



## AGENDA - Downtown Development Authority

DATE: February 28, 2023 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
  - I. Approval of December 13, 2022 Minutes
- IV. Public Comment (Agenda Items)
- V. Unfinished Business
  - I. SEMCOG Concept Design Rain Garden
- VI. New Business
  - I. Jima Studio Civic Campus Discussion
- VII. Public Comment (Non-Agenda Items)
- VIII. Adjournment

**Public Comment:** Public Comments are limited to three minutes.

**Live Stream:** The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

Downtown Development Authority MEETING - December 13, 2022  
7:00 PM

CALL TO ORDER - INFORMATIONAL MEETING

The informational meeting was called to order by Chairman Wixson.

ROLL CALL

The following were present: Boardmembers Corbin, Farhat, Horne, Kretzschmar, Ochab, Turnbull, Chairman Wixson and Mayor Hodges.

Also present: Nick Sizeland, DDA Director and City Manager; and Kevin Kilby, City Attorney.

Absent: Boardmembers Assaf and Kilgus.

PUBLIC COMMENT

No public comments were made.

OVERVIEW OF ANNUAL ACTIVITIES

Pursuant to PA 57 of 2018, the DDA is required to hold two informational meetings per year. This is the 2nd informational meeting of 2022, and this report summarizes DDA activities and accomplishments since the June 7th, informational meeting.

DDA Parking Lot – The DDA at its August meeting provided information on the following items regarding the proposed DDA parking lot: the agreement between the Downtown Development Authority and the Urban Renewal Initiative Foundation; dates, projects and discussions of the parking lot; current zoning of the vacant lot in front of the Ewald Library; future land use per the City master plan regarding the DDA; parking study conclusion; and the MKSK parking lot design.

Civic Campus RFP – As part of an overall review of the City Hall, Public Safety, Library and Future Parking Lot, the DDA wished to explore an opportunity through a Request for Proposal for services on a conceptual design of the area. The information to be included in the concept and building of the design with our new city master plan, parking study, input from business and residential stakeholders, beautification and the DDA Board. The Board agreed to a not to Exceed of \$5,000 which at first bidding on Bidnet did not produce any results. The DDA at its October 25th Meeting increased the not to exceed to \$15,000 which produced five proposals. A selection of a firm to work with the DDA will take place at the December 13th DDA meeting.

Board Appointment – Vice Chair Richner resigned from the board and the City Council appointed James Kretzschmar to fill his term until 2025.

City Master Plan – The City Council adopted the Master Plan on June 13th.

New DDA Attorney Selected – A RFP for legal services was issued jointly with TIFA/DDA and several responses were received. Kevin Kilby of McGraw Morris was appointed as legal counsel for the TIFA at its September 29th, 2022 meeting and the DDA Board selected McGraw Morris as legal counsel to the DDA on October 25th.

ADJOURNMENT OF INFORMATIONAL MEETING

Motion by Mayor Hodges, seconded by Boardmember Farhat, to adjourn the informational meeting.

AYES: Boardmembers Corbin, Farhat, Horne, Kretzschmar, Ochab, Turnbull, Chairman Wixson and Mayor Hodges.

NAYS: None.

ABSENT: Boardmembers Assaf and Kilgus.

With no further business, the informational meeting adjourned at 7:06 pm.

#### CALL TO ORDER - REGULAR MEETING OF THE D.D.A.

The regular meeting was called to order by Chairman Wixson.

#### APPROVAL OF MEETING MINUTES

Motion by Boardmember Corbin, seconded by Boardmember Ochab, to approve the October 25, 2022 minutes.

AYES: Boardmembers Corbin, Farhat, Horne, Kretzschmar, Ochab, Turnbull, Chairman Wixson and Mayor Hodges.

NAYS: None.

ABSENT: Boardmembers Assaf and Kilgus.

#### PUBLIC COMMENT (AGENDA ITEMS)

No public comments were made.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS:

#### CIVIC CAMPUS DESIGN RECOMMENDATIONS

A Request for Proposals (RFP) was issued to seek services to help the DDA conduct a Civic Campus Rendering for the Library, City Hall and Public Safety site. Five firms responded: JIMA Studio, Johnson Hill Land Ethics Studio, PEA Group, Spicer Group and Viridis Design Group. All firms are local to Michigan with 3 of the 5 proposals moving forward to the DDA Board aligning with the scope and deliverables of the RFP. The Administration is recommending the DDA to consider JIMA Studio, Spicer Group or PEA Group.

The Scope of Services in the RFP included rendered design drawing of DDA Civic Site including but not limited to the following:

- Review and incorporation of a parking lot in front of the Ewald Branch Library as provided by MKSK Parking Study
- Review and incorporation of elements within the City Master Plan including but not limited to wayfinding signage, sidewalks, connectivity
- Landscape design to connect the streets in one calculated image, including trash receptacles, lamp posts, lighting, gardens and sustainable features
- Areas where Public Art could be incorporated
- One Presentation to the Downtown Development Authority for Community Engagement

Motion by Chairman Wixson, seconded by Boardmember Ochab, to recommend approval for JIMA Studio to complete the Civic Campus Design Project not to exceed \$15,000 with the understanding of adding an online survey.

AYES: Boardmembers Corbin, Farhat, Horne, Kretzschmar, Ochab, Turnbull, Chairman Wixson and Mayor Hodges.

NAYS: None.

ABSENT: Boardmembers Assaf and Kilgus.

**NEW BUSINESS:  
SET 2023 MEETING DATES**

Motion by Chairman Wixson, seconded by Boardmember Ochab, to approve the 2023 meeting dates of February 7, May 9 (informational), August 8, and December 12, 2023 (informational).

AYES: Boardmembers Corbin, Farhat, Horne, Kretzschmar, Ochab, Turnbull, Chairman Wixson and Mayor Hodges.

NAYS: None.

ABSENT: Boardmembers Assaf and Kilgus.

**NEW BUSINESS:  
APPOINT VICE CHAIR**

Motion by Mayor Hodges, seconded by Chairman Wixson, to appoint Boardmember Farhat to Vice Chair.

AYES: Boardmembers Corbin, Farhat, Horne, Kretzschmar, Ochab, Turnbull, Chairman Wixson and Mayor Hodges.

NAYS: None.

ABSENT: Boardmembers Assaf and Kilgus.

**PUBLIC COMMENT (NON-AGENDA ITEMS)**

No public comments were made.

**ADJOURNMENT**

Motion by Mayor Hodges, seconded by Vice Chair Farhat, to adjourn the meeting.

AYES: Boardmembers Corbin, Horne, Kretzschmar, Ochab, Turnbull, Vice Chair Farhat, Chairman Wixson and Mayor Hodges.

NAYS: None.

ABSENT: Boardmembers Assaf and Kilgus.

With no further business, the meeting adjourned at 7:35 pm.



## DOWNTOWN DEVELOPMENT AUTHORITY MEETING

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DATE: February 28, 2023

**SUBJECT:** SEMCOG Concept Design Rain Garden

**SUMMARY:** Southeast Michigan Council of Governments (SEMCOG) has \$900,000 available through the EPA's Great Lakes Restoration Initiative for competitive subgrants to implement green infrastructure projects in Southeast Michigan. Grosse Pointe Park DDA applied in 2022 for funding of a design concept which at first we were not funded, money however was leftover from the program and Grosse Pointe Park was provided the following Concept Design document funded by SEMCOG. The maximum grant is \$100,000 per project with no match required. However, leveraging other funding sources is encouraged to which the DDA has budgeted \$10,000 under Green Infrastructure in its budget. The timeline for awarded applications is the spring of 2023 with projects being completed by October 2024.

**FINANCIAL IMPACT:** Total cost estimate of project is \$53,885

**RECOMMENDATION:** Review document, provided for informational purposes

**PREPARED BY:** Nick Sizeland, City Manager

## Concept Design

### Site 203A: Grosse Pointe Park City Hall

#### Project Summary

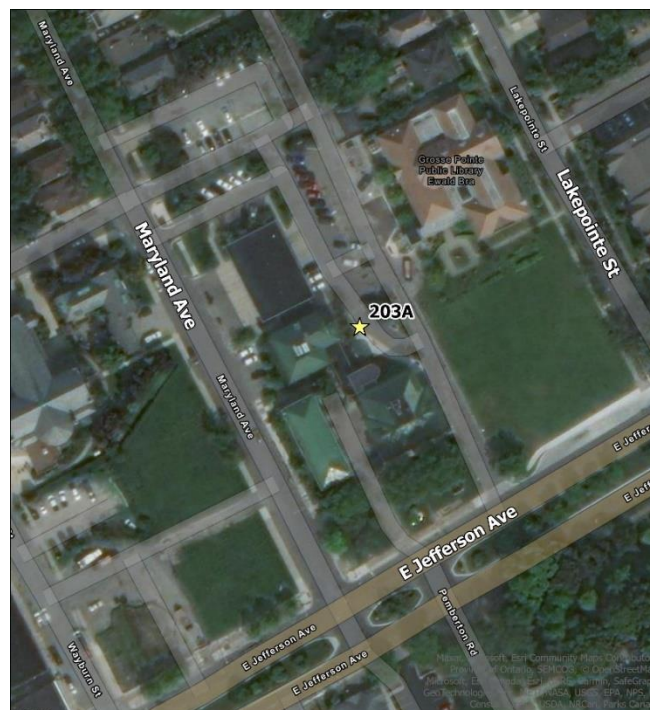
Grosse Pointe Park City Hall is located in the City of Grosse Pointe Park in Wayne County, as shown in Figure 1. This conceptual plan proposes to install a bioretention area in a small, paved area adjacent to the main entrance.

#### Existing Conditions

Immediately north of the main entrance, along the driveway to the parking lot, there is a small, paved area with three Bradford pear trees in small pits. This paved area and the trees could be removed, leaving only the sidewalk, and a bioretention area could be installed. The building adjacent to this area has connected downspouts, which could be disconnected into the bioretention area.

Figure 1

#### Site Location Map



Site 203A: Grosse Pointe Park City Hall

★ Site 203A (Grosse Pointe Park City Hall)



Figure 2

**Potential bioretention area adjacent to centermost building at Grosse Pointe Park City Hall. Photograph taken facing west.**



**Proposed Conditions**

Construct a bioretention area in place of the existing pavers. The bioretention area will be approximately 8 feet wide by 50 feet long. More space is available if needed.

Construction of this bioretention area will require the following basic steps:

- Remove the trees and pavers.
- Excavate the designated bioretention area and remove the excavated soil.
- Install an impermeable liner, if needed, to protect the adjacent building.
- Install an underdrain in the bioretention area and connect it to the existing storm line that the downspouts are currently connected to.
- Replace the excavated soils with gravel and bioretention filter media to an elevation approximately twelve (12) inches below the adjacent sidewalk elevation.
- Plant the bioretention area with appropriate native species.
- Disconnect the adjacent downspouts and direct them to the bioretention area.

## Preliminary Plans

A Concept Design sheet with preliminary plans is attached to this document. This sheet contains a cross section and plan view of this project. The plan view includes an aerial photograph of the site to give context and shows the contributing drainage area to the proposed bioretention area.

## Hydrologic Analysis

Preliminary sizing calculations for the bioretention area is provided in Tables 1 and 2. The target treatment volume is based on runoff from a 1.2-inch storm event and is calculated using the equation below:

$$T_v = \frac{P}{12} \times R_v \times A \times 43,560$$

where:

$T_v$  = Target treatment volume (ft<sup>3</sup>)

P = Target rainfall depth (1.2 in.)

$R_v$  = Runoff coefficient<sup>1</sup>

A = Drainage area (ac)

Table 1

### Target Treatment Volume

Parameter	Value
Target Rainfall Depth, P	1.2 in
Drainage Area, A	0.07 acres
Imperviousness, I	89.4%
Runoff Coefficient, $R_v$ <sup>1</sup>	0.88
Target Treatment Volume, $T_v$	273 ft <sup>3</sup>

Table 2

### Bioretention Treatment Capacity

Bioretention Sections	Avg. Depth (ft)	Area (ft <sup>2</sup> )	Porosity	Storage Volume (ft <sup>3</sup> )
Ponding	0.5	400	1	200
Filter Media	2.0		0.25	200
Gravel Layer	1.0		0.4	160
<b>Total Storage Volume</b>				<b>560</b>
<b>Percent of Target Treatment Volume</b>				<b>205%</b>

<sup>1</sup> The runoff coefficient is an estimate of the fraction of rainfall that becomes runoff in the drainage area. It is calculated based on a value of 0.95 for the impervious portion of the drainage area and 0.25 for the turf or pervious portion of the drainage area.

## Potential Project Constraints and Conflicts

There are a couple of potential constraints that may affect the implementation of this bioretention concept. The first is that the three existing Bradford pear trees will need to be removed to create space for the bioretention area. Additionally, the small light pole structures may conflict with construction, but it may be possible to work around them.

## Cost Estimate

A cost estimate for this project is provided in Table 3 below. It should be noted that this is only a planning-level cost estimate. As the design proceeds, the cost estimate should be further refined, and may change significantly.

Table 3

### Concept Cost Estimate

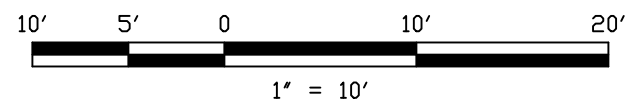
Material	Quantity	Unit	Cost per Unit	Total Cost	Notes
Design, Survey, and Permitting	1	LS	\$15,000	\$15,000	
Mobilization	1	LS	\$3,000	\$3,000	~10% of construction total
Erosion and Sedimentation Control	1	LS	\$5,000	\$5,000	Silt fence, etc
Excavation	60	CY	\$40	\$2,400	
Hauling	60	CY	\$40	\$2,400	
Underdrains and Piping	50	LF	\$15	\$750	
Overflow Structure	1	EA	\$2,000	\$2,000	
Drainage Stone	20	CY	\$75	\$1,500	
Choker Stone	10	CY	\$80	\$800	
Bioretention Filter Media	30	CY	\$150	\$4,500	
Mulch	10	CY	\$60	\$600	
Stone Pretreatment	10	CY	\$150	\$1,500	
Planting	400	SF	\$5	\$2,000	
<b>Subtotal</b>				<b>\$41,450</b>	
<b>30% Contingency</b>				<b>\$12,435</b>	
<b>TOTAL</b>				<b>\$53,885</b>	

Recent construction projects in southeast Michigan have experienced actual bid costs on the order of 30% – 50% higher than engineering estimates. While the current estimates are based on historical project cost data and best professional judgement, the contingency is set at 30% to account for ongoing inflation effects that local agencies are facing.

The following additional steps are needed to proceed with the design.

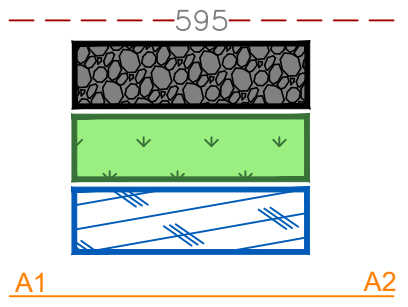
- Discuss project feasibility with the City of Grosse Pointe Park.
- Perform a topographic survey.
- Verify utility locations and depths.

Given that this site concept was part of a larger grant program across four (4) southeast Michigan counties, required permits may vary. At a minimum, any project sponsor should consider the following: Any disturbance greater than one (1) acre or within 500 feet of a watercourse may require a county/local soil erosion permit. Outlets to local storm sewers or combined sewers will require coordination with that respective jurisdiction. Work within any county drain requires coordination with the applicable county water resources commissioner's office. In some cases, permits may be required from the Department of Environment, Great Lakes, and Energy (EGLE) if work occurs within a natural watercourse, lake, or floodplain area.

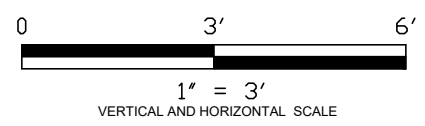


**LEGEND**

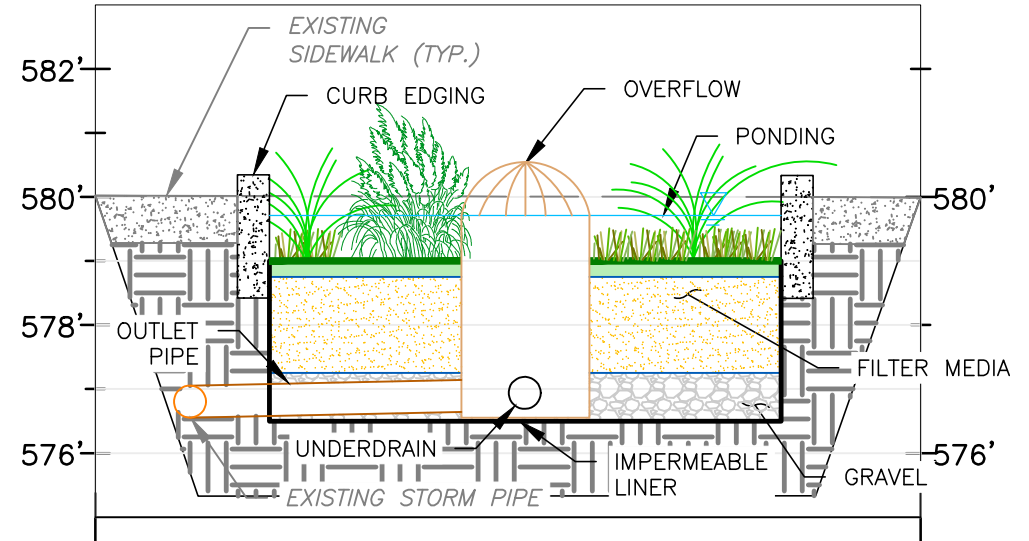
- EXISTING CONTOUR
- GRAVEL
- BIORETENTION PLANTINGS
- BOTTOM OF BIORETENTION AREA
- CROSS SECTION LOCATION



**NOTES:**  
 THIS PLAN IS FOR CONCEPT DESIGN ONLY.  
 CONTOURS ARE FROM 2017 - WAYNE COUNTY MI LIDAR  
 ADDITIONAL INVESTIGATION IS REQUIRED TO DETERMINE THE LOCATION OF THE EXISTING STORM SEWER.



**Cross Section Bioretention**



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 PROJECT INFORMATION:  
 FILE NAME: SEMCOG\_Concepts\_V2.dwg  
 LAST SAVED DATE AND TIME: 10 Jun 2023, 4:59PM

PREPARED FOR:  
**SEMCOG**  
 SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)  
 1001 WOODWARD AVE #1400, DETROIT, MI 48226  
 TEL 313-961-4266

PREPARED BY:  
**CENTER FOR WATERSHED PROTECTION**  
 11711 EAST MARKET PLACE, STE 200 FULTON, MD 20759  
 WWW.CWP.ORG  
 TEL 410-696-3969

GROSSE POINT PARK CITY HALL CITY OF GROSSE POINT PARK WAYNE COUNTY		
SITE 203A CONCEPT DESIGN BIORETENTION		SHEET <b>1</b>
DRAWN BY	EST	DATE 1/13/2023
DESIGNED BY	GPH	SCALE 1' = 10'
CHECKED BY	GPH	PROJ. NO. W-20-049



## DOWNTOWN DEVELOPMENT AUTHORITY MEETING

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DATE: February 28, 2023

**SUBJECT:** Jima Studio Civic Campus Discussion

**SUMMARY:** JIMA Studio will guide the DDA and other city stakeholders through a visioning session that helps to define the following: (1) a clear goal statement for the civic campus design to serve as a metric of success (2) stronger understanding of the intended site programs, character and vibe of this new space, (3) site non-negotiables or elements that we should consider to be fixed and (4) other considerations for the site that have not yet been explored.

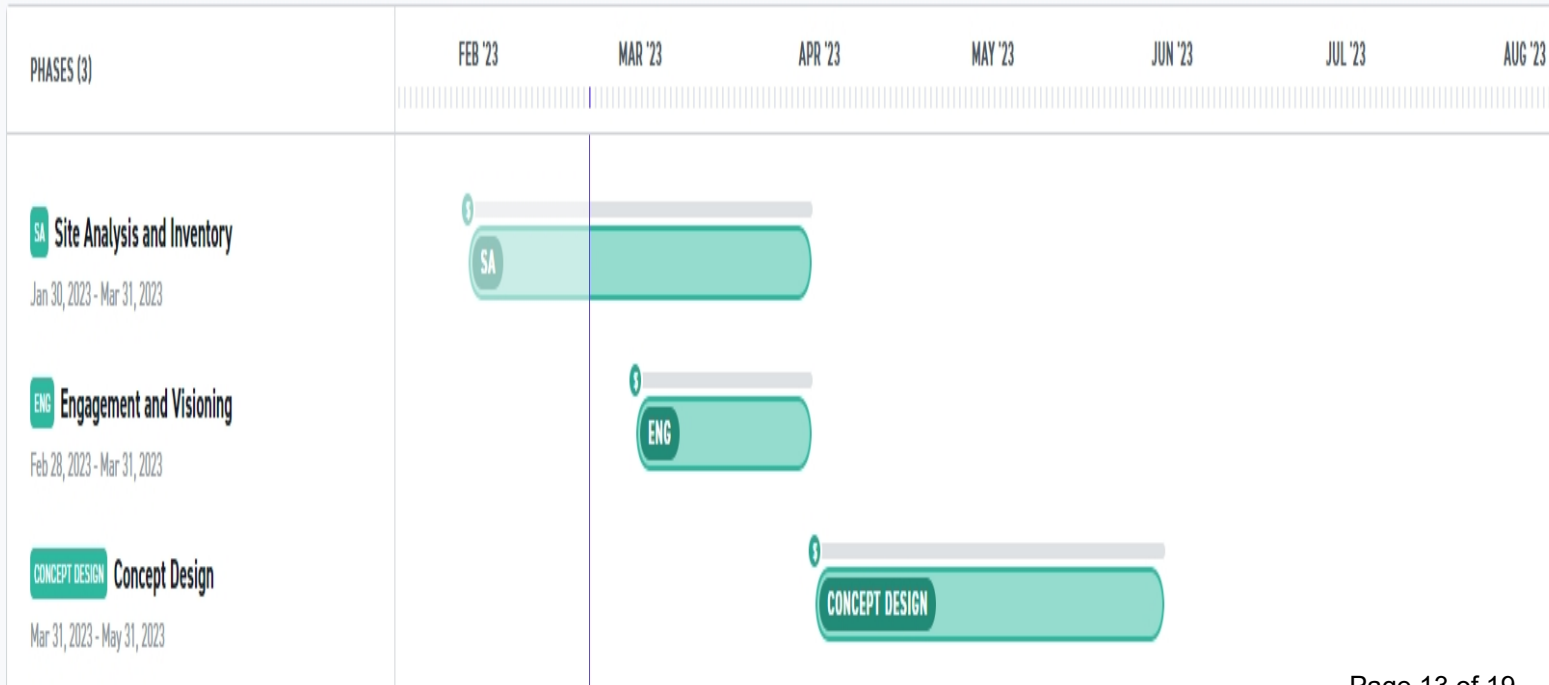
Jima will also review their project schedule which is attached with the packet and examples of other sites previously designed by JIMA Studios, provide supplemental documents for the board and the expectations of the Grosse Pointe Park DDA to help JIMA move forward.

**FINANCIAL IMPACT:** No Financial Impact, Previously approved by board for a not to exceed of \$15,000

**RECOMMENDATION:** Provide Feedback and Comment to Jima Studio

**PREPARED BY:** Nick Sizeland, City Manager

[Overview](#) [Milestones & Tasks](#) [Financials](#) [Time Log](#) [Expenses](#) [Timesheets](#)



# Grand River / Livernois Neighborhood Plan

a framework for transformation



JIMA Studio, in partnership with RVSN Studios, Interboro Partners, BOLD Studio, worked with Renaissance of Hope CDC on a neighborhood framework plan to reimagine the vacant land they own in the Russell Woods neighborhood. The Neighborhood Framework Plan considers existing leadership and development around education, recreation and activating vacant buildings, while proposing new uses that diversifies the existing neighborhood fabric, supports local enterprise and manages vacant parcels for short-term and long-term use. The project utilized a robust engagement approach to convene key partners in the neighborhood, as well as invested residents and church members.

**Year**  
2021

**Client**  
Renaissance of Hope Community Development Corporation

**Location**  
Detroit, MI

**Team**  
Ujiji Davis Williams, Carl Bolofer

**Services Provided**  
Concept Design, Community Engagement, Graphic Representation

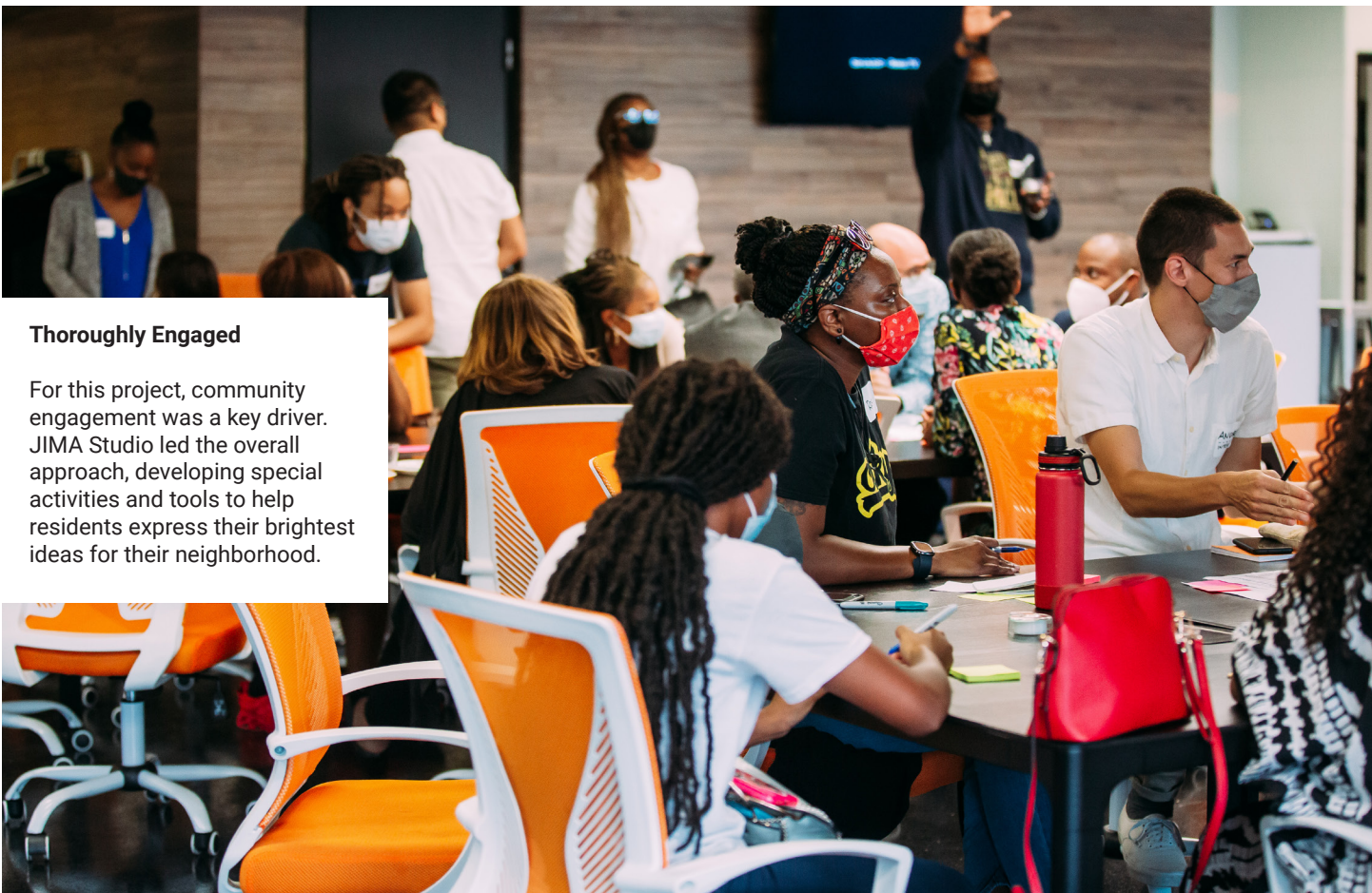
**Client Reference**  
David Merritt  
Give Merit, Inc.  
10100 Grand River  
Detroit, MI 48204  
dmerritt@meritgoodness.com  
248-910-9120





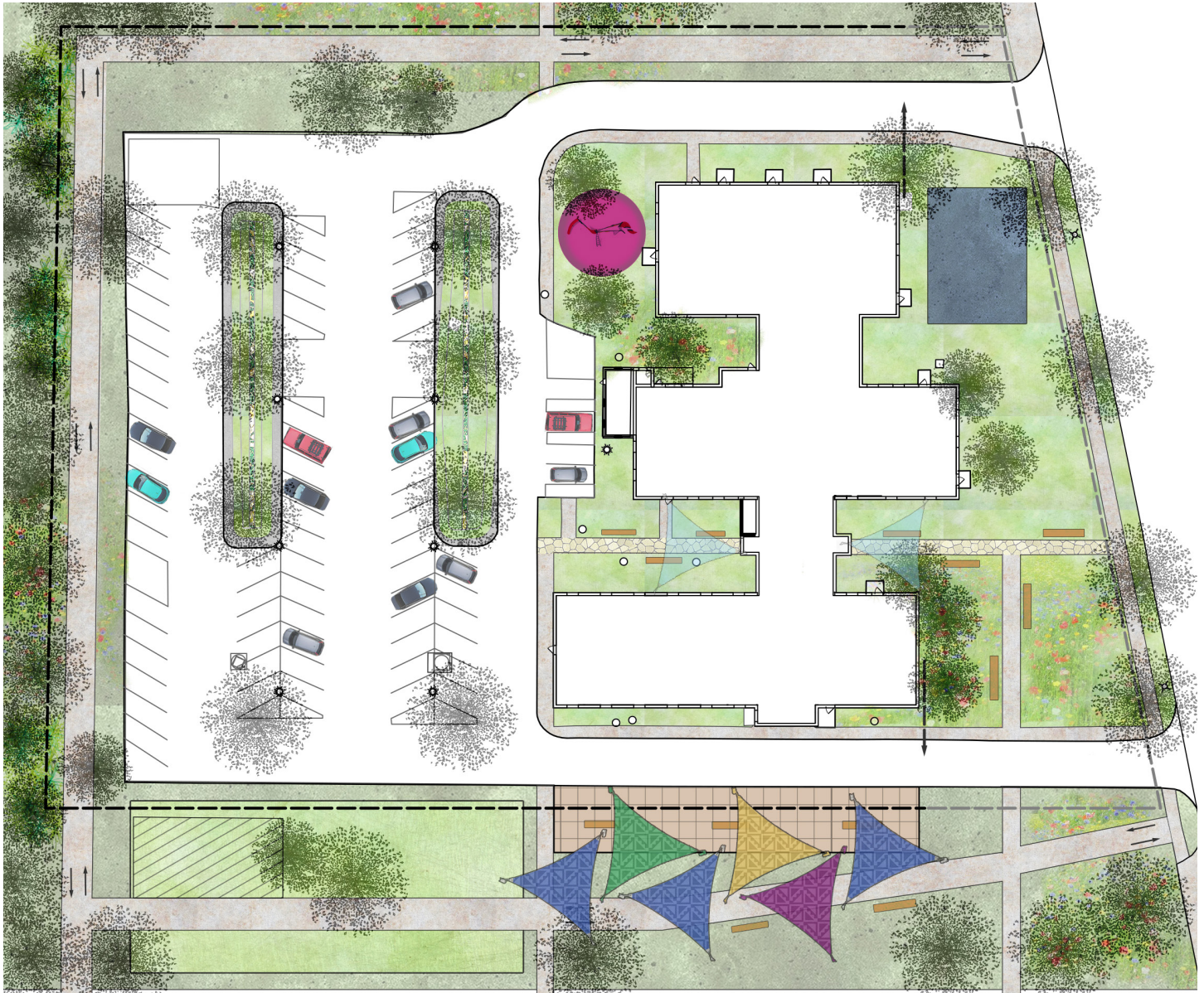
### Thoroughly Engaged

For this project, community engagement was a key driver. JIMA Studio led the overall approach, developing special activities and tools to help residents express their brightest ideas for their neighborhood.



# The Stoudamire Center

a campus reborn



In collaboration with Dokes Design Architecture, JIMA Studio supported the rebranding of the Stoudamire Center on the Detroit's east side as a hub for community health and wellness. JIMA led the concept site plan development that considers the desired synergies of indoor and outdoor activities, including fitness, food business incubation and other gathering opportunities.

## Client Reference

Donna Givens Davidson  
President & CEO  
4401 Conner St  
Detroit, MI 48215  
(313) 571-2800  
dgivens@ecn-detroit.org

## Year

2022

## Client

Eastside Community Network

## Location

Detroit, MI

## Team

Ujjiji Davis Williams

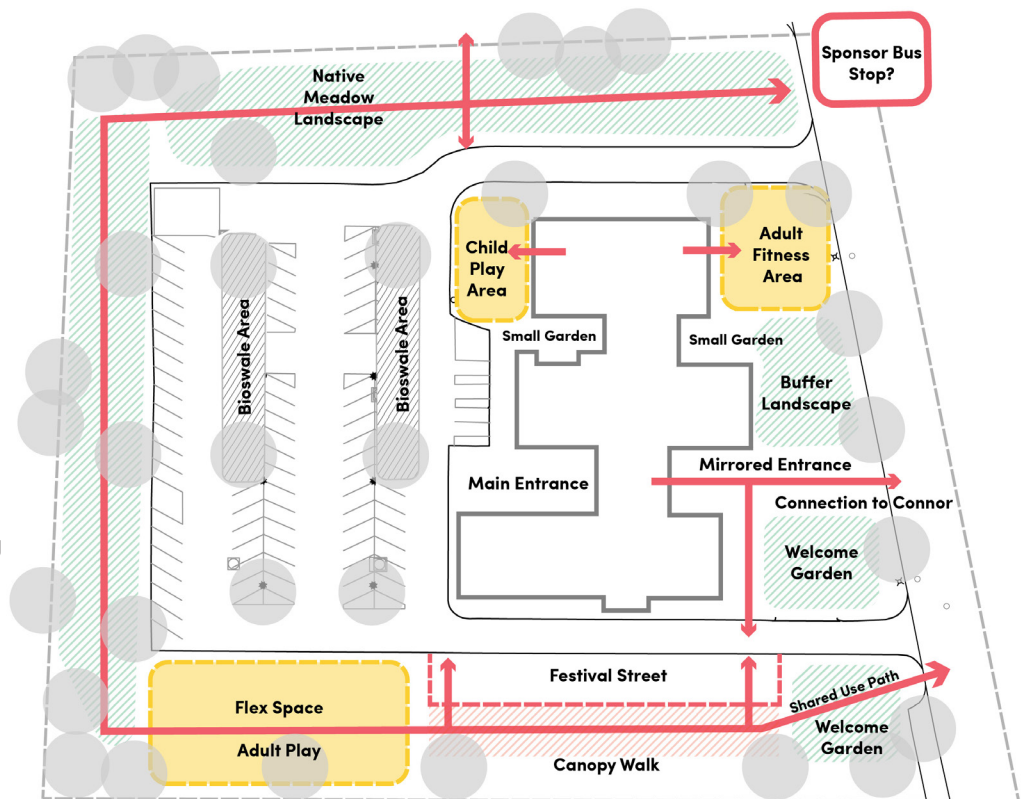
## Services Provided

Concept Design, Graphic Representation



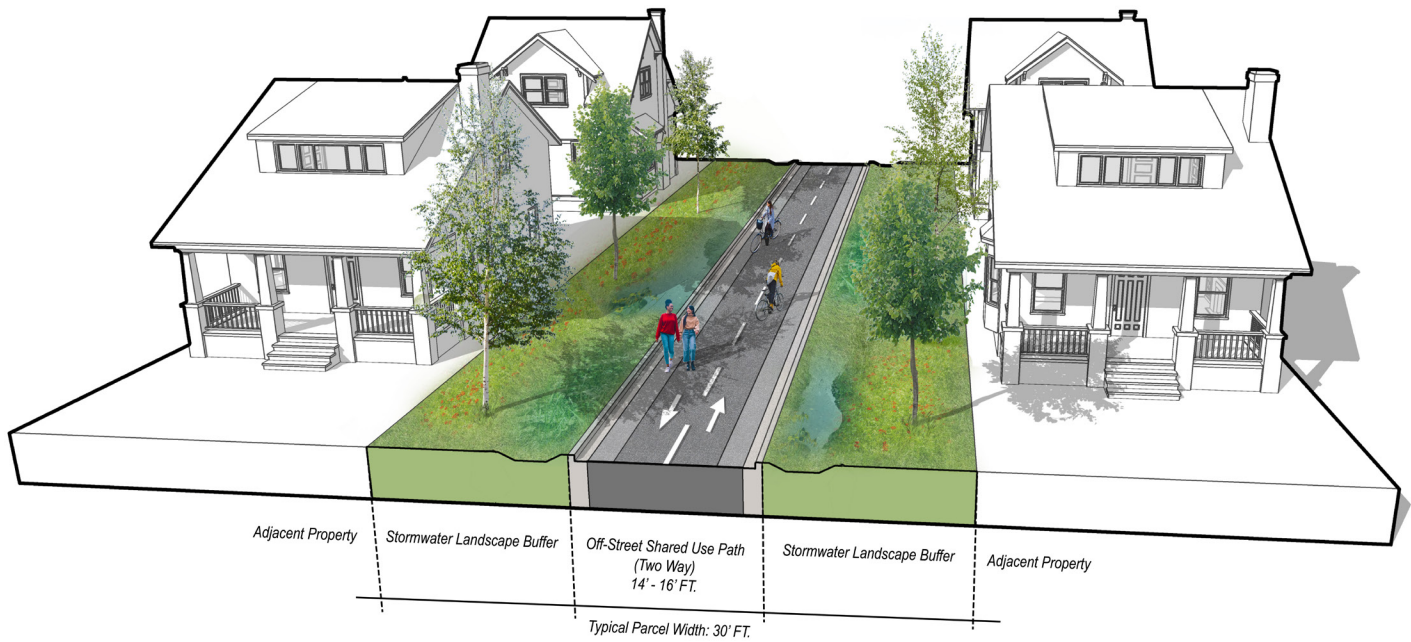
### Analysis and Design

For this project, JIMA responded to a series of site studies that were previously performed to understand the circulation, programming and other challenges of the site. The outcome was a renewed campus vision with stronger connections to nearby residents, and a direct continuation of the previous planning efforts



# Canfield Connect

a neighborhood greenway for Detroit's East Side



The Canfield Connect is envisioned as a 1.25 mile neighborhood greenway that will connect the residents of East Canfield Village from Brewer Park to Pingree Park through a network of on-road and off-road bicycle facilities. With many vacant and publicly owned properties in the area, the Canfield Connect will link underutilized spaces with a premier recreational facility that gets neighbors outside, moving and engaging in their neighborhood. As a shared use path, the Canfield Connect will accommodate walkers and bikers of all ages and capabilities to enjoy the beauty of a naturalized Detroit landscape.

**Year**  
2022

**Client**  
Canfield Consortium

**Location**  
Detroit MI

**Team**  
Ujiji Davis Williams, Shandra Bernath-Plaisted

**Services Provided**  
Concept Design, Design Documentation,  
Graphic Representation

**Reference**  
Kim Theus  
Director  
Canfield Consortium  
917-721-5655  
kim@canfieldst.org



# Bailey Park Revisioning

a neighborhood park for Detroit's East Side



Bailey Park Neighborhood Development Corporation focuses on several land-based strategies to reduce blight and stabilize the residential area of McDougal-Hunt. Bailey Park is the organization's premier project that establishes a neighborhood park in the heart of the McDougal-Hunt to provide a local destination for recreation, safe play and gathering. The park is intended to serve the needs of immediate neighbors living with a half mile. JIMA supported the concept development and visualization of the Bailey Park's expansion onto publicly-owned land and public alleys to create a multi-faceted and programmed outdoor space.

**Year**  
2017

**Client**  
Bailey Park Neighborhood Development Corporation

**Location**  
Detroit MI

**Team**  
Ujiji Davis Williams

**Services Provided**  
Concept Design

**Reference**  
Katrina Watkins  
Director  
313-492-1352  
kwatkins@baileyparknbc.org

