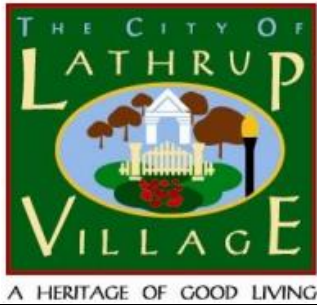




Downtown Development Authority

Friday, August 21, 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.](#) July DDA Regular 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.](#) LVMF Update
8. **New Business**
 - [A.](#) RFQ 11 Mile Road Maintenance
 - [B.](#) RFQ Snow Removal
 - [C.](#) RFQ Holiday Lights
 - [D.](#) RFQ DDA Owner Parcel Development
 - [E.](#) DDA Facade Grant and Sign Grant Budget
 - [F.](#) Facade Grant and Sign Grant Application Review - Pro Chiropractic
 - [G.](#) Irrigation Repair - Paradise Garden Landscaping

9. **DDA Director Report**

[A.](#) DDA Director Report

10. **Public Comment**

11. **Board Member Comment**

12. **Adjourn**

Downtown Development Authority Meeting**Friday, July 17, 2026****Meeting Minutes****12:01 PM: Call to Order.****Roll Call**

Pamela Shermeyer	Present
Charlotte Jones	Present
Tracey Williams	Present
Bruce Kantor	Present
Alex Green IV	Present
Patricia Felton	Absent (Ex.)
Mike Greene	Absent (Ex.)
Lisa Burr	Present
Jeff Fitzryk	Present

Bruce Kantor makes a motion to excuse Dr. Felton and Mike Greene, since they informed DDA staff of their absences. Alex Green IV was omitted from this, but he arrived to the meeting at 12:09. Jeff Fitzryk seconds. The motion passed unanimously.

12:01 PM: Approval of Agenda

Pam Shermeyer informs the board that a late item needs to be added to the agenda, approving DDA staff to acquire a liquor license for the Lathrup Village Music Festival. DDA Project Coordinator Tom Kennedy also adds that he needs to make a revision to the meeting minutes, as he accidentally marked Jeff Fitzryk as absent, even though he is noted as being present and voting.

Bruce Kantor makes a motion to add Item 8B: Approval of the LVMF Liquor License. Jeff Fitzryk seconds. The motion passes unanimously.

12:04 PM: Approval of Minutes

Bruce Kantor makes a motion to approve the minutes for the June meeting with the amendments that Tom mentioned. Lisa Burr seconds. The motion passes unanimously.

12:04 PM: Consent Agenda

Jeff Fitrzyk makes a motion to approve the Consent Agenda. Bruce Kantor seconds. The motion passes unanimously.

12:05 PM: Public Comment

No public comments.

12:05 PM: Old Business

Lauren Beras presents updates about the LVMF to the DDA Board. All but two sponsors have provided funds. At this point, the LVMF has \$41,746 in funds, while waiting for the final two sources, which would bring that total to under \$45,000. Still looking for more volunteers in the Family Fun Zone- not that there's a desperate need, but a few more hands on deck would bolster the area and make it the safest it could be. Also looking for more activities for children in the area.

There are 47 confirmed vendors, which has caused the planning team to change the layout to accommodate. This includes a photo booth that will provide one free digital photo to all attendees, with paid options for those who want it. 8 Food Booths, 12 certified businesses, 1 club, 4 government entities, 16 products-based and 1 nonprofit. This also includes three authors, an interior designer, a kid entrepreneur, Forgotten Harvest, Southfield Library, Southfield Fire Department, a resident-driven initiative to raise funds for Sarrackwood Park, a resident inventor, companies for homeowners that may need repairs, and Be Kind will be front and center by the bar patio.

Signs, banners and other promotional items have gone to print as well as mailout flyers, which will be distributed Mid-August. Flyers for businesses can be provided by request. Parking is being moved to the property north of City Hall to clear the parking lot for the vendors. Emergency Vehicle Only signs will be posted at north and south entrance of the lot. There are 5 food trucks and Kona Ice as well.

Mike Ward, who ranked 7th internationally among folk artists, is opening, followed by Danny Cox, who brings soul and storytelling to the stage. Thornetta Davis, Queen of the Blues, will ramp up the show, followed by

Wayne Gerard- a Lathrup resident. Brendan Lindley is a first timer to the LVMF- an up-and-coming blues artist. Cast Iron Cornbread returns to headline. This is their fourth year with the LVMF and first-time headlining.

12:12 PM: New Business

Cost Share Agreement Amendment 1: DDA Director Janet Bloom presents – There have been changes to positions due to turnover in city hall, and one conglomerate position has been split into three. The former Building Official position was once the Code Enforcement, Building Department and Permit technician. This position was changed, and now the Code Enforcement Officer is a part-time role, the building inspector is a part-time role, and the Permit Tech position is contracted out to McKenna, who also will handle inspection scheduling. DDA staff recommends an amendment to the current Cost Share Agreement that reflects the change.

The Full GL line will be reduced by \$27,540, with part-time salaries increasing by \$14,040. Employee benefits and taxes will be reduced by \$3,000, and the planning/consulting fees will be increased by \$22,950 to reflect McKenna's permit tech cost.

Pam Shermeyer asks about the math presented- if we're going from full time to part time, how does that lead to an increase in the budget? DDA Project Coordinator Tom Kennedy adds context: Due to the former Building Official position being three roles in one, there came some cost-savings built in. However, since now the position is being split into three roles once again, that means there are three new hires, which means three new salaries to pay. This isn't to save on money, it's to save on efficiency. Bruce Kantor acknowledges the position, as it was, was a burnout position; the city went through four code enforcement officers in as many years, so the hope is that this will reduce burnout, and increase efficiency. All Board Members are satisfied with the explanation.

Bruce Kantor makes a motion to approve the new cost-share agreement. Lisa Burr seconds the motion. A Roll Call vote is held. All members vote in favor, with two absences; the motion passes unanimously.

LVMF Liquor License: DDA Director Janet Bloom presents – This matter is so the DDA staff can acquire a Liquor License for the LVMF. They need formal board approval to apply as a municipality. This matter came upon DDA staff the day of the meeting, so a memo was emailed to the Board

requesting they approve the acquisition of a liquor license. There will be a minimum, mandatory cost that is within the staff's spending limit. Tracey Williams makes a motion to approve the staff's application for a liquor license for the LVMF. Jeff Fitrzyk seconds. The motion passes unanimously.

12:20 PM DDA Director Report

Janet Bloom presents and acknowledges this report will be different than what the board may be used to. Since this is her second full week, this report is more of a "what I've been up to" as opposed to the usual "what's going on in the DDA District/around the city". She's taking the chance to learn more about the community and its stakeholders. She also has meetings with local property owners and businesses to make connections.

There is an Open House for the Master Plan project, run by Giffels Webster from 4 PM – 7 PM before the Planning Commission meeting on July 21. Janet also reiterates that she has an open-door policy for anyone who wants to meet with her.

Janet gives the reins to Tom Kennedy, who announces Health and Wellness Month for August. An initiative in collaboration with the Lathrup DDA, Parks and Recreation, Oakland Community College and Henry Ford Health System to bring educational events to Lathrup Village's residents and businesses. These events include a health lecture every Wednesday by Dr. Carmen Stokes of the Henry Ford Health System's Cancer Treatment and Prevention Ward, from 5:30-6:30 before every Music in the Park; a CPR Certification course brought by the American Heart Association through Oakland Community College on Monday, August 10 from 12-4 PM; and a Blood Drive brought by the Versiti Blood Center of Michigan, through OCC, Friday August 14 from 1-5 PM. Parks and Recreation partnered with the National Kidney Foundation to bring balance and fall recovery classes every Thursday from 10-12 until the end of September. There may be more events on the fly through August, including an event with former business owner Valerie Bryant to give away as many wigs as possible as one last hurrah to send her off into retirement. Tom thanks Trixy Hall with Oakland Community College, Dr. Stokes with Henry Ford, and the Parks and Recreation Board for helping to organize these events, which are all free to the community.

Pam Shermeyer asks about how the event is being promoted. Tom responds that OCC is handling their own promotions, while DDA Staff are making the promotional material, along with the links for signups.

Before moving on, Janet adds that next month the DDA Board will receive applications to review regarding the Sign and Façade grants. Also, next month there will be a conversation about the Snow and Landscaping RFP's. The DDA staff will also be looking into new communications methods with our Businesses utilizing Social Media.

12:29 PM: Public Comment

John Sousanis speaks about livecasting the DDA meetings through Facebook's streaming options. Being honest, the DDA Board members and Staff members already thought that was happening, so they agree that it should be streamed. He also adds that he still wishes for the DDA to share some responsibilities with the Parks and Recreation. He asks if the DDA would consider methods in which DDA staff could support Parks and Recreation in the city, since the P&R budget isn't big enough to support a staff team.

12:45 PM Board Member Comments

Pam thinks that both of John's comments should be discussed. She asks John to clarify if he's seeking the DDA support P&R monetarily or if it's just the staff support the way it used to be before Tom was given his multi-role position in April.

Tracey Williams asks about the logistics behind the ask. The Board asks Tom for his input, and he offers his experience. There was a lot of inefficiency on all sides- he wasn't doing enough to support the DDA in his role because he had to do Code Enforcement, and so many people would call on him to handle non-code violations. Then he wasn't efficient enough in Code Enforcement because he had to support Parks and Rec in some way, which was tough because the only way he could support was through grant research, and the city doesn't qualify for a ton of grants. Government grants to fall the cities way because many parks are not ADA complaint, and private grants go to less-fortunate communities more often than not, so Lathrup is disqualified there, as well. And he wasn't able to do that job well enough because he had to do DDA work. It was a lot of mental pain

and stress for little reward, and made him feel like he was failing in his position.

He does add that he and Janet have been talking about recreation events, since he loves recreation so much and they see a value in providing something like that for the community. Not only that, but how can they incorporate the downtown businesses in these recreational programs and events.

Lisa Burr clarifies if the position earlier was 4 extra hours per month towards Parks and Rec or per week. Tom responds with Per Week.

Pam adds that, in her opinion, P&R just needs a point person for the city, but Bruce adds some context. P&R has a burnout problem since there is no staff member to handle their events, they have to handle all of the events, and they don't want to. The original plan worked out well, and even the modified plan where Tom handled three departments, because it gave P&R a point person. Now, it's up to city council and P&R to figure a way to best support them. With Tom being full-time DDA, there has to be a compromise somewhere that would make logistical sense.

Pam reiterates that the DDA only spends money within the business district, not on the neighborhood parks. If there is a way to help, they will find it, like using Paradise Garden's or whoever takes over the watering and lawn maintenance RFP that will go out next year. Bruce also adds that the DDA did cover the cost of the original 4 hours, which took \$5,000/year from the budget.

Alex Green asks about the hit to the budget that the 4-hour position cost the DDA. Tom explains that, at the time, he was only a 20-hour part-time position. Now, that \$5,000 hit to the budget is rolled into his full-time salary, so there's no additional hit to the budget. Alex adds if there was something more that could be done, like offering 4 to 5 extra hours on top of the 40 hour work week so that Tom could do more P&R related work. Tom warns against that as there is overtime, and the DDA would be on the hook for that every week.

Lisa Burr asks for clarity on the \$5,000 annual budget hit, but Bruce Kantor explains how it is rolled into the budget, and it's not a separate line item in the budget, it was combined with the full-time promotion that Tom earned earlier in the year.

Bruce Kantor brings up the garbage can discussion that was had at the end of the June meeting. The P&R received the feedback from a survey they ran and public trash cans was the second highest priority.

Alex Green asks if there will be another CPR certification course on a weekend, which Tom says there's a possibility- they would have to work around the OCC Class Schedule. Depending on how well received and attended these events are will depend on how frequently they happen.

Lisa Burr asks if Lathrup Village had a Farmer's Market in the past. Bruce responds that yes, but the market ceased after the organizer left, and the vendors started going to other, more lucrative markets. DDA staff admits that it's a little late to do it now, but they do want to do it. It's going to be a struggle with the redevelopment of the school north of City Hall, but it's doable. Janet was actually part of the consulting team that helped Lathrup Village start their own years ago, so she has experience in this particular market.

12:49 PM: Adjournment

Charlotte Jones makes a motion to adjourn. Jeff Fitzyk seconds. The motion is passed unanimously. Meeting adjourned.

GL NUMBER	DESCRIPTION	2026-27	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2026	MONTH	07/31/2026	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 494 - DDA CONSTRUCTION FUND (CAPITAL PROJECTS)							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	470,000.00	267,225.19	267,225.19		202,774.81	56.86
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	1,000.00	403.55	403.55		596.45	40.36
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00	8,939.39	8,939.39		29,060.61	23.52
494-000.000-415.000	MISCELLANEOUS REVENUE	4,000.00	0.00	0.00		4,000.00	0.00
494-000.000-614.000	MUSIC FEST REV	29,000.00	6,724.00	6,724.00		22,276.00	23.19
494-000.000-665.000	INVESTMENT INTEREST	30,000.00	0.00	0.00		30,000.00	0.00
Total Dept 000.000		572,000.00	283,292.13	283,292.13		288,707.87	49.53
TOTAL REVENUES		572,000.00	283,292.13	283,292.13		288,707.87	49.53
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	184,736.00	9,500.99	9,500.99		175,235.01	5.14
494-000.000-702.000	SALARIES PART-TIME	0.00	4,346.95	4,346.95		(4,346.95)	100.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	18,500.00	1,322.56	1,322.56		17,177.44	7.15
494-000.000-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	9,250.00	0.00	0.00		9,250.00	0.00
494-000.000-717.000	DEFINED BENEFIT PENSION PLAN CONTRIBUTI	15,000.00	1,423.05	1,423.05		13,576.95	9.49
494-000.000-718.000	HEALTH INSURANCE PREMIUMS (CURRENT EMPL	19,000.00	1,504.40	1,504.40		17,495.60	7.92
494-000.000-723.000	RETIREE HEALTH CARE - OPEB	1,500.00	132.66	132.66		1,367.34	8.84
494-000.000-726.000	OFFICE SUPPLIES	3,500.00	114.11	114.11		3,385.89	3.26
494-000.000-810.000	AUDITING & ACCOUNTING	1,000.00	0.00	0.00		1,000.00	0.00
494-000.000-822.000	LEGAL SERVICES	900.00	0.00	0.00		900.00	0.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00	0.00	0.00		12,500.00	0.00
494-000.000-845.000	STREETSCAPING	19,500.00	0.00	0.00		19,500.00	0.00
494-000.000-846.000	MUSIC FESTIVAL EXP	10,000.00	812.50	812.50		9,187.50	8.13
494-000.000-882.000	PLANNING/CONSULTING FEES	20,000.00	0.00	0.00		20,000.00	0.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	0.00	0.00		2,000.00	0.00
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	2,500.00	0.00	0.00		2,500.00	0.00
494-000.000-915.000	MEMBERSHIPS	500.00	0.00	0.00		500.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00	6,009.34	6,009.34		58,490.66	9.32
494-000.000-941.000	CONTINGENCY	66,864.00	0.00	0.00		66,864.00	0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00	3,487.69	3,487.69		20,512.31	14.53
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	26,000.00	0.00	0.00		26,000.00	0.00
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		572,000.00	28,654.25	28,654.25		543,345.75	5.01
TOTAL EXPENDITURES		572,000.00	28,654.25	28,654.25		543,345.75	5.01
Fund 494 - DDA CONSTRUCTION FUND (CAPITAL PROJECTS):							
TOTAL REVENUES		572,000.00	283,292.13	283,292.13		288,707.87	49.53
TOTAL EXPENDITURES		572,000.00	28,654.25	28,654.25		543,345.75	5.01
NET OF REVENUES & EXPENDITURES		0.00	254,637.88	254,637.88		(254,637.88)	100.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-001.006 FLAGSTAR (POOLED) CASH-CHECKING						
Journal CD: CD						
159057	07/01/2026	Check: FPOOL 161	161(A)	Multiple		227.50
159060	07/01/2026	Check: FPOOL 164	164(A)	Multiple		3,279.17
159373	07/15/2026	Check: FPOOL 52785	52785	Multiple		132.66
159415	07/15/2026	Check: FPOOL 52827	52827	494-000.000-202.000		812.50
159455	07/16/2026	Check: FPOOL 175	175(A)	Multiple		8.54
159464	07/16/2026	Check: FPOOL 184	184(A)	494-000.000-202.000		10,742.34
159503	07/16/2026	Check: FPOOL 52842	52842	Multiple		133.66
159699	07/30/2026	Check: FPOOL 52843	52843	Multiple		105.57
159706	07/30/2026	Check: FPOOL 52850	52850	Multiple		3,300.00
159732	07/30/2026	Check: FPOOL 52876	52876	Multiple		26.27
159735	07/30/2026	Check: FPOOL 52879	52879	494-000.000-202.000		495.00
159736	07/30/2026	Check: FPOOL 52880	52880	494-000.000-202.000		187.69
Journal Totals					0.00	19,450.90
Journal CR: CR						
159292	07/14/2026	SUMMARY CR: 07/14/2026 LVMF (K		494-000.000-614.000	98.00	
159293	07/14/2026	SUMMARY CR: 07/14/2026 MR (K)		494-000.000-040.000	1,500.00	
159479	07/15/2026	SUMMARY CR: 07/15/2026 LVMF (C		494-000.000-614.000	28.00	
159512	07/16/2026	SUMMARY CR: 07/16/2026 LVMF (K		494-000.000-614.000	1,500.00	
159608	07/28/2026	SUMMARY CR: 07/28/2026 LVMF (K		494-000.000-614.000	98.00	
Journal Totals					3,224.00	0.00
Journal DTDF: DUE TO/DUE FROM						
159827	07/15/2026	TAX DISTRIBUTION (THRU 07/15/2	18532	Multiple	255,428.02	
159837	07/31/2026	TAX DISTRIBUTION (THRU 07/31/2	18540	Multiple	20,736.56	
Journal Totals					276,164.58	0.00
Journal GJ: GJ						
159125	07/03/2026	MISSION SQUARE 803046	18429	Multiple		116.74
159145	07/03/2026	TO REVERSE MANUAL JOURNAL ENTR	18433	Multiple	116.74	
159164	07/07/2026	OC MONTHLY DELQ PPTAX 06/2026	18445	Multiple	762.71	
159164	07/07/2026	OC MONTHLY DELQ PPTAX 06/2026	18445	Multiple	5,000.00	
159633	07/30/2026	CASH SWEEP/POOL & MBIA CLASS	18507	Multiple	14,882.12	
159767	07/30/2026	MISSION SQUARE 803046	18515	Multiple		85.11
159817	07/31/2026	CASH SWEEP/POOL & MBIA CLASS	18528	Multiple	4,199.64	
159831	07/31/2026	MERS POSTING-PD DEFINED BENEF	18536	Multiple		1,423.05
159855	07/31/2026	CASH SWEEP/POOL & MBIA CLASS	18550	Multiple		270,316.97
159873	07/31/2026	OC MONTHLY DELQ PPTAX 07/2026	18553	Multiple	403.55	
Journal Totals					25,364.76	271,941.87
Journal PR: Payroll						
159286	07/05/2026	Week 29-Pay Date 07/17/2026	18480	Multiple		85.79
159286	07/05/2026	Week 29-Pay Date 07/17/2026	18480	Multiple		8,048.77
159833	07/05/2026	WEEK 29-PAY DATE 07/17/2026 SP	18538	Multiple		85.79
159843	07/05/2026	WEEK 29-PAY DATE 07/17/2026 CO	18546	Multiple	85.79	
159834	07/19/2026	Week 31-Pay Date 07/31/2026	18539	Multiple		85.79
159834	07/19/2026	Week 31-Pay Date 07/31/2026	18539	Multiple		8,048.77
159839	07/19/2026	TO REVERSE MANUAL JOURNAL ENTR	18542	Multiple	8,048.77	
159839	07/19/2026	TO REVERSE MANUAL JOURNAL ENTR	18542	Multiple	85.79	
159840	07/19/2026	Week 31-Pay Date 07/31/2026	18543	Multiple		6,543.58
159840	07/19/2026	Week 31-Pay Date 07/31/2026	18543	Multiple		85.79
159841	07/19/2026	Week 32-Special Pay 08/03/2026	18544	Multiple		297.92
159841	07/19/2026	Week 32-Special Pay 08/03/2026	18544	Multiple		85.79
159844	07/19/2026	WEEK 32-SPECIAL PAY 08/03/2026	18547	Multiple	85.79	
159853	07/19/2026	WEEK 31-PAY DATE 07/31/2026 CO	18548	Multiple	2.73	
Journal Totals					8,308.87	23,367.99
Totals for 494-000.000-001.006					313,062.21	314,760.76
Balance 07/01/26:				2,102.10		
Net Change:				(1,698.55)		
Balance 07/31/26:				403.55		

494-000.000-016.006 MBIA CLASS TRUST (POOLED) CASH						
Journal GJ: GJ						
159633	07/30/2026	CASH SWEEP/POOL & MBIA CLASS	18507	Multiple		14,882.12
159817	07/31/2026	CASH SWEEP/POOL & MBIA CLASS	18528	Multiple		4,199.64
159855	07/31/2026	CASH SWEEP/POOL & MBIA CLASS	18550	Multiple	270,316.97	
Journal Totals					270,316.97	19,081.76
Totals for 494-000.000-016.006					270,316.97	19,081.76
Balance 07/01/26:				819,990.92		
Net Change:				251,235.21		
Balance 07/31/26:				1,071,226.13		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-028.096 TAXES RECEIVABLE-PERSONAL PROP						
Journal GJ: GJ						
159170	07/06/2026	DELQ PPTAX adj to actual	18451	Multiple		67.96
159171	07/06/2026	TO REVERSE MANUAL JOURNAL ENTR	18452	Multiple	67.96	
159164	07/07/2026	OC MONTHLY DELQ PPTAX 06/2026	18445	Multiple		762.71
159166	07/07/2026	TO REVERSE MANUAL JOURNAL ENTR	18447	Multiple	762.71	
159873	07/31/2026	OC MONTHLY DELQ PPTAX 07/2026	18553	Multiple		403.55
Journal Totals					830.67	1,234.22
Totals for 494-000.000-028.096					830.67	1,234.22
Balance 07/01/26:				19,266.07		
Net Change:				(403.55)		
Balance 07/31/26:				18,862.52		

494-000.000-040.000 ACCOUNTS RECEIVABLE-OTHERS						
Journal CR: CR						
159293	07/14/2026	SUMMARY CR: 07/14/2026 MR (K)		494-000.000-001.006		1,500.00
Journal Totals					0.00	1,500.00
Journal GJ: GJ						
159166	07/07/2026	TO REVERSE MANUAL JOURNAL ENTR	18447	Multiple		762.71
Journal Totals					0.00	762.71
Totals for 494-000.000-040.000					0.00	2,262.71
Balance 07/01/26:				762.71		
Net Change:				(2,262.71)		
Balance 07/31/26:				1,500.00 CR		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
158965	07/01/2026	BLUE CARE NETWORKVnd: BLUECARE	261600056163	Multiple		132.66
158967	07/01/2026	BLUE CARE NETWORKVnd: BLUECARE	261600043672	Multiple		1,504.40
159429	07/01/2026	AMAZON CAPITAL SERVICESVnd: AM	1GWC-TMRH-6RYJ	Multiple		8.54
159450	07/06/2026	PARADISE GARDEN LANDSCAPINGVnd	2896	494-000.000-933.000		2,228.00
159361	07/08/2026	NV RENTALS, INC.Vnd: NV RENTAL	2765	494-000.000-846.000		812.50
159449	07/08/2026	PARADISE GARDEN LANDSCAPINGVnd	2897	494-000.000-933.000		3,781.34
159691	07/15/2026	STANDARD INSURANCE COMPANYVnd:	07.15.26	Multiple		26.27
159649	07/21/2026	THOMAS KENNEDYVnd: MISC Invoic	07.21.26	494-000.000-955.000		187.69
159663	07/24/2026	ADOBEVnd: ADOBE Invoice: 35293	3529348355	Multiple		105.57
159669	07/31/2026	C V STUDIOSVnd: C V Invoice: 07.31.26	CV	Multiple		3,300.00
Journal Totals					0.00	12,086.97
Journal CD: CD						
159057	07/01/2026	Check: FPOOL 161	161(A)	Multiple	227.50	
159060	07/01/2026	Check: FPOOL 164	164(A)	Multiple	3,279.17	
159373	07/15/2026	Check: FPOOL 52785	52785	Multiple	132.66	
159415	07/15/2026	Check: FPOOL 52827	52827	494-000.000-001.006	812.50	
159455	07/16/2026	Check: FPOOL 175	175(A)	Multiple	8.54	
159464	07/16/2026	Check: FPOOL 184	184(A)	494-000.000-001.006	10,742.34	
159503	07/16/2026	Check: FPOOL 52842	52842	Multiple	133.66	
159699	07/30/2026	Check: FPOOL 52843	52843	Multiple	105.57	
159706	07/30/2026	Check: FPOOL 52850	52850	Multiple	3,300.00	
159732	07/30/2026	Check: FPOOL 52876	52876	Multiple	26.27	
159735	07/30/2026	Check: FPOOL 52879	52879	494-000.000-001.006	495.00	
159736	07/30/2026	Check: FPOOL 52880	52880	494-000.000-001.006	187.69	
Journal Totals					19,450.90	0.00
Totals for 494-000.000-202.000					19,450.90	12,086.97
Balance 07/01/26:				7,521.17		
Net Change:				(7,363.93)		
Balance 07/31/26:				157.24		

494-000.000-295.000 DEFERRED REVENUE-PERSONAL PRO						
Journal GJ: GJ						
159170	07/06/2026	DELQ PPTAX adj to actual	18451	Multiple	67.96	
159171	07/06/2026	TO REVERSE MANUAL JOURNAL ENTR	18452	Multiple		67.96
159164	07/07/2026	OC MONTHLY DELQ PPTAX 06/2026	18445	Multiple	762.71	
159166	07/07/2026	TO REVERSE MANUAL JOURNAL ENTR	18447	Multiple		762.71
159873	07/31/2026	OC MONTHLY DELQ PPTAX 07/2026	18553	Multiple	403.55	
Journal Totals					1,234.22	830.67

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-295.000 DEFERRED REVENUE-PERSONAL PRO						
Totals for 494-000.000-295.000					1,234.22	830.67
Balance 07/01/26:				19,266.07		
Net Change:				(403.55)		
Balance 07/31/26:				18,862.52		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal DTDF: DUE TO/DUE FROM						
159827	07/15/2026	TAX DISTRIBUTION (THRU 07/15/2 18532		Multiple		249,270.77
159837	07/31/2026	TAX DISTRIBUTION (THRU 07/31/2 18540		Multiple		17,954.42
Journal Totals					0.00	267,225.19
Totals for 494-000.000-407.000					0.00	267,225.19
Balance 07/01/26:				0.00		
Net Change:				267,225.19		
Balance 07/31/26:				267,225.19		
494-000.000-409.000 DELQ PERSONAL PROPERTY REVENUE						
Journal GJ: GJ						
159164	07/07/2026	OC MONTHLY DELQ PPTAX 06/2026 18445		Multiple		762.71
159166	07/07/2026	TO REVERSE MANUAL JOURNAL ENTR 18447		Multiple	762.71	
159873	07/31/2026	OC MONTHLY DELQ PPTAX 07/2026 18553		Multiple		403.55
Journal Totals					762.71	1,166.26
Totals for 494-000.000-409.000					762.71	1,166.26
Balance 07/01/26:				0.00		
Net Change:				403.55		
Balance 07/31/26:				403.55		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal DTDF: DUE TO/DUE FROM						
159827	07/15/2026	TAX DISTRIBUTION (THRU 07/15/2 18532		Multiple		6,157.25
159837	07/31/2026	TAX DISTRIBUTION (THRU 07/31/2 18540		Multiple		2,782.14
Journal Totals					0.00	8,939.39
Totals for 494-000.000-410.000					0.00	8,939.39
Balance 07/01/26:				0.00		
Net Change:				8,939.39		
Balance 07/31/26:				8,939.39		
494-000.000-614.000 MUSIC FEST REV						
Journal CR: CR						
159292	07/14/2026	SUMMARY CR: 07/14/2026 LVMF (K		494-000.000-001.006		98.00
159479	07/15/2026	SUMMARY CR: 07/15/2026 LVMF (C		494-000.000-001.006		28.00
159512	07/16/2026	SUMMARY CR: 07/16/2026 LVMF (K		494-000.000-001.006		1,500.00
159608	07/28/2026	SUMMARY CR: 07/28/2026 LVMF (K		494-000.000-001.006		98.00
Journal Totals					0.00	1,724.00
Journal GJ: GJ						
159164	07/07/2026	OC MONTHLY DELQ PPTAX 06/2026 18445		Multiple		5,000.00
Journal Totals					0.00	5,000.00
Totals for 494-000.000-614.000					0.00	6,724.00
Balance 07/01/26:				0.00		
Net Change:				6,724.00		
Balance 07/31/26:				6,724.00		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
159286	07/05/2026	Week 29-Pay Date 07/17/2026 18480		Multiple	5,475.21	
159834	07/19/2026	Week 31-Pay Date 07/31/2026 18539		Multiple	5,475.21	
159839	07/19/2026	TO REVERSE MANUAL JOURNAL ENTR 18542		Multiple		5,475.21
159840	07/19/2026	Week 31-Pay Date 07/31/2026 18543		Multiple	4,025.78	
159841	07/19/2026	Week 32-Special Pay 08/03/2026 18544		Multiple	276.75	
159844	07/19/2026	WEEK 32-SPECIAL PAY 08/03/2026 18547		Multiple		276.75
Journal Totals					15,252.95	5,751.96

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Totals for 494-000.000-701.000					15,252.95	5,751.96
Balance 07/01/26:				0.00		
Net Change:				9,500.99		
Balance 07/31/26:				9,500.99		
494-000.000-702.000 SALARIES PART-TIME						
Journal PR: Payroll						
159286	07/05/2026	Week 29-Pay Date 07/17/2026	18480	Multiple	2,016.20	
159834	07/19/2026	Week 31-Pay Date 07/31/2026	18539	Multiple	2,016.20	
159839	07/19/2026	TO REVERSE MANUAL JOURNAL ENTR	18542	Multiple		2,016.20
159840	07/19/2026	Week 31-Pay Date 07/31/2026	18543	Multiple	2,054.00	
159844	07/19/2026	WEEK 32-SPECIAL PAY 08/03/2026	18547	Multiple	276.75	
Journal Totals					6,363.15	2,016.20
Totals for 494-000.000-702.000					6,363.15	2,016.20
Balance 07/01/26:				0.00		
Net Change:				4,346.95		
Balance 07/31/26:				4,346.95		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
159691	07/15/2026	STANDARD INSURANCE COMPANYEMPL	07.15.26	Multiple	26.27	
Journal Totals					26.27	0.00
Journal GJ: GJ						
159125	07/03/2026	MISSION SQUARE 803046	18429	Multiple	116.74	
159145	07/03/2026	TO REVERSE MANUAL JOURNAL ENTR	18433	Multiple		116.74
159767	07/30/2026	MISSION SQUARE 803046	18515	Multiple	85.11	
Journal Totals					201.85	116.74
Journal PR: Payroll						
159286	07/05/2026	Week 29-Pay Date 07/17/2026	18480	Multiple	557.36	
159286	07/05/2026	Week 29-Pay Date 07/17/2026	18480	Multiple	85.79	
159833	07/05/2026	WEEK 29-PAY DATE 07/17/2026 SP	18538	Multiple	85.79	
159843	07/05/2026	WEEK 29-PAY DATE 07/17/2026 CO	18546	Multiple		85.79
159834	07/19/2026	Week 31-Pay Date 07/31/2026	18539	Multiple	85.79	
159834	07/19/2026	Week 31-Pay Date 07/31/2026	18539	Multiple	557.36	
159839	07/19/2026	TO REVERSE MANUAL JOURNAL ENTR	18542	Multiple		557.36
159839	07/19/2026	TO REVERSE MANUAL JOURNAL ENTR	18542	Multiple		85.79
159840	07/19/2026	Week 31-Pay Date 07/31/2026	18543	Multiple	463.80	
159840	07/19/2026	Week 31-Pay Date 07/31/2026	18543	Multiple	85.79	
159841	07/19/2026	Week 32-Special Pay 08/03/2026	18544	Multiple	21.17	
159841	07/19/2026	Week 32-Special Pay 08/03/2026	18544	Multiple	85.79	
159844	07/19/2026	WEEK 32-SPECIAL PAY 08/03/2026	18547	Multiple		85.79
159853	07/19/2026	WEEK 31-PAY DATE 07/31/2026 CO	18548	Multiple		2.73
Journal Totals					2,028.64	817.46
Totals for 494-000.000-703.000					2,256.76	934.20
Balance 07/01/26:				0.00		
Net Change:				1,322.56		
Balance 07/31/26:				1,322.56		
494-000.000-717.000 DEFINED BENEFIT PENSION PLAN CONTRIBUTIO						
Journal GJ: GJ						
159831	07/31/2026	MERS POSTING-PD DEFINED BENE	18536	Multiple	1,423.05	
Journal Totals					1,423.05	0.00
Totals for 494-000.000-717.000					1,423.05	0.00
Balance 07/01/26:				0.00		
Net Change:				1,423.05		
Balance 07/31/26:				1,423.05		
494-000.000-718.000 HEALTH INSURANCE PREMIUMS (CURRENT EMPL)						
Journal AP: AP						
158967	07/01/2026	BLUE CARE NETWORKSUBGROUP 1	261600043672	Multiple	1,504.40	
Journal Totals					1,504.40	0.00

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					1,504.40	0.00
Balance 07/01/26:				0.00		
Net Change:				1,504.40		
Balance 07/31/26:				1,504.40		
494-000.000-723.000 RETIREE HEALTH CARE - OPEB						
Journal AP: AP						
158965	07/01/2026	BLUE CARE NETWORKSUBGROUP 3	261600056163	Multiple	132.66	
Journal Totals					132.66	0.00
Totals for 494-000.000-723.000					132.66	0.00
Balance 07/01/26:				0.00		
Net Change:				132.66		
Balance 07/31/26:				132.66		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
159429	07/01/2026	AMAZON CAPITAL SERVICESOFFICE	1GWC-TMRH-6RYJ	Multiple	8.54	
159663	07/24/2026	ADOBEOFFICE SUPPLIES	3529348355	Multiple	105.57	
Journal Totals					114.11	0.00
Totals for 494-000.000-726.000					114.11	0.00
Balance 07/01/26:				0.00		
Net Change:				114.11		
Balance 07/31/26:				114.11		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
159361	07/08/2026	NV RENTALS, INC.MUSIC FESTIVAL 2765		494-000.000-202.000	812.50	
Journal Totals					812.50	0.00
Totals for 494-000.000-846.000					812.50	0.00
Balance 07/01/26:				0.00		
Net Change:				812.50		
Balance 07/31/26:				812.50		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
159450	07/06/2026	PARADISE GARDEN LANDSCAPINGREP 2896		494-000.000-202.000	2,228.00	
159449	07/08/2026	PARADISE GARDEN LANDSCAPINGREP 2897		494-000.000-202.000	3,781.34	
Journal Totals					6,009.34	0.00
Totals for 494-000.000-933.000					6,009.34	0.00
Balance 07/01/26:				0.00		
Net Change:				6,009.34		
Balance 07/31/26:				6,009.34		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
159649	07/21/2026	THOMAS KENNEDYMISCELLANEOUS EX 07.21.26		494-000.000-202.000	187.69	
159669	07/31/2026	C V STUDIOISMISCELLANEOUS EXPEN 07.31.26 CV		Multiple	3,300.00	
Journal Totals					3,487.69	0.00
Totals for 494-000.000-955.000					3,487.69	0.00
Balance 07/01/26:				0.00		
Net Change:				3,487.69		
Balance 07/31/26:				3,487.69		

Fund 494 DDA CONSTRUCTION FUND (CAPITAL PROJECTS)

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	403.55
494-000.000-016.006	MBIA CLASS TRUST (POOLED) CASH	1,071,226.13
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	18,862.52
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	(1,500.00)
494-000.000-141.001	INFRASTRUCTURE	1,080,071.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	73,631.00
494-000.000-177.001	DEPRECIABLE ASSETS	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(340,808.22)
Total Assets		1,977,318.92
*** Liabilities ***		
494-000.000-202.000	ACCOUNTS PAYABLE	157.24
494-000.000-295.000	DEFERRED REVENUE-PERSONAL PRO	18,862.52
Total Liabilities		19,019.76
*** Fund Balance ***		
494-000.000-370.000	FUND BALANCE-NONSPENDABLE PREPAID	1,315.00
494-000.000-390.000	FUND BALANCE-UNASSIGNED	733,268.00
494-000.000-391.000	FUND BALANCE-NET INVESTMENT IN CA	888,327.00
Total Fund Balance		1,622,910.00
Beginning Fund Balance - 25-26		1,622,910.00
Net of Revenues VS Expenditures - 25-26		80,751.28
*25-26 End FB/26-27 Beg FB		1,703,661.28
Net of Revenues VS Expenditures - Current Year		254,637.88
Ending Fund Balance		1,958,299.16
Total Liabilities And Fund Balance		1,977,318.92

* Year Not Closed

DDA Code Enforcement Report July 2026

Address	Property Owner	Violation	Category	Status
17327 CORAL GABLES AV	NICHOLSON, WILLIE LOUISE		Accumulation of Rubbish or Garbage	Written Notification Issued

DDA Code Enforcement Report July 2026

Address

Property Owner

Violation

Category

Status

- (b) Refuse collection. Refuse for collection shall be placed at the curb on a specified day per week for 52 weeks per year. Refuse must be placed in an eligible refuse service unit which is a 35-gallon maximum capacity watertight container of substantial construction with tight fitting lids and lifting handles or a refuse storage container means a 96 gallon wheeled container for the storage of refuse which is capable of being mechanically dumped into a refuse transporting unit. Refuse storage containers must be purchased from Tringali Sanitation or the current waste collection entity. No container and its contents can weigh over 60 pounds except 96 gallon wheeled containers. No single piece of refuse can be collected if it weighs over 60 pounds, except bulky waste items.
- (c) Refuse outside nonresidential building. Whenever refuse storage containers are used, and in all instances where there is storage or accumulation of refuse on other than residential premises, all refuse stored or accumulated outside of a building shall be stored or accumulated only in the refuse storage containers or the strong metal containers, as the case may be, with covers in place at all times except when refuse is being deposited or removed.
- (d) Residential bulky waste. Residential bulky waste is included as part of the weekly residential curbside refuse collection. Such waste shall not be more than four feet in length and such other limitations as defined by SOCRRRA. Residential bulky waste shall be picked up on a weekly basis.
- (e) Dual-stream recyclables. Dual-stream recyclables shall be collected and placed at the curb on a weekly basis, 52 weeks per year. No recyclable container shall weight more than 60 pounds. Dual-stream recyclables set out beside the container in addition to the container shall not exceed 60 pounds.
- (f) Yard waste collection. Yard waste collection shall be placed at the curb on a weekly basis, but limited to 37 weeks per year from the first Monday in April through the third Friday in December. Yard waste shall be placed at the curb in a ten- to 35-gallon refuse can marked with a "yard waste" sticker or a 30 gallon paper yard waste bag weighing no more than 50 pounds. Brush (defined as being less than two inches in diameter and less than four feet long) bundled with twine may also be placed at the curb for collection.
- (g) Bulky scrap metal collection. Bulky scrap metal collection shall be placed at the curb for collection on the usual day of pickup, during the week, 52 weeks per year. Bulky scrap metal waste shall not be mixed with any other refuse at any time.
- (h) Placement at curb. All solid waste shall be stored inside a building or in an inconspicuous location on private property not exposed to public view until the collection date designated by the city for collection. After 4:00 p.m. of the day before collection, properly prepared solid waste may be placed at the curbside for pickup.
- (i) Other waste materials. The city does not ordinarily provide for collection and disposal service for compost materials, grass clippings, construction

DDA Code Enforcement Report July 2026

Address

Property Owner

Violation

Category

Status

waste or hazardous waste or household hazardous waste. A person desiring to have such material and any other waste collected and disposed of, shall make private arrangements. All such collection and disposal operations must comply with all city ordinances as well as state and federal laws relating to such operations.

(a) Every property owner and other person in possessory control of a parcel of private property shall maintain such parcel and the adjoining right-of-way as follows:

(1) There shall be a clear space upwards from the ground to eight feet above all public streets, alleys and sidewalks.

(2) No broken, dead, diseased, or decayed limbs, branches, or trees which are likely to fall upon any public street or public sidewalk shall be permitted to exist.

(3) No plant materials which interfere with or obscure the view of any traffic control device or street, alley, or sidewalk in such fashion as to constitute a hazard to the travelling public shall be permitted to exist.

(b) All properties found to be in a condition violative of this section are declared to be public nuisances.

Sec. 54-32. - (h) Preparation of solid waste materials.

(h) Placement at curb. All solid waste shall be stored inside a building or in an inconspicuous location on private property not exposed to public view until the collection date designated by the city for collection. After 4:00 p.m. of the day before collection, properly prepared solid waste may be placed at the curbside for pickup.

INSPECTOR COMMENTS: Brush and limbs out by roadway.

Sec. 82-70. - Maintenance of property.

- (a) Every property owner and other person in possessory control of a parcel of private property shall maintain such parcel and the adjoining right-of-way as follows:
- (1) There shall be a clear space upwards from the ground to eight feet above all public streets, alleys and sidewalks.
- (2) No broken, dead, diseased, or decayed limbs, branches, or trees which are likely to fall upon any public street or public sidewalk shall be permitted to exist.
- (3) No plant materials which interfere with or obscure the view of any traffic control device or street, alley, or sidewalk in such fashion as to constitute a hazard to the travelling public shall be permitted to exist.
- (b) All properties found to be in a condition violative of this section are declared to be public nuisances.

INSPECTOR COMMENTS: Brush and limbs by roadway.

FOURTH ANNUAL



Presented by the LVDDA and Oakland County
Saturday, September 12 12-10pm

(Rain Date - Sept 13)

City Hall Municipal Park

27400 Southfield Rd., Lathrup Village, MI

Featuring

CAST IRON CORNBREAD

SPECIAL GUEST THORNETTA DAVIS

Big Tent Featuring Wayne Gerard • Funk Opus

Boddum Line • Brendon Linsley

Danny Cox • Mike Ward

Free Admission • Food Trucks • Full Bar • Family Fun Area • Vendors





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

Item 8A.

To: Lathrup Village Downtown Development Authority
From: Tom Kennedy – Downtown Development Authority Project Coordinator
Date: August 21, 2026
RE: Request for Qualifications Review

Background:

There are four Request for Qualifications (RFQ) attached to the meeting packet. These are nearly identical, if not completely identical, to RFQ's that were released last year for the various topics, including snow clearing around 11 Mile Road and City Hall, lawn maintenance around 11 Mile Road and the maintenance of the hanging flower baskets, Holiday Lights around City Hall and Municipal Park for 2026's holiday season, and the RFQ for the triangle parcel that the DDA owns (27907 California Dr NE).

The intention is for these RFQ's to be released following the approval of the board. We will spend the month of September collecting quotes and will present them to the board at the meeting of their choice. Upon review, we would like you to discuss and request any amendments you feel should be made, including due date.

It should be noted that the city is not taking the two-year option in the Lawn Maintenance RFQ from 2025, due to discussion from the board that indicated there were some changes they wanted to see made to the RFQ. Upon review and approval, any and all amendments would be made to the RFQ's and posted to the appropriate websites.

Requested Action:

Review and approve the following RFQ's in their individual discussion points in the meeting packet. Recommend any changes you see necessary and discuss them with fellow board members. Once all appropriate changes have been recommended, vote to approve contingent on the amendments being made.



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

Item 8A.

**City of Lathrup Village Downtown Development Authority (DDA)
Request for Proposals (RFP): Lawn Maintenance & Seasonal Watering Services
11 Mile Road & City Hall**

Deadline for Submission: *Friday, October 2, 2026*

Lathrup Village Downtown Development Authority (LVDDA) and the City of Lathrup Village seek qualified firms to prepare and submit proposals for landscaping and maintenance in the business district of Lathrup Village along and adjacent to Southfield Road between Lincoln Drive and 12 Mile Roads, along 11 Mile Road between Lathrup Blvd. to Evergreen Road, and 12 Mile Road between Lathrup Blvd. Avenue and Bloomfield Drive as well as needed services throughout the City limits.

Insurance

The selected firm must have a liability insurance policy covering casualty to persons and property for an amount no less than \$1 million and list Lathrup Village Downtown Development Authority and City of Lathrup Village as additional insured parties. A copy of the insurance policy must be provided to LVDDA at the start of the contract period.

Scope of Services

Water Hanging Flower Baskets

- Water hanging flower baskets (~47) along Southfield Road three (3) times a week (May – September)

Lawn Fertilization/Weed Control (please provide per unit pricing)

- 4 fertilization applications at all flowerbeds, City Hall grounds including Municipal Park and Annie Lathrup Park, Goldengate Park, Sarackwood Park, and Dorothy Warren Park
 - o Spring (completed by June 1)
 - o Early Summer (completed by July 30)
 - o Late Summer (completed by September 30)
 - o Fall/Winterized (completed by Nov. 30)
- Apply liquid weed control to the service area including:
 - o Alleyways
 - o Public parking lots at Roseland Blvd (off of Southfield Road) and behind City Hall (accessed by California SE and Frank Brock W)
- Early-season application of alternative weed preventer in landscape beds
 - o After landscape bed preparation at the beginning of the season, application of a weed preventer such as Preen or equivalent.

- Specify an alternative product to be applied instead of liquid weed control in the landscape beds to provide weed prevention longer into the season.
- Weed all flowerbeds every other week.

A copy of your business certification to apply fertilization/weed control must be submitted with the bid. LVDDA staff should be notified a week before applications occur.

Spring and Fall Clean Ups

- Cut all ornamental grasses and perennial plants to spring start height; remove annuals as appropriate
- Removal of all trash from landscaped beds
- Haul all yard waste from site to site determined by the contractor
- Edging and weed whip around flowerbeds
- Cut back overgrowth along alleyways (three (3) times per season)

Landscape Design & Installation

- Design and install plantings in the landscape beds on the east side of City Hall. Preference for native perennials and complimentary annuals.

Hardwood Mulch Installation & Bed Prep

- Pull weeds, and remove all debris from bark beds
- Install sod cut edge and prep all corners of landscaping beds
- Haul and spread shredded hardwood bark 2” deep in beds at Lincoln Drive, 12 Mile Road, and City Hall

Trimming and Pruning

- Trim & prune shrubs, bushes & trees to promote healthy growth and uniformity
- Remove and dispose of trimming debris to a site determined by the contractor

Irrigation System

- Maintain irrigation systems at City Hall/Municipal Park including spring opening and winterization of system in October.

Miscellaneous Needs (please provide per-unit pricing)

- As needed and at the direction of Lathrup Village Code Enforcement, mow residential/commercial properties identified as needing “nuisance cuts” within 24 hours of notification
 - Trash should be removed from all locations prior to mowing on each visit
 - Line trimming around all obstacles
 - Solid surfaces should be blown free of debris
- As needed, landscape restoration in the public right-of-way for city projects to include light grading work, seeding & mulch/hydroseed.

Scope of Work

Water Hanging Flower Baskets

- Water hanging flower baskets (~47) along Southfield Road three (3) times a week (May – September)

Lawn Fertilization/Weed Control (please provide per unit pricing)

- 4 fertilization applications at all flowerbeds, City Hall grounds including Municipal Park and Annie Lathrup Park, Goldengate Park, Sarrackwood Park, and Dorothy Warren Park
 - o Spring (completed by June 1)
 - o Early Summer (completed by July 30)
 - o Late Summer (completed by September 30)
 - o Fall/Winterized (completed by Nov. 30)
- Apply liquid weed control to the service area including:
 - o Alleyways
 - o Public parking lots at Roseland Blvd (off of Southfield Road) and behind City Hall (accessed by California SE and Frank Brock W)
- Early-season application of alternative weed preventer in landscape beds
 - o After landscape bed preparation at the beginning of the season, application of a weed preventer such as Preen or equivalent.
 - o Specify an alternative product to be applied instead of liquid weed control in the landscape beds to provide weed prevention longer into the season.
- Weed all flowerbeds every other week.

A copy of your business certification to apply fertilization/weed control must be submitted with the bid. LVDDA staff should be notified a week before applications occur.

Spring and Fall Clean Ups

- Cut all ornamental grasses and perennial plants to spring start height; remove annuals as appropriate
- Removal of all trash from landscaped beds
- Haul all yard waste from site to site determined by the contractor
- Edging and weed whip around flowerbeds
- Cut back overgrowth along alleyways (three (3) times per season)

Landscape Design & Installation

- Design and install plantings in the landscape beds on the east side of City Hall. Preference for native perennials and complimentary annuals.

Hardwood Mulch Installation & Bed Prep

- Pull weeds, and remove all debris from bark beds
- Install sod cut edge and prep all corners of landscaping beds
- Haul and spread shredded hardwood bark 2” deep in beds at Lincoln Drive, 12 Mile Road, and City Hall

Trimming and Pruning

- Trim & prune shrubs, bushes & trees to promote healthy growth and uniformity
- Remove and dispose of trimming debris to a site determined by the contractor

Irrigation System

- Maintain irrigation systems at City Hall/Municipal Park including spring opening and winterization of system in October.

Miscellaneous Needs (please provide per-unit pricing)

- As needed and at the direction of Lathrup Village Code Enforcement, mow residential/commercial properties identified as needing “nuisance cuts” within 24 hours of notification
 - o Trash should be removed from all locations prior to mowing on each visit
 - o Line trimming around all obstacles
 - o Solid surfaces should be blown free of debris
- As needed, landscape restoration in the public right-of-way for city projects to include light grading work, seeding & mulch/hydroseed.

Special Instructions

LVDDA and the City of Lathrup Village host several community events throughout the summer, set up for these events begins on the following dates and efforts should be made to ensure regular maintenance doesn’t interfere with event setup/activities. See the table below for specific dates/times. Should events be added to the summer calendar, LVDDA/City will provide two (2) weeks’ notice for any change in scheduling required. City will turn off irrigation the day before the noted set-up start dates.

Event	Set-up Starts	Event times	Breakdown
Summer Concert Series	Afternoon	Every Wednesday beginning of June to mid-August; 7 – 8: 30 pm	Same night
5 th Annual LVMF	TBD	TBD (Rain Date)	TBD

Quotes must remain valid for at least 30 days from the submission deadline.

For questions or to submit digital quotes, please contact:

Tom Kennedy

Community & Economic Development / DDA Project Coordinator

City of Lathrup Village

Email: tkennedy@lathrupvillage.org

Phone: 248-557-2600 Ext. 246

Or,

Janet Bloom

Community & Economic Development / DDA Director

jbloom@lathrupvillage.org

248-557-2600 ext. 223

Three (3) hard copies and one (1) digital copy of the proposals can be submitted by the due date to Austin Colson, C/O LVDDA at the following mailing address:

Lathrup Village Downtown Development Authority

27400 Southfield Road

Lathrup Village, MI 48076

Reservation of Rights

The City of Lathrup Village Downtown Development Authority reserves the right to reject any or all quotes, to waive informalities, and to accept the quote deemed to be in the best interest of the DDA. Issuance of this RFQ does not obligate the DDA to award a contract.



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

Item 8B.

**City of Lathrup Village Downtown Development Authority (DDA)
Request for Qualifications (RFQ): Snow Removal Services
11 Mile Road Sidewalks & Overpasses**

Deadline for Submission: *Friday, October 2, 2026*

Project Overview

The City of Lathrup Village Downtown Development Authority (DDA) is seeking qualified contractors to provide professional snow and ice removal services for the sidewalks along 11 Mile Road, including the seven (7) overpasses between Lathrup Boulevard and Evergreen Road.

The goal of this project is to maintain safe pedestrian access throughout the winter season, ensuring that all sidewalks and bridge crossings remain free of snow and ice in a timely manner following winter weather events.

Scope of Work

The selected contractor will be responsible for:

- Clearing snow and ice from sidewalks and pedestrian pathways along 11 Mile Road between Lathrup Blvd and Evergreen Road, including both sides where applicable.
- Removing snow from the seven (7) pedestrian overpasses along the same stretch.
- Applying salt and/or environmentally safe ice-melting materials after each snow event as requested by the city.
- Performing services within 12 hours of the end of each snowfall event exceeding one inch (1").
- Conducting additional clearing or spot treatments during extended or heavy snow events as requested by City staff.
- Providing a report of dates and times of service after each event.

Proposal Requirements

Interested vendors must submit a proposal that includes:

1. **Service Plan** – Description of the contractor's approach to snow and ice removal, including equipment, staffing, and de-icing materials used.
2. **Pricing Structure** – Detailed cost proposal (e.g., per-event, per-inch, or seasonal rate), including optional standby or emergency response rates.
3. **Experience & Qualifications** – Summary of relevant experience, references from similar municipal or DDA contracts, and proof of liability and workers' compensation insurance.
4. **Response Time Commitment** – Confirmation that the vendor can respond within the required timeframe following snowfall.

5. **Optional Add-ons** – Recommendations or value-added services (e.g., pre-treatment, snow hauling, etc.).
-

Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Demonstrated ability to meet performance and timing requirements.
 - Relevant experience with municipal or commercial snow removal.
 - Cost-effectiveness and clarity of pricing structure.
 - Quality and safety of materials and equipment used.
 - Responsiveness and reliability of service plan.
-

Submission Instructions

All proposals must be received no later than **Friday, October 2, 2026**.

Proposals should be submitted electronically to:

Tom Kennedy
DDA Project Coordinator
City of Lathrup Village

tkennedy@lathrupvillage.org
248-557-2600 Ext. 246

City of Lathrup Village Downtown Development Authority (DDA)
Request for Qualifications (RFQ): Holiday Lighting Installation – City Hall Grounds

Deadline for Submission: Friday, September 12, 2025

Project Overview

The City of Lathrup Village Downtown Development Authority (DDA) is seeking qualified vendors to provide professional holiday lighting and decorating services for the City Hall grounds, located at 27400 Southfield Road, Lathrup Village, MI 48076. The total project budget is \$9,500 – \$10,000.

Scope of Work

The selected vendor will be responsible for:

- Installing 200 linear feet of lighting along the cornice of the City Hall façade.
- Wrapping eight (8) trees with holiday lights.
- Wrapping four (4) two-story columns at the front of the building.
- Decorating the City Hall monument sign.
- Decorating the two public entrances on the east side of the building.
- Additional concept ideas are welcomed.

All work must be completed in a professional, timely manner to ensure installation prior to the holiday season.

Proposal Requirements

Interested vendors must submit a proposal that includes:

1. Concept & Design Approach – A description or visual mock-up of the proposed lighting and décor.
 2. Budget Adherence – A detailed cost breakdown demonstrating alignment with the \$9,500– \$10,000 budget range.
 3. Vendor Qualifications – Relevant experience, references from similar projects, and proof of insurance.
 4. Renderings of Design – A computer-generated rendering will be added to be presented to DDA Board.
 5. Timeline – Anticipated schedule for installation, maintenance (if offered), and takedown.
-

Evaluation Criteria

Proposals will be evaluated based on the following:

- Creativity and quality of the concept/design.
- Ability to meet the stated budget.
- Vendor qualifications and demonstrated experience.
- Renderings will be presented to DDA Board during final consideration.

Submission Instructions

All proposals must be received no later than Friday, October 2, 2026

Proposals should be submitted electronically to:

Tom Kennedy
Downtown Development Authority Project Coordinator

City of Lathrup Village
tkennedy@lathrupvillage.org

**City of Lathrup Village
Solicitation of Developer Qualifications
& Request for Proposals:**

**DDA-Owned Parcel
&
City-Owned Parcel**

Issued: Monday, August 24, 2026
Responses Due: **2:00 PM on Tuesday, September 22, 2026**

Respond to:

Mike Greene
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600 ext. 225
mgreene@lathrupvillage.org

Solicitation of Developer Qualifications & Request for Proposals:

DDA Owned Parcel
&
City-Owned Parcel

Purpose

The City of Lathrup Village, Michigan, is seeking proposals from an individual, developer, or development company for the development of one or both City/DDA-owned parcels into a use that maximizes the usage of space while meeting the parcel's current zoning designation.

The City intends to enter into a redevelopment agreement with the selected developer. The purpose of this Solicitation of Developer Qualifications and Request for Proposals is to identify experienced developers and invite proposals that shall include design concepts and development plans. The City will accept proposals for this site per this document. The City will review each development submission received to select a developer that the City determines to be the best suited to this project based on the objectives of this request and existing City plans.

Community Description

Nestled in the heart of Oakland County, Lathrup Village is a vibrant and close-knit community known for its unique blend of small-town charm and modern amenities. With a commitment to fostering a high quality of life, the city boasts tree-lined streets, historic homes, and welcoming neighborhoods. Residents and visitors alike enjoy a strong sense of community, with numerous events, parks, and recreational spaces designed to bring people together.

Lathrup Village values diversity, sustainability, and active engagement, making it a great place to live, work, and raise a family. The city is conveniently located near major highways, providing easy access to the greater Detroit area while maintaining a peaceful, residential atmosphere. Whether you're looking to participate in local events, support small businesses, or simply enjoy the beauty of the surroundings, Lathrup Village invites you to discover all it has to offer.

Community Vision

The City of Lathrup Village envisions a future where community spirit, sustainability, and innovation flourish. Our goal is to build on our foundation as a welcoming, family-oriented community, fostering an inclusive environment that values diversity, resilience, and civic engagement. We strive to enhance our unique character and natural beauty through responsible development, environmentally friendly practices, and the preservation of our historic charm.

Lathrup Village will continue to prioritize public safety, accessible amenities, and high-quality services that meet the needs of residents of all ages. By encouraging active participation, supporting small businesses, and expanding recreational and cultural opportunities, we aim to create a vibrant, connected community where everyone can thrive. Together, we're building a city that is sustainable, welcoming, and forward-thinking for generations to come.

Community Profile

Located in the heart of Oakland County, the City of Lathrup Village is a thriving residential community with a rich history, beautiful architecture, and a welcoming atmosphere. Established as Michigan's

first planned residential community, Lathrup Village features distinctive historic homes, tree-lined streets, and an array of green spaces that make it a scenic and desirable place to live.

Key Features:

- **Population:** Approximately 4,000 residents, offering a small-town feel within the Detroit metropolitan area.
- **Community Spirit:** Known for its engaged, diverse population, Lathrup Village hosts numerous events year-round, such as community festivals, food truck Fridays, and family-friendly gatherings.
- **Parks & Recreation:** The city is home to several parks, walking paths, and recreational spaces, providing ample opportunities for outdoor activities and a healthy lifestyle.
- **Proximity to Detroit:** With easy access to major highways, Lathrup Village residents enjoy a convenient commute to downtown Detroit and nearby areas while benefiting from a quiet, suburban atmosphere.

Values:

Lathrup Village prioritizes safety, sustainability, and a high quality of life for all residents. It values inclusiveness, with a commitment to fostering connections among neighbors and supporting local businesses. The city places a strong emphasis on preserving its historical charm while embracing environmentally friendly initiatives and forward-thinking community planning.

With a rich heritage, a vibrant community culture, and a vision for future growth, Lathrup Village continues to be a community of choice for families, young professionals, and retirees alike.

Demographics

	Lathrup Village	Oakland County	Michigan
Population	4,088	1,274,395	10,077,331
Median Household Income	\$97,750	\$92,015	\$69,183
Bachelor's Degree or Higher	49.1%	51.1%	32.7%
Employment Rate	56.4%	64.2%	58.9%
Housing Units	1,708	554,403	4,570,173
Without Healthcare Coverage	1.4%	3.6%	4.5%
Median Age	48.2	41.4	40.5

Source: US Census Bureau, 2020

Site Context

Lot 1 (PIN 24-13-302-001) (DDA Lot) project site is located east of Southfield Rd, at the intersection of Goldengate Drive East and California Drive. This 0.32-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a religious institution on the west and single-family residential on the northeast and southeast.



Lot 2 (PIN 24-14-480-001) (City Lot) project site is located west of Southfield Rd, at the intersection of Goldengate Drive West and California Drive Southwest. This 0.29-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a two-family residential on the east and single-family residential on the northwest and southwest.



Planning Guidance

In 2021, the City of Lathrup Village adopted a Comprehensive Plan. The plan outlined the following objectives, specifically for the Village Center district:

The concept for the Village Center was first established in the 2009 Master Plan. It was further fleshed out and illustrated to include a conceptual development layout and precedent images from developments across the US, intended to help the community, property owners, and developers understand what the Village Center could become.

Before this Comprehensive Plan process, some city officials, property owners, and residents expressed concern that, after 12 years of envisioning redevelopment, nothing had been realized. And yet, it remains clear that the corridor remains in need of redevelopment to improve the city's tax base.

Other goals of the city - providing destinations to which residents can walk, a variety of housing opportunities, and improving walkability - are all reflected in the Village Center concept. While the conversations tend to revolve around the redevelopment of the school property, there may be other opportunities to spur redevelopment in the corridor.

Housing is one of the strongest elements of the current real estate market. In the refined development concept, opportunities to add row houses, townhomes, and stacked flats in the transition areas could add the needed rooftops to draw additional retail and restaurant uses that the city desires.

Zoning Context

The project sites are zoned to the Village Center (VC). The VC Village Center District intends to create a compact and unique downtown district for the City by encouraging the redevelopment of properties where buildings feature a mix of residential, retail, and office uses and are laid out in a pedestrian-oriented manner that reflects a traditional small-town urban form. There will be two types of roads in the VC District: Primary roads that function as the main streets and other roads that support the grid network. Parking will be provided on-street and in shared parking areas. Alleys will provide service and parking access.

FIGURE 1: VILLAGE CENTER REDEVELOPMENT CONCEPT

Refinements to the Village Center concept include the addition of row houses and town homes as transitional uses between Southfield Road and existing neighborhoods.



Live-work units could offer office, retail or service space on the ground floor and living space above and typically don't require significant parking.

Lower building heights in this concept reduce overall floor area and parking demands.

Other Considerations

Land Assembly

The City will consider proposals incorporating any and all other contiguous parcels not included in the RFQ, provided the developer submitting the proposal can provide sound information that these parcels could be acquired at or around the date of the City's final acceptance of the development proposal.

Any land acquisitions would need to be private acquisitions. Additionally, any land acquisition information marked confidential would be kept as such by the City until a mutually accepted date.

Public Rights-of-Way

The City will consider the vacation of adjoining public rights-of-way in order to accommodate a development project. However, any proposal requesting a vacation of public right-of-way must state the terms by which such vacation would be made and demonstrate that unimpeded access will be maintained for all other properties currently served by the right-of-way.

If conceptually approved, any vacation of right-of-way may ultimately require the completion of a traffic impact study as well as a facilities impact study.

Zoning Flexibility

It is anticipated that a development project will be built within the current zoning classification boundaries. However, the City recognizes that regulatory flexibility may be necessary to enhance the economic feasibility of a project and anticipates that proposals may include variations from the underlying zoning, such as maximum building heights. The proposal should list all such variations.

Role of the City of Lathrup Village

The City of Lathrup Village is committed to exploring the redevelopment of these sites as described in this document.

The City is prepared to assist in the development of a partnering relationship with the selected developer that maximizes the vision of the Village Center. The City anticipates working closely and cooperatively with the chosen developer. Pending review of proposals, potential roles of the City could include, but are not limited to, conveyance of land at a discounted rate; waiver of permit and other fees; flexible zoning and density considerations; and/or additional infrastructure improvements in the surrounding area. These potential roles will be defined during the final negotiation process based on the quality and impact of the proposed development.

Developer Selection Process

The first step in the selection process is a Request for Qualifications (RFQ). Based on the qualifications submitted, the City Staff will identify the most qualified developer team. The City Council and/or DDA Board will review the selection promptly and direct the staff to proceed to offer a Developer of Record. The team offering the most desirable proposal within the objectives outlined in this document will be designated the “Developer of Record” and will be asked to negotiate a final development agreement with the City.

The City of Lathrup Village fully reserves the right to reject any and all submittals of the RFQ if the City, in its sole discretion, determines that the submittals do not meet its goals and objectives for the development of this site.

Request for Qualifications

Prospective development teams should submit a statement of interest and qualifications. The information submitted should be explicit and informative. One (1) hard copy and a digital copy of each should be submitted. Submissions should be limited to thirty (30) pages.

Letters of interest should be submitted to the City Administrator. The deadline for submissions is noted in the cover letter enclosed with this document and below. The City of Lathrup Village staff will review qualifications and select development teams to interview with the City according to the following timeline:

- Deadline for RFQ submittal: **2:00 PM on Tuesday, September 22, 2026**
- Interviews with selected teams: September 29 – October 2, 2026, or sooner if agreed upon by selected teams.

After review by the City staff and the related interviews, if the credentials and experience of one team far exceed those of all other teams, the City Council and/or DDA Board, acting on the

recommendation of staff, may choose to designate that team as the proposed “Developer of Record”.

RFQ Submittal Requirements (limited to 30 pages)

1. Submission Quantity and Format
 - a. One (1) hard and digital set of Qualifications shall be submitted and organized generally as follows:
 - i. Cover letter;
 - ii. Understanding of Request;
 - iii. Developer’s Relevant Qualifications and Experience;
 - iv. Developer/Team Description, Organizational Structure, and Capacity;
 - v. Summary Statement (optional); and
 - vi. Financial Information (under sealed cover).
 - b. Required financial information shall be included in a separate but attached sealed envelope identifying the prospective Developer.
2. Understanding the Request: This section shall summarize the prospective Developer’s understanding of the request and requirements, including site analysis and understanding of the community and neighborhood. The Developer may add any additional information to help the City determine that the Developer is qualified.
3. Developer’s Relevant Qualifications: The prospective Developer must demonstrate experience with facilitating successful projects of similar contemplated scope and quality. The relevant qualifications submissions must be a part of and fit into the response, but outside of this requirement, the prospective Developer can determine the format. A short project synopsis addressing the scope, budget, schedule, and reference contact may be provided. The City will look for a minimum level of experience to be demonstrated, including but not limited to the following:
 - a. Demonstrated experience in, preferably, at least two (2) completed projects of similar size and quality as envisioned for the project.
 - b. Demonstrated financial resources and commitments to both acquire and develop the property as provided in financial statements, evidence of equity and debt financing, or other similar demonstrations.
 - c. A list of projects as Developer over the past five (5) years before the due date of this Request, including project overall size and by type of use (e.g., for-sale or rental multifamily, row homes, residential apartments), overall construction cost, major tenants, absorption, current photos of the site, and the current occupancy and ownership of these projects.
 - d. Description, location, and a summary of the past projects. The City would consider it a positive factor if the projects presented in this section were accomplished with the currently proposed Developer Team.
4. Developer Description
 - a. Legal Name of the proposed development entity.
 - b. Proposed form/structure of the proposed development entity (e.g., Corporation, Partnership, Limited Liability Corporation (LLC), Individual, Joint Venture, Not-for-Profit, etc.)

- c. Date Established to include constituent firms/partners/team members if a joint venture (JV) is proposed.
 - d. Subsidiary status or affiliation with any other/parent entity, including the name and address of and relationship to the parent or partner, as well as identification of its key officers.
 - e. Names, addresses, title of position, and nature and extent of the interest of the officers:
 - i. For corporations, the officers, directors, or trustees, and each stockholder owning any class of stock, and each person's percentage ownership.
 - ii. For not-for-profit organizations, the members who constitute the board of trustees or board of directors, or similar governing body.
 - iii. For partnerships or limited liability corporations, each partner or member, whether a general or limited partner or member, and either the percentage of interest or a description of the character and extent of interest.
 - iv. For joint ventures, each participant and the percentage of interest or a description of the character and extent of interest. If the joint venture partners are corporations or partnerships, then the information for such firms should be provided.
 - v. For any other type of entity, each officer, owner, and member of the governing body, and each person's percentage ownership.
5. Developer Organization and Capacity
- a. Proposed organizational chart identifying the Developer functions, roles, and responsibilities.
 - b. Developer team partners and/or consultants proposed to deliver the project, including their relevant experience and a clear description of their roles and responsibilities (e.g., Architect/Engineer, Economic/ Financial consultant, Counsel, Construction, leasing/management, etc.); key staff and roles with individual résumés not exceeding one page, if included.
 - c. The City would consider it a positive factor if the key Developer team members/partners/consultants and/or staff presented in this section also contributed to the successful past projects presented by the prospective Developer.
 - d. Anticipated general and tentative development/construction schedule, if selected.
 - e. It is recognized that several factors that impact any expected schedule may be outside of the prospective Developer's direct control and that a mutually agreed upon schedule would be part of a redevelopment agreement with the Village. However, this information will assist the Village in assessing a prospective Developer's experience with a project of this type and insight into how the prospective Developer proposes to manage the Project process to successful completion.
 - f. The number, location, and magnitude of projects currently on the prospective Developer's work plan for the next two calendar years.
6. Summary Statement: A summary statement is optional but can be included with information that the prospective Developer feels would help the City select the best overall qualified Developer. For example, a discussion or list of the type and quality of commercial or mixed-use projects with which the Developer has a successful relationship and that are envisioned to be brought to this Project, including any that may already have expressed interest, would be appropriate here.

7. Separate Financial Information Required from the Prospective Developer

- a. One (1) hard and digital set of the following information should be submitted at the same time as the related qualifications in a separate sealed envelope marked “confidential” relative to each person with an ownership interest in the development entity and the development entity itself:
 - i. Audited financial statements or federal income tax forms for the last three years.
 - ii. References from financial institutions with whom the Developer has dealt as a borrower or as a joint venture partner.
 - iii. Proposed sources of financing and preliminary evidence of interest from financial institutions or partners, if available.
 - iv. List of pending litigation or other disputes, including court case numbers, status, potential for a financial settlement, and impact on your ability to execute this Project.
 - v. Filings for bankruptcy, including dates and circumstances, or foreclosures or returns to lenders via deed-in-lieu of foreclosure.

RFQ Basis for Evaluation

- Developer Expertise---Priority will be given to the development team that has a history of successful real estate development and demonstrates the interdisciplinary expertise required for this type of project. Also of prime consideration is a track record of high-quality development sensitive to the client and the setting, design expertise, innovative packaging, and the ability to attract and retain quality buyers/tenants.
- Expertise in Similar Projects---Experience in similar residential or mixed-use redevelopment projects is considered essential. Comparable projects that are relevant and transferable must be described.
- Financial Capability---Financial capability of the development team will be a major factor.
- Creativity, appropriateness, and catalytic potential of the narrative concept plan.

Developer of Record

The development team(s) selected as “Developer(s) of Record” must be prepared to promptly enter into a development agreement with the City. The agreement will specify each party’s specific roles and obligations in the implementation of the development project. The timeframe for negotiations will be subsequently determined.

City’s Selection of a Developer

The City reserves the right to consider in part or in whole, waive selection criteria in part or in whole, or waive any inconsistencies or irregularities in part or in whole in responses to determine and select the best overall qualified Developer(s), in the City’s opinion, to execute the Project. The final selection, based on the RFQ, to attempt to negotiate a development agreement with the City will be based on a combination of Developer qualifications and proposals and shall be made by the City at its sole discretion. The City is not obligated or required to select any Developer or to negotiate any development agreement. The resulting development agreement will, at a minimum, include key provisions from this solicitation and the successful Developer’s proposal.

Project qualifications may be subject to staff, consultants, as well as public review, after which the City Council and/or DDA Board may approve a final selection for negotiation. Final negotiations are subject to the approval of the City Council and/or DDA Board.

Proprietary Information

All responses shall become the property of the City of Lathrup Village upon receipt. Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The City will only be able to comply with a request for confidentiality to the extent allowed by law.

Response Deadline

Complete responses, including all required documentation identified in this solicitation, shall be sealed and marked Solicitation of Developer Qualifications, Request for Proposals: Lathrup Village Vacant Lot Development and shall be submitted no later than **2:00 PM on Tuesday, September 22, 2026.**

Questions

Questions must be submitted via mail or email to:

Mike Greene
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600 ext. 225
mgreene@lathrupvillage.org

No property address available

beds / full baths / half baths / sq ft

Residential Property Profile


24-14-480-001

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : CITY OF LATHRUP VILLAGE
 Postal Address : 27400 SOUTHFIELD RD LATHRUP VILLAGE MI 48076-3412

Location Information

Site Address : No property address available
 PIN : 24-14-480-001 Neighborhood Code : CME
 Municipality : City of Lathrup Village
 School District : 63060 SOUTHFIELD PUBLIC SCH DIST
 Class Code : 402 Residential - Vacant

Property Description

T1N, R10E, SEC 14 LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUB LOT 167

Most Recent Sale Since 1994

Date : 01/03/2002
 Amount : \$22,500 Liber : 24492:248
 Grantor : KANG, BO H
 KANG, JIN M Grantee : CITY OF LATHRUP VILLAGE

Tax Information

Taxable Value :	State Equalized Value :
Current Assessed Value :	Capped Value :
Effective Date For Taxes : 07/01/2024	Principal Residence Exemption Type : N/A
Summer Principal Residence Exemption Percent : 0%	Winter Principal Residence Exemption Percent : 0%
2023 Taxes	2024 Taxes
Summer : \$0.00	Summer : \$0.00
Winter : \$0.00	Winter :
Village :	Village :

Lot Information

Description : LEVEL Area : 0.29 ACRES

27907 CALIFORNIA DR NE LATHRUP VILLAGE MI 48076

beds / full baths / half baths / sq ft

Residential Property Profile


24-13-302-001

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : CITY OF LATHRUP VILLAGE
 Postal Address : 27400 SOUTHFIELD RD LATHRUP VILLAGE MI 48076

Location Information

Site Address : 27907 CALIFORNIA DR NE LATHRUP VILLAGE MI 48076
 PIN : 24-13-302-001 Neighborhood Code : R-7
 Municipality : City of Lathrup Village
 School District : 63060 SOUTHFIELD PUBLIC SCH DIST
 Class Code : 402 Residential - Vacant

Property Description

T1N, R10E, SEC 13 LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUB NO 3 LOT 1652, ALSO VAC ELY 6 FT OF MONTEREY BLVD ADJ TO SAME

Most Recent Sale Since 1994

Date : 09/30/2013
 Amount : \$58,348 Liber : 46447:604
 Grantor : CITY OF LATHRUP VLG Grantee : CITY OF LATHRUP VLG
 DOWNTOWN DEV AUTHORITY

Next Most Recent Sale

Date : 02/17/2012
 Amount : \$53,199 Liber : 43937:067
 Grantor : 2006 SECURITIZED ASSET BACKED RECEIVABLES TRUST Grantee : CITY OF LATHRUP VLG

Tax Information

Taxable Value :	State Equalized Value :
Current Assessed Value :	Capped Value :
Effective Date For Taxes : 07/01/2024	Principal Residence Exemption Type : N/A
Summer Principal Residence Exemption Percent : 0%	Winter Principal Residence Exemption Percent : 0%
2023 Taxes	2024 Taxes
Summer : \$0.00	Summer : \$0.00
Winter : \$0.00	Winter :
Village :	Village :

Lot Information

Description

: **LEVEL**

Area

: **0.32 ACRES**

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VC Village Center

A. INTENT

The intent of the VC Village Center district is to create a compact and unique downtown district for the city by encouraging the redevelopment of property where buildings feature a mix of residential, retail and office uses and are laid out in a pedestrian-oriented manner that reflects a traditional small town urban form. There will be two types of roads in the VC district: Primary roads that function as the main streets and other roads that support the grid network. Parking will be provided on-street and in shared parking areas. Alleys will provide service and parking access.



User Note: For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. VILLAGE CENTER DISTRICT USES

Use	Floor	
	Ground Floor	Upper Floor
Commercial Uses		
Restaurant, bar, tavern, live entertainment	P	P
Personal Services [□]	P	P
Bed & Breakfast, inn, hotel	P	P
Retail commercial uses [□] up to 6,000 sq. ft.	P	S
Grocery store up to 10,000 sq. ft.	P	
Post office and other government services	P	P
Professional & administrative offices [□]		P
Business service uses [□]	P	P
Establishments involving the manufacture or sale of any alcoholic beverages regulated by the Michigan Liquor Control Act, MCL 436.1101 et seq.	S	S
Banks and other financial institutions	P	P
Outdoor cafes	P	P
Temporary outdoor display and sales §36-4.14	A	A
Adult day care centers [□] §36-4.15	S	S
Recreation, Education & Assembly		
Library, museum	S	P
Child care centers [□] §36-4.15	S	S
Theater, cinema, performing arts, places of worship §36-6.2	S	S
Instruction centers for academic and fine arts purposes	P	P
Health/Fitness facility	P	P
Residential Uses		
Home occupations/Live-Work	P	A
Single family attached		P
Multiple family	P***	P
Accessory uses, customarily incidental to permitted uses	A	A
Uses similar to the above uses, as determined by the planning commission	P*/S**	P*/S**
Publicly owned and operated parks and parkways		

P = Permitted S = Special Land Use A = Accessory use

* If similar to a permitted use on this level, as determined by the planning commission

** If similar to a special land use permitted on this level, as determined by the planning commission, and subject to reasonable conditions to address impacts of similar special land uses.

*** Multiple family residential uses may be permitted on the ground floor of a building, subject to the review and approval by the planning commission and the standards of Section 3.1.7.1.



C. DEVELOPMENT STANDARDS

Lot Size

Minimum lot area¹: 5,000 sq ft
Minimum lot width¹: 20 ft

Setbacks¹

Minimum front yard setback: 0 ft
Minimum rear yard setback: 5 ft
Buildings w/ rear façade on California Drive: 20 ft
Minimum side yard setback: 0 ft
Build-to-line coverage¹:
Primary Roads: 90%
All other roads: 75%

Building Height¹

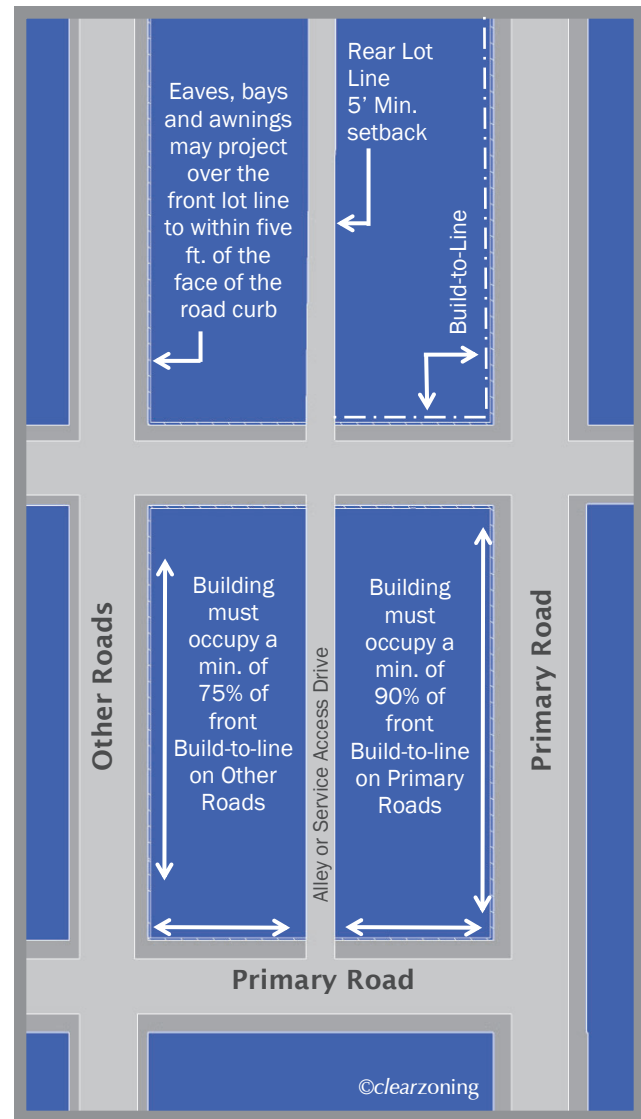
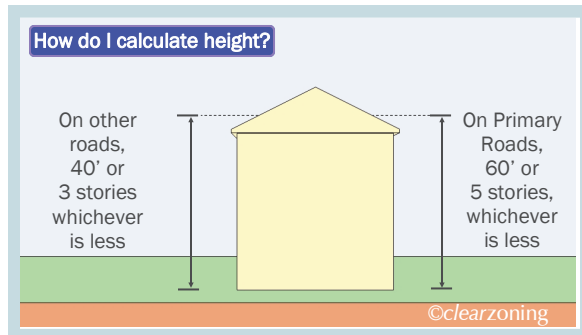
Maximum building height:
Primary Roads: 5 stories, 60 ft, whichever is less, when setback ten (10) ft from all building sides
All other roads: 3 stories, 40 ft, whichever is less

Minimum Floor Height

First/ground floor: 14 ft
Upper floors: 10 ft

Parking Setbacks

Minimum setback: 5 ft; 0 ft from interior lot line



The above drawings are not to scale.

SELECTED REFERENCES

3. Zoning Districts

- **Standards for the VC District** §36-3.1.7

4. Use Standards

- **Hours of operation for businesses** §36-4.7
- **Wireless Communication Facilities**¹ §36-4.6
- **Mixed Use Building** §36-4.13

5. Site Standards

- **Off-street parking** §36-5.13
- **Building Materials** §36-5.4
- **Grades and Drainage** §36-5.9
- **Waste & Rubbish** §36-5.3

6. Development Procedures

- **Site Plan Review** §36-6.1
- **Mobile Food Vending** §36-6.1.1.B.xii
- **Special Land Uses** §36-6.2

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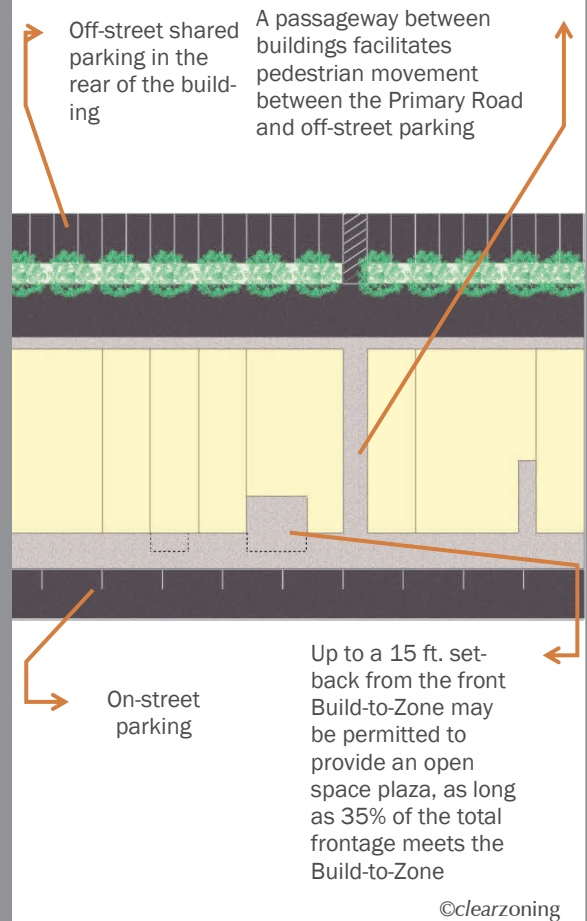
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D. BUILDING PLACEMENT

1. Primary Roads: Buildings shall be constructed to the Build-to-Line and occupy 90 percent or more of the full width of the parcel, subject to the following:
 - A. Build-to-Zone^{8D}: To allow variation and design flexibility, portions of the building façade may include jogs up to five (5') feet from the property line. Additional variations in setback for architectural features that meet the intent and spirit of this ordinance may be permitted at the discretion of the planning commission.
 - B. Building Entrances: Recessed areas from three (3) to five (5) feet from the Build-to-Zone shall be provided for primary building entrances.
 - C. Flexible Building Placement:
 - i. Forecourts: The planning commission may grant an exception for a building façade to retreat up to fifteen (15') feet from the Build-to-Zone, into the building mass, to provide an open space plaza or courtyard provided that at least thirty-five percent (35%) of the total frontage meets the Build-to-Zone.
 - ii. Historic structures: The planning commission may allow flexibility for building placement for historic buildings and additions, provided that the development meets the intent of this district.
 - D. Paved areas: All areas located between the building and the street shall be paved for pedestrians unless specific landscaped areas within the paved sections are approved.
2. Other Roads: Buildings that abut other roads shall be constructed to the Build-to-Zone and occupy 75% or more of the full frontage of the parcel and must meet 3.1.7.D.1 above. The planning commission may reduce the 75% frontage requirement to 50% when it determines that development of the site will be phased and that it is not reasonable to meet the 75% requirement at the time of site plan approval.
3. Interior Side Setbacks—None required

Building Placement



E. BUILDING ELEMENTS

The requirements listed in this subsection shall apply to all front-facing and exterior-side facing facades as well as facades that directly face a park or plaza. Walls shall not be blank. Walls shall include windows and architectural features customarily found on the front of a building in a traditional downtown setting such as awnings, edge detailing, cornice work, decorative materials, and decorative lighting. The following additional requirements shall apply:

1. Building Composition: Building facades shall be comprised of three distinct components: a base or ground floor, a middle, and a top.
 - A. Base: The base of a building shall be designed to clearly define where the building begins. It shall enhance the pedestrian experience by providing quality durable materials as well as ample windows that encourage views into a ground floor space. Frontage base types

VC Village Center

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shall be one of the following on Primary Roads:

- i. Arcade: A façade featuring a series of arches and columns.
 - ii. Storefront: The front façade build-to-line is at or near the edge of the right-of-way (within the build-to-zone). The entrance to the building, which may be recessed, is at the grade of the sidewalk.
 - iii. Multiple Family Residential Buildings: When ground floor residential is permitted by the planning commission, there is no prescribed building frontage, except that building fronts should generally run parallel to the street. Facades facing public rights-of-way, parks, and plazas should contain windows proportionate to the building façade.
- B. Middle: For buildings with more than one story, the middle of a building, which begins above the ground floor, shall be separated from the ground floor by a visible break that may include a change of color, material, or window pattern. This break may include the sign band area. Upper floor windows shall be inset and grouped to reflect the rhythm of the ground floor openings.

C. Top: The top of the building will distinguish the building with a cornice or noticeable roof edge. Flat roofs shall be enclosed with parapets.

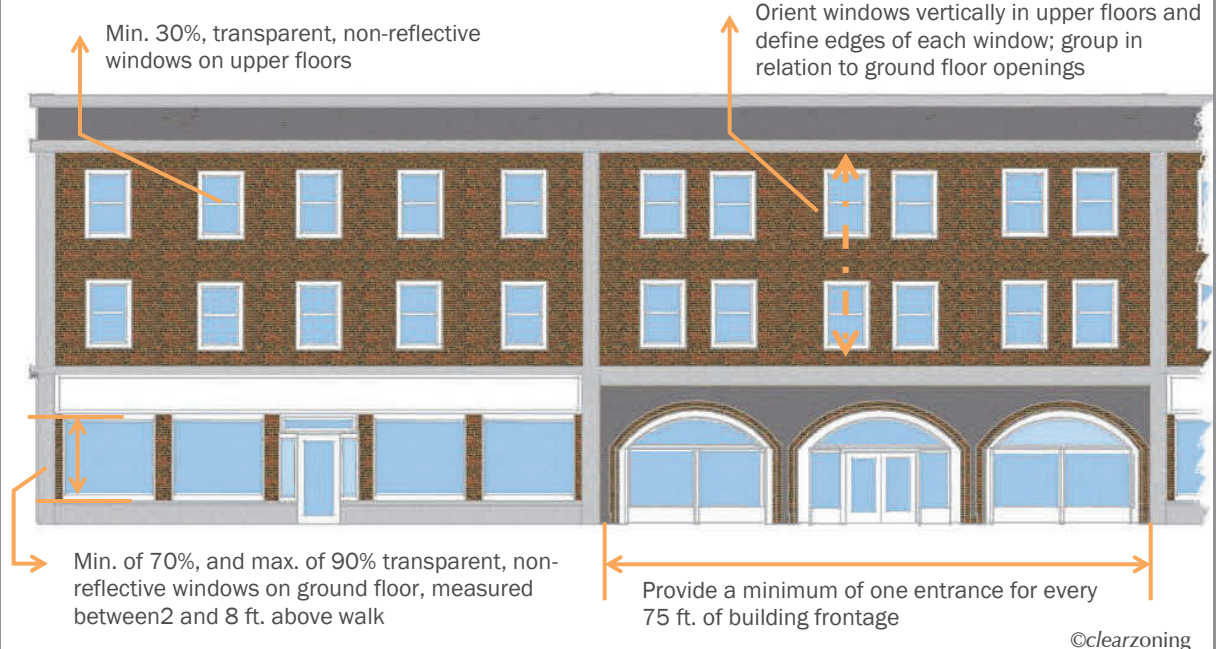
- i. Equipment: Rooftop mechanical and other equipment shall be positioned and screened to minimize views from adjacent properties and obscure views from the public rights-of-way.
- ii. Accessibility: Roofs may be accessible and may be used as balconies or terraces. Vegetated roofs are encouraged to cool buildings and limit stormwater runoff.

2. Windows and Doors

A. Generally

- i. Materials: Structural elements to support canopies or signage, along with mullion and frame systems for windows and doors shall be painted, powder-coated or stained (or the equivalent). Glass shall be clear or lightly tinted. Reflective glass is not permitted. Glass block windows shall not be permitted unless the planning commission grants an exception for use as an accent.
- ii. Shutters: When shutters are used, whether operating or decorative, they

Windows and Doors



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VC Village Center District

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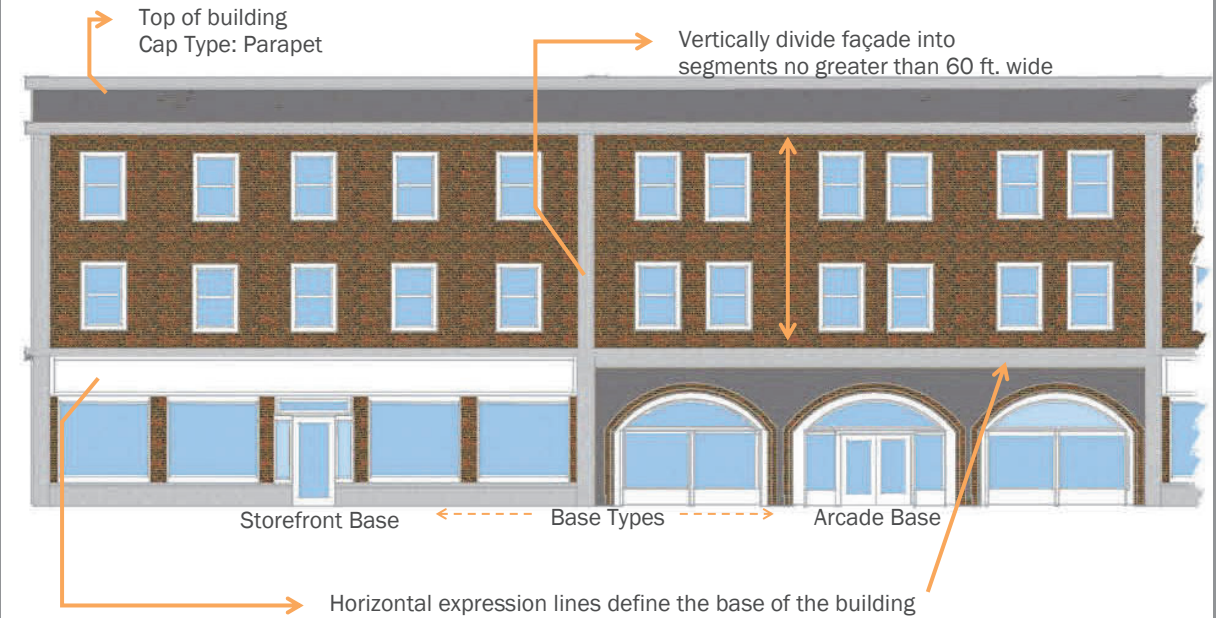
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Building Elements



shall be equal to the width of one half of the adjacent window opening

- iii. Façade Openings: All porches, doors, colonnades, and upper floor windows shall be vertically proportioned.
- B. Ground Floor windows and doors for arcade and storefront frontage types:
 - i. Integral Design: All storefronts shall have doorways, windows, and signage that are integrally designed.
 - ii. Transparency: Each storefront shall have transparent or lightly tinted areas, equal to at least 70 percent, but not more than 90 percent of its portion of the façade, between two (2) and eight (8) feet from the ground. These required window areas shall be either windows that allow views into retail space, dining areas, office work areas, lobbies, pedestrian entrances, merchandise display windows or other windows consistent with encouraging an active pedestrian environment along the storefront.
 - iii. Entry: At least one functioning doorway shall be provided for every street-facing storefront, with the primary entrance on the street. As

applicable for a single ground floor use, one doorway shall be provided for every 75 feet in horizontal building length.

- C. Upper Floor windows and doors—Glazing: The glazed area of a façade above the first floor shall be between 30 and 50 percent, with each façade being calculated separately, floor to floor. Sill height: All windows shall maintain a consistent sill height, unless the planning commission grants an exception for a decorative window element or similar feature.

3. Building Materials

- A. Facing Street, park or plaza: At least 90% of all exterior building façades facing a street, park, or plaza shall be finished with a combination of two or more of the following: Glass, brick, cut or cast stone, wood, cementitious board (e.g., Hardie Plank), integrally colored concrete units with brick proportions (e.g., half-high “C” brick), and textured stucco.
- B. Facing other buildings: at least 70% of the exterior façade shall consist of the materials specified in 3.A. above and may also include split-faced, scored, or fluted block.

VC Village Center District

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- C. Variation: There shall be a change in the vertical or horizontal building plane when there is a change in color or material. Street facing facades shall be divided vertically into segments no greater than sixty (60) feet wide.
- 4. Corner Buildings. Buildings located at a street corner shall have appropriate architectural features and details that accentuate its prominent corner location through additional building height and /or adding a building peak or tower element at the corner. Other creative techniques may be used, subject to the acceptance of the planning commission. Special architectural corner features may be permitted to exceed the maximum building height by up to ten (10) feet if deemed appropriate by the planning commission.
- 5. Canopies and Awnings: Facades may be supplemented with awnings that do not serve as signage, but meet the following:
 - A. Style & Height: Straight sheds shall be used. Awnings shall be at least 8 feet above sidewalk grade at the lower drip edge.
 - B. Encroachment: Awnings may encroach beyond the Front or Street-side Build-to-Zone and into the street right-of-way or easement, but must avoid the canopy area of street trees (based on tree maturity); and be set back a minimum of five (5) feet from the face of the road curb. Awnings shall be positioned immediately above the ground floor window, in scale with the window and overall building façade.
 - C. Colors: Awnings shall be complementary to the building façade.
 - D. Materials: Awnings shall be constructed of a durable material such as canvas or other material approved by the Building Official that will not fade or tear easily. Plastic and vinyl awnings are not permitted.
 - E. Signage: The vertical drip of an awning may be stenciled with signage a maximum of 8 inches by a horizontal length not to exceed 80 percent of the awning width.
- 6. Balconies and Overhangs: Balconies and overhangs may be added to facades with the following conditions:
 - A. Balconies and overhangs shall not extend more than six feet from the building face.
 - B. Materials shall be compatible with the building and be integrally designed.
- 7. Building Lighting
 - A. Height: For building fronts, exterior lights must be mounted between six and fourteen feet above adjacent grade.
 - B. Alley lighting: Fixtures in alleys shall illuminate the alley, be between 9 and 14 feet in height, have a shield to prevent uplighting, and not cause glare onto adjacent lots.
 - C. Floodlights or directional lights: Such lighting may be used to illuminate alleys or parking garages, but must be shielded to prevent light spills upward, or into adjacent lots, the street, or area outside of the District. Floodlights shall not be used for uplighting.
 - D. Contained illumination: Site lighting shall be of a design and height and shall be located so as to illuminate only the lot. An exterior lighting plan must be submitted and approved with each site plan.
 - E. Flashing, traveling, animated or intermittent lighting: Such lighting is not permitted, whether of a permanent or temporary nature.
- F. OFF-STREET PARKING
 - 1. Location:
 - A. Primary Roads: Surface parking lots shall have a minimum setback of 60 feet from the sidewalk and be located behind a building. Structured parking is permitted internally, but must be located behind occupied uses on the ground floor.
 - B. Other Roads: Surface parking lots are permitted in the rear or side of any lot and in structures and shall be setback a minimum of 5 feet from the sidewalk. Off-street parking is not permitted in front of a building.
 - 2. Driveways and Access: Driveway access shall not be permitted off a Primary Road.
 - 3. Screening and Landscaping: Parking lots adjacent to public or private streets shall be screened by a combination of landscaping (e.g., hedge row), brick walls, and ornamental

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VC Village Center District

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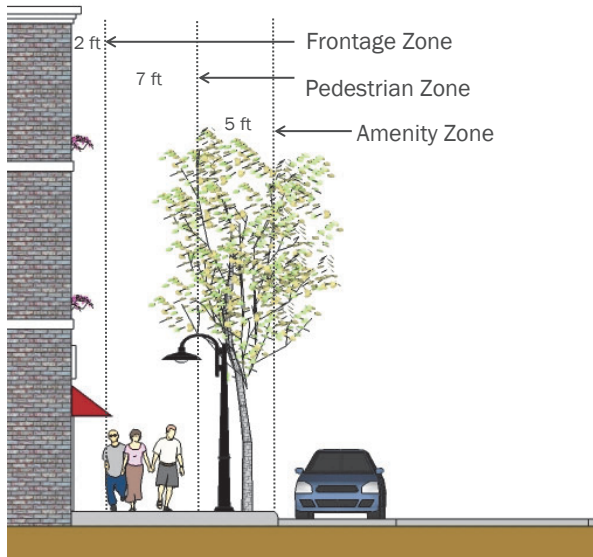
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metal fencing, with the design intent of screening an area 2.5 feet high adjacent to parking lots. Unless otherwise specified here, other parking requirements found in Section 5.16.4 also apply.

4. Shared Parking: See Section 5.13.5.
5. Bicycle Parking: Secure, visible, and accessible parking for bicycles shall be provided.

G. FUNCTIONAL ELEMENTS:

1. Loading docks, truck parking, utility meters, HVAC equipment, trash dumpsters, trash compaction and other service functions shall be incorporated into the overall design of buildings and landscaping.
2. Areas for truck parking, trash collection and/or compaction, loading and other such uses shall not be visible from public or private rights-of-way and shall be located at least 20 feet from all street and sidewalks.

H. LANDSCAPING

1. Generally: Sites should include landscaping as an integral part of site design and should give consideration as to the use of landscaping for stormwater management.
2. Mechanical equipment: Mechanical equipment, including, but not limited to, HVAC equipment, electrical transformers, air compressors, pumps, exterior water heaters, water softeners, private garbage cans (not

including public sidewalk waste bins) and storage tanks may not be stored at ground level on a front or exterior side of a building and if provided in the rear, must be screened from public view. Rooftop mechanical equipment must be screened from public view, using materials that are complementary to the overall building design.

3. Buildings, Fronts & Backs

- A. Street opportunities: Building facades are the public 'face' of the VC district. The use of well-maintained, quality plant materials attract and engage pedestrians and shall be permitted subject to administrative review of a sidewalk permit.
- B. Rear yards: The private, back yard portions of lots may provide opportunities for businesses to provide a semi-private space for patrons to enjoy, or allow residents to have private or semi-private (for apartments or condominiums) open spaces, gardens and courtyards.

4. Street Trees & Plantings

- A. Spacing: Trees must be provided along the Primary Road streetscape, with a typical spacing of fifty (50) feet on center.
- B. Tree wells: Tree wells in sidewalks must be 5 ft. by 5 feet with a 3.5 ft. minimum depth. Perimeter fencing shall not be permitted.
- C. Clear vision: Trees shall not be placed closer than thirty feet (30') from intersections, nor be placed in the clear vision triangle.
- D. Irrigation: Irrigation systems must be installed at the time of development.
- E. Maintenance of public realm: The owner shall maintain the portion of the street between the lot line and back-of-curb and, if applicable, the portion of the alley between the lot line and the edge of pavement.
- F. Plant Selections: Plants should be chosen for specific locations based on size and mass at maturation as well as ease of maintenance.

5. Street Lighting

- A. Pedestrian-scaled lighting shall provide a minimum of one foot candle of warm light between the building face and the curb.



- B. Street lights are required with any new development or redevelopment and must be of the type identified by the city.
- 6. Street Furniture
 - A. Street furnishings must be placed within the Amenity Zone, which is defined as the five (5) feet between the curb face and the pedestrian zone.
 - B. Street furnishing shall be placed at least 2.5 feet from the curb face where on-street parking occurs, and 5 feet where travel lanes adjoin the curb, subject to road commission approval, where required.
 - C. Planter walls, where proposed, shall be a minimum width of ten inches (10") and two and one-half feet (2.5') in height, and brick to match pavers. Planter walls shall be located at intersections and placed at evenly spaced intervals along the block.
 - D. Street furnishings must be those identified by the city.
- 7. Open Space Standards: Public spaces are meant to provide a means for social interaction. There are two general classifications of public spaces in the VC district: those that are part of a development and those that are to be developed by the city. Generally:
 - A. Location: Public open spaces should be practically located so that the public is aware of their location
 - B. Function: All open spaces should be functional and purposeful, yet flexible to provide for a variety of uses.
 - C. Amenities: Outdoor furniture (benches and tables), art or sculptures, landscaping, change in the type of pavement, semi-enclosure to define the space, drinking fountains, trash receptacles should be added to defined open spaces.
 - D. Awareness: Wayfinding signs should be used to direct the public to the location of open spaces, municipal parks or trailheads.
 - E. Security: Open spaces shall be well-lit, well-maintained and allow for clear views to create a safe environment.

I. FIRST FLOOR USES ON PRIMARY STREETS

The following regulations apply to all first floor uses:

- 1. Retail and restaurant uses facing a primary street shall be at least twenty (20') feet deep, as measured from the street-facing facade. The planning commission may waive this requirement when it determines the following criteria are met:
 - A. The project satisfies a demonstrated need for housing in the City of Lathrup Village.
 - B. The project includes passive or active open spaces, such as parks, plazas, and/or event spaces for public use.
 - C. The project is consistent with the city's Master Plan.
- 2. In order to promote a walkable downtown area as described in the intent of this zoning district and the city's Master Plan, Banks, financial institutions, professional, medical, administrative offices, and day care centers shall not comprise more than twenty-five (25%) percent of the street facing façade of the same side of a single block along a primary street.

Amended by Ord. No. 2025-01.



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

To: Lathrup Village Downtown Development Authority
 From: Janet Bloom – Community & Economic Development/DDA Director
 Date: August 21, 2026
 RE: Budget for Façade Grant and Sign Grant Program

Background

The Façade Grant and Sign Grant programs went through a refresh in April 2026. These programs are an economic tool to help Lathrup Village DDA businesses improve their properties with support of the Lathrup Village DDA.

The applications for both programs are included.

These programs are currently not funded. The recommended budget for 2026-2027 for the Sign Grant program was \$10,000. The recommended budget for the Façade Grant program was \$20,000.

Here is the funding structure for both programs:

Funding Structure for Façade Grant Program:

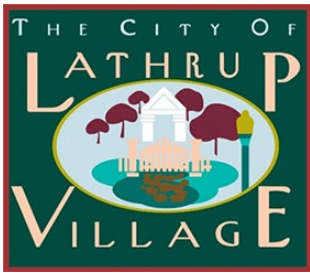
- Grants are awarded on a 50/50 matching reimbursement basis.
- Maximum grant award: \$10,000 per project.
- Grant funds are only distributed after project completion and verification.

Funding Structure for Sign Grant Program:

- 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

In both programs, any work completed prior to receiving a Grant Funding Commitment Letter from the Lathrup Village DDA is not eligible for reimbursement.

Recommendation: To fund the Sign Grant program at \$10,000.00 in GL#494-000.000-971.000, and fund the Façade Grant program at \$20,000.00 in GL#494-000.000-971.001, effective for the 2026-2027 fiscal year.



Lathrup Village

Sign Incentive Program
Application Packet



Item 8E.

LATHRUP
VILLAGE

Downtown
Development
Authority

April 2026

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

Eligible costs include labor, materials, permit fees, and design services, and exclude temporary signage and routine maintenance.

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 Staff prior to approval from Board of Directors using the following criteria:

➤ **Visual Impact Points: (0–10)**

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

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

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

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

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

➤ **Investment Level Points: (0–5)**

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

➤ **Project Readiness Points: (0–5)**

- 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
- 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.



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

Item 8E.

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 payback 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 renderings from contractor.
- ☐ 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

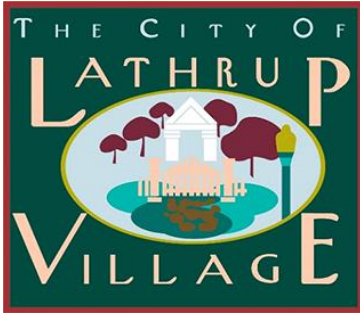
Signature – Property Owner

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:	



Lathrup Village

Facade Incentive Program Application Packet

LATHRUP VILLAGE

Downtown
Development
Authority



April 2026

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 June 1 – July 15)
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.

- 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



**27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600
LathrupVillage.org**

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.



**LATHRUP
VILLAGE**

Downtown
Development
Authority

27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600
LathrupVillage.org

Item 8E.

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:	

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

Item 8E.

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 _____



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

To: Lathrup Village Downtown Development Authority
 From: Janet Bloom – Community & Economic Development/DDA Director
 Date: August 21, 2026
 RE: Façade Grant and Sign Grant application Review – Pro Chiropractic

Pro Chiropractic, at 17600 W. Eleven Mile Road, Lathrup Village, MI 48076, has submitted a Façade Grant application and also a Sign Grant application.

The Façade Grant application falls outside of the “permanence” that the Lathrup Village DDA has intended for the scope of the program.

The Sign Grant application does meet the requirements set forth in the application.

Their estimated project cost (see attached estimate) is \$6,738.00 including design, fabrication, and permitting.

Per current fund structure for the Sign Grant, it would be a 50/50 matching reimbursement basis, with a maximum grant award of \$2,500.00 per project and the funds are only distributed after project completion and verification.

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

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

Recommendation:

To decline the Façade Grant application due to falling outside the “permanence” scope of the program.

To fund the Sign Grant application at the maximum of \$2,500.00, for Pro Chiropractic, utilizing Sign Grant Program, GL#494-000.000-971.000.

Façade Grant Program Application

Property Information

Property Address:	17600 W Eleven Mile Road, Lathrup Village, MI 48076
Parcel ID Number:	24-13-359-056 Lts 1780-1874, 24-13-359-062 Lts 1778-1779
Current Zoning:	Medical

Business Information

Business Name:	Pro Chiropractic
Business Owner Name:	Raymond Hillenbrand
Business Mailing Address:	17600 W Eleven Mile Rd, Lathrup Village, MI 48076
Phone Number:	248-928-3570
Email:	chirodrray@aol.com

Property Owner Information

Property Owner Name:	Hillenbrand Enterprises, LLC
Property Owner Address:	575 E Southlawn, Birmingham, MI 48009
Property Owner Phone:	248-928-3570
Property Owner Email:	chirodrray@aol.com



27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600
LathrupVillage.org

Item 8F.

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.

A handwritten signature in blue ink, appearing to read 'D. R. Quinn', written over a horizontal line.

Signature – Business Owner

July 13, 2026

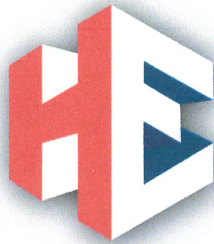
Date

A handwritten signature in blue ink, appearing to read 'D. R. Quinn', written over a horizontal line.

Signature – Building/Property Owner

July 13, 2026

Date

**HILLENBRAND ENTERPRISES**

Hillenbrand Enterprises, LLC, 575 E Southlawn, Birmingham, MI 48009 | Cell: 248-928-3570 | Fax: 248-593-3181 | Email: ChiroDrRay@aol.com

The City of Lathrup Village Sign and Facade Grant Incentive Programs

July 13, 2026

To whom it may concern,

In May of this year, I purchased the building located at 17600 W Eleven Mile Road. After more than 12 years of running my Chiropractic Clinic in the City of Beverly Hills, Michigan, I have relocated my practice, Pro Chiropractic, to Lathrup Village. I'm grateful for the warm reception and support the City has given to me and my practice. I have enjoyed working with the City Officials and look forward to a continued equally rewarding relationship. The City of Lathrup Village certainly helped make my Grand Opening Celebration a huge success.

In addition to extensive aesthetic improvements that I have made to the building both inside and outside, I intend to enhance the exterior with upgraded landscape and signage to increase visibility and enhance the appearance of the building and the surrounding corridor. With my location directly on W Eleven Mile Road, my building is in a highly exposed location and I feel my improvements will greatly enhance my building and the surrounding area. I intend to proceed with both my landscape and signage projects immediately.

I would like to note, that in the event I am only eligible for one grant from the City, I would prefer the Sign Grant as ensuring visibility of my practice is more of an immediate need at this time.

I am grateful to the City of Lathrup Village for your consideration of this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Doc Ray Hillenbrand". The signature is fluid and cursive, with the first name "Doc" being the most prominent.

Doc Ray Hillenbrand
Pro Chiropractic

SOUTH SIDE OF BUILDING / FACES W ELEVEN MILE

BEFORE



AFTER



SOUTH EAST CORNER OF BUILDING / FACES W ELEVEN MILE

BEFORE



AFTER



SOUTH WEST CORNER OF BUILDING / FACES W ELEVEN MILE

BEFORE



AFTER



WEST SIDE OF BUILDING

BEFORE



AFTER



NORTH SIDE OF BUILDING

BEFORE



AFTER



NORTH EAST CORNER OF BUILDING

BEFORE



AFTER



BRIGHT HORIZON SERVICES

LANDSCAPING.....text or call 586-260-5218
 MAILING & BILLING ADDRESS: PO BOX 247 MARYSVILLE MI 48040
 EMAIL: brighthorizonservices@yahoo.com
 LIKE US ON FACEBOOK @ [brighthorizonservicesinc](https://www.facebook.com/brighthorizonservicesinc)

ESTIMATE FORM

Name: Hillenbrand Enterprises LLC Phone#: 248-928-3570
 Address: 17600 W Eleveau mile
Lathrup Village MI 48076 Date: 7/1/26

Description	Notes	Amount
Weekly lawn service	Facade update Refrost	Per
Fertilization program (6 applications)	landscape	
Extras: Grub control app		
Turf insect control app	install Raised Boulder landscape Retaining wall	
Mosquito control app	(Sides) Planting Beds for 8 trees on 2 sides of Building	
Aerate	new soil, install new Perennials (Hosta)	
Power rake (dethatching)	around trees. mulch after Hardwood mulch.	
Bush/tree trimming		
	Spray/Remove weeds in all Beds and side	
	Till, Grade, Resod 600 sq ft approx.	
Weeding of landscape beds		
Re-cut landscape beds	(11m) Remove creeping juniper/weeds, Add soil	
Mulch Installation	(Sides) Grade, plant 45 perennials, add 4-8" Boulder (10 tons)	
	Entrance Remulch planting area	
	Remove shrubs, roots, grind and/or stumps	
Sod removal/replacement	install weed fabric, install 12 tons 4" to 8" Boulder	
	Top soil and ReGrade area,	
Gutter cleaning	make/install new landscape Bed in front	
Spring or Fall clean up	of Boulder Facade approx 135' by 5' new	
	planting soil, Grade, large Boulder placement	
	new Hosta Perennials 40, mulch Bed cut Edge	
	Bed Design.	
	New Boulder or Brick Retaining wall around	
	Pines (2) 106 lin ft. 18" High, new soil, new	

See additional page for complete landscaping work estimate.

TO BEGIN SERVICE, SIMPLY TEXT OR CALL (586) 260-5218

Landscaping work continued:

Flowering perennials installed in Both Pine Bars Area (60)
Remodel Bed.

Install new Boulder Retaining wall ^{as per by Boulder} or along Front Fridge
new large Desert Candle plantings, new Creeping Phlox
perennials, much Bed.

Refresh Boulder Rock 4" To 8" Where needed.
Clean Edges (noted) and planters with new annuals (4)

Trim up Trees and Existing shrubs to match new landscape

Standard Feature for all new plantings

Estimate Cost

Estimate \$ 26,425⁰⁰ TO 30,275⁰⁰

(Depending on Retaining wall
Type)

Diagram:

See Submitted Photos for General look not to scale
on exact look.

a Computer Contract can be made up if plans get
accepted.

TO BEGIN SERVICE, SIMPLY CALL (586)260-5218
BRIGHT HORIZON SERVICES, INC



Sign Grant Program Application

Property Information

Property Address:	17600 W Eleven Mile, Lathrup Village, MI 48076
Parcel ID Number:	24-13-359-056 Lts 1780-1874, 24-13-359-062 Lts 1778-1779
Current Zoning:	Medical

Business Information

Business Name:	Pro Chiropractic		
Business Owner Name:	Raymond Hillenbrand		
Business Mailing Address:	17600 W Eleven Mile, Lathrup Village, MI 48076		
Phone Number:	248-928-3570		
Email:	chirodrray@aol.com		
Sign Type:	Wall	Monument	Awning

Property Owner Information

Property Owner Name:	Hillenbrand Enterprises, LLC
Property Owner Address:	575 E Southlawn, Birmingham, MI 48009
Property Owner Phone:	248-928-3570
Property Owner Email:	chirodrray@aol.com



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.

A handwritten signature in blue ink, appearing to read 'DR [unclear] [unclear]'.

Signature – Business Owner

7-13-26

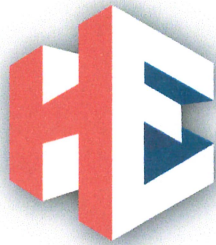
Date

A handwritten signature in blue ink, appearing to read 'DR [unclear] [unclear]'.

Signature – Property Owner

7-13-26

Date

**HILLENBRAND ENTERPRISES**

Hillenbrand Enterprises, LLC, 575 E Southlawn, Birmingham, MI 48009 | Cell: 248-928-3570 | Fax: 248-593-3181 | Email: ChiroDrRay@aol.com

The City of Lathrup Village Sign and Facade Grant Incentive Programs

July 13, 2026

To whom it may concern,

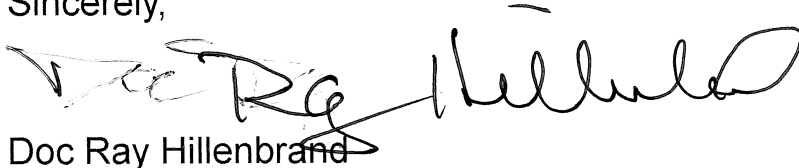
In May of this year, I purchased the building located at 17600 W Eleven Mile Road. After more than 12 years of running my Chiropractic Clinic in the City of Beverly Hills, Michigan, I have relocated my practice, Pro Chiropractic, to Lathrup Village. I'm grateful for the warm reception and support the City has given to me and my practice. I have enjoyed working with the City Officials and look forward to a continued equally rewarding relationship. The City of Lathrup Village certainly helped make my Grand Opening Celebration a huge success.

In addition to extensive aesthetic improvements that I have made to the building both inside and outside, I intend to enhance the exterior with upgraded landscape and signage to increase visibility and enhance the appearance of the building and the surrounding corridor. With my location directly on W Eleven Mile Road, my building is in a highly exposed location and I feel my improvements will greatly enhance my building and the surrounding area. I intend to proceed with both my landscape and signage projects immediately.

I would like to note, that in the event I am only eligible for one grant from the City, I would prefer the Sign Grant as ensuring visibility of my practice is more of an immediate need at this time.

I am grateful to the City of Lathrup Village for your consideration of this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Doc Ray Hillenbrand". The signature is stylized with a large "R" and "H".

Doc Ray Hillenbrand
Pro Chiropractic



BEFORE



AFTER





creative geniuses

estimate

American Graphic Corp. | 1469 Birmingham Blvd. | Birmingham, MI 48009 | 248.227.9085 | www.CreativeGeniuses.net

PROJECT DETAILS:

Client's Name(s): Raymond Hillenbrand
 Business Name: Pro Chiropractic
 Address: 17600 W Eleven Mile, Lathrup Village, MI 48076
 Business Type: Medical

SCOPE OF WORK: EXTERIOR SIGN DESIGN, FABRICATION & INSTALLATION**SIGN DESIGN: \$750**

CUSTOM SIGN FABRICATION: \$4688
 87" WIDE, 3D METAL WALL SIGN WITH BACKBOARD

SIGN INSTALLATION: \$500

LOCAL SIGN PERMIT: \$800
 City of Lathrup Village
 Process and application of Sign Permit in Lathrup Village
 -Permit Procurement Fee: \$400
 -Sign Permits: \$400(estimate)
 **Final permit fees will be added once permit has been pulled

PAYMENT:

A 50% deposit is required to begin the project and is non-refundable. The balance is due upon the completion/installation.

Venmo, Paypal, Business Check or Cash are accepted. The design/fabrication process will not begin until deposit is received. Any work requested above and beyond the scope of this proposal will be billed at an hourly rate of \$125/hour for design or an additional proposal will be provided for any changes to the original requested proposal.

PROOF VIEWING

Proofs will be emailed to the client for review. Client must sign off on proofs for fabrication to begin.

COPYRIGHT

All designs, proofs and logos are copyrighted by American Graphic Corp. Final digital files includes a written release for client's designated business use only. Transfer of ownership of any designs created must get written approval by American Graphic Corp. All preliminary concepts, designs created for this project but not accepted as the final design maintain the property of AGC.

RELEASE

American Graphic Corp. reserves the right to use our designs, logos, proofs for publication, display and advertising purposes. We will never do so before your business opens in order to keep your design(s) a secret.

To initiate this proposal, please fill out the information below and submit along with your deposit.

CLIENT NAME: _____

CLIENT SIGNATURE: _____

DATE: _____



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

To: Lathrup Village Downtown Development Authority
 From: Janet Bloom – Community & Economic Development/DDA Director
 Date: August 21, 2026
 RE: Irrigation Repair Quote – Paradise Garden Landscaping

Background

Paradise Garden Landscaping was contacted about plants around City Hall being in poor condition due to drying out despite having available irrigation.

Paradise Garden stopped by to assess the irrigation controller and noticed that it was displaying an error and did not appear to be operating correctly.

It was learned that one of the sprinklers at City Hall had been leaking drastically, so the entire irrigation system had to be turned off.

The Paradise Garden technician assessed the controller and found that it is not functioning properly. As a result, the entire irrigation system is currently not watering.

The irrigation repair quote from Paradise Garden Landscaping is attached.

Recommendation: To approve the provided quote from Paradise Garden Landscaping for irrigation repairs at City Hall for \$1,363.29, from GL#494-000.000-933.000, Repairs and Maintenance.



August 13, 2026
City of Lathrup Village

Contract No. - 1581

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Labor - Irrigation	3.00	\$135.00	\$405.00
Rainbird 5500 Series Mister	1.00	\$49.99	\$49.99
Rainbird ESP-ME 4 Zone Controller	1.00	\$441.64	\$441.64
Rainbird 6 Zone Expansion Module	2.00	\$233.33	\$466.66
			\$1,363.29

WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Repair	\$0.00	\$1,363.29
		\$0.00
		\$1,363.29

Sale	\$1,363.29
Sales Tax	\$0.00
Total	\$1,363.29

TERMS AND CONDITIONS OF SERVICE – LANDSCAPING

These Terms and Conditions of Service – Landscaping (“Terms”) define the relationship between you (“Client”) and Paradise Garden Landscaping Inc. (“Paradise”). All services performed by Paradise are subject to these Terms unless otherwise noted in any Proposal (defined below). Client’s written initiation of the services detailed in a Proposal shall constitute a binding agreement (“Agreement”) between Paradise and Client, subject to these Terms. These Terms supersede all previous oral and written agreements made before the date of the Agreement as well as any conflicting terms contained on any document submitted by Client.

LAWN MAINTENANCE AND LANDSCAPE MANAGEMENT SERVICE POLICY:

1. Lawn maintenance and landscape management services (the “Services”) are presumed to cover the time periods of April 1 through November 30.
2. The Services, and any related specifications, shall be performed at the property identified in the applicable proposal (the “Premises”) and in accordance with the site map and specifications attached thereto (collectively, the “Proposal”). Paradise agrees to perform all such Services in a workman like manner and according to standard industry practices.
3. Client must provide at least two (2) business days’ prior written notice to Paradise to request that Paradise Garden Landscaping Inc. • 26220 Groesbeck Hwy • Warren, MI 48089

Page 1/7

a scheduled Service be skipped. Paradise reserves the right, in its sole discretion, to decline excessive skip requests that materially impact scheduling or routing efficiency. In the event a scheduled service is skipped at Client's request and the lawn conditions at the next visit require additional labor, equipment, or time due to overgrowth or deterioration, Paradise may assess additional charges at its then-prevailing rates.

4. Prices set forth in any Proposal are based upon fuel costs in effect at the time of issuance. If Paradise's average retail price of gasoline exceeds \$4.00 per gallon (as determined in Paradise's reasonable discretion), Paradise reserves the right to impose a fuel surcharge of up to five percent (5%) of the applicable service fee. Paradise shall provide notice of any such surcharge, which shall remain in effect until fuel prices return to baseline levels.
5. Client shall ensure that all sprinkler and irrigation systems are turned off on scheduled service days and that all sprinkler heads and related equipment are properly maintained and fully retracted below grade. Paradise shall not be responsible for damage to sprinkler heads, irrigation components, or other concealed or partially concealed items that are not properly installed, maintained, marked, or visible at the time Services are performed.
6. Client shall maintain a valid credit card on file with Paradise, which shall be stored using PCI-compliant processing software. Invoices shall be issued on a monthly basis unless otherwise stated in the Proposal, and Client hereby authorizes Paradise to charge the credit card on file upon issuance of the invoice. Paradise reserves the right to suspend Services for any declined payment or failure to maintain valid payment information.

CHANGES IN WORK; ADDITIONAL SERVICES:

7. Prices set forth in any Proposal are based upon Paradise's good faith estimate of observable site conditions at the time of inspection. Client acknowledges that certain latent, concealed, or unknown conditions may exist, including but not limited to subsurface obstructions, unsuitable soil, buried debris, tree roots, construction remnants, or drainage issues. If such conditions are encountered, Paradise may adjust the quoted price to reflect additional labor, materials, equipment, or disposal costs reasonably necessary to complete the Services to be provided.
8. Any alterations, deviations, or additions to the Services to be provided requested by Client shall constitute a change in scope and may result in additional charges. Paradise shall provide notice of the change and associated pricing prior to proceeding where practicable.
9. Any change in scope resulting in an increase of \$1,000 or more shall require prior written approval by Client in the form of a Change Order or Contract Change Notice prior to commencement of such additional Services. Changes under \$1,000 may be authorized through written communication, including email or progress report acknowledgment. Failure of Client to object in writing within three (3) business days of receipt of such notice shall constitute the necessary approval.
10. Unless otherwise specified, additional or changed Services shall be performed on a time and materials basis at Paradise's then-prevailing rates.
11. Any plants, mulch, brick, stone, rock, or other materials ordered pursuant to the Proposal and subsequently rejected by Client at the jobsite shall be subject to a restocking fee of twenty-five percent (25%) plus any delivery or handling charges incurred.
12. Paradise reserves the right to suspend performance of additional or changed Services until written authorization and payment arrangements are confirmed.

EXCLUSIONS; LIMITATIONS OF RESPONSIBILITY:

13. Unless expressly stated in the Proposal, the following items are excluded from the Services to be provided and shall be performed only pursuant to a written amendment and additional charge:

- a. *Electrical Work.* All electrical installations, wiring, or connections, all of which must be performed by a licensed electrician.
- b. *Utility Conduits and Connections.* Installation, relocation, or modification of electrical, gas, water, sewer, conduit, or other utility connections.
- c. *Iron Railings and Fixtures.* Removal, modification, or reinstallation of iron railings or similar fixtures.
- d. *Irrigation System Damage.* Damage to unmarked or improperly marked irrigation lines, drain tile, private utility lines, or other below-grade systems. Repairs to such systems shall constitute additional Services to be provided at an additional fee.
- e. *Drainage and Elevation Conditions.* Paradise makes no representation regarding existing drainage patterns or subsurface water conditions. If the Premises is at a lower elevation relative to adjacent properties or structures, or if drainage concerns arise, Paradise reserves the right to recommend consultation with a qualified soil or civil engineer. Any engineering evaluation and resulting corrective work shall be at Client's sole cost and expense. In the absence of a current topographical survey provided by Client, Paradise shall not be responsible for drainage-related issues.
- f. *Painting and Staining.* Any painting, sealing, or staining services.
- g. *Debris and Other Materials.* Paradise shall not be responsible for the removal, transport, or disposal of any debris and/or other materials which are not specifically stated in the Proposal.
- h. *Hazardous or Contaminated Materials.* Paradise shall not be responsible for the identification, removal, transport, or disposal of any debris or materials suspected of being contaminated or that may be hazardous or toxic in nature.
- i. *Site Unknowns.* Contractor shall not be responsible for additional costs arising from concealed, subsurface, or unknown site conditions that could not reasonably be identified during a visual inspection. Any such conditions shall constitute a change in scope and be billed accordingly.

14. Client is aware that certain Services including, without limitation, plant and tree installations or core aeration services, may result in unpreventable damage to unmarked irrigation systems, private utility lines, drain tile or other unmarked below-grade utilities. Paradise shall not be responsible for any such damages or for the cost of repairing these items. For Services requiring excavation, Paradise will contact MISS DIG to mark underground public utility lines which include gas, electric, telephone/cable and sewer. This Service will be included in the Proposal unless otherwise stated. Private lines, such as irrigation, drain tile and other non-public utilities, shall not be included as part of the Services, but may be staked for an additional fee; provided that Paradise shall not be responsible for any such private lines that are improperly installed.

15. All exclusions set forth herein are material terms of the Agreement. Paradise shall not be liable for delay, additional cost, or damage arising out of excluded items unless expressly assumed in writing.

LANDSCAPE WARRANTY:

16. Except as otherwise set forth in these Terms, Paradise generally provides a one (1) year

warranty on plants, shrubs, trees, evergreens and perennials as set forth below, which warranty shall commence on the date of installation. Notwithstanding the foregoing, such warranty shall not apply to annuals or bulbs installed by Paradise, and shall not apply to dead plants that have been subject to heavy rainfalls, over or under watering, strong winds, or other acts of God. Materials subject to the above warranty shall be subject to a one-time only replacement by Paradise. Timing of such replacement may, at Paradise's discretion, be predicated upon seasonal availability and weather conditions.

- a. *Perennials*: Perennials are guaranteed for the same-season as planted only. Plants considered to be "delicate plants", such as rhododendrons and plants that are not typically suitable for Client's plant hardiness zone, may be excluded from this warranty due to the risks involved and will be identified on the Proposal (such plants may be identified in bold).
- b. *Winter Protection*: All evergreens, broadleaf evergreens and delicate plants must be burlapped during the winter on their first season to validate the applicable warranty. Paradise offers this Service at an additional cost. Winter damage such as snowplow damage, salting or high amounts of snowfall are also not covered.
- c. *Plant Seasonality*: Various plants, bushes, shrubs, and trees may have specific time-windows in which they are ideal for planting. Planting out-of-season or out-of-such-window at Client's request will void any warranty for such plants, and Paradise will identify any such plants on the Proposal. Client may reserve the right to request that plants that cannot be planted without voiding the warranty be exchanged for other plants (subject to the difference in cost of such replacement plants), or be planted in the next plantable season without additional cost.
- d. *Plant Availability*: In some instances, some plants, shrubs, bushes, and trees may not be readily available to procure in time for the required planting period associated with the project. In that event, Paradise will work closely with Client to provide an approved substitution, subject to availability. Client may request plants and related materials that are not locally available and, while Paradise cannot guarantee availability, Paradise will use all commercially reasonable efforts to source such plants and related materials on a timely basis. Due to plant availability, Client assumes the risk and liability of any rare specimens, which are not covered under the warranty hereunder.
- e. *Plant Diseases*: It is Client's responsibility to immediately inform Paradise of any health concerns recognized in the plants, shrubs, bushes, or trees. Upon receipt of such information, Paradise will determine the nature and source of the illness. If it is determined, in Paradise's reasonable discretion, that the plants were infected prior to installation, Paradise reserves the right to first using herbicides, fertilizers, and insecticides to return the plants to good health. Should such efforts to restore the plants' health fail, Client is entitled to a refund only. However, Paradise reserves the right to revoke all or a portion of the warranty depending upon the nature and source of the plant infection and pursuant to the standard operating procedures of Paradise. In all cases, Paradise agrees to work with Client to minimize damage to the existing plants.
- f. *Plant Replacement*: Paradise shall use commercially reasonable efforts, not to exceed one (1) year from the date of notification, to source, match and replace dead or ill plants. Client shall be entitled to elect either a full refund within one (1) year or wait for a suitable replacement. Should the plant be a matching pair or series, and is not possible to be individually replaced, Paradise agrees to replace all plants in the series or pair at Paradise's cost.
- g. *Lawns*: All new sod will be No.1 grade Michigan-grown Kentucky Bluegrass. New lawns or portions thereof that are under shade cannot be guaranteed or warrantied. New lawns

are guaranteed to be healthy at time of installation only. Should new sod be damaged due to animals (pets or wild animals such as raccoons or skunks) Client will be responsible for all costs of replacement. Sod pegs can be installed for an additional fee to help deter animals from causing damage, but are not guaranteed to prevent such damage.

- h. *Water Plants*: Water plants are guaranteed for the same season as planted only.
 - i. *Weeds*: Paradise shall use commercially reasonable efforts to minimize any weeds; however, Paradise shall not be required to inspect or otherwise ensure that there is no weed or other unwanted plant matter on the Premises in any soil or root balls/planting container of plant materials, nor shall Paradise provide any warranty for the removal of existing weeds.
 - j. *Replacement Plant Material*: Paradise does not guarantee or warranty any replacement plant material or plant material that has been transplanted on site.
 - k. *Required Resources*: Where Paradise recognizes that Client lacks sufficient resources (water pressure, power outlets, and related items) to enable the full maintenance and enjoyment of the materials, construction and/or horticultural elements associated with the Proposal, Paradise will inform Client and recommend possible solutions or alternatives. However, Paradise is not obligated to inspect or diligence the premises to discover any such needs or to account for them in the Proposal with respect to the design, construction or associated costs. Client fully accepts responsibility with respect to any such insufficient resources and any additional costs incurred in connection with completion of the items in the Proposal.
 - l. *Water Supply*: Client acknowledges and agrees that any water supply issues are the sole responsibility of Client, including negatively detracting from ponds, waterfalls, other water features, etc.
17. Client acknowledges and agrees that all materials installed by Paradise require proper care and maintenance following installation. Any improper or lack of care, tampering, vandalism, or any other event outside of Paradise's control including, without limitation, damage caused by drought, disease, fungus or insects, shall be excluded from the above warranty. Further, such warranty shall not apply to any installed materials that are not watered by an automated, professionally installed, operating irrigation system unless other provisions for this care have been discussed and approved by Paradise in writing. Client is responsible for adjusting the irrigation timing and amounts, such correct timing and amounts being critical in the days and weeks immediately after a job is complete.

Pricing; Payment Terms

18. Prices set forth on the Proposal reflect Paradise's good faith estimate. Client acknowledges, however, that certain unknown conditions may exist at the time Paradise presents any Proposal, including, without limitation, the existence of poor or non-standard soil or ground conditions, construction debris, large rocks, buried cement or other items, foundations, tree stumps/roots or other factors and conditions which may not be observed during a visual inspection. Should these conditions exist, Client understands and agrees that Paradise may amend its Proposal to include any additional charges necessary to account for any such conditions, including as described further in this Agreement. Further, Client-requested alterations or deviations from the Services set forth on the Proposal may result in additional charges as required by Paradise.
19. Terms of payment shall be as set forth on the Proposal. To the extent not set forth, payment shall be due in full upon the earlier to occur of (a) completion of the Services and (b) the

execution of an Acceptance of Work Certificate.

20. Client understands and agrees that delays in payments made to Paradise may result in suspension of Services. Any amounts due by Client to Paradise which are unpaid when due shall bear interest at the rate of 1.5% per month, or the maximum rate permitted by law, whichever is less. The accrual or payment of any interest as provided above will not constitute a waiver by Paradise of any rights and remedies in connection with a default by Client. Client will pay all court costs, reasonable attorneys' fees and other out-of-pocket costs and fees incurred by Paradise in collecting past due amounts, including interest. Any checks that are returned to Paradise for insufficient funds will be accessed an additional \$45.00 service fee.
21. Paradise shall have all rights and remedies available under the Michigan Construction Lien Act, MCL 570.1101 et seq., including the right to claim and record a construction lien against the Premises upon which the Services are being performed in the event of nonpayment. Client acknowledges that failure to make payments when due may result in the recording of a construction lien against the Premises for the amount owed, together with interest, costs of collection, and attorneys' fees as permitted by law. Paradise's lien rights are cumulative and in addition to all other rights and remedies available at law or in equity.

General Provisions:

22. Client must notify Paradise in writing, within twenty-four (24) hours of discovery of any damage to the Premises, including any irrigation system, suspected to be caused by the Services performed by Paradise.
23. Client acknowledges and agrees that Paradise may subcontract out certain of the Services performed under the Agreement. In such cases, Client acknowledges and agrees that (i) Paradise shall not be liable for any loss, damage or delay arising out of or relating to any failure of any such subcontractor to perform the Services as required by the Agreement and (ii) Client's sole manner of recourse shall be against such subcontractor.
24. Paradise reserves the right to terminate the Agreement without notice in the event of Client's failure to make timely payments, and/or actions by Client to circumvent, interrupt or otherwise adversely impact, any relationship between a subcontractor and Paradise. In addition, abusive or threatening behavior towards Paradise or its employees will not be tolerated and will be grounds for immediate termination and the imposition by Paradise of the termination fee described below.
25. The Agreement may only be terminated or modified by Client as follows:
 - a. For any non-service related termination, Client must provide to Paradise thirty (30) days' prior written notice of Client's intent to terminate the Agreement. In addition to payment for Services already rendered, any failure by Client to provide such notice shall result in an additional payment by Client of a termination fee equal to ten percent (10%) of the Proposal amount for work not yet rendered *plus* the cost of any materials purchased by Paradise for work not yet rendered prior to such termination.
 - b. In the event Client desires to terminate the Agreement for Service and/or quality issues, Client shall provide to Paradise written notice thereof, which notice shall specify, in detail, the nature of any such issues. Upon receipt of such notice, Paradise shall be allowed thirty (30) days to correct the alleged issues; provided, however, that to the extent such issues have not been corrected within such thirty (30) day period, the Agreement may, at the option of the Client, be terminated without any termination fee (other than payment for services already rendered). Paradise agrees, in good faith, to work with the Client to provide a discount on the payment for Services already rendered if Paradise determines, in its reasonable discretion, that such Service and/or quality issues warrant any such

discount.

Client acknowledges that monthly or other installment payments do not necessarily represent full payment for Services actually rendered through the date of each such applicable payment(s). Accordingly, for purposes of this Agreement, the phrase “payment for Services already rendered” means the amount accrued and payable for Services that have already been rendered, regardless of when such payment actually becomes due. By way of example, Client will not be discharged from remaining monthly or other installment payments if Client terminates the Agreement after the Services have been fully rendered, but before such payment(s) become due.

26. Paradise shall not be liable for any loss, damage or delay arising out of its failure to perform hereunder due to causes beyond its reasonable control, including, without limitation, acts of God, acts or omissions of Client, acts of civil or military authority, adverse weather conditions, strikes, epidemics, quarantine restrictions or labor or material shortages. In the event of any such delay, Paradise’s performance shall be suspended until such inability to perform has been relieved.
27. EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE SERVICES AND MATERIALS ARE PROVIDED SOLELY ON AN “AS IS,” AND “AS AVAILABLE BASIS” WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, PARADISE EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, OR FITNESS FOR A PARTICULAR PURPOSE.
28. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, IN NO EVENT WILL THE TOTAL, AGGREGATE LIABILITY OF PARADISE UNDER THE AGREEMENT EXCEED THE COST OF THE SERVICES GIVING RISE TO THE CLAIM OR LIABILITY. FURTHER, IN NO EVENT WILL PARADISE BE LIABLE OR RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY NATURE. EACH PROVISION HEREOF WHICH PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTY OR CONDITION OR EXCLUSION OF DAMAGES IS SEVERABLE AND INDEPENDENT OF ANY OTHER PROVISION AND IS TO BE ENFORCED AS SUCH.
29. The Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Client and Paradise consent to the exclusive jurisdiction of the applicable state and federal courts of the State of Michigan relative to any legal proceeding directly or indirectly arising out of or relating to the Agreement. Any cause of action or claim the Client may have must be commenced within one (1) year after the claim or cause of action arises or it shall be forever barred.
30. THE PARTIES KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT THAT THEY MAY HAVE TO A TRIAL BY JURY, THIS WAIVER BEING A MATERIAL INDUCEMENT FOR THE PARTIES TO ENTER INTO THIS AGREEMENT.

By 

Zaid Hanna

By _____

Date 8/13/2026

Paradise Garden Landscaping Inc.

City of Lathrup Village



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

To: Lathrup Village Downtown Development Authority
 From: Janet Bloom – Community & Economic Development/DDA Director
 Date: August 21, 2026
 RE: Director's Report

Since last month, I continued to connect with business owners, property owners, committees, and organizations impacting Lathrup Village.

Recent Meetings:

Southfield Public Schools groundbreaking ceremony July 14
 Communication & Engagement Committee – July 14
 LV Music Fest – Lauren Beras
 Southfield Chamber of Commerce Sunrise Monthly Mixer for Recast City
 Paradise Garden Landscaping – DDA vendor (Zoom call and ride through Lathrup Village with owner)
 SBA/MMTC – July 21
 Main Street Oakland County: met with our representative Tim Colbeck – July 22
 Tree Committee – July 27
 TechTown “The Shop” – July 29
 Surnow Team – July 29
 Broker Tour of 27031 Southfield – July 30
 Virtual Planners (Zoom) – July 30
 Oakland Thrive – August 4
 Project Diamond visit at Automation Alley – August 5
 Park & Recreation Commission – August 6
 Southfield Chamber of Commerce Director meeting – August 12
 OC Tech Collaboration event - August 12
 Southfield Library tour – August 13

Recast City:

Tom Kennedy and I have continued our data collection on this program. We are meeting with

organizations, business owners, and property owners and completing the interview assignments as tasked by Recast City.

Master Plan:

The Open House was Tuesday, July 21 from 4:00 pm – 7:00 pm. Over 65 individuals attended and gave additional feedback on the boards and information set up at the stations. These are currently on the Master Plan section of the City of Lathrup Village website. You can make additional comments online. Giffels Webster is going through the latest information to create a report for review.

Property Updates:

Formerly Papa's Pizza - 28901 Southfield Road – is turning into Havana's Burgers and Tacos

Formerly Olga's - 17651 12 Mile Road – interior renovation happening. More details to come.

Bro's Eatery - 28851 Southfield Road – Should be opening soon!

Available lease location: 28801 Southfield Road #300, Lathrup Village, MI 48076. Was formerly the Bellviso Global Aesthetics.

Special Land Use Application: 28939 Southfield Road, Lathrup Village, MI 48076 (Exxon Gas Station). Application to add a liquor license. Application will be reviewed at next Planning Commission meeting on Tuesday, August 18, at 6:00 pm. Public comments are welcome.

MSOC:

First and Second Quarter Stats pulled together and turned in by July 31 deadline.

RFQ's/RFP's:

We will be requesting quotes/proposals for holiday décor, snow removal, and landscaping. Also, a RFQ will be revived for the city parcel that is open for development, north of city hall.

Tree Committee:

Received a \$75,000 DNR grant. More details to come on the projects to be supported with this grant.

For Your Calendar:

August Health Month: Tom Kennedy is leading the events for this activity and has partnered with Oakland Community College and Henry Ford Health System. CPR training had twelve attendees, eighteen are attending for balance trainings on Thursdays, and six attendees for Wednesday lectures. This Friday, August 14 is the Blood Drive from Noon – 5 pm.

Food Truck Friday – August 21 at 4:30 pm

Recast City – program with Southfield Chamber of Commerce, August 25 at the chamber, 4:00 – 6:00 pm. Event to introduce program to the chamber membership.

Road Rage 5K – August 29

September 12 (rain date 13) – LV Music Festival

September 22 – How to Avoid Fraud – with Chase Bank and Lathrup Village Police. 5:30 pm City Hall.

September 29 – SBA Lender Matchmaking, 1 – 4 pm, at Southfield Public Library

Recommendation: To Receive and File



ANNUAL REPORT 2025

MISSION

Maximize the economic potential and preserve the heritage and sense of place of Oakland County's historic downtowns and neighborhood commercial districts by encouraging and facilitating the use of the Main Street America Four-Point Approach® that emphasizes economic development within the context of historic preservation.

2025 MARKS SILVER ANNIVERSARY OF MAIN STREET OAKLAND COUNTY (MSOC)

In 2025, MSOC marked its 25th Anniversary. This coordinating program is the first and still the only county-wide coordinating program in the Main Street America network. The program partners with and provides services to 29 Oakland County communities, with more being added each year as they are ready.

Since 2001, MSOC communities have added a cumulative \$1.17 billion in public and private investment, which included over 700 new construction projects, 3,000 building rehabilitations, and almost 700 public improvements. This investment has led to over 1,500 new businesses creating a net of over 11,000 new full and part-time jobs.

Using the Main Street Four-Point Approach® of locally driven, volunteer lead, place based community development, the program has had significant positive economic impacts upon the county's cities, villages, and townships. The successes of MSOC touch all corners of Oakland County, supporting work in economic development, historic preservation, placemaking, and tourism.

\$1.17 BILLION

in new public and private investment



MAIN STREET AMERICA FOUR POINT APPROACH®



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DIRECT COMMUNITY SUPPORT FOR LOCAL COMMUNITIES AND BUSINESSES

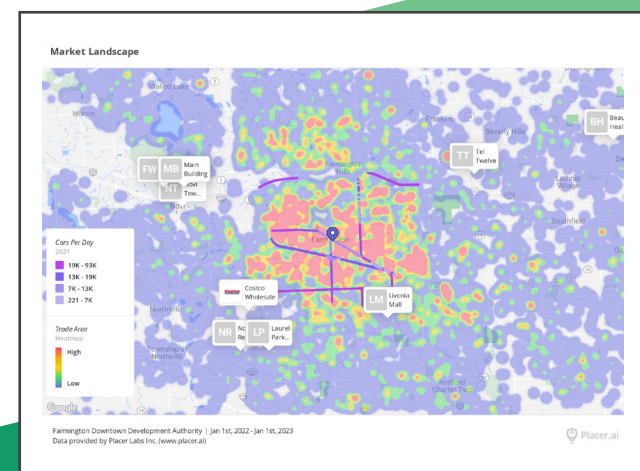
Our experienced MSOC team provides technical and design assistance, training, and direct consultation services to all our local partners — including program staff, volunteers, boards, municipal leaders, and small business owners.

CONSULTATIONS

In 2025, MSOC staff engaged with over 8,500 people in 39 communities. These customized consultations covered topics that included:

- Business attraction and retention.
- Redevelopment strategies.
- Historic preservation.
- Organizational development.
- Grant assistance.
- Marketing and promotions.
- Public space improvements.
- Entrepreneur support.

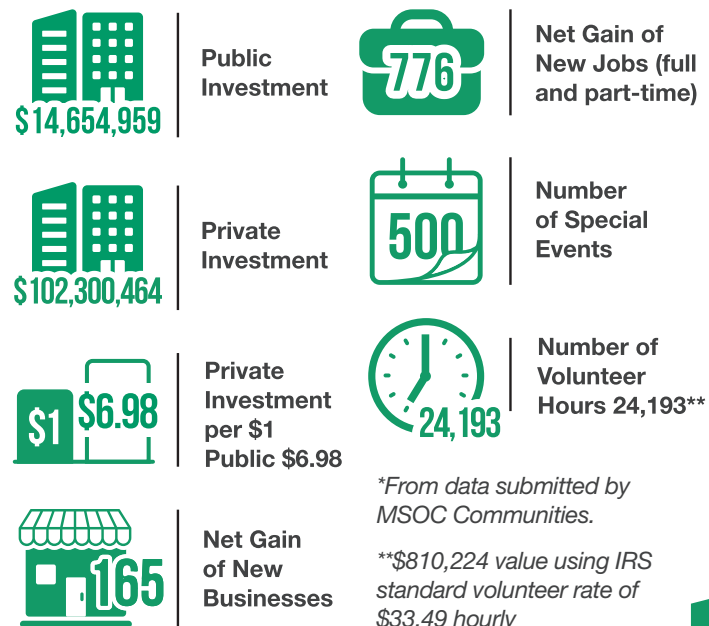
MSOC secured a license for Placer.ai in 2025. This tool has proven to be invaluable to our communities. Data from Placer.ai helps communities with marketing and tourism planning, growing events, and business attraction and retention strategies. For this six-month period 120 reports were completed, supporting nine Main Street communities.



ECONOMIC IMPACT IN 2025

Main Street is more than events and making our downtowns and historic commercial corridors look good. Main Street is an economic development program — impacting workforce development, talent retention, and decisions of where companies want to invest and people want to live and thrive.

2025 STATISTICS*



Five Workshops

TRAINING

In 2025, MSOC continued to provide small business workshops, conducted by national and local experts, to support the many mom-and-pop small businesses located on our Main Streets.

Five free workshops were held in 2025 with 251 participants learning about:

- Artificial Intelligence (AI) tools for small business.
- Digital marketing and e-commerce.
- Using AI to set up a Google Business Profile.
- What small businesses need to know before signing a lease.
- Downtown placemaking.

DESIGN SERVICES

Design assistance remains one of the program's most requested services. MSOC architectural design staff focuses on historic preservation, sustainability, and accessibility.

In 2025, the Design Team completed 30 design project requests.

The team supported eight completed community projects. These eight projects represented \$1,477,000 in investments and leveraged \$652,000 in grant awards.

30

DESIGN PROJECT REQUESTS COMPLETED

Main Street Oakland County has been a key partner in Downtown Farmington's success. From facilitating conversations that helped shape our transformation strategy, to providing placemaking grants that supported the construction of Dinan Park, Masons Corner and Art Park Promenade to offering micro-grants for small businesses, MSOC has consistently provided resources, guidance, and expertise that strengthen our downtown. Their wealth of knowledge in downtown management, historic preservation, and Main Street best practices continues to be invaluable.

— Jessica Westendorf
Executive Director, Farmington DDA



Design Services: Rendering



Design concept: Willits Alley, Downtown Birmingham

DIRECT COMMUNITY SUPPORT FOR LOCAL COMMUNITIES AND BUSINESSES

SUPPORTING SMALL BUSINESS RETENTION AND ATTRACTION

At its core, Main Street Oakland County is economic development. MSOC continued expanding its support to small businesses through partnering with private partners for small business technology grants, ongoing digital commerce, and online marketing initiatives.



ONLINE
MARKETPLACE
[Shopocmainstreets.com](https://shopocmainstreets.com)

The Shop Oakland County Main Streets online marketplace, the first such platform in Michigan, was developed to help create access to online sales for downtown small businesses that have been missing this opportunity.

The platform has continued to grow in participation and sales activity in 2025, helping independently owned businesses increase visibility and revenue while connecting shoppers with local products and services.

Overall, there are 85 local businesses participating on the platform, the total online sales for 2025 were \$37,682. A total of 426 orders were placed last year, for an average sale of \$88.46.

In addition to access to the online platform, our participants gain access to shared marketing, e-commerce support, product visibility, regional branding, and online customer engagement.



\$88.46

AVERAGE
SALE IN 2025

LOCAL BUSINESSES
PARTICIPATING ON
THE PLATFORM

85



 2025	
Grants Awarded	5
Amount Awarded	\$13,407
Total Investment (Includes Grant)	\$45,184
Amount of Investment Per \$1 of Grant	\$3.37

 2025	
Grants Awarded	5
Amount Awarded	\$8,104.50
Total Investment (Includes Grant)	\$18,212
Amount of Investment Per \$1 of Grant	\$2.25

SMALL BUSINESS GRANTS

MSOC has grown its partnerships with local lending institutions to help support a healthy local business ecosystem in the Main Street communities.

Spirit of Main Street Micro Business Startup Grant Program
In 2025, MSOC successfully completed our seventh year of partnering with Genisys Credit Union on the Spirit of Main Street Micro Business Startup Grant Program.

This grant program, established in 2018, supports small, start-up businesses located in our partner communities. Funding is used to support micro businesses and startups with costs related to business renovation and expansion, upgraded equipment,

marketing, inventory, and other related expenses that allow the businesses to thrive and grow in our downtowns.

Main Street Connected Grant Program
In 2025, this successful partnership with MSU Federal Credit Union / Pilar entered its second year with the Main Street Connected Grant Program. This program aids small businesses located in Oakland County’s Main Streets by providing funding for projects that support technology upgrades—including improved analytics usage, website and e-commerce support, cybersecurity, and data protection.



Item 9A.



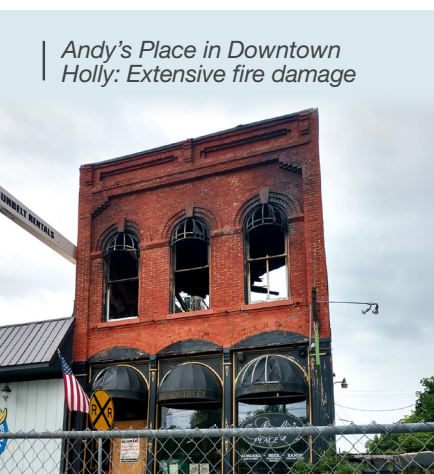
Mason's Corner in Downtown Farmington



Webster School along Pontiac's Huron Corridor, before and after renovations



Item 9A.



Andy's Place in Downtown Holly: Extensive fire damage



Building stabilization



Current Construction

2025 SUCCESS STORIES

MSOC PLACEMAKING AND PUBLIC SPACES PROGRAM

Oakland County remains one of the top places to live and do business in the United States, but no area is immune to economic downturns.

FEDERAL AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) DOLLARS

Recognizing the long-term negative impact of the COVID-19 pandemic, the Oakland County Board of Commissioners saw an opportunity to support our historic commercial districts and invest \$5 million of Federal American Rescue Plan Act of 2021 (ARPA) dollars in the type of placemaking projects that creates the vibrancy and sense of place that makes our downtowns stand out.

Fifteen Main Street Oakland County communities were awarded financial support to create transformative placemaking projects. The County's commitment will be met with \$11 million in additional local funding for a total investment of over \$16 million.

ANDY'S PLACE REVITALIZATION AND PLACEMAKING (RAP) GRANT

Andy's Place is an iconic community restaurant and bar located at 208 S. Broad St. in Downtown Holly.

It served as a significant employer and place to gather in the community. In 2022, a catastrophic fire nearly destroyed the 1866 historic structure.

Andrea Chapin, the establishment owner, vowed to rebuild and save the important anchor business for Main Street Holly. However, this would be no easy task due to the severity of the fire damage and the cost to rehabilitate exceeding \$1.3 million.

With assistance from the Holly DDA and Main Street Oakland County, Andy's Place was successful in securing a RAP grant from the Michigan Economic Development Corporation (MEDC) for \$433,770 to help close the gap needed to finance this significant project.

Thanks to this grant and extensive design assistance from MSOC as part of the preservation and rebuilding process, the work has begun to stabilize and rebuild the building shell. The business should be reopened by the end of 2026.

WEBSTER SCHOOL IN PONTIAC

With technical support from MSOC, Pontiac's Huron Corridor Main Street Program has placed the Webster School onto the National Register of Historic Places and connected the project to the National Trust Investment Corporation.

That guidance has resulted in almost \$11 million in equity being brought to the \$30 million renovation in the form of syndicated tax credits of this formerly vacant and historic school that is now the focal point of the Huron Corridor Main Street District.

OTHER MAJOR MSOC SUPPORTED ACHIEVEMENTS

Main Street Oakland County is very proud of the hard work and many collaborative achievements in our communities accomplished in 2025, here are just a few more:

- Holly Depot Relocation in Downtown Holly.
- Food Fight on Main in Downtowns Highland, Lyon Township, South Lyon, and Wixom.
- Main Street Pontiac Office Opening.



Historic Holly Depot on the move

MAIN STREET OAKLAND COUNTY

Main Street Oakland County's (MSOC) success continues to be driven by strong local leadership, engaged volunteers, dedicated small business owners, municipal partnerships, and community pride.

As downtowns and historic commercial corridors evolve, MSOC remains committed to helping communities preserve their unique character while supporting economic vitality and long-term resilience.

Together, Oakland County's Main Street communities continue moving forward — creating vibrant, welcoming places for residents, businesses, and visitors alike.

Downtown Farmington

MAIN STREET OAKLAND COUNTY DISTRICTS

- Auburn Hills**
- Berkley*
- Birmingham**
- Clarkston**
- Clawson*
- Farmington*
- Ferndale*
- Franklin*
- Holly and Groveland Townships — Dixie Highway Corridor
- Hazel Park**
- Highland*
- Holly*
- Huntington Woods
- Lake Orion*
- Lathrup Village**
- Leonard
- Lyon Township / New Hudson**
- Madison Heights
- Oak Park**
- Ortonville*
- Oxford*
- Pontiac—Downtown**
- Pontiac—Huron Corridor
- Rochester*
- Royal Oak*
- Southfield
- South Lyon**
- Wixom**

**Main Street America Accredited Community 2025*

***Main Street America Affiliate Community 2025*



MainStreetOaklandCounty.com
@AdvantageOak #MainStreetOC





MAIN STREET
OAKLAND COUNTY
est. 2000

ECONOMIC VITALITY SERVICES

Free Workshop

Cybersecurity Essentials for Small Business Success

Part of the Main Street Connected Series

**Please choose one date when registering –
each workshop covers the same information:**

In-Person

SEPTEMBER

22

— 2026 —

9 to 11:15 AM

*Coffee and bagels
at 8:30 AM*

**OAKLAND COUNTY –
EXECUTIVE OFFICE BUILDING**
Conference Center
2100 Pontiac Lake Road – 41W
Waterford, MI

[AdvantageOakland.Eventbrite.com](https://www.advantageoakland.com/event/cybersecurity-essentials-for-small-business-success-september-22-2026)

Virtual

OCTOBER

6

— 2026 —

9 to 10:15 AM

[AdvantageOakland.
Eventbrite.com](https://www.advantageoakland.com/event/cybersecurity-essentials-for-small-business-success-october-6-2026)

Virtual

OCTOBER

20

— 2026 —

9 to 10:15 AM

[AdvantageOakland.
Eventbrite.com](https://www.advantageoakland.com/event/cybersecurity-essentials-for-small-business-success-october-20-2026)

TRAINER

Kelly O'Brien

*Senior Vice President of Cyber
Risk & Compliance
Compass IT Compliance
North Providence, Rhode Island*

- ✓ Build awareness of real risks, without fear.
- ✓ Obtain practical tools ready to use immediately.
- ✓ Gain confidence to respond to an incident.
- ✓ Develop a personalized Cybersecurity Toolkit.

QUESTIONS? CONTACT

George Venettis, Oakland County:
venettisg@oakgov.com | (248) 858-5618



Cybersecurity Essentials for Small Business Success Workshop

TRAINER BIO



Kelly O'Brien

*Senior Vice President
of Cyber Risk & Compliance
Compass IT Compliance
North Providence, Rhode Island*

With a background spanning corporate leadership at Travelers Insurance, LEGO, vCISO consulting, and startup advisory work, O'Brien brings real-world perspective to every engagement. She has conducted hundreds of IT risk assessments and audits for clients across myriad industry verticals, including financial services, healthcare, manufacturing, and the public sector.

She specializes in translating complex cybersecurity concepts into clear, practical guidance that business owners can act on immediately, and regularly leads incident response tabletop exercises to help organizations build confidence and readiness before a crisis occurs.

O'Brien holds more than a dozen industry certifications, including CISM, CISA, CRISC, CDPSE, and the CMMC Certified Professional (CCP). She is a published author, an ISACA webinar presenter, and a frequent panelist at national cybersecurity

conferences. She is also an active board member of Infragard and ISACA, and volunteers as a career coach with The Honor Foundation, supporting military veterans in transition.

During workshops, she delivers cybersecurity guidance the way small business owners need it – practical, approachable, and immediately actionable.

TOPICS COVERED INCLUDE:

- Common cybersecurity threats facing small businesses.
- Recognizing phishing, ransomware & social engineering.
- Baseline security measures you can implement today.
- Password hygiene and multi-factor authentication.
- Incident response – what to do when things go wrong.
- Cybersecurity Toolkit walkthrough.
- Free U.S. Government resources for small businesses.



Walking Tour & Networking Mt. Clemens

Date/Time

9/24/2026
4:30 PM - 7:30 PM Eastern

Event Description

Join us in downtown Mt. Clemens for a walking tour beginning at 4:30pm. We will stroll the new streetscape and hear from city leaders on how the transformation took place and the benefits of the updates. After, we will have a networking event at Bath City Bistro and maybe even try feather bowling! This event is open to members and non-members of the MDA. Photo credit: Anderson, Eckstein & Westrick

Links

- https://michigandowntowns.com/photos/Mt.-Clemens-Downtown-Revitalization-4-THIS-1024x550_07202026075614.JPG





YOU'RE INVITED!

Recast City Discovery Session

Exploring New Opportunities for
Small-Scale Manufacturing,
Makers & Entrepreneurs in
Lathrup Village

Help shape the future of Lathrup Village
by sharing your ideas and feedback on
converting underused spaces into
vibrant places for business and
innovation.



TUESDAY
AUGUST 25, 2026



4:00 PM – 6:00 PM



SOUTHFIELD CHAMBER OFFICE
20300 Civic Center Drive,
Suite 1102
Southfield, MI 48076

WHAT IS RECAST CITY?

Recast City is a national initiative that helps communities transform underused retail and office spaces into hubs for small-scale manufacturing, maker businesses, and local entrepreneurs. Lathrup Village has been selected to explore this exciting opportunity—and we want your input!



WE WANT TO HEAR FROM YOU!

Whether you're a maker, manufacturer, artist, designer, entrepreneur, retailer, or business owner—your perspective matters. Join us for an open conversation about what's possible and how this project can support your business.



SPACE IS LIMITED.
RSVP TODAY!

Reserve your spot by emailing
tkennedy@lathrupvillage.org
or calling **248-557-2600 ext. 246.**



MADE HERE. MADE TOGETHER. MADE POSSIBLE.

SPEED LENDING: MAKE THE RIGHT FINANCIAL CONNECTION

FREE BUSINESS EVENT



Connect one-on-one with lenders and resource partners, explore financing options to discover what it takes to secure funding for your small business.



PARTICIPATING ORGANIZATIONS:

- Presented by The Tri-Cities Business Partnership (Representing Lathrup Village, Oak Park, and Southfield).
- With participation from the U.S. Small Business Administration and area lending partners:

Bank of the Lake
Bank Michigan
CEED Lending (Great Lakes Women's Business Council)
Chase Bank
F&M Bank
Grasshopper Bank
Huntington National Bank
Lake Trust Credit Union
Michigan First Credit Union
MSU Federal Credit Union
Northstar Bank
...and more!



TUESDAY
SEPTEMBER 29, 2026
1:00 PM - 4:00 PM

SOUTHFIELD PUBLIC LIBRARY
MEETING ROOM
26300 EVERGREEN RD

**REGISTER NOW
AND SECURE
YOUR SEAT**

Meet Lenders. Explore Options. Fund Your Next Move.

CLICK HERE TO REGISTER ON EVENTBRITE