



7275 W. MAIN STREET, KALAMAZOO, MI 49009  
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[www.oshtemo.org](http://www.oshtemo.org)

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

**Oshtemo Community Center  
6407 Parkview Avenue**

November 17, 2016  
12:00 p.m.

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 15, 2016
4. Treasurer's Report:
  - a. September - October, 2016 (unaudited)
5. Streetscape Update:
  - a. Car Wash Property
  - b. 9<sup>th</sup> Street Safe Routes to School
6. Village Theme Development Plan:
  - a. Wade Trim Proposal
7. Leadership Positions - 2017 Office of Chair, Vice-Chair, Secretary and Treasurer
8. Any Other Business
  - a. 2017 Meeting Dates
9. Announcements and Adjournment

**Next Meeting Thursday, January 19, 2017**

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

**MINUTES OF REGULAR MEETING HELD SEPTEMBER 15, 2016**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, September 15, 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, Shelly Corakis, Libby Heiny-Cogswell, Rich MacDonald, Terry Schley, Glenn Steeg, Jack Siegel, and Dick Skalski.

Members absent: Bruce Betzler, Jay Brown, Maria Dacoba, Chip Everett, Mike Lutke

Also present: Julie Johnston, Oshtemo Township Planning Director, and Martha Coash, Meeting Transcriptionist,

**Approve of Agenda**

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

**Approval of Minutes**

Chairperson Taylor asked if there were any additions or corrections to the Minutes for the meeting of July 21, 2016.

Hearing no additions or corrections, the Chair asked for a motion to approve the minutes.

Mr. Schley moved to approve the Minutes of the Regular Meeting of July 21, 2016 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

**Treasurer's Report for July - August, 2016 (unaudited)**

Ms. Johnston presented the Treasurer's Report for July - August, 2016, noting the largest payments were to Balkema Excavating for the Commercial Rear Access Drive. A total of \$70,000, the complete budget amount allocated by the DDA, was paid. 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. The \$70,000 was added to "revenues" in the carry-over section.

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.

She noted that as of August 31, 2016, the fund balance was \$605,600.

Ms. Johnston also apologized for having paid a bill to Hite House for work that was not complete and said she wasn't sure whether she should pay bills at the end of a whole project or for work done to date reflected on individual invoices.

Following was discussion of the pros and cons regarding when invoices should be paid, with the outcome that in the future, invoice payment as a part or as a whole would be determined at the discretion of the grant committee at the time of the application, based on the type of project. It was agreed the grant committee should look at the language related to the application process, including making clear that family and friends may not work on the project.

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

Mr. Schley moved to approve the Treasurer's Report as presented. Mr. Skalski supported the motion. The motion passed unanimously.

## **Streetscape Update**

### **a. Car Wash Property**

Ms. Johnston reported a response was received from Mr. Selkirk of Oshtemo Methodist Church the previous Monday indicating the Board reviewed the proposition from the DDA for a loan. Mr. Selkirk stated there is some interest in considering a loan and wish to meet with DDA representatives to explore loan terms and parking lot insurance and maintenance, including snowplowing as negotiations for a lease move forward. They want to be sure the property is available for a building addition at some point in the future and want to meet to firm up terms. The DDA offered a 2% loan. Staff is working with the Township Attorney to draft a proposal and wished to know that this is still the direction the DDA wants to go.

It was proposed the DDA attorney draft an agreement with input that would include business terms of the loan, to be reviewed by the Streetscape Sub-committee.

Mr. Steeg was concerned about potential future liability for the DDA, especially regarding plowing of the parking lot.

Ms. Johnston said included as part of a grant to the church would need to be a right of first refusal, 2% interest on the loan, and a requirement to clear the site to allow

the DDA to build a parking lot, as part of the whole corner improvement. Cross-access also would need to be established.

After discussion it was agreed that to avoid liability issues DDA would only be willing to plow the lot before DDA events. Guidance from legal counsel regarding general liability will be sought when the loan agreement is drafted. The repayment schedule also needs to be set.

Mr. MacDonald suggested the possibility of a non-binding letter of intent until both parties are ready to move forward with business terms.

The sub-committee, comprised of Ms. Heiny-Cogswell, Ms. Dacoba, Mr. Taylor and Mr. Skalski will meet with Ms. Johnston when the Letter of Intent is written.

Mr. Taylor said he would like to get this matter settled before the end of the year.

#### **b. 9th Street Safe Routes to School Proposal**

Ms. Johnston said a proposal in the amount of \$8,000 was received from Prein and Newhof for the 9th Street Safe Routes to School project to help the DDA submit the grant, but that it included a large amount of staff time for tasks for which they do not have the resources to provide. She asked for a revised proposal that would include less staff time, but has not yet received the revision.

She noted the Stadium project is slated for 2020, so they want to get to work on the safe routes soon. She hopes to have something to report in November. The goal is to receive the grant over the winter and begin building in 2017.

### **Village Theme Development Plan**

#### **a. WadeTrim Proposal**

Ms. Johnston said it had been agreed that Form Based Code changes shouldn't be made without looking at the larger public process established as part of the Village Theme Development Plan. In discussion it was thought important to review the Plan and determine community consensus on the direction of the Plan. She said it works well as part of the larger process of updating the Master Plan. She asked WadeTrim to provide a proposal and work with the Planning Commission. She noted the fee for the proposed work is \$27,750 and that there is a little over \$28,000 available in the 2016 Consultant Budget.

Chairperson Grant said this was exactly what was asked for and wondered what the timeline would be.

Ms. Johnston said it would likely take six-nine months to complete such a project but she will ask WadeTrim for a timeline.

Mr. Schley agreed the proposal was exactly what was asked for, but noted he prefers to spend funds to tangible physical outcomes rather than fund studies.

Ms. Heiny-Cogswell said she would like to see a stronger transportation component, including suggestions for the area. She also said she felt funny about contracting with the DDA for Planning Commission work.

Mr. MacDonald felt the schedule proposed should include opportunities for the steering committee and the public to meet with WadeTrim.

Ms. Johnston said she thinks it will be a joint program and did not see a conflict of interest. She noted the TIF plan includes items the DDA would like to accomplish and suggested establishing a Steering Committee with members from each group. She explained she had spoken to the Planning Commission because they had wanted the DDA to weigh in on changes to the Form Based Code. They are informed and have no objections. The Township Board would ultimately have approval.

Mr. Schley felt it would be reasonable to split the cost between the Township and the DDA. The funding stream from the DDA underwrote codification of the Form Based Code. As it is being modified, any changes in codification should be by the Township. The DDA originally paid for codification, consultant support and advertising.

The outcomes of the discussion were:

- Agreement that moving forward with this project benefits both the Township and the DDA and that they would like to see the costs split 50-50. Ms. Heiny-Cogswell said that would require a fall budget amendment and that Ms. Johnston can present that proposal to the Township Board.
- Ms. Johnston will also propose alterations to the schedule with WadeTrim to include presentations and discussion with the Steering Committee and at public meetings.
- WadeTrim will also be asked to include a stronger transportation component.

### **Any Other Business**

Ms. Corakis wondered about establishing a communication link to keep members apprised of developments since meetings are only held six times a year. Ms. Johnston indicated she could send e-mail updates if new information related to the DDA becomes available.

Ms. Johnston told members \$1,000 rent has been collected on the DDA's property from the lease agreement with the road reconstruction contractor. In addition, the contractor will repair the sink hole found on the site.

Mr. Schley noted it is the annual responsibility of the DDA to complete a survey of the gas station property to document the condition of the cap, including photos, as part of its state environmental compliance obligation.

### **Announcements and Adjournment**

Ms. Johnston informed the group that Dr. Dallas had resigned from the DDA Board, due to a lack of availability to fulfill his commitment.

Ms. Heiny-Cogswell asked that Board members let her know of any potential replacement members with the departure of Dr. Dallas.

Mr. Siegal indicated the new commercial access road is working well, truck drivers like it and trucks are not blocking Stadium Drive; however semis cannot make the center island turn.

Mr. Schley said the DDA had questioned the viability of that round about numerous times and was told semis could make the turn. He continued, stating signage at Atlantic access for the property fronting 9<sup>th</sup> Street needs to be instigated.

There being no further business, the Chairperson Taylor adjourned the meeting at 1:15 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: September 19, 2016  
Minutes Approved:



November 9, 2016

**To: DDA Board**

**From: Julie Johnston**

**Re: Treasurer's Report**

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

Three payments were made this reporting period: two to S & T Lawn Service and a payment to Siegfried Crandall for accounting services.

Revenues increased by \$192.12 through interest earned on the DDA's fund balance.

Attachment: Treasurer's Report September - October, 2016  
Invoices

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Treasurer's Report September - October 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	\$119,768.68	\$0.00	\$119,768.68	153.55%
Miscellaneous	\$0.00	\$500.00	\$500.00	\$1,000.00	1000000000000%
Interest Earned	\$400.00	\$677.57	\$192.12	\$869.69	217.42%
<b>TOTAL REVENUES</b>	<b>\$148,400.00</b>	<b>\$120,946.25</b>	<b>\$692.12</b>	<b>\$191,638.37</b>	<b>129.14%</b>

EXPENDITURES	2016 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$1,000.00	\$500.00	\$1,500.00	\$500.00	75.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$39.78	\$0.00	\$39.78	\$460.22	7.96%
Community Events	\$0.00	\$750.00	\$0.00	\$750.00	<b>-\$750.00</b>	-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	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	50.00%
Legal Fees	\$3,000.00	\$0.00	\$262.50	\$262.50	\$2,737.50	8.75%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$5,000.00	\$2,000.00	\$496.00	\$2,496.00	\$2,504.00	49.92%
<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>\$1,240.00</i>	<i>\$496.00</i>	<i>\$1,736.00</i>	<i>\$1,264.00</i>	<i>57.87%</i>
Capital Outlay/Obligated Projects	\$104,900.00	\$74,200.00	\$0.00	\$74,200.00	\$30,700.00	70.73%
<i>Commercial Rear Access Drive</i>	<i>\$70,000.00</i>	<i>\$70,000.00</i>	<i>\$0.00</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>
<b>TOTAL EXPENDITURES</b>	<b>\$148,400.00</b>	<b>\$80,521.90</b>	<b>\$1,258.50</b>	<b>\$81,780.40</b>	<b>\$66,619.60</b>	<b>55.11%</b>

REVENUES 2016	\$191,638.37
EXPENDITURES 2016	\$81,780.40
NET BALANCE 2016	\$109,857.97

FUND BALANCE (10/31/2016): \$606,081.93

# 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: 89893  
Client ID: 6870

**Date: 08/31/2016**

*Payable upon receipt*

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

Joel's assistance with June reconciliation (7.25 hours @ \$140/hour)	1,015.00
Steve's assistance with CIP, budget, meetings (20.50 hours @ \$195/hour)	3,997.50
Less: discount	(412.50)

Breakdown by fund:

101 - \$2,700  
107 - 100  
206 - 600  
207 - 100  
211 - 100  
249 - 700  
490 - 100  
491 - 100  
900 - 100

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\$4,600  
=====

Vendor # SC  
Acct # \_\_\_\_\_  
Net Amt 4600 — Due Date 9/10  
Invoice # 89893 Inv Date 8/31  
Comment Accting support

New Charges:	\$4,600.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$4,600.00</u>

<u>08/31/2016</u>	<u>07/31/2016</u>	<u>06/30/2016</u>	<u>05/31/2016</u>	<u>04/30/2016+</u>
4,600.00	0.00	0.00	0.00	0.00

**Unpaid balances after 60 days subject to interest at 1% per month, minimum of \$1.00**

# S&T Lawn Service Inc.

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

# Invoice

<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	9/1/2016
<b>Invoice #:</b>	13588
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Parkview Hall
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Date:	Description:	Quantity:	Rate:	Amount:
8/1/2016	08/01/2016 -- Fertilizing	1	0.00	0.00
8/2/2016	08/02/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
8/9/2016	08/09/2016 -- Weeding	1	0.00	0.00
8/9/2016	08/09/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
8/16/2016	08/16/2016 -- Weeding	1	0.00	0.00
8/16/2016	08/16/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
8/23/2016	08/23/2016 -- Weeding	1	0.00	0.00
8/23/2016	08/23/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
8/30/2016	08/30/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
8/31/2016	08/31/2016 -- Lawn Service - Monthly Installment	1	248.00	248.00

INVOICE # 13588

INVOICE DATE 9-1-16

PO # 8251

INVOICE AMOUNT 248-

CLOSE PO? YES / NO

<b>Total</b>	\$248.00
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Thank you for your business.

**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

<b>Date:</b>	9/30/2016
<b>Invoice #:</b>	13603
<b>Terms:</b>	Net 15

**Regarding:** Parkview Hall

Date:	Description:	Quantity:	Rate:	Amount:
9/6/2016	09/06/2016 -- Weeding	1	0.00	0.00
9/6/2016	09/06/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
9/13/2016	09/13/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
9/20/2016	09/20/2016 -- Weeding	1	0.00	0.00
9/20/2016	09/20/2016 -- Lawn Mowing & Trimming	1	0.00	0.00
9/30/2016	09/30/2016 -- Lawn Service - Monthly Installment	1	248.00	248.00
<p>INVOICE # <u>13603</u></p> <p>INVOICE DATE <u>9-30-16</u></p> <p>PO # <u>8251</u></p> <p>INVOICE AMOUNT <u>248 -</u></p> <p>CLOSE PO? YES / <b>(NO)</b></p>				

**Total** \$248.00

Thank you for your business.

November 9, 2016



**Mtg Date:** November 17, 2016

**To:** Downtown Development Authority

**From:** Julie Johnston, AICP

**RE:** Streetscape Update

### Car Wash Property

On October 5<sup>th</sup>, the Streetscape Subcommittee met to review and finalize the Letter of Understanding for the demolition of the car wash at 6532 Stadium Drive. The Letter details the requirements the Oshtemo Methodist Church must meet to receive a loan from the DDA, as well as the grant of a new parking lot. In addition, the Letter details the responsibilities of the DDA as part of the agreement.

On October 13<sup>th</sup>, the Letter of Understanding was forwarded to Mr. William Selkirk, representative of Oshtemo Methodist Church. An email response was provided by Mr. Selkirk on October 21<sup>st</sup> which indicated that he would present the proposal at the next Church Trustee meeting scheduled for November 12<sup>th</sup>. Mr. Selkirk and any Church Trustees were invited to attend the November 17<sup>th</sup> DDA meeting for further discussion on the terms outlined in the Letter of Understanding. As of the date of this memo, I have not heard if they plan to attend.

### 9<sup>th</sup> Street Safe Routes to School Proposal

Prein and Newhof prepared a proposal to assist the DDA in submitting a Safe Routes to School grant. The proposal required Township staff to complete a large portion of the grant process. Due to time constraints associated with other projects, staff does not have the time to commit to all of these tasks. At the September meeting, staff indicated they were going to request Prein and Newhof prepare a new proposal where more of the grant tasks are handled by their firm.

On September 30<sup>th</sup>, staff met with Prein and Newhof to get a better understanding of the steps involved with grant submittal. During this discussion, it became clear that support from Prairie Ridge Elementary school was paramount to the success of the grant. Staff suggested that buy-in from the school should occur before any more time was spent on proposal development. If we found the school was not interested in participating, assistance from Prein and Newhof would not be needed.

Staff met with Principal Spencer to discuss their role and involvement in the grant process. She was receptive to the possibility of sidewalks along 9<sup>th</sup> Street, but indicated that she did not have the authority to decide if the school would participate. She stated that she would contact Mr. Alex Lee, Executive Director of the Communications and Public Relations Department for Kalamazoo Public Schools to discuss the project. Principal Spencer indicated that she would contact me within the next week.

If the elementary school is willing to participate, staff will have Prein and Newhof revise their proposal to provide greater support of the grant process. The intent continues to be to work on the grant proposal during the winter and begin design and easement acquisition (if needed) during the summer of 2017.

## **DEMOLITION LOAN AND PARKING LOT DEVELOPMENT**

### **LETTER OF UNDERSTANDING**

The purpose of this letter is to create a non-binding Letter of Understanding between the Free Methodist Church of Oshtemo, hereinafter referred to as the “Church” and the Oshtemo Charter Township Downtown Development Authority, hereinafter referred to as the “DDA,” for the DDA to provide a demolition loan to the church for purposes of demolishing an existing car wash on property owned by the Church as described in Exhibit A, hereinafter referred to as the Subject Property, as well as an agreement allowing the DDA to construct a parking lot upon the Subject Property in return for a parking easement on the Subject Property and a right of first refusal.

The parties agree that a loan agreement, as well as parking easement with a right of first refusal must be arrived at in a form agreeable to both parties before either party is contractually bound.

- A. A demolition loan from the DDA to the Church will require the following:
1. Total amount to be set by bid pricing.
  2. The bid documents to be review by the Township prior to soliciting bids.
  3. Bid documents to include disconnection from all utilities.
  4. At least two bids from demolition companies will be secured.
  5. Maximum loan term – 10 years.
  6. Interest rate – 2%.
  7. No penalty for early repayment.
  6. Removal of all structures on the Subject Property, including foundations, to a clean site which is build ready.

B. The Church will grant the DDA a parking easement on the Subject property provided:

1. The DDA constructs the parking lot in accordance with Township standards.
2. The Church grants the DDA a 10 year parking easement or through the life of the loan.
3. 24 month notice to vacate must be provided if the Church decides to build on the Subject Property.
3. In return for the parking easement, the DDA will hold the Church harmless and indemnify the Church from any and all claims from its use of the Subject Property and insure the Subject Property naming the Church as an additional insured.
3. The DDA will plow the parking lot in the winter should it hold any winter events.
4. The Church agrees to grant the DDA a right of first refusal should it ever list the Subject Property for sale.

The parties understand that neither of them is bound by this Letter of Understanding subject to the execution of the demolition loan agreement and the parking easement agreement between the subject parties.

FREE METHODIST CHURCH  
OF OSHTEMO

OSHTEMO DOWNTOWN  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

Dated: \_\_\_\_\_, 2016

**EXHIBIT A**

6532 STADIUM DRIVE

LEGAL DESCRIPTION

SEC 35-2-12 BEG IN N&S1/4 LI 35.85 FT S OF N 1/4 POST TH S ALG 1/4 LI 20FT TH S  
76DEG04MIN30SC W PAR CTR LI W MICH AVE 168FT TH S PAR SD 1/4 LI 158FT TO SD  
CTR LI TH SWLY THEREON 87.5FT TH N 17DEG52MIN30SC W 119.22FT TH N  
13DEG55MIN30SC W 38FT TH N PAR SD 1/4 LI 92FT TH S 89DEG 27MIN E 295FT TO  
BEG EXC E 50FT AND SLY 50FT FOR HWY \*

\*\*\*\*\*11/19/02 DESCRIPTION CHANGE PER 2002-056267\*\*\*\*\*

November 9, 2016



**Mtg Date:** November 17, 2016  
**To:** Downtown Development Authority  
**From:** Julie Johnston, AICP  
**RE:** Village Theme Development Plan

At the September DDA meeting, a proposal was provided by Wade Trim for the review and possible update of the Village Theme Development Plan. The DDA evaluated the proposal and the discussion resulted in the following outcomes:

1. Costs associated with the project should be shared equally with the Township.
2. The proposal should be updated to include working with a joint Steering Committee between the DDA and the Township Planning Commission.
3. A stronger transportation component should be added to the proposal.

As part of the budgeting process for 2017, staff included an allocation of \$15,000 for this project in the Planning Department budget. This amount was based off of the original proposal provided by Wade Trim of \$25,750. The updated proposal, which includes a more robust transportation component, has a total budget of \$32,250. If the DDA wishes to continue with this project, either a total of \$17,250 will be needed, the scope of work reduced, or an amendment of \$1,125 requested in 2017 to the Planning Department budget for a total project cost of \$16,125.

The following is a possible schedule for the project:

Kick-off meeting with Steering Committee:	January
Assessment of Conditions:	January – March
Transportation /Circulation Plan Update:	January - March
Stakeholder Interviews:	March
Community Forum #1:	March
Steering Committee Meeting:	April
Mock Development Illustrations:	April - May
Community Forum #2:	May
Steering Committee Meeting:	June
Updates to Village Theme Development Plan:	June/July
Final Meeting with Steering Committee:	August/September

The revised proposal to review and update the Village Theme Development Plan is attached.



October 21, 2016

Oshtemo Charter Township  
7275 W. Main Street  
Kalamazoo, MI 49009

Attention: Ms. Julie Johnston, AICP  
Planning Director

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 9<sup>th</sup> 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 Township Planning Commission and Downtown Development Authority (DDA) are seeking to undertake a critical review of the Plan (and form-based code overlay district). More specifically, the Township and 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 Township and DDA.

### **Scope of Work**

Based upon our understanding of the Township'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:

**Wade Trim** 616.956.3304  
2851 Charlevoix Dr. SE 616.956.3475 fax  
Suite 108  
Grand Rapids, MI 49546 [www.wadetrim.com](http://www.wadetrim.com)

- 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), with specific attention given to economic trends, through the use of ESRI business analyst market data.
- B. An update to the existing transportation conditions, traffic conditions, and circulation opportunities. This will consist of a general update to the existing Chapter 6 of the Plan (Circulation). This report will include a look at traffic counts/volume, crash data, available pedestrian traffic counts as well as the Kalamazoo County Road Commission and local street design standards. This evaluation will examine the circulation recommendations in the Village Theme Development Plan and offer revisions to account for current best practices, while remaining consistent with community goals. Revisions to the existing future circulation plan map, street cross sections by type, and other existing plan elements will be incorporated, as appropriate.
- C. 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 Township 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.
- D. 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.
- E. 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 Township and 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 1C (Stakeholder Interviews) and Tasks 1D (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 1F, below).

- F. 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 1E. 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 Township and DDA review.

#### Task 2: Updates to the Village Theme Development Plan

Based on the results of Task 1, as well as direction from the Township Planning Commission and 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), 6 (Circulation), 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 Township for review. Based on comments received from the Township, 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 jointly by the Township Planning Commission and Downtown Development Authority or a sub-committee of selected Planning Commissioners/DDA members and other representatives. Included in this Scope of Work is Wade Trim's attendance at six meetings, including:

1. Project Initiation Meeting with the Township or Steering Committee
2. Community Forum #1
3. Meeting with the Township or Steering Committee to review the results of Tasks 1A, 1B, 1C, and 1D
4. Community Forum #2
5. Meeting with the Township or Steering Committee to review the results of Tasks 1E and 1F
6. Meeting with the Township 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 **\$32,250**. 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: Transportation/Circulation Plan Update	\$ 6,500
Task 1D: Community Forum #1	\$ 2,500
Task 1E: Mock-Development Illustrations	\$ 7,000
Task 1F: Community Forum #2	\$ 2,500
Task 2: Updates to the Village Theme Development Plan	\$ 8,000
<b>Total</b>	<b>\$32,250</b>

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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 Township as a separate fee.

We look forward to working with the Township Planning Commission and 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.



Adam Young, AICP  
Professional Planner/  
Project Manager



Charles (Chip) Smith, AICP  
Form-Based Codes Institute Trained  
Professional Planner

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pw:\\wtpworc02.wadetrin.com:projectwise\Documents\Client Info\Potential Client\O\Oshtemo Township, Kalamazoo County - MIPProposals\Master Plan Update - 2016\Correspondence\Oshtemo Twp DDA Village Theme Development Plan Review & Update Proposal Letter.docx



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**Downtown Development Authority (DDA)**

**Third Thursday- every other month @ noon**

**At the Oshtemo Community Center**

**2017 Meeting Dates**

**January 19th**

**March 16th**

**May 18th**

**July 20st**

**September 21st**

**November 16th**