AGENDA
CITY OF GROSSE POINTE PARK
CITY COUNCIL MEETING
August 24th, 2020 7:00 pm

SPECIAL NOTICE: Due to Governor Whitmer’s Executive Order Regarding Meeting Size and to Minimize the Spread of COVID-19, this meeting will be held electronically. See instructions below for how to join the meeting and guidelines for meeting conduct. All City Council meeting materials are included as part of this meeting notice.

I. Call to Order
II. Roll Call
III. Pledge of Allegiance to the Flag
IV. Approval of Consent Agenda
   I. Approval of July 13th Meeting Minutes
   II. Finance Report
   III. FY 19/20 Budget Amendment
   IV. GLWA Resolution Approval
   V. Social District Permit Application Approval for Businesses Resolution
V. Approval of Regular Agenda
VI. Public Comment (Agenda Items)
VII. Managers’ Report
VIII. Committee and Commission Reports
IX. Unfinished Business
   I. Master Plan Consultant Review and Recommendation to Planning Commission
   II. Council Comment
X. New Business
   I. Presentation from Grosse Pointe Public School System of Safe Routes to Schools Grant
   II. Schaap Center Review
      i. Public Safety Coverage
      ii. Traffic and Parking
      iii. Ordinance Enforcement
      iv. Public vs Private Entity
      v. City Staff Providing Review
   III. Council Comment
XI. Public Comment (Non-Agenda Items)
XII. Adjournment

ZOOM MEETING AND TELECONFERENCE INFORMATION
Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech-impaired persons to communicate by telephone. Users may reach Michigan Relay by dialing 7-1-1 and then connection with Zoom conference number above. There is no additional charge to use this service. Please contact smithl@grossepointepark.org with any other requests for accommodations.

How to Submit Public Comment

There will be two options for how to submit a public comment for this meeting: attending the Zoom meeting or written comment. There will be two public comment periods: one before agenda items at the beginning of the meeting and one at the end of the meeting for new/old business. Spoken comments will be limited to three minutes. Written comments will be limited to 250 words.

Members of the public wishing to make a comment via Zoom will need to either join the meeting through the app on their computer/tablet/mobile phone and/or dial in to the phone number listed on the public notice. All spoken comments through the Zoom app or the phone will be limited to three minutes. The provided meeting guidelines outline the process for teleconferencing comments that will be followed during the meeting.

Written comments can be submitted directly to smithl@grossepointepark.org. If you are submitting two written comments, please type either Public Comment Agenda Items or Public Comment New/Old Business in the subject line of your email. Written submissions need to be 250 words or less and be submitted by 5pm on Sunday, August 23rd.

Guidelines for Public Participants

1. All virtual meetings will be conducted via Zoom with a dial-in option. If you join the meeting utilizing the Zoom app on your computer/tablet/phone, you will be
able to listen, see the City Council members, and make a public comment if you desire to do so. **We are not allowing the public to utilize a webcam during the meeting.** If you join the meeting with your webcam on, it will be disabled by the host.

2. All meeting materials and meeting information is available on the City website at www.grossepointepark.org

3. The meeting will start promptly at the time listed on the meeting notice. **Public participants will be permitted to join the meeting five minutes before the meeting is scheduled to start.**

4. When you are ready to join the meeting, please make sure your line is muted to decrease background noise. Public participant lines have to remain muted until the public comment portion of the meeting. **Also make sure your webcam is disabled before you join.** If you join the meeting with your webcam on, it will be disabled by the host.

5. If you decide you want to make a public comment, please utilize the raise hand function in the Zoom app or on the phone **during the agenda item before the appropriate public comment period.** To raise your hand on the phone, press *9. Staff will add you to the public comment queue list for the next public comment period. **Please note that all public participants are only allowed one three-minute public comment per public comment period.**

6. **When each public comment period begins,** the Mayor will review the process for public comments. After the process is reviewed, the Mayor will call on a Staff member to read any public comments that were submitted via written statement. When those are completed, the Mayor will call for any spoken public comment. A staff member will call on public participants by either the last four digits of your phone number or your participant name listed in the Zoom app. Public participants will be called in the order they were added to the queue list. Public participants who do not respond within ten seconds of their phone number or screen name being called will be skipped and the next person in line will be called on. This method will continue until all public participants have had the opportunity to comment. **All public comments shall not exceed three minutes and a timer will be displayed on the screen.**

7. Once the public comment period is done, the Mayor will either continue with the next agenda item or end the meeting.

**Hosts will have the ability to and will remove participants from the meeting if they breach the peace in such a way that disrupts or interferes with the meeting.**
COUNCIL MEETING – JULY 13TH, 2020
7:00 P.M.

An electronic meeting through Zoom was held due to Governor Whitmer’s Stay Home Stay Safe Executive Order 2020-96 and to minimize the spread of COVID-19.

The meeting was called to order by Mayor Denner and opened with the Pledge of Allegiance to the Flag.

The following were electronically present: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner.

Also electronically present: Nick Sizeland, City Manager, Jane M. Blahut, Finance Director/Clerk, Jake Howlett, City Attorney, Stephen Poloni, Director of Public Safety, and Leah Smith, Assistant to the City Manager.

MINUTES – JUNE 8TH, 2020

Mayor Denner presented to Council for consideration the minutes of June 8th, 2020 for approval as presented.

Motion by Councilmember Grano, support by Councilmember Hodges, to approve the meeting minutes of May 7th, 2020 with changes on pages 3, 11, and 27.

Councilmember Fluitt inquired as to the lack of details regarding public comment within the minutes.

City Manager Sizeland stated that the meetings are recorded and available on the website and the minutes reflect compliance with the Open Meetings Act, minimizing statements made by the public.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

MANAGERS REPORT

City Manager Sizeland presented a brief overview of the status of issues since the last meeting.

- Public Safety Hazard Pay and April/May Payroll Reimbursement Applications
- FEMA COVID-19 Relief
- City Pool
- City Master Plan
- TIFA Meeting
- Extended Space Permit
- Business Outreach
- DTE update
- Safe Routes to School
- Michigan Small Business Restart Program
Councilmember Robson inquired regarding the signage being developed for Nottingham and Balfour as part of the work with the School District.

City Manager Sizeland confirmed that is correct.

Councilmember Read reiterated the recommendation for Park Businesses to start a Grosse Pointe Park business association to provide a unified voice to the City and also provide the City an easier path for business communications.

City Manager Sizeland agreed and said he would propose the idea at the TIFA meeting on July 15th.

PUBLIC COMMENT ON AGENDA ITEMS

Three residents made verbal comments.

Mayor Denner reminded participants that the first public comment period should be utilized for items on the agenda only and any general comments need to be made during the later public comment period moving forward.

SUSAN LARSEN INTRODUCTION LIBRARY BOARD APPOINTEE

Mayor Denner introduced Ms. Susan Higman Larsen, the new Library Appointee. Ms. Larsen will be representing the City of Grosse Pointe Park on the Library Board and was formally appointed at the City Council meeting on June 8th.

Ms. Larsen thanked Mayor Denner and the Council for the opportunity to serve the community on the Library Board. She stated that she has served the Galleries, Library, Archives, and Museums (GLAM) sector for the last 35 years and that within the GLAM sector, libraries are really at the forefront for the most creative possibilities in programming. The Grosse Pointe Library system is no exception and she is excited to work with the Library to continue to increase opportunities and access for all.

SCHAAP CENTER BRIEFING

Mayor Denner stated that the Schaap Center project team has begun to brief various community groups on the plans for the Schaap Center, also known as the art center. He and administration felt like it was appropriate to have the spokesperson provide the same briefing that other community groups were receiving. He reminded attendees that this presentation was not a dry run of the presentation that will take place in front of the Planning Commission. The Planning Commission presentation will be more detailed and complete. Mayor Denner introduced Ms. Jaime Rae Turnbull, the spokesperson representing the Schaap Center to complete the presentation.

Ms. Turnbull provided a broad overview of the Schaap Center project including the following highlights:
- Urban Renewal Initiative Foundation (URIF) was organized in 2012 as a 501(c)(3) and is responsible for the construction of the Schaap Center
- The Grosse Pointe Park Council for the Arts (GPPCA) will be developed by the URIF and will own and operate the Schaap Center once construction is completed.
The Schaap Center will serve as a long-term performance home for two community programming partners: the Grosse Pointe Theatre and the Grosse Pointe Symphony Orchestra. Other potential programming partners include the Detroit Institute of Arts, Detroit Medical Orchestra, Detroit Symphony Orchestra, Mosaic Youth Theatre of Detroit, and Wayne State University Concert Chorale.

- The Schaap Center is expected to host 50,000 guests annually with a potential economic impact of $1.778 million dollars annually for the community.
- The facility will include a 400-seat state of the art theatre and serve as the home of the Richard and Jane Manoogian Art Gallery.
- The capital campaign for the construction will be $25 million with a $10 million dollar endowment. To date, $21 million has been raised.
- The endowment fund will provide annual operating support of approximately $500,000 a year for the first five years. $5 million dollar has already been secured with the goal of raising the additional $5 million within one year of the center opening.
- The current agreement between the URIF and the City of Grosse Pointe Park currently states that the City agrees to provide the following services during construction and operation: ancillary police services; general maintenance including snow removal, ice protection, and landscaping; all and any appropriate actions needed to complete the vacation of Wayburn Avenue between Jefferson Avenue and Hampton Avenue.
- The current understanding between the URIF and the Downtown Development Authority (DDA) includes: funding and construction of a parking lot in front of the Ewald Library; funding the demolition of the old DPW facility; and annual operating support of $75,000 for the Schaap Center.

Councilmember Fluitt asked for clarification regarding exactly what type of programming will take place in the facility.

Ms. Turnbull stated there are currently 26 weeks of planned programming between the two committed programming partners. The facility will only be open when being utilized by programming partners.

Councilmembers Fluitt, Read, and Relan all raised concerns regarding the lack of a business plan, the long-term sustainability of the operations of the space, the parking plan including the number of on-street spaces expected to be utilized, and that the City did not research what the best purpose of that land would have been.

Councilmember Relan asked for verification on how the land for the center was acquired.

Mayor Denner stated that all the land for the center had been acquired at fair market value over time and that none of the land was gifted.

Councilmember Read stated that she would like to see more benefit for City Residents as a whole that is above and beyond the community benefit, like discounted tickets.

Councilmember Robson inquired about how residents could find information regarding the proposed project?

Ms. Turnbull responded that the URIF currently has an RFP out for a design partner to design the logo and the website in addition to branding. Once the website is built, all information will be hosted there.
Mayor Denner reiterated that the presentation to Planning Commission will be more detailed and include all requirements including a detailed business plan and a parking plan.

ELIMINATION OF PEG FEES

Mayor Denner requested City Manager Sizeland introduce the topic to Council for consideration.

City Manager Sizeland stated that for the past ten years, the Grosse Pointes and Harper Woods had an agreement with the Grosse Pointe War Memorial that gave all collected PEG fees to the war memorial for their community programming channel. When that agreement ended, the communities released an RFP for services and the only submission received was from the Grosse Pointe Public School District. However, due to the new Federal Communication Commission (FCC) rules, an agreement could not be finalized with the School District. These FCC rules also override Michigan's Uniform Franchise Act which had been used to provide the funds to the War Memorial by dictating that PEG fees would not be used for anything other than certain equipment. The School's proposal was almost entirely a service that would fund operation costs of providing the service. Under the new FCC rules, cable companies would be allowed to deduct PEG fees not used for certain equipment from cities' franchise fees that are paid for the companies use of the public right of way. City Administration recommended that the PEG fees on all Comcast and AT&T resident subscribers cable bills be eliminated as soon as the companies can implement the change. The City of Grosse Pointe and City of Grosse Pointe Woods have already taken this action.

City Manager Sizeland requested authorization to execute amendments to the Uniform Video Service Local Franchise agreements between the City and Cable Providers to eliminate PEG fees.

Motion by Mayor Denner, support by Councilmember Read, to authorize City Administration to execute amendments to the Uniform Video Service Local franchise agreements between the City of Grosse Pointe Park, Comcast, and AT&T to eliminate the collection of PEG fees to subscribers within the City of Grosse Pointe Park.

Councilmember Read inquired about what happens with the fees the cable companies have already collected.

City Manager Sizeland responded that all fees collected from March 2020 to present are being held by the City and will be returned to AT&T and Comcast once the PEG fees are eliminated. Any fees that were collected before March of 2020 will be directly sent to the War Memorial.

Councilmember Hodges inquired on if the previously collected fees could be used to assist with the expense of streaming meetings moving forward.

City Manager Sizeland stated that would not be an allowed expense under the FCC rules.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None
APPROVAL OF GLWA INDUSTRIAL PRETREATMENT PROGRAM RULES

Mayor Denner requested City Manager Sizeland introduce the topic to Council for consideration.

City Manager Sizeland stated that all member communities of the Great Lake Water Authority (GLWA) received an email requesting the adoption of the Industrial Pretreatment Program (IPP) Rules. Federal Law requires GLWA, as part of its lease of Detroit Water and Sewerage Department, to have an Industrial Pretreatment Program. This program is meant to manage industrial water entering the Water Resource Recovery Facility (WRRF) and federal law requires communities that send flow to the WRRF adopt the GLWA rules. Member communities had previously adopted IPP rules provided under DWSD. However, the GLWA Board of Directors did approve the updated IPP Rules in November 2019 and the City needs to adopt the updated rules. City Administration is recommending adoption of the resolution provided by GLWA as is.

Motion by Mayor Denner, support by Councilmember Robson, to adopt the resolution as provided by Great Lakes Water Authority.

Mayor Denner commented that this action is pro forma for the City and is being completed to allow Great Lakes Water Authority to complete their due diligence process. The impact on the City will be very minimal because the rules are aimed at industrial users.

Councilmembers Grano and Hodges inquired if the City Attorney had reviewed the GLWA contract.

City Attorney Howlett stated that he had not reviewed the proposed new rules but will and make a recommendation after his review.

Councilmember Hodges stated that she had noted that PFAS is utilized in firefighting foam and is called out in the GLWA rules. She then inquired if the firefighting foam the City utilizes has PFAS in it and if the remedies required under the new rules would have a budgetary impact that we should be planning for.

City Manager Sizeland stated that he would need to discuss with Chief Poloni and provide a follow up answer through email.

Motion made by Councilmember Read, support by Mayor Denner, to table the vote on the motion until the August 24th meeting pending review by the City Attorney and input by Public Safety.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner
NAYS: None

REVIEW OF CITY HALL RENOVATION ARCHITECTURAL FIRMS

Mayor Denner requested City Manager Sizeland introduce the topic to Council for consideration.

City Manager Sizeland stated that the City has received proposals from three Architectural firms: Quinn Evans, Stuckey Vitale, and Spicer Group for the rehabilitation of City Hall. The City went out for construction bonds in the fall of 2019 after an estimate was provided to the City by Apcor Construction.
The City last had a major renovation on the building in 1997 and since this time HVAC, roofing, water/sewer, paint, carpet, windows, tuckpointing, landscaping, security and IT upgrades need attention in City Hall, Public Safety, and the Pump Station.

Public Safety Director Poloni stated that the Public Safety portion of City Hall needs to be addressed immediately; walls are coming down and the ceiling has collapsed in some areas. There are places where the windows have rotted through, allowing bugs to come into the facility easily. There are substantial water leaks throughout the area which has led to damage and loss of equipment including computers.

Mayor Denner stated that the scope of work was developed with Apcor previously and that the funds to complete the project were authorized through a bond issue that was approved by Council in July 2019. The bond has been sold and this is a step in the process of utilizing the funding to complete the project.

Mayor Denner requested a recommendation from City Manager Sizeland regarding which architectural firm should be hired.

City Manager Sizeland stated that after his review with the City’s building official, engineer, and Public Works supervisor which included an interview, a walk through on site, and evaluation of the proposals submitted including consideration of responsiveness and timeliness, his recommendation was to hire Spicer Group for these services. City Manager Sizeland’s formal recommendation for the project is to hire Spicer Group.

City Manager Sizeland stated that Spicer Group was being recommended for the following reasons:

1) they were the most responsive
2) their lead architect has historical knowledge regarding previous City Hall renovations;
3) the background of projects the Firm has worked on in the past including fire stations;
4) the project staffing which includes architects, structural engineer, electrical engineer, mechanical engineer, and civil engineers;
5) they understood the scope of the project the best based on their proposal and included the cost of an economic feasibility versus operational costs to help with heating and cooling and other like expenses.

Mayor Denner stated support for City Manager Sizeland’s recommendation and agreed that the Spicer Group proposal was the most complete.

Councilmember Hodges inquired as to why the Spicer Group proposal appeared to be considerably more than the other two proposals submitted; potentially up to 8% of the total project cost which would be approximately $200,000.

City Manager Sizeland stated that the other two proposals only included architectural fees and no engineering fees, which the Spicer Group proposal did include. After conversation with the City Building Official, it was determined that once all of the additional engineering fees were included in the final price, all three would end up being comparable in costs.

Councilmembers Hodges, Relan, and Fluitt all inquired about the RFP process that was followed and stated that it would have been helpful to see the RFP the proposals were in response to. City Manager Sizeland stated that the City solicited bids through MIDEAL, which is a state system for looking at
contracts. A formal RFP for the project was not utilized and direct solicitations were sought from Spicer Group, Quinn Evans, and Stucky Vitale.

Councilmembers Read, Fluit, and Relan all stated that based on the proposals, Quinn Evans appeared to have the most experience with historic buildings and felt that should be highly considered considering that City Hall is an historic building.

City Manager Sizeland stated that experience with historic building was considered in the proposal reviews and while Quinn Evans has worked on a considerable amount of historic buildings in other communities, the team felt that the Spicer Group employees had stronger historic knowledge based on resumes.

Councilmember Relan inquired why the proposals came to City Council before Planning Commission since the planning commission have more expertise in the subject.

Mayor Denner stated that it is not the role of Planning Commission to provide technical expertise. Technical expertise in specific areas comes from Administration and other City departments.

Councilmember Relan inquired on the timeline of the project and if the Council had to make a decision today.

City Manager Sizeland stated that he would strongly urge the City Council to move forward with the Spicer proposal today based on the designs and maintenance that needs to be done on the building. If the process is delayed further, the project could end up costing more.

Motion by Mayor Denner, support by Councilmember Grano, to award the bid to the Spicer Group for architectural services for the renovations of City Hall and the Department of Public Safety facilities.

Councilmember Fluit requested verification that the project is for repair and renovations only.

City Manager Sizeland stated that was correct and that the majority of the work to be done is within the existing building structure.

AYES: Councilmembers Grano, Hodges, Robson, and Mayor Denner

NAYS: Councilmembers Relan, Read, and Fluit

SOCIAL DISTRICT RESOLUTION AND REVIEW

Mayor Denner requested City Manager Sizeland introduce the topic to Council for consideration.

City Manager Sizeland stated that on Thursday, July 2nd, Governor Whitmer signed into law two bills that allows for the sale of cocktails-to-go and alcohol consumption in established Social Districts. Municipalities now have the authority to establish Social Districts within the common areas that multiple on-premises licensees can use to increase sales via permit until December 2024. The City recognizes the negative impact of COVID-19 on local businesses and has determined that the creation of a social district can assist local businesses with recovery. City Administration would like to establish a
Social District with commons areas on both Kercheval and Charlevoix that includes all restaurants and bars in those areas. Restaurants and Bars that want to participate must obtain a special license from the Michigan Liquor Control Commission. The Northwest Tax Increment Finance Authority board will be considering ways to cover certain expenses associated with compliance of Michigan law, such as marketing, and logos on containers.

City Manager Sizeland also provided a brief overview of the proposed Operations and Maintenance plan which included:
- Definition of the Social District
- Explanation of the difference between the Social District and Commons Areas
- Qualified Licensee Definition
- Outlines the City and Business process
- Operations plan
- Maintenance plan including how the district can be dissolved and requirements of permit holds
- Maps of the whole Social District, Kercheval Commons Area, and Charlevoix Commons Area

The Commons Area will be open from 5:00 pm – 10:00 pm Sunday through Thursday, and from 5:00 pm – 11:00 pm Friday and Saturday. The Commons Area will be closed on the following US Holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas.

City Manager Sizeland recommended that City Council adopt the Social District Resolution and Operations & Maintenance plan and authorize City Administration to send to the Michigan Liquor Control Commission for approval.

Councilmember Read stated that at the top of the resolution provided, the House Bill numbers should be replaced with Public Act 124 of 2020 because it should cite to the statute and not the bill.

City Manager Sizeland stated that the resolution would be corrected.

Councilmember Read requested verification that a resident cannot buy a drink from one bar and then walk into another establishment with that drink in their hand. The resident can only be outside with the beverage.

City Manager Sizeland stated that was correct.

Councilmember Fluitt inquired as to why the Charlevoix Commons Area is only on one side of the street unlike the Kercheval Commons Area which is on both?

City Manager Sizeland stated it is because of the physical locations of the potentially participating businesses.

Councilmember Fluitt inquired as to why the Commons Area would be closed on Labor Day weekend because it appears like it could be a heavy weekend for the local businesses.

City Manager Sizeland stated that he would look into keeping the Commons Area open during that day.

Councilmember Fluitt stated that she would strongly recommend that the TIFA board use the money set aside by Council for COVID-19 relief to fund the purchase of the cups, parklets, tables, chairs, and umbrellas. She also stated her desire for recyclable cups and recycling containers.
City Manager Sizeland confirmed that the expenses Councilmember Fluitt outlined were part of what will be presented to the TIFA Board for approval at their July 15th meeting.

Councilmember Fluitt also voiced concerns regarding the new state wide mask mandate and social distancing, including inquiring how it would be enforced.

City Manager Stated that he and Chief Poloni have discussed these concerns and that the Public Safety Officers will assist in enforcement of the new mandates.

City Manager Sizeland also stated that he will be requesting that the Businesses remain responsible and make sure they are asking their patrons and staff to follow the rules and stay safe.

Councilmember Grano inquired as to why Mack Avenue was not included in the Social District. City Manager Sizeland stated that there are challenges associated with Mack Avenue being a county road including the inability to close it if desired.

City Manager Sizeland also vocalized concerns about safety with the ongoing construction on Mack Avenue.

Councilmember Fluitt also stated that the businesses on Mack Avenue are not contiguous which is laid out in the Michigan Liquor Control Commission guidelines.

Councilmember Robson inquired if it was the City's intent to utilize the trolley within the district.

City Manager Sizeland stated that the trolley would not be in operation this year but could potentially be utilized in the future.

Councilmember Robson requested stricter requirements for the businesses who are not complying with the mask mandate or enforcing social distancing within their business.

Councilmember Read inquired that it appeared like the only recourse that could be taken with the Social District would be for the City to dissolve the district.

City Attorney Howlett stated that the Governors order could be enforced and we could fine the business or write a ticket, same with the commons area. There is the ability to enforce it but from a practical standpoint, it might be difficult to enforce while trying to help the businesses.

Councilmember Hodges inquired if there was a way to create the district on a temporary basis first and then make it permanent.

City Attorney Howlett stated that the statute would not allow for that and does end in December 2024 but Council could place a sunset date in its resolution to terminate the social district earlier than the expiration of the statute.

Mayor Denner stated that a lot of the concerns being raised by Council were related to the current pandemic and would hopefully not be applicable to the District moving forward.

Councilmember Read inquired if the Operations and Maintenance plan could be changed after approval was granted by the Michigan Liquor Control Commission.
City Attorney Howlett stated that the rules could still be amended after approval without issues as long as the changes aligned with statute.

Motion by Councilmember Grano, support by Councilmember Read, to approve the resolution creating the City of Grosse Pointe Park Social District. The resolution reads as follows:

CITY OF GROSSE POINTE PARK
WAYNE COUNTY, MICHIGAN

Resolution Creating a Social District within the City of Grosse Pointe Park

WHEREAS, the State of Michigan has adopted legislation via Public Act 124-2020 that allows Local Governments to create Social Districts for consumption of alcoholic beverages in designated areas; and

WHEREAS, the City of Grosse Pointe Park recognizes the negative economic impact of the COVID-19 pandemic and has determined that creation of a social district can assist local businesses with recovery; and

WHEREAS, On Kercheval Avenue, the boundaries of the Social District shall be on Kercheval Avenue from the border of the City of Detroit between Alter Road and Wayburn Street to Nottingham Street on both the north and south sides of Kercheval Avenue and continuing on Charlevoix Avenue, from the border of the City of Detroit between Alter Road and Wayburn Street on the north side of Charlevoix Avenue to the west side of Nottingham Street; and

WHEREAS, The commons area of Kercheval shall be from the east side of Wayburn Street to the half way point between Beaconsfield and Nottingham Streets; The commons area of Charlevoix shall be on the north side only of Charlevoix Avenue from the boundary of the City of Detroit to Beaconsfield Street and on the south side of Charlevoix from Beaconsfield Street to Lakepointe Street; and

WHEREAS, the City of Grosse Pointe Park has written an operations and maintenance plan that meets the Michigan Liquor Control Commission requirements; and

WHEREAS, The City Manager and Director of Public Safety are hereby permitted to create the Social District and enforce the rules and regulations of the Social District in accordance with State law and permit requirements; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that:
The City of Grosse Pointe Park City Council creates the City of Grosse Pointe Park Social District within the boundaries included above or within boundaries otherwise approved and approves the operations and maintenance plan as presented.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner

NAYS: None

ETHICS ORDINANCE #219
Mayor Denner asked Councilmember Grano to present the Ethics Ordinance for consideration.

Councilmember Grano stated that there have been various drafts of the Ethics Ordinance; this presented version is the final version approved at the last Ordinance Review Committee meeting. The final version based on the Birmingham, Michigan ordinance, which the Ordinance Review Committee felt met many of the same objectives the City is trying to achieve. This version does have additions, like addressing Council being on boards and if those boards have relationship with the City. The only outstanding issue is how the board of ethics seats are going to be filled. The majority of the Ordinance Review Committee would follow the same process as other board appointments with appointment by the Mayor and confirmation by Council. The other option presented was to have a hearing of the interested applicants in front of City Council at public meetings.

Motion by Councilmember Grano, support by Councilmember Hodges, to adopt the Ethics Ordinance as written.

Councilmember Read stated that the more public appointment recommendation process for the Ethics Board under Section 2.6 (a)(1) was made so that the Residents know that this is a completely independent board. Thus, the appointment process should be different then the process followed for other boards. She stated that her recommendation would be to have an open and public process before Council and it is different than the other boards because this board will be responsible for potentially adjudicating matters that involve any members of Council and Administration.

Councilmember Fluitt agreed with Councilmember Read and suggested that when the positions are advertised and when the applications are accepted, that everyone on council be allowed to review the applications and provide their top two or three recommendations for interview. That way, everyone has access to the applications and everyone is involved.

City Attorney Howlett responded that the reason for the recommendation of the Mayor appointed, Council confirmation process is because that is the process is outlined in the City Charter. Since it is a board that is being appointed to provide recommendations for action to Council, it would be appropriate to treat the appointments of the members using the same process utilized for the other Boards, but another process could be utilized.

Councilmember Grano stated that the Birmingham process does include rules and policies but most of them were put in place by the Ethics Board after they were appointed.

Councilmember Relan inquired about utilizing a third-party Attorney as the non-voting member instead of the City Attorney.

City Attorney Howlett stated that the same concerns had been brought up by citizens and it had been discussed at length by the Ordinance Review Committee. Everyone agreed that it made sense to have the City Attorney serve as a non-voting member because the Board is carrying out a quasi-legal proceeding. The City Attorney will be there to serve in a procedural advisory capacity and does not present a conflict of interest because the City Attorney serves the Council as a whole, not individual council members. City Attorney Howlett also stated that utilizing a third attorney on a regular basis could be costly to the City and if the complaint was ever against the City Attorney, a third-party attorney would be brought in at that point.
Mayor Denner stated that he did agree to a public interview process to fill the first three seats with guidelines in place.

Councilmember Read suggested following Councilmember Fluitt’s process, with everyone ranking their top three and the top three or more from the shared rankings be interviewed. Council appeared to be accepting of this proposed process.

Mayor Denner also stated that the various empty dates throughout the document would be filled in with specific dates once the Board Members are appointed, and when the terms of office expire.

Councilmember Read stated that the recently adopted ordinance relating to when terms begin and end should be utilized to set the dates in question.

Councilmember Robson inquired about the process that would be followed for filing the complaints.

City Attorney Howlett stated that that process will be set by the Ethics Board Members once they are appointed.

Councilmember Fluitt stated that she would like section 2.4(2) to be amended and include the sale of City Property in addition to the usage clause.

City Attorney stated that the sale of City property is covered by the language already included.

Councilmember Fluitt stated that she would like section 2.5(13) be amended to three years instead of one; three years does not seem long enough. Mayor Denner stated that one year creates a clear break.

City Attorney Howlett stated that by making the number of years longer, it could hinder an individual in their personal life. An example would be not being able to get a job.

Councilmember Fluitt stated that she would like to see section 2.5(12) be amended. The ordinance should include language that Council should not vote or do any business with the City on behalf of any boards they sit on, including boards where there is no financial benefit or gain for the individual Council Member.

Councilmember Grano and Mayor Denner voiced concern over the impact that kind of clause would have on City business with the Grosse Pointe Park Foundation.

Councilmember Read stated there is a difference between giving money to the Foundation and voting as a Foundation Board Member. By voting as a member on the Foundation Board, the Council Member has already publicly stated their opinion on a project and it would be a conflict of interest for the same Council Member to vote on the project when it comes in front of Council.

Motion by Councilmember Fluitt, support by Councilmember Read, to amend section 2.5(12) to include that City Council Members recuse themselves from voting on initiatives that derive from another organization or board on which they currently serve.

Councilmember Fluitt inquired under section 2.6(13) what disciplinary actions would be available.
City Attorney Howlett stated that the disciplinary actions available to Council would be decided by and at the discretion of Council in accordance with state law and that decisions on sanctions would be for Council and not the Ethics Board, which is an advisory board.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluitt.

NAYS: Councilmember Grano and Mayor Denner.

Vote on Original Motion (approving the Ordinance as amended)

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt and Mayor Denner.

NAYS:

The adopted, amended ordinance read as follows:

Ordinance No. 219

City of Grosse Pointe Park

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GROSSE POINTE PARK BY ADDING SECTIONS 2-1 TO 2-7, TO ARTICLE I, TO ESTABLISH STANDARDS OF ETHICAL CONDUCT FOR CITY OFFICIALS AND EMPLOYEES AND ESTABLISH AN ETHICS COMMITTEE,

THE CITY OF GROSSE POINTE PARK ORDAINS:

Section 1. Article I to Chapter 2 of the Code of the City of Grosse Pointe Park is amended to add the following Sections 2-1 through 2-7 entitled “Standards of Ethical Conduct.”

A. Sec. 2-1. - Public policy.

Public office and employment are public trusts. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust by integrity and conduct.

The city hereby declares that all city officials and employees must avoid conflicts between their private interests and the public interest. Public officials and employees must:

(1) Be independent, impartial and responsible to the people;

(2) Make governmental decisions and policy in the proper governmental channels;

(3) Not use public office for personal gain.
To enhance public trust, the city must provide its officials and employees with adequate guidelines for separating their roles as private citizens from their roles as public servants.

This Code sets minimum standards of ethical conduct for all city officials and employees, elected or appointed, paid or unpaid. It proscribes actions incompatible with the public interest and directs disclosure of private financial or other interests in matters affecting the city.

B. Sec. 2-2. - Responsibilities of public office.

City officials and employees are bound to uphold the Constitution of the United States and the Constitution of the state and to carry out impartially and comply with the laws of the nation, state, and the city. City officials and employees must not exceed their authority or breach the law or ask others to do so. City officials and employees are bound to observe in their official acts the highest standards of morality and to discharge the duties of their offices faithfully, regardless of personal consideration, recognizing that their conduct in both their official and private affairs should be above reproach.

All city officials and employees shall safeguard public confidence by being honest, fair and respectful of all persons and property with whom they have contact, by maintaining non-partisanship in all official acts, and by avoiding conduct which may tend to undermine respect for city officials and employees and for the city as an institution.

C. Sec. 2-3. - Definitions.

City official or employee means a person elected, appointed or otherwise serving in any capacity with the city in any position established by the City Charter or by city ordinance which involves the exercise of a public power, trust or duty. The term includes all officials and employees of the city, whether or not they receive compensation, including consultants and persons who serve on advisory boards and commissions. The term does not include election inspectors and student representatives appointed to city boards or commissions.

Consultant means a person who gives professional advice or services regarding matters in the field of his or her special knowledge or training.

Compensation means any money, property, thing of value or benefit conferred upon or received by any person in return for services rendered or to be rendered to himself or herself or any other party.
Financial interest means any interest in money, property or thing of value or benefit.

Immediate family means a city official or employee, his or her spouse, parents or children.

Official duties or official action means a decision, recommendation, approval, disapproval or other action or failure to act, which involves the use of discretionary authority.

Personal interest means an interest arising from blood or marriage relationships or any business association.

Private gain means any interest or benefit, in any form, received by a city employee or official.

Substantial shall mean considerable in quantity or significantly great.

D. Sec. 2-4. - Intention of code.

It is the intention of section 2-5 below that city officials and employees avoid any action, whether or not specifically prohibited by section 2-5, which might result in, or create the appearance of:

1. Using public employment or office for private gain;
2. Giving or accepting preferential treatment, including the use of city property or information, to or from any organization or person;
3. Losing complete independence or impartiality of action;
4. Making a city decision outside official channels; or
5. Affecting adversely the confidence of the public or the integrity of the city government.

The code of ethics is intended to be preventative and not punitive. It should not be construed to interfere with or abrogate in any way the provisions of any federal or state statutes, the City Charter, the city ordinances, or any rights and/or remedies guaranteed under a collective bargaining agreement.

This declaration of policy is not intended to apply to contributions to political campaigns, which are governed by state law.

E. Sec. 2-5. - Promulgation.

(a) Conflict of interest—General.
(1) No official or employee of the city shall divulge to any unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.

(2) No official or employee of the city shall represent his or her personal opinion as that of the city.

(3) Every official or employee of the city shall use personnel resources, property and funds under his or her official care and control solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit.

(4) No official or employee of the city shall directly or indirectly, make, solicit, or accept any gift or loan of money, goods, services or other thing of value for the benefit of any person or organization, other than the city, which tends to influence the manner in which the official or employee or any other official or employee performs his or her official duties.

(5) Gratuities do not include fees for speeches or published works on legislative subjects and, except in connection therewith reimbursement for expenses for actual expenditures for travel, and reasonable subsistence, for which no payment or reimbursement is made by the city, invitations to such events as ground breakings, grand openings, charitable or civic events, or inconsequential gifts from established friends.

(6) No official or employee of the city shall engage in a business transaction in which he or she may profit because of his or her official position or authority or benefit financially from confidential information that he or she has obtained or may obtain by reason of such position or authority.

(7) No official or employee of the city shall engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his or her official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of his or her official duties.

(8) This section shall not prohibit a part-time elected or appointed city official from engaging in private employment or business on his or her own time as a private citizen and where city business is not involved, subject to his or her disclosing such private employment or business on the public record for any matter on which he or she may be called upon to act in his or her official capacity. He or she shall refrain from voting upon or otherwise participating in debate on any such matter.

(9) No official or employee of the city shall participate, as an agent or representative of the city, in the negotiation or execution of contracts, granting of subsidies, fixing of rates, issuance of permits or certificates, or
other regulation or supervision, relating to any business entity in which he or she has, directly or indirectly, a financial or personal interest.

(10) No official or employee of the city shall use, or attempt to use, his or her official position to secure, request or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for himself, herself, or others, beyond that which is available to every other citizen.

(11) It is recognized that various boards and committees are part of the plan of government for the city. As such, it is further recognized that by virtue of the various requirements for membership of the board, a member may be placed in the position of participating in a decision that may directly or indirectly affect his or her financial or personal interests. Therefore, those members of the various boards and committees in the city, as they may be established from time to time, may participate in such decisions provided that they act:

a. In furtherance of the public good;
b. In compliance of the public good;
c. In a manner consistent with subsection (8) of this section.

(12) Determination of conflict of interest. A conflict of interest exists if:

a. The city official or employee has any financial or personal interest, beyond ownership of his or her place of residence, in the outcome of a matter currently before that city official or employee, or is associated as owner, member, partner, officer, employee, broker or stockholder in an enterprise that will be affected by the outcome of such matter, and such interest is or may be adverse to the public interest in the proper performance of said official's or employee's governmental duties, or;
b. The city official or employee has reason to believe or expect that he or she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his or her official activity, or;
c. The public official has any other prohibited interest as defined by state statutes relating to conflicts of interest.
d. A city council member is a member of a board of directors of an organization that has a financial or other direct interest in the outcome of a matter currently before the city council, that will be affected by the outcome of such matter, and such interest is or may be adverse to the public interest in the proper performance of said Council Members governmental duties.
(13) Subsequent conflict of interest. No official or employee of the city shall acquire any financial interest in or accept any employment concerning any project which has been granted approval by the city or any council, board, department or employee thereof within one year of the official's or employee's participation in any manner in considering or recommending the approval or disapproval of said project.

(b) Full disclosure.

(1) Responsibility to disclose. It shall be the responsibility of the official or employee to disclose the full nature and extent of his or her direct or indirect financial or personal interest in a matter before him or her.

No official or employee of the city shall participate, as an agent or representative of the city, in approving, disapproving, voting, abstaining from voting, recommending or otherwise acting upon any matter in which he or she has directly or indirectly a financial or personal interest. The official or employee shall, in such circumstances, recuse himself or herself from the matter before him or her.

(2) Disclosure of conflict of interest and disqualification.

a. Any city official or employee who has a conflict of interest, as defined herein, in any matter before the city shall disclose such fact on the appropriate record of the city prior to discussion or action thereon and shall refrain from participating in any discussion, voting or action thereon, as follows, provided that such exceptions shall be observed as are permitted by law:

1. A city councilmember shall disclose any conflict of interest and the nature and extent of such interest on the record of the city council;

2. A member of any city board, council or committee shall disclose any conflict of interest and the nature and extent of such interest on the records of said board, council or committee;

3. A city employee who has a financial or other interest in a matter before the city council or any city board, commission or committee and who participates in discussion with, or gives an official opinion to the city council, or to such other city board, commission or committee relating to such matter, shall disclose on the records of the city council or such other
city board, commission or committee, as the case may be, any conflict of interest and the nature and extent of such interest.

b. Otherwise, any appointed city official or employee shall address such a disclosure to the supervisory head of his or her department, and any elected city official shall address such a disclosure to the general public.

c. If a city official, councilmember or employee who has a conflict of interest, as defined herein, in any matter before the city, and who discloses that conflict on the appropriate records but who refuses to refrain from discussion, deliberation or voting thereon, the matter under consideration shall be immediately referred to the board of ethics for a final determination as to the conflict in question and whether the official, councilmember or employee must refrain from discussion, deliberation, action or voting thereon.

d. Within 20 days after election, employment, appointment, or the effective date of this ordinance, or any change in the facts set forth in the city official's or employee's previously filed disclosure statement, each city official and employee shall file with the city clerk an affidavit and disclosure statement. The city clerk shall provide each city official or employee with the required affidavit and disclosure statement form immediately upon his or her election, employment or appointment. The affidavit and disclosure statement does not apply to part-time and temporary employees of the city. Additionally, the disclosure requirements on this section do not apply to regular full-time employees below the level of assistant department head, except at the discretion of the city manager.

F. Sec. 2-6. - Violation, enforcement and advisory opinions.

(a) Board of ethics.

(1) The Mayor, with the confirmation of city council, shall appoint a board of ethics, consisting of three voting members, as an advisory body for the purpose of interpreting this code of ethics. The members of the advisory board shall be comprised of qualified members of the community. The City Attorney shall serve on the ethics advisory board as an ex-officio, non-voting member. If the City Attorney is the subject of an ethics complaint, he or she will recuse themselves from the ethics board proceedings related to that complaint and a suitable attorney replacement will be appointed to serve on that particular matter.

(2) The initial three community members of the board of ethics shall be appointed for one-, two-, and three-year terms of office respectively, which shall begin on the date of appointment or another date so set by
Council. Initial terms of office shall expire on the anniversary of appointment of the respective years above.

(3) Thereafter, all members shall be appointed to three-year terms, so that only one member's term expires each year. A member shall hold office until his or her successor is appointed. The Mayor with the consent of council shall fill a vacancy by an appointment for the unexpired term only. Members shall be permitted to serve a maximum of two consecutive three year terms.

(4) The board of ethics shall be made up of residents of the city who have legal, administrative or other desirable qualifications.

(5) The members of the board of ethics shall serve without compensation, and shall not be elected officials, persons appointed to elective office, full-time appointed officials or city employees, nor shall they be currently serving on any other city board or council.

(6) The board shall select its own presiding officer from among its members.

(7) The board shall establish such rules and procedures it deems necessary or appropriate to perform its functions as set forth in this article.

(b) Functions of the board of ethics. When there is a question or a complaint as to the applicability of any provision of this code to a particular situation, that question or complaint shall be directed to the board of ethics. It shall then be the function of the board of ethics to conduct hearings and/or issue an advisory opinion, as applicable.

(1) Hearings. The board of ethics shall follow the following hearing procedure:

a. The board shall, within seven days after any matter is brought to its attention, set a date certain for hearing said matter.

b. The board shall, at least 28 days before the hearing date, send notice of such hearing, accompanied by a concise statement of the alleged breach of this code of ethics, to any person requested to appear before them, by certified mail, return receipt requested, to addressee only.

c. Any person requested to appear before a board of ethics hearing may request one extension for a period not to exceed 28 days. Extensions thereafter will be granted only under extreme circumstances.

d. Any person requested to appear before a board of ethics hearing may be accompanied by his or her attorney.

e. All hearings at which any person shall be requested to appear shall be subject to the Open Meetings Act.

f. All findings of board hearings shall be published in permanent form and communicated to the city council and the public, subject to the requirements of the Open Meetings Act.

g. If the board determines that a filed complaint is willfully false or frivolous, the board shall recommend to council that council, in its discretion, recommend or impose a civil infraction and fine on the person making the false or frivolous complaint or refer the matter to the prosecutor for potential prosecution.
Advisory opinions. All advisory opinions so issued shall also be published in permanent form and communicated to the city council and the public, subject to the requirements of the Open Meetings Act.

After the board of ethics' advisory opinions and/or hearing findings have been published:

a. The city council shall be responsible for imposing any sanction for a violation of this Code on one of its members or any person appointed by the council to any city board.

b. If it becomes necessary to seek the removal of a city official after the board of ethics' advisory opinion and/or hearing findings, the city shall follow the requirements for removal of a public official in accordance with the laws of the state.

c. The city manager shall be responsible for imposing any discipline for a violation of this Code on any employee of the city.

G. Sec. 2-7. - Affidavit and disclosure statement.

Immediately following an election, employment or appointment of a city official, or employee, and on the one-year anniversary of such election, employment or appointment, the city clerk shall provide the individual with an affidavit and disclosure statement form. Within 20 days after election, appointment, employment or any change in the facts set forth in the city official's or employee's previously filed affidavit and disclosure statement, all city officials or employees shall file with the city clerk an affidavit and disclosure statement including the following:

A. A disclosure statement responding in detail to the following questions:

1. To the best of your knowledge, do you or any members of your immediate family own any interest in real property, other than a primary residence, located within the City of Grosse Pointe Park, in land contiguous to the City of Grosse Pointe Park, or in any area covered by a 425 Agreement to which the City of Grosse Pointe Park is party?

2. If your answer to question 1 is affirmative, to the best of your knowledge state the following information for each such interest owned:
   a. The nature of your interest in the real property;
   b. The location of the real property (for improved property, provide the street address; for unimproved property state its location in relation to existing streets), and;
   c. The property's permanent real estate tax identification number.

3. To the best of your knowledge, do you or members of your immediate family own five percent (5%) or more of any business entity located in the City of Grosse Pointe Park?

4. If your answer to question 3. is in the affirmative, state the following, to the best of your knowledge:
a. The name of the entity;
b. The address of the entity;
c. The nature of your relationship to the entity, and;
d. The date relationship commenced.

5. To the best of your knowledge, do you or any members of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Grosse Pointe Park from which you or they derive direct compensation or financial benefit that is not reported in the prior answers.

6. To the best of your knowledge, have you or any members of your immediate family given or received any gifts, other than from immediate family members, the value of which exceeds $50.00, within the last year, or since the effective date of this code, whichever time period is shorter, to or from any person or business or other legal entity doing business with the City, other than legal campaign contributions? If so, list the names and addresses of each donor or donee of each such gift and the date upon which it was made and the nature of the gift.

7. To the best of your knowledge, do you or any members of your immediate family belong to, serve on or otherwise participate on any boards of any organizations that have any current, direct financial or other dealings with the City of Grosse Pointe Park that would require a vote by City Council on action directly related to the organization for which you are involved as described herein.

8. If your answer to question 7 is in the affirmative, state the following, to the best of your knowledge:

a. The name of the entity;
b. The address of the entity;
c. The nature of your relationship to the entity, and;
d. The date relationship commenced.

B. An affidavit in which the City official or employee states: "I have read and I understand the Code of Ethics of the City of Grosse Pointe Park and, to the best of my knowledge, I am not in conflict with its provisions."
Dated:

Subscribed and sworn to before me this
____ day of ____________, 20
Notary Public, ________ County, Michigan
Acting in _________ County, Michigan
My Commission Expires: ________________

RULES OF THE CITY COUNCIL AND CODE OF CONDUCT

Mayor Denner asked City Manager Sizeland to introduce the topic for Council consideration.

City Manager Sizeland highlighted key changes that were made due to suggestions from Council at the previous Council meeting. Those changes include:

- requirements of special and closed meeting notices
- addition of public comment for agenda items
- approval of consent and regular agendas
- administration reports including Public Safety, Public Works, and Parks and Recreation Departments
- Setting meeting agendas, including how Council Members can request to have an item added to the regular agenda.
- Posting unapproved draft minute meetings online within 8 business days of the meeting
- Clarification was provided around City Council and retaining the City Attorney for personal matters
- Communication process including when the City Manager needs to be copied on email responses
- Authorization of who can directly contact the City Attorney
- The general provisions and compliance section were modified
- City Charter was added to the reference page.

Motion by Mayor Denner, second by Councilmember Robson, to adopt the Rules of the City Council and Code of Conduct document as written.

Councilmember Read inquired when the City Manager needs to be copied on emails and that copying the City Manager on all emails will only fill the City Manager email with unnecessary clutter.

City Manager Sizeland responded the City Manager only needs to be copied on a response when an email includes all of City Council.
Councilmember Read stated that on page 10, under Council Conduct, paragraph 2, second to last line, she would recommend changing the word unless to until.

Both the motioner and the second accepted the change.

Councilmember Read stated that she wanted the compliance section and signature requirement removed, stating that she believes requiring signature contradicts the Oath of Office for elected officials.

Motion by Councilmember Read, support by Councilmember Fluitt, to eliminate the compliance section and signature line from the document.

Councilmember Fluitt stated that pertaining to page 5 under the agenda, an agenda item should be added if a councilmember requests it to be added.

Mayor Denner stated that it is important to give City Administration time to research and be prepared to support the discussion, which the proposed process allows.

Mayor Denner also stated that the process does allow for other items to be added to the agenda through a vote with majority support.

Councilmember Fluitt stated she was concerned that by taking an item to a vote, it would never come up for discussion or research again.

Motion by Councilmember Fluitt, second by Councilmember Relan, to remove the last sentence of the second paragraph on page 5 under setting a meeting agenda.

Councilmember Read stated that not all added agenda items need to be action items, they can be added as discussion items that are not for public comment or falling under new/old business.

Councilmember Grano stated that according to Roberts Rules of Order which Council operates under, it is clear that the Mayor sets the agenda. The process laid out in Roberts Rules is that if a member of the Council wanted something put on the agenda, they would approach the Mayor who could deny the request. The Councilmember could bring the agenda item up again in new and old business and ask to have it added to a future meeting again. Councilmember Grano stated that setting up a policy that goes outside Roberts Rules of Order frustrates the process.

Councilmember Fluitt inquired if the draft proposed meeting agenda that is made available to Council would also be available to the public five days in advance.

City Manager Sizeland stated that it would only be the agenda and that it would be made available only to Council. It is to provide Council time to ask comments and questions on the proposed agenda.

Councilmember Fluitt stated that she would like to have more time with the meeting packet and would like to have the agenda and all meeting materials to Council and on the website at least three business days in advance of the meeting.
City Manager Sizeland stated that Administration would be committed to getting all of the meeting materials out to Council and the Public as early as possible but would request to have the ability to still add emergency items to the agenda at the last minute if necessary.

Mayor Denner suggested adding wording that it would be the objective of the Administration to make meeting materials available to Council and the public three business days in advance of the meeting without making it a rule.

City Manager Sizeland proposed making meeting materials available to the Council and to the Public on Thursday, two business days before the meeting. In other communities, it is a Thursday or Friday when the City Council agenda and supporting documentation is made available.

Motion by Councilmember Fluitt, support by Councilmember Grano, to make the proposed meeting agenda and supporting documents available to Council and published online two business days in advance of the meeting. Emergency items can be added to the agenda after two business days if necessary.

Councilmember Fluitt inquired why according to page 9 of the document, under Authorization to Contact the City Attorney, she would need to go through the City Manager to be able to contact the City Attorney.

Mayor Denner stated that it is in the Charter for the City Attorney to coordinate with the City Manager which is why the process was put in this way. It was also included to be able to manage the City Attorneys time more efficiently and that at certain times, there are more requests then hours in the day.

Motion by Mayor Denner, second by Councilmember Fluitt, that a Councilmember or Chair makes such requests to the City Attorney and copies the City Manager on such requests with the exception of Ordinance Review committee.

Councilmember Hodges inquired as to why there is not a requirement to stream meetings included within the document.

Mayor Denner stated that until the process is figured out, putting it in the rules may be premature.

Councilmember Hodges inquired why per item number 2 on page 7, closed session meeting minutes are only retained for a year and that it seemed to short of a time period to retain and protect the minutes. Councilmember Read stated that they are only kept a year because of the Open Meeting Act requirements and everyone responded that was correct.

Amendment 4 – that a Councilmember or Chair makes such requests to the City Attorney and copies the City Manager on such requests with the exception of Ordinance Review committee.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None
Amendment 3 – to make the proposed meeting agenda and supporting documents available to Council and published online two business days in advance of the meeting. (Top of page 6) Emergency items can be added to the agenda after two business days if necessary.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner
NAYS: None

Amendment 2 – to remove the last sentence of the second paragraph on page 5 under setting a meeting agenda.

AYES: Councilmembers Relan, Read, Hodges, and Fluitt.
NAYS: Councilmembers Grano and Robson, and Mayor Denner.

Amendment 1 - to eliminate the compliance section and signature line from the document

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner
NAYS: None

Original Motion
AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner
NAYS: None

The adopted Rules of the City Council and Code of Conduct reads as follows:

**City of Grosse Pointe Park**

**Rules of the City Council and Code of Conduct**

**Statement of Purpose**

The residents and businesses of Grosse Pointe Park are entitled to have a fair, ethical, and accountable municipal government which has earned the public’s full confidence for integrity. The City of Grosse Pointe Park’s strong desire to fulfill this mission requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Grosse Pointe Park has adopted these Rules of the City Council and Code of Conduct for elected officials and members of appointed boards, commissions and committees to promote public confidence in the integrity of local government and its effective and fair operation.
Council-Manager Government

The City of Grosse Pointe Park functions under the Council-Manager form of government, the fastest growing form of government in the United States today. According to surveys by the International City/County Management Association (ICMA), this form of government has grown from 48% usage in 1996 to 55% usage in 2006. It is also the most prevalent for populations over 10,000 and is used by more cities, villages, townships, and counties than any other form. The roots of the Council-Manager form of government dates as far back as the early 1900s.

The Council-Manager form of government is based on the separation of roles and responsibility between the City Council and the City Manager for the effective and efficient investigation, deliberation, and delivery of services. The City’s goals are best achieved when there is an open, dynamic, and cooperative working relationship built on trust between the City Council as a body, the City Council Members as individuals, and the Manager. This relationship is further enhanced by the understanding that each person is conducting themselves in their role in a reasonable, responsible, and accountable manner while working together in the best interest of the citizens of Grosse Pointe Park. It is important that everyone involved has a shared understanding of the roles of each involved person and body.

City Council

The City Council legislates through ordinances and resolutions but may not exceed the scope of authority the body is granted through the City’s charter and state law. In a council-manager government, the mayor and council members are the leaders and policy makers elected to represent the community. The Mayor acts as the Chair of the body but does not have veto power and is considered a voting member of the body like the other council members. The City Council acts as policy makers and long-term and short-term goal setters. They focus on policy issues that are responsive to citizens' needs and wishes. The City Council is also responsible for approving the City’s budget and all capital improvement plans.

A City Council member is a goal setter who helps develop a vision for the community and helps establish goals and milestones. Council members must remember they are elected to make decisions as a collective body, not to act as individuals or apart from the council as a whole.

City Manager

The City Manager is the chief administrative officer for the City of Grosse Pointe Park. Major responsibilities include oversight of preparation of the annual budget and long-range financial planning, supervision of all City departments, coordination and development of programs and services and the implementation of City Council’s strategic priorities and policy decisions. The City Manager is also responsible for recruiting, hiring (unless approval of a position is by the City Charter), and supervising staff; and serving as the council’s chief adviser.

The City Manager may make policy recommendations to the council, but the council may or may not adopt them and may modify the recommendations. The City Manager also provides regular reports and
updates to the City Council on these items. The manager is bound by whatever official action is taken by the Council.

The City Manager reports to and is appointed by the City Council under the Council-Manager form of government.

**Regular Meetings**

1. Regular meetings of the City Council will be held on the second or fourth Monday of each month beginning at 7:00 p.m., local prevailing time, in the Council chambers, City Hall, 15115 E. Jefferson Ave., Grosse Pointe Park, Michigan, unless special circumstances, e.g. holidays, closing of City Hall, etc., warrant otherwise.

2. All meetings shall be governed by and subject to all applicable provisions of the City Charter and relevant Michigan Statutes, including, but not limited to, the Open Meeting Act, MCL 15.261 et seq.; MSA 4.1800 (1) et seq. as amended.

3. Mayor and City Council have a reasonable knowledge of the rules and conduct the council has adopted. This will keep the meeting moving smoothly and efficiently, with a clear indication of each item's disposition.

4. The rules of parliamentary procedure as contained in Robert's Rules of Order, most recent edition, shall govern Council meetings in all cases to which they are applicable, provided they are not in conflict with these Rules, the Ordinances and Charter of the City of Grosse Pointe Park, and/or any applicable state or federal law.

5. The Mayor shall preserve order and decorum and may speak to points of order in preference to other councilmembers. The Mayor shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the councilmembers present.

6. Any member may appeal a ruling of the chair to the council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the chair may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.

7. The Mayor, or in his/her absence or direction, the Mayor Pro Tem shall at the fixed time take the Chair for the convening of the City Council to order. Upon the appearance of a quorum, the Council shall be in session. In the event that both the Mayor and Mayor Pro Tem are absent from a meeting, the Council person having served the longest uninterrupted term of office as a Council member shall take the Chair for the purpose of calling the Council to order.
Requirements for Regular, Special and Closed Door Meetings

1. Within 10 days after the December meeting of City Council, a public notice stating the dates, times and places of the regular monthly council meetings for the following calendar year will be posted at the City Offices and the City’s website.

2. By Charter Section 6.2, Special meetings. Special meetings shall be called by the Clerk on the written request of the Mayor, the City Manager or any two members of the Council on at least twenty-four hours written notice to each member of the Council served personally or left at his usual place of residence; but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing. State law reference-Open meetings Act, MCL 15.261 et seq., MSA 4.1800(11) et seq.

Closed Meetings Purpose
Meeting in closed session – a public body may meet in a closed session only for one or more of the permitted purposes specified in section 8 of the OMA. The limited purposes for which closed sessions are permitted include, among others:

(1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.

(2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(3) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(4) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(5) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.

(6) To consider material exempt from discussion or disclosure by state or federal statute. But note – a board is not permitted to go into closed session to discuss an attorney’s oral opinion, as opposed to a written legal memorandum.

A closed session must be conducted during the course of an open meeting – section 2(c) of the OMA defines "closed session" as "a meeting or part of a meeting of a public body that is closed to the public." Section 9(1) of the OMA provides that the minutes of an open meeting must include "the purpose or purposes for which a closed session is held."
Calling Closed Meetings

At a regular or special meeting, the Council may call a closed session under the conditions outlined in Section 1, above. The vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Agenda

The following shall be the form of the agenda for Council meetings:

I. Roll Call of Council
II. Pledge of Allegiance
III. Approval of Consent Agenda (if applicable)
IV. Approval of Regular Agenda
V. Public Comment (Agenda Items)
VI. Administration Reports (If applicable)
VII. Committee and Commission Reports
VIII. Unfinished Business
IX. New Business
X. Public Comment (Non Agenda Items)
XI. Closed Session
XII. Adjournment

Setting a Meeting Agenda

An agenda serves as the guide for conducting an official business meeting of the City Council or any other duly constituted body. The persons responsible for setting the agenda is the Mayor in consultation with the City Manager.

City Council Members can request to have an item added to a city council meeting agenda at least 7 business days in advance of a scheduled meeting by contacting the Mayor and City Manager with an email request. After consulting with the Mayor the City Manager will respond to that Council Member.

The draft proposed meeting agenda will be sent to council 5 business days in advance for review and comments. The meeting agenda and all supporting documents will be made available to Council and published online two business days in advance of the meeting. Emergency items can be added to the agenda after two business days if necessary.

As part of every Council meeting, the City Council will set the Regular Agenda at the beginning of the meeting after the Consent Agenda has been approved and voted on. At that time, Council Members can request that a topic of discussion be added to the agenda and if it gets a second and approved by a majority of the council, that agenda item will be added to the next council meeting.
By placing the approved added agenda item to the next meeting, the City Manager and City Attorney can research the pros and cons and provide any required legal opinion, as well allowing the public to be in attendance for that agenda item for those who so choose to listen and or participate during public comment of agenda items.

**Consent Agenda**

1. A consent agenda may be used to allow the Council to act on numerous administrative or non-controversial items at one time. Included on the agenda can be non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. The consent agenda will be provided to Council 5 business days before the scheduled meeting where the consent agenda will be used.

2. Upon request by any member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion. In order to move an item to the regular agenda, the request must be made via email to the Mayor, City Manager, and Clerk by 10am the Friday before the meeting.

**Voting and Discussion**

1. A vote upon all ordinances and resolutions, and all subsidiary motions applied thereto, shall be taken by a roll call vote.

2. In all roll call votes, the names of the members of Council shall be called.

3. In all cases where a vote is taken, the Chair shall declare the result.

**Minutes**

1. The highlights of the discussion after a motion has been made and seconded do not have to be recorded. However, many recorders find it appropriate for future reference as well as politically practical to record both the points in favor of and against a motion. The minutes should comply with the basic requirements of the Open Meetings Act and not be overly detailed. When the pros and cons are recorded, the discussion should be summarized and the minutes should reflect the amount of discussion on each side, both in content and length. The recorder should not attempt to record remarks exactly as stated. The record should reflect what was said without bias, prejudice, or opinion of the recorder.

2. Unapproved minutes of regular or special meetings shall be available for public inspection not more than eight business days after such meeting at City Hall and on the City website. Approved minutes shall be available for public inspection and posting on the City's website not later than five business days after the meeting at which the minutes were approved.

2. Minutes of closed meetings are a separate set of minutes and shall be taken by the Clerk or the designated secretary of the Council at the closed meeting. These minutes will be retained by the
clerk for one year, shall not be available to the public, and shall only be disclosed if required by a
civil action, as authorized by the Open Meetings Act.

Citizen Participation

1. All public comments before the City Council shall be limited in length to three minutes per member of the public. The Clerk will maintain the official time and notify the speakers when time is up. Additional time may be granted by a majority vote of the Council Members present.

2. Persons addressing the City Council shall state their name and street.

3. The Council welcomes and encourages the public to speak during the public comment and public hearing portions of the agenda. However, Council policy is to hear the public comment, but not to act on the public comment at the same meeting. Matters of public concern brought before the Council during the Public Comment portion of the meeting will be referred to the City Manager for action, if any. If, after communicating with the City Manager, no resolution is reached, the concern will be elevated to the Mayor and then eventually to the Council for action.

4. Persons addressing the City Council shall refrain from making personal, disrespectful, slanderous or profane remarks. Debates among the public at meetings are not permitted. To preserve the order and decorum of Council meetings, the audience shall refrain from interrupting others, cheering, applauding or similar actions during the course of the meeting.

5. Members of the audience shall address all remarks to the Mayor and Council and shall not hold conversations or discussions with other members of the audience.

6. During a public hearing (Zoning Board of Appeals, Outside Presentation), all presentations shall be limited to ten minutes. The City Clerk shall maintain the official time. Additional time may or may not be granted. When there are numerous individuals desiring to express unanimous support or opposition, the Mayor may acknowledge a spokesperson be designated to address the public hearing before Council.

Disorderly Conduct

1. The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Chair determines whether the person is in order.

If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a
public meeting except for an actual breach of the peace committed at the meeting or otherwise in accordance with the law.

Committee Assignments

1. The Mayor may assign Council Members to any committee and designate a Chairperson as is deemed necessary, with the approval of the Council.

2. As provided in the City’s Charter, Council Members responsibilities will be generally limited to policy and not the administration of a department or the activities of the administration.

3. Committees of the City Council shall be advisory only (unless given specific authority for particular purposes by the City Council) and no committee shall have budget or spending authority to incur costs, expenses, or purchases of any goods or services. Committees may however, make recommendations to the City Council or administrative officers of the City. Such recommendations may result in the incurring of costs, expenses, purchases of goods and services, and the budgeting and appropriation of funds by the City Council.

4. The City Manager and Department Heads may request the presence of a Council representative at any meeting they deem necessary. A Council representative should be requested to attend meetings where other elected governmental representatives are to be present.

5. Committee Chairs shall provide a report to the City Clerk for minute records.

City of Grosse Pointe Park Code of Conduct

Public Relations

1. Members of Council shall not debate with a member of the public at Council meetings since these debates seldom resolve concerns and many times inflame feelings at a public meeting.

2. Avoid debating with citizens at a public hearing. The purpose of the hearing is to receive their information and/or opinion. You will have your opportunity later to state your position and rebut any information or argument you may feel needs it. Give the appearance— and feel it, too—of encouraging individuals to express themselves. You can help by looking directly at the person talking and by using nonverbal cues such as nodding affirmation and physically leaning in the direction of the speaker. At the same time, avoid such negative nonverbal cues as scowling, reading, checking your phone messages, talking to another trustee, or using facial expressions that suggest ridicule or contempt.

3. The Mayor is the designated representative of the Council to present and speak on the City’s official positions. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.
City Council Relations with City Staff/Officials

City Council policy is implemented through professional administrative staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully and efficiently.

1. Council Members shall not debate with staff during a Council meeting or general business meetings. Any concerns by a Council Member over the conduct, performance or work of a City employee during a Council meeting or publicly through casual conversation, email and social media should be directed to the City Manager privately to ensure the concern is resolved.

2. All questions or requests for information by individual Council Members shall be directed to the City Manager who shall determine whether or not the question or request relates to City business. All questions or requests determined by the City Manager to be related to City business shall be handled as a question or request made by the Council, as set forth above.

3. Council Members and Mayor shall not coerce or attempt to influence staff in the processing of applications, the granting of licenses or permits, the hiring of personnel, or any other decision made by staff. The City Council should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council.

4. Council Members and the Mayor shall not retain the City Attorney or any member or associate of the City Attorney’s law firm for legal representation in any personal matter during their tenure on City Council unless there is a special circumstance and a waiver has been approved by City Council.

5. Council Members do not attend meetings with City staff unless requested by the City Manager and/or Department Head. Even if the Council Member does not say anything at a City staff meeting, a Council Member’s presence may imply support or opposition, show partiality, intimidate staff, and/or hamper the staff’s ability to do their job objectively.

6. Mail that is addressed to the Mayor and City Council shall be delivered to the City Manager. If a response is required, the City Manager will respond and may confer with Council if necessary.

7. Incoming mail shall not be opened when addressed to individual Council Members or Staff.

8. Council Members may respond to any person or business who has written to all of city council electronic communication. In response for a request of comment

   a. Such correspondence by the Council Member shall state the City Council’s position, if there is one, on the given issue.
b. No Council Member will state a position contrary to that of City Council’s unless the member states the position of City Council first and, then identifies his or her position as being personal and not that of adopted policy. For example, “While I voted against, X, the City Council voted in support of.”

c. All such correspondence in 8, 8(a), and 8(b) shall be copied to the City Manager with the exception of social media.

9. **Authorization for contacting the City Attorney.** The following officials (by title) are authorized to contact the city attorney regarding city administration matters:

   City Manager

   Director of Public Safety

   City Clerk

   To the extent a council member or committee chair requires legal advice from the City Attorney, the Council member or chair shall make their request and copy through the City Manager on their request to the City Attorney with the exception of the Ordinance Review Committee. Afterwards the City Attorney and or City Manager shall communicate to the council the matter at hand.

**Council Conduct with One Another**

1. Use formal titles. Council Members shall refer to one another formally during public meetings as Mayor, Mayor Pro-tem, or Council Member followed by the individual’s last name.

2. During the council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate. No member shall speak more than once on the same question until every member desiring to speak to that question shall have had the opportunity to do so.

3. Practice civility and decorum in discussions and debate with council and the public. Difficult questions, and tough challenges to a particular point of view are to be expected as are criticism of ideas. That is democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, and/or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

4. Respect the role of the Chair in maintaining order. It is the responsibility of the Chair to keep Council Members on track during public meetings. Council Members should respect efforts by the Chair to
focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following the rules outlined in parliamentary procedure.

5. Avoid personal comments that could offend other Council Members. If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of such discussions.

City Council Relationship with City Commissions and Committees, and Council Member Representation to Other Agencies and Groups

1. Members of the City Council shall not influence commission or committee recommendations including DDA and TIFA boards, or influence or lobby individual commission or committee members on any item under their consideration, with the exception of a council member who is part of such board, committee or commission with voting rights. It is important for commissions and committees to be able to make objective and independent recommendations to the City Council. Members of Council who influence commission positions on an item may prejudice or hinder their role in reviewing the commission’s recommendation as a member of the City Council.

2. Council Members shall have the right to attend meetings of other City commissions and committees, but are cautioned about becoming involved in the meeting’s discussions.

3. If a City Council Member represents the City before another governmental agency or organization, the Council Member shall first indicate the opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.

General Provisions

1. The text herein shall constitute the entire Rules of the City Council. These rules supersede and/or render void any and all prior written and/or oral Rules of Council relating in any manner whatsoever to the subject matter contained herein unless contained in the City Charter or Code of Ordinances.

2. In any provision, or any portion thereof, contained in these rules is held to be unconstitutional, invalid or unenforceable, the remaining rules or portions thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

3. These rules of the council will be placed on the agenda of the first meeting of the council following the seating of newly elected councilmembers for review and adoption. A copy of the rules adopted
shall be distributed to each councilmember. The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

4. The Mayor shall be responsible for enforcing the Rules of the City Council contained herein, as well as the Code of Conduct.

5. These rules may be suspended for a specified portion of a meeting by majority of the Council Members present.

Compliance

The City of Grosse Pointe Park Rules of City Council and Council Code of Conduct expresses standards of conduct expected for members of the Grosse Pointe Park City Council. Members themselves have the primary responsibility to assure that standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

As a member of the Grosse Pointe Park City Council, I agree to uphold the Rules of City Council and Council Code of Conduct for elected and appointed officials adopted by the City Council and conduct myself in a professional manner:

________________________________________
Date

________________________________________
Council Member
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</thead>
<tbody>
<tr>
<td>introduce main motion</td>
<td>&quot;I move to...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move to amend the motion by....&quot; (add or strike words or both)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Move item to committee</td>
<td>&quot;I move that we refer the matter to committee.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone item</td>
<td>&quot;I move to postpone the matter until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move the previous question.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure</td>
<td>&quot;Point of order.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decision</td>
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<tr>
<td>Recess the meeting</td>
<td>&quot;I move that we recess until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
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<tr>
<td>Adjourn the meeting</td>
<td>&quot;I move to adjourn the meeting.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Request information</td>
<td>&quot;Point of information.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Overrule the chair’s ruling</td>
<td>&quot;I move to overrule the chair’s ruling.&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Extend the allotted time</td>
<td>&quot;I move to extend the time by ___ minutes.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Enforce the rules or point out incorrect procedure</td>
<td>&quot;Point of order.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Table a Motion</td>
<td>&quot;I move to table...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Action Description</td>
<td>Proposed Action</td>
<td>Vote</td>
<td>Vote</td>
<td>Vote</td>
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<tr>
<td>Verify voice vote</td>
<td>&quot;I call for a division.&quot;</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>with count</td>
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<td>Object to</td>
<td>&quot;I object to consideration of this matter...&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>considering some</td>
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<td>undiplomatic matter</td>
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<td>Take up a</td>
<td>&quot;I move to take from the table...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>previously</td>
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<td>tabled item</td>
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<td>&quot;Reconsider</td>
<td>&quot;I move to reconsider our action to...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>something already</td>
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<td>disposed of</td>
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<td>Consider something</td>
<td>&quot;I move to suspend the rules and consider...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>out of its</td>
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<td>scheduled order</td>
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<td>Close the meeting</td>
<td>&quot;I move to go into executive session.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>for executive</td>
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<td>session</td>
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<td>Personal preference-</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>noise, room</td>
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<td>temperature,</td>
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<td>distractions</td>
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References

COMMITTEE REPORTS

Ordinance Review:
Councilmember Grano provided an update on the Ordinance Review Committee meeting held on June 30th. The only business was the Ethics Ordinance that was previously adopted earlier in this meeting. Councilmember Grano also stated that he has asked City Attorney Howlett and City Manager Sizeland to continue researching any ordinance that would be needed in response to the COVID-19 pandemic and will update Council.

Communications Committee:
Councilmember Read provided an update on the Communications Committee meeting held on June 25th. City administration will be exploring options for livestreaming of meetings which include the possibility of using the current courtroom cameras or web-based platforms such as YouTube. With the elimination of PEG fees and the opportunity for cable-supported community programming, administration will be consulting with communities that do not have cable to determine other options that may be available. The committee’s priority list includes a capability to stream via the city website as opposed to social media platforms, cost efficiency, and archival abilities.

The committee is recommending stronger communication and process for board and commission appointments in order to attract a broad and qualified pool of candidates. This includes communicating terms and vacancies through the website, email, social media and the Park Communicator. The committee recommended establishing a timeline/deadline for applications, along with an expiration for existing applications; two years. The committee also recommended a revised application and by reference cited the City of Northville’s online board and commission service application. Finally, the committee would like an acknowledgment process to indicate receipt of applications.

The committee reviewed the website issues and concerns. In general, Leah Smith is working with our vendor, Revize, to streamline the website, make it more user friendly and fix broken links. Administration has added a drop-down phone list to the website banner for frequently called numbers, including the 24-hour nonemergency number and the parks and recreation direct number. The committee discussed expansion of Nixle for use beyond public safety, including DPW. Administration advised that this was previously a free service, but as of July 1 there will be $5000 annual subscription cost.

Councilmember Robson inquired about the $5,000 fee related to Nixle and if that money was available in the budget and if the City planned on pursuing it.
City Manager Sizeland stated that yes, the City was going to pursue it and that the fee was imposed due to the increased usage during COVID-19. The expense is budgeted for and Chief Poloni is currently working with Nixle to bring it back to the City.

SEMCOG General Assembly:
Councilmember Read provided an update on the Southeast Michigan Council of Government General Assembly meeting, which she attended on June 18th. She stated that the principle purpose of SEMCOG is to help local governments improve and maintain Southeast Michigan's transportation systems, environmental quality, economic interests, and infrastructure. There are currently 175 community members comprised primarily of cities, townships in Southeast Michigan. SEMCOG compiles regional demographic data and offers a multitude of other resources, educational, and training opportunities to its municipal members. For the City purposes, the general assembly focused on the CARES Act. The Michigan Legislature and the Governor reached an agreement on Wednesday, June 17 on SB 690, which will distribute $880 million of the more than $3 billion received by the state under the federal CARES Act program. The city manager's report includes application for reimbursement for allowable expenses, most notably nearly $800,000 in public safety payroll expenses.

The legislative update included:

- Michigan Reopening discussion, which has been ever-evolving since the June 18th meeting
- Voting Absentee: Secretary of State Jocelyn Benson will mail all of Michigan’s 7.7 million voters an absentee voter application for both the August and November elections.
- Multi-billion Budget Deficit. The Consensus Revenue Estimating Conference (CREC) reported an estimated loss of $6.28 billion between the current fiscal year and the 2021 fiscal year. There is an estimated General Fund and School Aid Fund loss of nearly 10% in 2020 and a projected revenue growth of 4.0% in 2021 and 5.3% in 2022.

Finally, from August 8th to 16th, the state will celebrate Great Lakes and Fresh Water Week. SEMCOG will commemorate this week by promoting stewardship of our water resources through the One Water public education campaign.

School District Ad Hoc Committee:
Councilmember Read provided an update on the Board of Education ad hoc committee. The committee continues to follow school board activity as it relates to Grosse Pointe Park and Trombly in particular. The plans for return to school remain in flux due to the Covid-19 pandemic.

On June 29th, the Board of Education passed a resolution as it relates to Trombly:

1. The District will run the ECC at Trombly until June 30, 2021.
2. If there is no donor agreement in place to fund the expansion of the ECC at Trombly by September 1, 2020, the District will provide notice to the community that the ECC at Trombly will end on June 30, 2021.
3. The Administration will deliver a plan no later than October 30, 2020 that repurposes Trombly with funding to maintain the building without using money from the general fund or 2019 bond or otherwise eliminates the maintenance costs by sale or lease.
4. If the minimum number of students is below 30 by a cutoff date of July 1, 2020, those classes will be moved to another location.
With the above in mind, the committee recommends that administration review and assess allowable uses for the Trombly property. Once a return to school plan is announced, the committee recommends that administration be prepared to manage the impacts of the consolidation of Defer and Trombly, particularly budgetary impacts and pedestrian and vehicular traffic safety. We will continue to monitor the situation and update council and city administration as it develops.

Beautification Commission:
Councilmember Relan provided an update on the Beautification Commission meeting that took place on June 9th. The committee is fully focused on the Beautification Award selections, which will be wrapped up this week. The committee will then try to determine how to deliver the awards safely. The committee is also still working on the Centennial Award or Century Club Award for houses over 100 years old that are still maintaining amazing qualities and upkeep.

FINANCE REPORT

Councilmember for Finance Hodges presented to Mayor Denner and Council for consideration the invoices exceeding $5,000 for the month of June, 2020 as presented. The two following invoices were not previously anticipated and are not routine costs: Process Piping and OHM Advisors. However, there are funds available within the enterprise budget to cover these expenses. All other invoices are routine and budgeted for.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodman PLC</td>
<td>Pros. Atty. &amp; retainer fee</td>
<td>$10,000</td>
</tr>
<tr>
<td>Build Safe</td>
<td>Building Inspector – March</td>
<td>9,600</td>
</tr>
<tr>
<td>GP Clinton Refuse</td>
<td>Refuse Disposal – Feb, April, May</td>
<td>41,083</td>
</tr>
<tr>
<td>Ford Motor Company</td>
<td>2019 Police Interceptor</td>
<td>8,364</td>
</tr>
<tr>
<td>Great Lakes Water</td>
<td>Waste Water – April &amp; May</td>
<td>112,734</td>
</tr>
<tr>
<td>Green for Life</td>
<td>Recycling for May</td>
<td>18,756</td>
</tr>
<tr>
<td>Green for Life</td>
<td>Rubbish for May</td>
<td>36,848</td>
</tr>
<tr>
<td>Apollo Fire Equipment</td>
<td>Hurst Tools</td>
<td>21,000</td>
</tr>
<tr>
<td>Kennedy Industries</td>
<td>Pumps/Controls – Lift Station</td>
<td>35,289</td>
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<tr>
<td>Process Piping</td>
<td>Emergency Repairs – Storm Pump #5</td>
<td>17,928</td>
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<tr>
<td>Resa Power</td>
<td>Switchgear testing – pump stations</td>
<td>6,200</td>
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<tr>
<td>OHM – Advisors</td>
<td>Windmill Pointe Marina Survey</td>
<td>7,156</td>
</tr>
</tbody>
</table>

Motion by Councilmember Hodges, supported by Councilmember Read, to approve the invoices exceeding $5,000 for the month of June, 2020, in accordance with Section 2.249 of the Charter. Councilmember Robson inquired about the 2019 Police Interceptor payment and if it was a lease payment. Finance Director Blahut confirmed it was and that there would be one more payment made and then it would be paid off.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

NEW/OLD BUSINESS
Councilmember Grano stated concern regarding the concrete kayak ramp located at Patterson Park. The ramp is currently covered in algae, making it very slippery and unsafe. Councilmember Grano is concerned that it could be a liability issue for the City in the future.

Councilmember Read stated that she has been contacted by numerous residents who have voiced concern regarding the marina and that she is specifically concerned with how unsafe the electrical is on pier 4. She requested that City Administration give the marina extra attention and make it a priority.

Councilmember Fluit inquired when the next Planning Commission meeting will be held.

Mayor Denner stated that it is tentatively scheduled for August 4th.

Councilmember Fluit stated that August 4th is the same day as the primary election.

City Manager Sizeland stated that Administration would reevaluate.

Councilmember Fluit stated that the Beaupre construction site appears to be unsafe without barricades and fencing up and requested for the City Manager to ensure that everything is as it should be at the site.

Councilmember Relan inquired on if the City has a process for Landlord upkeep ordinance compliance and if there are any assurances that the City is keeping track of the strikes against Landlords who are not maintaining homes they own.

City Manager Sizeland stated that there is history of the property within the building system which includes all ordinance violations.

Councilmember Relan inquired on the status of the Janet’s Lunch space on Kercheval.

City Manager Sizeland stated that the Developers are planning on starting construction on the space in the Fall.

Councilmember Relan inquired if the demolition of the Beaupre building was approved by Planning Commission.

City Manager Sizeland stated that the Owners do have an approved building permit for construction and it did not have to go through Planning Commission.

Councilmember Relan inquired on if we have an email address to email all City Council at once instead of residents having to type all Councilmember email addresses in one at a time.

City Manager Sizeland stated that he would look into with the City’s IT provider.

PUBLIC COMMENT NEW/OLD BUSINESS

City Manager Sizeland read one written comment.
Three residents made verbal comments.

Motion by Councilmember Grano, support by Councilmember Read, to adjourn the meeting at 12:25 am.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner

NAYS: None
<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Current Payment</th>
<th>Fiscal year to Date or Project to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/20</td>
<td>Bodman</td>
<td>Pros. Atty. &amp; retainer fee-June</td>
<td>$10,000</td>
<td>120,772</td>
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<td>07/02/20</td>
<td>Build Safe</td>
<td>Building Inspector- June</td>
<td>$9,600</td>
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<td>07/10/20</td>
<td>Aquatic Source</td>
<td>Olympic pool reopening-June</td>
<td>$6,904</td>
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<td>07/10/20</td>
<td>Battjes Maintenance</td>
<td>Kayak racks-June</td>
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<td>07/10/20</td>
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<td>Water usage- April &amp; May</td>
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<td>1,377,198</td>
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<td>Apollo Fire Repair</td>
<td>Repair electric stream monitor-June</td>
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<td>07/15/20</td>
<td>Bumler Mechanical</td>
<td>Bal. on water heater- reimb by bond</td>
<td>$32,250</td>
<td>64,500</td>
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<td>07/15/20</td>
<td>Great Lakes Water</td>
<td>Waste water-June</td>
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<td>07/15/20</td>
<td>GP Clinton Refuse</td>
<td>Refuse disposal- June</td>
<td>$15,714</td>
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<td>07/16/20</td>
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<td>$9,500</td>
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<td>07/28/20</td>
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<td>Recycle for July</td>
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<td>07/28/20</td>
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<td>Rubbish for July</td>
<td>$36,848</td>
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## BUDGET AMENDMENTS
### F/Y 6/30/2020

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<th>Revised 2019-2020</th>
<th>Increase (Decrease)</th>
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<tr>
<td><strong>MAJOR STREET FUND</strong></td>
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<tr>
<td><strong>Revenues</strong></td>
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<tr>
<td>Transfer In Roads</td>
<td>$616,727</td>
<td>$416,727</td>
<td>($200,000)</td>
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<tr>
<td></td>
<td>$616,727</td>
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<td><strong>LOCAL STREET FUND</strong></td>
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<td><strong>Revenues</strong></td>
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<td>Transfer In Roads</td>
<td>$-0-</td>
<td>$200,000</td>
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<tr>
<td></td>
<td>$-0-</td>
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<td><strong>ROAD FUND</strong></td>
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<tr>
<td><strong>Expenditures</strong></td>
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<tr>
<td>Transfer Out Major</td>
<td>$616,727</td>
<td>$416,727</td>
<td>($200,000)</td>
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<tr>
<td>Transfer Out Local</td>
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<tr>
<td></td>
<td>$616,727</td>
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<td>$-0-</td>
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<tr>
<td><strong>INDIGENT FUND</strong></td>
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<tr>
<td><strong>Revenues</strong></td>
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<td></td>
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<td>Surplus Appropriation</td>
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<tr>
<td></td>
<td>-$-</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
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<tr>
<td>Court Appointed Att.</td>
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<tr>
<td></td>
<td>$24,000</td>
<td>$25,215</td>
<td>$1,215</td>
</tr>
</tbody>
</table>
**TITLE:** GLWA Industrial Pretreatment Program Rules Approval  
**DATE:** 7/8/2020

**SUMMARY:** Federal law requires the Great Lakes Water Authority, as part of its lease of Detroit Water and Sewerage Department assets, to have an Industrial Pretreatment Program to manage industrial waste entering the Water Resource Recovery Facility. GLWA maintains a set of rules by which it implements and enforces the IPP, and federal law requires communities that send flow to the WRRF to adopt these rules.

Communities such as Grosse Pointe Park that send flow to the WRRF previously adopted IPP rules under DWSD. However, the GLWA Board of Directors has adopted an updated set of rules, including added language regarding the regulation of PFAS compounds.

After a 45-day public comment period and a public hearing, the GLWA Board approved the updated IPP rules on November 13, 2019. These rules were also provided to the Michigan Department of Environment, Great Lakes, and Energy (EGLE, formerly MDEQ) as part of the approval process.

**FINANCIAL IMPACT** None

**RECOMMENDATION:** Adopt the attached resolution provided by GLWA

**PREPARED BY:** Nick Sizeland  
**TITLE:** City Manager
RESOLUTION OF THE CITY/COUNTY OF ________________

TO CONCUR IN THE RULES AND REGULATIONS CONCERNING

INDUSTRIAL PRETREATMENT PROGRAM THAT WERE ADOPTED

BY THE GREAT LAKES WATER AUTHORITY

WHEREAS, the Great Lakes Water Authority ("GLWA") is a Michigan municipal authority and public body corporate organized and existing pursuant to the provisions of Michigan Public Act No.233 of 1955, as amended, MCL 124.281, et seq. ("Act 233"), for the purpose of establishing a regional sewage disposal system to operate, control, and improve the sewage disposal system leased from the City of Detroit; and

WHEREAS, pursuant to Act 233, the County of Wayne is a constituent municipality of the GLWA; and

WHEREAS, as authorized by Act 233, GLWA and the constituent municipalities are required by state and federal law to adopt binding rules and regulations (Exhibit A, attached hereto and incorporated herein by reference) as part of an Industrial Pretreatment Program (IPP) in order to comply with all applicable state and federal laws, including, without limitation, the requirements of the Federal Water Pollution Control Act, 33 USC Section 1251, et. seq., the General Pretreatment Regulations for Existing and New Sources of Pollution, 40 CFR 403, and the National Categorical Pretreatment Standards contained in 40 CFR Sections 405-471; and

WHEREAS, these rules and regulations were adopted by GLWA as a uniform code to: (1) regulate wastes and wastewaters discharged into the collection system for all participating municipalities; (2) prevent the introduction of pollutants into the wastewater systems which will interfere with the operation of the system, contaminate the resulting sludge, or pose a hazard to the health, safety or welfare of the people, the communities or to employees of GLWA; (3) prevent the introduction of pollutants into the wastewater system which will pass inadequately treated through the system and into the receiving waters, the atmosphere, and the environment, or will otherwise be incompatible with the system; (4) provide for the recovery of costs from users of the wastewater collection system sufficient to administer regulatory activities and meet the costs of operation, maintenance, improvement and replacement of the system.

WHEREAS, after a 45-day public comment period and public hearing, the Board of the GLWA approved the IPP Rules on November 13, 2019.

NOW THEREFORE BE IT RESOLVED that the governing body of ________________, in compliance with Act 233 and state and federal law, hereby concur in the IPP rules and regulations attached hereto as Exhibit A; and
BE IT FURTHER RESOLVED that the adoption and approval of the rules and regulations contained in Exhibit A shall be contractually binding on the parties, and no governing body of _______________ shall be authorized or empowered to rescind or change the approval granted in this resolution without 180 day prior written notice to the GLWA.

ON MOTION OF _______________ SUPPORTED BY _______________ the foregoing Resolution was adopted by the following vote:

ROLL CALL: ABSENT ___________ AYE ___________ NAY ___________
What is the Industrial Pretreatment Program?
The Great Lakes Water Authority (GLWA) implements and enforces an Industrial Pretreatment Program (IPP) to regulate the discharge of commercial and industrial waste and wastewater. The IPP includes the following elements:

- **Pretreatment Program** – regulates the discharge of toxic pollutants to the sewer collection system and performs inspection, monitoring, enforcement control and administration of industrial and commercial wastewater discharges. All Users must comply with general requirements and Significant Industrial Users must comply with permit-based requirements.
- **Surcharge (High Strength) Program** – is a cost recovery program for commercial and industrial waste discharging conventional pollutants above Domestic Levels and payment of additional treatment costs ($/lb) associated with these Users.
- **Special Discharge and General Permit Program** – authorizes the discharge of special wastes and wastewaters including groundwater, construction water, spent products, and other short-term projects through a permit program.
- **Hauled in Waste Program** – authorizes the discharge from waste haulers of septic tank and septage, and other domestic wastewater through a permit and ticket/token payment program.

What are the new IPP rules, and why were they changed?
GLWA maintains a set of rules by which it implements and enforces the IPP. On November 13, 2019 the GLWA Board of Directors passed a resolution to add language to the rules regarding regulation of PFAS compounds. The full set of rules—with the added language—can be found online at [www.glwater.org/iwc](http://www.glwater.org/iwc).

What do I need to do?
The governing body of every municipality whose wastewater flow goes to the WRRF must pass a resolution adopting the full, updated set of rules (see page 2 for a sample resolution). Please email a copy of the adopted resolution to Stephen Kuplicki, PE, JD – GLWA Manager-Operations, Industrial Waste Control at [Stephen.Kuplicki@glwater.org](mailto:Stephen.Kuplicki@glwater.org) by September 1, 2020.

Who do I contact with questions?
Please contact Mr. Kuplicki, at [Stephen.Kuplicki@glwater.org](mailto:Stephen.Kuplicki@glwater.org) or (313) 297-5804 with any questions or concerns.
WHEREAS, the Great Lakes Water Authority ("GLWA") is a Michigan municipal authority and public body corporate organized and existing pursuant to the provisions of Michigan Public Act No.233 of 1955, as amended, MCL 124.281, et seq. ("Act 233"), for the purpose of establishing a regional sewage disposal system to operate, control, and improve the sewage disposal system leased from the City of Detroit; and

WHEREAS, pursuant to Act 233, the ______________________ (City/County of) is a constituent municipality of the GLWA; and

WHEREAS, as authorized by Act 233, GLWA and the constituent municipalities are required by state and federal law to adopt binding rules and regulations (Exhibit A, attached hereto and incorporated herein by reference) as part of an Industrial Pretreatment Program (IPP) in order to comply with all applicable state and federal laws, including, without limitation, the requirements of the Federal Water Pollution Control Act, 33 USC Section 1251, et seq., the General Pretreatment Regulations for Existing and New Sources of Pollution, 40 CFR 403, and the National Categorical Pretreatment Standards contained in 40 CFR Sections 405-471; and

WHEREAS, these rules and regulations were adopted by GLWA as a uniform code to: (1) regulate wastes and wastewaters discharged into the collection system for all participating municipalities; (2) prevent the introduction of pollutants into the wastewater systems which will interfere with the operation of the system, contaminate the resulting sludge, or pose a hazard to the health, safety or welfare of the people, the communities or to employees of GLWA; (3) prevent the introduction of pollutants into the wastewater system which will pass inadequately treated through the system and into the receiving waters, the atmosphere, and the environment, or will otherwise be incompatible with the system; (4) provide for the recovery of costs from users of the wastewater collection system sufficient to administer regulatory activities and meet the costs of operation, maintenance, improvement and replacement of the system; and

WHEREAS, after a 45-day public comment period and public hearing, the Board of the GLWA approved the IPP Rules on November 13, 2019.

NOW THEREFORE BE IT RESOLVED that the governing body of ______________________ (City/County), in compliance with Act 233 and state and federal law, hereby concur in the IPP rules and regulations attached hereto as Exhibit A; including any subsequent amendments thereto, which amendments, if any, shall not require the approval of this governing body; and

BE IT FURTHER RESOLVED that the adoption and approval of the rules and regulations contained in Exhibit A shall be contractually binding on the parties, and no governing body of ______________________ (City/County) shall be authorized or empowered to rescind or change the approval granted in this resolution without 180 days prior written notice to the GLWA.

ON MOTION OF ______________________ SUPPORTED BY ______________________ the foregoing Resolution was adopted by the following vote:

ROLL CALL: ABSENT __________ AYE __________ NAY __________
GLWA's Industrial Pretreatment Program (IPP) Updated Rules

Steve Kuplicki & Lavonda Jackson, GLWA

Great Lakes Water Authority
Content to be Covered Today

1. What is the Industrial Pretreatment Program?
2. What has changed and why?
3. What do members need to do?
GLWA’s Industrial Pretreatment Program

- Regulatory control program mandated under NPDES permit
- Regulates nonresidential users
- The regulatory requirements vary based on what is being discharged
GLWA’s Industrial Pretreatment Program

- Pretreatment
- Surcharge (i.e. High Strength)
- PCB/Mercury Minimization
- Hauled Waste
- Special Discharge and General Discharge Permits
- NEW PFOS/PFOA Minimization
New IPP Rules

GLWA maintains a set of rules by which it implements and enforces the IPP

November 13, 2019, GLWA Board of Directors passed resolution to add language to the rules regarding regulation of PFAS

Rules—with the added language—available at www.glwater.org/iwc
New IPP Rules: PFAS/PFOA

- General users
- Centralized (Industrial) Waste Treaters
- Those using firefighting foam

GLWA
Great Lakes Water Authority
What Members Need to Do

Pass a resolution adopting the full, updated set of rules

Complete by September 1, 2020

Email a copy of the adopted resolution to iwc@glwater.org
Which Members?

The governing body of every municipality whose wastewater flow goes to the Water Resource Recovery Facility (WRRF) must pass a resolution adopting the full, updated set of rules.
Resources:

1. http://glwater.org/iwc

2. One-page IPP rules update overview
New IWC Website

*Information & Details on:*

- Draft Community Resolution
- GLWA IWC Program
- Contact Information
- Copy of IPP Rules
- Permit Information

**Industrial Waste Control**

The Great Lakes Water Authority's Industrial Waste Control group implements and enforces an Industrial Pretreatment Program (IPP) to regulate the discharge of commercial and industrial waste and wastewater. The IPP includes the following elements:
WHEREAS, the City of Grosse Pointe Park City Council approved the creation of the Grosse Pointe Park Social District at a regular meeting on July 13th, 2020; and

WHEREAS, the City of Grosse Pointe Park received notification from the Michigan Liquor Control Commission on August 5th, 2020 approving the creation of the Grosse Pointe Park Social District; and

WHEREAS, the Michigan Liquor Control Commission requires Local Government Unit Approval for Social District Permits being submitted by qualified licensees to the Liquor Control Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED:
The City of Grosse Pointe Park City Council grants approval of the Social District Permit Application for all qualifying businesses located within the Social District outlined in attachment one.

I hereby certify the above action was taken at the Regular City Council Meeting on Monday, August 24th, 2020.

Jane M. Blahut, City Clerk
Resolution Attachment 1- Qualifying Businesses

Kercheval Avenue

Park Grill - 15102 Kercheval Avenue Grosse Pointe Park, MI 48230
Antonio’s In the Park - 15117 Kercheval Avenue Grosse Pointe Park, MI 48230
Atwater in the Park - 1175 Lakepointe Street Grosse Pointe Park, MI 48230
The Brick’s Pizzeria - 15201 Kercheval Avenue Grosse Pointe Park, MI 48230
Rustic Cabins Bar - 15209 Kercheval Avenue Grosse Pointe Park, MI 48230
Red Crown - 15301 Kercheval Avenue Grosse Pointe Park, MI 48230
Cellar 313 - 15112 Kercheval Avenue Grosse Pointe Park, MI 48230

Charlevoix Avenue

The Charlevoix – 14927 Charlevoix Street Grosse Pointe Park, MI 48230
Excalibur Park – 15007 Charlevoix Street Grosse Pointe Park, MI 48230
O’Flaherty’s – 15119 Charlevoix Street Grosse Pointe Park, MI 48230
Howlers and Growlers – 15222 Charlevoix Street Grosse Pointe Park, MI 48230
REQUEST FOR PROPOSALS
GROSSE POINTE PARK, MICHIGAN
MASTER PLAN REVISION & UPDATE 2020

ISSUED: June 24, 2020
SUBMITTAL DEADLINE: Friday, July 31, 2020 AT 2:00 P.M.
City of Grosse Pointe Park Bid Opening:  
Master Plan Revision and Update  
July 31st, 2020; 2pm

The City of Grosse Pointe Park released a request for proposals for a Master Plan Update and Revision through the BidNet system, Michigan Planning Association Listing Page, and the Michigan Municipal League Classifieds. Per the schedule included within the request for proposals, all received RFPs were kept sealed until the bid opening. The following were present in-person at the bid opening: Jane Blahut, City Clerk; Leah Smith, Assistant to the City Manager; and one resident.

Bid Tabulation:

- Giffeles Webster, $40,415
- OHM Advisors, $48,800
- Houseal Lavigne, $150,000
- MKSK, $50,000
- Planning Next, $49,500
- McKenna, $31,000
- Beckett and Raeder, $33,940
- Albert Kahn, $93,600

Jane M. Blahut, City Clerk
REQUEST FOR PROPOSALS
GROSSE POINTE PARK MASTER PLAN REVISION & UPDATE 2020

INTRODUCTION

The City of Grosse Pointe Park is requesting proposals from qualified consultants to assist the Grosse Pointe Park community in revising and updating its Master Plan. This plan shall be developed in accordance with the Michigan Planning Enabling Act (Act 33 of 2008, as amended), as well as to the specifications of a Redevelopment Ready Communities-approved master plan, the details of which are outlined in Best Practice 1.1: The Plans within the MEDC's Redevelopment Ready Communities Best Practices Guidebook. The City will accept proposals until 2:00 p.m. on Friday, July 31, 2020.

BACKGROUND

The City of Grosse Pointe Park is 3.71 square miles in size incorporated in 1950, and functions on a Council-Manager form of government that employs a City Manager. The City Manager is responsible for managing the daily operations of the City and coordinating efforts to meet the goals and objectives established by the City Council. City services include water, wastewater, parks and recreation, city marina, public works and a combined public safety department that provides police, fire, and EMS services.

The City Council receives recommendations in the governing of the City from various Boards and Commissions, including the Downtown Development Authority, Tax Increment Finance Authority, Planning Commission, Recreation Commission and the Beautification Commission.

The City's boundaries are Lake St. Clair to the south, City of Grosse Pointe to the east, and the City of Detroit to the north and west. Grosse Pointe Park is home to 11,555 residents according to the 2010 U.S. census (estimate). Grosse Pointe Park’s character has always been appealing to families with its walkable business districts, two lake front parks, superior schools, and safe neighborhoods. Grosse Pointe Park is also fortunate enough to be the home of many affluent residents, who donate much of their time and philanthropy to the City through the Grosse Pointe Park Foundation.

The City of Grosse Pointe Park is divided into six (6) distinct characteristic areas:

- Kercheval Business District
- Mack Avenue Business District
- Charlevoix Business District
- Jefferson Business District
- Single Family Homes
- Multi Family Homes

The City's master plan was last approved in 2012 and revised in 2019. The City Council did not approve adoption of the 2019 revised master plan and asked the City to seek professional assistance. Since then, the City has adopted an amended Northwest Tax Increment Finance Authority Development plan, which is still available on the City’s website here: https://www.grossepointepark.org/government/commissions_committees/tax_increment_finance_authority/index.php. The City is also considering implementation of a Parks and Recreation Master Plan, in addition to enrolling in the Michigan Economic Development Council Redevelopment Ready Communities program.
PLAN OBJECTIVES

1. Conduct visioning sessions with the City of Grosse Pointe Park City Council, Planning Commission, and municipal administrative staff.

2. Review the current City of Grosse Pointe Park Master Plan and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan and identification of elements that should be incorporated into the updated plan.

3. Incorporate current planning documents where relevant.

4. Include an innovative and creative plan for Community Engagement

5. Define a clear direction of how and where re-development should occur over the next 10, 15, and 20 years.

6. Determine a specific implementation plan for immediate short- and long-term goals.

7. Align the plan with the requirements for the Redevelopment Ready Communities program.

SUBMITTAL AND SCHEDULE

1. Submit all required materials as detailed in the Evaluation Criteria and Proposal Content section on the following pages. Include one (1) unbound original, ten (10) copies of each, and a disc or flash-drive containing an electronic copy.

2. Submit proposal no later than 2:00 p.m. Friday July 31, 2020 in a sealed package clearly marked as indicated:

   COMPANY/FIRM NAME
   "PROPOSAL TO UPDATE
   2020 CITY OF GROSSE POINTE PARK
   MASTER PLAN"

3. Proposal shall be submitted to:
   Nick Sizeland, City Manager
   City of Grosse Pointe Park
   15115 E. Jefferson Avenue
   Grosse Pointe Park, MI 48230

   Any questions concerning the Proposal shall be directed to:
   Nick Sizeland, City Manager
   313-822-6200
   sizelandn@grossepointepark.org
4. The following schedule has been established:
   - Advertise & Solicit Request for Proposal (RFP)  
     June 24, 2020
   - RFP Submittal Deadline  
     July 31, 2020
   - Complete Review of Submittals by City Staff  
     August 7, 2020
   - Presentations to Meeting of City Council  
     August 24, 2020

5. Proposals shall be opened and identified at 2:00 p.m. on Friday, July 31, 2020 in City Administration offices located at 15115 East Jefferson Avenue Grosse Pointe Park, MI 48230.

6. The City of Grosse Pointe Park reserves the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the City. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the City to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.

PROPOSAL CONTENT

1. Letter of Interest – Cover letter indicating interest in the project and identifying the firm’s ability to provide services needed.

2. Introduction – A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.

3. Work Program – In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete similar project, describe the proposed project schedule including timeline of major milestones, deliverables, and completion.

4. Experience and Qualifications – A brief description of the firm’s prior work relevant to this RFP including the name, address, and phone number of client references and the primary contact persons.

5. Consultant Personnel – Identify individuals from the firm’s professionals and other who will work on the project along with a brief summary of the individual and their experience.

6. List of Clients – Provide a list of comparable clients for which similar services have be provided in addition to contact information.

7. Timeframe Flow Chart – Submit a flow chart with estimated project timeframe for meeting important project targets.

8. Estimated Costs – Submit cost estimates for Master Plan Objectives and overall completion.
SELECTION PROCESS

Proposals will be reviewed by City Administration. The Administration reserves the right to request additional information from firms submitting proposals. The following criteria will be considered in evaluation of the proposals and the recommendation of up to three (3) consultants by the Administration to City Council:

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.

2. The firm’s general approach to the project. Although the City has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.

3. Past record of performance on contracts with other governmental agencies including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.

4. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel as the schedule dictates.

5. Qualifications of individuals who will have direct involvement in tasks on this project.

6. Compatibility with the City’s financial obligations.
**City of Grosse Pointe Park**

15115 EAST JEFFERSON AVENUE · GROSSE POINTE PARK, MICHIGAN 48230 · PHONE (313) 822-6200

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**Master Plan Revision RFP Scoring Criteria**

<table>
<thead>
<tr>
<th>Criteria #</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>1</td>
<td>Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.</td>
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<tr>
<td>2</td>
<td>The firm's general approach to the project.</td>
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<td>3</td>
<td>Past record of performance on contracts with other governmental agencies including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.</td>
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<tr>
<td>4</td>
<td>Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel as the schedule dictates.</td>
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<tr>
<td>5</td>
<td>Qualifications of individuals who will have direct involvement in tasks on this project.</td>
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<td>6</td>
<td>Compatibility with the City's financial obligations.</td>
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<tr>
<td>7</td>
<td>Familiarity with MEDC Redevelopment Ready Communities Program</td>
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<tr>
<td>8</td>
<td>Familiarity with City/Area and Region</td>
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<tr>
<td>9</td>
<td>Detailed community engagement plan utilizing multiple platforms for highest engagement potential</td>
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All scoring criteria will be scored on 0 to 3 scale. The highest score possible is a 27.

0 - not applicable/not included in the proposal.
1 - poor
2 - good
3 - exceptional
<table>
<thead>
<tr>
<th>Final Average Score</th>
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<tr>
<td>Giffeles Webster</td>
<td>OHM Advisors</td>
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<td>18</td>
<td>23.5</td>
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<td>Houseal Lavigne</td>
<td>MKSK</td>
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<td>15.5</td>
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<td>Planning Next</td>
<td>McKenna</td>
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<td>13</td>
<td>22</td>
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<tr>
<td>Beckett &amp; Raeder</td>
<td>Albert Kahn</td>
</tr>
<tr>
<td>24</td>
<td>16.5</td>
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</table>
MASTER PLAN

Mayor Denner presented to Council for consideration the draft Master Plan. He noted at the last Planning Commission meeting, it was voted unanimously to submit the draft Master Plan to Council. Once Council adopts the draft, it would be sent to the neighboring communities and those communities would have 63 days to respond. It would then go back to the Planning Commission for their approval and presented to Council for final approval.

Councilmember Relan stated the Master Plan requires more work to be done, noting there is room for improvement.

Councilmember Read stated she has received comments from residents recommending the process be slowed down. Once this plan is adopted the City would be locked in for a period of five years.

Councilmember Fluitt stated she has received comments from residents who work in this field stating more work needs to be done. She recommended a certified consultant be hired to granulize the details with a professional evaluation.

Mayor Denner stated resident Malik Goodwin is a certified urban planner and he serves on the Planning Commission and was heavily involved in the Master Plan.

Councilmember Hodges concurred with the other Councilmembers that more data and research need to be acquired. She recommended a professional consultant be hired and directed the administration to come up with a feasible plan and cost.

Planning Commission member David Gaskin stated a lot of work and time has been put into this plan. He noted Grosse Pointe Park is a community that is basically 100% developed. The city is 90% residential and that is not going to change the Master Plan.

Councilmember Read recommended a review of the neighboring communities process should be considered and more time provided to develop a Master Plan.

Motion by Mayor Denner, supported by Councilmember Grano, to adopt the draft Master Plan. The draft would then be forwarded to neighboring communities for a timeframe not to exceed 63 days for their response. It would then go back to the Planning Commission for approval and presented to Council for final approval.

AYES: Councilmember Grano, and Mayor Denner

NAYS: Councilmembers Relan, Read, Hodges, and Fluitt

Absent: Councilmember Robson

Motion by Councilmember Read, supported by Councilmember Fluitt, to request an extension from the State for submission of the Master Plan and direct the administration to obtain a professional consultant that includes planning proposals to assist in finalizing the Master Plan.

AYES: Councilmembers Grano, Relan, Read, Hodges, Fluitt, and Mayor Denner
NAYS: None

I hereby certify this is a true and accurate copy of the minutes from the meeting held on January 13, 2020, and approved by Councilmembers Grano, Relan, Read, Hodges, and Fluit, and Mayor Denner at a regular Council Meeting held on February 10, 2020.

Councilmember Robson was absent.

[Signature]
Jane M. Blahut, City Clerk
To: Nick Sizeland, City Manager

From: Leah Smith, Assistant to the City Manager

Date: August 19th, 2020

RE: Review of Master Plan Update RFPs and Recommendation

Through a competitive and formal bid process, the City of Grosse Pointe Park received eight Request for Proposals (RFP) for the Master Plan Update project. Through initial review and scoring, four RFPs scored at the top and were selected for a second review. The top four RFPs are:
- McKenna
- MKSK
- OHM Advisors
- Beckett and Raeder

We identified three points to focus on during the second review of the top four RFPs:
1. Knowledge of Grosse Pointe Park and the surrounding areas
2. Relevant Experience
3. Public Outreach Plan. This is all outreach to residents and interested parties outside of required meetings with the Planning Commission and/or City Council. Is the public outreach plan creative, does it utilize multiple platforms, etcetera.

A summary of my findings on the top four RFPs is below.

McKenna
McKenna demonstrates a detailed and in-depth understanding of Grosse Pointe Park as a City, focusing on the importance of maintaining a walkable community and preserving the way of life in GPP for years to come. McKenna provides Zoning and Planning services for Grosse Pointe and Grosse Pointe Farms and is currently working with the Eastside Community Network on a Mack Avenue Improvement Plan.

In addition to completing all of the required components for the Master Plan, McKenna also recommends completing a Complete Streets Plan component to focus on calming measures for traffic through residential neighborhoods and providing parking recommendations to achieve the best balance between supply and demand. McKenna’s price is very budget friendly as well which could allow the city an opportunity to partner on more areas of service including but not limited to a Parks and Recreation Master Plan, Parking Plan, Capital Improvement, etc.
While McKenna demonstrates a solid understanding of GPP there could be more detail in their public engagement and they do not utilize unique or creative methods in their public outreach plan.

**MKSK**
MKSK, in partnership with Quinn Evans and Gibbs Planning Group, demonstrates an in-depth understanding of the surrounding area through extensive work with the Grosse Pointe Public Library, City of Detroit, and City of St. Clair Shores. Their work program has a continual focus on implementation and also demonstrates creative classification of land use by classifying current land use by type as well as the character (lot sizes, age, etcetera). They are the only firm that included completion of a retail market study as part of their proposal which is critical for the City and local businesses in moving forward post-COVID. Their public outreach plan includes trained community ambassadors/volunteers to assist with community engagement, creating a grassroots feel for the project. MKSK stated that they have found the community engagement is higher when this approach is utilized.

MKSK also has an impressive list of past projects on their resume, including recent Master Plan Updates for other Michigan communities. I believe it is important to remember that while they have completed a lot of relevant projects, many of those communities are in either a redevelopment mindset (City of Detroit) or have open space to be developed (East Grand Rapids). MKSK did not demonstrate a deeper understanding of Grosse Pointe Park and our community history. Their work plan proposal is high quality but reads generic.

**OHM Advisors**
OHM Advisors, in partnership with CIB Planning, presents a proposal that includes an extensive and impressive public outreach plan. They propose utilizing a multi-platform engagement approach, including a project-specific website, online community survey, postcards, yard signs, and text message polling. They also propose holding virtual office hours throughout the project, which the project team will attend to listen to additional community feedback and answer questions. OHM Advisors also demonstrates knowledge of the surrounding area and is currently working on a project in the East Warren/Cadieux neighborhood in Detroit and was also involved in the development of the Detroit Lower Eastside Action Plan in 2017.

Additionally, OHM Advisors already has a thorough and extensive knowledge of the City’s infrastructure needs due to their current and ongoing engineering work. They demonstrated this knowledge in their proposed work program plan. CIB Planning serves as the lead technical consultant for the Michigan Economic Development Corporation (MEDC) Redevelopment Communities Program, which we have already demonstrated an interest in joining soon.

**Beckett & Raeder**
Beckett & Raeder is the only firm that referenced text from the 2012 Master Plan which demonstrates a thorough and in-depth knowledge of the City’s history. Through their work program proposal, a demonstration of where we want to go as a City is also shown. Their use of a Story Map Open House is unique and provides an engaging online format to present the draft plan. Beckett and Raeder are the only consultants who stated the benefits of doing a Parks and Recreation Master Plan in conjunction with the master plan and their proposed price allows for
that conversation to occur. Beckett & Raeder includes an action plan as part of their proposal. The action plan will include a time frame and the parties responsible for making the required changes. Additionally, the action plan will also highlight what we would need to do specifically to align with the Redevelopment Ready Communities program.

The only identifiable fault with their proposal is their lack of knowledge regarding the Grosse Pointe Park area and our neighbors.

**Recommendation**
Based on my evaluations of all the RFPs, I am formally recommending OHM Advisors, Mckenna and MKSK as the top three candidates per City Administration to the Planning Commission for review and selection.
JULY 31, 2020

Proposal for

Master Plan Revision & Update 2020

City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

OHM Advisors®
July 31, 2020

Nick Sizeland
City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

RE: Grosse Pointe Park Master Plan

Dear Mr. Sizeland,

Grosse Pointe Park is in a unique position. With recent investment and a growing desire for alignment on a direction for redevelopment, the City is poised to communicate a vision that is backed by residents and stakeholders, and secure their position in the market. Building off of the work that has already been done, revisiting the Master Plan is important for Grosse Pointe Park. It will ensure the City is poised to create a blueprint that will maintain Grosse Pointe Park as a high-quality community with exceptional places to work, live, and play.

Looking at Grosse Pointe today, we understand there are a number opportunities that should be considered as the community plans for the future. We believe the following will be critical to consider as the plan is created.

**Inclusive Community Engagement** – Engagement today has changed. How we communicate, host, and facilitate community meetings at OHM Advisors is dynamic, entertaining, and eventful. We have changed the traditional public meeting to function as a community event, an opportunity for celebration and dreaming. We will work with the Grosse Pointe Park community to listen, and strive, to reach the silent the majority, ensuring the plan is grounded and informed by realistic and true community aspirations.

**Neighborhood Character** – The City of Grosse Pointe Park has an incredibly strong, stable, and diverse housing stock. We are experts at planning for, illustrating, and creating visions and plans that promote balanced housing options, and complement and build on a community’s sense of place. We know this will be pivotal to the planning effort.

**A Strategy For Economic Development** – Understanding a need for the alignment with the Redevelopment Ready Communities Program, and importance of the business districts, there needs to be a heightened focus as part of this effort on securing the success of local businesses. Grosse Pointe Parks’ business districts currently, and will continue, to play a significant role in the economic success and overall quality of life in the community.

Our team of OHM Advisors and Community Image Builders are uniquely positioned to help Grosse Pointe Park create a plan that considers these elements, as well as all of the civic elements that define the community. We bring a holistic balance of planners, engineers, architects, and economic development specialists to the project. Our team is ready and has the capacity to work with Grosse Pointe Park to create a unique and inspiring plan to guide the community into the future.

Sincerely,

Patrick Droze
Project Manager
Infused into everything we do is the belief that putting people first creates a lasting impact on a community and its residents.

Contents

1 Letter of Interest

2 Introduction
   • Company Profile
   • Services
   • Sub-Consultant

3 Work Program
   • General Project Approach
   • Past Successful Approach
   • Timeframe Flow Chart

4 Experience and Qualifications

5 Consultant Personnel

6 List of Clients

7 Estimated Costs
Introduction
A holistic team of planning and design professionals dedicated to planning for and building the community. Our team brings the best of regional and national experience, balanced with local perspective, that will result in a plan that is both visionary and grounded in the values of the community.

PROJECT ROLES:

Planning
Landscape Architecture & Urban Design
Community Engagement
Economic Development

Community Engagement
Redevelopment Planning and Strategy Development
Transportation Planning
Introduction

Rooted in experience —and always looking forward. Our heritage is strong, but our passion to help communities is what drives us every day.

We think differently. OHM Advisors is a community advancement firm designing award-winning work across the engineering, architecture, and planning spheres. We believe that something incredible grows out of a team of experts with individual specialties – ideas with bigger impact. More energy. Greater synergy.

Community is at the center of everything we do. As a team of nearly 500 multidisciplinary professionals in three states, we’re wildly diverse and singularly passionate about Advancing Communities.

We’ve proudly had an impact on many communities over the past five-plus decades, but are especially honored that our four original clients are still with us today. They tell us it’s because we make their challenges our own and embed ourselves deeply in their organizations to deliver innovation. We like to think it’s because infused into everything we do is the belief that putting people first makes an impact on a community. In our experience, this is the mindset that leads to breakthrough thinking.

Our Clients
- Cities, Villages, Towns, Counties and Townships
- State and Federal Agencies
- ODOT, MDOT, TDOT, County Road Agencies
- K-12, Colleges and Universities
- Drain and Water Resource Commissioners
- Utility Authorities
- Parks Authorities

Locations
We opened our doors in 1962 and have been growing ever since. We have 14 offices throughout Ohio, Michigan, and Tennessee.

Contract Office
OHM Advisors
1145 Griswold Street, Suite 200
Detroit, MI 48226
T 313.481.1250
What We Do

Our services list is long, but our philosophy is simple: Advancing Communities. It’s the approach that guides us in everything we do.

Civil Engineering
Transportation & Traffic
• Bridge Design, Inspection, Scoping, Rating
• Highway/Interchange Design & Enhancements
• NEPA Planning, Governmental Reviews & Permitting
• Community-Based Streetscape, Complete Street Designs
• Safety Studies, Capacity Analysis, Data Collection
• Traffic Signal Design
• Roundabout Analysis & Design

Stormwater Management
• Stormwater, Drainage, Watershed Planning & Asset Management
• Hydrologic & Hydraulic Modeling
• Stream Restoration Analysis & Design
• Low Impact Development, LEED Site Design
• Collection & Conveyance Design
• Stormwater Utilities
• Permitting & Ordinance Writing

Wastewater Systems
• Facility Master Planning & Asset Management
• Hydrologic & Hydraulic Modeling
• I/I, SSES Analysis & Flow Metering
• Pump Station, Collection System Design & Rehabilitation
• Wastewater Treatment Plant Design
• SCADA Systems

Drinking Water Systems
• Facility Master Planning & Asset Management
• Hydraulic Network Modeling
• Source Water Protection
• Storage Facility, Booster Pump Design & Inspection
• Water Treatment Plant Design
• SCADA Systems

Municipal Engineering
Community Engineering
• Process/Plan Review
• Standards, Ordinance Development
• Stakeholder/Public Engagement
• Strategic Planning

Infrastructure Assessment & Planning
• Pavement Maintenance
• Sewer
• Capital Improvement

Design & Implementation
• Non-motorized Path/Sidewalk
• Utilities
• Roadways
• Parks/Recreation

Architecture
• Site & Facility Evaluation
• Facility Master Planning
• BIM, 3D Modeling & Renderings
• Space Planning & Programming
• Interior Design & Finishes
• Design (incl. LEED) & Documentation
• Construction Administration

Mechanical & Electrical Engineering
• Energy Audits
• HVAC System Design
• Lighting & Controls
• Plumbing System Design
• Fire Protection and Fire Alarm Systems
• Power Distribution
• LEED/Sustainability

Planning & Urban Design
• Community Planning & Visioning
• Park, Streetscape & Corridor Design
• Economic Development Strategies
• Transportation Planning
• Land Planning
• Zoning & Entitlements
• Codes & Standards

Surveying
• Topographic, Right-of-way, Boundary & Geodetic Control Surveys
• Road Design Surveys
• Bridge Surveys
• Hydraulic Surveys
• Construction Staking
• Global Positioning System (GPS) Surveys

Construction Engineering
• Construction Observation
• Fieldbook Administration
• Construction Documentation
• Contractor Payment Requests
• Field Engineering
• Contract Administration & Close-Out
• Preconstruction Meetings

Funding Procurement & Administration

Geospatial Decision Making/GIS
CIB Planning was formed in 2012 and is a Subchapter S Corporation organized in the State of Michigan. 17195 Silver Parkway, #309, Fenton, MI 48430

Firm Overview
Although active in regional planning, the focus of CIB Planning is to provide exceptional planning and development services to small and medium sized communities throughout Michigan. The professionals at CIB began their careers in the public sector and continue to work with local governments on a daily basis. This connection helps ensure that the plans, ordinances, and recommendations they make are both visionary and practical. Moreover, we pride ourselves on a firm that can not only provide day-to-day solutions to planning and development issues, but also bring a level of leadership that will build community consensus on key topics. This is evidenced by the long-term relationships we have with client communities; the longest being 24 years.

CIB Planning frequently teams with other consultants to provide the highest quality service and level of expertise.

Who is CIB Planning?
CIB Planning is an exciting planning and development consulting firm managed by Carmine Avantini, one of the founding partners of LSL Planning, and Justin Sprague. With a staff of four professionals, the firm has over 75 years of experience providing innovative planning and development solutions to communities in Michigan and the eastern United States. In addition to traditional community planning, CIB Planning specializes in downtown development, community marketing and branding strategies, economic development, ongoing DDA & CIA assistance, and project implementation.

Experience with Similar Communities
In addition to our current on-going economic development work for the City of Wixom, City of Fenton, Mundy Township, and Shelby Township, the CIB Planning team has significant experience with other similar communities throughout Michigan including the City of Romulus, City of South Lyon, City of Grand Blanc, City of Cedar Springs, and the Village of Spring Lake. Additionally, CIB Planning is the lead technical consultant for the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities program.
PROJECT UNDERSTANDING
Bordered by the City of Detroit on two sides and situated along Lake St. Clair, Grosse Pointe Park is the westernmost of the five Grosse Pointe cities. Grosse Pointe Park is home to a diverse housing stock, multiple business districts, historic architecture, and walkable neighborhoods that contribute to an unmatched quality of life for residents.

As urban-type living has become more desirable over the past decade, Metro Detroit’s inner ring suburbs have seen renewed investment and attractiveness due to combination of a small-town atmosphere, city amenities, and a proximity to the region’s larger cities. Cities like Ferndale, Berkley, Royal Oak, Northville, and the Grosse Pointes have seen an influx of new businesses, residents, and priorities that are challenging the status quo. Grosse Pointe Park has an opportunity with this update to their Master Plan to establish new priorities for the City and stay attractive for future generations of residents.

The goals and priorities of every city are different, and OHM Advisors (OHM) comes prepared to develop a unique, custom-made plan for Grosse Pointe Park that is based on data, community sentiment, and urban planning best practices. In addition to changes to land use and zoning required by Michigan law, we see the need to focus on the following topics for a stronger Grosse Pointe Park:

A Focus On Business Districts
Grosse Pointe Park has four businesses districts spread throughout the City, each with distinct characteristics and needs. Our team will identify strategies to allow businesses to develop their own identities, diversify their business offerings, and thrive in the future.

Strategies to Strengthen Neighborhoods
The City is home to an incredible diversity of homes, ranging from small starter houses to missing middle residential buildings to large historic homes. This diversity in housing stock, along with improved connections between neighborhoods, will allow the City to continue to attract a wide range of residents that contribute to a vibrant local economy.

Modernizing Streets and Public Spaces
The COVID-19 pandemic has exacerbated the need for high quality public spaces for residents and businesses to conduct daily life in a safe manner. OHM will build on our complete streets and public space design expertise to identify strategic ways to maximize public space in both the business districts and in local parks.

Connections to Neighboring Communities
In our region, most residents travel between communities for specific services, amenities, or activities, including between Detroit and Grosse Pointe Park. Fostering connections between the Detroit neighborhoods of Jefferson Chalmers, Morningside, and East English Village will benefit all residents. Additionally, OHM’s work with the City of Detroit on the E. Warren/Cadieux Neighborhood Framework Plan will bring new development to those neighborhoods and interested Park residents.

A Phased Approach
Master Plans are typically a long-term guiding policy document that helps determine where growth and change will occur in the City. OHM’s approach is to identify potential projects for the short, medium, and long term that Grosse Pointe Park can begin to implement throughout the life of the Plan.
THE OHM VALUE PROPOSITION
OHM is in the business of Advancing Communities and believes that a comprehensive approach to planning provides the greatest value to our client communities, allowing them thrive in the future. Our dedicated, local team of planners and designers is here to find ways to achieve Grosse Pointe Park's goals through action oriented and community driven solutions. We differentiate ourselves from our competition by offering the following values:

- **A Deep Bench** – OHM has experts available in all aspects of planning, architecture, design, and engineering that can be utilized to answer questions, provide insight, and ensure that recommendations are feasible for Grosse Pointe Park.

- **Branding** – Our team of talented designers will create a unique brand and appearance for the Master Plan Update to help it stand out from the noise. A dedicated brand will drive engagement and build awareness around the planning process.

- **Community Connections** – OHM’s planning team is currently working with the City of Detroit on the E. Warren/Cadieux Neighborhood Framework Plan and has developed strong relationships with the City’s East Region planning team. We can leverage these relationships to maximize coordination in the future. We also work with numerous communities throughout Southeast Michigan, should the need for additional consultations with peer cities arise.

- **Implementation Focused** – Our team is focused on achieving results for our client communities. OHM will work closely with Grosse Pointe Park staff to recommend a variety of projects that can be implemented throughout the life of the plan.

- **Design Forward Thinking** – OHM’s team of planners takes a design forward approach to all planning projects, developing maps, graphics, and drawings that clearly illustrate concepts and recommendations in a way everyone can understand.

- **Multidisciplinary** – Our team is comprised of land use planners, transportation planners, economic development specialists, landscape architects, and zoning experts that will help Grosse Pointe Park navigate the complexities of the Master Planning Process. OHM will be able to provide detailed concepts addressing the City’s priorities.

PUBLIC ENGAGEMENT
Our Approach
Public emergencies, such as the current pandemic, have presented significant disruptions to civic discourse. These unique times have challenged us in a way that is deeply personal and require a new approach to planning and communication. Understanding how these events are affecting community members on a personal level informs how we respond locally and how we plan for the future. In recognizing the community's struggles, needs, and aspirations, we are able to craft a method for a more meaningful engagement experience. It is an opportunity for innovation and to address inclusion into current engagement processes. This refined approach is driving our efforts to engage with the community at this time.

- **Simplicity is Key.** Utilizing new online platforms can be confusing to navigate. We have found that maintaining familiarity, transparency, and simplicity can ensure a smooth meeting and allow for maximum input from all users. In creating websites, social media platforms, and sources of information, it is important to integrate all platforms to maintain continuity of look, feel, and content.

- **Set Ground Rules.** Allowing for equal and fair input in virtual engagement can pose unique challenges. By setting a protocol and procedure early on, more voices can be heard in an efficient manner. This is new territory for many and having a clear methodology for navigation helps to ease uncertainty.

- **More is More.** When it comes to digital engagement, additional communication is imperative. Hosting a town hall meeting online can create an intimidating atmosphere which could result in disengagement. Ample opportunities for input, such as a quick poll or check-ins during a presentation, can ensure active participation. Beyond gathering input,
providing updates often can maintain excitement and inform the community about the progress of the project.

**Preparedness is Essential.** Just as in-person community meetings need preparation and choreography, so do digital meetings. Understanding the software, its capabilities and its challenges will help ensure participants are getting the most out of the engagement exercise.

**Be Ready to Adapt.** While we design our engagement methods to minimize potential issues, some technical difficulties are inevitable. Anticipating these issues and having a plan in place for when this happens is important.

**Key Community Members**
The key community members outlined below may be involved in the planning process to ensure the Plan responds to the needs of the community.

- **Government** – Board Members, Elected Officials, City Staff
- **Stakeholders** – Business Owners, Property Owners, Civic Groups
- **Steering Committee** – Representatives from government and community leaders
- **Community Residents** – Members of the Grosse Pointe Park Community

**Engagement Strategies**
We will create a communication and engagement strategy plan that is specifically tailored to your stakeholders and the community. Understanding the challenges of in-person engagement at this time, that strategy will be anchored in reaching people where they are through the use of technology but remain flexible to shift to traditional engagement if feasible. While atypical in approach, we are able to reach a wide array of community members, which is the cornerstone for building trust and excitement for your project.

**Community Meetings**
OHM will prepare for and conduct two virtual community meetings to occur at key milestones during the project. These workshops will serve as an arena for community members to share their aspirations for the future of Grosse Pointe Park. In addition to the two meetings, OHM will hold virtual office hours throughout the planning process to provide additional opportunity for the project team to listen and gather community input.

**Multi-Platform Engagement Tools**
A multi-platform approach is essential for reaching the entire population of Grosse Pointe Park. For people who can’t make a community meeting, there are ample opportunities for them to engage:

- **Website** – A project specific website will be created to host all materials created throughout the process, and will provide a platform that communicates the intention of the plan, schedule, and all digital engagement.
- **Online Community Survey** – An online community survey will be conducted to capture the voice of the community and gain insight on key issues facing the City.
- **Mentimeter** – Text polling will be utilized during the community meetings to provide real-time responses in a public setting. Mentimeter is a quick, fun way to get feedback directly from a participant’s smart phone with the feedback available immediately.
- **Social Media** – Methods for receiving information are rapidly evolving and social media presents an opportunity to easily share project updates, meeting invites, and information with the community. OHM will develop content to be shared easily by City accounts.
Work Program

Graphics
Rendered plans, illustrative conceptual renderings, and reports can give a real, substantive idea of what the Plan is recommending, generating excitement and support for the Plan. Displays can be offered for public comment in the following ways:

- Presented at a public forum, with comment sheets and self-addressed envelopes provided.
- Presented in strategic locations throughout town, i.e. businesses, with comment sheets and self-addressed envelopes provided for comments.

Non-Digital Outreach
Beyond the virtual engagement strategies listed above, materials and signage help to raise project awareness and elicit further input from the community. OHM can produce the following outreach materials if needed:

- Postcards or mailers
- Yard signs and outdoor project boards

WORK PROGRAM
Phase 1: Prepare for the Plan

Task 1.1 – Getting Organized
OHM will facilitate a ‘kickoff’ work session with City staff and leadership. The intent of this session is to familiarize the OHM team with key planning and development issues, develop a Steering Committee structure, and establish logistics and detailed schedules for the project.

Task 1.2 – Develop Project Brand and Website
As part of this task, OHM will develop a project logo and brand, as well as a project website. The website will serve as the main social media outreach tool. The website will be developed and housed by OHM and later become property of the City of Grosse Pointe Park. The website will be utilized as a resource to disseminate information, solicit digital feedback in the form of online survey, provide project updates, contain draft and final documents and include a dashboard for the public to access and monitor the City’s progress on achieving stated plan outcomes. See the following websites OHM has developed:

- [ewcplan.com](http://ewcplan.com)
- [Visionforthevalleycycle.com](http://Visionforthevalleycycle.com)
- [Clinton township strategic vision plan.com](http://Clinton township strategic vision plan.com)

Task 1.3 – Assemble Mapping Data and Prepare Maps
As part of this task, the planning team will collect and assemble data to create base maps and data sets. This step will utilize data provided by the City, Wayne County, and various state organizations. The data will be compiled and organized to create a series of maps using GIS software. These maps will be used in later tasks.

Task 1.4 – Review Current Plans and Policies
OHM will assemble and review all relevant planning and zoning documents that directly address the City’s current and future conditions. This will include, but is not limited to, zoning district maps, development policies, and the existing Master Plan.

Task 1.5 – Project Kick-Off (Steering Committee Meeting 1)
OHM will begin the project by facilitating a kick-off meeting with the Steering Committee to review the project work plan and project schedule. The kick-off meeting will serve as a way to make sure all the participants in the planning process understand the schedule and deliverables that will result from each task. OHM will lead an open and transparent discussion with the Steering Committee that focuses on the end result and an inclusive process to ensure all expectations are met.

Phase 2: Understand the Context

Task 2.1 – Existing Condition Analysis
OHM will conduct a thorough analysis through the mapping of the existing conditions in the Grosse Pointe Park community. The analysis will focus on past, current, and future trends in the community and region, which will inform the Plan’s development.
Work Program

This will include, but is not limited to, the following plan elements. We envision these elements serving as the main chapters and organizing elements of the Plan.

- Land Use & Character
- Demographics & Housing
- Economics
- Parks & Open Space
- Mobility (motorized and non-motorized)
- Community Services and Facilities
- Public Infrastructure

**Task 2.2 – Online Community Survey**

Through the project website, City website, the City’s social media accounts, and other channels of communication, OHM will administer an online survey to capture the goals of the community and serve as a basis for the Plan’s direction.

**Task 2.3 – Stakeholder Working Sessions**

OHM will meet with groups of stakeholders identified by the client team. The group may include citizens, community groups, business leaders, and appointed/elected political officials (up to three one-hour meetings will be conducted). At these meetings, OHM will conduct an idea generation and mapping exercise with the stakeholders to initiate dialogue on the future of the City. OHM will record these answers which will be in Public Meeting 1 and later tasks.

**Task 2.4 – Public Meeting 1**

Assuming social distancing guidelines are still in place, the first public meeting will be held virtually and involve a presentation of key findings from the website and community survey, as well as the existing conditions analysis. Several engagement exercises will be conducted through the online platform, along with an opportunity to identify development issues, opportunities, and priorities. The resulting input will help inform the public policy framework concerning development and redevelopment in the community and guide future implementation strategies.

If social distancing is no longer needed, OHM will hold a traditional in-person public meeting utilizing the same engagement exercises.

**Phase 3: Develop the Plan**

**Task 3.1 – Creating the Plan Goals and Objectives (Steering Committee Meeting 2)**

The purpose of this meeting is to translate the results of Phases 2 into the Plan framework. The existing conditions and community outreach findings will be categorized by each chapter of the Plan and presented in a clear and concise manner. The Steering Committee will be able to review the categorized results of the previous tasks to develop goal statements that describe, in simple terms, the desired outcome for each element of the Plan. Once the goals are established, OHM will present a list of draft development principles. The development principles are statements of intent that describe the desired outcome of future growth and development in the City. The goals and principles will be used to shape a plan for the City and should be used to evaluate the compatibility of future projects, programs, policies, and developments, as well as future regulatory updates.

**Task 3.2 – Business District Strategies**

OHM Advisors will perform a deep dive into the City’s business districts. The districts will be evaluated and reimagined with graphic site designs and strategies for improvement. These strategies will include recommendations related to economic development, programming, mobility, character and design, and further alignment with the Redevelopment Ready Communities program. Future development and redevelopment options will be presented and discussed at Steering Committee meeting #3.

**Task 3.3 – Getting It Done – Plan Strategies (Steering Committee Meeting 3)**

During this meeting, a preferred Development and Redevelopment Plan will be selected. OHM will also work with the Steering Committee to develop the objectives and strategies for implementation to achieve the desired outcomes of the Plan. Each strategy will include a time frame, responsible party, and cost estimate to achieve the strategy. City staff and the Steering Committee will be asked to review and annotate this implementation plan to ensure the strategies reflect the desired goals and incorporate the correct stakeholders. This will help guide and inform those implementing the Plan in the future.

**Phase 4: Finalize the Plan and Set Up Implementation**

**Task 4.1 – Prepare Draft Plan (Steering Committee Meeting 4)**

OHM will prepare the initial draft of the Master Plan. All
previous work will be integrated into this draft. OHM will submit the document to the client team for comments. Client team comments will be addressed, and the draft will be submitted to the Steering Committee for review. OHM will meet with the committee to review the final draft Plan. The recommendations from the meeting will be incorporated into the final draft that will be recommended for presentation to the public.

**Task 4.2 – Public Meeting 2**

OHM Advisors will facilitate a virtual public meeting that offers the public an opportunity to review the draft policies of the updated Plan. The meeting will be a two-part structure. In the first part, a presentation will be given to provide background on the technical research and community outreach work conducted. An overview of the status of the project will be shared. The second part of the meeting will be organized in a format that allows for participants to provide input, through polling and other interactive engagement methods.

If the need for social distancing is no longer needed, OHM Advisors will hold a traditional in-person public meeting utilizing the same engagement exercises.

**Task 4.3 – Implementation, Funding and Accountability Plan**

OHM recommends that implementation steps be taken immediately following the release of the report in order to benefit from the momentum and goodwill created by the planning process. OHM will create an implementation plan and advise the City on the implementation and long-term management of the Plan. This will include a standalone accountability plan/matrix to be included as part of the website implementation dashboard. OHM has experience facilitating implementation committees following the completion of a plan; however, it is important to identify local champions early in the process who can carry-on the work of community improvements, policy creation, and increasing development potential.

**Task 4.4 – Present Draft Plan to Steering Committee, Appointed, and Elected Officials**

OHM will work with the client team to unveil the draft of the Master Plan to elected and appointed officials to solicit their feedback prior to completion of the Plan. Elected and appointed officials will have also had the opportunity to participate throughout the project during public outreach efforts and review the Plan’s progress on the project website. At this meeting, the Steering Committee will also be invited to attend and participate in the discussion, both as an ambassador of the Plan and as a means of continuing to provide input into the process. This meeting will serve as the final Steering Committee meeting.

**Task 4.5 – Public Hearing & Adoption**

As required by state law, a public hearing is to be held prior to adoption of the Plan. This public hearing will be held after the required 63-day review period of neighboring jurisdictions, utility companies, transportation agencies, and other relevant entities. OHM will attend the hearing and be available for questions.

**Task 4.6 – Revise and Deliver Plan**

After receiving final comments, OHM will revise the Master Plan, as necessary, and prepare the Plan for publication. Final deliverables include:

- One un-bound original copy of the Plan
- 18 bound copies of the Plan, including color copies of all maps
- 2 display-size colored copies of new Existing and Future Land Use maps
- Compiled, categorized digital files of all text, maps, and graphics incorporated in the final Plan. Any mapping will be hosted on OHM Advisors’ ArcGIS online site and available for City staff to use. A master table showing the structure of the file system will be included as well.
## Ford Road Area 2
### Mixed-Use Center in the Heart of It All

#### Concept Overview
This area is envisioned as a vibrant, master-planned development that supports a variety of uses. Entertainment and retail are carefully integrated and arranged around public spaces that will help to maintain and elevate real-estate values and create a sense of vibrancy in the area.

The proposed concept is organized in these distinct clusters including retail and entertainment, professional office, and residential. Whether developed as a whole or in individual phases, this area has tremendous potential to build on the economic success of the Ford Road Retail District and neighboring IKEA.

#### Development Data

<table>
<thead>
<tr>
<th>Use</th>
<th>Area</th>
<th>Parking Count</th>
<th># Floors</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Retail</td>
<td>33,000 sq ft</td>
<td>1/65</td>
<td>(1)</td>
</tr>
<tr>
<td>B. Mixed Use</td>
<td>43,000 sq ft</td>
<td>1/100</td>
<td>(6)</td>
</tr>
<tr>
<td>C. Office</td>
<td>133,000 sq ft</td>
<td>1/1200</td>
<td>(6)</td>
</tr>
<tr>
<td>D. Res - MF</td>
<td>7.0 ac.</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>E. Res - SF</td>
<td>18.3 ac.</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>F. Res - SF</td>
<td>18.3 ac.</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

#### Target Users

<table>
<thead>
<tr>
<th>Type</th>
<th>Restaurants</th>
<th>Office</th>
<th>Residential</th>
</tr>
</thead>
</table>

#### Examples

- Panera Bread, Grill, Texas De Brazil, Bone Fish Grill, N.C. Champion, Chipotle, Panda Express, Nordstrom, Cheddar's
- Factory
- A plan for flexible professional office space (local estate law, medical/health, design firms, etc.)
- High-end multi-family apartments/townhomes with world-class amenities that attract the creative class and baby boomers

- Gap, Hollister Co., Forever 21, Ann Taylor, Abercrombie & Fitch, Eddie Bauer
- Apple, Verizon, AT&T, Radio Shack
- Office Max, Staples
- Pottery Barn, West Elm, Pier 1 Imports
- Crate & Barrel, Bed, Bath & Beyond
- Golf Galaxy, Special Tee Golf
- Backstroke, Barnes & Noble, White Barn Candle Co., Williams-Sonoma, Tender Bar, Build-A-Beach Workshop, Hallmark, Trader Joe's, Whole Foods, Lids

- Home Decor / Homewares
- Electrical / Fish Phone / Office Supply
- Miscellaneous

- Golf
The E. Warren/Cadieux Neighborhood Framework Plan is a plan of action crafted in coordination with community residents to identify feasible strategies to improve the quality of life for all residents in the neighborhood. The Plan will identify specific concepts spanning the three neighborhoods in the Study Area, Morningside, East English Village, and Cornerstone Village, that focus on four distinct topic areas. Ultimately, the project will identify specific locations and design concepts for the City of Detroit and its philanthropic partners to invest in with the goal to attract new private investment in neighborhood.

The Neighborhood Framework Plan is focused on developing strategies within four specific issue areas of the neighborhood; Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. OHM Advisors is leading a team of local, national, and international experts to identify feasible concepts rooted in data and informed by the voices of community. Our team has been able to develop concepts for each of the focus areas that are feasible within the reality of Detroit, while drawing on our innovative experiences from around the world. The final plan will be a detailed guide to implementing each of the concepts and including potential funding opportunities, real estate investment data, detailed design concepts for E. Warren Avenue, and approaches to improving access to the neighborhood parks.
This 12 month Master Planning process will reflect Livonia’s desired direction for the future. Located in SE Michigan, Livonia is home to just under 100,000 residents in a mature suburban community 20 miles from downtown Detroit. The purpose of this project is to develop a Plan that can be used to guide future development in the City for the next 20 years. The Plan is envisioned as both a physical plan and policy guide for development in Livonia.

Critical to the City’s future is the need to address in-fill development proposals and redevelopment opportunities in a way that is consistent with the long-term goals of the community. OHM led this portion of the project and is analyzing and developing three concepts on the Civic Center campus, an area near 7 Mile and Middlebelt, and a mile long stretch of Plymouth Road from Inkster Road to Middlebelt Road. These concepts and development programs can serve as models for other developable areas within the City.

OHM was a sub to McKenna Associates and is assisting with all public involvement activities, stakeholder engagement and will also work on completion and adoption of the document which includes analysis of data related to land use trends and needs of the community, as well as solidifying community goals and objectives.
In 2018, the City of Farmington initiated a process to update their Master Plan. OHM Advisors, along with CIB Planning as the sub-consultant, led the City through a dynamic planning process to capture and build on current planning momentum. With a strong foundation set by the various city-wide and sub area plans completed by OHM, Farmington was set to review, update, and grow their community's vision.

Working with stakeholders, City staff, and the public at large, the project team developed a plan that defines a direction through both policy and land use. The plan outlines several key areas that provide opportunity for revitalization. In providing greater detail on the desired character and development goals, each area contains an action plan and prioritizes key steps necessary to fulfill the vision and to maintain economic competitiveness.

An extensive public engagement process was implemented that included a community survey, resident and business based stakeholder meetings, and numerous public meetings. This engagement strategy, along with a strong understanding of local and regional conditions and trends, allowed for a blueprint for future development that truly reflects the values and aspirations of the community.
City of Westland – Strategic Master Plan
Westland, Michigan

OHM Advisors was hired to lead the City of Westland through a visioning process to determine the opportunities along the Central City Parkway corridor. The corridor had many points of interest that involved a variety of components. Although the remediation and basic improvements were nearly complete, the park still lacked the many details that would make this park a completed attraction for the community. The City of Westland wanted to have a complete design of each of the components, including a thorough and complete description of every detail that will be needed to complete the park.

Our team worked in conjunction with Westland’s DDA to conduct a strategic master plan. The project team explored areas within the corridor that could be targeted for future public improvements to enhance and strengthen the core of the city. OHM Advisors prepared final master plan of the Central City Park that described the five major areas of the park. Those areas of public improvements have been developed:
- The Mile
- Central City Park Master Plan
- Tattan Park Improvements
- Farmers’ Market
- City Hall Relocation
- Veterans Memorial Garden

ENHANCING AND IMPROVING THE CORE OF THE CITY

COMPLETION
2012

CLIENT INFORMATION
City of Westland
Lori Fodale, Economic Development Director
36601 Ford Rd.
Westland, MI 48185
734.467.3264

COST
$106,000

SERVICES PROVIDED
Planning
Landscape Architecture
Site Design
Downtown Auburn Hills, at the time of this study, was a small downtown beginning a resurgence into a vibrant mixed-used district. Some public investment was made in the Downtown through transportation, streetscape, and public space improvements. Collectively, these improvements set the stage for future redevelopment in the area. There was also some private sector investment that occurred over the last several years that serves as a catalyst to encourage and complement future investment in the downtown.

One of the primary opportunities in the Downtown that was a driver for conducting this study was the City’s purchase of a large manufacturing site north of Auburn Road and east of Squirrel Road. Surrounding this site were two other underutilized properties that when looked at collectively created a large area to support future economic development, and continue to build on the downtown as an attractive destination within the community.

In looking at this area, and the existing Downtown development pattern and infrastructures, it was clear a vision and development plan were needed. The vision that was developed through this planning process for the future of the Downtown was simple, attract and promote future development by marketing new development opportunities. Following this vision, six primary development goals were developed to implement the vision.

A VISION FOR TURNING NEW OPPORTUNITIES INTO FUTURE DEVELOPMENT

**Experience and Qualifications**
OHM Advisors assisted the Eastside Community Network to develop Detroit’s Lower Eastside Action Plan (LEAP), which is a community-driven process designed to engage people in transforming vacant land into active land uses. As part of a company commitment to helping City of Detroit move forward, OHM Advisors donated the time of professional planners, engineers, and policy specialists to complete this effort.

For decades, the Eastside Community has experienced massive population, housing and business loss. LEAP is a community-driven effort to address these challenges. Using a “typology” approach that looked at both current conditions and possible future directions, residents devised schemata for stabilizing neighborhoods through turning vacant land into productive uses, recognizing that the area will probably not see a return to a higher population in the foreseeable future.

OHM Advisors’ team members worked directly with neighborhood leaders to facilitate a series of public meetings to explore the accuracy of data, local needs and wishes, resident priorities, and creative ways to accomplish the goals of the plan. In addition, OHM Advisors worked to identify water infrastructure issues and provide a set of recommendations to implement green infrastructure and water infrastructure improvements throughout the project area.

The approach was used to achieve genuine engagement with the community is the Neighborhood First Engagement Model, which is a model that encourages participation of all stakeholders in advocating for a better quality of life in neighborhoods and improved communication among neighbors. The team also relied on the Neighborhood Revitalization Strategic Framework Process to create a new plan that builds upon existing work, including the original LEAP, Detroit Future City and a host of local, sub-area plans.

The end result of this effort was a revised LEAP document to serve as guide for all groups working to advance the Lower Eastside of Detroit.

Additionally, the project provided clear direction to the City of Detroit about the community’s local wishes as Detroit embarks on the next generation of city-wide planning initiatives.
The entire OHM staff is stellar. When OHM is involved in a product they become totally engaged to the community. They are all pleasant and well accepted by professionals and various public personalities.

Fred Ernest, Executive Director, Newark’s Community Improvement Corporation, Newark, Ohio
Consultant Personnel

Our People

OHM Advisors attests to the fact that the key personnel provided within this proposal have adequate availability to provide the services as outlined in this document. In addition to the key staff that will support the project directly, we have nearly 500 professionals firm-wide to provide as-needed support to our clients.

Aaron Domini, Project Manager
Aaron has played a key role in developing a variety of plans for urban, rural, suburban, and regional areas throughout the country. His experience includes community planning, economic development, and public policy. With over fifteen (15) years of experience, Aaron leads planning projects that build community and promote new economic opportunities for his clients.

Marguerite Novak, Planner/Project Coordinator
Marguerite’s passion lies in community visioning and the public engagement process. She believes strongly in providing opportunity for all to have influence shaping the future of their community. Marguerite recently assisted in the updating and development of Master Plans in the City of Westland, Farmington, and Livonia.

Eric Dryer, AICP, Planner
Eric brings a diverse background in transit, non-motorized assets, and community engagement to the team. His experience includes multimodal corridor planning, non-motorized planning, benefit and impact analyses, bus and transit system planning, transit data collection, and spatial data analysis around the State of Michigan and in the Midwest.

Chris Riggert, PLA, ASLA, CNU, Urban Designer
As a designer and problem solver at heart, Chris’ passion lies in developing meaningful projects that celebrate place. He brings a robust and collaborative perspective to the project and his expertise lies in working with multi-disciplinary teams in all project phases to reflect human scale and community-centric planning and design.

Carmine Avantini, AICP, Economic Development, Land Use & Implementation
Carmine specializes in community planning, zoning, public involvement, economic development, downtown planning, small town development, site redevelopment, and project implementation. He works with a wide range of municipalities to find creative solutions to challenging development issues and sees them through to implementation; recognizing that projects are not truly completed until construction is finished.
Prior to joining OHM Advisors, Aaron served as a public sector planning administrator which contributes to his ability to create plans and codes that are easily understood and implemented. Passionate about including citizens at the heart of the planning process, Aaron excels at leading and facilitating public participation to build stewardship, consensus, and support throughout the communities he serves. His emphasis on engaging the public yields plans that are rooted in market realities balanced by community values and aspirations. Aaron plays an active role in the planning community and serves as an Adjunct Professor at The Ohio State University Knowlton School of Architecture.

**Select Relevant Experience**

**City of Farmington Vision Plan (Farmington, MI)**
Project Manager for this plan that asked citizens what they wanted their city to be like in the future. The process involved several public meetings, small group sessions, and an online survey. A city with a historic downtown, but an eye to the future, Farmington sought a plan that will position itself as a place that will attract and retain residents. The plan yielded 47 recommendations covering topics such as economic development, transportation, and community events. Since the completion of the plan, the City and stakeholders have begun implementation of several of the recommendations.

**City of Farmington Downtown Area Plan (Farmington, MI)**
Project Manager to prepare a Downtown Area Plan for a collection of public and private properties in Downtown Farmington. The Plan defines a vision for future public improvements that will elevate the economic competitiveness of the area and enhance the overall quality of life for the citizens of Farmington. To achieve this vision, our team led meetings to encourage input and buy-in from property owners, stakeholders, and public officials, analyzed existing market conditions, and developed concepts for redevelopment.

**Grand River Corridor Plan (Farmington & Farmington Hills, MI)**
Project Manager for the Grand River Corridor, a mixture of auto-oriented development that was lacking a strong vision for the future. This plan provides a framework for the corridor to develop and redevelop in a cohesive and coordinated manner. Additionally, it makes recommendations for streetscape improvement and future land use, and provides development scenarios based on those recommendations.

**Westland Strategic Redevelopment Plan (Westland, MI)**
Senior Planner to lead the City of Westland through a visioning process to determine the opportunities along the Central City Parkway corridor. The team worked in conjunction with Westland’s DDA to conduct a strategic master plan. The project team explored areas within the corridor that could be targeted for future public improvements to enhance and strengthen the core of the city.
Marguerite is a graduate of Michigan State University’s Urban and Regional Planning Program who has experience working on master plans for urban and rural communities. Marguerite has worked closely with community members and the public to create plans that fit their needs. Prior to working at OHM Advisors, Marguerite has worked as a planner for the West Michigan Regional Planning Commission in Grand Rapids, where she assisted six counties (Region 8) for all general planning needs including technical assistance, resource connection, and mapping.

Select Relevant Experience

**City of Farmington Downtown Master Plan (Farmington, MI)**
Planner; assisted in the development and public input process for the update to the City’s previous Downtown Master Plan to create a strategy for the district’s future. The plan highlights and builds on the existing vision for the downtown. It includes several key projects along with schedules and potential funding mechanisms to guide implementation.

**Municipal & Planning Services (Farmington, MI)**
In providing assistance in municipal services, Marguerite has been involved in the review of private development site plans and the proposal process, from both planning and engineering standpoints. In addition, Marguerite has provided assistance in Recreation Plan review and evaluation for grant eligibility.

**City of Westland Master Plan (Westland, MI)**
Planner; assisting in the development of the City’s Master Plan. Civic engagement strategies are implemented through various community summits and an interactive project website. The plan contains two focus area plans in which special public engagement and policies are being developed. The plan also includes a non-motorized transportation plan that addresses the entire city’s current framework.

**City of Livonia, Master Plan (Livonia, MI)**
Planner; assisting in the development of the city-wide Master Plan, as a sub consultant to McKenna and Associates. The plan addresses topics relating to land use, goals and policies, mobility, infrastructure, sustainability and health, economic development, and urban design regarding special planning areas. Marguerite assisted in the facilitation of a multiple day design charrette and public meeting, seeking input for the plan.

**Lower Eastside Action Plan (Detroit, MI)**
Planner; assisting in the development of Phase III of the Lower Eastside Action Plan (LEAP). Through the Michigan Association of Planning’s organization of a Community Action Planning Team, a team of professional planners were assembled to provide time and expertise to a project focusing on community outreach. In collaboration with the Eastside Community Network and neighborhood leaders, Marguerite has provided assistance with numerous community meetings and the development of the plan’s framework.
Consultant Personnel

ERIC DRYER, AICP

PROJECT PLANNER

Eric is a Detroit based transportation planner with a passion for improving the efficiency and sustainability of transportation systems by improving options for multi-modal travel. He brings a data and design-driven approach to helping communities determine the best way for multimodal, non-motorized, and transit system improvements to be implemented.

Recently, Eric led the implementation of DDOT’s fare simplification project, Dart. In both Westland and Livonia, Michigan, Eric led the development of non-motorized safety education campaigns to educate residents on proper cycling safety. He has also been responsible for delivering public transit planning studies for the Regional Transit Authority of Southeast Michigan, in Grand Rapids, and in Ann Arbor.

Select Relevant Experience

**East Warren/Cadieux Neighborhood Framework Plan (Detroit, MI)**
Project Coordinator responsible for delivering a catalytic neighborhood revitalization plan to the City of Detroit for three neighborhoods on the east side of the City. The plan is focused on identifying near term strategies to stabilize the neighborhoods, spur commercial development, redesign for E. Warren Avenue, and develop concepts to improve Balduck Park. A streetscape design, including protected bicycle infrastructure, street trees, and wider sidewalks is included in the final design.

**Multi-Modal Development and Delivery (M2D2) Guidebook (Statewide, MI)**
Project Coordinator responsible for developing a planning and design guidebook to support implementation of the Multi-Modal Development and Delivery (M2D2) process for MDOT. The Guidebook identifies best practices for designing multi-modal projects, existing and future data and analysis tools, and a step-by-step framework to support implementation of the initiative on MDOT owned roadways.

**Michigan Avenue (US-12) Planning and Environmental Linkages (PEL) Study (Detroit, MI)**
Project Planner responsible for identifying and evaluating roadway design concepts for Michigan Avenue in Downtown Detroit, from Woodward Avenue to I-96. The Study will determine the future use of Michigan Avenue and right-size the street to improve safety, comfort, and bicycle and pedestrian conditions.

**Lower Town Mobility Study (Ann Arbor, MI)**
Lead Planner responsible work assisting in the development of mobility strategies for the Lower Town Neighborhood in Ann Arbor, MI. The Study is focused on identifying solutions for personal mobility through the Lower Town neighborhood centered on traffic safety, non-motorized travel, public transportation, and land use.

Education
Master of City and Regional Planning, University of Oklahoma, 2013
Bachelor of Science in Biology, University of Michigan, 2010

Experience
With OHM since 2018
6 years prior experience

Professional Affiliation
• American Planning Association, member

Certifications
• American Institute of Certified Planners, #029160
CHRIS RIGGERT, PLA, ASLA, CNU
URBAN DESIGNER

Chris Riggert is a project manager and landscape architect within OHM’s Planning, Landscape Architecture and Urban Design group. His project types span the built environment, and include neighborhood plans, urban design of new development, streetscapes, plazas, campus design, parks, trails, and green stormwater infrastructure.

He brings a creative and robust approach to his work and his expertise lies in fostering meaningful collaboration throughout the full life of the project, both internal to the project team and between the client and community stakeholders. He is passionate about tailoring proven solutions to unique project needs, while empowering residents to play active roles in shaping their communities.

Select Relevant Experience

Lane Avenue Corridor Plan (Upper Arlington OH)
Lead Urban Designer. Worked with the City of Arlington to develop a comprehensive vision, economic development strategy and form-based code for a rapidly changing mile-long commercial corridor. Project designs balanced historic community character with developer driven density and modern architecture, and integrated motorized and non-motorized transportation. Project proposed placemaking strategies with sidewalk activation and regulation, district branding and wayfinding signage.

E. Warren/Cadieux Neighborhood Framework Plan (Detroit, MI)
Landscape Architect for this neighborhood plan that is focused on developing strategies within four specific issue areas of the neighborhood; Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. Concepts were developed for each of the focus areas to guide investments in the neighborhood.

Detroit Future City Field Guide to Working with Lots (Detroit, MI)*
Landscape Architect. After completing an intensive and internationally renowned strategic framework plan, Detroit Future City (DFC) refocused efforts towards implementation of targeted projects. One such initiative was the “Field Guide”, a pattern book of 34 site designs for prototypical Detroit parcels. These designs activated land above and beyond vacancy by introducing strategies for stormwater management, public space, agriculture, soil remediation and beautification, all while elevating residents to stewards of the landscape. Chris filled the role of project designer and technical landscape architect and utilized community data collected by DFC staff to create all lot design packages. The Field Guide received an ASLA national Honor Award in 2016.

Solanus Casey Center, Stormwater Master Plan and Feasibility Study (Detroit, MI)*
Landscape Architect. The Solanus Casey Center (SCC) memorializes the life of Father Solanus, a capuchin priest slated to be North America’s first anointed saint. Chris worked with the SCC to develop a comprehensive strategy for organizational growth and stewardship of underutilized properties within the surrounding economically challenged neighborhood. The master plan included a campus-wide stormwater master plan which not only utilized GSI best practices, but also credited SCC with City of Detroit GSI credits. Implementation is currently underway.

*Completed prior to OHM Advisors
Carmine is also active in the preparation and implementation of several redevelopment strategies and projects including the Wixom Village Center Area (VCA); the Downtown Fenton Redevelopment Plan including removal of the pedestrian mall and reopening of the street; the Pointe South Redevelopment plan in Jasper County, South Carolina; and currently redevelopment of the former Ford Wixom Assembly Plant into a mixed-use commercial, industrial, office and R&D center.

Prior to starting CIB Planning, Carmine was a co-founder of LSL Planning, the Director of Planning and Community Development for Utica, NY, Executive Director of the Herkimer County, NY, Development Corporation and City Planner for Rome, NY. He also worked as a Project Manager with CRM Commercial Properties where he was responsible for the redevelopment of two different former industrial complexes into mixed-use facilities.

**Select Relevant Experience**

**Community Planning**
- Master Plan & Ongoing Services (Brighton Twp., MI)
- Master Plan, Zoning Ordinance & Ongoing Services (City of Fenton, MI)
- Master Plan & Ongoing Services (City of Swartz Creek, MI)
- Master Plan, Zoning Ordinance (City of Lapeer, MI)
- Master Plan, Zoning Ordinance, Vision 2020 Plan & Ongoing Services (City of Wixom, MI)
- Master Plan & Ongoing Services (City of Imlay City, MI)
- Master Plan, Ongoing Services & Image Building Program (City of Cedar Springs, MI)
- Master Plan, Zoning Ordinance & Ongoing Services (City of South Lyon, MI)
- Master Plan & Public Workshop Delhi Township (MI) Cost of Community Services Study (City of Sturgis, MI)
- Corridor Improvement Authority Plan (Mundy Township, MI)
- Downtown Plan & Public Involvement (Rogers City, MI)
- Master Plan Update (Shelby Township, MI)
- Special Zoning Projects (Village of Spring Lake, MI)
- Master Plan & Zoning Ordinance (Village of Quincy, MI)

**Implementation & Redevelopment**
- Riverview Plaza Revitalization Plan (City of St. Clair, MI)
- DDA Plan & Downtown Design Guidelines (City of Belding, MI)
- Downtown Redevelopment Plan (City of Wayne, MI)
- Downtown Plan, Implementation & Façade, Improvement Program Update (City of Fenton, MI)
- Central City Parkway Plan (City of Westland, MI)
- DDA Plan & VCA Design Guidelines (City of Wixom, MI)
List of Clients
OHM’s unique planning approach brilliantly integrated market analysis, urban design, and real-estate assessment. The result is a tool that balances land use, market trends, and economic development elements with solutions to promote future economic growth.

Kristen Thomas, Economic Development Manager, Canton Township, Michigan
List of Clients

We encourage you to contact the references listed below who can speak to the quality of our work and the effectiveness of our collaborative approach.

REFERENCES FOR SIMILAR PROJECTS
For us, Advancing Communities is the driving force behind our creativity and breakthrough thinking. Every client relationship is tailor-made, and every solution is site-specific. Our view of success is creating places that capture the vision and aspirations of the community. It's doing the right thing for our clients. And innovating for solutions that allow all of us to make an impact for the greater good.

<table>
<thead>
<tr>
<th>CLIENT CONTACT</th>
<th>CLIENT</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
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<tbody>
<tr>
<td>Kevin P. Christiansen, AICP, PCP, Economic and Community Development Dir.</td>
<td>City of Farmington</td>
<td>23600 Liberty Street Farmington, MI 48335</td>
<td>248.474.5500</td>
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<td>Steve Cohen, Director of Community Development</td>
<td>City of Auburn Hills</td>
<td>1827 N. Squirrel Road Auburn Hills, MI 48326</td>
<td>248.364.6900</td>
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<tr>
<td>Tim Lake, President and CEO</td>
<td>Monroe County Business Development Corporation</td>
<td>102 E. Front St. Monroe, MI 48161</td>
<td>734.241.8081</td>
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Timeframe Flow Chart
### Timeframe Flow Chart

#### Phases and Tasks

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**Steering Committee Meetings**
Estimated Costs
Estimated Costs

**TASK 1**
Prepare for the Plan: $6,300

**TASK 2**
Understanding the Context: $7,500

**TASK 3**
Develop the Plan: $15,000

**TASK 4**
Finalize the Plan: $20,000

**TOTAL COST**
$48,800

**REIMBURSEABLES**
Printing, website hosting, mailing, etc: $800
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RE: PROPOSAL TO UPDATE 2020 CITY OF GROSSE POINTE PARK MASTER PLAN

Dear Mr. Sizeland,

MKSK and the team of experts we have assembled are very interested in working with the City to revise and update the Master Plan for Grosse Pointe Park. This Letter of Interest highlights some of the unique experience of our team and our approach.

MKSK are leaders in placemaking, working with communities throughout the Great Lakes region. We are experts in land use, neighborhood and district planning, multi-modal streets, parking, and redevelopment. Through all of these elements, we focus on conservation, enhancement and creation of desirable places that reflect a city’s special character. To us, place is not just a sterile description of a city’s layout or building architecture - it is where we grow, learn, experience, and establish roots. Our work is anchored in the notion that creating a sense of place creates value that strengthens and defines a community.

Our project leadership has been involved in over 30 Master Plans in Michigan. We have developed a reputation for both technical excellence and meaningful engagement of a city’s officials, staff, stakeholders and residents. Through that work we have been selected to provide training programs on best practices in Master Planning by the Michigan Association of Planning and other organizations. MKSK also serves as one of the MEDC’s Redevelopment Ready Community program advisors and trainers, so we are very familiar with their Master Plan criteria.

Our Project Team will be managed by Ann Marie Kerby who currently resides in Grosse Pointe Farms. Her family has lived in the Grosse Pointes for three generations and has deep historical roots in the area. Her Great Great Grandfather owned a ribbon farm and donated a large portion of the land to what is now Kerby Elementary School. Ann Marie has worked on a number of Master Plans, district and neighborhood plans, and has led community engagement on many projects. Ann Marie will be your day-to-day contact and responsible for overseeing community engagement and the Plan preparation. She will be supported by me as the Principal-in-Charge, and others at MKSK for mapping and graphics.

Our team also includes Quinn Evans Architects and Gibbs Planning. Quinn Evans has a rich history in metro Detroit with nearly 40 years of experience in the planning and design. QE will combine an affinity for our work with a proven planning process that will cultivate the involvement of the relevant stakeholders in the Grosse Pointe Park community for a collaborative master planning effort. QE’s team will be led by Saundra Little, AIA, LEED AP. She is an architect with substantial expertise in facilitating community engagement activities. Saundra will lead the evaluation of the neighborhoods and business districts, and will assist with engagement. She will be assisted by Damon Thomas, LEED AP, NOMA who has worked on adaptive reuse of many properties and neighborhood planning in Metro Detroit, including a current project for the Grosse Pointe Public Library. MKSK and Quinn Evans have worked together on several projects including the recent well received Woodbridge Neighborhood Development and Design Guidelines in Detroit and redevelopment strategies for the City of Hamtramck. We are neighbors in our building so coordination is "just down the hall."
**Gibbs Planning**, nationally known market experts, will provide an evaluation of the retail market demand vs. supply in the City’s four business districts. This will include strategies for specific types of uses toward a full occupancy scenario. Bob Gibbs from Gibbs Planning is very familiar with the market since he previously prepared a retail market study for the Grosse Pointe Chamber of Commerce that included all five cities. He will also lend his expertise on retailing at a best practice session. Bob frequently serves as an advisor on major redevelopment projects. He also is frequently sought as an instructor for small businesses organization on techniques to increase foot traffic and sales; he annually teaches a class at the Harvard Business School. MKSK has worked with Gibbs Planning on several other projects, for both cities and developers, in the last few years.

**Our Approach:** We have crafted a Master Plan approach for working with quality mature cities like Grosse Pointe Park. Through review of data, observations, and discussions with the community, we will classify the city into areas to Conserve (building upon existing character with some small scale improvements), Enhance (target opportunities for modest and incremental improvements), and Redevelop (determine opportunities for larger scale changes). Then the strategies for implementation will be a phased and realistic approach that are directly linked to the various districts in the City.

**Diverse Skills:** MKSK’s team offers experts in the various topics to be addressed in the Master Plan – planners, architects, landscape architects, market analysts, transportation planners and zoning specialists. We know how to dig beneath the initial attitude that things “just need to stay the way they are” to instead build awareness of the City’s need for a visionary Plan. We can work with you to be prepared for future opportunities to help meet the City’s Vision, from changes in programs, to focused capital improvements, regulations, and partnership with those invested in the City’s future. We also have an experienced graphic design team to help create a Master Plan full of images and in a format that is inviting and user-friendly.

**Community Engagement:** Our approach is to work with the city’s leaders, stakeholders, and citizens to generate a creative, progressive, and strategic plan that provides guidance for the City of Grosse Pointe Park for the next decade. We are known for innovative and enticing ways to gain community participation. Our engagement has several layers to work with the City Administration/staff, City Officials, Stakeholders and the Public. The best engagement involves the community directly, so we will blend presentations and workshops with opportunities for people to provide input on-line or with Public Workshops in a Box (more on those ideas are in the Work Plan). We also stand ready to adapt our engagement using some of the successful tools we have been using during the COVID-19 era.

**Focus on High Quality Public Space:** Our team planners, transportation specialists, landscape architects, architects and urban designers are all focused on the importance of preserving and making quality places. Our evaluation will look at the city’s assets such as the civic complex, library, parks, and streets to identify options and priorities to contribute and enhance the City’s historic character and charm.

Thank you for the opportunity to be considered. This package that follows includes the information that you have requested. Please reach out to me if you have any questions.

Respectfully submitted,
MKSK, Inc.

Brad Strader, AICP, PTP, Principal in Charge
bstrader@mkskstudios.com | 313.652.1105
We invite you to explore the character of our work.

MKSK is a collective of Landscape Architects, Urban Designers, and Planners, founded in 1990, who are passionate about the interaction between people and place. We are a practice with a network of seven regional metropolitan studios in Michigan, Ohio, Indiana, Kentucky, and South Carolina. MKSK approaches planning and design with a clear understanding that each place is unique and has economic, social, environmental, historical, and cultural influences which should be explored through thoughtful, context sensitive design. We shape place to improve lives, and we share our transformational stories and the power of strong planning and design to inspire ourselves, our peers, and the world to work together for the common good. We work in cities to reimagine, plan, and design dynamic urban environments for the betterment of all.

We are strategic thinkers and bold innovators who celebrate the power of collaboration to plan and build authentic places. Our practice values the importance of social connections and the relationship of people and place. We partner with clients to create places that are socially connected, ecologically responsive, and economically sustainable. We believe in the culture of local, strive to understand the sense of place, and rely on authentic ideas.

DETROIT  313.652.1101
COLUMBUS  614.621.2796
CINCINNATI  513.818.3842
GREENVILLE  864.626.5715
INDIANAPOLIS  317.423.9600
LAFAYETTE  765.250.9209
LOUISVILLE  502.694.1416

mkskstudios.com
MKSK’s approach focuses on helping communities fully realize their potential, by providing plans, collaborative services, design guidelines and policy tools that address each development’s specific needs and goals. Our team of highly-qualified urban designers brings both private and public practice expertise on large and small projects. By continually evolving design processes and crafting individualized solutions for each community, our team is able to create visions that clearly communicate effective strategies and allow for an organic and extraordinary place to emerge.

There are three elements that are consistent in our firm’s approach:
• A focus on quality design and placemaking;
• An inclusive, communication-based approach for coordination of stakeholder interests into a common goal;
• A strategic approach to implementation that is grounded in reality but innovative in its solutions.

These elements have directly led to renewed investment and improved quality-of-life in the places in which we have worked.

At MKSK, our designers have the unique ability to work in conjunction with the firm’s landscape architecture, planning, and transportation studios to bring multidisciplinary expertise, high-quality design, and achievable, real-world solutions to all of its urban design efforts. This, combined with the firm’s focus on high-quality graphic presentations, enhances the ability of the planning studio to effectively communicate and gain consensus on plan concepts, ideas and strategies. The end results are thoughtful, meaningful and implementable plans that spur action and provide a framework for transformational change.
Community involvement and engagement is a fundamental part of our urban planning and design approach. The success of the public engagement process is a critical step in building understanding, support, and ownership of focus areas that will ultimately lead to effective implementation across time.

Our team views the early stages of a planning project as a time for learning and collaboration. It is here that we invite the public and stakeholders to share with us the issues and considerations important within a community. This knowledge, and the relationships built through this process, guides our planning efforts as we develop ideas and strategies to address project issues. The testing of those ideas, through further public engagement, ultimately provides us with a consensus-based direction. Our goal is to form a shared and “living” vision. To reach this goal, we cast a wide net, which often includes residents, business interests, development community members, key stakeholders, elected officials, and public agencies. Opportunities to engage the public can be in the form of traditional open houses, forums, or focus group sessions, or online through web-based meetings, surveys, and via social media platforms.

Our public participation toolbox blends traditional methods with fresh approaches adapted to hands-on engagement together with 24-hour community information and dialogue on web-based platforms. Every project and community is unique, so for each we refine an engagement tool kit in close consultation with the Working Group. The more traditional public participation and engagement opportunities incorporated in this process include stakeholder interviews, walking tours, and public meeting visioning workshops. Additional opportunities include:

- Interactive meetings & exhibits
- Pop-up displays
- Dedicated website & social media platforms
- Community mapping - geo locate ideas
- Tactical urbanism
- Youth activities
- DIY Meetings-in-a-Box
- Study area storefront displays and office hours
- Street stalls and kiosks at existing events
- Study area walking/bike tours
- Stakeholder and focus group meetings
- Public workshops and presentations
- Charrettes and visioning
In light of the current COVID-19 outbreak, engagement efforts must be carefully crafted. As necessary, we plan to utilize interactive online software and conferencing platforms to ensure we have the vital conversations and interactions needed to advance this project effectively and appropriately. We have been using these tools effectively over the past two months to great effect for work sessions, stakeholder meetings, and larger community engagement. They include:

- Custom website modules,
- Zoom conference public meetings,
- Zoom conference meetings with break-out room capabilities,
- Mentimeter Polling,
- Google My Maps,
- SurveyMonkey, and more.
The experienced professionals at Quinn Evans (QE) are committed to elegance in design and well-crafted solutions that sustain and renew the tradition of our built environment. QE is a full-service architectural firm with offices in Detroit and Ann Arbor, Michigan; Washington, DC; Baltimore, Maryland; Madison, Wisconsin; and Richmond, Virginia.

In order to meet each client’s needs, our comprehensive services include renovation and restoration of existing structures and sites as well as the design of expansions and new structures. In addition to full architectural services, we offer a diverse portfolio that combines context-sensitive and innovative designs with sustainable strategies.

Sensitive planning and design solutions involve both the preservation and reuse of significant buildings, as well as the development of new structures that complement and respect their surrounding environments.

More than 500 projects in our portfolio have been honored with awards for quality design, outstanding restoration work, and innovative approaches to adapting existing facilities for new uses.

For over 35 years, QE has proudly served local municipalities and has been intimately involved in strategic planning, housing, preservation, and commercial development that has helped shape and revitalize neighborhoods and community cultural resources. From across the country, we bring national insight and expertise to Metro Detroit’s growing demand for urban planning, infill, and revitalization.

Our clients for projects in Grosse Pointe include the Grosse Pointe Public School System, Gary Turla, Saint Paul on the Lake, and True North Facility Services.
Firm Profile

GPG is considered one of the foremost urban planning and real estate consultancies in America. Since its inception, GPG has pioneered the development of proven market-based principles for the revitalization of historic downtowns and the development of new walkable mixed-use town centers. GPG specializes in analyzing and planning complex urban commercial centers and offers complete master planning and real estate advisory services for the public and private sectors.

During the past three decades, GPG has consulted for over 1,000 cities, institutions, new town centers and universities across North and Central America, Europe and the Pacific Rim, including: Auckland, Big Sky, Charleston, Detroit, Disney, Hilton Head, Houston, Mexico, Naples, Palm Desert, Panama, Poland, Portland, Melbourne, New Zealand, Rosemary Beach, Southampton, Sydney, Taubman and the University of Pennsylvania.

Based in Birmingham, Michigan, GPG was founded by Robert Gibbs, AICP, ASLA in 1988. Gibbs directs GPG’s operations and oversees its consulting projects.

Services

- **Urban and Master Planning**: GPG offers full service urban and land planning services for mixed-use, residential and commercial walkable developments. Our clients include: Central Michigan University, Charleston, Daybreak Village, Milwaukee, Palm Desert, Portland, Naples, Simon Centers, Southampton, Taubman Centers, University of Pennsylvania and the Walt Disney Company.

- **Real Estate Market Analysis**: GPG has initiated a proven commercial market analysis process that accurately identifies supportable hospitality, retail, residential and office market segments. Our market studies include specific types of businesses and their sizes and sales forecast. GPG has completed over 300 retail market studies across the US during the past 30 years. Representative clients include: Albuquerque, Alexander, Boyne Resorts, Capital Natural (Mexico), Charleston, Delray Beach, EDS, General Motors, Grand Rapids, Hilton Head-Harbour Town Home Fed Corporation, Houston, Kalamazoo, Las Cruces, Mackinac Island, Memphis, Naples, Palm Desert, Rosemary Beach, Sarasota, Santa Cruz, the Walt Disney Company and Wayne State University.

- **Commercial Advisory Services**: GPG has broad experience with economic research and implementation services, including its unique Shopability analysis that evaluates all aspects of urban conditions and public policies as they relate to commercial performance. Clients include; Big Sky Resorts, Delray Beach, Disney, Hilton Head, Houston, Palm Desert, Sarasota and the Queensland Investment Company.

- **Public Workshops & Lectures**: GPG has extensive experience with planning workshops and public speaking including an annual class at Harvard University. GPG has given workshops and lectures around the world including; Auckland, Fargo, New Zealand, Palm Beach, Panama, Portland, Seattle and Washington. Clients include; American Planning Association, American Society of Landscape Architects, Congress for the New Urbanism, the International Downtown Association, the Mayor’s Institute and the National Main Street program.

Affiliations

GPG is a member of the American Institute of Certified Planners, American Society of Landscape Architects, American Planning Association, Congress for the New Urbanism (Charter Member), International Council of Shopping Centers and the Urban Land Institute.
OUR APPROACH

We understand that a recent effort to update the Master Plan was stalled, with the finding that there was a need for more community input and focus on key opportunities. We will use the previous work as a starting point and build upon it by bringing expertise on various topics to help the City craft a Master Plan that will be inspired and embraced by the community. This Master Plan will provide direction for policies, regulations, capital improvements and partnerships for implementation. We will also ensure that the criteria of the MEDC’s Redevelopment Ready Community program are acknowledged and incorporated throughout the document.

A successful Master Plan process is as much about the journey as it is the destination. This will be more than just data, technical findings and illustrations. We will help facilitate this as an exercise in community-building. This makes the process tangible and fosters the energy and momentum to ensure the plan is lasting and implemented. Building on the approach described above, we have detailed a proposed framework for knitting community engagement into this process.

This section describes our approach to the Grosse Pointe Park Master Plan. It serves as the foundation for our Work Plan and tasks related to community engagement, focus on planning for mature cities, and a focus on implementation.

COMMUNITY ENGAGEMENT

MKSK recognizes the crucial role that community engagement plays in creating plans. Residents and City officials in Grosse Pointe Park are proud and passionate about their city. They have much to offer in conversations about topics such as a desire for a walkable community, sustainability, parking, the lakefront, infill and redevelopment opportunities in the business districts, and the goal for a safer system for pedestrian and bicycle travel. We look to engage the community throughout the planning process in an assortment of creative methods that keep those involved informed and invested in the process.

One technique is to work with the City to identify and inform “Ambassadors” for the project. These folks can be city officials, staff, representatives or organizations, and motivated residents. Those community volunteers can use e-mail blasts, social media, and other methods to give residents and property owners opportunities to review materials and provide constructive feedback. Our engagement program includes a training session for volunteers on the ingredients of a Master Plan and how to facilitate discussions using MKSK’s Public Workshop in a Box. This material will provide background information about Master Plans and a packet of information that they can share with various organizations, at city events, or even small group sessions that they organize. This allows us to really engage the community directly, and also allows the consultant budget to be targeted for other tasks.

This grass-roots effort is just part of the engagement program. We will also have a project website with a survey and information posed for review and comment. A key feature of our process is a Best Practices and Visioning Forum. During this event, our specialists will describe various aspects of Master Planning and the results of our initial analysis, including a market study. At this event, we will craft an overall Vision for the City with specific goals or ideas for various topics and locations. We will also have several meetings with the Planning Commission and Public to discuss concepts and priorities, as shown on the Project Schedule.

We understand that given the current COVID-19 circumstances, our engagement approach needs to be adaptable. Our team has developed a series of on-line and distanced engagement tools that we can employ as needed. We can discuss the various aspects of the engagement techniques to use at the Project Kickoff Meeting.
PLANNING FOR QUALITY MATURE CITIES

As you can see from this proposal package, our team has vast experience working in quality mature cities. Our work plan is crafted on our experience with other similar cities. From a community planning standpoint, the development and transportation network are well established. Still, there is always change expected – home renovations, new infill housing, projects to update parks and facilities, and potential to redesign streets as reconstruction is programmed. A Master Plan helps provide city staff and officials with guidance to ensure those investments best complement the city’s character.

In many respects, a Master Plan is just as important, if not more so, for a mature city compared to a rapidly growing community. But a different type of plan is needed; one that focuses on key areas and topics where attention is needed to retain the city’s appeal and vitality in the next 10-20 years. Our program works with the community to identify places that need to be enhanced (such as streets, parks, infill development). We will also target sites or areas that may be redevelopment opportunities, with strategies so that development harmonizes with the spirit and the existing qualities of the City. This will be part of the Community Visioning Session described later in the proposal.

FOCUS ON IMPLEMENTATION

While at first glance the Master Plan process looks to be sequential, it is in fact integrated. As we move through the tasks, we always keep on eye on potential implementation strategies. In this way, we build consensus as we go, instead of having surprises or debates withheld until the Public Hearing. Some key aspects of implementation are listed below.

- Identification and discussion of potential actions throughout the process
- Consideration of City budgets, relative costs, and potential funding sources
- Creation of visually engaging materials with graphics, maps, photographs and other imagery to illustrate the key Plan concepts and recommendations
- Conformance with the requirements of Michigan Planning Act and MEDC RRC Program

In the end, the City of Grosse Pointe Park will have a well-thought-out plan update that provides direction and is user friendly. Working together, the plan will have broad support from City staff, appointed and elected commissions/councils, the business community, and the community as a whole.
WORK PROGRAM

WORK PLAN

We propose a series of tasks to prepare the Master Plan, with a variety of engagement sessions and meetings. Those tasks are described below. The process is also illustrated on the proposed Project Schedule.

TASK 1: Project Kick-Off

We would start with a Kick-off meeting with City staff (which could also include select City Officials or others). Topics at this meeting will include:

- A discussion of the current Master Plan, and the draft Master Plan that did not move forward. We want to understand what aspects of that work can be retained or repackaged. Also, how we might engage some of those who gave their time to that process so that we might involve them in this more comprehensive update.
- Confirm if the Master Plan will be adopted by just the Planning Commission or also by the City Council.
- City staff will provide us with a briefing on other relevant plans, the process for capital project planning, and projects that are underway or being contemplated.
- Start-up of the community engagement effort including the city posting information about the Master Plan on the City’s website and through the use of social media.
- Discuss the options of including adjacent communities and agencies in the process to share information, for coordination, and identification of potential funding.
- Data included in the current plan and other data that might be meaningful; data that the city has available or may be able to collect.
- Discuss the previous survey, its results and changes for a new on-line survey and how it will be promoted.
- Review of the schedule, meeting dates and meeting logistics.
- Any refinements to this proposed work plan, including any other services, to fit within the budget.
- A general discussion about key issues, trends, and opportunities.
- We assume the City has already distributed a Notice of Intent to proceed with the plan update to adjacent municipalities and organizations, as required by the Planning Act.

This meeting could be followed by a tour of the City overall and the four business districts where we can make initial observations and begin to note potential opportunities.
WORK PROGRAM

TASK 2: Project Framework (Data and Information Gathering)

The master planning process begins with a number of questions that need to be answered, including questions about existing conditions in residential areas, business districts, recreational amenities, resident priorities and city planning priorities and budget. We also know from experience that other issues and concerns will undoubtedly be discovered during the community engagement of the Master Plan.

Gathering data for analysis occurs with different tasks such as a new resident online surveys (MKSK will develop a draft and one set of revisions. The survey will have a set end date and then we will summarize the results. This Task will also include site visits to parks, business districts, residential areas, and research of existing city policies and codes. We will also update and expand the demographics and other information in the current plan using the U.S. Census, data from SEMCOG and state agencies, and other readily available data. We also will look for the City to provide us with current traffic counts and trends, along with other data that will be helpful in the evaluation of alternatives or explanation of plan recommendations later in the process.

From discussions and evaluation, we will prepare a plan outline. This outline will identify elements of the previous plan to retain, refresh, remove, or replace and any additions that are needed. It will also provide a new table of contents and plan format or storyboard to confirm we are on track.

TASK 3: Retail Market Study

Some of the key planning questions for the Master Plan revolve around the amount of commercial space needed, and the types of stores to fill them. Internet shopping, COVID-19, and other market dynamics have altered the strategies for vibrant small business districts. For this evaluation, Gibbs Planning will prepare a retail market study to provide the City with a general understanding of the amounts and types of retail development that are presently supportable in its four business districts. This will build upon previous a previous study for the Grosse Pointe Chamber of Commerce in which he conducted extensive interviews with retailers, stakeholders, and residents. That study concluded that there was a market for expanded offerings by current or new retailers. Gibbs Planning will take a fresh look at the demographic data, including household income and consumer expenditure potential by retail category, for the estimated trade areas of the City. Bob Gibbs will present his findings in a short study which can be summarized in the Master Plan. He will also provide a “best practice” session for downtown retailers and City Officials.
WORK PROGRAM

TASK 4: Community Vision and Values

MKSK will facilitate one Visioning Session. This will be a session with City staff and Officials, but also open to the public. We suggest those interested in the Master Plan and the City’s Vision be invited to express their ideas as well.

At this session we will provide the background information, our observations, and public input to date. We will describe some provocative trends and their potential implications to the city. This will include a presentation of Master Plan “Best Practice” with examples for quality mature cities to help stimulate a discussion about the future. Those topics might include Retail Trends, Placemaking, Infill Housing, Complete Streets, Community Greening, and the MEDC RRC criteria. Then we will lead an interactive session to articulate the City’s Vision, potential issues that need to be confronted, and some priorities (locations, topics, projects, etc.). We will also look for some priority setting on what is most important. This forum will be instrumental in defining the vision and direction for the plan.

One of the features of this Visioning Session will be a mapping exercise to classify different areas of the city into these three categories:

- **CONSERVE.** Well established and thriving areas that are expected to remain relatively the same with little to no change in land use.
- **ENHANCE.** Areas that may need some enhancement (i.e. rehabilitation of a building, upgrades to a park, or low-cost changes to a street).
- **INVEST.** Targeted redevelopment sites or areas with corresponding strategies to reuse or rehabilitate underutilized properties. This could include guidelines for infill development

TASK 5: Future Land Use Plan and Focus Areas (Neighborhoods and Business Districts)

We will classify the current land uses not just by type (single family, commercial, public) but also by character (lot sizes, age, relative condition). This will also include a comparison to zoning (which is needed later for the Zoning Plan as required by the Michigan Municipal Planning Act). We will prepare text with photographs and/or aerial shots to explain the land uses, general density, and design associated with different categories. From this, we will create a future land use map that will also include any goals targeted for specific sites or areas in the city.

We envision this Chapter of the Plan would also include some specific options for the Residential Neighborhoods and the Business Districts, as explained below.

**Residential Neighborhoods.** Quinn Evans will analyze the existing character of the neighborhoods and housing trends, housing type diversity, and residential area improvements for existing residents. This will include an evaluation of the neighborhood amenities such as parks, tree canopy, recreation facilities, library, the city marina, and other public assets. Concepts will be noted for potential actions to sustain or improve the neighborhood character. Those may include general guidelines for infill residential development, design of public space, or transportation such as changes to streets, pedestrian crossings or Safe Routes to School initiatives (assuming 4-6 pages).

**The Business Districts.** This will include an analysis and improvement recommendations to the four business areas of Grosse Pointe Park; Mack Avenue (prime focus), Charlevoix, Kercheval and Jefferson Avenue. The Kercheval business area may be used as an example for improvements to Mack and Charlevoix. This will include assessment of existing commercial buildings and key considerations for preservation, rehabs and development by Quinn Evans. MKSK will evaluate potential changes to the public realm (streets, sidewalks, public space). We will also provide a general review of parking and potential actions based on our observations and parking management experience (a more detailed parking assessment is listed as a potential additional or future service (post COVID-19).
**WORK PROGRAM**

**Redevelopment Opportunity Sites.** We will also work with City staff to discuss ideas for some of the key redevelopment opportunity sites identified in Task 4 and through the analysis of the neighborhoods and business districts. These locations and initial strategies or development guidelines will be shown on a map with accompanying illustrations. (More detailed 3-D design concepts similar to those shown on some of our representative project sheets could be provided as an additional service).

Public input may include comments on the city’s services and facilities that support the residential and business districts. We will rely on the City to provide information on city services and facilities that serve the residential and business districts. This could also include areas to prioritize for major capital investments (street reconstruction, parks, drainage, public buildings to support desired redevelopment. That information will be summarized in the Master Plan either in the land use Chapter or as a separate chapter.

**TASK 6: Multi-Modal Transportation**

One plan goal should be to offer a safe and efficient transportation system. Since the last plan was prepared, there is more awareness of how the design in the right-of-way can impact the walkability, bikeability, and general safety for all types of travelers. From that perspective, we will conduct a high-level review of the existing traffic counts and other available data (City, SEMCOG include their Short Trips modeling). We also want to review any city plans for underground or major street improvements that may provide an opportunity to redesign the streets over the next 5-10 years.

Our transportation specialists will help craft a long-range phased plan that will ensure safety, create transportation parity, and encourage a healthy community. We believe pedestrian safety should be the priority. During the Visioning session we will have explained why non-motorized planning is important to the city’s future. This will include a review of best practices for similar suburban communities. This Plan will classify streets by their function in the network and context. A primary bicycle system will be illustrated that takes into consideration the main destinations (parks, schools, shopping), street widths, traffic speeds, on-street parking needs and other factors. We will also provide guidelines that explain alternative cross sections, crossing treatments, traffic calming and other features that will help guide the city’s capital investment and design decisions. Since the Plan is focused on 5-10 years but also looks out 20 years, and since this is Metro Detroit, there will likely be some discussion about future mobility (such as a transition to autonomous vehicles). We can include some description of how those changes could change travel in the City and some general guidance on preparedness scenarios (this will rely largely on informational reports by the Institute of Transportation Engineers Technology Task Force of which MKSK is a member).
TASK 7: Preliminary Draft Plan and Template for the Implementation/Action Plan

Materials prepared in the preceding tasks will be organized into a preliminary draft document (i.e. Working Draft) for discussion first with the City Administration and then the Planning Commission (City Council and others could also join as a Joint Meeting). We anticipate that at this event the Planning Commission will serve as hosts for a public workshop in a format to allow discussion on the Master Plan’s key concepts and recommendations. During this session, we will present key aspects and Plan recommendations. Next will be a facilitated interactive polling exercise for input on the importance of each recommendation (such as most important, important, not important, don’t support, etc.). Ideas for additional recommendations can also be discussed. Then a second part of the session will use tools to help identify priorities.

The discussion at the workshop will help populate a draft Implementation and Action Plan. This will include an introduction on “How to Use the Plan.” A matrix will be prepared which lists Plan recommendations into classifications such as Policies, Regulatory, Capital Projects, and Future Studies. This Section will also include the following information:

1. A list of projects that can form the basis of a Capital Improvements Plan (as required by the Planning Act and the MEDC RRC program). These may be classified by type such as buildings, grounds, parks, streets, utilities. We will work in tandem with the City Administration to compile this information. The City will be responsible for any cost estimates.

2. A Zoning Plan that will identify changes to the zoning map or Zoning Ordinance districts that may be needed to support the Master Plan. Where map changes are suggested, we will note the criteria for the timing of that change – for example, those the City may wish to initiate, those largely dependent upon private sector interest and those the City may wish to initiate at a later time with a trigger.

3. This will include an audit of the City’s Zoning Ordinance in terms of the map, uses in the zoning district and a general review where there may be barriers to the plan’s implementation (aka the “Zoning Plan”). We will prepare a separate technical memorandum to recommended zoning district updates or new districts/overlays with a simple summary in the plan itself.

Note: we suggest that if the City Council does not participate in this workshop, that the City Manager provide a briefing to the Council to gain their input on the working draft before it is finalized. Members of the MKSK team could facilitate this meeting as an additional service, if desired.
WORK PROGRAM

TASK 8: Draft Master Plan, Review and Adoption Process

Based on the input from the workshop in Task 7, a full plan document will be assembled that includes an Introduction, summary of the engagement process, the above chapters, any subarea concepts, and the Action Plan. Given the goal for a highly illustrative plan that is enticing to read, we assume a concise document. Detailed information may be provided in a separate appendix to meet that intent.

This second draft Master Plan will be vetted through a review meeting with the Planning Commission and the public, before final adoption by the City Council. Our proposal includes participation on three meetings as part of the process. Others will be the responsibility of the City staff, as listed below. Our team is available for additional meetings as an additional service, if desired.

1. Planning Commission forwards the draft Master Plan to the City Council to start the public review period (City staff will handle this meeting).

2. City Council authorizes the distribution of the Plan to start the formal review period (City staff will handle this meeting).

3. City staff will advertise the Public Hearing and forward a draft to the adjacent cities and agencies as required by the Planning Act. Any comments from the public or organizations that received a copy of the Plan will be summarized by City staff.

4. We have included another public Open House during the review period. This will allow the public to have one-on-one discussions with our team, City staff and possibly interested Planning Commission members. Depending upon the COVID-19 situation, this could be a virtual session or a hybrid of live and virtual meetings to give options for comfortable and safe engagement. Topics discussed and potential changes to the Draft Plan will be presented at the Public Hearing. This session could be the afternoon before the Public Hearing, or at another time during the review period.

5. After the review period, the MKSK team will facilitate a presentation on the Master Plan at a Public Hearing held by the Planning Commission. Following public input, the Planning Commission will give directions on changes to the Plan.

6. Planning Commission formally adopts the Master Plan. If the City Council has exerted its option to adopt the Plan, the Planning Commission shall forward the Master Plan to the City Council.

7. City Council meeting to adopt the plan. (Note: the Council must adopt the same version as the Planning Commission. If the Council desires change, it must be returned to the Planning Commission for their concurrence and re-adoption. This is why we have suggested joint meetings at key milestones in the process.) City staff shall prepare a Resolution of Adoption and any other formal documents that may be required by the City Charter or Ordinances.

8. Finalization of the Master Plan. One copy-ready document and a PDF web-based version of the final Master Plan will be required.
WORK PROGRAM

DELEVERABLES

For each meeting or event, the MKSK team will develop materials including an agenda, handouts and presentations or displays. We will work with the City on publicity for the events such as a media release, flyers, Facebook announcements, notice on the City’s website, e-mail blasts to City Officials and contact lists, displays at the farmers market and at other events. We will also develop some type of feedback form appropriate for the types of events. Following the events, we will compile a summary of comments and direction based on the feedback.

- Handouts and exhibits for meetings and sessions (boards or power-point images). We will also provide text and images for the City to use on the website and any social media outreach
- Web-based community survey and summary of results
- “Best practices” images worksheet for the workshop
- Working or Preliminary Draft Plan (#1) for review by the Planning Commission and Public as described in Task 7. This may be distributed in sections. This will include the various chapters and maps noted along with worksheets for the Action Plan
- Full public hearing draft that incorporates revisions from City staff and Planning Commission review (Draft #2). Revisions to this based on public hearing review comments will be included as revised pages or an errata sheet.
- The Final Plan in digital format and 1 unbound hard copy for additional printing if desired.
Future development and strategic land use planning to advance a thriving community into the 21st century

East Grand Rapids is an affluent inner-ring suburb of the Grand Rapids metro area. This prosperous city is known for its exemplary neighborhoods, walkability, schools, hospital, parks and lakes. MKSK staff had worked with the City through two previous Master Plans that focused on redevelopment of the downtown, called “Gaslight Village.” Several new buildings, a new streetscape, and amenities such as a sidewalk snow-melting system have been developed based on those plans.

MKSK was asked to help the City update its Master Plan with an emphasis on the Gaslight Village area and multi-modal transportation. Through a series of workshops, a number of concepts were developed to stimulate mixed use redevelopment and pedestrian activity in Gaslight Village in the e-commerce era. Strategies were crafted to expand housing choices especially for young professionals and independent seniors. A series of Complete Street “best practice” design options are noted to make the city even more walkable and bikeable.

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<th>CLIENT</th>
<th>City of East Grand Rapids</th>
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<tr>
<td>CONTACT</td>
<td>Doug LaFave, City Manager</td>
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<tr>
<td>PHONE</td>
<td>616.949.2110</td>
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<tr>
<td>EMAIL</td>
<td><a href="mailto:dlafave@eastgr.org">dlafave@eastgr.org</a></td>
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<td>YEAR</td>
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EAST GRAND RAPIDS MASTER PLAN
East Grand Rapids, Michigan

CLIENT: City of East Grand Rapids
CONTACT: Doug LaFave, City Manager
PHONE: 616.949.2110
EMAIL: dlafave@eastgr.org
YEAR: 2018

mkskstudios.com
NAUTICAL MILE: ENHANCEMENTS AND FUTURE PLANNING
St. Clair Shores, Michigan

The master plan identifies and prioritizes specific public investments that are intended to provide a catalyst for improved connectivity and public space throughout the District. Walking between points of interest in the Nautical Mile is currently a challenge, not only because of the distance from Jefferson Avenue to Lake St. Clair, but also due to private property and canals limiting direct paths to various destinations. Throughout the Nautical Mile, Focus Areas for public investment have been identified, such as creating bike lanes, signage and wayfinding strategies, open space improvements, and activation zones.

Recommendations in this project also identify the two public bookends of the Mile - the 9 Mile Pier and Blossom Heath Park as major public gathering places and proposed anchors to the Nautical Mile. Blossom Heath Park, currently the site of a closed beach, is in need of a new vision to fulfill its potential. The proposed improvements should help enhance the major events that the Nautical Mile currently hosts and foster new successful events.

Guiding reinvestment within a community’s lakefront

The Nautical Mile is currently home to seven major marinas with over 2,700 boat slips. The District also features nightlife, a variety of dining options and is also host to major events. Metro Detroit has initiated several waterfront public improvements to help facilitate people’s enjoyment of Michigan’s beautiful waterfront. The Nautical Mile is due for a resurgence as a visitor and resident destination. It is the intent of this project to introduce prioritized public improvements (non-motorized transportation, public gathering places, parking) based on greatest impact to attract visitors and residents to the Nautical Mile. MKSK is leading a team in the development of a robust planning, design and implementation strategy effort to guide reinvestment within the St. Clair Lakefront. Project Goals include: 1.) Short Term: Implementable projects. 2.) Long Term: Stimulate private investment in the district.

The City of St. Clair Shores
Bill Gambill, Assistant City Manager
586.447.3321
gambillb@scsmi.net
2018
NAUTICAL MILE: ENHANCEMENTS AND FUTURE PLANNING

St. Clair Shores, Michigan

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YEAR
2018

mkskstudios.com
NAUTICAL MILE: ENHANCEMENTS AND FUTURE PLANNING
St. Clair Shores, Michigan

BLOSSOM HEATH PIER IMPROVEMENTS LONG TERM

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YEAR
2018
Redesign to “complete streets” to improve safety, multi-modal transportation, and parking

MKSK is providing on-going multi-modal transportation advising to the City of Birmingham. The work includes the evaluation of traffic and non-motorized operations, development of conceptual alternatives, and redesign of streets and streetscapes. MKSK also is assisting the City with parking studies and strategies for the downtown, Triangle and Rail Districts. All of these projects involve engagement with the public, stakeholders, focus groups, and elected officials.

A key project was the redesign of Old Woodward and Maple Roads through the core of the downtown. MKSK identified a design concept that would best balance a variety of transportation and economic goals advocated by various groups and the public. Business leaders emphasized the need to retain the amount of convenient on-street parking and a thoughtfully designed streetscape. Planners sought wider sidewalks with more frequent pedestrian crossings and additional space for outdoor cafes. Others advocated better routing for bikes and use of long lasting green infrastructure elements. City engineers stressed the need for smooth traffic operations, radii for larger commercial vehicles, and cost considerations. Some wanted to retain the traditional streetscape features while others felt it was time for a fresh design. Through exploration of a range of alternatives, MKSK crafted a design that strikes a balance between those somewhat competing goals. The final design expands the pedestrian zone by incorporating linear planting beds, seating elements, and other site amenities; increasing the walkable sidewalk width by up to 25%; and reducing the overall roadway paving section.

Based on the enthusiastic reaction to Phase 1, MKSK and the design team are currently finishing the concept for Phase 2. As the on-going advisors to the City’s Multi-Modal Board, MKSK is finalizing a redesign for the important alleyway that parallels Old Woodward Avenue to improve its appearance and convenience for pedestrians. MKSK is also advising the city on numerous parking studies and projects.
OLD WOODWARD AVENUE/MAPLE ROAD CORRIDOR AND ON-GOING MULTIMODAL TRANSPORTATION ADVISING
Birmingham, Michigan

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YEAR: 2016 Plan, 2018 Implementation
City embraces a redevelopment plan and transportation strategy to beautify its historic downtown area

MKSK led a team to craft a redevelopment plan and parking management strategies for downtown Monroe, Michigan. Specialists in the marketplace (Gibbs Planning), as well as transportation and urban design (Nelson\Nygaard and MKSK) outlined strategies to invigorate the downtown.

A key part of the plan was an evaluation of the transportation and parking system. MKSK outlined a package of changes to key downtown streets, including road diets and conversion of one-way streets to two-way, to help revitalize the core and enhance walkability. Parking specialists from MKSK and Nelson\Nygaard outlined a series of changes to parking pricing and management to open development opportunities at key sites.

Concepts were widely embraced through meetings with business and city representatives, along with a very successful public open house at a unique downtown location. The Plan is going through the adoption process, but implementation has already begun.
Embracing the history, character, and authenticity of a Detroit neighborhood

MKSK led a multi-disciplinary team of Landscape Architects, Planners, Urban Designers, Architects, and Market Advisors to prepare neighborhood design guidelines and standards that will influence future development and improvements in the near-term. Working closely with the residents of Woodbridge and Woodbridge Neighborhood Development Corporation, the MKSK team is developing a series of neighborhood-scaled context diagrams that document and investigate the existing conditions of infrastructure and land use that compose this historic urban neighborhood near downtown Detroit. The intent of the project is to provide future guidance and strategies for overall neighborhood improvements and development with specific case studies including two vacant properties embedded within the neighborhood.

The process involved the exploration of potential development scenarios for each of these vacant parcels, and testing them with the neighborhood residents and stakeholders to solicit feedback. Each scenario responds not only to building density and architectural massing, but integrates community open space and the design and development of the urban public realm including recreation areas, material selection and aesthetics, pedestrian/bicycle circulation, and parking. The vision of this effort is to embrace the history, character, and authenticity of Woodbridge while preparing the residents to be proactive about what type of development they would like to see in their neighborhood.

CLIENT
Woodbridge Neighborhood Development

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YEAR
2020
WOODBRIDGE NEIGHBORHOOD DESIGN GUIDELINES
Detroit, Michigan

CLIENT
Woodbridge Neighborhood Development

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YEAR
2020

mkskstudios.com
Leveraging planning, creative funding strategies, and contextual design, our project team facilitated the development of design guidelines for Detroit’s Woodbridge district, to support their progress as a vibrant hub of cultural and economic development.

Designed to promote community growth that serves diverse accessibility and socioeconomic needs through various types of housing, the Woodbridge Development Guidelines Driven were driven by the neighborhood’s vision.

Our team assisted with selecting opportunity sites for mixed-use and multifamily development, focusing specifically on the historic properties within each opportunity site and recommendations for each historic asset. Cultural attributes assessments included the physical and cultural history of the Woodbridge neighborhood.

The team provided design guidelines for more compact, higher-density housing choices than single or semi-detached dwellings. The project also accommodated for an additional 2.55 acres of green space to support the area's biodiversity and encourage pedestrian-friendly transit.
Manual to provide a comprehensive toolkit for the creation of safe, pleasant, efficient, and high quality streets in Traverse City

Street design is a complex task, and must respond to varying contexts, uses, users, and conditions. This manual was thus developed to provide policy and design guidance for the City of Traverse City, as well as other agencies, consultants, private developers, and community residents on the planning and design of streets within Traverse City.

This street design manual provides guidelines for how the public right-of-way, from building face to building face or property line to property line, should be designed. This includes the street from curb to curb, but also the space above the curb which often includes sidewalks and streetscape. It can also sometimes include space beyond the private property lines that is integrated with the public space of the street.

MKSK reviewed existing Traverse City policies, design standards, and plans in order to develop a comprehensive guide that would be easy to understand and help explain the street design process to the community. Existing land use maps and street classifications were also evaluated to develop a series of street typologies that establish more appropriate street design standards based on context and use.
TRAVERSE CITY STREET DESIGN MANUAL
Traverse City, Michigan

STREET TYPOLOGIES
Traditional Residential

STREET TYPOLOGIES
Commercial Corridor

Legend
STREET TYPOLOGIES
- Downtown Street
- Connector Street
- Commercial/Corridor
- Traditional Residential
- Park Lane
- Private Street
- Industrial
- Stormwater Alley
- Residential Way
- Walkway/May
- Street
- State Highway

CLIENT
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YEAR
2018

mkskstudios.com
Creating a community’s world-class urban park

MKSK is working with the City of Royal Oak, Downtown Development Authority, and the local community to design and construct a new two-acre “World Class” urban park in the heart of downtown Royal Oak. Located nearly 10 miles from downtown Detroit, the new downtown park will serve as a central gathering space for the entire community and will host multiple festivals and events throughout the year. With immediate adjacency to the Royal Oak Downtown Library, Farmer’s Market, and the new City Center development, this new downtown park will also serve as a daily destination for local residents and workers to engage with nature and take a few moments of respite during the weekly grind.

MKSK engaged the public and a local task force to develop three distinct concept design alternatives exploring a variety of programmatic relationships and overall design framework. Our planning and design team prepared multiple diagrams, plan renderings, and 3D models to illustrate the design intent and better inform the public and client for input and feedback.
CENTENNIAL COMMONS
Royal Oak, Michigan

CLIENT
City of Royal Oak

CONTACT
Judy Davids, Comm. Engagement Specialist

PHONE
248.246.3201

EMAIL
Judyd@romi.gov

YEAR
On-going
NEW ALBANY STRATEGIC PLAN
New Albany, Ohio

Burgeoning community uses careful design concepts and regular updates to keep its strategic plan fresh

The New Albany Strategic Plan has been guiding development in the community since its adoption in 1998. New Albany has relied on this critical tool for this growing community to preserve character, reduce impacts of development, and encourage investment that contributes to the community. The plan focuses on promoting balanced growth, creating great neighborhoods, providing first rate amenities, and developing a robust business employment base. Of particular focus has been the development of a mixed use Village Center, interconnecting the community with leisure trails, and guiding densities and aesthetics.

The original plan has been regularly updated to reflect the evolving nature of New Albany and its rapid growth. With each update, the planning effort has been a highly collaborative process involving elected leaders, administration, and community members.

Outcome:
• 2000 Ohio Chapter American Society of Landscape Architects (OCASLA) Merit Award

CLIENT: City of New Albany
CONTACT: Joseph Stefanov, City Manager
PHONE: 614.855.3913
EMAIL: jstefanov@newalbanyohio.org

mkskstudios.com
NEW ALBANY VILLAGE CENTER PLAN

New Albany, Ohio

Outcomes:

• 2006 OCASLA Merit Award

Planning to transform a growing village’s core into a lively mixed-use town center

The Village Center Plan establishes the long-term vision for the village core as an integrated, mixed-use town center with attention to the location of civic uses, the inclusion of high-density residential areas, and the quality of the built environment – buildings, streetscapes and public spaces.

Since the adoption of the Village Center Study a number of the planning recommendations have been accomplished including a revision of the Village Center Design Guidelines and development of a Form-Based Code. Quality development has begun in the Village Center, including institutional uses such as City Hall, the library, and a performing arts center, mixed use development including Market Square, and traditionally-styled higher density residential developments such as the Keswick Townhomes and Richmond Square.

CLIENT
City of New Albany

CONTACT
Joseph Stefanov, City Manager

PHONE
614.855.3913

EMAIL
jstefanov@newalbanyohio.org

YEAR
2005
Working together to map a strategic vision for the next twenty years

The City of Powell is a growing upscale 'bedroom community' in the Columbus Metropolitan Area. Located north of Columbus, State Route 750 serves as a major transportation corridor between the Columbus Zoo & Aquarium and Interstate 71, funneling traffic through historic downtown Powell. Resolving traffic congestion at the downtown’s ‘Four Corners’ intersection was a key goal of the planning process. MKSK also explored land use considerations in Powell’s downtown. The Plan aims to guide the community in determining what types of housing may be appropriate in the downtown area. This is of particular importance for a community with an aging population and few alternative housing options. The planning process also explored opportunities for Powell to expand and diversify its revenue sources to support needed infrastructure investments and maintain the high quality public services that residents desire. The planned extension of Sawmill Parkway through undeveloped farmland north of the City will increase pressure for growth and development. The Plan update guides the City in determining what types of land use and development patterns are appropriate in this expansion area, and will be fiscally sustainable in the long run.

Key Components of the Plan include:
- Traffic and infrastructure capacity
- Annexation policy and relationship to surrounding communities
- Downtown vitality
- Taxation and finance policy
- Economic development strategies
- Preservation of community character
- Response to changing development and market trends

CLIENT  City of Powell
CONTACT  David Betz, AICP, Director of Dev.
PHONE  614.885.5380 ext. 1033
EMAIL  dbetz@cityofpowell.us
YEAR  2015
Leveraging the strengths and character of one of Cincinnati’s most vibrant suburbs

With its nationally-recognized public school system, timeless commercial districts, and historic, pedestrian-scale character, the City of Wyoming, Ohio is a vibrant suburb of Cincinnati with a beloved small-town feel. To continue to preserve this character and promote the vitality of the community, the City initiated a planning process to update its Master Plan.

The City of Wyoming Master Plan assisted the community in understanding regional and national trends and identifying strategic opportunities, taking into account the City’s location within the Greater Cincinnati area and its largely built-out nature. It examined how to best position Wyoming for the future and how to focus both public investment and private reinvestment within its boundary.

MKSK identified transformative initiatives and catalytic focus areas that build upon Wyoming’s identified vision and sense of place. This strategic master planning process tailored focused efforts, policies and reinvestment to address existing challenges and leverage opportunities toward a continued, prosperous future.

CLIENT City of Wyoming
CONTACT Terry Vanderman, Community Development Director
PHONE 513.821.7600
EMAIL tvanderman@wyomingohio.gov
YEAR 2018
This framework plan project was a collaborative effort to create a roadmap for the underutilized Recreation District in Hamtramck.

The district includes Keyworth Stadium, where the DCFC soccer team now plays, the Historic Hamtramck Stadium, which was once home to the Negro National League Detroit Stars and is one of five remaining Negro League stadiums in the nation, and Veteran’s Memorial Park. This plan builds the district’s future around the site’s rich and layered history, the importance of long-term financial sustainability, and the needs of Hamtramck’s diverse community.

The project team also investigated the historic integrity of the park in order to align the site recommendations with the preservation of important resources and the rehabilitation of the property overall.
Quinn Evans worked with the City of Hamtramck to identify potential markets for redevelopment.

Based on the findings of the target market analysis, and in collaboration with LandUseUSA and MKSK Studios, Quinn Evans identified several key redevelopment sites as ideal projects for Hamtramck’s Redevelopment Ready Communities, Redevelopment Ready Sites, and the Project Rising Tide initiatives. The project team supported this objective through assistance with transportation matters, placemaking, building condition assessments, and resolving ADA issues.

The team developed conceptual renderings of a proposed pilot site, demonstrated the locational attributes, context, and linkage between adjacent uses and reinvestment opportunities for economic development.
HIGHLAND PARK
MASTER PLAN UPDATE
CITY OF HIGHLAND PARK \ HIGHLAND PARK, MICHIGAN

Project Features
Current Master Plan: Created in 2010
Scope \ Services: Master Plan, Visioning Sessions with Project Stakeholders, Incorporation of Current Planning Documents, Zoning Code Revision, Direction + Implementation Plan for Next 10/15/20 Years
Project Area: 2.9 Square Miles
Population: 11,776 \ 4,645 Households
Completion: 2020 (estimated)

Quinn Evans is consulting with the City of Highland Park in reviewing and updating its current master plan to guide future developments that will strengthen their community.

The objectives for this plan include visioning sessions with the city’s Planning Commission, Community + Economic Development Department, and municipal administrative staff; identifying relevant sections of the current plan that should remain, be revised or be removed, as well as deficiencies and potential enhancements; incorporate current planning documents, such as the Highland Park Downtown Strategic Plan; define the direction for developments over the next 10/15/20 years; facilitate and recommend appropriate zoning; and determine an implementation plan for executing on short- and long-term goals.

Client Reference
City of Highland Park
Hubert Yoop, Mayor
12050 Woodward Avenue
Highland Park, Michigan 48203
313.252.0050, ext. 240
hyopp@highlandparkmi.gov
JEFFERSON CHALMERS
NEIGHBORHOOD DEVELOPMENT PLAN
CITY OF DETROIT \ DETROIT, MICHIGAN

Project Features
In Collaboration with W Architecture
National Register of Historic Places: 2004
Project Area: 29 Acres
Completion: 2019

Client Reference
City of Detroit, Planning and Development
Jacqueline Taylor, Lead Historian \ Cultural Landscape Specialist
2 Woodward Avenue, Suite 808
Detroit, Michigan 48226
313.224.1356
taylorj@detroitmi.gov

Quinn Evans is the Historic Preservation Lead for the creation of a neighborhood development and implementation plan for Detroit’s historic Jefferson-Chalmers neighborhood.

The framework plan builds on the neighborhood’s rich history and focuses on sensitive land stewardship, economic redevelopment, and supporting the neighborhood’s residents with practical tools for preserving and rehabilitating the urban fabric. QE’s work includes historic research, active engagement with neighborhood residents including conducting oral histories, and recommendations for strengthening the neighborhood’s historic context.

One outcome is the creation of a conservation overlay district, a new model zoning tool that ensures the retention of neighborhood historic characteristics while guiding new construction and infill, with significant local control.
The riverfront site will act as a vibrant, pedestrian-friendly hub that connects the historic downtown of Dexter to the Millcreek Trail.

3045 Broad Street is a brownfield site located adjacent to a riverfront bike trail that has recently been improved by the City of Dexter. The DDA and the City of Dexter collectively own four parcels in the downtown development area that measure roughly three acres in all. The site is in close proximity to Dexter’s traditional, historic downtown and overlooks Mill Creek Park. The site has excellent potential to serve as a mixed-use development embracing both the high-density, walkable urban environment of Main Street as well as the more tranquil, natural setting of Mill Creek Park. The relationship between the site, the historic downtown area, and the natural setting are key design factors.

The city has experienced exponential growth in the past decade, which has created demand for housing and retail locations. In response, the mixed-use development will feature residential units geared toward young professionals and empty-nesters. The design team has collaborated closely with the developer and city council members, and has hosted multiple community workshops to gather feedback from local residents.
Project Features
In Association with DesignLAB
Architect: Marcel Breuer
Scope \ Services: Architecture, Renovation, Addition
Renovation: 17,750 SF
Addition: 13,800 SF
Completion: 2021 (estimated)

Client Reference
Grosse Pointe Public Library
Jessica Keyser, Director
10 Kercheval Avenue
Grosse Pointe Farms, Michigan
48236
313.343.2325
jkeyser@grosspointelibrary.org

Quinn Evans served as Architect of Record for the $14M renovation and addition of a historic Marcel Breuer designed library.

The scope involved a 13,800-SF addition to the existing two-story 17,700-SF building. The project integrates structured and surface parking to accommodate 80 vehicles on a challenging site.

Working with Design Architect, DesignLAB, QE was the chosen Architect of Record for the renovation and addition to historic Marcel Breuer designed library. The existing library was approximately 17,750 SF on two floors with a proposed addition of about 13,800 SF (for a total of about 32,000 SF).
Seeing the importance of Sinai Grace Hospital and the many churches and schools in the region, Sinai Grace Guild Community Development Corporation (SGGCDC) envisioned a Strategic Framework that could act as a conceptual guide to help connect community institutions and assets, such as schools, parks, and churches, as well as activate commercial corridors for revitalization.

SGGCDC formed in 2017 in an effort to catalyze change in Northwest Detroit’s built environment. The framework included eight neighborhoods between the Lodge and Southfield Freeways and Seven Mile and Fenkell Roads, based on their proximity to the hospital, schools, and commercial corridors.

Quinn Evans’ Centric Design Studio team acted as a facilitator during meetings with the community and SGGCDC in order to engage residents in the conversation and center framework planning around resident needs. Our team also conceived development ideas to present to the community in order to further those conversations, and help residents understand and bring form to their visions.
Quinn Evans crafted a municipal complex for the City of Ann Arbor that consolidates the city administration, police department, and 15th District Court on its downtown site.

The multi-phase development has transformed the city's aging downtown complex while creating an accessible, pedestrian-friendly civic center. The schedule and thoughtful approach to the site reflected the city's commitment to the community and enabled city hall to remain open and operational throughout the design and construction.

The new police and courts building features a high-performance, energy-efficient design that accommodates modern security requirements while creating open, friendly public spaces. Renovations to the existing City Hall concentrate public service areas on the lower floors and completely upgrade the environmental systems, making the building more energy-efficient and comfortable for its occupants and users. A new elevator tower and atrium connect the two buildings, improving circulation and public use.

There are public plazas to the north and south of the building, which help mitigate the impact of stormwater through rain gardens, porous paving, a cistern, and a vegetative green roof. LEED Gold Certified.
2013

For several decades, Grand Rapids has been experiencing extraordinary growth. Strategic planning and generous community support have contributed to the downtown becoming of the most sought-out destinations in the Midwest. However, in spite of its vibrant, city center, many of the area’s new retailers had been deploying stores in the suburbs instead of the downtown.

The Grand Rapids Downtown Development Authority retained GPG in 2013, to analyze the region’s retail dynamics and to assess why the downtown wasn’t attracting its share of retail? GPG’s scope included detailed retail market research for its primary downtown areas: East Fulton, the Ionia-Commerce Corridor, the South Division District and the Monroe Center Area.

GPG’s analysis found that the four study areas combined, could support 350,000 sf of additional local, regional and national brand retailers generating over $150 million per year in sales. GPG also completed merchandising and shopability plans that included over 100 design, marketing, parking and policy action items to improve the visitors’ shopping experience and the downtown businesses’ overall retail sales and sustainability.
For over a decade, GPG has been a key advisor to Charleston’s Historic District. GPG’s services included a comprehensive retail market analysis and long-range commercial master plan for the Holy City’s Broad Street, City Market, College District, French Quarter and King Street.

During this process, GPG recommended the City take measures to preserve and to expand the French Quarter and Antique Districts. GPG also proposed Charleston repurpose the City Market, create a home design niche in the Upper King area and expand King Street as the regional’s primary shopping destination.

GPG also prepared a Shopability Master plan outlining 100 specific short, mid and long-term actions the city could implement to improve the shopper’s experience and promote a competitive mix of local, regional and national businesses.

During the 1980’s, as the Taubman Center’s planning director, Robert Gibbs participated in the design of the Charleston Place hotel and luxury boutique.

Charleston’s Mayor Joseph P. Riley has described GPG’s work as “the Bible for the future of our historic district.”

1998-2012
 Located in Rochester Hills, one of suburban Detroit’s upscale communities, the Meadow-brook Mall had gradually lost its appeal and many of its retailers since its opening in 1975. The mall’s owner, Robert B. Aikens, Co. was also facing stiff resistance from the city for their proposal to expand the center with needed large retail anchors.

GPG was retained by Aikens in 2000, to develop a new vision and master plan for the expansion of a 200,000 sf enclosed mall. GPG proposed razing the entire mall and replacing it with a mixed-use walkable town center. GPG’s plan included a new main street lined with 350,000 sf of ground-floor shops and residential on two upper floors. GPG also proposed adding a major department store, a supermarket and a town square.

The Gibbs plan was embraced by the city and quickly leased with over 100 upscale restaurants and retailers including Ann Taylor, Eddie Bauer, Orvis, Pottery Barn, Talbots, Von Maur and Whole Foods. The now rebranded, Village of Rochester, was one of the first ‘lifestyle’ centers in the US and remains Michigan’s only new urban retail center. To date, the proposed residential has not yet been implemented.

(Architects: JPR/Architects: Grissim-Metz)
The City of Westland, a thriving western Detroit suburb was seeking a traditional mixed-use community on its former 80-acre city hall complex property for a decade. Previous attempts to market the property received limited proposals for conventional shopping center development – falling short of the community’s aspirations for a walkable neighborhood.

The City commissioned GPG in 2018, to develop a mixed-use neighborhood plan for the site to include a variety of housing, office, shops and restaurants to provide needed missing-middle housing. GPG along with McKenna Associates, led a community planning workshop engaging stakeholders, residents, regional partners and surrounding property owners.

The GPG plan proposed a traditional neighborhood of 1,000 new homes, a hotel, a commercial main street, office and senior housing all grouped around multiple parks. GPG’s plan has been embraced by the community and is presently being further engineered to present to potential real estate developers to implement the center.
Green Lake Township, a small northern Michigan resort community and home of the Interlochen Arts Center was seeking to restore its historic village that had been replaced with suburban strip centers in the 1960s.

Over a six-month process, GPG led a public planning visioning session to plan a walkable village on the existing shopping center sites. As a part of the process, GPG established an office in the township’s library and assembled a team of national planners to prepare to plan in real-time during a week-long workshop.

GPG’s team inventoried the region’s market demand and its historic urban character to develop a master plan to recreate an authentic new village. The plan was designed with Form Based codes to allow for market-based phasing of the center’s sites over an extended time period.

The GPG plan included two new neighborhoods of cottages and multi-family, a new library, shops and several parks. GPG also prepared a Form Based Code to promote historically based building that reflected the region.
2014
As part of a master plan lead by Torti Gallas in 2014, GPG conducted market research for the City of South Bend’s West Side that provided data on current and projected demand for the potential of its industrial and retail expansion.

During the planning process, residents, city staff, local businesses, policy makers and stakeholders participated in the area’s visioning, land uses and urban design. In real time, GPG and the planners generated conceptual ideas for the corridor.

GPG’s research found that the area had an existing demand for over 100,000 sf of new industrial and retail development by 2020.

These studies helped inform the City and planners on the market based types, sizes and preferred locations of uses.

Adopted by the City Council in 2015, the West Side Plan serves as a guide to residents, businesses and property owners, the City, developers, and others making investment, land use, and design decisions for the historic West District.
2020

GPG was recently commissioned to master plan a 22-acre industrially zoned property located in Pittsfield Twp. near Ann Arbor, MI. Although the land holds a prime location and had been listed for sale by a national broker for over a decade, it was passed over by investors.

GPG observed that the site represented a unique opportunity to build a mixed-use community with a variety of commercial and housing types at a medium density.

The GPG plan includes 350 carriage homes, cottages, lofts and town homes designed as a traditional New Urban neighborhood. At its completion, the community will also include cafes, a club house, offices, parks and retail shops grouped along State Street and a town square. GPG’s PUD master plan is based on the Form Based Code approach, allowing for multiple residential typologies on each block, to reflect changing market trends.

*The Sutherland Square* plan has been embraced by the community and presently being reviewed by the Township’s Planning Board.
Brad advocates linking land use with multi-modal transportation and design to create vibrant places.

Brad has more than 37 years experience specializing in comprehensive planning, downtown plans, multi-modal, transportation, greenways, and placemaking. He has led projects in eight states in the Great Lakes and Mid-Atlantic region. He has led over 60 Master Plans or Subarea Plans, with over 90% of his clients using him for additional work. Brad is also a frequent instructor on Best Practices in Planning for many organizations in Michigan and Nationally. Brad is an advisor for the Michigan Economic Development Corporation's "Redevelopment Ready Community" program that helps cities of all sizes recognize the important role of great public spaces as part of economic development strategies.

Project Experience
Gaslight Village Plan & Parking Study
East Grand Rapids, Michigan

East Grand Rapids Master Plan
East Grand Rapids, Michigan

Monroe Downtown Master Plan & Parking Study, La-Z Boy
Subarea Plan, Telegraph Road Corridor Improvement Plan
Monroe, Michigan

Old Woodward Corridor Plan, Multi-Modal Transportation
Board Advising & Parking Study Consulting, Triangle District
Plan and Form-Based Code, Parking Studies
Birmingham, Michigan

Downtown Parking Study, Subarea Plan, Waterfront
Campus Plan, Street Design Manual
Traverse City, Michigan

Downtown Transportation Plan, Michigan Avenue Design,
Corridor Plans
Detroit, Michigan

Comprehensive Plan, Downtown Plan, Corridor Plans,
Farmers Market Study
Midland, Michigan

Comprehensive Plan, Corridor Plan, Form-Based Code,
Street Design Manual, Downtown Streets Design
Lansing, Michigan

Education
Michigan State University,
B.S., with Honors, in Urban Planning, 1983

Registration
Fellow, Institute of Transportation Engineers (FITE)
ITE Certified Professional Transportation Planner (PTP)
Certified Planner, American Planning Association

Professional Affiliations
American Institute of Certified Planners
Transportation Research Board
Institute of Transportation Engineers

Boards & Commissions
ITE Transportation Planning Council, Executive Committee,
Smart Community Task Force, Vice-Chair, ITE Committee
to create Recommended Practice for Multi-modal
Transportation Impact Assessments
Ann Marie Kerby, AICP
Associate, Urban Planner

Ann Marie promotes pedestrian-scaled development through innovative community engagement and policy solutions.

Ann Marie has over 10 years of experience in the planning field with most of her career spent in the public sector specializing in zoning and land use compatibility and long-range comprehensive planning and facilitating effective community engagement. She also has experience in transportation and environmental planning at the county-wide level. Prior to MKSK, Ann Marie served as Senior City Planner for the City of Cincinnati for six years where she managed and facilitated neighborhood plans, the City’s Form-Based Code, and was often sought out for her innovative community engagement strategies. During her time at MKSK, Ann Marie has expertly managed complex zoning, land use, and transportation projects, delivering refined and implementable solutions to clients.

Project Experience
Woodbridge Neighborhood Development & Design Guidelines
Detroit, Michigan

Telegraph Road Corridor Improvement Plan
Monroe, Michigan

On-going Advising & Transportation Study
Shelby Township, Michigan

Vining Road Subarea Plan
Romulus, Michigan

Royal Oak Township Activation Strategy
Royal Oak Township, Michigan

Redevelopment Strategies
Inkster, Michigan

Redevelopment and Transportation Strategies Hamtramck, Michigan

Rochester Hills Transportation Master Plan
Rochester Hills, Michigan

Lakeside Zoning Code Update
Lakeside, Ohio

Education
Michigan State University
Bachelor of Science, Urban and Regional Planning, 2009

Registration
American Institute of Certified Planners

Professional Affiliations
American Planning Association
Urban Land Institute
Haley believes everything is part of the landscape, and therefore a landscape architect must know something about everything. She believes that designing on multiple layers will generate sites that are both beautiful and sustainable.

Haley’s foundation drives her to create environments that are as memorable as they are functional. Her additional experience in hand-drawing fosters an intimate relationship with her designs and allows her to communicate in real-time. This background informs Haley’s process from initial concept design to final construction of both private and public projects.

**Project Experience**

- East Grand Rapids Master Plan
  East Grand Rapids, Michigan
- Traverse City Street Design Manual
  Traverse City, Michigan
- Parks and Recreation Plan Update
  St. Clair Shores, Michigan
- Vining Road Subarea Plan
  Romulus, Michigan
- Royal Oak Township Activation Strategy, Centennial Commons Downtown Park
  Royal Oak, Michigan
- Old Woodward Avenue/Maple Road Corridor, Multi-Modal Transportation Board Advising & Parking Study Consulting
  Birmingham, Michigan
- Center City Redevelopment Plan
  Midland, Michigan
- Okemos Village Mixed Use Development
  Okemos, Michigan
- Shaping the Avenue Corridor Plan
  Lansing, Michigan
- Downtown Street Analysis
  Kalamazoo, Michigan

**Education**

The Ohio State University,
Bachelor of Science Landscape Architecture, 2014

**Registration**

Registered Landscape Architect, State of Michigan
National Charrette Institute
Saundra Little is an award-winning architect and advocate for the revitalization of the urban realm, particularly in the City of Detroit. Her acclaimed portfolio includes complex renovations and the adaptive use of aging properties; she is known for developing creative and transformative solutions that optimize the long-term economic value of properties while respecting the unique architectural heritage of local neighborhoods and for incorporating community feedback into her designs.

**African American Civil Rights Sites Nominations**
Detroit, Michigan
Community Engagement Specialist and Project manager for a multi-disciplinary project to document and honor sites associated with the struggle for African American Civil Rights in Detroit. The sites are documented through reconnaissance and intensive-level survey, a historic context, five National Register of Historic Places nominations, and a bike tour of selected locations. The project includes public engagement through community meetings and collaboration with an Advisory Board of local Civil Rights historians.

**Hamtramck Recreation District Plan**
Hamtramck, Michigan
Principal and designer for the framework plan which is a collaborative effort to create a roadmap for the currently underutilized 26-acre Recreation District in Hamtramck. The district includes Keyworth Stadium, where the DCFC soccer team now plays, the Historic Hamtramck Stadium, which was once home to the Negro National League Detroit Stars and is one of five remaining Negro League stadiums in the nation, and Veteran’s Memorial Park. This plan builds the district’s future around the site’s rich and layered history, the importance of long-term financial sustainability, and the needs of Hamtramck’s diverse community.

**Warrendale Cody Rouge Neighborhood Framework Plan**
Detroit, Michigan
Principal Architect for a development and implementation plan for Detroit’s Warrendale + Cody Rouge neighborhoods. The plan is a youth-centric plan of strategy, co-crafted by residents and the City of Detroit to guide growth and investment in the neighborhood. The plan focuses on housing, economic development, open spaces, and mobility.

**Highland Park \ Hamtramck Target Market Analysis**
Hamtramck, Michigan
Principal Architect for a market analysis that aims to define development opportunities and understand potential neighborhood relationships in the Highland Park and Hamtramck neighborhoods. The project includes pilot sites where the team developed test fits of existing buildings to understand reuse potential and focuses on transportation, placemaking, building condition assessments, and increasing accessibility.

**Woodbridge Development Guidelines**
Detroit, Michigan
Principal Architect for the development of infill housing design guidelines for the Woodbridge neighborhood. The guidelines define characteristics that allow for infill growth that reflects the context, scale, and materials of the current neighborhood while encouraging diverse, accessible, and innovative design.
Damon Thomas has nearly 25 years of experience in planning, design, and construction administration. Known as a problem-solver and a resourceful designer, Damon brings a creative perspective to projects of all sizes and complexities. He has completed many transformative projects in the urban realm, including gallery space, educational environments, office and commercial facilities, and civic buildings. A LEED Accredited Professional, Damon is knowledgeable about sustainable strategies and design solutions that minimize energy use and environmental impact.

Sinai Grace (SGGCDC) Strategic Framework Community Planning
Detroit, Michigan
Project Manager for this effort to catalyze change in Northwest Detroit’s built environment, acting as a facilitator during meetings with the community and SGGCDC in order to engage residents in the conversation and center framework planning around resident needs. The project team also conceived development ideas to present to the community in order to further those conversations, and help residents understand and bring form to their visions.

Second at York
Detroit, Michigan
Project Manager for the conceptual development of four commercial buildings/sites in Midtown Detroit. This project includes site + zoning analysis, establishing parking requirements, and project management.

Dream of Detroit Muslim Center Neighborhood Planning
Detroit, Michigan
Project Manager to develop a strategic master plan for redeveloping the existing neighborhoods within Davison Avenue, Glendale Avenue, Woodrow Wilson Street, and Rosa Parks Boulevard. Through detailed program planning, site analysis + precedent studies, QE’s Centric Design Studio team was able to create a narrative that illustrates the organization’s characteristics and the planning direction highlights to potential funders and community stakeholders.

Warrendale Cody Rouge Neighborhood Framework Plan
Detroit, Michigan
Project Manager for a development and implementation plan for Detroit’s Warrendale + Cody Rouge neighborhoods. The plan is a youth-centric plan of strategy, co-crafted by residents and the City of Detroit to guide growth and investment in the neighborhood. The plan focuses on housing, economic development, open spaces, and mobility.

Lovett Hall, The Henry Ford
Dearborn, Michigan
Project Manager for re-planning the historic Lovett Hall to provide quality spaces for The Henry Ford’s Initiative for Entrepreneurship program, which introduces entrepreneurs-in-residence, guest speakers, workshops, and youth programming that intersect with their collections to create a deep and engaging understanding of entrepreneurship. The master plan for the building addresses public access, security for administrative areas, accessibility, and new large lecture and smaller collaboration spaces.
Alex Fritz has collaborated on high-end residential projects in Canada, Michigan, and southeastern Florida, and engaged in various adaptive use projects throughout Metro Detroit. He excels in project management focused on teamwork strategies and practical knowledge. He utilizes his unique design abilities to create positive results for clients on complex, innovative projects. Alex also has extensive experience in designing and qualifying projects for LEED certification.

Highland Park \ Hamtramck Target Market Analysis
Hamtramck, Michigan
Architectural Designer for a market analysis that aims to define development opportunities and understand potential neighborhood relationships in the Highland Park and Hamtramck neighborhoods. The project includes pilot sites where the team developed test fits of existing buildings to understand reuse potential and focuses on transportation, placemaking, building condition assessments, and increasing accessibility.

Dexter Downtown Redevelopment
Dexter, Michigan
Architectural Designer for a multi-acre, mixed-use master planning strategy to be developed at the edge of Dexter’s historic downtown. The combined sites straddle the edge of the existing urban fabric while overlooking the natural, serene landscape of Mill Creek Park. In crafting the right vision for the site, Alex is working closely with the City’s mayor and the planning commission in understanding the site’s potential for sustainability. Key to its success has been ongoing engagement with the community and local stakeholders through a variety of public forums and workshops.

Inkster Targeted Market Analysis
Inkster, Michigan
Architectural Designer for this project, focused on identifying the potential markets for redevelopment in the City of Inkster, addressing placemaking, building condition assessments, and ADA accessibility issues.

Trumbull Avenue
Detroit, Michigan
Designer and Project Manager for a new residential development of a 1.6-acre site which was previously occupied by the long-demolished Scripps mansion; a Detroit landmark, which still bears the mansions turn of the century 2-story brick boiler house. The project included the design of 24 semi-detached townhouses, along with the restoration of the existing blighted boiler house. The project included extensive community outreach, and eventually garnered Historic District Commission approval for both the proposed new housing and existing boiler house restoration. The project will revitalize a long-vacant urban plot, and help reinvigorate the newly renovated Scripps Park across adjacent to the site.

Second at York
Detroit, Michigan
Architectural Designer for the conceptual development of four commercial buildings/sites in Midtown Detroit. This project includes site + zoning analysis, establishing parking requirements, and project management.

Registrations + Certifications
Registered Architect

Education
Lawrence Technological University, Bachelor of Science: Architecture, 2009
Eastern Michigan University, Bachelor of Fine Arts, 2005

Professional Affiliations
Belle Isle Conservancy Volunteer
Detroit Area Art Deco Society Member
Institute of Classical Art + Architecture Member
Robert J. Gibbs, AICP, ASLA, CNU-A
President, Gibbs Planning Group, Inc.

Email: rgibbs@gibbsplanning.com

Robert Gibbs serves as GPG’s president and managing director. Gibbs is considered one of the foremost urban retail planners in America. For more than two decades, his expertise has been sought by some of the most respected mayors, renowned architects, and successful real-estate developers in the country. Profiled in The New York Times, The Wall Street Journal, and Urban Land, Gibbs has, writes The Atlantic Monthly, “a commercial sensibility unlike anything possessed by the urban planners who usually design downtown-renewal efforts.” He is also a recognized leader in the New Urbanism, having pioneered the implementation of its environmentally sustainable principles of Traditional Town Planning and Smart Growth.

For the past 30 years, Gibbs has been active in developing innovative yet practical methods for applying modern trends in commercial development to more than 400 town centers and historic cities here and abroad. He also planned Michigan’s first ten New Urban communities and Form Based Codes. A speaker at the First Congress of the New Urbanism in 1992 and twenty subsequent CNUs, Gibbs lectures frequently throughout the country. He is the author of Principles of Urban Retail Planning and Development and the Retail Module of the SmartCode and has contributed articles to numerous books and publications. For the past 22 years, he has taught “Urban Retail Planning” in the Executive Education Program at the Harvard Graduate School of Design. In 2012, Gibbs was honored by the Clinton Presidential Library for his life’s contributions to urban planning and development, and by the City of Auckland, New Zealand for his planning innovations.

Before Gibbs founded GPG in 1988, he gained invaluable expertise in retail planning by advising shopping center developers on the psychology of commerce—the practical science of analyzing and adjusting all elements known to affect a shopper’s mood in the marketplace. From this experience, Gibbs distilled the fundamental retail and merchandising principles for reviving retail in moribund downtowns and for instilling successful commerce in new ones.

Education
University of Michigan: Master of Landscape Architecture & Urban Planning
Oakland University: Bachelor of Arts in Social Studies & History

Professional Associations
American Institute of Certified Planners
American Planning Association
American Society of Landscape Architects
Congress for the New Urbanism, Charter Member
Former Form Based Code Institute, Board Member
Urban Land Institute

Relevant Training
NCI Charrette System
Form-Based Code Institute
MI Place Initiative, Train the Trainers

Prior Experience
JJR/SmithGroup
Taubman Centers

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Urban Land Institute

Relevant Training
NCI Charrette System
Form-Based Code Institute
MI Place Initiative, Train the Trainers

Prior Experience
JJR/SmithGroup
Taubman Centers
LIST OF CLIENTS

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Joseph Stefanov, City Manager
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David Betz, AICP, Director of Development
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Jana Ecker, Planning Director
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Terry Vanderaman, Community Development Director
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Annette M. Knowles, Economic / Downtown Development Coordinator
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Russell A. Soyring, Planning Director
City of Traverse City
231.922.4465
rsoyring@traversecitymi.gov

Judy Davids, Comm. Engagement Specialist
City of Royal Oak
248.246.3201
judyd@romi.gov
QE is a leader in adapting buildings for residential and mixed uses, and in designing new buildings that strengthen the existing urban fabric. We embrace the opportunity to preserve, renew, and create spaces that meet contemporary expectations.

QE’s multi-occupancy, mixed-use experience includes hotel, office, restaurant/bar, entertainment, and multifamily residential uses in small and large, historic and non-historic buildings. Our design work includes restoration of historic spaces and creation of contemporary spaces. The designs meet the requirements of public and private funding sources, and in many cases qualify for historic preservation tax credits.

SELECT PROJECTS

7.Liv Detroit, Michigan
71 Garfield Detroit, Michigan
731-735 West Cross Street Ypsilanti, Michigan
Accident Fund Headquarters Lansing, Michigan
Alden B. Dow Home and Studio Midland, Michigan
Armory Arts Village Jackson, Michigan
Caille Brothers Building Detroit, Michigan
Carroll Apartments Washington, DC
Chapman House Restaurant Rochester, Michigan
Clipper Mill Baltimore, Maryland
College of Creative Studies Detroit, Michigan
Cross Street Village Ypsilanti, Michigan
Dilworth Hotel Bay City, Michigan
Element Detroit at the Metropolitan Detroit, Michigan
Ferry Street Inn Detroit, Michigan
Fort Shelby Hotel Detroit, Michigan
Garden Theater Detroit, Michigan
Gateway Senior Housing Fremont, Michigan
Garfield Lofts Detroit, Michigan
Gilbert Mansion Ypsilanti, Michigan
Graphic Arts Building Lofts Detroit, Michigan
Knapp’s Centre Lansing, Michigan
Lafayette Towers Detroit, Michigan
Lithuanian Hall Detroit, Michigan
Maurice Fox Ford Block Detroit, Michigan
Merchant’s Row Lofts Detroit, Michigan
Murray Aviation/National Air Cargo Ypsilanti, Michigan
Newberry Hall Detroit, Michigan
Odd Fellows Hall Detroit, Michigan
Old Wayne County Building Detroit, Michigan
Oliver Arts Center Crystal Lake, Michigan
Pere Marquette Depot Bay City, Michigan
River Park Place (Old Whittier Hotel) Detroit, Michigan
Reberts Building Detroit, Michigan
Sherbrooke Manor Detroit, Michigan
Stanford University Center Washington, DC
Stuber-Stone Lofts Detroit, Michigan
Sudworth Building Ann Arbor, Michigan
Tower on the Maumee Toledo, Ohio
Woodward Plaza Detroit, Michigan
Woodward-Willis Mixed-Use Development Detroit, Michigan
Wurlitzer Building Detroit, Michigan
QE has developed master plans and space utilization studies for a range of institutions and properties, scaling from individual buildings to several thousand acres.

We have shepherded the development of long-range master plans that have guided capital campaigns and the subsequent execution of design and construction projects. Our work has included historical sites, parks, museums, gardens, places of worship, performing arts venues, and college campuses. Drawing on our extensive experience in leading robust stakeholder engagement processes, QE has created master plans that optimize existing resources and plan for future growth while positioning the property to support the mission of the institution.

SELECT PROJECTS

- African American Civil Rights Sites Nominations
- Ann Arbor Municipal Center
- Baltimore Inner Harbor Development
- Bridgewater College Master Plan
- Cathedral of St. Andrew
- Chesapeake Bay Maritime Museum
- Christchurch School Master Plan
- Coastal Maine Botanical Gardens
- Cranbrook Educational Community
- Davidson College
- Detroit Institute for Children
- Dexter Downtown Development Plan
- DPSCD School Facilities Siting Study
- Dream of Detroit Muslim Center Neighborhood Planning
- Eastern Michigan University
- First Presbyterian Church of Ann Arbor
- Oliver Art Center
- Gari Melchers’ Home and Studio, University of Mary Washington
- George Washington’s Ferry Farm
- Hamtramck Recreation District Plan
- Highland Park/Hamtramck Market Analysis
- Highland Park Master Plan Update
- Hirshhorn Museum and Sculpture Garden, Smithsonian Institution
- Jefferson Chalmers Neighborhood Development Plan
- Maryland Women’s Heritage Center
- Maritime and Yachting Museum of Florida
- Michigan State Capital Dome
- Montgomery College
- Morehouse College
- National Academy of Sciences
- National Museum of Natural History, Smithsonian Institution
- National Zoological Park, Smithsonian Institution
- Richmond Montessori School Master Plan
- Roanoke College
- Salem Academy and College
- Second at York
- Shenandoah University
- Sinai Grace (SGGCDC) Strategic Framework Community Planning
- Split Rock Lighthouse
- Tryon Palace
- Ulysses S. Grant National Historic Site
- University of Charleston
- University of Dayton Central Mall
- U.S. Food and Drug Administration Headquarters
- Virginia Commonwealth University Site Master Plan Update
- Virginia Wesleyan University
- Vizcaya Museum and Gardens
- Warrendale Cody Rouge Neighborhood Framework Plan
- Washington and Lee University
- Washington Waldorf School
- Woodbridge Neighborhood Development Guidelines
- Wright State University
- Ypsilanti Campus, Michigan Mutual Inc.
List of Clients:
July 2020

Delray Beach Downtown Development Authority
Laura Simon, Executive Director
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85 SE 4th Ave, Suite 100 Del Ray, FL 33483
561 573-3672
lsimon@downtowndelraybeach.com

Naples, FL
Bruce Barone Jr.
Fifth Avenue South DDA
649 5th Avenue South
Naples, Florida 34102
(239) 777-1822
bruce@fifthavenuesouth.com

Southampton, NY
Eldon Scott, Planning Commission Chairman
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escott@urbanspacenyc.com

Bethlehem, PA
City of Bethlehem
Amy Burkhart
Deputy Director Community and Economic Development
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Bethlehem, PA 18018-6025
(610) 997-7630
ABurkhart@bethlehem-pa.gov

Downtown Kalamazoo Incorporated
Andrew Haan, President
Downtown Kalamazoo Incorporated
162 E. Michigan Avenue Kalamazoo, Michigan 49007 (269) 344-0795
ahaan@dpi.org

High Street Advisors
Ward Davis, Principal
High Street Advisors
5530 Carley Road Springdale, AR 72764 501 499-4000
wardd@highstreetdev.com
## TIMEFRAME FLOW CHART

<table>
<thead>
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<th>TASK 1</th>
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<td>Project Framework</td>
<td>Retail Market Study</td>
<td>Community Vision &amp; Values</td>
<td>Future Land Use &amp; Focus Areas</td>
<td>Multi-Modal Transportation</td>
<td>Preliminary Draft Plan &amp; Template for the Implementation/Action Plan</td>
<td>Draft Master Plan, Review &amp; Adoption Process</td>
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### WORK PLAN

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<th>Month 3</th>
<th>Months 4-6</th>
<th>Months 5-7</th>
<th>Months 7-9</th>
<th>Months 8-12</th>
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<tr>
<td>Evaluate past plans</td>
<td>Initiate Community Engagement Program and survey</td>
<td>Master Plan “Best Practices” Session</td>
<td>Posting information on website, other outreach</td>
<td>Neighborhood Character Guidelines</td>
<td>Business District Plan and Strategies</td>
<td>Redevelopment Sites &amp; Strategies</td>
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</tr>
</tbody>
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### PROJECT MEETINGS

| Meeting with City Administration | Training for Community Ambassadors (officials and Public) | Visioning Session (Joint Meeting with public invited) | Meeting with City Administration Workshop with Planning Commission and Public City Staff to obtain City Council input | Public Open House (may be virtual) Planning Commission Public Hearing City Council |

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**Plan Adoption**

- **Task 1: Project Kick-Off**
- **Task 2: Project Framework**
- **Task 3: Retail Market Study**
- **Task 4: Community Vision & Values**
- **Task 6: Multi-Modal Transportation**
- **Task 8: Draft Master Plan, Review & Adoption Process**
- **Task 5: Future Land Use & Focus Areas**
- **Task 7: Preliminary Draft Plan & Template for the Implementation/Action Plan**
ESTIMATED COSTS

We are proposing a relatively barebones approach to the Master Plan update in an effort to keep it affordable. Thus, this includes an expectation that City officials and community volunteers can facilitate some of the public engagement using materials we provide. This scope also includes a set number of meetings for our team to help economize the budget. We are open to negotiating both the scope of the update, our level of participation in community engagement efforts, meetings, and additional areas of focus to fit your budget and priorities.

The MKSK Team can complete the Master Plan as described above for $50,000.

There are several other plans or studies that could become additional services. For any of those, we would need to work with the City on a specific work plan and budget.

1. **Residential Infill Design Guidelines:** Quinn Evans could prepare a more elaborate set of residential infill design guidelines than the few pages described in the Work Plan. The scope and fee would depend upon the extent of new sketches, meetings and complexity of the additional work.

2. **Design Concepts for Redevelopment Sites** as described in Task 5. The cost will be influenced by the number and size of the site(s) or buildings, number of alternatives prepared, extent of an additional market analysis by Gibbs Planning, complexity, and the number of additional meetings.

3. **Parks and Recreation Master Plan:** this would be a separate plan to meet the requirements of the MDNR. This could use much of the information in the Master Plan (demographics, maps, Vision and Goals) but would require a couple of additional meetings and a public hearing just focused on the parks and recreation system. We typically also have a separate listening session, which could be located at a park, with focus groups (organizations) and with the public, along with City staff responsible for the parks and recreation programming. Typical fee range is $18,000-26,000 with the level of engagement the main variable. We could also prepare Master Plans for individual parks using the feedback gathered during the public engagement sessions. Those can range from simple concepts ($7500-12,000 per park) to more detailed plans that look at equipment, courts, parking, landscape, drainage, signs etc.

4. **Parking study** for one or more of the business districts to review utilization, turnover, where employees are parking, pricing, regulations of the on-street curb-space and similar topics. The typical fee ranges from $12,000-25,000 depending upon area included, number of counts and potential for volunteers to conduct them.
PROPOSAL TO PREPARE THE
Master Plan
CITY OF GROSSE POINTE PARK, MICHIGAN

JULY 31, 2020

Communities for real life.
July 31, 2020

Mr. Nick Sizeland
City Manager
City of Grosse Pointe Park
15115 East Jefferson Avenue
Grosse Pointe Park, Michigan  48230

Subject:  Proposed Partnership for Grosse Pointe Park Master Plan

Dear Mr. Sizeland:

We are honored to potentially partner with the City of Grosse Pointe Park leaders, residents, property owners, and other stakeholders to continue the strong momentum of creating great places, an environment for increased investment, and high quality of life for generations to come!

We believe that now is the time for Grosse Pointe Park leaders to memorialize the community excellence that you've fostered over the past number of decades in a state-of-the-art, bold Master Plan – a plan that your residents and business owners can stand behind and take pride in implementing together. Therefore, we are incredibly excited about the prospect of collaborating with your and hope that you'll find our group to be the most qualified, most energetic, and most forward-thinking (after all, planning is a hopeful and visionary endeavor!).

Understanding of Context
Over the last number of months, McKenna planners have learned about a number of important initiatives that the City is currently undertaking, including studying your water, sewer, and roads infrastructure; leading through the closure of Trombly Elementary School, in spite of the community’s evident great need for the elementary school; and other community improvement activities such as bolstering commercial areas, planning for future excellent community facilities, and studying the parks (Windmill Pointe and Matthew C. Patterson) – the jewels in the City’s crown.

The people and partners of Grosse Pointe Park expect City leaders to maintain the community’s record of excellence in community services. Thus, this Master Plan will be critically important to how Grosse Pointe Park evolves to meet the demands of its residents in coming years, especially in the context of interwoven imperatives of sustainability, neighborhood vitality, and addressing the needs of different demographic groups (key issues on planners’ minds).

Engaging Stakeholders During Uncertain Times
Of course, now is a unique time to be undertaking a landmark planning process due to the Coronavirus pandemic, but our team is poised to guide City leaders through an effective and meaningful public process. We are prepared and have become expert and agile in conducting all public engagement virtually or in small, safe groups in total compliance with current Executive Orders. We will work through specific details with the City’s appointed managers of the planning process and conduct the most appropriate method of public engagement at each step of the way.
Focus on New Opportunities

McKenna is Michigan’s leading planning and design firm. We work with private sector market realities and manage complex municipal redevelopment projects – public acquisition, demolition, grant and other funding, urban design, marketing, and disposition – and are continuously implementing smart redevelopment principles for Midwest municipalities and select private clients.

Our team is comprised of considerate public engagement specialists with technical knowledge for increased effectiveness during the proposed public engagement program. Specifically, we propose to provide:

- An online / hard-copy survey (introductory / broad to gather opinions and preferences).
- One day of Roundtable Discussions with key stakeholders (neighborhoods, civic institutions, businesses, etc.).
- One day of Drop-In Clinic and Open House during daytime and evening.
- One day of Final Draft Review Clinic.

By broadly and frequently engaging many different stakeholders, we believe that special areas and neighborhoods’ needs will be addressed, ensuring that the City continues to evolve intentionally and with respect to its many historic assets.

Why Our Team?

The McKenna team has the right kind of experience and the proven approach the City of Grosse Pointe Park needs to help work through this challenging but rewarding process; we know how to navigate complex processes in successful communities and wish to support Grosse Pointe Park in achieving its next phase of excellence.

We also have strong relationships with frequent collaborators of The Park, including surrounding local units of government for whom we provide planning and zoning services (Grosse Pointe and Grosse Pointe Farms), the City of Detroit’s neighborhood reps adjacent to The Park, and Eastside Community Network leaders, for whom we’ve prepared a number of plans.

Together with the dedicated people of Grosse Pointe Park, we will help you create an exciting, implementable vision that will benefit current and future generations for years to come.

Thank you for considering our team; we look forward to discussing our approach in greater detail.

Respectfully submitted,

McKENNA

John R. Jackson, AICP, NCI
President

Cc: Sarah Traxler, AICP, NCI
Master Plan

CITY OF GROSSE POINTE PARK, MICHIGAN

PREPARED JULY 31, 2020 BY

MCKENNA
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Northville, MI 48167

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Executive Summary

Grosse Pointe Park’s strength lies in its residents who greatly value community gatherings, traditional neighborhoods, and high-quality public services – all of which create community vitality and character.

PROJECT APPROACH
Our team members are poised to immediately hit the ground running on the Grosse Pointe Park Master Plan with a bold approach; we:

• Have expertly prepared Master Plans with neighborhood and special planning area focuses for communities across Michigan and the Midwest.

• Are experienced, certified public engagement specialists who frequently conduct meaningful multi-pronged engagement programs, building deep credibility with even the most cynical participants – even during this pandemic.

• Are skilled and dedicated to understanding the specific needs of Grosse Pointe Park (and already have a baseline understanding).

• Create attractive, graphically-rich reports, renderings, and materials.

PUBLIC ENGAGEMENT
We have crafted a robust public engagement program that strategically engages City administration, a Steering Committee, and the public. We propose:

• 5 Steering Committee, City Administration and McKenna project meetings
• 1 Day of Roundtable Discussions
• 1 Day of Drop-in Clinic and Open House
• 1 Day of Final Draft Review Clinic
• 7 Planning Commission and City Council meetings

See the detailed “Grosse Pointe Park Master Plan Project Chart” for a specific breakdown.

PROPOSED PRICE
For the services described herein, we propose a fee of $31,000; we are able to adjust our proposed price and scope to best meet the City’s needs.
Introduction

McKenna’s downtown Northville, Michigan headquarters. Our work spaces reflect McKenna’s commitment to our people, our communities, sustainable design, and the rich technology heritage of the Midwest.

McKenna’s team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers’ markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 42-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in the Midwest. Anticipating and responding to change is a major distinction of McKenna’s practice. Our innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of 20-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.
AREAS OF SERVICE

Community Planning
- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development
- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration
- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation
- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings

On-Site Management Services
- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes
- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration
Complete Streets and Transportation Planning
- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)
- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development
- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans
- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community’s Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture
- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses)
- Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design
Work Program

Grosse Pointe Park is comprised of neighborhoods with tree-lined streets, many of which are within walking distance of a nice little shop to swing into. This type of community fabric has stood the test of time and now is the time to preserve and plan for the high-quality maintenance of all that makes Grosse Pointe Park the strong community it is today.

PROJECT UNDERSTANDING

Grosse Pointe Park is a community that’s exhibited great resilience and maintained high standards in its residential neighborhoods and many commercial areas, in addition to the beautiful parks and recreation amenities that are the jewel in the community’s crown. Yours is a community that’s “done it right”; in fact, other towns with similar sizes look to The Park as a place to emulate. Much of the community’s success in terms of form and character are owed to the forefathers and original settlers and the fashion in which they platted and developed the town. That original fabric has protected The Park from development trends that were in fashion in the mid-1900s (with a focus on auto dependence and accommodation) that eroded so many communities’ quality of place.

In recognition that The Park has special form and excellence of services, City leaders realize that “now is the time” to formalize land use, placemaking, infrastructure, and other important topics’ policies – moving planning functions from the back of the napkin into a professional, comprehensive, and big and bold Master Plan. Many wonderful things have been accomplished and we wish to memorialize and improve on them to ensure that the things that make “The Park, The Park” are preserved for generations to come.
Our team is expert at synthesizing information that’s provided to us – in the case of Grosse Pointe Park, we will review and pull together in a useful fashion the following:

1. The Planning Commission-prepared draft Master Plan from 2019 and 2020;
2. Results of the water system analysis by the City’s consultant, Stantec;
3. Results of the sewer and roads analysis by the City’s consultant, OHM;
4. Data on housing values, neighborhood trends, commercial land values and rents, and other real estate market data;
5. Any other relevant City reports, studies, or data sources that are germane to the Master Plan scope.

Using the above and other information, including results from our field analysis and investigation, we will expertly prepare the Master Plan for Grosse Pointe Park incorporating the following:

1. All required components of a Master Plan per the Michigan Planning Enabling Act;
2. Recommendations for implementing any of the plan’s proposals consistent with the Michigan Economic Development Corporation’s Redevelopment Ready Communities Best Practices;
3. “Complete streets”, by including a Complete Streets Plan component, which must consider traffic calming measures through residential neighborhoods;
4. Parking recommendations regarding minimum parking standards, achieving the appropriate balance between supply and demand; this is critical for the ongoing vitality of The Park’s commercial areas;
5. Green space, tree program, and park preservation strategies / recommendations;
6. Zoning change recommendations for successful future land use implementation;
7. Annually-described implementation program, including recommended funding sources and responsible parties.

Grosse Pointe Park is a community with extremely invested stakeholder groups, especially its owners of single-family residential property. Thoughtfully and meaningfully engaging them during this effort will be paramount to project success.
PUBLIC ENGAGEMENT

Grosse Pointe Park residents will be meaningfully and respectfully engaged throughout the planning process; Master Plan public input could even be conducted in the park!

The team that we have hand-picked for the Grosse Pointe Park Master Plan is adept at facilitating complex public engagement strategies, including multi-pronged efforts such as that which we are proposing for The Park. We are sensitive to the importance of communicating effectively about public planning processes and providing diverse opportunities for input (for example, to capture the opinions of busy parents of school-aged children).

Additionally, McKenna has pivoted most of our public engagement to online and "old school" methods (such as conducting extensive phone interviews) and have also thoughtfully executed engagement in small, safe groups in total compliance with current Executive Orders. We will work through specific details with the City’s appointed managers of the planning process and conduct the most appropriate method of public engagement at each step of the way. There are many options to consider as we work through whatever the current realities of the time are.

McKenna’s planners and designers are well-skilled in public engagement that drills down to the core of key issues, respects participants’ time and attitudes, and is entertaining and value-add for City leaders, residents, and property owners / key stakeholders. On top of that, it is critical to our team that our public engagement events be:

- Well-organized;
- Well-publicized (we’ll provide you with a Communications Strategy / Plan, even suggesting and helping implement innovative ideas like yard signs promoting your meetings!);
- Productive; and
- Welcoming to all.
To summarize, the McKenna team understands that for success in Grosse Pointe Park, the Master Plan must excel in four important areas:

1. The plan must be a “Living Plan” that inspires people to own the plan and work to implement the vision – the multi-faceted public engagement program will help this greatly!

2. The plan must integrate current and future planning, design, mobility, and future land use trends by expanding the recommendations of Grosse Pointe Park plans that are currently “on the books” – and synthesize those prior efforts into this new Master Plan document.

3. The plan should incorporate current thinking and planning imperatives contained in the State of Michigan’s Redevelopment Ready Communities (RRC) Best Practices (which is just “good planning”) in the event that the City wishes to enter or become certified in that program.

4. The plan must contain fresh, current thinking and targeted strategies on neighborhood preservation, walkability, sustainability, and small commercial area planning to ensure that the document remains useful over its life.

We are confident that Team McKenna, working with the City’s dedicated leaders, professional staff, local neighbors, and business community, will successfully navigate the path to memorialize The Park’s excellence.

**Project Scope Details**

We have prepared a detailed Project Plan Chart for the Grosse Pointe Park Master Plan, condensing project tasks into one page.
### Grosse Pointe Park Master Plan Project Chart

**ONGOING:** Develop and implement comprehensive participation, communication, and information strategy

<table>
<thead>
<tr>
<th>MASTER PLAN</th>
<th>2020</th>
<th>2021</th>
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<tbody>
<tr>
<td><strong>SUMMARY WORK PLAN</strong></td>
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<tr>
<td>STEP #</td>
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<tr>
<td>1. Affirm and Implement Project Communications / Promotions Program</td>
<td>Q3</td>
<td>Q4</td>
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<tr>
<td>2. Inventory, Assess, Analyze, and Project:</td>
<td>Q1</td>
<td>Q2</td>
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<tr>
<td>• Vision</td>
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<td>• Special Planning Areas</td>
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<td>• Placemaking</td>
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<td>• Infrastructure</td>
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<tr>
<td>• Others, as arise</td>
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<tr>
<td>3. Finalize Goals, Objectives, and Strategies</td>
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<td>4. Finalize Future Land Use and Future Mobility Plans</td>
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<td>5. Develop Strategic RRC Planning Components *</td>
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<tr>
<td>6. Craft Zoning Plan</td>
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<td>7. Refine Plan Priorities and Implementation Strategy (by year)</td>
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<tr>
<td>8. Final Document Design</td>
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### PUBLIC ENGAGEMENT

| PUBLIC ENGAGEMENT                                                          |      |      |
|                                                                            | Q3   | Q4   |
| **SUMMARY PUBLIC ENGAGEMENT PLAN**                                        |      |      |
| STEP #                                                                      |      |      |
| 1. Affirm and Implement Project Communications / Promotions Program         | Q3   | Q4   |
| 2. Conduct Survey                                                          | Q1   | Q2   |
| • Introductory / Broad                                                     |      |      |
| 3. Conduct 1 Day of Roundtable Discussions                                 | Q2   | Q1   |
| • Civic Institutions                                                       |      |      |
| • Businesses                                                               |      |      |
| • Neighborhoods                                                            |      |      |
| • Public Spaces                                                            |      |      |
| • Design                                                                  |      |      |
| 4. Conduct 1-Day of Drop-In Clinic and Open House                          | Q1   | Q2   |
| • Daytime                                                                  |      |      |
| • Evening                                                                 |      |      |
| 5. Conduct 1-Day Final Draft Review Clinic                                 | Q2   | Q1   |
| • Daytime                                                                  |      |      |
| • Evening                                                                 |      |      |

### CITY / MCKENNA MEETINGS

| CITY / MCKENNA MEETINGS                                                   |      |      |
|                                                                            | Q3   | Q4   |
| **SUMMARY MEETING PLAN**                                                  |      |      |
| MEETING #                                                                  |      |      |
| 1. Project Kick-Off with Relevant Departments and Steering Committee      | Q4   | Q1   |
| • Establish working relationship                                           |      |      |
| • Reach understanding of expectations                                      |      |      |
| • Discuss project scope; refine, as agreed upon                            |      |      |
| 2. Field Investigation                                                     | Q1   | Q2   |
| • Tour character areas, neighborhoods                                     |      |      |
| • Tour corridors                                                           |      |      |
| • Document conditions                                                      |      |      |
| 3. 30% Draft Review with Steering Committee                               |      |      |
| 4. 70% Draft Review with Steering Committee                               |      |      |
| 5. 100% Draft Review with Steering Committee                              |      |      |

### PUBLIC MEETINGS

| PUBLIC MEETINGS                                                           |      |      |
|                                                                          | Q3   | Q4   |
| **SUMMARY MEETING PLAN**                                                 |      |      |
| MEETING #                                                                 |      |      |
| 1. Project Kick-Off                                                       | PC   |      |
| 2. 30% Draft Review                                                       | PC   |      |
| 3. 70% Draft Review                                                       | PC + CC (joint meeting) |
| 4, 5. 100% Draft Review                                                  | PC + CC |
| 6, 7. Public Hearings + Adoption                                         | PC + CC |

*The Grosse Pointe Park Master Plan will be prepared consistent with the State’s Redevelopment Ready Communities® program requirements to position the City for future success.*
Experience, Qualifications, and List of Clients

Please refer to the end of this document for examples of McKenna’s work relevant to the Grosse Pointe Park Master Plan (in the form of project cases studies). Below is a list of relevant clients and projects for reference.

<table>
<thead>
<tr>
<th>CLIENT</th>
<th>PROJECT INFORMATION</th>
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<tbody>
<tr>
<td><strong>BIRMINGHAM, MICHIGAN</strong></td>
<td>The Birmingham Plan: A Citywide Master Plan for 2040</td>
</tr>
</tbody>
</table>
| Jana Ecker, Director Planning Department | • Currently in process
 | 151 Martin Street, P.O. Box 3001 Birmingham, Michigan 48012 248.530.1841 | • Managed by team member Sarah Traxler
 |                                 | • Features extensive / innovative Public Engagement, including week-long charrette |
 |                                | • Neighborhood focus                                                                |
 |                                | • Parking component                                                                 |
| **ROCHESTER, MICHIGAN**        | Master Plan and Sustainability Plan (“Sustainable Rochester”)                       |
| Mr. Blaine Wing City Manager   | • Managed by team member Paul Lippens                                               |
 | 400 Sixth St. Rochester, MI 48307 (248) 651-9061 | • Evaluation framework for proposed private development
 |                                | • Accelerated project schedule                                                       |
 |                                | • Very large Steering Committee, expertly handled                                    |
 |                                | • Buy-in by development community                                                    |
| **EASTPOINTE, MICHIGAN**       | Master Plan Update                                                                   |
| Mary Van Haaren, Director      | • Managed by team members Sarah Traxler and Laura Haw                                |
 | Building & Community Economic  | • Featured detailed monthly work sessions with Planning Commission                   |
 | Development                    | • Beautifully-designed document                                                      |
 | 23200 Gratiot Ave. Eastpointe, MI 48021 (586) 445-3661 | • High client satisfaction                                                           |
| **OXFORD, MICHIGAN**           | Master Plan Update                                                                   |
| Hon. Sue Bossardet Village     | • Multi-year planning program designed to completely reinvent Lapeer Road / M-24   |
 | President                     |   corridor (MDOT Business Route)                                                     |
 | 22 W. Burdick P.O. Box 94     | • Tactical / strategic planning and coding efforts                                  |
 | Oxford, MI 48371 (248) 628-2543 | • Resulted in private investment consistent with plans and code                    |
Consultant Personnel

In this section, we highlight our team's organization philosophies, strengths and skills. Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes.
- Involvement of stakeholders in planning that affects them.
- Information rich decision making.
- Context-sensitive design solutions, such as form-based codes.
- Active living and active transportation.
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies
- Land use and resource conservation.
- Environmental preservation.
- Livable communities.
- Placemaking.
- Economic sustainability

Our Grosse Pointe Park team will customize our approach to the Master Plan and reflect the local economy, environment and politics – indeed, our approach to master planning is sensitive to history, size, scale, population, demographics and diversity of culture and place.

John R. Jackson, AICP, NCI, President
PROJECT DIRECTOR

Mr. Jackson will be the Project Director, providing oversight and leadership to the Grosse Pointe Park Master Plan. John is an experienced professional urban planner and designer who has spent his career blending zoning and urban design to encourage the development of great places. He has proven success in implementing zoning and planning concepts such as form-based codes and “development ready” procedures that lead to significant private investment and active, walkable, and sustainable neighborhoods, parks, mixed-use corridors and downtowns. Mr. Jackson has assisted many communities in adopting streamlined review procedures that result in consistent high quality projects and form the basis for large and small scale investments.

He has prepared master plans, parks and recreation / greenway design plans, zoning ordinances, corridor plans and redevelopment plans for many communities, including Grosse Pointe, Holly Township, Keego Harbor, Bad Axe, Oakland County, Frankenmuth, Rochester, Birmingham, Port Huron, and St. Clair. In the process of preparing these master and parks and recreation plans, he has conducted successful public engagement sessions and has managed and facilitated small focus group meetings to large community workshops.

John’s decades’ worth of experience overseeing and managing complex public planning and engagement processes, and his attention to detail, will provide the quality control and vision necessary for delivering a great product. Further, his involvement on this team ensure that Grosse Pointe Park has the attention of firm leadership.
Sarah Traxler, AICP, NCI, Executive Vice President
PROJECT MANAGER / PUBLIC ENGAGEMENT / RRC / IMPLEMENTATION

Sarah will serve as Project Manager for the Grosse Pointe Park Master Plan. Sarah’s attention to detail and laser-like focus on her planning and design projects will ensure a smooth, organized, and productive process leading to City leader satisfaction. Ms. Traxler’s experience with and understanding of key elements in creating better communities and public spaces has assisted in her management of numerous zoning code rewrites and substantial amendments, community redevelopment strategies and neighborhood plans. Sarah is certified by the National Charrette Institute and is highly effective in public engagement facilitation, having led dozens of engagement processes throughout her career. Additionally, Sarah has managed numerous grant programs that have leveraged streetscape, housing development and urban design resources in her client communities. Sarah has also directed a 33-acre regional commercial redevelopment project in an urban community from its inception to the site design, through financing and public improvements, including demolition, infrastructure provision, and new development.

Sarah has a Bachelor of Arts, with honors, from the University of California at Santa Cruz and a Master of Urban Planning from the Taubman College at the University of Michigan. She is a frequent speaker on community development and redevelopment topics.

Paul Lippens, AICP, NCI, Director of Transportation and Urban Design
MOBILITY / TRANSPORTATION / CORRIDOR

Paul will be responsible for recommendations relating to mobility, transportation (including complete streets), and parking. Paul specializes in planning and design of non-motorized and multimodal transportation systems, using strategies that reflect the values of people and their communities. He has led systems planning and design projects in Michigan, Illinois, and Indiana, and served as the lead and supervising planner on dozens of bicycle and pedestrian plans and studies. His interests examine interconnections between transportation design, living ecosystems, and economies. Previously the Director of Planning at Active Transportation Alliance in Chicago, Paul is the primary author of “Complete Streets, Complete Networks: a Manual for the Design of Active Transportation,” winner of the APA-Illinois 2012 award for best practices. He also worked with the Chicago Department of Transportation and the Cook County Highway Department on “Complete Streets” policy implementation. Paul has engaged audiences and lectured on multimodal system design and policy implementation at national, regional and local conferences in Los Angeles, Chicago, and Toronto. He has guest lectured at DePaul University and at the University of Illinois at Chicago, where he served as Adjunct Professor in 2014 and recently presented on non-motorized planning and design at the Michigan Association of Planning Educational Conference at Mackinac Island.

Paul holds a Master of Urban Planning from the Taubman College at the University of Michigan and Bachelor of Arts in creative writing and music composition from Hampshire College.

Julie Connochie, AICP, Principal Planner
URBAN DESIGN / PUBLIC ENGAGEMENT

Julie Connochie will serve as the team’s urban design and public engagement guru. Julie specializes in comprehensive planning, urban design, form-based codes, and public engagement. As a Principal Planner, she assists a diverse group of municipalities with master planning, visioning, zoning, and development reviews. She is also a skilled public outreach coordinator and facilitator, with over four years of experience managing complex and wide-reaching engagement efforts across six counties in Southeast Michigan. She strives to bring creativity and fresh ideas to each of her projects. In 2019, she was part of a team that was awarded the New Jersey Chapter of the American Planning Association’s Outstanding Plan Award for the Cherry Hill Master Plan.

Julie holds a Master of Urban Planning and a Bachelor of Science in Architecture from the University of Michigan.
Brian Keesey, AICP, Principal Planner
GIS MAPPING / DATA VISUALIZATION

Mr. Keesey will serve as the Mapping and GIS Specialist for the Grosse Pointe Park Master Plan. He will be responsible for producing eye-catching and informative maps and graphics for the plan.

Brian’s talent, experience and understanding of site planning, connectivity, and community buy-in has led to master planning and capital improvement success, most recently in the cities of Flat Rock and Hudson, MI, and Meridian Charter Township in Ingham County. In the process of preparing these plans, he has conducted successful public engagement sessions, and has facilitated small focus groups to large community workshops.

Specifically, Brian brings expertise in facilities assessment and management, natural features inventory, and deficiencies analysis. His large- and small-scale design background is an asset in developing site-specific program planning. In addition, Brian has practice in open space planning, including greenways incorporating site analysis, low-impact design techniques, and gateways / wayfinding signage.

Brian holds a Bachelor of Landscape Architecture and a Master of Urban and Regional Planning degrees from Michigan State University.

Carrie Leitner, Art Director
GRAPHICS AND PUBLICITY / DOCUMENT DESIGN

Carrie Leitner will employ her creative eye and graphic talents to designing a graphically-rich Master Plan for Grosse Pointe Park. Carrie’s graphic design expertise will ensure the graphic communication from websites to reports and other documents are polished and exceed standard expectations.

Carrie has 20 years of experience specializing in brand identity, advertising, brochures, direct mail, annual reports, book layouts, packaging and display art, such as banners, trade show booths, signage, vehicle graphics, and packaging. She has formal web development training and has handled numerous web projects from start to finish, including planning, designing and implementing. Carrie is also a fine artist with an excellent understanding of composition, balance, and color, and has a trained eye for detail.

Carrie holds a Bachelor of Fine Arts from The University of Michigan, is an accomplished sketch artist, and has also completed a series of web development and usability courses through Washtenaw Community College.

Team Partner
At the end of this document is the firm profile and resume of our Grosse Pointe Park Master Plan partner, Seamless Collaborative. Seamless will assist by contributing character planning, land use, and public engagement support. Adam Cook, Principal, is a constant partner of McKenna’s, even working out of our headquarters daily to effortlessly collaborate with our team.
Project Organizational Chart
Project Methods and Milestones

As found on a prior page, we have prepared a detailed Project Plan Chart that provides:

- A coordinated approach to common project elements such as kick-off meetings, field investigation, public engagement planning, and the like – that translates into efficiencies and economies of scale while ensuring that we comprehensively address all of the important tasks needed to be undertaken;
- Information on the tasks we propose for each of the Master Plan components;
- A break-out of meetings by type, including internal City Department / Steering Committee / McKenna meetings and public meetings; and
- Our proposed Timeframe Flow Chart, by annual quarter, which will be refined and provided with more detail once we kick-off the projects with City professionals.

McKenna commits to preparing all necessary documents, handouts, charts, graphics, and renderings that contribute to an effective, professional planning and design process and end document(s). Specifically, our Project Plan Chart calls out task targets to be developed as part of this planning and design effort; though this may not be an exhaustive list (client satisfaction is our #1 priority – that means we “do what it takes” during a project to deliver the best experience), here are the products we will develop as part of the Grosse Pointe Park Master Plan process:

- Written monthly progress reports to the City’s designated Project Manager and/or Steering Committee.
- All agendas, materials, and summaries for working meetings between McKenna and City staff.
- All public engagement and public meetings materials, including publicity fliers, electronic / digital media, public notices, maps, graphics, charts and boards that will be brought to the event (exclusive of promotional materials, such as a raffle giveaway present).
- All necessary maps, as agreed upon during project kick-off activities and per the Michigan Planning Enabling Act, in a format compatible with the City’s GIS software.
- All written reports and narratives, and final Master Plan document, in a graphically-rich and compelling format, in a format compatible with the City’s software and able to be edited.
- Other incidental materials to “do what it takes” for project success!
Proposed Fee

McKenna will prepare the Grosse Pointe Park Master Plan, inclusive of all tasks listed in this proposal, for a proposed fee of thirty-one thousand dollars ($31,000). We can adjust this scope and fee to best meet your needs and/or budget.
John R. Jackson, AICP, CNU, NCI
PRESIDENT

EDUCATION
Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Environmental Design
Miami University, Oxford, OH

HONORS
Planning Excellence Award for Implementation of “Downtown Grosse Pointe Revitalization Program”
City of Grosse Pointe, MI, Michigan Association of Planning.

Outstanding Planning Project Award for Open Space Development,
Hamburg Township (Livingston County), MI, Michigan Association of Planning and Michigan Society of Planning Officials.

PROFESSIONAL EXPERIENCE
Community Planning and Zoning
Directed preparation of the master plans, urban design plans, and updated zoning ordinances. Provided day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

Zoning
Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character.

Urban Design
Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservations, site plan review, and streetscape design.

Form-Based Zoning
Prepared form-based and hybrid zoning ordinances for municipalities to promote quality predictable development.

Agriculture and Open Space Preservation Planning
Prepared strategies incorporating specific state and county programs for the preservation of viable agricultural businesses including transfer of development rights, purchase of development rights, and other incentive-based zoning techniques.

Economic Development Planning and Management
Provided planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA, and Brownfield mechanisms.

Comprehensive Planning
Prepared comprehensive plans for rural and urban communities based upon community goals and land capability. Prepared zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.
Real Estate Development
Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

Central Business District Planning
Directed major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, placemaking, circulation and parking planning and redevelopment financing.

Commercial Corridor Redevelopment
Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

Court Testimony
Provided testimony in Wayne County Circuit Court case involving litigation of eminent domain issues. Provided expert witnessing in zoning litigation in Wayne County, Lapeer County, and Livingston County, Michigan.

Smart Growth Initiatives
Have made numerous presentations regarding smart growth policies including a panel discussion sponsored by the Suburban Alliance.

Building Department Administration
Manages Building Department operations for two Midwest cities including reporting to City Manager and supervising clerical staff. Supervises inspection and compliance staff issuing permits for building, electrical, plumbing, mechanical, rental and code enforcement and business licensure processes.

Memberships
American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
Congress for the New Urbanism

Michigan Downtown Association
Michigan Farmland and Community Alliance
American Institute of Architects, Affiliate Member

Certifications
MIplace Partnership Initiative Placemaking Curriculum
Module 1: People, Places and Placemaking
Module 2: Form Planning and Regulations
Module 6: Applied Placemaking

National Charrette Institute
Charrette Systems and Management and Facilitation

Activities & Public Service
Past Chair, Michigan Associate of Planning (MAP) Planners in Private Practice division
Lecturer, Michigan Association of Planning (MAP), Basic Training and Redevelopment Planning
Lecturer, Lapeer County Annual Planning Conference, Specific Planning, Zoning, Rural Preservation, and Economic Development Topics
Co-Chair, American Planning Association’s Chicago Urban Innovation Project
Co-Chair, University of Michigan Urban Planning Student Caucus
Sarah Traxler, AICP, NCI
EXECUTIVE VICE PRESIDENT

EDUCATION

Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Arts (with honors)
Sociology
University of California at Santa Cruz

HONORS

Excellence Award for Implementation of the “Downtown Marketing and Strategic Plan”
Buena Vista Charter Township, Michigan Association of Planning.

Outstanding Student Project Award for “New Directions for Vehicle City: a Framework for Brownfield Reuse”
Michigan Association of Planning.

Raoul K. Wallenberg Scholarship Recipient
University of Michigan, Taubman College of Architecture and Urban Planning.

PROFESSIONAL EXPERIENCE

Comprehensive and Master Planning
Managed numerous master and comprehensive planning efforts for diverse Midwestern communities, including thoughtful public engagement, sustainable future land use analyses, corridor re-imaging, and housing typologies and planning, all with a focus on effective and easy-to-administer implementation strategies. Managed and prepared parks and recreation plans for diverse communities, focusing on the future of play, inclusive/universal design, and equity planning for the provision of parks and recreation in a contextualized manner.

Redevelopment Planning and Management
Managed urban and suburban redevelopment projects including project planning, land acquisition, relocation, citizen participation, budgeting and finance, grantsmanship, public improvements, site design, zoning, strategic planning, land disposition, and scheduling. Successfully functions as project manager for municipality acquiring vacant, blighted 380,000 sq. ft. shopping mall using eminent domain. Prepared a brownfield reuse strategy for a Brownfield Redevelopment Authority. Created an inventory of probable brownfields; crafted reuse goals; developed criteria to target areas where brownfield redevelopment could best fulfill reuse goals; and created frameworks for reuse in areas with the highest redevelopment potential. Reuse strategy recipient of a state planning award.

Zoning
Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character. Provided on-site administration of zoning and other land use and building regulations for a community of 25,000.

Real Estate Development
Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.
Neighborhood Planning
Managed and prepared Neighborhood Plans for Michigan and Indiana communities. Plan elements include housing and commercial market analyses, placemaking strategies, capital improvement prioritization, funding recommendations and implementation matrices.

Community Development
Managed annual Community Development Block Grant programs for three inner-ring suburbs (two entitlement communities and one Urban County program sub-recipient). Responsibilities included preparation of annual Action Plans, Environmental Review Records (ERRs), Consolidated Action Plan Evaluation Reports (CAPERs), applications to County for funding, and administration of projects, including Housing Rehabilitation. Administered Neighborhood Stabilization Program with $1.65 M budget, including preparation of ERR, program and policy design, managing other consultants and project implementation.

MEMBERSHIPS
American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
International Council of Shopping Centers

CERTIFICATIONS
Miplace Partnership Initiative Placemaking Curriculum Trainer Certification
Module 1: People, Places and Placemaking
Module 3: Neighborhoods, Streets and Connections
Module 5: Collaborative Involvement
Module 6: Applied Placemaking
National Charrette Institute
Charrette Systems and Management and Facilitation

ACTIVITIES & PUBLIC SERVICE
Past board member, Michigan Community Development Association
Past board member, Northville, MI Planning Commission
Past board member, Northville, MI Zoning Board of Appeals
SELECT PRESENTATIONS

“Neighborhood Planning for Michigan’s Sustainable Communities”
Michigan Municipal League Annual Conference, Detroit, Michigan

“Ethics for Community Planners”
Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

“Analysis of Impediments to Fair Housing Choice Panel”
Michigan Community Development Association Annual Conference, Kalamazoo, Michigan

“How to Foster Entrepreneurship and Employ Tactical Urbanism”
Michigan Association of Planning Annual Conference, Traverse City, Michigan

“Making Sense of the Census”
Michigan Association of Planning Annual Conference, Grand Rapids, Michigan

“Take Back Your Neighborhoods - Turning Foreclosures Around”
Michigan Townships Association, Grand Rapids, Michigan

“Using Eminent Domain to Spur Redevelopment”
Michigan Townships Association, Grand Rapids, Michigan

“NSP Collaborative Service Delivery”
Michigan Community Development Association, Lansing, Michigan

“Road Map to Redevelopment”
Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

“Give and Take: The Eminent Domain Debate”
Brownfields 2008, Detroit, Michigan

“Eminent Domain and Blight Rehabilitation”
Michigan Association of Planning Annual Conference, Traverse City, Michigan

“Eminent Domain in Michigan”
Michigan Association of Planning Annual Conference, Detroit, Michigan

“Conditional Rezoning: Is Your Community Ready?”
Lapeer County (MI) Planning Conference, Lapeer, Michigan
M. Paul Lippens, AICP, NCI
VICE PRESIDENT, DIRECTOR KALAMAZOO STUDIO

EDUCATION

Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Arts
Hampshire College

HONORS

Award for Excellence in Transportation Planning for “Realize Cedar: Urban Design Framework”
Delhi Charter Township (Ingham County), MI, Michigan Association of Planning

Award for Excellence in Transportation Planning for “Bike/Walk Livonia: A Future Transportation Plan”
City of Livonia, MI, Michigan Association of Planning

Implementation Award, 2013
Illinois American Planning Association

Best Practices Award, 2012
Illinois American Planning Association

PROFESSIONAL EXPERIENCE

Complete Streets Policy and Implementation
Award winning author of the Complete Streets, Complete Networks Design Manual, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also coauthored the Complete Streets Chicago: Design Guide - Chicago’s, Complete Streets v2.0.

Bicycle and Pedestrian Plans and Safety
Led award winning bicycle and pedestrian planning in Livonia, Delhi Township, Frenchtown Township, and Paw Paw (Michigan) Evanston, Midlothian, Palos Heights and Winfield (Illinois) and Lowell (Indiana), as well as sub regional bike plans in Chicago suburbs. Studied sidewalk gaps, and recommended bike lanes, sharrows, trails, and protected bikeways. Improved crossing safety and intersection design for people walking, biking, and taking transit. Made network recommendations which considered traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

Trail Planning and Access Studies
Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago’s world famous Lakefront Trail.
**Multi-Modal Transportation System Planning and Design**
Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

**Signs and Wayfinding Systems**
Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana. Managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

**Comprehensive and Subarea Planning**
Led Master Plan efforts for Garden City, Portland, Midlothian Township, Inkster, Paw Paw, Tecumseh, and Commerce Township. Engagement techniques included steering committees, local business interviews, field intercept surveys, focus groups and charrettes. Identified four goal areas by public process to guide the downtown economy, place, sustainability, and transportation. Additional planning examples include the Oak Park, IL Comprehensive Plan, the Evanston IL, Main Street Station Area TOD study, and a Downtown Vision Plan for Terre Haute, IN.

**Housing and Energy Efficiency**
Created development visions for energy efficient affordable housing projects for the City County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an economic analysis of the feasibility of utilizing under-performing public land holdings to create more affordable housing.

**Environmental Planning**
For Ann Arbor's “State of the Environment Report,” created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

**Urban Design**
Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

**Community Development**
Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD’s Integrated Disbursement and Information System (IDIS).

**Ordinance and Regulatory Review**
Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.
**PRESENTATIONS**

American Institute of Certified Planners  
American Planning Association  
Michigan Association of Planning  
Congress for New Urbanism

**CERTIFICATIONS**

National Charrette Institute  
Charrette Systems and Management and Facilitation

**MEMBERSHIPS**

Adjunct Professor of Urban Planning & Policy  
University of Illinois Chicago (2013)

Board of Directors  
Transportation Riders United (TRU)  
(January 2014 to Present)

Planning Commissioner  
City of Ypsilanti, MI (2006-2007)

**ACTIVITIES & PUBLIC SERVICE**

“Planning for Tomorrow’s Mobility”  
MTPA Annual Conference, Grand Rapids 2017

“Decoding Complete Streets”  
MAMC Annual Conference, Kalamazoo, 2017

“Hey Ho, Let’s Go: Bike 2.0”  
MAP Annual Conference, Kalamazoo, 2016

“Bike 2.0, Getting There From Here”  
MML Annual Convention, Mackinac Island, 2016

“Promoting Your Community’s Assets Through Wayfinding”  
MAP Annual Conference, Detroit, 2015

“Decoding Complete Streets”  
MAP Annual Conference, Mackinac, 2014

“Removing the Silos: Integrating Land Use & Transportation in Local Plans”  
APA-CMA Conference, Chicago, 2013

“Complete Streets Implementation”  
APA National Conference Session, Chicago, 2013

“The Boulevards and Beyond”  
APA National Conference Session, Chicago, 2013

“Complete Streets: Tools to Move from Idea to Practice”  
Tuesdays at APA/Chicago, Chicago, 2012

“Lessons in Completing Streets”  
Complete Streets Forum, Toronto, 2012

“Complete Streets Implementation in Chicagoland”  
APA National Conference Session, Los Angeles, 2012

“Creating Effective Bicycle Signage Systems”  
The Change Institute, Rosemont, Illinois, 2010
PROFESSIONAL EXPERIENCE

Project Management
Manage complex planning and urban design projects, providing lead urban design and planning direction. Coordinate and review the work of planning team members. Oversee day-to-day planning needs of multiple clients, including conducting site plan reviews, drafting zoning amendments, preparing planning reports, and presenting to planning commissions and governing bodies.

Comprehensive and Master Planning
Develop community-driven visions, policy recommendations, zoning regulations, and design guidelines for cities, downtowns, corridors, neighborhoods, and individual sites.

Zoning
Prepare traditional and form-based zoning ordinances, overlays, and text and map amendments. Review and revise zoning ordinances as needed to effectuate master plan goals and recommendations, respond to the changing needs of municipalities, and address emerging land use issues.

Urban Design
Create conceptual designs for projects of various sizes, such as individual sites, areas, and districts. Draft high-quality visualizations, including illustrative site plans, sections, and renderings. Develop design guidelines, overlays, and other zoning regulations to guide future development in a way that is consistent with the project vision and community character.

Public Engagement
Coordinate and facilitate innovative public outreach efforts in communities across Southeast Michigan and the east coast, with an emphasis on expanding public participation in the planning process.

Redevelopment Planning
Guide municipalities through each step of the redevelopment process including identification of sites, feasibility studies, conceptual site plan design, and zoning. Collaborate with property owners, municipal staff, residents, and other stakeholders to build consensus around project vision and implementation. Developed several revitalization and adaptive reuse strategies for Detroit churches and surrounding neighborhoods.
MEMBERSHIPS
American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

SELECT PRESENTATIONS
"Demographics of Housing Needs: New Roles for Suburbs and Cities"
New Jersey Planning Conference

"Planning for Emerging Centers: How Transit-Oriented Planning Can Strengthen and Build Stronger Communities"
New Jersey Planning Conference
Adam A. Cook, CNU-A NCI FBCI

Adam is the founding Principal Planner and Research Analyst at Seamless Collaborative, a boutique consulting firm providing expertise in strategic urban planning, economics, and design. His nearly ten years of project experience has spanned areas including urban planning and design, market analysis, and project and charrette management.

Adam’s philosophy, centered on traditional urbanism and placemaking, has inspired his work on diverse projects in the United States and Canada. His firm has consulted on placemaking projects in communities throughout Michigan on behalf of the Michigan Municipal League (MML) in partnership with the Michigan State Housing Development Authority (MSHDA) and Michigan Economic Development Corporation (MEDC). He is an active member of the Congress for the New Urbanism (CNU), serving as Vice President for CNU’s Michigan Chapter. Adam holds certificates in Charrette Management and Facilitation from the National Charrette Institute (NCI), as well as a certificate of course completion from the Form-Based Codes Institute (FBCI).

Adam has made significant contributions to urbanist projects and education throughout North America, including:

- Developing vision plans, master plans, and form-based codes in communities across the Midwestern US and Ontario, in partnership with local government, local, and national consultants;
- Leading a team of consultants which developed and executed an innovative program of Predevelopment Technical Assistance in four Michigan Redevelopment Ready Certified communities on behalf of the Michigan Municipal League and Michigan Economic Development Corporation;
- Contributions to over fifteen retail and residential market studies at the downtown and regional scales, developing market strategies, zoning recommendations, and client-specific research on community retail;
- Managing and contributing to charrettes and stakeholder workshops in dozens of communities, resulting in two award-winning vision plans (Vernor Crossing in Southwest Detroit and the West Dearborn Living Street plan);
- Teaching the comprehensive MiPlace Placemaking Curriculum to audiences of professionals, elected officials, and local stakeholders in dozens of Michigan communities, and South Bend, IN;
- Guest lectures, workshops, and participation in student project reviews at three Michigan university planning and architecture programs.

Adam received a BS in Mathematics and Economics from the University of Michigan-Dearborn, and studied Urban & Regional Planning and Historic Preservation at Eastern Michigan University. His views on urbanism are further influenced by extensive travel throughout North America, and experiences residing in several traditional neighborhoods; a rural community in western Kentucky; a small English town (during his childhood); and a Swiss village in the Alps (as a foreign exchange student).
Adam A. Cook  CNU-A  NCI  FBCI

Experienced private-sector consultant specializing in urban planning, economics, design, and community development. Seeking to leverage my expertise in service to the public and private sectors, through collaboration with like-minded urbanist firms in a multidisciplinary, team environment.

PROFESSIONAL EXPERIENCE

Managing Principal
Seamless Collaborative LLC
Ann Arbor, MI
2010 - present


Representative Clients and Projects:

2018 - 2019
Project management in master planning and urban design, in collaboration with McKenna (Northville/Detroit, MI), for municipal clients throughout the Midwestern US.

2018
Lead consultant, MEDC RRC Technical Assistance Program. Design and execution of comprehensive TA programs in four Michigan communities to produce developer RFQ packages for priority redevelopment sites. Client: Michigan Municipal League

2018
Development of downtown Form-Based Code for Sault Ste. Marie, MI in collaboration with McKenna (Northville/Detroit, MI) and Campbell Planning & Architecture PLC (Northville, MI). Client: City of Sault Ste. Marie, MI

2016 - 2018
Development of downtown urban design plans and Placemaking strategies for Vassar, MI in collaboration with Campbell Planning & Architecture PLC (Northville, MI) and NúñezDesign, Inc. (Troy, MI). Clients: Michigan Municipal League (Ann Arbor, MI); City of Vassar, MI

2016 - 2017
Preparation of Retail Target Market Analysis reports and development of retail strategies for twelve Michigan communities in collaboration with LandUse|USA LLC (Laingsburg, MI). Clients: Western Upper Peninsula Planning & Development Region (MI); City of Monroe, MI

2016
Local consultant, Vernor Crossing CNU24 Legacy Charrette, Detroit, MI. In collaboration with Thadani Architects + Urbanists and Congress for the New Urbanism (Washington, DC). Client: Southwest Detroit Business Association

2015 - 2016
Manager, Michigan Municipal League PlacePlans Implementation Grant program. Executed a statewide technical assistance program aiding five Michigan communities with development of place-based planning and development projects. Client: Michigan Municipal League

2013 - 2015
Certified Trainer of MiPlace Partnership Placemaking Curriculum. Conducted single- and multi-day educational sessions in over twenty Michigan communities focused on Placemaking, urban economics, form-based codes, charrettes, regionalism, and place-based planning principles. Clients: Michigan State Housing Development Authority (MSHDA) and MiPlace Partnership

2013 - 2014

2014
General Editor, Main Street Unionville (Ontario, Canada) Vision Plan Book. Composed primary text, conducted supplemental research, and organized print-ready content of a large-scale urban design plan for a designated Heritage District in Markham, Ontario, Canada, in collaboration with Michael Morrissey (Toronto), and Torti Gallas & Partners (Silver Spring, MD). Client: City of Markham, ON

2013
Stakeholder intake, site analysis, and retail strategies for Main Street Unionville (Ontario, Canada) Precinct Master Plan study. Developed detailed guidance on local zoning by-laws adopted by City of Markham, ON. Clients: Michael Morrissey, Torti Gallas & Partners, and City of Markham, ON
Adam A. Cook  CNU-A NCI FBCI

PROFESSIONAL EXPERIENCE

(Continued)

Assisted principal planner consulting for a multi-jurisdictional authority on the planning of a bikeway and trail system in Hillsdale County, Michigan. Performed site research, stakeholder intake, and co-wrote grant applications.

Wrote detailed economic profiles and funding resource guides for distressed communities funded by the U.S. Economic Development Administration; supervised staff of five undergraduate research assistants; interfaced with community stakeholders regarding proposal development for potential funding opportunities; moderated stakeholder focus groups to develop needs assessment and visioning for job creation initiatives.

PUBLICATIONS, PRESENTATIONS, AWARDS


2017 Invited Speaker, “Tactical Placemaking and Pop-Up Retail,” Oakland County Main Street Focus Workshop, November 6, 2017, Pontiac, MI.


CERTIFICATIONS

2016 National Charrette System (NCI) Management and Facilitation Certificate

2013 Form-Based Codes Institute (FBCI) Core Curriculum Certificate of Completion

2011 Congress for the New Urbanism, Accredited Membership (CNU-A)

2011 National Charrette System (NCI) System Certificate

EDUCATION

2010 MSc. (ABD) Urban and Regional Planning, Eastern Michigan University, Ypsilanti, MI

2005 B.S. Mathematics; Economics, The University of Michigan-Dearborn, Dearborn, MI
Brian Keesey, AICP
SENIOR PRINCIPAL PLANNER / GIS MANAGER

EDUCATION

Master of Urban & Regional Planning
Michigan State University

Bachelor of Landscape Architecture
Michigan State University

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Land Use Planning and Administration
Provided support for citizens and developers with land use information and application procedures. Reviewed small and large scale development proposals, site plans, and special use applications and recommended action to Planning Commissions and elected officials. Conducted agency review meetings, public hearings, and public input forums to ensure comprehensive analysis and sound planning and design principles. Provided guidance and analysis for owners of properties affected by FEMA’s updated flood survey.

Zoning
Provided on-site administration of zoning regulations. Researched topics and drafted zoning ordinance amendments, including regulation of signs, mining operations, and wind energy conversion systems. Presented recommendations to Planning Commissions and elected officials.

Comprehensive Planning
Facilitated visioning and goal-setting sessions to guide master plan development. Provided demographic analysis using U.S. Census data and market studies which highlighted community trends for the municipality to address. Guided the creation of policies to support municipal development goals. Provided graphic design and document layout for master plan updates, including formatting, photography, and presentation graphics.

Demographic Trend Analysis
Conducted a study on the effects of neighborhood gentrification on businesses in an established commercial corridor, analyzing occupancy changes over the course of four decades against known indicators of gentrification.

Capital Improvement Programs
Led municipalities through the Capital Improvement Program process, including calls for proposals, organization of proposal presenters, the Planning Commission ranking process, formulation of summary reports, and recommendations to legislative bodies. Implemented effective changes to the ranking process, evaluation criteria, and format of recommendation documents, as well as the formulation of a multi-year assessment process.
Signs and Wayfinding Systems
Researched and drafted ordinances to address changeable copy, electronic message boards, and content-neutral regulations, and presented to Planning Commissions and elected officials. Participated in Michigan State University’s Campus Wayfinding Workgroup for the expansion of the wayfinding system. Designed street signs and wayfinding plans for MSU’s East Lansing campus during its implementation of the Tri-County emergency response improvement initiative. Collaborated with emergency response units, 911 call center, and law enforcement officials to ensure that all needs were met. Successfully coordinated the fabrication process, quality control, and installation of directional signage.

Geographic Information System (GIS) Analysis and Modeling
Provided analysis of U.S. Census data, consumer and market information, and development opportunities and patterns. Designed zoning and future land use maps for administration and comprehensive plans, and developed online versions for public consumption using the ArcGIS Online platform. Administered databases of utility and infrastructure information. Completed numerous site surveys using GPS and Total Station software. Used the resulting data to create Sketchup models and production graphics. Drafted site plans, engineering details and design documents using AutoCAD.
Carrie Leitner
ART DIRECTOR

Document Design and Layout – Planning and Zoning
Designed and produced simple and complex layouts for documents including community master plans, zoning ordinances, and urban design plans.

Downtown and Retail Corridor Branding
Created brands and identities for private firms and Michigan downtowns and corridors. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, document design, banners, brochures, and wayfinding signage.

Art Director Municipal Projects
Created initial design and messaging concepts for a multitude of high profile municipal clients, capital campaigns and annual giving initiatives.

Image Editing and Production
Edited complex photographic and illustration graphics using Photoshop and Illustrator for zoning ordinances and master plans. Managed elaborate projects including color correction, recreation plan renderings, and branding for municipal electrical energy use education.

Illustration and Visualization – Zoning, Planning, and Design
Produced graphic ideas quickly and successfully which conveyed the clients’ vision. Rendered detailed zoning graphics, facade improvements, and corridor and neighborhood visualization using Adobe Photoshop.

Website Design and Implementation for Public Engagement
Planned website architecture to clearly deliver content for stakeholder use under simplified navigation. Formatted websites to include municipal documents for public review and comments.

Hand Renderings and Art Work
Created privately-commissioned portraits in pencil and charcoal. Created the first annual Charlevoix (MI) Venetian Festival poster in oil pastel. Appeared in the Charlevoix Waterfront Art Fair exhibiting pen and watercolor paintings of local street scenes and building sketches. Rendered several site and landscape concept plans with pen and marker.

EDUCATION
Bachelor of Fine Arts in Graphic Design
University of Michigan

INTERNET PROFESSIONAL CURRICULUM COURSES
Washtenaw Community College

SOFTWARE EXPERTISE
Highly proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, Powerpoint).

PROFESSIONAL EXPERIENCE

Highly proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, Powerpoint).
Awards and Accolades

McKenna has been honored by its peers and public with planning and design awards. We take pride in consistently delivering exceptional planning and personal service to public officials across the Midwest.


2010 Site Design/Parks Award, Michigan Recreation and Park Association. Van Buren Charter Township (Wayne County), MI – Riggs Heritage Park.


2007 Planner of the Year Award, Michigan Association of Planning. Phillip C. McKenna, AICP, PCP.

2007 Interactive Mapping Tool GIS for Everyone Award, Improving Michigan’s Access to Geographic Information Networks (IMAGIN). River Rouge, MI.

2005 CAM Magazine Year End Special Issue, Construction Association of Michigan in recognition of outstanding facility planning and design. Flat Rock, MI – Community Center Site Design and Boardwalk.


2004 Outstanding Small Business Award, Crain’s Detroit Business. McKenna.

2002 MRPA Master Plan Award, Michigan Recreation and Park Association. Oakland County, MI, Orion Oaks County – Park Site (1,000 acre) Master Plan.


McKenna and its planners and designers have also been selected for other awards including Crain’s Detroit Business 20-in-their-20’s: Crain’s Detroit Business “Coolest Places to Work”; and the Michigan Business and Professional Association’s The 101 Best and Brightest Places to Work in Southeast and West Michigan.
Master Plan
CITY OF EASTPOINTE, MICHIGAN

To better distinguish itself in the region, Eastpointe committed to creating a long-term vision for the future based on its assets of place, which also addresses the development challenges and pressures of today. To realize their vision, City leaders engaged McKenna to overhaul the previously adopted Master Plan, with a focus on identifying new opportunities for mixed-use and pedestrian developments, as well as recreation and non-motorized connections throughout the City.

A critical component to the new 2040 Master Plan was the identification and creation of Potential Intensity Change Areas (PICAs)—sub-areas within Eastpointe ripe for redevelopment particularly aligned with the community’s goals and objectives. One such PICA recommendation was the reimagining of Kelly Road as The Parkway—a green, multi-modal transportation corridor that supports pedestrian scale and neighborhood serving commercial (i.e. food trucks), adaptable live/work spaces, public spaces for gathering and art, recreation paths to connect to major destinations and parks both along Kelly Road as well as within the large landscaped central median.

Eastpointe’s goals and objectives were solidified through an extensive public engagement process, including a public open house, surveys, and focus groups with various stakeholders. The resulting Eastpointe 2040 Master Plan is a shared vision and blueprint for the community to maximize and prioritize its investments for long-term future successes.
Sustainable Rochester Plan
CITY OF ROCHESTER, MICHIGAN

Rochester, one of Michigan’s premier medium-sized cities located north of Detroit, is surrounded by fast-growing communities—and thus has been subject to extreme development pressure. Rochester’s walkability, vibrant downtown, and traditional neighborhoods have made it the center of this highly attractive suburban area in metro Detroit.

The City’s recently updated Master Plan identified a number of “potential intensity change areas”—sites likely to redevelop in the near future. Rochester experienced a building boom of mixed-use and residential development in its downtown consistent with the Master Plan. However, City leaders saw the need to gain a thorough understanding of the impact each of these projects would have on the character of the community, as well as impacts on the community’s natural, historic, and man-made systems.

Rochester engaged McKenna to develop a sustainability tool that would establish key measurable indicators. McKenna analyzed and developed 20 Rochester-specific indicators including tree coverage, traffic, parking, stormwater, and financial impact. McKenna’s analysis included a determination of the baseline for each indicator; then, working closely with the Interdisciplinary Working Committee through a robust public process, McKenna developed optimal levels for each indicator based on the objectives of the Master Plan. The McKenna team developed a scoring system, on which each new development is scored—ensuring that future development is sustainable and consistent with the established and envisioned character of the community. In addition, the City appointed McKenna to its Sustainability Directorship.

Rochester leaders are highly satisfied with the Sustainable Rochester process and resulting sustainability tool, and have directed McKenna to incorporate the program into the development review process for a comprehensive, coordinated approach to community planning and design excellence.
Livonia Vision 21, the City’s Comprehensive Master Plan

CITY OF LIVONIA, MICHIGAN

McKenna partnered with the City of Livonia to develop a truly action-oriented, community driven plan that would build on years of progressive municipal planning. The primary focus for this comprehensive master plan, Livonia Vision 21, was to identify priority steps for the next three (3) years that would continue to secure Livonia for the next 100-years.

Livonia Vision 21 is not only the City’s comprehensive policy document directing future decisions for land use, transportation, neighborhoods, infrastructure and open space, among other topics. It is also a community plan that resulted from McKenna’s robust public engagement program and was strengthened by the involvement of community members throughout 2018.

Throughout the planning process, there were numerous opportunities for stakeholders to offer ideas and reactions with the 16 member appointed steering committee, administration and elected officials. Community engagement opportunities included online surveys, public meetings, presentations, and workshops. Exercises with the public focused on future land use, mobility, visual preference surveys, and missing middle housing and were designed to facilitate conversation about the most important aspects of the community. Outreach efforts also included an intense, two-day charrette in which three special planning areas for the City were creatively redesigned.

With significant public input, the Livonia Vision 21 Plan position’s Livonia for continued success and confirms the aspirations of residents, businesses and stakeholders.
When the Village of Oxford did a five-year review of its Master Plan, it determined that the overall vision of the Plan still reflected the community’s vision – but something was missing.

Approximately a dozen sites around the Village were underdeveloped, incompatible with their surroundings, or antiquated. Instead of a full Master Plan update, Oxford decided to dedicate its planning resources to those specific sites.

McKenna worked with the Village to develop urban design visions and roadmaps to redevelopment for the sites. The designs were developed through an intensive and iterative process including an online survey, three public open houses, and in-depth workshops with the Village’s Master Plan Committee and Planning Commission.

One of the key factors in implementing the plans was reform of the Village’s Form Based Code, with increased diversity of building types and more focus on the character of individual streets and districts.

The final designs, along with the path to implementation provided for each one, were used to attract developers and partner with the private sector to make the vision of the plan a reality.
The City of Birmingham is one of Michigan’s premier communities, and part of its reputation and tradition of excellence is its longstanding commitment to world-class parks design and recreation provision. The City engaged McKenna to prepare a rewrite of its Parks and Recreation Master Plan, which—in Michigan—is the basis for access to State and other grants and loans for acquisition, design, and development of parks. Additionally, the Parks and Recreation Board wished to reexamine its overall planning priorities, as well as specific plans for each of its 26 parks, which cover more than 230 acres or 10% of the City’s total acreage.

McKenna designed a robust public engagement program; City leaders had desired to extensively engage residents, who are extremely passionate about Birmingham parks. Throughout the multi-pronged engagement process, which included a “Field Day” at the Fall Harvest Farmer’s Market, a comprehensive online and paper survey, key stakeholder roundtable discussions, and public presentations, a significant number of residents indicated that the parks and recreation programs were key to their choosing to invest and stay in Birmingham.

McKenna’s beautifully-designed, easy to interpret Parks and Recreation Master Plan document included all information required by the State, as well as best practice and strategic recommendations on features that the City wished to investigate for future development, including restrooms in public parks, green stormwater handling, and other special planning topics.

City leaders are highly satisfied with the process and resulting document, and are incorporating the plan features into their other robust planning and design priorities city-wide for a comprehensive, coordinated program of community planning and design excellence.
McKenna worked with Delhi Charter Township on the award-winning Realize Cedar initiative to guide the design of a new downtown. The project included an innovative pop-up outreach events to reach residents where they were — local basketball games, riding the trails, shopping at the farmer’s market, visiting the library, or watching music at Veterans’ Memorial Park. Other outreach included digital display kiosks, online surveying and forums, local business presentations, and focus groups.

The project, which considered a roadway reconfiguration to reduce the number of lanes and create better biking, walking, and streetscape amenities, incorporated best practices for roadway operations and safety analysis. The transportation analysis followed the Federal Highway Administration process for the evaluation of Road Diets.

Ultimately, Realize Cedar is about facilitating the latent need for new housing and businesses. The Township now has a design framework to facilitate and evaluate new development at several key sites. The Urban Design Framework includes identity themes, materials standards, and signing guidelines for the entire corridor from Willoughby Road on the north and College Road on the south.
Downtown Parking Strategy

CITY OF ROCHESTER, MICHIGAN

Downtown Rochester is a vibrant downtown with restaurants, upscale retail shops, salons, outdoor cafes, a European-style hotel, and host to a number of popular special events and festivals throughout the year. As the level of activity continues to increase, so does the pressure for providing adequate parking. The City has wrestled with parking challenges for many years. Questions about whether there was enough parking for current users, how to handle future development, and who should pay for parking were under constant debate.

To help answer these questions and to develop a strategic plan to meet future parking needs, McKenna assisted the City to implement a comprehensive Downtown Parking Management Strategy. Initial phases of the parking analysis included mapping and documentation of existing parking supply and utilization; documenting existing land uses to determine parking demand; conducting stakeholder outreach workshops and customer surveys; providing a review of parking system budget, revenues and fees charged; reviewing current planning, zoning and parking enforcement policies; and documenting the condition and adequacy of existing parking access and revenue control technology (PARC).

McKenna worked with the City of Rochester to actively implement all of the primary recommendations and parking management options identified in the Downtown Parking Strategy Document. The City formed a Parking Advisory Committee, and is in the process of creating a formalized Downtown Parking Management District. Elements of the Parking Management District include a special assessment formula for existing businesses; a payment-in-lieu-of parking (PILP) program for new developments or major expansions; updated parking fees, rates, and hours of operation; and revised planning and zoning parking requirements within the core downtown area.

The City recently purchased and installed new electronic on-street parking meters and upgraded to computerized parking enforcement technology from its old paper-based parking ticket system.
TO: Grosse Pointe Parke City Council
FROM: Melissa Kalnasy, Planner, Carlisle Wortman Associates, Inc. on behalf of the Grosse Pointe Public School System
DATE: August 19, 2020
RE: Grosse Pointe Public School System Walkability Program – Safe Routes to School Grant Application

Project Background: The Grosse Pointe Public School System initiated a district-wide walkability program in 2019 in order to evaluate, identify, and improve pedestrian and bicycle routes to schools in the school district. Carlisle Wortman Associates, Inc. has entered into a contract with GPPSS to assist with coordination efforts throughout the program’s lifetime. We have been working in coordination with the Michigan Fitness Foundation’s Safe Routes to School (SR2S) program. Key components of the program include a district wide safety assessment, a critical needs and walkability survey, route and construction recommendations, and funded improvements and implementation.

In order to ensure the feasibility of our proposed improvements for the south cluster, we have also been working with Michigan State University (MSU) to assist with both quantitative and qualitative data gathering, development and revisions to our programmatic and infrastructural items to be included within grant applications, city representatives including public safety, school representatives including teachers, parents and principals, the Michigan Department of Transportation (MDOT), and Wayne County.

Current Project Status: As of Fall of 2020, the program has been focused upon the north cluster (1.5 mile radius surrounding Parcells Middle and Mason Elementary) and south cluster (Pierce Middle and Defer Elementary) areas. Please note that at the time of this presentation, we are still in the process of adjusting some components of our major grant application and will keep the Council updated as any updates are made.

Mini Grants: We have obtained mini-grants for both the north and south clusters, which grants funding for programmatic improvements to be initiated during 2020-2021. The mini grant application focused on:

- Education
  - Providing information through the local paper, emails, social media, website, and local cable.
  - Fall and Spring activities related to a Walk to School Day and Earth Day with a walking school bus, spring bike rodeo, and Family Bike Kick-Off Event. NHTSA Bicycle Safety Activity Kits will also be provided to middle school students during daily advisory with a focus week in the fall and spring on walking and biking safety.
  - Locating “Corner Captains” at critical intersections to provide supervision and guidance to students and family members to safely reach their destinations.

- Encouragement through incentives
  - Extra recess
  - School positive behavior points (Parcells Panther Bucks and Mason Best Tickets)
  - Layered grant-funded incentives (helmets, bike locks and clip-on lights).
• Enforcement
  o Beginning with a coordinated education campaign, GPPSS is partnering with local public safety to share best practices and deter unsafe driving, particularly in school neighborhoods and along school routes. Public safety will ticket those who choose not to comply, but hopefully the need for ticketing will be reduced through this multi-tiered program.

Major Grant: We are coming up on the major grant deadline (October 16, 2020) for both clusters. The major grant will result in the allocation of $220,000 per school. Components of our major grant applications include, but are not limited to:
  • All data gathered (tallies, surveys, demographic data, letters of support, maps of school enrollment areas, etc.)
  • Engineered drawings, cost estimates, photographs of areas proposed for improvements and a map showing proposed infrastructural items in order of prioritization
  • List of property owner addresses to be impacted by construction
  • Resolution from Act 51 Agency

Purpose of Appearance Before the Council: We are here to share our progress with the Council, answer any questions that the Council may have, and share our intentions to improve the City as it relates to our south cluster schools, Pierce Middle School and Defer Elementary School. We ask that the Council consider passing a resolution highlighting their support for this project. Your actions tonight will allow us steady movement forward and provide us a better chance of receiving requested major grant funding.

For your consideration on this matter, we have included the following items for your review:
  1. PowerPoint discussing the program’s background and current status
  2. Draft reports prepared by MSU to support our major grant application for the south cluster
  3. Mini-grant application as submitted earlier this year (2020)
  4. 2020-2021 major grant application schedule

We appreciate your time and consideration regarding this project!

Respectfully Submitted,

CARLISLE/WORTMAN ASSOC., INC.
Melissa Kalnasy
Planner
Transportation Alternatives Program including Safe Routes to School category

2020-2021 Grant Application Schedule

To assist grant applicants with project timeline planning

This grant program does not have a defined call for projects. COMPLETE applications are accepted year-round. The following schedule is offered in order to allow applicants to reasonably plan project timelines for potential grant applications. Applications that are selected for funding will normally receive Conditional Commitments for funding in a future state fiscal year.

Missing or inaccurate information may delay your grant request into the next application review cycle. Submitting an application early allows more time for applicant to respond.

Contact the MDOT Grant Coordinator for your region BEFORE you submit an application.

<table>
<thead>
<tr>
<th>Latest Initial Contact with Grant Coordinator for this Review Cycle</th>
<th>Application Due Date</th>
<th>Application Review Committee (ARC) Meeting</th>
<th>Tentative Funding Decision Date (for future fiscal year funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>at least 12 weeks before Application Due Date</td>
<td>9 weeks before ARC</td>
<td>ARC</td>
<td>12 weeks after ARC</td>
</tr>
<tr>
<td>7/22/2020</td>
<td>10/14/2020</td>
<td>12/16/2020</td>
<td>3/10/2021</td>
</tr>
</tbody>
</table>

* This row is included from the 2019 Application Schedule, which used differing numbers of weeks at some stages.
Grosse Pointe Public School System

WALKABILITY PROGRAM
DATA COLLECTION SO FAR:

A wide variety of data collection has taken place:

- Student and parent surveys
  (to gauge preferences, trends, and determine community perceptions)

- Student tallies
  (to record student travel behavior over a 3-day period)
DATA COLLECTION SO FAR:

A wide variety of data collection has taken place:

- Walking audits
  (to walk the routes that students walk to see what improvements are necessary and obtain more input from community)

North Cluster: October 14, 2019
South Cluster: November 18, 2019
MEETINGS SO FAR:

- Quarterly District Committee Meetings
  (provide project updates and gather feedback about specific topics such as mini-grants, remote-drop off locations, etc.)
  - September 18, 2010
  - January 21, 2020
  - April 23, 2020

- Action Plan Meetings
  (meet with the Design Team at MSU to review infrastructural and programmatic items that will go into the major and mini-grant applications)
  - February 11, 2020
  - March 17, 2020
  - May 6, 2020
  - June 30, 2020

- Local “Core” Team Meetings
  (discuss revisions and additions with the local team to finalize infrastructural and programmatic items that will go into the major grant applications)
  - March 2, 2020
  - April 29, 2020
  - May 12, 2020
  - July 1, 2020
If anyone is interested in helping out with any of these programs, please contact your principal!
We have outlined a plan to make sure students and families are seeing results this upcoming school year. Some items being focused on include:

1. Updating school route maps
2. Creating recommended driving route maps
3. Enhance crossings
4. Signage additions and updates
5. Increased enforcement measures
6. Add safety patrols, corner captains and relocating crossing guards as necessary

Photo Sources: guides.saferoutesinfo.org, bikewalkwichita.org
CURRENTLY:

- We are putting together our major grant applications! We are:
  - Compiling all necessary documents for grant application
  - Working with local engineers to draft cost estimates and designs in the appropriate format
  - Working with local Act 51 agency to pass resolution of support
  - Finalizing documentation as it relates to the fiduciary

$220,000 per school

Early October Deadline
Questions?
Thank You!