

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

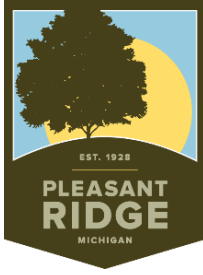
Regular Downtown Development Authority Meeting
Monday, April 23, 2018

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 23, 2018, 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, February 5, 2018.
 - b. Special Downtown Development Authority Meeting held Monday, February 26, 2018.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. 2018 - 2019 DDA Budget.
6. DDA Planter Program discussion.
7. City Manager's Update.
8. Other Business.
9. 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.



**Downtown Development Meeting
February 5, 2018**

Having been duly publicized, Chairman Treuter called the meeting to order at 7:42 p.m.

Present: Commissioners Martin-Campbell, McCoy, Schlesinger, Treuter, McCutcheon, Stiffman, Corrigan, Wilkinson.
Also Present: City Manager Breuckman, City Commission liaison Perry.
Absent: Commissioner McAuliffe.

Minutes

DDA-2018-1531

Motion by Commissioner Martin-Campbell, second by Commissioner Corrigan, that the minutes of the Regular Downtown Development Authority meeting held Monday, October 23, 2017, be approved.

Adopted: Yeas: Commissioner, Martin-Campbell, Schlesinger, Corrigan, McCutcheon, McCoy, Treuter, Wilkinson, Stiffman.
Nays: None.

Formation of DDA Budget Subcommittee

City Manager Breuckman is in the processes for formulating the DDA budget for 2018-2019. Chairman Treuter, Commissioners McCutcheon, McCoy and Wilkinson volunteered for the subcommittee. A mutually agreeable date will be scheduled.

DDA Planter Program

City Manger Breuckman displayed four planter options for the DDA members to consider. Discussion was held as to what planter would fit best and if there could be an option to offer more than one planter style. Discussion was held regarding distribution and type of plants in the planters. Business owners in the DDA would be responsible for watering the planters once they are placed. A final decision regarding the size/color of the planters will be made at a later meeting.

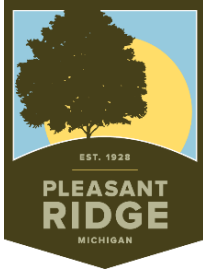
City Managers Update

Have been in contact with the banner company regarding the replacement of missing banners along Woodward. Hardware may be replaced to coincide with the size of the banners. The remaining banners have been moved to the outside lanes along Woodward and will not be over “the ditch.” LivingLab will be providing a presentation regarding the proposed Woodward Avenue Streetscape at a meeting to be held Monday, February 26, 2018.

With no further comments or discussion, Chairman Treuter adjourned the meeting at 8:04 p.m.

Chairman Treuter

Martha Schlesinger, Secretary



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**Downtown Development Meeting
February 26, 2018**

Having been duly publicized, Chairman Treuter called the meeting to order at 7:01 p.m.

Present: Commissioners Martin-Campbell, McCoy, Schlesinger, Treuter,
McCutcheon, McAuliffe (7:06pm), Corrigan, Wilkinson.
Also Present: City Manager Breuckman, City Commission liaison Perry.
Absent: Commissioner Stiffman.

LivingLab Presentation – Woodward Avenue Streetscape

Jason McDonald, LivingLab, gave a presentation regarding the proposed Woodward Avenue Streetscape improvement plan. LivingLab has created three potential designs using the existing conditions of the streetscape.

The members of the DDA were interested in considering option 2, with a few modifications for larger bio swells where they can be accommodated, and some other small modifications. LivingLab would need any additional feedback within the next two weeks. After this period, an official plan will be created and presented. Any comments should be emailed to the City Manager. This item will be discussed further at a future meeting, once the final plan is developed. Grant opportunities may be available.

City Managers Report

Community Center “big room” project presentation. Construction will begin in mid-August. Foundation is considering funding projects for the upcoming year. Presentation was given regarding potential projects.

Oakland Park/Sylvan/Woodward intersection crossing improvement proposal.

With no further comments or discussion, Chairman Treuter adjourned the meeting at 8:18 p.m.

Chairman Treuter

Martha Schlesinger, Secretary



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Downtown Development Authority
Date: April 19, 2018
Re: 2018-19 DDA Budget

Attached is the proposed 2018-19 DDA budget. This budget is part of the overall City budget which will be forwarded to the City Commission at their May 8 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 on April 18 to review this draft budget. The key points in this years' budget are:

- \$35,000 in contractual services. This will cover design and engineering work for the Woodward streetscape project.
- \$4,500 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 to cover continuing improvements. This year, the capital outlay line will be used to fund the planter program.
- The \$120,000 in capital outlay shown in the projected 19-20 budget would cover the streetscape construction costs. The DDA will have to borrow money from other City funds and then repay that over time, as was done with the alley project a few years ago. The \$60,000 payment in 20-21 represents the first annual payment on that loan. These are just projected budget numbers to provide an idea of possibilities in future years, and will be refined annually as the project develops.

The proposed budget would leave the DDA with a \$23,396 of net revenue and an anticipated ending fund balance of \$72,940.

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

Account Number	Description	Actual 2016-17	Budget 2017-18	Activity to 04/18/18	Requested 2018-19	Projected 2019-20	Projected 2020-21	
Fund 260 - DOWNTOWN DEVELOPMENT AUTHORITY								
ESTIMATED REVENUES								
260-000-405.000	T.I.F.A. Taxes	93,069	93,003	89,396	93,001	94,396	95,812	
260-000-410.500	Delinquent Tax Collection	341	100	583	100	100	102	
260-000-540.000	State Grant	0	0	1,233	0	0	0	
260-000-665.000	Interest Income	105	25	56	25	25	25	
260-000-671.000	Miscellaneous Other Revenues	10	1,000	500	1,000	1,000	1,000	
260-000-675.000	Contributions & Donations	0	0	0	0	0	0	
TOTAL REVENUES		93,525	94,128	91,768	94,126	95,521	96,939	
APPROPRIATIONS								
Department 730 - Development Activities								
260-730-731.000	Operating Supplies	0	0	0	0	0	0	
260-730-740.200	Sales Tax Expense	0	30	1	30	30	30	
260-730-809.000	Contractual Services	4,819	12,000	10,000	35,000	7,500	7,500	<-- design work for the streetscape
260-730-827.000	Administrative Service Charge	14,152	14,200	14,200	14,200	14,200	14,200	
260-730-880.000	Community Promotion	0	6,500	1,766	4,500	4,500	4,500	
260-730-890.000	Service Charges	503	500	0	500	500	500	
260-730-955.000	Miscellaneous Expenses	51	1,000	55	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	0	0	0	0	0	
260-730-955.500	Development Grant	594	5,500	0	5,500	5,500	5,500	
260-730-970.000	Capital Outlay	0	30,000	20,000	10,000	120,000	60,000	<- streetscape construction
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	40,000	40,000	0	0	0	0	
<i>Totals for department 730 - Development Activities</i>		<i>60,119</i>	<i>109,730</i>	<i>46,022</i>	<i>70,730</i>	<i>153,230</i>	<i>93,230</i>	
TOTAL APPROPRIATIONS		60,119	109,730	46,022	70,730	153,230	93,230	
NET OF REVENUES/APPROPRIATIONS - FUND 260		33,406	(15,602)	45,746	23,396	(57,709)	3,709	
BEGINNING FUND BALANCE		31,740	65,146	65,146	49,544	72,940	15,231	
ENDING FUND BALANCE		65,146	49,544	110,892	72,940	15,231	18,939	



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Downtown Development Authority
Date: April 19, 2018
Re: DDA Planter Program

At our previous review of the planter options, the DDA preferred the Tusco Cosmo planter. Our next step is to finalize the choice of color and shape for the DDA planter program.

We will discuss this at the meeting next Monday. In the meantime, you can review the options that are available below and on the Tusco website:

Cosmo Round

<http://www.tuscoproducts.com/products/cosmopolitan-collection/short-round/>



Cosmo Square

<http://www.tuscoproducts.com/products/cosmopolitan-collection/short-square/>



Draft Planter Program Guidelines

Once the planters are selected, we will send a letter to all businesses and property owners in the DDA announcing the program, with the following guidelines:

Planter Selection:

- DDA Provided Planters. The DDA will provide planters chosen from our pre-selected list. The DDA will fill the planters with dirt. At the property owner's option, the DDA will also provide plant materials for a cost of \$__.
- Property Owner/Business Provided Planters. Property owners who wish to use a different planter in the right of way that is not on the DDA's planter list may do so at their own cost, so long as the planter meets the location and design criteria. The planter and location must be approved by the City prior to installation.

Planter Location Criteria:

- Clear Sidewalk Area. Maintain clear, unobstructed passage along the sidewalk. Planters must be set back at least one foot from the sidewalk, either on the building side or the street side.
- Curb Separation. Maintain minimum 1.5-foot separation between the curb and the edge of planter.
- Planter Location. Planters shall be located such that they do not obstruct the view of oncoming traffic for drivers waiting to turn onto Woodward at driveways and street intersections.

- Plant Materials and Visibility.
 - Plant materials shall be chosen to maintain unobstructed views for drivers. This is more important at the north end of blocks, as drivers will be looking south to view oncoming traffic on Woodward. The City may require the planters to be moved if they are found to obstruct views of traffic.
 - Planters and plant materials shall not obstruct views of buildings, or unduly block views of pedestrians on sidewalks. Tall plants may be used periodically in planters.
 - Planters should contain plants that overflow and spill down the sides of the planter.
 - Bold use of color is encouraged
 - Planters should be full of plants. Weak plantings will be lost in the Woodward environment.

Next Steps

The next steps are for the DDA to finalize the planter selection and program guidelines. Staff will then roll out the program to our business owners.