



City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Regular Planning Commission Meeting
Monday, March 23, 2015

Members of the Planning Commission, and Residents: This shall serve as your official notification of the Regular Meeting of the Planning Commission to be held Monday, March 23, 2015, 7:00 P.M., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

REGULAR PLANNING COMMISSION MEETING-7:00 P.M.

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
 - a. Public Hearing and Regular Planning Commission Meeting held Monday, January 26, 2015.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. Other Business.
6. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



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23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

**Regular Planning Commission Meeting
Monday, January 26, 2015**

Having been duly publicized, Chairman Bolach called the meeting to order at 7:00 p.m.

Present: Bolach, Christensen, Decoster, Laidlaw, Lenko, McAuliffe, McCutcheon, O'Brien.
Also Present: City Manager Breuckman.
Absent: Schlesinger.

Minutes

PC-2015-1508

Motion by Commissioner Decoster, second by Commissioner O'Brien, to approve the minutes of the Regular Planning Commission Meeting held Monday, December 15, 2014.

Adopted: Yeas: Decoster, O'Brien, Bolach, Christensen, Laidlaw, Lenko, McAuliffe, McCutcheon.
Nays: None.

Welcome and Recognition of New Members Kristi McAuliffe and Lorin Christensen

Chairman Bolach introduced the two new Members Kristi McAuliffe and Lola (Lorin) Christensen.

Public Discussion

Mr. Tom Treuter, 11 Oakland Park, inquired of the funding proportions to the DDA budget on the alley reconstruction project. City Manager Breuckman explained that the numbers for next year's budget are being compiled and that there are various ways to fund the project if necessary. Chairman Bolach added that the alley project will be a big part of the DDA budget. City Manager Breuckman added that the parking loan has been paid up and that those monies could be allocated.

Consideration of the 2015 Board Appointments

Chairman Bolach announced that the Board has to consider appointments to the positions of Chairman, Vice Chair, and Secretary.

Chairman Bolach volunteered to continue as the Chairman.

Commissioner Laidlaw volunteered to accept the position of Vice Chair.

Commissioner McAuliffe nominated Commissioner Lenko as Secretary and he accepted the nomination.

City of Pleasant Ridge Community Master Plan

City Manager Breuckman gave an overview on the Community Master Plan which includes goals, strategies, and the Future Land Use Plan. The preferred future will include maintaining the present character of Pleasant Ridge; quality improvement on Woodward Avenue; maintain financial stability and independence; accommodate existing and new demographic shifts; and have well-maintained recreational assets. Some of the goals/strategies are to come up with a parking strategy in the business district, missing middle housing, walkable/bikeable traffic, expand transportation options, monitor streets progress, maintain attractive neighborhoods, and high quality recreation programs.

Chairman Bolach opened the public hearing at 7:17 pm

Ms. Pat Gross, 70 Wellesley, inquired if there are any time tables for the different stages of the improvements to the parks. Breuckman responded that the Recreation Commission oversees that process and this year will begin the planning phase of the conceptual plan. Construction of the projects could begin in spring of 2016.

Chairman Bolach closed the public hearing at 7:19 pm.

City Manager Breuckman directed the Board to the proposed resolution in the packet. Chairman Bolach added that there have been several meetings that the Board has attended to better understand the proposals and commended Breuckman for the presentation of the materials.

PC-2015-1509

Motion by Commissioner Lenko, Second by Commissioner Decoster that the Planning Commission adopts the resolution regarding the City of Pleasant Ridge Community Master Plan, pursuant to MCL 125.3843 of PA 33 of 2008, and that the plan be forwarded to the City Commission for review and approval.

Adopted: Yeas: Lenko, Decoster, Bolach, Christensen, Laidlaw, McAuliffe, McCutcheon, O'Brien
Nays: None

Consideration of the 2015-2020 Capital Improvement Plan

Chairman Bolach mentioned that the necessary documents for review were emailed to the Board prior to the meeting. City Manager Breuckman also provided documentation from the discussions over the past month, and reviewed some of the financials for the projects. Breuckman also mentioned that this is the final step of the CIP process. Bolach added that projects under \$10,000 are not listed.

Commissioner Christensen commented that this is a “living document” and not set in stone, and the projects are prioritized upon necessity. Breuckman added that the prior year’s recommendations are reviewed to see what was accomplished, too. Bolach mentioned that financing is key to determining what projects are to be completed.

Ms. Pat Corrigan, 31 Wellesley, inquired if the way the projects are listed on the document is the priority in which they are handled. Breuckman responded that the projects are ordered by year, chronologically. Bolach added that the streets infrastructure will be a higher priority than recreation, for example.



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Regular Downtown Development Authority Meeting
Monday, March 23, 2015

Members of the Downtown Development Authority and Residents: This shall serve as your official notification of the Regular Downtown Development Authority Meeting to be held Monday, March 23, 2015, immediately following the Regular Planning Commission Meeting, in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
 - a. Regular Downtown Development Authority Meeting held Monday, January 26, 2015.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. Consideration of the 2015 Alley Improvement Program.
6. Consideration of the 2015-2016 Budget Subcommittee.
7. Other Business.
8. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



City of Pleasant Ridge
 23925 Woodward Avenue
 Pleasant Ridge, Michigan 48069

Regular Downtown Development Authority Meeting
Monday, January 26, 2015

Having been duly publicized, Chairman Bolach called the meeting to order at 7:33 p.m.

Present: Bolach, Christensen, Decoster, Laidlaw, Lenko, McAuliffe, McCutcheon, O'Brien.

Also Present: City Manager Breuckman.

Absent: Schlesinger.

Chairman Bolach welcomed the two new Members Kristi McAuliffe and Lola (Lorin) Christensen.

Minutes

DDA-2015-1504

Motion by Commissioner Decoster, second by Commissioner McAuliffe that the minutes of the Regular Downtown Development Authority Meeting on Monday, December 15, 2014, be approved.

Adopted: Yeas: Decoster, McAuliffe, Bolach, Christensen, Laidlaw, Lenko, McCutcheon, O'Brien.

Nays: None.

Consideration of the 2015 Board Appointments

Chairman Bolach announced that the Board has to consider appointments to the positions of Chairman, Vice Chair, and Secretary. The positions will be filled the same as the Planning Commission.

Chairman Bolach as the Chairman.

Commissioner Laidlaw as Vice Chair.

Commissioner Lenko as Secretary.

City Manager's Update

Breuckman recommended that the Board discuss the upcoming projects for this year. The budget process will begin in March.

Chairman Bolach suggested that all the committees should be reviewed and have members assigned. Sub-committees are good for obtaining necessary information to assist in topic discussions. Laidlaw suggested that committees only be 2 or 3 members. Commissioner Lenko suggested an Outreach Committee be formed for events and rebranding the DDA, something that is ongoing throughout the year. Bolach recommended that the Budget Committee be formed due to the fact the budget process will be starting in March. Commissioner Laidlaw added that the best direction is to have the City

provide necessary information on a regular basis to the committee so that a lot of time is not wasted for those who are volunteering in these roles of the DDA to try to obtain the information. Bolach suggested that if anyone has any questions to please email them directly to Breuckman so that the information will be provided in advance of a meeting. McAuliffe and Christensen recommended that there needs to be better communication with the business owners and they are willing to serve as the ambassadors to give them a voice. A current list of business owners will be compiled. Christensen would like to see better advertisement for the business district especially when there is a vacancy. Lengthy discussion held.

Commissioner McCutcheon inquired as to the proposed signage for parking lots and Breuckman responded that it is on the list of things to be done.

Other Business

Commissioner McCutcheon addressed the accessory dwelling units proposed ordinance and inquired as to why the City Commission voted it down after there was so much work and support by the Planning Commission beforehand. Commissioner Perry indicated that the City Commissioners reached out to the public and the overall feedback was that the residents did not like the feel and vision of rentals, additional parking issues, and did not want to see the City go in this direction. Bolach suggested that in the future if there is a topic that the City Commission may know in advance that it may not support to please inform the Planning Commission/DDA so that continued efforts and time is not wasted on something that is just going to fail in the long run; and, that maybe an item should be tabled to allow the Planning Commission/DDA to inquire of the City Commission what other information or public comment is needed to remedy any concerns before an outright denial. Commissioner Perry suggested that any of the Board Members can attend the City Commission meetings and voice their opinions. Bolach added that the recommendations the Board made on the accessory dwelling units were more or less to control the requirements and have restrictions, not to necessarily approve them overall. Laidlaw expressed concern that maybe there were 20 residents who voiced their disapproval of the proposed ordinance, but does that necessarily reflect the viewpoint of all the residents in the city who did not speak up. Breuckman mentioned that a lot of meaningful work and research was done that will not be wasted for the future.

Mr. Tom Treuter, 11 Oakland Park, added that he felt the Planning Commission and the City did a great amount of research in presenting and had meaningful discussion on the proposals for accessory dwelling units.

With no further comments or discussion, Chairman Bolach adjourned the meeting at 8:16 p.m.



City of Pleasant Ridge

Scott Pietrzak, Assistant City Manager

From: Scott Pietrzak, Assistant City Manager
To: James Breuckman, City Manager
Date: March 19, 2015
Re: DDA, Public Alley Reconstruction – Devonshire to East Bound 10 Mile Road

The Downtown Development Authority, at previous meetings discussed the funding of the alley reconstruction project from Devonshire to East Bound 10 Mile Road, approximately 375 lineal feet of new pavement. Recently the building formally occupied by MBS and AAA was sold. The principal owners of the building continue to make improvements to the site, one being the parking lots and general beautification to the exterior of the building. To maximize the efforts of the new owners, it will be advantageous for the City/DDA to consider starting this alley improvement as soon as possible.

The City included the alley project as an alternate in the Oxford Blvd bid. With the cost of construction materials on the rise, it was not a surprise that the bids came in higher than previous estimates. Below is a cost breakdown for the public alley reconstruction – Devonshire to East Bound 10 Mile Road:

Bid Tabulation	Cost
Mobilization/Traffic Control	\$ 9,551
Sewer & Underground	\$ 51,126
Surface Removal/Excavation	\$ 25,750
Aggregate & Stone Base	\$ 8,500
Asphalt (HMA)	\$ 30,000
Concrete/Joints	\$ 60,375
Inspection/AV	\$ 11,920
TOTAL	\$ 197,221

The City’s engineering consultants; Anderson, Eckstein & Westrick, are exploring options that will attempt to lower the above total. In conjunction with that, the City will conduct a cost saving/benefit analysis on those options. I plan to have those alternatives in my hands by the middle of the week (March 24-26).

At this time, City Staff is not asking for a recommendation on an expenditure or financing plan for the reconstruction. By April we should have a better idea of all our options, and bring those to the DDA with a funding request.

If you have any additional questions, please feel free to contact me.

Line #	Project	description	quantity	unit	unit price	Bid Price	Category Colors	Category Totals
61	ALLEY , Devonshire to 10 Mile	Mobilization Max 3%	1	ls	5000	\$ 5,000.00		
62	ALLEY , Devonshire to 10 Mile	Dr structure removal	1	ea	\$ 350.00	\$ 350.00	Mobilization/Traffic Control	\$ 9,551.29
63	ALLEY , Devonshire to 10 Mile	sewer removal >24 in	16	ft	\$ 16.00	\$ 256.00		
64	ALLEY , Devonshire to 10 Mile	Pavt, Removal	85	syd	\$ 20.00	\$ 1,700.00	Sewer & Underground	\$ 51,126.00
65	ALLEY , Devonshire to 10 Mile	excavation, earth	350	cyd	\$ 35.00	\$ 12,250.00		
66	ALLEY , Devonshire to 10 Mile	subgrade undercutting Type I	40	cyd	\$ 50.00	\$ 2,000.00	Surface Removal/Excavation	\$ 25,750.00
67	ALLEY , Devonshire to 10 Mile	Erision control	5	ea	\$ 150.00	\$ 750.00		
68	ALLEY , Devonshire to 10 Mile	aggregate base	50	ton	\$ 30.00	\$ 1,500.00	Aggregate & Stone Base	\$ 8,500.00
69	ALLEY , Devonshire to 10 Mile	aggregate base, 6 in	875	syd	\$ 8.00	\$ 7,000.00		
70	ALLEY , Devonshire to 10 Mile	Sewer, 12 in	3	Ea	\$ 350.00	\$ 1,050.00	Asphalt (HMA)	\$ 30,000.00
71	ALLEY , Devonshire to 10 Mile	Sewer, 26 PVC 8 in	156	ft	\$ 70.00	\$ 10,920.00		
72	ALLEY , Devonshire to 10 Mile	Sewer, Cover	1	Ea	\$ 250.00	\$ 250.00	Concrete/Joints	\$ 60,374.00
73	ALLEY , Devonshire to 10 Mile	Sewer, struc. 48 in	3	Ea	\$ 9,000.00	\$ 27,000.00		
74	ALLEY , Devonshire to 10 Mile	Sewer, tap 8 in	2	Ea	\$ 350.00	\$ 700.00		
75	ALLEY , Devonshire to 10 Mile	Sewer, catch basin cover	5	Ea	\$ 400.00	\$ 2,000.00	Inspection/AV	\$ 11,920.00
76	ALLEY , Devonshire to 10 Mile	Sewer, man hole cover	4	Ea	\$ 450.00	\$ 1,800.00		
77	ALLEY , Devonshire to 10 Mile	Sewer, trap 6 in	4	Ea	\$ 500.00	\$ 2,000.00		\$ 197,221.29
78	ALLEY , Devonshire to 10 Mile	Sewer, struc. 36 in	4	Ea	\$ 1,200.00	\$ 4,800.00		
79	ALLEY , Devonshire to 10 Mile	HMA Surface, Remove	905	syd	\$ 10.00	\$ 9,050.00		
80	ALLEY , Devonshire to 10 Mile	HMA, 13A	150	ton	\$ 200.00	\$ 30,000.00		
81	ALLEY , Devonshire to 10 Mile	Conc Pavt, Misc, NR, 8 in	765	Syd	\$ 60.00	\$ 45,900.00		
82	ALLEY , Devonshire to 10 Mile	Conc Pavt, curb, NR, 8 in	85	syd	\$ 60.00	\$ 5,100.00		
83	ALLEY , Devonshire to 10 Mile	Joint expansion	372	ft	\$ 20.00	\$ 7,440.00		
84	ALLEY , Devonshire to 10 Mile	joint, plane of weakness	660	ft	\$ 0.40	\$ 264.00		
85	ALLEY , Devonshire to 10 Mile	Lane Tie Epoxy	60	ea	\$ 7.00	\$ 420.00		
86	ALLEY , Devonshire to 10 Mile	Sidewalk, Conc, 4 in.	125	sft	\$ 10.00	\$ 1,250.00		
87	ALLEY , Devonshire to 10 Mile	sign type III	5	ea	\$ 200.00	\$ 1,000.00		
88	ALLEY , Devonshire to 10 Mile	Sign type III Rem	5	ea	\$ 200.00	\$ 1,000.00		
89	ALLEY , Devonshire to 10 Mile	Barricade, Type III	4	ea	\$ 200.00	\$ 800.00		
90	ALLEY , Devonshire to 10 Mile	Barricade type III Oper	4	ea	\$ 0.01	\$ 0.04		
91	ALLEY , Devonshire to 10 Mile	Plastic drum, furn	25	ea	\$ 50.00	\$ 1,250.00		
92	ALLEY , Devonshire to 10 Mile	Plastic Drum, Oper	25	ea	\$ 0.01	\$ 0.25		
93	ALLEY , Devonshire to 10 Mile	Sign, Typ B	100	sft	\$ 5.00	\$ 500.00		
94	ALLEY , Devonshire to 10 Mile	Sign Type B Oper	100	Sft	\$ 0.01	\$ 1.00		
95	ALLEY , Devonshire to 10 Mile	Observation Days	20	Wday	\$ 536.00	\$ 10,720.00		
96	ALLEY , Devonshire to 10 Mile	AV of Area	1%	LS	\$ 1,200.00	\$ 1,200.00		

\$ 197,221.29

BUDGET REPORT FOR PLEASANT RIDGE
DDA - Downtown Development Authority
Calculations as of 03/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 03/31/15	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET
ESTIMATED REVENUES					
260-000-405.000	T.I.F.A. Taxes	73,481	69,328	73,481	80,315
260-000-410.500	Delinquent Tax Collection		1,399	1,400	
260-000-665.000	Interest Income	10	5	10	10
260-000-671.000	Miscellaneous Other Revenues	3,000	1,668	3,000	3,000
260-000-675.000	Contributions & Donations	2,000		2,000	2,000
TOTAL ESTIMATED REVENUES		78,491	72,400	79,891	85,325
APPROPRIATIONS					
260-730-731.000	Operating Supplies	100	17	100	100
260-730-740.200	Sales Tax Expense	30	14	30	30
260-730-809.000	Other Contractual Services	10,000			
260-730-827.000	Administrative Service Charge	22,500	15,000	22,500	15,000
260-730-890.000	Service Charges	250	241	250	250
260-730-955.000	Miscellaneous Expenses	500	3,351	3,351	500
260-730-955.200	Concerts in the Park	7,500	5,053	7,500	3,500
260-730-955.400	BRICK PAVER PROGRAM	1,000		1,000	1,000
260-730-970.000	Capital Outlay	60,000	25,000	35,000	
260-730-991.100	PRIN:Debt - Govt'l	20,000		20,000	
260-730-995.100	INTR:Debt - Govt'l	900		900	
TOTAL APPROPRIATIONS		122,780	48,676	90,631	20,380
NET OF REVENUES/APPROPRIATIONS - FUND 260		(44,289)	23,724	(10,740)	64,945
BEGINNING FUND BALANCE		89,552	89,552	89,552	78,812
ENDING FUND BALANCE		45,263	113,276	78,812	143,757

DDA Work Plan Prioritization - February 23, 2015

Task/Project	Score	Average	Count
Woodward/Main St. pilot projects (barrels and paint)	180	22.5	8
Alley reconstruction	105	15.0	7
Marketing & communication/directory (online & print(?))	100	14.3	7
Woodward/Main St. complete streets improvements (curbs and permanent)	88	14.7	6
Placemaking (banners, public art, landmarking, etc.)	80	11.4	7
Streetscape/landscape improvements	74	12.3	6
Ferndale DDA partnership/leveraging	55	7.9	7
Business networking event	46	6.6	7
DDA event - food, drinks. Street party? East side WW event	40	10.0	4
Organizational memberships	32	6.4	5

* Note that the average column is the average score for only those respondents who answered. It is calculated by dividing the total score by the number of respondents who assigned points to that task or project. It is an indication of how strongly those who assigned points to that task or project felt it was a priority.