



AGENDA - Downtown Development Authority

DATE: August 19, 2026 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of May 7, 2026 Minutes
- IV. Public Comment (Agenda Items)
- V. Unfinished Business
- VI. New Business
 - I. Approve Jefferson Entrance Sign
 - II. Approve DDA Grant Program
 - III. Discussion Decorative Overhead Lights in DDA
- VII. Public Comment (Non-Agenda Items)
- VIII. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

DOWNTOWN DEVELOPMENT AUTHORITY MEETING – May 7, 2026

6:00 PM

CALL TO ORDER

DDA Director Nick Sizeland called the meeting to order at 6:00 PM.

ROLL CALL

The following were present – Board members Michele Hodges (Mayor), Todd Kilgus, Robert Farhat and Laura Ochab.

Also Present: Nick Sizeland, DDA Director and City Manager; Legal Counsel Kevin Kilby.

Excused Board members: Chairman Ben Wixson, Richard Ansell and Sharron Corbin.

REGULAR MEETING

Approval of May 7, 2026 Meeting Minutes

Motion to approve the May 7, 2026 Meeting Minutes.

Motion by Board Member Ochab; Seconded by Board Member Hodges.

Ayes: All

Nays: None

PUBLIC COMMENT – AGENDA ITEMS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

DDA Budget Review

The DDA Director presented a Fiscal Year 2026-2027 DDA Budget for review and consideration by the Board.

Motion to approve the Fiscal Year 2026-2027 DDA Budget for City Council Approval

Motion by Board Member Farhat; Seconded by Board Member Ochab.

Ayes: All

Nays: None

PUBLIC COMMENT – NON-AGENDA ITEMS

None

ADJOURNMENT

Motion to adjourn the meeting.

Motion by Board Member Ochab; Seconded by Board Member Farhat.

Ayes: All

Nays: None

The meeting was adjourned at 6:41 PM.

Prepared by:

Nick Sizeland, DDA Director and City Manager



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: August 19, 2026

SUBJECT: Approve Jefferson Entrance Sign

SUMMARY: The City and DDA is continuing work on updating areas of the community on the City logo brand. The City has entrance signs at Mack/Wayburn, Cadieux/Jefferson and Barrington/Jefferson.

Currently the Mack/Wayburn location has this sign and will install the same at Cadieux/Jefferson.



As Jefferson/Barrington has a high traffic count I am recommending the DDA board consider an enhanced sign as our gateway into the City and DDA.

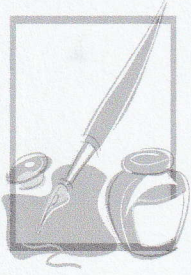
FINANCIAL IMPACT: Smaller Sign Cost- \$4,233.60

Large Entrance Sign Cost- \$13,631. The Department of Public Works will remove the sign to save on the expense

RECOMMENDATION: Motion to approve the quote from Embree Sign for \$13,631

PREPARED BY: Nick Sizeland, City Manager





Embree Sign Co.

26520 Harper Ave.
St. Clair Shores, Mi. 48081

Phone 586-777-2252

313-300-3896

dave.embreesignco@comcast.net

www.embreesign.com

Tax Registration #: 04-3656067

Invoice

Invoice No: 4040
Date: 5/26/2026
Terms: Net 30
Due Date: 6/25/2026
Order No:
Territory:
Salesperson:

Bill To:

City of Grosse Pointe Park
15115 E. Jefferson
Grosse Pointe Park, Mi. 48230

Ship To:

Ship Date	Ship Via	Tracking No	FOB
4/8/2026	<shipvia>	<tracking number>	<shipping_fob>

Code	Description	Qty/Hours	Rate	Amount
	36" CIRCLE LOGO ALUMINUM 3D RAISED / 2 COLOR SIGN	2.00	\$2,646.00	\$5,292.00*
	POWDER COATED FOR LONGEVITY	1.00	\$0.00	\$0.00
	POST STRUCTURE / BASE / 9' POSTS / CROSS ARMS (per specs)	2.00	\$1,587.60	\$3,175.20*
	MACK/ JEFFERSON 2 INDIVIDUAL ONE SIDED SIGNS	1.00	\$0.00	\$0.00
	INSTALLED BY GPP MAINT CREW	1.00	\$0.00	\$0.00
	PRICES GOOD FOR 30 DAYS	1.00	\$0.00	\$0.00

1/2 DOWN TO START

* Indicates non-taxable item

Subtotal	\$8,467.20
Tax (6.00%)	\$0.00
Shipping	\$0.00
Total	\$8,467.20
Deposit	\$0.00
Balance Due	\$8,467.20

ONE SIDED SIGN

64"



SIGN IS 37"X68"

RAISED LETTERING
AND LOGO

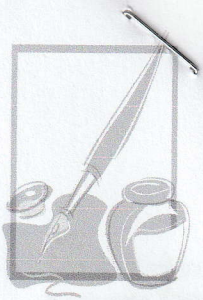
96"

THIS DRAWING PROPERTY OF EMBREE SIGN CO.

EMBREE SIGN CO.

586-777-2252

26520 HARPER AVE
ST. CLAIR SHORES, MI
48081



Embree Sign Co.

26520 Harper Ave.
St. Clair Shores, Mi. 48081

Phone 586-777-2252

313-300-3896

dave.embreesignco@comcast.net

www.embreesign.com

Tax Registration #: 04-3656067

Estimate

Estimate No: 1188
Date: 4/17/2026
Territory:
Salesperson:

Bill To:

City of Grosse Pointe Park
15115 E. Jefferson
Grosse Pointe Park, Mi. 48230

Code	Description	Qty/Hours	Rate	Amount
	SF SYNTHETIC STUCCO CISTOM MONUMENT SIGN (64X 96X 20)	1.00	\$0.00	\$0.00
	INCLUDES BALL FINIALS on COLUMNS	1.00	\$0.00	\$0.00
	ALL DIMENSION CROWN MOULDINGS (per drawing)	1.00	\$9,145.00	\$9,145.00*
	RAISED /PAINTED GRAPHICS	1.00	\$645.00	\$645.00*
	FAUX STONE FINISH COLUMNS	1.00	\$861.00	\$861.00*
	CRATING / SHIPPING from Georgia plant	1.00	\$905.00	\$905.00*
	REMOVE OLD SIGN / INSTALL	1.00	\$2,075.00	\$2,075.00*

* Indicates non-taxable item

Subtotal	\$13,631.00
Tax (6.00%)	\$0.00
Total	\$13,631.00



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: August 19, 2026

SUBJECT: Approve DDA Grant Program

SUMMARY:

The Downtown Development Authority (DDA) Business Improvement Grant Program is intended to encourage private investment in commercial properties and improve the appearance and character of buildings within the DDA District.

The program will provide grants on a **1:1 cash-match basis**, with a **maximum grant award of \$3,000 per property**. Applications will be considered on a **first-come, first-served basis beginning September 1, 2026**. Properties must be located within the DDA District and have current property taxes. Eligible projects must be permanent exterior improvements that provide a visible enhancement to the property. Examples include façade and entryway improvements, doors and windows, awnings, architectural details, façade lighting, qualifying fencing, and limited landscaping or hardscaping associated with a façade or entryway. The program will not fund routine maintenance or general repairs, including tuck-pointing, power washing, roof work, driveway or sidewalk repairs, correction of code violations, mechanical systems, interior renovations, or parking lot improvements.

Applications will be administratively reviewed for compliance with program requirements. Applicants are responsible for obtaining all required permits and approvals. **Work completed prior to grant approval will not be eligible for reimbursement.** Grant funds will be distributed following completion of the approved project and submission of required invoices, receipts, proof of payment, and applicable final inspections. Payment may be made directly to a contractor or reimbursed to the property owner.

The program is designed to leverage DDA funds with private investment while supporting visible, lasting improvements to the commercial district.

FINANCIAL IMPACT: \$7,000 available in DDA Budget for program

RECOMMENDATION: Motion to Approve the DDA FY 26/27 Grant Program as presented

PREPARED BY: Nick Sizeland, City Manager

DOWNTOWN DEVELOPMENT AUTHORITY

BUSINESS IMPROVEMENT GRANT PROGRAM



SUMMARY

The City of Grosse Pointe Park Downtown Development Authority (DDA) Business Improvement Grant Program is intended to encourage investment in commercial properties and enhance the appearance, character, and functionality of buildings located within the Downtown Development Authority District.

The program provides financial assistance for eligible exterior improvements that enhance a commercial property's curb appeal, improve its function as a commercial space, and contribute to the overall appearance of the DDA District.

Grants are awarded on a **1:1 cash-match basis** for eligible project expenses. The DDA will fund up to 50% of eligible project costs, with a **maximum grant award of \$3,000 per property**.

Grant funds are paid **after completion of the approved project**. Payment may be made directly to the contractor, provided a completed W-9 is submitted, or reimbursed to the property owner upon submission of paid receipts, invoices, and all other required documentation.

Applications will be considered on a **first-come, first-served basis beginning September 1, 2026**.

PROJECT REQUIREMENTS

Grants are intended to improve individual commercial properties while contributing to the appearance and economic vitality of the Downtown Development Authority District as a whole.

The following requirements apply to all projects:

- 1. Location**

The subject property must be located within the boundaries of the Downtown Development Authority District.

2. **Property Taxes**

Property taxes on the subject property must be current at the time of application and at the time grant funds are distributed.

3. **Eligible Applicants**

Applications may be submitted by a property owner or by a commercial tenant with the written approval of the property owner. If a tenant applies, a current lease must be in place.

4. **Cash Match**

Grants require a **1:1 cash match** from the applicant. The maximum DDA contribution is **\$3,000**.

5. **Exterior Improvements**

Proposed improvements must be located on an exterior face of an existing building that is visible from a street, public right-of-way, sidewalk, alley, or parking lot. Improvements may include the building's front, rear, entryway, or exposed side façade.

6. **Permanent Improvements**

Projects must constitute permanent improvements to the property. Temporary or seasonal improvements are not eligible.

7. **Architectural Compatibility**

Improvements must complement the architectural character of the building and fit within the larger context of neighboring buildings and the surrounding commercial district.

8. **Building and Zoning Compliance**

All proposed improvements must comply with applicable building, zoning, and other City codes.

9. **Building Permits and Inspections**

Depending on the scope of work, a building permit may be required before construction begins. Applicants are responsible for determining applicable permit requirements before beginning work with the City building department.

Where a permit is required, all required permits must be obtained, and a final inspection and approval must be completed before grant funds will be reimbursed.

10. **Work Commenced Prior to Approval**

Grant funding may not be used to reimburse projects completed before grant approval. Applicants should not begin work for which grant reimbursement is requested until the project has received approval.

11. **Project Costs**

When work is performed by a licensed contractor, eligible material and labor costs may be included in the grant request.

Property owners may not charge the grant program for their own labor or for labor performed by their employees. However, eligible materials purchased for owner-performed or "do-it-yourself" improvements may qualify for reimbursement.

12. **Documentation for Payment**

Grant funds will be distributed following completion of the approved project and

submission of required documentation, including applicable invoices, receipts, proof of payment, permits, and final inspection approvals.

ELIGIBLE PROJECTS

Projects must be exterior-focused and provide a visible improvement to the building's curb appeal or its function as a commercial space. All work must comply with applicable codes and be consistent with the architectural character of the building and surrounding area.

Façade Improvements

Eligible façade improvements may include:

- Restoration or enhancement of front and rear building façades
- Improvements to side façades that are clearly visible from a public street, sidewalk, alley, right-of-way, or parking area
- Installation or repair of porches, overhangs, railings, and exterior stairs that contribute to the character and appearance of the building
- Enhanced front entryways, including reconstruction of entry vestibules or doors to improve accessibility and appearance
- Aesthetic improvements, including decorative awnings, architectural trim details, and façade lighting
- Painting, when performed as part of a larger, comprehensive façade improvement project

Doors and Windows

Eligible door and window improvements may include:

- Replacement or restoration of doors and windows when completed as part of a broader façade enhancement project
- Installation, restoration, or improvement of transom windows or display windows consistent with traditional commercial storefront design

Accessory Structures and Site Features

Eligible accessory improvements may include:

- Installation of fencing in alleyways or street-side yards where the improvement enhances the visual appearance or security of the property and is compatible with the surrounding area

Landscape Elements — Limited Eligibility

Certain landscape improvements may be eligible when they are directly integrated into a larger building or entryway improvement project, including:

- Construction or improvement of landscape planting beds
- Installation of hardscape features, such as decorative stone walls, edging, or similar permanent elements, when integrated with the building façade or primary entryway

Landscape improvements that are not directly associated with an eligible façade or entryway improvement are not eligible.

INELIGIBLE PROJECTS

The following types of work are not eligible for reimbursement under the Business Improvement Grant Program, regardless of their cost or visibility.

Architectural Integrity and Character

The following are not eligible:

- Removal or obstruction of architecturally significant features, including cornices, decorative brickwork, original entryways, or other character-defining architectural elements
- Installation or use of inappropriate exterior materials, including vinyl or aluminum siding, where the material diminishes the architectural character of the building

Routine Maintenance and Repairs

Grant funding may not be used for routine maintenance, deferred maintenance, or ordinary repairs, including:

- Tuck-pointing
- Power washing
- Routine brick or masonry repair
- Roof repair or replacement
- Driveway or sidewalk repair or replacement
- Repair of existing code violations
- Correction of deferred maintenance issues
- General upkeep, including gutter cleaning, caulking, or repair of existing light fixtures

Mechanical and Utility Systems

The following mechanical and utility improvements are not eligible:

- Installation, repair, or replacement of HVAC systems
- Plumbing systems
- Electrical systems
- Exterior or rooftop mechanical system enclosures or screening

Interior Work

The program does not fund:

- Interior renovations, improvements, upgrades, or repairs
- Interior improvements that are not visible from the public way

Parking and Paving

The following are not eligible:

- Construction, expansion, repair, or resurfacing of parking lots
- Driveway additions or extensions
- Decorative or aesthetic driveway treatments

APPLICATION AND REVIEW PROCESS

All applications will undergo an administrative review to determine whether the applicant, property, and proposed project meet program requirements.

Applicants should provide sufficient information for the DDA and City staff to understand the scope, appearance, cost, and anticipated impact of the proposed improvements.

Applications should include, as applicable:

- A completed **ONLINE ONLY** Business Improvement Grant application
- A detailed description or narrative of the proposed project
- Photographs showing existing conditions
- Drawings, sketches, plans, or product information illustrating the proposed improvements
- Contractor estimates, proposals, or bids
- A project budget identifying total project costs and the requested grant amount
- An anticipated project schedule
- Written property-owner authorization when the applicant is a tenant
- Any additional documentation requested by the City or DDA

The project narrative should describe how the proposed work will provide a meaningful visual or functional improvement to the property, particularly as viewed from public streets, sidewalks, alleys, rights-of-way, or parking areas.

Applicants are responsible for reviewing the proposed project with the appropriate City departments before construction begins and for obtaining all permits and approvals required for the work.

Following administrative review, the applicant will be notified of the grant decision. Approval of an application does not constitute approval of any required building, zoning, or other permits.

PROJECT COMPLETION AND REIMBURSEMENT

Grant funds will be distributed only after the approved project has been completed.

Prior to reimbursement, the applicant must provide all required documentation, which may include:

- Copies of paid invoices and receipts
- Proof of payment
- Contractor information and a completed **W-9**, when payment is to be made directly to a contractor
- Copies of applicable permits
- Evidence of required inspections and final approvals
- Photographs documenting the completed improvements
- Any additional documentation requested by the City or DDA

Following review and acceptance of the completed project, grant funds may be:

- Paid directly to the contractor, subject to submission of required payment documentation and a W-9; or
- Reimbursed to the property owner upon submission and approval of documentation demonstrating payment of eligible project costs.

The amount reimbursed will not exceed the approved grant award or **\$3,000**, whichever is less.

Only expenses determined to be eligible under the program will count toward the required applicant match or grant reimbursement.



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: August 19, 2026

SUBJECT: Discussion Decorative Overhead Lights in DDA

SUMMARY: As part of the extension of the DDA Plan that was approved by the DDA and City Council, one of the projects listed in the district is improving and enhancing lighting within the DDA. I am in discussion with DTE to obtain pricing options for the DDA which are as follows with our options. Most likely due to budget this would be a phased project over multiple fiscal years as the DDA has 25 overhead lights in the District. The purpose of this topic is to have discussion on what direction the DDA board would like to go pending budget.

1. DTE paints the current overhead lights and installs a teardrop LED Light (Seen Below)
2. DTE replaces the current overhead light with only the teardrop and no paint
3. DTE replaces the entire pole and fixture



FINANCIAL IMPACT: N/A

RECOMMENDATION: Review and recommend idea to pursue for lighting upgrades

PREPARED BY: Nick Sizeland, City Manager

Luminaire Options

LED Roadway Series

LED Roadway Series luminaires are offered in three high-lumen performance packages designed to deliver energy-efficient outdoor lighting with optimal coverage for all roadway classifications. These luminaires are designed for residential, municipal, county and state thoroughfares in both underground and overhead configurations.

Lighting Applications:

- Local, collector and major roadways
- Intersections and roundabouts
- Commercial and industrial developments
- Parks and recreational areas
- Rural residences and barnyards
- Campuses
- Walkways
- Alleys
- Parking lots

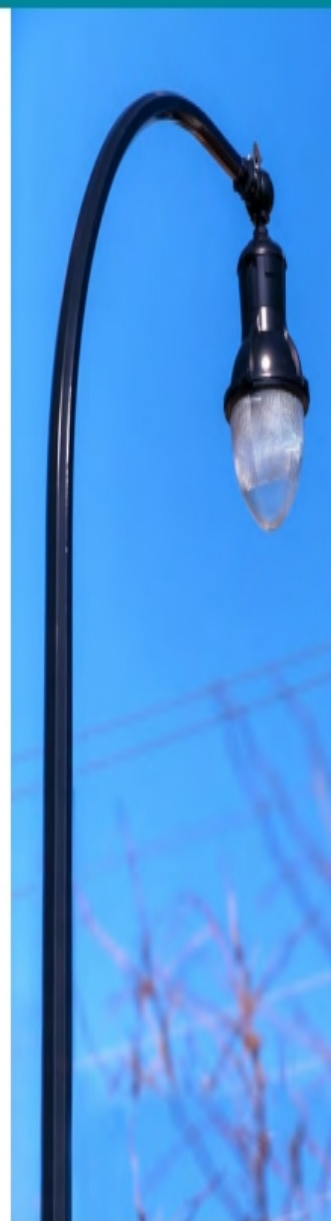


LED Teardrop Series

LED Teardrop Series luminaires are offered in eight high-efficiency LED performance packages designed as a period style luminaire for street lighting applications. The system is constructed of a precision-engineered prismatic borosilicate glass teardrop refractor configured in a Type 3 distribution. These luminaires are designed for municipal, county and state thoroughfares.

Lighting Applications:

- Downtown districts
- Urban roadways and streetscapes
- Parks and walkways
- Campuses
- Village squares
- Historic districts
- Plazas
- Commercial developments



Product Information:

Luminaire Housing Color	Wattage	Light Source	Correlated Color Temperature (CCT)*1	Initial Delivered Lumens*2	Typical Mounting Heights
Black or gray	58	LED	4,000K	7,334	30'
Black or gray	136	LED	4,000K	17,400	30'
Black or gray	206	LED	4,000K	29,252	30' or 40'

1. The correlated color temperature of a light source is measured on the Kelvin (K) scale. Color temperatures of light sources may range in appearance between warm white (1,800K - 3,000K), cool white (3100K - 4500K) and daylight (4,600K - 6,500K).

2. Measurements taken from luminaire with standard option only (no other accessories or attachments used during testing).

Product Information:

Luminaire Housing Color	Wattage	Light Source	Correlated Color Temperature (CCT)*1	Initial Delivered Lumens*2	Typical Mounting Heights
Black	21	LED	4,000K	3,618	27' or 29'
Black	43	LED	4,000K	7,010	27' or 29'
Black	63	LED	4,000K	10,176	27' or 29'
Black	83	LED	4,000K	13,116	27' or 29'
Black	103	LED	4,000K	16,055	27' or 29'
Black	121	LED	4,000K	18,543	27' or 29'
Black	144	LED	4,000K	21,482	27' or 29'
Black	153	LED	4,000K	22,613	27' or 29'