

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS  
ROYAL OAK, MICHIGAN**  
[www.romi.gov](http://www.romi.gov)

**Wednesday, July 24, 2024  
Regular Meeting  
4:00 P.M.**

**Present**

Kyle DuBuc  
Jay Dunstan  
Michael Keith  
Arbor Laclave  
Lori London  
Michael Sophiea, Chairperson  
Mark Vanneste  
Gail von Staden  
Mark Wollenweber, Interim City Manager  
Anthony Yezbick, Vice Chairperson

**Absent**

Salvatore LoGrasso

**Staff**

Timothy E Thwing, Executive Director  
Daniel Solomon, Downtown Manager

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- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of Meeting Minutes from June 26<sup>th</sup>, 2024**
- 4. Expense Items**
  - a. Monthly Expenses June 2024**
- 5. Business**
  - a. Plante & Moran Presentation**
  - b. RO Live 2024 – 45 Day Review**
  - c. Sign Grant Application – Clear2 Mortgage**
  - d. Request for DD\$ - ABE Fashion Show 2024**
  - e. Draft Master Plan – Downtown Core/Activity Center**
- 6. Reports**
  - a. Siren Communication and Impact Report July 1, 2023 – June 30, 2024**

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## 1. CALL TO ORDER

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

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## 2. PUBLIC COMMENT

Chairperson Sophiea opened Public Comment.

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

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## 3. APPROVAL OF MEETING MINUTES FROM JUNE 26, 2024

**MOVED** by Director Laclave  
**SECONDED** by Director Wollenweber

**To Approve** the minutes of the June 24, 2024, meetings, as present.

**MOTION APPROVED UNANIMOUSLY.**

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## 4. EXPENSE ITEMS

### a. Monthly Expenses June 2024

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

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## 5. BUSINESS

### a. PLANTE & MORAN PRESENTATION

**MOVED** by Director Laclave  
**SECONDED** by Director Wollenweber

**Be It Resolved:** the Royal Oak Downtown Development Authority hereby recognizes its role and commitment to the parking system and the terms contained in the DDA Financing Contract (Series 2018 Revenue Bonds) thereby authorizing the transfer of \$1.5 million as requested by the city in the most appropriate method, and

**Be It Further Resolved:** discussions should continue regarding how to address issues related to the parking system.

**MOTION APPROVED UNANIMOUSLY.**

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**b. RO LIVE 2024 – 45 DAY REVIEW**

Shelly Kemp presented materials related to the RO Live 2024 event.  
No action was necessary or taken.

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**c. SIGN GRANT APPLICATION – CLEAR2 MORTGAGE**

**MOVED** by Director Laclave  
**SECONDED** by Director Wollenweber

**Be it resolved**, the Downtown Development Authority hereby approves the application for a sign grant for 219 S Main St as a reimbursement in an amount not to exceed \$3,500 or 50% of the actual project cost, whichever is less.

**MOTION APPROVED UNANIMOUSLY.**

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**d. REQUEST FOR DD\$ - ABE FASHION SHOW 2024**

**MOVED** by Director Yezbick  
**SECONDED** by Director Dubuc

**Be it resolved**, the DDA Board authorizes the Downtown Manager to administer payment of up to \$150 Downtown Dollars for up to 35 models hired for the Arts, Beats, & Eats 2024 Fashion Show at an expense not to exceed \$5,500

**MOTION APPROVED UNANIMOUSLY.**

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**e. DRAFT MASTER PLAN – DOWNTOWN CORE/ACTIVITY CENTER**

The Draft Master Plan was referred to each committee for review and a recommendation.

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**6. REPORTS**

**a. Siren Communications and Impact Report July 1, 2023 – June 30, 2024**  
Provided for information no action necessary.

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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 Keith

**To Adjourn** the July 24, 2024, DDA regular meeting at 5:22 p.m.

**MOTION APPROVED UNANIMOUSLY.**

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Timothy E. Thwing, Executive Director