

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



Board Members:

Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Dr. Wendy Falb
Jane Gietzen • Brian Harris • Diana Sieger • Jim Talen • Rick Winn

Wednesday,
October 11, 2017
8:00 a.m. Meeting
29 Pearl Street, NW Suite #1

- | | | |
|-------------------------------------------------------------------------------|------------------|---------|
| 1. Call to order | | |
| 2. Approve Meeting Minutes from September 13, 2017 (8:01)
(enclosure) | | Harris |
| 3. Accept Financial Statements from September 30, 2017 (8:04)
(enclosure) | <i>Motion</i> | Wallace |
| 4. Approve DEG for 53-57 Monroe Center (8:09)
(enclosure) | <i>Motion</i> | Kelly |
| 5. Authorize Funding for Pedestrian Safety Improvements (8:24)
(enclosure) | <i>Motion</i> | Kelly |
| 6. Authorize Contract Streetscape Design Guidelines (8:34)
(enclosure) | <i>Motion</i> | Wong |
| 7. ArtPrize Pedestrian Counts (8:44) | <i>Info Item</i> | Wong |
| 8. President & CEO Report (8:49) | <i>Info Item</i> | Larson |
| 9. Public Comment (8:55) | | |
| 10. Board Member Discussion (8:58) | | |
| 11. Adjournment | | |

UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

September 13, 2017

1. Call to Order – The meeting was called to order at 8:04am

2. Attendance

Present: Mayor Rosalynn Bliss, Kayem Dunn, Jermale Eddie, Dr. Wendy Falb, Brian Harris, Diana Sieger, Jim Talen, Rick Winn

Absent: Jane Gietzen

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Assistant), Jana Wallace (DDA Treasurer), Gabi Schumacher, Annamarie Buller, Kimberly Van Driel, Megan Catcho, Stephanie Wong (DGRI Staff), Kristen Bennett, Sarah Wepman, and others

3. Approve Meeting Minutes from August 9, 2017

Motion: Dr. Wendy Falb, supported by Rick Winn, moved approval of the minutes from the August 9, 2017 meeting as presented. Motion carried unanimously.

4. Accept Preliminary Financial Statements from June 30, 2017

Ms. Wallace introduced the preliminary June 30 financial statements. Ms. Wallace explained that the warrant is longer than usual because it is end of fiscal year payments. Ms. Wallace noted that the assessments were a little higher than expected. Ms. Wallace said the development incentive line item was slightly overbudget. Mr. Larson said this is because it can be hard to predict what development projects will ask for DDA support year over year. Because there is bottom line authorization for the budgets, line items that were underbudget helped to offset the overage. Ms. Wallace said while these numbers are preliminary, they will end up very close to the final numbers. Mr. Larson reminded the Board that there is a small timeline in which the bond proceeds can be spent, and because certain projects were unable to be completed this year, it will be important that they are reallocated in the next year and a half.

Motion: Jim Talen, supported by Mayor Rosalynn Bliss, moved to approve Statement D: Schedule of June 30, 2017 Expenditures as recommended. Motion carried unanimously.

5. Approve Financial Statements from August 31, 2017

Ms. Wallace said there is a new format for Statements B and C in the new fiscal year in order to reflect GR Forward projects. Ms. Wallace explained that Statement C only reflects current-year budget as opposed to multi-year. Ms. Wallace explained that the multi-year budgets were primarily for larger capital projects, but they created confusion when looking at the statements. Mr. Winn asked if there will be a way to view line items over various fiscal years now. Mr. Larson said the priority plan has the multi-year forecast included. Mr. Winn asked how the Board will know if these projects are over budget. Mr. Larson said the Engineering Department would have to ask for authorization from the

Board should they need additional funds for these multi-year projects.

Motion: Jim Talen, supported by Mayor Rosalynn Bliss, moved to approve Statement D: Schedule of August 31, 2017 Expenditures as recommended. Motion carried unanimously.

6. Authorize Funding for Holiday Lighting

Ms. Buller updated the Board on the current Holiday Décor that the DDA owns and displays during the holiday season. Ms. Buller explained that the current budget includes the purchase of additional lights, installation, deinstallation and storage throughout the year. Ms. Buller said the lights were chosen after extensive outreach to residents, businesses, and Alliance members. Ms. Buller said each street has been designed to have its own identity. Ms. Buller said this year will include purchasing new lights for Michigan Street now that construction is completed and electrical power has been added. Mayor Bliss asked if there will be lighting on both sides of the street and not only in front of the new Michigan State building. Ms. Buller said the lighting team is currently working to ensure that that is a possibility. Ms. Buller said that an RFP was issued and after reviewing proposals has recommended that the contract remain with Christmas Décor.

Motion: Kayem Dunn, supported by Rick Winn, moved to authorize the expenditure of up to \$35,000 to Christmas Décor by DeVries for the provision, installation, take-down, and storage of holiday decorations. Motion carried unanimously.

7. Authorize Support for Grand Rapids Whitewater

Mr. Larson introduced the request for support from Grand Rapids Whitewater. Mr. Larson said \$100,000 was budgeted in the DDA budget as well as \$25,000 in the MNTIFA budget. Mr. Larson said he has been working with Whitewater to understand their needs and how the DDA can contribute as partners. Mr. Larson said this contribution will be directed towards filing the required environmental impact statement. Mr. Larson said they plan to file in late October or early November.

Motion: Mayor Rosalynn Bliss, supported by Rick Winn, moved to authorize the Executive Director to approve a payment in the amount of \$100,000 to Grand Rapids Whitewater to support their efforts to restore the Grand River and implement GR Forward. Motion carried unanimously.

8. Consent for Liquor License for 95 Monroe Center

Mr. Larson said the owners of The Early Bird in Easttown are looking to open Little Bird on Monroe Center. Ms. Wepman said her team is excited to expand to Monroe Center among the energy and growth. Ms. Wepman said the restaurant will serve cocktails during the day but will primarily focus on brunch and occupancy for the restaurant will be approximately 49. Mayor Bliss said she loves The Early Bird and is excited to see the restaurant expand in the Downtown.

Mayor Rosalynn Bliss, supported by Kayem Dunn, moved to approve the resolution for the issuance of a development area liquor license for Melk and Honey, LLC for the Little Bird restaurant at 95 Monroe Center NW. Motion carried unanimously.

9. Bike Share Feasibility Study Update

Mr. Larson introduced Kristen Bennett from Mobile GR. Mr. Larson shared that Ms. Bennett has worked in other cities, such as Milwaukee, and helped to implement their bike share program. Mr. Larson said the Board approved funding on a bike share feasibility study last year. Ms. Bennett explained that Mobile GR has been working on a project team and steering committee to ensure that all partners and necessary community members are at the table. Ms. Bennett gave an overview of the

project timeline and current steering committee members. Ms. Bennett said they are hoping for a Board approval of the study by January. Mayor Bliss thanked Ms. Bennett for her work on this project and asked if someone from Experience GR is on the steering committee. Ms. Bennett said Doug Small, President and CEO, is on the steering committee. Ms. Bennett added that there are several people on the committee that are strongly focused on bike share for tourism. Mr. Talen asked if this is simply a feasibility study or if it is now a business plan for implementation. Ms. Bennett said it will be both and no implementation will occur until both are completed and approved by the City Commission. Ms. Sieger thanked Ms. Bennett for her work on this complicated process, and said she wants to ensure that equity is a primary focus of this process and that the system will be accessible by the entire community. Ms. Bennett said she is happy to extend an invite to any interested DDA Board members for steering committee information.

10. President & CEO Report
DDA 8/9/17

- Approved support for River Trail Design Guidelines
- Approved funding for pedestrian counters
- Approved façade support for Degage
- Approved Studio C! Development Agreement – City Commission approved Aug 15

DID 5/15/17

- Approved and recommended FY18 Budget
- Received update on spring plantings
- Received a report and overview on pedestrian counter data

MNTIFA (8/9/17)

- Approved support for River Trail Design Guidelines

DGRI (8/21/17)

- Approved appointments to new Alliances
- Had first reading of bylaw amendments
- Received update on legislative advocacy

Alliances:

- Alliance 2.1 recruitment closed. Recommending appointment of 85 individuals to 5 Alliances.
- Hosting New Alliance orientation Sep 21. 6-8 PM

DGRI Staff Highlights

Events / Marketing / Communications / Engagement

- New Ambassador Program Video debuted 8/9
- New Cigarette Butt recycling PA to debuted 8/21
- New umbrellas ordered for RPC
- MITP – Regular season complete!
- Produced and Launched Grand Rapids African-American History Tour on GR Walks App
- Held Downtown Residential Network Event 9/6 – 140+ attendees

- Planning for Light Up Downtown – Dec 1
- LaTarro Traylor – Athena Nominee!

Planning / Development

- City / DGRI Staff / legal counsel worked to conclude Studio C! Development Agreement negotiations
- Collaborating with Frey Foundation on development of maintenance sustainability plan for RPC
- DGRI / CoGR / Mayor's Office partnering on policy development re: use of OPRE
- Lyon Square DD process underway
- Planning pedestrian safety improvements at several key intersections & crossings
 - Michigan / Bridge Street Trail Crossings
 - Pilot Protected bike lane – Division Ave (Leonard to Fountain)
- Participating with City of Grand Rapids in 201 Market RFQ reviews
- Daniel Rose Fellowship:
 - Hosted Grand Rapids Study Visit Mar 20-23 for Daniel Rose Fellowship.
 - Project page available on the website. Follow-up engagement opportunity currently underway.
 - KL attended Anchorage Study Visit Apr 3-7
 - Fellowship Team presented a mid-year fellowship in Seattle Tuesday, May 2nd
 - Holding 2nd Study Visit to Grand Rapids – September 18/19
- Calder Plaza – partnering with City Commissioners, CoGR, Kent County on potential Pavilion plans & construction leading up to 50th anniversary of La Grande Vitesse

Advocacy

- Senator Horn has re-introduced TIF Reform bill (SB 393), Afendoulis to introduce Fee Fairness bill
- Transformational Brownfield (MIThrive)– Collaborating with The Right Place & CoGR on potential applications for use of tool
- Held a Lawmaker Breakfast Briefing Aug 28 @ 9 AM
 - Sen. Hildenbrand
 - Sen. MacGregor
 - Rep. Brinks
 - Rep. Afendoulis
 - Rep. VerHeulen
 - Rep. Albert
 - Rep. Johnson
 - Rep. Brann
 - Rep. Lower

11. Public Comment
None

12. Board Member Discussion
None

13. Adjournment
The meeting adjourned 9:22am

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
October 11, 2017
DDA Meeting**

DATE: October 5, 2017

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2018 Interim Financial Statements as of September 30, 2017

Attached are the DDA's interim financial statements for the first quarter of the fiscal year ending June 30, 2018. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2018 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of September, 2017 Expenditures
- Statement E: DDA Series 2017 Bond Proceeds Statements

In August, the City Treasurer distributed the Summer 2017 tax increment revenues. In September, reimbursements in the sum of \$661,058 for Summer 2017 tax increment revenues were issued to project developers for the contractual shares of tax increment revenues resulting from their projects. The Authority has sufficient funds to pay budgeted expenditures.

Please contact me at 616-456-4514 or jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of September 30, 2017

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 4,172,993	\$ 4,967,091	\$ 8,422,425	\$ 17,562,509
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	4,849,267	-	4,849,267
Due from Other Governmental Units	-	162,623	-	162,623
Loan Receivable - Project Developer	563,848	-	-	563,848
Loan Receivable - Special Assessments	7,368	-	-	7,368
General Fixed Assets	-	-	90,051,736	90,051,736
Accumulated Depreciation on Fixed Assets	-	-	(53,295,150)	(53,295,150)
Future Tax Increment Revenues Anticipated	-	29,589,155	93,000	29,682,155
TOTAL ASSETS	\$ 4,744,209	\$ 39,568,136	\$ 45,272,511	\$ 89,584,856
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ -	\$ -	\$ 69,415	\$ 69,415
Parking Revenue Payable	8,754	-	-	8,754
Project Increment Due to Developers	-	-	7,373	7,373
Current Year Excess Capture	-	623,005	-	623,005
Deposit - Area 5 Option to Buy	66,727	-	-	66,727
Net Retiree Health Care Obligation ¹	-	-	(5,720)	(5,720)
Deferred Revenue - Developer Loan	563,848	-	-	563,848
Contract Payable	-	-	93,000	93,000
Bonds Payable	-	29,589,155	-	29,589,155
TOTAL LIABILITIES	639,329	30,212,160	164,068	31,015,557
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	36,756,586	36,756,586
Debt Service Reserve - Series 1994 Bonds	-	4,849,267	-	4,849,267
Non-Tax Increment Reserve	3,496,716	-	-	3,496,716
Reserve for Authorized Projects	-	-	8,154,348	8,154,348
Reserve for Brownfield Series 2012A Bonds	530,964	-	-	530,964
Reserve for Compensated Absences	-	-	7,791	7,791
Reserve for Eligible Obligations	-	4,506,709	-	4,506,709
Reserve for Encumbrances	77,200	-	189,718	266,918
TOTAL FUND EQUITY	4,104,880	9,355,976	45,108,443	58,569,299
TOTAL LIABILITIES & FUND EQUITY	\$ 4,744,209	\$ 39,568,136	\$ 45,272,511	\$ 89,584,856

Note 1: This line is the accumulated amounts of the actuarially determined Annual Required Contributions (ARC) for pre-65 year old retiree health insurance in excess of the "pay as you go" charges disbursed from the Retiree Health Insurance Fund plus interest on the unpaid portion of the prior year liability. The trust fund is currently over-funded which is why the account has a negative balance.

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2018 Budget vs Actual Results July 1, 2017 - September 30, 2017

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 6,083,468	\$ 6,288,650 ¹	\$ 5,667,979	\$ 5,193,626
Property Tax Increment - Transit Millage	-	-	-	-	508,483	508,483
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(26,001)	(75,000)	(13,877)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(617,646)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	26,696	-
Brownfield Authority - Veterans Park	-	-	-	-	736,548	-
Earnings from Investments - General	28,821	6,141	20,000	-	73,650	6,808
Earnings from Investments - Multi-Year Accrual Reversal	-	21,713 ¹	-	31,400 ¹	-	30,876 ¹
Interest Paid by Developer - The Gallery on Fulton Note	25,373	-	-	-	-	-
Property Rental - DASH Parking Lots	442,200	-	-	-	-	-
Property Rentals - YMCA Customer Parking	52,025	-	-	-	-	-
Event Sponsorships and Fees	75,000	-	-	-	-	-
Valent-ICE Sculpture Reimbursements	20,000	1,100	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	75,000	-	-	-	-	-
Property Sale	4,074,108	-	-	-	-	-
Series 1994 Debt Service Reserve Fund	-	-	3,995,000	-	-	-
Reimbursements and Fees - Miscellaneous	600	-	-	-	10,000	-
From / (To) Fund Balance	(1,468,979)	-	(20,000)	-	2,211,790	-
TOTAL REVENUES	\$ 3,339,148	\$ 28,954	\$ 10,003,468	\$ 6,294,049	\$ 8,542,500	\$ 5,725,916
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ -	\$ -	\$ -	\$ 1,625,000	\$ 12,558
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	-	-	-	-	1,790,000	683,741
Goal #3: Implement a 21st Century Mobility Strategy	40,000	-	-	-	1,430,000	10,556
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	25,000	7,853	-	-	100,000	-
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	974,500	123,693	-	-	1,955,000	340,889
Total GR Forward Projects	\$ 1,069,500	\$ 131,546	\$ -	\$ -	\$ 6,900,000	\$ 1,047,744
Administration	4,200	439	-	-	1,187,863	360,234
Debt Service for Bond Issues	-	-	9,380,463	-	454,637	-
Estimated Capture to be Returned	-	-	623,005	-	-	-
TOTAL EXPENDITURES	\$ 1,073,700	\$ 131,985	\$ 10,003,468	\$ -	\$ 8,542,500	\$ 1,407,978
EXCESS / (DEFICIT)	\$ 2,265,448	\$ (103,031)	\$ -	\$ 6,294,049	\$ -	\$ 4,317,938

Note 1: Budgeted and Actual captured schools-related tax increment revenues are 60% of Authority's legal capture authority per the Authority's FY2018-22 Priority Plan.

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STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY Statement of FY2018 Project Expenditures As of September 30, 2017

Project Name	FY2018 Project Budgets		EXPENDITURES		Available
	%	Amount	Month	Fiscal Year	FY2018 Budgets
Michigan Street Streetscape Improvements		\$ 180,000	\$ -	\$ -	\$ 180,000
River Trail Improvements		228,000	7,879	-	228,000
Streetscape / Riverwalk Projects TBD		616,228	-	1,500	614,728
GRForward Goal # 1 - Bond Proceeds	11.39%	\$ 1,024,228	\$ 7,879	\$ 1,500	\$ 1,022,728
Arena South Implementation		150,000	9,937	6,279	143,721
Bridge Street Streetscape Improvs		100,000	9,937	6,279	93,721
Downtown Plan - Community Relations		325,000	-	-	325,000
Grand River Activation		100,000	-	-	100,000
Parks Design		700,000	-	-	700,000
Pearl Street Gateway Enhancements		100,000	-	-	100,000
State Street & Bostwick Ave Reconstruction		150,000	-	-	150,000
GRForward Goal # 1 - Local Tax Increment	18.07%	\$ 1,625,000	\$ 19,874	\$ 12,558	\$ 1,612,442
Downtown Speakers Series		10,000	-	-	10,000
Riverwalk Maintenance		20,000	-	-	20,000
GRForward Goal # 1 - Non-Tax Increment	0.33%	\$ 30,000	\$ -	\$ -	\$ 30,000
Affordable Housing Support		250,000	-	-	250,000
Areaway Fill Program (ARIP)		35,000	-	-	35,000
Building Re-use Incentive Program (BRIP)		100,000	-	-	100,000
Development Project Guidance		90,000	3,978	11,030	78,970
Development Project Reimbursements		925,000	661,056	672,711	252,289
Downtown Census		15,000	-	-	15,000
Streetscape Improvement Incentive Program		375,000	-	-	375,000
GRForward Goal # 2 - Local Tax Increment	19.90%	\$ 1,790,000	\$ 665,034	\$ 683,741	\$ 1,106,259
Accessibility and Mobility Repairs		100,000	-	-	100,000
Bicycle Friendly Improvements		75,000	4,760	1,500	73,500
DASH North Shuttle Services		80,000	-	-	80,000
Grandville Ave Area Improvements		50,000	3,080	-	50,000
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		500,000	-	-	500,000
Public Realm Improvements		150,000	1,556	1,832	148,168
Streetscape Imprvrmts - CBD, Heartside, Arena S		350,000	2,520	5,530	344,470
Wayfinding System Improvements		75,000	9,919	1,694	73,306
GRForward Goal # 3 - Local Tax Increment	15.90%	\$ 1,430,000	\$ 21,835	\$ 10,556	\$ 1,419,444
Transportation Demand Mgmt Prog		40,000	-	-	40,000
GRForward Goal # 3 - Non-Tax Increment	0.44%	\$ 40,000	\$ -	\$ -	\$ 40,000
Econ Devel - Minority/Women Business Enterprises		100,000	-	-	100,000
GRForward Goal # 4 - Local Tax Increment	1.11%	\$ 100,000	\$ -	\$ -	\$ 100,000
Downtown Workforce Program		25,000	4,650	7,853	17,147
GRForward Goal # 4 - Non-Tax Increment	0.28%	\$ 25,000	\$ 4,650	\$ 7,853	\$ 17,147
Downtown Marketing & Inclusion		300,000	1,636	9,452	290,548
Heartside Public Restroom Facility		150,000	-	-	150,000
Sheldon Blvd - Weston to Cherry Street		300,000	-	-	300,000
Snowmelt System Repairs / Investigation		50,000	1,336	1,336	48,664
State of Dntn Event & Annual Reports		20,000	5,957	26,230	(6,230)
Tree Well Fill		150,000	-	-	150,000
Urban Recreation Plan		125,000	-	-	125,000
Veterans Park Improvements		860,000	191,252	303,871	556,129
GRForward Goal # 5 - Local Tax Increment	21.74%	\$ 1,955,000	\$ 200,181	\$ 340,889	\$ 1,614,111
African-American Museum/Archives		6,500	-	-	6,500
Bridge Lighting Operations		10,000	-	-	10,000
DGRI Event Production		245,000	23,843	58,829	186,171
Diversity / Inclusion Programming		30,000	3,350	6,850	23,150
Downtown Ambassadors		200,000	146	24,866	175,134
Educational Partnerships Initiatives		5,000	-	-	5,000
Experience - Miscellaneous		50,000	88	10,952	39,048
Holiday Décor Program		35,000	-	-	35,000
Major Event Sponsorship		60,000	5,000	5,000	55,000
Police Foot Patrols		35,000	-	-	35,000
Project and Fixed Asset Maintenance		15,000	-	-	15,000
Public Space Activation		36,000	3,855	6,997	29,003
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		30,000	2,750	4,450	25,550
Special Events - Office of		75,000	-	-	75,000
Special Events - Training Program		5,000	-	335	4,665
Stakeholder Engagement Programs		20,000	395	395	19,605
Street Trees Maintenance Program		5,000	-	-	5,000
Ticketed Events - Police Services		70,000	3,100	5,019	64,981
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	10.84%	\$ 974,500	\$ 42,527	\$ 123,693	\$ 850,807
TOTAL	100.00%	\$ 8,993,728	\$ 961,980	\$ 1,180,790	\$ 7,812,938

STATEMENT D

DOWNTOWN DEVELOPMENT AUTHORITY Schedule of FY2018 Expenditures September, 2017

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	9/5/2017	HP3 LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	\$280,622.33
Local	9/10/2017	Katerberg Verhage	Veterans Park Improvements	Reconstruction services - August, 2017	172,221.06
Local	9/5/2017	Arena Place Development LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	141,996.70
Local	9/29/2017	Paychex	Administration	DDA Payroll Wages, 401, Taxes - September 2017	68,972.52
Local	9/28/2017	38 Commerce LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	60,735.60
Local	9/28/2017	Grand Rapids - Hopson Flats, LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	45,968.06
Local	9/5/2017	Health Park Central LP	Developer Reimbursements	Developer Reimbursement FY2018-Summer	35,109.53
Local	9/5/2017	Two West Fulton LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	33,628.59
Local	9/5/2017	DBD Properties, LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	20,497.37
Local	9/5/2017	35 Oakes Associates, L.L.C.	Developer Reimbursements	Developer Reimbursement FY2018-Summer	20,147.48
Local	9/10/2017	SKO Design Group	Veterans Park Improvements	Construction admin/inspection 05/27-06/17/2017	15,300.00
Local	9/20/2017	Priority Health	Administration	Health Insurance Premium 10-12/2017	14,855.74
Local	9/26/2017	City Treasurer - Budget Office	Administration	Support services allocation - September, 2017	11,635.00
Local	9/5/2017	CWD Urban Fund LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	10,999.91
Non-Tax	9/20/2017	LiveSpace, LLC	DGRI Event Production	Event Svcs: Movies in the Park Audio/Visual svcs	9,375.00
Local	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: Training for Staff	9,160.18
Local	9/25/2017	Valley City Sign Co	Wayfinding System Improvements	Sign work - 08/23/16 - 02/20/2017	8,225.00
Bonds	9/11/2017	Fishbeck, Thompson, Carr & Huber Inc	River Trail Improvements	Construction engin & inspect thru 06/30/2017	7,878.98
Local	9/11/2017	State of Michigan	Arena South Implementation	Progress billing thru 08/13/2017	6,279.06
Local	9/11/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing thru 08/13/2017	6,279.06
Local	9/20/2017	Holland Litho Service Inc	State of Dntn Event & Annual Reports	Marketing Supplies: Annual Report 2017	5,956.97
Local	9/5/2017	100 Commerce Development LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	5,847.89
Non-Tax	9/28/2017	GR and Jazz	Major Event Sponsorship	Major Event Grant: GRandJazzFest 2017	5,000.00
Local	9/28/2017	Owen-Ames-Kimball Co	Developer Reimbursements	Developer Reimbursement FY2018-Summer	4,676.27
Local	9/21/2017	Dickinson Wright PLLC	Development Project Guidance	Legal: Area 4/5 Development	3,977.50
Local	9/25/2017	Materials Testing Consultants	Veterans Park Improvements	Construction materials testing - June, 2017	3,731.33
Local	9/11/2017	State of Michigan	Arena South Implementation	Progress billing thru 07/24/2017	3,658.28
Local	9/11/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing thru 07/24/2017	3,658.28
Local	9/20/2017	HR Collaborative LLC	Administration	HR Consultant 5/2017	3,352.37
Local	9/18/2017	City Treasurer - Engineering Dept	Bicycle Friendly Improvements	Engineering svcs - 02/04/2014-12/09/2015	3,260.14
Local	9/18/2017	City Treasurer - Engineering Dept	Grandville Ave Area Improvements	Engineering svcs - 06/28/2015-03/31/2016	3,079.88
Non-Tax	9/21/2017	Ryan Charles Woodford	DGRI Event Production	Security Services: Movies in the Park 2017	2,738.00
Local	9/20/2017	HR Collaborative LLC	Administration	HR Consultant 6/2017-7/2017	2,723.48
Local	9/9/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 09/09/2017	2,551.91
Local	9/20/2017	Eco-Compteur Inc	Streetscape Impr-CBD, Heartside, Arena S	Pedestrian Counters: Data Transmission Service	2,520.00
Local	9/28/2017	TGG, Inc.	Administration	Life Insurance Premium 10-12/2017	2,512.26
Non-Tax	9/21/2017	Friends of Grand Rapids Parks	Diversity / Inclusion Programming	Special Event Grant: Green Gala 07/24/2017	2,500.00
Non-Tax	9/28/2017	Hispanic Center of W Mich	Special Events - Grants	Special Event Grant: Hispanic Festival 08/2017	2,500.00
Non-Tax	9/20/2017	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: Movies in the Park 7/28/17	2,355.00
Non-Tax	9/21/2017	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: Movies in the Park 8/4/17	2,355.00
Non-Tax	9/28/2017	Kerkstra Portable Restroom Svc Inc	DGRI Event Production	Event Supplies: Movies in the Park 8/18/17	2,355.00
Local	9/21/2017	DeGraaf Interiors	Administration	DGRI Mezzanine Office re-carpeting	2,314.07
Local	9/25/2017	Williams & Works Inc	Wayfinding System Improvements	Engineering / design svcs - May and June, 2017	1,693.51
Non-Tax	9/29/2017	City Treasurer - Police Dept	Ticketed Events - Police Services	Ticketed Events Police Services	1,688.44
Non-Tax	9/20/2017	Fifth Third Bank P-Card	DGRI Event Production	08/17: Event Supplies MITP Supplies	1,554.46
Local	9/26/2017	City Treasurer - Risk Management	Administration	General insurance - September 2017	1,528.00
Local	9/21/2017	Roosevelt Park Nghbrhd Assn	Bicycle Friendly Improvements	Grandville Avenue Bike Share Initiative	1,500.00
Local	9/23/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 09/23/2017	1,419.39
Non-Tax	9/29/2017	City Treasurer - Police Dept	Ticketed Events - Police Services	Ticketed Events Police Services	1,411.31
Local	9/21/2017	Geotech Inc	Snowmelt System Repairs / Investigation	Monroe Center Irrigation Repair 7/2017-8/2017	1,335.48
Non-Tax	9/21/2017	Ariel Dempsey	Public Space Activation	Pop up Perf: Aerial Acts at Multiple Locations 8/2017	1,200.00
Local	9/18/2017	City Treasurer - MobilityGR/Parking Svcs	Administration	AUGUST 2017 CITY VALIDATION BILLING	1,192.50
Non-Tax	9/19/2017	Stefan Schwartz	Downtown Workforce Program	Performance: Relax at Rosa 07/27/2017	1,000.00
Non-Tax	9/28/2017	Juan Daniel Castro	Downtown Workforce Program	Relax at Rosa Performance: 08/31/2017	1,000.00
Local	9/29/2017	City Treasurer - MobilityGR/Parking Svcs	Public Realm Improvements	DGRI Parklet Meter Hooding	1,000.00
Local	9/21/2017	LiveSpace, LLC	Administration	Audio/Visual Supplies: DGRI office projector bulb	916.85
Non-Tax	9/28/2017	Young Nonprofit Prof'ls Network of GGR	Diversity / Inclusion Programming	Event Sponsorship: Leadership Awards 09/2017	850.00
Local	9/28/2017	The Hartford	Administration	Workers Compensation renewal 09/2017	842.59
Local	9/21/2017	LiveSpace, LLC	Administration	Audio/Visual Supplies: DGRI wireless projector box	836.14
Local	9/5/2017	68 Commerce LLC	Developer Reimbursements	Developer Reimbursement FY2018-Summer	826.74
Local	9/28/2017	Kristopher M. Larson	Administration	Travel & training reimbursement: 07/2017-08/2017	798.87
Local	9/21/2017	HR Collaborative LLC	Administration	HR Consultant 7/2017-8/2017	757.25
Local	9/28/2017	Blue Cross Blue Shield of Mich	Administration	Dental Insurance Premium 10-12/2017	752.74
Non-Tax	9/28/2017	Andrea Wallace	DGRI Event Production	DJ Services: Movies in the Park 9/8/2017	750.00
Local	9/21/2017	The KR Group, Inc.	Administration	IT services 9/17	732.51
Non-Tax	9/20/2017	Adrian Butler	DGRI Event Production	DJ Services: Movies in the Park 7/28/2017	650.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
September, 2017

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Non-Tax	9/21/2017	Adrian Butler	DGRI Event Production	DJ Services: Movies in the Park 7/21/2017	\$ 650.00
Local	9/13/2017	Cellco Partnership	Administration	Cell Phone Service 7/2017	639.13
Non-Tax	9/28/2017	Amanda Gilbert	Public Space Activation	Pop up Perf: Henna at var locations 7/17-8/17	525.00
Non-Tax	9/20/2017	Adrian Butler	DGRI Event Production	DJ Services: Movies in the Park 7/7/2017	500.00
Non-Tax	9/21/2017	Brenda Kay Harris	Downtown Workforce Program	Performance: Relax at Rosa 08/10/2017	500.00
Non-Tax	9/21/2017	Chris DuPont	Downtown Workforce Program	Performance: Relax at Rosa 07/5/2017	500.00
Non-Tax	9/21/2017	Grand Rapids Running Tours	Downtown Workforce Program	Downtown fitness classes 07/2017	500.00
Local	9/18/2017	City Treasurer - Risk Management	Administration	Annual Property Insurance Premium Cost	496.61
Local	9/28/2017	Professional Maint of Michigan Inc.	Administration	Cleaning Services 8/17	471.18
Non-Tax	9/21/2017	Grand Rapids Running Tours	Downtown Workforce Program	Downtown fitness classes 08/2017	450.00
Non-Tax	9/20/2017	Ariel Dempsey	Public Space Activation	Pop up Perf: Busking at Pyramid Scheme 8/17	400.00
Non-Tax	9/21/2017	Laura Armenta	Downtown Workforce Program	Pop up Perf: Dancing at various locales 7/2017	400.00
Non-Tax	9/20/2017	Swift Printing & Communications	Stakeholder Engagement Programs	Event Supplies: Various event 7/2017	394.86
Local	9/21/2017	Dickinson Wright PLLC	Administration	Legal Services: 29 Pearl St. lease	391.59
Non-Tax	9/28/2017	Dale Wicks	Public Space Activation	Pop up Perf: Played guitar misc locations 07-08/17	375.00
Local	9/28/2017	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 9/2017	372.98
Local	9/21/2017	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Movies in the Park 8/18/2017	360.00
Local	9/20/2017	Fifth Third Bank P-Card	Downtown Marketing & Inclusion	08/17: Website, CRM subscr, Facebk ads, fonts	351.60
Local	9/21/2017	Dickinson Wright PLLC	Administration	Legal: Downtown Development Authority Misc Matters	344.00
Local	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: Office supplies (DDA Portion)	343.15
Local	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: K. Larson travel & training	341.00
Local	9/28/2017	La Mejor GR LLC	Downtown Marketing & Inclusion	Radio Advertising: Movies in the Park 9/4-9/8/2017	325.00
Local	9/28/2017	Cellco Partnership	Administration	Cell Phone Service 8/2017	303.66
Non-Tax	9/20/2017	Laura Armenta	Downtown Workforce Program	Pop up Perf: Dancing at various locales 8/2017	300.00
Non-Tax	9/21/2017	Amanda Gilbert	Public Space Activation	Pop up Perf: Henna tattoos at var locations 7/2017	300.00
Non-Tax	9/21/2017	Juan Daniel Castro	DGRI Event Production	Movies in the Park translation services: 07/21/2017	300.00
Local	9/21/2017	West Michigan Center for Arts & Tech	Administration	Design Thinking wkshp: Hedrick/Schumacher/Wong	296.96
Local	9/20/2017	Fifth Third Bank P-Card	Public Realm Improvements	08/17: Calder Plaza award application	280.00
Local	9/20/2017	Fifth Third Bank P-Card	Public Realm Improvements	08/17: Parklet Storage	276.00
Local	9/13/2017	GreatAmerica Financial Services Corp	Administration	Copier Lease 7/2017-8/2017	260.64
Local	9/10/2017	U.S. Bank, N.A.	Administration	Paying agent fee	250.00
Local	9/28/2017	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 9/2017	250.00
Non-Tax	9/28/2017	sam kenny	Public Space Activation	Pop up Perf: Busking at the intersection 8/2017	250.00
Non-Tax	9/28/2017	The Spoke Folks	Special Events - Grants	Special Event Grant: Beer City Bike Fest 09/2017	250.00
Local	9/28/2017	TDS Metrocom	Administration	Phone Service 9/2017	239.61
Local	9/13/2017	TDS Metrocom	Administration	Phone Service 8/2016	234.92
Non-Tax	9/28/2017	AARON ROELOFS	Public Space Activation	Pop up Performer: Green Gala 8/2017	225.00
Non-Tax	9/20/2017	Fifth Third Bank P-Card	DGRI Event Production	08/17: Movies in the Park food for volunteers	211.29
Local	9/29/2017	Paychex	Administration	DDA Paychex fee - September 2017	204.55
Local	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: Liability insurance (DDA Portion)	200.35
Local	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: Econ Club membership	195.00
Non-Tax	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: Local Business Expenses	188.12
Local	9/13/2017	Federal Square Building Co. #1, LLC	Administration	29 Pearl St NW offices - July, 2017 electricity	185.47
Local	9/21/2017	The KR Group, Inc.	Administration	IT services 9/17	177.42
Local	9/28/2017	Perrigo Printing Inc	Downtown Marketing & Inclusion	Marketing Supplies: GR Forward Palm Card	172.50
Local	9/29/2017	Paychex	Administration	DDA Payroll HRS fees - September 2017	168.75
Local	9/25/2017	PCS Gophers Ltd	Administration	Interoffice mail services - July, 2017	161.05
Local	9/25/2017	PCS Gophers Ltd	Administration	Interoffice mail services - August, 2017	161.05
Non-Tax	9/21/2017	sam kenny	Public Space Activation	Pop up Perf: Busking various locations 8/2017	150.00
Non-Tax	9/28/2017	Nicholas James Thomasma	Public Space Activation	Pop up Perf: Guitar at various locations 08/2017	150.00
Local	9/28/2017	Bryan Esler Photo, Inc.	Downtown Marketing & Inclusion	Photographer: Relax at Rosa 8/31/2017	140.00
Non-Tax	9/20/2017	Fifth Third Bank P-Card	Public Space Activation	08/17: Public Space Activation Supplies	129.95
Local	9/21/2017	Comcast	Administration	Internet at 29 Pearl St NW 9/07/2017-10/06/2017	126.19
Local	9/21/2017	Breck Graphics Inc dba Allegra	Administration	Biz Cards J. Schumacher & M. Catcho 8/2017	123.12
Non-Tax	9/21/2017	Anthony Smith	Public Space Activation	Pop up Perf: Freestyle at Multi-Locations 3/2017	100.00
Non-Tax	9/1/2017	Consumers Energy 1	Downtown Ambassadors	Share of electricity - 331 Winter Ave NW	89.70
Non-Tax	9/21/2017	Swift Printing & Communications	Experience - Miscellaneous	Event Supplies: Various event 7/2017	88.00
Local	9/20/2017	Madcap Coffee Company	Administration	Meeting Supplies 8/2017	84.94
Local	9/28/2017	Kimberly Van Driel	Administration	Travel and Training Reimbursement: 08/2017	83.37
Local	9/21/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 8/2017	81.17
Local	9/28/2017	Brandon Alman	Administration	Painting Installation 09/2017	79.19
Local	9/20/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 8/2017	69.25
Local	9/24/2017	Dickinson Wright PLLC	Administration	Legal: IRS review of DDA Series 2009 Bonds	66.00
Local	9/21/2017	Gordon Water Systems	Administration	Water Cooler Lease 7/11/17-8/10/2017	53.06
Non-Tax	9/28/2017	sam kenny	Public Space Activation	Pop up Perf: Busking at the Intersection 8/29/2017	50.00
Non-Tax	9/18/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2017 MONTHLY BILLING	48.00
Local	9/20/2017	Engineered Protections Sys Inc	Administration	Office Security System Access Cards	45.93
Local	9/28/2017	Kimberly Van Driel	Administration	Travel and Training Reimbursement: 08/2017	45.87
Local	9/28/2017	Murphy Ackerman	Administration	Travel and Training Reimbursement: 08/2017	45.87

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2018
September, 2017

Page 3

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	9/21/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 8/2017	\$ 44.34
Local	9/28/2017	Murphy Ackerman	Administration	Travel and Training Reimbursement: 08/2017	44.29
Local	9/29/2017	JPMorganChase	Administration	DDA Payroll Bank Fee - September 2017	41.89
Local	9/28/2017	Tim Kelly	Administration	Travel and training Reimbursement: 08/2017	37.82
Local	9/28/2017	AnnaMarie Buller	Administration	Travel and training Reimbursement: 08/2017	36.57
Local	9/20/2017	Swift Printing & Communications	Administration	DGRI Office photos	35.36
Local	9/28/2017	Jennie Schumacher	Administration	Travel and training Reimbursement: 08/2017	26.01
Local	9/28/2017	Jennifer Kovalcik	Administration	Travel and training Reimbursement: 08/2017	25.81
Local	9/28/2017	Perrigo Printing Inc	Downtown Marketing & Inclusion	Marketing Supplies: Photo prints	25.65
Non-Tax	9/21/2017	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies Maintenance 05/2017	25.00
Non-Tax	9/28/2017	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies Maintenance 08/2017	25.00
Local	9/28/2017	Stephanie Wong	Administration	Travel and training Reimbursement: 08/2017	24.40
Local	9/28/2017	Megan Catcho	Administration	Travel and training Reimbursement: 08/2017	16.18
Local	9/20/2017	Fifth Third Bank P-Card	Administration	08/17: DDA Postage	14.56
Local	9/21/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 8/2017	13.45
Local	9/28/2017	Perrigo Printing Inc	Downtown Marketing & Inclusion	Marketing Supplies: Downtown event photos	11.25
Local	9/21/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 8/2017	11.08
Local	9/28/2017	Brian Hedrick	Administration	Travel and training Reimbursement: 08/2017	10.40
Local	9/21/2017	Fusion IT LLC	Administration	Network Management 9/2017	9.50
Non-Tax	9/21/2017	DTE Energy	Downtown Ambassadors	Share of natural gas - 331 Winter Ave	8.32
Local	9/18/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	AUGUST 2017 CITY VALIDATION BILLING	5.00
TOTAL SEPTEMBER, 2017 EXPENDITURES					\$1,097,762.51

Local - local tax increment funds
Non-tax - non-tax funds
Bonds - Series 2017 bond proceeds

STATEMENT E
DOWNTOWN DEVELOPMENT AUTHORITY
Series 2017 Improvement & Refunding Bonds

Balance Sheet
As of September 30, 2017

Assets - Pooled Cash and Investments	\$ 817,780
Liabilities and Fund Balance	
Current Liabilities	\$ -
Reserve for Encumbrances	-
Reserved for Projects	817,780
Liabilities and Fund Balance	\$ 817,780

Statement of FY2018 Revenues and Expenditures
July 1, 2017 through September 30, 2017

	Budget	Actual
REVENUES		
Bond Proceeds	\$ - ¹	\$ -
Interest Earned	5,161	693
From / (To) Fund Balance	1,019,067	-
Total Revenues	\$ 1,024,228	\$ 693
EXPENDITURES		
GR Forward Projects:		
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor		
River Trail Improvements	\$ 228,000	-
Michigan Street Streetscape Improvements	180,000	-
Streetscape / Riverwalk Projects TBD	616,228	-
Costs of Issuance	-	1,500
Total GR Forward Project Expenditures	\$ 1,024,228	\$ 1,500
Excess / (Deficit)	\$ -	\$ (807)

Note 1: \$1,250,808 from bond proceeds was deposited on March 8, 2017.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: October 6, 2017

TO: Downtown Development Authority

FROM: Tim Kelly, AICP 
Vice President of Planning and Development

**Agenda Item #4
October 11, 2017
DDA Meeting**

SUBJECT: Downtown Enhancement Grant Request: 53-57 Monroe Center

Belford Development, LLC (Owner) is requesting approval of a Downtown Enhancement Grant for 53-57 Monroe Center. The Owner is undertaking a façade restoration for the existing buildings to enhance the ingress and egress, and to provide continuity within the public realm.

Total costs for both projects is estimated at approximately \$65,000, and to assist in the renovation the Owner is requesting reimbursement in an amount not to exceed \$32,616. Work on the façade is expected to begin this fall and be complete before the end of 2017.

The façade work will aid in the leasing of the currently vacant retail space at 53 Monroe Center to become a new wine bar, and will be completed in conjunction with interior renovations. The work being completed at 55-57 Monroe Center will provide continuity between the two storefronts for the Grand Central Market, which recently expanded to create a sit-down restaurant.

Together, the projects will aid in the creation and retention of 23 jobs. If approved, funding will be issued as reimbursement for the completed projects, and will be allocated from the FY18 Priority Plan from the Downtown Enhancement Grant line item.

Recommendation:

Approve the Downtown Enhancement Grant request in an amount not to exceed \$32,616 for Belford Development to complete façade restorations for 53-57 Monroe Center.



**DOWNTOWN
GRAND RAPIDS INC.**

DOWNTOWN ENHANCEMENT GRANT APPLICATION

I. Project Information

Property Address: **53 Monroe Center**

Parcel Number: **41-13-25-294-039**

Current Use: ***The space is currently vacant.***

Proposed Used: ***The space will soon be occupied by a wine retail store and wine bar (name TBD).***

Project Description: ***The existing storefront will be replaced to 1) improve pedestrian access from the sidewalk, 2) improve façade lighting, 3) create outdoor seating, and 4) comply with fire codes to allow for maximum occupancy of the space.***

Current and/or Future Tenant(s): ***A lease has been executed with Keltic Liquors, LLC, who will open a wine store and bar (business name TBD) in the space.***

of Jobs Created (Full and Part-Time): ***15 jobs created (5 full-time, 10 part-time)***

Residential Units Created (Market Rate and Affordable): ***Not applicable***

Square Feet of Office or Other Commercial Space: ***3,225 square feet***

Total Project Square Feet: ***350 square feet***

Total Square Feet of Public Space to be Activated: ***550 square feet***

Total Project Cost: ***\$35,318.00***

Amount Requested for Reimbursement: ***\$17,659.00***

II. Contact Information

Name: ***Jeff Edwards (representing Belford Development, L.L.C., the property owner)***

Email: ***Jedwards@rockfordconstruction.com***

Phone: ***616-514-7121***

Mailing Address: ***601 First Street NW, Grand Rapids, MI 49504***

Project Architect Name: ***David Bousma, VIA Design***

III. Attachments to Include with Application

- Application Fee (\$200)
- Itemized Project Costs, Including Amount of Public Realm Specific Improvements
- Site Plan
- Existing Conditions Pictures
- Renderings
- Owner Approval (if application is from someone other than the owner)



**53 Monroe
COST ANALYSIS**

September 20, 2017

General Conditions	\$	4,285.00
Reimburseables	\$	500.00
Demolition	\$	3,500.00
Metals	\$	-
Woods & Plastics	\$	3,600.00
Thermal & Moisture	\$	1,125.00
Doors & Windows	\$	14,800.00
Finishes	\$	600.00
Mechanical	\$	1,200.00
Electrical	\$	920.00
Low Voltage	\$	320.00
Subtotal	\$	30,850.00
RCCI Fee	\$	2,468.00
Owner Contingency	\$	2,000.00
TOTAL	\$	35,318.00

CLARIFICATIONS

- Excludes Architectural drawings
- Includes allowance for building permits within the General Conditions
- Does not include or anticipate any remediation of enviromental materials or substances

The above prices, specifications and conditions are satisfactory and are hereby accepted, subject to notes below.

Customer Signature:

Date:

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Payment terms are 15 days net, thereafter 1 1/2% interest per month (annual percentage rate of 18%)

Via Design Inc



53 MONROE CENTER
Existing Conditions



View of existing storefront, facing southwest

53 MONROE CENTER
Existing Conditions



View of existing storefront, facing southeast



viadesign-inc.com

53 Monroe Center N.W.
Grand Rapids, Michigan

project

New Storefront

scale

no scale

date

09-22-17

job #

17-0608

DOWNTOWN ENHANCEMENT GRANT APPLICATION

I. Project Information

Property Address: ***55 and 57 Monroe Center***

Parcel Number: ***41-13-25-294-036***

Current Use: ***The space is currently occupied by Grand Central Market (kitchen and café).***

Proposed Used: ***The existing use will continue in the space.***

Project Description: ***The existing storefront will be replaced and renovated to 1) create continuity for the entire market space façade, 2) improve visibility for pedestrians, and 3) improve façade lighting.***

Current and/or Future Tenant(s): ***Grand Central Market***

of Jobs Created (Full and Part-Time): ***8 jobs retained***

Residential Units Created (Market Rate and Affordable): ***Not applicable.***

Square Feet of Office or Other Commercial Space: ***5,200 square feet***

Total Project Square Feet: ***800 square feet***

Total Square Feet of Public Space to be Activated: ***1,360 square feet***

Total Project Cost: ***\$29,913.96***

Amount Requested for Reimbursement: ***\$14,956.98***

II. Contact Information

Name: ***Jeff Edwards (representing Belford Development, L.L.C., the property owner)***

Email: ***Jedwards@rockfordconstruction.com***

Phone: ***616-514-7121***

Mailing Address: ***601 First Street NW, Grand Rapids, MI 49504***

Project Architect Name: ***David Bousma, VIA Design***

III. Attachments to Include with Application

- Application Fee (\$200)
- Itemized Project Costs, Including Amount of Public Realm Specific Improvements
- Site Plan
- Existing Conditions Pictures
- Renderings
- Owner Approval (if application is from someone other than the owner)



**55 Monroe Center
COST ANALYSIS**

August 24, 2017

General Conditions	\$ 4,950.00
Reimbursables	\$ 500.00
Sitework	\$ 2,000.00
Concrete	\$ -
Masonry	\$ -
Metals	\$ -
Woods & Plastics	\$ 3,500.00
Thermal & Moisture	\$ 300.00
Doors & Windows	\$ 3,165.00
Finishes	\$ 2,250.00
Specialties	\$ 2,779.00
Conveying Systems	\$ -
Mechanical	\$ -
Electrical	\$ 8,000.00
Low Voltage	\$ -

Subtotal	\$ 27,444.00
RCCI Fee	\$ 2,195.52
Permit Allowance	\$ -
Owner Contingency	\$ 274.44
TOTAL	\$ 29,913.96

CLARIFICATIONS

- Excludes Arch. Drawings
- Includes allowance for Building and Demo permit
- No remediation included

The above prices, specifications and conditions are satisfactory and are hereby accepted, subject to notes below.

Customer Signature: _____

Date: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Payment terms are 15 days net, thereafter 1 1/2% interest per month (annual percentage rate of 18%)

55 MONROE CENTER

FACADE REMODEL

GRAND RAPIDS, MI 49503

General Notes

- The general contractor (G.C.) shall check and verify all dimensions on the job and shall be responsible to verify that all dimensions for the layout of new walls are workable with the layout of all new mechanical, electrical and lighting equipment.
- The general contractor (G.C.) shall coordinate all work and trades on the project. All materials used shall be approved by the owner.
- All permits shall be furnished and paid for by the general contractor (G.C.).
- The general contractor (G.C.) shall make sure that all work complies with the 2015 Michigan building code, state of Michigan, and federal requirements.
- The contractor shall utilize all drawings verifying the demolition and the new work to be completed. Coordinate demolition and new work.
- All wood frames and blocking shall be anchored securely in place. Sill plates anchored to concrete floors shall be of pressure treated lumber.
- Caulk all joints which are exposed, and all joints between dissimilar materials.
- The building shall be protected from fire, and all trash shall be removed daily.
- All safety rules and regulations shall be complied with. These rules and regulations shall be posted on a bulletin board on the site.
- All fire safety rules and regulations shall be complied with by the owner, providing the minimum number and correct type of smoke detectors as required by code.
- Do not scale print, written dimensions override graphic.
- Wood framing members shall be a minimum of 1100 psi extreme fiber stress.
- The general contractor (G.C.) shall protect walls, doors, windows, and roof during demolition and new construction. Also patch and repair all affected areas to match existing materials and finish.
- The general contractor (G.C.) in conjunction with a licensed mechanical contractor shall upgrade and modify the existing H.V.A.C. system as required to meet code and provide adequate comfort as per ASHRAE recommendations.
- The general contractor (G.C.) in conjunction with a licensed electrician shall coordinate the location of all new lighting fixtures, wall outlets, voltage requirements, wiring, and distribution of power from the existing panel box, upgrading and adding panels as required, meeting all applicable electrical codes and standards.
- Provide G.F.I. (ground fault interrupting) outlets for those required to be located within 6 feet of an exposed water source.
- The general contractor (G.C.) shall shore-up and temporarily brace the existing structure as required to retain the structural integrity of the structure as alterations and demolition are being made.
- All work on this project shall be completed by a licensed contractor employing tradesmen and sub-contractors well trained and experienced in the area of work employed.
- All work on this project shall comply with state, and federal, plumbing, and roofing trades shall be completed by licensed builders/contractors.
- The general contractor (G.C.) is responsible to insure all waste material is disposed of in legal manner and in compliance with local and state regulations.
- Certificate of occupancy the G.C. shall secure for the owner a certificate of occupancy from the city of Grand Rapids by the date of completion agreed upon by the g.c. and the owner.

Code Compliance Data

Zoning

City of Grand Rapids, Michigan

Occupancy Classification

Mercantile M

Type of Construction

Construction classification: type III-B (unprotected)

Building Height and Area

Facade renovation
No change to existing height or area

Occupant Load

No change to existing

Reference Codes

NFPA 101 Life Safety Code (LSC)
2015 Michigan Mechanical Code (MMC)
2015 Michigan Plumbing Code (MPC)
2014 National Electrical Code (NEC)
2015 International Fire Code

2009 ICC/ANSI A117.1
NFPA Current Edition
2015 International Energy Conservation Code
2015 International Fuel Gas Code (IFGC)

Sheet List

A102	FACADE RENOVATION
T100	TITLE SHEET
A101	FACADE RENOVATION

Project Location



Project Team

OWNER

Rockford Construction
601 First St NW
Grand Rapids, MI 49504

ARCHITECT

Isaac V. Norris & Associates
1209 Kalamazoo Ave. SE
Grand Rapids, MI 49507

CONTRACTOR

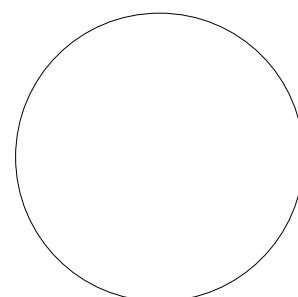
Rockford Construction
601 First St NW
Grand Rapids, MI 49504

SIGNATURE

CERTIFICATION NO.

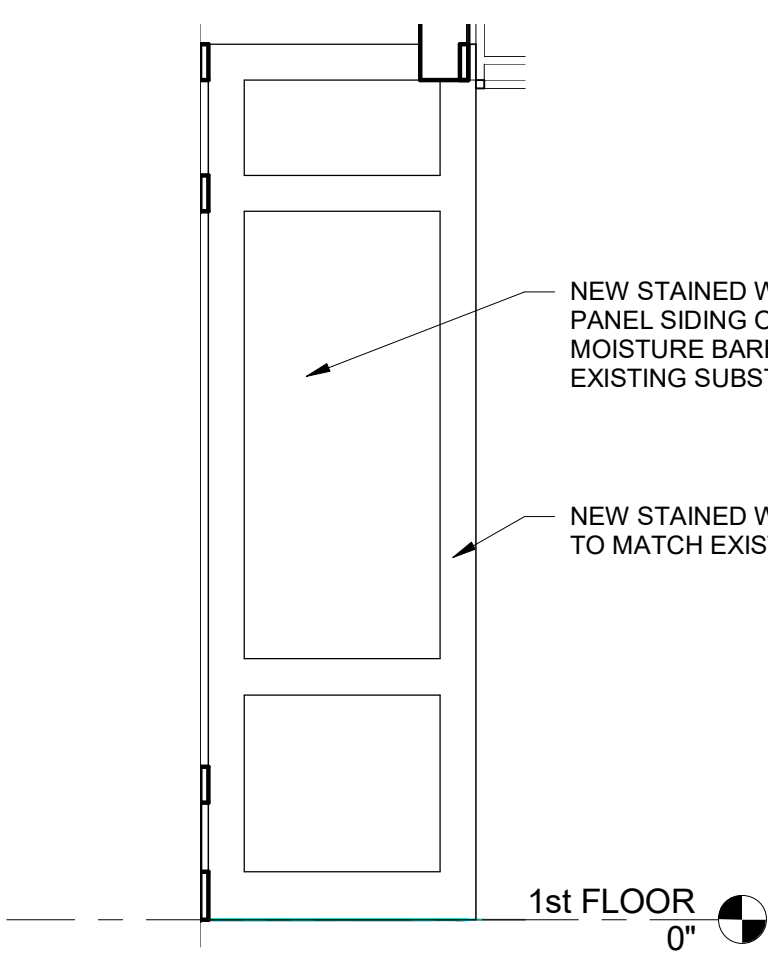
DATE

LICENSE EXPIRATION DATE

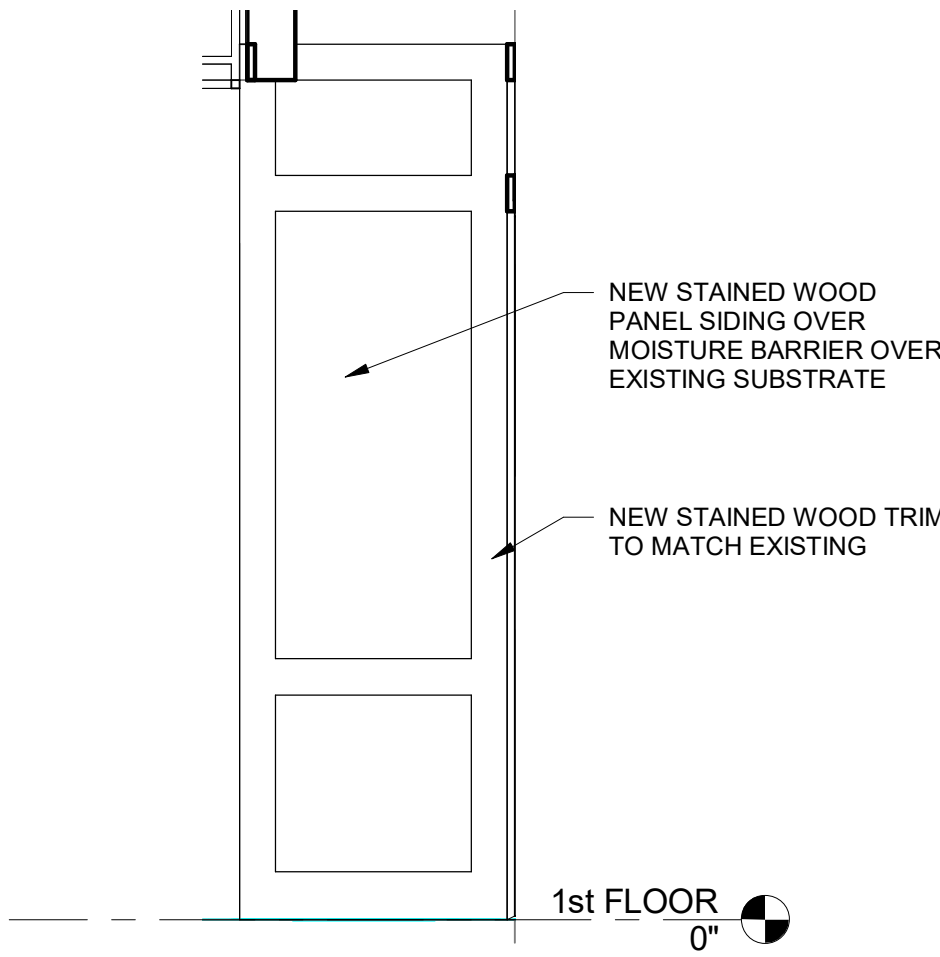


KEYNOTES

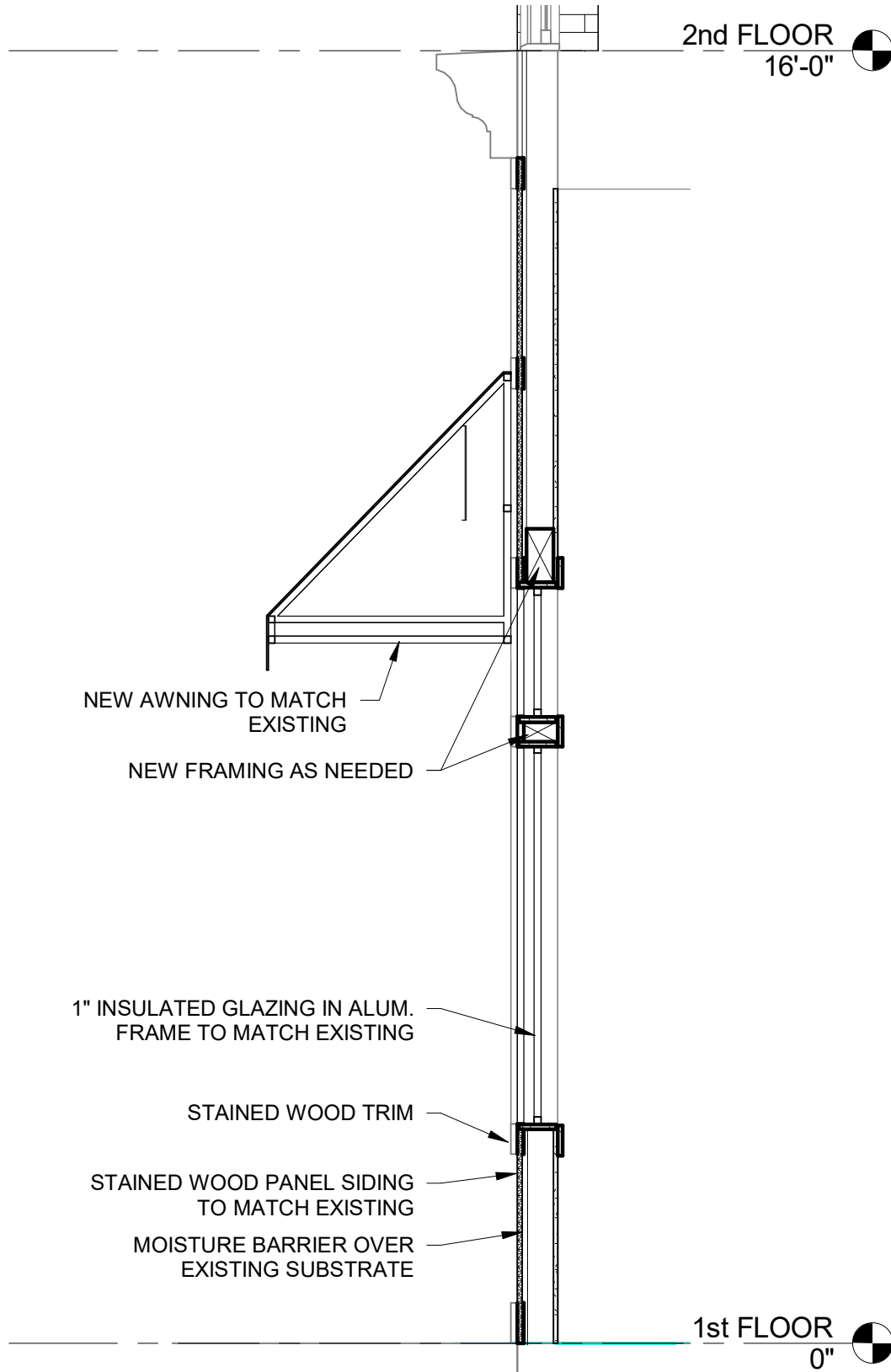
- 1. NEW 1" INSULATED GLAZING IN ALUMINUM FRAME TO MATCH EXISTING WINDOW HEIGHTS AND ELEVATIONS TO MATCH EXISTING GRAND CENTRAL MARKET WINDOWS.
- 2. NEW STAINED WOOD PANEL SIDING AND TRIM TO MATCH EXISTING
- 3. NEW METAL FRAMED AWNING TO MATCH EXISTING
- 4. RESTAIN EXISTING WOOD SIDING AND TRIM
- 5. REPLACE FABRIC ON EXISTING METAL FRAMED AWNINGS
- 6. EXISTING WINDOW TO REMAIN
- 7. EXISTING WINDOW TO REMAIN. STAIN TRIM & PAINT WINDOW FRAME TO MATCH EXISTING.



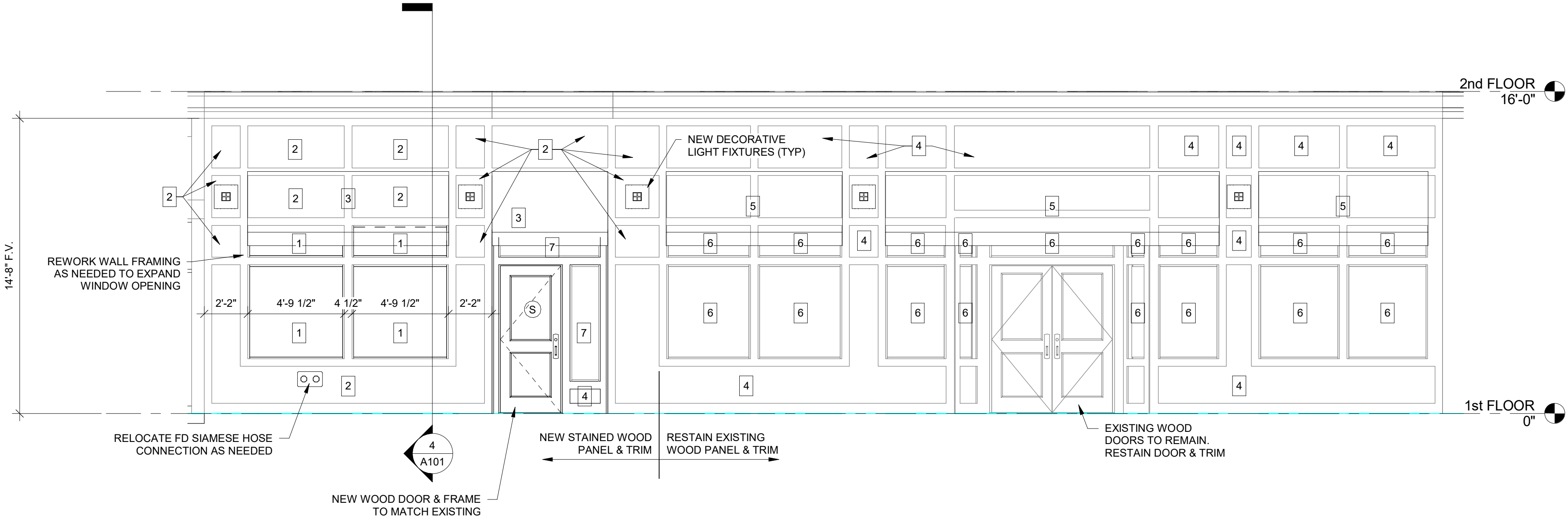
6 A101 1/2" = 1'-0"



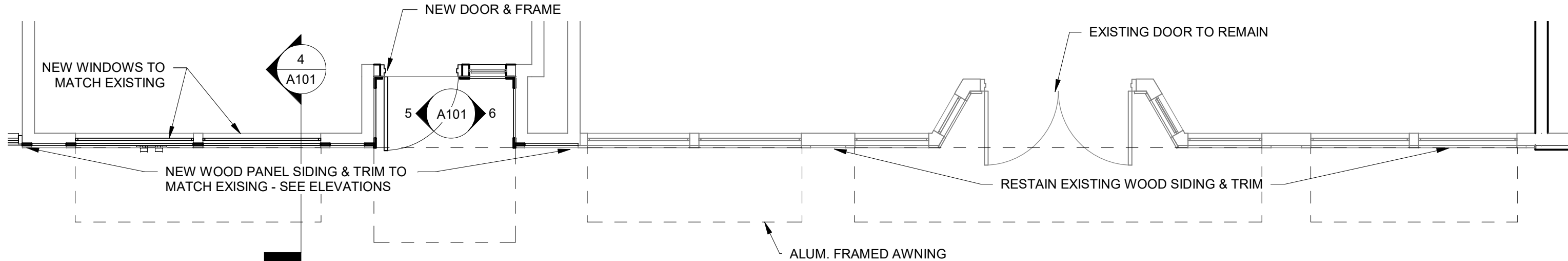
5 A101 1/2" = 1'-0"



4 A101 1/2" = 1'-0"



3 A101 1/4" = 1'-0"



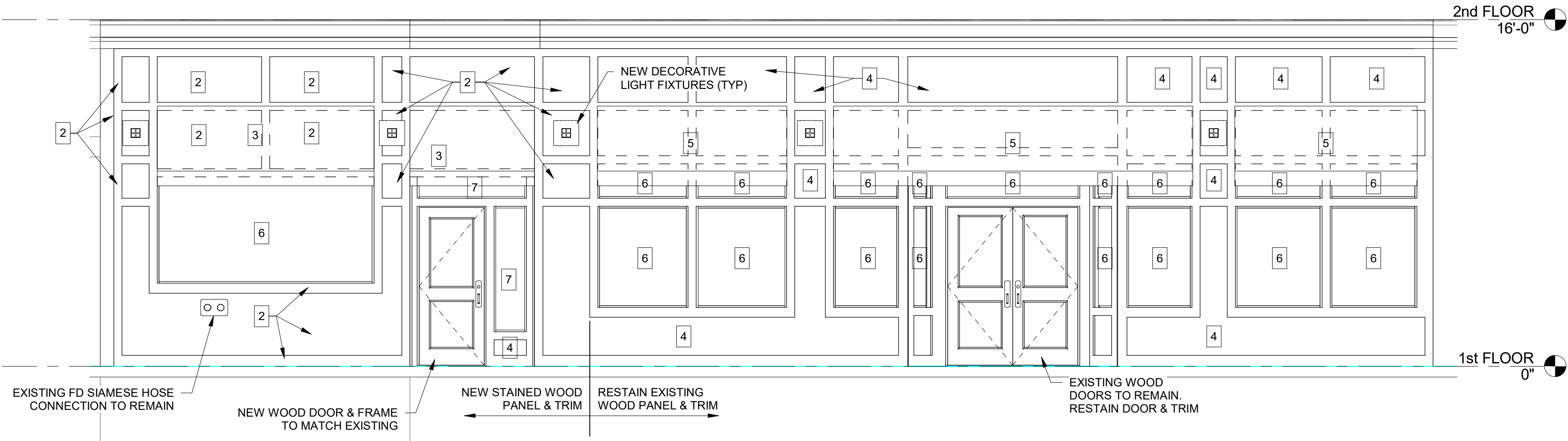
2 A101 1/4" = 1'-0"



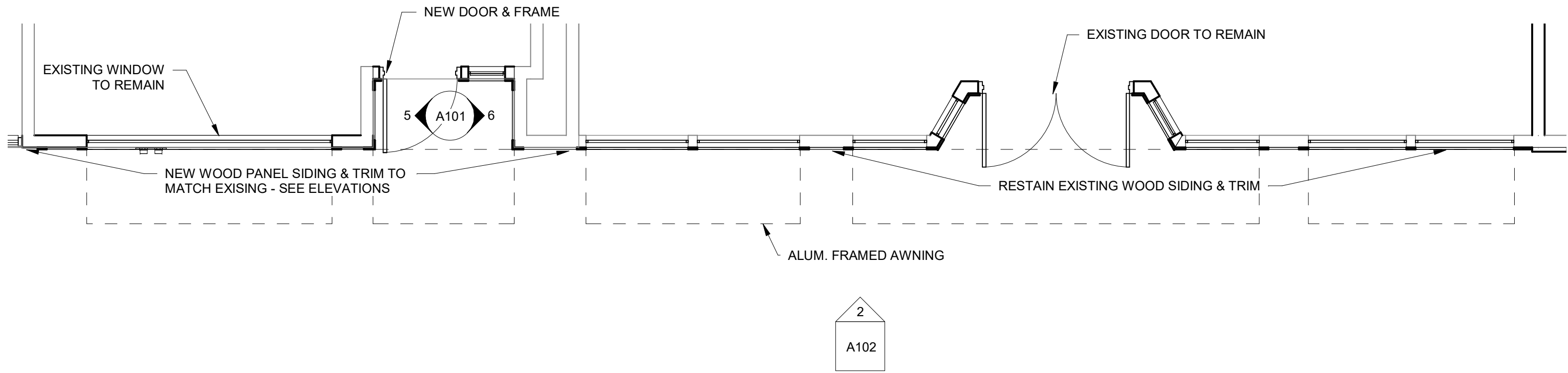
1 A101 1/4" = 1'-0"

KEYNOTES

1. NEW 1" INSULATED GLAZING IN ALUMINUM FRAME TO MATCH EXISTING. WINDOW HEIGHTS AND ELEVATIONS TO MATCH EXISTING GRAND CENTRAL MARKET WINDOWS.
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6. EXISTING WINDOW TO REMAIN. STAIN TRIM & PAINT WINDOW FRAME TO MATCH EXISTING.
- 7.



2 EXTERIOR ELEVATION - OPTION 2
A102 1/4" = 1'-0"



1 PARTIAL FLOOR PLAN - OPTION 2
A101 1/4" = 1'-0"

55, 57 MONROE CENTER
Existing Conditions



View of existing storefront, facing southwest

55, 57 MONROE CENTER
Existing Conditions



View of existing storefront, facing southeast



STAINED CEDAR VERTICAL SIDING W/ STAINED TRIM. FABRIC AWNINGS

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: October 6, 2017

TO: Downtown Development Authority

FROM: Tim Kelly, AICP 
Vice President of Planning and Development

**Agenda Item #5
October 11, 2017
DDA Meeting**

SUBJECT: Downtown Bicycle and Pedestrian Safety Enhancement Design

Goal #3 of GR Forward (Plan) identifies prioritizing pedestrian safety and connectivity at intersections as the first step toward creating a stress free pedestrian experience for people of all ages and abilities. As stated in the Plan, pedestrians are the most vulnerable users of the transportation system, particularly at intersections. Further, if an intersection is designed safely for pedestrians of all ages and abilities, it will likely be safe for all modes of transportation.

To enhance pedestrian safety, the Plan recommends analyzing opportunities to introduce a variety of safety enhancements at Downtown intersections, including:

- Pedestrian countdown timers
- “Zebra” or “ladder” crosswalks
- Leading pedestrian intervals
- Pedestrian refuge islands or raised medians
- Eliminating right turns on red
- Pedestrian scrambles

To further this goal, the FY2018 Priority Plan includes a line item to analyze opportunities for improvement and complete installations. Working in partnership with Mobile GR and the City’s Traffic Safety and Engineering Departments, the intersections of Fulton and Ottawa, Fulton and Ionia. Fulton and Market/Monroe, and Monroe and Campau were identified as priorities for analysis and potential improvements. The intersections were selected in recognition of the increased foot traffic generated by new development, as well as the understanding that improved connections across Fulton Street will create more cohesion between Downtown activity centers.

In addition to pedestrian safety enhancements, installation of bicycle safety improvements is also a priority identified in GR Forward. Specifically, the Plan states “providing a dedicated and separated north-south bicycle facility should be an immediate bicycle infrastructure priority”. The Plan identifies Ionia Avenue as one potential option to explore. However, in light of the pending turnback agreement between the City of Grand Rapids and the Michigan Department of Transportation for portions of the



**DOWNTOWN
GRAND RAPIDS, INC.**

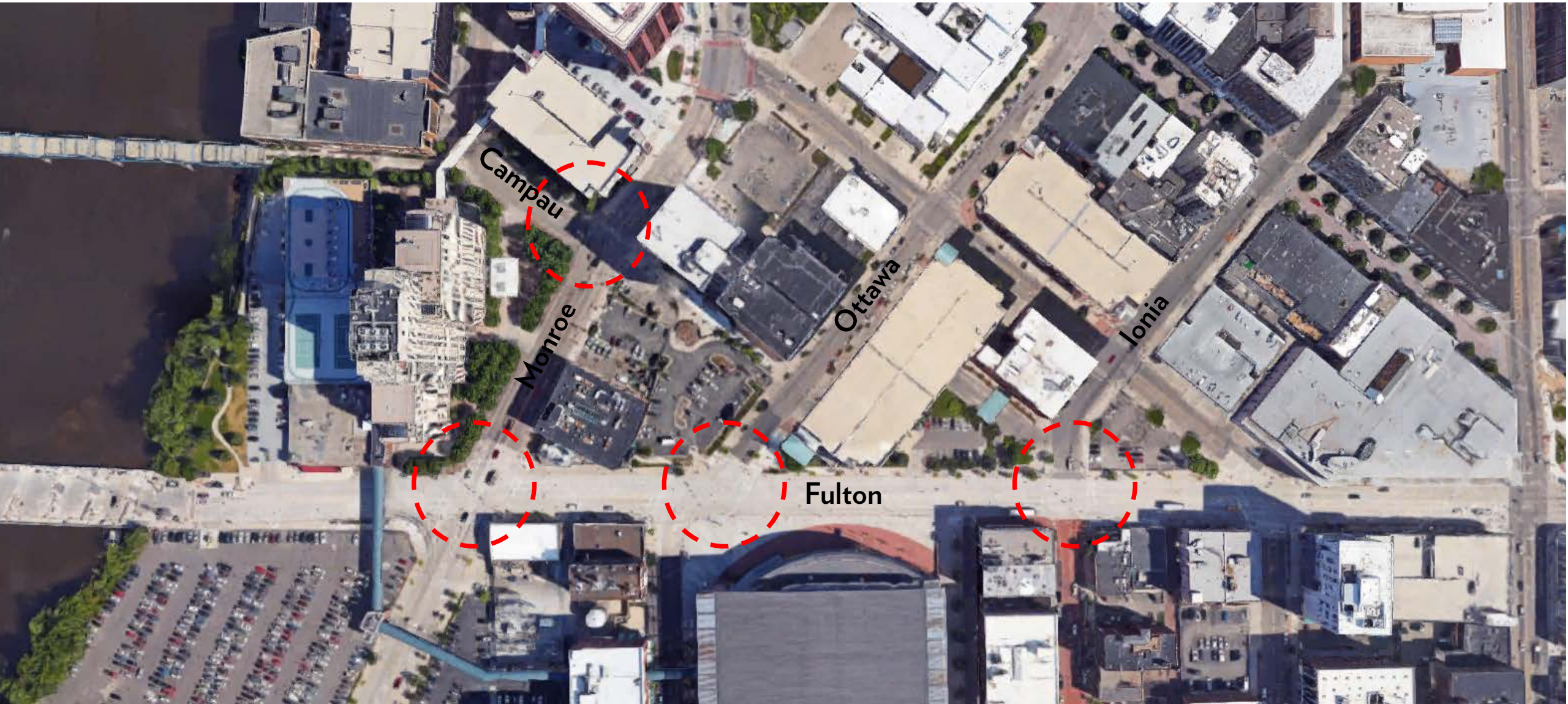
existing Business Route, staff believes Division Avenue may be a preferred option for the north-south connection. This is in light of the existing on street facilities, fewer conflicts with intersections and its direct connection between Fulton and Leonard Streets. Prior to installing a permanent protected facility, staff recommends installing a pilot lane to analyze the operation of the facilities.

To complete the above-mentioned work, City and DGRI staff solicited proposals from pre-approved City of Grand Rapids vendors. HRC Consulting Engineers submitted a proposal for an amount not to exceed \$9,800, which DGRI will split with Mobile GR. To provide capacity for additional analysis that might be needed, staff is requesting approval for an amount up \$15,000. If approved, funding will be provided from the FY18 Priority Plan from the Streetscape Improvement line item.

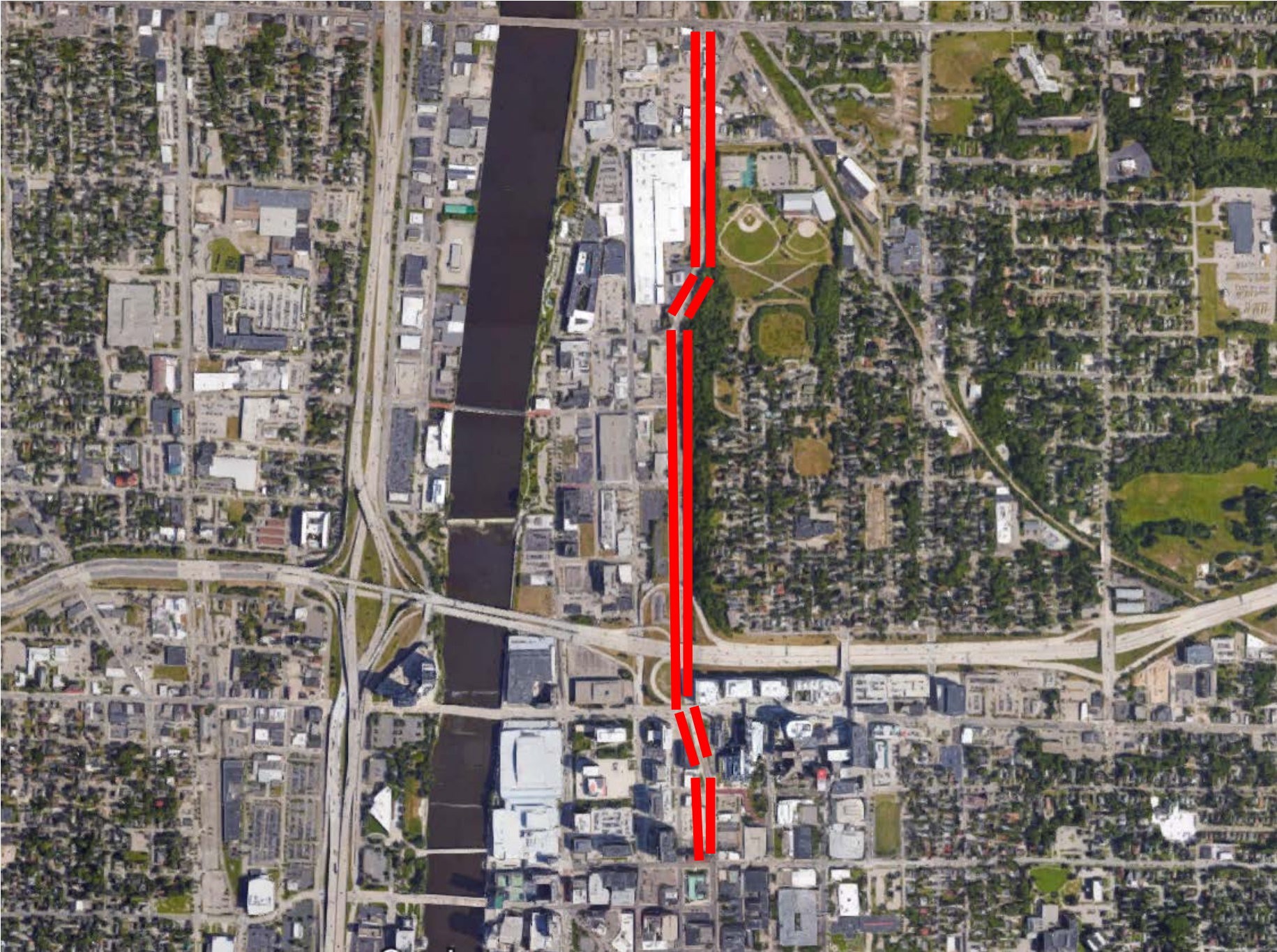
Recommendation:

Authorize funding in an amount not to exceed \$15,000 for the completion of design work for pedestrian and bicycling safety enhancement projects in Downtown.

Downtown Intersections



Division Avenue Pilot Protected Bike Lane



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

DATE: October 6, 2017

TO: Downtown Development Authority

FROM: Stephanie Wong, Project Specialist

Agenda Item #6
October 11, 2017
DDA Meeting

SUBJECT: Downtown Streetscape Design Guidelines Contract

Goal 3 of GR Forward recommends updating the existing Downtown Streetscape Design Guidelines (Guidelines) for the purpose of codifying the character of Downtown streets. Streets cannot be all things to all people, and to ensure the desired atmosphere and development within the street network, we need to identify the highest and best function of the roadway and public space to ensure it is functioning in the manner that will be of greatest benefit to the Downtown community.

To that end, on August 28, 2017, a Request for Proposals (RFP) was issued to develop a set of Guidelines. The RFP was distributed nationally and six (6) qualified proposals were received. The proposals were distributed to the Goal 3 Alliance for review, and based upon those responses and staff's review, the team of Nederveld / Williams & Works was identified as the preferred consultant.

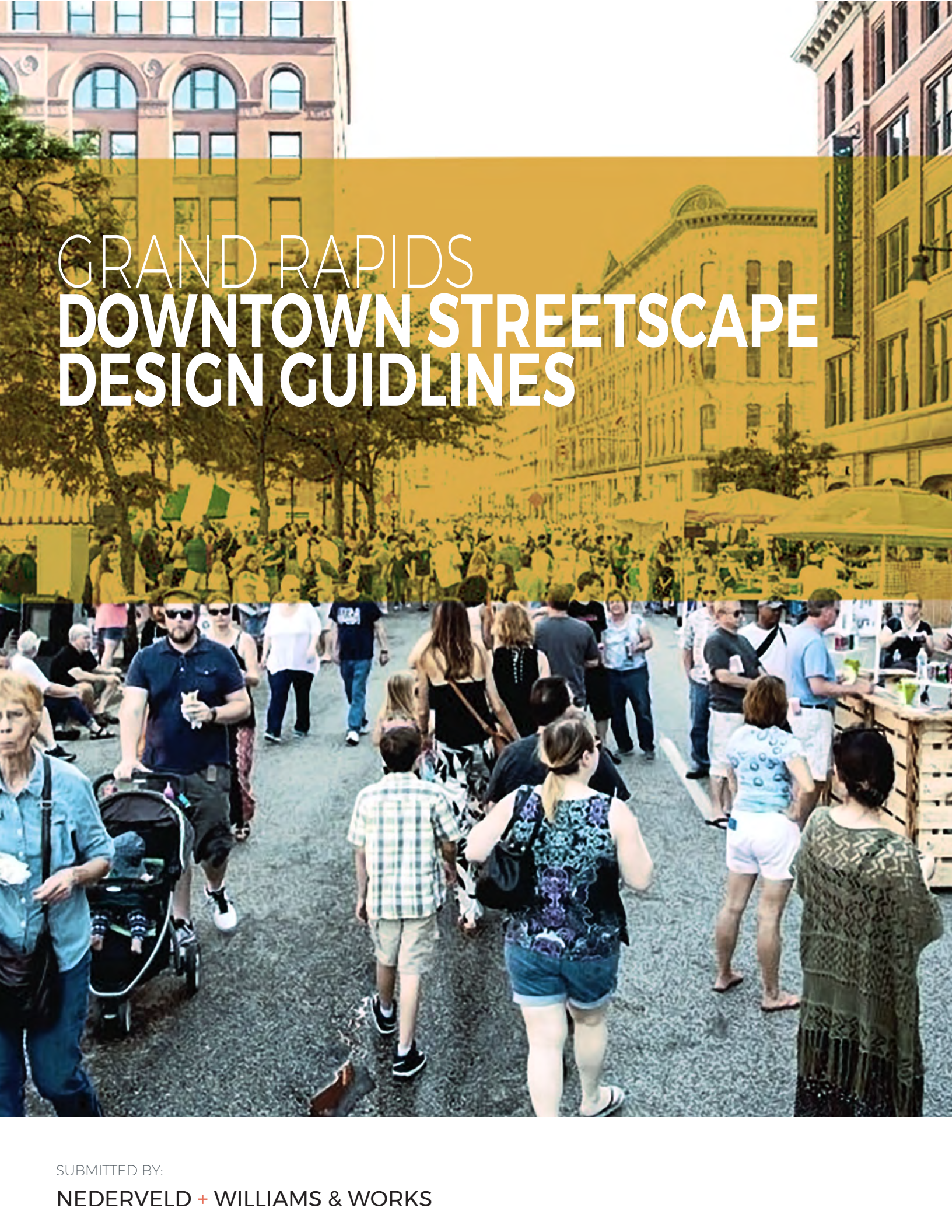
As Downtown Grand Rapids based firms, Nederveld and Williams & Works have a thorough understanding of the Downtown landscape and the factors that influence local street design. They have extensive experience in urban design, planning, and landscape architecture, and have completed similar projects both in Grand Rapids and throughout Michigan. Further, their team is committed to developing an innovative community engagement strategy to invite broad participation among Downtown user groups, with potential strategies including walking tours, intercept surveys, scavenger hunts, and focus groups.

Funding for the Guidelines is provided in the FY18 Priority Plan in the Downtown Planning line item. If approved, staff will negotiate a final scope of work with Nederveld and William & Works with a target of initiating the project in November. The process will be completed in three phases, including existing conditions analysis, public engagement, and the final report, which is expected to be complete in April 2018. The newly formed Goal 3



Alliance will be the Steering Committee throughout the process to advise staff and the consultants on all elements of the project. Once complete, the updated Guidelines will inform both public and private investment in the public realm, and will make certain that Downtown streets reflect the goal and priorities of the community.

Recommendation: Authorize the Executive Director to enter into a contract with Nederveld and William & Works for an amount not to exceed \$93,450 to develop Downtown Streetscape Design Guidelines, and approve the DDA's share of the contract in an amount not to exceed \$74,760.



GRAND RAPIDS DOWNTOWN STREETSCAPE DESIGN GUIDELINES

SUBMITTED BY:

NEDERVELD + WILLIAMS & WORKS

"Streets are almost always public: owned by the public, and when we speak of the public realm we are speaking in large measure of streets. What is more, streets change. They are tinkered with constantly: curbs are changed to make sidewalks narrower or (in fewer cases) wider, they are repaved, lights are changed, the streets are torn up to replace water and sewer lines or cables and again repaved. The buildings along them change and in doing so change the streets. Every change brings with it the opportunity for improvement. If we can develop and design streets so that they are wonderful, fulfilling places to be, community-building places, attractive public places for all people of cities and neighborhoods, then we will have successfully designed about one-third of the city directly and will have had an immense impact on the rest."

-Allan Jacobs, Great Streets



September 25, 2017

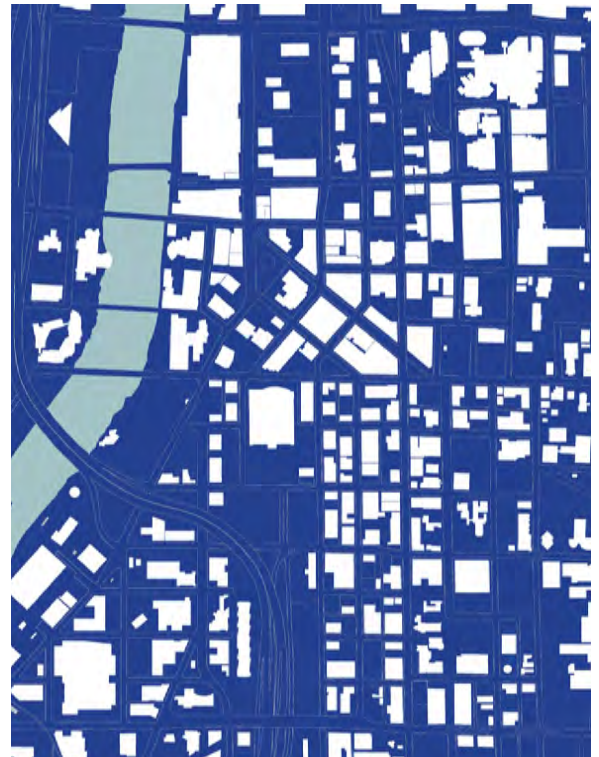
Ms Stephanie Wong
Downtown Grand Rapids Inc.
29 Pearl Street NW, Suite #1
Grand Rapids, MI 49503

Stephanie

Thank you for the opportunity to submit this proposal to develop Streetscape Design Guidelines for Downtown Grand Rapids. We are excited to be part of this initiative for the ongoing enhancements of our public realm.

Our team of urban designers, landscape architects, planners, and architects are intimately familiar with both the downtown context and the many goals and priorities that help to direct investment and promote livability within the city's core. This nuanced understanding and our continued commitment to the city through both our professional and volunteer efforts afford us a unique insight into the implementation of the guidelines.

This project will be led by **Nederveld** with substantial support from **Williams & Works**. Both firms are located within the DDA's boundary, have an intimate knowledge of downtown, and have collaborated on numerous projects within the downtown:



2011 Framework to Guide Future Planning and Investment (Nederveld as subconsultant)
2013 Arena South Visioning Plan (Williams & Works as subconsultant)
2014 Grand Rapids Parklets Manual (Nederveld as volunteer effort)
2015 GR Forward Downtown and Grand River Plan for Action (Nederveld as subconsultant)

Our work within the broader Grand Rapids community, also includes robust planning and engagement initiatives for many of the near neighborhoods:

2007 Briyaat Development Area Specific Plan (Nederveld as co-lead on project)
2010 Belknap Neighborhood Area Specific Plan (Nederveld as co-lead on project)
2013 State Street Corridor Area Specific Plan (Nederveld as co-lead on project)
2014 East Hills Neighborhood Public Space Strategy (Nederveld as co-lead on project)
2017 Grandville Avenue Area Specific Plan (Nederveld and Williams & Works)

In addition to these representative projects, Williams & Works is currently collaborating with Wenk Associates on the **Grand River Corridor Implementation Plan and River Trail Design Guidelines** - a project that can potentially help to inform these design guidelines.

Finally, both myself and Lynée Wells were part of the Vital Streets Oversight Commission during the creation of the **Vital Streets Plan and Design Guidelines** - a document that will be important to understand during the creation of these Streetscape Guidelines. Lynée has also served on the DGRI Alliance for Livability, and today serves on both the Mobile GR Commission and the Grand Valley Metro Council board, while I have served on the DGRI Alliance for Investment and continue to serve on the Goal 3 Alliance for DGRI.

We believe that all of these things, in addition to Nederveld's energetic and sensitive landscape architects can help you craft guidelines that will reinforce the character and identity of the public realm for downtown Grand Rapids. The following pages highlight our team's process and approach, our collective experience, and our talented team members.

Again, thank you for this opportunity, and if you have any questions please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark Miller'.

Mark F. Miller AIA AICP
Senior Urban Designer
Nederveld

APPROACH

PHASE 1: STUDY & STRATEGIZE

The foundation for successful and implementable urban design and planning projects starts with a broad understanding of the existing physical and social context. This is often reflected in the city policies, plans, and ordinances.

Both DGRI and the City of Grand Rapids have a wealth of planning and policy documents that can be used to coalesce and inform these guidelines. Through our unique understanding of these documents and the existing physical and social context of downtown, we will provide rigorous analysis and discussion about City Building and Urban Design for downtown's public realm, which will establish a basis moving forward toward the creation of well-informed guidelines.

PHASE 1 TASKS

1.1 REVIEW PRECEDENT & RESOURCES

The consultant team will review existing resources related to the project in order to frame the project and better understand community priorities. Many of these planning initiatives have been, in part, created by members of our team, as previously outlined. This precedent review will include:

GR Forward [2015]

City of Grand Rapids Vital Streets Plan and Design Guidelines [2016]

River Trail Design Guidelines [ongoing]

Downtown Streetscape Design Guidelines [2006]

City of Grand Rapids Zoning Ordinance [2017]

1.2 PROJECT PRIORITIZATION AND ORGANIZATION

The consultant team will conduct overview meetings with the project steering committee and staff to discuss, confirm, prioritize, and organize the goals and parameters of the project. These meetings will include:

Collaborative Discussion to review the overall vision, goals, and opportunities for the project, including a deep dive into potential context areas, corridors of influence, and potential guideline application.

Collaborative Analysis to review the opportunities and constraints of the existing precedent and resources (including existing zoning, Rivertrail Guidelines and Vital Streets Guidelines) and how these may impact these guidelines.

Engagement Strategy to discuss the strategy, logistics, and expected outcomes related to the public engagement of phase 2.

PHASE 1 TIMELINE
NOVEMBER - DECEMBER
2017

PHASE 1 MEETINGS
Three (3) meetings with steering committee and DGRI staff.

PHASE 1 FEE
\$8,000 fixed fee

PHASE 1 DELIVERABLES
Summary of existing precedent and resources.

Analysis of existing conditions with diagrams and graphics.

Summary of project prioritization and goals as outlined in task 1.2.

These deliverables will be incorporated into the final report and used to inform the subsequent phases and the creation of the guidelines.

PHASE 2 TIMELINE JANUARY 2017

PHASE 2 MEETINGS

Three (3) Experience Walks as outlined in task 2.1.

On-site surveys conducted at various locations and times as outlined in task 2.4.

Twelve (12) Focus Group Interviews as outlined in task 2.5.

One (1) meeting with steering committee and DGRI staff to review progress.

PHASE 2 FEE
\$36,000 fixed fee

PHASE 2 DELIVERABLES

Preparation and curating of engagement activities including required graphics.

Set-up and coordination for scavenger hunt including purchase of app, as outlined in task 2.3.

Preparation of intercept surveys as outlined in task 2.4.

These deliverables will be incorporated into the final report and used to inform the subsequent phases and the creation of the guidelines.

PHASE 2: ENGAGE

Meaningful public engagement is a source of strength for planning and design initiatives. Phase 2 of our process will utilize various engagement methods to assist in creating the Streetscape Design Guidelines. While these methods will be refined during the Phase 1 overview meetings. Potential engagement opportunities are included in the task overview below.

PHASE 2 TASKS

2.1 EXPERIENCE WALKS

The consultant team will conduct three experience walks within the context areas including along previously determined retail and entertainment streets and other corridors of influence. These walks will be tailored to specific user groups and will examine streetspaces, building frontages, and furnishings to test and evaluate how these elements promote or inhibit the lingering capacity and walkability of the context area, as follows:

Livability Walk: Examine the context in general with an eye toward how it functions toward the livability of the space.

Teens Walk: Examine the context through the lens of teenagers. What invites them into these spaces? What makes them want to stay?

Accessibility Walk: Examine the context through the lens of people with mobility or visual impairments, families w/ strollers and young children.

2.2 THE BEST PLACES CONTEST

Through both digital and physical opportunities, the consultant team will challenge the community to find the most welcoming, most comfortable, easiest to use, and safest feeling places downtown. These locations will be categorized, documented, and analyzed in an effort to determine how people perceive and use space. This user-generated attribute analysis will be used to help direct the creation of the guidelines.

2.3 SCAVENGER HUNTS

Using an app such **eventzee**, the consultant team will create custom mobile scavenger hunts that allow for an interactive exploration experience. This engagement will send users through the downtown to specific places where they will need to find and document certain streetscape elements and then provide quick assessments of how they feel about the space that they are in. User assessments will be used to help direct guidelines.

2.4 INTERCEPT SURVEYS

The consultant team will conduct intercept surveys at various times of day (including weekends) within the context areas. These surveys will be combined with observations to document user experience around themes of welcoming, comfort, ease of use, and safety. These surveys may also interface with Kendall interior design and industrial design students who are often tasked with designing user-friendly product and furniture interfaces. These surveys will help prioritize the street elements and their usability.

2.5 FOCUS GROUP INTERVIEWS

The consultant team will conduct focus group interviews with specific user groups as a follow-up to the experience walks and to also include those that may not have been involved in those walks. Groups may include the development community, city planning and engineering staff, neighborhood groups, local CPTED experts, and non-profits.

APPROACH

PHASE 3: CREATE

Analysis, insights, public input, and precedent gathered in Phases 1 and 2 as well as inspired urban design, will be used to hone a dynamic, flexible, and tenable Streetscape Design Guideline.

The process, design, and related graphics will be documented in a highly-graphic and user-friendly document in a final plan delivered to the project steering committee and ultimately Downtown Grand Rapids Inc.

PHASE 3 TASKS

3.1 CREATION AND DOCUMENTATION OF DESIGN GUIDELINES

The consultant team will craft design guidelines that will include the following:

Executive Summary: An overview that introduces the design guidelines, provides highlights of the major themes and ideas, and outlines the next steps and implementation.

Introduction: This section will provide users with navigational aids to help them to better understand the document's structure, where to locate specific elements, and a table of contents.

Context: This section provides an overview of existing conditions, regulatory context, and existing city efforts related to streetscapes.

Goals and Policies: A thorough review of the document's vision, goals, and intended policies.

Approach to Designing Great Streetscapes: This chapter will include street types, based on the recommendations of GR Forward, the Vital Streets Design Guidelines, and insights generated in Phases 1 and 2. Street types will be influenced by land use, transportation, and other special conditions that either exist or are planned.

A second part of this chapter will include overall streetscape guidelines that are general to all context areas, including intersection design guidelines, sidewalk width and zones, outdoor seating and vending zones, and streetscape layouts.

Guide to Street Designs: This section will focus on physical design attributes that may include crosswalks, pedestrian signals, corner curb radii, bulb outs, medians, transit-supportive streetscapes, parking lane treatments, traffic calming, and pedestrian-priority designs.

Guide to Streetscape Elements: This section will focus on specific elements of the streetscape that may include urban forestry, stormwater management, building wall transparency and permeability, building signage and wayfinding, lighting, paving, site furnishings, utilities, and driveways.

Implementation: This final section will focus identification of priorities, maintenance, funding, and education and enforcement. This section will also provide strategies for DGRI to link incentives with both baseline streetscapes and enhanced streetscapes.

PHASE 3 TIMELINE
JANUARY 2017 - APRIL 2018

PHASE 3 MEETINGS

One (1) meeting with steering committee and DGRI staff to review progress.

PHASE 3 FEE
\$45,000 fixed fee

PHASE 3 DELIVERABLES

Creation of design guidelines for review of the steering committee as outlined in task 3.1.

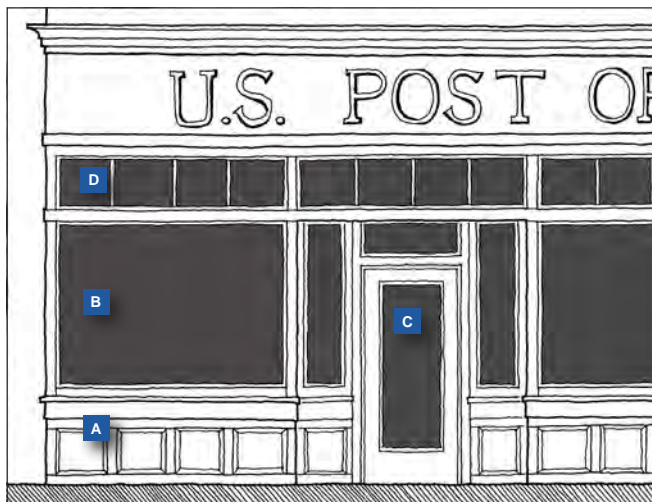
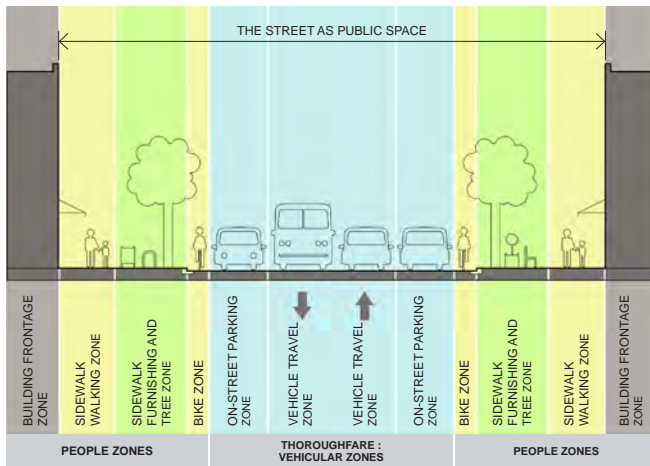
Revisions to design guidelines document as required by comments.

Final document shall be delivered digitally to DGRI.

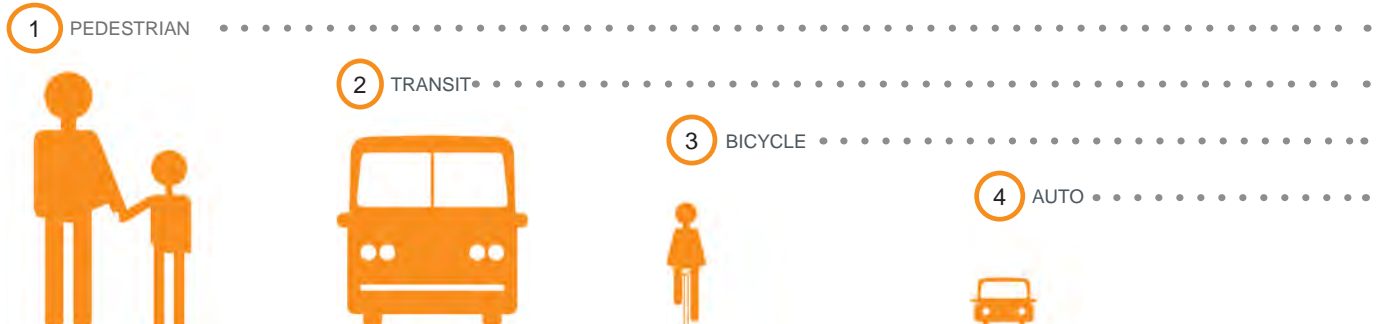
EAST HILLS PUBLIC SPACE STRATEGY

EAST HILLS NEIGHBORHOOD GRAND RAPIDS, MICHIGAN

In collaboration with East Hills Council of Neighbors and Lott3Metz Architecture, Nederveld created a community-based initiative designed to move the neighborhood forward purposefully and thoughtfully, while also preserving community values. The user-friendly document articulates a clear 21st century vision for East Hills that places people at the center of planning decisions, including the design of the public realm in the form of streetspace guidelines.



PEDESTRIAN FIRST MODAL HIERARCHY




EXPERIENCE


NEDERVELD + WILLIAMS & WORKS

CITY OF EAST LANSING URBAN DESIGN GUIDELINES EAST LANSING, MICHIGAN


Nederveld and Williams & Works collaborated with Viridis Design Group to create streetscape design guidelines for the City of East Lansing. The project, which was part of the City's comprehensive master plan known as the Bigger Picture, focused on the people zones of the streetspace. The document was informed by the robust engagement related to the master plan, including a 5-day charrette that was conducted in an empty downtown storefront. The design guidelines included components for the furnishing zone, the sidewalk zone, and the building frontage zone, with the goal of creating enhanced walkability, more street vibrancy, and a dignified public realm. As part of the building frontage zone, guidelines for a variety of sign types were also incorporated into the document.




Adding color to an awning can help to draw attention to the storefront and accentuate the streetscape experience. There should be enough contrast between the lettering color and awning color in order to ensure legibility of the sign.



These signs are placed on the valance of the awning and are proportional to the size of the awning. Signs may also be placed on the sloped surface, although they will be less visible to passersby and customers. Both of these awnings are on metal frames with a durable fabric materials that helps to shade the inside of the building.



A single, well proportioned retractable awning that promotes the business and depicts that businesses street address. Awning can also shelter people walking by or sitting at cafe tables from the elements.



A canopy placed over the entrance to a building can provide shelter from the elements to people entering the building, while also providing a navigational aid for the main entrance. This canopy sign is applied to the front face of the canopy and is visible to both pedestrians and to people in automobiles.

Awning Signs

This Sign Type is fitting for storefronts and entries and can be used to protect merchants' wares and to help keep store interiors shaded and cool in hot weather.

Awnings should be constructed of a metal frame that is covered in either canvas, nylon, or other comparable durable materials. Plastic awnings should be avoided. Awning signage may be placed on the awning valance and / or the sloped surface of the awning.

Awnings may also be constructed of steel or other metal. These are typically referred to as canopies and are appropriate on more contemporary buildings. Canopy signage should be placed within or above the canopy and be painted or made of materials that are visually compatible to the canopy materials.


Awning signs should be applied to awnings and canopies that are above the storefront. The awning (or canopy) and accompanying sign should be designed to be proportional to the scale and mass of the building.

The location, size, and appearance of awnings and awning signs should contribute to street activity and enhance the street-level experience.

Awnings, canopies, and their signs should not be internally illuminated.

WILLIAMS & WORKS | NEDERVELD | VIRIDIS DESIGN GROUP

URBAN DESIGN GUIDELINES



GRAND RAPIDS PARKLET MANUAL GRAND RAPIDS, MICHIGAN

As part of volunteer efforts associated with the Alliance for Investment, Mark Miller and Nederveld collaborated with Downtown Grand Rapids Inc. to complete the Grand Rapids Parklet Manual.

This document provided highly-graphic guidelines for the design, installation, and entitlement of parklets within downtown Grand Rapids.

Document creation included research into national best practices and coordination with the outdoor seating requirements of the Grand Rapids Zoning Ordinance as well as the encroachment protocols required by the City's engineering department.

The Parklet Guidelines included recommendations for site selection and public outreach, fabrication and materials, installation and construction, as well as guidelines for platform, enclosure, amenities, and sustainable design.



GRAND RAPIDS PARKLET MANUAL

A program brought to you by: DOWNTOWN GRAND RAPIDS INC. and THE CITY OF GRAND RAPIDS



VIVA LA AVENIDA - AREA SPECIFIC PLAN

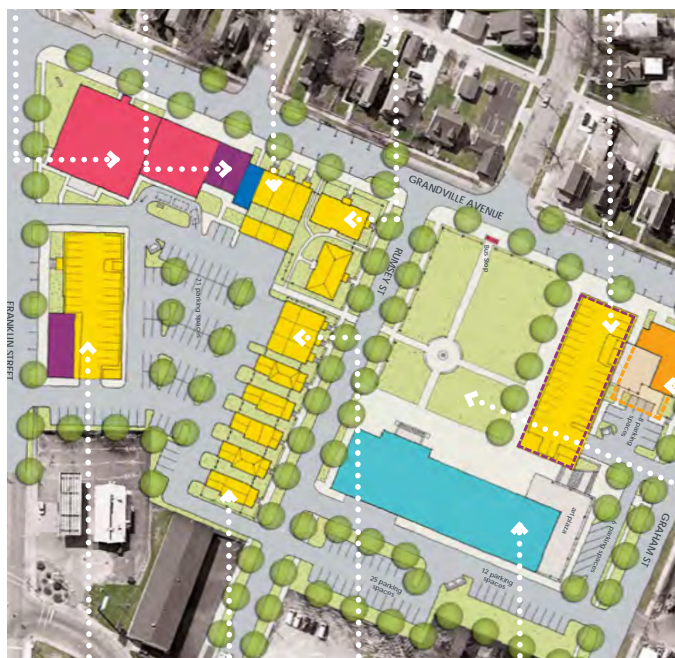
ROOSEVELT PARK NEIGHBORHOOD GRAND RAPIDS, MICHIGAN

The highly-visual bilingual amendment to the City of Grand Rapids Master Plan provides a citizen-driven vision along seven corridor nodes with vision-based implementation and design techniques that provide tenable outcomes. The ASP is the culmination of a broad year-long community engagement process that included a week-long charrette, door-to-door conversations in homes and businesses, visioning meetings, a neighborhood survey, and a tactical installation along Grandville Avenue to simulate the Plan's proposed traffic calming recommendations.



PLAZA ROOSEVELT PLAN COMMUNITY SUPPORTED DEVELOPMENT

ROOSEVELT PARK NEIGHBORHOOD GRAND RAPIDS, MICHIGAN



A current project that has begun the implementation of the Grandville Avenue Area Specific Plan.

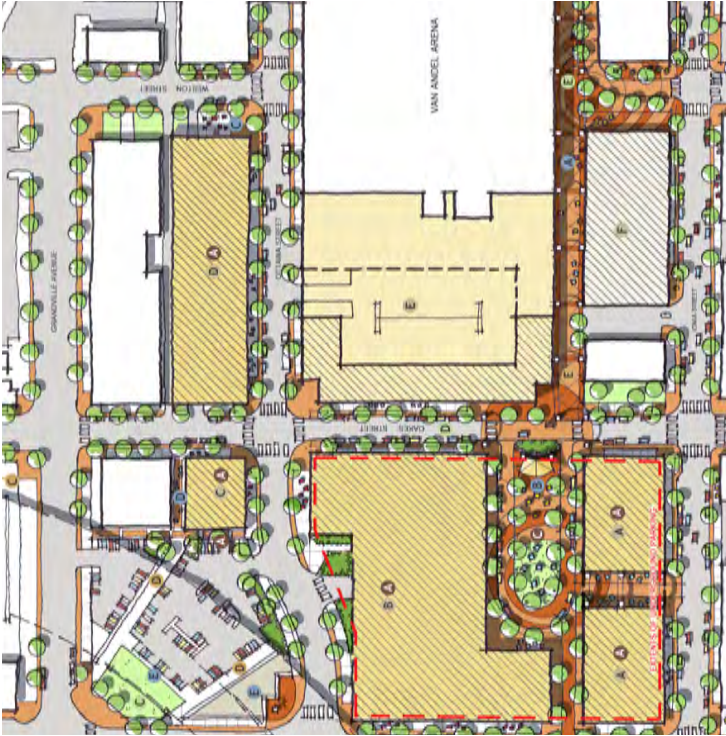
In collaboration with eight partners and Roosevelt Park residents, Nederveld and Williams & Works conducted robust public engagement over a 6-month timeframe that included meetings with a resident committee and workshops with neighborhood stakeholders. The creation of the plan and the location and program of buildings was heavily directed by neighborhood residents during the engagement.

The resulting concept plan which includes approximately 70 dwellings (apartments, live/works, rowhouses and single-family homes), retail and office space, a pharmacy and medical clinic, and a 500-student high school is currently going through the City of Grand Rapids entitlement process with construction expected to begin in 2018.



ARENA SOUTH

DOWNTOWN GRAND RAPIDS, MICHIGAN



This plan created a vision for the development of five vacant properties owned by the City of Grand Rapids DDA. The Plan maximizes opportunities for improving connectivity, expanding walkability, and economic development in downtown Grand Rapids.

Among the unique characteristics of the Plan was the thorough, innovative, and inclusive community engagement process, which won the Best Practice Award from the Michigan Association of Planning.



BUILD A BETTER BLOCK

TACTICAL URBANISM + REVITALIZATION

STATE STREET, GRAND RAPIDS, MICHIGAN

re//STATE was a citizen-driven tactical urbanism project focused on re-imagining State Street, the urban corridor that links Downtown Grand Rapids with its historic neighborhoods.

The Planning team of Williams & Works, in an effort to help implement the State Street Area Specific Plan, volunteered as organizers of this grassroots revitalization project in an important yet underutilized mixed use corridor in Grand Rapids.

Organizers solicited and received a \$15,000 grant from Downtown Grand Rapids Inc. to simulate streetscape improvements like parklets, educate about mode choice through bike valet and repair, Rapid Bus Demo, protected bike lanes, and stage collaborative events like live tee-shirt screen print, a big screen brew and view, a pop-up beer garden, rain gardens and a jumbo erector set.

The event drew over 1,000 people. Since the event, DGRI has created a grant program to fund parklets, began movies in the park, and funded the installment of 10 bike repair stations in the downtown core.



CONTACT

217 Grandville Avenue SW
Suite 302
Grand Rapids, MI 49503
(616) 575-5190
www.nederveld.com
mmiller@nederveld.com



NEDERVELD, founded in 1977, is a client-centered company that has grown into a leading provider of urban design and planning services in the West Michigan Region. Our planning and design efforts have incorporated comprehensive public input for both private sector and municipal clients and have resulted in award-winning projects that are implementable and realistic.

Our work is founded in our ability to listen and effectively communicate with our clients and stakeholders, while also balancing the realities of economic development with people-centered design.



PROJECT ROLE:
Co-Project Manager
Engagement
Urban Design
Planning

MARK F. MILLER AIA, AICP has been involved in award-winning urban design, planning and architectural projects ranging in scale from single buildings and blocks to the master planning of neighborhoods and cities. This urban work has included projects for both private-sector and public-sector clients, all with an eye toward on the ground implementation.

Mark is a co-creator of four Area Specific Plans (Brikyaat, Belknap, State Street, and Viva la Avenida) and the East Hills Public Space Strategy. Each of these initiatives have been grounded in thorough neighborhood engagement that has led to widely-understood community supported plans.

Mr. Miller is the former chairman of the Grand Rapids Historic Preservation Commission and past-president of the Grand Rapids AIA. He currently writes a monthly column on urban design and architecture for Grand Rapids Magazine.



PROJECT ROLE:
Landscape Architecture
Engagement
Streetscapes

JAMIE WALTER ASLA, PLA, LEED-AP has designed and managed projects ranging from multi-acre privately developed master planned communities to municipal infrastructure projects. Prior to relocating to Grand Rapids, he was the first landscape architect in the state of Wyoming to achieve a LEED-AP. Jamie's work has focused on sustainable development consulting that includes land planning, urban design, park master planning, and streetscape design and improvements. While in Wyoming, Jamie was involved in 12 charrettes for both private- and public-sector clients. Jamie is a member of the American Society of Landscape Architects and the American Planning Association. His work at Nederveld includes implementation of landscape, park, plaza, and streetscape designs, as well as the planning of a wide-range of private-sector development projects.

DUSTIN CORR PLA is a technically proficient, creative designer with a broad range of experience from park planning to large scale residential design.

Prior to joining the Nederveld team, Dustin worked for the State of Michigan, Park Planning Department, aiding in the development of the state-wide equestrian trail network plan, safe harbor & boating access plan and visioning for the redevelopment of Belle Isle Park. Subsequently, Dustin transitioned his efforts to bringing innovative design to high-end residential clients in the Chicago area. Joining Nederveld in 20016, Dustin has been involved with designing streetscapes, playgrounds, as well as residential and commercial development plans. His public visioning projects has allowed Dustin to help communities see their potential through his quick illustrative graphics.

MALEAH BEATTY ASLA is a graduate from Michigan State University's Landscape Architecture program and recently completed her graduate degree in Environmental Design. Through involvement in both public and private sector projects, her experience ranges from horticulture design to corridor redevelopment.

She is a published co-author in the Journal of Current Urban Studies and has been a past speaker for the National Signage Research & Education Conference regarding her research in the perception of on-premise commercial signs. As past Vice President of the Michigan State University Student Chapter of the American Society of Landscape Architects, Maleah has been involved with six community and university based charrettes and continues to be a liaison between the university and the ASLA.

JOSH MOLNAR ASLA has been a part of the Nederveld planning and design team for three years. Josh's work includes conceptual and detailed design of urban streetscapes, small to large scale residential and commercial projects, landscapes, and community spaces. Prior to coming to Nederveld he worked under the senior landscape architect at Michigan State University to design and implement a vast number of pedestrian, bicycle, and vehicle corridors throughout campus, including the design of the Red Cedar Greenway spanning the entire campus river front.

During his time at Nederveld, Josh Molnar has been involved in an array of planning and design projects including residential, commercial, private, and public developments, subdivision and mixed-use master planning, landscape design, and construction detail development.



PROJECT ROLE:
Landscape Architecture
Planning
Graphic Development



PROJECT ROLE:
Landscape Architecture
Engagement
Signage Specialist



PROJECT ROLE:
Landscape Architecture
Planning
Corridor Design

CONTACT

549 Ottawa Ave NW
Suite 310
Grand Rapids, MI 49503
(616) 224-1500
www.williams-works.com
wells@williams-works.com

williams&works

engineers | surveyors | planners

WILLIAMS & WORKS is an employee-owned company dedicated to providing the highest level of service to our clients. Many of our clients have been with us for decades, and have come to rely on the professional, honest and thorough level of service we provide. At Williams & Works, we build relationships with our clients and work with them, not for them.

We appreciate our community and strive to be good stewards through volunteerism, charity and environmental stewardship. Our staff frequently participates in charity events and the company regularly gives to local non-profit organizations that make a difference in Grand Rapids and beyond. We also speak at conferences, mentor youth, and participate in many community organizations.



PROJECT ROLE:
Co-Project Manager
Engagement & Strategy
Planning & Land Use
Connectivity & Mobility

LYNÉE WELLS AICP is a community planner and project manager working with public and private sector clients. Lynée is a systems-thinker, connecting cause and effect through a shared education and engagement process unique to the time, place, and people involved. Interests include connectivity, livability, roots and culture, multi-generational collaborative places and processes.

Lynée led the public engagement process for the Laker Line Advanced Conceptual Engineering Study leading to a locally-preferred alternative. After completing the Greater Lowell Vision Plan in 2013, her team, together with Viridis Design, completed a Downtown Placemaking Plan. Earlier that year, Lynée organized the City of Grand Rapids' first Build a Better Block on State Street installing the City's first protected bike lane (protected by rolls of sod). Last year, she and a colleague organized GR UrbanExplorers, a multi-modal, urban field day for kids. Ms. Wells serves on the City of Grand Rapids MobileGR Commission and the Grand Valley Metro Council.



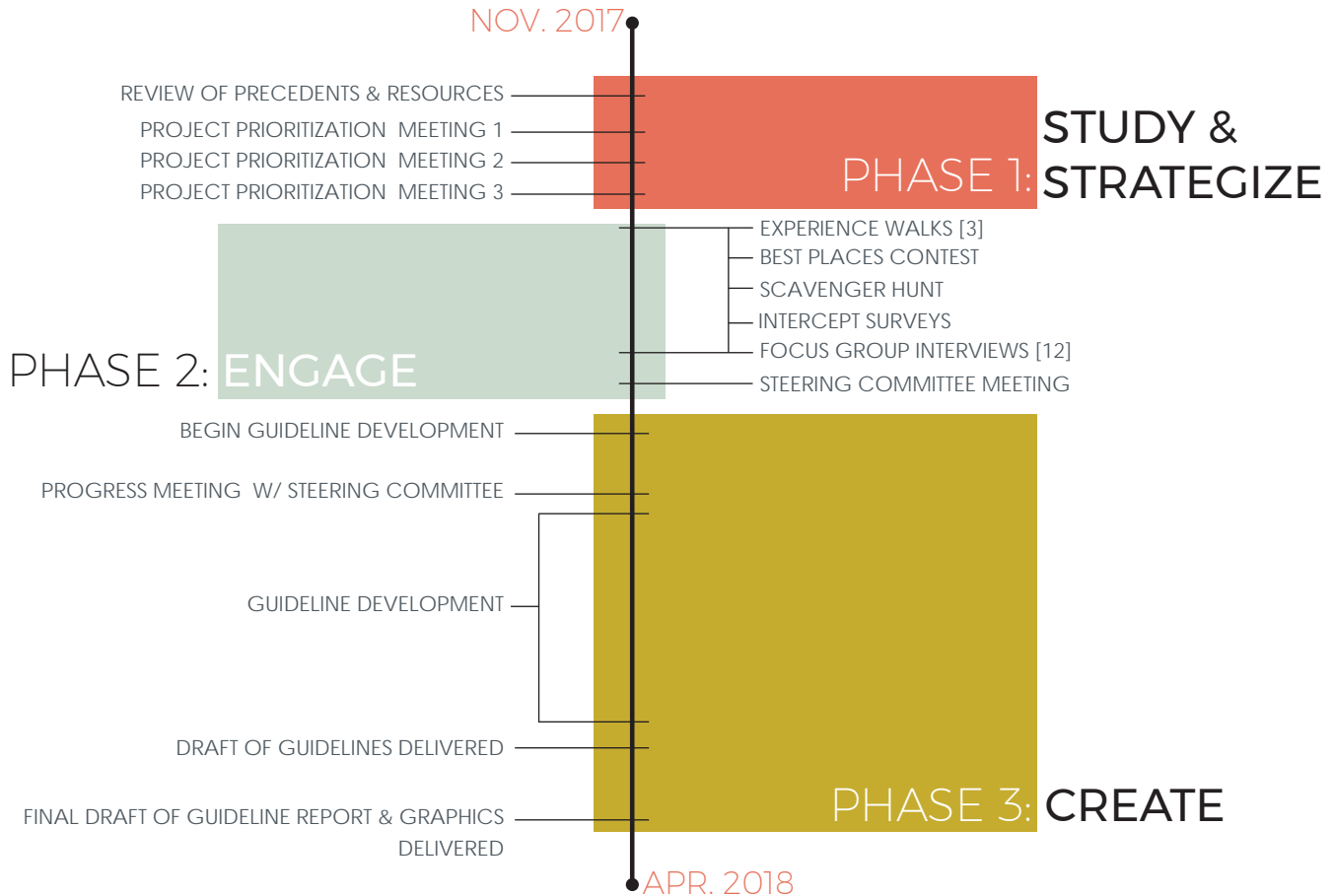
PROJECT ROLE:
GIS / Mapping
Demographics
Analysis

NATHAN MEHMED is a community planner for Williams & Works. Mr. Mehmed's responsibilities include urban planning for multiple clients, planning support, and GIS mapping utilizing the technical and theoretical knowledge of his diverse educational background.

Before joining Williams & Works, Mr. Mehmed worked while pursuing his Master's Degree in Public Administration, with the West Michigan Regional Planning Commission, MainStreet Planning Company, Allendale Charter Township, and City of Grand Haven Department of Planning and Community Development.

TIMELINE & BUDGET

TIMELINE & DELIVERABLES



BUDGET COST PER PHASE

PHASE 1: STUDY & STRATEGIZE	\$8,000 [64 hrs]
PHASE 2: ENGAGEMENT	\$36,000 [250 hrs]
PHASE 3: CREATE	\$45,000 [360 hrs]
TOTAL FEE	\$89,000

