



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors - Regular Meeting**

**Oshtemo Community Center
6407 Parkview Avenue**

September 15, 2016
12:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: July 21, 2016
4. Treasurer's Report:
 - a. July - August, 2016 (unaudited)
5. Streetscape Update:
 - a. Car Wash Property
 - b. 9th Street Safe Routes to School Proposal
6. Village Theme Development Plan:
 - a. Wade Trim Proposal
7. Any Other Business
8. Announcements and Adjournment

Next Meeting **Thursday, November 19, 2016**

**OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

MINUTES OF REGULAR MEETING HELD JULY 21, 2016

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, July 21, 2016. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Bruce Betzler, Shelly Corakis, Libby Heiny-Cogswell, Maria Dacoba, Rich MacDonald, Terry Schley, Mike Lutke and Jack Siegel.

Members absent: Jay Brown, Stephen Dallas, Dick Skalski, and Glenn Steeg

Also present: Julie Johnston, Oshtemo Township Planning Director

Approve of Agenda

Ms. Heiny-Cogswell moved to approve the agenda as presented. Mr. Betzler supported the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were any additions or corrections to the June 9, 2016 Special Meeting minutes.

Ms. Johnston noted that “meeting” appeared twice in a row on the first page and they she would make that correction.

Mr. Siegel moved to approve the minutes of the June 9th Special Meeting. Ms. Dacoba supported the motion. The motion carried unanimously.

Treasurer’s Report

Chairperson Taylor indicated that the DDA still does not have a treasurer and asked Ms. Johnston to give the report.

Ms. Johnston indicated that revenues are in for the year. The revenue line item in the Treasurer’s Report will only change by interest that might be earned for the rest of the year. This two month’s treasurer’s report is predominately about expenses. The largest expense was for the Façade Improvement Program. The grant has paid out \$4,200 on the \$5,000 that was allotted to the Hite House.

Additional expenses were paid for lawn maintenance.

Chairperson Taylor asked about the expenses for the Commercial Rear Access Drive. Ms. Johnston stated those expenses will likely be applied to the budget in July and August, so they will show up on the next Treasurer's Report.

Mr. Schley requested that the Tile invoice provided by Hite House be investigated to ensure the DDA is only paying for façade tile work and not interior work. Ms. Johnston stated that she informed the grantee that the DDA would only reimburse for façade work, but that she would double check the invoice.

Mr. Schley indicated that the tile type and amount of grout seemed large in proportion to the building façade. He sent a request to the tile company asking if a certain tile was an outdoor tile. He was concerned that the program is only for facades.

Ms. Corakis asked why the DDA doesn't pay the grant once the project is complete. Ms. Dacoba indicated that it is by invoice paid. Mr. Betzler stated it is a reimbursement. Mr. Schley thought there was language in the grant program policies that work was to be completed before payment. Chairperson Taylor agreed but stated that this is the first grant to be issued and that there will be a bit of a learning curve in getting all of the steps done correctly. Ms. Johnston stated she would review the policies. Chairperson Taylor indicated that the DDA should review the grant program policies again at a later date.

Chairperson. Taylor asked for a motion to approve the Treasurer's Report.

Mr. Lutke moved to approve the Treasurer's Report as presented. Ms. Dacoba supported the motion. The motion passed unanimously.

Streetscape Update

Car Wash Property

Ms. Johnston indicated that the Streetscape Subcommittee met with the Methodist Church committee to discuss the demolition of the car wash. She stated the Church does not want to sell the property. Their intent is to hold on to the property for future expansion. The Church offered a long term lease to the DDA for the use of the property as part of our larger streetscape plans.

Ms. Johnston informed the Church that the DDA wanted some reciprocal benefit for the demolition of the car wash, for example the sale of part of the land. There was discussion around the Church selling the DDA that portion of the property that is required for setbacks, which is 10 feet. The Streetscape Subcommittee also offered the Church the option of a loan for the demolition. The Church members indicated they would be amenable to a loan depending on the terms. They stated that they would take the available options to their larger committee for review. The Streetscape Subcommittee indicated that they would also report back to the larger DDA.

Chairperson Taylor indicated the Church was also concerned with the cost of the parking lot and who would build it after the demolition. He stated that he saw two options for the DDA – 1. Offer the Church a low interest rate loan for the demolition with a dollar a year lease for the parking lot, once it is built, or 2. The Church provide the DDA the 10 to 15 feet that is required for the setback along Stadium Drive and the DDA demolish the car wash.

Mr. Schley indicated that if we put sidewalks in, we will likely get most of that land for the public benefit anyway. He suggested offering the Church a low interest loan for the demolition, develop the parking through a grant, establishing a cross access agreement and lease agreement for a certain period of time, which would also include a 5-year notice if the Church does decide to build on the property. The Church would get the benefit of a new parking lot and the DDA would get a simple land lease to utilize the parking when needed, which would allow the DDA to recoup some benefit for the investment.

Ms. Johnston asked the DDA what percentage rate they would want to offer. Mr. Schley suggested a 2 percent loan. Ms. Johnston then asked about who would do the demolition. Chairperson Taylor suggested it should be the Church as they are not a governmental body. Mr. Schley stated we should ensure that the demolition includes the foundation so the DDA is not responsible for its removal as part of the parking lot construction.

Mr. Betzler suggested we should also consider including in any agreement the right of first refusal if the Church ever decides to sell the property in the future.

Mr. Schley moved to have staff make the offer to the Church regarding a loan interest rate loan and then work with Township Attorney and DDA Chair to negotiate the terms of the loan agreement, right of first refusal and long term lease. Mr. Betzler supported the motion. The motion passed unanimously.

Car Wash Property

Ms. Johnston indicated that Prein & Newhof provided a proposal for the Safe Routes to School grant for sidewalks on 9th Street. She indicated that the proposal had a number of task assigned to the Township, which was more than she expected. She requested the DDA hold off on approving the proposal until she had an opportunity to discuss the proposal with Prein & Newhof to see if they could take on more of the grant tasks.

Village Form-Based Code Overlay Zone

Ms. Johnston provided an overview of the request by the Planning Commission for the DDA to weigh in on changes to the Form-Based Codes Regulating Plan map, which indicates which properties must comply with the Architectural Standards. At the last DDA meeting, a request was made to provide a comparison chart between those properties within the Village Form-Based Codes which must comply with Architectural Standards and those that are not required. Ms. Johnston stated she provided a simplified version of the Architectural Standards.

Mr. MacDonald stated that he is concerned that the Form-Based Codes might be contributing to the lack of new development within the Village area. He thinks a comprehensive look at the codes should be considered.

Mr. Schley said the Form-Based Codes were generated from the Village Theme Development Plan, which was a larger community conversation than just between the DDA and Planning Commission. He stated that ultimately it is the Planning Commission's decision on zoning and planning related matters, but he felt that the DDA's job is to look to broader community consensus. He suggested that any change to the Form-Based Codes should be based on this broader outreach, which would mean reviewing the Village Theme Development Plan.

Mr. MacDonald suggested that a critical review of this Plan would be an important first step and that the DDA should consider hiring a different consultant than the firm that drafted the plan to ensure an unbiased review.

Ms. Johnston informed the DDA that the Township will begin an update to the Master Plan in the fall and that a review and update to the Village Theme Development Plan could be included as part of that process. She indicated that she would have the consultant for the Master Plan Update provide a proposal for a review of the Village Theme Development Plan at the next meeting.

Prioritization of Projects

Ms. Johnston outlined that at the June special meeting, a request was made to review the priorities of the DDA. Ms. Johnston provided copies of the original priorities from the Tax Increment Financing Plan and a list of current and ongoing projects previously discussed by the DDA.

Chairperson Taylor indicated that he felt the DDA should continue to focus on the corner lot and the improvements outlined in the streetscape plan, sidewalks and to include "complete streets" as a priority when roads within the DDA are redeveloped.

Mr. Schley stated that if the Board didn't want to complete a self-directed discussion on prioritization that any planning firm could facilitate a discussion. We should bring in outside help if that is what is needed.

Mr. Schley also indicated that a traffic study was in the original priorities but that it was difficult to complete. The DDA had request assistance from MSU but they couldn't complete the study because generators need to be identified, like housing complexes, new retail stores, etc. Without this information it is difficult to complete the study. Unfortunately, the DDA area doesn't have any significant traffic generators.

Chairperson Taylor asked if the DDA would like to see a market study included as a priority and placed in the 2017 budget. He indicated that at the June meeting a market study was discussed and he thinks it would be helpful when working with developers.

Mr. MacDonald informed the members that the usefulness of the end product depends on what the market study focuses on. There are specific studies for housing and retail, etc. A residential market study will tell you what you can rent an apartment for but not if new development makes financial sense.

Chairperson Taylor thought it was a good idea to include a market study in the 2017 DDA budget so the funds would be allocated and that the type of study could be determined next year. The DDA members agreed.

2017 Draft Budget

Ms. Johnston presented a draft budget for 2017, as follows:

REVENUES	2016 Budget	Recommended 2017 Budget
Carryover	\$ -	
Current Real Property Tax	\$119,768.68	\$ 126,900.00
Miscellaneous	\$ -	
Interest Earned	\$ 400.00	\$ 400.00
TOTAL REVENUES	\$ 120,168.68	\$ 127,300.00
EXPENDITURES	2016 Budget	
Supplies	\$ 500.00	\$ 500.00
Postage	\$ 500.00	\$ 500.00
Capital Outlay/Projects	\$ 24,900.00	\$ 43,050.00
Façade Grant Program	\$ 10,000.00	\$ 20,000.00
Land Acquisition	\$ -	\$ -
Accounting & Auditing Fees	\$ 2,000.00	\$ 2,000.00
Legal Fees	\$ 3,000.00	\$ 2,000.00
Legal Notices	\$ 500.00	\$ 500.00
Repairs & Maintenance	\$ 5,000.00	\$ 6,000.00
Obligated Projects		\$ -
Staff	\$ 2,000.00	\$ 2,000.00
Community Events	\$ -	\$ 750.00
Consultants	\$ 30,000.00	\$ 50,000.00
TOTAL EXPENDITURES	\$ 78,400.00	\$ 127,300.00

The Board discussed the budget and requested the following changes:

- Capital Outlay/Projects would be reduced to \$30,000 for the car wash demolition
- Façade Grant Program would be reduced to \$10,000
- Consultants would be increased to \$125,000 for the Safe Routes to School grant, market study, and design plans for the corner improvements.

Ms. Heiny-Cogswell asked if the funds for the Safe Routes to School project were just for the grant. Ms. Johnston indicated that it would be for the design of the sidewalks. She was hoping to utilize 2016 funds for the grant submittal. Ms. Heiny-Cogswell wanted to ensure that the 2017 funds would not be spent until the grant was approved.

Ms. Johnston stated that with the increase in consultant costs, carry-over from the fund balance will be required to balance the budget.

Mr. Schley moved to forward the budget, as amended, to the Township Board. Chairperson Taylor supported the motion. The motion passed unanimously.

Any Other Business

Ms. Johnston informed the DDA that the contractor completing the road construction at 9th and Stadium asked if they could have permission to use the DDA property as a staging area for the work. They indicated it would make things much safer for the workers, their equipment and the motorists. They needed an answer very quickly because the project was already underway and they didn't have permission.

Ms. Johnston stated that because of the immediacy of the problem, she couldn't wait to get permission from the entire Board, so she contacted the Chair with the proposal that the DDA collect rents during the construction period and require the contractor repair any problems to the site before vacating. The Chair gave his permission and signed the lease agreement on behalf of the DDA. The DDA is collecting \$500 a month from Kamminga and Roodvoets Inc. until the project is complete. In addition Kamminga and Roodvoets will be repairing the sink hole on the property.

Announcements and Adjournment

There being no further business, the Chair adjourned the meeting at 1:51 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 14, 2016
Minutes Approved:



September 8, 2016

To: DDA Board

From: Julie Johnston

Re: Treasurer's Report

Attached you will find the Treasurer's Report through August 31, 2016, unaudited.

The largest payments were to Balkema Excavating for the Commercial Rear Access Drive. A total of \$70,000 was paid from the DDA's budget, which was the complete amount allocated by the DDA. This project was officially added to the 2016 budget at the March meeting. In previous reports, the \$70,000 was shown as an expenditure to the overall fund balance. As payments have been made, it was incorporated into the overall budget for the September report.

Payments were also made to S & T Lawn Service for maintenance of the Community Center and to the auditors for management of the DDA accounts.

Attachment: Treasurer's Report July - August, 2016
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report July - August 2016
unaudited

REVENUES	2016 Budget	Previous Activity	Activity this Period	Available Balance	Percent of Budget
Carryover	\$70,000.00	\$0.00	\$0.00	\$70,000.00	47.17%
Current Real Property Tax	\$78,000.00	\$0.00	\$119,768.68	\$119,768.68	153.55%
Miscellaneous	\$0.00	\$0.00	\$500.00	\$500.00	500000000000%
Interest Earned	\$400.00	\$410.65	\$266.92	\$677.57	169.39%
TOTAL REVENUES	\$148,400.00	\$410.65	\$120,535.60	\$190,946.25	128.67%

EXPENDITURES	2016 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	50.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$61.10	\$0.00	\$61.10	\$438.90	12.22%
Community Events	\$0.00	\$750.00	\$0.00	\$750.00	-\$750.00	-100.00%
Consultants	\$30,000.00	\$1,532.12	\$0.00	\$1,532.12	\$28,467.88	5.11%
Accounting & Auditing Fees	\$2,000.00	\$900.00	\$100.00	\$1,000.00	\$1,000.00	50.00%
Legal Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$5,000.00	\$1,504.00	\$496.00	\$2,000.00	\$3,000.00	40.00%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$760.00</i>	<i>\$0.00</i>	<i>\$760.00</i>	<i>\$1,240.00</i>	<i>38.00%</i>
<i>Lawn care and maintenance</i>	<i>\$3,000.00</i>	<i>\$744.00</i>	<i>\$496.00</i>	<i>\$1,240.00</i>	<i>\$1,760.00</i>	<i>41.33%</i>
Capital Outlay/Obligated Projects	\$104,900.00	\$4,200.00	\$70,000.00	\$74,200.00	\$30,700.00	70.73%
<i>Commercial Rear Access Drive</i>	<i>\$70,000.00</i>	<i>\$0.00</i>	<i>\$70,000.00</i>	<i>\$70,000.00</i>	<i>\$0.00</i>	<i>100.00%</i>
<i>Façade Grant Program</i>	<i>\$10,000.00</i>	<i>\$4,200.00</i>	<i>\$0.00</i>	<i>\$4,200.00</i>	<i>\$5,800.00</i>	<i>42.00%</i>
<i>Corner Site Improvements</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
<i>Streetscape Elements at Intersection</i>	<i>\$14,900.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$14,900.00</i>	<i>0.00%</i>
TOTAL EXPENDITURES	\$148,400.00	\$9,947.22	\$70,596.00	\$80,543.22	\$67,856.78	54.27%

REVENUES 2016	\$190,946.25
EXPENDITURES 2016	\$80,543.22
NET BALANCE 2016	\$110,403.03

FUND BALANCE (8/31/2016): **\$605,600.00**

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Kalamazoo, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 89593
Client ID: 6870

Date: 06/30/2016

Payable upon receipt

Professional services during the month of June 2016, which included the following:

Steve - Respond to auditor questions	190.00
Joel - February, March, April 2016 cash and additional work on 2015 financial statements	1,855.00
Ann's assistance in June	60.00
Less: discount	(105.00)

Breakdown as follows:

101 - \$1,150
107 - 50
206 - 150
207 - 50
211 - 50
249 - 50
490 - 225
491 - 225
900 - 50

\$2,000
=====

New Charges: \$2,000.00

Plus Prior Balance: \$0.00

New Balance: \$2,000.00

Vendor # 89593

Acct # _____

Net Amt 2000 Due Date 7/22

Invoice # 89593 Inv Date 6/30

Comment Acct support

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009
(269) 375-0334

Invoice

Bill To:
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

Date:	6/30/2016
Invoice #:	13252
Terms:	Net 15

Regarding:	Parkview Hall
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Date:	Description:	Quantity:	Rate:	Amount:
6/7/2016	06/07/2016 -- Weeding	1	0.00	0.00
6/7/2016	06/07/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
6/14/2016	06/14/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
6/21/2016	06/21/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
6/30/2016	06/30/2016 -- Lawn Service - Monthly Installment	1	248.00	248.00
 INVOICE # <u>13252</u> INVOICE DATE <u>6/30/16</u> PO # <u>8251</u> INVOICE AMOUNT <u>248 -</u> CLOSE PO? YES / (NO)				

Total	\$248.00
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Thank you for your business.



7275 W. Main St
 Kalamazoo, MI 49009
 Phone: (269) 375-42600

Purchase Order No: 000008592

Issued Date: 07/18/2016

Atlantic + DDA Drive

Purchase Order

BLANKET

COPY

Vendor Info:

Balkema Excavating Inc
 1500 River Street
 Kalamazoo, MI 49048

Ship To:

MI 715-2016
 OK to pay

Pay Request No 1

Allocation of 224,00.69

Quantity	Units	Description	Unit Price	Total
1	EACH	UNIT COST SANITARY SEWER PART 490-000-96400	\$297,997.25	\$297,997.25
		91,260.98		
1	EACH	UNIT COST WATER PART (W/MISC) 491-000-96400	\$106,832.00	\$106,832.00
		100,844.75		
1	EACH	BD AUTHORIZED UTIL CONTINGENCIES 490-000-96400	\$20,000.00	\$20,000.00
1	EACH	ALT 1 COMMERCIAL DRIVE (OSH RD) 101-506-95200	\$115,924.93	\$115,924.93
		3,005.00		
1	EACH	ALT 2 NON-MOTORIZED (OSH) 101-249-97600	\$20,000.00	\$20,000.00
1	EACH	ALT2 COMMERCIAL DRIVE (DDA PART) 900-728-97500	\$70,000.00	\$70,000.00
		28,840.00		
1	EACH	ALT2 BD AUTHORIZED CONTINGENCIES 101-506-95200	\$9,000.00	\$9,000.00

PO Total: \$639,754.18

Ordered By:

M ELLIOTT

Notes/Remarks:

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Kalamazoo, MI 49002-5599
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Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 89714
Client ID: 6870

Date: 07/31/2016

Payable upon receipt

Professional services during the month of July 2016, which included the following:

Joel - cash assistance for May & progress for June (5 hours @ \$140)	700.00
Steve - meeting on 7/1 with Chief, Super, Clerk (2 hours @ \$195)	390.00
Steve - 7/25 research & letter for J Porter (3 hours @ \$195)	585.00
Dan Veldhuizen - research & review letter (1.5 hours @ \$195)	292.50
Steve - 7/25 CIP/budget assistance (4 hours @ \$195)	780.00
Less: discount	(344.50)

Breakdown as follows:

101 - \$ 971
107 - 100
206 - 300
207 - 50
211 - 50
249 - 682
490 - 100
491 - 100
900 - 50

\$2,403
=====

Vendor # SC
Acct # _____
Net Amt 2403 - Due Date 8/19/16
Invoice # 89714 Inv Date 7-31-16
Comment accting support

New Charges:	\$2,403.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$2,403.00</u>

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009
(269) 375-0334

Invoice

Bill To:

Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

Date:

7/31/2016

Invoice #:

13402

Terms:

Net 15

Regarding:

Parkview Hall

Date:	Description:	Quantity:	Rate:	Amount:
7/5/2016	07/05/2016 -- Weeding	1	0.00	0.00
7/5/2016	07/05/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
7/12/2016	07/12/2016 -- Weeding	1	0.00	0.00
7/12/2016	07/12/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
7/19/2016	07/19/2016 -- Weeding	1	0.00	0.00
7/19/2016	07/19/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
7/26/2016	07/26/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
7/31/2016	07/31/2016 -- Lawn Service - Monthly Installment	1	248.00	248.00

INVOICE # 13402
INVOICE DATE 7-31-16
PO # 8251
INVOICE AMOUNT 248-
CLOSE PO? YES NO

Total

\$248.00

Thank you for your business.



7275 Main St
 Kalamazoo, MI 49009
 Phone: (269) 375-42600

Purchase Order No: 000008592
 Issued Date: 07/18/2016

Atlantic + DDA Drive

Purchase Order

BLANKET

ok MIE

Copy

Vendor Info:

Balkema Excavating Inc
 1500 River Street
 Kalamazoo, MI 49048

Ship To:

Pay Request 2

Allocation of \$13,875.30

Quantity	Units	Description	Unit Price	Total
1	EACH	UNIT COST SANITARY SEWER PART 490-000-96400	\$297,997.25	\$297,997.25
1	EACH	UNIT COST WATER PART (W/MISC) 491-000-96400 <i>5,650.00</i>	\$106,832.00	\$106,832.00
1	EACH	BD AUTHORIZED UTIL CONTINGENCIES 490-000-96400	\$20,000.00	\$20,000.00
1	EACH	ALT2 COMMERCIAL DRIVE (OSH RD) 101-506-95200	\$115,924.93	\$115,924.93
1	EACH	ALT2 NON-MOTORIZED (OSH) 101-249-97600	\$20,000.00	\$20,000.00
1	EACH	ALT2 COMMERCIAL DRIVE (DDA PART) 900-728-97500 <i>8,225.30</i>	\$70,000.00	\$70,000.00
1	EACH	ALT2 BD AUTHORIZED CONTINGENCIES 101-506-95200	\$9,000.00	\$9,000.00

PO Total: \$639,754.18

Ordered By:

M ELLIOTT

Notes/Remarks:



7275 Main St
 Kalamazoo, MI 49009
 Phone: (269) 375-42600

Purchase Order No: 000008592
 Issued Date: 07/18/2016

Atlantic + DDA Price

Purchase Order

BLANKET

COPY

Vendor Info:

Balkema Excavating Inc
 1500 River Street
 Kalamazoo, MI 49048

Ship To:

Pay Request 3
 Allocation of \$ 101,170.84

Quantity	Units	Description	Unit Price	Total
1	EACH	UNIT COST SANITARY SEWER PART	\$297,997.25	\$297,997.25
		490-000-96400		
\$ 39,621.14		→		
1	EACH	UNIT COST WATER PART (W/MISC)	\$106,832.00	\$106,832.00
		491-000-96400		
1	EACH	BD AUTHORIZED UTIL CONTINGENCIES	\$20,000.00	\$20,000.00
		490-000-96400		
\$ 28,615.00		→		
	EACH	ALT2 COMMERCIAL DRIVE (OSH RD)	\$115,924.93	\$115,924.93
		101-506-95200		
1	EACH	ALT2 NON-MOTORIZED (OSH)	\$20,000.00	\$20,000.00
		101-249-97600		
1	EACH	ALT2 COMMERCIAL DRIVE (DDA PART)	\$70,000.00	\$70,000.00
\$ 32,937.70		→		
		900-728-97500		
1	EACH	ALT2 BD AUTHORIZED CONTINGENCIES	\$9,000.00	\$9,000.00
		101-506-95200		
			PO Total:	\$639,754.18

Ordered By:

M ELLIOTT

Notes/Remarks:



September 8, 2016

Julie Johnston, AICP
Planning Director
Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009

Re: Proposal for Professional Assistance to Review and Update the
Oshtemo Charter Township DDA's Village Theme Development Plan

Dear Ms. Johnston:

We appreciate your invitation to provide assistance in performing a review and update to the Oshtemo Charter Township Downtown Development Authority's Village Theme Development Plan. The Village Theme Development Plan was adopted in 2006 and established a vision for development of the historic Oshtemo Village area (surrounding the intersection of Stadium Drive and 9th Street). The Plan sought to build upon the existing historic character of the Village and called for the establishment of a compact, walkable, and mixed-use environment. After the adoption of the Village Theme Development Plan, a form-based code overlay district was established and adopted as part of the Township's Zoning Ordinance.

Now that the Village Theme Development Plan is approximately 10 years old, we understand that the Downtown Development Authority (DDA) is seeking to undertake a critical review of the Plan (and form-based code overlay district). More specifically, the DDA would like to evaluate: changing conditions which may impact development within the Village (economic trends, demographic/lifestyle preferences, traffic/recent road improvements, and pedestrian connectivity); stakeholder opinions on the effectiveness of the Plan; whether current regulations would allow for development that contributes toward the desired mixed-use character; and, whether updates to the Plan are necessary to further the goals of the DDA.

Scope of Work

Based upon our understanding of the DDA's needs, we proposed the following Scope of Work:

Task 1: Review of Village Theme Development Plan and Form Based Code

Wade Trim will conduct a critical review of the currently adopted Village Theme Development Plan and Village Form-Based Code Overlay Zone. This review will be accomplished through the following:

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- A. An assessment of the changing conditions which may impact development within the Village. This will consist of a general update to the existing Chapter 3 of the Plan (Assessment of Existing Conditions), which specific attention given to:
 - i. Economic trends (ESRI business analyst data)
 - ii. Traffic conditions and recent road improvements (traffic/crash data)
 - iii. Pedestrian accommodations, needs and circulation opportunities (site analysis based on field survey)
- B. Stakeholder interviews, to confirm the preferred vision for the Village and evaluate the effectiveness of the Plan. As part of this task, Wade Trim will seek input from the DDA to identify a small group of stakeholders which span various interests. Such stakeholders would include: citizens, Township leaders, property owners, business owners, prospective developers, and road agencies. It is envisioned that the DDA will help Wade Trim schedule numerous interviews with stakeholder groups (which could include an individual or several individuals) at different times over the course of one day. The results of the stakeholder interviews will be documented and summarized by Wade Trim.
- C. Community forum (#1), to confirm the preferred vision for the Village and evaluate the effectiveness of the Plan. We expect the stakeholder interviews to result in valuable insight pertaining to specific interests; however, a broader public involvement approach will also be necessary to determine or confirm common goals for the overall character of the Village. It is recommended that specific invitations for the community forum are sent out to all DDA District property owners. We anticipate that the community forum will be held on the same day (evening) as the stakeholder interviews. The results of the community forum will be documented and summarized by Wade Trim.
- D. Creation of mock-development illustrations (plan view sketches), to evaluate whether current regulations would lead to development which successfully contributes to the desired compact, walkable, and mixed-use character of the Village.

For this task, Wade Trim will work with the DDA to select one or two existing sites within the DDA District which have a strong potential for development or redevelopment. For each site, a mock-development will be prepared by Wade Trim which would be allowed by the currently adopted form-based code regulations. Additionally, for each site, a mock-development will be prepared by Wade Trim which represents the desired development for those sites as uncovered through Tasks 1B (Stakeholder Interviews) and Tasks 1C (Community Forum). If competing visions for each site exist, mock-ups could be prepared to highlight each. (Up to six mock-development illustrations will be prepared by Wade Trim as part of this task.) These mock-developments will be presented to the public for comparison and

evaluation at a second community forum (Task 1E, below).

- E. Community forum (#2), facilitated by Wade Trim, to present the results/lessons learned from the above subtasks. In particular, the community forum will include an opportunity for a comparison and evaluation of the mock-developments established in Task 1D. Through various evaluation tools and exercises, participants at the community forum will help identify a preferred development approach for each site which best meets community desires.

The results and lessons learned from the above sub-tasks will be summarized in narrative form and presented for DDA review.

Task 2: Updates to the Village Theme Development Plan

Based on the results of Task 1, as well as direction from the DDA, Wade Trim will then prepare necessary updates to the Village Theme Development Plan. The updates will be compiled into a "Village Theme Development Plan Update Report" which will be a stand-alone addendum document to the original Plan. Existing components of the adopted Plan which are not necessary to be updated will not be included within the addendum document; rather, the addendum document will only include updated components, such as Chapters 3 (Assessment of Existing Conditions), 4 (Public Input) and 8 (Implementation). Notably, an updated Implementation Chapter will include detailed recommendations for changes to the currently adopted Village Form-Based Code Overlay Zone, where appropriate. However, this Scope of Work does not include the development of specific amendment language and/or graphics for the Village Form-Based Code Overlay Zone.

Upon completion, the preliminary Village Theme Development Plan Update Report will be delivered to the DDA for review. Based on comments received from the DDA, Wade Trim will prepare revisions to the report, as necessary, and deliver a final Village Theme Development Plan Update Report for adoption.

Schedule/Meetings

We recommend that this project be overseen by the Downtown Development Authority or a sub-committee of selected DDA members and other representatives. Because the form-based code is part of the Township zoning ordinance, we strongly recommend that members of the Township Planning Commission are involved in the process, either through the inclusion of PC members on the steering committee or the participation of PC members at project meetings. Included in this Scope of Work is Wade Trim's attendance at six meetings, including:

1. Project Initiation Meeting with the DDA or Steering Committee
2. Community Forum #1
3. Meeting with the DDA or Steering Committee to review the results of Tasks 1A, 1B, and 1C.
4. Community Forum #2
5. Meeting with the DDA or Steering Committee to review the results of Tasks 1D and 1E

6. Meeting with the DDA or Steering Committee to review the preliminary Village Theme Development Plan Update Report

We anticipate completing the above-described tasks within an approximately nine-month period, resulting in a complete draft Village Theme Development Plan Update Report which is ready for adoption.

Cost Estimate

We propose to complete the above-described scope of work for a lump-sum fee of **\$25,750**. This fee is broken down by task below:

<u>Task</u>	<u>Fee:</u>
Task 1A: Assessment of Existing Conditions	\$ 3,250
Task 1B: Stakeholder Interviews	\$ 2,500
Task 1C: Community Forum #1	\$ 2,500
Task 1D: Mock-Development Illustrations	\$ 7,000
Task 1E: Community Forum #2	\$ 2,500
Task 2: Updates to the Village Theme Development Plan	\$ 8,000
Total	\$ 25,750

This lump-sum fee is inclusive of all expenses and miscellaneous costs, including project administration, travel expenses, and supplies. Additional work requested by the Township which is not outlined in the above Scope of Work will be negotiated with the DDA as a separate fee.

We look forward to working with the Downtown Development Authority on this important project. If you have any questions concerning the work plan, please contact us.

Very truly yours,

Wade Trim Associates, Inc.



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Professional Planner/
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