



**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING
WEDNESDAY, JANUARY 10, 2024 – 3:00 P.M.**

BOARD MEMBERS PRESENT: Ehrlich Crain
Charles Beckham
David Blaszkiewicz
Richard Hosey
John Naglick
Hassan Beydoun
James Jenkins
Austin Black
Steve Ogden
Melvin Hollowell

BOARD MEMBERS ABSENT: Marvin Beatty

OTHERS PRESENT: Kenyetta Bridges (DEGC/DDA)
Rebecca Navin (DEGC/DDA)
Maxwell Cameron (DEGC/DDA)
Jennifer Kanalos (DEGC/DDA)
Glen Long (DEGC/DDA)
Nasri Sobh (DEGC/DDA)
Sierra Spencer (DEGC/DDA)
Kevin Johnson (DEGC/DDA)
Kelly Shovan (DEGC/DDA)
Lanard Ingram (DEGC/DDA)
Kristin Fehrman (Outlier Media)
Annalise Frank (Axios Detroit)
Detroit's Otterpilot
Perry



**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING
DETROIT ECONOMIC GROWTH CORPORATION
500 GRISWOLD, SUITE 2200, DETROIT, MI 48226
WEDNESDAY, JANUARY 10, 2024 – 3:00 P.M.**

GENERAL

Call to Order

Chairperson Beydoun called the regular meeting of the Downtown Development Authority Board of Directors to order at 3:01 p.m. Roll call was conducted, and a quorum was established.

GENERAL

Approval of Minutes

Mr. Beydoun asked if there were any additions, deletions, or corrections to the minutes of the December 13, 2023, Regular Board meeting. Hearing none, the Board took the following action:

Mr. Jenkins made a motion approving the December 13, 2023 minutes, as written. Mr. Beckham seconded the motion. All were in favor with none opposed.

DDA Resolution Code 24-01-02-659 was unanimously approved.

Receipt of Treasurer's Reports

Mr. Naglick reviewed the Treasurer's Report of Receipts and Disbursements for the month of November 2023.

Mr. Beydoun called for questions. Hearing none, Mr. Beydoun called for a motion.

Mr. Hollowell made a motion to approve the Treasurer's Report of Receipts and Disbursements for the month of November 2023, as presented. Mr. Hosey seconded the motion. All were in favor with none opposed.

DDA Resolution Code 24-01-03-552 was unanimously approved.

PROJECTS

**LOWER WOODWARD IMPROVEMENT AGENDA PARKING LOT BEAUTIFICATION
PROJECT: REQUEST TO MODIFY PROJECT SCOPE**

Mr. Cameron stated that in anticipation of the Spring 2024 NFL Draft scheduled to take place in downtown Detroit, the City's administration has requested the DDA's assistance in connection



with various planned public improvement and beautification initiatives throughout the DDA Downtown Development Area 1. The 2024 NFL Draft is scheduled to take place April 25-27, 2024, and is expected to attract approximately 500,000 visitors downtown.

In June 2023, the DDA Board approved, among other items, the DDA's management of the Parking Lot Beautification Project. Parking lots that have obtained the City of Detroit's Buildings, Safety Engineering and Environmental Department ("BSEED") compliance are eligible to participate in the project which includes the provision of matching grants for beautification measures as specified by City's Planning and Development Department ("PDD").

Initially, it was anticipated that more than 70 lots would be participating in the project. The June 2023 approval contemplated 50% matching grants of up to \$15,000 each, with a \$900,000 overall budget allocation. To date, 34 parking lots have met the qualifications for the project. While the number of eligible parking lots is less than what was initially planned, costs for the improvements, namely new bollard/fencing installation, are significantly higher than what was originally anticipated. Parking lot owners have expressed that these costs make participation in the project cost prohibitive.

Given that the goal of the project is to partner with compliant lot owners and make the most impact on beautifying parking lots within the DDA Downtown Development Area 1, changes to the Parking Lot Beautification Project are being proposed.

The revised project scope will include three tiers of improvements: 1) Landscape Improvements; 2) Site Plan Improvements; and 3) Additional Improvements, each as further described below.

Landscape Improvements – Detroit Economic Growth Corporation (the "DEGC") and City of Detroit staff have developed site plans for each eligible lot with includes planters and landscaping. This cost will be covered 100% by the DDA.

Site Plan Improvements – DEGC and City of Detroit staff have developed site plans for each eligible lot which includes new bollard and/or fencing to be installed at each location and/or repairs to existing fencing. This tier would also cover signage improvements. These improvements will be covered on a cost share of 75 percent from the DDA and 25 percent from the parking lot owner, except that signage improvements will be reimbursed by the DDA at 50% (up to \$2,500).

Additional Improvements – *Expanded scope* – Based on feedback from several parking lot owners, DDA staff recommends expanding the project by covering additional improvement activities, with the DDA reimbursing 50% of the costs up to a total of \$15,000 per parking lot. These would include the following:

- Bollard/Fencing repair or replacement – including replacing bent bollards, fence pickets/spindles, foundation/concrete repair around posts
- Painting of bollards, sign bases, and poles
- Installation of new chain between bollards
- Additional planters/landscaping not included in the site plan (must adhere to landscape specifications for Downtown)



- Signage

Through the proposed tier system, parking lot owners would be able to elect to participate in Landscape Improvements and/or either the Site Plan Improvement or Additional Improvements tier. The overall DDA budget allocation of \$900,000 will not change under the above structure.

DDA Staff requested the DDA Board authorize the proposed changes to the Parking Lot Beautification project scope.

A resolution approving and authorizing the DDA to modify the project scope was attached for the board's review and consideration.

Mr. Jenkins asked if there was an overall plan that could be shared with the Board. Mr. Cameron asked if Mr. Jenkins was referring to a site map. Mr. Jenkins responded that he is looking for a site plan that identifies the lots being addressed. Mr. Cameron stated that a site plan map was not included in his presentation but does exist and could be distributed to the Board. Mr. Jenkins agreed and stated that for future reference an overall site plan map should be included and available to the Board.

Mr. Hollowell asked for clarification that thirty-four (34) compliant lots being presented had previously been seventy (70) lots. Mr. Cameron explained that seventy (70) parcels had been identified initially and of those seventy (70) parcels there were thirty-four (34) functional lots which is reflective of fifty-five (55) of the initial parcels. Mr. Hollowell asked how many total lots were included in this program and asked for clarification on whether multiple lots could be on one parcel.

Ms. Navin explained that there could be multiple parcels that make up one total lot.

Mr. Hollowell inquired about how the lots would look noting that this program would be a great opportunity to create a uniform basis for what lots around the city should look like. Mr. Hollowell added that new development has utilized decorative iron fencing with other landscaping elements, which is what lots should look like in a first-class city such as Detroit. Mr. Hollowell explained that when bollards were presented by Mr. Cameron it led him to believe that there may be push back and he wondered if that is the case who is giving push back.

Mr. Cameron stated that Mr. Hollowell expressed great points and explained that this is why he and his team moved to a tiered concept for improvements. Mr. Cameron added that the initial inspiration for this program was the newer lots that have been developed around the city that included additional landscaping, iron fencing, and bollards. Mr. Cameron clarified that the bollards being proposed in the program are premium items that are covered with a sleeve and are decorative and the fencing is similar to newer developed lots in the city. Mr. Cameron explained that the goal is to create a beautification standard in which as many lots as possible whether the lots are included in the program or not, are consistent with each other and the look of the downtown area. Mr. Cameron explained that this is the reason for the premium cost of two tiers of the program.



Mr. Crain recalled a prior plan approved by the Board in which Sixty-Two Thousand (\$62,000.00) dollars in parking lot improvements were to be done through Premier Group Associates (“PGA”) and asked how it relates to this project and who would be doing the work for the current proposal.

Mr. Cameron explained that the contract approved at the previous meeting allows PGA to complete the landscaping work that is being proposed in the current project. Mr. Cameron stated that the DDA approval that occurred for PGA at the last meeting ensured that there is not a cost share with parking lot owners for landscaping services. Mr. Cameron added that the additional costs are from a bid that was put out for fencing improvements that will need to be approved by the Board at a subsequent meeting.

Mr. Crain asked if the scope for Premier is separate from the scope being presented to the Board currently. Mr. Cameron responded that the scope for PGA is inclusive of the scope being presented to the Board currently. Mr. Crain asked how then the work that Premier is doing as a part of their bid versus what is being done differently as a part of this supervised budget differs.

Ms. Navin explained that when the NFL beautification was brought to the Board in June there was a Nine Hundred Thousand (\$900,000.00) Dollar line item for parking lot improvements and that each parking lot would cost up to Fifteen Thousand (\$15,000.00) dollars on a fifty (50%) percent shared cost basis. Though when Mr. Cameron began working with PDD, parking lot owners, and vendors it was concluded that this pricing was not going to achieve what was desired. Ms. Navin explained that the assumption that there were seventy (70) lots was found to be incorrect and instead found that PDD had been looking at the lots on a parcel tax basis but more than one tax parcel can comprise a lot. Ms. Navin stated that once parking lot owners were able to see actual costs, they bought into the program. Therefore the Board is now looking at better pricing because there is actual data and vendor conversation allows for better cost estimates. Ms. Navin explained that this approval is to change the cost share that was previously approved.

Mr. Crain asked if at some point the work being done between the Sixty Thousand (\$60,000.00) dollars and Nine Hundred Thousand (900,000.00) Dollars be shared with the Board Ms. Navin agreed that this would be done.

Mr. Cameron stated that regarding the fencing he and his team have received 6 bids, and from those a contractor has been chosen.

Mr. Beydoun reiterated that the overall budget allocation is not changing but rather just a change in the scope of work. Mr. Beydoun asked if the program has been closed or remains open for parking lot owners in addition to the thirty-four (34) identified. Mr. Cameron responded that the window of time for lot owners to be involved had closed and further mentioned that in hopes of having as much participation as possible, the window had just closed before the holiday.

Mr. Beydoun asked if it was correct that the current compliant lots may influence lot owners who have not reached a compliant status to be involved in the program is a non-issue. Mr. Cameron agreed that it was a non-issue.

Mr. Ogden asked if the prices for labor and materials had been secured. Mr. Cameron explained that the total price reflects the signage budget for each site, being Two Thousand Five Hundred



(\$2,500.00) Dollars per site which is fixed on a reimbursement basis. Mr. Cameron further explained that if lot owners decided on the Fifteen Thousand (\$15,000.00) Dollar route this amount is also based on a reimbursement basis. In addition, the landscaping prices have been provided by PGA in their bid. Mr. Cameron stated that the one number he can't confirm is the pricing for the bollards and fencing noting that the matter has not been approved by the Board but that the current pricing has been included based on the proposal bid received. Mr. Cameron summarized that the total is inclusive of all costs meaning there should be no additional material or labor costs and even if a worst-case scenario occurred of a fifteen percent (15%) contingency the program would remain well within the approved budget.

Mr. Ogden asked for clarification that the program was not a needs-based incentive related to income but rather open to any lot owner who wished to participate. Mr. Cameron agreed and stated that the criteria for involvement included the lot being compliant with BSEED. Mr. Cameron added that about forty (40) parcels have come into compliance with BSEED in preparation for the NFL Draft by completing various requirements, showing the lot owners' investment.

Mr. Jenkins asked where lines have been drawn geographically for eligible lots. Mr. Cameron responded that all the lots were contained within DDA improvement area one with some key areas being around the Rosa Parks Transit Station, Greektown, the entertainment district and along the I-94 freeway.

Mr. Beydoun confirmed with Mr. Cameron that a detailed map including the participating lots would be distributed to the Board. Mr. Cameron agreed to send the map to the Board. Mr. Jenkins asked that a site plan map be included in project proposals in the future. Mr. Cameron agreed.

Mr. Ogden directed his question to Ms. Navin asking how the DDA district map differs from the CBD map. Ms. Navin explained that the DDA map starts at the river to 75, north of 75 to Sharp Street. Ms. Navin further explained that the west does not extend further than First Street to 375.

A DDA District Map was displayed by DDA staff for further explanation.

Mr. Crain made a motion approving the Lower Woodward Improvement Agenda Parking Lot Beautification Project: Request to Modify Project Scope, as presented. Mr. Jenkins seconded the motion. All were in favor, none opposed.

DDA Resolution Code 24-01-101-171 was unanimously approved.

ADMINISTRATIVE

OTHER BUSINESS

PUBLIC COMMENT

ADJOURNMENT

With there being no further business to be brought before the Board, Mr. Hosey made a motion to adjourn, which was seconded by Mr. Jenkins, Mr. Beydoun adjourned the meeting at 3:37 p.m.



CODE DDA 24-01-02-659

APPROVAL OF MINUTES OF DECEMBER 13, 2023

RESOLVED that the minutes of the Regular meeting of December 13, 2023, are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Downtown Development Authority.

January 10, 2024



CODE DDA 24-01-03-552

RECEIPT OF TREASURER'S REPORT FOR NOVEMBER 2023

RESOLVED, that the Treasurer's Report of Receipts and Disbursements for the period ending November 30, 2023, as presented at this meeting, is hereby in all respects received by the Downtown Development Authority.

January 10, 2024



CODE DDA 24-01-101-171

**LOWER WOODWARD IMPROVEMENT AGENDA PARKING LOT BEAUTIFICATION:
AUTHORIZATION TO MODIFY PROJECT SCOPE**

WHEREAS, the DDA is being asked to manage the Parking Lot Beautification Project in downtown Detroit, consisting of implementing beautification measures on surface lots including the provision of landscaping planters, trash cans art murals, benches, etc; and

WHEREAS, DDA staff and City of Detroit staff have been working with Parking Lot owners for the purposes of getting as many compliant parking lots enrolled in the beautification project as possible; and

WHEREAS, DDA staff has received feedback from several property owners on the current limitations and costs related to the eligible improvements within the current project scope; and

WHEREAS, DDA staff is working to complete beautification of parking lots that included as many compliant parking lots as possible; and

WHEREAS, DDA staff is requesting the authorization to revise the project scope to include the following options for parking lot owners (the "Revised Project Scope"):

Landscape Improvements - DEGC and City of Detroit staff have developed site plans for each eligible lot with includes planters and landscaping. This cost will be covered 100% by the DDA.

AND/OR

Site Plan Improvements – DEGC and City of Detroit staff have developed site plans for each eligible lot which includes new bollard and/or fencing to be installed at each location and/or repairs to existing fencing. This tier would also cover signage improvements. These improvements will be covered on a cost share of 75 percent from the DDA and 25 percent from the parking lot owner, except that signage improvements will be reimbursed by the DDA at 50% (up to \$2,500).

OR

Additional Improvements – *Expanded scope* – Based on feedback from several parking lot owners, DDA staff recommends expanding the project by covering additional improvement activities, with the DDA reimbursing 50% of the costs up to a total of \$15,000 per parking lot. These would include the following:

- Bollard/Fencing repair or replacement – including replacing bent bollards, fence pickets/spindles, foundation/concrete repair around posts
- Painting of bollards, sign bases, and poles



- Installation of new chain between bollards
- Additional planters/landscaping not included in the site plan (must adhere to landscape specifications for Downtown)
- Signage

WHEREAS, pursuant to its statutorily authorized powers, the DDA has the power to accept funding, expend DDA funds, engage professionals, and take the other steps contemplated by this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the DDA Board of Directors hereby authorizes the Revised Project Scope.

BE IT FURTHER RESOLVED, that any one of the officers and any one of the Authorized Agents of the DDA or any two of the Authorized Agents of the DDA shall hereafter have the authority to negotiate and execute all documents, contracts, or other papers, and take such other actions, necessary or appropriate to implement the provisions and intent of this Resolution on behalf of the DDA.

BE IT FINALLY RESOLVED, that all of the acts and transactions of any officer or authorized agent of the DDA, in the name and on behalf of the DDA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

January 10, 2024