



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
August 17th, 2026
7pm
Village Offices

Topic: DDA August Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis, Dorothy Johnston
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of July 2026 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: July 2026 **(\$33,075.20)**
7. DDA reports
 - a. Org Committee Report – did not meet
 - b. EV Committee Report – did not meet
 - c. Promo Committee Report – met August 10th
 - d. Design Committee Report – met August 12th
 - e. America 250/Oxford 150 Committee – met August 8th
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Didactics Approval
 - b. ARPA Update



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

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9. New Business

a. Grants

1. Sign Grant (117 S. Washington St.), \$900

2. Façade Grant (117 S. Washington St.)

- \$2,000 (Façade), \$250 (Awning)

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **September 21st, 2026**



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting - Minutes

July 20th, 2026, 7pm

Village of Oxford: Council Chambers 22 W. Burdick

1. **Call meeting to order:** Board Chair Pete Scholz called meeting to order at 7:04pm
2. **Pledge of Allegiance**
3. **Roll Call, Board Members Present: 8**

Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis

Others Present: Executive Director Kimberly Smith, Admin and Promotions Coordinator Jess Dickieson

4. **Public Comment on non-agenda items (3-minute limit):** None

5. **Consent Agenda:**

- a. Approval of proposed agenda
- b. Approval of June 2026 meeting minutes
- c. Police Report
- d. Code Enforcement Report

Motion: Ross/Powers to approve and file agenda items 5 a, b, c, and d.

Vote: Ayes: 8. Nays: 0. Motion carried

6. **Financials:**

- a. Financial statements & revenue expenditure reports
- b. Bills: June 2026 **(\$49,500.54)**

Motion: Ross/Taylor to approve and file agenda items 6 a and b.

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

7. **DDA reports:**

- a. Org Committee Report – Charles reported
- b. EV Committee Report – did not meet
- c. Promo Committee Report – Pifer reported
- d. Design Committee Report – Pifer/Smith reported
- e. America 250/Oxford 150 Committee – Ross reported
- f. Executive Director's Report – Smith reported



8. Unfinished/Old Business:

- a. **ARPA Grant:** Smith gave an update on the sidewalk project that will begin on July 28th. The sidewalks behind the businesses in the Southwest Quad will be repaired. This project will close out the ARPA Grant.
- b. **Skyline Lights:** Smith gave an update on how the skyline lights project is progressing.

9. New Business:

- a. **Cameras in Washington Square:** There was discussion around the recent possible vandalism in Washington Square. Smith opened discussion around cameras with the board.

10. Items moved from consent agenda: None

11. Board Member Comments: Thank you for all the Village 150/America 250 events!

Thank you for New Wave Church for painting the fence in the Northeast Quad and to Piechnik's Nursery for planting gorgeous flowers in the new planters at the four corners and crosswalks.

12. Extended Public Comment: None

13. Adjourn:

Motion: Ross/Taylor to adjourn meeting at 7:40pm.

Next DDA Board regular meeting: **August 17th, 2026**

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2026-July

Micheal D. Solwold-Chief

MONTH										YEAR TO DATE			
	July 2026	July 2025	CHG	2026	2025	DIFF							
CALLS FOR SERVICE	309	436	-127	3370	3413	-43							
CITATION/WARNING	289	333	-44	2701	2330	371							
ACCIDENTS	0	3	-3	42	36	6							
	POSITION	#											
	CHIEF	1											
	OFFICERS/FT	6											
	OFFICERS/PT	5											
	Service Aid	2											
	Reserves	8											
	TOTAL	22											

Below is designated for crime-specific stats:

E-Bikes flee & elude police in a reckless manner-Mooning and flipping Officers Off
Felony pursuit of escaped juveniles from a facility in Lapeer with a gun-Captured
Drug overdose X 2
DUI/Felony arrest
MDOP/Mental health domestic disturbance

July 2026		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed		10	18	1	25			52					106
red light		30											30
stop sign			2			9	7		6	7			31
improper turns		7											7
seat belt													0
drivers licence violations		10		1	7	1		5					24
plate violations		16	4		2	1	1	9					33
insurance/registration		13	2		10	1		6		2			34
equipment		1	2		3		2	4					12
misc. violations					1			2					3
parking violations			1			1							2
fail to yield to emergency vehicle													0
commercial motor vehicle tickets		7											7
Location Totals		94	29	2	48	13	10	78	6	9			289

Grand Total for the Month	289
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Ordinance Enforcement Report

July-26

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
23 W. Burdick 39 N. Washington Apt 10	Grass/awnings	7/2/26		7/2/26	Walter Daly advised will be out by Monday. Chris Lallios Prop.Mgr.
58 Pleasant	Boxed of trash/misc Black Impala expired plate	7/2/26 7/2/26			Spoke w/daughter Linda, and will be out next week.
8 Maple 37 Ensley	Grass Grass	7/2/26 7/2/26			Denise Misaras txd and will be out in the next few days. Left violation on front door.
70 Burdick	Grass		7/2/26		Grass cut but items in back need to be removed.
11 Park 21 Broadway/18 Stanton	Grass/Refrigerator Grass		7/9/26		Email sent to Julia Boyles cc: Joe Spoke via phone on 7/9/26 Will be out this weekend to cut Letter sent via mail. Estate of Jennifer Billington
21 Park	Grass	7/9/26			Spoke w/homeowner will cut this weekend. Violation left.
34 Lafayette	Grass	7/9/26			Derek Copley will cut grass this weekend, spoke to Chuck FIL
16 Center	Fence	7/14/26	7/21/26		Left violation on front door.
58 Pleasant	Grass/vehicle ex.plate	7/14/26			Left violation on front door.
443 Sunset	Blk GMC Yukon flat tire	7/14/26			Advised homeowner
67 East	Vehicles, sidewalk, porch steps	7/14/26			numerous attempts to contact left business card at door.
8 Maple	Tree limb pile of old furniture in pile in backyard	7/14/26			Will contact Denise on Thursday
11 Park	Grass cut, fridge still in backyard	7/14/26			will contact Julia on Thursday
12 Pearl	Grass, weeds & wood fence	7/16/26			Letter sent via mail.
39 N. Washington Apt 10					Spoke w/daughter Maria. Linda is staying w/her until she is healthy enough. Boxes will be taken care of next week.
10 Washington	Boxed of trash/misc Dumpster in drive off Hudson	7/16/26 7/16/26			Advised Kim Dawe
21 Center	Debris in backyard	7/16/26			Homeowner Heather advised in person.
45 Dennison	Range Rover 4 Sale	7/16/26			

[illegible]

REVENUE AND EXPENDITURE BY MONTH REPORT FOR VILLAGE OF OXFORD

Balance As of 07/31/2026

GL Number	Description	Activity For 07/31/2026 Increase (Decrease)	CR Activity For Month 07/31/2026 Increase (Decrease)	DR Activity For Month 07/31/2026 Increase (Decrease)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY				
Account Category: Revenues				
Department: 000				
248-000-412.000	Delinquent Property Taxes	833.48	(833.48)	0.00
248-000-669.000	INVESTMENT GAINS/LOSSES	119.66	(119.66)	0.00
248-000-674.000	Donations	2,297.50	(2,297.50)	0.00
Total Dept 000		3,250.64	(3,250.64)	0.00
Revenues		3,250.64	(3,250.64)	0.00
Account Category: Expenditures				
Department: 729 Organization/Administration				
248-729-704.000	Wages	8,934.24	0.00	8,934.24
248-729-715.000	FICA DDA	683.45	0.00	683.45
248-729-716.001	LIFE, ST/LT DISABILITY	0.00	65.60	65.60
248-729-718.010	RETIREMENT MERS DC	550.84	0.00	550.84
248-729-810.000	Contracted Services - Admin.	2,463.07	0.00	2,463.07
248-729-810.011	AUDITING & DISTRICT MAINT.	8,333.33	0.00	8,333.33
248-729-962.000	Insurance	6,265.35	0.00	6,265.35
248-729-970.000	Capital Improvements	3,100.00	0.00	3,100.00
Total Dept 729 - Organization/Administration		30,330.28	65.60	30,395.88
Department: 734 BUSINESS & DEVELOPMENT				
248-734-810.000	CONTRACTED SERVICES -EVENTS	1,870.00	0.00	1,870.00
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	1,487.72	0.00	1,487.72
Total Dept 734 - BUSINESS & DEVELOPMENT		3,357.72	0.00	3,357.72
Expenditures		33,688.00	65.60	33,753.60
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		3,250.64	(3,250.64)	0.00
TOTAL EXPENDITURES		33,688.00	65.60	33,753.60
NET OF REVENUES & EXPENDITURES:		(30,437.36)	(3,316.24)	(33,753.60)

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$8,333.33	Auditing and District Maintenance July 2026
Contr Services - Downtown	248-734-810.000	Sue Tunney	\$330.00	Line Dancing Instructor 7/13/2026
Contr Services - Downtown	248-734-810.000	Butcher IT Solutions	\$1,790.50	Sound System Modernization
ARPA	248-729-970.100	Rowe	\$623.75	ARPA Grant
Contr Services - Downtown	248-734-810.000	Lucid Marketing	\$150.00	Website Work
Downtown Contracted Serv. - Events	248-734-810.160	Dan Arnold	\$500.00	Lost for Good - July 23rd Concert
Contr Services - Downtown	248-734-810.000	Phil Ryskamp	\$390.00	Line Dancing Instructor 7/20
Contr Services - Downtown	248-734-810.000	Kutchey and Sons, LLC	\$2,923.00	Flowers - Downtown Planters
Contr Services - Downtown	248-734-810.000	Sue Tunney	\$400.00	Line Dancing Instructor 7/27
Contr Services - Downtown	248-734-810.160	Member Marketplace	\$1,800.00	Shop OC Main Streets Renewal
Grants	248-734-885.000	Northeast Oakland Historical Museum	\$1,500.00	Sign Grant Reimbursement
Downtown Contracted Serv. - Events	248-734-810.160	Tom Diab	\$1,000.00	Toppermost - July 30th Concert
Downtown Contracted Serv. - Events	248-734-810.160	Brian Ferebee	\$1,800.00	Infinity & Beyond - August 6th Concert
Downtown Contracted Serv. - Events	248-734-810.160	Fun with Sparkles, LLC	\$300.00	Face Painting - Kids' Night - August 13th
Downtown Contracted Serv. - Events	248-734-810.160	Steve Giroux	\$400.00	Balloons - Summer Concert Series
		Sub Total	\$22,240.58	
Village of Oxford - Prepaid Bills				
Wages	248-729-704.000	Village of Oxford - wages	\$5,377.24	Kimberly's Wages
FICA	248-729-715.000	Village of Oxford - FICA	\$643.92	
Retirement	248-729-718.010	Village of Oxford - 457 plan	\$537.72	
Life, ST/ILT Disability	248-729-716.001	Village of Oxford - Life, ST/ILT Disability	\$65.50	Life and Disability Insurance - Dearborn National (Ascend)
Medical Insurance	248-729-716.000	Village of Oxford - Medical	\$400.00	
Admin Wages	248-729-704.010	Village of Oxford- Wages	\$2,640.00	Jess' Wages
		Sub Total	\$9,664.38	
Prepaid Bills -				
Cell Phone Fees	248-729-856.040	Verizon	\$110.00	Monthly - Cell Phone
contracted services	248-729-810.000	Blue Skies Tech Group	\$47.50	IT services
utilities	248-729-920.000	DTE	\$80.00	Electricity
Downtown Contracted Ser.	248-734-810.160	Cloud Cover Music	\$18.95	Cloud Cover- Music
Downtown Contracted Ser.	248-000-254-000	Factor 4	\$26.25	Online Hosting Fee -- Gift Cards
Downtown Contracted Ser.	248-734-810.160	CiviCRM	\$15.00	CRM Sytem
		Sub Total	\$297.70	
Credit Card Bills				
Meals	248-729-955.000	Victorias, CFE, Grav Cap, Wee Bean	\$140.21	America In Bloom Visit
Meals	248-729-955.010	Guido's	\$100.49	DPW Lunch Appreciation
Downtown Contracted Ser. - Events	248-734-810.160	Hoop Oakland	\$450.00	SCF Entertainment
Downtown Contracted Ser.	248-734-810.160	Championship Trophies	\$11.66	Board Member Nameplate
Operating Supplies	248-729-740.140	Etsy	\$21.21	Volunteer Appreciation
Office Supplies	248-729-727.000	USPS, Melier, Dollar Tree	\$98.97	Office Supplies
Downtown Contracted Serv. - Events	248-734-810.000	Various	\$50.00	Bingo Prize Gift Cards
		Sub Total	\$872.54	
		Sub Total	\$33,075.20	
		Grand Total	\$33,075.20	
Signature from Village _____				
Signature from DDA _____				



Members in Attendance: Melisa Counelis, Angie Green, Chris Zitny

Members Absent: Holly Pifer

Others in Attendance: Kimberly Smith, DDA Executive Director and Jess Dickieson, DDA Admin + Promo Coordinator

Promotion Committee positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

2026 GOALS

Per our last meeting here are the items we have discussed as 2026 goals/actions based on the strategic action plan:

- Create **placed based experiences** that align with market audience
- **Volunteer Outreach**- how to get more volunteers
- **Business Owners Outreach**- how to create synergies, communication etc...
- Implements Marketing and Communications plan once created

Oxford Promotions Committee Objectives: (adapted December 2023)

To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

MEETING MINUTES

1. Scarecrow Contest Themes – Committee came up with five theme ideas (superheroes, zoo animals, storybook, space and historical figures). The DDA made a poll to have business owners vote over the next week and majority will win theme for this year.
2. Committee Leader/Volunteers – DDA is starting to get more volunteers trickling in for the rest of summer events and into Fall.
3. Promotional Plan for Polly Ann Trail – DDA is meeting with Oakland county on August 12th to start the conversation of becoming a trail town.
4. DIA Art Stroll – September Date, Sept 12 – DDA is meeting with Whimsy Art Studio to plan an Art Stroll in downtown! More details to come.
5. Scarecrow Fest – October 3rd – DDA went over scheduling and plans for the day. Promo meeting in September will be focused on the plan for day of in more detail.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

August 10th - 9 am

Evergreens

-
6. Downtown Gift Cards – Discussion around what to do with the gift card program. It is causing a lot of issues with businesses and administratively. Reviewing alternative companies and costs/impact to discontinue program.
 7. Downtown Day- Sept 26 – Brainstormed ideas on what to do to promote Oxford for Downtown Day. Kimberly and Jess will be making a “Day in Oxford” video and visiting different spots around town.
 8. Poker Run vs. Monopoly – Angie started researching how to make Oxfordopoly. Lots of discussion around how to make this happen for a February event. Next month’s promo meeting will be around the details of how to win and prizes.



Members in Attendance: Scott Kree (*Chair*), Debbie Mick, Holly Pifer, Joe Latozas, Marie Powers

Members Absent: Sue Bossardet (excused), Devoney Crockett (excused)

Others in Attendance: Kimberly Smith (*Executive Director*), Jess Dickieson (*Admin & Promo Coordinator*)

DESIGN COMMITTEE focuses on creating an inviting and inclusive atmosphere that protects and celebrates the historic character of the downtown with an emphasis of fostering accessible, people-centered public spaces.

GOALS (*established in 2023*)

1. Utilize all board member skill sets to achieve goals.
2. Award sign and façade grants to applicable businesses.
3. Obtain grants that support the DDA design committee's mission.

OXFORD DESIGN COMMITTEE OBJECTIVES: (adapted July 13, 2023)

To create, maintain and enhance a more beautiful and welcoming downtown Oxford.

MEETING AGENDA

1. Open meeting
 2. Action items from last meeting
 3. Current and potential grants
 4. Budget discussion
 5. Other Agenda Items
 6. Strategic Plan
 7. Placemaking
 8. Home & History Ad Hoc Committee Update
 9. Upcoming Events
 10. Recent Events
 11. Future programs, projects, seminars
 12. Close Meeting
-

MEETING MINUTES

1. Open meeting
 - A. Kree opened the Oxford DDA Design Committee (DC) meeting at 9:00 AM.
2. Action items from last meetings:
 - A. N/A
3. Current and potential grants
 - A. Sign Grant & façade grant: Studio 17 – Whitehouse District
 - I. Sign grant: New sign, existing structure, 3 quotes \$1,314 to \$1,798
 1. Powers made the motion (Latozas - seconded) to recommend to the DDA Board a grant at 50% of the quote chosen, not to exceed \$900.00 for Studio 117 recommending award of the DDA Sign Grant pending sign permit approval by Village of Oxford. 5-0 vote (w/ 2 absent) in favor to pass along recommendation of this grant.

- II. Façade grant: paint, quotes reviewed
 - 1. **Mick made the motion (Powers - seconded) to recommend to the DDA Board a grant at 50% of the quote chosen, not to exceed \$2,000.00 and an additional \$250.00 for the awning for a total grant amount not to exceed \$2,250.00 for Studio 117 recommending award of the DDA Façade (with awning) Grant pending any required permit approval by Village of Oxford. 5-0 vote (w/ 2 absent) in favor to pass along recommendation of this grant.**
- 4. Budget discussion:
 - A. N/A
- 5. Other Agenda Items:
 - A. DDA Website has info on (ready to launch) about historic buildings, QR codes are an option
- 6. Strategic plan items:
 - A. Pedestrian safety:
 - I. Crosswalks on M-24
 - II. MDOT conversation - additional support following a traffic study
 - B. Placemaking:
 - I. See website info
 - II. Rural grant ideas
 - III. Banners
 - a. 12 total, DC reviewed options with 2 different designs chosen
 - C. Wayfinding:
 - I. Polly Ann Master Plan walk following the DC meeting (see item 11.A for more info)
 - a. Directional signage
 - b. Bicycle parking locations
 - c. Grant funding opportunities
 - D. Security - Camera discussion to discourage ongoing vandalism
- 7. Placemaking:
 - A. Kisok/Info Hub/Welcome Center – deferred to next meeting
 - B. Fall Décor
 - I. Inventory needed of existing decorations.
 - II. Decorating day: 9/16 @10AM – Smith/Dickieson to create online signup and promote
 - III. Focal point for Washington square during fall-holiday season, to be potentially investigated.
 - a. Russell Millworks' Truck might not be available for Washington Square. Issues with people getting into the cab/tampering with it last two years and/or may not be in running condition – unknown
- 8. Ad Hoc Committee Update:
 - A. *America 250 MI/Village 150*:
 - I. Didactics updates:
 - a. All building owners have approved of the project
 - b. Latozas to get new prices, Orion Sign is no longer in business
 - c. All panels are final and have been edited – Kree to send Latozas finals images
- 9. Upcoming Events:
 - A. Scavenger Hunt #2: August 16th
 - B. Last Summer Concert: August 20th
 - C. DIA inside|out August 27th
 - D. Fall décor day: September 16th @ 10am
 - E. Scarecrow Fest: October 3rd
- 10. Recent Events:
 - A. Summer events winding down
 - I. Scavenger hunt 8/10/2026

Oxford DDA Design Committee 8/12/2026 (Cont'd)

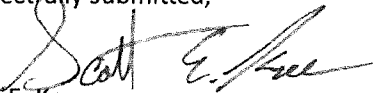
- II. Last Market 8/13/2026
- III. Concert 8/13/2026
- 11. Future programs, projects, seminars:
 - A. Scheduled discussion and walk pertaining to Polly Ann Trail (see item 6.C above for more info)
in attendance: Oakland County Trails, Transportation & Environment; Main Street Oakland County; Polly Ann Trail Management Council; Oakland County Planning, Zoning & Land Use; Oxford DDA Administration and Design Committee Chair.
- 12. Close Meeting:
 - A. Kree closed the DC meeting at 10:03AM

ACTION ITEMS

- *Kree will get corrected didactic files to Latozas*
- *Latozas to get new didactic prices for fabrication cost and mounting /install timeline*
- *Fall Décor Day 9/16 @10AM*
- *Smith/Dickieson promote fall décor day, check inventory, create signup online*

The submitted information herein concludes the meeting report for **Wednesday, August 12, 2026**, of the DDA Design Committee Meeting. The next DDA Design Committee meeting will be held on **Wednesday, September 2, 2026**, pending agenda items and sufficient quorum.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Chair/Member



Members in Attendance: Jenine, Kimberly, Debbie, Ashley

2026 Goal

Seek to discover and promote our community's connections to its past to support the Oxford DDA's Mission, Vision, and Transformation Strategy.

Purpose

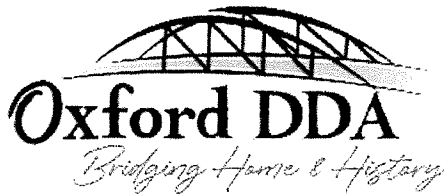
The Oxford Community will be known for its appreciation, knowledge, and celebration of its historical past.

Meeting Agenda

- New Business
- Old Business
 - Declaration Reading - event successful
 - July 8 Main Event - didn't get the pictures at the end due to weather
 - 1st Responders Events
 - Parks and Rec and the Township is running the show
 - August 11, 5-10pm
 - Time Capsules
 - Library will pull winners name from 6-8pm
 - Tuesday, September 8th at 6pm
 - Flagpole is ordered
 - Need another \$1,500-\$2,000 to complete project
 - Friday, September 11th probably at 6pm - Dedication
 - Unveiling the 9/11 memorial - Boy Scout project
 - Didactics
 - Need recommendation to the board for \$
 - State Historic Marker

Action Items (Items to do before next meeting)

- Next meeting September 3 at noon via teams
- Then on hold until Historic Marker event



Key items to note this month:

- **Meetings**
 - Attended 250/150 Sub Committee, Promo and Design Committee Meetings
 - Met with Joe and MDOT on pedestrian safety within the District
 - Met with Oak Co Trails Administrator regarding becoming a Trail Town and enhancements to signage and access to district
- **Grants**
 - Oak Co Tech Grant- Marketing Consultant in process
 - ARPA- final phase kicked off Aug 3rd
 - Developing plan for Main Street Momentum Rural Hub Grant
- **Sponsorships**
- **Awards**
- **Business Attraction/Retention**
 - Met with current business owners on concerns, opportunities to partner
- **Community Engagement**
 - Continuing podcast with business owners and key partners
 - Attend Chamber coffee connect
 - Attended Perry Johnson visit to Oxford
 - Met with Lakepoint Church volunteer coordinator on how to partner for events
 - MDA IG Takeover Day to promote Oxford
- **Training/Development**
 - OCTV Production Training
- **Beautification**
 - Skyline lights- working on property owner approvals
- **Events**
 - Partnered Events
 - National Senior Day- August 21st with Parks & Rec
 - DIA Bus Tour- August 27th with Parks & Rec
 - Concerts and markets continue
 - Scarecrow Fest planning is in full swing- Oct 3rd
 - Witches Night- Oct 24th
 - Downtown Day- September 26th
 - DIA Art and Wine Stroll- Sept 12th
- **Business Development**
 - Insurance for Small Business September 21st
 - Retail trends- October 19th
- **Volunteers**
 - Working on training/networking event for volunteers, committees and board members.
 - Fall decorating September 16th 10am
- **Other**
 - Wrapped up July month long DIA Inside Out Selfie Challenge, Kicked off August DIA Scavenger Hunt
 - Speaker system has been fixed!!



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Aug 17, 2026

-
- o Working with DPW on snow program documentation
 - o Met with Joe to develop MOA regarding DWP/Police/Admin services
 - o Internship concluded Aug 13th



Line Dancing, Summer 2026

Line Dancing took place every Monday evening from June 15th – July 27th in Washington Square. This year, Nicole, owner of Refinery Aesthetics + Wellness volunteered again to help us plan and host the event.

Event Focus:

With this event, the goal was to partner with Sullivan's Public House to provide drink specials for all dancers. The dance class was a way to bring the community downtown, enjoy a fun evening activity and patronize the business while they were downtown. Refinery Aesthetics + Wellness handed out raffle tickets to every participant to win gift certificates for services at Refinery.

2026 Line Dancing Attendance:

Every week, line dancing brought 40-60 participants. Each week was drop-in only, we did not offer a series ticket this year.

2025 Comparison:

In 2025 there were about 15-20 participants that came to dance every week. This was a mix of series ticket holders and drop ins. Sales yielded \$1,330. \$900 of that was series ticket holders, \$430 was through drop ins. We paid the instructor \$650 for services.

Sponsorships:

This event did not have set sponsors but the DDA provided an in-kind sponsorship for Refinery Aesthetics + Wellness for volunteering to lead the event. Refinery had their logo on all communications, advertising and shout outs on social media as well as free attendance at the event.

Expenses:

Expense	Item	Price
Dance Instructors	Cumilative	\$2,550.00
Payroll	DDA Admin Time Prep (10hrs x \$22)	\$220.00
Payroll	DDA Intern Time (13 hrs/wk x \$15)	\$195.00
Marketing	Social media	\$0.00
Appreciation Gift	Nicole Stapp	\$21.21
		\$2,986.21



OXFORD DOWNTOWN DEVELOPMENT
AUTHORITY
Event Report
Line Dancing - Summer 2026

Tickets:

The DDA opted to not have series tickets this year and only allow drop-ins due to the new teaching structure.

Date/Instructor	Attendance	Revenue
6/15 – Jena Connell	40	\$480.00
6/22 – Jordan, Boot Scootin' Billet	57	\$684.00
6/29 – Taylor Comeau	46	\$552.00
7/13 – Sue Tunny	33	\$396.00
7/21 – Phil & Maddie	39	\$468.00
7/13 – Sue Tunny	40	\$480.00
		Total Income: \$3,060.00

Profit:

The DDA profited a total of \$73.79 for this event series.

Notes:

This year, Nicole (Refinery Aesthetics + Wellness) found an amazing instructor who has a whole community of instructors. This allowed each week to have a new instructor. It was a great way to keep each class new and fresh for community members. After the series, we sent out a survey to all participants for feedback. Of the community that answered, they were very pleased with the event series! Most suggestions were to extend the series in both the weeks it was presented and the length of the classes.

Painting, Signs, and Awning at Studio 117

4 new signs

2 for double sided monument roadside side

1 Facade

1 by the side entry door

- Painting of front Dentil molding under gooseneck lights. Black
- Removal of face board on the facade to reveal the original design.
- Painting of trim around the original design facade. Black
- Replace 1 old sign with a new designed sign
- Painting of front stairs. Black
- Relocate the address numbers to above the awning
- Painting the north and south side of the Monument sign. Black
- Replace 2 old signs with 2 new designed signs
- Painting of side door mini roof trim. Black
- Replace 1 old sign at the side entrance door with 1 new designed sign
- Painting of 34 shutters. Black
- Install new 6-foot Awning above facade door

Painting, Sign, and Awning Quotes

<u>Business Name</u>	<u>Quote</u>
Keller Painting	2750
Tri County Painting	3800
All Pro Maintenance-Painting	4275
Signs and More	1314.39
Fast Signs	1418.24 Plus \$125-150 for the small sign that wasn't quoted
Signarama	1798.57
6 foot Awning-Amazon	422.94

Studio 117 Hair Salon, LLC
117 S Washington St Ste #1
Oxford, MI 48371
248-805-4094
Studio117hairsalon@yahoo.com

Studio 117 Hair Salon owners, Amy Schodowski and Samantha Rudolph, are wanting to do some cosmetic updates on my building at 117 S Washington St, Oxford, MI 48371.

Below is a more detailed description of the areas that they would like to update.

- Painting of front Dentil molding under gooseneck lights. Black
- Painting of trim around the building's front signs. Black
- Painting of front stairs. Black
- Painting the north and south side of the Monument sign. Black
- Painting of side door mini roof trim. Black
- Painting of 34 shutters. Black
- Removal of face board on the front of building to reveal the original design.
- 4 new signs with updated design.
 - 2 for double sided monument roadside side
 - 1 building front
 - 1 by the side entry door
- One additional Burning Bush installed on front side of building to replace where one died.
- Install new 6-foot Awning above front door

I consent to all of the cosmetic updates listed above to my building. Tenants understand that any structural repairs, repairs to siding or any other parts of the building as a result of the cosmetic changes described above will be their sole responsibility and tenants agree to obtain all necessary permits for all modifications that require permits and inspections.

Signed: Charles W. Schneider Trust by Craig A. Schneider Trustee

Signature:  Date: 7/30/2024

Oxford Downtown Development Authority Sign Grant Improvement Program

This grant program has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business facades. The program is funded and administered by the Oxford Downtown Development Authority (DDA).

The intent of the Oxford Sign Grant Program is to provide a financial incentive for improving the exterior signage on businesses within the DDA District.

There will be a \$1,500 maximum Sign Grant. All grants awarded must be matched by the applicant. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. Buildings may be considered for two sign grants, one in the front and one in the rear or on the side provided the existing sign Ordinances is followed. Submission of an application does not guarantee acceptance. The DDA Design Committee will review each application with final approval by the DDA Board.

Qualifications for Sign Grant Approval:

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission, and have a current lease for not less than two years.
3. The grant monies must be used for sign(s) to be used at the property address listed on the grant request application.
4. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
5. Work must be done by an insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
6. If a commercial building under one ownership, is a multi-tenant building, each separate unit with an individual storefront and an independent ground floor entry shall be eligible to receive a Sign Grant.
7. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected.
8. Applicants can only apply for a Sign Grant once every five years, for the same business/location.
9. If the applicant is a tenant, they must have a lease for the premises for a period not less than two years.

Eligible Expenses: Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

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

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Site plan, building & permit fees
3. Sign design fees
4. Any portion or expenses for which applicant pays a contractor in merchandise or trade for service

Grant Procedure:

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at downtownoxford.org.
2. Review the proposed sign design with the DDA Executive Director.
3. Submit two (2) print copies or one (1) digital of your completed application with design plans and cost estimates to the DDA office.
4. After being submitted the application is reviewed by the DDA Executive Director, who will send it to the Design Committee Chairperson to put it on the agenda for the Design Committee, who meets the first Thursday of each month, which the applicant must attend.
5. After being reviewed by the Design Committee a written recommendation for approval is sent to the DDA Board or applicant is notified of recommended changes or denial of request.
6. The DDA Board acts upon the application at their regular meeting which is the third Monday of each month, which the applicant must attend.
7. A written notice is sent to the applicant notifying him/her of the decision of the DDA Board.
8. The DDA Director will refer a change in the sign to the Design Committee or back to the DDA Board who must authorize any modifications to the approved application and sign design in writing. Any changes to the approved sign including but not limited to changes in materials must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
9. At the completion of construction, the applicant must submit a project financial report and provide the DDA Design Committee with proof that approved sign expenses are paid (canceled checks, paid invoices). The Design Committee will then review the completed project and sign off on the application, which will then be forwarded to the Executive Director.
10. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.

Application: The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application. Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be the last Thursday of each month. Applicant may elect to have a preliminary review by the Design Committee to obtain feedback prior to formal submittal of the grant request.
2. Current photos of the property to be improved
3. Detailed drawings of the proposed sign including the sign location.
4. Written description of proposed sign, including materials and color.
5. Samples of materials and colors being used in the sign. Material information brochures should also be included.
6. Proof of project funding sources.
7. Three bids for each contracted service (materials and labor listed separately).

Review/Approval:

After the completed application, with all required information, has been submitted to the DDA Director, a site visit of the property along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the DDA Executive Director.

The applicant must attend the Design Committee meeting, which meets the second Thursday of each month, to make a presentation and review the application with the committee.

After review by the DDA Design Committee, the committee will make a decision on the application and make a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month, which the applicant must attend. Final approval must be received from the DDA Board prior to beginning the project.

After the Board reviews the project a letter will be send to the applicant advising them of the Boards decision.

Final Payment:

Grant improvements must be completed within 90 days of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of the project the applicant prepares financial reports and provides the DDA with proof that the approved sign expenses are paid (canceled checks, paid invoices). Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

Village of Oxford
DDA Sign Grant Application

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

Aug 3, 2020
Date of Application

Amy Shredawski
Name

☒ Tenant ☐ Property Owner
(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.)

158 Sandpiper Way
Address

Oxford, MI 48371

248 805-4094
Work Phone

Home Phone

Fax Number

117 S. Washington St
Property Address

P00220209/46503897
Tax I.D. Number

Craig Schneider - Chuck Schneider Trust Agreement
Property Owner (if applicable)

Studio 117 Hair Salon
Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? NO

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately). To ensure competitive bidding, you must submit a minimum of three quotes for the proposed sign.

Estimated project completion date: Sept. 30, 2026

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: \$2000

Project Funding Source(s): Business Bank Account Financing

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Samples of materials and colors being used in the sign
4. Material information brochures should also be included
5. Proof of project funding sources
6. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Amy B. Brelawski
Applicant's signature

Aug. 5, 2026
Date

Submit application with attachments and/or questions to:
Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 628-2543

OFFICE USE ONLY:

Date application sent/given to applicant: _____

Date completed application was received: _____

Total Project Cost: _____

Total Eligible Cost: _____

DDA Executive Director's Signature and Date: _____

All taxes, water, sewer and trash bills current and any code violations corrected? _____

Date this application reviewed by the Building Inspector: _____

Date received by Design Committee: _____

Date on Design Committee Agenda: _____

Date Design Committee recommends approval to DDA Board: _____

Date on DDA Board Agenda: _____

Date approved/denied by DDA Board: _____

If approved, Total grant amount approved: _____

Date letter sent to the applicant: _____

Date of project completion: _____

Date of Design Committee verification: _____

Date financial expenses submitted: _____

Date to DDA Board for authorization of disbursement of funds: _____

Date funds disbursed: _____

Revised/approved by DDA Board 4/20/2015

DIDA COPY



ESTIMATE EST-51223

Estimate Date: 07/31/26

Signs & More
1371 Souter Drive
Troy, MI 48083

(248) 852-0683
<https://www.signsandmoremi.com/>

Follow Up Date : 08/20/26

Payment Terms: 50% Down, 50% on Completion

Description: Update Exterior Signage

Bill To: Studio 117 Hair Salon
117 South Washington St.
Oxford MI 48371
US

Pickup : 1371 Souter Drive
Troy, MI 48083
US

Ordered By: Amy Schodowski
studio117hairsalon@yahoo.com
(248) 228-5086

Salesperson: Matt Foster
Entered By: Matt Foster

ITEMS	QTY	UNIT PRICE	LINE TOTAL
1 Side Entrance Wall Sign 24"(w) x 13.5"(h) sintra board with printed vinyl nailed/screwed into existing frame	1	\$125.00	\$125.00
2 Front of Building Wall Sign 84"(w) x 28"(h) ACM (Aluminum Composite) with printed vinyl screwed into existing frame (size TBD - need to remove current sign and measure).	1	\$365.00	\$365.00
3 Two-sided Ground Sign Re-Face 84"(w) x 28"(h) ACM (Aluminum Composite) with printed vinyl screwed into existing frame (size TBD - need to remove current sign and measure).	2	\$375.00	\$750.00
4 Install Labor Amount reflects a 1-time installation trip. A	1	\$500.00	\$500.00
5 Permits *estimate only*	1	\$300.00	\$300.00

Doing it ourselves
not needed

ITEMS**QTY****UNIT PRICE****LINE TOTAL**

If required by city

Subtotal \$2,040.00

Pre-Tax Total \$2,040.00

Tax \$74.39

Total \$2,114.39**Deposit Required** \$1,057.20

= 1314.39

ESTIMATE

EST-9101

fastsigns.com/2099

Payment Terms: Cash

Created Date: 7/15/2026

DESCRIPTION: 74"Wx32"H Street Sign Dibond Vinyl, Matte Laminate qty (2)

Bill To: Studio 117 Hair Salons
117 S. Washington St
Oxford, MI 48371
US

Pickup At: FASTSIGNS
3957 Baldwin Rd
Auburn Hills, MI 48326
US

Requested By: Amy Schodowski
Email: studio117hairsalon@yahoo.com
Work Phone: (248) 228-5086
Cell Phone: (248) 228-5086

Salesperson: Fadi Gulla
Entered By: Fadi Gulla

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	74"Wx32"H Street Sign Dibond Vinyl, Matte Laminate qty (2)	2	\$687.375	\$1,374.75
1.1	Dibond/Max Metal 3mm - Part Qty: 1 Width: 74.00" Height: 32.00" Sides: 1			
1.2	Overlaminates- 3 mil UV Matte - Overlaminates- 3 mil UV Matte Part Qty: 1 Width: 74.00" Height: 32.00"			
1.3	Installation - Panel removal and installation			

ESTIMATES:
Turnaround is 3 - 4 business days once final proof approval is confirmed.
Rush Fees will apply to any orders needed same or next day.

The client will receive an initial proof and is entitled to two additional complimentary revisions. Any further revisions beyond this will incur a \$25 fee per proof. Client is responsible for carefully reviewing all proofs and verifying their accuracy prior to providing final approval for production.

Payment Terms:
The remaining balance of the order must be paid in full prior to the release of any products for shipment or customer pickup.

This estimate is valid for 30 days.

Subtotal:	\$1,374.75
Taxes:	\$43.49
Grand Total:	\$1,418.24
Deposit Required:	\$709.12

= 1568.24

- no quote for small 24 x 14 sign. \$125-150

mark

Orders with mounting/structure hardware (excluding standard retractable banner stands) require a 7-10 business day turnaround due to external hardware sourcing, which is contingent upon artwork approval.

Signature: _____ **Date:** _____



5875 New King Ct
Troy, MI 48098
(248) 585-6880

The way to grow your business!
www.MichiganSignShops.com

UDHS Copy

ESTIMATE

ESTS-67656

Payment Terms: 50/COD

Created Date: 7/22/2026

DESCRIPTION: Updated Signs

Bill To: Studio 117
117 S. Washington
Oxford, MI 48371
US

Installed: Studio 117
Amy Schodowski
117 S. Washington
Oxford, MI 48371
US

Requested By: Amy Schodowski
Email: studio117hairsalon@yahoo.com
Work Phone: (248) 228-5086

Salesperson: Bill Hielscher
Entered By: Bill Hielscher

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Monument Face Change Face Change 3mm Dibond 74" w x 32" t Qty: 2 (Single sided) vinyl printed, matte laminate Removal & Installation. Flush mounted (Screws) Install in exact spot as old sign. old sign & new sign are mounted on top of original monument sign.	1	\$917.00	\$917.00
2	Flat Entrance Sign Flat entrance sign. 3mm Dibond 24" w x 14" t Vinyl printed, matte laminate Removal & Install Flush mounted with screws, install in the same place	1	\$154.50	\$154.50
3	Flat Building Sign Building Sign 84" w x 28" t Printed vinyl, matte laminate Removal & Install Flush mounted *Client stated that they will be removing a portion of the facade, this estimate is priced to replace sign as	1	\$619.00	\$619.00

Bill

is on 7/22/26. Estimate might need to be adjusted if the facade or building is modified or changed*

Orders under \$500 require full payment at time of order, while orders \$500 and over require a minimum 50% deposit before any work begins, all credit card payments are subject to a 3% processing fee. Production timelines will not begin until the required deposit and customer proof approval are received. All signage remains the property of the sign company until paid in full, and failure to pay authorizes removal at the Customer's expense. Orders may not be canceled or modified without written consent, and restocking and design fees may apply. Acceptance of delivery and/or installation constitutes confirmation that the work substantially meets expectations. The Customer is responsible for all costs related to collection of unpaid balances. Within 24 hours of project completion, final invoice will be issued & payment will be processed via ACH debit or to the stored credit card (3% fee applies).

Subtotal:	\$1,690.50
Taxes:	\$55.68
Grand Total:	\$1,746.18
<i>Credit Card Surcharge:</i>	3.00%
<i>Total with Surcharge:</i>	\$1,798.57

This estimate is valid for 30 days from created date.

Signature: _____ **Date:** _____

New Sign Design
AI generated



Studio 117
Hair Salon



Before
Photo

South
Facing



Before
Photo
North
Facing

Roadside
monument sign
After Photo - Ai

Studio 117
Hair Salon

BRITTANY EMERSON
PHOTOGRAPHY

Oxford Downtown Development Authority Façade Grant Improvement Program

The grant program has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business district. The program is funded and administered by the Oxford Downtown Development Authority, (DDA).

The intent of the Oxford Grant Program is to provide financial incentive for improving the exterior appearance of its buildings. This program provides an opportunity to preserve the architectural heritage of Oxford and enhance the unique character of the downtown. A well maintained downtown creates an image of a flourishing community and as a result, encourages potential businesses to consider locating in Oxford. The DDA believes the best approach to creating a vibrant downtown is through the preservation of a building's original architectural features. This preservation-based philosophy is a key component of the National MainStreet Program.

- Proposed New designs should be compatible with existing buildings. This does not mean limiting the architectural style but rather that designs should respect existing buildings and strive for visual harmony with the character of the street.
- Each individual building should take advantage of its historic past. This does not necessarily mean to reproduce the appearance of the building exactly as it looked during a particular period in time but to improve the appearance by using what exists and emphasizing positive features.
- The removal of inappropriate tacked on "modernizations"; simple maintenance; the addition of a well designed sign or awnings and care in the selection of colors and materials can produce a surprisingly good visual result.
- By coordinating improvements, individual merchants/property owners are able to retain their individual identities while at the same time strengthening the image of the DDA district.

There will be an \$11,500 maximum Façade Grant which earmarks \$10,000 for the façade and the remaining \$1,500 may be used for an awning. All grants awarded must be matched by the applicant. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. The Façade grant will be limited to two applications per building, one front and rear (or one side, in special circumstances). Submitting the application does not guarantee acceptance. The DDA Design Committee will review each application with final approval by the DDA Board.

Qualifications for Façade Grant Approval:

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission.
3. The grant monies must be used for façade improvements such as, but not limited to paint, window repair or replacement, masonry repair, cornice repair or replacement.
4. Improvements must be visible within the DDA District.
5. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
6. Work must be done by a licensed, insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
7. If a commercial building, under one ownership is a multi-tenant building, each separate unit with an individual storefront and an independent ground floor entry shall be eligible to receive a Façade/Awning Grant.
8. Any project must comply with local ordinance and building codes.

9. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected to be eligible.
10. Applicant can only apply for a Facade Grant for the same façade once every five years.
11. No interior renovations are eligible, including the interior window display area.

Eligible Expenses: Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

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

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Property acquisition
3. Mortgage, land contract refinancing or loan fees
4. Site plan, building & sign fees
5. Attorney, architectural and engineering fees
6. Interior furnishings and improvements of any kind.
7. Any portion of the expenses for which the applicant pays a contractor in merchandise or trade for service

Grant Procedure:

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at www.downtownoxford.org.
2. Review the proposed façade improvement design with the DDA Executive Director.
3. Submit one (1) copy of your completed application with design plans, three (3) cost estimates, and color and material samples to the DDA office.
4. After being submitted the application is reviewed by the DDA Executive Director, then it will be sent it to the Design Committee Chairperson to put it on the agenda for the Design Committee, (who meets the second Thursday of each month, which the applicant should attend).
5. After being reviewed by the Design Committee a written recommendation for approval is sent to the DDA Board or applicant is notified of recommended changes or denial of request
6. The DDA Board acts upon the application at their regular meeting, which is the third Monday of each month, which the applicant must attend.
7. A written notice is sent to the applicant notifying him/her of the decision following the DDA Board meeting.
8. The DDA Director will refer a change in construction plans to the Design Committee or back to the full DDA Board who must authorize any modifications to the approved application and façade grant in writing. During construction, any changes to the approved facade, including but not limited to exterior changes in materials, window, doors, cornices, etc. must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
9. At the completion of construction, the applicant prepares a project financial report and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices, contractor's sworn statement, sub-contractor's waiver of lien, etc). The Design Committee must also review the completed project and sign off on the project.
10. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.

Application: The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application. Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be the last Thursday of each month. Applicant may elect to have a “preliminary review” by the Design Committee to obtain feedback prior to formal submittal of the grant request.
2. Current photos of the property to be improved
3. Detailed drawings of the proposed improvements
4. Written description of proposed improvements, including materials and color (colors must follow the current DDA color palette).
5. Samples of materials and colors being used in the improvement. Material information brochures should also be included.
6. Proof of project funding sources.
7. Three bids for the project for each contracted service (materials and labor listed separately)

Review/Approval:

After the completed application, with all required information, has been submitted to the DDA a site visit of the property along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the Executive Director of the DDA.

The applicant must attend the Design Committee meeting, which meets the first Thursday of each month, to make a presentation and review the application with the committee. The Design Committee may, at their discretion, forego the requirement for three bids.

After review by the DDA Design Committee, the committee will make a decision on the application and a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month, which the applicant must attend. Final approval must be received from the DDA Board prior to beginning the project.

After the Board approves the project a letter will be send to the applicant committing funds or advising them of the project’s status.

Final Payment:

Grant improvements must be completed within six (6) months of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of construction the applicant prepares financial reports and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices).

Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

DDA Façade Grant Application

If you have any questions, please contact the DDA Director at 248-770-8587.

Date of Application

Name _____

(If tenant – must have written letter of permission from property owner)

Address

805.4094

Fax Number

Property Address

Tax I.D. Number

Property Owner (if applicable)

Name of Business at this Address

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? NO

Proposed Improvements: Please attach official quotes (labor and material indicated separately for each contracted service), for the individual proposed improvement activities:

Estimated project start date: Sept 1, 2020

Estimated project completion date: Sept 30, 2020

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project budget: \$4000 (curb sides)

Project Funding Source(s): Business Bank Account Financing

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property to be improved.
2. Detailed drawings of proposed improvements
3. Written description of proposed improvements, including materials and colors. Colors must follow the current Oxford DDA color palette
4. Samples of materials and colors being used in the improvement
5. Material information brochures should also be included
6. Proof of project funding sources
7. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Façade Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved façade design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of six (6) months, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Amir B. Redaoui
Applicant's signature

Aug 5, 2020
Date

Submit application with attachments and/or questions to:
Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 770-8587

OFFICE USE ONLY:

Date application sent/given to applicant: _____

Date completed application was received: _____

Total Project Cost: _____

Total Eligible Cost: _____

DDA Executive Director's Signature and Date: _____

All taxes, water, sewer and trash bills current and any code violations corrected? _____

Date this application reviewed by the Building Inspector: _____

Date received by Design Committee: _____

Date on Design Committee Agenda: _____

Date Design Committee recommends approval to DDA Board: _____

Date on DDA Board Agenda: _____

Date approved/denied by DDA Board: _____

If approved, Total grant amount approved: _____

Date letter sent to the applicant: _____

Date of project completion: _____

Date of Design Committee verification: _____

Date financial expenses submitted: _____

Date to DDA Board for authorization of disbursement of funds: _____

Date funds disbursed: _____

Revised/approved by DDA Board 9/20/2010

front
Before



trans
After

AI generated



- Front Side of Building
- Removal of Board to reveal original design





117, 18
Stairs

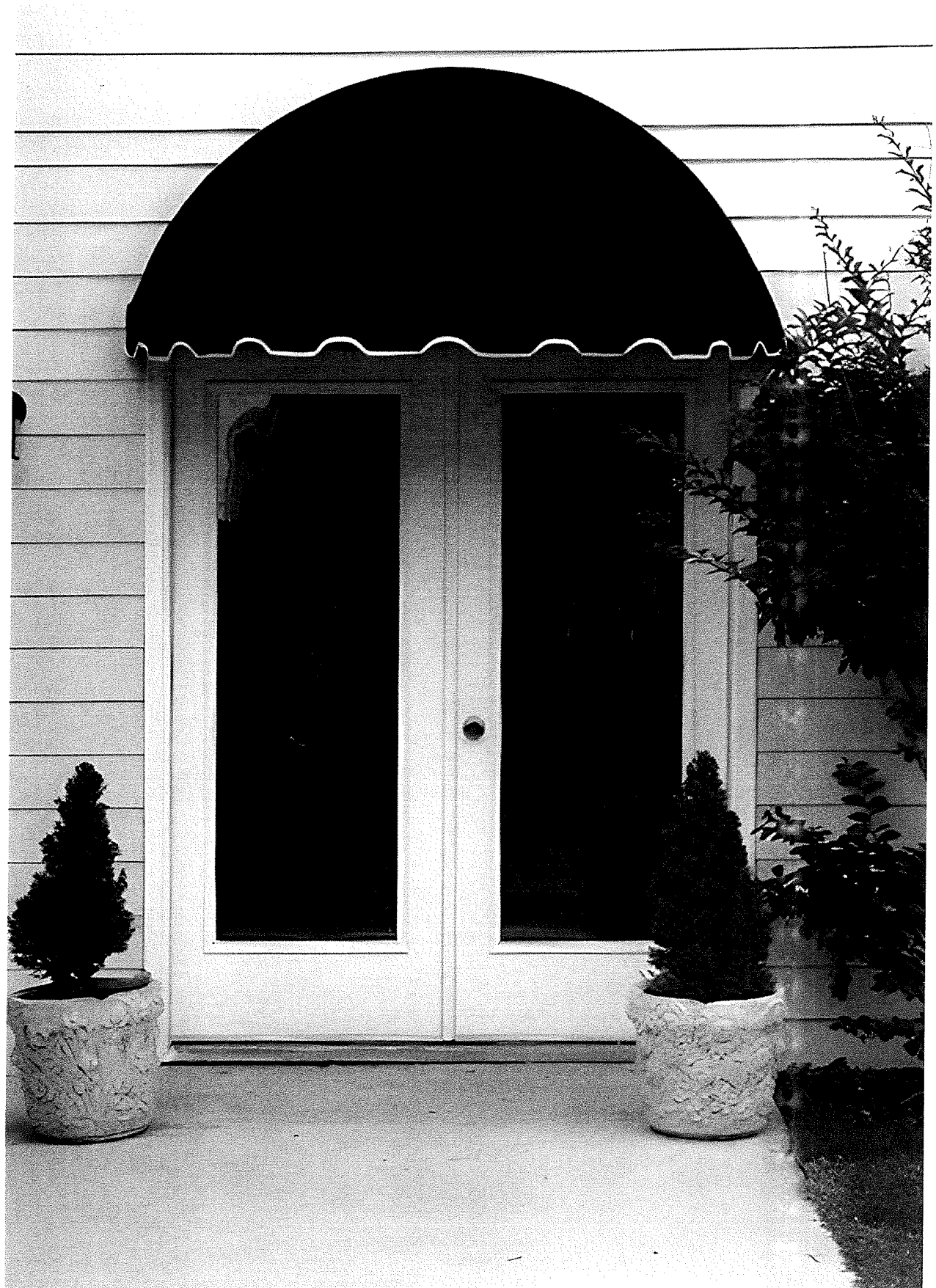
From
Brown
to
Black



34
Shutters

From
Blue
to
Black

left wing



7:22

←

Search or ask a question

Frosted Bifold Barn Door 42 x 84 in (Double 21 inch), Bi-fold...

\$329⁰⁰ 4.3 52

Sponsored

EASYAWN

Visit the Store

4.4 (13)

Door and Window Sunbrella Canvas Awning / 5 Colors x 3 Sizes/Dome Awning / (Black 6 feet Wide)

Amazon's Choice



♥

Does it resist strong winds?

Is installation difficult?

Color: Black 6 feet wide

Burgundy ...

\$399⁰⁰

In Stock

Black 6 fee...

\$399⁰⁰

In Stock

Navy 6 fee.

\$399⁰⁰

In Stock

\$399⁰⁰ [Price history](#)

Or \$33²⁵ /mo (12 mo). Select from 2 plans

FREE delivery July 28 - 30. [Details](#)

📍 Deliver to Samantha - Shelby To... 48317

In Stock

Quantity: 1

+ tax, no shipping = \$422⁹

Deliver to amy
Oxford 48371

All ▾

black 6 foot awning

EN ▾

Hello, Amy,
Account & Lists ▾Returns
& Orders

0

All

Off to College

Today's Deals

Coupons

Prime Video

Buy Again

Customer Service

Subscribe & Save

Amazon Home

Shop by Room

Shop by Style

Home Décor

Furniture

Kitchen & Dining

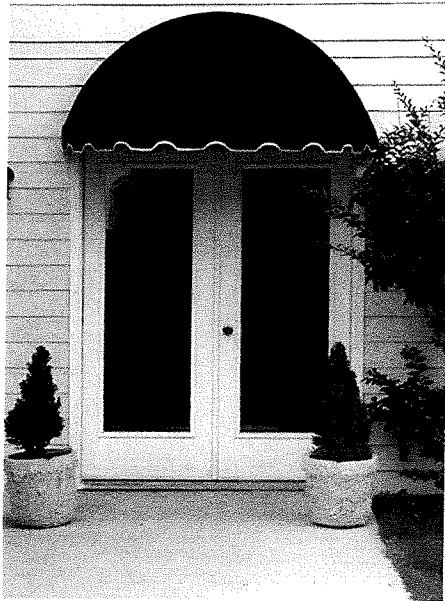
Bed & Bath

Garden & Outdoor

Home Improvement

Sponsored

Tools & Home Improvement › Building Supplies › Building Materials › Windows › Window Awnings & Canopies



Click to see full view



VIDEO

Ask Alexa

Can it withstand strong winds?

What is the frame made of?

Sponsored Why choose EASYAWN awnings?

Does it come with a manual?

Is it resistant to fading?

Ask something else

Door and Window Sunbrella Canvas Awning / 5 Colors + 3 Sizes/Dome Awning / (Black 6 feet Wide)

Visit the EASYAWN Store

4.4

(38) | Search this page

Amazon's price

~~\$399.00~~

Price history

Or \$29⁰¹ /mo (18 mo). Select from 1 plan

Get a \$50 Amazon Gift Card instantly upon
approval for the Mercury Visa Signature
Card. [Learn more](#)

FREE Returns

Color: **Black 6 feet wide**

\$399.00



\$329.00



\$329.00



\$329.00



\$329.00



\$369.00



\$369.00



\$369.00



\$399.00



\$399.00



\$399.00



\$399.00

Material Canvas**Color** Black 6 feet wide**Size** 72 inches x 36 inches**Brand** EASYAWN**Item** 12 pounds**Weight**~~\$399.00~~

Price history

FREE delivery **August 9 - 11.**[Details](#)

Deliver to amy - Oxford 48371

In Stock

Quantity: 1

Add to cart

Buy Now

Shipper / Seller Easyawn Door
And Window
Canvas Awnings

Returns FREE 30-day
refund/replaceme
nt

Customer Easyawn Door
And Window
Canvas Awnings

See more

\$329.00

Add to Auto Buy

\$369.00

Sponsored

About this item

- 5 different colors / 3 different sizes
- Sunbrella canvas

MA copy

All Pro Maintenance LLC

Estimate

All Pro Maintenance LLC

1429 Foreland Oxford MI. 48371

586-381-2679

Allpropro@gmail.com

BILL TO

Studio 117

aschodowski@yahoo.com

248-228-5086

Estimate

34

Date

28 Jul 2026

Item

Quantity

Price

Amount

Exterior update project

1

\$4,275.00

\$4,275.00

Paint exterior trim and shutters black. Paint sign frame posts and electrical. Front kof building, paint the frame above the windows including the dental trim. Paint 34 shutters. Paint front staircase. Paint trim around side door overhang. Labor and materials included.

Subtotal

\$4,275.00

Grand Total

\$4,275.00

Mark Fletcher



Keller Custom Painting, LLC

4686 Dixie Highway | Waterford, Michigan 48329

248-807-0641 | keller.painting@yahoo.com | www.kellercustompainting.com

RECIPIENT:

Amy Schodowski

117 South Washington Street

Oxford, Michigan 48371

Phone: 248-228-5086

Quote #468

Sent on

Aug 02, 2026

Total

\$2,750.00



Who we are

Keller Painting is a fully insured, Top Rated Local, Five Star Google verified painting company, recognized as one of the best in the industry. specializing in both interior and exterior painting for commercial and residential properties. Our strong commitment to jobsite safety, quality workmanship combined with our ability to meet the most stringent timelines with attention to detail makes us the right choice for projects big and small.

Product/Service	Description	Qty.	Unit Price	Total
Exterior Painting	Paint monument sign black Paint shutters on front and right side of building Paint front porch Paint side entrance overhand Paint side entrance door.	1	\$2,750.00	\$2,750.00

A \$200 scheduling deposit is required

Total

\$2,750.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/31/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 1690 Watertown PI Ste 500 East Lansing MI 48823		CONTACT NAME: Austin Howell PHONE (A/C, No, Ext): 248-430-0097 FAX (A/C, No): 517-319-1275 E-MAIL ADDRESS:		
INSURED Keller Custom Painting LLC PO Box 408 Grand Blanc MI 48480 KELLCUS-03		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Home-Owners Insurance Company		26638
		INSURER B : Auto-Owners Insurance Company		18988
		INSURER C : Accident Fund National Insurance Co		12305
		INSURER D :		
		INSURER E :		
INSURER F :				

COVERAGES

CERTIFICATE NUMBER: 507820777

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			14182457	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			5272939902	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			5272939901	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	100081662	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Rented Equipment			14182457	1/1/2026	1/1/2027	Limit \$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Keller Custom Painting LLC
PO Box 408
Grand Blanc MI 48480

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DDA COPY



5710 Metamora Rd Metamora, MI, 48455-9200
https://maps.app.goo.gl/cvU1ajBxxG8tt4BC8?g_st=ic
(248) 613-9207

Tri-County Painting & Home Remodeling

Estimate

For: Studio 117 Hair Salon
studio117hairsalon@yahoo.com
Amy Schodowski / Samantha Rudolph
Salon # 248-805-4094 Amy Cell 248-228-5086

Estimate No: 11
Date: 07/23/2026

Description

Amount

Painting Exterior Of Building \$3,800.00*
Painting 34 shutter (BLACK)
Painting all trim that was talked about on the building (BLACK)
Painting the trim of the sign in the yard of building(BLACK)
ALL PAINT WILL BE IN 2 COATS
WE WILL BE USING SHERWIN WILLIAMS SUPER PAINT

Labor Subtotal \$3,800.00

*Indicates non-taxable item

Subtotal \$3,800.00

Total \$3,800.00

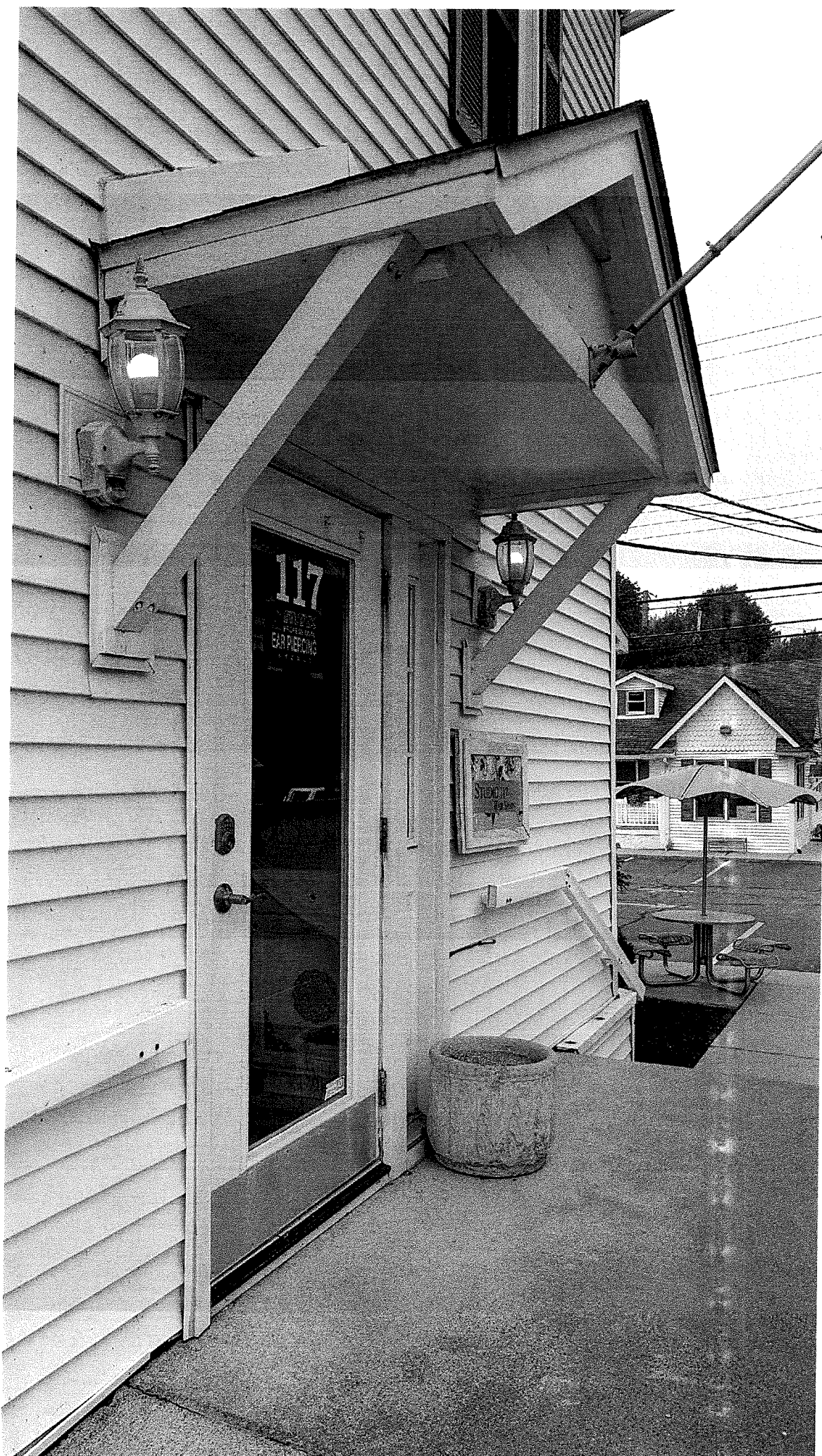
Total \$3,800.00

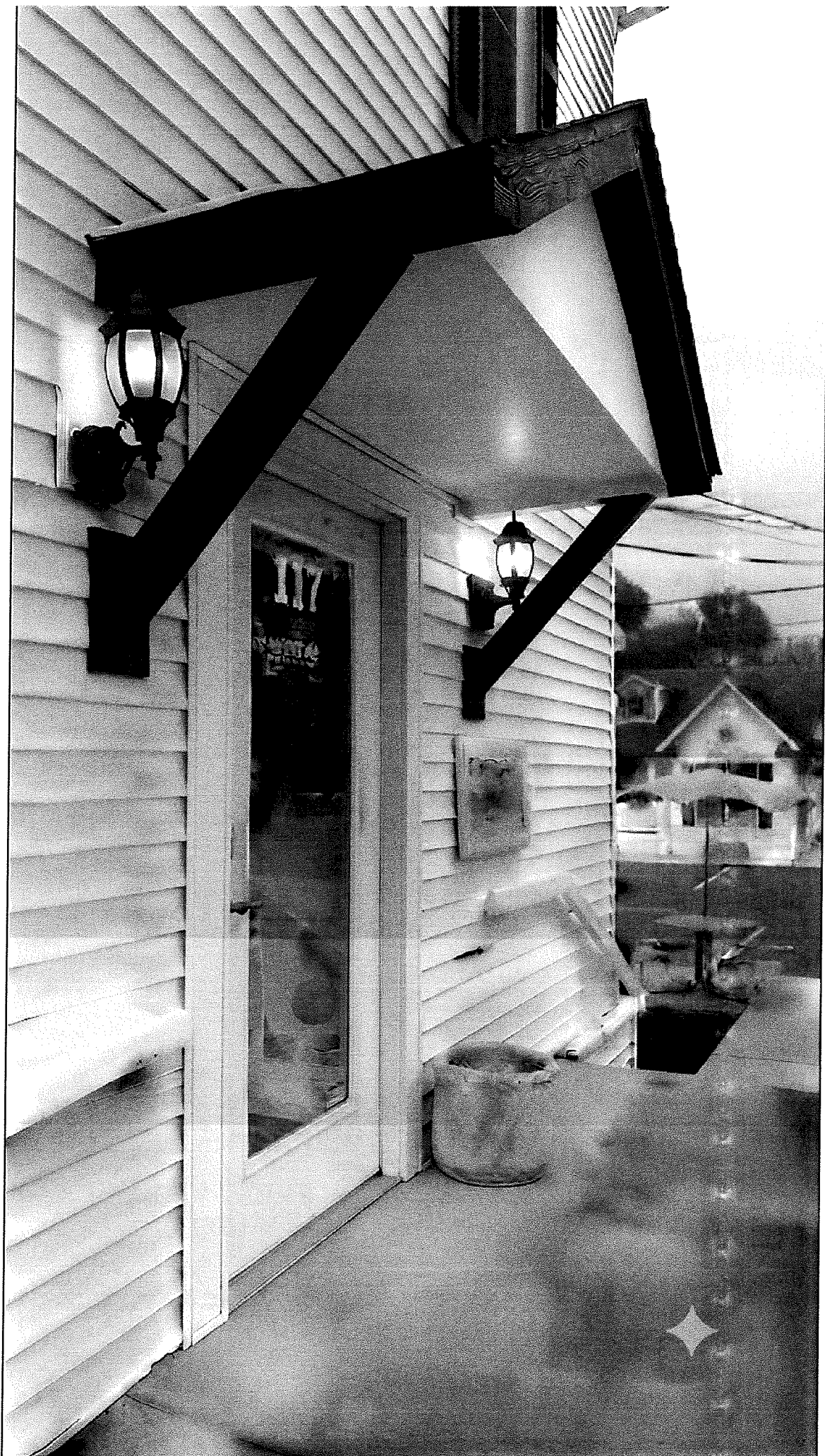
Sup Gentry

Before
Photo

Side
Entry
Door

From
white
to
Black





Side
Entrance
Air
generator