

1. Downtown Development Authority Regular Meeting Agenda 2016 0120

Documents:

[DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
2016 0120.PDF](#)

2. 5a Monthly Expenses

Documents:

[5A MONTHLY EXPENSES.PDF](#)

3. 6 Zoo Parking - License Agreement Renewal - Request To Dump Snow

Documents:

[6 ZOO PARKING - LICENSE AGREEMENT RENEWAL - REQUEST TO DUMP
SNOW.PDF](#)

4. 7 South Main Street Streetscape

Documents:

[7 SOUTH MAIN STREET STREETSCAPE.PDF](#)

5. 8ai SAM Monthly Reports

Documents:

[8AI SAM MONTHLY REPORTS.PDF](#)

6. 8aii 2015 HM Parade - Recap

Documents:

[8AII 2015 HM PARADE - RECAP.PDF](#)

7. 8bi Recommendation 5th - Williams Property

Documents:

[8BI RECOMMENDATION 5TH - WILLIAMS PROPERTY.PDF](#)

8. 8bii Recommendation 696 - Main Property

Documents:

[8BII RECOMMENDATION 696-MAIN PROPERTY.PDF](#)

9. 9a MDA Legislative Update

Documents:

[9A MDA LEGISLATIVE UPDATE.PDF](#)



Agenda
Royal Oak Downtown Development Authority
January 20, 2016
4:00 p.m. Regular Meeting
City Commission Chambers

As a reminder, if you have not already done so, please turn your cellular phones off or to a silent or vibrate mode for the duration of the meeting. This will allow the meeting to proceed without distractions or interruptions. Thank you for your cooperation.

1. Call to Order
2. Public Comment
3. Approval of Meeting Minutes from November 11, 2015
4. Election of Officers
 - a. Chairperson
 - b. Vice-Chairperson
5. Expense Items
 - a. Monthly Expenses
6. Zoo Parking – License Agreement Renewal & request to dump snow
7. South Main Street Streetscape
8. Committee Assignments - Updates
 - a. Consumer Marketing Committee – No January meeting
 - i. SAM Monthly Report(s) November/December
 - ii. 2015 HM Parade - Recap
 - b. Infrastructure (Joint) Committee – 01/06/16 meeting
 - c. Business Marketing Committee – 01/12/16 meeting
 - i. Recommendation – 5th & Williams Property
 - ii. Discussion/Direction – 696/Main Property
9. Other Business & Reports
 - a. MDA Legislative Update
 - b. Planning – Budget Work Session – Schedule Date/Time
 - c. Move FEBRUARY Meeting Date to 2/24/16 (Ron Boji – City Center Project)



Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 01/20/2016

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyaloak.org

MEMORANDUM

DATE: January 13, 2016

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **EXPENSE ITEMS - MONTHLY**

Listed below are the invoices for the month(s) of November and December 2015 that were received and paid.

<u>Vendor</u>	<u>Payment Detail</u>	<u>Amount</u>
Worry Free Inc	CBD Maintenance	\$15,125.43
SAM Event Management & Consulting	October Services	\$3,000.00
Stagecrafters	HM- Volunteers	\$500.00
Rose Pest Solutions	CBD Pest Program	\$158.00
WJBK Fox 2	HM- Parade	\$11,500.00
Detroit Tigers	HM-PAWS	\$135.00
Worry Free Inc	CBD Maintenance	\$11,560.00
C&G Newspaper	HM-Parade Ads	\$1,990.11
M-1 Studio	Editing Winter - Commercial	\$250.00
ArborOakland Group	HM-Sponsor Banners	\$990.00
Worry Free Inc	CBD Maintenance	\$5,600.00
English Gardens	Holiday Lights	\$137,628.53
Rose Pest Solutions	CBD Pest Program	\$158.00
Bearcom Wireless	HM-Parade Radios	\$160.00
Worry Free Inc	CBD Maintenance	\$5,600.00
Rebuild Nation	Ads – January/Feb & March	\$3,000.00

SAM Event Management & Consulting	November event services	\$3,000.00
SAM Event Management & Consulting	HM-Sponsorship Commission	\$2,580.00
Brad Ziegler	HM-Photos	\$300.00
F.I.R.E.	HM-Performer-Reissued	\$400.00
Lamar Companies	Billboard Ad – Holiday Season	\$1,150.00
SAM Event Management & Consulting	Parade Supplies	\$71.04
Rose Pest Solutions	CBD Pest Program	\$158.00
Ideation signs & communications	Wayfinding Sign Design-balance	\$17,875.00
Ideation signs & communications	DDA website hosting	\$129.00



Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 01/20/2015

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyalok.org

MEMORANDUM

DATE: January 13, 2016

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **ZOO PARKING – LICENSE AGREEMENT RENEWAL
AND REQUEST TO DUMP SNOW**

Since 2009 the DDA has allowed the Detroit Zoological Society to use the Main/696 property for parking when the zoo had special events. The charge has continually been \$500 per day used.

A copy of the standard license agreement updated with 2016 dates is attached for the Board's review and approval. The zoo has also requested permission to dump their snow on the DDA's property. If the DDA is interested in granting permission for that activity I would suggest it be done as an addendum to the original parking agreement so they can be dealt with separately.

City Manager Johnson has suggested that the parking fee be increased to \$1,500 per day of use as well as items related to any snow dumping; see attached communication. Also attached is a communication from Greg Rassel in regards to the snow dumping.

Should the Board wish to approve the agreement, the following resolution has been provided for its consideration:

Be It Resolved, the Royal Oak Downtown Development Authority (DDA) hereby approves the license agreement with the Detroit Zoological Society that will allow the Zoo to park cars on the DDA's (Main/696) property, subject to the terms and conditions of said agreement; and

Be It Further Resolved, the DDA hereby directs staff with assistance from the city attorney to prepare an addendum allowing the Detroit Zoological Society to dump snow (from zoo) on the DDA (Main/696) property, pursuant to the terms and conditions as outlined by the DDA, and

Be It Further Resolved, the DDA hereby authorizes the Executive Director to execute the license agreement and addendum.

Respectfully Submitted,



Timothy E. Thwing
Executive Director

Enclosure/attachment

Timothy Thwing

From: Alicia Martin [amartin@dzs.org]
Sent: Thursday, December 03, 2015 4:18 PM
To: Timothy Thwing
Cc: Alexis Means; Paul R. Good
Subject: RE: Executed License Agreement: Signature Required
Follow Up Flag: Follow up
Flag Status: Completed

Hi Tim,

We would like to begin the renewal process for 2016 offsite parking. Please let us know if you have any concerns. If not, please forward the agreement to us for 2016 so that we may sign it.

Also, Alexis is requesting that you call her. We are requesting the DDA's permission to remove some snow from our parking lot to the offsite parking lot, as accumulation occurs this winter.

Kind regards,

Alicia L. Martin, CPP, CPPM

Purchasing Manager

Detroit Zoological Society

8450 W. 10 Mile Rd., Royal Oak, MI 48067

P: (248) 336-5700

E: amartin@dzs.org

Alicia Martin

Purchasing Manager

Detroit Zoological Society | 8450 W. 10 Mile Rd., Royal Oak, MI 48067

Phone: (248) 336-5700



Celebrating and Saving Wildlife | 🌲 Please consider the environment before printing this email

Timothy Thwing

From: Donald E. Johnson [DonJ@ci.royal-oak.mi.us]
Sent: Tuesday, January 05, 2016 4:10 PM
To: Timothy Thwing
Subject: Re: FW: Executed License Agreement: Signature Required

I think the fee is too low. They are paying OCC \$1,500 per day.

A fee for snow dumping and some restrictions on snow dumping are needed. We can't have them dumping just anywhere. They can't interfere with DPS.

-Don

Donald E. Johnson
City Manager
City of Royal Oak, Michigan

donj@romi.gov
248-246-3205

Timothy Thwing

From: Gregory Rassel [GregR@romi.gov]
Sent: Thursday, January 14, 2016 3:32 PM
To: 'Timothy Thwing'
Cc: Ray, Richard
Subject: RE: FW: Executed License Agreement: Signature Required

Yes the southern edge. If when we get a major storm that requires us to dump there have them contact the DPS to coordinate.

From: Timothy Thwing [mailto:TimT@ci.royal-oak.mi.us]
Sent: Thursday, January 14, 2016 3:27 PM
To: 'Rassel, Gregory'
Subject: FW: FW: Executed License Agreement: Signature Required

Greg,

Is there an area of the 696 site where the Detroit Zoo could dump snow, see below....

LICENSE AGREEMENT

This Agreement is entered into this ____ day of _____, 2016, between the CITY OF ROYAL OAK DOWNTOWN DEVELOPMENT AUTHORITY, a public body corporate created pursuant to Act No. 197, Public Acts of Michigan 1975, as amended, with offices at 211 Williams Street, Royal Oak, Michigan 48068 (the “DDA”) and the DETROIT ZOOLOGICAL SOCIETY, a Michigan non-profit corporation with offices at 8450 W. Ten Mile Road, Royal Oak, Michigan 48068 (the “ZOO”).

WHEREAS, the DDA is the owner of certain real property located in the City of Royal Oak (the “Property”), which is more particularly described on Exhibit A and depicted on Exhibit B, both of which are attached hereto and incorporated herein by reference; and

WHEREAS, the DDA has received a request from the ZOO to use the Property for purposes of parking for its patrons, invitees and guests from April 1, 2016 to October 31, 2016; and

WHEREAS, the DDA has agreed to permit the ZOO to use the Property for these purposes, subject to the terms and conditions contained in this Agreement;

THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the DDA and the ZOO agree as follows:

1. License. The DDA hereby grants a license to the ZOO to use the Property from April 1, 2016 through October 31, 2016 for the sole purpose of parking vehicles belonging to the ZOO’s patrons, invitees and guests. The ZOO acknowledges that on Friday, September 2; Saturday, September 3; Sunday, September 4; and Monday, September 5, the City of Royal Oak will be using the Property for parking for the Arts Beats & Eats Festival and that on those dates, parking on the Property will not be limited to the ZOO’s patrons, invitees and guests. On these dates the City of Royal Oak will be charging and collecting a fee per vehicle.
2. Consideration. For each day that the Property is used, the ZOO shall pay the DDA the sum of **five hundred dollars (\$500.00)**. The ZOO will provide a report to the DDA, in the form of an invoice, by the 5th of each subsequent month of use. The report will identify the date(s)

the Property was utilized for the purpose described in Section 1 above. The ZOO will not be required to provide a list of dates the property will be utilized because attendance is the variable determining factor and not events. The ZOO can not predict the dates that the Property will be utilized.

3. Indemnification. The ZOO, for itself and its successors and assigns, agrees to indemnify, defend and hold the City of Royal Oak, the DDA, their elected and appointed officials, employees, agents, personal representatives, attorneys, volunteers and others working on behalf of the City and the DDA, harmless, from and against, and shall be totally responsible for satisfying, any suit, demand, judgment, loss, cost, expense, damage, liability, or obligation of every kind or nature, including without limitation, reasonable attorney's fees and litigation costs, that the City or the DDA may suffer or incur for any reason, arising out of, related or associated with this License Agreement and/or the use of the Property by the ZOO, its agents, guests, licensees or invitees, other than any claim arising out of the negligence or willful misconduct of the City, the DDA, or their elected and appointed officials, employees, agents, personal representatives, attorneys, volunteers and others working on behalf of the City or the DDA.
4. Insurance. The ZOO shall obtain and maintain comprehensive general liability insurance in an amount not less than one million (\$1,000,000) dollars combined single limit liability, with an insurance carrier licensed and in good standing with the state of Michigan and acceptable to the DDA. Umbrella coverage in the amount of one million dollars (\$1,000,000.00) may also be used if the general liability coverage is less than one million dollars (\$1,000,000.00). The ZOO further agrees to reimburse the DDA for any deductible costs or claims expenses arising from any claims or suits filed against the DDA. These requirements should not be interpreted as limiting the liability of the ZOO under this Agreement.

5. Additional insured; Cancellation notice. The DDA shall be added as a named insured to the ZOO's general liability insurance policy. The additional insured on the certificate of insurance shall read as follows:

"City of Royal Oak, City of Royal Oak Downtown Development Authority, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers."

The cancellation notice on the certificate of insurance shall read as follows:

"Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."

6. Ingress and Egress. The ZOO shall permit ingress and egress into and out of the Property in the manner approved by the City of Royal Oak, which is depicted on Exhibit B. Traffic patterns and traffic control in and around the Property will be determined in the sole and absolute discretion of the Royal Oak Police Department.
7. Maintenance and Signage. During the term of this Agreement, the ZOO shall provide and be responsible for traffic control devices, line marking, signage and barricades in the designated parking area. These materials shall be removed from the Property each evening if it is anticipated that the Property will not be used the following day. The City of Royal Oak will provide traffic control devices outside the Property. When the Property is in use, the ZOO shall be responsible for the removal of all litter and debris from the Property. The ZOO acknowledges and agrees that it shall pay and be responsible for any and all expenses or costs which it may incur or be assessed against the Property in connection with, or as a result of, this Agreement and the use of the Property, and shall hold the DDA and the City of Royal Oak harmless from any costs or expenses so incurred.
8. Condition of the Property. The ZOO acknowledges that it has examined the Property, knows the condition thereof, and that no representations have been made by the DDA as to the condition of the Property upon which the ZOO has relied. The ZOO accepts the Property in an "as-is" condition.

9. Damage to the Property. The ZOO agrees to repair and/or replace any damage to any portion of the Property as a result of its use pursuant to this Agreement. All costs for such repair or replacement, and all work performed, shall be the responsibility of the ZOO. The City Engineer shall have the sole discretion to determine when the Property is in need of repair or replacement. Upon termination of this Agreement, the ZOO shall restore the Property to its original condition.
10. Termination. This Agreement may be terminated by either party for any reason upon seven (7) days written notice.
11. Governing law. This License shall be governed by and interpreted under the laws of the State of Michigan.

WITNESSES

DOWNTOWN DEVELOPMENT AUTHORITY

Timothy E. Thwing, Executive Director

DETROIT ZOOLOGICAL SOCIETY

By:
Its:

Approved as to form:



Mark O. Liss, Interim City Attorney
January 5, 2016

EXHIBIT A
Legal Description

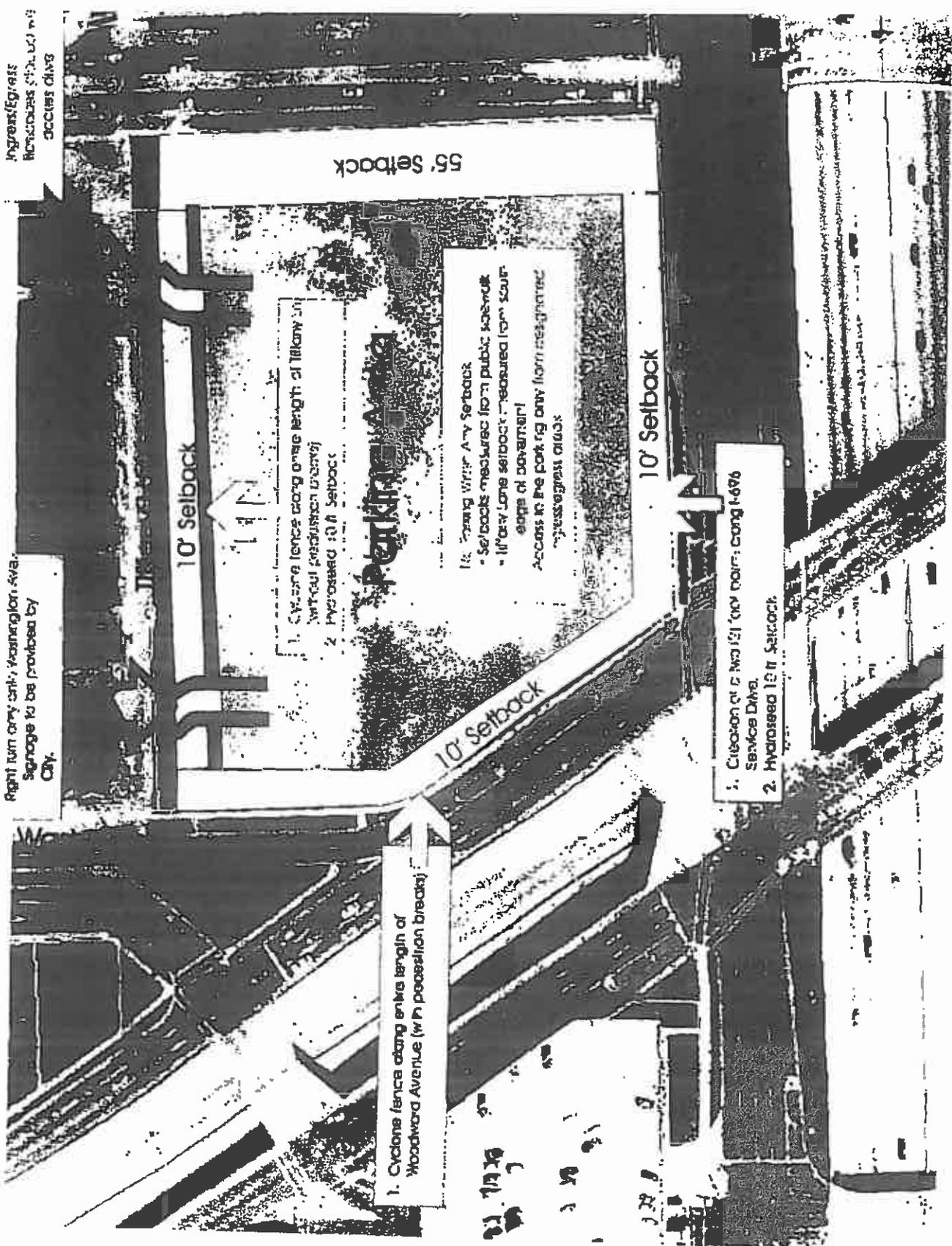
LAND SITUATED IN THE CITY OF ROYAL OAK, COUNTY OF OAKLAND, STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:

PART OF LOTS 21, 34, 35 AND 36 AND ALL OF LOTS 22 AND 23 OF "LUCKING'S SUBDIVISION" AND PART OF LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13 AND 14 AND ALL OF LOTS 15, 16, 17 AND 18 OF "ROYAL COURT SUBDIVISION" AND PART OF LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9 AND 10 AND ALL OF LOTS 11, 12, 13, 14 AND 15 OF "ROYAL COURT EXTENSION SUBDIVISION" AND PART OF A 15' WIDE PUBLIC ALLEY (VACATED) AND PART OF MARYLAND AVENUE (VACATED), BEING A PART OF THE SOUTHEAST $\frac{1}{4}$ OF SECTION 21, TOWN 1 NORTH, RANGE 11 EAST, CITY OF ROYAL OAK, OAKLAND COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS BEGINNING AT A POINT DISTANT S 00E10'03" WEST, 230.00 FEET FROM THE NORTHWEST CORNER OF LOT 78 OF SAID "HUDSON & HANNAN SUBDIVISION NO. 2"; THENCE SOUTH 89E58'21" EAST, 474.23 FEET; THENCE SOUTH 00E02'09" EAST, 416.23 FEET; THENCE NORTH 89E49'58" WEST, 327.31 FEET ALONG THE NORTHERLY LINE OF I-696 FREEWAY; THENCE NORTH 32E50'40" WEST 88.17 FEET; THENCE NORTH 35E07'42" WEST, 106.71 FEET; THENCE NORTH 28E15'50" WEST, 70.53 FEET; THENCE NORTH 89E42'28" WEST, 4.00 FEET; THENCE NORTH 00E10'03" WEST, 192.01 FEET ALONG THE EASTERLY LINE OF WASHINGTON AVENUE (100' WIDE) TO THE POINT OF BEGINNING. CONTAINING 180,701 SQUARE FEET OR 4.15 ACRES.

Ingress/Egress
Bar codes placed around
access drive

Right turn only onto Washington Ave.
Signage to be provided by
City.

Ingress/Egress
Microchips (12x, 10x) will
access drive





Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 01/20/2015

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyalok.org

MEMORANDUM

DATE: January 13, 2016

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **SOUTH MAIN STREET STREETSCAPE**

As a continuation of a brief discussion start at the DDA's September 16, 2015 meeting attached is a copy of the memorandum from that meeting and a related communication sent to the city commission.

The special assessment would cover areas currently without streetscapes. The additional cost contained in the prior memorandum includes replacing existing decorative lights; that need maintenance (painting) and don't match. The new streetscape work will continue with the installation of concrete pavers in this area to be consistent with those areas that currently exist.

No specific action is necessary at this time however the DDA will need to address this item as part of its FY 16-17 Development Fund Budget.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Timothy E. Thwing', written over a horizontal line.

Timothy E. Thwing
Executive Director

Enclosure/attachment



Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 09/16/2015

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyalok.org

MEMORANDUM

DATE: September 11, 2015
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY
SUBJECT: **DISCUSSION – STREETScape IMPROVEMENTS (S. MAIN ST.)**

The city's engineering division is in the process of preparing plans for roadway and streetscape improvements along South Main Street from Lincoln Avenue to the I-696 Service Drive. The current goal is to complete the construction during 2016-2017.

In terms of the streetscape the DDA has generally participate in covering the cost of various items and is also an adjacent property owner along portions of S Main Street. The decorative lights that have been installed are not the standard style used downtown, along N. Main St and/or East 11 Mile Road. The existing light poles have a fluted design, are black, the paint peels and have proved to be a general maintenance problem. The current plan is to replace all of the existing decorative lights/poles and install the standard style throughout.

The preliminary estimate for the DDA's portion would be approximately \$325,000.

No action is required at this time.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Timothy E. Thwing', written over a horizontal line.

Timothy E. Thwing
Executive Director

Enclosure/attachment



Standard Resolution 1 Special Assessment South Main Street Streetscapes

December 1, 2015

The Honorable Mayor Ellison and
Members of the City Commission:

The engineering department is currently completing the plan submittal for the S. Main Street resurfacing project between 10 Mile Road and Lincoln Avenue which will be constructed during the summer of 2016. The road work for this project will be funded using a federal grant and Royal Oak major road funds in a 70% / 30% split. This road improvement project was approved by the Oakland County Federal Aid Committee in 2013 for inclusion in SEMCOG's approved Transportation Improvement Program (TIP). This grant was awarded to the city on the premise that Main Street, a principal arterial roadway, will include 11 ft. wide travel lanes and a center left turn lane which have been shown to reduce accidents.

The project scope includes replacing all of the remaining road edge curbing that had not been replaced as part of streetscape projects that were installed by adjacent developments. When installing the new curbing it is intended to slightly widen the road to maintain the existing on street parking and narrow the road at the intersections to install the end block bumpouts. When realigning the curb in such a manner, it results in other road features that now require removal and reconstruction such as trees, driveways and sidewalks, street lighting and traffic signal poles. There are several options for making restoration to these features, which include low cost "temporary" measures, as well as upgraded streetscape sidewalks that will match other existing areas within the project limits.

Main Street, for many years, has been considered the "gateway" to Royal Oak. Realizing this, the city and DDA incorporated several parcels of land at 10 Mile Road and right-of-way between Lincoln Avenue and 10 Mile Road into the DDA boundary in the 1980's in order to coordinate appropriate and consistent redevelopment. They also developed a streetscape initiative for this area with widened sidewalks and other inviting features. Since that time it has been city policy that all new developments within and abutting this right-of-way install decorative streetscape sidewalks when redevelopment occurs. Streetscape projects are ineligible for federal funding. Streetscapes consist of decorative concrete and block paver sidewalk, trees, tree grates and other landscaping, as well as ornamental lighting and irrigation systems. Currently, 13 properties along S. Main Street have installed over 2,500 lineal feet of sidewalk streetscapes under this policy.

18 properties however, have not yet installed streetscape along this section of Main Street. The total frontage of these properties is approximately 2,150 lineal feet. It should be noted that two of these properties are currently required to install streetscape as part of their approved redevelopment site plans. The DDA is also responsible for approximately 779 feet of frontage on the east and west sides of Main near 10 Mile that do not yet have streetscapes. These three entities are responsible for 46% of the remaining streetscape yet to be built. As one of the adjacent property owners, the DDA is currently in favor of completing the streetscape

improvements in this corridor. The planning department is also aware of this project and will present the cost estimate to the DDA as part of their budget cycle for FY 16-17.

A special assessment petition has been prepared for the remaining streetscape work showing the properties and the associated frontage. A very preliminary cost estimate has also been developed to demonstrate a proposed cost per parcel. It should be noted that previous redevelopments were responsible to install all of the necessary road curbing and road widening at their own expense. Developers were also responsible for contracting for the design of the streetscape, again at their own expense. Because the proposed streetscape design has been completed by the city, and the road curb and widening will be part of the federally funded portion of the project, the costs to properties will be significantly lower than if they redeveloped and were required to install the streetscape on their own.

Constructing the streetscape at the same time as the proposed road improvements eliminates installing temporary driveways, sidewalks and lighting which would be replaced again when redevelopment occurs. Planning and engineering believe that it is extremely advantageous and ultimately cost effective to complete the streetscape at the time of the planned roadwork. Engineering recommends that the replacement of lights, trees, sidewalk and driveway features be in accordance with the established streetscape design for this area. It is also recommended that to be consistent with past practices and city policy, that funding of the streetscape be borne by the adjacent property owner and in this case the costs can be special assessed.

If the commission is in agreement, Special Assessment Standard Resolution 1 is recommended for adoption.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,


Donald E. Johnson
City Manager

1 Attachment

Special Assessment Standard Resolution 1

City of Royal Oak – County of Oakland

At a regular meeting of the Royal Oak City Commission, Michigan, held on **December 21, 2015**, at 7:30 o'clock p.m., Eastern Time

Present: Commissioners _____

Absent: Commissioners _____

The following preamble and resolution were offered by commissioner _____ and supported by commissioner _____:

Whereas, pursuant to provisions of Chapter 12, City of Royal Oak Charter, as amended, the Royal Oak City Commission may commence proceedings for the making of local public improvements within the city and determine the tentative necessity thereof without a petition; and

Whereas, the city commission deems it in the public interest, health, and welfare to make certain public improvements in the city, to wit:

Public streetscape sidewalk improvements along S. Main Street between 10 Mile Road and Lincoln Avenue consisting of decorative concrete and block paver sidewalks and driveways; new and replacement ornamental street lights and street lighting electrical system; decorative iron street tree grates, trees, landscaping and irrigation system; and necessary drainage improvements.

Now, therefore, be it resolved:

1. The assessor is hereby directed to cause to be prepared a report which shall include necessary plans, profiles, specifications and detailed estimates of costs, an estimate of the life of the improvements, and a description of the public improvements, and to prepare a special assessment district and such other pertinent information as will permit the commission to decide the cost, extent, and necessity of the improvement proposed and what part or proportion thereof should

be paid by special assessments upon the property especially benefited and what part, if any, should be paid by the city.

2. When the aforesaid report is completed, the assessor shall file the same with the city clerk for presentation to the city commission.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: Commissioners

Nays: Commissioners

Resolution declared adopted.

Melanie Halas, City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Royal Oak City Commission, at a regular meeting held on **December 21, 2015**, and that public notice of said meeting was given pursuant to and in full conformity with Act No. 267, Public Acts of Michigan, 1976, as amended.

Melanie Halas, City Clerk

Attachment 1

REQUEST FOR PUBLIC IMPROVEMENT
(To be used only for special assessment improvements)

Please use BLACK INK & PRINT ADDRESS:

Petition Circulator: _____

Circulator Address: _____

Phone Number: _____

The Honorable Mayor and City Commission
City of Royal Oak, Michigan

Gentlepersons:

We, the undersigned, owners of property in the City of Royal Oak to be benefited by the proposed improvement, description of which property, and our addresses, are set forth opposite our respective names hereto, do hereby request the following public improvement, to wit:

Special assessment public streetscape sidewalk improvements along S. Main Street between 10 Mile Road and Lincoln Avenue consisting of decorative concrete and block paver sidewalks and driveways; new and replacement ornamental street lights and street lighting electrical system; decorative iron street tree grates, trees, landscaping and irrigation system; and necessary drainage improvements.

This request is not made for the purpose of initiating such improvement, but only for advising the City Commission of our desire for such improvement and willingness to have our property assessed therefor if the Commission, in the exercise of its discretion, order such improvement to be made.

Property Owner(s)	Address	Tax Parcel ID.	Subdivision	Front Footage
<i>RT & S BUILDING, LLC</i>	924 S Main Street	2521429020	Hudson & Hannan Subdivision	100
<i>LARRY PAPPAS</i>	1000 S Main Street	2521431012	Hudson & Hannan Subdivision	149
<i>MAIN DONUT STOP</i>	1016 S Main Street	2521431019	Parent's Subdivision	77.5
<i>VOJNO DIMOVSKI</i>	1026 S Main Street	2521431023	Parent's Subdivision	78.5
<i>MAIN STREET LIVING, LLC</i>	1100 S Main Street	2521433011	Parent's Subdivision	100.00

Attachment 1

REQUEST FOR PUBLIC IMPROVEMENT
(To be used only for special assessment improvements)

<i>KAREN M SHEA/JEAN BOWER</i>	1108 S Main Street 1110 S Main Street	2521433012	Parent's Subdivision	47.00
<i>SAGE REAL ESTATE LLC</i>	1116 S Main Street	2521433018	Parent's Subdivision	72.0
<i>FLATSO VENTURES LLC</i>	1128 S Main Street	2521433020	Parent's Subdivision	75.0
<i>MAIN FLOOR COVERING ROYAL OAK</i>	1224 S Main Street	2521435023	Hudson & Hannan Subdivision #2	145.0
<i>FLATSO VENTURES LLC</i>	1214 S Main Street	2521435024	Parent's Subdivision	147.0
<i>DOWNTOWN DEVELOPMENT AUTHORITY</i>	Vacant	2521479031	Hudson & Hannan Sub.#2; Lucking's, Royal Ct. Ext, Subs.	416.23
<i>B & B INVESTMENT LLC</i>	919 S Main Street	2522301005	Baldwin Addn. Subdivision	127.0
<i>B & B INVESTMENT LLC</i>	Parking lot	2522303042	Baldwin Addn. Subdivision	50.0
<i>WATKINS MANAGEMENT LLC</i>	1007 S Main Street	2522303043	Assessor's Plat #16	50.0
<i>WATKINS MANAGEMENT LLC</i>	1015 S Main Street	2522303043	Assessor's Plat #16	40.66
<i>ATNAS PROPERTIES, LLC</i>	1023 S Main Street 1025 S Main Street	2522303047	Assessor's Plat #16	112.0
<i>DOWNTOWN DEVELOPMENT AUTHORITY</i>	MDOT	2522357024	Hannan & Webber's Sunset Park Sub.	265.0
<i>DOWNTOWN DEVELOPMENT AUTHORITY</i>	1603 S Main Street MDOT	2522359028	Hannan & Webber's Sunset Park Sub.	97.5

Attachment 1

REQUEST FOR PUBLIC IMPROVEMENT
(To be used only for special assessment improvements)

Special assessment public streetscape sidewalk improvements along s. Main street between 10 Mile Road and Lincoln avenue consisting of decorative concrete and block paver sidewalks and driveways; new and replacement ornamental street lights and street lighting electrical system; decorative iron street tree grates, trees, landscaping and irrigation system; and necessary drainage improvements.

STATE OF MICHIGAN)
) SS.:
COUNTY OF OAKLAND)

I, _____ being duly sworn, say that I own property at No _____
_____ S Main Street; that I know of my own personal knowledge that each of the persons
purporting to sign the foregoing request did sign the same and that all of said signers are (property owners) of the
City of Royal Oak.

(Signed)

Signed, subscribed and sworn to before me,
a Notary Public in and for said County this
____ day of _____, 20____

My Commission expires _____, 20____

Special Assessment Streetscape Sidewalks on S. Main Street
Estimated Costs

(for information only)

PROPERTY OWNER(S)	ADDRESS	ESTIMATED TOTAL COST
RT & S Building, LLC	924 S Main Street	\$31,404.26
Larry Pappas	1000 S Main Street	\$46,792.35
Main Donut Stop	1016 S Main Street	\$24,338.30
Vojno Dimovski	1026 S Main Street	\$24,652.34
Main Street Living, LLC	1100 S Main Street	\$31,404.26
Karen M Shea/Jean Bower	1108 S Main Street 1110 S Main Street	\$14,760.00
Sage Real Estate LLC	1116 S Main Street	\$22,611.07
Flatso Ventures LLC	1128 S Main Street	\$23,553.19
Main Floor Covering Royal Oak	1224 S Main Street	\$45,536.18
Flatso Ventures LLC	1214 S Main Street	\$46,164.26
Downtown Development Authority	Vacant- "Gateway" site	\$130,713.95
B & B Investment LLC	919 S Main Street	\$39,883.41
B & B Investment LLC	Parking lot	\$15,702.13
Watkins Management LLC	1007 S Main Street	\$15,702.13
Watkins Management LLC	1015 S Main Street	\$12,768.97
Atnas Properties, LLC	1023 S Main Street 1025 S Main Street	\$35,172.77
Downtown Development Authority	MDOT – Park	\$83,221.29
Downtown Development Authority	1603 S Main Street/ MDOT - Park	\$30,619.15

**Shaded properties have already been required to install streetscape*

Total District Estimated Cost:	\$ 675,000
City Matching Cost:	\$ 0
Total Project Estimated Cost:	\$ 675,000

Stephanie McIntyre –November 2015

Spooktacular

- Followed up with PD after event
- Contacted Stagecrafters for invoice for volunteers

Holiday Magic Parade

- Spoke with interested sponsors and parade units
- Updated performer contracts and sent out for signatures
- Spoke with interested community groups for parade
- Followed up with sponsor contracts and invoicing
- Purchased event supplies
- Worked with Fox 2 for parade segments
- Obtained items from 20+ retailers for parade segment morning of parade
- Parade segment at Fox 2 with Ironwood Grill on Nov 18th
- 3 parade segments at parade in morning on Nov 22nd
- Returned retail items from Fox 2 segment
- Reminder emails to sponsors, participants and performers
- Secured staff to work, sent out job descriptions
- Informed residents of the Fifth through their management company about the timing of the parade
- Walk through at Skyward Real Estate for Visits with Santa
- Oversaw and approved design of ad for C&G Newspapers
- Sent flyer to school system for Friday packets
- Developed parade line-up, sent to WROK, participants, photographer
- Developed parade script for WROK
- Secured photographer for parade

- Sent email to downtown businesses informing them of the parade and street closures
- Worked with PD for parade set-up/line-up details
- Worked day of parade including setting up of check-in and line-up, launching of parade, collecting of sponsor banners and returning to City Hall
- Thank you follow up to parade participants and sponsors
- Sorted photos from photographer to send to all groups, sponsors and participants

Social Media

- Worked with Rebuild Nation for review and approval of monthly Facebook and Twitter ads – Parade, Shop & Dine Local
- Kept Facebook page updated with upcoming events, businesses and comments
- Twitter messages
- Meet Our Businesses Monday –continued scheduling of interviews

Website

- Reviewed and approved submitted businesses, events, music and photos as appropriate
- Updated website with upcoming events
- Responded to inquiries as appropriate through the downtown email

Stephanie McIntyre –December 2015

Holiday Magic Parade

- Obtained photos from photographer
- Sorted photos by group/sponsor and sent individually to appropriate group
- Submitted for 2016 sponsorship from Genysis
- Submitted/approved final invoices for payment

Holiday Image Campaign

- Oversaw and confirmed placement of TV spots on Comcast and WDIV and billboard
- Designed creative for web ads for Fox 2

Social Media

- Worked with Rebuild Nation for review and approval of monthly Facebook and Twitter ads – New Year's Eve for December, New Year's Resolutions and Winter Health for January
- Kept Facebook page updated with upcoming events, businesses and comments
- Twitter messages
- Meet Our Businesses Monday –continued scheduling of interviews

Website

- Reviewed and approved submitted businesses, events, music and photos as appropriate
- Updated website with upcoming events
- Responded to inquiries as appropriate through the downtown email



2015 Holiday Magic Parade

Recap Report



DOWNTOWN ROYAL OAK

Sunday, Nov. 22 at 2 pm

Parade Route Washington, from Lincoln to Fourth St.

Santa Scamper Fun Run @ 1:30 pm

Bring New, Unwrapped Toys for the Boys & Girls Club of

Oakland & Macomb County's Holiday Basket Program

Visits with Santa from 3-5pm at Skyward Real Estate

Kids Eat FREE on Sundays from Nov. 22 - Dec. 27

Presented By



For more info, visit www.downtownroyalok.org



2015 Changes

- Visits with Santa moved to Skyward Real Estate from Stagecrafters as Stagecrafters was unavailable this year.
- Addition of another volunteer group: ROHS Spirit Club to assist the Royal Oak Woman's Club in the carrying of sponsor banners in the parade. This was hugely helpful!



Sponsorship



- Emagine Theatres and Ironwood Grill returned as presenting sponsor for 5th year and are in the final year of their 2-year deal.
- Buffalo Wild Wings returned as sponsor of Santa and the Visits with Santa at Skyward Real Estate.
- Total sponsorship was \$25,800. Total sponsorship for 2014 was \$26,950. This is a decrease of \$1,150.
- 33 businesses/organizations sponsored the parade.

Media Exposure

- Fox 2
 - Ironwood Grill was featured in studio for a cooking segment on November 18th and Stephanie McIntyre spoke about the parade
 - Fox 2 brought reporter Robin Murdoch and Jay Towers to do 3 segments the morning of the parade on November 22nd
 - Parade segment featuring Gary Baglio from RODDA
 - Downtown shopping segment featuring gifts from 20 downtown businesses with Stephanie McINTyre
 - Parade segment featuring the Motor City Heat Marching Band
 - Fox 2 brought a camera to the parade for some live coverage
- 100.3 WNIC
 - Jay Towers was the Grand Marshal of the parade
 - The parade received 50 free :20 second spots to promote the parade as well as listings on the website, in eblast and through social media.
 - 10 gift cards from downtown Royal Oak businesses (who were also parade sponsors) were given away during Jay Towers Morning Show

Holiday Magic Parade in Downtown Royal Oak Nov. 22



Media Exposure Cont'd

- Other Stories
 - Stories were written in/on:
 - Channel 7
 - Crain's Business
 - Oakland Press
 - Daily Tribune
 - C&G Papers
 - Metro Parent
 - Oakland County Moms

media.theoaklandpress.com/2015/11/23/photos-from-royal-oak-holiday-magic-parade/

OAKLAND PRESS

WE CAN ALL GET AHEAD IN THE RACE FOR RETIREMENT

TAKE THE 1% MORE PLEDGE

HOME | DAILY | CALENDAR

MetroParent / *daily* FOR SOUTHEAST MICHIGAN

For yet another season, the magical parade returns to downtown Royal Oak. Join the fun and celebrate with your family on Nov. 22, 2015.

« Previous

JeJanay Booth • November 16, 2015

Log In Tweet G+ 1

CRAIN'S NEWS AWARDS EXTRAS DATA BLOGS / OPINION EVEN

TOP STORIES | Red Wings worth \$600 million, Forbes estimates

The popular "Jersey Boys" musical will be in Detroit this weekend.

1. Groove to the legendary **Four Tops** during the **Detroit tree lighting ceremony at Campus Martius**.
2. Welcome Stevie Wonder back to Detroit when he performs his "Songs in the Key of Life" album.
3. Listen to the future stars of opera at the Metropolitan Opera National Council 2015 District Competition.
4. Go to **Banners & Cranks**, a traveling cantastoria and cranky festival.
5. Enjoy the **Holiday Magic Parade** in Royal Oak.
6. Bring your furry, feathered or scaly friends to the **Novi Pet Expo**.
7. Experience the Tony-, Grammy- and Olivier Award-winning best musical "Jersey Boys."
8. **Run the Holiday Hoop 5K**.

Performers/Community Groups



- Almost 50 performers and community groups including
 - Marching bands
 - Service groups
 - Mascots
 - Circus performers
 - High School Teams
 - Cub and Girl Scouts
 - Many, many more!

Santa Scamper Fun Run



- 7th Annual Fun Run through the parade route
- Put together by the Oak Apple Run
- Over 50 Runners, down from past years and Oak Apple would like to meet so they can better promote the race in the future

Boys & Girls Clubs – Toy Collection



- 75 toys collected along parade route and from Great Lakes Ace Hardware, a new parade sponsor, that collected toys instore before the parade
- Toys go to the Boys & Girls Clubs' Holiday Basket Program

Suggestions for 2016

- Have downtown businesses provide gift cards ranging from \$5 - \$50 and have elves walk by Santa in the parade and give them out to guests in the crowd.
- Additional activities: marshmallow roasting?
- Work to promote the toy collection and race more.
 - Perhaps have downtown businesses collect toys too?
 - Oak Apple would like to meet to discuss race promotion as they mentioned they do not do much to promote it currently.
 - Maybe new activity – try to set record for largest outdoor yoga class in the winter?



Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 01/20/2015

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyalok.org

MEMORANDUM

DATE: January 13, 2016
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY
SUBJECT: **BUSINESS MARKETING COMMITTEE RECOMMENDATION
5th & WILLIAMS SITE**

The Downtown Development Authority, DDA has received a Letter of Interest, LOI from Jon Carlson (2 Mission) regarding the DDA's property at 5th & Williams; see attached documents. This property is currently a surface parking located east of the Bastone restaurant.

Members of the DDA's Business Marketing Committee, BMC (Directors Dunstan, Riley and Sophiea) met with Jon Carlson and Bob Sheldon on January 12, 2016 to discuss his LOI.

The BMC is recommending that the DDA Board approve a six (6) month exclusive exploratory period including the \$10,000 refundable deposit. All other items contained in the LOI (purchase price, parking etc.) would be subject to further discussions during the six month period.

As of this memorandum no other parties have expressed an interest in this site. The property has been marketed similar to the other downtown properties recommended for development by the Downtown Task Force.

If the board concurs with the committee's recommendation the following resolution is offered for consideration:

Be It Resolved, Jon Carlson (2 Mission) be selected as "preferred developer" of the DDA's 5th & Williams site and shall have until the DDA's meeting of July 20th, 2016 to explore and investigate the potential to develop a hotel on this site, and

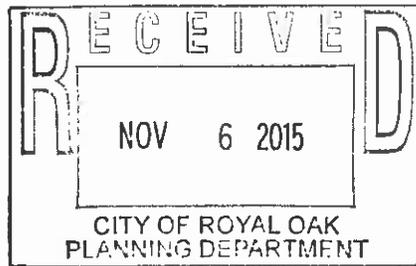
Be It Further Resolved, staff shall be prohibited from marketing the site during this exclusive period, and

Be It Further Resolved, upon the expiration of this period, this resolution is rescinded and the DDA and Jon Carlson (2 Mission) shall have no obligations to each other with respect to the 5th & Williams site.

Respectfully Submitted,



Timothy E. Thwing
Executive Director
Enclosure/attachment



11/6/15

Mr. Jay Dunstan
Chairman
City of Royal Oak Downtown Development Authority
211 S. Williams Street
Royal Oak, MI 48067

Mr. Timothy Thwing
Director of Community Development
City of Royal Oak
211 S. Williams Street
Royal Oak, MI 48067

Gentlemen,

On behalf of 2 Mission, we appreciate the time you have spent with us. Based on the discussions from those meetings, this letter outlines our interest in entering into an agreement with the Downtown Development Authority to obtain control of the surface parking lot bounded to the east by Williams Street and to the south by 5th Street.

As you know, our companies are primarily engaged in the business of developing and operating hotels and restaurants. We have successfully developed more than a dozen restaurants and over 250,000 sqft of office, residential and retail in last 20 years. It is our intent to develop a first-class hotel on this site. We are confident in our ability to perform on this project.

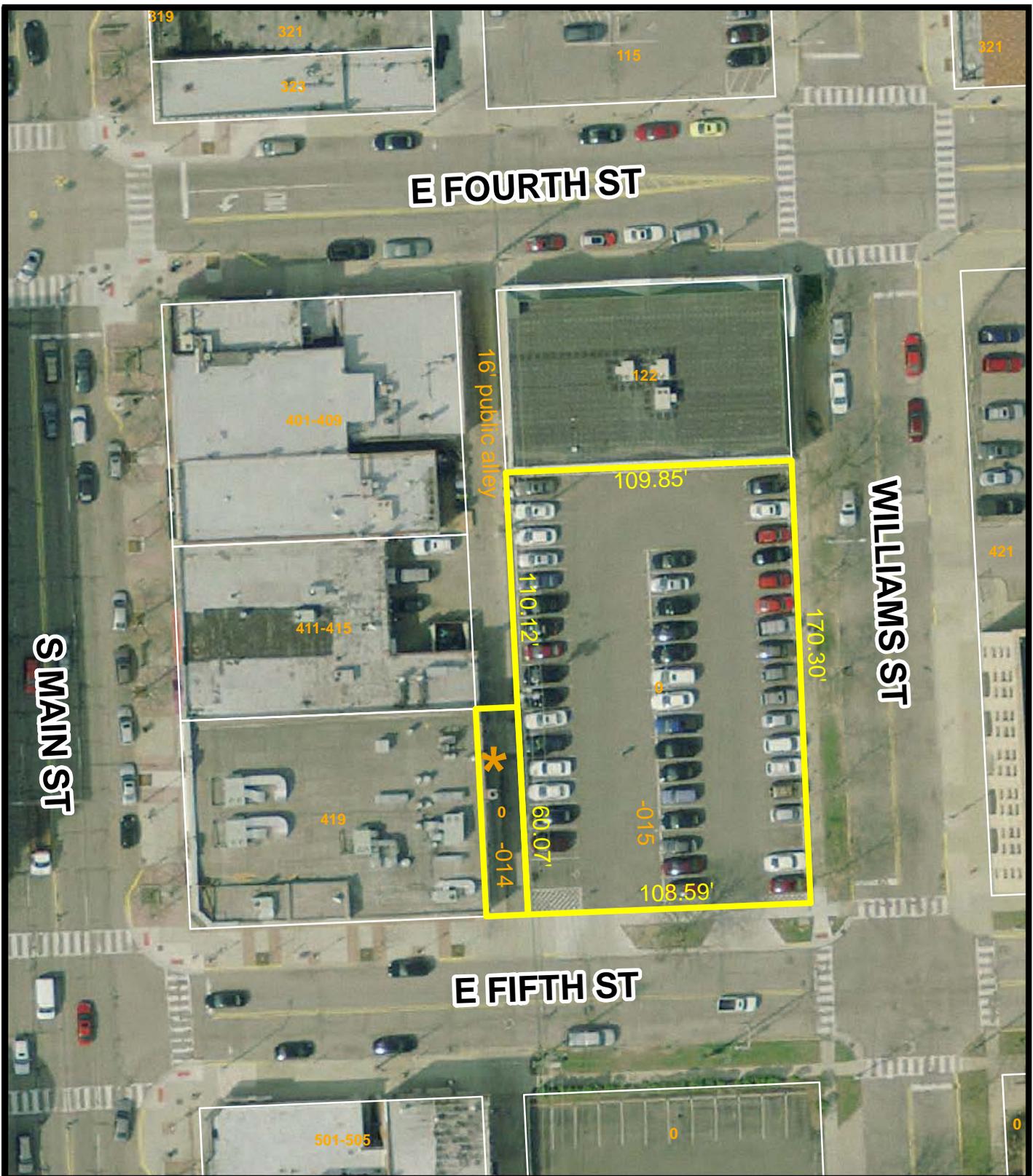
We ask for a six month exploratory option on the property with a \$10,000 refundable deposit. If we need additional time then we will ask that for one additional six month period the deposit goes hard.

Purchase price of lot of \$1. We would add back the same number of parking spots and would offer these as valet for both hotel guests and the general public in the area. We truly believe that with the future growth of office space in Royal Oak that is important to have a hotel right downtown.

We appreciate your interest in having this site developed and look forward to continuing discussions with you. Please let us know the next steps toward our common goal of having this site developed.

Sincerely,

Jon Carlson, 2mission design and development



Parcel Id: 72-25-22-108-015 & -014

Size: -015: 18,593 sq ft / 0.43 acres

-014: 1,280 sq ft / 0.02 acres

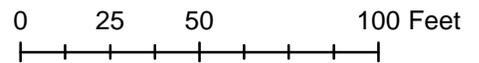
Owner: -015: Royal Oak Downtown Development Authority

-014: City of Royal Oak

Zoning: Central Business District

Current: ## standards parking spaces

barrier-free "



Created by: Royal Oak Planning Department
 Creation date: November 12, 2013
 Source: Oakland County, Michigan
 Department of Information Technology

Special Notes: *
 The building at 418 S Main St encroaches into -014. The businesses utilizes the public alley.





Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 01/20/2015

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyaloak.org

MEMORANDUM

DATE: January 13, 2016
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY
SUBJECT: **BUSINESS MARKETING COMMITTEE RECOMMENDATION
696/MAIN PROPERTY**

At its January 12, 2016 meeting members of the Business Marketing Committee, BMC (Directors Dunstan, Riley & Sophiea) discussed how to proceed with development of the 696/Main site now that the agreement with Schostak/Tata has expired.

Staff has been receiving numerous inquiries including one "Letter of Interest, LOI" as of this date. The BMC is planning to meet with any interested parties that submit an LOI until the end of February 2016. At the same time the committee is planning to refine the prior Request for Proposals, RFP in case none of the concepts meet expectations or it becomes clear an RFP should be distribute.

The committee is planning to clearly define a development concept for the site, a minimum purchase price as well as the potential incentive package.

Finally, it is the committee's intent to provide a recommendation to the DDA Board at its March 16, 2016 meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Timothy E. Thwing", written over a horizontal line.

Timothy E. Thwing
Executive Director

Enclosure/attachment

Timothy Thwing

From: Michigan Downtown Association [tiffany@michigandowntowns.com]
Sent: Thursday, December 17, 2015 3:21 PM
To: Tim Thwing
Subject: Legislative Update from the MDA



On December 10, 2015, the State Senate Finance Committee introduced a series of bills (SB 579, 619, 621, 622, 623 & 624) that would only exempt “special library millages,” from capture by a number of different TIF entities, including Brownfield Authorities, Downtown Development Authorities, Corridor Improvement Authorities, etc. beginning January 1, 2016.

Introduced by Committee Chair Branderburg; these bills are intended to provide libraries with additional resources to help stabilize their budget and to provide library boards with the opportunity to decide whether, or not they would like to participate in economic development projects. The language in each in the package states that if the TIF Authority does not have any outstanding debt or obligations, a library millage voted on prior to December 31, 2015 is exempt unless the library board decides to opt-in to capture. If the millage is voted on after December 31, 2015, the millage is exempt from tax capture unless the board approves it.

Much to the surprise of a majority of the stakeholders involved in TIF reform (i.e. MML, MEDC, TED, MTA, MDA); the Senate Finance Committee began holding hearings on these bills after the Thanksgivings Day holiday weekend; and on December 1, 2015 voted these bills out of Committee, by a vote of 6-0-1.

However, the MDA, MML, MTA, MEDC & TED did enter testimony opposing this type of piecemeal approach to TIF reform.

In terms of what is next? At this point in time, we just don't know. I mean, passage of these bills out of committee was not a big surprise, due to the fact that they were introduced by the Chair. But the feeling is that these bills may lack broad support in the Senate. However, with just one week left in the legislative calendar year anything can happen.

Finally, let me just say that I don't think that the actions of the Senate Finance Committee will have a negative effect on the broader effort to look at TIF reform in Lansing. Further, we have already reached to the Senate Majority Leader's office regarding these bills and the Majority Leader's office has indicated that they are sympathetic to MDA's position and understands the benefits of looking at TIF in a more comprehensive fashion; but they did not give us any indication as to whether, or not they will be bringing these bills up to a vote by the full Senate. Additionally, we've also reached out to the Speaker's office regarding these bills, but they are waiting to see if these bills make it out of the Senate. We will continue to monitor the situation and will let you know if anything new develops.

Eric Pratt
 Legislative & Advocacy Committee Chair

Project Manager
Downtown Grand Rapids Inc.

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Message sent by Tiffany Dziurman Stozicki < tiffany@michigandowntowns.com >
Michigan Downtown Association | PO Box 82369 | Rochester, MI 48308

