



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

**REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING
AGENDA**

NOVEMBER 14, 2023 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) 10-12-23 DDA Minutes

MEETING OPEN TO THE PUBLIC

REPORTS

- [2.](#) Finance Report
- [3.](#) Open House Recap & 11 Mile Streetscape Plan Update
- [4.](#) Update on the Façade Grant Guidelines & Application Revisions

UNFINISHED BUSINESS

- [5.](#) 2024 Meeting Dates

NEW BUSINESS

COMMITTEE REPORTS

TRAINING & EVENT OPPORTUNITIES

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Downtown Development Authority Meeting

Madison Heights, Michigan

October 12, 2023

A Downtown Development Authority Meeting was held on Tuesday, October 12, 2023 at 8:00 AM at City Hall – Madison Room, 300 W. 13 Mile Rd.

Chairperson Van Buren called the meeting to order at 8:01 AM.

PRESENT

Mayor Roslyn Grafstein

Member Rickey Busler

Member Ruth Charlebois

Member Joseph Keys

Vice-Chair Yousif Jarbo (arrived at 8:07 am)

Member Joe Marando

Member Melissa Marsh

Member Lenea Renshaw

Member Michael Sheppard

Chair Michael Van Buren

ABSENT

Member Gordon Davignon

OTHERS PRESENT

Community and Economic Development Director Giles Tucker

Business Services Coordinator Mary Daley

DDA-23-31. Excuse Members.

Motion made by Member Marsh, seconded by Member Grafstein, to excuse Member Davignon, from today's meeting.

Motion carries unanimously.

MEETING OPEN TO THE PUBLIC:

Chair VanBuren opened the public comment period at 8:02 am. Seeing no one was present from the public, the public comment period was closed at 8:02 am.

APPROVAL OF MINUTES:

DDA-23-32. MHDDA August 22, 2023 Regular Minutes

Motion made by Member Sheppard, seconded by Member Busler, to approve the Regular MHDDA Meeting minutes of August 22, 2023 as printed.

Motion carries unanimously.

NEW BUSINESS:

1. 947 W 11 Mile Rd Façade & Sign Grant Application

As explained in the packet, Diamond Jim's has applied for a façade and sign grant for the improvement of the "carriage house" building within the parking lot of their jewelry store at 934 W 11 Mile Rd. These two buildings share the same parcel. C.E.D. Director Tucker reviewed some background on this application.

Discussion first pertained to the façade grant portion of the application. Mr. Tucker reviewed the application for the DDA as detailed in the packet. The current budget includes a total of \$5,000 for Sign Grant projects and \$10,000 for Façade Grant projects. While these project activities are eligible according to our existing program guidelines, the Façade grant guidelines as written limit the applicant to one façade grant per parcel at a maximum reimbursement of \$5,000. Diamond Jim's did receive a façade grant in May 2021 for \$5,000. A suggestion was made that the Economic vitality committee review the guidelines.

DDA-23-33. Motion by Member Marando, seconded by Member Marsh, to deny the façade grant application from Diamond Jim's based on the DDA Façade grant guidelines and this parcel having already received the maximum \$5,000 grant funding per parcel and further to defer the policy to the Economic Vitality Committee for review.

Motion carries unanimously.

Next, discussion turned to the sign portion of the application. The sign grant portion is separate from the façade grant. Staff has determined that the project meets all the eligibility requirements of the sign grant program and its guidelines. While Diamond Jim's received a sign grant in 2005, the program guidelines only require that a business not receive more than two sign grant within a 10-year period. The total cost for installation excluding permitting and taxes has been quoted at \$4,400. The proposed awning meets the sign ordinance.

DDA-23-34. Motion by Jarbo, seconded by Keys to approve the sign grant portion of Diamond's Jims request for a maximum reimbursement of \$2,200 which is 50% of the pre-tax cost of the awning excluding permitting fees.

Motion carries unanimously.

2. 11 Mile Streetscape Open House Event #1

The Madison Heights DDA will be hosting an initial Open House to gather feedback on our initial streetscape design concepts and proposed changes to 11 Mile between John R and Lorenz. We

will invite downtown business owners to provide their input. Director Tucker would like to provide some light appetizers and refreshments and is asking the DDA Board to approve a food budget for this event. The second open house will be much more open to potential businesses when streetscape plans are more concrete.

DDA-23-35. Motion by Member Keys, seconded by Member Charlebois to approve a budget not to exceed \$500 for the purchase of food and refreshments for the first DDA open house on Thursday, October 26th from 4:30 pm-6:30 pm.

Motion carries unanimously.

REPORTS:

1. Finance report

Director Tucker reviews the financial report with the Board. He reports minimal changes and reports the current fund balance as detailed in the board's packet.

2. Ongoing projects

- a. Trash bins should be completed and placed.
- b. The City is moving along with new signage outside of the DDA.

COMMITTEE REPORTS:

Member Sheppard gave an update on the marketing & promotion committee. He reports that they are working on several events with a focus on three right now. In the future they would like to meet with all DDA business owners to ask their opinions and ideas of what they would like to see in the DDA.

Discussion developed regarding holiday decorations. Director Tucker suggests obtaining quotes for holiday stock banners for next year's holiday season and continuing to use our current decorations for this upcoming season. They were well received by residents and business owners.

The Board is very happy with the lighting and the sign above the Madison Heights Fire Station #2. The L.E.D.'s on the side light up with the doors open. It has greatly enhanced the area.

The Chamber fundraising event "Night at the Races" will be held on Thursday, November 2nd. Contact Chamber for tickets or to reserve a table. Food will be provided by Woodpile BBQ.

Meeting was adjourned by the Chair at 8:45 a.m.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: November 9, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Finance Report & Cash Summary

Notable Expenditures

The most significant recent expenditures that the DDA has incurred are those in relation to the 11 Mile Streetscape Project (\$18,500), our third quarter payment for our service agreement with the MHHP Chamber (\$2,500) and the refurbishment of DDA area Trash bins (\$1,750).

Upcoming Costs

Not reflected but upcoming costs the DDA can expect are \$350 for food from Woodpile BBQ for the 11 Mile Rd Streetscape Open House. I am awaiting an invoice from Woodpile for this.

The Department of Public Service is in the final year of its agreement with United Lawn Care, and they have stated that they cannot continue the pricing they had in place for many years. Sometime in January DPS will issue an RFP for lawn services, and the DDA ROW will be included in its scope. Keeping with the DPS contract is in the best interest of the DDA because it helps keep costs lower and it also helps with managing issues with services that need to be corrected. However, the new agreement regardless of who it is with will increase this cost for the DDA because of how long we didn't receive any price increases.

PERIOD ENDING 11/30/2023

Item 2.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - NA							
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT	0.00	0.00		0.00	0.00	0.00
Total Dept 000 - NA		0.00	0.00		0.00	0.00	0.00
Dept 011 - PROPERTY TAXES							
248-011-402-4030	TAXES REAL OPERATING	168,166.00	242,445.70		0.00	(74,279.70)	144.17
248-011-410-4160	TAXES PERSONAL OPERATING	6,382.00	16,852.96		3.79	(10,470.96)	264.07
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	2.39		0.00	(2.39)	100.00
248-011-437-0000	TAXES IFT ACT 198	0.00	0.00		0.00	0.00	0.00
248-011-573-4159	PPT REIMBURSEMENT - STATE	0.00	0.00		0.00	0.00	0.00
Total Dept 011 - PROPERTY TAXES		174,548.00	259,301.05		3.79	(84,753.05)	148.56
Dept 023 - STATE SHARED REVENUES							
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	39,077.00	19,866.79		0.00	19,210.21	50.84
Total Dept 023 - STATE SHARED REVENUES		39,077.00	19,866.79		0.00	19,210.21	50.84
Dept 025 - COUNTY SHARED REVENUES							
248-025-588-1000	COUNTY GRANT	0.00	0.00		0.00	0.00	0.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00	0.00		0.00	0.00	0.00
Dept 044 - MISCELLANEOUS REVENUE							
248-044-665-5000	INTEREST EARNED	250.00	31.20		0.00	218.80	12.48
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	0.00		0.00	0.00	0.00
248-044-680-6701	MISCELLANEOUS REVENUE	0.00	0.00		0.00	0.00	0.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	31.20		0.00	218.80	12.48
Dept 048 - TRANSFERS IN							
248-048-699-0000	TRANFERS IN (FROM GEN FUND)	0.00	0.00		0.00	0.00	0.00
248-048-699-0244	TRANSFERS IN EDG	0.00	0.00		0.00	0.00	0.00
248-048-699-6000	TRANSFERS IN (FROM SAD)	0.00	0.00		0.00	0.00	0.00
Total Dept 048 - TRANSFERS IN		0.00	0.00		0.00	0.00	0.00
Dept 053 - PRIOR YEARS FUND BALANCE							
248-053-692-6970	USE OF FUND BALANCE	(17,270.00)	0.00		0.00	(17,270.00)	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		(17,270.00)	0.00		0.00	(17,270.00)	0.00
TOTAL REVENUES		196,605.00	279,199.04		3.79	(82,594.04)	142.01
Expenditures							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-729-0000	FORMS AND PRINTING	500.00	0.00		0.00	500.00	0.00

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PERIOD ENDING 11/30/2023

Item 2.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-863-730-0000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-863-766-0000	TOOLS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-863-807-0000	AUDIT FEES	2,383.00	1,700.28	0.00	682.72	71.35
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	74,395.00	21,032.16	0.00	53,362.84	28.27
248-863-818-0001	DDA MARKET ANALYSIS	0.00	0.00	0.00	0.00	0.00
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	0.00	0.00	10,000.00	0.00
248-863-818-5002	BLIGHT PROPERTY	0.00	0.00	0.00	0.00	0.00
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00	0.00	0.00
248-863-818-5004	PERM ID PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-826-0000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
248-863-826-2000	HOURLY RATE-LEGAL	0.00	0.00	0.00	0.00	0.00
248-863-832-1000	MAINTENANCE-BERM AREA	17,500.00	8,588.76	0.00	8,911.24	49.08
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	780.00	0.00	2,720.00	22.29
248-863-921-0000	ELECTRIC	1,000.00	161.92	0.00	838.08	16.19
248-863-944-0000	MOTOR POOL CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-955-8640	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00
248-863-958-0000	MEMBERSHIPS AND DUES	1,045.00	0.00	0.00	1,045.00	0.00
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00	0.00	0.00
248-863-981-0000	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-863-987-0000	IMPROVEMENTS	20,605.00	1,981.60	0.00	18,623.40	9.62
248-863-987-0001	ALLEY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-987-0002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMNT	0.00	0.00	0.00	0.00	0.00
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00	0.00	0.00
248-863-987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-987-0012	DDA BUSINESS GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		172,928.00	34,244.72	0.00	138,683.28	19.80
Dept 965 - TRANSFERS OUT						
248-965-995-2272	TRANSFER TO LOCAL ST	0.00	0.00	0.00	0.00	0.00
248-965-995-4000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00	0.00	0.00
248-965-995-6000	TRANSFER TO GENERAL FUND	23,677.00	0.00	0.00	23,677.00	0.00
248-965-995-9991	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
248-965-998-9990	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - TRANSFERS OUT		23,677.00	0.00	0.00	23,677.00	0.00
TOTAL EXPENDITURES		196,605.00	34,244.72	0.00	162,360.28	17.42
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		196,605.00	279,199.04	3.79	(82,594.04)	142.01
TOTAL EXPENDITURES		196,605.00	34,244.72	0.00	162,360.28	17.42
NET OF REVENUES & EXPENDITURES		0.00	244,954.32	3.79	(244,954.32)	100.00

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2023 TO 11/06/2023
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Item 2.

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 11/06/2023
248	DOWNTOWN DEVELOPMENT AUTHORITY	476,265.11	279,691.38	39,210.93	716,745.56

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: November 9, 2023

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: 11 Mile Streetscape Plan Open House Event Summary

Summary

On October 26th the DDA hosted its first Open House for the 11 Mile Rd Streetscape project. The goal of this event was to introduce the initial design for the project to key stakeholders including the City Council, DDA businesses and property owners, and DDA board members. While we had DDA board and City Council participation, we did not get turn out from businesses and property owners despite extending invitations in person, phone, and email. For those that did attend, we did get positive and constructive feedback. A complete summary is attached, but here is some notable participant feedback we received:

- Participants greatly supported the pedestrian safety features, particular mid-crossings.
- Participants favored green infrastructure, seating, and public art as additional amenities.
- Participants were given concepts options for the layout of the streetscape and preferred Option 3 that included a multi-use path.

Staff met with MKSK on Nov. 9th to debrief about the event and next steps. Staff expressed concerns about the costs for the streetscape layout Option 3, which had the multi-use path due to upfront and ongoing upkeep costs. It included a 10ft multi-use path, a small buffer and a 6ft sidewalk. This is a lot of surfaces to maintain and replace over time. It was suggested that we may consider eliminating the multi-use path but increase the sidewalk width. Staff also discussed what materials would be used for the on-street parking and roadway. In general, staff suggested simple colored concrete opposed to pavers or pressed concrete for cost saving and for ease of maintenance and snow removal. These considerations will be incorporated as engineering begins developing cost estimates moving forward.

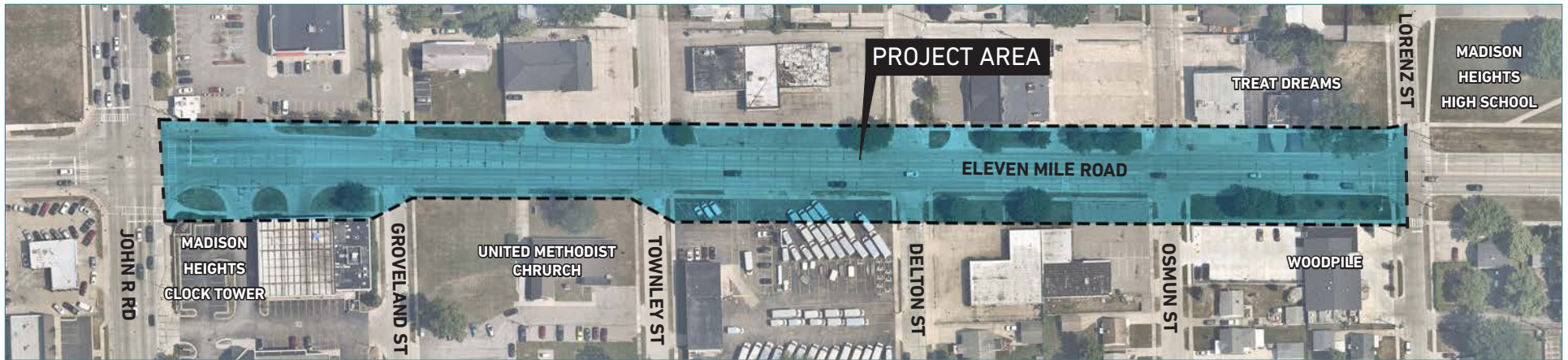
Next Steps

Given the poor attendance from the businesses and property owners, the next step for staff is to contact these property owners again and attempt to present this information to them over a Team call or with one-on-one meetings to gain their feedback and hopefully come up with solutions that work for property owners and the project. While city staff works to schedule these meetings MKSK will work on developing more specific options for pedestrian amenities and their costs.

MADISON HEIGHTS STREETSCAPE REDEVELOPMENT

STAKEHOLDER MEETING - SUMMARY

OCTOBER 26, 2023 - WOODPILE BBQ, 630 E. ELEVEN MILE ROAD



PROJECT OVERVIEW

THE CITY OF MADISON HEIGHTS IS PARTNERING WITH PLANNING AND ENGINEERING CONSULTANTS TO DEVELOP A DOWNTOWN STREETSCAPING PLAN ALONG 11 MILE ROAD FROM I-75 TO LORENZ, WITH A SPECIAL FOCUS ON THE AREA BETWEEN JOHN R. TO LORENZ. THIS PLAN WILL GUIDE THE VISION AND DESIGN FOR FUTURE IMPROVEMENT PROJECTS THAT PROMOTE A MORE WALKABLE, PEDESTRIAN FRIENDLY, AND ATTRACTIVE DOWNTOWN DISTRICT.

WORKSHOP PURPOSE:

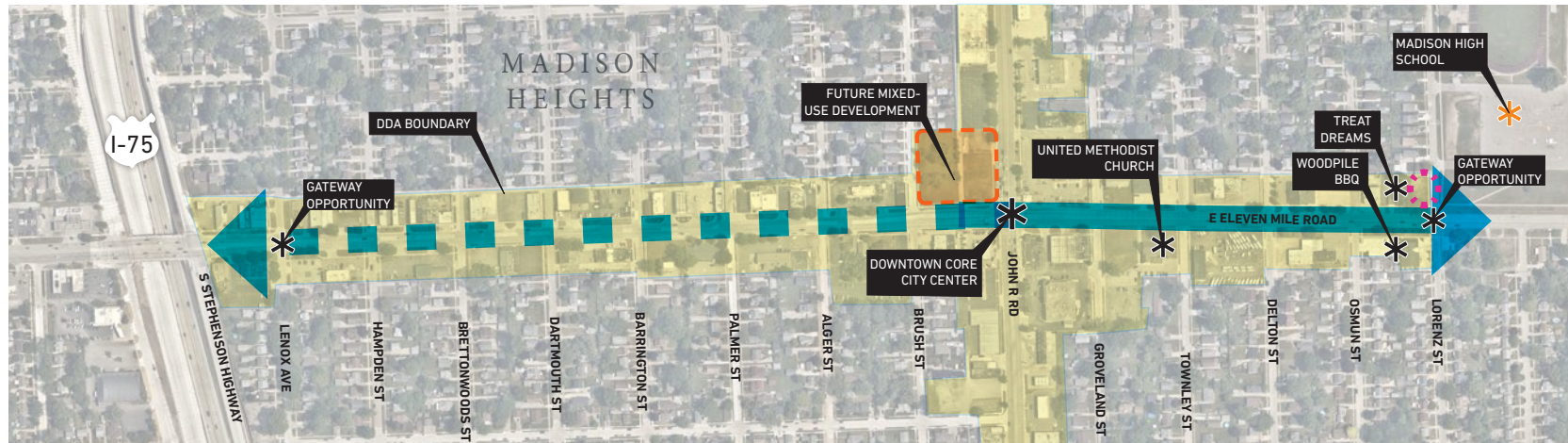
AS PART OF THE PLANNING EFFORT TO REDESIGN THE STREETSCAPE ON 11 MILE ROAD BETWEEN LORENZ ST. AND JOHN R. RD., THE CONSULTANT TEAM (MKS - NOWAK & FRAUS) MET WITH CITY STAFF, CITY COUNCIL, AND DDA MEMBERS ON THURSDAY, OCTOBER 26TH. THE INTENT OF THE EVENT WAS TO REVIEW CONCEPTUAL DESIGN OPTIONS AND VISUAL PREFERENCES OF PROGRAM ELEMENTS TO HELP SOLICIT FEEDBACK AND ULTIMATELY GUIDE THE DIRECTION OF THE FUTURE REDESIGN.

ATTENDEES:

- DOWNTOWN DEVELOPMENT AUTHORITY
- CITY COUNCIL
- MKS
- NOWAK & FRAUS
- CITY STAFF

(SEE END OF DOCUMENT FOR COMPLETE LIST OF ATTENDEES)

FULL PROJECT LIMITS



GOALS & OBJECTIVES

- ▶ **IMPROVE PEDESTRIAN SAFETY**
- ▶ **SLOW DOWN TRAFFIC**
- ▶ **REDUCE PEDESTRIAN / VEHICULAR CONFLICTS**
- ▶ **CLEARLY IDENTIFY PEDESTRIAN CROSSING POINTS**
- ▶ **PROMOTE IDENTITY**
- ▶ **ESTABLISH GATEWAYS AND EDGES**
- ▶ **PROMOTE PRIVATE INVESTMENT**
- ▶ **SUPPORT PRIVATE REDEVELOPMENT EFFORTS**
- ▶ **CREATE A STREET-SCAPE ENVIRONMENT TO DRAW LOCAL BUSINESSES**
- ▶ **IMPROVE PARKING AND ACCESSIBILITY**

Downtown Development Authority

Background

The City of Madison Heights' Downtown Development Authority (DDA) was created in 1997 and a corresponding Tax Increment Financing and Development Plan was adopted for the district in 1998. The DDA district includes properties along John R Road from Gardena Avenue to 10 Mile Road and along 11 Mile Road from I-75 to Lorenz Street. The DDA Board is comprised of thirteen members that represent local businesses and property owners in the John R and 11 Mile commercial district. The Madison Heights DDA adopted the current Tax Increment Financing and Development Plan in 2017 which serves the city until 2038.

The 2017 Plan is summarized here and additional recommendations related to this Master Plan follow.

MAP 8-1. DOWNTOWN DEVELOPMENT AUTHORITY BOUNDARIES



AERIAL IMAGE



Madison Heights - Existing Conditions
Aerial Image
October 26, 2023
Stakeholder Engagement Meeting



IMPACTS TO PARKING

Item 3.

213-241 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	29
PROPOSED SURFACE LOT SPACES	21
PROPOSED PARALLEL PARKING SPACES	9
PROPOSED NEW PARKING SPACES	30 (NET GAIN OF 1)

307-341 E. ELEVEN MILE ROAD - PARKING TABLE

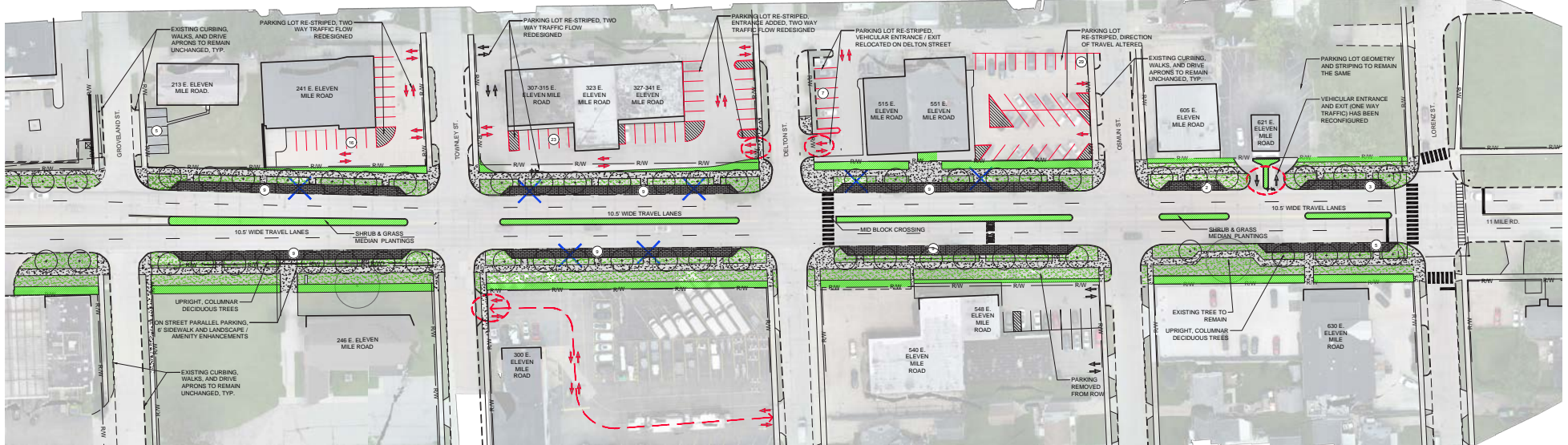
PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	39
PROPOSED SURFACE LOT SPACES	23
PROPOSED PARALLEL PARKING SPACES	9
PROPOSED NEW PARKING SPACES	33 (NET LOSS OF 7)

515-551 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	40
PROPOSED SURFACE LOT SPACES	36
PROPOSED PARALLEL PARKING SPACES	9
PROPOSED NEW PARKING SPACES	45 (NET GAIN OF 5)

605-621 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	28
PROPOSED SURFACE LOT SPACES	N/A
PROPOSED PARALLEL PARKING SPACES	5
PROPOSED NEW PARKING SPACES	5 (NET GAIN OF 5)



246 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	N/A
PROPOSED SURFACE LOT SPACES	N/A
PROPOSED PARALLEL PARKING SPACES	9
PROPOSED NEW PARKING SPACES	9 (NET GAIN OF 9)

300 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	36
PROPOSED SURFACE LOT SPACES	32
PROPOSED PARALLEL PARKING SPACES	9
PROPOSED NEW PARKING SPACES	41 (NET GAIN OF 5)

540-548 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	37
PROPOSED SURFACE LOT SPACES	28
PROPOSED PARALLEL PARKING SPACES	9
PROPOSED NEW PARKING SPACES	37 (NO CHANGE)

630 E. ELEVEN MILE ROAD - PARKING TABLE

PARKING TYPE	QUANTITY
APPROXIMATE EXISTING PARKING LOT SPACES	31
PROPOSED SURFACE LOT SPACES	N/A
PROPOSED PARALLEL PARKING SPACES	5
PROPOSED NEW PARKING SPACES	5 (NET GAIN OF 5)

SYMBOL	DESCRIPTION
	DRIVE AISLES REMOVED
	DRIVE AISLES ADDED AND/OR RELOCATED
	PROPOSED DECIDUOUS TREE PLANTING
	PROPOSED ENHANCED LANDSCAPE AREA
	PROPOSED ENHANCED SIDEWALKS
	PROPOSED ON STREET PARALLEL PARKING
	EXISTING CURBING TO REMAIN

Madison Heights - 11 Mile Streetscape
Parking Diagram
 October 26, 2023
 Stakeholder Engagement Meeting





Madison Heights - 11 Mile Streetscape Rendering

Tree Lawn Concept

October 26, 2023

Stakeholder Engagement Meeting



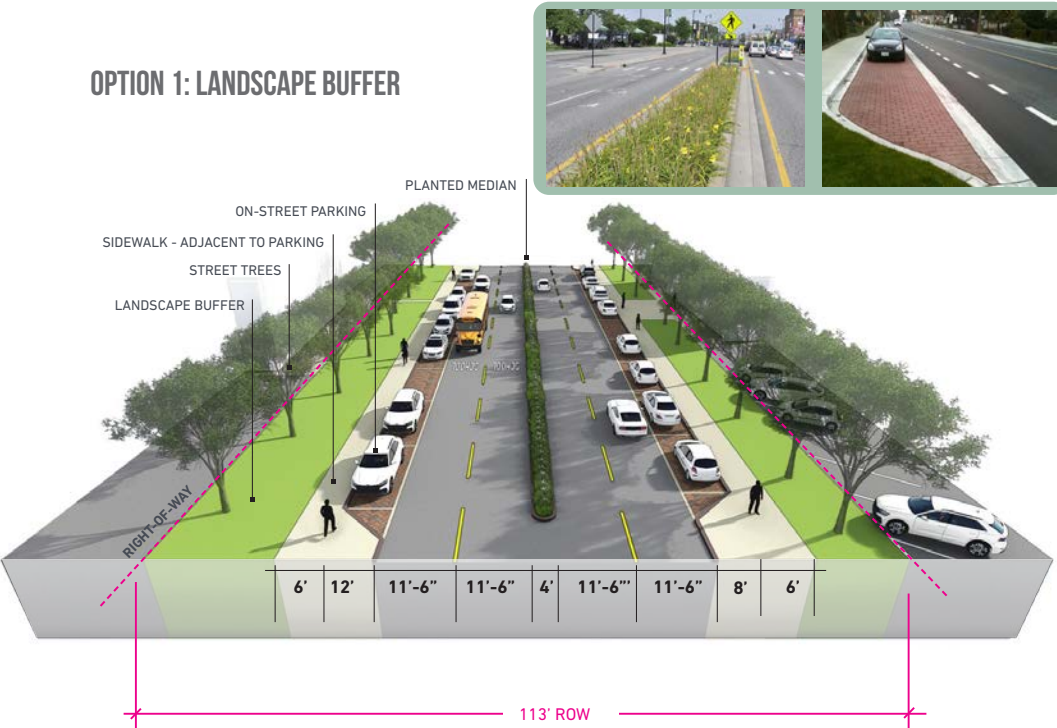
MKSK



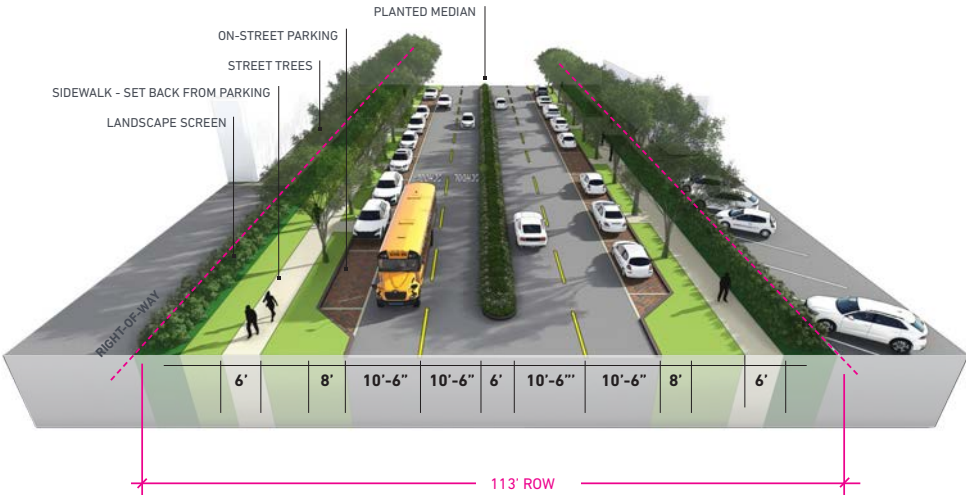
OPTIONS REVIEWED

Item 3.

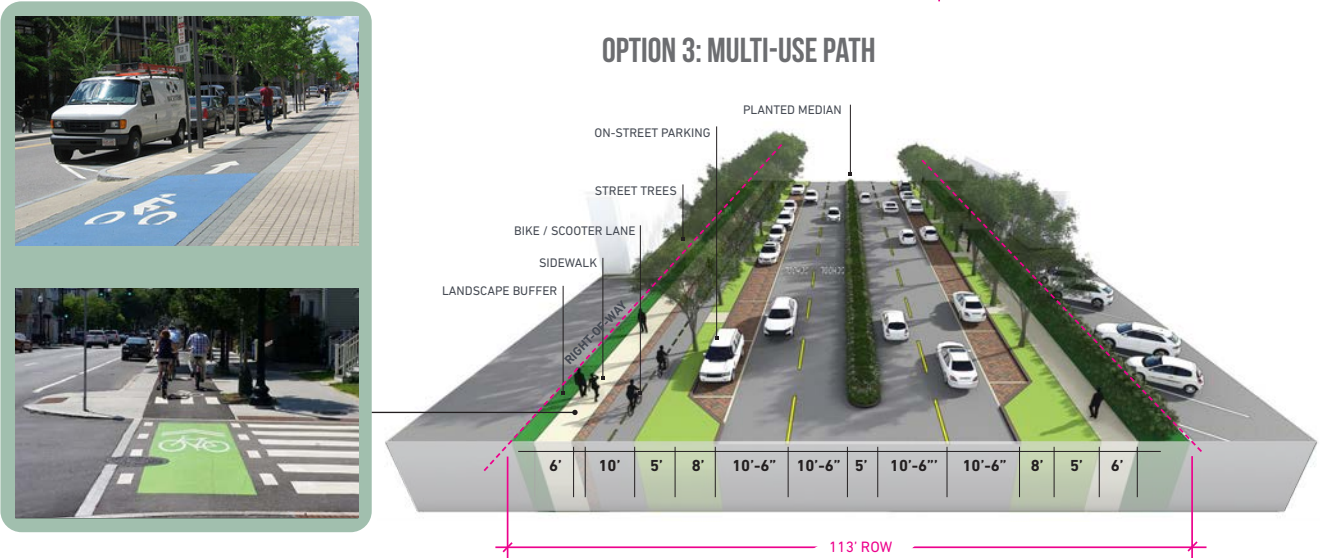
OPTION 1: LANDSCAPE BUFFER



OPTION 2: TREE LAWN



OPTION 3: MULTI-USE PATH



PREFERRED OPTION: OPTION 3 MULTI-USE PATH


Item 3.




WHAT ARE YOUR PRIORITIES FOR FUTURE AMENITIES?

PLACE A STICKER UNDER THE AMENITY OPTIONS THAT YOU PREFER BELOW:

MID BLOCK CROSSING / SIGNALIZED PEDESTRIAN CROSSING



SITE FURNISHINGS




BIKE RACKS



SIGNAGE & WAYFINDING




BIOSWALE PLANTERS/ GREEN INFRASTRUCTURE




PLANTED MEDIAN



SEATING




STREET TREES AND TREE LAWN




WHAT ARE YOUR PRIORITIES FOR FUTURE AMENITIES?

PLACE A STICKER UNDER THE AMENITY OPTIONS THAT YOU PREFER BELOW:

BUMPOUTS




PLACEMAKING



CROSSWALKS




MULTI-USE PATH




WRITE DOWN OTHER OPTIONS HERE:

PUBLIC ART



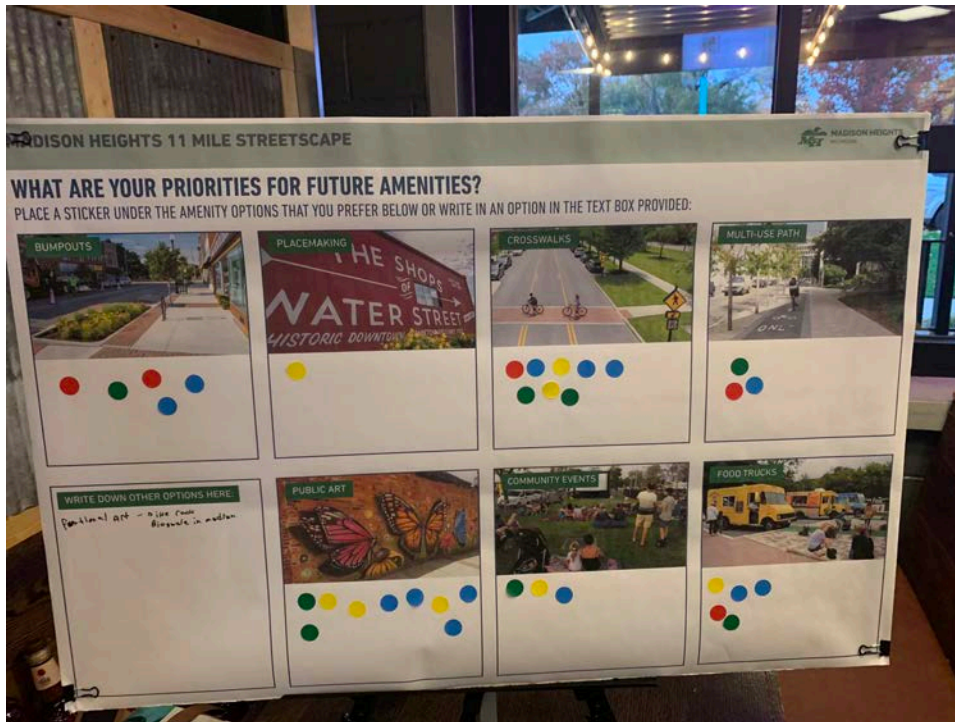
COMMUNITY EVENTS



FOOD TRUCKS



VISUAL PREFERENCE BOARD 1



VISUAL PREFERENCE BOARD 2



PREFERRED AMENITIES

Item 3.

MID BLOCK CROSSING / SIGNALIZED PEDESTRIAN CROSSING



13 VOTES

PUBLIC ART



9 VOTES

CROSSWALKS



8 VOTES

PLANTED MEDIAN



8 VOTES

SEATING



8 VOTES

BIOSWALE PLANTERS / GREEN INFRASTRUCTURE



6 VOTES

TOP 8 RESPONSES:

WE ASKED THE COMMUNITY WHAT TYPES OF SPACES AND PROGRAM ELEMENTS THEY WOULD LIKE TO SEE INCORPORATED IN THE FUTURE 11 MILE ROAD CORRIDOR REDESIGN THROUGH A VISUAL PREFERENCE SURVEY AT STAKEHOLDER MEETING 1. INDIVIDUALS WERE GIVEN 6 STICKERS TO VOTE ON 15 PROGRAM ELEMENTS SPREAD OUT BETWEEN 2 BOARDS. THE RESULTS ON THIS SHEET HELP GIVE THE CONSULTANTS AN IDEA OF WHAT THE COMMUNITY VISUALIZED THE CORRIDOR BECOMING AND WILL HELP GUIDE THE FUTURE CONCEPTUAL DESIGN.

BIKE RACKS



5 VOTES

BUMPOUTS



5 VOTES

SUMMARY OF COMMENTS HEARD

Item 3.



SUMMARIZED COMMENTS:

- PEDESTRIAN SAFETY AND SAFE CROSSINGS ARE HIGHLY VALUED
- PLANTED MEDIAN AND ADDITIONAL LANDSCAPE IS DESIRED
- BICYCLE AMENITIES ARE REQUESTED
- PUBLIC ART IS DESIRED
- GREEN INFRASTRUCTURE INCORPORATED IN FUTURE DESIGN
- LIKES THE IDEA OF ORNAMENTAL TREES BEHIND STREET TREES FOR ADDED COLOR / INTEREST (SPECIFICALLY CHERRY BLOSSOM MENTIONED)
- IN FAVOR OF ADDED ON STREET PARKING
- IN SUPPORT OF MEDIANS FOR TRAFFIC CALMING PURPOSES
- CONCERNED ABOUT LOCATING TREES TOO CLOSE TO INTERSECTIONS THAT COULD BLOCK VIEWS
- IN SUPPORT OF BIKE / SHARED USE PATH



Planted median
and additional
landscape desired

Bicycle
amenities
requested

Pedestrian safety and safe crossings are
highly valued



LIST OF ATTENDEES

Item 3.

CITY STAFF

Name: Melissa Marsh

Business / Organization: City Manager

Email: melissamarsh@madison-heights.org

Phone: 248.583.0829

Name: Giles Tucker

Business / Organization: Community Development Director

Email: gilestucker@madison-heights.org

Phone: 248.583.0831

Name: Matt Lonnerstater

Business / Organization: City Planner

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DESIGN TEAM

Name: Brad Brickel

Business / Organization: Nowak & Fraus Engineers

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Name: Matt McGrath

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Name: Kristyn Bowden

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DESIGN TEAM

Name: James Goff

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ATTENDEES

Name: Toya Aaron

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Name: Emily Rohrbach

Business / Organization: Madison Heights City Council

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Phone: 248.252.1838

Name: Eric Graettinger

Business / Organization: Madison Heights Planning Commission

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Phone: 248.252.1838

Name: Mark Bliss

Business / Organization: City Council

Email:

Phone:

Name: Linda Williams

Business / Organization: MHHP Chamber

Email: chambermhhp@gmail.com

Phone: 248.342.5010

ATTENDEES

Name: Mike Van Buren

Business / Organization: DDA Chair

Email:

Phone:

Name: Lenea Renshaw

Business / Organization:

Email: renshawh@comcast.net

Phone: 248.460.8865

Name: Bill Mier

Business / Organization:

Email:

Phone:

Name: Russ G.

Business / Organization:

Email:

Phone:

Name: M. Sheppard

Business / Organization: DDA

Email:

Phone: 248.545.1800

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: November 9, 2023

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Façade Grant Guidelines & Application Updates

The DDA's facade and sign grants are our authorities' only two local grant programs offered to DDA businesses. Each of these programs incentivizes the removal of blight, non-conforming structures and promotes a more attractive downtown district for residents and future investment. These program 100% reimburse approved activities that remove blight and non-conformities and otherwise offer a 50/50 matching grant up to a certain limit set by the DDA board.

Last month's consideration of Diamond Jim's façade and sign grant applications prompted the DDA board to ask that the Economic Vitality committee to review these two programs. It does not appear that these programs have been revised since they were initially developed in 2008. The committee met on November 1st and thus far has made the following revisions to the programs:

Sign Grant Program

- Edited and reformatted the document for conciseness and allowed for fillable application.
- Removed requirement that signage be 90% or less than the permitted sign area per City Ordinances.
- The submission of a canceled/paid check was included as a requirement for reimbursement along with a paid invoice signed by the contractor.

Façade Grant Program

- Edited and reformatted the document for conciseness and allowed for fillable application.
- The limit for façade grant was increased to \$10,000 from \$5,000.

Next Steps

While the committee is off to a great start with proposed revisions to these programs, updated versions of these programs are not ready for consideration from the board as a whole and will likely be ready around the beginning of next year.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: November 9, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: 2024 Meeting Dates

Summary

Meeting dates for 2024 were included in the August 22nd DDA meeting as an item, but unfortunately the meeting lost its quorum before the board could meet to adopt them. We need to adopt meeting dates for next year at this meeting as it is the last of the calendar year.

Staff Recommendation

Currently, DDA meetings are held at 8am on the second Tuesday of the month. This coincides with the schedule of City Council meetings. To avoid back-to-back meetings, staff is proposing that these meetings are moved to the third Tuesday of the month. In addition to these regular meetings, there are two joint DDA/BRA meetings scheduled on the third Tuesday of the month in April and August that allow the board to address both the business of the DDA and any normal BRA related business that occurs. Staff recommends that the DDA board approve to approve the following meeting dates for the 2024 calendar year:

Regular DDA Meeting Dates

January 16th, 2024
February 20th, 2024
June 18th, 2024
November 19th, 2024

Informational DDA Meeting Dates

June 18th, 2024
November 19th, 2024

DDA/BRA Joint Meeting Dates

April 16th, 2024
August 20th, 2024

Downtown Development Authority Meeting
 Madison Heights, Michigan
 August 22, 2023

A Downtown Development Authority Meeting was held on Tuesday, August 22, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

Chairperson Van Buren called the meeting to order at 8:02 AM.

PRESENT

Mayor Roslyn Grafstein (left meeting at 9:15 am)
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw (left meeting at 9:21 am)
 Member Michael Sheppard
 Chair Michael Van Buren

ABSENT

Member Rickey Busler
 Member Ruth Charlebois
 Member Gordon Davignon
 Vice-Chair Yousif Jarbo

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
 Business Services Coordinator Mary Daley

DDA-23-28. Excuse Members.

Motion made by Member Marsh, Seconded by Member Keys, to excuse Members Busler, Charlebois and Jarbo from today's meeting.

Voting Yea: Mayor Roslyn Grafstein
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw
 Member Michael Sheppard
 Chair Michael Van Buren

Motion carried.

DDA-23-29. MHDDA July 18, 2023 Regular Minutes

Motion made by Member Grafstein, Seconded by Member Sheppard, to approve the Regular MHDDA Meeting minutes of July 18, 2023 as printed.

Voting Yea: Mayor Roslyn Grafstein
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw
 Member Michael Sheppard
 Chair Michael Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC:

Member of the public, Nick DiFranco, owner of Lighthouse Imports and Carpe Diem Wine Distributors, introduced himself and thanked the Board for allowing him to attend today.

Finance Report.

C.E.D. Director Giles Tucker reviewed the current finance report. The FY 23-24 began July 1st and there have not yet been any substantial expenses to report. While not yet reflected in the Finance Report, with the approval of our budget amendment for the 11 Mile Corridor Plan, we will see an increase of an additional \$50,000 for Contractual Services. Banners were paid for in the previous fiscal year.

ONGOING PROJECTS:

C.E.D. Director Giles Tucker updated the Board on ongoing projects happening within the DDA as outlined in the packet including the following:

City Gateway Project, Banners & Welcome Sign

The repair of the Progress & John R Gateway has been completed by DPS. A number of the trash bins have been refurbished, and the DDA banners have been installed. Director Tucker reviewed the conceptual design for gateway welcome signs as detailed in the packet.

11 Mile Corridor Streetscape Plan

Staff met with NFE, MKSK and SEMCOG to discuss further details on the scope and the timeline for the 11 Mile Streetscape project on August 17th. Staff and the project consultants will conduct a site visit at the beginning of September and the first of two stakeholder meetings planned to occur at the beginning of October. Board members shared their ideas and thoughts on this.

PA 57 Reporting Update

C.E.D. Director Tucker gave a brief update on PA 57 reporting. At the end of the year, he is required to submit financial reports for the DDA per PA 57. The meeting minutes and agendas will be added timely to the website. The meeting calendar will be removed from the DDA page and will be updated on the main calendar only. Our annual TIF Plan will be reported by December 31st.

Brownfield Redevelopment Authority Reporting Update

CED Director Tucker gave a detailed presentation on the overview of Brownfield Tax Increment Financing and what the process looks like. He updated the Board on active brownfield project sites and anticipated requests in the future. A detailed description of the fundamentals of Brownfield process was provided in the packet.

Director Tucker explained that Brownfield Redevelopment exists as an economic development tool to attract developers to come in and clean up properties or redevelop them if they are functionally obsolete.

Our Brownfield Redevelopment Authority is also required by the State of Michigan to submit financial reporting including our fund balance and metrics on our active products annually by August 31st.

NEW PROJECTS:

MHHP Chamber Service Agreement

C.E.D. Director Tucker presented the Agreement renewal with the Madison Heights-Hazel Park Chamber of Commerce (MHHP) for the 2023-2024 year. Per Director Tucker, the Chamber has met the spirit of its reporting requirements on a quarterly basis, and has made significant progress in increasing membership, establishing best practices, improving events, and demonstrating the value of chamber membership. Both the City of Madison Heights and Hazel Park have committed to renewing their own agreements with the Chamber through 2024. This is a revised agreement removing the monthly reporting section and adding in specific performance measures to be included in the annual report presented to the DDA annually. The revised agreement was included in the packet for the Members to review.

DDA-23-30. MHHP Chamber Service Agreement

Motion by Member Marando, seconded by Member Sheppard to approve the 2023-2024 service agreement with the Madison Heights-Hazel Park Chamber of Commerce (MHHP) for a total \$10,000 to be paid in quarterly installments of \$2,500.

Voting Yea: Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

Motion carried.

DDA Meeting Dates for November 2023 & for the 2024 Calendar Year

At the end of each calendar year the DDA board schedules its Regular meeting dates for the following year. These regular meetings have been scheduled for the second Tuesday of each month and this coincides with the morning after City Council Meetings. To avoid back-to-back meetings, staff is proposing that these meetings are moved to the third Tuesday of the month. In addition to these regular meetings, there are two joint DDA/BRA meetings scheduled on third Tuesday of the month in April and August that allow the board to address both the business of the DDA and any normal BRA related business that occurs.

As always, the DDA can choose to schedule additional meetings as needed.

Because the DDA lost quorum, the Board will wait until the November 14th meeting to approve a schedule for 2023-2024.

Meeting was adjourned by the Chair at 9:25 a.m.