



Royal Oak Downtown Development Authority
Meeting

Wednesday, September 18, 2024, 4:00 p.m.
City Hall Commission Chambers Room 121
203 South Troy Street
Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

Pages

1.	Call to Order	
2.	Public Comment	
3.	Approval of Minutes	
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5.	Business	
	a. RO Chamber of Commerce - 45 Day Review Summer Concert Series	
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6.	Reports	
7.	Adjournment	

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY COMMISSION CHAMBERS
ROYAL OAK, MICHIGAN**
www.romi.gov

**Wednesday, August 21, 2024
Regular Meeting
4:00 P.M.**

Present

Kyle DuBuc
Jay Dunstan
Arbor Laclave
Salvatore LoGrasso
Lori London
Michael Sophiea, Chairperson
Gail von Staden
Mark Wollenweber, Interim City Manager

Absent

Michael Keith
Mark Vanneste
Anthony Yezbick, Vice Chairperson

Staff

Timothy E Thwing, Executive Director
Daniel Solomon, Downtown Manager

* * * * *

1. Call to Order
2. Public Comment
3. Approval of Meeting Minutes from July 24th, 2024
4. Expense Items
 - a. Monthly Expenses July 2024
5. Business
 - a. Sponsorship Agreement RORA-2024 Beer Stroll, 2025 Wine Stroll & 2025 Restaurant Week
 - b. RO Holiday Village 2024 Amended Plan & Sponsorship Agreement
 - c. Second Street Handicap Parking Spaces
 - d. Downtown Paving
 1. Upgrades to Williams St. and Sixth St.
 2. Sherman Drive Paving
 - e. Façade/Sign Grant-Write Impressions 407 S Washington Ave.
 - f. Painting Downtown-Mural Project Pilot
 - g. Spending Plan-3rd Annual Shop Royal

* * * * *

1. CALL TO ORDER

Chairperson Sophiea called the meeting to order at 4:03 p.m.

* * * * *

2. PUBLIC COMMENT

Chairperson Sophiea opened Public Comment.

After all public comment was received, public comment was closed.

* * * * *

3. APPROVAL OF MEETING MINUTES FROM JULY 24, 2024

MOVED by Director Laclave
SECONDED by Director Wollenweber

To Approve the minutes of the July 24, 2024, meetings, as amended (Director Dunstan was not present at meeting).

MOTION APPROVED UNANIMOUSLY.

* * * * *

4. EXPENSE ITEMS

a. Monthly Expenses July 2024

The invoices received and paid for the month of July 2024 were provided as information, no action is required.

* * * * *

5. BUSINESS

a. SPONSORSHIP AGREEMENT RORA – 2024 BEER STROLL, 2025 WINE STROLL & 2025 RESTAURANT WEEK

MOVED by Director Dunstan
SECONDED by Director Laclave

Be it resolved, the DDA approves the sponsorship request for the Royal Oak Restaurant Association's Beer Stroll in an amount not to exceed \$10,000, and

Be it further resolved, the DDA approves the sponsorship request for the Royal Oak Restaurant Association's Wine Stroll in an amount not to exceed \$10,000, and

Be it further resolved, the DDA approves the sponsorship request for the Royal Oak Restaurant Association's Royal Oak Restaurant Week in an amount not to exceed \$10,000 and authorizes the executive director to execute the attached agreement.

MOTION APPROVED UNANIMOUSLY.

* * * * *

b. RO HOLIDAY VILLAGE 2024 AMENDED PLAN & SPONSORSHIP AGREEMENT

MOVED by Director Laclave
SECONDED by Director DuBuc

Be It Resolved; the Royal Oak Downtown Development Authority hereby approves the amended sponsorship agreement with Jonathan Witz & Associates (JWA) related to the RO Holiday Village and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

* * * * *

c. SECOND STREET HANDICAP PARKING SPACES

MOVED by Director Dunstan
SECONDED by Director LoGrasso

Be it resolved, the DDA hereby supports the installation of option #1, allocates \$25,000 towards the cost of installation and that this resolution be forwarded to the city commission for its review and consideration.

MOTION APPROVED UNANIMOUSLY.

* * * * *

d. DOWNTOWN PAVING-UPGRADES TO WILLIAMS & 6TH STREETS / SHERMAN DRIVE PAVING

MOVED by Director Laclave
SECONDED by Director Wollenweber

Be it resolved, the DDA hereby approves the proposed 2025 paving upgrades on Williams Street (3rd to 7th) and W Sixth Street (Washington to Center); and

Be it further resolved, the DDA hereby approves the paving of Sherman Drive (Lafayette Avenue to Washington Avenue) with funds allocated by the DDA at a cost not to exceed \$70,000.

MOTION APPROVED UNANIMOUSLY.

* * * * *

e. FAÇADE/SIGN GRANT – WRITE IMPRESSIONS 407 S WASHINGTON

Director London indicated she had a conflict of interest and recused herself from participating and discussing this matter.

MOVED by Director Wollenweber
SECONDED by Director LoGrasso

Be it resolved, the Downtown Development Authority hereby approves the application for a sign grant for 407 S Washington Ave. as a reimbursement in an amount not to exceed \$1,857.37 or 50% of the actual project cost, whichever is less.

MOTION APPROVED UNANIMOUSLY.

* * * * *

f. PAINTING DOWNTOWN – MURAL PROJECT PILOT

MOVED by Director DuBuc
SECONDED by Director Laclave

Be it resolved, the Downtown Development Authority approves of the Painting Downtown Mural project and authorizes the Downtown Manager and Executive Director to oversee an art proposal process.

Be it resolved, the Downtown Development Authority approves the expense budget for the Painting Downtown Mural project in an amount not to exceed \$78,383.25, with respect to all funding being contingent on City Commission approval of artworks.

Be it resolved, the DDA Board authorizes the attached Downtown Mural Installation agreement and authorizes the Executive Director to execute with the agreement with proposed property owners, subject to any revisions required by the City Attorney.

Be it resolved, the Downtown Development Authority authorizes the Downtown Manager to begin the artwork approval process with applicants selected by the selection committee, and agreed to by the property owners.

Be it resolved, the DDA Board hereby appoints the selection committee as: the following named Directors: von Staden, Dunstan, DuBuc, and Laclave.

MOTION APPROVED UNANIMOUSLY.

* * * * *

g. SPENDING PLAN – 3RD ANNUAL SHOP ROYAL

MOVED by Director Wollenweber
SECONDED by Director Laclave

Be it resolved, the Downtown Development Authority approves of the aforementioned Shop Royal budget outline within this document and authorizes the Executive Director to execute any required purchase requisitions.

MOTION APPROVED UNANIMOUSLY.

* * * * *

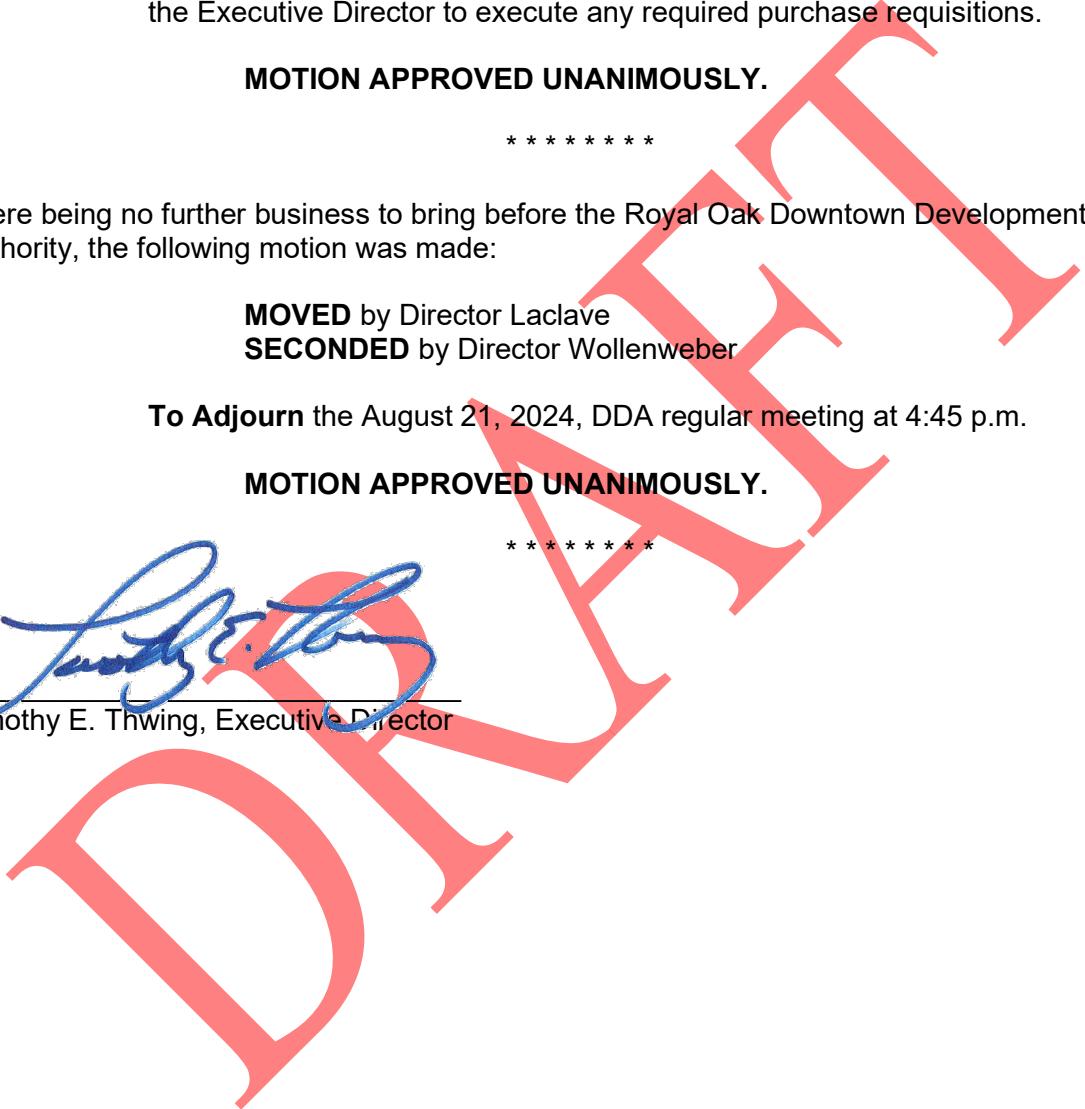
There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

MOVED by Director Laclave
SECONDED by Director Wollenweber

To Adjourn the August 21, 2024, DDA regular meeting at 4:45 p.m.

MOTION APPROVED UNANIMOUSLY.

* * * * *



Timothy E. Thwing, Executive Director



Royal Oak DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: 9/18/2024

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyaloak.org

MEMORANDUM

DATE: September 11th, 2024

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **EXPENSE ITEMS - MONTHLY**

Listed below are the invoices for the month(s) of August 2024 that were received and paid.

<u>Vendor</u>	<u>Payment Detail</u>	<u>Amount</u>
Worry Free	CBD Maintenance July 29-Aug 4	\$13,200.00
Plante & Moran PLLC	Financial Analysis Parking Fund	\$12,507.50
Farmers Market	Sights & Sounds Transfer 2nd	\$8,000.00
Arts Beats & Eats	Final Payment 2024 Event	\$50,000.00
Transfer of Fund/City	City Services – Taco Fest	\$38,160.01
Rose Pest Solutions	CBD Pest Program	\$186.00
Rocket Printing	Wayfinding Signs	\$1,155.00
Yiftee	ABE DD\$ Deposit	\$105,000.00
Worry Free	CBD Maintenance August 5-11	\$13,200.00
Caleb Sanchez	SDS August Extra Night	\$200.00
Pride Royal Oak	Sponsorship Balance	\$37,500.00
Uprinting	Stickers 5,000 – Social District	\$363.60
Worry Free	CBD Maintenance August 12-18	\$13,200.00
Worry Free	CBD Maintenance August 19-25	\$13,200.00
Outfront Media	Digital Billboards 7/15 to 8/11	\$8,700.00
Placer Labs	Contract Add-on	\$1,500.00



Royal Oak **DOWNTOWN** DEVELOPMENT AUTHORITY

Meeting Date: 09/18/2024

203 S Troy Street
Royal Oak, MI 48067
Phone: (248) 246-3280
romi.gov

MEMORANDUM

DATE: September 12, 2024

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: FAÇADE/SIGN APPLICATION – 108 W 2nd – JOHNNY MUSTARD'S

The DDA has received an application for a sign grant from Johnny Mustard's (Jeff Bubeck).

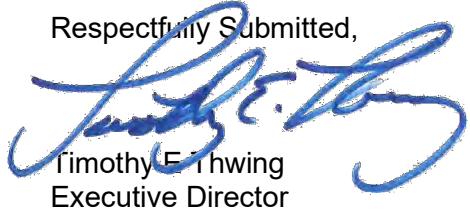
The application total is \$18,500 in façade and sign improvements, which would equate to a maximum award of \$9,250.00, see attached application.

The Infrastructure Committee reviewed this application at its September 9th, 2024, meeting and is recommending approval.

Should the DDA wish to proceed, the following resolution has been prepared for its consideration.

Be it resolved, the Downtown Development Authority hereby approves the application for a façade/sign grant for 108 W 2nd Street as a reimbursement in an amount not to exceed \$9,250.00 or 50% of the actual project cost, whichever is less.

Respectfully Submitted,



Timothy E. Thwing
Executive Director

Site Address:	108 W. 2nd St.	Parcel ID#	72-25-21-231-016
APPLICANT INFORMATION		PROPERTY OWNER INFORMATION	
Business Name:	Johnny Mustard's	Name of Company:	Main Street Properties LLC
Contact Person:	Jeff Bubeck	Contact Person:	Mike Frontera
Contact Address:	23287 Angel Park Dr Macomb, MI. 48042	Address:	55772 Nickelby South Shelby Township, MI. 48316
Phone:	248-909-0375	Phone:	248-909-0375
Email:		Email:	

Anticipated Project Start Date: (mm/dd/yyyy)	Anticipated Project Completion Date: (mm/dd/yyyy)
09/15/2024	10/15/2024

ELIGIBILITY QUESTIONS		
Is the property delinquent on property taxes, water bills, or any other fees/bills owed to the city	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there any pending litigation against the city by the applicant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do the proposed changes to signs and facades comply with all applicable codes, ordinances, laws and regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property within the boundaries of the DDA District?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will signage upgrades be included in the project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any outstanding code violations on the property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the applicant a property owner or a tenant with a minimum of two years remaining on their lease, or have an option to renew their lease with written permission from property owner (include letter with application).	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

PROPOSED FAÇADE IMPROVEMENTS		
Height of Façade:	Width of Façade:	Façade Square Feet:
Current Façade Materials:	brick, masonry, wood and glass, aluminum	
Description of Scope of Work:		
Install new awning with business logo on it, replace windows and add signage to bottom of windows, new commercial front door and transom. Old (present) windows leaked, the sills and framing are rotted/moldy. We would like to replace the water damaged wood sill framing and masonry around the window. We are not sure if it is considered part of the facade but have included it here. Paint all outside trim around windows and door.		

Please select the proposed items for improvement below:

<input checked="" type="checkbox"/>	Awning		Architectural Accents		Building Expansion/Add.
<input checked="" type="checkbox"/>	Doors		Energy Efficient Lighting	<input checked="" type="checkbox"/>	Façade Renovation/Restoration
<input checked="" type="checkbox"/>	Masonry Repair		New Building Construction	<input checked="" type="checkbox"/>	Paint
<input checked="" type="checkbox"/>	Signage	<input checked="" type="checkbox"/>	Windows		Other (Sustainable Activities)

Please indicate other sustainable activities if applicable:

Estimated Cost of Proposed Façade work:	\$ 12,795.00
<i>Applicant must submit cost estimates for the proposed scope of work from a licensed contractor or materials provider.</i>	

SIGN IMPROVEMENT INFORMATION (IF APPLICABLE)

A Façade Grant Application must include photographs of the building's current signage, which will be evaluated by the DDA. The DDA may request an upgrade to signage for a façade grant application to qualify for funding. New signage may be included in the cost of the façade grant project.

Nonconforming signs will be required to be removed. Proposals for signage upgrades that are included in the façade project must comply with all applicable codes, ordinances, and regulations. Special consideration for projects will be given to signage upgrades that include projecting signs and pedestrian-scaled blade signs.

Number of Signs:	3	Cost of New Signage:	\$ 5,705.00
Type of New Signage:	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting Sign		
Will the sign be illuminated?	No. Awning and Window Vinyl signs		

If yes, how?:

Please submit renderings of each sign and where they will be placed on the building.

If you do not plan to change the signage, submit photos of your current signage.

TOTAL COSTS AND GRANT REQUEST

Cost of Façade Improvement:	+	Cost of Sign Improvement:	=	Total Cost of Improvement Project:
\$ 12,795		\$ 5,705		\$ 18.5 18,500
Amount Requested (50% of Total Cost, not to Exceed \$10,000):			\$ 9,250	



Corporate Office
17627 W. Warren Ave
Detroit, MI 48228
313.581.9333
866.419.5379
Fax 313.581.8995

2630000
Customer Number
355265
Quote Number
FX-DIAGRAM
File Name

Project Manager
10-3-2020
Date
Drawn By
1.0
Checked By
S.F.
Revisions
0

APPROVED
 APPROVED WITH CHANGES NOTED
[Change]
Customer Signature
Landlord Signature
Page 11 of 73
Date:
Date:

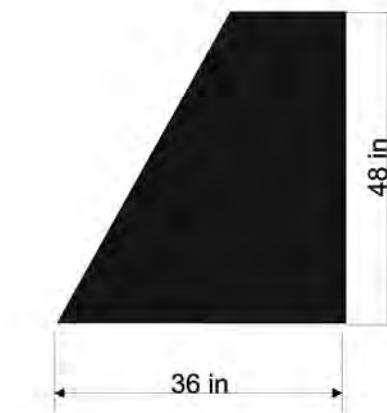
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This drawing is intended to provide a reasonable representation of the final manufactured article. Fasteners and seams in materials may not be represented exactly as they will be fabricated. Colors on prints may not accurately depict specific colors.

Customer Name:
Business Name: JOHNNY MUSTARD
Phone:
Fax:
Email:
Address: 108 W 2ND ST
ROYAL OAK, MI 48067

FRONT VIEW

SIDE VIEW



Corporate Office
17627 W. Warren Ave
Detroit, MI 48228
313.581.9333
866.419.5379
Fax 313.581.8995

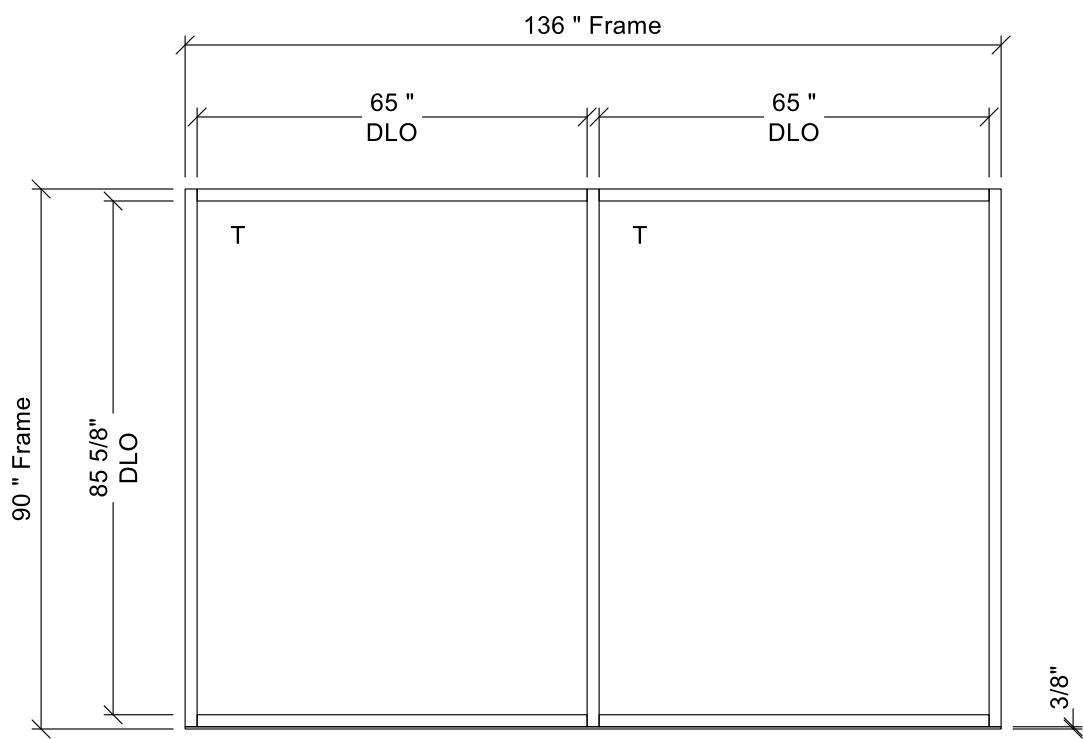
263000
Customer Number
355265
Quote Number
FX-DIAGRAM
File Name

Project Manager
10-3-2020
Date
Drawn By
1.0
Checked By
S.F.
Revisions
0

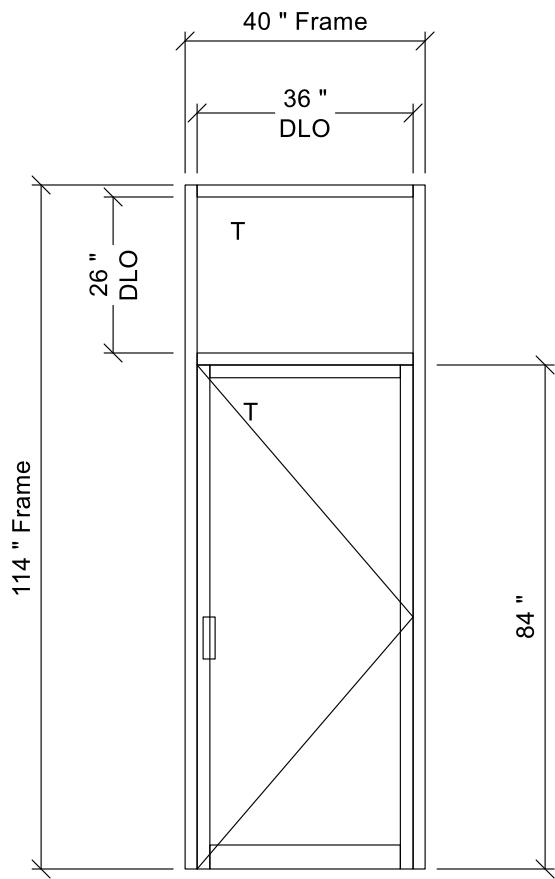
APPROVED
 APPROVED WITH CHANGES NOTED
[Change]
Customer Signature
Landlord Signature
Page 12 of 73
Date:
Date:

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This drawing is intended to provide a reasonable representation of the final manufactured article. Fasteners and seams in materials may not be represented exactly as they will be fabricated. Colors on prints may not accurately depict specific colors.

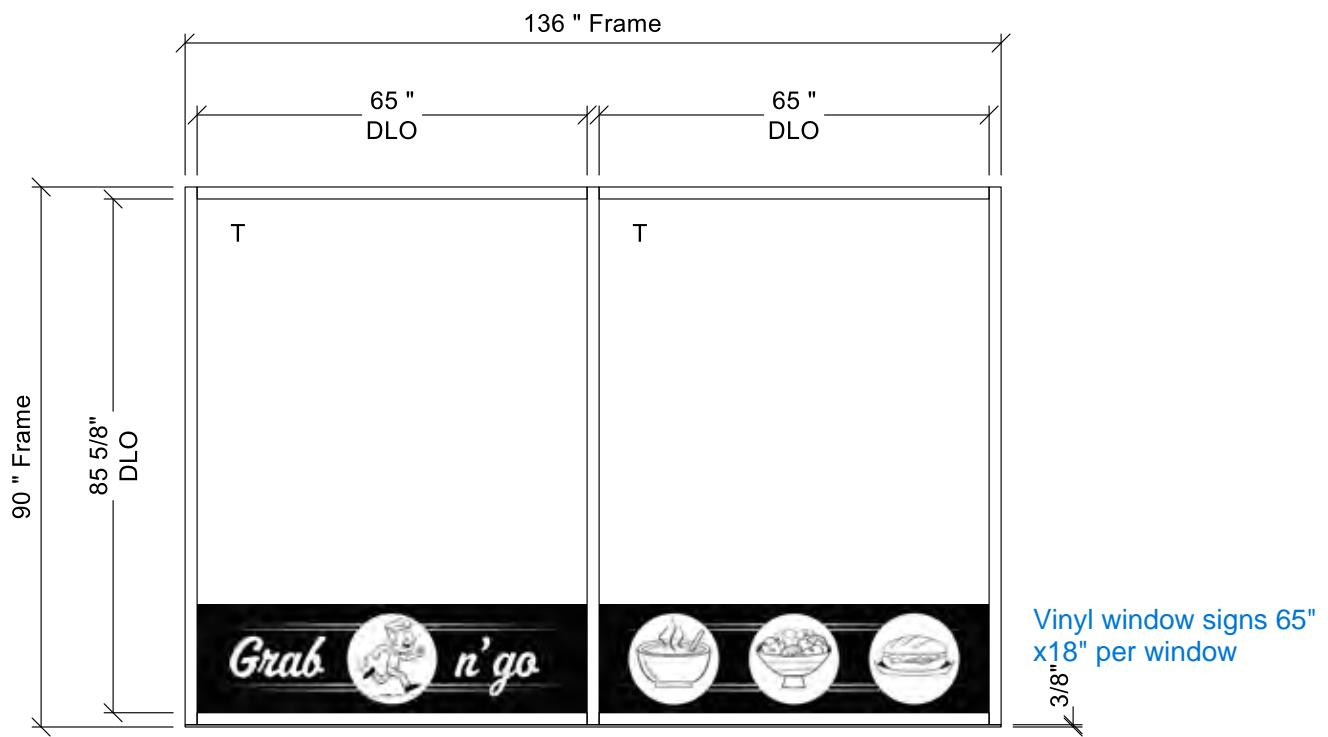
Customer Name:
Business Name: JOHNNY MUSTARD
Phone:
Fax:
Email:
Address: 108 W 2ND ST
ROYAL OAK, MI 48067



Johnny Mustards - 1 (1 Thus)
Frame: T14000 : Storefront : 2 x 4-1/2 : Flush Glaze : Screw Spline : T14259 subsill



Johnny Mustards - 3 (1 Thus)
Frame: T14000 : Storefront : 2 x 4-1/2 : Flush Glaze :
Screw Spline : T14259 subsill



Johnny Mustards - 1 (1 Thus)
Frame: T14000 : Storefront : 2 x 4-1/2 : Flush Glaze : Screw Spline : T14259 subsill



DANIELS GLASS, INC.

21250 W. Seven Mile Road
Detroit, Mich. 48219
(313) 538-2746 Fax (313) 538-1221

July 16, 2024

Job Name: **Johnny Mustards**

*We Propose to Provide All Necessary Material, Labor and Equipment Required for the Completion
of the Following Scope of Work for the Lump Sum of:* **\$ 9,020.00**

SCOPE OF WORK TO INCLUDE:

- 1) *Furnish and install new 2" x 4 1/2" dark bronze anodized aluminum storefront, manufactured by Tubelite Corp.
Glazed with 1" tinted bronze tempered safety glass.*
- 2) *Furnish and install (1) new 3'0" x 7'0" dark bronze "Narrow" stile door, manufactured by Tubelite Corp.
Door to have 1 1/2 pair butt hinges, push pad panic hardware, heavy duty closer, and ADA 10" bottom rail.
Glazed with 1" clear tempered safety glass.*
- 3) *Lead time 4 - 6 weeks after approval.*

Daniels Glass quote is based on our interpretation of information supplied. It is the customer's responsibility to qualify quote. Daniels Glass is not responsible for providing materials different and/or over and above quantities quoted. Pricing subject to change for partial orders.

NOT INCLUDED IN SCOPE:

*Protection, Final Cleaning, Liquidated Damages, Testing, Demolition and / or Mock-Ups.
Replacement of Broken Glass or Other Damaged Materials, Unless Damaged by Daniels Glass Workforce.*

50% Deposit Required Prior to Placing Order, Balance Due Upon Completion..
This proposal may be withdrawn by us if not accepted within 30 days

Warranty on Labor and Material Shall be for a Period of One Year from Date of Substantial Completion. Any Contract Award Shall Specify that Design, Architectural and Engineering Services are the Responsibility of Others. We have not included any Professional Liability Errors and Omissions Insurance.

Payments to be upon completion if complete in less than 30 days, or progressive monthly payments of percentage complete if greater than 30 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. The owner/representative signed below, expressly waives the right of subrogation against Daniels Glass Co., Inc., their agents and employees.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

NAME: Jeff Bubeck
TITLE: owner/operator
DATE: 8/15/24

SUBMITTED:

NAME: Mitch Hurley
TITLE: Project Manager / Estimator
DATE: July 16, 2024



QUOTE

DATE: 8/26/2024

QUOTE # 443

23154 Glenwood

Clinton Twp, MI 48035

313-646-1376

BILL TO:

J3D Enterprise

108 West 2Nd St.

Royal Oak MI 48067

586-303-5485

QUOTING

DESCRIPTION	TOTALS
Upper And Lower Window Sills - Installed	\$1,125.00
Exterior Window Trim - Installed	\$875.00
Exterior Scrape/Prep And Paint	\$1,775.00
SUBTOTAL	\$3,775.00
DEPOSITS & PAYMENTS	\$0.00
TOTAL	\$3,775.00



ESTIMATE

Thank You For Your Business!

PROSIGNS

info@signmi.com

17627 W Warren Ave
Detroit, Michigan 48228
United States

Phone: 313-581-9333

Fax: 313-581-8995

Toll free: 866-419-5379

www.signmi.com

BILL TO

Johnny Mustard's

Jeff Bubeck
108 w 2nd st
Royal Oak, Michigan 48067
United States

586-303-5485

j3d.enterprise@gmail.com

Estimate Number: 371

Estimate Date: August 27, 2024

Valid Until: September 27, 2024

**Estimate Total
(USD):** \$5,524.10

Products	Quantity	Price	Amount
AWNING Custom Fabrication of an awning: 48" tall x 137" wide x 36" projection New custom aluminum awning frame 1/8" thick 1x1 aluminum tubing frame with 2x1 aluminum tubing base frame welded frame Weathertite vinyl awning material black color full color digital print logo -3M film with lamination applied on center of awning - see diagram for full details	1	\$3,985.00	\$3,985.00
SIGN INSTALLATION On site installation	1	\$850.00	\$850.00
PERMITS sign permit drawings procurement	1	\$450.00	\$450.00



ESTIMATE

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17627 W Warren Ave
Detroit, Michigan 48228
United States

Phone: 313-581-9333

Fax: 313-581-8995

Toll free: 866-419-5379

www.signmi.com

Subtotal: \$5,285.00

sales tax 6%: \$239.10

Total: \$5,524.10

Estimate Total (USD): \$5,524.10

Notes / Terms

Valid for 30 days from date on estimate.

Electrical connection: owner is responsible for providing power outside the building within 3 ft distance of sign installation location. Power must adhere to NEC electric code with a dedicated circuit and marked disconnect. A UL listed disconnect box w/switch must be installed outside the building for sign connection. Owner is responsible for providing a timer or photocell.

All permits: owner is responsible for all landlord and city permits and approvals. Prosigns llc is not responsible for any violations.

Fabrication time frame: will range from 30 days up to 120 days otherwise specified & agreed upon by terms and signatures. Additional delay may be added in the event of national disaster, act of god, fatally, sickness, hospitalization mechanical failure, payment delay, building or business lack of readiness, landlord disapproval. Sign to be erected on building structure as specified on sign diagram. Sign company will not

be responsible for building structure vulnerable wall integrity & will be not be responsible & cleared from all liability & lawsuits pertaining to wall facade, & all surface areas supporting sign structure. Store front

must be cleared from all obstruction leading to accommodation of space for sign vehicles of installation. If plaza front is jammed with cars and owners are reluctant to remove there vehicles job installation will be canceled and rescheduled with a penalty fee of 6% of total price.

Additional charges: if job is cancelled after signing contract. 50% of job deposit will be avoid & can not be issued back due to material & labor loss! Additional fees & interest rate of 12% shall be added after signing contract in the event of design change of size, color, material, or any contradiction of approved sign diagram! Customer & landlord shall facilitate all installation required procedures on site of install, access to building & plaza shall be granted to fulfill

the installation requirement of verifying circuits and access to power source, shelter from snow, rain, wind, danger, vandalism, terror, electrocution. Failure in assistance & facilitation will result in job delay reschedule of sign installation

in which and additional fee & rate of 12% will back to total involve. Removal or relocation of sign electrical hook up complication or other means of power connection. All credit cards transactions are subject to 3% processing fee.

Warranty: electric powered signs shall have 1 year limited warranty from date of manufacture. Warranty will cover the power supply and led modules only. Warranty will not cover : act of god, vandalism, force of destruction, arson. Prosigns llc & affiliates corporations shall not be held responsible, liable, accountable for destruction or damage inflicted by excavation & soil landscape disturbance, power circuit pipelines, sewer, gas line, water, cable line, telephone line, surveillance cameras, alarm, sprinkler system, air, under nor above ground on job site of address listed on this contract.



ESTIMATE

Thank You For Your Business!

PROSIGNS

info@signmi.com

17627 W Warren Ave
Detroit, Michigan 48228
United States

Phone: 313-581-9333

Fax: 313-581-8995

Toll free: 866-419-5379

www.signmi.com

Notes / Terms

Payments policy terms: once invoice is signed 50% deposit is due immediately. No exceptions or favoritism. 25% will be due upon 50% of project completion & therefore shall be collected. Final 25% of job total shall be collected in full 1 day prior to sign installation according to company policy, terms & conditions

Approval indicates the above prices , specifications , terms & conditions are satisfactory and accepted. Acceptance of artwork in this page and the proof page indicated in the drawings is an artistic representation only of sign size on building and color accuracy. Elements may vary based on field measurements this color proof is intended for verification of spelling, layout, color and composition. By approving and proofing all artwork as correct & accurate you bear responsibility for any corrections changes -modification alteration of

color , size, location & area of install, dates, & content. Penalty fees & 6% rate will be added accordingly to total price. This sign is the ownership of Prosigns llc, you authorize & give all rights to prosigns llc & prosign & awning to remove sign off building in the event of debt collection& outstanding amount due. Additional 12% will be added weekly if total owed on sign

is not paid in full. Approval constitutes authorization to proceed with specifications and conditions of this document as specified. All rights reserved Prosigns llc

Approval Signature

Date

8/27/24

Follow us on social media - instagram #prosignsmi



JEFF SORNIG

CREATIVE IMAGING & ILLUSTRATION

SORNIGRAFIX@GMAIL.COM

(757) 572-5020 WWW.JEFFTOONS.COM



@SORNIGRAFIX



THANK YOU FOR SUPPORTING AN INDEPENDENT U.S. VETERAN ARTIST

ARTISTIC SERVICES PROVIDED TO:

J3D ENTERPRISE
ATTN: JEFF BUBECK
ROYAL OAK, MI 48067

PROJECT OVERVIEW:

DIGITAL ILLUSTRATION/GRAFIC DESIGN BRANDING PROJECT FOR JOHNNY MUSTARD'S RESTAURANT

ARTISTIC SERVICES & DETAILS:

- ORIGINAL ARTWORK COMMISSION & GRAPHIC LAYOUT
 - CREATE CUSTOM DESIGN & GRAPHIC ELEMENTS FOR BUSINESS FRONT WINDOW SIGNAGE.
 - CREATE CUSTOM DESIGN & GRAPHIC ELEMENTS FOR BUSINESS AWNING.
- INCORPORATE THE "JOHNNY MUSTARD'S" CHARACTER, AND ORIGINAL ILLUSTRATION ITEMS SPECIFIC TO THE BUSINESS AND THE BRANDING.
- COORDINATING INFORMATION
 - FINAL FILES SHALL BE PROVIDED IN PDF FORMAT FOR ENLARGEMENT & FABRICATION FOR THE BUSINESS STORE FRONT.
 - SEND FILES VIA EMAIL TO:
J3D.ENTERPRISE@GMAIL.COM

PROJECT AGREEMENT & TERMS:

TOTAL PROJECT COMPENSATION: \$600.00

* PAYMENT MAY BE MADE VIA PAYPAL TO: SORNIGRAFIX@GMAIL.COM

I CAN BE REACHED BY PHONE AT (757) 572-5020 OR EMAIL TO 'SORNIGRAFIX@GMAIL.COM' IF YOU HAVE ANY ADDITIONAL QUESTIONS.



JEFF SORNIG
CREATIVE IMAGING & ILLUSTRATION
SPECIALIST

23 AUG 2024

Facade grant quote

royaloak@signsbytomorrow.com <royaloak@signsbytomorrow.com>
To: Jeff Bubeck <j3d.enterprise@gmail.com>

Wed, Aug 28, 2024 at 1:20 AM

Good morning Jeff and thank you for the inquiry.

Price for the window graphics:

Vinyl = \$150
Installation = \$120

Please let me know if you have any questions?

Thank you again,
Jack

Jack Hemp
Signs By Tomorrow
31930 Woodward
Royal Oak, MI 48073
248-549-0095

[Quoted text hidden]



Royal Oak DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: 09/18/2024

203 S Troy Street
Royal Oak, MI 48067
Phone: (248) 246-3280
romi.gov

MEMORANDUM

DATE: September 11, 2024

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: STAR DREAM REPAIRS

Board members may recall that the DDA has provided funding to clean the Star Dream Sculpture on an annual basis almost every year. Approximately \$10,000 per year. The only time recently DDA funds were not used was the cleaning that occurred after completion of the civic center project and centennial commons as that project paid for one cleaning.

At this time the sculpture also is in need of some repairs. Those are outlined in the attached proposal submitted to DPS from Glypton, LLC and include:

Removal and disposal of existing coating, media blasting or other wise preparing the substrate, application of primer and CDM 1000 in accordance with the manufacturer's instructions, removal and replacement of caulk seams. Cost not to exceed \$20,000

Grinding a ¼ round inch radius on the outside edge of the granite fountain surface and polish to repair damage from the skateboard trucks. Cost not to exceed \$3,000

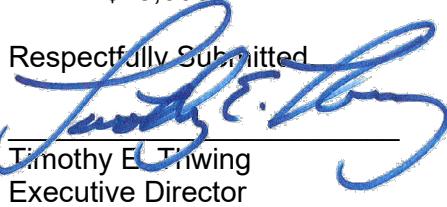
Installation of stainless-steel skateboard stoppers in the expansion joints. Cost not to exceed \$1,500

The Infrastructure Committee discussed this proposal at its September 9th, 2024, meeting and is recommending approval and the allocation of \$25,000.

Should the board concur the resolution is offered for its consideration:

Be it resolved, the Royal Oak Downtown Development Authority, DDA hereby approves the proposed repairs to the Star Dream sculpture/fountain and allocates \$25,000 for those indicated repairs.

Respectfully Submitted


Timothy E. Tiwing
Executive Director

Thwing, Tim

From: Collick, Lee
Sent: Wednesday, August 28, 2024 12:38 PM
To: Thwing, Tim; gigi.vbw@icloud.com
Cc: Filipski, Aaron; Solomon, Daniel
Subject: RE: Star Dream Repairs
Attachments: 2024 08-27 Star Dream Repairs.pdf

Good afternoon, I just confirmed with Giorgio (313) 713-7072 (included on here) that presenting the attached proposal to the DDA for approval on September 18th will not create issues completing the work this year. Thanks!

Lee J. Collick
Operations Manager
Department of Public Services
City of Royal Oak
LeeC@romi.gov
248.246.3302



GLYPTÓN, LLC

603 Concord street
Detroit, MI 48207
Nadine Chronopoulos 248-242-3273
Jay Jurma 313-460-7847
<mailto:glyptonllc@gmail.com>

ROYAL OAK
PUBLIC SERVICES

RECEIVED

Lee Collick / Superintendent of Facilities
1600 N. Campbell rd.
Royal Oak, MI 48067

AUG 27 2024

City of Royal Oak
Community Development

Dear Mr. Collick,

This is a follow up to a meeting we had with your predecessor Mr. Exley. The following is a proposal for the repair of the fountain lining beneath the Star Dream sculpture.

Inspection of fountain and lining:

In numerous submerged areas of the fountain the coating is delaminating from the substrate. It appears that the current coating consists of CIM fountain waterproofing over THROROUGHSEAL, which is a concrete coating designed to be used below grade. We looked into several other options for lining the fountain including specialized vinyl roofing sheet and EPDM liner specifically designed for submerged applications. Both offer some benefits however would require seams that would be visible through the water. This can be addressed by cutting the sheets in a pie pattern to match the geometric shape of the fountain. There is also damage to the edge of the fountain from skateboard trucks. Our opinion is that the best solution is to continue with the CDM liner.

Recommended treatment:

After removing the water from the fountain all of the hardware would be inspected and removed if necessary. The current lining and caulk would be removed by mechanically scraping

and lifting the existing liner. The surface below the liner would be cleaned and abraded to facilitate the application of CDM primer. Depending on the condition of the substrate it may require media blasting to provide a tooth for the primer. CDM primer will be applied according to the manufacturers specifications. This will be followed by the application of CDM 1000, which is the rubber fountain lining. Hardware will be replaced and properly sealed. As an option a one inch, quarter round radius will be ground to repair the damaged granite edge of the fountain. Stainless plates will be installed in the expansion joints to prevent further damage from skateboard trucks.

Clients Responsibilities:

There are two options to drain the fountain. Glyptón can drain the fountain utilizing a trash pump removing the water to the adjacent storm drain. The second option is for the city to remove the water utilizing a vactor truck. The fountain will have to be de-energized for the duration of the project. Space will have to be provided for the dumpster, vehicles and media blasting equipment if needed. We will also need access to a hose bib.

Schedule:

We have scheduling availability in the month of August. Weather permitting work should be concluded within two weeks. All materials, equipment and services will be provided by Glyptón LLC.

Cost of services:

Removal and disposal of existing coating, media blasting or other wise preparing the substrate, application of primer and CDM 1000 in accordance with the manufacturers instructions, removal and replacement of caulk seams. Cost not to exceed \$20.000.

Grinding a $\frac{1}{4}$ round inch radius on the outside edge of the granite fountain surface and polish to repair damage from the skateboard trucks. Cost not to exceed \$3.000.

Installation of stainless steel skateboard stoppers in the expansion joints. Cost not to exceed \$1.500

40% deposit is required prior to commencement of service, balance due 30 days after completion.

Please feel free to contact us with any questions about the project and scheduling. We look forward to working with you.

Warm regards,

Nadine Chronopoulos





Meeting Date: 09/18/2024

203 S Troy Street
Royal Oak, MI 48067
Phone: (248) 246-3280
romi.gov

MEMORANDUM

DATE: September 11, 2024

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **DRAFT MASTER PLAN – DOWNTOWN CORE/ACTIVITY CENTER**

At its July 24, 2024, meeting the board received the following information:

DPZ CoDesign provided a draft Master Plan for the City of Royal Oak to the Planning Commission at its July 9th, 2024, meeting. The Planning Commission set the following dates as special meetings to review that document with DPZ CoDesign:

August 19th at 6:00 pm in city hall
September 16th & 17th at 6:00 pm in city hall

A copy of the draft Master Plan is available at www.planroyaloak.com

Portions of the Master Plan that focus on the downtown core and/or activity center were also provided. The draft plan provides several recommendations from developing a downtown master plan and branding different districts in the downtown to removing a portion of the center street garage for better connectivity. Those and other recommendations are listed as 5.2.1 through 5.2.2 and are contained in the Summary of Actions and on page 73.

The last Downtown Development & Tax Increment Financing Plan was adopted April 15th, 2004, with the last downtown plan (task force report) approved in June 2014.

At the July 24th meeting the board referred the draft master plan to each DDA committee for review, comment and any recommendations. The comments received at subsequent committee meetings are listed below:

- Branding Areas of the downtown got mixed reviews such as:
 - Should not be designated “short-term”.
 - Not that big of a downtown that this is needed, just focus on downtown.
- Future development of city parking lots:
 - Any development should be beneficial to city/downtown versus developer.
 - Impact on public parking should be study and replaced.
 - Reduce parking is not a good thing.

- Should not give away property/parking.
- Should contribute to the downtown & be a catalyst.
- Development/Improvements to Train/Transit Station area is a good idea.
- Additional parking deck in south end should be studied and only done with a development project.
- Main St. median idea needs more discussion, study and consideration.
- Do not need another park/public plaza at 6th St lot with 5th Street improvements.

Should the board concur with some or all the listed comments or have additional items to add the following resolutions as been prepared for its consideration:

Be it resolved, the Royal Oak Downtown Development Authority, DDA directs staff to forward the following comments on the Draft Master Plan 2050 to the Planning Commission for its consideration:

- Branding Areas of the downtown got mixed reviews such as:
 - Should not be designated "short-term".
 - Not that big of a downtown that this is needed, just focus on downtown.
- Future development of city parking lots:
 - Any development should be beneficial to city/downtown versus developer.
 - Impact on public parking should be study and replaced.
 - Reduce parking is not a good thing.
 - Should not give away property/parking.
 - Should contribute to the downtown & be a catalyst.
- Development/Improvements to Train/Transit Station area is a good idea.
- Additional parking deck in south end should be studied and only done with a development project.
- Main St. median idea needs more discussion, study and consideration.
- Do not need another park/public plaza at 6th St lot with 5th Street improvements

Respectfully Submitted,



Timothy E. Thwing
Executive Director



Royal Oak

Master Plan, 2050, Draft 06/07/24

Introduction

Summary of Actions

Section	Action	When	Cost
5.3.2	Encourage additional development within Woodward Corners, especially along Coolidge and Judson, including housing. This may be accomplished by providing structured parking in a public-private partnership in exchange for developing a more complete internal streetscape and the edge of Woodward.	Medium Term	\$
5.3.3	Encourage housing development on the Corewell / Beaumont campus, whether the primary medical campus, its 13 Mile frontage, or additional Corewell / Beaumont holdings.	Short Term	\$\$
5.3.4	Update the zoning code to enable mixed-use development and multi-story buildings in proximity to 13 Mile and Woodward.	Short Term	\$\$
5.4.1	Update the zoning code to enable mixed-use development in this district, with required ground floor commercial along Delemere, however limit the height and intensity of development.	Short Term	\$\$
5.5.3	Update the zoning code to enable mixed-use development in this district, with required ground floor commercial along Campbell and Bellaire.	Short Term	\$\$
6.5.5	Pursue right sizing of 11 Mile Road. This improvement should be combined with zoning changes to enable more development capacity while reducing driveway curb cuts and off-street parking, which interrupt future on-street parking.	Short Term	\$\$\$\$
6.6.1	Revise minimum sidewalk widths to correspond with future land use categories and the anticipated amount of pedestrian activity.	Short Term	\$\$
6.6.2	Require new private development to improve abutting sidewalks to the revised minimum width, including extension into the private property front setback where not enough space exists in the public right of way.	Short Term	\$\$
6.6.6.0	As part of a zoning code update, change access management standards for non-residential uses to:	Short Term	\$\$
6.6.6.1	Restrict driveways along front property lines where there are opportunities for access from an alley or side property line;	Short Term	\$\$
6.6.6.2	Require vehicular cross access between abutting properties; and	Short Term	\$\$
6.6.6.3	Restrict driveway width to the minimum required to meet access needs, typically no wider than 22ft for combined ingress and egress and 11ft for separated.	Short Term	\$\$

Create a Downtown Plan

5.2.1	Develop a Downtown Master Plan.	Short-Term	\$\$
5.2.1.1	Identify a loop between Main and Washington, along with 4th, where the ground floor of buildings should be held to high standards, and focused on active uses as opposed to private offices, parking, apartments, or other non-public facing and non-active uses.	Short-Term	\$\$\$

Introduction

Summary of Actions

Section	Action	When	Cost
5.2.1.2	Brand the different districts within downtown to reinforce their identities, such as the civic center, station district, and college district, including district-focused signage.	Short-Term	\$\$\$\$
5.2.1.3	Provide streetscape improvements throughout downtown, including crosswalks, seating, bicycle parking, trees, lighting, and other streetscape elements.	Short-Term	\$\$\$\$
5.2.1.4	Study reducing Main Street from 4- to 3-lanes with a median.	Medium-Term	\$\$\$\$
5.2.1.5	Study parking supply reallocation and a south Main Street parking structure, or dual-use of an updated OCC structure, to balance parking access.	Medium-Term	\$\$\$\$
5.2.1.6	Study a public plaza in place of the smaller 6th street parking lot to provide public open space in the southern portion of downtown.	Medium-Term	\$\$\$\$
5.2.1.7	Study a new transit center on the parking lot along the railroad, including re-use of the existing transit center, and a new public plaza.	Medium-Term	\$\$\$\$
5.2.2	Offer publicly owned surface parking lots for development, in exchange for attainable and affordable housing as part of the development program, and needed retail spaces like a downtown market.	Medium-Term	\$\$

~~Update the Recreation Plan~~

2.4.2	Study opportunities for underground stormwater storage within parks, especially in the northern half of the city. Some opportunities are identified in the Recreation Plan, in reaction to flooding issues in parks like Isabel and Myron Zucker. The next Recreation Plan should investigate this potential in detail.	Short Term	\$\$\$\$
2.4.3	Study opportunities for dual-use surface stormwater storage within parks. Earth moving associated with such spaces could be used to create kid friendly play spaces that include elevation changes, and sledding opportunities during winter. The next Recreation Plan should investigate this potential in detail.	Short Term	\$\$\$
2.7.3	Use regional partnerships (and associated funding) to improve stormwater management in parks while improving them and upgrading amenities. (see Stormwater section)	Short Term	\$\$
4.3.1	Develop a new Recreation Plan beyond 2027, including an evaluation of access to amenities for each city district and neighborhood to ensure distributed access to amenities.	Short Term	\$\$
4.3.2	Create and identify with signage wellness circuits and resources (parks, recreation centers, the farmers market, food markets, and clinics) as part of the greenway circulation system, addressed in the mobility recommendations.	Short Term	\$\$\$
6.9.4	In Parks provide benches, trash and recycling receptacles, bike racks and repair stations, and pedestrian-oriented lighting. (S-CAP 2.1.6)	Medium Term	\$\$\$

~~Develop a Tree Canopy Plan~~

2.6.2	Evaluate areas of the city that are lacking in tree canopy and target for tree improvements. (S-CAP 5.1.1) This should be prioritized along neighborhood greenways and safe routes to schools.	Immediate	\$\$
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Introduction

Future Land Use Structure

1.1. Future Land Use Structure

A master plan's primary requirement is to identify the desired and anticipated future land uses throughout the City. Future land use is the basis for decision making about future changes to zoning districts, including evaluating rezoning requests, but does not directly change zoning. Previous iterations of Royal Oak's future land use map and categories were very similar to the zoning map, however future land use is intended to be more broad and aspirational in nature. Because future land use is not zoning, multiple zoning districts should be applicable for each land use category. Even neighborhood residential reflects the fact that today there are single-family zones with larger and smaller lot sizes, often in close proximity. Corridors reflect a wider range of zones and land uses. Rather than duplicate zoning, future land use describes a broader condition.

Future land use categories in this master plan describe and reinforce the city's historic structure. (See Figure 1) The most active place is downtown, which is surrounded by low-scale, mostly single-family residential neighborhoods. Important regional roads run between these neighborhoods and have small scale commercial areas at regular intervals as well as a mixture of uses along their trajectories. Parks and schools are well distributed throughout the city. Differences arise in the conversion of industrial areas to areas of retail business and housing. This process began with the city's south industrial area, as is beginning to happen to the north. To respond to growth pressure while keeping that growth out of stable neighborhoods, the city's larger non-residential areas are intended to become more mixed-use, combining housing and businesses in formats similar to downtown.

The future land use map describes a significant tapestry of neighborhood residential areas not intended for growth, areas of higher intensity intended for growth, downtown and activity centers, and areas for lower intensity growth along major roadway corridors. Additionally Woodward is identified for its unique characteristics and local and regional aspiration for change. By focusing growth in activity centers, neighborhood nodes, and corridors, the city is best situated to meet its overarching goals of increasing sustainability, aging in community, and attainable housing while limiting impacts to lower-scale neighborhoods.

1.2. Future Land Use Categories

Future land use categories describe the general character that different portions of Royal Oak should exhibit in the future. These are not zoning, rather they describe the broader characteristics of a collection of properties as well as public spaces such as streets, parks, and schools, that collectively create places of different types, or place types.

Neighborhood Residential

This place type is characterized by single-family housing lots of various sizes with detached buildings set back from the sidewalk, and infrequent, historic duplex and small multi-family buildings, with significant tree canopy on public and private properties. Neighborhood residential is intended to preserve the existing scale and principally single-family use of the city's residential neighborhoods.

Neighborhood Edge

This place type is characterized by a medium scale of buildings, up to 3 stories, with some on site open space. Uses are principally residential with a limited mix of housing types: small-to-medium residential lots, some attached buildings including duplexes, townhomes, and small multi-family buildings, along with occasional, small-scale commercial uses. Buildings are located near to the sidewalk with most tree canopy provided by street trees, occasional trees in front setbacks, and additional trees at the rear transition to neighborhood residential land uses. Where neighborhood edge is mapped on existing commercial corridors, it is intended to encourage a transition to residential uses over time.

Mixed-use Corridor

This place type is characterized by a medium scale of buildings, up to 4 stories, occupying most of their site. Uses are principally residential with a varied mix of housing types: frequently attached buildings including duplexes and townhomes, but more typically small and medium multi-family buildings, along with occasional ground floor commercial and other small-scale commercial uses. Buildings are located very near to the sidewalk and rely on street trees for most tree canopy. Where a mixed-use corridor designation is mapped on existing commercial corridors, it is intended to encourage a transition to mostly residential uses over time.

Introduction

Future Land Use Categories

Neighborhood Node

This place type is limited in scale, typically up to one block on both sides of a street, characterized by a mix of uses focused on serving nearby residential neighborhoods with retail and services. Generally, it consists of non-residential and mixed use buildings, and attached and multi-family housing. Parking is typically handled on-street and in surface lots behind buildings.

Neighborhood Main Street

This place type is a neighborhood-scaled main street, characterized by a mix of uses with ground floor commercial uses along one or more blocks, typically not longer than ¼ mile in length, serving nearby residential neighborhoods with retail and services. The scale is larger than a neighborhood node, which supports a wider variety of businesses. Buildings are generally attached and located very close to the sidewalk, with active businesses and heavily glazed storefronts lining the street. Many buildings are multi-story, with upper floor apartments or offices. Parking is typically handled on-street and in surface lots behind buildings.

Woodward Corridor

This place type includes most properties along the Woodward Corridor, which include mostly commercial uses with occasional office buildings and multi-family housing. Over time, the Woodward Corridor is intended to include more residential uses and smaller scale non-residential uses to balance requirements for parking and curb cuts with the safety of roadway users along Woodward and compatibility with Neighborhood Residential areas behind. This is part of a larger regional effort to improve the beauty, safety, success, and function of Woodward and the land uses along it.

Activity Center

This place type is a destination for residents throughout the City, characterized by a very active multi-block main street or other significant commercial spaces, supported by multi-family housing within the activity center and surrounding corridors. Uses include a full range of commercial, retail, food & beverage, institutions, and offices, serving larger segments of the city and surrounding communities. This place type consists of medium-scale, multi-story

attached buildings and occasional large, special purpose buildings. Parking is typically handled on-street, in structured garages, and surface parking lots behind buildings.

Downtown Core

This place type is a regional destination, providing businesses and activities for residents of Royal Oak as well as nearby cities. Downtown is intensive and complex, and provides more substantial entertainment and dining options than Activity Centers, as well as a focused concentration of offices in addition to tall, multi-family buildings. Parking is typically handled in municipal structured garages and on-street, supplemented by privately owned garages.

Parks and Schools

Parks and schools are elements of other place types, like neighborhoods and activity centers, identified as parks or schools in the future land use to ensure they remain active recreational spaces and to recognize the role of parks and schools in the structure of the city.

Other Open Space

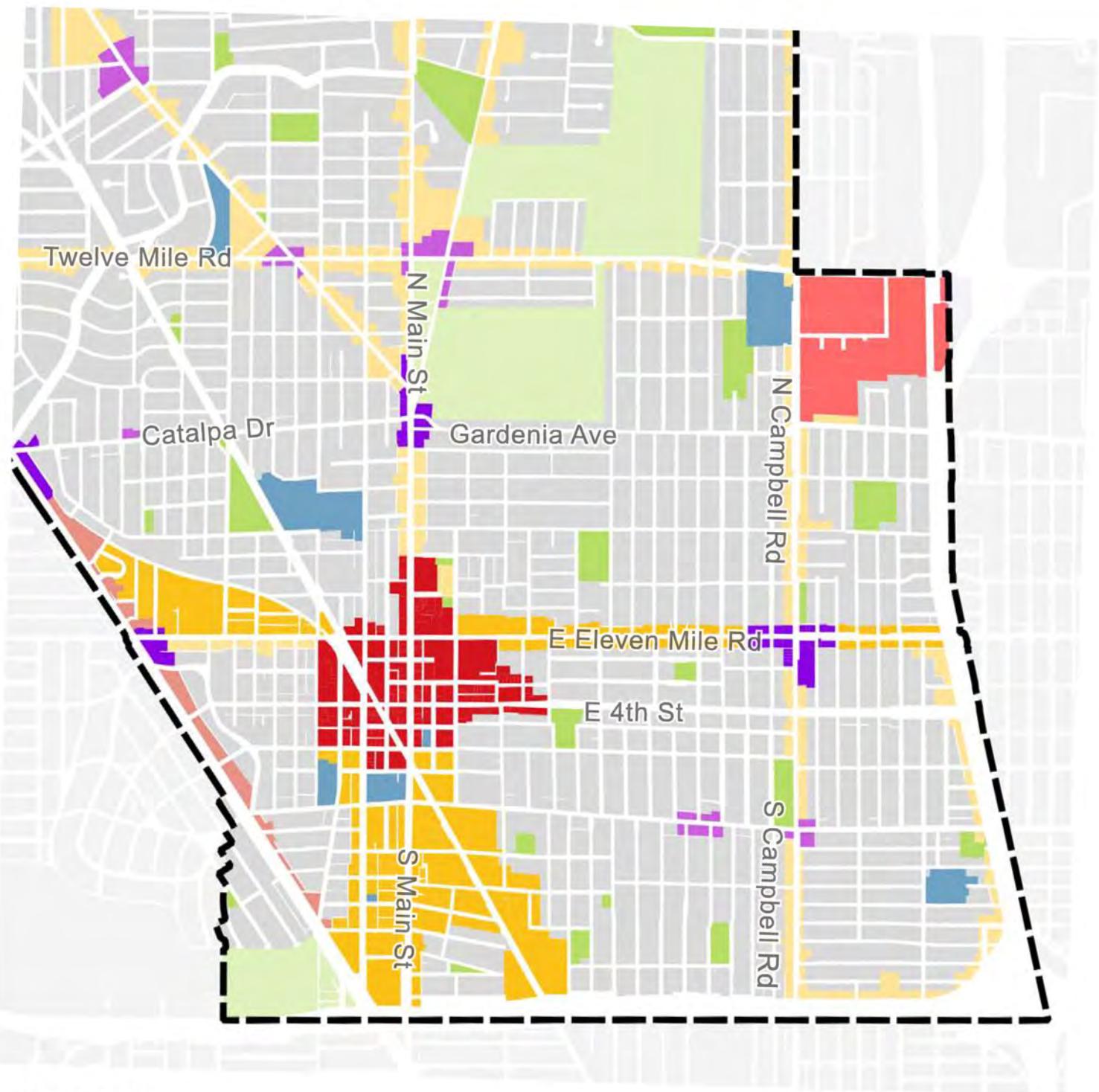
Other open space includes publicly or privately owned cemeteries, golf courses, and the zoo. These are substantial places that complement the surrounding land uses but are clearly distinct. They are labeled as open space because they are mostly impervious with few buildings compared to neighborhoods or downtown. The mix of buildings, parking, and landscape vary distinctly by the unique characteristics of each specific use.

Industrial

This place type is characterized by a concentration of manufacturing and industrial uses. Generally, this place type consists of medium and large lots, with large-format detached buildings and surface parking.

Introduction

Future Land Use Structure



Areas of Growth

- Centers
 - Neighborhood Node
 - Neighborhood Main Street
 - Activity Center
 - Downtown

Corridors

- Mixed-Use Corridor
- Woodward Corridor

Areas of Preservation

- Residential
 - Neighborhood Residential
 - Neighborhood Edge
- Industrial
 - Industrial
- Parks and Schools
 - Parks and Schools
 - Other Open Space

Figure 4. Future Land Use Map: South

Reinforce Activity Centers

Downtown

~~doesn't provide housing that is needed to address issues of housing cost, aging in community, and to support local businesses. In many instances, activity centers would benefit from a clearly defined boundary within which uses can be concentrated. Commercial uses outside of these areas should be discouraged, other than those within neighborhood main streets and nodes. Concentrated commercial and mixed use districts are most successful. They are able to develop a clear identity and sense of place and support cross shopping—shopping at more than one business in a single trip. Cross shopping increases customer frequency across businesses and more efficiently uses parking spaces. In order to reduce surface parking and its eliminate impacts, public on street parking and structured parking is needed in activity centers. Today, locations to invest in public parking outside of downtown are unclear, principally because the other activity centers do not yet have identities and edges.~~

~~Activity centers outside of downtown should become walkable, mixed use districts, appropriately scaled to their context. Downtown is the most significant center in the city and should remain as such. Near 12 Mile and Campbell, a main street could emerge where former manufacturing~~

and logistics uses have begun to convert to retail, services, and offices. At 13 Mile and Woodward, the areas around the CoreWell Beaumont campus have the potential to become a significant center of activity, anchored by a major employer and easily accessible by regional commuters. And the Delemere industrial area, which has begun to convert to retail and services, has significant potential for redevelopment as a mixed use district. Its proximity to parks and large land area support quite a lot of housing, which would in turn support main street businesses, easily accessible to much of northern Royal Oak.

5.2. Downtown

Royal Oak's downtown is active, but there are many improvements possible to increase both its economic health and its success as an activity center for Royal Oak. Downtown's transition from the low scale, historic streets of Main, Washington, and 4th has progressed haphazardly, resulting in a number of "dead-zones:" street spaces that lack active ground floor spaces like retail, food, lobbies, and other spaces where goods or people are frequently visible from the sidewalk. Main streets and downtowns

need the pedestrian experience to be high-quality within their core shopping areas. Most pedestrians will avoid walking by parking lots, blank walls, dark windows, and empty storefronts, what we refer to as "poor-quality frontages". (See Figure 32) The downtown can tolerate some degree of poor-quality frontages, but only to a limited extent. Repairing degraded frontage conditions is important for the success of Downtown, prioritized in a manner that reinforces downtown's structure.

Michigan cities and towns are typically centered around an active, multi-block, retail main street, like those towns along Grand River Ave, or by a larger downtown district, such as those found in Jackson, Ann Arbor, and Grand Rapids. Royal Oak exhibits a transitional condition between these types, with parallel north-south

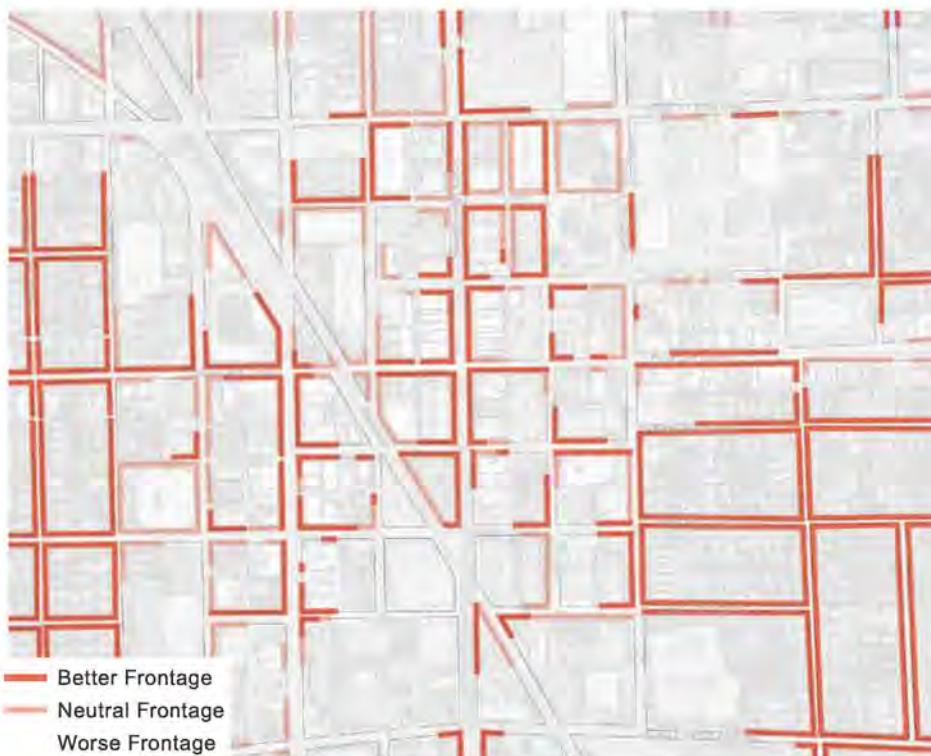


Figure 32. Downtown Area Frontage Quality

Reinforce Activity Centers

Downtown

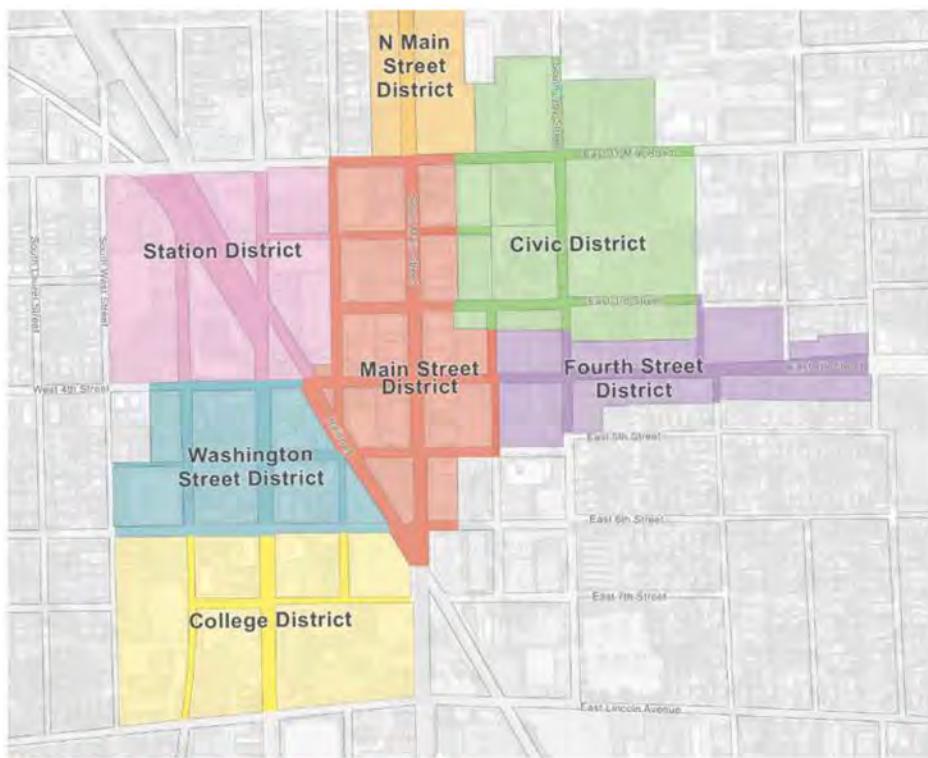


Figure 33. Downtown Sub-districts

retail streets that lack sufficient activity along east-west connections. The next stage of transition for Royal Oak is to reinforce a loop of pedestrian activity connecting Main and Washington, north and south of 4th, to allow patrons a continuous, high-quality experience. Not every street in downtown needs to have uninterrupted high-quality, rather the primary retail loop and 4th should be the focus. This can be achieved by a combination of zoning regulations, incentive and assistance programs, and replacing surface parking lots. The loop and 4th street should also receive priority when adding streetscape improvements such as lights, benches, trash and recycling containers, and crosswalks. (See Figure 34)

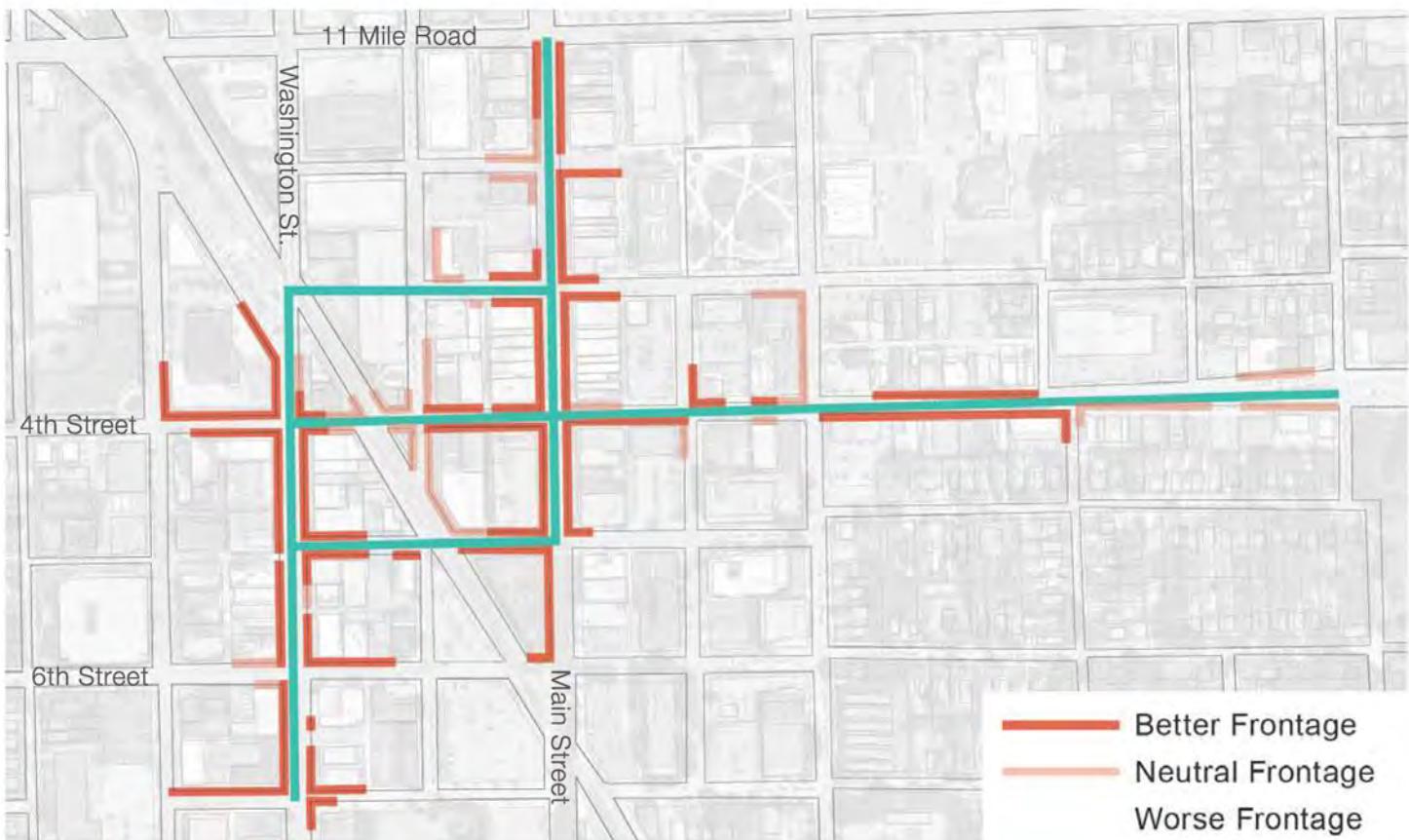


Figure 34. Downtown Loop and Frontage Quality

Reinforce Activity Centers

Downtown



Figure 35. 3rd Street Parking Garage Redevelopment

Given its multiple Main Streets and the rail line, Downtown Royal Oak is a complex place. This structure can be reinforced by defining a series of downtown districts, each with its own identity, but interconnected within the overall downtown. (See Figure 33) These districts include the Downtown Core, a Civic District (including Centennial Commons, the Library, the Farmers Market, etc), College District (at OCC), Station District (at Amtrak), and East 4th. Each of these should center on a public space that is appropriate for its context. Each district's identity should be supported by public art, street sign toppers, light pole banners, and other branding opportunities. Over time, the distribution of businesses could be curated by the Downtown Development Authority in order to reinforce district identity. For instance, the goal of retaining local small businesses and arts could be reinforced by branding East 4th street as the arts district.

Connectivity between downtown districts and a high-quality pedestrian loop is critical. In most downtowns, railroads are significant barriers to connectivity. Luckily in Royal Oak, the railroad has crossings at every street. With regularly connected streets and small blocks the main barriers to pedestrian movement in downtown are Oakland Community College (OCC) to the south and the 3rd street parking



garage. OCC is positioned at the southern end of downtown, and rather than being a barrier, it helps to form the end of the overall downtown district. South of Lincoln, Main Street should take on a more residential character, albeit relatively high density, with another small node of commercial activity around Holiday Market. The remaining barrier is the 3rd street parking garage. This garage is nearing its end of life and needs to be replaced. It may not be necessary to replace all of the parking spaces in the

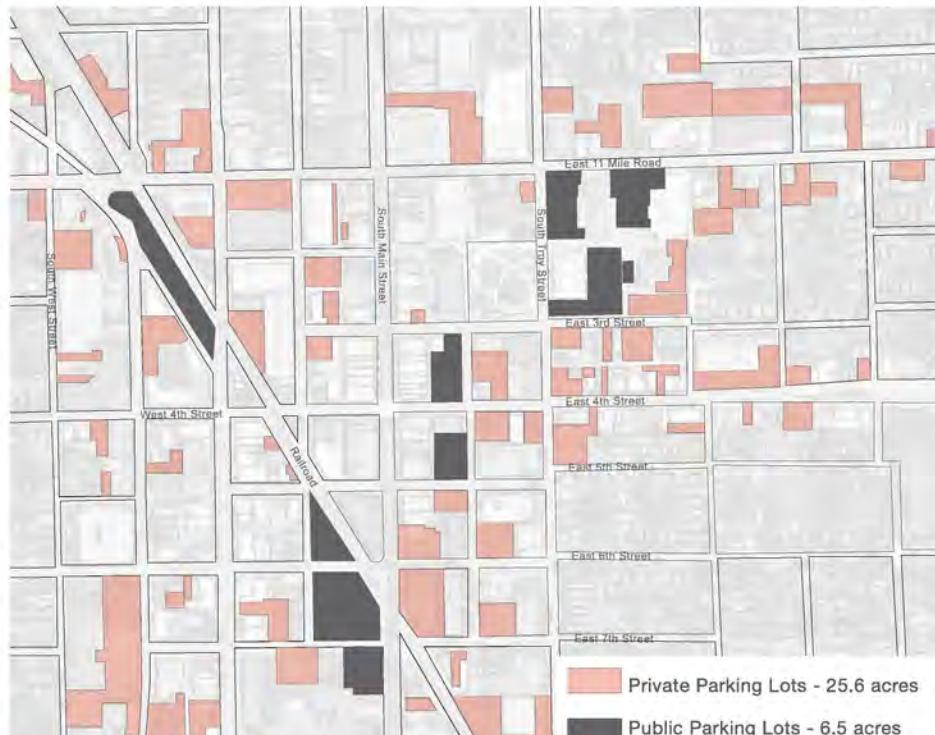


Figure 36. Downtown Surface Parking Lots

Reinforce Activity Centers

Downtown

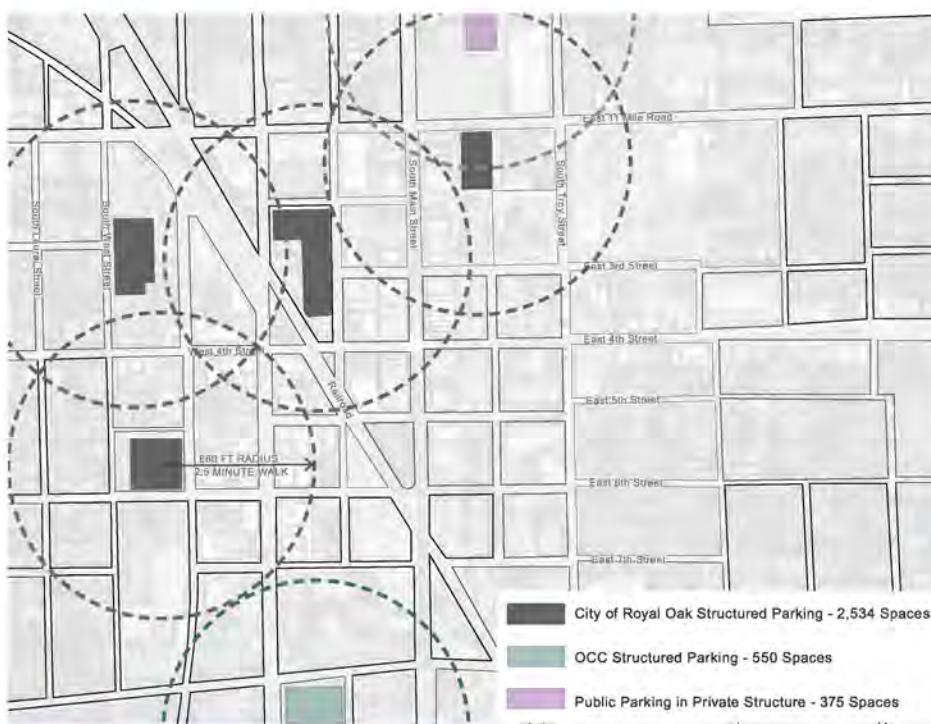


Figure 37. Downtown Structured Parking

garage, as discussed later. Rather the connection along 3rd street should be opened to Washington Ave and the proposed train station and plaza, also discussed later. Redevelopment of this site could provide some parking but principally housing and commercial needs that are missing in the downtown area, including groceries and hardware, tenants that do not pay high rents. (See Figure 35) The city's ability to leverage public land in downtown should include the opportunity to lease space for businesses that would benefit area residents, below the going market rate. Liner business spaces in parking garages, like the space at the corner of 2nd and Center, could also be offered at significantly reduced rents to encourage new businesses. However, note that this particular space is hindered by surrounding poor-quality frontages and will not be a viable business space until the older adjacent parking garages are redeveloped and the surface parking lot across the street is also redeveloped.

Like many downtowns, Royal Oak's needs housing and has far too many surface parking lots, interrupting the high-quality pedestrian experience and reducing the district's success. (See Figure 36) Surface parking lots are convenient for downtown visitors, but they erode the quality of street frontage, degrading the performance

of Downtown. As reported in the 2023 Downtown Parking Study, 40% or more of the parking spaces downtown are not utilized at peak times and the city already provides an above average amount of public parking as a percentage of the overall parking supply. Additionally, public investments in parking have provided a substantial amount of structured parking spaces in downtown. The majority of downtown is well served by nearby structured parking, the most significant gap being in the south Main Street area. (See Figure 37) Royal Oak would benefit from improving frontage quality by replacing surface parking lots with buildings, including additional housing, and in the south Main Street area structured parking. In November 2023, the city advanced a proposal with YMCA to redevelop a downtown surface parking lot for active use, including residences, setting a valuable precedent.

Downtown needs more housing; residents provide customers and activity along sidewalks when they are normally quiet, and tend to represent both younger and older demographics, supporting a diversity of businesses. Housing is a crucial part of sustaining a mix of uses necessary to support both the social and economic qualities of the city center.

The downtown streetscape is also a critical element of downtown success. Along the priority improvement loop, Main, Washington, and 4th, there should be benches, bike parking, trash and recycling, newspaper boxes, street lights, and street trees. Many of these elements exist today but there are a number of gaps. Additionally the street lights, while in a preferred, traditional design, should be considered for replacement with dark sky friendly luminaires. However the light source should be diffused, not directly visible which is a significant issue with LED luminaires, which needs to be evaluated carefully in order to achieve both dark sky goals and light diffusion. Downtown crosswalks are generally well marked and include ADA compliant ramps and mats. But some future improvements should be considered: every crosswalk segment should

Reinforce Activity Centers

Downtown

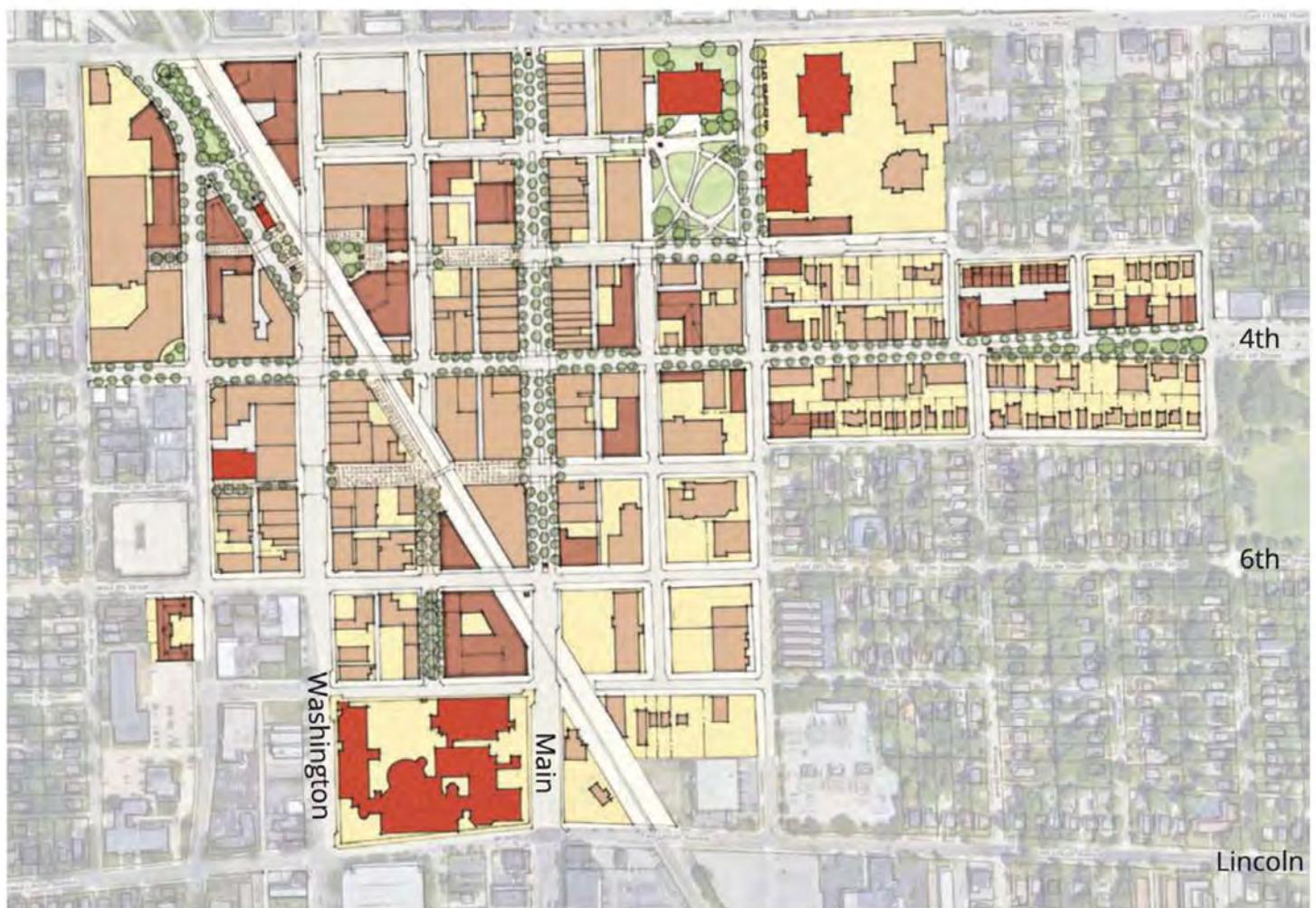


Figure 38. Downtown Improvements

Reinforce Activity Centers

Downtown



Figure 39. Train Station and Station Area Improvements, Looking South from 11 Mile



Figure 40. Train Station and Station Area Improvements, Looking North from 4th Street

have a crossing, pedestrian signals should all be automatic with timers, and the radius of the curb and crossing distance should be more carefully analyzed. The last point is particularly technical. When the curb has a large radius, it is easy to make a turn at higher speed, which is concerning for pedestrians. There is a careful balance between narrowing the distance to cross with curb extensions or bump-outs where the sidewalk area extends to include the space used for on-street parking, and with the radius of the curb. Curb extensions result in a larger curb radius, however they narrow the street crossing. The overall downtown streetscape should be studied in greater detail, especially in the areas identified for improvement.

The north end of Washington Street is a particularly important location to improve. The street's unique character is

clearly different from Main Street, but it doesn't have a clear termination, rather it dribbles in activity around the theater, which should be an active district anchor. The Amtrak station, its parking lot, and the Smart bus terminal all contribute to the degraded public environment, despite the high quality shopfronts in the theater building. Streets need high-quality frontage on both sides, and the whole station area's lack of civic quality infrastructure erodes the potential of Washington Street as a whole, and its connection back to Main Street. Dreaming big, the area would benefit from a proper train station and multi-model hub, replacing the Amtrak surface parking lot and integrating the Smart hub across Washington Street. (See Figure 39 and Figure 40) People arriving or leaving Royal Oak by train - which should become more common in the future - need to arrive at a place with character and vibrancy, not

Reinforce Activity Centers

13 Mile and Woodward

an uncovered platform next to a parking lot. A proper train station is a significant civic investment that could change the character of downtown and anchor Washington Street, creating a station district. A small public plaza should frame the entry to the train station at Washington Street and Sherman Drive. On the opposite side of the station, a small park and playground could be constructed to take advantage of the slope up to the railway. Parking is not a concern because there is a public parking garage only a block away - closer than parking for most train stations. This is Royal Oak's future front door which should represent the community's aspirations.

Overall, the downtown area is a significant asset for Royal Oak, but could benefit from a series of improvements, embracing its complexity and reinforcing its structure and assets. (See Figure 38)

Actions

5.2.1 Develop a Downtown Master Plan, including:

- Identifying a loop between Main and Washington, along with 4th, where the ground floor of buildings should be held to high standards, and focused on active uses as opposed to private offices, parking, apartments, or other non-public facing and non-active uses.
- Brand the different districts within downtown to reinforce their identities, such as the civic center, station district, and college district, including district-focused signage.
- Streetscape improvements throughout downtown, including crosswalks, seating, bicycle parking, trees, lighting, and other streetscape elements.
- Consideration for reducing Main Street from 4- to 3-lanes with a median.
- Parking supply reallocation and study of a south Main Street structure, or dual-use of an updated OCC structure, to balance parking access.
- Consideration for a public plaza in place of the smaller 6th street parking lot to provide public open space in the southern portion of downtown.

- Study of a new transit center on the parking lot along the railroad, including re-use of the existing transit center, and a new public plaza.

5.2.2 Offer publicly owned surface parking lots for development, in exchange for attainable and affordable housing as part of the development program, and needed retail spaces like a downtown market.

5.2.3 Update the zoning code to include a form-based zoning district for the downtown that focuses on the quality of building ground floors and encourages infill growth.

5.3. 13 Mile and Woodward

~~With the major draw of Corewell Beaumont Hospital, large commercial properties, and its location along the Woodward corridor, the intersection of 13 Mile and Woodward could evolve into a downtown-like activity center. Today the area is very much car oriented, as would be expected on Woodward. However, very nearby, Ferndale's downtown is centered on Woodward, and Birmingham's abuts it. Over time both cities intend for their interface with Woodward to better balance cars and pedestrians and bicycles. While Royal Oak's downtown is removed from Woodward, the intersection at 13 Mile could serve as the public face for Royal Oak to those traveling along the Woodward Corridor. (See Figure 41)~~

~~This plan's Woodward strategy is to reduce the lower quality, low scale retail along much of the corridor, focusing the retail on more significant intersections. 13 Mile and Woodward has a significant capacity for growth. Structured parking is needed to allow surrounding parking lots to be infilled with additional commercial uses and housing. The surface parking at Memorial Park is well sized for structured parking. Additional structured parking that is privately funded or funded by public private partnership could be provided at Woodward Corners. While a recent development, Woodward Corners could support more buildings if there were less surface parking, lining its internal streets as well as Woodward.~~

Thwing, Tim

From: jay dunstan.me <jay@dunstan.me>
Sent: Monday, September 9, 2024 9:41 AM
To: Thwing, Tim; Solomon, Daniel
Cc: Mike Sopheia; Anthony Yezbick
Subject: Alleys
Attachments: IMG_4930.jpeg; IMG_4924.HEIC

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Good Morning—

Could we put this on the agenda for the next meeting? I'd like to talk about the investment we've made in the alleys and how they look. There's way too many trash/recycle bins as well as dumpsters that should be enclosed. It's nice we're doing some murals in these areas but they shouldn't be offset by eye-pollution.

Thanks,

Jay





Royal Oak DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: 09/18/2024

203 S Troy Street
Royal Oak, MI 48067
Phone: (248) 246-3280
romi.gov

MEMORANDUM

DATE: September 12, 2024

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: L-SHAPED ALLEY

The purpose of this memorandum is to provide an overview or history of the on-going complaint/request raised during public comment. This meeting was chosen for an update given Director Dunstan's request to discuss alleys. The DDA and its Infrastructure Committee have discussed the L-Shaped alley on numerous occasions.

As background I have attached memorandums from the DDA's January 19th, 2022, and October 19th, 2022, meetings.

At the January 19th, meeting the board adopted the following:

Be it resolved, the Royal Oak Downtown Development Authority hereby allocates up to \$5,000 for a survey of the alley and adjacent area.

OHM Advisors completed a survey in June 2022.

At the October 19, 2022, meeting the board took no formal action. However, staff was asked to discuss option with the city engineer and possibly obtain quotes from design firms for the board's consideration. It was indicated that the city should continue code enforcement efforts but doing not was not a preferred option.

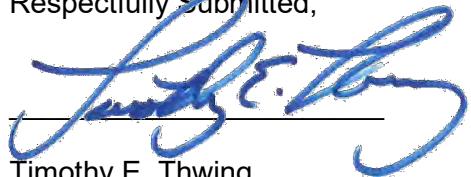
The DDA had also included \$150,000 in its FY 22-23 Development Fund budget for alley improvements. The prior fiscal year 2021-22 the DDA spent approximately \$370,000 for alley improvements east of Main Street from 3rd to 5th Street.

As part of the budget process for FY 23-24 no funds were allocated for alley improvements. Those funds were redistributed to other projects and activities and no further design effort was undertaken regarding the L-Shaped alley.

The L-Shaped alley continues to need attention including property owner, tenant cooperation with refuse (dumpster) placement, and on-going code enforcement action. I have attached photos from 2021, 2022 and from last week September 2024. The only significant change that has occurred is the removal of encroachments related to the closing a restaurant.

No recommendation is provided, and no action is required.

Respectfully Submitted,



Timothy E. Thwing
Executive Director



Royal Oak **DOWNTOWN** DEVELOPMENT AUTHORITY

Meeting Date: 01/19/2022

203 S Troy Street
Royal Oak, MI 48067
Phone: (248) 246-3280
romi.gov

MEMORANDUM

DATE: January 14, 2022

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: ALLEY UPDATE/DISCUSSION

The Infrastructure Committee has discussed the alley depicted/outlined on the attached ariel photograph at three recent meetings, November 18th, November 30th, 2021, and January 13, 2022.

At the November 18th meeting the committee decided to invite adjacent property/business owners to a future meeting. That meeting was held on November 30th and a list of those attending is also attached. The conclusion reached at this meeting was that the adjacent property/business owners should meet and reach consensus on a plan that could be submitted to the committee for discussion. As of the date contained on this memorandum no plan has been submitted for consideration.

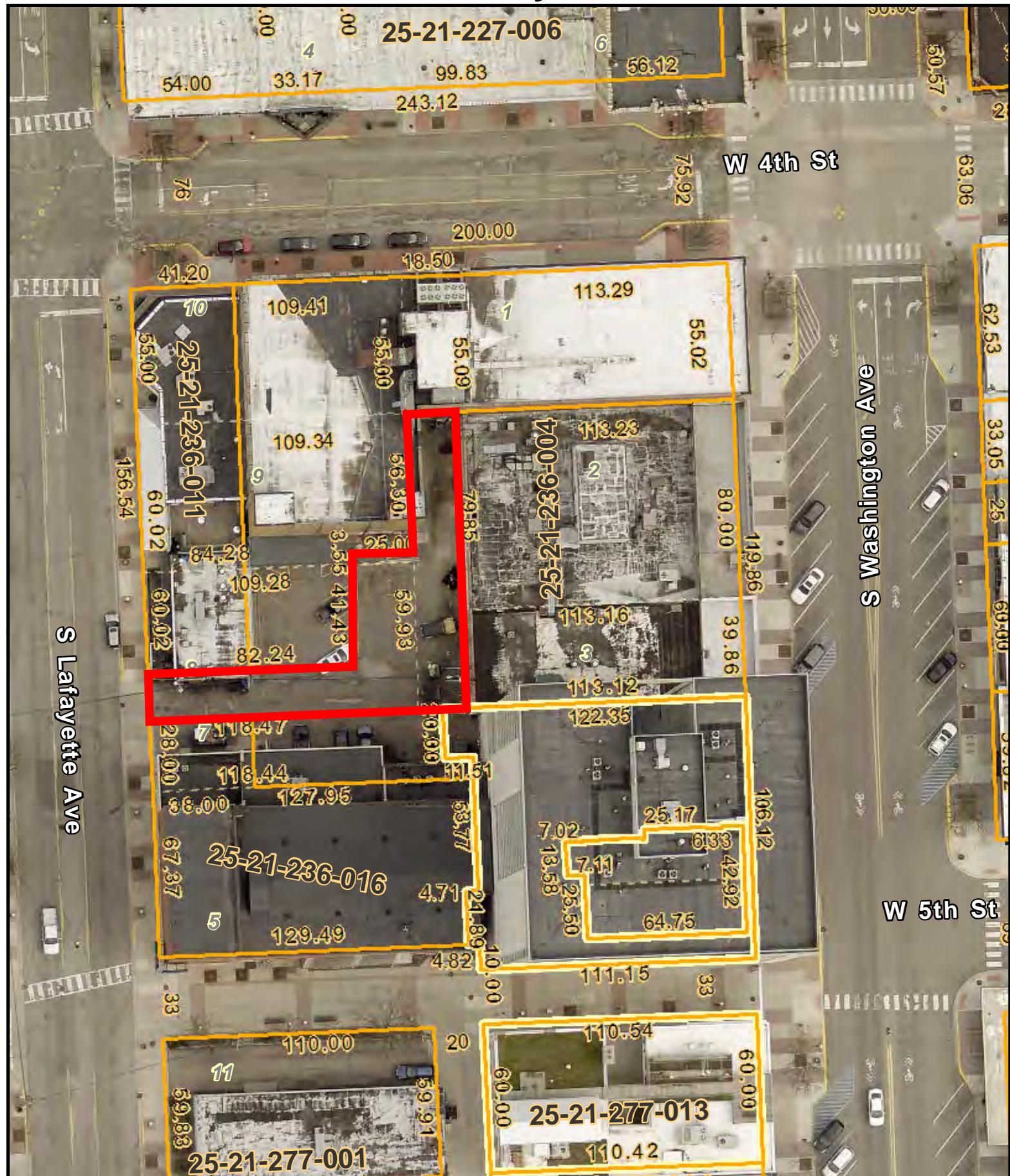
At its January 14th committee meeting the discussion centered around whether the DDA should take some initial steps, have the alley surveyed, develop a preliminary basic improvement plan for the alley that addresses the board's goals. That plan could then be presented to the adjacent property/business owners for input and possible participation. If there is no consensus, the DDA would have the opportunity to proceed with those improvements it desirers.

Depending upon how the board wants to proceed it should adopt an appropriate resolution.

Respectfully Submitted,

Timothy E. Thwing
Executive Director

Alley



2 Foot Contours
 5 Foot Contours
 FEMA Base Flood Elevations
 FEMA Cross Sections

100 yr - FEMA Floodplain
 100 yr (detailed) - FEMA Floodplain
 500 yr - FEMA Floodplain
 FLOODWAY - FEMA Floodplain

Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.

NAME	ADDRESS	CONTACT EMAIL
Shirley Schneider	833 S. Center	shirley@schnidersmith.com
Michael Keith	DDA	mkeith9000@gmail.com
Darren Atesian	301 W. 4th st.	darren@atesian.net
Sandy Irwin	222 E 11 Mile Rd ROP Public Library 48047	sandy@opl.org
BOB MORGAN	410 S. WASHINGTON /R.O.	BOBRE2B@AOL.COM
ALAN SEMONIAN	415 S. LAFAYETTE /R.O.	TAKALAN @ AOL.COM
Mark Clark	415 S. LAFAYETTE	MarkClarkStagecoach@GMAIL.COM
FRANK HAGELSTEIN	408 S. WASHINGTON	hagelstein@cs.com



Meeting Date: 10/19/2022

203 S Troy Street
Royal Oak, MI 48067
Phone: (248) 246-3280
romi.gov

MEMORANDUM

DATE: OCTOBER 13, 2022

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: L-SHAPED ALLEY

The Infrastructure Committee discussed the referenced alley at its October 3rd, 2022, meeting and requested a list of options for the board to consider. I have attached a property map and survey depicting the alley and adjacent parcels.

For background purposes, the committee has met with adjacent property owners, tenants, and businesses. The result of those meetings was a directive for those parties to prepare and present a comprehensive improvement plan. To this day no plan has been submitted.

I have attached photographs of the alley taken on October 13th, 2022. DTE has finished its work repaving an east/west segment of the alley. Several dumpsters and other items are in the alley. All these encroachments are in violation of city codes/ordinances. The city has and is taking code enforcement action as appropriate. This is a continuous issue for this alley.

In terms of options:

- 1) Do nothing (city code enforcement will continue).
- 2) Provide funding to resurface the remainder of the public alley (north/south portion).
- 3) Hire a design professional to coordinate and design improvements for the public alley.
- 4) Hire a design professional and legal counsel to coordinate with adjacent property owners/businesses and tenants to prepare design plans and legal documents to incorporate improvements on both the public alley and private property.

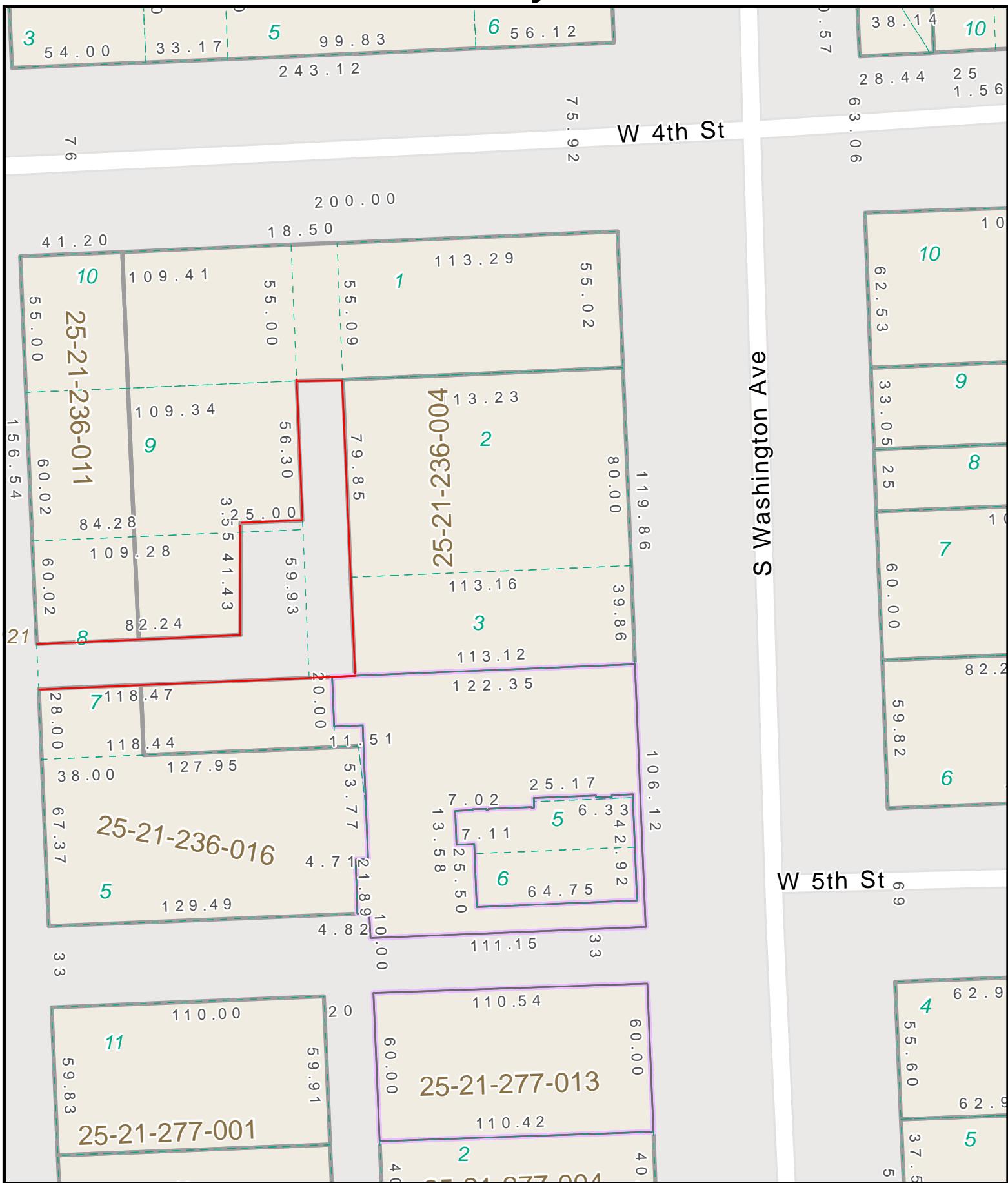
No recommendation was provided, and no action is required.

Respectfully Submitted,

A blue ink signature of Timothy E. Thwing, which is a stylized, flowing script.

Timothy E. Thwing
Executive Director

Alley



2 Foot Contours
 5 Foot Contours
 FEMA Base Flood Elevations
 FEMA Cross Sections

100 yr - FEMA Floodplain
 100 yr (detailed) - FEMA Floodplain
 500 yr - FEMA Floodplain
 FLOODWAY - FEMA Floodplain

Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Flooplain data may not always be present on the map.

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OAKLAND COUNTY, MICHIGAN
David Coulter
Oakland County Executive

NORTH
 Date Created: 1/18/2022
 1 inch = 50 feet

BM#200 COTTON SPINDLE SOUTH FACE OF WOOD
UTILITY POLE. LOCATED IN ALLEY WAY,
APPROX. 27' NORTH OF "STAGE CRAFTERS"
FRONT DOOR. ELEV: 665.82'

BM#201 COTTON SPINDLE IN NW FACE OF WOOD
GUY POL, LOCATED IN ALLEYWAY. APPROX
6' SOUTH OF "LILY'S SEAFOOD AND GRILL"
BACKDOOR. ELEV: 668.82'

S. LAFAYETTE AVE

EX 70' ROW

2521236012
301 FOURTH LLC

2521236011
401 S LAFAYETTE LLC

NO PARK/2HR
90°0'0"
N87°33'21"E
CONC.
NO BRICK
CONC.

82.24'

CONC.

ASPH.

45.28'

N0°8'9"W

ASPH.

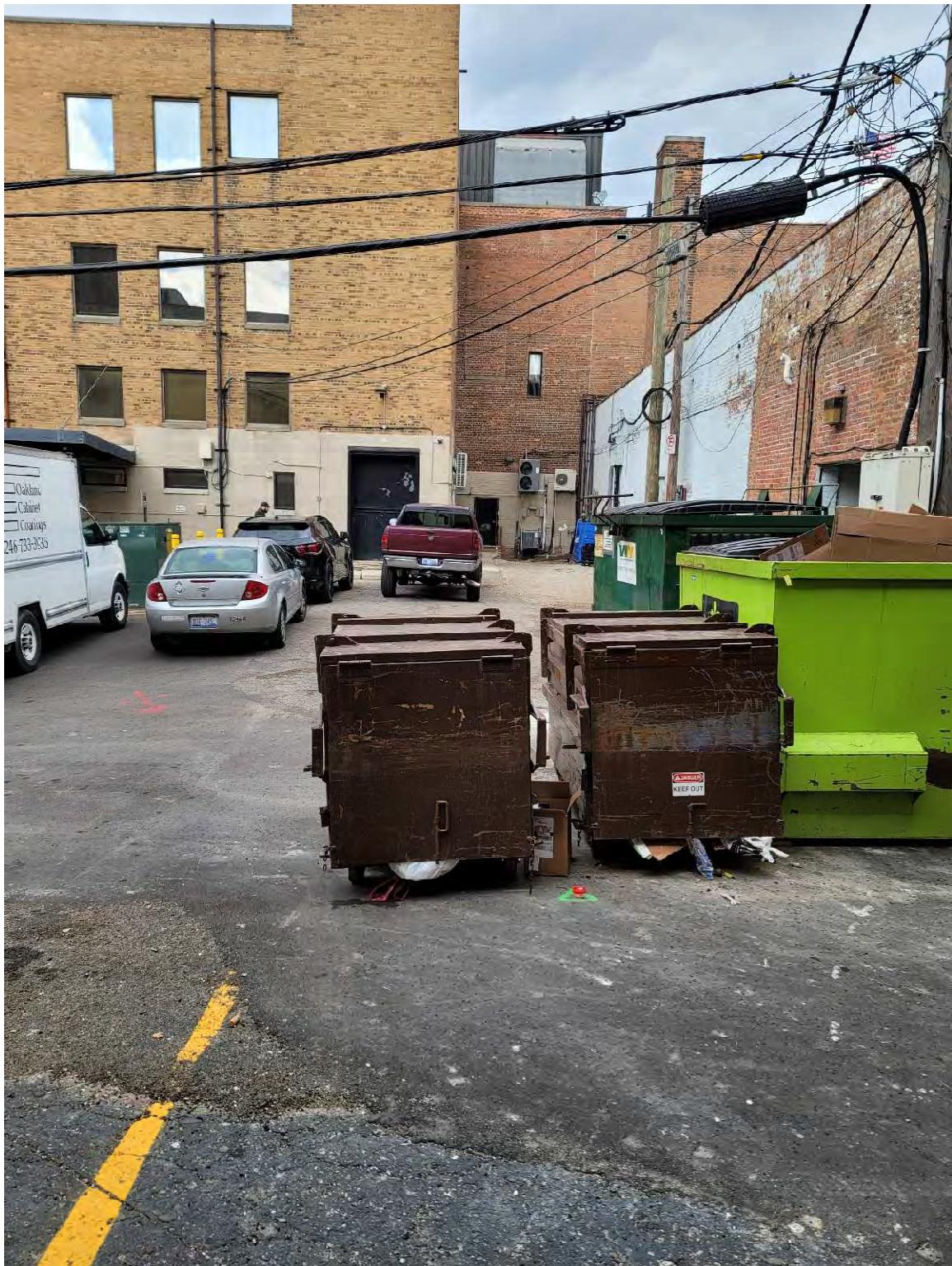
126.75'

2521236014
THE FIFTH ROYAL
OAK CONDO ASSOC

8" CONC. BASE W/
CONC. CURB &
GUTTER

2521236016
STAGECRAFTERS

CONC.
BRICK
CONC.
90°0'0"
S87°33'21"W
-214748.3648
-214748.3648
-214748.3648
-214748.3648







Thwing, Tim

From: Frank Hagelstein <hagelsteins@cs.com>
Sent: Wednesday, October 20, 2021 3:01 PM
To: Thwing, Tim
Subject: Fwd: South Washington Alley (1 of 3)
Attachments: 20211020_103430_Burst01.jpg

WARNING: This email originated from **outside** The City of Royal Oak. **Do not click on any links or open any attachments** unless you recognize the sender and are expecting the message.

Hello Mr. Thwing,
Perhaps you can share this pic with your fellow DDA members. My neighbors and I intend on speaking at Public Comment at today's meeting.
Frank Hobrecht
408swllc

-----Original Message-----

From: 2485881818@mms.att.net
To: hagelsteins@cs.com
Sent: Wed, Oct 20, 2021 2:47 pm

2021 10-20 Frank H Photo



2021 10-20 Frank H Photo

2021 11-01 PHOTO

2021 11-01 PHOTO

2021 11-01 PHOTO



2021 11-01 PHOTO







2022 10-13 PHOTO

2022 10-31 PHOTO

2022 10-13 PHOTO



2022 10-13 PHOTO





2024 09-12 PHOTO



2024 09-12 PHOTO



2024 09-12 PHOTO



2024 09-12 PHOTO

