



Downtown Development Authority

Friday, April 17, 2026 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - A. [March Meeting Minutes](#)
5. **Consent Agenda**
 - A. [Monthly Financial Reports](#)
 - B. [Monthly Code Enforcement Report](#)
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
 - A. [Flock Camera Update](#)
 - B. [LVMF Planning Update](#)
 - C. [DDA Budget FY26-27](#)
8. **New Business**
 - A. [Officer Elections](#)
 - B. [Façade and Sign Grant Guidelines](#)
 - C. [Good Neighbor Day – Corridor Clean Up](#)
9. **DDA Director Report**
 - A. [Monthly Director Report](#)

10. **Public Comment (speakers are limited to 3 minutes)**

11. **Board Member Comments**

12. **Adjourn**

Downtown Development Authority Meeting

Friday, March 20, 2026

Meeting Minutes

12:02 PM: Call to Order.

Pamela Shermeyer	Present
Tracey Williams	Present
Bruce Kantor	Present
Alex Green IV	Present
Patricia Felton	Present
Mike Greene	Present
Lisa Burr	Absent
Jeff Fitzyk	Present

Motion to excuse absences is made once DDA Director Colson confirms that all parties informed staff of their absences. Patricia Felton informed staff she will be late to the meeting. Motion made by Bruce Kantor and seconded by Mike Greene. Motion is passed unanimously.

12:03 PM: Approval of Agenda

Motion to Approve Agenda made by Mike Green, seconded by Bruce Kantor; Motion Passes Unanimously.

12:03 PM: Approval of Meeting Minutes

Motion to Approve Minutes of February 2026 Meeting made by Mike Greene, seconded by Bruce Kantor; Motions Passes Unanimously.

12:03 PM: Consent Agenda

Motion to Approve the Consent Agenda made by Jeff Fitzyk, seconded by Bruce Kantor. DDA Director Colson briefly adds some context to the agenda that was made aware to staff late in the day. The draft budget has a line item that is not attributed to anything, but labeled "Liabilities". This is due to it being ARPA Funds that need to be distributed- the intent is for the line item is to be used for park improvements. City Staff are working out the final details for the contract. The money is just earmarked under liabilities for the time being.

Following that, the motion passes unanimously.

12:06 PM: Presentations

DDA staff presents their work with the Recast City Cohort that they announced in February. For now, the presentation is a cursory understanding of the endeavor and the goals for the business district and residents of the community. It is constantly evolving as new topics come to light, and staff asks that anyone with questions, concerns or would like to comment on the endeavor please contact DDA staff, as all input in this process is important to the success of the program.

12:25 PM: Public Comment

Resident Johnathan Tara speaks about the efforts promoting the Master Plan, but cannot find the most up to date DDA Plan on the cities website, and asks if DDA staff can change this.

Resident Rick Wisz praises the Recast City plan and commends staff for their efforts.

12:28 PM: Old Business

Lauren Beras provides updates to the planning of the Lathrup Village Music Festival. The LVMF is working on a sponsorship from a car dealership, and Aqua Tots is interested in sponsoring, but they don't know what they have available, and won't be able to confirm until July. The target goal to raise is \$40,000; the year prior was \$32,000. This year, estimated expenses are \$36,000, but it is expected to be lower than that.

Money spent so far is just under \$7,000, on musician deposits, printings, porta-restrooms. The festival so far has raised just over \$22,000.

The LVMF hosted a "Funraiser" at Dog and Pony Show Brewing in Oak Park that was meant to bring the community together as well as celebrate the volunteers and their efforts in making the music festival happen.

Parks and Recreation is helping bring in more kid-friendly vendors and attractions for the Kids Area this year.

Lauren announces that she is expanding the Live in Lathrup Village Podcast to not only bring in acts for the music festival, but also civic leaders and city board members.

Today, Lauren is seeking two contract approvals: One for Niel Sevar, the Stage, Sound and Lighting engineer. He has been with the LVMF for two years and is providing a deal, as he owns the equipment instead of rents it from third parties. He is also providing more for the LVMF this year than in recent years, including additional lighting, and is only charging substantially less than others, with one contact offering the same services as Niel for \$46,000.

The second contract is for face painters for the Kid’s Area. The intent was to have two face painters at the festival, due to the expected turnout, and only one group was going to fulfill that request.

After the update, Dr. Felton inquires about safety at the music festival, given the current environment and climate recently, especially referencing the events at the school in West Bloomfield. The LVMF is working closely with the Lathrup Police Department to provide safety measures for the community, and they bring in volunteers from the Oakland County Sheriff’s Department to bolster the ranks. Safety is the #1 priority of the festival organizers and will continue to be so, which means there will be an even closer relationship with the LVMF and LVPD moving forward.

12:43 PM: New Business

LVMF Stage, Lighting and Sound Equipment Contract: DDA Director Colson and Lauren Beras share the presentation. Lauren had explained much of the situation with this contract during her update. Bruce Kantor makes a motion to approve the contract to Neil Sever, and to approve the DDA Director to execute all contracts not to exceed \$6,100. Charlotte Jones supports. The motion passes unanimously.

LVMF Face Painting Artist Contract: DDA Directo Colson presents. Face Painters of Michigan offered a cheaper price, but only promised one painter for the four hours. Due to the expected turnout and the need for a quicker turnaround. Sookie was going to provide what was needed for the event, so the recommendation is to go with Sookie, but because they are more expensive, staff wanted the Board to discuss. Pam Shermeyer asks a clarifying question: The two face painters would work concurrently for 4 hours, rather than consecutively for a full 8 hours between two of them.

Jeff Fitzryk makes a motion to approve the contract, and for the DDA Director to finalize the vendor arrangements with them for a maximum amount of \$1,440. Bruce Kantor seconds. The motion passes unanimously.

Perennial Flowers Purchase: DDA Director Colson presents. In coordination with the Lathrup Village Nature Group, the DDA is looking to embark on a multi-year project to enhance the flower beds around city hall and in front of the monument sign on City Grounds. Nature Group member and Lathrup Resident Reed Boskey has prepared a list of vendors from around the region who will provide Michigan Native plants for this endeavor, as well as soil preparation where necessary and the installation of flowers in the designated foundation beds. Michiganese Natives came in at the cheapest quote for \$1,127.63 to plant perennial flowers this year. Alex Green IV moves that the DDA approves the contract for the purchase of perennial flowers from Michiganese Natives up to and not exceeding \$1,127.63. Jeff Fitzryk seconds. The motion passes unanimously.

Proposed DDA/City Cost Sharing Agreement (2026-2031): DDA Director Colson presents. Mayor Kantor, City Administrator Mike Greene and DDA Director Colson have been meeting to figure out a new cost-sharing agreement, since the current one expires at the end of the fiscal year. The key changes are: significant increase in I-696 Service Drive Maintenance Costs, including mowing and snow removal; increase in planning consultant budget; adjustment to staffing allocations; increased liability insurance and technology costs. Bruce Kantor makes a motion to approve the cost share agreement between the LVDDA and the City of Lathrup Village. Tracey Williams seconds the motion. The motion passes unanimously.

Draft DDA Budget FY 27: DDA Director Colson presents. Due to the depth of the draft budget, the DDA Board decides to wait until the April meeting to vote on the budget.

1:20 PM: DDA Director Report

DDA Director Colson presents –

2026 Comprehensive Plan Update – Economic Development Discussion – Tuesday, April 21, 2026, 7:00 PM, Lathrup Village City Hall

Hosted by the Lathrup Village Planning Commission – The session is open to residents and stakeholders to share input on strategies for supporting local businesses, strengthening the commercial corridor, and guiding future economic growth. An online survey is also made available to gather community feedback to help shape the City’s long-term economic development goals.

41st Annual Oakland County Economic Outlook Luncheon – Wednesday, April 22, 2026

Hosted by Oakland County – Annual luncheon featuring economists from the University of Michigan presenting a comprehensive outlook on regional, national, and international economic trends impacting Oakland County. The event brings together business leaders, government officials, and community stakeholders to discuss key challenges, investment opportunities, and strategies for navigating a competitive economic landscape while fostering continued growth in the local economy.

2026 Comprehensive Plan Update – Transportation Discussion – Tuesday, May 19, 2026, 7:00 PM, Lathrup Village City Hall

Hosted by the Lathrup Village Planning Commission –Residents, business owners, and property owners are invited to participate in the discussion and provide feedback on Parks and Recreation priorities.

Fraud Awareness Workshop – Wednesday, April 29, 2026, 10:00 AM–12:00 PM, Lathrup Village City Hall (27400 Southfield Rd., Lathrup Village, MI 48076)

Hosted in partnership with Chase Bank, the Lathrup Village Police Department, and the Downtown Development Authority (DDA) – Community workshop focused on helping residents recognize common scams, protect their identity, and secure financial accounts. The session will provide practical fraud prevention tips and highlight resources available to help individuals and families stay safe from increasingly common financial scams. The event is free to attend and open to the public, with registration encouraged.

International Placemaking Week – June 24-26 (Detroit: Venue TBD)

Hosted by Project for Public Spaces in partnership with the Downtown Detroit Partnership. Detroit has been selected as the

host city for the 5th International Placemaking Week. This global gathering brings together placemakers, community leaders, planners, and practitioners from around the world to share strategies and best practices for creating vibrant, people-centered public spaces. The three-day event will feature plenary sessions, breakout discussions, mobile workshops, networking receptions, and site visits to public spaces throughout Downtown Detroit and across the city. The event further highlights Detroit as a national leader in creative placemaking and community-driven redevelopment.

Business and Property Update

28919 Southfield Road (Dairy Fairies) – The applicant received site plan approval from the Planning Commission at its February 17th meeting for a change of use, contingent upon obtaining a variance from the Zoning Board of Appeals (ZBA) related to the offstreet parking requirements established in the Zoning Ordinance. The ZBA subsequently approved the requested parking variance at its February 23rd meeting, allowing the project to proceed.

27700 Southfield Road (Former School Building) – The applicant, who had been awaiting a financing decision from MSHDA, requested a twelve (12) month extension of the site plan approval originally granted on April 15, 2025. The Planning Commission recommended approval of the extension at its February meeting, and City Council subsequently approved the request at its February 23rd meeting, granting the applicant a 12-month extension of the site plan approval.

Infrastructure

Capital Improvement Plan (CIP): The FY26-31 CIP was presented to the Planning Commission at its February 17th meeting. During the Commission’s March 17th meeting a motion was made to approve the CIP plan as presented, and recommend the plan to City Council for final approval.

Monument Welcome Signs: The DDA has requested inclusion of a project in the City’s Capital Improvement Plan for the installation of two (2) new monument welcome signs along Southfield Road to enhance corridor identity and strengthen visual entry points into the district’s north and south gateways.

Wayfinding Signage: The DDA has also requested inclusion of a wayfinding signage project to direct visitors to free public parking located in the northeast section of the DDA district along Southfield Road, improving accessibility and awareness of available parking resources.

Misc.

Recast Leaders Program: DDA staff continue to make strides in the Recast Leaders program, a 10-month technical assistance initiative administered by Recast City in partnership with the Michigan Municipal League.

Since the kickoff meeting, staff have worked with the consultant team and fellow cohort communities to begin defining the goals and outcomes for Lathrup Village’s participation in the program. Initial work has focused on identifying how this effort can strengthen the City’s commercial corridor, support small-scale production and maker spaces, and expand opportunities for local entrepreneurs and small businesses. Staff also began outlining the target area for the initiative and identifying the community stakeholders who should benefit most from the work.

In preparation for the next cohort meeting, staff are currently working through the next phase of the program’s strategic framework, which includes identifying the key economic development challenges affecting the corridor, evaluating barriers facing small businesses and historically underserved entrepreneurs, and outlining how the program’s work can produce more equitable economic outcomes. This exercise is also helping staff refine the City’s long-term vision for supporting small business growth, activating vacant storefronts, and strengthening the local entrepreneurial ecosystem within the business district.

The Lathrup Village DDA would like to welcome two new members: Jeff Fitzryk and Lisa Burr to the Board, and thanks them for their time, commitment and support to the City of Lathrup Village and its business district.

Project Coordinator Kennedy updates the Board on the Main Street Oakland County Director’s Workshop. Going on behalf of DDA Director Colson, the workshop consisted of multiple civic leaders and city staffers from throughout Oakland County, many of whom were happy to provide

insight and advice to Lathrup Village’s own endeavors. MSOC is also considering doing a “DDA Field Trip”, where they will support DDA’s going from town to city, to get a better understanding of their neighbors and ideas for their own communities. Some of the biggest advice out of this conference was to have Business Advocates from the DDA Board, not just Chamber of Commerce liaisons, and to have Business Workshops and Meetings outside of DDA Board meetings. All work done at this conference will be collected and distributed to all who attended, and that will be distributed to the DDA Board once it has been received by staff.

1:32 PM: Board Member Comments / Public Comments 2

Public Comments 2: Rick Wisz asks about wayfinding signs for public parking within the DDA District. Also, he inquires about going after businesses who have received a Sign/Façade grant but are no longer in business to get the money back. He and the board are informed that it is of the opinion of city staff and the city’s legal team that doing so would spend more money than we would get back in reimbursement, especially on businesses that have closed, so we most likely will not be going after those businesses. However, wayfinding signs are on the table and are being heavily considered for Capital Improvement Projects.

Johnathan Tara inquires about the Parking Plaza Zones (C6, C7, C8, C9) as part of the Master Plan. DDA staff agree to talk to him in the coming weeks about this.

Board Member Comments: Dr. Felton inquires about parking lot standards and code violations. DDA staff state that they will help her after the meeting get in touch with the code enforcement. She also asks about the Sign and Facades through the city and the grant process, wondering if the city will go out and make recommendations for businesses and properties to update/modernize their properties. Project Coordinator Kennedy also adds that that was something discussed at the MSOC conference- that it was okay and actually recommended to do something called “targeted re/development and offering the grants to businesses before they came to us.

Bruce Kantor speaks about the conditions of Southfield Road, specifically the grounds, and says that the board should push for more aggressive Code Enforcement. This doesn’t mean fines, rather getting conformity to

code and getting property owners to clean their properties and clean the corridor more.

1:46 PM Adjournment

Mike Greene makes a motion to adjourn the meeting. Bruce Kantor seconds. Meeting is adjourned.

User: JESSICA
DB: Lathrup

PERIOD ENDING 03/31/2026

Item 5A.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 494 - DDA CONSTRUCTION FUND (CAPITAL PROJECTS)									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00		442,042.49		(11,514.04)		(19,542.49)	104.63
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	1,000.00		(653.43)		168.97		1,653.43	(65.34)
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00		36,207.34		1,054.01		1,792.66	95.28
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		23,000.00		0.00		23,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		0.00		0.00		40,000.00	0.00
494-000.000-543.000	FEDERAL/STATE GRANTS	2,500.00		2,500.00		0.00		0.00	100.00
494-000.000-569.000	OTHER STATE GRANTS	162.00		408.69		247.13		(246.69)	252.28
494-000.000-614.000	MUSIC FEST REV	10,000.00		14,213.00		2,750.00		(4,213.00)	142.13
494-000.000-615.000	MAIN STREET REVENUES	8,000.00		8,000.00		0.00		0.00	100.00
494-000.000-665.000	INVESTMENT INTEREST	0.00		20,127.81		0.00		(20,127.81)	100.00
494-000.000-695.000	ANTICIPATED USE OF FUND BALANCE	82,138.00		0.00		0.00		82,138.00	0.00
Total Dept 000.000		627,300.00		522,845.90		(7,293.93)		104,454.10	83.35
TOTAL REVENUES		627,300.00		522,845.90		(7,293.93)		104,454.10	83.35
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	130,000.00		90,932.90		9,966.95		39,067.10	69.95
494-000.000-702.000	SALARIES PART-TIME	28,000.00		18,668.75		2,412.50		9,331.25	66.67
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	3,000.00		13,759.78		1,380.37		(10,759.78)	458.66
494-000.000-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	6,500.00		0.00		0.00		6,500.00	0.00
494-000.000-717.000	DEFINED BENEFIT PENSION PLAN CONTRIBUTI	15,000.00		12,396.45		1,246.35		2,603.55	82.64
494-000.000-718.000	HEALTH INSURANCE PREMIUMS (CURRENT EMPL	14,000.00		13,034.85		3,492.78		965.15	93.11
494-000.000-722.000	LEGAL SERVICES	0.00		487.50		0.00		(487.50)	100.00
494-000.000-723.000	RETIREE HEALTH CARE - OPEB	1,500.00		1,150.65		132.66		349.35	76.71
494-000.000-726.000	OFFICE SUPPLIES	3,500.00		41.32		0.00		3,458.68	1.18
494-000.000-802.000	TAX TRIBUNAL RETURNS	82,150.00		82,148.44		0.00		1.56	100.00
494-000.000-810.000	AUDITING & ACCOUNTING	700.00		723.17		0.00		(23.17)	103.31
494-000.000-822.000	LEGAL SERVICES	900.00		0.00		(350.00)		900.00	0.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00		10,786.61		45.56		1,713.39	86.29
494-000.000-845.000	STREETSCAPING	25,000.00		29,618.06		762.10		(4,618.06)	118.47
494-000.000-846.000	MUSIC FESTIVAL EXP	23,500.00		32,992.73		6,370.00		(9,492.73)	140.39
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		20,059.19		0.00		(4,759.19)	131.11
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		479.67		68.57		1,520.33	23.98
494-000.000-901.000	POSTAGE FEES	250.00		0.00		0.00		250.00	0.00
494-000.000-910.000	PROFESSIONAL DEVELOPMENT / TRAINING	4,000.00		0.00		0.00		4,000.00	0.00
494-000.000-915.000	MEMBERSHIPS	1,000.00		350.00		350.00		650.00	35.00
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00		0.00		0.00		64,500.00	0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00		193.96		150.42		23,806.04	0.81
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000.00		0.00		0.00		40,000.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	100,000.00		60,452.23		0.00		39,547.77	60.45
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		0.00		0.00		10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00		0.00		20,000.00	0.00
Total Dept 000.000		627,300.00		388,276.26		26,028.26		239,023.74	61.90
TOTAL EXPENDITURES		627,300.00		388,276.26		26,028.26		239,023.74	61.90

Fund 494 - DDA CONSTRUCTION FUND (CAPITAL PROJECTS) :

PERIOD ENDING 03/31/2026

Item 5A.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 494 - DDA CONSTRUCTION FUND (CAPITAL PROJECTS)									
	TOTAL REVENUES			522,845.90		(7,293.93)		104,454.10	83.35
	TOTAL EXPENDITURES	627,300.00		388,276.26		26,028.26		239,023.74	61.90
	NET OF REVENUES & EXPENDITURES	0.00		134,569.64		(33,322.19)		(134,569.64)	100.00

Item 5A.

Fund 494 DDA CONSTRUCTION FUND (CAPITAL PROJECTS)

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
*** Assets ***			
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	0.00	253.65
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,259,641.64	0.00
494-000.000-016.006	MBIA CLASS TRUST (POOLED) CASH	0.00	961,072.94
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	(28,021.39)	0.00
494-000.000-141.001	INFRASTRUCTURE	640,945.69	1,080,071.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	27,972.00	73,631.00
494-000.000-177.001	DEPRECIABLE ASSETS	75,432.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(277,782.22)	(340,808.22)
Total Assets		1,707,885.11	1,859,350.45
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	500.00	45.56
494-000.000-214.101	DUE TO GENERAL FUND	28,666.72	0.00
494-000.000-286.000	UNEARNED REVENUE	0.00	101,825.25
Total Liabilities		29,166.72	101,870.81
*** Fund Balance ***			
494-000.000-370.000	FUND BALANCE-NONSPENDABLE PREPAIDS	0.00	1,315.00
494-000.000-390.000	FUND BALANCE-UNASSIGNED	1,437,734.34	733,268.00
494-000.000-391.000	FUND BALANCE-NET INVESTMENT IN CAPITAL	0.00	888,327.00
Total Fund Balance		1,437,734.34	1,622,910.00
Beginning Fund Balance		1,437,734.34	1,622,910.00
Net of Revenues VS Expenditures		240,984.05	134,569.64
Ending Fund Balance		1,678,718.39	1,757,479.64
Total Liabilities And Fund Balance		1,707,885.11	1,859,350.45

User: JESSICA

FROM 494-000.000-000.000 TO 494-000.000-971.001

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 03/01/2026 TO 03/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-001.006 FLAGSTAR (POOLED) CASH-CHECKING						
Journal CD: CD						
156701	03/13/2026	Check: FPOOL 52402	52402	Multiple		1,159.36
156709	03/13/2026	Check: FPOOL 52410	52410	494-000.000-202.000		400.00
156711	03/13/2026	Check: FPOOL 52412	52412	494-000.000-202.000		250.00
156723	03/13/2026	Check: FPOOL 52424	52424	494-000.000-202.000		5,649.17
156734	03/13/2026	Check: FPOOL 52435	52435	Multiple		107.70
156737	03/13/2026	Check: FPOOL 52438	52438	494-000.000-202.000		400.00
156743	03/13/2026	Check: FPOOL 52444	52444	Multiple		68.00
156761	03/16/2026	Check: FPOOL 90	90 (A)	494-000.000-202.000		618.00
156816	03/16/2026	Check: FPOOL 52438	52438	494-000.000-202.000	400.00	
156817	03/16/2026	Check: FPOOL 52451	52451	494-000.000-202.000		400.00
156819	03/16/2026	Check: FPOOL 52451	52451	494-000.000-202.000	400.00	
156821	03/16/2026	Check: FPOOL 52452	52452	494-000.000-202.000		400.00
156877	03/18/2026	Check: FPOOL 52454	52454	Multiple		1,174.06
156878	03/18/2026	Check: FPOOL 52455	52455	Multiple		132.66
157099	03/31/2026	Check: FPOOL 52463	52463	494-000.000-202.000		600.00
157116	03/31/2026	Check: FPOOL 52480	52480	494-000.000-202.000		770.00
157122	03/31/2026	Check: FPOOL 52486	52486	Multiple		107.70
157128	03/31/2026	Check: FPOOL 52492	52492	494-000.000-202.000		762.10
157129	03/31/2026	Check: FPOOL 52493	52493	494-000.000-202.000		136.46
157134	03/31/2026	Check: FPOOL 52498	52498	494-000.000-202.000		3,050.00
157137	03/31/2026	Check: FPOOL 52501	52501	Multiple		68.00
157142	03/31/2026	Check: FPOOL 52506	52506	494-000.000-202.000		750.00
Journal Totals					800.00	17,003.21
Journal CR: CR						
156600	03/09/2026	SUMMARY CR: 03/09/2026 LVMF (K		494-000.000-614.000	750.00	
156962	03/23/2026	SUMMARY CR: 03/23/2026 LVMF (K		494-000.000-614.000	500.00	
157211	03/31/2026	SUMMARY CR: 03/31/2026 LVMF (K		494-000.000-614.000	1,500.00	
Journal Totals					2,750.00	0.00
Journal DTFD: DUE TO/DUE FROM						
156824	03/17/2026	CASH SWEEP/POOL & TRF @ MBIA C 18077		Multiple		485,026.36
157181	03/31/2026	CASH SWEEP/POOL & MBIA CLASS 18128		Multiple	6,587.07	
Journal Totals					6,587.07	485,026.36
Journal GJ: GJ						
156565	03/01/2026	03/2026 DEPT HEAD DEF COMP MAT 18038		Multiple		187.53
156947	03/01/2026	TO REVERSE MANUAL JOURNAL ENTR 18103		Multiple	187.53	
156457	03/05/2026	OC MONTHLY DELQ PPTAX 02/2026 17945		Multiple	155.01	
156621	03/11/2026	2024 SBTE REIMBURSEMENT 18058		Multiple	247.13	
156797	03/13/2026	TAX DISTRIBUTION (settlement) 18065		Multiple	4,429.12	
156955	03/13/2026	DEPT HEAD DEF COMP MATCH 18111		Multiple		85.79
156898	03/19/2026	TAX DISTRIBUTION (settlement D 18088		Multiple		14,889.15
156957	03/20/2026	MONTHLY CREDIT CARD EXPENSE 18113		Multiple		618.57
157012	03/27/2026	CASH SWEEP/POOL & MBIA CLASS 18122		Multiple	23,854.62	
157324	03/27/2026	MERS POSTING-PD DEFINED BENE 18156		Multiple		1,246.35
157327	03/27/2026	TO REVERSE MANUAL JOURNAL ENTR 18157		Multiple	1,246.35	
157328	03/27/2026	MERS POSTING-PD DEFINED BENE 18158		Multiple		1,246.35
Journal Totals					30,119.76	18,273.74
Journal PR: Payroll						
156937	03/12/2026	First Pay In March 18093		Multiple		6,585.55
157030	03/27/2026	Week 13-Pay Date 03/27/2026 18126		Multiple		85.79
157030	03/27/2026	Week 13-Pay Date 03/27/2026 18126		Multiple		6,719.29
Journal Totals					0.00	13,390.63
Totals for 494-000.000-001.006					40,256.83	533,693.94
Balance 03/01/26:				493,690.76		
Net Change:				(493,437.11)		
Balance 03/31/26:				253.65		

494-000.000-006.000 SWEEP ACCOUNT						
Journal DTFD: DUE TO/DUE FROM						
156824	03/17/2026	CASH SWEEP/POOL & TRF @ MBIA C 18077		Multiple		657.04
Journal Totals					0.00	657.04
Totals for 494-000.000-006.000					0.00	657.04
Balance 03/01/26:				657.04		
Net Change:				(657.04)		
Balance 03/31/26:				0.00		

494-000.000-016.006 MBIA CLASS TRUST (POOLED) CASH						
Journal DTFD: DUE TO/DUE FROM						
156824	03/17/2026	CASH SWEEP/POOL & TRF @ MBIA C 18077		Multiple	657.04	
156824	03/17/2026	CASH SWEEP/POOL & TRF @ MBIA C 18077		Multiple	485,026.36	
157181	03/31/2026	CASH SWEEP/POOL & MBIA CLASS 18128		Multiple		6,587.07

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FROM 494-000.000-000.000 TO 494-000.000-971.001

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TRANSACTIONS FROM 03/01/2026 TO 03/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-016.006 MBIA CLASS TRUST (POOLED) CASH						
Journal DTDF: DUE TO/DUE FROM						
Journal Totals					485,683.40	6,587.07
Journal GJ: GJ						
157012	03/27/2026	CASH SWEEP/POOL & MBIA CLASS	18122	Multiple		23,854.62
Journal Totals					0.00	23,854.62
Totals for 494-000.000-016.006					485,683.40	30,441.69
Balance 03/01/26:				505,831.23		
Net Change:				455,241.71		
Balance 03/31/26:				961,072.94		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
156659	03/02/2026	DRUM DANCER RECORDS, INCVnd: D	LVMF2026-BB0196	494-000.000-846.000		250.00
156657	03/03/2026	DANIEL COXVnd: DANIELCOX Invoi	03.03.26	494-000.000-846.000		400.00
156871	03/10/2026	BLUE CARE NETWORKVnd: BLUECARE	260690032195	Multiple		1,174.06
156872	03/10/2026	BLUE CARE NETWORKVnd: BLUECARE	260690057155	Multiple		132.66
157087	03/12/2026	LAUREN ANN-SOOK ZAJDELVnd: SOO	09122026 BERASL	494-000.000-846.000		770.00
156681	03/13/2026	MISSIONSQUARE - 803046Vnd: MIS	6974111	Multiple		107.70
156818	03/16/2026	PHILLIP CLEMONSVnd: PHILLIPCLE	02.28.26	494-000.000-846.000	400.00	
156820	03/16/2026	PHILLIP CLEMONSVnd: PHILLIPCLE	02.28.26	494-000.000-846.000		400.00
157088	03/16/2026	STANDARD INSURANCE COMPANYVnd:	04.01.26	Multiple		68.00
157146	03/17/2026	AMAZON CAPITAL SERVICESVnd: AM	1HXD-H7HG-NC1P	494-000.000-844.000		34.17
157147	03/17/2026	AMAZON CAPITAL SERVICESVnd: AM	1DKX-LVP6-6RHM	494-000.000-844.000		11.39
157046	03/26/2026	BRANDON GABRIEL LINSLEYVnd: BL	LINSLEY2026	494-000.000-846.000		600.00
157091	03/26/2026	WAYNE GERARD MILTONVnd: WAYNEM	MILTON2026	494-000.000-846.000		750.00
157085	03/30/2026	ROBERT JENSONVnd: JENSON ROB I	JENSON2026	494-000.000-846.000		3,050.00
156234	03/31/2026	BLUE CARE NETWORKVnd: BLUECARE	260380096244	Multiple		1,159.36
156641	03/31/2026	BLUE CARE NETWORKVnd: BLUECARE	260510001375	Multiple		1,159.36
157038	03/31/2026	PAMELA SHERMEYERVnd: MISC Invo	06.02.25	494-000.000-845.000		762.10
157039	03/31/2026	PAMELA SHERMEYERVnd: MISC Invo	100	494-000.000-955.000		136.46
157073	03/31/2026	MISSIONSQUARE - 803046Vnd: MIS	6489882	Multiple		107.70
Journal Totals					400.00	11,072.96
Journal CD: CD						
156701	03/13/2026	Check: FPOOL 52402	52402	Multiple	1,159.36	
156709	03/13/2026	Check: FPOOL 52410	52410	494-000.000-001.006	400.00	
156711	03/13/2026	Check: FPOOL 52412	52412	494-000.000-001.006	250.00	
156723	03/13/2026	Check: FPOOL 52424	52424	494-000.000-001.006	5,649.17	
156734	03/13/2026	Check: FPOOL 52435	52435	Multiple	107.70	
156737	03/13/2026	Check: FPOOL 52438	52438	494-000.000-001.006	400.00	
156743	03/13/2026	Check: FPOOL 52444	52444	Multiple	68.00	
156787	03/13/2026	Check: NBDC 46259	46259	Multiple		15.89
156761	03/16/2026	Check: FPOOL 90	90 (A)	494-000.000-001.006	618.00	
156816	03/16/2026	Check: FPOOL 52438	52438	494-000.000-001.006		400.00
156817	03/16/2026	Check: FPOOL 52451	52451	494-000.000-001.006	400.00	
156819	03/16/2026	Check: FPOOL 52451	52451	494-000.000-001.006		400.00
156821	03/16/2026	Check: FPOOL 52452	52452	494-000.000-001.006	400.00	
156877	03/18/2026	Check: FPOOL 52454	52454	Multiple	1,174.06	
156878	03/18/2026	Check: FPOOL 52455	52455	Multiple	132.66	
157099	03/31/2026	Check: FPOOL 52463	52463	494-000.000-001.006	600.00	
157116	03/31/2026	Check: FPOOL 52480	52480	494-000.000-001.006	770.00	
157122	03/31/2026	Check: FPOOL 52486	52486	Multiple	107.70	
157128	03/31/2026	Check: FPOOL 52492	52492	494-000.000-001.006	762.10	
157129	03/31/2026	Check: FPOOL 52493	52493	494-000.000-001.006	136.46	
157134	03/31/2026	Check: FPOOL 52498	52498	494-000.000-001.006	3,050.00	
157137	03/31/2026	Check: FPOOL 52501	52501	Multiple	68.00	
157142	03/31/2026	Check: FPOOL 52506	52506	494-000.000-001.006	750.00	
Journal Totals					17,003.21	815.89
Journal GJ: GJ						
156842	03/13/2026	CORRECTION	18082	Multiple	15.89	
Journal Totals					15.89	0.00
Totals for 494-000.000-202.000					17,419.10	11,888.85
Balance 03/01/26:				5,575.81		
Net Change:				(5,530.25)		
Balance 03/31/26:				45.56		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
156787	03/13/2026	Check: NBDC 46259	46259	Multiple	15.89	
Journal Totals					15.89	0.00
Journal GJ: GJ						
156842	03/13/2026	CORRECTION	18082	Multiple		15.89

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FROM 494-000.000-000.000 TO 494-000.000-971.001

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TRANSACTIONS FROM 03/01/2026 TO 03/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal GJ: GJ						
Journal Totals					0.00	15.89
Totals for 494-000.000-214.101					15.89	15.89
Balance 03/01/26:				0.00		
Net Change:				0.00		
Balance 03/31/26:				0.00		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
156797	03/13/2026	TAX DISTRIBUTION (settlement)	18065	Multiple		4,300.24
156898	03/19/2026	TAX DISTRIBUTION (settlement D 18088		Multiple	15,814.28	
Journal Totals					15,814.28	4,300.24
Totals for 494-000.000-407.000					15,814.28	4,300.24
Balance 03/01/26:				453,556.53		
Net Change:				(11,514.04)		
Balance 03/31/26:				442,042.49		
494-000.000-409.000 DELQ PERSONAL PROPERTY REVENUE						
Journal GJ: GJ						
156457	03/05/2026	OC MONTHLY DELQ PPTAX 02/2026	17945	Multiple		168.97
Journal Totals					0.00	168.97
Totals for 494-000.000-409.000					0.00	168.97
Balance 03/01/26:				822.40 DR		
Net Change:				168.97		
Balance 03/31/26:				653.43 DR		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
156797	03/13/2026	TAX DISTRIBUTION (settlement)	18065	Multiple		128.88
156898	03/19/2026	TAX DISTRIBUTION (settlement D 18088		Multiple		925.13
Journal Totals					0.00	1,054.01
Totals for 494-000.000-410.000					0.00	1,054.01
Balance 03/01/26:				35,153.33		
Net Change:				1,054.01		
Balance 03/31/26:				36,207.34		
494-000.000-569.000 OTHER STATE GRANTS						
Journal GJ: GJ						
156621	03/11/2026	2024 SBTE REIMBURSEMENT	18058	Multiple		247.13
Journal Totals					0.00	247.13
Totals for 494-000.000-569.000					0.00	247.13
Balance 03/01/26:				161.56		
Net Change:				247.13		
Balance 03/31/26:				408.69		
494-000.000-614.000 MUSIC FEST REV						
Journal CR: CR						
156600	03/09/2026	SUMMARY CR: 03/09/2026 LVMF (K		494-000.000-001.006		750.00
156962	03/23/2026	SUMMARY CR: 03/23/2026 LVMF (K		494-000.000-001.006		500.00
157211	03/31/2026	SUMMARY CR: 03/31/2026 LVMF (K		494-000.000-001.006		1,500.00
Journal Totals					0.00	2,750.00
Totals for 494-000.000-614.000					0.00	2,750.00
Balance 03/01/26:				11,463.00		
Net Change:				2,750.00		
Balance 03/31/26:				14,213.00		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
156937	03/12/2026	First Pay In March	18093	Multiple	4,983.47	
157030	03/27/2026	Week 13-Pay Date 03/27/2026	18126	Multiple	4,983.48	

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TRANSACTIONS FROM 03/01/2026 TO 03/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
Journal Totals					9,966.95	0.00
Totals for 494-000.000-701.000					9,966.95	0.00
Balance 03/01/26:				80,965.95		
Net Change:				9,966.95		
Balance 03/31/26:				90,932.90		

494-000.000-702.000 SALARIES PART-TIME						
Journal PR: Payroll						
156937	03/12/2026	First Pay In March	18093	Multiple	1,143.75	
157030	03/27/2026	Week 13-Pay Date 03/27/2026	18126	Multiple	1,268.75	
Journal Totals					2,412.50	0.00
Totals for 494-000.000-702.000					2,412.50	0.00
Balance 03/01/26:				16,256.25		
Net Change:				2,412.50		
Balance 03/31/26:				18,668.75		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
156681	03/13/2026	MISSIONSQUARE - 803046EMPLOYEE	6974111	Multiple	107.70	
157088	03/16/2026	STANDARD INSURANCE COMPANYEMPL	04.01.26	Multiple	68.00	
156234	03/31/2026	BLUE CARE NETWORKEMPLOYEE TAXE	260380096244	Multiple	1,159.36	
157073	03/31/2026	MISSIONSQUARE - 803046EMPLOYEE	6489882	Multiple	107.70	
Journal Totals					1,442.76	0.00
Journal GJ: GJ						
156565	03/01/2026	03/2026 DEPT HEAD DEF COMP MAT	18038	Multiple	187.53	
156947	03/01/2026	TO REVERSE MANUAL JOURNAL ENTR	18103	Multiple		187.53
156955	03/13/2026	DEPT HEAD DEF COMP MATCH	18111	Multiple	85.79	
157324	03/27/2026	MERS POSTING-PD DEFINED BENEF	18156	Multiple	1,246.35	
157327	03/27/2026	TO REVERSE MANUAL JOURNAL ENTR	18157	Multiple		1,246.35
156537	03/31/2026	RECLASS BCN GROUP 129718 SUBGR	18021	Multiple		1,159.36
Journal Totals					1,519.67	2,593.24
Journal PR: Payroll						
156937	03/12/2026	First Pay In March	18093	Multiple	458.33	
157030	03/27/2026	Week 13-Pay Date 03/27/2026	18126	Multiple	467.06	
157030	03/27/2026	Week 13-Pay Date 03/27/2026	18126	Multiple	85.79	
Journal Totals					1,011.18	0.00
Totals for 494-000.000-703.000					3,973.61	2,593.24
Balance 03/01/26:				12,379.41		
Net Change:				1,380.37		
Balance 03/31/26:				13,759.78		

494-000.000-717.000 DEFINED BENEFIT PENSION PLAN CONTRIBUTIO						
Journal GJ: GJ						
157328	03/27/2026	MERS POSTING-PD DEFINED BENEF	18158	Multiple	1,246.35	
Journal Totals					1,246.35	0.00
Totals for 494-000.000-717.000					1,246.35	0.00
Balance 03/01/26:				11,150.10		
Net Change:				1,246.35		
Balance 03/31/26:				12,396.45		

494-000.000-718.000 HEALTH INSURANCE PREMIUMS (CURRENT EMPL)						
Journal AP: AP						
156871	03/10/2026	BLUE CARE NETWORKSUBGROUP 1	260690032195	Multiple	1,174.06	
156641	03/31/2026	BLUE CARE NETWORKSUBGROUP 1	260510001375	Multiple	1,159.36	
Journal Totals					2,333.42	0.00
Journal GJ: GJ						
156537	03/31/2026	RECLASS BCN GROUP 129718 SUBGR	18021	Multiple	1,159.36	
Journal Totals					1,159.36	0.00

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TRANSACTIONS FROM 03/01/2026 TO 03/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-718.000 HEALTH INSURANCE PREMIUMS (CURRENT EMPL)						
Totals for 494-000.000-718.000					3,492.78	0.00
Balance 03/01/26:				9,542.07		
Net Change:				3,492.78		
Balance 03/31/26:				13,034.85		
494-000.000-723.000 RETIREE HEALTH CARE - OPEB						
Journal AP: AP						
156872	03/10/2026	BLUE CARE NETWORKSUBGROUP 3	260690057155	Multiple	132.66	
Journal Totals					132.66	0.00
Totals for 494-000.000-723.000					132.66	0.00
Balance 03/01/26:				1,017.99		
Net Change:				132.66		
Balance 03/31/26:				1,150.65		
494-000.000-822.000 LEGAL SERVICES						
Journal GJ: GJ						
156517	03/05/2026	RECLASS LEGAL SVCS/TRAINING/ME 18001		Multiple		350.00
Journal Totals					0.00	350.00
Totals for 494-000.000-822.000					0.00	350.00
Balance 03/01/26:				350.00		
Net Change:				(350.00)		
Balance 03/31/26:				0.00		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
157146	03/17/2026	AMAZON CAPITAL SERVICESMAIN ST 1HXD-H7HG-NC1P		494-000.000-202.000	34.17	
157147	03/17/2026	AMAZON CAPITAL SERVICESMAIN ST 1DKX-1VP6-6RHM		494-000.000-202.000	11.39	
Journal Totals					45.56	0.00
Totals for 494-000.000-844.000					45.56	0.00
Balance 03/01/26:				10,741.05		
Net Change:				45.56		
Balance 03/31/26:				10,786.61		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
157038	03/31/2026	PAMELA SHERMEYERSTREETSCAPING	06.02.25	494-000.000-202.000	762.10	
Journal Totals					762.10	0.00
Totals for 494-000.000-845.000					762.10	0.00
Balance 03/01/26:				28,855.96		
Net Change:				762.10		
Balance 03/31/26:				29,618.06		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
156659	03/02/2026	DRUM DANCER RECORDS, INCMUSIC	LVMF2026-BB0196	494-000.000-202.000	250.00	
156657	03/03/2026	DANIEL COXMUSIC FESTIVAL EXP	03.03.26	494-000.000-202.000	400.00	
157087	03/12/2026	LAUREN ANN-SOOK ZAJDELMUSIC FE	09122026_BERASL	494-000.000-202.000	770.00	
156818	03/16/2026	PHILLIP CLEMONSMUSIC FESTIVAL	02.28.26	494-000.000-202.000		400.00
156820	03/16/2026	PHILLIP CLEMONSMUSIC FESTIVAL	02.28.26	494-000.000-202.000	400.00	
157046	03/26/2026	BRANDON GABRIEL LINSLEYMUSIC F	LINSLEY2026	494-000.000-202.000	600.00	
157091	03/26/2026	WAYNE GERARD MILTONMUSIC FESTI	MILTON2026	494-000.000-202.000	750.00	
157085	03/30/2026	ROBERT JENSONMUSIC FESTIVAL EX	JENSON2026	494-000.000-202.000	3,050.00	
Journal Totals					6,220.00	400.00
Journal GJ: GJ						
156957	03/20/2026	MONTHLY CREDIT CARD EXPENSE	18113	Multiple	550.00	
Journal Totals					550.00	0.00

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Item 5A.

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TRANSACTIONS FROM 03/01/2026 TO 03/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-846.000 MUSIC FESTIVAL EXP						
Totals for 494-000.000-846.000					6,770.00	400.00
Balance 03/01/26:				26,622.73		
Net Change:				6,370.00		
Balance 03/31/26:				32,992.73		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal GJ: GJ						
156957	03/20/2026	MONTHLY CREDIT CARD EXPENSE	18113	Multiple	68.57	
Journal Totals					68.57	0.00
Totals for 494-000.000-900.000					68.57	0.00
Balance 03/01/26:				411.10		
Net Change:				68.57		
Balance 03/31/26:				479.67		
494-000.000-915.000 MEMBERSHIPS						
Journal GJ: GJ						
156517	03/05/2026	RECLASS LEGAL SVCS/TRAINING/ME	18001	Multiple	350.00	
Journal Totals					350.00	0.00
Totals for 494-000.000-915.000					350.00	0.00
Balance 03/01/26:				0.00		
Net Change:				350.00		
Balance 03/31/26:				350.00		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
157039	03/31/2026	PAMELA SHERMEYERMISCELLANEOUS	100	494-000.000-202.000	136.46	
Journal Totals					136.46	0.00
Journal GJ: GJ						
156457	03/05/2026	OC MONTHLY DELQ PPTAX 02/2026	17945	Multiple	13.96	
Journal Totals					13.96	0.00
Totals for 494-000.000-955.000					150.42	0.00
Balance 03/01/26:				43.54		
Net Change:				150.42		
Balance 03/31/26:				193.96		

DDA Code Enforcement Report March 2026

Address	Property Owner	Violation	Category	Status
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19250 W 11 MILE RD	OLAJIDE, OLATUNJI MARTINS	PARKING ON GRASS PROHIBITED - REMOVE VEHICLE FROM GRASS AND DISCONTINUE PARKING ON GRASS	Parking on Grass	Complied
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5.13.18 OFF-STREET PARKING

Vehicle parking-Prohibited places. No person shall cause or permit any automobile, truck, or motor home to be parked or stored on any landscaped area or elsewhere than in an off-street facility, garage, or street.

INSPECTOR COMMENTS: PARKING ON GRASS PROHIBITED - REMOVE VEHICLE FROM GRASS AND DISCONTINUE PARKING ON GRASS

28505 SOUTHFIELD RD	HELP CENTER INVESTMENTS, LLC	PARKING CURBS ARE PUSHED INTO SIDEWALK - REPOSITION IMMEDIATELY & SECURE ALL PARKING CURBS	Parking Lot Maintenance	Complied
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5.13.9 OFF-STREET PARKING

(I) Some form of wheel stop shall be provided to prevent a parking vehicle from damaging an adjacent wall or fence or overhanging an adjacent sidewalk by more than two feet. The preferred form of wheel stop is a four-inch-high curb and/or raised concrete slab in at least one wheel track of a parking vehicle. Bumper blocks may be permitted by the City if the applicant shows cause for doing so and the blocks to be used are durable and limited to four inches in height and six feet in length.

INSPECTOR COMMENTS: PARKING CURBS ARE PUSHED INTO SIDEWALK - REPOSITION IMMEDIATELY & SECURE ALL PARKING CURBS

28601 SOUTHFIELD RD	JAGGED FORK HOLDINGS LLC	PARKING BLOCK DAMAGED & REDUCED TO LESS THAN FULL LENGTH AT SOUTHEAST OF PROPERTY - REPLACE PARKING BLOCK	Parking Lot Maintenance	Complied
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5.13.9 OFF-STREET PARKING

(I) Some form of wheel stop shall be provided to prevent a parking vehicle from damaging an adjacent wall or fence or overhanging an adjacent sidewalk by more than two feet. The preferred form of wheel stop is a four-inch-high curb and/or raised concrete slab in at least one wheel track of a parking vehicle. Bumper blocks may be permitted by the City if the applicant shows cause for doing so and the blocks to be used are durable and limited to four inches in height and six feet in length.

INSPECTOR COMMENTS: PARKING BLOCK DAMAGED & REDUCED TO LESS THAN FULL LENGTH AT SOUTHEAST OF PROPERTY - REPLACE PARKING BLOCK

28000 SOUTHFIELD RD	L.V. PROPERTY INVESTMENTS, LLC	FOOD TRUCK PARKED OVER SIDEWALK HAS ELIMINATED CLEAR PATHWAY FOR PEDESTRIAN TRAVEL - DISCONTINUE PARKING OF VEHICLE OVER SIDEWALK	Sidewalk	Letter Sent
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DDA Code Enforcement Report March 2026

Address	Property Owner	Violation	Category	Status
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Sec. 62-1. - Maintenance of sidewalks, parking lots and driveways.

Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance.

INSPECTOR COMMENTS: FOOD TRUCK PARKED OVER SIDEWALK HAS ELIMINATED CLEAR PATHWAY FOR PEDESTRIAN TRAVEL - DISCONTINUE PARKING OF VEHICLE WHERE VIOLATION HAS BEEN OBSERVED (NORTH SIDE OF PARCEL)

28000 SOUTHFIELD RD	L.V. PROPERTY INVESTMENTS, LLC	INOPERABLE/UNLICENSED VEHICLE STORED ON PROPERTY - ALL VEHICLES AT PROPERTY MUST BE LICENSED AT ALL TIMES	Inoperable Vehicle
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302.8 Motor Vehicles

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Sec. 5.6 Inoperable and Abandoned Motor Vehicles "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets.

INSPECTOR COMMENTS: INOPERABLE/UNLICENSED VEHICLE STORED ON PROPERTY - ALL VEHICLES AT PROPERTY MUST BE LICENSED AT ALL TIMES

27800 SOUTHFIELD RD	COMMUNITY CHURCH	INOPERABLE/UNLICENSED VEHICLE STORED ON PROPERTY - ALL VEHICLES AT PROPERTY MUST BE LICENSED AT ALL TIMES	Inoperable Vehicle	Door Tagged, Letter Sent
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302.8 Motor Vehicles

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Sec. 5.6 Inoperable and Abandoned Motor Vehicles "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets.

INSPECTOR COMMENTS: INOPERABLE/UNLICENSED VEHICLE STORED ON PROPERTY - ALL VEHICLES AT PROPERTY MUST BE LICENSED AT ALL TIMES

18451 W 12 MILE RD STE. 1	LAJARI PROPERTIES LLC	ALL LIGHTS MUST BE SHEILDED AS TO NOT SPREAD FURTHER THAN PROPERTY OR CAUSE LIGHT TO BE ANNOYING	Outside Illumination Violation	Letter Sent
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DDA Code Enforcement Report March 2026

Address Property Owner Violation Category Status

5.8 OUTSIDE ILLUMINATION

All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.

INSPECTOR COMMENTS: ALL LIGHTS MUST BE SHEILDED AS TO NOT SPREAD FURTHER THAN PROPERTY OR CAUSE LIGHT TO BE ANNOYING TO RESIDENTS NEARBY

28505 SOUTHFIELD RD	HELP CENTER INVESTMENTS, LLC	REMOVE DEBRIS FROM SIDEWALK AT NORTH OF PROPERTY - SIDEWALK MUST BE FREE OF OBJECTS/DEBRIS AT ALL TIMES	Parking Lot Maintenance	Complied
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302.3 Sidewalks and driveways

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

INSPECTOR COMMENTS: REMOVE DEBRIS FROM SIDEWALK AT NORTH OF PROPERTY - SIDEWALK MUST BE FREE OF OBJECTS/DEBRIS AT ALL TIMES

28551 SOUTHFIELD RD 201	SKYWAY HOLDINGS, LLC 28551	REMOVE DEBRIS FROM SIDEWALK AT SOUTH OF PROPERTY - SIDEWALK MUST BE FREE OF OBJECTS/DEBRIS AT ALL TIMES	Parking Lot Maintenance	Complied
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302.3 Sidewalks and driveways

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

INSPECTOR COMMENTS: REMOVE DEBRIS FROM SIDEWALK AT SOUTH OF PROPERTY - SIDEWALK MUST BE FREE OF OBJECTS/DEBRIS AT ALL TIMES

26221 SOUTHFIELD RD	QMJ BUILDING, LLC	FLICKERING LIGHTS TO BE REPLACED/REMOVED AT SOFFIT OF 26221 & 26229 SOUTHFIELD RD UNITS	Outside Illumination Violation	Letter Sent
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5.8 OUTSIDE ILLUMINATION

DDA Code Enforcement Report March 2026

Address	Property Owner	Violation	Category	Status
<p>All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.</p>				

INSPECTOR COMMENTS: FLICKERING LIGHTS TO BE REPLACED/REMOVED AT SOFFIT OF 26221 & 26229 SOUTHFIELD RD UNITS

27208 SOUTHFIELD RD Ste	LATHFIELD INVESTMENTS LLC	CONFIGURE LIGHTING AT REAR OF BUILDING IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER	Outside Illumination Violation	Letter Sent
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5.8 OUTSIDE ILLUMINATION
 All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.

INSPECTOR COMMENTS: CONFIGURE LIGHTING AT REAR OF BUILDING IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER

28600 SOUTHFIELD RD	LATHFIELD PARTNERS LLC	CONFIGURE LIGHTING AT REAR OF BUILDING IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER	Outside Illumination Violation	Letter Sent
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5.8 OUTSIDE ILLUMINATION
 All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.

INSPECTOR COMMENTS: CONFIGURE LIGHTING AT REAR OF BUILDING IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER

DDA Code Enforcement Report March 2026

Address	Property Owner	Violation	Category	Status
28820 SOUTHFIELD RD	LATHFIELD HOLDINGS LLC	1. CONFIGURE LIGHTING AT REAR OF BUILDING IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER 2. REPAIR/REPLACE FLICKERING LIGHT AT REAR	Outside Illumination Violation	Letter Sent

5.8 OUTSIDE ILLUMINATION

All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.

INSPECTOR COMMENTS:

1. CONFIGURE LIGHTING AT REAR OF BUILDING IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER

2. REPAIR/REPLACE FLICKERING LIGHT AT REAR

18181 W 12 MILE RD	PROFESSIONAL RESOURCE DEV, INC	CONFIGURE EXTERIOR LIGHTING (2 LIGHTS AT SOUTHWEST CORNER & 1 LIGHT AT NORTHWEST CORNER) IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER	Outside Illumination Violation	
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5.8 OUTSIDE ILLUMINATION

All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.

INSPECTOR COMMENTS: CONFIGURE EXTERIOR LIGHTING (2 LIGHTS AT SOUTHWEST CORNER & 1 LIGHT AT NORTHWEST CORNER) IN ORDER TO PREVENT GLARE INTO NEARBY RESIDENTIAL PROPERTIES - ALL LIGHTING TO BE DIRECTED DOWNWARD AND ONLY ILLUMINATE THE LOT OWNED BY THAT PROPERTY OWNER

DDA Code Enforcement Report March 2026

Address Property Owner Violation Category Status

Records: 14

Code Enforcement

Reporting: Steve

The Lathrup Village Police Department

Introduction into program effectiveness:

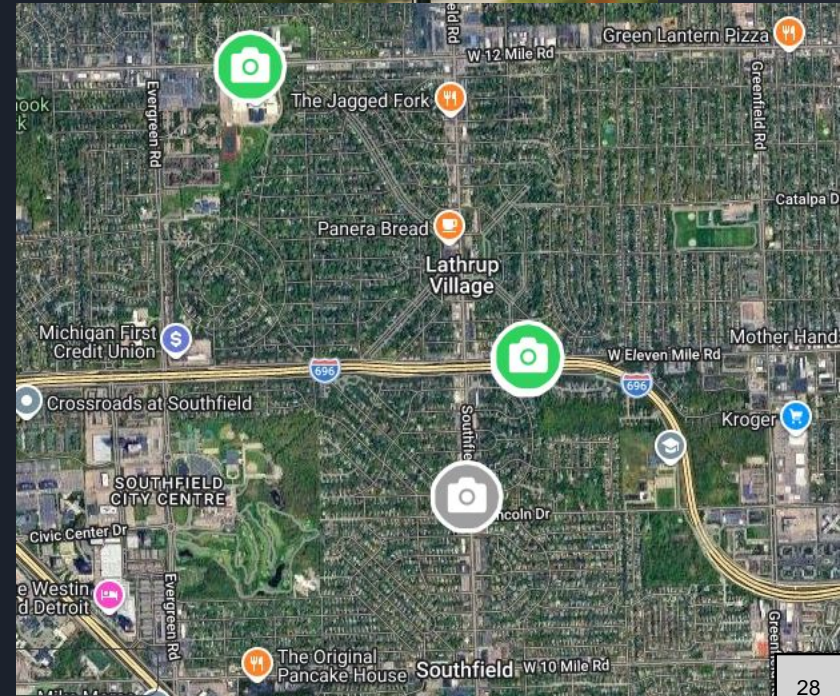
Sgt Keith Roberts

flock safety

What is Flock?

At its core, Flock Safety builds and operates:

- **License plate reader cameras (ALPRs)**
→ These are cameras mounted on poles or roads that automatically scan passing cars.
- **Vehicle tracking software**
→ The cameras capture details like:
 - License plate number
 - Car make, model, and color
 - Time and location
- **Database + search tools**
→ Law enforcement can search an area for a specific make/model/color and develop a suspect in a crime that had just occurred.
- **ALERT function** notifies Law Enforcement when a high priority vehicle is passing through. I.E. Stolen car, felony wanted subject or vehicle, Amber Alert, Missing Person, and Personal Protection Orders or ERPO
- **Custom Hot List** allows investigators/patrol to be notified when a wanted vehicle is passing through the city in order to stop and ID the occupants in furtherance of a criminal investigation.




FLOCK AIDING LVPD INVESTIGATIONS AND PATROL

Individual Police Departments must approve and grant permission to the LVPD to access their Flock cameras. LVPD has access to thousands of cameras nation wide. These help Detectives track suspects who come in/out from out of state like theft groups (SATG), traveling scam artists, fraudsters, and wanted subjects with active Lathrup Village arrest warrants evading arrest.

MI LEIN 4/12/2026 at 11:38:22 AM
4 hours ago

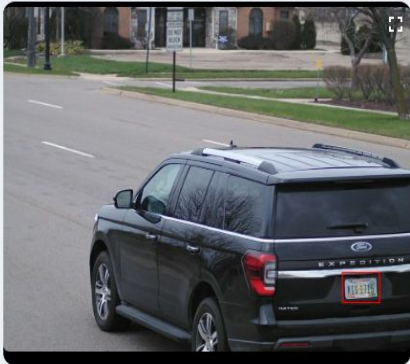
NCIC - Stolen Vehicle

Plate



Source Entry Details

F 0 RD, EPD



Device

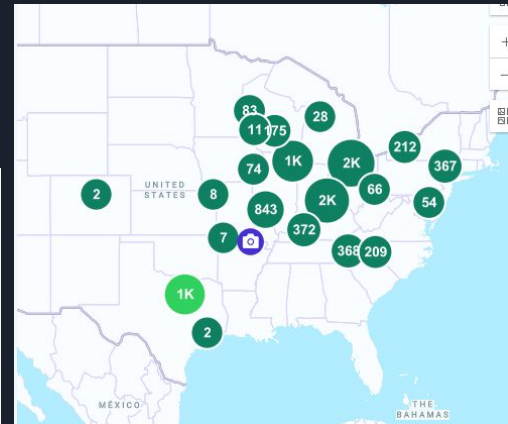
F#002 W 11 Mile @ Lathrup Blvd WB 3,4

Estimated Location

17455 W Eleven Mile Rd, Lathrup Village, Michigan
48076, US



Search Nearby Video Mark Outcome Open Map Comments

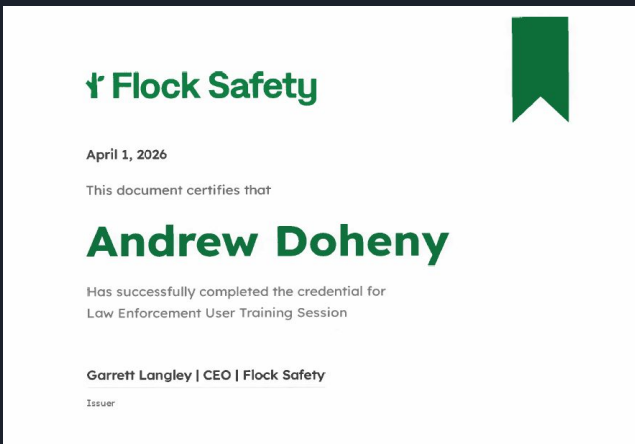



TRAINING AND POLICY

1.) Each Officer must review and sign the Policy regarding ALPR.

2.) Officers must take the required training before being granted access to use the system. Personal use of the system is strictly forbidden.

- Law Enforcement User Training Session
- Law Enforcement - Alerts Cert
- Law Enforcement - Search Cert
- Flock Mobile Application



		Lathrup Village Police Department		Chief of Police Scott McKee	
General Order	SUBJECT			Number of Pages	
24.04	Automated License Plate Readers			7	
<i>*This Directive Supersedes All Previously Issued Correspondence Relative To This Topic*</i>					
MLEAC Standards:				Effective Date	Revised Date
				05/17/24	
<p>1. PURPOSE</p> <p>1.1 The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of Automated License Plate Reader (ALPR) Technology to solve crime.</p> <p>2. POLICY</p> <p>Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Lathrup Village Police Department to link data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security advisories and bulletins, electronic surveillance, suspect interdiction, and stolen property recovery. It is the intent of the Department to ensure that the access and use of ALPR data is consistent with respect for individuals' privacy and civil liberties. It is also the policy of the Lathrup Village Police Department not to contribute to the criminalization of poverty. As such, ALPR technology will not be used for traffic enforcement, or the enforcement of civil judgements and immigration laws.</p>					

OVERSIGHT AND AUDITS

10. ALPR DETECTION BROWSING AUDITS

- A. It is the responsibility of the Chief of Police or their designee to conduct an annual audit of the ALPR detection browsing inquiries, including an audit sampling of the ALPR system utilization from the previous 12 months to verify proper use in accordance with the authorized uses of the system. The audit shall randomly select a substantial sampling of the inquiries and determine if each inquiry meets the requirements established by policy.
- B. The audit shall be documented in an internal report to the Chief of Police. The report shall include any data errors found and any violations of this policy.



To: Chief Zang

From: Sergeant Roberts

RE: 2025 Flock Audit

Date: 3/27/2026

This memo is to serve as an annual audit of the Automated License Plate Readers (ALPR) or "Flock" for the year 2025 per General Order 24.04. Flock is used in a variety of capacities in Law Enforcement. Flock assists in the apprehension of high priority vehicles traveling through the city as well as aiding in the investigations of crimes that occur within the city. The program has led to numerous traffic stops that end in arrests as well as arrest warrants issued by the Oakland County Prosecutors Office through investigations.

The Lathrup Village Police Department has established policies and procedures, along with training, to ensure public trust and the proper use of the system. The LVPD conducts annual audits of the ALPR detection browsing inquiries. The audit shall randomly select a substantial sampling of the inquiries and determine if each inquiry meets the requirements established by policy.

In the year 2025, Officers from the Lathrup Village Police Department conducted a total of 1309 searches. The search is categorized by the name of the Officer, cameras searched, time frame to be searched, license plate, reason for search, case #, and date/time stamp of when it was run. A random audit of 10% of these searches was conducted. Ten (10) searches were chosen at random per month and reviewed to verify proper procedure was followed. A list of the searches is attached to this document.

My audit and review of all randomly chosen searches for the 2025 calendar year resulted in no suspicion of improper use of the system. It appears that proper policy and procedures were conducted on the samples chosen. All Officers have taken the proper training class provided by Flock as well.

Sergeant Keith Roberts
Lathrup Village Police Department
Kroberts@lathrupvillage.org
(947)224-0368

SUCCESSFULNESS OF FLOCK

January -April 2025

Item 7A.

25-367

- Traffic altercation road rage at 11 Mile and Southfield Rd.
- An elderly driver got struck in the face by the other driver and fell to the ground. The elderly man's legs were ran over by a passing car.
- Ofc used Flock to identify suspects vehicle. Through an investigation the suspect was identified and an arrest warrant was approved by the Prosecutor's Office (misd assault).
- Investigating Ofc put the suspects vehicle into his "Custom Hot List". Several weeks later, while on patrol, the Ofc got a Flock alert that the vehicle was coming towards the city.
- Ofc found the vehicle parked at Mich 1st Credit Union. Ofc arrested the suspect on the Lathrup Village arrest warrant.

25-384

- Retail fraud at BP Gas Station where multiple suspects, in the same vehicle, stole various expensive bottles of liquor.
- Det. used Flock to identify the vehicle, after it fled the scene (rental).
- Det. sent out a crime bulletin to all area Departments.
- Several jurisdictions had open retail fraud cases on the same suspects and vehicle, but they were not able to identify the plate of the car. (No Flock)
- LVPD was able to ID suspects and submit for arrest warrants, with corroboration from Canton PD and Livonia PD.

25-597

- Flock alert of a stolen vehicle in the city, stolen out of Detroit 6 days prior.
- LVPD Officers boxed in the vehicle at a red light, to prevent a pursuit.
- Driver was arrested and a Lathrup Village warrant was issued for possession of stolen property.

25-716

- Flock alerted to a vehicle whose registered owner was wanted for a felony retail fraud warrant out of Canton.
- Officers stopped the vehicle and identified the driver as the wanted subject.
- Arrestee was turned over to Canton PD.

25-1485

- Flock alert on a vehicle that was wanted out of Royal Oak for Felonious Assault.
- Officers stopped the vehicle without incident and identified the occupants.
- Royal Oak Officers arrived on scene and took possession of the vehicle and the occupants for questioning.

25-2135

- Flock alert on a stolen U-Haul truck in the city.
- Vehicle was stopped without incident and driver was positively identified.
- It was discovered that Southfield PD had an open case on the driver but Southfield PD could not identify the suspects real name, due to him using a fake license at the time of rental.
- Due to LVPD's stop and proper ID of the driver, he was arrested and the vehicle was impounded.

25-5791

- Victim reported one of his business checks was fraudulently made out to suspect and cashed by the suspect, one at the Mich 1st Credit Union.
- Mich 1st provided security pic of the suspects car but plate was unreadable, only able to see the first three digits.
- Detective noted the rear windshield wiper was stuck in the 11 O'clock position on the suspects car.
- Detective used Flock Search feature on cameras in the area, for a black Jeep Grand Cherokee in the timeframe suspect was at Mich 1st.
- Detective found a vehicle with the same rear wiper blade stuck in the same position that passed. Suspect was able to be identified via SOS.
- Arrest warrant was issued.



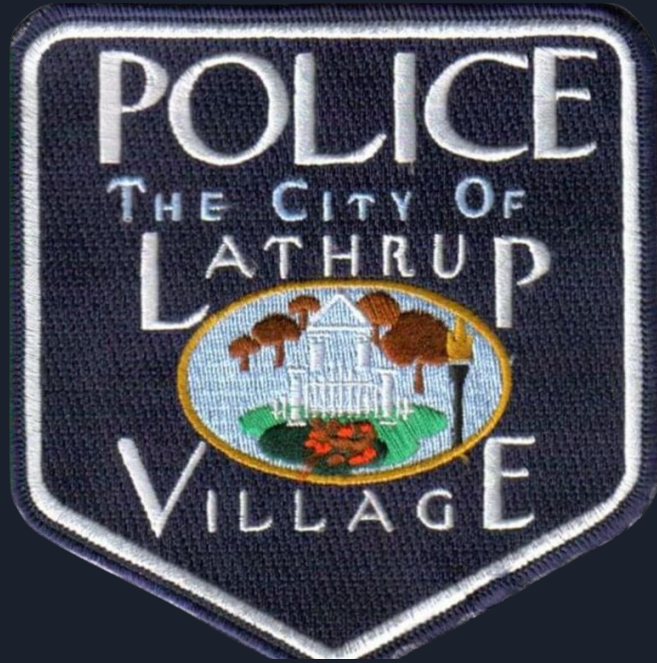
25-3084

- Flock alert of a vehicle with a stolen license plate in the city.
- Officers stopped the vehicle without incident.
- Through an investigation, it was determined the owner/driver was unaware that his true license plate was stolen and replaced with a different stolen plate (a common MO when stolen vehicles are used in other more severe crimes).
- Due to LVPD's stop and investigation, it prevented a potentially dangerous situation the driver could of been placed in as well as getting his plate into LEIN as stolen before it is used in another crime.

25-4039

- Flock alert on a stolen flatbed trailer with a SC plate, in the city. On the trailer was also a large John Deere tractor.
- Officers located the trailer and tractor parked in the driveway of a residents home.
- Investigation was conducted and it was determined that both the trailer and tractor were stolen.
- Case was turned over to Oakland County Auto Theft for issuance of charges.



25-12162

- A resident walked into the front lobby and presented Officers with an Order for a Mental Health Examination petition.
- The order was signed by the Circuit Court judge and was for the residents wife, who was experiencing a mental health crisis.
- Officers went to the home and attempted to serve the petition to take the subject to the Hospital.
- The subject refused to open the door and refused to go to the Hospital. Officers determined she was not in any immediate danger and without a search warrant, left the home.
- Ofc put the subjects vehicle plate into his Custom Hot List.
- Three days later, Flock alerted the vehicle was heading in the direction of her home.
- Ofc posted down the road from the home and observed her pull into the driveway.
- Ofc took the subject into protective custody after a brief struggle.
- Subject received the proper mental health help at the Hospital and was transferred to a long term care facility.

-This same scenario occurred a few months later where Flock assisted in taking another resident in a mental health crisis into protective custody. She made several attempts to avoid Police and parents.

26-1277

- Flock alert on a stolen vehicle in the city, stolen two weeks prior from a neighboring city.
- Officers located the vehicle and attempted a traffic stop to which the vehicle fled.
- After a brief pursuit Officers were able to safely disable the vehicle by blocking it in at 11 Mile and Southfield Rd.
- The driver was arrested and discovered to have an active warrant for Armed Robbery out of Southfield.
- The passenger was experiencing a drug overdose due to fentanyl and received the necessary medical attention on scene.
- During a search of the vehicle a BB gun, with the orange tip removed and painted black, was located in the back seat. (Potentially prevented another planned armed robbery)

26-2347

- Officers took a report of a stolen credit card being used at Middle Eats.
- Through an investigation and the use of Flock, the suspects vehicle was found.
- The suspect used the stolen credit card in multiple cities throughout Metro Detroit.
- A joint investigation is currently ongoing.

Recently, a bank robbery occurred in a neighboring jurisdiction. Prior to this, this city removed all Flock cameras for their local Police Department to utilize. Oakland County Sheriff and the FBI alerted to us that the suspect's vehicle was just seen on our Lathrup Village Flock camera on 11 Mile Rd and Lathrup Blvd. LVPD Officers, as well as FBI, located the vehicle driving in the city and stopped it on NB Southfield Rd approaching 12 Mile. The suspect was taken into custody.

THANK YOU!

Sgt. Keith Roberts

Patrol Division
Kroberts@lathrupvillage.org
(734)536-4526





27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

To: DDA Board of Directors
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: April 15, 2026
RE: FY26-27 DDA Budget

Background

The FY26-27 Downtown Development Authority (DDA) Budget has been prepared for Board consideration and approval. This budget supports the continued implementation of the DDA’s strategic priorities, including economic development, placemaking, infrastructure investment, and business support initiatives.

This final version reflects anticipated revenues and expenditures based on current taxable values, ongoing projects, and programmatic commitments. It is designed to maintain fiscal responsibility while advancing key initiatives within the DDA district.

Key Highlights of the Budget

Revenues:

- Total projected revenues are estimated at \$533,500, reflecting updated taxable values and TIF capture projections.
- Tax Increment Financing (TIF) revenues remain the primary funding source, projected to be \$422,500.
- Additional revenues may include reimbursements, sponsorships, and program-related income where applicable.

Expenditures:

- *Personnel (Salaries & Wages):* Adjusted to reflect the conversion of the Part-Time Projects Coordinator position to a Full-Time role, strengthening the DDA’s capacity to implement priority projects, manage day-to-day operations, and advance economic development initiatives within the district.

- *Capital Improvements:* Continued investment in priority infrastructure projects, including but not limited to:
 - Streetscape improvements
 - Public space upgrades
- *Streetscaping & Placemaking:* Funding allocated for seasonal plantings, banners, holiday décor, and beautification efforts that enhance the district’s identity and walkability.
- *Business Development Programs:*
 - Façade Improvement Grant Program: \$20,000
 - Signage Grant Program: \$10,000
 - These programs remain critical tools to support reinvestment and attract new businesses.
- *Events & Promotions:* Continued support for community-driven events such as the Lathrup Village Music Festiva, Winter Festival, and other activations that drive foot traffic and community engagement.
- *Repairs & Maintenance:* Ongoing maintenance of DDA-owned or supported infrastructure, with adjustments based on prior capital investments and completed projects.

Action Requested

The DDA Board is requested to review and approve the FY26-27 Budget. This budget maintains a balance between business development, infrastructure improvements, and financial sustainability while continuing to support key DDA initiatives.

Suggested Motion: " I move to approve the FY26-27 Downtown Development Authority budget as presented."

LATHRUP VILLAGE DDA FY26/27 BUDGET

Item 7C.

REVENUES	BUDGET 25/26	NOTES	RECOMMENDED BUDGET 26/27	INCREASE (DECREASE)	NOTES
TIFA-CAPTURE TAXES	422,500		470,000	47,500	
DELQ PERSONAL PROPERTY REVENUE	1,000		1,000		
TAX COLLECTED OTHER	38,000		38,000	-	
MISC. REVENUES	23,000		4,000	(19,000)	reclass Music Fest ; add OC Month End
MUSIC FESTIVAL REVENUE	10,000		29,000	19,000	
INVESTMENT INTEREST	-		30,000	30,000	
Total Revenues	533,500		572,000	38,500	
EXPENDITURES	BUDGET 25/26	NOTES	RECOMMENDED BUDGET 26/27	INCREASE (DECREASE)	NOTES
SALARIES & WAGES	130,000		184,736	54,736	
<i>Code Enforcement (45%)</i>		27,540			
<i>DDA Director (90%)</i>		73,440			
<i>DDA Project Coordinator (100%)</i>		52,000			Changing the PT Special Projects Coordinator position to a FT role
<i>City Administrator (10%)</i>		11,800			
<i>Finance Director (10%)</i>		11,100			
PART TIME SEASONAL CREW	30,100		-	(30,100)	Changing the PT Special Projects Coordinator position to a FT role
EMPLOYEE TAXES & BENEFITS	40,000		18,500	(21,500)	Changing the PT Special Projects Coordinator position to a FT role + Increased Insurance Costs
DEFINED CONTRIBUTION PENSION PLAN			9,250		
DEFINED BENEFIT PENSION PLAN CONT			15,000		
HEALTH INSURANCE PREMIUMS			19,000		
OFFICE SUPPLIES	3,500		3,500	-	
<i>Adobe Subscription</i>		400			
<i>Misc. Technology</i>		1,000			
<i>Cell Phone</i>		800			
<i>Misc. Office Supplies</i>		500			
AUDITING & ACCOUNTING	2,500		1,000	(1,500)	Allocation Adjustment
LEGAL SERVICES	900		900	-	
MAIN STREET PROGRAM	12,500		12,500	-	
<i>Corridor Cleanup</i>		500			
<i>Juneteenth</i>		2,000			
<i>Branding/Swag</i>		2,000			
<i>Tri-City Partnership/Business Mini-Grant</i>		4,500			
STREETSCAPING	20,500		19,500	(1,000)	
<i>Plant Materials</i>		5,000			
<i>Banners</i>		2,500			
<i>Holiday Decorations</i>		12,000			
MUSIC FESTIVAL EXPEN	10,000		10,000	-	DDA contribution to the Music Festival
PLANNING & CONSULTING FEES	15,300		20,000	4,700	Planner Fees are covered under Cost Share Agreement.
PRINTING & PUBLICATION COSTS	2,000		2,000	-	
POSTAGE FEES	250		250	-	
PROFESSIONAL DEVELOPMENT/TRAINING			2,500		Not renewing membership to Michigan Association of Planning (MAP)
MEMBERSHIP			500		
REPAIRS & MAINTENANCE	64,500		64,500	-	
<i>Streetlight/DTE</i>		12,500			
<i>Paradise Gardens Landscape Maintenance</i>		52,000			
CONTINGENCY			66,864		Used to balance budget
MISCELLANEOUS EXPENDITURES	24,000		24,000	-	
<i>Liability Insurance</i>		5,000			
<i>Flock Safety Cameras</i>		15,000			
<i>LVTV - DDA Meetings</i>		3,300			
<i>Misc. Expense</i>		500			
DEPRECIATION INFRASTRUCTURE	40,000		40,000	-	
CAPITAL IMPROVEMENTS	98,900		26,000	(72,900)	Decrease from the prior year as Capital Improvements (alley projects and HAWK signals) has been completed.
SIGN GRANT PROGRAM	10,000		10,000	-	
FAÇADE GRANT PROGRAM	20,000		20,000	-	
TOTAL EXPENDITURES	528,950		570,500	41,550	
NET			1,500		



Lathrup Village

Downtown Development Authority

Fiscal Year 2026/2027 Budget





27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

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Mission

The Lathrup Village Downtown Development Authority’s mission is to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments. To serve this mission, the DDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders.

Board of Directors

- Lisa Burr
- Dr. Patricia Felton
- Jim Fitryzk
- Kelly Garrett, Alternate
- Alex Green IV
- Mike Greene, City Administrator
- Charlotte Jones
- Bruce Kantor, Mayor
- Pam Shermeyer
- Tracey Williams

Staff

- Austin Colson, DDA Director
- Thomas Kennedy, DDA Intern
- Steve Colliau, Code Enforcement
- Michelle Townsend, Treasurer

Historical Snapshot

Over the years, the DDA has supported a variety of initiatives, including hosting events and implementing business assistance programs such as façade and sign grants, as well as streetscape improvements. These efforts reflect the DDA’s commitment to fostering a business-friendly environment and enhancing the commercial corridor as a recognizable and desirable destination. While the DDA intends to continue and expand these initiatives, the challenges presented by the pandemic prompted a reassessment of how best to support the business community. The 2025 DDA Annual Report highlights the activities and accomplishments achieved over the past year.

Southfield Road serves as the City’s primary commercial corridor; however, its current design presents several challenges to creating a thriving business district. These include a wide public right-of-way, limited curbing and pedestrian crossings, high travel speeds, and an outdated stormwater ditch system.

The Road Commission for Oakland County (RCOC) has been working for several years with Lathrup Village, Southfield, and Beverly Hills to develop a preferred design for the corridor’s reconstruction. While the project is progressing slowly, it continues to move through the required state and federal approval processes.

The City, DDA, and RCOC continue to pursue federal grant funding to support this project. Although a previous application submitted in 2024 was not selected, additional funding opportunities are being actively pursued. These efforts emphasize the project’s importance in improving safety and supporting the long-term vitality of the DDA district. The corridor reconstruction concept is also a key focus of discussion as part of the ongoing update to the City’s Comprehensive Plan.

Over the past three years, the Road Commission for Oakland County (RCOC) has completed resurfacing of Southfield Road and the I-696 service drives, along with drainage improvements between 11 Mile and 12 Mile Roads. The DDA has submitted a grant application to fund roadway and pedestrian safety improvements along 11 Mile Road between Lathrup Boulevard and Southfield Road.

The DDA has made significant investments in infrastructure improvements throughout the district, with a strong focus on streetscaping and accessibility. A key component of this effort was the implementation of a 5-year Alleyway Improvement Program, coordinated with the City’s capital improvement efforts. This program resulted in the replacement of three alleys and 15 approaches, with the majority of work completed by summer 2025—representing a substantial direct investment of DDA funds into district infrastructure.

In addition, the DDA has supported pedestrian safety enhancements, including the installation of three High-Intensity Activated Crosswalk (HAWK) signals, all of which are expected to be fully operational by the end of 2026.

Planned Activities: 2026/2027

Business Development

Lathrup Village is experiencing a period of active business development, driven by strategic efforts to revitalize the commercial district and strengthen community engagement. The DDA continues to lead key initiatives focused on infrastructure improvements and business support, including alleyway upgrades to enhance access and aesthetics, façade and sign grant programs to support property and business owners, and the installation of three High-Intensity Activated Crosswalk (HAWK) signals to improve pedestrian safety and walkability. While disbursement of grant funding has slowed, staff remain committed to relaunching these programs and deploying resources to eligible applicants.

The DDA’s support extends beyond financial assistance, with a continued emphasis on providing access to digital marketing tools, virtual events, and training opportunities. In partnership with the cities of Oak Park and Southfield, the DDA has helped develop a series of free educational programs for local businesses, supported by Main Street Oakland County and the Southfield Area Chamber of Commerce. Additional efforts underway include the revitalization of district marketing initiatives such as business feature campaigns, promotional videos, and the reestablishment of a quarterly e-newsletter tailored to the business community.

The DDA’s partnership with Oakland Thrive continues to expand, with a growing number of local businesses engaging with the nonprofit to access no-cost business support services. This increased presence has brought additional workshops, technical assistance, and one-on-one support opportunities directly to Lathrup Village, further strengthening the local business ecosystem.

Streetscaping and Beautification

In recent years, the DDA budget has included funding for façade improvement and sign grant programs. While the sign grant program has maintained steady participation, interest in the façade improvement program—expanded to include site beautification elements such as landscaping and parking lot enhancements—has declined following recent guideline revisions. To address this, staff are currently developing updated program guidelines that will streamline the application process and provide greater transparency for businesses and the public. These improvements are intended to support a successful relaunch of both programs in 2025 and encourage broader participation.

Enhancing the curb appeal of the Southfield Road corridor remains a top priority for the DDA. In prior years, uncertainty surrounding the timing of the anticipated roadway reconstruction limited private investment and long-term planning. Over the past three years, however, the DDA has made meaningful progress in beautification and streetscape improvements. These efforts include the installation of street banners, seasonal plantings, and decorative planters, as well as increased corridor clean-up activities. Targeted enhancements at key entry points, including gateway landscaping and improvements near the City Hall campus, have further strengthened the corridor’s visual identity.

Significant investments have also been made in infrastructure to improve accessibility and functionality. Through programs such as the Sidewalk Replacement Program and the Alleyway & Approach Program, the DDA has supported tangible upgrades throughout the district, reinforcing its commitment to long-term corridor improvement.

Events

DDA-sponsored events include the annual Southfield Corridor Cleanup, Juneteenth Celebration, Winter Festival, and Lathrup Village Music Festival. These events are closely coordinated with the City and the Parks & Recreation Committee to ensure cohesive programming and strong community engagement.

Opportunities to further expand the DDA’s presence and visibility at these events will continue to be explored. Collaboration with the Lathrup Village Chamber of Commerce has been strong in its first year, and staff look forward to identifying additional opportunities to partner on enhanced programming that strengthens connections between the DDA business community and City residents.

The DDA’s partnership with the nonprofit Oakland Thrive, which provides business support services to businesses within the district, has continued to strengthen. This collaboration has resulted in an increased number of workshops and training opportunities being hosted in Lathrup Village, providing valuable resources to local entrepreneurs and business owners.

Training & Strategic Planning

It is essential that staff remain well-trained and up to date on best practices, and equally important that Board members have access to training opportunities and are encouraged to take advantage of them.

The Board of Directors recently participated in strategic planning efforts led by the City’s planning consultant, Giffels Webster, including a dedicated workshop with the DDA to develop work plans for the coming year. These work plans will serve as a foundation to guide DDA activities over the next several years.

All Board members have been provided with annual memberships to the Michigan Association of Planning (MAP), which offer access to in-person, online, and self-guided training opportunities. In addition, Board members will be encouraged to attend the National Main Street Conference to further expand their knowledge and exposure to best practices in downtown development.

Joint Meetings

The DDA Board of Directors will continue to participate in joint meetings with the City Council and Planning Commission to ensure consistent communication and collaboration on planning projects, zoning ordinance amendments, and related initiatives. The most recent joint meeting was held in October 2025 as part of the kickoff for the City’s Comprehensive Plan update. During this meeting, the City’s planning consultant facilitated a workshop that included a SWOT analysis to identify the perceived strengths, weaknesses, opportunities, and threats within the City’s commercial and residential districts.

Future Development

Renewed interest for redevelopment in Lathrup Village continues to build, with a growing number of commercial projects underway. As of April 2026, the City is working with a consultant to explore opportunities to introduce small-scale production and maker spaces within the commercial corridors as a strategy to activate vacant retail and office space. Additive manufacturing has been identified as a potential strong fit for the community.

As part of this effort, the City’s cohort team is participating in the Recast Leaders program, a 10-month initiative led by Ilana Preuss of Recast City and supported by the Michigan Municipal League and funded by the Ralph C. Wilson Jr. Foundation. Through this program, staff are identifying opportunities and implementing strategies to support entrepreneurs, activate underutilized spaces, and strengthen the local business ecosystem. The overarching goal is to create a pathway for entrepreneurs and “side hustlers” to transition into brick-and-mortar businesses and contribute to a more vibrant local economy.

Many of these projects include significant physical improvements that will enhance both the appearance and functionality of commercial properties, strengthening overall corridor appeal and supporting DDA revenue growth.

Several aging plazas are experiencing renewed investment, with façade improvements enhancing the appearance and functionality of key commercial areas. Most notably, the long-vacant historic school building is advancing toward redevelopment. The site plan, originally approved in April 2025, received a 12-month extension to allow the developer to secure gap financing from the Michigan State Housing Development Authority (MSHDA). The project includes approximately 140 residential units within the DDA district, along with the incorporation of public meeting and co-working space within the

1920s-era structure—representing a significant milestone in the City’s continued growth by bringing more housing units into our DDA district and community.

Main Street Oakland County

Lathrup Village is proud to be part of the Main Street America network through its partnership with Main Street Oakland County (MSOC). The DDA adopted the Main Street Four-Point Approach in 2013 and is currently recognized by Oakland County as a Partner Level community, formerly known as Associate Level. Through MSOC, Lathrup Village has access to valuable training, technical assistance, and revitalization tools that support continued progress in the downtown corridor. At the national level, Lathrup Village has also received Main Street America Affiliate recognition through the MSOC program. As the DDA continues to grow its volunteer network and strengthen community engagement, it remains focused on advancing within the Main Street framework to unlock additional resources, support, and opportunities. We value our strong partnership with MSOC and look forward to continuing our collaboration on programs and initiatives that strengthen the district.

DDA Revenue

Revenue 2010 through 2025

The district has navigated a range of economic conditions over the past decade, with revenues beginning a steady upward trajectory around 2015. By FY 2019–2020, the LVDDA surpassed its prior revenue peak from a decade earlier, reflecting continued reinvestment and stabilization within the district.

More recently, the broader economic environment—characterized by elevated interest rates, increased construction costs, and ongoing inflationary pressures—has introduced new challenges for redevelopment activity. In addition, roadway and infrastructure improvements along key corridors, including Southfield Road and the I-696 service drives, have created short-term disruptions for businesses, impacting access, visibility, and customer traffic.

Despite these challenges, the business community has remained resilient. While investment activity may advance at a more measured pace compared to some neighboring markets, the district continues to see consistent redevelopment interest. This ongoing reinvestment has contributed to gradual increases in property values, supporting stable and growing DDA revenues over time.

Revenue Sources

The revenue sources for the DDA are outlined and briefly described below:

Tax Increment Financing (TIFA-CAPTURE TAXES): Tax increment financing is the largest funding source. This funding mechanism captures increases in taxable value for the DDA.

DDA Millage (TAX COLLECTED OTHER): The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. For the past three years, the millage rate has remained consistent at 1.8823 **mils** for every dollar of taxable value in the DDA District. This rate will remain the same in 2025/2026.

Special Assessment: No revenues are planned in this category.

Investment Interest: The DDA earns interest on its saved fund balance.

Federal/State Grants: The DDA routinely seeks out and applies for grant funding to support its programs & initiatives.

Miscellaneous Revenues: This is comprised of personal property taxes paid to the state and passed on to the DDA.

Table: 2025-2026 Budget Revenue Summary

REVENUES	ACTUAL 23/24	ACTUAL 24/25	ADOPTED 25/26	ACTUAL 4/16/2026	BUDGETED 26/27	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	26,761	410,901	422,500	459,902	470,000	47,500
DELQ PERSONAL PROPERTY REVENUE	-	-	-	(653)	1,000	1,000
TAX COLLECTED OTHER	7,459	37,488	38,000	37,336	38,000	0
MISC. REVENUES	3,000	21,974	23,000	-	4,000	(9,000)
INVESTMENT INTEREST	35,471	40,000	40,000	-	30,000	30,00
MUSIC FEST. REVENUE			10,00	14,213	29,000	19,000
Total Revenues	72,691	510,488	533,500	510,798	572,000	77,500

DDA Expenditures

Throughout the fall of 2020, the DDA Executive Committee and City worked to develop a Cost-Share Agreement that clearly articulated shared expenses and areas ripe for formalized collaboration. This agreement was adopted in January 2021 and is included in the appendix. The expenditures outlined below are aligned with this agreement. A detailed breakdown is included in the appendix.

Proposed 2026-2027 Expenditures

Salary & Wages: The DDA pays the salary for the DDA Director, DDA Project Coordinator, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

Employee Taxes & Benefits: The DDA pays the taxes and benefits for the DDA Director, DDA Project Coordinator, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

Legal Services: This fund covers the costs of legal advice and/or the drafting of agreements.

Office Supplies: This fund covers general office supplies, Adobe subscriptions for staff, and shared cost of website, technology/software subscriptions.

Auditing & Accounting: The DDA sets aside approximately \$1,000 for these financial services.

Training and Memberships: Training sessions and memberships are important for staff and boards/commission. These opportunities help sharpen skills, educate about latest trends and research, and build social capital for the city. Funds in this line item include registration and travel expenses for regional, state & national conferences.

Main Street Program: The funds in this line item are broadly defined as business assistance. The DDA works to craft programs which are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line includes costs incurred in the Southfield Corridor Cleanups, Juneteenth, Lathrup Village Music Festival and updated branding materials.

Streetscaping: Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This line items includes district flowers, banners, holiday decorations, and Municipal Park Play Structure match.

Planning/Consulting Fees: This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan.

Printing/Publication Costs: Expenses related to advertising & marketing of the DDA.

Postage Fees: Expenditures for mailing DDA-related items.

Repairs & Maintenance: This fund reflects investment in the DDA district and is used for paying electricity bills for the streetlights within the district, I-696 Service Drive Grass Mowing & Snow Removal contracts.

Miscellaneous Expenditures: This includes general and/or unanticipated costs, as well as general board of directors' costs and portion of liability insurance premium.

Depreciation Infrastructure: This is related to the annual audit regarding infrastructure – primarily alleys – in the DDA district and is typically determined well after the budgeting process.

Capital Expenditure: This fund would include investments in the DDA district in the form of equipment purchases or maintenance.

Sign Grant Program: This program was reinstated two years ago and has been successful tool for new and existing businesses.

Façade Improvement Program Grant: A program expressly identified in the TIF Plan, the façade improvement program was reinstated three years ago. The program was revamped to be more responsive to business/property owner needs related to overall site beautification.

Table 2025-2026 Budget Expenditures Summary

EXPENDITURES	ACTUAL 23/24	ACTUAL 24/25	Adopted 25/26	ACTUAL 4/16/2026	BUDGETED 26/27
SALARIES & WAGES	125,298	108,477	130,00	90,932	184,736
PART TIME SEASONAL CREW	4,525	5,000	28,000	18,668	-
EMPLOYEE TAXES & BENEFITS	52,435	37,979	40,000	13,867	18,500
DEFINED CONTRIBUTION PENSION PLAN	-	-	-	-	9,250
DEFINED BENEFIT PENSION PLAN CONT	-	-	-	-	15,000
HEALTH INSURANCE PREMIUMS					19,000
LEGAL SERVICES	-	-	900	488	900
OFFICE SUPPLIES	1,768	270	3,500	93	3,500
TAX TRIBUNAL RETURNS	-	-	-	82,148	-
AUDITING & ACCOUNTING	5,959	10,923	2,500	723	1,000
MEMBERSHIPS	3,121	1,811	5,000	350	500
PROFESSIONAL DEVELOPMENT/TRAINING	-	-	-	-	2,500
MAIN STREET PROGRAM	13,170	25,721	12,500	10,986	12,500
STREETSCAPING	9,980	34,126	25,000	29,618	19,500
MUSIC FESTIVAL EXPEN	-	-	-	-	10,000
PLANNING/CONSULTING FEES	17,059	15,300	15,300	15,300	20,000
PRINTING/PUBLICATION COSTS	1,807	787	2,000	497	2,000
POSTAGE FEES	-	-	250	-	250
REPAIRS & MAINTENANCE	40,606	45,833	64,500	-	64,500
CONTINGENCY	-	-	-	-	66,684
MISCELLANEOUS EXPENDITURES	1,366	1,986	24,000	193	24,000

DEPRECIATION INFRASTRUCTURE	-	30,000	40,000	40,000	40,000
SIGN GRANT PROGRAM	3,730	-	10,000	-	10,000
FAÇADE GRANT PROGRAM	-	-	20,000	-	20,000
TOTAL EXPENDITURES	280,824	318,213	528,950	303,863	570,500

History of Expenditures and Revenues

The following charts and graphs are meant to provide an overview of previous budget years.

History of Revenues & Expenditures		
Fiscal Year	Revenue	Expenditure
2011-2012	254,118	200,418
2012-2013	193,228	198,028
2013-2014	156,217	176,392
2014-2015	142,843	215,848
2015-2016	151,691	200,782
2016-2017	137,045	264,682
2017-2018	146,375	171,420
2018-2019	163,875	106,400
2019-2020	366,232	143,678
2020-2021	419,011	324,610
2021-2022	420,776	378,589
2022-2023	489,396	293,531
2023-2024	437,364	932,790
2024-2025	510,488	990,017
2025-2026	526,738	945,406
2026-2027*	572,000	570,500

*budgeted

Since its inception the DDA has been building a fund balance with the intent of utilizing those funds as the primary match for the reconstruction of Southfield Road. The DDA has only used its fund balance for operational expenses in a limited manner. The DDA began dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor. Projects include the Sidewalk Replacement Program, Alley & Approach Paving, and installation of pedestrian (HAWK) signals.

Fund Balance: FY 17-18 to FY 25-26

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
FY 20-21	\$1,340,050
FY 21-22	\$1,611,212
FY 22 -23	\$1,417,808
FY 23-24	\$1,284,694
FY 24-25	\$1,437,734
FY 25-26	\$1,622,910

Appendix

Fiscal Year 2026/2027 Budget Detail

LATHRUP VILLAGE DDA FY26/27 BUDGET

Item 7C.

REVENUES	BUDGET 25/26	NOTES	RECOMMENDED BUDGET 26/27	INCREASE (DECREASE)	NOTES
TIFA-CAPTURE TAXES	422,500		470,000	47,500	
DELQ PERSONAL PROPERTY REVENUE	1,000		1,000		
TAX COLLECTED OTHER	38,000		38,000	-	
MISC. REVENUES	23,000		4,000	(19,000)	reclass Music Fest ; add OC Month End
MUSIC FESTIVAL REVENUE	10,000		29,000	19,000	
INVESTMENT INTEREST	-		30,000	30,000	
Total Revenues	533,500		572,000	38,500	
EXPENDITURES	BUDGET 25/26	NOTES	RECOMMENDED BUDGET 26/27	INCREASE (DECREASE)	NOTES
SALARIES & WAGES	130,000		184,736	54,736	
<i>Code Enforcement (45%)</i>		27,540			
<i>DDA Director (90%)</i>		73,440			
<i>DDA Project Coordinator (100%)</i>		52,000			Changing the PT Special Projects Coordinator position to a FT role
<i>City Administrator (10%)</i>		11,800			
<i>Finance Director (10%)</i>		11,100			
PART TIME SEASONAL CREW	30,100		-	(30,100)	Changing the PT Special Projects Coordinator position to a FT role
EMPLOYEE TAXES & BENEFITS	40,000		18,500	(21,500)	Changing the PT Special Projects Coordinator position to a FT role + Increased Insurance Costs
DEFINED CONTRIBUTION PENSION PLAN			9,250		
DEFINED BENEFIT PENSION PLAN CONT			15,000		
HEALTH INSURANCE PREMIUMS			19,000		
OFFICE SUPPLIES	3,500		3,500	-	
<i>Adobe Subscription</i>		400			
<i>Misc. Technology</i>		1,000			
<i>Cell Phone</i>		800			
<i>Misc. Office Supplies</i>		500			
AUDITING & ACCOUNTING	2,500		1,000	(1,500)	Allocation Adjustment
LEGAL SERVICES	900		900	-	
MAIN STREET PROGRAM	12,500		12,500	-	
<i>Corridor Cleanup</i>		500			
<i>Juneteenth</i>		2,000			
<i>Branding/Swag</i>		2,000			
<i>Tri-City Partnership/Business Mini-Grant</i>		4,500			
STREETSCAPING	20,500		19,500	(1,000)	
<i>Plant Materials</i>		5,000			
<i>Banners</i>		2,500			
<i>Holiday Decorations</i>		12,000			
MUSIC FESTIVAL EXPEN	10,000		10,000	-	DDA contribution to the Music Festival
PLANNING & CONSULTING FEES	15,300		20,000	4,700	Planner Fees are covered under Cost Share Agreement.
PRINTING & PUBLICATION COSTS	2,000		2,000	-	
POSTAGE FEES	250		250	-	
PROFESSIONAL DEVELOPMENT/TRAINING			2,500		Not renewing membership to Michigan Association of Planning (MAP)
MEMBERSHIP			500		
REPAIRS & MAINTENANCE	64,500		64,500	-	
<i>Streetlight/DTE</i>		12,500			
<i>Paradise Gardens Landscape Maintenance</i>		52,000			
CONTINGENCY			66,864		Used to balance budget
MISCELLANEOUS EXPENDITURES	24,000		24,000	-	
<i>Liability Insurance</i>		5,000			
<i>Flock Safety Cameras</i>		15,000			
<i>LVTV - DDA Meetings</i>		3,300			
<i>Misc. Expense</i>		500			
DEPRECIATION INFRASTRUCTURE	40,000		40,000	-	
CAPITAL IMPROVEMENTS	98,900		26,000	(72,900)	Decrease from the prior year as Capital Improvements (alley projects and HAWK signals) has been completed.
SIGN GRANT PROGRAM	10,000		10,000	-	
FAÇADE GRANT PROGRAM	20,000		20,000	-	
TOTAL EXPENDITURES	528,950		570,500	41,550	
NET			1,500		



27400 Southfield Rd
Lathrup Village, MI 48076
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To: DDA Board of Directors
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: April 16, 2026
RE: DDA Board Officer Elections

Background

In accordance with the City of Lathrup Village Downtown Development Authority Bylaws, the Board is required to elect its officers at its first meeting in April of even-numbered years.

The officers of the Board include the following positions:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

These positions are essential for the governance and operation of the DDA, with responsibilities including presiding over meetings, supporting Board functions, executing documents, and overseeing financial reporting and accountability.

Term of Office

Officers are elected by the Board for a two (2) year term and shall serve until their successors are elected and assume office.

Election Process

The Board may nominate and elect officers from among its members (with the exception that the Treasurer is not required to be a member of the Board). Elections are typically conducted by motion and majority vote of the Board members present.

Action Requested

The DDA Board is requested to nominate and elect officers for the upcoming term in accordance with the DDA Bylaws.

Suggested Motion:

“I move to nominate and elect the following individuals to serve as officers of the Downtown Development Authority Board for a two-year term: [Chairperson], [Vice Chairperson], [Secretary], and [Treasurer].”

CITY OF LATHRUP VILLAGE
DOWNTOWN DEVELOPMENT AUTHORITY

Bylaws

ARTICLE I: AUTHORITY

Section 1

The rules and procedures for the City of Lathrup Village Downtown Development Authority Board of Directors are subordinate and subject to the Public Act 57 of the Compiled Laws of Michigan of 2018, Recodified Tax Increment Financing Actⁱ, and Ordinance No 97-323 as amended, of the City of Lathrup Village, Michigan.

ARTICLE II: TITLE

Section 1

The title of the governing body shall be "Downtown Development Authority of the City of Lathrup Village Board of Directors", or "Board of Directors".

ARTICLE III: MEMBERS

Section 1

The Board of Directors shall be composed of the following nine (9) members: the Mayor or his or her designee from the governing body of the municipality and eight (8) persons who shall be appointed by the Mayor; such appointments to be subject to approval by a majority vote of the members-elect of the City Council.ⁱⁱ Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within itⁱⁱⁱ.

Section 2

The terms of office of the members of the Board of Directors shall begin on the first day of February nearest the date of their appointment. The term of office of each member of the Board of Directors shall be four (4) years, except that in the case of the first Board of Directors appointed hereunder, two said members shall be appointed for a term of four (4) years, three of said members shall be appointed for a term of three (3)

years, two of said members shall be appointed for a term of two (2) years, three of said members shall be appointed for a term of one (1) year and the Mayor shall be a member pursuant to the term of his/her office. All members shall hold office until their successors are appointed. Vacancies occurring other than through expiration of the term shall be filled for the unexpired term by the Mayor, subject to the approval by a majority of the City Council. Appointees shall not serve more than three (3) consecutive terms.^{iv}

Section 3

Members of the Board of Directors may, after a public hearing, be removed from office in accordance with the provisions of the statute which these Bylaws are adopted.

Section 4

Unexcused Absences: If a member of the Board of Directors shall have three (3) unexcused absences from regular meetings of the Board of Directors, the member shall be subject to removal from office pursuant to Article III, Section 3.^v For reference, a Board Member's absence is unexcused if the member fails to notify City Staff in advance of a meeting and the member is not in attendance.

ARTICLE IV: OFFICERS

Section 1

The officers of the Board of Directors shall be:

A Chairperson, who shall preside at all meetings and shall have such other duties as further described in the Bylaws and shall have authority to preside at all Adjourned Meetings and call and preside at all Special Meetings.

A Vice Chairperson, who shall, in the absence of the Chairperson or his/her inability to act, preside at all Adjourned Meetings, public hearings and committee meetings of the Board of Directors and shall have the power to function in the same capacity as the Chairperson.

A Secretary, who shall have the authority to execute documents in the name of the Board of Directors and shall perform such other duties as the Board of Directors may from time to time, determine.

A Treasurer, (who need not be a member of the Board of Directors), who shall distribute the funds of the Downtown Development Authority as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board, at the regular meetings of the Board, or whenever they may require, an account of all his/her transactions as Treasurer and of the financial condition of the Authority. The Treasurer shall give the Authority a bond if required by the Board in a sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of the office, and for the restoration to the Authority in case of his/her death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of kind on his/her possession under his/her control belonging to the Authority.

Section 2

The officers of the Board of Directors shall be elected in even years for a two (2) year term by the Board of Directors at their first meeting in April and shall hold office until their successors are elected and assume office.^{vi}

Section 3

Delegation of Duties to Officers: In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any director, provided a majority of the Board then in office concurs.

Section 4

Appointment of Director: The Board shall have the authority to hire a Director of the Authority, whose duties shall be as follows:

- a. Maintain the files of the Authority.
- b. Prepare all reports of the Authority action.
- c. Prepare the agenda for all meetings.
- d. Prepare and submit reports on matters to be submitted for Authority consideration.
- e. Sign all plans, maps, charts, surveys, studies and all records, documents and other papers and reports of the Authority action consistent with these bylaws.
- f. Set for Public Hearing all requests requiring same, and give notice of such hearings as required by law after Authority approval.

- g. Carry on all the administrative duties resulting from action of the Authority.
- h. Prepare, sign and distribute Authority Meeting Minutes.
- i. Present Minutes to the Authority for approval.
- j. Prepare and submit annual budget for consideration by the Authority, and other financial information necessary to apprise the Board of the Authority's financial position.
- k. Distribute agenda and related materials to Authority members.
- l. Give notice to Authority members of all meetings.
- m. Perform other duties as may be directed or assigned by the Board.

ARTICLE V: MEETINGS

Section 1

Regular Meetings of the Board of Directors shall be held monthly.^{vii} Any regular meeting may be adjourned to a definite date by a majority of a quorum of the members. Adjourned or special meetings may be held at any time or any place established by the Board of Directors. Special meetings may be held as necessary, subject to the call of the Chairperson or Acting Chairperson or upon the request of a majority of the Board of Directors.

ARTICLE VI: THE ORDER OF BUSINESS

Section 1

The Chairperson shall have the discretion to change the order of business whenever he or she deems it advisable to do so either before or during the progress of the meeting.

ARTICLE VII: QUORUM

Section 1

For the transaction of ordinary business at any Regular Meeting, Adjourned Meeting or a Special Meeting, five (5) members shall constitute a quorum. An affirmative vote of the majority of the members present shall be necessary in order to make a decision.^{viii}

ARTICLE VIII: MINUTES

Section 1

The Board of Directors shall keep a set of Minutes of all Regular and Adjourned Meetings and at Special Meetings where official business is transacted. These Minutes shall become a public record and shall be filed with the City Clerk.

ARTICLE IX: COMMITTEES

Section 1

An Executive Committee, consisting of the Chairperson, Vice Chairperson, Secretary and Treasurer shall convene to carry out purchasing decisions as enumerated in Article XI below.

All members of the DDA Board of Directors are also expected to serve on one of the four auxiliary Main Street Committees for at least 2 years of their 4 year term, which meet monthly to plan and execute economic development initiatives as prescribed by the Main Street Program.

Section 2

There may be such special committees as the Board may from time to time deem necessary.

ARTICLE X: TRAININGS

In order to achieve the Mission and Vision statements annually reviewed and adopted by the DDA Board of Directors, each Board Member is asked to complete 4 hours of training per year. 3 of these hours must be facilitated by either the National Main Street Center and/or Main Street Oakland County.

ARTICLE XI: AMENDMENT OF BYLAWS

Section 1

These Bylaws may be amended or added to by the affirmative vote of six (6) out of the nine (9) members.^{ix} No change may be made unless written notice to amend shall be filed with the Secretary at a Regular Meeting preceding the meeting at which the motion to change is made. The

requirement may be waived by the Board of Directors by a unanimous vote of the full Board of Directors.

ARTICLE XII: CONTRACTS, PURCHASING, LOANS, CHECKS AND DEPOSITS

Section 1. Contracts and Purchasing

A. Contracts

a. The Board may authorize any officer or officers, agent or agents, to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the Authority and such authority may be general or confined to specific instances.

B. Transactions under \$1,000.00:

- a. The Executive Director may, in the exercise of their sole discretion and authority, contract for the purchase of all property and agree to amendments of existing contracts wherein the transactions involve less than \$1,000.00.
- b. Contracts made by the Board of Directors shall not be amended except by the Board of Directors, but substitutions or waivers arising in the course of performance involving less than \$1,000.00 may be authorized by the Executive Director.

C. Transactions between \$1,000.00 and 5,000.00:

- a. The Executive Director shall obtain comparative prices for purchases, except when they shall determine that no advantage to the DDA would result. A recommendation shall then be issued based on the information attained.
- b. The Executive Committee will review the Executive Director's recommendation and vote to either approve or deny the purchase. A ¾ approval is required to complete the purchase and voting must be completed in person.
- c. No competitive bidding shall be required as to these classes of contracts, unless the Executive Director so directs.
- d. All contracts, purchase orders, amendments, and modification agreements also require approval from the Executive Committee.

D. Transactions over \$5,000.00:

a. Any purchase of goods or services shall require the Board of Directors approval and comply with the competitive bid process articulated in the City Charter.

- b. All requests for renewal and/or change orders which cause a contract to exceed \$5,000.00 per Bid or Proposal, or \$5,000.00 per vendor for any 12 month period shall also require the Board of Directors approval.

Section 2. Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money, notes of other evidence of indebtedness issued in the name of the Authority, shall be signed manually or by facsimile signature by such officer or officers, agent or agents of the Authority and in such manner as shall be from time to time determined by resolution of the Board.

Section 3. Deposits


All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in banks, trust companies, or other depositories as the Board may select.

ARTICLE XIII: FISCAL YEAR


The fiscal year for the Authority shall correspond at all times to the fiscal year for the City of Lathrup Village, Michigan.

ARTICLE XIV: CERTIFICATION

The undersigned, being respectively, the duly appointed and acting City Clerk for the City of Lathrup Village, Michigan, do hereby certify that the foregoing Bylaws were approved at a regular meeting of the City Council of the City of Lathrup Village on the 25 day of January 2021, and adopted by the Directors of the Lathrup Village Downtown Development Authority at a meeting of the Authority on the 19 day of February 2021.^x


 Mykale Garrett
 City of Lathrup Village


 Dan Sugg, Chairperson
 Downtown Development Authority
 City of Lathrup Village


 Yvette Talley
 City Clerk
 City of Lathrup Village, Michigan

-
- ⁱ Public Act 58 of 2018; Approved by City Council on January 25, 2021 Resolution, per Article XI
 - ⁱⁱ Approved by City Council on December 20, 1999, Action CO 99-153; amendments to number of board seats Approved by City Council on January 25, 2021 Resolution, per Article XI
 - ⁱⁱⁱ Public Act 57 of 2018, Section 125.4204.(1); Approved by Board of Directors per Article XI, Section 1 on February 19, 2021
 - ^{iv} Approved by City Council on January 25, 2021 Resolution, per Article XI
 - ^v Approved by Board of Directors per Article X, Section 1 on 4/04/2000
 - ^{vi} Approved by City Council on January 25, 2021 Resolution, per Article XI
 - ^{vii} Approved by Board of Directors per Article X, Section 1 on 10/14/2005
 - ^{viii} Approved by City Council on January 25, 2021 Resolution, per Article XI
 - ^{ix} Approved by City Council on January 25, 2021 Resolution, per Article XI
 - ^x Approved by Board of Directors per Article XI, Section 1 on February 19, 2021; detailed outline of 2021 amendments are contained in the January 25, 2021 City Council Resolution.



27400 Southfield Rd Item 8B.
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

To: Lathrup Village Downtown Development Authority
From: Tom Kennedy – Community & Economic Development/DDA Project Coord.
Date: April 17, 2026
RE: Façade and Sign Grant Program Update

Purpose:

The purpose of this memorandum is to request the Board’s review and feedback on updated guidelines for the Downtown Development Authority’s Façade Improvement Grant Program and Sign Improvement Grant Program.

These updates are intended to modernize the existing programs, improve clarity, and better align the programs with the DDA’s current economic development priorities.

Background

The DDA has historically offered grant programs to assist businesses and property owners with façade improvements and business signage. While these programs have been valuable tools for encouraging reinvestment in the business district, the DDA has not received much interest in the program this year. After speaking with local business owners and our Chamber of Commerce, it was determined that the guidelines would need to be rewritten.

Staff has prepared revised guidelines that:

- Modernize the language and structure of both programs
- Align the Sign Grant and Façade Grant programs for consistency
- Clarify eligibility and evaluation criteria
- Emphasize projects that create visible improvements within the commercial corridors
- Simplify program administration

The Board is asked to review the updated guidelines and provide any suggested revisions or feedback prior to formal adoption.

Fiscal Year Considerations

Due to the timing of these revisions and the limited time remaining in the current fiscal year, it may not be feasible to solicit, review, and complete grant-funded projects before the close of the fiscal year on June 30. As a result, the Board may wish to consider a budget amendment that would carry the currently allocated grant funding forward into the next fiscal year.

Deferring the funding to the next program year may provide several potential benefits, including:

- Allowing sufficient time to properly relaunch and promote the programs to the business community
- Allowing businesses and property owners adequate time to prepare applications and project proposals
- Providing the ability to fund either larger, higher-impact projects or a greater number of projects, depending on the level of participation

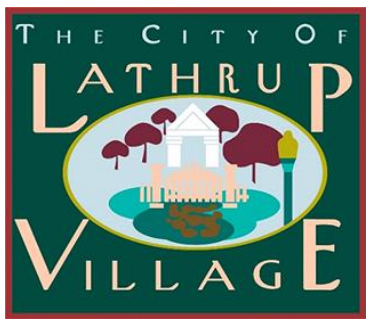
Requested Board Action

The Board is requested to:

1. Review the updated Façade Improvement Grant Program Guidelines and Sign Improvement Grant Program Guidelines
2. Provide any suggested revisions or feedback

Suggested Motion

“I move to approve the proposed updates to the Façade Improvement Grant Program and Sign Improvement Grant Program guidelines, as presented.”



Lathrup Village

**Facade Incentive Program
Application Packet**

**LATHRUP
VILLAGE**

Downtown
Development
Authority



April 2026



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Lathrup Village, MI 48076
(248) 557-2600
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Item 8B.

Façade Improvement Grant

Program Guidelines

Program Description and Intent

The City of Lathrup Village Downtown Development Authority (DDA) has established the Façade Improvement Grant Program to encourage high-quality exterior improvements that enhance the visual character and economic vitality of the City’s commercial corridors.

Façade improvements play a critical role in shaping the perception of a business district. This program is intended to support projects that create visible, high-impact transformation, strengthen corridor identity, and encourage private investment.

Priority will be given to projects that significantly improve building appearance, particularly along major corridors, at gateway locations, and on properties that have experienced limited recent investment.

Eligible Applicants

Commercial property owners and business owners (with written property owner authorization). Properties with delinquent taxes or open code violations are not eligible.

Eligible Improvements

Eligible projects must be located within the DDA District and include improvements visible from the public right-of-way.

Eligible improvements include, but are not limited to:

- Exterior painting and façade restoration
- Masonry repair and façade treatment

- Window and storefront system installation or repair
- Exterior doors
- Awnings and canopies (structural only; signage handled separately)
- Exterior lighting
- Permanent exterior building materials and architectural features
- Other permanent exterior improvements that enhance the building's appearance

Ineligible improvements include:

- Interior renovations
- Routine maintenance or minor repairs
- Temporary installations
- Improvements not visible from the public right-of-way
- Work not compliant with applicable ordinances

All improvements must comply with City codes, ordinances, permitting requirements and be ADA compliant. All improvements must be performed by properly licensed and insured contractors (proof required).

Funding Structure

- Grants are awarded on a 50/50 matching reimbursement basis.
- Maximum grant award: \$10,000 per project.
- Grant funds are only distributed after project completion and verification.

Work completed prior to receiving a Grant Funding Commitment Letter is not eligible for reimbursement.

Funding is subject to availability and DDA Board approval. The DDA’s fiscal year is July 1 – June 31, and funds are a predetermined allocation by the DDA Board during the budgeting process.

Program Requirements

- Applicants must obtain all required permits prior to construction
- Projects must be completed within **180 days** (or as otherwise approved by the DDA)
- All building and trade permits must be obtained where required
- Any changes to the approved design must receive prior written approval from the DDA
- Applicants must provide proof of payment and completion for reimbursement

Projects should generally align with the intent of the City’s adopted design guidelines, where applicable, and will be reviewed on a case-by-case basis, particularly for historic or unique structures.

The DDA reserves the right to promote funded projects through photography and marketing materials.

Application Requirements

- Completed application
- Design renderings
- W-9
- Photos
- Contractor estimate
- Property owner authorization if applicable

Evaluation Criteria

Applications will be reviewed by the DDA Staff prior to approval from Board of Directors using the following criteria:

➤ **Visual Impact Points: (0–10)**

- Degree to which the project improves the overall appearance of the building and surrounding corridor.

➤ **Location Prominence Points: (0–5)**

- Priority will be given to properties located along major corridors, gateway locations, or highly visible sites

➤ **Contribution to District Vitality Points: (0–5)**

- Extent to which the project enhances pedestrian experience, business activity, or overall district appeal.

➤ **Investment Level Points: (0–5)**

- Demonstration of meaningful private investment relative to the grant request.

➤ **Project Readiness Points: (0–5)**

- Completeness of application, including contractor estimates and a realistic timeline for completion.

Priority may be given to:

- First-time applicants.
- Properties with limited recent investment.
- Projects that contribute to a cluster of improvements within a corridor or block.

Application and Approval Process

1. Applicant submits a completed application and required materials (applications accepted March 1 – May 1)
2. Applications are reviewed by the DDA Board at a public meeting.
3. Approved applicants receive a Grant Funding Commitment Letter.
4. Applicant and DDA execute Façade Improvement Grant Agreement.
5. Applicant completes the project in accordance with approved plans.
6. Applicants submit reimbursement documentation upon completion.
7. DDA verifies the project and issues reimbursement.

Reimbursement Requirements

To receive reimbursement, applicants must submit:

- Paid invoices.
- Photos of completed improvements.
- Proof of payment (canceled checks or receipts).

The DDA will conduct a final review to confirm compliance with the approved application.

Program Conditions

- Funding is limited and not guaranteed.
- The DDA reserves the right to approve, deny, or condition funding.
- A business or property owner that has been awarded this grant cannot be awarded a similar grant for three years.



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- The DDA may prioritize projects that create visible corridor impact.

- Approved projects may be included in future local, state, or regional funding applications.

Investment Commitment

The Façade Improvement Grant Program is intended to support long-term investment in Lathrup Village’s commercial districts. Applicants are expected to maintain improvements in good condition. The DDA reserves the right to consider property maintenance and prior participation when evaluating future funding requests.

Repayment Obligation and Payback Schedule

If, within three (3) years following the date of final reimbursement, any of the following triggering events occurs, the Grantee shall repay the Grant to the DDA according to the following prorated schedule:

Triggering Events:

- The business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village; **or**
- The Grantee removes, demolishes, or substantially replaces any portion of the façade improvements funded by this Grant.

Prorated Repayment Schedule:

- Within Year 1 (0–12 months after final reimbursement): Repay **100%** of the Grant received
- Within Year 2 (13–24 months after final reimbursement): Repay **66%** of the Grant received
- Within Year 3 (25–36 months after final reimbursement): Repay **33%** of the Grant received
- After 36 months: No repayment required

“Substantially replaces” means any material alteration or removal of the funded improvements that significantly diminishes the visual impact or permanence of the



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Project as approved by the DDA. The DDA may, in its sole discretion, require the Grantee to record a memorandum of this Agreement or a lien against the Property to secure the repayment obligation.



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Item 8B.

Façade Grant Program Application

Property Information

Property Address:	
Parcel ID Number:	
Current Zoning:	

Business Information

Business Name:	
Business Owner Name:	
Business Mailing Address:	
Phone Number:	
Email:	

Property Owner Information

Property Owner Name:	
Property Owner Address:	
Property Owner Phone:	
Property Owner Email:	



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Façade Improvement Program

Applicant Affirmation & Signature Form

The Undersigned Applicant Affirms and Understands That:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Façade Improvement Grant Program Guidelines and the Village Center Design Guidelines and agree to abide by these conditions.
3. I understand that any changes made to the approved design without the approval of the DDA may be cause to withdraw the DDA's funding commitment.
4. I understand and agree to the repayment obligation and payback schedule described on Page 6 of the grant packet if the business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village within three years following the date of final reimbursement.
5. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

Signature – Business Owner

Date

Signature – Building/Property Owner

Date



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Item 8B.

Façade Improvement Program

Reimbursement Request

Please submit the following information to the planning and development office once approved work is complete for grant reimbursement:

- This signed reimbursement request certification
- Copies of invoices stamped "paid" from all contractors, companies, and/or individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital photos of all building facades visible from the public right-of-way.

Certification

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the City of Lathrup Village Downtown Development Authority Façade Grant certification in public at my business/property for one year. I understand that if my business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village within 3 years following the date of final reimbursement, I will be required to repay the City in an amount as described on Page 6 of the grant packet. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Application Name (print)

Application Signature

Date

NAME OF BUSINESS _____

BUSINESS ADDRESS _____

MAILING ADDRESS (if different) _____

PHONE NUMBER _____

**CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT GRANT AGREEMENT**

This Façade Improvement Grant Agreement (“Agreement”) is entered into on this _____ day of _____, 202_, by and between: **The City of Lathrup Village Downtown Development Authority**, a Michigan public body corporate organized and existing pursuant to the Downtown Development Authority Act, Public Act 197 of 1975, as amended (hereinafter referred to as the “DDA”), with its principal office at 27400 Southfield Road, Lathrup Village, Michigan 48076, and **[Full Legal Name of Business Owner]** (“Business Owner”), and **[Full Legal Name of Property Owner]** (“Property Owner”) (collectively referred to as the “Grantee”).

Recitals

WHEREAS, the DDA has established the Façade Improvement Grant Program to encourage high-quality exterior improvements that enhance the visual character and economic vitality of the City’s commercial corridors within the DDA District; and

WHEREAS, the Grantee submitted an application dated _____ for a Façade Improvement Grant for the property located at **[Property Address]**, Parcel ID _____ (the “Property”); and

WHEREAS, the DDA Board of Directors approved the Grantee’s application at its public meeting on _____, awarding a grant not to exceed **\$10,000** on a 50/50 matching reimbursement basis (the “Grant”); and

WHEREAS, the parties wish to set forth the terms and conditions under which the Grant will be provided;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Project Description The Grantee shall complete the façade improvement project (the “Project”) as described in the approved Application and attached Exhibits, including the design renderings, contractor estimates, and scope of work. The Project must consist only of eligible permanent exterior improvements visible from the public right-of-way and must comply with all City codes, ordinances, and permitting requirements.

2. Grant Amount and Matching Requirement The DDA agrees to reimburse the Grantee up to **Fifty Percent (50%)** of the total eligible Project costs, not to exceed **Ten Thousand Dollars (\$10,000)**, upon satisfactory completion and verification. The Grantee is responsible for funding the remaining fifty percent (50%) of eligible costs.

3. Term and Completion Deadline The Grantee must complete the Project, obtain all required permits, and submit a complete reimbursement request within **one hundred eighty (180) days** of the date of this Agreement, unless a written extension is granted by the DDA. Any work commenced prior to the date of this Agreement is ineligible for reimbursement.

4. Reimbursement Process Reimbursement is conditioned upon full completion of the Project in accordance with the approved plans, submission of all required documentation (paid invoices, proof of payment, before-and-after photographs, lien waivers if requested), and final inspection and approval by the DDA and City staff. The DDA will issue reimbursement within thirty (30) days of verifying a complete and compliant request, subject to availability of funds.

5. Repayment Obligation If, within three (3) years following the date of final reimbursement, any of the following triggering events occurs, the Grantee shall repay the Grant to the DDA according to the following prorated schedule:

Triggering Events:

- The business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village; **or**
- The Grantee removes, demolishes, or substantially replaces any portion of the façade improvements funded by this Grant.

Prorated Repayment Schedule:

- Within Year 1 (0–12 months after final reimbursement): Repay **100%** of the Grant received
- Within Year 2 (13–24 months after final reimbursement): Repay **66%** of the Grant received
- Within Year 3 (25–36 months after final reimbursement): Repay **33%** of the Grant received
- After 36 months: No repayment required

“Substantially replaces” means any material alteration or removal of the funded improvements that significantly diminishes the visual impact or permanence of the Project as approved by the DDA. The DDA may, in its sole discretion, require the Grantee to record a memorandum of this Agreement or a lien against the Property to secure the repayment obligation.

6. Maintenance of Improvements The Grantee agrees to maintain the approved façade improvements in good condition and repair for at least three (3) years following

completion of the Project. Failure to do so may be considered when evaluating future funding requests and may constitute a breach of this Agreement.

7. Changes to Project Any material changes to the approved scope, design, or materials must receive prior written approval from the DDA. Unauthorized changes may result in denial or partial denial of reimbursement or trigger repayment obligations.

8. Indemnification The Grantee (Business Owner and Property Owner jointly and severally) shall indemnify, defend, and hold harmless the DDA, the City of Lathrup Village, and their respective officers, directors, employees, agents, and representatives from and against any and all claims, losses, liabilities, damages, expenses (including reasonable attorney fees), or obligations arising out of or related to (i) any act or omission of the Grantee or its contractors in connection with the Project, or (ii) any breach of this Agreement by the Grantee.

9. Insurance Prior to commencing any work, the Grantee shall provide certificates of insurance evidencing general liability coverage of at least \$1,000,000 per occurrence, naming the DDA and the City of Lathrup Village as additional insureds. Contractors performing the work shall maintain appropriate workers' compensation and liability insurance.

10. Representations and Warranties The Grantee represents and warrants that all information submitted in the Application is true and accurate, the Property has no delinquent taxes or open code violations, and the Grantee has read and agrees to abide by the Façade Improvement Grant Program Guidelines (attached as Exhibit B) and any applicable design guidelines.

The Grantee further agrees to display the DDA Façade Grant certification in a prominent public location at the Property for at least one (1) year following reimbursement.

11. Media and Promotion Rights The Grantee grants the DDA a perpetual, non-exclusive, royalty-free license to photograph, reproduce, and use images and information about the completed Project for promotional and marketing purposes.

12. Default and Remedies Failure to comply with any provision of this Agreement constitutes a default. In the event of default, the DDA may, in addition to other remedies: (a) demand immediate repayment of all or part of the Grant; (b) pursue collection through any lawful means, including lien foreclosure if a lien has been recorded; and/or (c) seek injunctive relief or specific performance.

13. Miscellaneous

- This Agreement, the approved Application, and the Program Guidelines constitute the entire agreement.

- This Agreement shall be governed by Michigan law.
- Notices shall be in writing.
- The Grantee may not assign rights or obligations without DDA consent.
- This Agreement may be executed in counterparts.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY

By: _____ Date: _____

Name: _____

Title: _____

BUSINESS OWNER

By: _____ Date: _____

Printed Name: _____

PROPERTY OWNER (if different)

By: _____ Date: _____

Printed Name: _____

Addresses for Notices:

DDA: 27400 Southfield Road, Lathrup Village, Michigan 48076

Grantee: [Insert Business Owner and Property Owner addresses and emails]

Exhibits (attach to the Agreement):

- Exhibit A: Approved Application Package (including renderings, estimates, photos)
- Exhibit B: Façade Improvement Grant Program Guidelines (2026)
- Exhibit C: Reimbursement Request Form

Sign Improvement Grant

Program Guidelines

Program Description and Intent

The City of Lathrup Village Downtown Development Authority (DDA) has established the Sign Improvement Grant Program to encourage high-quality, permanent signage that enhances the visual character and economic vitality of the City's commercial corridors.

Business signage is one of the most prominent visual elements in a commercial district and plays a critical role in business visibility, customer attraction, and overall perception. This program is intended to support signage that is well-designed, appropriately scaled, and contributes to a cohesive and attractive environment.

Priority will be given to projects that result in **highly visible improvements**, particularly along major corridors and at gateway locations.

Program Scope and Eligibility

Eligible projects must be located within the DDA District and include signage visible from the public right-of-way.

Eligible improvements include, but are not limited to:

- Wall signs
- Window signs (permanent, non-temporary installations)
- Signs on awnings (structural component only)
- Monument or ground signs (where permitted)
- Blade or projecting signs
- Exterior sign lighting



Ineligible improvements include:

- Temporary signage (banners, window clings, portable signs, etc.)
- Interior signage
- Routine maintenance or minor repairs
- Signage not compliant with the City’s sign ordinance

All signage must comply with applicable City ordinances, including Chapter 52 of the Code of Ordinances, and all required permits must be obtained.

Funding Structure

- Grants are awarded on a **50/50 matching reimbursement basis**
- Maximum grant award: **\$2,500 per project**
- Grant funds are distributed only after project completion and verification

Work completed prior to receiving a Grant Funding Commitment Letter is **not eligible** for reimbursement.

Funding is subject to availability and approval by the DDA Board of Directors.

Program Requirements

- Applicants must obtain all required permits prior to installation
- Projects must be completed within **180 days** of approval (unless otherwise approved by the DDA)
- Any changes to the approved sign design must receive prior written approval from the DDA
- Applicants must provide proof of payment and completion for reimbursement

The DDA reserves the right to promote funded projects through photography and marketing materials.

Evaluation Criteria

Applications will be reviewed by the DDA Board of Directors using the following criteria:

➤ **Visual Impact**

- Degree to which the proposed signage improves visibility and enhances the appearance of the building and surrounding corridor

➤ **Location Prominence**

- Priority given to signage located along major corridors, gateway locations, or highly visible sites

➤ **Contribution to District Character**

- Alignment with the overall look and feel of the surrounding area

➤ **Investment Level**

- Demonstration of meaningful private investment relative to the grant request

➤ **Project Readiness**

- Completeness of application, including cost estimates and a realistic timeline

Priority may be given to:

- First-time applicants
- Businesses or properties with limited recent investment
- Projects contributing to a cluster of improvements within a corridor or block

Application and Approval Process

1. Applicant contacts the DDA prior to beginning any work
2. Applicant submits a completed application and required materials
3. Applications are reviewed by the DDA Board of Directors at a public meeting
4. Approved applicants receive a Grant Funding Commitment Letter
5. Applicant completes the project in accordance with approved plans
6. Applicant submits reimbursement documentation upon completion
7. The DDA verifies the project and issues reimbursement

Program Conditions

- Funding is limited and not guaranteed
- The DDA reserves the right to approve, deny, or condition funding
- The DDA may prioritize projects that create visible corridor impact
- Applicants that have already been approved for projects cannot be approved for three years after initial approval.

Investment Commitment

The Sign Improvement Grant Program is intended to support long-term investment in Lathrup Village’s commercial districts.

Grant-funded signage is expected to remain in place and be maintained in good condition for a minimum period of three (3) years.

If, within three (3) years of receiving grant funds:

- The business relocates outside of the City of Lathrup Village, or



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Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

Item 8B.

- The grant-funded sign is removed, replaced, or significantly altered (excluding routine maintenance or minor repairs),

the Downtown Development Authority reserves the right to require repayment of all or a portion of the grant funds, at its discretion.

Any questions or completed applications should be returned to:

Lathrup Village DDA
Attn: Austin Colson
27400 Southfield Road
Lathrup Village 48076
acolson@lathrupvillage.org



Reimbursement Requests

Please submit the following information to the Downtown Development Authority (LVDDA) once the sign is installed and final inspection(s) have been conducted.

- Signed Reimbursement request certification
- Copies of invoices stamped “paid” from all contractors, companies, and/or individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital photos of all building signage visible from the public right of way.

Reimbursement Requirements

To receive reimbursement, applicants must submit:

- Paid invoices
- Proof of payment (canceled checks or receipts)
- Digital photos of completed signage

The DDA will conduct a final review to confirm compliance with the approved application.

Note: The following pay back schedule shall apply if a business moves out of Lathrup Village, or makes non-maintenance changes within three (3) years of being awarded a sign grant:

Years	< 1 Year	1-2 Years	2-3 Years
% of grant repaid to Lathrup Village	75%	50%	25%



Sign Grant Program Application

Property Information

Property Address:	
Parcel ID Number:	
Current Zoning:	

Business Information

Business Name:			
Business Owner Name:			
Business Mailing Address:			
Phone Number:			
Email:			
Sign Type:	Wall	Monument	Awning

Property Owner Information

Property Owner Name:	
Property Owner Address:	
Property Owner Phone:	
Property Owner Email:	



Applications must include the following attachments to be considered for funding. Incomplete applications will not be accepted or considered for funding:

- Complete sign package with sealed drawings
- Cost Estimate
- Current digital photos of all existing building signage
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification



Sign Grant Program Affirmation Form

The undersigned applicant affirms and understands that:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Sign Grant Program Guidelines and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that the proposed sign cannot be installed until the DDA reviews and acts upon this Sign Grant Program application.
4. I understand that any changes made to the approved Sign without the approval of the DDA will cause the DDA to withdraw its funding commitment.
5. Any sign grantee that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.
6. I understand that if the grant funded sign is removed within the three years following grant approval for a business that is still operational, shall require repayment to the DDA of Grant Funds expended.
7. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

Signature – Business Owner

Date

Signature – Property Owner

Date



Reimbursement Request Certification

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I understand that if my business closes or moves out of the City of Lathrup Village within three (3) years, I will be required to repay the Lathrup Village Downtown Development Authority in an amount as described on in the Sign Grant Program Guidelines. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Date:	
Applicant Name:	
Applicant Signature:	
Business Name:	
Business Address:	
Mailing Address (If different):	
Phone:	
Email:	

**CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY
SIGN IMPROVEMENT GRANT AGREEMENT**

This Sign Improvement Grant Agreement (“Agreement”) is entered into on this _____ day of _____, 202_, by and between: **The City of Lathrup Village Downtown Development Authority**, a Michigan public body corporate organized and existing pursuant to the Downtown Development Authority Act, Public Act 197 of 1975, as amended (hereinafter referred to as the “DDA”), with its principal office at 27400 Southfield Road, Lathrup Village, Michigan 48076, and **[Full Legal Name of Business Owner]** (“Business Owner”), and **[Full Legal Name of Property Owner]** (“Property Owner”) (collectively referred to as the “Grantee”).

Recitals

WHEREAS, the DDA has established the Sign Improvement Grant Program to encourage high-quality permanent signage that enhances the visual character and economic vitality of the City’s commercial corridors within the DDA District; and

WHEREAS, the Grantee submitted an application dated _____ for a Sign Improvement Grant for the property located at **[Property Address]**, Parcel ID _____ (the “Property”); and

WHEREAS, the DDA Board of Directors approved the Grantee’s application at its public meeting on _____, awarding a grant not to exceed **\$2,500** on a 50/50 matching reimbursement basis (the “Grant”); and

WHEREAS, the parties wish to set forth the terms and conditions under which the Grant will be provided;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Project Description The Grantee shall complete the sign improvement project (the “Project”) as described in the approved Application and attached Exhibits, including the design renderings, contractor estimates, and scope of work. The Project must consist only of eligible permanent signage visible from the public right-of-way and must comply with all City codes, ordinances, and permitting requirements.

2. Grant Amount and Matching Requirement The DDA agrees to reimburse the Grantee up to **Fifty Percent (50%)** of the total eligible Project costs, not to exceed **Two Thousand Five Hundred Dollars (\$2,500)**, upon satisfactory completion and verification. The Grantee is responsible for funding the remaining fifty percent (50%) of eligible costs.

3. Term and Completion Deadline The Grantee must complete the Project, obtain all required permits, and submit a complete reimbursement request within **one hundred eighty (180) days** of the date of this Agreement, unless a written extension is granted by the DDA. Any work commenced prior to the date of this Agreement is ineligible for reimbursement.

4. Reimbursement Process Reimbursement is conditioned upon full completion of the Project in accordance with the approved plans, submission of all required documentation (paid invoices, proof of payment, before-and-after photographs, lien waivers if requested), and final inspection and approval by the DDA and City staff. The DDA will issue reimbursement within thirty (30) days of verifying a complete and compliant request, subject to availability of funds.

5. Repayment Obligation If, within three (3) years following the date of final reimbursement, any of the following triggering events occurs, the Grantee shall repay the Grant to the DDA according to the following prorated schedule:

Triggering Events:

- The business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village; **or**
- The Grantee removes, demolishes, or substantially replaces any portion of the sign improvements funded by this Grant.

Prorated Repayment Schedule:

- Within Year 1 (0–12 months after final reimbursement): Repay **100%** of the Grant received
- Within Year 2 (13–24 months after final reimbursement): Repay **66%** of the Grant received
- Within Year 3 (25–36 months after final reimbursement): Repay **33%** of the Grant received
- After 36 months: No repayment required

“Substantially replaces” means any material alteration or removal of the funded improvements that significantly diminishes the visual impact or permanence of the Project as approved by the DDA. The DDA may, in its sole discretion, require the Grantee to record a memorandum of this Agreement or a lien against the Property to secure the repayment obligation.

6. Maintenance of Improvements The Grantee agrees to maintain the approved sign improvements in good condition and repair for at least three (3) years following

completion of the Project. Failure to do so may be considered when evaluating future funding requests and may constitute a breach of this Agreement.

7. Changes to Project Any material changes to the approved scope, design, or materials must receive prior written approval from the DDA. Unauthorized changes may result in denial or partial denial of reimbursement or trigger repayment obligations.

8. Indemnification The Grantee (Business Owner and Property Owner jointly and severally) shall indemnify, defend, and hold harmless the DDA, the City of Lathrup Village, and their respective officers, directors, employees, agents, and representatives from and against any and all claims, losses, liabilities, damages, expenses (including reasonable attorney fees), or obligations arising out of or related to (i) any act or omission of the Grantee or its contractors in connection with the Project, or (ii) any breach of this Agreement by the Grantee.

9. Insurance Prior to commencing any work, the Grantee shall provide certificates of insurance evidencing general liability coverage of at least \$1,000,000 per occurrence, naming the DDA and the City of Lathrup Village as additional insureds. Contractors performing the work shall maintain appropriate workers' compensation and liability insurance.

10. Representations and Warranties The Grantee represents and warrants that all information submitted in the Application is true and accurate, the Property has no delinquent taxes or open code violations, and the Grantee has read and agrees to abide by the Sign Improvement Grant Program Guidelines (attached as Exhibit B) and any applicable design guidelines.

The Grantee further agrees to display the DDA Sign Grant certification in a prominent public location at the Property for at least one (1) year following reimbursement.

11. Media and Promotion Rights The Grantee grants the DDA a perpetual, non-exclusive, royalty-free license to photograph, reproduce, and use images and information about the completed Project for promotional and marketing purposes.

12. Default and Remedies Failure to comply with any provision of this Agreement constitutes a default. In the event of default, the DDA may, in addition to other remedies: (a) demand immediate repayment of all or part of the Grant; (b) pursue collection through any lawful means, including lien foreclosure if a lien has been recorded; and/or (c) seek injunctive relief or specific performance.

13. Miscellaneous

- This Agreement, the approved Application, and the Program Guidelines constitute the entire agreement.

- This Agreement shall be governed by Michigan law.
- Notices shall be in writing.
- The Grantee may not assign rights or obligations without DDA consent.
- This Agreement may be executed in counterparts.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY

By: _____ Date: _____

Name: _____

Title: _____

BUSINESS OWNER

By: _____ Date: _____

Printed Name: _____

PROPERTY OWNER (if different)

By: _____ Date: _____

Printed Name: _____

Addresses for Notices:

DDA: 27400 Southfield Road, Lathrup Village, Michigan 48076

Grantee: [Insert Business Owner and Property Owner addresses and emails]

Exhibits (attach to the Agreement):

- Exhibit A: Approved Application Package (including renderings, estimates, photos)
- Exhibit B: Sign Improvement Grant Program Guidelines (2026)
- Exhibit C: Reimbursement Request Form



To: Lathrup Village Downtown Development Authority
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: April 17, 2026
RE: Good Neighbor Day – DDA Corridor Clean Up

Background

The DDA has historically organized spring corridor clean-up events to support beautification efforts, enhance the appearance of the commercial district, and foster community pride.

Good Neighbor Day is a nationwide movement focused on inspiring service, kindness, and community engagement. As part of the broader America250 initiative—commemorating the 250th anniversary of the United States—*Good Neighbor Day* is mobilizing communities across the country to participate in a coordinated day of service. This initiative aligns with national efforts to reflect on our shared history while investing in stronger, more connected communities.

Opportunity

This effort would be a joint partnership between the DDA and Life of God Outreach (LOGO) to host a corridor clean-up event on May 16 in coordination with Good Neighbor Day. Partnering with LOGO and Good Neighbor Day presents a strong opportunity to expand and enhance the DDA’s traditional corridor clean-up efforts by:

- Increasing volunteer participation through a nationally coordinated day of service
- Leveraging external resources and organizational support
- Strengthening partnerships with local faith-based and community organizations
- Enhancing the visibility and impact of beautification efforts within the corridor

The local *Good Neighbor Day* representative has indicated that the organization can provide planning and organizational support, as well as potential grant funding for event supplies such as banners, flyers, and volunteer amenities.

Additionally, LOGO Church has expressed interest in supporting the event by purchasing a pallet of returned Amazon goods to distribute as free items to volunteers at a centralized check-in location at Municipal Park behind City Hall.

Requested Board Feedback

The Board is asked to provide feedback on the DDA's participation in this partnership, including:

- Level of DDA involvement and coordination.
- Support for hosting and promoting the event.
- Board member willingness to volunteer.

Staff will incorporate Board feedback and proceed with coordination efforts accordingly.



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APRIL 2026 DDA DIRECTOR REPORT

To: LVDDA Board of Directors
From: Austin Colson, CED/DDA Director
Date: April 14, 2026
RE: Department/Director Report

In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly report is submitted for your review.

Upcoming DDA Events

- **2026 Comprehensive Plan Update – Economic Development Discussion** – Tuesday, April 21, 2026, 7:00 PM, Lathrup Village City Hall
 - Hosted by the Lathrup Village Planning Commission – The session is open to residents and stakeholders to share input on strategies for supporting local businesses, strengthening the commercial corridor, and guiding future economic growth. An online survey is also made available to gather community feedback to help shape the City’s long-term economic development goals.
- **41st Annual Oakland County Economic Outlook Luncheon** – Wednesday, April 22, 2026
 - Hosted by Oakland County – Annual luncheon featuring economists from the University of Michigan presenting a comprehensive outlook on regional, national, and international economic trends impacting Oakland County. The event brings together business leaders, government officials, and community stakeholders to discuss key challenges, investment opportunities, and strategies for navigating a competitive economic landscape while fostering continued growth in the local economy.
- **2026 Comprehensive Plan Update – Transportation Discussion** – Tuesday, May 19, 2026, 7:00 PM, Lathrup Village City Hall
 - Hosted by the Lathrup Village Planning Commission –Residents, business owners, and property owners are invited to participate in the discussion and provide feedback on Parks and Recreation priorities.



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- **Fraud Awareness Workshop** – Wednesday, April 29, 2026, 10:00 AM–12:00 PM, Lathrup Village City Hall (27400 Southfield Rd., Lathrup Village, MI 48076)
 - Hosted in partnership with Chase Bank, the Lathrup Village Police Department, and the Downtown Development Authority (DDA) – Community workshop focused on helping residents recognize common scams, protect their identity, and secure financial accounts. The session will provide practical fraud prevention tips and highlight resources available to help individuals and families stay safe from increasingly common financial scams. The event is free to attend and open to the public, with registration encouraged.
- **International Placemaking Week** – June 24-26 (Detroit: Venue TBD)
 - Hosted by Project for Public Spaces in partnership with the Downtown Detroit Partnership. Detroit has been selected as the host city for the 5th International Placemaking Week. This global gathering brings together placemakers, community leaders, planners, and practitioners from around the world to share strategies and best practices for creating vibrant, people-centered public spaces. The three-day event will feature plenary sessions, breakout discussions, mobile workshops, networking receptions, and site visits to public spaces throughout Downtown Detroit and across the city. The event further highlights Detroit as a national leader in creative placemaking and community-driven redevelopment.

Past DDA Events

- ***The Magic of Customer Service – With a Twist!*** – Tuesday, February 24th 10–11:30 AM (Southfield Public Library Auditorium, 26300 Evergreen Road, Southfield)
 - The Tri-Cities Business Support Team will host an engaging customer service workshop featuring Anthony Grupido, blending magic, humor, and practical insight to reimagine how businesses approach customer service. Participants will learn strategies to turn everyday interactions into positive service moments, strengthen customer engagement through a resilient mindset, and use unexpected experiences to create lasting impressions.

Business/Property Updates

- **27651 Southfield Road (Middle Eats)** – Middle Eats restaurant is expanding into the adjacent 1,800-square-foot unit to the north to enlarge its dining area. Building permits have been approved, and significant progress has been made on the interior build-out.
- **26221 Southfield Road** – Façade improvement work has begun.

Infrastructure

- **MDOT Safety Grant Application (11 Mile Road):** City and DDA staff are coordinating with the City’s engineering consultant to prepare and submit an application to the Michigan Department of Transportation FY 2028 Local Safety Program (HSIP/HRRR) for roadway, curb, and pedestrian safety improvements along 11 Mile Road.

Miscellaneous

- **Farmington DDA Field Trip Opportunity:** Board Members and staff have been invited to visit Downtown Farmington in May to meet with their DDA team and tour their downtown. Notably, Main Street Farmington was awarded the *2026 Great American Main Street Award*, one of only three communities from nationwide to receive this recognition. The award recognizes Farmington’s transformation from a car-oriented corridor into a vibrant, walkable downtown through strategic public-private investment, historic preservation, small business growth, and community-led placemaking. Staff recommends participation to gain insights and best practices that could inform ongoing DDA and Master Plan implementation efforts.
- **Recast Leaders Program:** DDA staff continue to make strides in the Recast Leaders program, a 10-month technical assistance initiative administered by *Recast City* in partnership with the *Michigan Municipal League*.
 - Refining program goals and outcomes, with a focus on strengthening the commercial corridor, supporting maker spaces, and expanding opportunities for small businesses. The target area and key stakeholder groups have also been further defined.
 - Identifying corridor challenges, evaluating barriers for small and underserved businesses, and refining strategies to support equitable growth, activate vacant storefronts, and strengthen the local entrepreneurial ecosystem.



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- **New Progress – Connectors & Outreach:** Staff have begun implementing the “Connectors” strategy, identifying local leaders, business owners, and community influencers who can help facilitate introductions and strengthen engagement with the small-scale production and maker space ecosystem. Outreach efforts are underway to initiate conversations with 5–10 key connectors, with a focus on building relationships, gathering insights, and identifying additional stakeholders. These conversations are guided by the Recast Connectors Toolkit, which emphasizes listening, trust-building, and community-informed strategies .
- **Business & Property Owner Identification:** Staff have also started compiling a preliminary list of small-scale manufacturing and maker-oriented businesses, along with identifying property owners who are community-oriented and open to innovative uses and partnerships within the corridor.