

## City of Pleasant Ridge

23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

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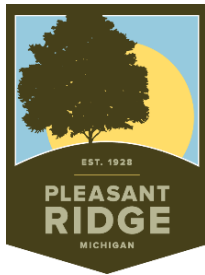
### Regular Downtown Development Authority Meeting Monday, April 24, 2017

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, April 24, 2017, 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 23, 2017.
  - b. Special Downtown Development Authority Meeting held Monday, March 21, 2017.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. 2017-2018 DDA Budget.
6. Façade Improvement Grant Application.
7. DDA Planter Program.
8. City Manager's Update.
9. Other Business.
10. 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 23, 2017**

Having been duly publicized, City Manager Breuckman called the meeting to order at 7:35 pm

Present: Commissioner Christensen, Corrigan, McAuliffe, McCutcheon, Stiffman, Treuter.

Also Present: City Manager Breuckman; City Commissioner Perry.

Absent: Commissioner Campbell, Schlesinger, Wilkinson.

**Minutes**

**DDA-2017-1523**

Motion by Corrigan, second by Treuter, to approve the Downtown Development Authority Meeting Minutes of Monday, December 12, 2016.

Adopted: Yeas: McAuliffe, Treuter, McCutcheon, Christensen, Corrigan, Stiffman.  
Nays: None.

**Formation of a DDA budget subcommittee**

Budget subcommittee members will be Kevin McCutcheon, Lola Christenson and Pat Corrigan. Chairman Treuter will also attend the meeting. Meeting date to be determined.

**FAB-CAB Funding**

**DDA-2017-1524**

Motion by Christenson, second by McCutcheon, that the Pleasant Ridge Downtown Development Authority pledge \$ 5,000 towards the operation of the new multi-jurisdictional transit circulator service contingent upon the City Commission matching the funding, for a total City of Pleasant Ridge contribution of \$10,000 and subject to a positive legal review and opinion.

Adopted: Yeas: McAuliffe, Treuter, McCutcheon, Christensen, Corrigan, Stiffman.  
Nays: None.

**City Manager's Report**

City Manager Breuckman commented that the Woodward Avenue traffic calming painting project was presented to MDOT and was rejected. Next regular meeting will be held in April. There are some development grant requests that may be considered at a special meeting in March.

With no further business Chairman Treuter adjourned the meeting at 8:21 p.m.

Submitted by:

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Amy M. Drealan, City Clerk



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

**Special Downtown Development Authority Meeting  
Monday, March 27, 2017**

Having been duly publicized, City Manager Breuckman called the meeting to order at 7:00 pm

Present: Commissioner Christensen, Corrigan, McAuliffe, McCutcheon, Stiffman, Campbell, Schlesinger, Wilkinson, Treuter.

Also Present: City Manager Breuckman; City Commissioner Perry.

Absent: None.

**DDA Façade Improvement Grant**

City Manager Breuckman detailed the façade improvement grant criteria and the grants received today. There have been three grant applications received for consideration. Two application were complete, one was not.

**DDA-2017-1525**

Motion by McCutcheon, second by Schlesinger, to that the Downtown Development Authority award the following façade improvement grants:

\$594.00 – 23634 Woodward Avenue

\$2,650.00 – 23675 Woodward Avenue

Adopted: Yeas: McAuliffe, Treuter, McCutcheon, Christensen, Corrigan, Stiffman, Campbell, Schlesinger, Wilkinson.

Nays: None.

With no further business Chairman Treuter adjourned the meeting at 7:21 p.m.

Submitted by:

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Amy M. Drealan, City Clerk





# City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager  
 To: Downtown Development Authority  
 Date: April 20, 2017  
 Re: 2017-18 DDA Budget

Attached is the proposed 2017-18 DDA budget. This budget is part of the overall City budget which will be forwarded to the City Commission at their May 9 meeting. The DDA has responsibility for approving its budget in advance of the City Commission taking up the budget approval process.

The DDA budget subcommittee met in March 27 to review this draft budget. The key points in this years' budget are:

- \$40,000 capital outlay transfer to the infrastructure fund to pay off the DDA's portion of the \$260,000 total cost to reconstruct the 10 Mile – Devonshire and Amherst – Sylvan alleys. The DDA transferred \$100,000 in FY15-16, and \$40,000 in current FY16-17. The DDA's total share of that project will be \$180,000, with the infrastructure fund contributing \$80,000, resulting in roughly a 2/3 DDA – 1/3 City cost share for the alley reconstruction.
- \$12,000 in contractual services. This will cover the cost for a consultant to prepare a concept and scoping study for future Woodward streetscape improvements. The study will present ideas for the DDA to consider for refreshing the Woodward streetscape in the coming years, and preliminary cost scoping to assist our budgeting efforts for capital improvement costs in future years.
- \$6,500 in community promotions to cover the Fab Cab contribution and banner maintenance costs.
- \$5,500 in the development grant line to continue that program.
- \$10,000 in the capital outlay line. Capital outlay has been used to open up the tree wells and add plantings along the streetscape, and also to pay for the upcoming sidewalk repair work along Woodward. The capital outlay line has been reduced by \$10,000 for the coming fiscal year to provide funding for the concept and scoping project for the streetscape.

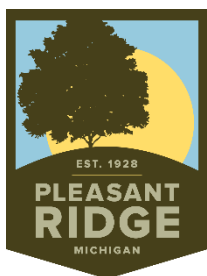
The proposed budget would leave the DDA with a \$4,401 of net revenue and an anticipated ending fund balance of \$40,148. The DDA will have additional funds to start to consider larger projects such as the streetscape effort next fiscal year starting July 1, 2018.

A simple resolution of adoption for the budget is all that is required. I look forward to discussing this with you next Monday evening.

## 260. Downtown Development Authority

Fund 260 provides for the collection of TIFA taxes and the expenditure of funds on activities in support of the Downtown Development Authority's Development Plan. The DDA is paying for the alley reconstruction from 10 Mile to Devonshire over the 2015-16 through 2017-18 budget years. Other notable DDA activities include maintenance and capital improvements to the Woodward Avenue streetscape, and beginning in 2016-17 the reinstatement of a development grant program to assist property owners in the DDA in making façade or property beautification improvements. In 2017-18 the DDA will begin to explore options for and scope out a future project to comprehensively refresh the Woodward Avenue streetscape.

Account Number	Description	Actual 2015-16	Amended 2016-17	Activity to 04/20/17	Requested 2017-18	Projected 2018-19	Projected 2019-20
<b>Fund 260 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>ESTIMATED REVENUES</b>							
260-000-405.000	T.I.F.A. Taxes	92,733	87,529	91,563	93,006	93,843	94,687
260-000-410.500	Delinquent Tax Collection	515	100	77	100	100	101
260-000-665.000	Interest Income	45	20	40	25	25	25
260-000-671.000	Miscellaneous Other Revenues	3,500	2,890	10	1,000	1,000	1,000
260-000-675.000	Contributions & Donations	6,729	0	0	0	0	0
<b>TOTAL REVENUES</b>		<b>103,522</b>	<b>90,539</b>	<b>91,690</b>	<b>94,131</b>	<b>94,968</b>	<b>95,813</b>
<b>APPROPRIATIONS</b>							
<b>Department 730 - Development Activities</b>							
260-730-731.000	Operating Supplies	0	100	0	0	0	0
260-730-740.200	Sales Tax Expense	0	30	0	30	30	30
260-730-809.000	Contractual Services	296	1,000	3,644	12,000	3,000	3,000
260-730-827.000	Administrative Service Charge	15,000	14,152	14,152	14,200	14,200	14,200
260-730-880.000	Community Promotion	7,450	5,500	0	6,500	6,500	6,500
260-730-890.000	Service Charges	535	250	277	500	500	500
260-730-955.000	Miscellaneous Expenses	1,905	500	0	1,000	1,000	1,000
260-730-955.200	Concerts in the Park	0	0	0	0	0	0
260-730-955.400	Brick Paver Program	0	500	0	0	0	0
260-730-955.500	Development Grant	0	4,500	0	5,500	5,500	5,500
260-730-970.000	Capital Outlay	20,138	20,000	0	10,000	20,000	20,000
260-730-991.100	PRIN:Debt - Govt'l	0	0	0	0	0	0
260-730-995.100	INTR:Debt - Govt'l	0	0	0	0	0	0
260-730-999.218	Transfers Out-Infrastructure	100,000	40,000	40,000	40,000	0	0
<i>Totals for department 730 - Development Activities</i>		<i>145,324</i>	<i>86,532</i>	<i>58,073</i>	<i>89,730</i>	<i>50,730</i>	<i>50,730</i>
<b>TOTAL APPROPRIATIONS</b>		<b>145,324</b>	<b>86,532</b>	<b>58,073</b>	<b>89,730</b>	<b>50,730</b>	<b>50,730</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 260</b>							
		(41,802)	4,007	33,617	4,401	44,238	45,083
<b>BEGINNING FUND BALANCE</b>							
		73,542	31,740	31,740	35,747	40,148	84,385
<b>ENDING FUND BALANCE</b>							
		31,740	35,747	65,357	40,148	84,385	129,469



## City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager  
 To: Downtown Development Authority  
 Date: April 20, 2017  
 Re: 23690 Woodward Façade Grant Program Application

We have now received additional information for the 23690 Woodward (Wessels & Wilk funeral home) façade grant application. As you will recall, the DDA withheld action on that application at its March 27 meeting as the application was not complete.

The additional information submitted is one quote to complete the proposed work, which consists of:

1. Replacing parking lot pole and wall lighting with LED fixtures
2. Replacing building lighting with LED fixtures
3. Removing evergreen tree from south side of the building and replacing with flowering tree
4. Remove 3 overgrown evergreen shrubs on south side of building and replace with boxwood hedge
5. Remove overgrown evergreen from northeast corner of lawn and replace with new shrubs and pavers
6. Install new landscape lighting along perimeter of landscape areas & along pathway to building
7. Install steps with railing from entry porch to Woodward Heights sidewalk.

The total proposed project cost is \$5,721. The DDA may match up to 50% of the project cost, or \$2,860. The façade grant program requests at least three quotes for any work more than \$2,500, but the applicant has provided only one quote.

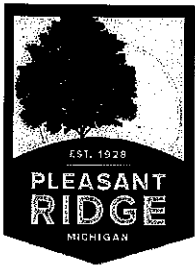
The DDA approved \$3,244 worth of façade grants at its March 27 meeting, with \$4,500 budgeted for this year. Approval of the total \$2,860 request would bring this years' approved grant total to \$6,104, exceeding our budget by \$1,600. However, as this is a reimbursement grant, some of the reimbursement costs may not occur until next budget year, when the proposed budget allocates \$5,500 for façade grants. Further, the DDA has a fund balance of about \$35,000, so the DDA fund can bear a modest overage in the amount of façade grants awarded.

Finally, the DDA may award up to 50% of the project cost, so you may, in your discretion, award the project a smaller grant given the budget limitations and/or the fact that only one quote was submitted.

Following is a photograph of the site. The application materials that were submitted to the City are attached to this memo.

## 23690 Woodward





## DDA Façade Grant Program

Project Application Form

PROJECT ADDRESS: 23690 Woodward Avenue

Applicant: John E. Wilk Phone: (248) 543-0100

Applicant's Address: 23690 Woodward Avenue

Property Owner: John E. Wilk Phone: Same

Indicate if all correspondence is to be sent to:

- ☐ Applicant  
☒ Property owner

Briefly Describe scope of improvements:

The plans for the building improvements include exterior lighting in the landscaping, near the walkways and parking lot, and on the brick walls of the building. This project includes removing and replacing shrubs and adding electrical lamps for nighttime visibility.

**Please include the following with the application:**

- ☐ At least one professional contractor estimate if the cost of the proposed improvement is less than \$2,500, or three estimates if the improvement cost is \$2,500 or higher
- ☐ Illustrations of the proposed work or architectural drawings including dimensions, or cut sheets of products or fixtures to be purchased with the grant.
- ☐ Color samples and texture of finish materials, where applicable.

**Estimated Costs:**

Façade Improvement Cost: \$5,000 - \$6,000

Estimated Completion Time (in weeks): 8 weeks

**Property Owner Authorization/Certification**

I have read accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that grants are not guaranteed and are up to the sole discretion of the Downtown Development Authority.

John E. Wilk  
Applicant Signature

3-22-17  
Date

\_\_\_\_\_  
Property Owner Signature (if other than applicant)

\_\_\_\_\_  
Date

**DDA Façade Grant Applicant's  
Representations and Warranties**

Applicant represents and warrants the following:

Initial

JW The applicant (or property owner) is current and not in default in payment of real estate taxes and DDA assessments.

JW This project will conform to all applicable codes, ordinances and regulations.

JW The project complies with the City of Pleasant Ridge Exterior Design Standards (<http://cityofpleasantridge.org/documents/designstandards.pdf>)

JW All applicable permit approvals will be obtained for this project and all accompanying inspections will be successfully completed.

JW The project will be completed within 6 months of approval by the DDA (or such further extensions as approved by DDA).

JW All work will be completed in a professional manner and that continued maintenance of the property and improvements will be ongoing.

JW Only the work approved by the DDA in the application process shall be eligible for reimbursement, unless the DDA has approved changes in an amended approved agreement, and that no work done on the project prior to formal approval is eligible for reimbursement.

JW Applicant will submit copies of invoices, receipts, proof of payment, contractor full and unconditional waivers and itemized statements of the total cost of the project to the DDA within 3 months of project completion.

JW Applicant and its contractors will abide by Equal Employment Opportunity, Civil Rights, and Pleasant Ridge Human Rights ordinance rules and regulations.

JW Applicant agrees to indemnify and hold harmless, and defend the DDA, its members, representation, and/or employees from any and all claims, damages, lawsuits, costs, and expenses of any kind or nature, including property damage, personal injury, or other loss relating to the DDA Façade Grant program.

JW Phil  
Applicant Signature

3-22-17  
Date

\_\_\_\_\_  
Property Owner Signature (if other than applicant)

\_\_\_\_\_  
Date

## R.F. Gaddie Bldg. L.L.C.

### General Contracting and Construction Management

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#### Wessels & Wilk Funeral Home – Landscape Proposal

-Remove 3 lamp post heads from parking lot posts and replace with energy efficient LED heads:

Cost per head \$270.00	Total	\$810.00
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Installation per head \$50.00	Total	\$150.00
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-Remove 4 lamp post lights from parking lot wall and replace with energy efficient LED lights:

Cost per light \$120.00	Total	\$480.00
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Installation per light \$25.00	Total	\$100.00
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-Remove 6 lights from building-3 North side, 3 South side and replace with energy efficient LED lights:

Cost per light \$120.00	Total	\$480.00
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Installation per light \$25.00	Total	\$150.00
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-Remove tall overgrown evergreen tree on South side of building and replace with flowering tree:

Cost of removal \$175.00	Total	\$175.00
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Cost of new tree \$150.00	Total	\$150.00
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-Remove all 3 large overgrown evergreen shrubs on South side of building and replace with 12 dwarf boxwoods:

Cost of removal \$150.00	Total	\$150.00
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Cost per boxwood \$12.00	Total	\$144.00
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**R.F. Gaddie Bldg. L.L.C.****General Contracting and Construction Management**

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**Wessels & Wilk Funeral Home – Landscape Proposal**

-Remove overgrown evergreen from Northeast corner of lawn & replace with new shrubs & pavers:

Cost of removal \$50 Total \$50.00

Cost per shrub \$30 Total \$90.00

Cost of pavers/Installation \$100 Total \$100.00

-Install hard-wired LED landscape lights -perimeter of all landscaping, spotlights, plus pathway to building:

Cost per set of 8 path, 2 spot \$150.00 Total \$750.00

Cost of Installation Total \$240.00

-Install steps w/railing and walkway off entry porch to sidewalk on Northside of building (Woodward Heights):

Cost of Pre-Cast Concrete Steps \$115.00 Total \$115.00

Cost per Wrought Iron Railing \$208.00 Total \$416.00

Cost of Installation \$225.00 Total \$225.00

Cost of pavers \$571.00 Total \$571.00

Cost of Prep/Installation Total \$375.00

**GRAND TOTAL \$5,721.00**





## City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: Downtown Development Authority  
Date: April 20, 2017  
Re: DDA Planter Program

I have had conversations in the past with Lola Woods and Kristi McAuliffe about a potential DDA streetscape planter program. The broad outline of the program is that the DDA would provide planters which business owners could request and then plant and maintain. The idea is to continue to add green into our largely hardscape DDA district.

Kristi Attached is a brief slide deck showing options for streetscape planters. Planters such as the ones shown generally cost about \$450 for the round or square versions, and in the \$8-900 range for rectangular planters.

If there is interest in pursuing this program, the DDA would have to:

- Identify a pre-approved list of planters that property owners could choose from.
- Determine the DDA's budget to purchase the planters.
- Develop a set of standards for the placement, planting options, visibility items, etc. that business or property owners would have to abide by.

The DDA should also be aware that I would like to purchase new trash receptacles for the DDA district to replace the old pebble-dash ones. My plan is to use any leftover funds in the capital improvement line from our current year budget. Trash cans typically cost about \$1,500 each, so they are not cheap, but we are at a point where something must be done with the ones that we have currently. This is a maintenance item for old, worn out fixtures. I mention this as context for available funding that we could bring to a planter program.

This item will be on for discussion next week, and we can continue to develop the program in future months if there is DDA interest.



# Urban Collection





# Urban Collection



# Urban Collection

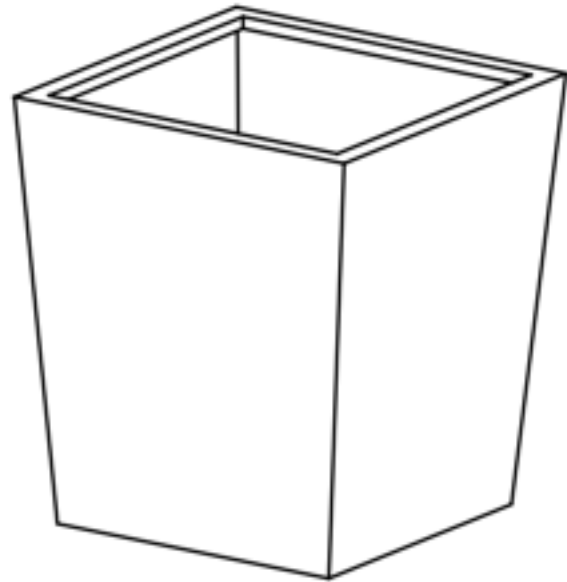




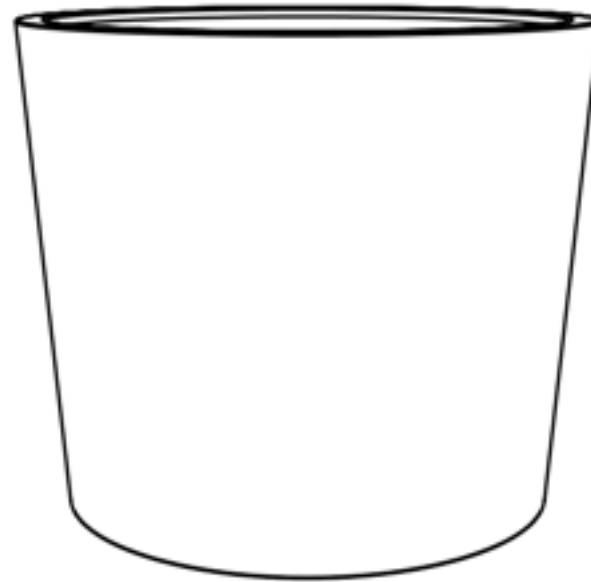
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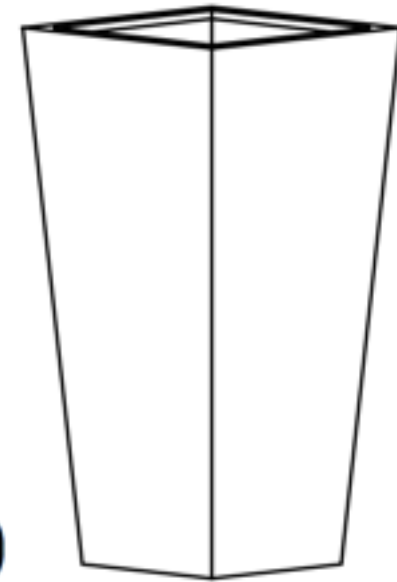
# Urban Collection



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**URT-2400**

# Centurion Collection





# Centurion Collection





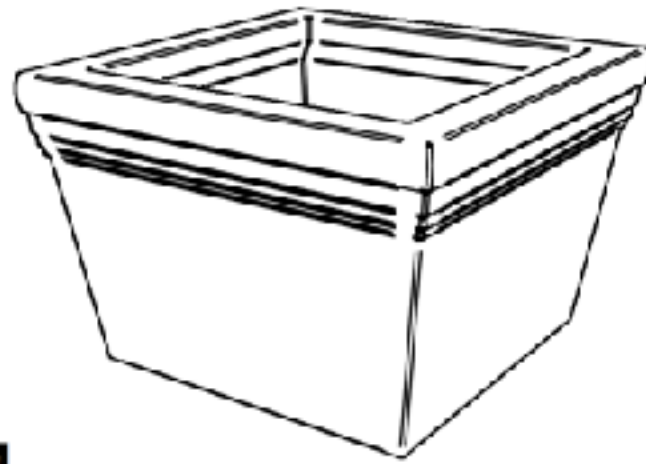
# Centurion Collection



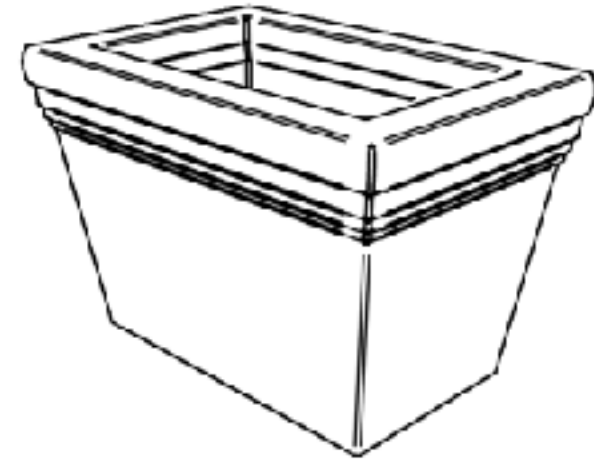
# Centurion Collection



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