



# Downtown Development Authority Agenda

Friday, June 16, 2023 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

[A.](#) 2023 05 19 DDA Board of Directors

4. **Financial Review**

[A.](#) May 2023 Financial Reports

5. **Committee Reports**

6. **Other Business**

[A.](#) June 2023 CED Report

[B.](#) May 2023 Code Enforcement Report

7. **Old Business**

8. **New Business**

[A.](#) RAP 2.0 - Revitalization and Placemaking Grant Resolution of Support

9. **Public Comment**

10. **Adjourn**



# Downtown Development Authority Minutes

Friday, May 19, 2023 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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## 1. Call to Order

12:02 p.m. by Chair Prime

Present: Charlotte Jones, Bobbi Lovins, Susan Montenegro, Fred Prime, Pam Shermeyer, Bryan Ford (arrived 12:04 pm), Dan Sugg

Absent: Kelly Garrett

Staff: Susie Stec, Brittany Dorsey

Guests: Annaka Norris, Main Street Oakland County

Motion to excuse Garrett by Sugg, seconded by Montenegro. All in favor.

## 2. Approval of Agenda

Motion to remove Item 8B by Jones. Seconded by Lovins. All in favor.

Motion to approve amended agenda by Lovins, seconded by Sugg. All in favor.

## 3. Approval of Minutes

Motion to approve the 2023 04 21 DDA Board of Directors minutes by Shermeyer, seconded by Sugg. All in favor.

## 4. Financial Review

Bratschi provided an overview and indicated that she will be looking into why the employee taxes and benefits are over. She will report on that in May.

Motion to receive and file April 2023 Financial Reports by Sugg, seconded by Lovins. All in favor.

## 5. Committee Reports

Dorsey provided an update and discussed need to continue engaging business. DDA will be launching an adopt-a-flower-pot program to help maintain flowers. Lovins & Jones signed up.

**6. Other Business**

A. MSOC Years of Service Presentation:

Annaka Norris presented Stec with an award recognizing her years of service as a DDA Director. This was a recognition that was made at The Main Event.

B. MSOC Transformation Strategies Webinar:

Norris explained that in practice we call this “economic strategies”. Stec & Norris stressed that this will be a great training for all to attend. DDA staff will be attending.

C. April 2023 Code Enforcement Report

Diamond sent out a commercial letter checklist on May 1 to all the businesses.

D. April 2023 - CED Report

Stec went over the report and answered questions

**7. Old Business**

A. FY 23/24 DDA Budget (draft V2)

Stec went over the changes from the first draft which was provided in April. There was discussion on whether to increase the play structure match and the DDA pick-up truck.

B. Ste Public Hearing fro FY 23/24 DDA Budget

Motion to set a public hearing for June 16<sup>th</sup> by Lovins, seconded by Shermeyer. All in favor.

All in favor. Motion carries.

Shop OC Main Street Program launched a pilot program to help businesses have an online retail presence.

**8. New Business**

A. Shop OC Main Streets Pilot Program

Stec presented the opportunity. Board discussed and agreed no to move forward at this time.

**9. Public Comment (speakers are limited to 3 minutes)**

**10. Adjourn at 1:29 pm**

Motion to adjourn by Jones, seconded by Sugg. All in favor.



27400 Southfield Rd  
Lathrup Village, MI 48076  
(248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

# MEMORANDUM

To: Susie Stec, Director – Community & Economic Development/DDA Director  
From: Pam Bratschi, Assistant City Administrator/Treasurer  
Date: June 16, 2023  
RE: Financial Reports

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For the Financial Reports for the month of May 2023.  
I would like to draw your attention to:

1. TIFA – Capture Taxes came in at \$400,196.55 this year.
2. Other tax collected was \$37,187.29
3. Interest increased by \$29,906.63 from this time last year.
4. Employee Taxes and Benefits account was looked over and there are a few adjustments that need to be made from the Due to – Due From accounts. This will be taken care of before the Budget Amendments are done.
5. Received \$22,364.11 for reimbursement of Personal Property from the State this is a small increase from last year.
6. FYI – Michigan First has asked for a Tax Appeal.
7. Over all the DDA Budget is still doing well.

User: PAM

DB: Lathrup

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	311,100.00	400,196.55	373,410.08	(89,096.55)		128.64
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	36,676.00	37,187.29	6,573.02	(511.29)		101.39
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	22,364.11	0.00	(16,364.11)		372.74
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	29,647.57	0.00	(19,647.57)		296.48
Total Dept 000.000		363,776.00	363,776.00	489,395.52	379,983.10	(125,619.52)		134.53
TOTAL REVENUES		363,776.00	363,776.00	489,395.52	379,983.10	(125,619.52)		134.53
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	157,595.00	148,958.10	13,435.30	8,636.90		94.52
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	52,507.64	3,512.30	(18,507.64)		154.43
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	3,360.00	3,360.00	387.28	15.89	2,972.72		11.53
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00		100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	8,175.00	8,175.00	6,602.99	2,849.05	1,572.01		80.77
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	22,200.00	1,185.41	0.00	21,014.59		5.34
494-000.000-845.000	STREETSCAPING	33,300.00	33,300.00	8,755.34	0.00	24,544.66		26.29
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,497.00	15,497.00	0.00	0.00		100.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	958.82	2.22	1,041.18		47.94
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	505,624.00	505,624.00	56,880.91	8,070.00	448,743.09		11.25
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	8,457.00	997.28	0.00	7,459.72		11.79
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
Total Dept 000.000		828,911.00	829,108.00	293,530.77	27,884.76	535,577.23		35.40
TOTAL EXPENDITURES		828,911.00	829,108.00	293,530.77	27,884.76	535,577.23		35.40
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		363,776.00	363,776.00	489,395.52	379,983.10	(125,619.52)		134.53
TOTAL EXPENDITURES		828,911.00	829,108.00	293,530.77	27,884.76	535,577.23		35.40
NET OF REVENUES & EXPENDITURES		(465,135.00)	(465,332.00)	195,864.75	352,098.34	(661,196.75)		42.09

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 05/01/2023 TO 05/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
133100	05/31/2023	TAX SETTLEMENT -2022	15714	Multiple	379,983.10	
Journal Totals					379,983.10	0.00
Totals for 494-000.000-084.101					379,983.10	0.00

Balance 05/01/23: 26,208.91  
 Net Change: 379,983.10  
 Balance 05/31/23: 406,192.01

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
132344	05/02/2023	STANDARD INSURANCE COMPANYVnd: APRIL2023		Multiple		65.16
132492	05/15/2023	GIFFELS-WEBSTER ENG INCVnd: GWE128676		494-000.000-933.000	8,070.00	
132502	05/15/2023	MISSIONSQUARE - 803046Vnd: MISSMAY2023		Multiple		115.22
132762	05/31/2023	BLUE CARE NETWORKVnd: BLUECARE 231290006051		Multiple		2,195.22
132770	05/31/2023	CARDMEMBER SERVICEVnd: CARDMEMBAPRIL2023		Multiple		2,142.16
132811	05/31/2023	MICHIGAN ASSOCIATION OF PLANNINAPRIL 2023		494-000.000-822.000	725.00	
132815	05/31/2023	MISSIONSQUARE - 803046Vnd: MISSMAY 30 2023		Multiple		115.22
132830	05/31/2023	STANDARD INSURANCE COMPANYVnd: MAY312023		Multiple		65.16
Journal Totals					0.00	13,493.14

Journal CD: CD						
132351	05/02/2023	Check: NBDC 47722	47722	Multiple	65.16	
132526	05/15/2023	Check: NBDC 47737	47737	Multiple	8,070.00	
132534	05/15/2023	Check: NBDC 47745	47745	Multiple	115.22	
132847	05/31/2023	Check: NBDC 47762	47762	Multiple	2,195.22	
132853	05/31/2023	Check: NBDC 47768	47768	Multiple	2,142.16	
132863	05/31/2023	Check: NBDC 47778	47778	Multiple	725.00	
132867	05/31/2023	Check: NBDC 47782	47782	Multiple	115.22	
132881	05/31/2023	Check: NBDC 47796	47796	Multiple	65.16	
Journal Totals					13,493.14	0.00
Totals for 494-000.000-202.000					13,493.14	13,493.14

Balance 05/01/23: 23.70  
 Net Change: 0.00  
 Balance 05/31/23: 23.70

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
132351	05/02/2023	Check: NBDC 47722	47722	Multiple		65.16
132526	05/15/2023	Check: NBDC 47737	47737	Multiple		8,070.00
132534	05/15/2023	Check: NBDC 47745	47745	Multiple		115.22
132847	05/31/2023	Check: NBDC 47762	47762	Multiple		2,195.22
132853	05/31/2023	Check: NBDC 47768	47768	Multiple		2,142.16
132863	05/31/2023	Check: NBDC 47778	47778	Multiple		725.00
132867	05/31/2023	Check: NBDC 47782	47782	Multiple		115.22
132881	05/31/2023	Check: NBDC 47796	47796	Multiple		65.16
Journal Totals					0.00	13,493.14

Journal PR: Payroll						
132584	05/12/2023	PAYROLL REPORT MAY	15700	Multiple		7,195.81
132943	05/30/2023	PAYROLL REPORT	15707	Multiple		7,195.81
Journal Totals					0.00	14,391.62
Totals for 494-000.000-214.101					0.00	27,884.76

Balance 05/01/23: 67,882.00  
 Net Change: 27,884.76  
 Balance 05/31/23: 95,766.76

494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
133100	05/31/2023	TAX SETTLEMENT -2022	15714	Multiple		373,410.08
Journal Totals					0.00	373,410.08
Totals for 494-000.000-407.000					0.00	373,410.08

Balance 05/01/23: 26,786.47  
 Net Change: 373,410.08  
 Balance 05/31/23: 400,196.55

494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 05/01/2023 TO 05/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
133100	05/31/2023	TAX SETTLEMENT -2022	15714	Multiple		6,573.02
Journal Totals					0.00	6,573.02
Totals for 494-000.000-410.000					0.00	6,573.02
Balance 05/01/23:					30,614.27	
Net Change:					6,573.02	
Balance 05/31/23:					37,187.29	

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
132584	05/12/2023	PAYROLL REPORT MAY	15700	Multiple	6,717.65	
132943	05/30/2023	PAYROLL REPORT	15707	Multiple	6,717.65	
Journal Totals					13,435.30	0.00
Totals for 494-000.000-701.000					13,435.30	0.00
Balance 05/01/23:					135,522.80	
Net Change:					13,435.30	
Balance 05/31/23:					148,958.10	

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
132344	05/02/2023	STANDARD INSURANCE COMPANYEMPLCAPRIL2023		Multiple	65.16	
132502	05/15/2023	MISSIONSQUARE - 803046EMPLOYEE MAY2023		Multiple	115.22	
132762	05/31/2023	BLUE CARE NETWORKEMPLOYEE TAXES231290006051		Multiple	2,195.22	
132815	05/31/2023	MISSIONSQUARE - 803046EMPLOYEE MAY 30 2023		Multiple	115.22	
132830	05/31/2023	STANDARD INSURANCE COMPANYEMPLCMAY312023		Multiple	65.16	
Journal Totals					2,555.98	0.00
Journal PR: Payroll						
132584	05/12/2023	PAYROLL REPORT MAY	15700	Multiple	478.16	
132943	05/30/2023	PAYROLL REPORT	15707	Multiple	478.16	
Journal Totals					956.32	0.00
Totals for 494-000.000-703.000					3,512.30	0.00
Balance 05/01/23:					48,995.34	
Net Change:					3,512.30	
Balance 05/31/23:					52,507.64	

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
132770	05/31/2023	CARDMEMBER SERVICESMONTHLY SUBSCAPRIL2023		Multiple	15.89	
Journal Totals					15.89	0.00
Totals for 494-000.000-726.000					15.89	0.00
Balance 05/01/23:					371.39	
Net Change:					15.89	
Balance 05/31/23:					387.28	

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
132770	05/31/2023	CARDMEMBER SERVICECONFERENCE HCAPRIL2023		Multiple	1,141.24	
132770	05/31/2023	CARDMEMBER SERVICEPARKING 3.260APRIL2023		Multiple	140.00	
132770	05/31/2023	CARDMEMBER SERVICEBREAKFAST AT APRIL2023		Multiple	25.08	
132770	05/31/2023	CARDMEMBER SERVICETRAINING/MEMBAPRIL2023		Multiple	675.00	
132770	05/31/2023	CARDMEMBER SERVICESNACKS AND FCAPRIL2023		Multiple	20.96	
132770	05/31/2023	CARDMEMBER SERVICEBREAKFAST AT APRIL2023		Multiple	6.08	
132770	05/31/2023	CARDMEMBER SERVICETRANSIT AT CCAPRIL2023		Multiple	2.40	
132770	05/31/2023	CARDMEMBER SERVICEINNER AT CONAPRIL2023		Multiple	36.96	
132770	05/31/2023	CARDMEMBER SERVICELUNCH AT CONFAPRIL2023		Multiple	9.56	
132770	05/31/2023	CARDMEMBER SERVICELUNCH AT CONFAPRIL2023		Multiple	21.29	
132770	05/31/2023	CARDMEMBER SERVICEINNER AT CONAPRIL2023		Multiple	45.48	
132811	05/31/2023	MICHIGAN ASSOCIATION OF PLANNINAPRIL 2023		494-000.000-202.000	725.00	
Journal Totals					2,849.05	0.00

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 05/01/2023 TO 05/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-822.000 TRAINING/MEMBERSHIP						
Totals for 494-000.000-822.000					2,849.05	0.00
Balance 05/01/23:				3,753.94		
Net Change:				2,849.05		
Balance 05/31/23:				6,602.99		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
132770	05/31/2023	CARDMEMBER SERVICEAD	APRIL2023	Multiple	2.22	
Journal Totals					2.22	0.00
Totals for 494-000.000-900.000					2.22	0.00
Balance 05/01/23:				956.60		
Net Change:				2.22		
Balance 05/31/23:				958.82		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
132492	05/15/2023	GIFFELS-WEBSTER ENG INCREPAIRS 128676		494-000.000-202.000	8,070.00	
Journal Totals					8,070.00	0.00
Totals for 494-000.000-933.000					8,070.00	0.00
Balance 05/01/23:				48,810.91		
Net Change:				8,070.00		
Balance 05/31/23:				56,880.91		



Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2022	PERIOD ENDED 05/31/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,362,350.99	1,092,808.88
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	25,491.00	23,503.93
494-000.000-084.101	DUE FROM GENERAL FUND	(305,337.25)	406,192.01
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(169,584.22)	(199,302.22)
<b>Total Assets</b>		<b>1,298,453.46</b>	<b>1,708,735.54</b>
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	23.70
494-000.000-214.101	DUE TO GENERAL FUND	0.00	95,766.76
<b>Total Liabilities</b>		<b>0.00</b>	<b>95,790.46</b>
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,611,211.99	1,417,080.33
<b>Total Fund Balance</b>		<b>1,611,211.99</b>	<b>1,417,080.33</b>
<b>Beginning Fund Balance</b>		<b>1,611,211.99</b>	<b>1,417,080.33</b>
<b>Net of Revenues VS Expenditures</b>		<b>(312,758.53)</b>	<b>195,864.75</b>
<b>Ending Fund Balance</b>		<b>1,298,453.46</b>	<b>1,612,945.08</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,298,453.46</b>	<b>1,708,735.54</b>



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 www.lathrupvillage.org

## MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: June 15, 2023

RE: Department/Director Report

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In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

### Upcoming DDA Events

- 3<sup>rd</sup> Annual Juneteenth Celebration: June 17<sup>th</sup>, 12 Noon – 4 pm
- Business Workshop: August 24<sup>th</sup>, TBD
- End of Summer Festival & Concert: August 25<sup>th</sup>, 6 – 9 pm

### Past DDA Events

- Mental Health Awareness Seminar: May 24<sup>th</sup>, 6 – 8 pm
- Planting Party: June 3<sup>rd</sup>, 9 – 11 am
- Southfield Road Corridor Cleanup: June 10<sup>th</sup>, 9 – 11 am

### Commercial Business/Property Updates

- 26740 Southfield Road (The Style Guru) – NEW BUSINESS. Retail business specializing in women's fashion. Ribbon Cutting on June 16<sup>th</sup> at 3 pm.
- 277701 Southfield Road (The Event House) – NEW BUSINESS. Obtained approvals and will be working on interior build-out.
- 27777 Southfield (Panera Bread) – Building demolished!
- 18411 W 12 Mile (LOGOS) – Landscaping will be finished in the spring
- 27300 Southfield Road – new owners will be doing a façade renovation & hope to open a laundromat. They will be appearing before the Planning Commission for a use determination, and will be going through the site plan review process in the summer.



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### **Infrastructure**

- 2023 infrastructure work is in full-swing and ahead of schedule! Paving work should be close to completed after July 4<sup>th</sup>.
- Year 3 of the Sidewalk Replacement Program has begun.
- HRC has submitted the DDA's application for 2025 MDOT Safety Program funds to install a HAWK signal at Margate/Southfield Road
- Staff and consultants met with RCOC about the resurfacing of Southfield Road in 2024. They are intending to have public meetings in the fall.

### **Miscellaneous**

- DDA is partnering with Oak Park, Southfield, Farmington Hills, and Michigan Works! Southfield office to develop and send a survey to the businesses in our respective communities to help identify desired training/workshop topics.
- DTE Tree Grant planting activities will take place in Fall 2023.
- DDA is working with MSOC to apply for RAP 2.0 Grant funding to renovate the Municipal Park including reconstructing the parking lot, renovating the play structure to be fully accessible, and landscaping the flowerbeds around the Community Room.



# Code Enforcement / Bldg. Dept. May Monthly Report - DDA

5/1/23

- Monthly Report to SM
- McKenna Revenue Report sent to Sam Woodrick
- Permit Report for Oakland County sent to Ashley Young

5/2/23

- 26333 Southfield – ditch & culvert restoration violation letter sent
- 26079-26041 Southfield – private catch basin clean-out required
- 26021 Southfield – private catch basin clean-out required
- 28821 Southfield – sign permit required
- 28500 Southfield – possible work w/o permits; complied roof remit
- City Hall electrical repairs – Labelle Electric
  - Power cells replaced
  - Fans on roof for bathrooms & kitchen hood on last leg, will need replacements
- 26041-49-59-69-79 Southfield – new owner updated in flag in BS&A; awaiting full update

5/3/23

- Domino's Alley – neighbor complaint for trash & debris
- 27041 Southfield – confirmed receipt of commercial letter for compliance
- BSA Permit Applications:
  - 26727 Southfield – electrical, sign reconnect

5/4/23

- Illegal signs in ROW removed
  - Southfield @ Redwood
  - E 12 Mile @ Southfield
  - E 11 Mile @ Southfield
- 28821 Southfield – sign permit application
- 26740 Southfield – plumbing permit application
- 27770 Southfield – site visit for property compliance with Surnow

5/5/23

- 28871 Southfield – rope lighting & tall grass violation
- 26041-49-59-69-79 Southfield – property maintenance compliance required
- Alloy Gutters – quote for city hall; awaiting second with changes
- 27777 Southfield – Blue Star demo request info on water/sewer lines
- 28861 Southfield – temp sign permit application

5/8/23

- 17500 11 Mile – trash and downspout compliance required
- GB & PC Inspections sent



## Code Enforcement / Bldg. Dept. May Monthly Report - DDA

- 26267 Southfield – sign installation footing questions
- 27370 Evergreen – final window inspection scheduled
- 28001 Southfield – property complaints; spoke with owner

5/9/23

- 27710 Evergreen – final electrical inspection approved
- Hanson's gutter quote site visit – Clifford
- Labelle Electric – park photo cells replaced
- Thane Holdings – commercial violation letter sent
- Lathrup Court Apartments – commercial violation letter sent
- 26740 Southfield – final mechanical inspection updated
- 17535 12 Mile – plan review for MM

5/10/23 – 5/11/23 sick time used

5/12/23

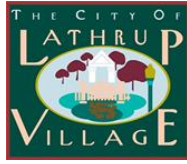
- 27890 Evergreen – dead/fallen tree complaint/complied
- 19250 11 Mile – dumpster bags removed from property
- 26320 Southfield – commercial tall grass compliance required
- 27300 Southfield – commercial tall grass compliance required/ditch & culvert maintenance
- 26333 Southfield – commercial tall grass & weeds compliance required
- 27215 Southfield – commercial tall grass & weeds compliance required
- Commercial Property mulch requirements

5/15/23

- 26277 Southfield – noncompliant signs/flags; owner notified for removal
- 27327 Southfield – commercial tall grass & weed compliance required
- Southfield/Sunnybrook – noncompliant signs in ROW removed
- Sader Laundromat site visit; interior demo
- Half day – Field Trip Day

5/16/23

- 26041 Southfield – property maintenance required
- 19110 – 19210 11 Mile – tall grass & weeds at condo association
- 28305 Southfield – sign permit application
- 26300 Southfield – sign installation plan review scheduled
- 18875 12 Mile – brown water due to hydrant testing
- 11 Mile @ Southfield – sign in ROW removed
- 26730 & 26732 Southfield – building permit applications
- 26740 Southfield – final building inspection scheduled



## Code Enforcement / Bldg. Dept. May Monthly Report - DDA

- 27900 Evergreen – electrical & mechanical permit applications

5/17/23

- Excell Meeting with SS & Rob Simon

5/18/23

- 17390 11 Mile – ordinance follow up; debris pile removed, weeds mowed, downspouts need addressing
- 27000 Southfield – sidewalk blockage complaint
- 28221 Southfield – SCF complaint; brick columns in disrepair
- 28505 Southfield – SCF complaint; letter sent for parking blocks, tall grass, expired permits in window, downspouts, and soffit repair
- 28235 Southfield – parking block hazard complaint
- 28601 Southfield – parking block hazard complaint (possible RCOC issue)
- 27000 Evergreen – Michigan First credit Union sprinkler repair request from Consumer's project
- 26740 Southfield – CofO process sent to KL
- 28305 Southfield - sign review updated
- 27900 Evergreen – electrical & mechanical permit application
- 26732 Southfield – building permit application

5/19/23

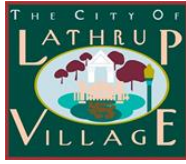
- 17651 12 Mile – dumpster compliance inspection
- 27800 Southfield – dumpster, fence, property maintenance follow-up
- KONE in for elevator service
- DDA Meeting 12-1:15 pm
- 27900 Evergreen – final mechanical & electrical inspection scheduled
- 19370 11 Mile – plumbing permit application

5/22/23

- 28235 Southfield – parking block complaint; removed & complied
- 27327 Southfield – tall grass complied
- 28601 Southfield – broken parking block hazard removed
- 27411 Southfield – commercial tall grass & weeds
- Nuisance cuts scheduled with Excell (vacant properties only)
- 26300 Southfield – electrical & sign inspections scheduled
- Fontenot contacted for missed chipping service

5/23/23

- Encroachment list started
- 28456 Sunset – catch basin cover complaint/ DPS notified
- ½ day – personal time used



# Code Enforcement / Bldg. Dept. May Monthly Report - DDA

5/24/23

5/25/23 – 5/26/23 OFF due to accident on 5/24/23

5/30/23

- 18260 11 Mile – tree complaint for visibility concerns; follow-up found no violation
- 28505 Southfield – follow-up on property maintenance; letters sent to all addresses found in BS&A
- 17390 11 Mile – downspout compliance
- 28601 Southfield – parking block complaint follow-up
- 27000 Southfield – bushes impeding sidewalk; second notice sent
- 17600 11 Mile – SCF property maintenance; photos taken, letter sent for compliance
- Electrical permit applications
  - 19370 11 Mile
  - 27400 Southfield
- 17517 12 Mile – plan review scheduled
- Southfield @ Wiltshire – sign in ROW removed

5/31/23

- 11 Mile/Lathrup Blvd – signs in ROW removed
- 26021 Southfield – illegal signage removed
- 27031 Southfield – signs in ROW removed
- Dog waste bags placed in all parks & holders

**Lathrup Village Downtown Development Authority**

**Resolution of Support**

**Oakland County RAP 2.0 Revitalization & Placemaking Grant Application**

Whereas, the Lathrup Village Downtown Development Authority Board of Directors offers our full support for our community’s participation in Oakland County’s RAP 2.0 Revitalization Placemaking Grant application, and;

Whereas the Southfield Road corridor is a highly traveled thoroughfare with a wide variety of destinations including retail, salons, day spas, eateries, medical offices, and Lathrup Village City Hall and Municipal Park. As the largest and most visited park in the city, Municipal Park is the hub of community events including Concerts in the Park, Juneteenth Celebration, Fall Fest, as well as many private events and parties, and;

Whereas the Lathrup Village Downtown Development Authority is charged with revitalizing the Southfield Road commercial corridor and enhancing its vibrancy through physical investment and supporting new and existing businesses, and;

Whereas the Lathrup Village Downtown Development Authority is committed to making physical improvements throughout the district by repaving several alleyways and approaches, implementing a sidewalk replacement program, and initiating several small-scale streetscaping projects including hanging flower baskets, entrance gardens, and banners. The Lathrup Village Downtown Development Authority partnered with the City of Lathrup Village to successfully implement a city-wide bike route wayfinding signage. The Lathrup Village Downtown Development continues to strongly advocate for enhanced pedestrian improvements and non-motorized transportation options throughout the district, and;

Whereas, the Lathrup Village Downtown Development Authority is actively engaged in the Main Street Oakland County program, and has benefitted from the resources and support provided to the organization and the business district, and;

Whereas the Lathrup Village Downtown Development Authority proposes to the completely renovate the existing play structure at Municipal Park into a fully accessible play structure, reconstruct the adjacent parking lot surrounding City Hall, and relandscape the extensive flower beds on the east side of City Hall. The estimated cost for this work is \$809,058, and;

Whereas, the Municipal Park Renovation Project will have a transformative impact on our downtown district by *creating a more welcoming environment for residents and visitors of all ages and abilities. Investment has been made in common infrastructure; however, the infrastructure of play and place-based connection needs attention. The Municipal Park Renovation Project is consistent with our Comprehensive Plan which includes the Downtown Plan, city-wide Master Plan, and Parks & Recreation Plan, as well as the Development and Tax Increment Financing Plan, and is in*



alignment with the adopted economic priorities of Oakland County, the Southeast Michigan Council of Governments, and the State of Michigan. Furthermore, our proposed project re-enforces the Business, Talent, and Place adopted strategy of SEMCOG that will attract and retain business investment, and appeal to talent who will want to live, work, and invest in our communities and region, and;

Whereas, the pandemic forced the Downtown Development Authority and City to cancel numerous events and programs which typically occur in the park, and the Municipal Park Renovation will allow us to create a safe and welcoming atmosphere for residents and visitors alike, spurring reinvestment, and this project will help counter or help mitigate such a crisis in the future; now;

Therefore, be it resolved; the Lathrup Village Downtown Development Authority has committed \$75,000 of funds from our fund balance, and will be embarking upon a crowdfunding campaign to secure additional matching funds for the Municipal Park Renovations. We are confident our project meets or exceeds the goals of the Revitalization and Placemaking 2.0 Grant Program.

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Date Fred Prime, Chair, Lathrup Village Downtown Development Authority