



DDA Agenda Item

Meeting Date: April 27, 2026

SUBJECT: Amendment to Commercial Buildout Grant Approval Process

Item: Discussion / Action Item

Department: DDA

Presented By: Maggie Dimov, DDA Director

The Downtown Development Authority (DDA) is considering an amendment to the Commercial Buildout Grant Program review and approval process to improve administrative efficiency and clarify roles and responsibilities.

Moving forward, the **DDA Director will be responsible for overseeing and monitoring the Commercial Buildout Grant application process**, including verifying applicant eligibility, ensuring compliance with program guidelines, and reviewing submitted materials. The DDA Director will **present applications and supporting documents and make funding recommendations to the DDA Board** for consideration.

The **Downtown Development Authority Board will retain full responsibility for reviewing and approving all Commercial Buildout Grant applications**. No grant awards will be issued without formal action by the DDA Board.

This change is intended to streamline administration, maintain appropriate staff oversight, and ensure that final funding decisions involving public funds remain with the governing body.

Recommended Motion

Motion:

Motion to amend the Commercial Buildout Grant Program to designate the DDA Director as responsible for overseeing and monitoring the application process and making funding

recommendations, and to require that all Commercial Buildout Grant applications be approved by the Downtown Development Authority Board.