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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** March 17, 2026

**TOPIC** Executive Directors Report

**BACKGROUND BRIEF:**

The Report is provided as an update of ongoing work and effort of the Director

**FINANCIAL IMPACT:**

None

**RECOMMENDED MOTION**

Receive and file the Executive Directors Report for March 2026.

# EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

March 17, 2026



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## I. NEWS AND UPDATES

- a. A New Board Member Handbook has been created.
  - b. The Main Street open House is coordinated and content being built
  - c. A new business is hosting its Grand Opening reception on March 21, 2026. This is a great reflection of how economic development is supposed to happen. Wayne Haney was moving out, we knew it, the business was referred to the DDA, we immediately introduced to the owner and assisted in lease terms, personally introduced to the permit process, walked through zoning compliance and instructed on sign and ordinance considerations. All before the first response from any level or anyone in government. Job well done.
  - d. I removed all residual Christmas décor not picked up for storage by the contracted partner for lighting.
  - e. I cut up trees and bundled debris left over from the ice storm in January.
  - f. Helped develop marketing and event intake forms.
  - g. Attended planning commission, council, village manager and met with council members.
- II. BUDGET: This has started. I am awaiting a meeting with assessing on March 20, 2026 to obtain information needed to calculate anticipated revenues and figure that is not otherwise available to me. Advised by the village manager that village benefit costs are going up a minimum of 15%.
- III. COMMUNICATION: the LODown continues to grow. A new sub-program for restaurants has been launched.

Respectfully Submitted,

Matthew Gibb

[gibb@downtownlakeorion.org](mailto:gibb@downtownlakeorion.org)

(248) 464-0307