that they are necessary to preserve and achieve the purposes put forth in Article II.

#### ARTICLE IV APPLICATION REQUIREMENTS AND APPROVAL PROCESS

## A. Application and Mandatory Criteria

All Designs and Facade Improvement Grants must adhere to the DDA design guidelines: <https://villageoflexington.com/wp-content/uploads/2021/12/2022-0303-Lexington-Design-Guidelines-final.pdf>. The DDA will use these Design Guidelines and the Village of Lexington's codes to judge grant awardees. Each person or entity seeking to use DDA Facade Improvement Program funding must submit a completed application to the DDA to be reviewed by the DDA Board at the next scheduled meeting. Incomplete applications, or applications that do not meet these requirements shall be rejected. The application must demonstrate how the proposal conforms to and facilitates the purposes of the DDA Facade Improvement Program and must contain the following:

1. The name of the owner of the property where the project is located, the property address, parcel ID number, and applicant's telephone number.
2. The application must be dated, notarized, and signed by a person having the authority to enter into legally binding contracts on behalf of the applicant.
3. A detailed project description, including a legal description of the development area, a description of the proposed work to be performed, the proposed starting and completion dates for the project, and the name of any architect or firm designing the project.
4. A description of how the project's use of DDA Facade Improvement Program funding meets the purposes of the Facade Improvement Program as set forth in Article II.
5. Two (2) written estimates of the cost of the project provided by outside contractors, including a cost breakdown by category, such as electrical, carpentry, masonry, or other projected costs.  
If it is impossible to get two quotes, provide the reason why, and also provide documentation showing costs for similar work (materials and/or labor) to prove you've done due diligence and to assist the DDA in understanding the specifics and determining the award.
6. Evidence of the following:
  - a. Title to the property;
  - b. Written approval of the proposed changes from the property owner;
  - c. The property is located within the DDA district; cl. All personal and real property taxes are paid up to date;

- d. Payment of all special assessments are current; and
  - e. If the applicant is a business entity, such as a corporation or LLC, a certificate of good standing from the State of Michigan.
- 7. A statement that the project complies with and shall continue to comply with all Village of Lexington regulations, codes and ordinances.
  - 8. Other material that the DDA considers pertinent in order to make an informed decision.

#### B. Discretionary Criteria

The following criteria, if present, will be considered by the DDA, and shall be given such weight as the DDA deems appropriate when awarding DDA Facade Improvement Program funding. Failure to meet these criteria shall not preclude a grant of DDA Facade Improvement Program funding

- 1. The building or site that is to be redeveloped displays conditions of blight.
- 2. The project involves the startup of an entirely new business or business operation at an existing location within the Village of Lexington and will result in the rehabilitation of that location.
- 3. The project involves the expansion of an existing business located within the district.
- 4. The project is a permanent or long-lasting improvement to the DDA District.

#### C. Approval Process

- i. If the application meets the requirements of this Article IV, the DDA shall consider the application. The Board shall then review the application for DDA Facade Improvement Program funding and determine whether to approve or deny it. A majority of a quorum of the Board must approve the grant of DDA Facade Improvement Program funding. The Board's decision shall be based on the extent to which the application meets the requirements listed above and supports the purposes of the Facade Improvement Program and the DDA's strategic plans and goals for the DDA district. If the Board approves the

application, the application shall become a contract, binding on the applicant and property owner. A tax-exempt entity which meets the criteria established in this Policy shall be eligible to receive DDA Facade Improvement Program funding, at the discretion of the DDA.

2 The DDA will not consider a grant application for facade improvements after the commencement of work or labor, or the purchase of materials, except as provided for in Section a. below.

a. When an application for a grant was not timely filed, an applicant may file an application along with a notarized statement of facts explaining the delay, subject to the restriction and limitation imposed by Section 2b below.

The Board may consider the length and the reasons for the delay in deciding whether to accept a delayed application for consideration. However, acceptance of a delayed application shall not be construed or implied to mean that (1) the delayed application has been accepted by the Board for grant consideration or (2) the DDA will approve the request for DDA Facade Improvement Program funding.

b. Notwithstanding anything contained herein to the contrary, the DDA shall not accept or consider any application filed more than ninety (90) days after the commencement of work or labor or the purchase of materials.

## ARTICLE V AWARD OF GRANTS

### A. Payment of DDA Facade Improvement Program Grant

All grants awarded shall only be paid upon completion of the project and the submission by the applicant of paid invoices for the project and proper documentation to the DDA. An applicant may file an explanation, along with a notarized statement of facts explaining a hardship which would necessitate the award of the grant prior to the completion of the project and an early award be initiated at the DDA Board's discretion.

### B. Financial Responsibilities

I. The applicant shall be responsible for acquiring all other necessary financing. Except for the grant awarded hereunder, the Village of Lexington

and the DDA assume no responsibility or liability whatsoever for any obligations of the applicant and/or property owner.

2. If the property owner(s) sell the property within three (3) years after the award of the facade grant, the facade grant is forfeited and the grantee(s) must reimburse the DDA the full amount of the facade monies granted.

I). Limitation of Grant Awards

1. Only one (1) grant of DDA Facade Improvement Program funding for facade improvements shall be awarded to any property owner, zoning parcel, or tax parcel during any eighteen (18) month period, commencing on the date of the grant of DDA Facade Improvement Program funding.
2. The number and amount of grants are limited to the monetary amounts remaining within the annual DDA budget specified for the DDA Facade Grant Program, as set forth herein and at the discretion of the DDA.