



CITY OF MADISON HEIGHTS

**300 W. 13 MILE ROAD
Madison Heights, MI 48071
City Hall Executive Conference Room**

MHDDA REGULAR MEETING AGENDA

January 4, 2022

8:00 A.M.

– AGENDA –

- I. CALL TO ORDER: 8:00 A.M.
- II. ROLL CALL-
- III. MEETING OPEN TO THE PUBLIC
- IV. APPROVAL OF MINUTES
 - a. November 9, 2021 Regular Meeting
- V. FINANCIAL REPORT
- VI. OLD BUSINESS
 - a. 934 W 11 Mile Rd Diamond Jim's Façade Grant Reimbursement
- VII. NEW BUSINESS
 - a. 239 W 11 Mile Rd- MYST Auto- Used Car Sales SLU
 - b. DDA Subcommittee Appointment
- VIII. COMMITTEE REPORTS
 - a. Design Committee
 - b. Economic Vitality Committee
 - c. Promotions Committee
- IX. DIRECTOR REPORT
 - a. 2022-2023 DDA Budget- 1st look
 - b. 26783 Lenox Ave- Rezoning
 - c. 26744 Osmun St- Rezoning
 - d. Holiday Decorations
 - e. DDA Mission & Vision, Events
- X. TRAINING & EVENTS OPPORTUNITIES
 - a. MDA Spring Workshop- March 3, 2022 Grand Ledge
- XI. ROUND ROBIN
- XII. ADJOURNMENT

A Regular Meeting of the Downtown Development Authority was called to order by Chairman Van Buren on Tuesday, November 9, 2021, at 8:00 a.m. in the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Chairperson Van Buren and Vice-Chairperson Jarbo.
Members: Busler (left at 9:08 a.m.), Charlebois, Davignon (arrived at 8:08 a.m.), Marando, Marsh, Renshaw, Sheppard, and Zmarzlik.

Also Present: Economic Development Director Tucker and City Clerk Rottmann.

Absent: Grafstein, Keys, and Mancini.

DDA-21-59. Meeting Open to the Public.

There were no members of the public wishing to speak.

DDA-21-60. Excuse Members.

Motion by Marsh, seconded by Charlebois, to excuse the following members from today's meeting: Grafstein, Keys, and Mancini.

Yeas: Busler, Charlebois, Jarbo, Marando, Marsh, Renshaw, Sheppard, Zmarzlik, Van Buren

Nays: None

Absent: Davignon, Grafstein, Keys, Mancini

Motion Carried

DDA-21-61. Minutes.

Motion by Sheppard, seconded by Zmarzlik, to approve the minutes from the August 10, 2021 DDA Regular Meeting as printed.

Yeas: Busler, Charlebois, Jarbo, Marando, Marsh, Renshaw, Sheppard, Zmarzlik, Van Buren

Nays: None

Absent: Davignon, Grafstein, Keys, Mancini

Motion Carried

DDA-21-62. Financial Report.

Mr. Tucker presented the Financial Report to the members and noted there has been minimal activity and spending.

DDA-21-63. DDA Meeting Schedule.

Mr. Tucker presented the Downtown Development Authority, Brownfield Redevelopment Authority and Special Downtown Development Authority 2022 meeting dates for consideration and approval by the board.

Motion by Sheppard, seconded by Busler to approve the Downtown Development Authority, Brownfield Redevelopment Authority and Special Downtown Development Authority 2022 meeting dates as follows:

Downtown Development Authority
2022 Regular Meeting Schedule

January 11
March 8
April 12
August 9
November 8

Downtown Development Authority
2022 Special Meeting Schedule

January 25
(Budget Meeting)
August 9
(Informational Meeting - following the August 9th Regular Meeting)
November 8
(Following the August 9th Regular Meeting)

Brownfield Redevelopment Authority
2022 meeting Schedule

April 12
(Following the April 12th DDA Regular Meeting)

Yeas: Busler, Charlebois, Davignon, Jarbo, Marando, Marsh,
Renshaw, Sheppard, Zmarzlik, Van Buren
Nays: None

Absent: Grafstein, Keys, Mancini
Motion Carried

DDA-21-64. Holiday Decorations.

Mr. Tucker stated that at this time, it is probably too late to decorate the DDA for the 2021 holidays. Staff recommends that holiday decorations be studied by the Promotions subcommittee to discuss and assess the needs and costs for the DDA and to present a proposal at the January 25, 2022 DDA meeting to be included in the 2022 budget. Another item to be considered by the subcommittee is that there are no electrical outlets on 11 Mile Road.

DDA-21-65. Committee Reports.

Design

City Manager Marsh stated that the Design subcommittee met in August to decide where to plant trees and the City received a grant for 40 trees. It was the recommendation that the planting start at 10 Mile Road and then south on John R. As for the DDA entrance signs, it was the consensus of the DDA to wait until spring to evaluate and address the issue. In response to Chair Van Buren, Ms. Marsh stated that she will look into quotes for an entrance sign on the new 11 Mile Road Bridge. Mr. Tucker added that a he will look into whether a wayfinding plan would be possible in the future. It was the consensus of the DDA to not move forward with the mural project.

Economic Vitality

Mr. Tucker requested that the subcommittee assist in helping identify owners of a list of properties that he has put together.

Promotions

Mr. Tucker noted that the Promotions subcommittee has not recently met; however, the website looks good. The website has all of the restaurants on it and now they are working on non-food and non-shopping photos for it. He noted that the website could be officially launched at any time. Mr. Sheppard suggested that with the permission of the property owner, a list of benefits from being located in the DDA be placed in vacant property windows.

DDA-21-66. Director Report.

DTE Street Light Painting

Mr. Tucker informed the Board that the DTE Street Light Painting is complete.

OakStem 2021

Mr. Tucker advised that the City was awarded 146 trees to be planted from the OakStem 2021 grant. Of those, 40 will be in the DDA. He stated that the timeline for planting is no later than the first week of December.

Small Business Saturday

Mr. Tucker advised that Small Business Saturday is November 27th; however, Oakland County has no special event planned this year. It appears that the priorities of the County Economic Development Department may be shifting from Main Street.

Training

Mr. Tucker stated that Main Street America has partnered with Go Daddy to provide a free training course on branding & digital marketing for small business owners. The training is comprised of three parts. The first part is about branding, the rest provide good information on the available tools that Go Daddy has on their platform. Regardless these are good lessons whether or not you end up using Go Daddy for your digital presence & E-Commerce.

Ordinance Changes

Mr. Tucker reviewed several ordinance changes that impact businesses in the City and DDA. The changes include expanding business uses in industrial districts, mixed-use development in M-1 district, outdoor seating text amendments that remove the Special Approval before City Council requirement, permitting drive-through and take out without indoor seating in the DDA with a required Special Approval, and expansion of the business licensing ordinance.

DDA-21-67. Round Robin.

Mr. Sheppard stated that everything appears to be moving along. He stated that he is not a big fan of bike lanes and he opposes a road diet.

Mr. Davignon stated that Restaurant Week was successful and he hopes this becomes an annual event. He noted that Cadillac Straights has a *Learn to Brew* class and they are expanding their space.

Ms. Charlebois noted that both she and Joe Keys are looking at a marihuana facility and their view is of shattered glass and a decaying façade. It is unsightly. She stated that she lives near the Auburn Road between Dequindre and John R where they recently completed their road diet. She stated that while the process was painful, the result is beautiful. You now see families, children, restaurants and home prices have skyrocketed. She encouraged the members to visit.

Mr. Jarbo welcomed Joe Mancini and Anthony Morando to the DDA board. He stated that John R and 11 Mile need metal traffic lights and the look would be impactful to the area.

Mr. Mancini noted he was glad to be participating with the group. He agreed with the earlier suggestion of bringing awareness to the DDA and suggested a flyer to share with other businesses and the community.

Ms. Renshaw welcomed the new members. She stated that it has been a pleasure to be on the board and witness all the changes. It has been hard with the pandemic, but it is nice to see everyone come together in-person.

Ms. Zmarlik stated that she supports bike lanes in a limited capacity. There is a solution; we just need to find it. She stated that she believes the website is going to be helpful.

Ms. Marsh stated that the City is hosting the annual Mayor's Dinner at Cadillac Straight this year.

Mr. Van Buren welcomed the new members. He suggested that the Informational Meeting be presented at a City Council meeting so that more can benefit from the presentation.

DDA-21-68. Adjournment.

There being no further business, Chairman Van Buren adjourned the meeting at 9:23 a.m.

Cheryl E. Rottmann, City Clerk

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	12/31/2021	MONTH 12/31/2021	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - NA							
248-000-5008-000	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							
248-011-4030-000	TAXES REAL OPERATING	40,050.00	53,645.54		0.00	(13,595.54)	133.95
248-011-4130-000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	0.00		0.00	0.00	0.00
248-011-4159-000	PPT REIMBURSEMENT - STATE	0.00	0.00		0.00	0.00	0.00
248-011-4160-000	TAXES PERSONAL OPERATING	2,650.00	2,757.49		0.00	(107.49)	104.06
248-011-4370-000	TAXES IFT ACT 198	0.00	0.00		0.00	0.00	0.00
Total Dept 011 - PROPERTY TAXES		42,700.00	56,403.03		0.00	(13,703.03)	132.09
Dept 023 - STATE SHARED REVENUES							
248-023-5730-000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	33,662.36		0.00	1,550.64	95.60
Total Dept 023 - STATE SHARED REVENUES		35,213.00	33,662.36		0.00	1,550.64	95.60
Dept 044 - MISCELLANEOUS REVENUE							
248-044-6655-000	INTEREST EARNED	500.00	1.26		0.00	498.74	0.25
248-044-6701-000	MISCELLANEOUS REVENUE	0.00	0.00		0.00	0.00	0.00
248-044-6740-000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	0.00		0.00	0.00	0.00
Total Dept 044 - MISCELLANEOUS REVENUE		500.00	1.26		0.00	498.74	0.25
Dept 048 - TRANSFERS IN							
248-048-6990-000	TRANFERS IN (FROM GEN FUND)	0.00	0.00		0.00	0.00	0.00
248-048-6990-244	TRANSFERS IN EDG	0.00	0.00		0.00	0.00	0.00
248-048-6996-000	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							
248-053-6970-000	USE OF FUND BALANCE	27,608.00	0.00		0.00	27,608.00	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		27,608.00	0.00		0.00	27,608.00	0.00
TOTAL REVENUES		106,021.00	90,066.65		0.00	15,954.35	84.95
Expenditures							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-7290-000	FORMS AND PRINTING	2,000.00	0.00		0.00	2,000.00	0.00
248-863-7300-000	POSTAGE	500.00	0.00		0.00	500.00	0.00
248-863-7660-000	TOOLS AND SUPPLIES	100.00	0.00		0.00	100.00	0.00
248-863-8070-000	AUDIT FEES	1,980.00	1,906.63		300.24	73.37	96.29
248-863-8170-000	EVENTS	500.00	0.00		0.00	500.00	0.00
248-863-8180-000	CONTRACTUAL SERVICES	5,000.00	498.41		476.25	4,501.59	9.97
248-863-8180-001	DDA MARKET ANALYSIS	0.00	0.00		0.00	0.00	0.00

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	MONTH 12/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-863-8185-000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00
248-863-8185-001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	0.00	0.00	10,000.00	0.00
248-863-8185-002	BLIGHT PROPERTY	0.00	0.00	0.00	0.00	0.00
248-863-8185-003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00	0.00	0.00
248-863-8185-004	PERM ID PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-8260-000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
248-863-8262-000	HOURLY RATE-LEGAL	0.00	0.00	0.00	0.00	0.00
248-863-8321-000	MAINTENANCE-BERM AREA	17,500.00	12,883.14	715.73	4,616.86	73.62
248-863-8321-001	MAINTENANCE - ROW TRASH	3,500.00	1,320.00	240.00	2,180.00	37.71
248-863-8640-000	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00
248-863-9210-000	ELECTRIC	518.00	254.07	42.88	263.93	49.05
248-863-9440-000	MOTOR POOL CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-9441-000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-9570-000	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00	0.00	0.00
248-863-9580-000	MEMBERSHIPS AND DUES	870.00	860.00	860.00	10.00	98.85
248-863-9810-000	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-863-9870-000	IMPROVEMENTS	0.00	18,850.00	0.00	(18,850.00)	100.00
248-863-9870-001	ALLEY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-9870-002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00
248-863-9870-003	PATINA PLACE - BRA STREETSCAPE IMPRVMT	0.00	0.00	0.00	0.00	0.00
248-863-9870-004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00	0.00	0.00
248-863-9870-006	11 MILE/JOHN R ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-9870-011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-9870-012	DDA BUSINESS GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		83,968.00	36,572.25	2,635.10	47,395.75	43.55
Dept 965 - TRANSFERS OUT						
248-965-9990-000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-965-9991-000	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
248-965-9992-272	TRANSFER TO LOCAL ST	0.00	0.00	0.00	0.00	0.00
248-965-9994-000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00	0.00	0.00
248-965-9996-000	TRANSFER TO GENERAL FUND	22,053.00	0.00	0.00	22,053.00	0.00
Total Dept 965 - TRANSFERS OUT		22,053.00	0.00	0.00	22,053.00	0.00
TOTAL EXPENDITURES		106,021.00	36,572.25	2,635.10	69,448.75	34.50
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		106,021.00	90,066.65	0.00	15,954.35	84.95
TOTAL EXPENDITURES		106,021.00	36,572.25	2,635.10	69,448.75	34.50
NET OF REVENUES & EXPENDITURES		0.00	53,494.40	(2,635.10)	(53,494.40)	100.00

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2021 TO 12/29/2021
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2021	Total Debits	Total Credits	Ending Balance 12/29/2021
248	DOWNTOWN DEVELOPMENT AUTHORITY	220,558.48	90,130.47	41,625.17	269,063.78

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 15, 2021
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: 934 W 11 Mile Rd- Diamond Jim Façade Grant Reimbursement

At the Special Meeting of May 18th the DDA approved the Façade Improvement grant application of Diamond Jims Jewelry at 934 W 11 Mile Rd in the DDA area. This project included an update to the façade of the building including Dryvit molding and cultured stone exterior and exterior lighting. The façade portion of their improvements is now complete and they are requesting reimbursement of \$5,000 for this project as approved by the DDA in May 2021. They are planning for additional improvements to their parking lot in 2022.

Commercial Maintenance & Supply (CMS) a past façade grant recipient and DDA area business, served as general contractor of this project and has provided a paid invoice for their services. Our Façade Grant Program is a 50% matching grant up to \$5,000 for eligible improvements. This means that in order to qualify for a \$5,000 reimbursement, this project must demonstrate at least \$10,000 in eligible expenses. After reviewing the itemized paid invoice, it is the opinion of staff that even the most conservative interpretation of eligible improvements provided in the Façade Grant Guidelines is over \$25,165 in eligible improvements. A copy of the paid invoice and a breakdown of the eligibility of the improvements made in this project has been included for review.

Staff recommended action:

1. This project demonstrates a significant and an attractive reinvestment in the downtown. Staff strongly recommends that the DDA board authorize the DDA Executive Director to reimburse Diamond Jim's \$5000 for the completion of this project.

Commercial Maintenance & Supply, Inc.

930 West 11 Mile Road
Madison Heights, MI 48071
Office # 248-398-7700
Fax # 248-398-7701

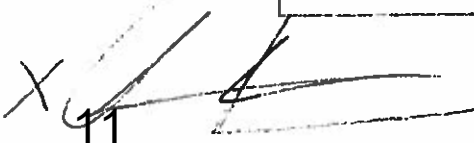
Invoice

DATE	INVOICE #
12/1/21	7272

BILL TO
Diamond Jim's 934 W 11 Mile Rd Madison Hgts, MI 48071

BUILDING
Diamond Jim's 934 W 11 Mile Rd Madison Hgts, MI 48071

		WO/PO NUMBER	TERMS	DUE DATE
		934 W 11 Mile	Net 15	12/15/21
DESCRIPTION	QTY	RATE	SERVICED	AMOUNT
Provide all necessary labor and materials to: Renovate and re-face North, West, and South elevations. Provide misc labor, clean-up, and supervision throughout renovation project. Provide Scissors lift; Demo existing front awning and existing exterior lighting. Work with the City of Madison Heights and pull all necessary permits and complete all necessary inspections. Provide supervision and sub-contractors(listed on sworn statement) to complete installation of Cultured stone, dryvit, new lighting, and signage. Bid Price (Please see attached Sworn Statement of Cost for breakdown) \$53,142.96				
Application Fees/Permits	1	1,001.58		1,001.58
Demolition	1	700.00		700.00
Cultured Stone/Dryvit/Painting	1	20,850.00		20,850.00
Signage	1	5,280.00		5,280.00
Electrical	1	3,220.00		3,220.00
Caulking/Flashing	1	395.00		395.00
Misc Labor	1	2,000.00		2,000.00
Misc Materials	1	247.00		247.00
Dumpster and Clean Up	1	800.00		800.00
General Contracting Construction Management	1	8,057.16		8,057.16
Thank you we appreciate your business and strive to exceed expectations www.cmsmichigan.com		Total		\$42,550.74

X  PAID IN FULL

File No. Diamond Jim's

FULL UNCONDITIONAL WAIVER

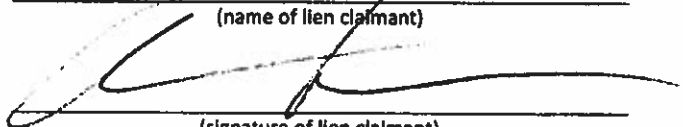
My/our contract with Diamond Jim's to
(other contracting party)

provide Exterior Renovation for the improvement to the property

described as: 934 W 11 Mile Rd Madison Heights, MI 48071

having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

Signed on: 12-10-21
(date)

CMS, Inc.
(name of lien claimant)

(signature of lien claimant)

Address: 930 W 11 Mile Rd

Madison Heights, MI 48071

Telephone: 248-398-7700

DO NOT SIGN BLANK OR INCOMPLETE FORMS

RETAIN A COPY

BUILDING Permit | PB 21-0489**Property Information**

44-25-14-389-018

934 W 11 MILE RD

Subdivision:

MADISON HEIGHTS MI, 48071-3100

Lot:

Block:

Name Information

Owner: VERNIERS, DAVID J

Phone: (586) 292 7761

Occupant: DIAMOND JIM'S

Phone: (248) 543 8688

Applicant: COMMERCIAL MAINTENANCE & SUPPLY INC

Phone:

Contractor: COMMERCIAL MAINTENANCE & SUPPLY INC

Phone:

Licensee: CHRISTOPHER BARR

Phone: (248) 398 7700

License Issued: 07/22/2021

License Expires: 05/31/2023

Permit Information

Date Issued: 07/22/2021

Date Expires: 01/18/2022

Status: FINALED

Work Description:REFACE WITH CULTURED STONE AND DRYLIT WITH NEW SIGNAGE
SKETCH SUBMITTED WITH DDA APPLICATION**Stipulations:**

SIGNAGE NOT TO EXCEED OR CHANGE FROM ZBA APPROVAL

FINAL Inspection | JACOB TOWNSEND

Status: Completed

Result: Approved

Scheduled: 12/02/2021 12:00 AM

Completed: 12/02/2021 02:59 PM

Fee Information

Admin. Fee	Administrative Fee	1.00	30.00
Commercial	Commercial Construction	53,143.00	690.86
Plan Review	Commercial Plan Review	53,143.00	265.72
Registration	Builder's Registration	1.00	15.00

ELECTRICAL Permit | PE 21-0568**Property Information**

44-25-14-389-018

934 W 11 MILE RD

Subdivision:

MADISON HEIGHTS MI, 48071-3100

Lot:

Block:

Name Information

Owner:	VERNIERS, DAVID J	Phone:	(586) 292 7761
Occupant:	DIAMOND JIM'S	Phone:	(248) 543 8688
Applicant:	NEXT GENERATION ELECTRIC	Phone:	(248) 549 4750
Contractor:	NEXT GENERATION ELECTRIC	Phone:	(248) 549 4750
Licensee:	JOHN ST. PIERRE	Phone:	(248) 549 4750
License Issued:	08/11/2017		
License Expires:	12/31/2021		

Permit Information

Date Issued:	09/14/2021	Date Expires:	03/13/2022	Status:	FINALED
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Work Description:

EXTERIOR WORK INVOLVING 11 NEW LIGHT FIXTURES AND 2 EXTERIOR GFCI PLUGS, AND WIRING FOR SIGN

Stipulations:**FINAL Inspection | JOE ORLANDO**

Status:	Completed	Result:	Approved
Scheduled:	11/24/2021 12:00 AM	Completed:	11/24/2021 02:18 PM

Fee Information

Admin. Fee	Administrative Fee	1.00	30.00
Final Insp.	Final Inspection	1.00	70.00
Rough Insp.	Rough Inspection	1.00	70.00
Registration	Registration Fee	1.00	15.00

Diamond Jim's Façade Improvement Costs

Description	\$	Eligible expense	Conservative Interpretation of Eligible Improvements
Application Fees/Permits	\$1,001.58	Probably	\$0.00
Demolition	\$700.00	Yes	\$700.00
Cultured Stone/Dryvit/Painting	\$20,850.00	Yes	\$20,850.00
Signage	\$5,280.00	No (Signage is nonconforming)	\$0.00
Electrical	\$3,220.00	Yes	\$3,220.00
Caulking/Flashing	\$395.00	Yes	\$395.00
Misc. Labor	\$2,000.00	Probably- need info	\$0.00
Misc. Material	\$247.00	Probably- need info	\$0.00
Dumpster & Clean up	\$800.00	Probably	\$0.00
General Contracting	8057.16	Probably	0
Totals	\$42,550.74		\$25,165.00

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 29, 2021
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: 233 and 239 W. 11 Mile Rd Myst Auto Special Use

The consideration of Special Use approval for the sale of secondhand automobiles at 233 & 239 W. 11 Mile Rd will be considered at the January 10th City Council Meeting. While the DDA does not have formal decision making power in Special Use requests in the DDA boundary, recommendations or feedback on this proposed use is important to City Council and would be considered when making a decision.

Per the site plan, the applicant proposes to utilize the existing residence as an office and proposes to store for-sale automobiles both within the existing garage and a new 2,539 sq. carport structure. As proposed, the combined lot coverage of the detached accessory structures exceeds the maximum permitted by the Zoning Ordinance. Further, the site plan does not satisfy minimum parking space requirements. If special approval is granted, the applicant will subsequently need to apply for dimensional variances from the Zoning Board of Appeals.

The proposed use is not consistent with the ‘*City Center*’ future land use designation, nor the Vision for the DDA District as contained within the 2021 Master Plan. The proposed auto-oriented use is not consistent with the Master Plan’s vision to transform the City Center into a vibrant, compact, pedestrian oriented downtown area.

Staff recommended action:

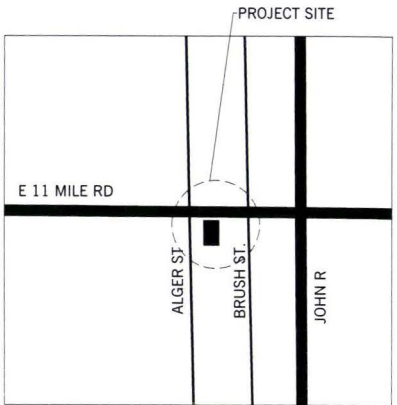
The DDA board should recommend that City Council deny the requested special use for secondhand automotive sales at 233 & 239 W 11 Mile Rd.



4 CONCEPT RENDERING
A01.00 SCALE: NONE

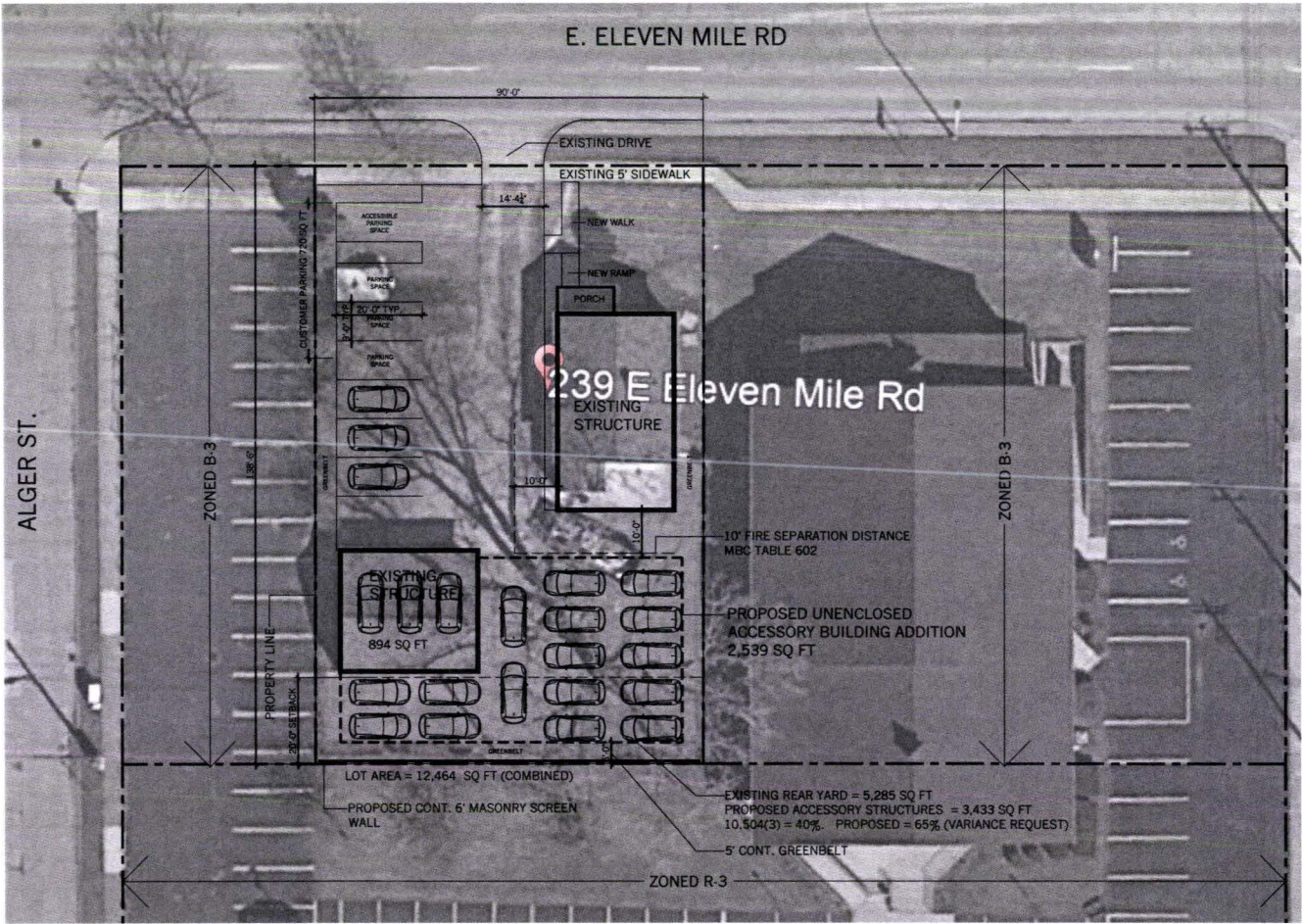


3 CONCEPT RENDERING
A01.00 SCALE: NONE



1 LOCATION MAP
A01.00 SCALE: NONE

KEY PLAN



NORTH
SITE PLAN STUDY
SCALE: NONE

BUILDING CODE + ORDINANCE REVIEW

GENERAL DESCRIPTION	
PROJECT NAME:	239 E 11 MILE RD
PROJECT DESCRIPTION:	PROPOSED AUTOMOTIVE DEALERSHIP
APPLICABLE CODES:	
BUILDING:	MICHIGAN BUILDING CODE (MBC) 2015
ACCESSIBILITY:	MICHIGAN BUILDING CODE (MBC) 2015 ICC/ANSI A117.1-2009 ADA ACCESSIBILITY GUIDELINES (ADAAG)
PARCEL IDS:	2523228002 & 2523228003
LEGAL:	TBD
LOCAL ZONING REQUIREMENTS	
ZONING ORDINANCE:	MADISON HEIGHTS (MARCH 31, 2021)
ZONED:	B3 GENERAL BUSINESS
PROPOSED USE:	AUTO DEALER (SEC. 10.326(B) USE PERMISSIBLE BY RIGHT)
AREA AND BULK REQUIREMENTS	
MAX. HEIGHT:	2 STORIES / 30'
MIN. YARD SETBACKS	
FRONT	5'
SIDE 1	0'
SIDE 2	0'
REAR	20'
MIN. FLOOR AREA	-
MAX. % OF LOT COVERAGE:	-
PARKING REQUIREMENTS PER SEC. 10.505 (11) 6.	
MOTOR VEHICLE SALES AND MOTOR VEHICLE HEAVY AND LIGHT REPAIR FACILITIES AND/OR GARAGES: SIX SPACES PLUS ONE FOR EACH 100 SQUARE FEET OF FLOOR AREA OF THE WAITING AND/OR SALES AREA AND TWO FOR EACH MOTOR VEHICLE SERVICE BAY AND/OR STALL IN THE SERVICE ROOM PLUS ONE FOR EACH EMPLOYEE.	
REQUIRED SPACES	PROPOSED PROVIDED SPACES
9	4 (TO BE VARIANCE REQUEST DUE TO LIMITED SIZE OF BUILDING AND PARCEL)

STATE OF MICHIGAN VEHICLE DEALER LICENSE REQUIREMENTS

- THE PREMISES MUST CONTAIN A PERMANENTLY ENCLOSED BUILDING OR STRUCTURE EITHER OWNED, LEASED, OR RENTED BY A DEALER, WHICH IS NOT A RESIDENCE, TENT, TEMPORARY STAND, OR ANY TEMPORARY QUARTERS;
- THE BUILDING OR STRUCTURE IS REQUIRED TO BE CONTINUOUSLY OCCUPIED IN GOOD FAITH FOR THE PURPOSE OF SELLING, BUYING, TRADING, LEASING, OR OTHERWISE DEALING IN MOTOR VEHICLES;
- ALL BOOKS, RECORDS, AND FILES NECESSARY TO CONDUCT THE BUSINESS OF A CLASS A OR CLASS B DEALER MUST BE MAINTAINED IN THE BUILDING OR STRUCTURE;
- A BUILDING OR STRUCTURE HOUSING AN OFFICE OF AT LEAST 150 SQUARE FEET IN SIZE, EQUIPPED WITH STANDARD OFFICE FURNITURE, WORKING UTILITIES, A WORKING RESTROOM, AND A WORKING TELEPHONE LISTED IN THE NAME OF THE BUSINESS ON THE DEALER'S LICENSE;
- LAND SPACE OF NO LESS THAN 1,300 SQUARE FEET TO ACCOMMODATE THE DISPLAY OF A MINIMUM OF 10 VEHICLES OF THE KIND AND TYPE THAT THE DEALER IS LICENSED TO SELL AND AN ADDITIONAL 650 SQUARE FEET FOR CUSTOMER PARKING. THE DISPLAY AND CUSTOMER PARKING AREAS MUST BE ADEQUATELY SURFACED AND WELL LIT DURING BUSINESS HOURS;
- AN EXTERIOR SIGN DISPLAYING THE NAME OF THE DEALERSHIP THAT IS PERMANENTLY AFFIXED TO THE BUILDING OR LAND WITH LETTERS CLEARLY VISIBLE FROM A HIGHWAY IDENTIFIES THE PREMISES;
- CONSPICUOUS POSTING OF THE DEALER'S REGULAR HOURS OF OPERATION. THE POSTED HOURS MUST BE NOT LESS THAN 30 HOURS PER WEEK;
- THE PREMISES MUST CONTAIN A REGISTERED REPAIR FACILITY ON SITE FOR THE REPAIR AND SERVICING OF MOTOR VEHICLES OF A TYPE SOLD AT THE ESTABLISHED PLACE OF BUSINESS, UNLESS THE DEALER HAS ENTERED INTO A WRITTEN SERVICING AGREEMENT WITH A REGISTERED REPAIR FACILITY AT A LOCATION NOT TO EXCEED 10 MILES' DISTANCE FROM THE ESTABLISHED PLACE OF BUSINESS. IF REPAIRS ARE CONDUCTED PURSUANT TO A SERVICING AGREEMENT, THE SERVICING AGREEMENT MUST BE CONSPICUOUSLY POSTED IN THE OFFICE;

SEAL



CLIENT

MYST AUTO
32703 JOHN R RD
MADISON HEIGHTS, MI 48071
(248) 662-7877

PROJECT

PROPOSED AUTO DEALERSHIP
239 E 11 MILE RD
MADISON HEIGHTS, MI 48071

SHEET CONTENTS

SITE PLAN STUDY

DATE DESCRIPTION DRAWN BY

11/04/2021 CLIENT REVIEW
DATE DESCRIPTION DRAWN BY KB

THIS DRAWING IS DIAGNOSTIC AND SHALL BE USED TO DETERMINE THE DESIGN INTENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL INFORMATION AND SHALL NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES IN THE DOCUMENTS BEFORE PROCEEDING. FAILURE TO DO SO WILL RESULT IN THE CONTRACTOR BEING FULLY RESPONSIBLE FOR ANY DISCREPANCIES. DO NOT SCALE DRAWINGS. USE PROVIDED DIMENSIONS.

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PROJECT NO. 202107 SHEET NO. A01.00

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 29, 2021
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: DDA Subcommittees

Our new board members Joe & Anthony are not on a subcommittee yet and the beginning of the year is a good opportunity for other DDA members to switch subcommittees if so desired.

Staff recommended action:

1. Ensure there is an even amount of DDA members in each subcommittee

DDA Board Member List

Updated: 12/29/2021

#	Term	Board Member	Last Name	Board Officer	Address	Business / Resident	Phone Number	Cell Phone	E-mail	Committee Assignment
1	2/28/2023	Mike	Van Buren	Chair	26346 John R	Artech Printing	248-545-0088	248-420-2210	artech@ameritech.net	Economic Vitality
2	2/28/2023	Yousif	Jarbo	Vice Chair	26122 John R	Amori's Market	248-544-3313		joejarbo402@yahoo.com	Economic Vitality
3	2/28/2022	Rickey	Busler	Treasurer	5275 E 11 Mile Warren	Remax Vision	248-417-1846		rickbusler@aol.com	Economic Vitality
4	2/28/2024	Ruth	Charlebois	Secretary	27355 John R	Season's Hospice & Palliative Care	800-370-8592 248-546-7904	cell-416-4180	rcharlebois@seasons.org	Promotions
5	2/28/2022	Gordon	Davignon	Member	29091 Edward Ave	Cadillac Straits	(248) 850-7673	2489530445	gordie@cadillacstraits.com	Economic Vitality
6	11/8/2021	Roslyn	Grafstein	Member	300 W 13 Mile Rd	Mayor	(248) 716-4723		roslyngrafstein@madisonheights.org	Promotions
7	2/28/2024	Joe	Keys	Member	27366 John R	Correct Car Care	248-544-2620		joe@correctcarcare.com	Design
8	2/28/2023	Anthony	Mancini	Member	623 W 11 Mile	Celina's		(586) 709-2126	amancini1979@me.com	TBD
9	2/28/2025	Giuseppe	Marando	Member	34710 Hayes	Iannuzzi Manetta & Company, PC.		2482279677	gamarando@hotmail.com	TBD
10	Serves as long as City Manager	Melissa	Marsh	Member	300 W 13 Mile Rd	Acting City Manager	248-837-2639		melissamarsh@madison-heights.org	Design
11	2/28/2025	Lenea	Renshaw	Member	335 W. Eleven Mile	Miss NeNe's	248-544-4408	248-891-8180	MISSNENES.REGINA@YAHOO.COM	Promotions
12	2/28/2024	Michael	Shappard	Member	27633 John R	Northern TV	248-545-1800		NORTHERNTV@GMAIL.COM	Promotions
13	2/28/2025	Jennifer	Zmarzlik	Member	649 East Harwood	Resident	(248) 914-7331	2489147331	va338833@gmail.com	Promotions

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 29, 2021
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: Director's Report & Training/Event Opportunities

Director's Report & Training/Event Opportunities

- a) **2022-2023 DDA Budget First Look:** I have included a draft budget as a separate document for review in anticipation of our Budget Meeting on January 25th. No action is necessary at this time, but I wanted to provide it to you all and answer any questions you have prior to proposing a budget later this month.
- b) **26783 Lenox Ave Rezoning:** A request from Marusich Architecture to rezone land at 26783 Lenox Avenue (Behind Boodles) from R-3, Residential, to P-1, Vehicular Parking district was approved by the Planning Commission and will be considered by City Council on January 10th and February 14th. This rezoning is a part of a larger plan to redevelop the Boodles Restaurant and the adjacent commercial buildings on 11 Mile. As of now the proposed use is a hotel; however a Special Approval or Site plan application has not been submitted at this time. Council must first consider the rezoning and then the use. If the DDA wants to make a recommendation similar to what we have done for the proposed MYST Auto, we can do so at a Special Meeting prior to February 14th.
- c) **26744 Osmun St- Rezoning:** A request from Woodpile BBQ to rezone land at 26744 Osmun St. from R-3, Residential, to B-3, General Business district was approved by the Planning Commission and will be considered by City Council on January 10th and February 14th. If the DDA wants to make a recommendation similar to what we have done for the proposed MYST Auto, we can do so at a Special Meeting prior to February 14th.
- d) **Holiday Decoration:** At our last meeting we discussed reintroducing holiday decorations to the DDA area. In the past the City and the DDA shared costs for streetlight decorations from 10 Mile to 14 Mile along John R Rd. There are not outlets on the streetlights along John R Rd. I have reached out to DTE about the installation costs for these streetlights. Further discussion should be had by the Design Committee or the DDA in general about the scope & costs of decorations in the DDA area once they are fully known. Here is a summary of the anticipated costs:

	Quantity	Unit Cost	Total
Light Post Electricity Cost (for 3 months)- John R Rd	72.00	37.50	2,700.00
Light Post Decoration Repair/bulb replacement			500.00
Estimated Existing Decoration Total			3,200.00
Light Post Electricity Cost (for 3 months)- I-75 to Lorenz	33.00	37.50	1,237.50
Light Post Outlet Installation Cost- I-75 to Lorenz	33.00	?	0.00
New Light Post Decorations (View Catalog; not including shipping)	33.00	600.00	19,800.00
Estimated Total Decoration Costs			27,437.50

- e) **DDA Mission, Vision & Events:** We are in need of a mission statement, vision statement, and events that support our DDA area businesses. I think this is a good area of discussion for our Promotions Committee. I am happy to help get the conversation started.
- f) **MDA Spring Workshop- March 3, 2022 Grand Ledge:** The Michigan Downtowns Association is holding a Spring Workshop on March 3rd. The cost is \$110 per person. Workshop session topics include:

The Future of Retail
MEDC Focus in 2022
Shared Bike Programs for Downtowns
What's New in Downtown Lighting and Parking
The Benefits of Inclusion
Edible Gardens- Changing Downtown Streetscapes one Tomato at a Time