

1. Downtown Development Authority Regular Meeting Agenda 2016 0224

Documents: [DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA 2016 0224.PDF](#)

2. 4 Meeting Minutes - Draft

Documents: [4 MEETING MINUTES - DRAFT.PDF](#)

3. 5a Monthly Expenses

Documents: [5A MONTHLY EXPENSES.PDF](#)

4. 6 Parking Deck - Decel Lane

Documents: [6 PARKING DECK - DECEL LANE.PDF](#)

5. 6 Parking Deck Design - Alt2 - 2016 01 - 15

Documents: [6 PARKING DECK DESIGN - ALT2 - 2016 01 - 15.PDF](#)

6. 6 Parking Deck Elevations

Documents: [6 PARKING DECK ELEVATIONS.PDF](#)

7. 6 Parking Deck Elevations 2

Documents: [6 PARKING DECK ELEVATIONS 2.PDF](#)

8. 6 Parking Deck 3rd Floor Plan 2016 02 - 24 1614A - 1\_3

Documents: [6 PARKING DECK 3RD FLOOR PLAN 2016 02 - 24 1614A - 1\\_3.PDF](#)

9. 7 Goals And Objectives 2016 - 17 Assign

Documents: [7 GOALS AND OBJECTIVES 2016 - 17 ASSIGN.PDF](#)

10. 8a FY 16 - 17 Operating Fund Budget

Documents: [8A FY 16 - 17 OPERATING FUND BUDGET .PDF](#)

11. 8b FY 16 - 17 Development Fund Budget

Documents: [8B FY 16 - 17 DEVELOPMENT FUND BUDGET .PDF](#)

12. 9 Facade Imp Agr Release Of Reimbursement - 215 S Center Street

Documents: [9 FACADE IMP AGR RELEASE OF REIMBURSEMENT - 215 S CENTER STREET.PDF](#)

13. 10ai SAM Monthly Report - January

Documents: [10AI SAM MONTHLY REPORT - JANUARY.PDF](#)

14. 11a MDA Alert - TIF

Documents: [11A MDA ALERT - TIF.PDF](#)

15. 11b SEP - 2016 Royal Oak In Bloom

Documents: [11B SEP - 2016 ROYAL OAK IN BLOOM.PDF](#)

16. 11c Article Night - Mayor - Amsterdam -

Documents: [11C ARTICLE NIGHT - MAYOR - AMSTERDAM - .PDF](#)

17. 11d Zoo Parking - License Agreement Renewal

Documents: [11D ZOO PARKING - LICENSE AGREEMENT RENEWAL.PDF](#)



**Agenda**  
**Royal Oak Downtown Development Authority**  
**February 24, 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. CLOSED SESSION – Attorney-Client Privileged Communication
4. Approval of Meeting Minutes from November 11, 2015; November 30, 2015; January 20, 2016 and February 3, 2016.
5. Expense Items
  - a. Monthly Expenses
6. Parking Deck Design – 2<sup>nd</sup> & Center Street
7. Goals & Objectives 2016-17
8. FY 2016-2017 Budgets
  - a. Operating Fund
  - b. Development Fund
9. Façade Improvement Agreement Release of Reimbursement - 215 S. Center Street
10. Committee Updates
  - a. Consumer Marketing Committee – 02/02/16 meeting
    - i. SAM Monthly Report(s) January
  - b. Infrastructure (Joint) Committee – No February meeting
  - c. Business Marketing Committee – 01/25/16 and 02/04/16 meeting(s)
11. Other Business & Reports
  - a. MDA Alert – TIF
  - b. SEP – 2016 Royal Oak in Bloom
  - c. Article – Night Mayor
  - d. Zoo Parking License Agreement

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS  
ROYAL OAK, MICHIGAN  
[www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us)**

**Wednesday, November 11, 2015  
Special Meeting  
4:00 P.M.**

**Present**

Gary Baglio  
Jay Dunstan, Chairperson  
Donald Johnson, City Manager  
Lori London  
Matt Riley  
Michael Sophiea, Vice Chairperson  
Anthony Yezbick

**Absent**

Jason Krieger

**Staff**

Tim Thwing, Executive Director

\* \* \* \* \*

1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from October 21, 2015**
4. **Expense Items**
  - a. **Monthly Expenses**
5. **2016 DDA Meeting Schedule**
6. **Letter of Interest (5<sup>th</sup> & Williams) – Jon Carlson**
7. **Agreement to Pay – City of Royal Oak Parking Authority**
8. **Development Agreement – Etkin Acquisitions**
9. **Incentive Package – Tata/Schostak**
10. **Demolition 400 N Main Street**
11. **English Gardens – Holiday Lighting Proposals 2016-17 Season**
12. **Committee Updates**

- a. **Consumer Marketing Committee – No November Meeting**
    - i. **SAM Monthly Report(s) October**
    - ii. **Holiday Magic Contracts & Agreements**
    - iii. **Holiday Campaign - Comcast Contract**
  - b. **Infrastructure (Joint) Committee – 10/27/15 Meeting**
  - c. **Business Marketing Committee – 11/05/15 Meeting**
13. **Project Updates**
- a. **4<sup>th</sup> Street Streetscape – Main to Knowles**
  - b. **Wayfinding Sign Design**
  - c. **Parking Deck Signs-Countdown**
  - d. **Parking Deck Design**
14. **Other Business & Reports**
- a. **CBD Police Reports**
  - b. **SEP – Santa Hat Hustle**

\* \* \* \* \*

**1. CALL TO ORDER**

Chairperson Dunstan called the meeting to order at 4:00 pm.

\* \* \* \* \*

**2. PUBLIC COMMENT**

Chairperson Dunstan opened Public Comment.

After all public comment was heard, public comment was closed.

\* \* \* \* \*

**3. APPROVAL OF MEETING MINUTES FROM OCTOBER 21, 2015**

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Baglio

**To Approve** the minutes of the October 21, 2015 DDA meetings, as presented.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**4. EXPENSE ITEMS**

- a. **Monthly Expenses**

The invoices received and paid for the month of October were provided as information, no action is required.

\* \* \* \* \*

**5. 2016 DDA MEETING SCHEDULE**

**MOVED** by Director London  
**SUPPORTED** by Director Sophia

**Be It Resolved**, the Downtown Development Authority, DDA after reviewing the materials presented and weighing its options and with all due respect to the various religious affiliations, hereby reaffirms its meeting date and time for 2016 as being that established in its adopted rules and regulations or as they maybe amended in the future.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**6. LETTER OF INTEREST (5<sup>th</sup> & WILLIAMS) – JON CARLSON**

**MOVED** by Director Baglio  
**SUPPORTED** by Director Yezbick

**Be It Resolved**, the project is referred to the Business Marketing Committee for review and a recommendation.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**7. AGREEMENT TO PAY – CITY OF ROYAL OAK PARKING AUTHORITY**

**MOVED** by Director Sophia  
**SUPPORTED** by Director Baglio

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby approves the recommendation provided by the Business Marketing Committee and directs staff with the assistance of legal counsel to prepare the appropriate agreement, and

**Be It Further Resolved**, this resolution and recommendation be forwarded to the Royal Oak City Commission for its consideration and approval.

**MOTION APPROVED – 6 yeas and 1 abstention City Manager Johnson.**

\* \* \* \* \*

**8. DEVELOPMENT AGREEMENT – ETKIN ACQUISITIONS**

**MOVED** by Director Yezbick  
**SUPPORTED** by Director London

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby approves the Development Agreement for the Center Street Office/Parking Project, subject to its approval by the Royal Oak City Commission and any final revisions required by legal counsel and

**Be It Further Resolved**, the DDA Executive Director is hereby authorized to execute the final development agreement and any related documents.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**9. INCENTIVE PACKAGE – TATA/SCHOSTAK**

**MOVED** by Director Riley  
**SUPPORTED** by Director Baglio

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby approves the recommendation provided by the Business Marketing Committee

- That the DDA accept a purchase price of \$2,000,000 for the office development
- That the DDA reimburse 50% of the tax increment revenue generated from the office development on an annual basis
- That the tax increment revenue reimbursed be capped at \$2,000,000 or ten (10) years whichever occurs first
- That the development site include a residential component or a portion be carved out for a residential component
- That the development agreement and this offer be extended/valid until the DDA's January 2016 meeting date
- That any extension after the January meeting require a non-refundable deposit
- That staff with the assistance of legal counsel prepare the appropriate documents, and

**Be It Further Resolved**, this resolution and recommendation be forwarded to the Royal Oak City Commission for its consideration and approval.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**10. DEMOLITION 400 N MAIN STREET**

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Riley

**Be It Resolved**, the Downtown Development Authority, DDA hereby refers this project to the Business Marketing Committee for further review, negotiations with the developer of 400 N Main and a recommendation to the DDA.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**11. ENGLISH GARDENS – HOLIDAY LIGHTING PROPOSALS 2016-17 SEASON**

Provided as information, no action is required

\* \* \* \* \*

**12. COMMITTEE UPDATES**

**a. Consumer Marketing Committee – No November meeting**

**i. SAM Monthly Report(s) October**

Provided as information, no action is required

**ii. & iii. Holiday Magic Parade and Campaign Contracts**

**MOVED** by Director Baglio  
**SUPPORTED** by Director Riley

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby approves the submitted Holiday Magic Parade Vendor Contracts, Performance Contracts, Sponsorship Agreements and Comcast Campaign Contract and authorizes the Executive Director to execute said contracts and agreements.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**b. Infrastructure (Joint) Committee – 10/27/15 meeting**

\* \* \* \* \*

**c. Business Marketing Committee – 11/05/15 meeting**

\* \* \* \* \*

**13. PROJECT UPDATES**

- a. **4<sup>th</sup> Street Streetscape – Main to Knowles**  
Provided as information, no action is required
- b. **Wayfinding Sign Design**  
Provided as information, no action is required
- c. **Parking Deck Signs-Countdown**  
Provided as information, no action is required
- d. **Parking Deck Design**  
Provided as information, no action is required

\* \* \* \* \*

**14. OTHER BUSINESS & REPORTS**

- a. **CBD Police Reports**  
Provided as information, no action is required
- b. **SEP – Santa Hat Hustle**  
Provided as information, no action is required

\* \* \* \* \*

There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Johnson

**To Adjourn** the November 11, 2015 special DDA meeting at 5:25 pm.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*



Timothy E. Thwing, Executive Director

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS  
ROYAL OAK, MICHIGAN  
[www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us)**

**Monday, November 30, 2015  
Special Joint Meeting  
With City Commission  
5:00 P.M.**

**Present**

Gary Baglio  
Jay Dunstan, Chairperson  
Donald Johnson, City Manager  
Jason Krieger  
Lori London  
Matt Riley  
Michael Sophiea, Vice Chairperson

**Absent**

Anthony Yezbick

**Staff**

Tim Thwing, Executive Director

\* \* \* \* \*

1. **Call to Order**
2. **Public Comment**
3. **Discussion of Development Agreement with Etkin Acquisitions, LLC**

\* \* \* \* \*

**1. CALL TO ORDER**

Mayor Pro-tem and Chairperson Dunstan called the meeting to order at 5:05 pm.

\* \* \* \* \*

**2. PUBLIC COMMENT**

After all public comment was heard, public comment was closed.

\* \* \* \* \*

**3. DISCUSSION OF DEVELOPMENT AGREEMENT WITH ETKIN ACQUISITIONS**

Following the general discussion, the City Commission adopted a resolution approving the development agreement. No action was required by the DDA as it had already taken action to approve the development agreement.

\* \* \* \* \*

The City Commission adopted a resolution to adjourn the joint meeting at 6:30 pm.

\* \* \* \* \*



\_\_\_\_\_  
Timothy E. Thwing, Executive Director

DRAFT

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS**

**\*\*Meeting was moved to Library Auditorium\*\***

**Flooding & no heat in city hall**

**ROYAL OAK, MICHIGAN**

**[www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us)**

**Wednesday, January 20, 2016**

**Regular Meeting**

**4:00 P.M.**

**Present**

Gary Baglio  
Jay Dunstan, Chairperson  
Donald Johnson, City Manager  
Jason Krieger  
Lori London  
Amanda Page  
Matt Riley  
Michael Sophiea  
Anthony Yezbick

**Absent**

**Staff**

Tim Thwing, Executive Director

\*\*\*\*\*

1. **Call to Order**
2. **Public Comment**
3. **Approval of 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**

- b. Infrastructure Committee
- c. Business Marketing Committee

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)

\* \* \* \* \*

1. CALL TO ORDER

Chairperson Dunstan called the meeting to order at 4:00 pm.

\* \* \* \* \*

2. PUBLIC COMMENT

Chairperson Dunstan opened Public Comment.

After all public comment was heard, public comment was closed.

\* \* \* \* \*

3. APPROVAL OF MEETING MINUTES FROM NOVEMBER 11, 2015

The minutes were not available so consideration was postponed until the next regular DDA meeting.

\* \* \* \* \*

4. ELECTION OF OFFICERS

- a. Chairperson
- b. Vice Chairperson

**MOVED** by Director Krieger  
**SUPPORTED** by Director Johnson

**To Nominate** Jay Dunstan as Chairperson and Mike Sophiea as Vice Chairperson of the DDA for 2016

There were no other nominations and nominations were closed

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**5. EXPENSE ITEMS**

- a. The invoices received and paid for the months of November and December 2015 were provided as information, no action is required.

\* \* \* \* \*

**6. ZOO PARKING – LICENSE AGREEMENT RENEWAL & REQUEST TO DUMP SNOW**

It was indicated that the zoo had dropped its request to dump snow on the 696/Main property so this was no longer part of the discussion.

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Riley

**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 including a per day fee increase from \$500 to \$1,500; and

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

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**7. SOUTH MAIN STREET STREETScape**

Provided as information, no action is required. Board requested stamped colored concrete for new streetscape. Staff would review with the city engineering department.

\* \* \* \* \*

**8. COMMITTEE ASSIGNMENTS – UPDATES**

Consumer Marketing  
Gary Baglio  
Lori London  
Jay Dunstan  
Amanda Page

Infrastructure  
Mike Sophiea  
Jason Krieger  
Jay Dunstan  
Gary Baglio

Business Marketing  
Mike Sophiea  
Matt Riley  
Jay Dunstan  
Tony Yezbick

\* \* \* \* \*

a. **Consumer Marketing Committee – No January meeting**

i. **SAM Monthly Report(s)**

Provided as information, no action is required

\* \* \* \* \*

ii. **2015 HM Parade – Recap**

Provided as information, no action is required

\* \* \* \* \*

Given the congestion, conflicts and safety concerns raised by the Consumer Marketing Committee regarding the annual Spooktacular event the board adopted the following resolution:

**MOVED** by Director Baglio  
**SUPPORTED** by Director Krieger

**Be It Resolved**, the Royal Oak Downtown Development Authority (DDA) hereby recommends to the city commission that sidewalk café license agreements be amended to end on October 20<sup>th</sup> of each year.

**MOTION APPROVED UNANIMOUSLY.**

Members of the board that also participate in the Royal Oak Restaurant Association indicated they would discuss this action with the association at their next meeting.

\* \* \* \* \*

b. **Infrastructure Committee – January 6, 2016**

\* \* \* \* \*

c. **Business Marketing Committee – January 12, 2016**

i. **Recommendation – 5<sup>th</sup> & Williams Property**

**MOVED** by Director Baglio  
**SUPPORTED** by Director Sophia

**Be It Resolved**, Jon Carlson (2 Mission) be selected as “preferred developer” of the DDA’s 5<sup>th</sup> & Williams site and shall have until the DDA’s meeting of July 20<sup>th</sup>, 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 5<sup>th</sup> & Williams site.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

- ii. **Discussion/Direction – 696/Main Property**  
Provided as information, no action is required

\* \* \* \* \*

**9. OTHER BUSINESS & REPORTS**

- a. **MDA Legislative Update**  
Provided as information, no action is required
- b. **Planning-Budget Work Session – Schedule Date/Time**  
The DDA board select February 3<sup>rd</sup> at 4:00 p.m. in Room 309 (if available) of city hall.
- c. **Move February Meeting Date to 2/24/16 (Ron Boji–City Center Project)**

**MOVED** by Director Riley  
**SUPPORTED** by Director London

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby reschedules its regular February 2016 meeting from February 17<sup>th</sup> to February 24<sup>th</sup>.

**MOTION APPROVED UNANIMOUSLY**

\* \* \* \* \*

There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

**MOVED** by Director Krieger  
**SUPPORTED** by Director Sophia

**To Adjourn** the January 20, 2016 DDA meeting.

**MOTION APPROVED UNANIMOUSLY.**

The meeting adjourned at 5:16 p.m.

\* \* \* \* \*



Timothy E. Thwing, Executive Director

**DOWNTOWN DEVELOPMENT AUTHORITY  
ROOM 309  
ROYAL OAK, MICHIGAN  
[www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us)**

**Wednesday, February 3, 2016  
Work Session  
4:00 P.M.**

**Present**

Gary Baglio  
Jay Dunstan, Chairperson  
Jason Krieger  
Lori London  
Matt Riley  
Michael Sophiea  
Anthony Yezbick

**Absent**

Donald Johnson, City Manager  
Amanda Page

**Staff**

Tim Thwing, Executive Director

\* \* \* \* \*

1. **Overview of DDA**
2. **Overview of Existing Agreement/Commitments**
3. **Existing Goals & Objectives**
4. **Establish FY 16-17 Goals & Objectives**
5. **FY 16-17 Preliminary Work Session Budgets**
  - a. **Operating**
  - b. **Development Fund**

\* \* \* \* \*

**1. CALL TO ORDER**

Chairperson Dunstan called the meeting to order at 4:05 pm.

\* \* \* \* \*

**2. OVERVIEW OF DDA**

Provided as information, no action is required.

\*\*\*\*\*

**3. OVERVIEW OF EXISTING AGREEMENTS/COMMITMENTS**

Provided as information, no action is required.

\*\*\*\*\*

**4. ESTABLISH FY 16-17 GOALS & OBJECTIVES**

The board members collectively identified a list of potential goals/objectives. Each member was then given five (5) stars with which to select/identify their individual priorities. The list and ratings were as follows:

6 Stars

1<sup>st</sup> – Tied

- Wayfinding/Signage
- Promotions/Events – Retail Marketing Campaign  
(Parade/Spookacular – Detroit Zoo Penguin opening)

5 Stars

3<sup>rd</sup> – Tied

- Additional Holiday Lights (Tree)
- Façade Program (Retail incentive program & overlay district)

3 Stars

5<sup>th</sup> - Tied

- Police Funding
- Alley Improvements

2 Stars

7<sup>th</sup> - Tied

- Holiday Lights (English Gardens)
- Retail scholarship program/incubator
- New Center Street Deck

1 Star

- Acquisitions

No Stars

- New Parking Study
- Archway/Gateway Sign
- Etkin Lot Payment

\*\*\*\*\*

5. **FY 16 – 17 PRELIMINARY WORK SESSION BUDGETS**

a. **Operating Fund**

Provided as information, no action is required.

b. **Development Fund**

Provided as information, no action is required.

\* \* \* \* \*

There being no further discussion the meeting adjourned at 5:30 p.m.

\* \* \* \* \*



\_\_\_\_\_  
Timothy E. Thwing, Executive Director

DRAFT



**Royal Oak**  
**DOWNTOWN**  
**DEVELOPMENT AUTHORITY**

Meeting Date: 02/24/2016

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

MEMORANDUM

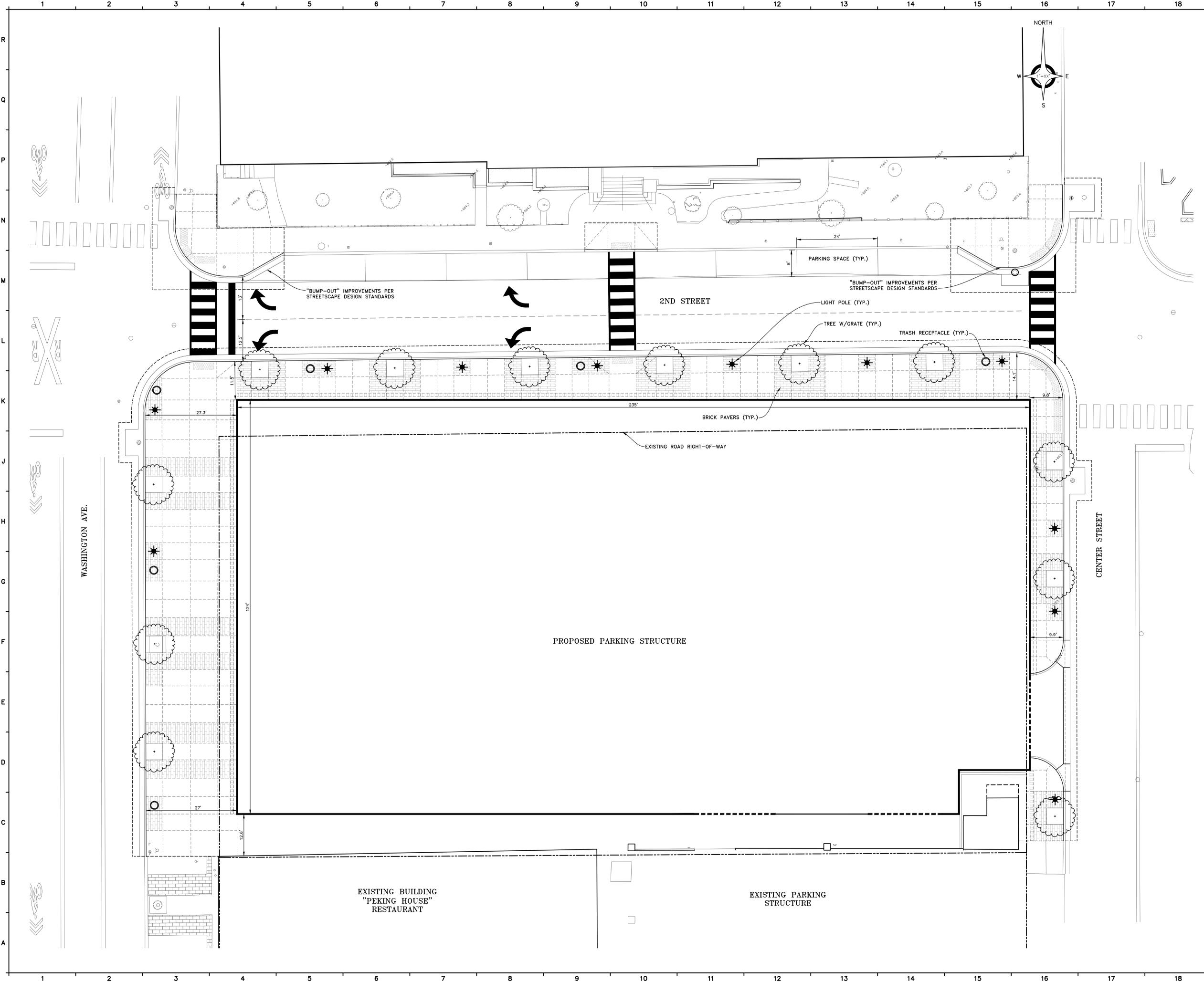
DATE: February 17, 2016  
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
SUBJECT: **EXPENSE ITEMS - MONTHLY**

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Listed below are the invoices for the month(s) of January 2016 that were received and paid.

<u>Vendor</u>	<u>Payment Detail</u>	<u>Amount</u>
SAM Event Management	Event Services December 2015	\$3,000.00
WDIV	TV Spots – Holiday 2015	\$6,450.00
Comcast Spotlight	TV Spots – Holiday 2015	\$4,327.00
MEDA	Membership	\$270.00
Rich & Associates	Parking Deck Design	\$37,968.00
SAM Event Management	Event Services January 2016	\$3,000.00
Rose Pest Solutions	CBD Pest Program	\$158.00





**2nd STREET  
PARKING  
STRUCTURE  
FOR THE  
CITY  
OF  
ROYAL OAK  
ROYAL OAK, MI**

**Parking Consultants  
Architects - Engineers  
Planners**  
26877 Northwestern Hwy., Suite 208  
Southfield, Michigan 48033  
Tel: 248.353.5080  
Fax: 248.353.3830  
**RICH  
& ASSOCIATES** Lutz, Florida  
Tel: 913.949.9860  
www.RichAssoc.com

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Surveyors  
Architects**  
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ECKSTEIN AND  
WESTRICK, INC.**  
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Shelby Township  
Michigan 48315  
Phone 586.726.1534  
Fax 586.726.6786  
www.aewinc.com

Date	ISSUED FOR:	By

Sheet Title:

**CONCEPTUAL  
SITE PLAN**

Drawn By	JS	
Checked By		
File Name		
Plot Date		

All matter contained herein, including drawings, written matter, ideas or concepts, are the creation of Rich and Associates, Inc. for the specific project and shall remain the property of Rich and Associates, Inc. No disclosure thereof in any whatsoever shall be made to any person, firm, corporation, agency or organization, including those made without the written consent of Rich and Associates, Inc. except as required for the physical completion of the specific project.

File No		
Date		
Scale	AS NOTED	
Last Rev.		

Sheet Number:  
**C-1**



2nd STREET  
PARKING  
STRUCTURE  
FOR THE  
CITY  
OF  
ROYAL OAK  
ROYAL OAK, MI

**Parking Consultants  
Architects - Engineers  
Planners**  
26877 Northwestern Hwy., Suite 208  
Southfield, Michigan 48033  
Tel: 248.353.5080  
Fax: 248.353.5830  
Lutz, Florida  
Tel: 813.949.9860  
www.RichAssoc.com

Date	ISSUED FOR:	By

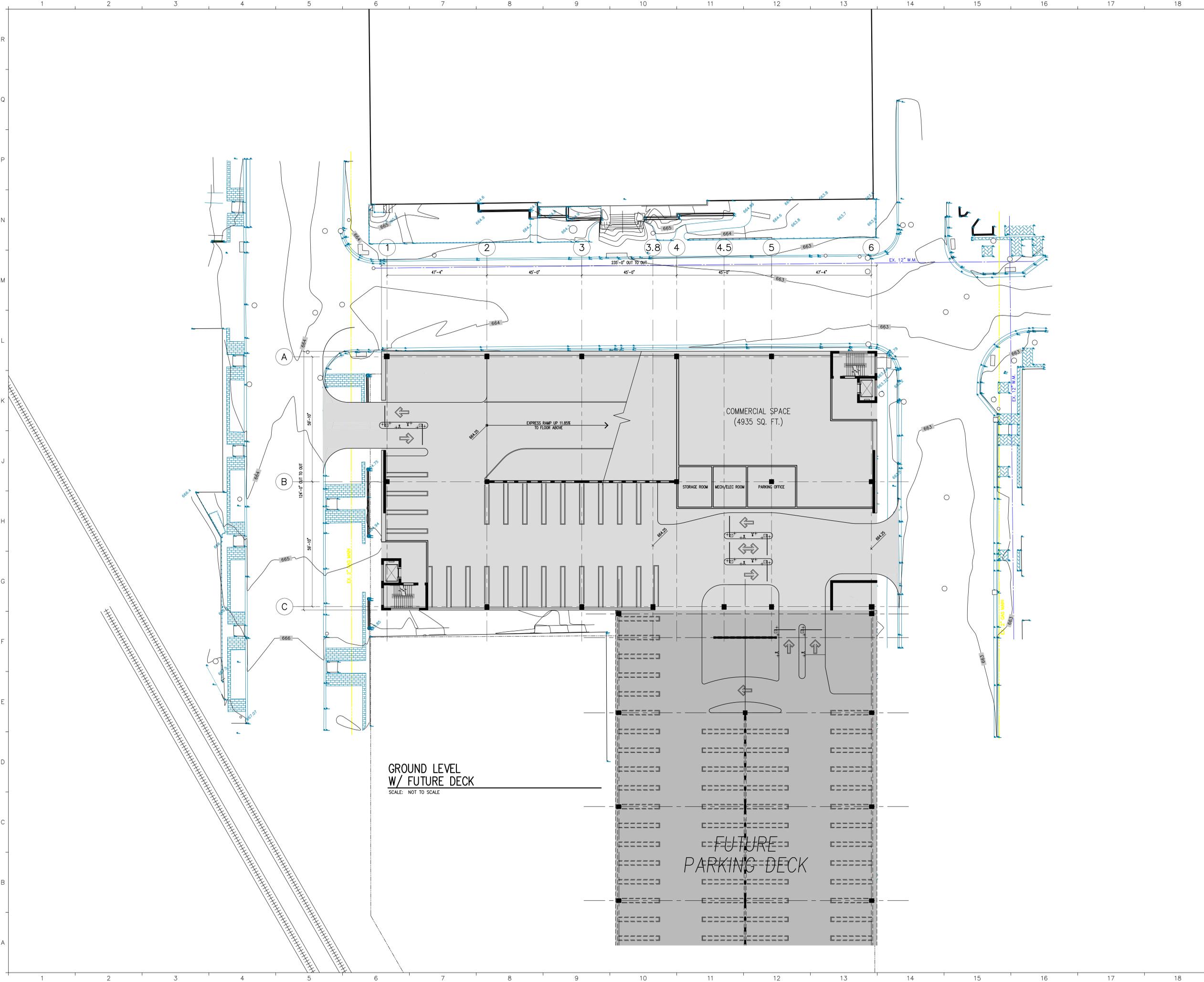
Sheet Title:  
ALTERNATE 2  
GROUND LEVEL  
W/FUTURE DECK

Drawn By	RWK	
Checked By		
File Name		
Plot Date		

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File No	1614	
Date	1/15/16	
Scale	AS NOTED	
Last Rev.		

Sheet Number:  
A-2

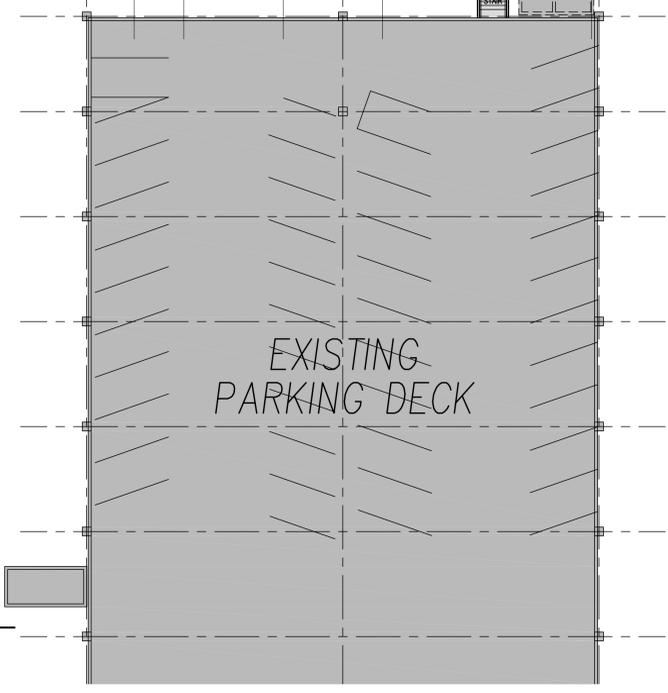
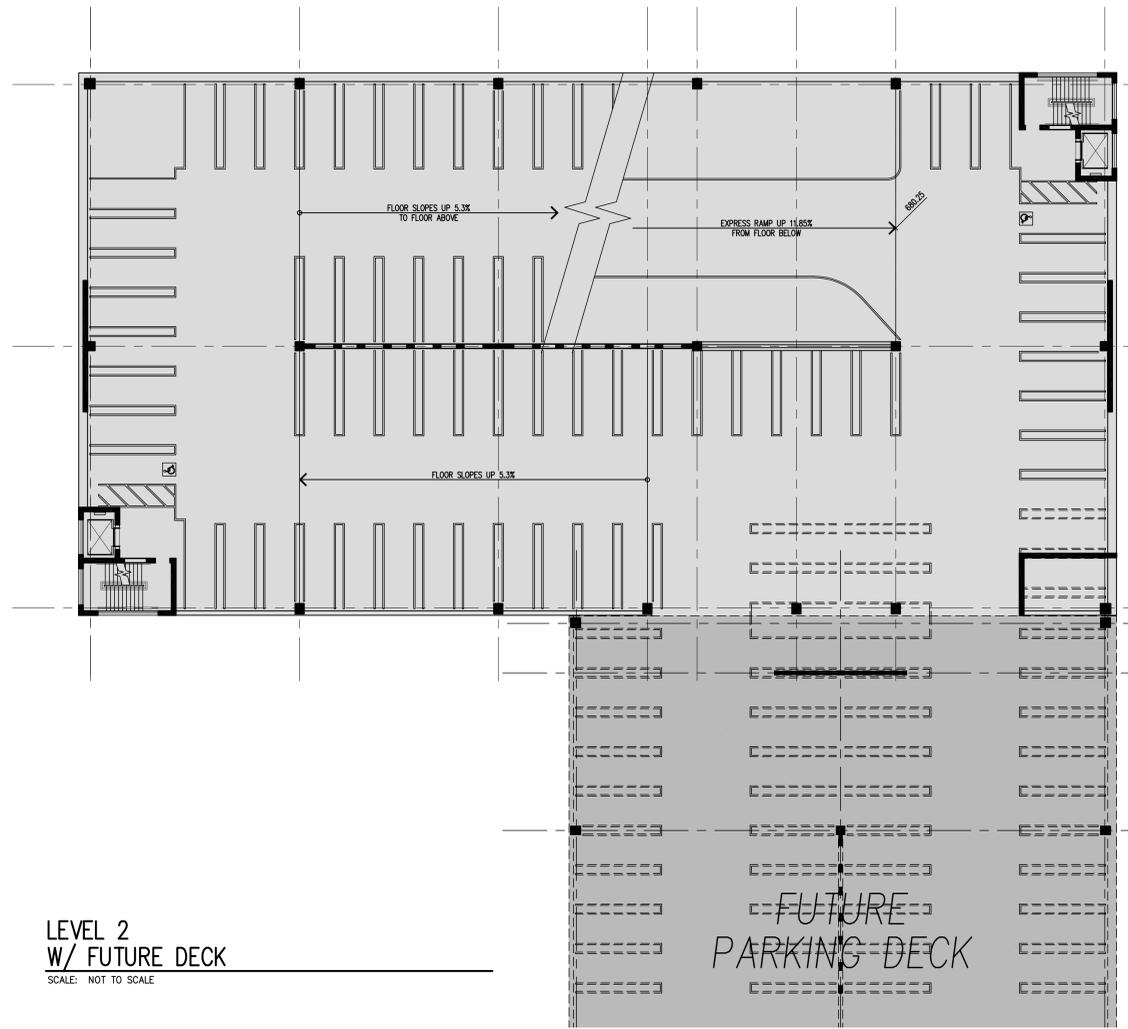
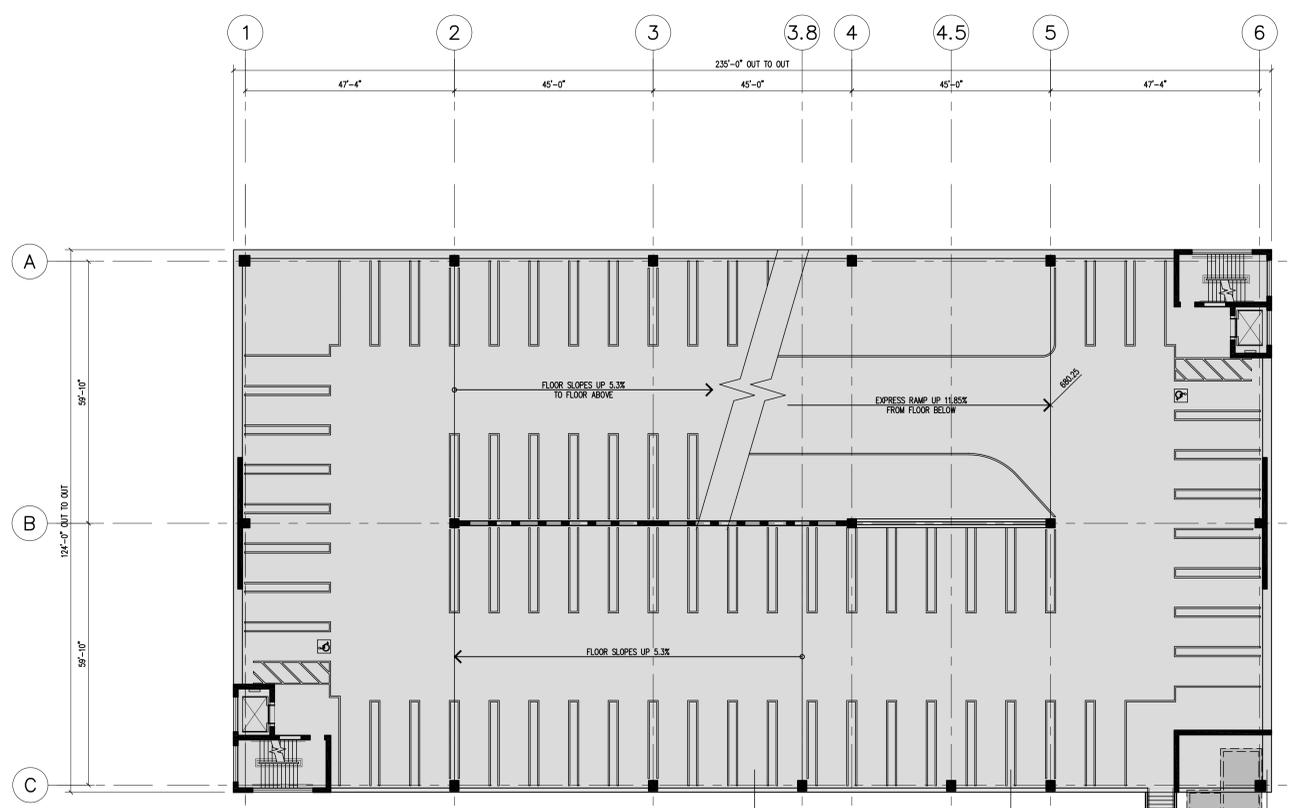


GROUND LEVEL  
W/ FUTURE DECK  
SCALE: NOT TO SCALE

FUTURE  
PARKING DECK

2nd STREET  
PARKING  
STRUCTURE  
FOR THE  
CITY  
OF  
ROYAL OAK  
ROYAL OAK, MI

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Fax: 248.353.5830  
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LEVEL 2  
W/ EXISTING DECK  
SCALE: NOT TO SCALE

LEVEL 2  
W/ FUTURE DECK  
SCALE: NOT TO SCALE

FUTURE  
PARKING DECK

Date	ISSUED FOR:	By

Sheet Title:  
ALTERNATE 2  
LEVEL 2  
W/EXISTING DECK  
& FUTURE DECK

Drawn By	RWK	
Checked By		
File Name		
Plot Date		

All matter contained herein, including drawings, written matter, ideas or concepts, are the creation of Rich and Associates, Inc. for the specific project and shall remain the property of Rich and Associates, Inc. No disclosure thereof in any form whatsoever shall be made to any person, firm, corporation, agency or organization, including news media without the written consent of Rich and Associates, Inc. except as required for the physical completion of the specific project.

File No	1614	
Date	1/15/16	
Scale	AS NOTED	
Last Rev.		

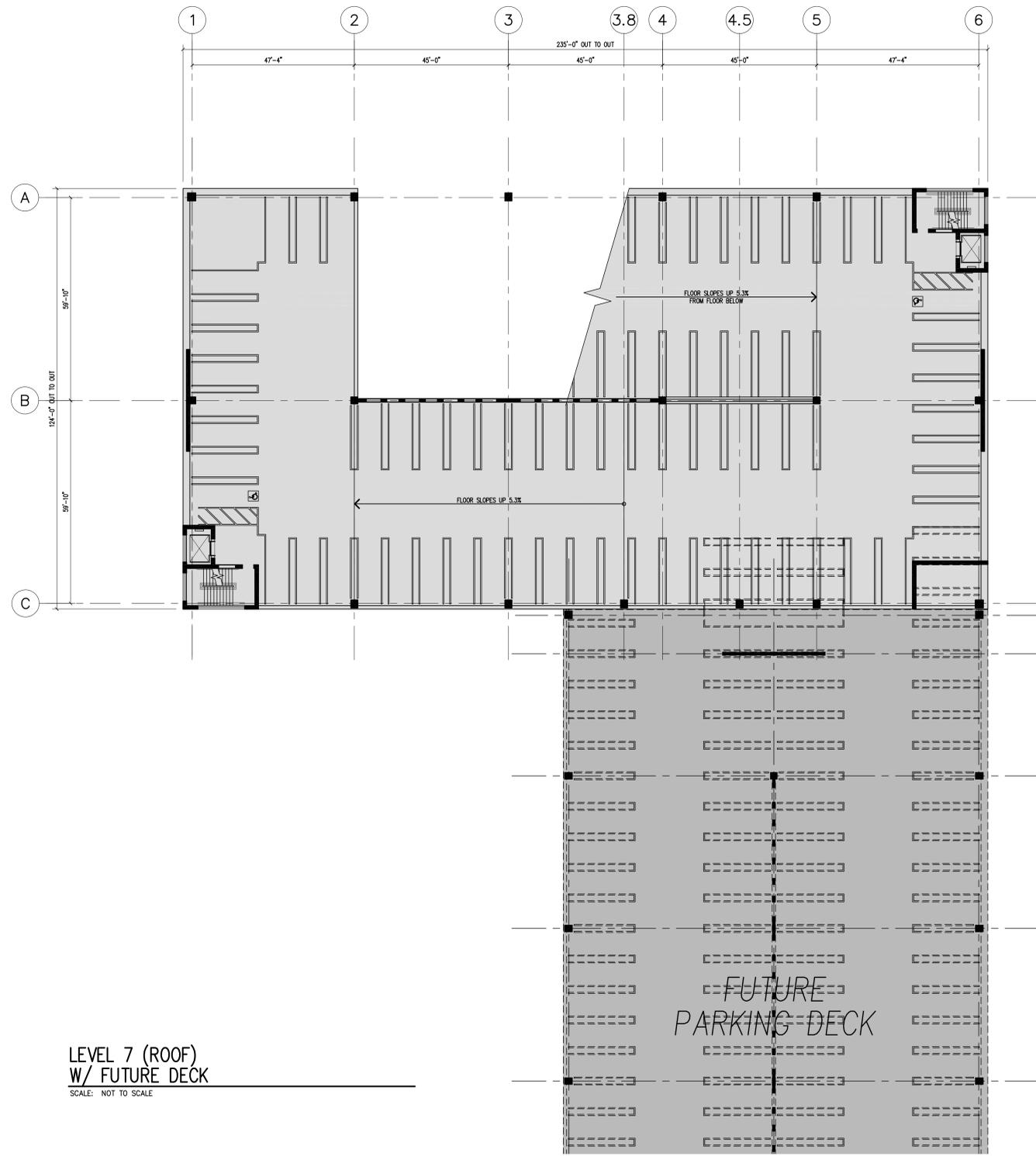
Sheet Number:  
A-3





2nd STREET  
PARKING  
STRUCTURE  
FOR THE  
CITY  
OF  
ROYAL OAK  
ROYAL OAK, MI

**Parking Consultants  
Architects - Engineers  
Planners**  
26877 Northwestern Hwy., Suite 208  
Southfield, Michigan 48033  
Tel: 248.353.5080  
Fax: 248.353.5830  
Lutz, Florida  
Tel: 813.949.9860  
**RICH  
& ASSOCIATES** www.RichAssoc.com



LEVEL 7 (ROOF)  
W/ FUTURE DECK  
SCALE: NOT TO SCALE

Date	ISSUED FOR:	By

Sheet Title:  
ALTERNATE 2  
LEVEL 7 (ROOF)  
W/FUTURE DECK

Drawn By	RWK	
Checked By		
File Name		
Plot Date		

All matter contained herein, including drawings, written matter, ideas or concepts, are the creation of Rich and Associates, Inc. for the specific project and shall remain the property of Rich and Associates, Inc. No disclosure thereof in any form whatsoever shall be made to any person, firm, corporation, agency or organization, including news media without the written consent of Rich and Associates, Inc. except as required for the physical completion of the specific project.

File No	1614	
Date	1/15/16	
Scale	AS NOTED	
Last Rev.		

Sheet Number:  
A-6





**EAST (CENTER ST.) ELEVATION**  
SCALE: NONE

OPTION 1A



# EAST (CENTER ST.) ELEVATION

OPTION 1B

SCALE: NONE



NORTH (2ND STREET) ELEVATION OPTION 1A  
 SCALE: NONE



NORTH (2ND STREET) ELEVATION OPTION 1B  
 SCALE: NONE



WEST (WASHINGTON) ELEVATION OPTION 1A  
SCALE: NONE



WEST (WASHINGTON) ELEVATION OPTION 1B  
 SCALE: NONE



US POST OFFICE

PEKING HOUSE

© 2nd Street Parking Structure  
view looking southeast  
Royal Oak, Michigan



Rich & Associates, Inc.  
Architects - Engineers - Parking Consultants  
Southfield, Michigan - [www.richassoc.com](http://www.richassoc.com)



EXISTING PARKING

© 2nd Street Parking Structure  
view looking southwest  
Royal Oak, Michigan

 Rich & Associates, Inc.  
Architects - Engineers - Parking Consultants  
Southfield, Michigan - [www.richassoc.com](http://www.richassoc.com)



© 2nd Street Parking Structure  
view looking southwest (future expansion)  
Royal Oak, Michigan



## Downtown Development Authority (DDA) - Development and Operating Funds

---

***The DDA's mission is to promote economic growth and revitalization in Downtown Royal Oak. The DDA will accomplish this mission by (1) improving and maintaining a solid and user-friendly infrastructure; (2) marketing Downtown Royal Oak to consumers and businesses and; (3) encouraging preservation of Royal Oak's downtown. By fulfilling its mission, the DDA will enhance the viability of not only the Downtown, but the entire city of Royal Oak.***

The Authority is authorized by the City to impose an ad valorem tax on all taxable property in the Downtown District for the purposes provided by Act 197 of 1975. The tax cannot exceed two mills on the value of taxable property in the Downtown District. The levy is proposed at 1.6477 mills, its authorized Headlee maximum.

Tax incremental financing (TIF) allows an authority like the DDA, to "capture" incremental tax revenues that result from growth in the District.

The City of Royal Oak Downtown Development Authority is under the supervision and control of a Board consisting of the City Manager and eight or 10 members as determined by the City Commission. Members are appointed by the City Manager, subject to approval by the City Commission.

The Authorities goals are to pay into the debt retirement fund, for all outstanding series of

bonds issued pursuant to the plan; establish a reserve account for payment of principal and interest on bonds issued pursuant to this plan; to provide the initial stage and second stage public improvements costs that are not financed from the proceeds of bonds; pay administrative and operating costs of the DDA; to acquire property, clear land, make preliminary plans, and improvements necessary for the development of the Development Area.

The Development Plan, created by the Downtown Development Authority, prioritizes needed physical improvements like façade improvements, buildings, parking lots and decks, streetscapes, and infrastructure.

Additionally, marketing themes have been developed to enhance the renewed physical appearance. These include advertising, signage and banners, street lighting, tree and floral arrangements. This fund provides extra police officers for the district to enhance existing public safety efforts.

Additional funding for improvements can come from the Block Grant Program, and other State and Federal Programs.

The Executive Director, Treasurer or other duly appointed person shall be operationally in charge of these funds.

**GOALS**

- Downtown Safety Goal: To protect the residents, businesses and visitors of downtown Royal Oak.
- Downtown Promotion Goal: To promote downtown Royal Oak as a premier destination for shopping, dining, entertainment, living and working.
- Downtown Infrastructure Goal: To provide a downtown that is clean and well maintained.

**Assignment**

**OBJECTIVES**

DDA BOARD

- Develop a downtown plan which enumerates our collective vision for downtown Royal Oak and addresses business development, liquor license policy, special events, land use, office space, hotels and downtown parks.

EACH COMM.

- Identify and pursue new revenue sources, opportunities and mechanisms.

DDA BOARD

- Continue the funding of three downtown Police Officers. **(Tied priority #5 FY 16-17)**

CMC

- Continue a marketing plan that includes major events and image campaign components. **(Tied priority #1 FY 16-17)**

CMC

- Create event management strategy.

CMC

- Maintain website with current events, business listings, parking information and images of downtown Royal Oak.

CMC

- Support and encourage downtown events that measurably contribute to the improvement of business through both financial commitments and direct participation.

Infrastructure

- Continue the façade program for downtown property owners.

Infrastructure

- ~~Establish "Architectural Contest" program.~~

Infrastructure

- Continue to provide downtown maintenance/enhancement services.

Infrastructure

- **Create an alley improvement program (Tied priority #5 FY 16-17)**

Infrastructure

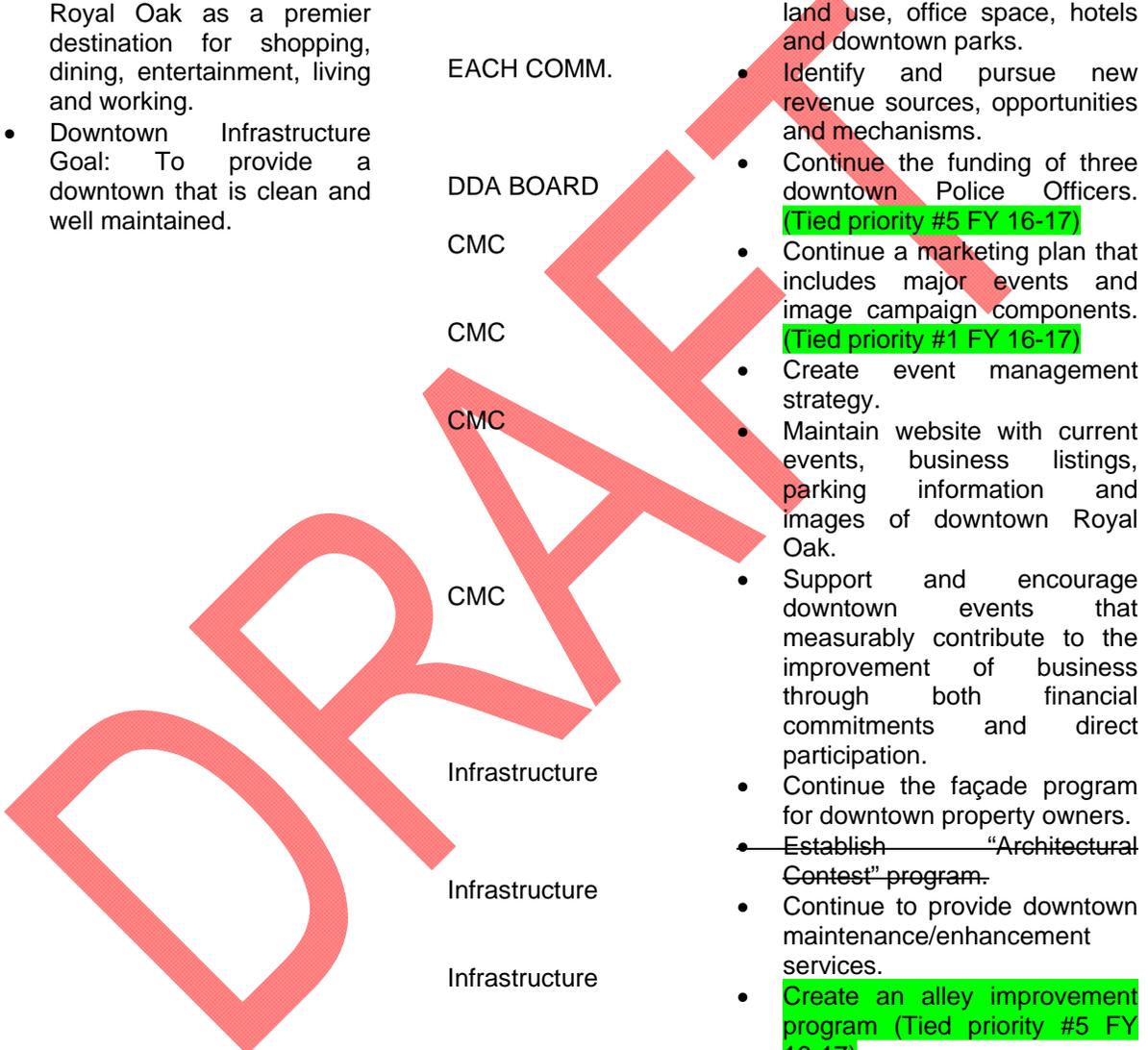
- Create downtown city park.
- Improve/enhance 696/Main appearance.

Infrastructure

- Continue to complete streetscape improvements and repairs.

Infrastructure

- Investigate and improve streetscape design elements and components, including light fixtures, tree grates and



**GOALS**

**Assignment**

**OBJECTIVES**

GOALS	Assignment	OBJECTIVES
<ul style="list-style-type: none"> <li>Downtown Development Goal: To encourage development in downtown through programs and TIF reimbursement.</li> </ul>	Infrastructure	<ul style="list-style-type: none"> <li>other technology improvements.</li> <li>Implement Wayfinding - Signage Program based upon approved signage design and plan (Tied priority #1 FY 16-17).</li> </ul>
	Infrastructure	<ul style="list-style-type: none"> <li>Archway/Gateway Signs</li> <li>Fund the purchase and installation of holiday lights downtown (Tied priority #7 FY 16-17).</li> </ul>
	Infrastructure	<ul style="list-style-type: none"> <li>Add holiday lights, tree and other new elements (Tied priority #3 FY 16-17).</li> </ul>
<ul style="list-style-type: none"> <li>Downtown Parking Goal: To provide adequate and safe parking for downtown residents, employees and visitors.</li> </ul>	BMC	<ul style="list-style-type: none"> <li>Healthy People 20/20 Program.</li> <li>Reimburse TIF revenue to approved development projects. Etkin lot payment.</li> </ul>
	BMC	<ul style="list-style-type: none"> <li>Identify and improve targeted business base. Establish retail incentive program and overlay district (Tied priority #3 FY 16-17).</li> </ul>
	CMC	<ul style="list-style-type: none"> <li>Establish retail scholarship program – incubator (Tied priority #7 FY 16-17).</li> </ul>
	BMC	<ul style="list-style-type: none"> <li>Identify ways to Improve Customer Base; such as “cohesive business hours” (priority #2 FY 13-14).</li> </ul>
<ul style="list-style-type: none"> <li>Downtown Public Goal: To keep the public informed of the DDA’s activities.</li> </ul>	DDA BOARD	<ul style="list-style-type: none"> <li>Economic Development Director.</li> <li>Continue to provide funding to cover the Lafayette and 5<sup>th</sup> Street parking structure annual debt service.</li> </ul>
	Infrastructure	<ul style="list-style-type: none"> <li>Evaluate parking supply verses demand to determine if all areas of downtown are adequately served by convenient/sufficient parking – New Parking Study.</li> </ul>
	Infrastructure	<ul style="list-style-type: none"> <li>New Center Street Parking Deck (Tied priority #7 FY 16-17).</li> </ul>
	BMC	<ul style="list-style-type: none"> <li>Investigate and monitor technology enhancements that could improve the downtown parking system.</li> <li>Acquisitions - purchase revenue producing property.</li> </ul>
	DDA BOARD	<ul style="list-style-type: none"> <li>Hold monthly DDA board meetings.</li> </ul>
	DDA BOARD &	<ul style="list-style-type: none"> <li>Continue to communicate with</li> </ul>

**GOALS**

**Assignment**

**OBJECTIVES**

ALL COMM.

stakeholders of the downtown.

---

DRAFT



Royal Oak  
**DOWNTOWN**  
DEVELOPMENT AUTHORITY

Meeting Date: 02/24/2016

211 Williams Street  
P.O. Box 64  
Royal Oak, MI 48067  
Phone: (248) 246-3280  
Fax: (248) 246-3005  
romi.gov  
downtownroyaloak.org

MEMORANDUM

DATE: February 4, 2016  
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
SUBJECT: **OPERATING BUDGET**  
**Fiscal Year 2016-2017 Budget**

---

In order to submit a budget to the city commission for consideration with the city's 2016-2017 general funds budget, it will be necessary for the DDA to approve an Operating Budget. To that end the attached has been prepared in the required fashion for the DDA's consideration.

Should the DDA wish to approve the proposed budget, it is recommended that the following resolution be adopted:

**Whereas**, the Taxable Value of real property in the Downtown District of the Downtown Development Authority for the year 2016 is estimated to be \$153,017,180;

**Now, Therefore, Be It Resolved**, that the Operating Budget of the Authority for the fiscal year beginning July 1, 2016 and ending June 30, 2017, is hereby determined and adopted as attached in Exhibit "A", and

**Be It Further Resolved**, that there is hereby levied a special ad valorem tax in the DDA District of 1.6373 mills on each dollar of Taxable Value in accordance with Act 197, Public Acts of Michigan of 1975, as amended; and

**Be It Further Resolved**, that a copy of this resolution and budget be forwarded to the City Commission of the City of Royal Oak for their review and approval, pursuant to Act 197, Public Acts of Michigan of 1975, as amended.

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

02/18/2016

## BUDGET REPORT FOR CITY OF ROYAL OAK

GL NUMBER	DESCRIPTION	FY 2016-17 BUDGET	
Fund 248 - DDA OPERATING FUND			
Revenues			
Dept 000-NON-DEPARTMENTAL			
248-000-40200	PROPERTY TAX REVENUES	\$	49,400
248-000-66500	INTEREST	\$	500
248-000-67100	MISCELLANEOUS REVENUE		
248-000-69700	USE OF FUND BALANCE		
Total Dept 000-NON-DEPARTMENTAL		\$	49,900
TOTAL Revenues		\$	49,900
Expenditures			
Dept 729-DDA/TIFA			
248-729-70203	WAGES - PERMANENT	\$	12,480
248-729-70204	WAGES - TEMPORARY		
248-729-70300	WAGES - OVERTIME		
248-729-70401	LONGEVITY PAY		
248-729-70402	SICK LEAVE PAY	\$	270
248-729-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	\$	190
248-729-70601	RETIREMENT CONTRIBUTIONS - GENERAL	\$	4,620
248-729-70603	OPEB CONTRIBUTIONS	\$	10,060
248-729-71000	FRINGE BENEFITS		
248-729-71101	FICA	\$	950
248-729-71102	UNEMPLOYMENT COMPENSATION TAX	\$	10
248-729-71201	GROUP MEDICAL INSURANCE	\$	1,490
248-729-71203	GROUP DENTAL INSURANCE	\$	140
248-729-71204	GROUP LIFE INSURANCE	\$	20
248-729-71205	VISION INSURANCE	\$	10
248-729-71206	WORKERS COMPENSATION INSURANCE		
248-729-72701	OFFICE SUPPLIES	\$	500
248-729-74500	TREES, SHRUBS & PLANTS	\$	500
248-729-79900	MISCELLANEOUS OPERATING SUPPLIES	\$	1,000
248-729-80800	AUDIT SERVICES		
248-729-81201	PROPERTY & CASUALTY INSURANCE SERVICES		
248-729-82500	MISC CONTRACTED SERVICES	\$	5,000
248-729-85107	TELEPHONE SERVICE	\$	300
248-729-86101	TRAINING & EDUCATION		
248-729-86300	TRAVEL COSTS	\$	1,500
248-729-87501	ADVERTISING & LEGAL NOTICES	\$	1,200
248-729-96800	MISCELLANEOUS EXPENDITURES		
248-729-96899	CONTINGENCY		
248-729-96901	INCREASE IN FUND BALANCE		
Total Dept 729-DDA/TIFA		\$	40,240
TOTAL Expenditures		\$	40,240

Fund 248 - DDA OPERATING FUND:

TOTAL REVENUES	\$	49,900
TOTAL EXPENDITURES	\$	40,240
NET OF REVENUES & EXPENDITURES	\$	9,660
BEG. FUND BALANCE	\$	108,685
END FUND BALANCE	\$	118,345



**Royal Oak**  
**DOWNTOWN**  
**DEVELOPMENT AUTHORITY**

Meeting Date: 02/24/2016

211 Williams Street  
P.O. Box 64  
Royal Oak, MI 48067  
Phone: (248) 246-3280  
Fax: (248) 246-3005  
romi.gov  
downtownroyaloak.org

MEMORANDUM

DATE: February 4, 2016  
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
SUBJECT: **DEVELOPMENT FUND BUDGET**  
**Fiscal Year 2016-2017 Budget.**

---

In order to submit a budget to the city commission for consideration with the city's 2016-2017 general fund budget, it will be necessary for the DDA to approve a budget for operation of the Development Fund. To that end, the attached budget has been prepared in the required fashion for the DDA's consideration.

\*\*\*\*\*

Should the DDA wish to approve the budget, it is recommended that the following resolution be adopted:

**BE IT RESOLVED**, that the Fiscal Year 2016-2017 Development Fund Budget, be and is hereby approved, and

**BE IT RESOLVED FURTHER**, that the budget be submitted to the city commission for review and approval.

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

02/18/2016

BUDGET REPORT FOR CITY OF ROYAL OAK

FY 16-17  
BUDGET

GL NUMBER	DESCRIPTION		
Fund 247 - DDA DEVELOPMENT FUND			
Revenues			
Dept 000-NON-DEPARTMENTAL			
247-000-40200	PROPERTY TAX REVENUES	\$	3,270,000
247-000-40220	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT		
247-000-62912	CONTRIBUTIONS - PROMOTIONS COMMITTEE	\$	15,000
247-000-62913	CONTRIBUTIONS - BUSINESS DEVLPMNT		
247-000-66500	INTEREST	\$	2,000
247-000-67100	MISCELLANEOUS REVENUE		
247-000-69700	USE OF FUND BALANCE	\$	1,381,360
247-000-69911	TRANSFER FROM GENERAL FUND		
247-000-69950	TRANSFER FROM AB&E	\$	100,000
Total Dept 000-NON-DEPARTMENTAL		\$	4,768,360
TOTAL Revenues		\$	4,768,360
Expenditures			
Dept 729-DDA/TIFA			
247-729-70203	WAGES - PERMANENT	\$	59,530
247-729-70204	WAGES - TEMPORARY	\$	4,120
247-729-70300	WAGES - OVERTIME	\$	11,000
247-729-70401	LONGEVITY PAY		
247-729-70402	SICK LEAVE PAY	\$	930
247-729-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	\$	670
247-729-70601	RETIREMENT CONTRIBUTIONS - GENERAL	\$	18,330
247-729-70603	OPEB CONTRIBUTIONS	\$	39,890
247-729-70610	DEFINED CONTRIBUTION	\$	720
247-729-70620	RETIREE HSA	\$	100
247-729-70901	MEAL ALLOWANCE		
247-729-70902	UNIFORM/CLEANING ALLOWANCE		
247-729-71000	FRINGE BENEFITS		
247-729-71101	FICA	\$	4,910
247-729-71102	UNEMPLOYMENT COMPENSATION TAX	\$	60
247-729-71201	GROUP MEDICAL INSURANCE	\$	5,210
247-729-71203	GROUP DENTAL INSURANCE	\$	690
247-729-71204	GROUP LIFE INSURANCE	\$	160
247-729-71205	VISION INSURANCE	\$	50
247-729-71206	WORKERS COMPENSATION INSURANCE		
247-729-79900	MISCELLANEOUS OPERATING SUPPLIES	\$	500
247-729-80100	CONTRACTED WORKER SERVICES	\$	36,000
247-729-80200	CONTRACTED LEGAL/ADVISORY COUNSEL	\$	15,000
247-729-80800	AUDIT SERVICES	\$	1,850
247-729-81201	PROPERTY & CASUALTY INSURANCE SERVICES	\$	17,500
247-729-81401	CONSTRUCTION ENGINEERING SERVICES	\$	-
247-729-81403	DEMOLITION SERVICES	\$	-
247-729-82500	MISC CONTRACTED SERVICES		

	Holiday Lights-English Gardens	\$	325,000
	CBD Maintenance Services-Worry Free	\$	282,000
	Parking Deck Design Services	\$	-
	Wayfinding Design Services	\$	-
247-729-85101	ELECTRIC	\$	15,000
247-729-85200	TAXES	\$	-
247-729-85710	MAIN ST COMMITTEE - ORGANIZATION	\$	1,000
247-729-85711	MAIN ST COMMITTEE - DESIGN	\$	100,000
247-729-85712	MAIN ST COMMITTEE - PROMOTION	\$	225,000
	ABE Sponsorship	\$	100,000
247-729-85713	MAIN ST COMMITTEE - BUSINESS DEVELOPMENT	\$	-
247-729-86500	DUES & MEMBERSHIPS	\$	750
247-729-87501	ADVERTISING & LEGAL NOTICES	\$	2,500
247-729-93101	TRANSFER TO GENERAL FUND	\$	540,000
	CBD Police Patrols		
247-729-93498	TRANSFER TO CAPITAL PROJECTS		
	4th Street Streetscape Project	\$	726,000
	Sidewalk Program - Downtown	\$	940,000
	S Main St - Streetscape	\$	325,000
	Wayfinding/Signage Installation	\$	500,000
247-729-93516	TRANSFER TO AUTO PARKING		
	5th & Lafayette Deck	\$	246,209
	2nd & Center Deck		
247-729-96400	BANK SERVICE CHARGES & FEES		
247-729-96800	MISCELLANEOUS EXPENDITURES	\$	50,000
Total Dept 729-DDA/TIFA		\$	4,595,679
TOTAL Expenditures		\$	4,595,679
-----			
Fund 247 - DDA DEVELOPMENT FUND:			
TOTAL REVENUES		\$	4,768,360
TOTAL EXPENDITURES		\$	4,595,679
NET OF REVENUES & EXPENDITURES		\$	172,681
BEG. FUND BALANCE			
END FUND BALANCE		\$	172,681



**Royal Oak**  
**DOWNTOWN**  
**DEVELOPMENT AUTHORITY**

Meeting Date: 02/24/2016

211 Williams Street  
P.O. Box 64  
Royal Oak, MI 48067  
Phone: (248) 246-3280  
Fax: (248) 246-3005  
romi.gov  
downtownroyaloak.org

MEMORANDUM

DATE: February 16, 2016

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **FAÇADE IMPROVEMENT AGREEMENT RELEASE OF REIMBURSEMENT  
215 S CENTER ST (CENTER STREET VENTURES LLC)**

---

At its October 16, 2013 meeting, the DDA approved entering into a façade improvement agreement with Center Street Ventures, LLC. The agreement allows the DDA to provide a one-time, lump-sum payment not to exceed \$30,000 upon completion of the façade renovations. The applicant estimated a total project cost of approximately \$447,000.

On December 30, 2015, a resident agent of Center Street Ventures, LLC provided the attached letter indicating the completion of the façade renovations and request for reimbursement. The letter indicates a total project cost of approximately \$340,000. Supplemental materials were provided to demonstrate proof of payment to subcontractors and waiver of liens against the real property. All real property taxes have been paid in full. The building permit related to the façade renovations is closed.

**Be It Resolved**, that the Royal Oak Downtown Development Authority, DDA hereby authorizes the Executive Director to provide a one-time payment of \$30,000 to Center Street Ventures, LLC per the terms and conditions of the executed façade improvement agreement.

Respectfully Submitted,

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

Timothy E. Thwing  
Executive Director

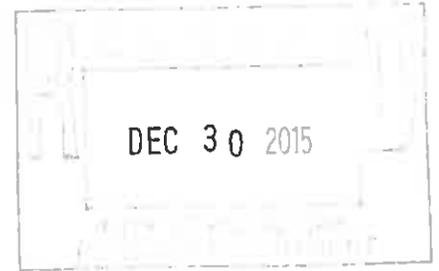
Enclosure/attachment

 **Center Street Ventures** LLC

210 E. Third Street, Suite 209, Royal Oak, MI, 48067-2638

December 30, 2015

Mr. Joseph Murphy  
City of Royal Oak Planning Department  
211 S. Williams St.  
Royal Oak, MI 48067



RE: 215 S. Center St / Center Street Ventures LLC (CSV) / Façade Grant

Dear Mr. Murphy,

CSV acted as the general contractor responsible for the completion of the façade project at 215 S. Center St.

CSV was approved for a \$30,000.00 façade grant by the DDA subject to completion of the façade and subject to the terms and conditions of the Façade grant program and agreement.

All contractors have been paid in full and there are no construction liens on the property.

Project cost was \$339,286.96 without any charges by the acting general contractor CSV.

All required permits were obtained from the City, all inspections have been conducted and approved by the City and all Bonds posted have been returned to CSV by the City.

I have also attached all invoices and proof of payment for each subcontractor along with an unconditional waiver from the major subcontractors.

We believe that we have met the terms, conditions and criteria of the grant program and the agreement with the DDA. CSV requests that the DDA release the grant funds.

Sincerely,



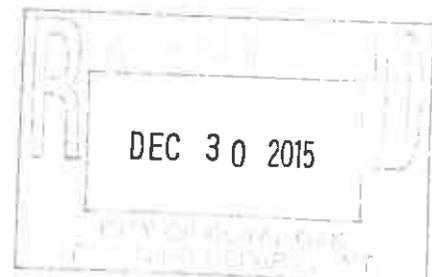
Donald F. Nahat

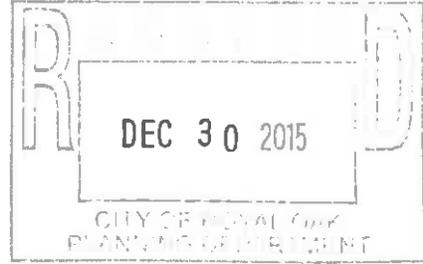
 **Center Street Ventures** LLC

210 E. Third Street, Suite 209, Royal Oak, MI, 48067-2638

#####

ABC Installation Services	\$159,622.24
PCI Industries	\$87,000.00
Rubber Baby	\$36,500.00
A-1 Electrical	\$13,500.04
Charles Semchena	\$6,000.00
Krieger-Klatt Associates	\$5,782.91
Traffic Management	\$4,141.26
Remodel Solutions	\$4,140.00
City of Royal Oak	\$3,922.00
Stucky-Vitale Architects	\$3,800.00
Stewart Environmental	\$2,424.00
JML Contracting	\$2,129.01
Miscellaneous	\$10,325.50
Casual labor, equipment rental, locks , licenses, shipping, tile work, waste removal, barricades, etc.	
<b>Total</b>	<b>\$339,286.96</b>





**FULL UNCONDITIONAL WAIVER  
(Commercial Work Only)**

My/our contract with ABC Installation Services LLC  
(other contracting party)

to provide Thin Brick and thin brick panel system materials  
(describe labor or material furnished)

for the improvement of the property known as 215 S Center Street Project  
Located at  
215 S Center Street,  
Royal Oak, MI 48067

having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released

Company Name American Brick Co

By [Signature]  
(Signature of lien claimant or authorized agent)

William Bybee  
(Print name of person who signed above)

Address: 1741 Stimpson Rd  
Royal Oak, MI 48067

Telephone: (584) 732-1228

Signed on: 2/4/2015  
(date)

**DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.**  
**THE CONSTRUCTION ASSOCIATION OF MICHIGAN EXPRESSLY DISCLAIMS ANY LIABILITY FOR CHANGES MADE TO THIS FORM BY LEGISLATIVE ENACTMENTS OR JUDICIAL DECISIONS.**

**FULL UNCONDITIONAL WAIVER**

File No.: \_\_448728m

I/We have a contract with: **Center Street Ventures LLC**  
(other contracting party)

to provide: remove and replace roof for the entire building

for the improvement of the property described as: Tax ID # 25-21-233-003

Commonly known as: 215 S. Center Street Royal Oak, MI. 48067

has been fully paid and satisfied. By signing this waiver, all my/our construction lien rights against the described property are waived and released.

If the owner or lessee of the property or the owner's or lessee's designee has received a notice of furnishing from me/one of us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Rubber Baby Roofing

*Thomas E. Wegrzyński*  
Signature of Lien Claimant

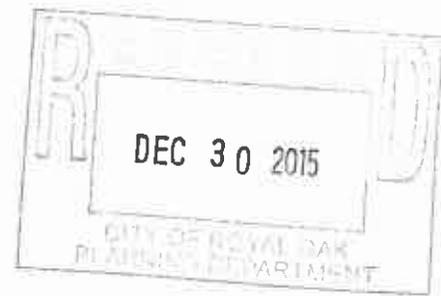
Signed on: *FEB. 18, 2015*  
(Date)

*THOMAS E. WEGRZYŃSKI*  
Printed Name of Lien Claimant

Address: 32677 Utica Rd. Fraser, MI 48026

Telephone: 810 293 6926

**DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.**



**First American Title Insurance Company**

**FULL UNCONDITIONAL WAIVER**

File No.: 448728m

I/We have a contract with: **Center Street Ventures LLC**  
(other contracting party)

to provide: Time & Materials / General Contractor / Demolition / Façade prep

for the improvement of the property described as: Tax ID # 25-21-233-003

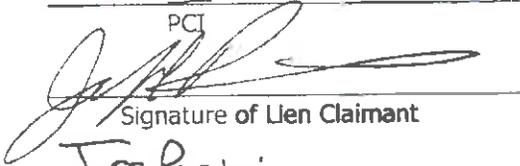
Commonly known as: 215 S. Center Street Royal Oak, MI. 48067

has been fully paid and satisfied. By signing this waiver, all my/our construction lien rights against the described property are waived and released.

If the owner or lessee of the property or the owner's or lessee's designee has received a notice of furnishing from me/one of us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

PCI Industries

PCI



Signature of Lien Claimant

JEFF PARINI

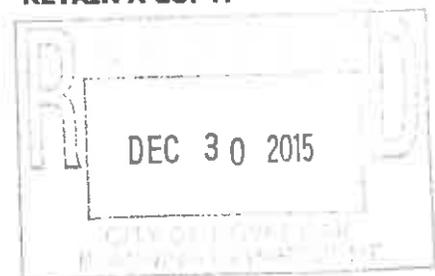
Printed Name of Lien Claimant

Signed on: 2/4/15  
(Date)

Address: 21717 Republic  
Oak Park, MI 48237

Telephone: (248) 542-2570

**DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.**



First American

First American Title Insurance Company





RBC Wealth Management

S. Center St  
W. Third St

2014/12/01 15:48

Stephanie McIntyre –January 2016

#### Holiday Magic Parade

- Followed up with top sponsors on interest in 2016 due to Genisys Credit Union's interest in potentially increasing sponsorship.

#### Social Media

- Worked with Rebuild Nation for review and approval of monthly Facebook and Twitter ads – Valentine's Day & Royal Oak Restaurant Week for February
- Review December social media stats
- 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

#### Other

- Met with Scott Marx regarding the new Community Publishing magazine he is launching in Royal Oak

## Timothy Thwing

---

**From:** Michigan Downtown Association [tiffany@michigandowntowns.com]  
**Sent:** Wednesday, February 10, 2016 3:56 PM  
**To:** Tim Thwing  
**Subject:** URGENT: Legislative Update from the MDA  
**Attachments:** MDA\_TIF Letter of Support\_Template.docx



Dear Michigan Communities

In the past few days, the MDA has learned of an extremely damaging bill that is already on Draft and is being preparing for introduction into the State House for consideration. If adopted, this bill would be detrimental to DDAs and cripple one of their primary funding mechanisms used to spur economic development and placemaking activities in local communities.

This proposed bill would amend Public Act 197 of 1975 and would phase out the use of TIF by DDAs as we know it. This amendment is being readied by a legislative TIF Working Group, comprised primarily by members of the State House Local Government Committee, for introduction in the next 30 to 60 days. This bill will force all current DDAs to do the following:

- Add additional County Representative and Municipal Board Members on existing DDA Board
- Prevent DDAs from capturing "special millages," like a zoo, or transit millage.
- Force DDAs to have (2) two public informational meetings each year whereby you will be required to report statistics on events, promotional and marketing programs and activity to public.
- Require DDAs to report and provide and regularly maintain financial, marketing, promotional and additional records on your website.
- Create a new twenty (20) year term for all DDAs, but would allow for DDAs to continue for additional 5 years in order to service debt.
- If DDAs would like to continue to operate, after the new twenty (20) year term, then they have to allow impacted taxing jurisdictions to either "opt-in," or "opt-out" of DDA capture.
- Create a web site and shall publish all minutes, budgets, audits, development & tax increment finance plans, staff contact information and all contracts.
- If reporting is not completed satisfactorily to the State, the DDA must stop all capture above needed to repay bonded debt.

If adopted, this bill will force DDAs to look at alternative funding models, including: 1) operating millages, 2) membership dues, 3) parking revenues, 4) fees and / or 5) special assessments. All of which would increase local property taxes on downtown property and business owners.

As you may recall, at the end of the 2013-14 legislative session, a similar bill sponsored by then Rep. Eileen Kowall would have also been harmful to DDAs. However, through a concerted effort, we were able to remove many of the worst parts of that bill before its eventual demise. However, because of term-limits about one-third of the State House has turned over and has no memory of what happened with the Kowall bill; and even more so than that, they have no memory of you! Because of this, your participation in defeating this effort is imperative!

### Action Steps

1. Contact your legislators and invite them to the MDA Lansing Day on February 24<sup>th</sup>. It is vital that we have a large turn-out this year to show our strength and commitment on this matter.
2. Talk to your DDA Board members, locally elected officials, Chamber of Commerce, business property owners about this issue. Ask them if they would be willing to sign the MDA letter of support template (attached), which talks about the importance of TIF and the necessity of this tool. This template will also be made available on the MDA web site.

You must understand that this bill, as drafted, is very problematic and would end DDAs as we know them today. If we don't act soon, there is a high probability that this bill will be passed out of the State House Local Government Committee.

The State House Local Government Committee is comprised of: Chatfield (Chair), Price (Majority Vice-Chair), Heise, Maturen, Runestad, Sheppard, Theis, Moss (Minority Vice-Chair), Brunner, Rutledge, Neeley. If your Downtown is located in one of their districts, please directly contact them. These members are vitally important to either defeating this bill or significantly altering it as currently drafted.

We have seen other bills brought to committee in the past. And each time we have collectively acted and defeated those bills. But unfortunately this bill "has legs" and is being pushed through Lansing very quickly, as a part of the House Republican legislative priorities for the current session. This bill was created without our knowledge, or input. And we must act NOW! We need your help in defeating this bill.

The Legislative Committee is meeting regularly to discuss this matter. Your Michigan Downtown Association Board has also met and supports taking a strong stance on defeating this bill. Please contact us if you have any additional questions.

Thank you.

Eric Pratt, Chair  
Legislative Committee  
Michigan Downtown Association  
[epratt@downtowngr.org](mailto:epratt@downtowngr.org)  
616.719.4604

If you no longer wish to receive these messages, please [click here to unsubscribe](#)

If you would like to forward this to a friend, please [click here to forward](#)

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





Insert "Date"

Name \_\_\_\_\_  
City / Village \_\_\_\_\_  
Address \_\_\_\_\_  
CITY, MI ZIP CODE \_\_\_\_\_

Dear State of Michigan House of Representative Local Government Committee:

Strong downtowns are a key component in a comprehensive approach to economic development. Tax Increment Financing (TIF) is a critical tool in keeping our downtowns strong. TIF is one of the primary funding mechanisms used by Downtown Development Authorities (DDAs) across Michigan.

Currently, there is discussion amongst some State legislators to compromise the effectiveness of this tool. This will not only impact DDAs, but also other economic development authorities that utilize TIF as a funding source to stimulate private investment. Other potentially impacted authorities are Brownfield Redevelopment Authorities, Local Development Finance Authorities and Corridor Improvement Authorities.

Keep in mind that TIF is not an additional tax and that altering TIF enabling legislation will not reduce any property owners' tax burden. The purpose of TIF is to allow local governments the ability to establish "authorities" that capture a portion of collected tax dollars and reinvest those taxes dollars in the same geography where they were captured. TIF is one of the few economic development tools given to local communities; where the taxes are captured locally and spent locally.

Since 20\_\_, ("Insert the name of your district") has reported:

(Please provide 3 to 5 measurements of activity and / or performance in your district. Examples of measurements could include, but not limited to: 1) job growth, 2) number of new businesses, 3) level on investment (public or private), 4) historic preservation, 5) new construction, 6) volunteer hours, 7) number of new / rehab housing units and 8) new / rehab commercial office space.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

As you can see, ("Insert the name of your district") is seeing great economic success. Local governments, business and residents all benefit from the use of TIF to stimulate investment. This powerful economic development tool has been in place since 1975, let's not "fix" something that's not broken.

Sincerely,

Name  
Title

**Agreement #: SEP 16-006**

**RE: Special Event - Royal Oak in Bloom, May 8, 2016**

February 12, 2016

The Royal Oak Chamber of Commerce (ROCC) has requested permission to use the Williams Street parking lot on Sunday, May 8, 2016 for the 23<sup>rd</sup> Annual Royal Oak in Bloom.

City staff has had discussions involving details of the event with Jennifer Clark, Director of Events and Communications for the Royal Oak Chamber of Commerce. Listed below are the specifics of a proposed agreement between the City and the Royal Oak Chamber of Commerce.

I. **Hours of Operation**

The event will be open to the general public from 7:00 a.m. to 2:00 p.m. on Sunday, May 8, 2016. Organizers will set-up between 3:30 a.m. and 6:30 a.m. on Sunday, with clean-up following the event from 2:00 p.m. to 4:00 p.m.

II. **Description of Event**

The 23<sup>rd</sup> Annual Royal Oak in Bloom is a one-day outdoor garden sale which will be held in the Williams Street parking lot in front of city hall. Over 70 vendors will fill the lot selling annuals, perennials, shrubs, lawn and garden supplies and services. The Chamber of Commerce will hand out food and beverages such as coffee, muffins and water to vendors only. Shoppers will be able to check their purchases at a "plant pick-up" area as they continue to browse and shop. Three utility vehicles, provided by Billings Law Equipment, will assist shoppers in transporting purchases to their vehicles.

Estimated attendance at this year's event is 3,500.

III. **Booths / Tents / Awnings**

No tents larger than 10'x10' will be used at the event. Vendors have been advised that if they intend to use a tent/canopy during the sale, no stakes may be used. Tents must be held in place with weights, such as sand bags or water jugs.

The Chamber of Commerce requests ten sandbags be delivered by the city's Department of Public Services (DPS) and dropped off by the flagpoles in the Williams Street lot near the Second Street entrance.

In the event of any damages, marks or other defacement occurring to parking lot asphalt, parking meters, concrete sidewalk, curbing, or other appurtenances, the Royal Oak Chamber of Commerce agrees to reimburse the city for any related repair costs.

IV. **Tables / Refuse Barrels**

Organizer requests the DPS provide and deliver fifteen refuse barrels to be placed throughout the venue for clean-up (no trash bags needed this year).

V. **Parking and Traffic Control**

Organizer requests that DPS set-up large and very visible signs in the Williams Street lot indicating "NO PARKING ON SUNDAY, MAY 8" **one week prior to the event.**

Royal Oak Chamber of Commerce staff will attach notices to the parking meters in the lot the morning of May 7 notifying the lot closure the following date.

Vendors will be directed to park in the Billings Lawn Equipment lot and the former Fresard's dealership lot on Main Street. Permission will be obtained by the Chamber of Commerce for all private lot usage.

Permission is also requested to use the entire public parking lot on Williams Street between Third and Fourth Streets for overflow vendor parking with a barricade at each entrance.

Shoppers will utilize the numerous public lots throughout downtown Royal Oak. Chamber staff or volunteers will **not** direct guests to use the Farmers Market lot at any time.

Traffic control will be necessary during the set-up/teardown hours on the day of the event. Vendors will enter the Williams Street lot from Eleven Mile Road, Second Street, and Third Street. Only vehicles with approved Royal Oak in Bloom event passes will be allowed into the lot. Chamber volunteers will be on hand to assist with the check-in of vendors/vehicles.

The Chamber is requesting Second Street be closed between Main Street and the alley. The Chamber will accommodate valet parking from Andiamo beginning at 12:00 p.m. to 2:00 p.m., when the event ends.

Barricades need to be placed at the following Williams Street parking lot entrances: **Second and Main Streets; Eleven Mile Road and Williams Street; Third and Williams Streets; and Third Street and alley.** Barricades will be in place from 3:30 a.m. to 3:30 p.m. on Sunday, May 8, 2016. **A total of twelve barricades will be needed (three barricades at each of the four specified locations).**

VI. **Crowd Control & Security**

For security and crowd control, the Chamber would like to utilize the services of the Royal Oak Police Department and the Auxiliary Police Unit.

VII. **Music**

There will be no music provided at this event.

VIII. **Insurance**

A certificate of insurance for \$1 million dollars general liability coverage has been provided to the city by the Chamber of Commerce with the City of Royal Oak named as an additional insured.

VIX. **Reimbursement to the City**

A. **Public Services Overtime**

Organizers request DPS employees deliver and place twelve barricades to adequately establish the perimeter within which Royal Oak in Bloom will take place, and one barricade at each entrance of the parking lot off Williams between Third and Fourth Streets. Ten sandbags are requested to be dropped off by the flagpoles, and fifteen refuse barrels placed throughout the event site. DPS is also requested to place large signs in the Williams lot notifying no parking on May 8 one week prior to the event.

B. **Police Protection**

For purpose of crowd control and traffic direction activity, Royal Oak Police will be assigned at the discretion of the chief of police. In the event of any unanticipated

circumstance connected in any way to this special event that necessitates alerting of and/or deployment of police officers, the Chamber of Commerce agrees to reimburse all related expenses incurred by the city. Organizers agree they will be responsible for any/all overtime costs.

Members of the Royal Oak Auxiliary Police are being requested to assist with security and crowd control.

X. **Impact on Adjacent Commercial/Residential Property**

The Chamber of Commerce sent a letter (attached) in January to all Central Business District (CBD) businesses listing this event along with the 2016 Clay, Glass & Metal Show.

XI. **Restroom Facilities**

Event promoters will provide four rental port-a-johns to be placed on the west side of the Royal Oak Public Library on the sidewalk. The units will be delivered on Saturday, May 7, 2016 and picked up on Monday, May 9, 2016.

XII. **Food and Beverage**

The Chamber of Commerce may provide complimentary food and non-alcoholic beverages to Royal Oak in Bloom vendors during set-up (between 3:30 a.m. and 6:45 a.m.).

Organizers acknowledge that they are responsible for contacting the Oakland County Health Department to secure any and all permits required from the county for this event.

XIII. **Electrical/Water Needs**

The Chamber of Commerce will need water periodically from both city hall and the library for vendors to refresh their flowers. The organizer is requesting to borrow hoses from the DPS.

XIV. **Clean-up Procedures**

The Chamber of Commerce will provide volunteers throughout the day and during clean-up from 2:00 p.m. to 4:00 p.m. As in years past, barricades and trash bags will be gathered and dropped in a central location for DPS pick-up. All signage will be taken down.

In the event the city is required to perform any clean-up after this event, the Royal Oak Chamber of Commerce agrees to reimburse the city for all related overtime expense incurred by city workers.

XV. **Fire Protection**

Event promoters will provide full access to this area for emergency vehicles which will allow entry response for fire, medical emergency or police related needs.

XVI. **Special Event Permit Fee**

The \$125.00 Special Event Permit fee was paid at the City Clerk's Office on February 1, 2016.

XVII. **Revocation**

The Royal Oak Chamber of Commerce acknowledges that operations under this permit will cease immediately upon notification from the chief of police or his designee that in the judgment of the chief of police or his designee, continued operation would pose a threat to the health, safety or welfare of the general public.

XVIII. **Cost Recovery History**

The Royal Oak Chamber of Commerce reimbursed the City of Royal Oak cost recovery for the Royal Oak in Bloom past events of:

\$256.61 in 2006

\$0.00 in 2007 (there were no costs incurred)

\$72.00 in 2008

\$270.15 in 2009

\$309.68 in 2010

\$272.60 in 2011

\$239.12 in 2012

\$245.15 in 2013

\$357.48 in 2014

\$248.88 in 2015

cc: Don Johnson, City Manager  
Mark Liss, Interim City Attorney  
Tim Thwing, Director of Community Development  
Greg Rassel, Director of Recreation and Public Service  
Chuck Thomas, Fire Chief  
Julie Rudd, Finance Director  
Sekar Bawa, Treasurer  
Jason Craig, Building Official  
Michael Frazier, Deputy Police Chief  
Robert Reilly, Deputy Police Chief  
Judy Davids, Director of Community Development  
Richard Wilson, Cable Coordinator, WROK

**AGREEMENT**

The agreement between the Royal Oak Chamber of Commerce and the City of Royal Oak concerning the special event, Royal Oak in Bloom, on Sunday, May 8, 2016, as enumerated in Agreement # SEP 16-006 is hereby approved this date February 12, 2016.

**ROYAL OAK CHAMBER OF COMMERCE**

**CITY OF ROYAL OAK**

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Jennifer Clark  
Director of Events & Communications



---

Corrigan P. O'Donohue  
Chief of Police

---

Melanie Halas  
City Clerk



January 19, 2016

Dear Downtown Royal Oak business owner:

It may be chilly today, but summer fun in downtown Royal Oak draws near! The Royal Oak Chamber of Commerce is hard at work planning for a wonderful downtown events' season, including the 23<sup>rd</sup> Annual Royal Oak in Bloom and the 22<sup>nd</sup> Annual Clay, Glass & Metal Show.

To help you prepare for the impact these events will have on Downtown Royal Oak and your business, below is a summary of each event. Pay special attention to the events' impact on **parking** and **accessibility to your business**. In total, these events bring approximately 11,000 visitors to our downtown each year.

If you plan to capitalize on the added number of visitors that our events attract and hold an activity outside of your business on a sidewalk, lawn or street (other than DDA Sidewalk events), you must obtain a Special Event Permit. To minimize conflict of interest, the Chamber needs to be made aware of your proposed activity. This does **NOT** include sidewalk sales that the DDA organizes. It **DOES** include temporary structures you plan to erect and guest organizations that you plan to invite. Due to complaints by attendees and vendors – and health laws based on our food vendors, our 2016 Special Event permit clearly states that **NO ANIMAL EXHIBITS ARE ALLOWED**. If you or an outside organization is set up outside of your business, and they/you do not have permission to be there from either the RO City Commission (Special Event Permit) or the RO Chamber of Commerce, the Royal Oak Police Department will be notified and take action.

If you have any questions about these events and how they will affect your business, please call me at the Chamber at 248.547.4000 or email me at [JenniferC@RoyalOakChamber.com](mailto:JenniferC@RoyalOakChamber.com).

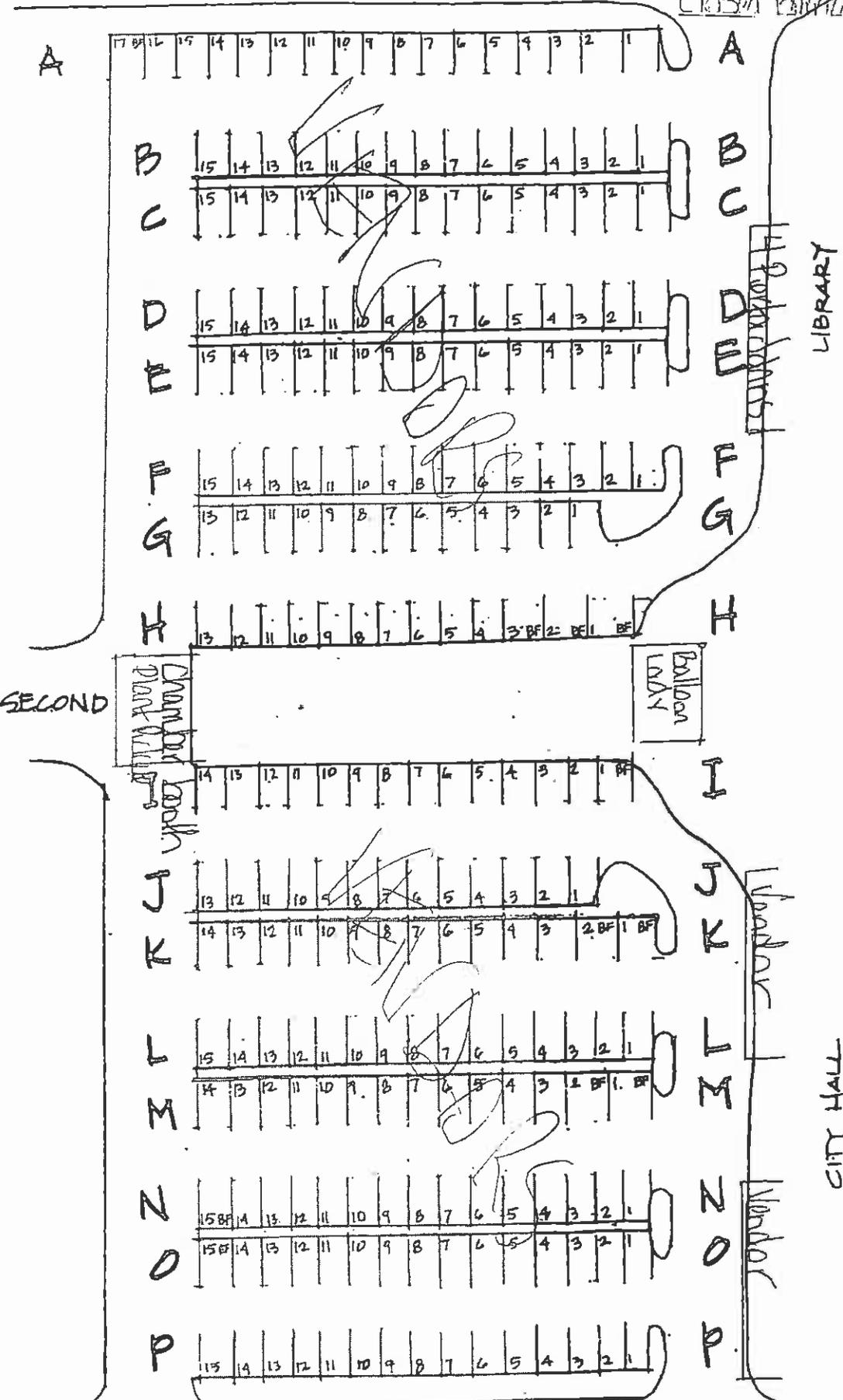
EVENT	ROYAL OAK IN BLOOM	CLAY, GLASS & METAL SHOW
<b>Dates &amp; Times Rain or Shine!</b>	Sunday, May 8 7 a.m. – 2 p.m.	Saturday, June 11 10 a.m. – 7 p.m. Sunday, June 12 11 a.m. – 5 p.m.
<b>Location</b>	Williams Street Parking Lot	Washington Ave between 4 <sup>th</sup> Street & Lincoln Ave
<b>Street Closures</b>	2 <sup>nd</sup> Street between Main Street & Alley	Washington Ave between 4 <sup>th</sup> Street & Lincoln Ave; 5 <sup>th</sup> Street between Center & Washington and 6 <sup>th</sup> Street between RR Tracks & Lafayette
<b>Set-up Date &amp; Times</b>	3 a.m. Sunday, May 8	7 – 10 p.m. Friday, June 10
<b>Impact on Parking</b>	Williams St Parking Lot <b>CLOSED</b> 3a.m. – 4 p.m. Sunday, May 8; 3 <sup>rd</sup> St Meters bagged. Lot behind Rock on 3rd also closed	<b>No parking on Washington Ave</b> from 4p.m. Friday, June 10 – and 10p.m. Sunday, June 12 Some Parking Closed on 6 <sup>th</sup> St.
<b>Description of Event</b>	Gardening extravaganza. 70+ vendors selling annuals, perennials, plants and garden art.	22 <sup>nd</sup> annual Juried outdoor art show, featuring 125+ clay, glass & metal artists from across U.S. Food set-up as well.
<b>Est Attendance</b>	3500	7500

Sincerely,

Jennifer Clark  
Director of Events & Communications, Royal Oak Chamber of Commerce

ELEVEN MILE

Closed Parades



PARADES

SECOND

Dinner Room  
Dinner Lobby

Ballroom  
Lobby

LIBRARY

CITY HALL

THIRD

PARADES



CITYFIXER

# A 'Night Mayor' Is Transforming Amsterdam After Dark

The Dutch capital's concept is already spreading to other major cities.

FEARGUS O'SULLIVAN | @FeargusOSull | Jan 29, 2016 | Comments



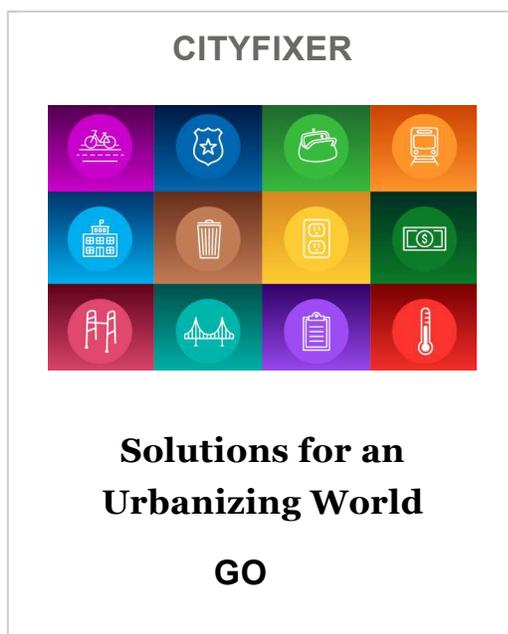
[Flickr/Steve Parker](#)

Do big cities need a “Chinatown for night culture”? This is a concept currently being explored in Amsterdam by former club promoter Mirik Milan. By creating special districts for after-dark businesses, the 35-year-old Milan suggests, cities

like his hometown could balance many local desires for a lively night life with the wishes of others for peace and quiet.

“I think that to really build a 24/7 economic system in Amsterdam, we should focus on creating one 24-hour area in the city,” Milan tells CityLab. “You could have working spaces there, and a library open 24 hours a day for students. It would also be a place for food. In Holland you can't have a proper meal after 9.30 p.m., and when friends arrive late from out of town, all you can really offer them is fries.”

The idea might sound ambitious, but then forward-thinking about Amsterdam after dark is actually Milan's job: he's the Dutch capital's “night mayor.” This innovative office, unique to Amsterdam when created in 2014 (as the development of a project itself begun in 2003), has helped to clear up a blind spot that many cities face. Too often, public officials view their city's nighttime existence with suspicion—as a sinister doppelgänger of its daytime form but with added sex and crime, sleep-spoiling noise, and sidewalks slicked with vomit. Even liberal politicians can have little experience with this twilight zone, given that they're often tucked up in bed by 10 p.m.



It's the role of the night mayor to bridge this gap. The incumbent's job is to manage and improve relations between night businesses, residents, and City Hall. Milan and his team have proved so successful in Amsterdam that the concept has taken off internationally. [Paris](#), [Toulouse](#), and Zurich now all have night mayors, while [London](#) and [Berlin](#) are considering creating their own. Within the Netherlands two other cities, Groningen and Nijmegen, also have their own professional nocturnal managers, part of a total of 15 Dutch municipalities that have some form of night mayor role.

This April, all these forces are coming together, when Amsterdam hosts the world's first ever [Night Mayor's Summit](#). Open to any city that's interested in the role—it comes the day after an international conference for, uh, regular mayors—the event looks forward to a day when night mayors could one day become standard in all major cities.

Already, the night mayor's office has done some good in Amsterdam, often using arguments that might not occur to a standard elected official. For instance, Milan has pointed out that by extending hours of business, a city can actually reduce rather than increase disturbance.

Until recently, Amsterdam enforced what by continental European standards is a fairly strict curfew: nightclubs had to close by 4 a.m. on weekdays and 5 a.m. on weekends. The city often had problems with noise and disorder at the exact moment when all the clubs closed, filling narrow inner city streets with rowdy people.

To solve this problem, the night mayor suggested not less, but *more* time for people to go clubbing. He has helped push through the granting of 10 24-hour licenses for nightclubs. Crucially, all of them were located not in the dense city center but in thinly populated districts around Amsterdam's outer ring road. The result was a marked reduction in street noise.

“Often people in nightclubs don't want to go home at 4 a.m.—only some of them do,” says Milan. “By having free opening hours the club can decide when they want to open and close, which means that 1,000 people aren't suddenly thrown out on to the street at five in the morning. Instead, they start leaving in a steady, manageable stream around 3 a.m. and continue until around 8 a.m. That's better for the neighborhood noise-wise, and it's also better for the programming of the club because then they can have more DJs in and sell more tickets.”



Rembrandtplein, a lively square in central Amsterdam, shown at night. ([Franklin Heijnen / Flickr](#))

The result is not just less disturbance, but a resurgence for Amsterdam’s reputation as a nightlife capital. The night mayor isn’t necessarily all about getting people to party longer and louder, however. In Rembrandtplein, a bar-filled square in central Amsterdam, the mayor’s office has set up a project to manage and reduce street noise by introducing rules for behavior and a (very) soft enforcement service—dubbed “square hosts.”

“Every Friday and Saturday, we have 10 people who walk the street and try to de-escalate any problems,” says Milan. “They’re not police or security; they’re also your friend, but they’re still trying to explain to you the rules. Sometimes people just aren’t aware that they have anti-social behavior, so they come out of a nightclub and don’t realize they’re shouting. Just explaining to them that people live there can make a difference.”

The title of night mayor may sound grand, but the office itself doesn’t hold any executive power. Milan is really the head of a small advisory NGO, “elected” by a combination of online votes from the public, attendees of a music festival, and

a jury of five experts. Equally funded by the city and night businesses, Milan and night mayors like him are really go-betweens who represent nightlife to the city and its residents, and vice versa—self-defined “rebels in suits” who are nonetheless able to talk to officials on their own terms.

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“If we have a problem at night the first thing policymakers will often do is say: ‘We can't do it anymore.’ ”

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As Milan explains, this helps refine the reactions of officials whose experience of the city after dark is limited or buried in their past. “We're a small NGO, so we don't have any power, but we try to influence people—to be that bridge between all the parties,” he says. “When it comes to night culture, there's always a lot of misunderstanding. The night is always treated differently to the day. If we have a problem at night the first thing policymakers will often do is say: ‘We can't do it anymore.’ They decide to ban things and end up killing an industry. Our role is to explain why the night is so important.”

Milan's defense of the night is one worth listening to. The resurgence of cities such as Berlin may be due in part to lower rents, but without its busy night scene, few would have expressed much interest in the city in the first place. Indeed, one key argument put forward for the new 24-hour club licenses was the regenerative effect they could have on far-flung neighborhoods. Given Milan's attempts to influence Amsterdam's City Hall, it's perhaps wise that he tots up nightlife's benefits in primarily economic terms like these—terms that other cities with strict curfews and nocturnal regulations would do well to listen to.

“In the nighttime economy, there's a lot of talent,” he says. “Think of all the graphic designers, party promoters, DJs—all these people that use the night as a serious playground to develop their skills and in the end, have their daytime

job. Definitely the creative industries are really important for Europe and especially for cities like Amsterdam or Berlin, but actually for everywhere in the world.”

## About the Author



Feargus O'Sullivan is a London-based contributing writer to CityLab, with a focus on Europe.

ALL POSTS | [@FeargusOSull](#)



**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**

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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



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

## Timothy Thwing

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**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](mailto:donj@romi.gov)  
248-246-3205

## Timothy Thwing

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**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.

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**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 5<sup>th</sup> 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:

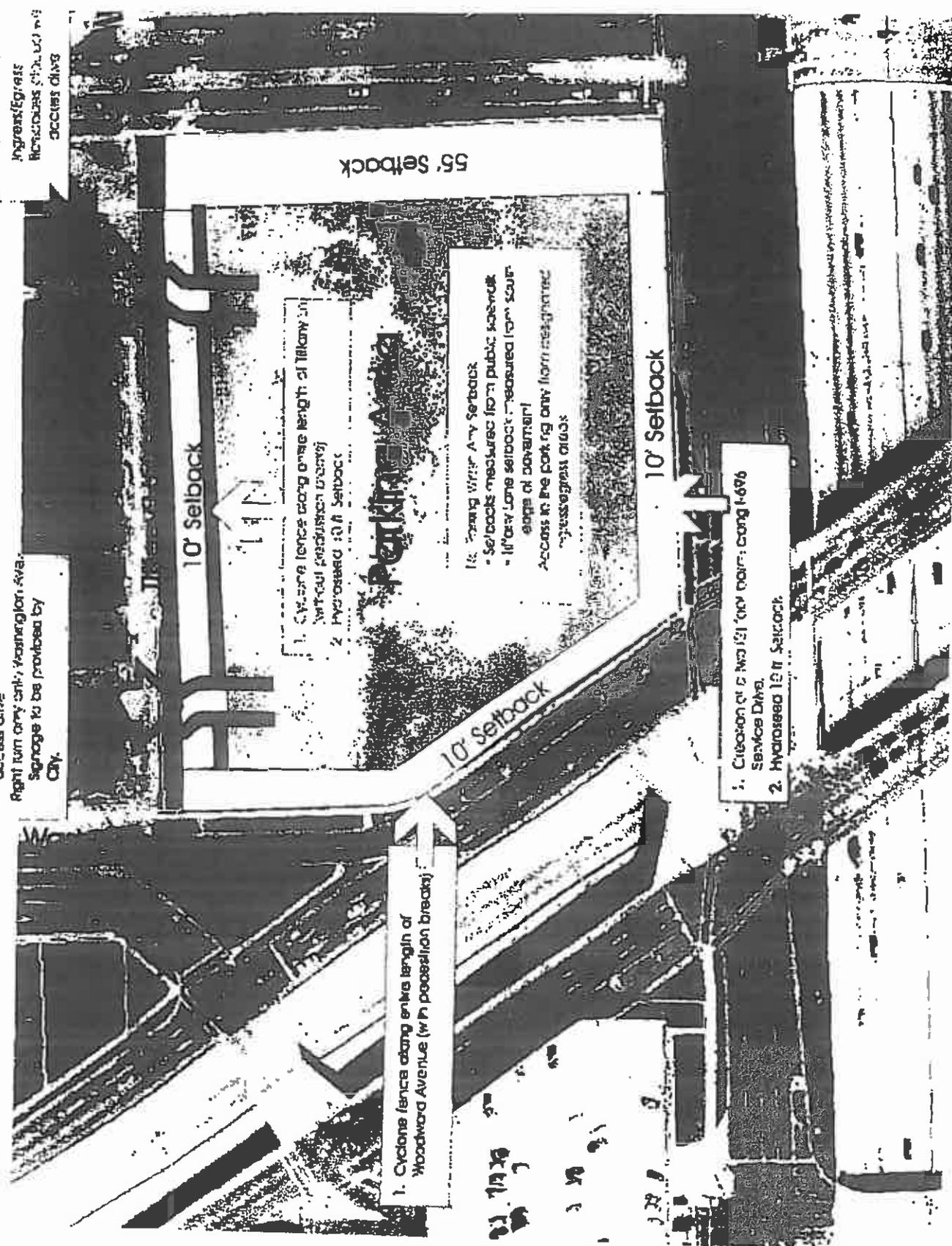


\_\_\_\_\_  
Mark O. Liss, Interim City Attorney  
January 5, 2016

**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  
Manicures (12 ft. x 10 ft.)  
Access Drive

10' Setback

55' Setback

10' Setback

10' Setback

1. Cyclone fence along entire length of Tiffany Ave. (with full pedestrian crossing)
2. Hydraseed 10 ft Setback

PARKING AREA

- 10' Setback with Any Setback
- Setbacks measured from public sidewalk
  - If any lane setback measured from south edge of pavement
  - Access to the parking only from designated ingress/egress drives

1. Creation of a two (2) way drive; Gang 1-696 Service Drive.
2. Hydraseed 10 ft Setback.

1. Cyclone fence along entire length of Woodward Avenue (with pedestrian breaks)