



AGENDA - Downtown Development Authority

DATE: August 16, 2022 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of June 7, 2022 Minutes
- IV. Public Comment (Agenda Items)
- V. Unfinished Business
 - I. DDA Parking Lot
- VI. New Business
 - I. RFP Civic Campus Design Enhancement Project
- 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
OF THE CITY OF GROSSE POINTE PARK
INFORMATIONAL MEETING
June 7, 2022; 7:00 pm**

CALL TO ORDER – INFORMATIONAL MEETING

An informational meeting of the Grosse Pointe Park Downtown Development Authority (“DDA”) was called to order by Director Sizeland.

ROLL CALL

Present: Board Members Assaf, Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

Also Present: Nick Sizeland, DDA Director/City Manager; Erica Shell, City Attorney; and Courtney Delmege, Deputy Clerk.

Excused: Board Member Horne.

PUBLIC COMMENT

There were no public comments made.

OVERVIEW OF ANNUAL ACTIVITIES

Director Sizeland presented a recap since the December 8, 2021 Informational Meeting to present which included: Adoption of FY 2022-2023 budget; city master plan adoption in June of 2022; DDA Business Improvement Grant; various shrubs removed on Jefferson traffic islands improving sight lines; Public Safety crossing guard new hires; and rain garden grant submitted to SEMCOG for City Hall.

ADJOURNMENT OF INFORMATIONAL MEETING

Motion by Board Member Corbin, seconded by Board Member Farhat, to adjourn the informational meeting.

AYES: Board Members Assaf, Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

Excused: Board Member Horne.

CALL TO ORDER – REGULAR MEETING

A regular meeting of the Grosse Pointe Park Downtown Development Authority (“DDA”) was called to order by Chairman Wixson.

ADOPTION OF MAY 3RD MEETING MINUTES

Director Sizeland presented the minutes from the May 3rd meeting for approval.

Motion by Board Member Ochab, seconded by Board Member Corbin, to approve the March 1st

meeting minutes.

AYES: Board Members Assaf, Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

Excused: Board Member Horne.

PUBLIC COMMENT – AGENDA ITEMS

Three public comments were made.

UNFINISHED BUSINESS

No unfinished business was presented.

NEW BUSINESS – CIVIC CAMPUS RFP DISCUSSION

As part of an overall review of the City Hall, Public Safety, Library, Future Parking Lot and with the expected adoption of the City Master Plan, Director Sizeland proposed to the DDA exploring the opportunity on a conceptual design of the Civic Area of the DDA could look like in the next few years. This would include using the new City Master Plan, Parking Study, Business Input, Beautification Input, DDA Members and residents to provide thoughts of the Civic Area. The intent would be to envision a cohesive flow when entering the Civic Area of the DDA including walkability, beautification and parking.

Motion by Board Member Corbin, seconded by Board Member Farhat to pursue the request for proposals to architects for the Civic Campus rendering not to exceed \$5,000.

AYES: Board Members Assaf, Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

Excused: Board Member Horne.

NEW BUSINESS – VACANCY

Chair Wixson announced a vacancy on the Downtown Development Authority Board left by Vice Chair Andrew Richner.

PUBLIC COMMENT NON-AGENDA ITEMS

Three public comments were made.

ADJOURNMENT

Motion by Board Member Corbin, seconded by Board Member Farhat, to adjourn the meeting.

AYES: Board Members Assaf, Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

Excused: Board Member Horne.

With no further business, the meeting adjourned at 7:33 pm.

DRAFT PENDING APPROVAL

DDA PARKING LOT INFORMATION

AUGUST 16, 2022



AGREEMENT BETWEEN THE DDA AND THE URIF

- On December 8, 2021 the DDA entered into an agreement with the Urban Renewal Initiative Foundation
- Prior to the issuance of a certificate of occupancy, the DDA will complete construction of, at the DDA's expense and pursuant to the DDA's design, a surface parking lot for approximately 50 parking spaces between the Grosse Pointe Public Library, Ewald Branch, and Jefferson Avenue (as indicated in the attached report of the parking study by MKSK, Inc.). The DDA and/or the City will provide all necessary services for the design and construction of the parking lot. The surface parking lot shall be owned and maintained by the DDA and/or the City. The City Manager shall approve the layout and design of the surface parking lot prior to the start of construction.

DATES, PROJECTS AND DISCUSSION OF PARKING LOT

- **DDA**

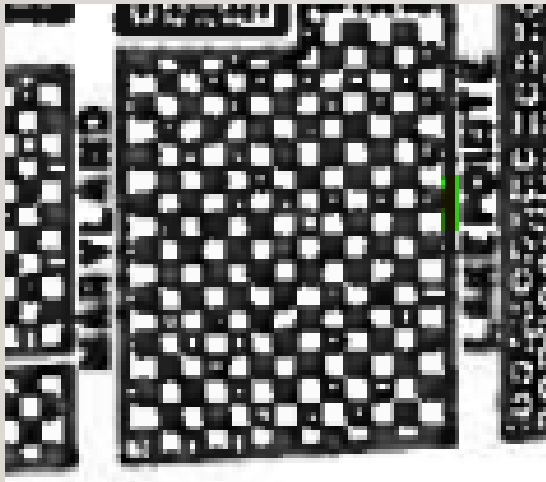
- June 26, 2019 Informational Meeting of the DDA. The minutes reflect “parking would be added to the vacant lot along Jefferson”
- November 26, 2019 Regular Meeting of the DDA. The minutes reflect “Discussed additional parking in front of library on greenbelt in one to two years”
- May 11, 2020 Special Meeting of the DDA. Under discussion of the Approval of the DDA 2020-2021 Budget “Director Krajniak stated that based on the conversation by City Council at the budget workshop, he recommended putting the construction of the parking lot in front of the Ewald Library on hold.”
- DDA Parking Study Completed July 8, 2021
- City of Grosse Pointe Park Parking Study completed December 2021
- December 8, 2021 the DDA entered into an agreement with the Urban Renewal Initiative Foundation which included a parking lot to be built
- June 2, 2022 Community Engagement Committee met specifically for the residents of the DDA to hear their thoughts regarding the parking lot
- June 7, 2022 DDA discussed looking into a Civic Campus Rendering to be brought forth to the DDA at a future date with incorporation of the Parking lot

- **City Master Plan**

- City of Grosse Pointe Park Master Plan Adopted on June 13, 2022. Under the Action Plan, Objective 3 Strategies. “Begin action on implementing the recommendations of 2021 Parking study of the business districts.
- Develop vacant properties 35.3% Jefferson Avenue Business District Page 16 of Master Plan.
- Community open house on May 25, 2021 for City Master Plan, Jefferson Ave is identified as needing to improve public parking as a business district improvement residents and visitors would like to see.

CURRENT ZONING OF VACANT LOT IN FRONT OF EWALD LIBRARY

- Office Service District
- Sec 27-42 Principal Uses Permitted
 - Offstreet Parking Lots



		<u>LOT SIZE PER D.U.</u>
	RA ONE FAMILY RESIDENTIAL	10,000 SQ. FT.
	RB ONE FAMILY RESIDENTIAL	7,200 SQ. FT.
	RC TWO FAMILY RESIDENTIAL	5,000 SQ. FT.
	RD TWO FAMILY RESIDENTIAL	2,800 SQ. FT.
	OS OFFICE - SERVICE	
	B-1 Local General Business	
	B-1 Local General Business	
	P-1 PARKING	

FUTURE LAND USE PER MASTER PLAN OF DDA

- **Institutions:** These are public places and buildings. This character area may be considered an overlay to Neighborhoods and Business Districts where they intersect. Existing municipal and educational institutions are defined by existing conditions.
- **Business Districts:** Commercial and mixed-use areas that generate higher levels of foot traffic, vehicular traffic, parking demands, and economic activity. Priority locations for a compact mix of uses, public spaces, amenities, and programming. Kercheval Avenue is considered “Downtown” and the core business district of Grosse Pointe Park.



INSTITUTIONS

Development Characteristics

Institutional areas of the City include municipal, civic, and educational uses. Typically these are located near or are part of a business district.

Primary Uses	Schools, churches, libraries, government offices
Transportation	Automobile, bus, pedestrian, on-street bicycle facilities, interconnected street grid
Parking	Surface parking lots, on-street parking, bike racks
Open Space	Community parks and greenspace and streetscape



BUSINESS DISTRICTS/AREAS

Development Characteristics

Business districts are small commercial corridors that serve community-wide shopping and service needs. Opportunities for redevelopment in these areas should emphasize design quality, connectivity, walkability, amenities, and efficient use of infrastructure.

Primary Uses	Retail, entertainment, and office commercial; upper story multi-family residential
Secondary Uses	Small-scale apartment buildings, institutional facilities
Transportation	Pedestrian-oriented street network, sidewalks on both sides, bike-friendly, interconnected street grid
Parking	On-street, limited off-street, and public parking lots, bike racks
Open Space	Neighborhood parks and streetscape

EXISTING ZONING



LEGEND		
— Community Boundary		
Zoning Districts		Minimum Lot Size per D.U.
RA	One Family Residential	10,000 Sq. Ft.
RB	One Family Residential	7,200 Sq. Ft.
RC	Two Family Residential	5,000 Sq. Ft.
RD	Two Family Residential	2,500 Sq. Ft.
OS	Office-Service	
B	Local Business District	
P-1	Parking	

ZONING PLAN RECOMMENDATIONS

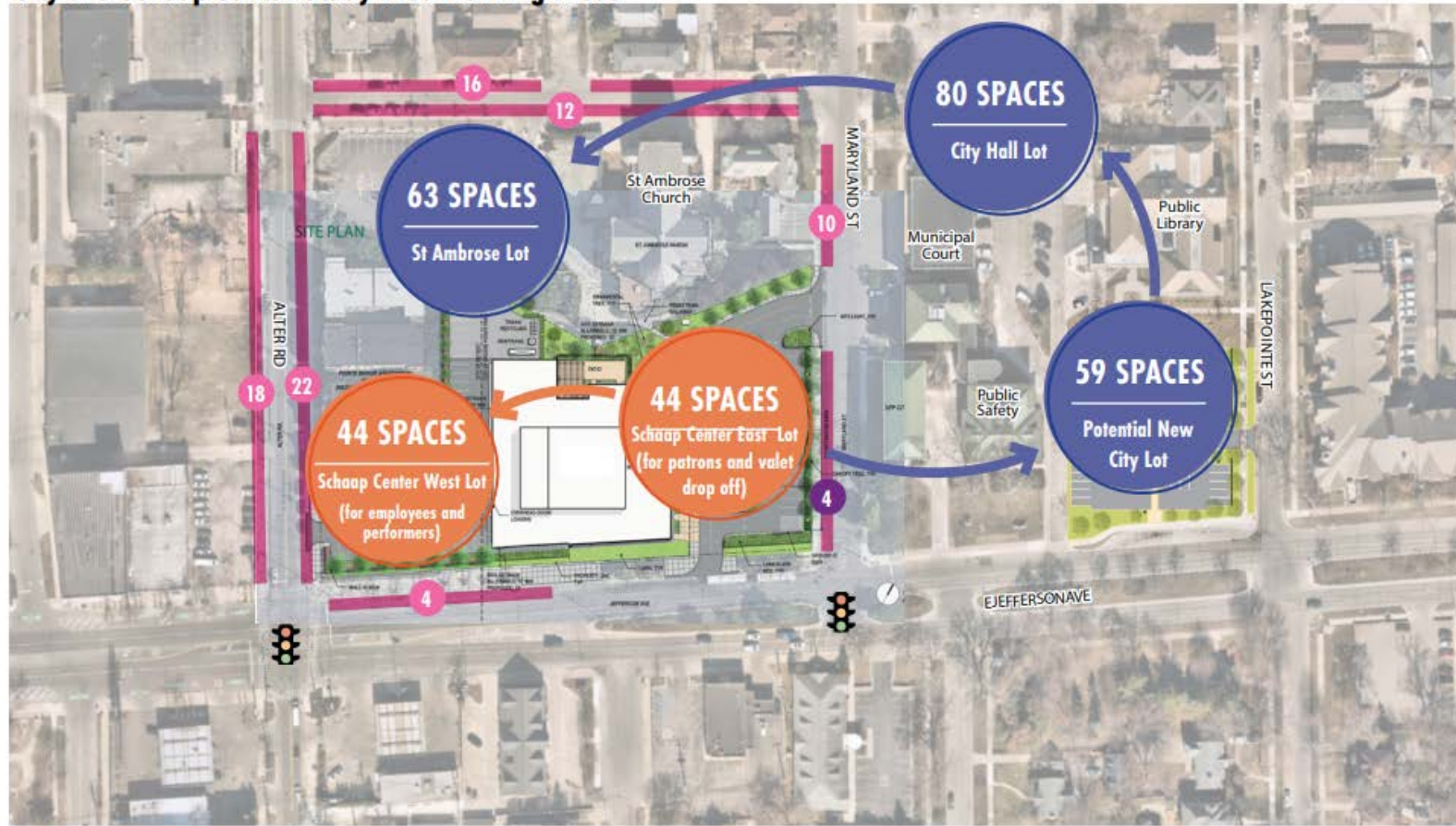


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RD	Two Family Residential	2,500 Sq. Ft.
B	Local Business District	
C	Civic and Parks District	

PARKING STUDY CONCLUSION

- At the request of the DDA in consideration of the parking lot, the Schaap Center worked with MKSK the City Master Plan consultant at its own expense to validate whether parking is needed within the vicinity for the future Schaap Center
- Overall Observational Conclusion by MKSK Page 38 of Grosse Pointe Park Parking Study
 - Through our analysis, it is apparent that the Study Area already experiences an influx of parking demand with just the current operating uses, not including the theater itself. The proposed Schaap Theater and Gallery will add significantly to that existing parking demand. It is estimated that the parking demand could be between 350-400 parking spaces during peak times (this number does not include valet parking which is estimated to account for about 30-40 additional spaces) for the entire Study Area. The parking demand varies as it depends on the types of events being held, and if there are multiple events occurring at different facilities within the Study Area at the same time. With the existing lots available in the area as well as factoring in on-street parking along Alter, Maryland, and Hampton that is directly adjacent to the Schaap Center, there are only 317 parking spaces available. This means the existing available number of parking spaces in the area will not meet the current parking demand. (this number is likely a little less as on-street parking is in part utilized by nearby residents along these blocks – so it is probably closer to 300 parking spaces that would be available). If a new parking lot is built in this area, this would raise the number of available spaces to approximately 350-375 parking spaces to help meet the peak demand threshold

City and Schaap Center Study Area: Parking Areas

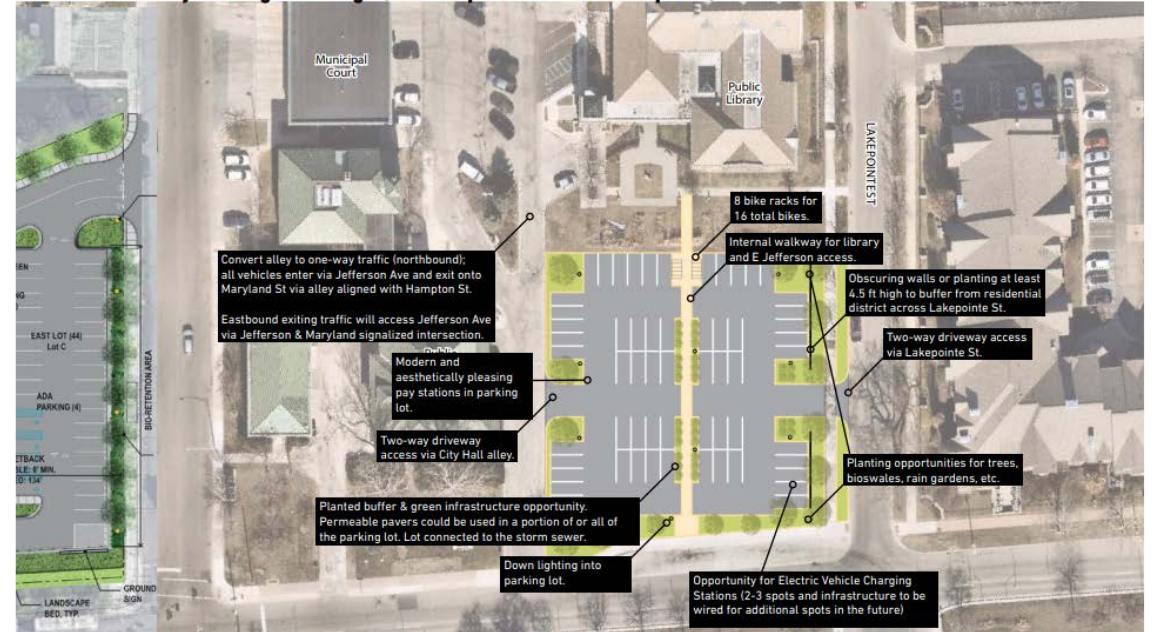


- Schaap Center Parking
- City and Schaap Center Study Area Overflow Parking
- XX On-Street Parking
- XX Existing Metered Parking Spaces

MKSK PARKING LOT DESIGN

- Is the design as presented by MKSK the final approved layout for the Parking Lot?
 - No!
- The DDA will continue to listen to the community of what design elements or thoughts may be incorporated to the future space prior to its construction

Potential New City Parking Lot Design (59 Car Spaces and 16 Bike Spaces)





DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: August 16, 2022

SUBJECT: RFP Civic Campus Design Enhancement Project

SUMMARY: At the June 7, 2022 DDA Meeting the DDA board approved at the Directors recommendation to develop a RFP for an overall review of the City Campus area including the City Hall and Library. Firms and Consultants would look at our adopted City Master Plan, Parking Studys and incorporate the DDA's desires to understand the request and vision for the DDA District and Community.

FINANCIAL IMPACT: DDA approved a not to exceed of \$5,000

RECOMMENDATION: Approve RFP for Public Bidding

PREPARED BY: Nick Sizeland, City Manager

REQUEST FOR PROPOSALS
Downtown Development Authority
Civic Campus Design Enhancement
Project



A Request for Proposal
City of Grosse Pointe Park, Michigan

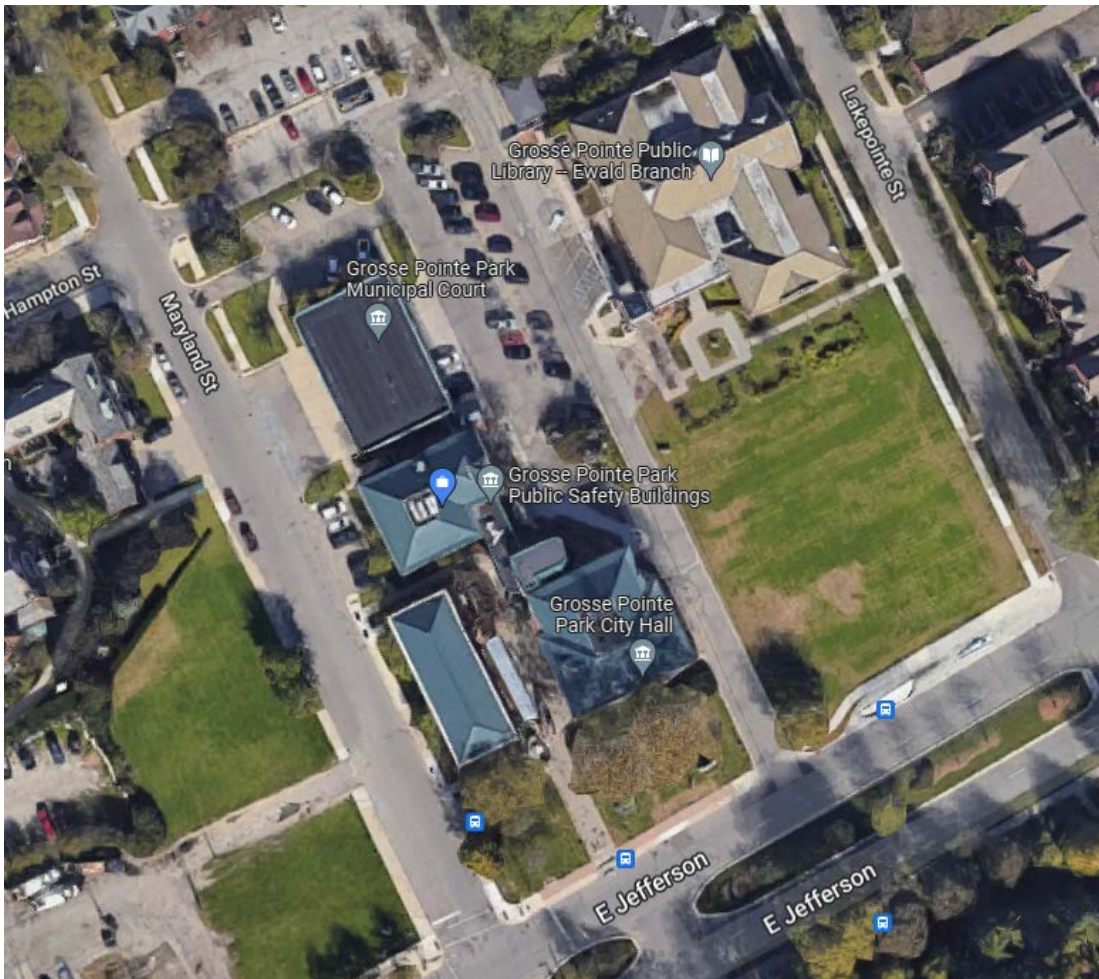
Request for Proposals

Civic Campus Design Enhancement Project

Grosse Pointe Park, MI

GENERAL INFORMATION

Purpose: The Grosse Pointe Park Downtown Development Authority (DDA) issues this Request for Proposals ("RFP") for a limited time from qualified consultants and firms to perform the work described herein. The DDA is interested in receiving statements of qualifications and proposal for a conceptual design of the Civic Area which includes the City Hall and Library in our DDA for the purposes of enhancing the beautification, walkability and accessibility to the area. The City of Grosse Pointe Park has recently completed a new city master plan and a parking study within the district as well and would elect to move forward with designing elements within those plans. This area encompasses from Jefferson Ave between Maryland and Lakepointe and ending at the north parking lot of City Hall and the Library.



SCOPE OF SERVICES

Services to be performed on behalf of the DDA include, but may not be limited to:

- 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

PROPOSAL CONTENT

The DDA is pleased to invite qualified consultants or firms to submit a written proposal for the activities outlined above. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The proposal should include the following content:

Firm Description
Resume of Key Team Members
Relevant Experience
Understanding of Scope
Project Approach and Deliverables
Rate Schedule
Schedule and Availability
References

2. **Compensation:** The DDA has approved a budget with a not to exceed of \$5,000. However the DDA may consider alternate methods of compensation for services depending on the nature and scope of the services provided. These include but are not necessarily limited to hourly rate compensation and flat fee compensation. Please provide your expected type of compensation including, as applicable, hourly rate or rates, flat fee rates. Note that any rates submitted remain subject to negotiation after submission as this is not a bid submittal since the scope of the work remains somewhat undefined.

GENERAL INFORMATION

After evaluation of the responses, the DDA will make a selection based on the response which best meets the needs of the DDA, in the sole discretion of the DDA Board

The DDA reserve the right to reject or accept any and all proposals received, to modify the scope with one or more of the respondents, and to waive any/ all requirements which the DDA deems to be in its best interest. The public entities are not liable for any costs incurred by any agent or firm prior to the negotiation, approval, and execution of an agreement. This RFP should not be construed as creating a contractual relationship between the DDA and any agent or

firm submitting a response to this RFP. The DDA shall have no obligation or liability to any agent or firm responding to this RFP.

SUBMITTAL PROCESS

Qualifications and proposals, along with inquiries, should be directed to:

Nick Sizeland
DDA Director and City Manager
City of Grosse Pointe Park
15115 East Jefferson Avenue
Grosse Pointe Park, MI 48230
(313) 822-6200
sizelandn@grossepointepark.org

Sealed statements of qualification and proposals will be accepted through the BidNet system on or before 4pm EST on September 16, 2022. Late submissions will not be considered.

Each submission shall include the following

1. One electronic copy of the qualifications and proposal
2. Cover letter signed by entity's authorized office(s)