CITY OF ROOSEVELT PARK
DOWNTOWN DEVELOPMENT AUTHORITY

DOWNTOWN DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCING PLAN

Prepared for:

City of Roosevelt Park
Downtown Development Authority Board
Mr. Allan Lowe III, Chairperson

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City of Roosevelt Park

December 2019

City of Roosevelt Park

"*A Proud Community*"

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December, 2018

Table of Contents

Section		Page No.
Introduction		1
Development Plan		2
Section 17.(2)(a)		4
Section 17.(2)(b)		8
Section 17.(2)(c)		9
Section 17.(2)(d)		14
Section 17.(2)(e)		15
Section 17.(2)(f)		16
Section 17.(2)(g)		17
Section 17.(2)(h)		19
Section 17.(2)(i)		20
Section 17.(2)(j)		21
Section 17.(2)(k)		22
Section 17.(2)(l)		23
Section 17.(2)(m)		24
Section 17.(2)(n)		25
Section 17.(2)(o)		26
Section 17.(2)(p)		27
Section 12.(1)		
Finance Plan		28
Section 14(1)		
Tables		10
1	List of Projects by Priority and Cost	30
2	Estimate of Captured Taxable Value	31
3	Anticipated Revenue Stream	32
4	Estimated Revenue Reallocation by Taxing Jurisdiction	
Maps		3
1	DDA District	7
2	Existing Land Use	18
3	Zoning Districts	

December, 2018

Introduction

The legislative body of a municipality is authorized under PA 197 of 1975 to create a Downtown Development Authority (DDA). The Ordinance establishing the authority must also designate the boundaries of the Downtown District within which the authority may exercise its powers. The Board of Directors of the Authority must consist of between 8 and 12 members, plus the municipality's Chief Executive Officer.

The purpose of a DDA is to prevent deterioration and promote economic growth within a business district by developing, adopting, and implementing development plans. Separate plans may be adopted for different development areas within the Downtown District. The plan may include proposals for construction, renovation, repair, remodeling, or rehabilitation of a public facility, an existing building, or a multiple-family dwelling unit that aids economic growth in the Downtown District.

To implement a development plan, the authority may construct, rehabilitate, equip, improve, maintain, or operate any building within the Downtown District for public or private use. The authority may acquire and own, lease, or dispose of any land, or real and personal property that the authority determines to be reasonably necessary to prevent deterioration and promote economic growth in the business district. The authority may also acquire and construct public facilities and make land improvements. The Downtown Development Authority Act allows municipalities to take private property under the power of eminent domain and transfer the property to the DDA.

Funds to finance activities of the authority may be derived from several sources including taxes, revenues generated from the use of assets, proceeds from revenue bonds, municipal funds including state and federal grants, special assessment levies, and tax increment financing receipts.

In 1998 the City of Roosevelt Park commenced the process to create a Downtown Development Authority and established the boundaries of its Downtown District. The City adopted a development and financing plan in 1999 for their Downtown District. The planning horizon used in setting project objectives spanned twenty years.

In 2018 the City of Roosevelt Park commenced the process to renew the expiring 1999 plan for an additional twenty-year period with the future expiration date of April of 2039.

It is expected that through the use of this development tool and thoughtful planning, the City of Roosevelt Park can be better prepared to prevent deterioration in the DDA District while promoting and implementing development plans for economic growth and stability.

Section 17.(2)(a)

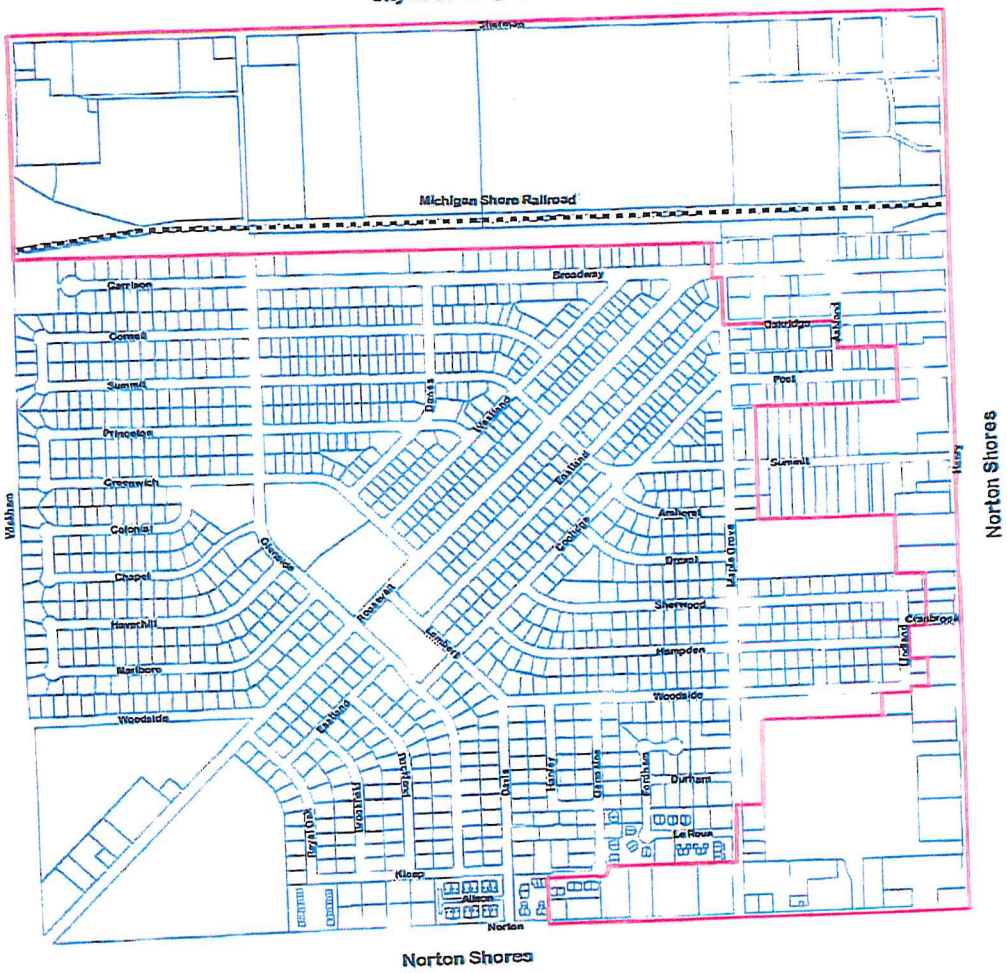
The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.

Map 1 illustrates the boundaries of the development area in relation to the individual properties, transportation facilities, and water bodies. The development area boundaries are coterminous with the DDA District boundaries.

City of Roosevelt Park

Muskegon County, Michigan

Downtown Developmen Authority Map



Map 1 – Development District

Section 17.(2)(b)

The location and extent of existing streets and other public facilities within the development area, shall designate the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses and shall include a legal description of the development area.

The location and extent of existing public and private land uses within the development area are presented on Map 2. Public facilities include the following land uses:

a. City Hall

b. City of Roosevelt Park Police Station

The City of Roosevelt Park presently has no comprehensive or sub area plans for the development area with respect to land use. The development area, however, is subject to zoning regulations enacted and enforced by the City. The development area is principally used and zoned for commercial and industrial uses. The corner of Henry Street and Sherman Boulevard (Muskegon Crossings) is zoned as Planned Unit Development.

The Development District measures approximately 268 acres, or 0.41 square miles. This represents 41 percent of the total land area inside the City of Roosevelt Park. A legal description of the Development District boundaries, which coincides with the development area, is presented on the following page.

Legal Description
DDA District Boundaries

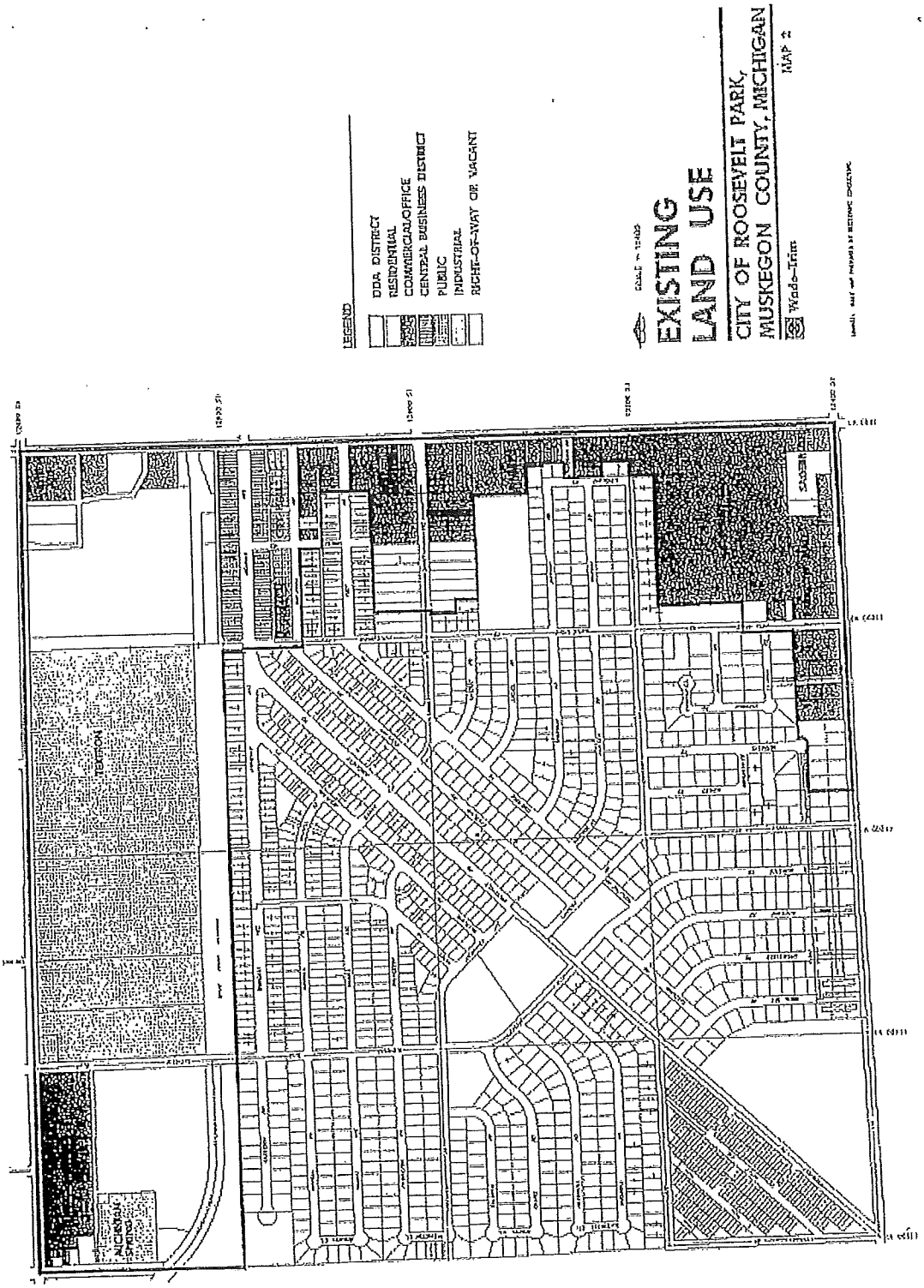
City of Roosevelt Park

Being a part of Section 1, T9N, R17W, City of Roosevelt Park, Muskegon County, Michigan and being a part of the following recorded subdivisions. Bleier Subdivision, Plat of Blissfield Addition, Blissfield Addition No. 1, Cranbrook Addition, Fairfield Addition No. 2, Plat of Le Roux Subdivision, Plat of Roosevelt Park, Plat of Roosevelt Park No. 1, and Assessor's Plat of Torrent Home Gardens all recorded in Muskegon County Records described as follows:

Beginning at the Southeast Corner of said Section 1; thence West along the South line of Section 1 to the West line of Lots 52 and 57, Plat of Le Roux Subdivision if extended Southerly; thence North along the West lines of said Lots 52 and 57 and its extension to the Northwest Corner of said Lot 52; thence East along the North line of Lots 50 – 52 to the Germain Road Cul-De-Sac: thence Northeasterly along the arc of said Germain Road Cul-De-Sac to the North line of Lot 49, Plat of Le Roux Subdivision; thence East along the North line of Lots 49, 62, and 65 to the Northeast corner of Lot 65, Le Roux Subdivision; thence East to the Northwest Corner of Lot 106, Le Roux Subdivision, and crossing vacated Essex Road; thence East along the North line of Lots 106, 108, and 111 to the Northeast of Lot 111, Plat of Le Roux Subdivision being the West right-of-way line of Maple Grove Road; thence North along the West line of Maple Grove Road and the West line of Lots 102 and 103, Plat of Le Roux Subdivision to its intersection with the North line of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 of Section 1, if extended Westerly, and crossing Le Roux Road; thence East along said North line of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 to the Northeast corner of the North 150 feet of the West 158 feet of the North 1/2 of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 of Section 1; and crossing Maple Grove Road; thence North 502.97 feet, more or less, along the East line of the West 158 feet of the North 1/2 of the Southeast 1/4 of the Southeast 1/4 of Section 1 to the South line of the Plat of Woodside Subdivision; thence East 862.72 feet, more or less, along the South line of the Plat of Woodside Subdivision to the Southeast corner thereof and being the Southeast corner of Lot 12; thence North along the East line of said Plat of Woodside Subdivision and Lot 12 to the Northeast Corner of the Plat of Woodside Subdivision and the Southwest Corner of Lot 49 Cranbrook Addition to the City of Roosevelt Park; thence East along the South line of said Lot 49 to the Southeast Corner of Lot 49; thence North along the East line of Lots 48 and 49 Cranbrook Addition to the City of Roosevelt Park to the Northeast Corner of Lot 48; thence West along the North line of Lot 48 to the Northwest Corner of Lot 48; thence North along the East line of Lindland Road and the West line of Lots 41, 44, and 45 to the Northwest Corner of Lot 41, Cranbrook Addition to the City of Roosevelt Park; thence North to the Southwest Corner of Lot 17 Cranbrook Addition to the City of Roosevelt Park, and crossing Cranbrook Road; thence East along the South line of said Lot 17 to the Southeast Corner thereof; thence North along the East line of Lots 16 and 17 to the Northeast Corner of Lot 16 Cranbrook Addition to the City of Roosevelt Park; thence West 16 feet along the North line of Lot 16; thence North along the West line of the East 16 feet of Lot 13 Cranbrook Addition to the City of Roosevelt Park to the North line of Lot 13; thence West along the North line of Lots 12 and 13 Cranbrook Addition to the City of Roosevelt Park to the West line of the East 360 feet of the North 1/2 of the Northeast 1/4 of the Southeast 1/4 of Section 1; thence North along said West line to the South line of the Assessor's Plat of Torrent Home Gardens; thence West along the South line of the Assessor's Plat of Torrent Home Gardens to the Southwest Corner of Lot 23; thence North along the West line of Lot 23 to a point 5 feet South from the Northwest corner of Lot 23 Assessor's Plat of Torrent Home Gardens; thence West along the South line of the North 5 feet of the East 20 feet of Lot 24 in said Assessor's Plat; thence South along the West line of the East 20 feet of Lot 24 to the South line of Lot 24 Assessor's Plat of Torrent Home Gardens; thence West along the South line of the Assessor's Plat of Torrent Home Gardens to the Southwest Corner of Lot 32 of said subdivision; thence North along the West line of Lot 32 to a point 160 feet South from the Northwest Corner of Lot 32, Assessor's Plat of Torrent Home Gardens; thence West along the South line of the North 160 feet of Lots 33 and

34 Assessor's Plat of Torrent Home Gardens to the Southwest Corner of the East 14 feet of the North 160 feet of said Lot 34; thence North along the West line of the East 14 feet of Lot 34 to the North line of Lot 34; thence East along the North line of Lot 34 to the Northeast corner of said Lot; thence North to the Southwest corner of Lot 4 Assessor's Plat of Torrent Home Gardens; thence North along the West line of Lot 4 Assessor's Plat of Torrent Home Gardens to the Northwest Corner of said Lot 4; thence East along the North line of the Assessor's Plat of Torrent Home Gardens and the South line of Blissfield Addition No. 1 to a point on the East line of Lot 118 Blissfield Addition No. 1 if extended South; thence North along the East line of Lot 118 and its extension to the Northeast Corner of said Lot 118; thence North to the Southeast Corner of Lot 73 Blissfield Addition No. 1 and crossing Post Road; thence North along the East line of Lot 73 to the Northeast Corner of said Lot 73; thence North to the Southeast Corner of Lot 11 Plat of Blissfield Addition; thence West along the South line of Lots 11 through 19 Plat of Blissfield Addition to the Southwest Corner of said Lot 19; thence North along the West line of Lot 19 to the Northwest Corner of said Lot 19; thence West along the North line of Lots 20 through 34 Plat of Blissfield Addition to the Northwest Corner of said Lot 34; thence West to the Northeast Corner of Lot 271 Plat of Roosevelt Park, and Crossing Maple Grove Road; thence North to the Southeast Corner of Lot 226 Plat of Roosevelt Park and crossing Eastland Road; thence North along the East line of Lots 225 and 226 Plat of Roosevelt Park being the West line of Maple Grove Road extended to the South line of Lot 60 Plat of Roosevelt Park and crossing Broadway Avenue; thence West along the South line of Lot 60 to the Southwest Corner of said Lot 60; thence North along the West line of Lot 60 Plat of Roosevelt Park to the Northwest Corner of said Lot 60; thence West along the North line of the Plat of Roosevelt Park, Plat of Roosevelt Park No. 1, and Garrison Subdivision if extended to the West line of Section 1 and crossing Glenside Boulevard; thence North along the West Section line to the Northwest Corner of Section 1; thence East along the North line of Section 1 to the North 1/4 Corner of Section 1; thence East continuing along the North Section line to the Northeast Corner of Section 1; thence South along the East line of Section 1 to the East 1/4 Corner of Section 1; thence South continuing along the East Section line to the Southeast Corner of Section 1 and the Point of Beginning.

Map 2 – Existing Land Use



Section 17.(2)(c)

A description of existing improvements in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion.

A full description of all projects, including those which involve any of the changes described above is provided in Section 17.(2)(d).

Section 17.(2)(d)

The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.

Table 1 provides a list of improvements within the development area. For planning purposes, the development area is subdivided into eight areas of concentration. Projects identified as short-term are scheduled to be completed within 10 years. Projects designated as medium-term or long-term are planned to be undertaken and completed by the end of the planning period (2038). A discussion of each projects follows the table. These projects would be proposed within the DDA boundaries as depicted on Map 1.

TABLE 1
LIST OF PROJECTS

BY PRIORITY AND COST

PROJECT PRIORITY	PROJECT DESCRIPTION	ESTIMATED PROJECT COST*
Short-Term	*Broadway Avenue (Central Business District)*	
	Streetscape Design Plan	50,000
	Streetscape Maintenance/Upgrades	600,000
	Henry Street and Norton Avenue Corner (Parkrow Mall Area)	
	Economic Base/Market Study	9,500
	Promotion/Marketing Assistance	14,500
	Infrastructure/Sidewalk Improvements	1,300,000
Medium-Term	*Henry Street Corridor*	
	Sidewalk Improvements and Aesthetic Enhancement	1,000,000
	Banners	5,000
	All Districts	
	Street Reconstruction	685,000
	Sidewalk and walkability Improvements	500,000
	Landscaping/lighting	400,000
Long-Term	*Henry Street and Sherman Boulevard Corner (Muskegon Crossings)*	
	Complete sidewalk along Sherman Street	52,000
	Landscaping and Lighting	350,000
	Sherman Boulevard/Glenside (Industrial Area)	
	Landscaping	100,000
Ongoing	Commercial Façade Improvement Grant Program	900,000
	Possible Property Acquisitions	To be determined based upon appraisals
	Professional Services/Administration	800,000
	Property Rehabilitation/Economic Development	500000
	Contingency	437,223
	TOTAL	7,703,223

* Estimates should be revised subsequent to completion of planning and engineering studies to reflect then existing market conditions.

SHORT-TERM (2019-2028)

Broadway Avenue (Central Business District)

Broadway Avenue, between Henry Street and Maple Grove Road, is given top priority by the Authority Board for improvements. This area will be referred to as the Central Business District (CBD). Existing are predominantly small scale office used buildings separated with off-street parking. This corridor is intended to serve as the "gateway" to the community.

A series of streetscape improvements were completed in the 2000's to improve the aesthetic appearance and the functionality of the CBD. It is the intent of the Authority Board to develop an streetscape design plan that details the specific type and location of improvements, along with construction drawings using tax increment revenues captured at a later date. A host of projects are desired to be included in throughout the current Broadway Avenue streetscape such as:

- Enhanced entry-signage
- Creation of new welcome archway and other acute improvements with the goal of creating a unique and aesthetically pleasing Central Business District.
- Installation of decorative gateway, enhanced aesthetic infrastructure and unique crosswalks or pedestrian features to highlight walkability and non-motorized transit throughout the district.
- Installation or maintenance of decorative street lighting and improved banners and artistic touches.
- Replacement of pavement where possible with plantings and other landscaping which is to include replacement of worn-out subbase infrastructure like irrigation.
- Banners with logo throughout seasons.
- Replace and improve sidewalks throughout the district.

Henry Street and Norton Avenue Corner (Parkrow Mall Area)

This area was given second priority for planned improvements. It will be referred to as the Parkrow Mall Area. Existing is a shopping mall complex anchored by big box stores and national retailers. Concentrated focus will be placed by the Authority Board on promoting underutilized properties. To provide a strategic focus toward this end, it is planned that an economic base/market study be performed.

Extending an existing watermain and utilities to properties fronting Henry Street is planned to promote capital investment on underutilized properties near the corners. The extension will travel approximately no more than half of a mile through a paved parking area, thus no displacement will occur.

MEDIUM-TERM (2028-2033)

Henry Street Corridor

This corridor includes westerly properties adjacent to Henry Street, between Muskegon Crossings (north end) and the Parkrow Mall Area (south end). This strip generally includes a mix of retail stores, restaurants, and other similar uses.

To accommodate non-motorized modes of travel, sidewalk improvements are planned for the full length of the corridor.

Provide updated signage and improve physical attributes of the district to provide a welcoming and sophisticated commercial sector.

To provide continuity with the CBD, it is envisioned that banners expressing the community's

logo/theme will be placed with existing/new street poles at intervals along the corridor.

All District Corridors

This portion of the Development District is to include all corridors and will involve both the office and public parking areas around the City of Roosevelt Park Municipal Offices which are located within the Central Business District area.

Street improvements, including curb and gutter, have been identified as potential projects. In addition, enhancement activities (i.e., landscaping, lighting, etc.) are long-term development projects for this area. Other possible projects not yet identified are the creation of public spaces and improvements to attract and keep commercial activity throughout the entirety of the district.

LONG-TERM (2033-2038)

Henry Street and Sherman Boulevard Corner (Muskegon Crossings)

This location contains the most recent development activity. An access road from Sherman Boulevard exists serving vacant land. The property is currently zoned for a planned unit development. The remaining properties are expected to develop without public financing support. Banners and other design elements are suggested to be used to relate this corner with other areas in the Development District.

Sherman Boulevard/Glenside (Industrial Area)

Property along this route is zoned and used for industrial purposes. Textron Automotive is the largest landholder. Enhancement activities, such as landscaping, are planned as well as using common design elements inside the Development District to create continuity. Further, needed physical improvements to facilitate new investment will be considered by the DDA on a case by case basis.

ONGOING

Commercial Façade Improvement Grant Program

The DDA may implement a Commercial Façade Improvement Grant Program to provide incentives to building and business owners to improve frontage in the commercial area. These incentives may include, but are not limited to, design assistance, low interest loans from participating financial institutions, assistance in site design approval process, and partial loan rebates upon completion of the improvement project.

Summit Avenue

Properties north and south of Summit Avenue, roughly 325 feet west of Henry Street, are targeted for senior housing development. As properties enter the market, it is the intent of the Authority to make reasonable offers for acquisition. The DDA may place property holdings under the supervision of a private land management company. The Authority may also provide needed funds to prepare the land for development.

Property Rehabilitation/Economic Development

Current and future owned properties both public and private may require public investment as to

leverage exponentially larger private growth and investment.

Professional Services and Administration

Professional services include legal, financial/auditing, planning, design, and construction services. This line item also includes any incurred operating expenses such as a part-time administrator, supplies, materials, postage, newspaper publications, etc.

Contingency

This line item, estimated at $552,200, is provided for yet to be sponsored by the DDA. The contingency fund is intended to cover cost overruns, and other activities associated with identified projects that require unspecified additional/incidental work to achieve completion.

Section 17.(2)(e)

A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

The statement of the stages of planned construction is identified in Section 17.(2)(d). As stated previously, short-term projects represent activities to be emphasized for construction, particularly in the early stages of the development program. Medium term projects are estimated to be completed by 2028. Long-term projects are planned to be accomplished by 2038 unless major funds are available sooner.

Section 17.(2)(f)

A description of any parts of the development area to be left as open space and the use contemplated for the space.

No currently owned land is planned to be left as open space within the development area.

Section 17.(2)(g)

A description of any portions of the development area which the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

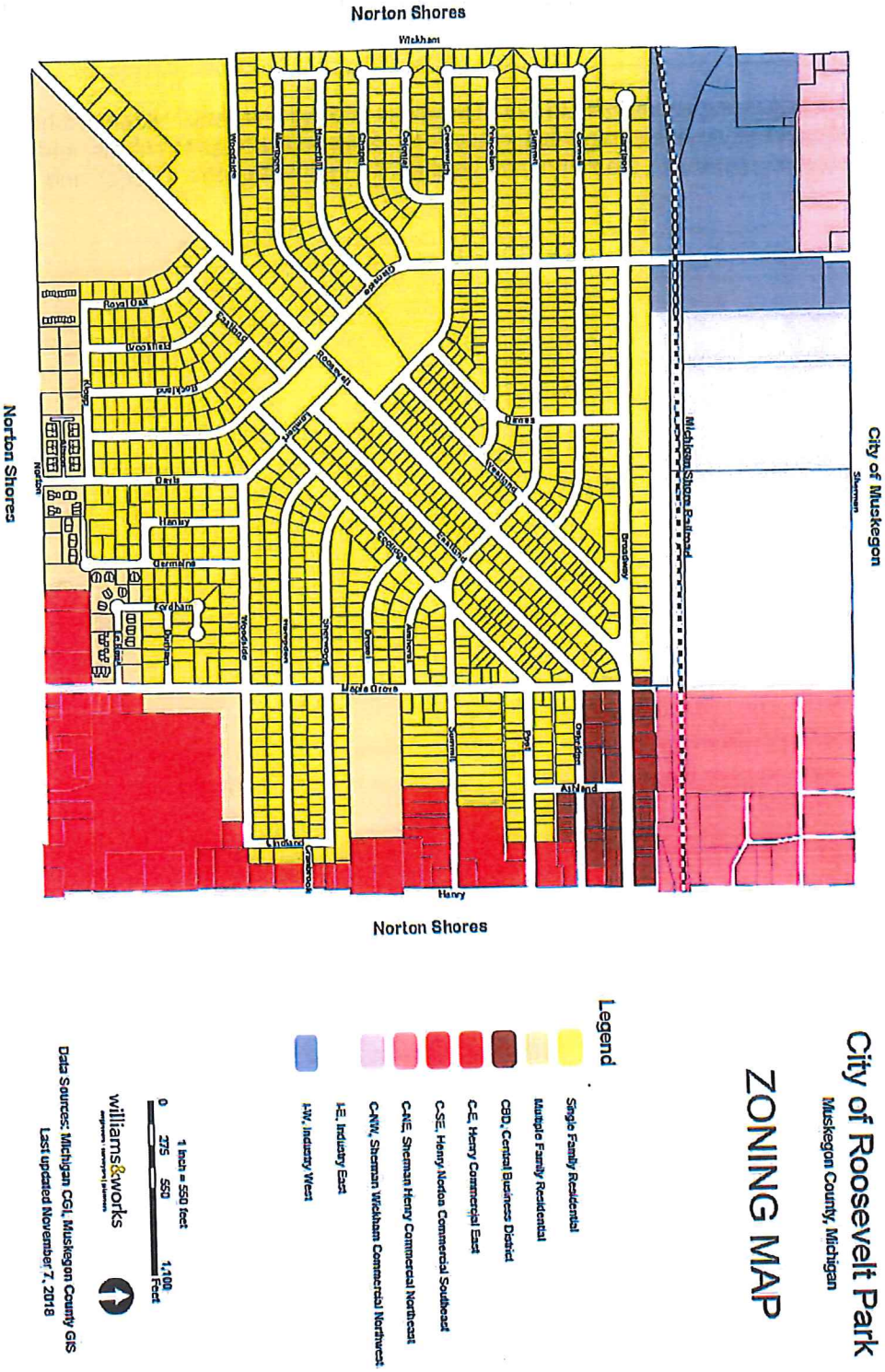
Not Applicable.

Section 17.(2)(h)

A description of desired zoning changes and changes in streets, street levels, intersections, and utilities.

The zoning categories found within the DDA District are shown on Map 3. No zoning changes are proposed as part of the development plan activities. Proposed changes to streets, intersections, and utilities were previously identified and described under Sections 17.(2)(c) and 17.(2)(d).

Map 3- Zoning Districts



Section 17.(2)(l)

An estimate of the cost of the development, a statement of the proposed method of financing the development and the ability of the authority to arrange the financing.

The total cost for undertaking the projects identified under Section 17.(2)(d) is approximately $7,703,223.

The activities of the Authority and the development of public improvements shall be financed from one or more of the following sources.

A. Donations to the Authority for the performance of its functions.

B. Proceeds of a tax imposed pursuant to Section 12.

C. Money borrowed and to be repaid as authorized by Section 13.

D. Revenues from any property, building, or facility owned, leased, licensed, or operated by the Authority or under its control, subject to the limitations imposed upon the authority by trusts or other agreements.

E. Proceeds of a tax increment financing plan, established under Sections 14 to 16.

F. Proceeds from a special assessment district created as provided by law.

G. Money, including grants, obtained from other sources approved by the governing body of the municipality.

Where receipt of specific funds are indicated as being anticipated by the Authority, methods of repayment will be established as necessary. Where repayment is not necessary, funds shall be credited to the general fund of the Authority for the purpose of financing only those activities, as indicated in this plan or otherwise appropriate as provided in PA 197 of 1975, as amended.

The ability of the Authority to arrange the financing is considered to be established on the basis of tax increment revenues currently available to the Authority. It is also intended that projects be synchronized to the extent possible with efforts of MDOT in regard to road and streetscape improvements which will maximize the effectiveness of resources.

Section 17.(2)(j)

Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.

Not Applicable

Section 17.(2)(k)

The procedures for bidding for the leasing, purchasing, or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.

Not Applicable

Section 17.(2)(l)

Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence, or under construction, the condition of those in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.

Within the development area, there appears to be 23 occupied single-family homes, as well as 2 apartment units. Based on a person per household average of 2.58 (2010 U.S. Census) the number of persons residing within the DDA District equals about 59 persons. The DDA does not intend to displace any families or individuals as part of this development plan. Therefore, the survey and statistical description are not applicable.

Section 17.(2)(m)

A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

Not Applicable

Section 17.(2)(n)

Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies act of 1970, being Public Law 91-646, 42 USC sections 4601, et seq.

Not Applicable

Section 17.(2)(o)

A plan for compliance with Act No. 227 of the Public Acts of 1972, being sections 213.321 to 213.332 of the Michigan Compiled Laws.

Not Applicable

Section 17.(2)(p)

Other material which the authority, local public agency, or governing body deems pertinent.

Not Applicable.

Section 12.(1)

An authority with the approval of the municipal governing body may levy an ad valorem tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district. The tax shall not be more than 1 mill if the downtown district is in a municipality having a population of 1,000,000 or more, or not more than 2 mills if the downtown district is in a municipality having a population of less than 1,000,000. The tax shall be collected by the municipality creating the authority levying the tax. The municipality shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the treasurer of the authority and credited to the general fund of the authority for purposes of the authority.

The City of Roosevelt Park DDA, at this time, does not intend to request City Council action to implement this section of Act 197, of 1975, as amended. This issue could be revisited at a later date if revenues and project funding from other sources can not be secured in a timely manner.

Section 14(1)

A detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, the duration of the program, and a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions.

Tax increment financing is a governmental financing program which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use and thereby facilitates certain projects which created economic growth and development.

For this Tax Increment Financing Plan, the DDA adopts by reference and incorporates into this Tax Increment Financing Plan, the contents of the Development Plan adopted by the DDA on **December 10, *2018.***

A number of potential funding sources are available to the DDA. The ad valorem tax option was discussed previously, while the Tax Increment Financing (TIF) procedure option is described below:

1. Tax Increment Procedure

   TIF is a method of funding public investments in an area slated for (re)development by capturing, for a time, all or a portion of the increased tax revenue that may result if the (re)development stimulates private investment. The concept of tax increment financing is applied only to the downtown district for which a development plan has been prepared by the DDA and adopted by the community's legislative body.

   PA 197 treats all increases in valuation resulting from the development plan whether in fact these increases bear any relation to the development or not. Tax increment revenues for the DDA result in the application of general tax rates of the community and all other governmental bodies levying taxes in the downtown district. These include the city, county, community college, drainage district(s), park authorities, etc. The amount to be transmitted to the DDA is that portion of the tax levy of all of these applicable taxing bodies paid each year on real and personal property.

   "Captured value" means the amount in any one year by which the current taxable value of the district, including the value of property for which specific local taxes are paid in lieu of property taxes, exceeds the initial value. "Initial value" means the taxable value, of all the property within the boundaries of the district area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality at the time the ordinance is adopted. Property for which a commercial facilities exemption certificate, an industrial facilities exemption certificate, or a commercial housing facilities exemption certificate, is in effect shall not be considered to be property which is exempt from taxation. Tax dollars accruing from any incremental increase in taxable value above the initial value (base year total) may then be used by the DDA. Data presented in Tables 2 and 3 reveals the anticipated capture on the taxable value for the City of Roosevelt Park Downtown Development Authority District through the Year 2038, and provides a disbursement cycle. The base year (1998) Taxable Value for the Development District is $23,449,347.

2. Total Potential Revenue

The total potential TIF revenue available to the DDA from captured taxable value is displayed in Tables 2 and 3. By the end of the planning period, it is estimated that approximately ***$7,703,223*** could be collected by the DDA and used for making public improvements within the downtown district.

The affect of this total reallocation of revenues on all the taxing bodies is displayed in Table 4. As documented, the majority of the captured monies would come from the City operating revenue.

3. Bonded Indebtedness to be Incurred

Certain State and Federal loans, loan guarantees and grants may be sought for carrying out this Tax Increment Financing Plan including the Development Plan. All bonding methods employed by the DDA are subject to the provisions of the Development Plan. The Development Plan of this Tax Increment Financing Plan can be financed through the authorization, issuance, and sale of revenue bonds, general obligation bonds and tax increment bonds. Types of bonds to be issued in accomplishing this plan will be determined after further project planning is undertaken.

The amount of indebtedness or indebtedness to be incurred by the DDA and/or the City of Roosevelt Park for all bond issues or loans including payments of capitalized interest, principal, and required reserve shall be determined by the DDA, subject to approval by the City Council of Roosevelt Park. At the time of adoption of this Plan, the DDA estimate of maximum bonded indebtedness, if bonding is to be used or indebtedness incurred, is $2,500,000, including project cost and issuance expenses.

Table 2

Estimate of Captured Taxable Value

City of Roosevelt Park Downtown Development Authority

	(1)	(2)	(3)	(4)
Year	Taxable Value	New	December 31 Taxable Value	Captured Taxable
1998* base year			$23,449,347	
2018	32,616,396	0	32,616,396	9,167,049
2019	32,616,396	326,164	32,942,560	9,493,213
2020	32,942,560	329,426	33,271,986	9,822,639
2021	33,271,986	332,720	33,604,705	10,155,358
2022	33,604,705	336,047	33,940,752	10,491,405
2023	33,940,752	339,408	34,280,160	10,830,813
2024	34,280,160	342,802	34,622,962	11,173,615
2025	34,622,962	346,230	34,969,191	11,519,844
2026	34,969,191	349,692	35,318,883	11,869,536
2027	35,318,883	353,189	35,672,072	12,222,725
2028	35,672,072	356,721	36,028,793	12,579,446
2029	36,028,793	360,288	36,389,081	12,939,734
2030	36,389,081	363,891	36,752,971	13,303,624
2031	36,752,971	367,530	37,120,501	13,671,154
2032	37,120,501	371,205	37,491,706	14,042,359
2033	37,491,706	374,917	37,866,623	14,417,276
2034	37,866,623	378,666	38,245,289	14,795,942
2035	38,245,289	382,453	38,627,742	15,178,395
2036	38,627,742	386,277	39,014,020	15,564,673
2037	39,014,020	390,140	39,404,160	15,954,813
2038	39,404,160	394,042	39,798,202	16,348,855
2039	39,798,202	397,982	40,196,184	16,746,837

* Base year figure represents district value as of tax day (December 31) of previous calander year

(1) Represents estimated taxable value of Development District for respective years

(2) Net increase from new construction, building expansion, and inflationary increase

(3) Figure represents the sum of Columns 1 and 2

(4) Figures represent the difference between Column 4 values, for respective years, and original base value of $23,449,347

Table 3
Anticipated Revenue Stream
City of Roosevelt Park Downtown Development Authority

(1)	(2)	(3)	(4)
Year	Captured Taxable	Tax Increment Revenues	Disbursement Cycle
2018	9,167,049	$250,154.10	2018-2019
2019	9,493,213	$259,054.59	2019-2020
2020	9,822,639	$268,044.09	2020-2021
2021	10,155,358	$277,123.48	2021-2022
2022	10,491,405	$286,293.67	2022-2023
2023	10,830,813	$295,555.56	2023-2024
2024	11,173,615	$304,910.06	2024-2025
2025	11,519,844	$314,358.12	2025-2026
2026	11,869,536	$323,900.65	2026-2027
2027	12,222,725	$333,538.61	2027-2028
2028	12,579,446	$343,272.95	2028-2029
2029	12,939,734	$353,104.63	2029-2030
2030	13,303,624	$363,034.62	2030-2031
2031	13,671,154	$373,063.92	2031-2032
2032	14,042,359	$383,193.51	2032-2033
2033	14,417,276	$393,424.40	2033-2034
2034	14,795,942	$403,757.60	2034-2035
2035	15,178,395	$414,194.12	2035-2036
2036	15,564,673	$424,735.02	2036-2037
2037	15,954,813	$435,381.32	2037-2038
2038	16,348,855	$446,134.08	2038-2039
2039	16,746,837	$456,994.37	2039-2040
Total TIF Revenue		$7,703,223	

1. Refer to the Estimate of Captured Taxable Value Table
2. Data from column 4 of the Estimate of Captured Taxable Value Table
3. Figures represent column 2 values times the 2018 combined tax bill millage rate of 27.2884
4. Period monies will become available for spending

Table 4
Estimated Revenue Reallocation
By Taxing Jurisdiction
City of Roosevelt Park DDA

Year	Captured Taxable	City Operating 16.6000	County Operating 5.6984	Community College 2.5437	County Senior Citizens 0.5000	County Museum 0.3221	County Veterans 0.0752	District Library 1.2490	Central Dispatch 0.3000	Total Millage* 27.2884
2018	9,167,049	$152,173.01	$52,237.51	$23,318.22	$4,583.52	$2,952.71	$689.36	$11,449.64	$2,750.11	$250,154.10
2019	9,493,213	$157,587.34	$54,096.12	$24,147.89	$4,746.61	$3,057.76	$713.89	$11,857.02	$2,847.96	$259,054.59
2020	9,822,639	$163,055.80	$55,973.32	$24,985.85	$4,911.32	$3,163.87	$738.66	$12,268.48	$2,946.79	$268,044.09
2021	10,155,358	$168,578.95	$57,869.29	$25,832.19	$5,077.68	$3,271.04	$763.68	$12,684.04	$3,046.61	$277,123.48
2022	10,491,405	$174,157.33	$59,784.22	$26,686.99	$5,245.70	$3,379.28	$788.95	$13,103.77	$3,147.42	$286,293.67
2023	10,830,813	$179,791.50	$61,718.30	$27,550.34	$5,415.41	$3,488.60	$814.48	$13,527.69	$3,249.24	$295,555.56
2024	11,173,615	$185,482.00	$63,671.73	$28,422.32	$5,586.81	$3,599.02	$840.26	$13,955.84	$3,352.08	$304,910.06
2025	11,519,844	$191,229.41	$65,644.68	$29,303.03	$5,759.92	$3,710.54	$866.29	$14,388.29	$3,455.95	$314,358.12
2026	11,869,536	$197,034.30	$67,637.36	$30,192.54	$5,934.77	$3,823.18	$892.59	$14,825.05	$3,560.86	$323,900.65
2027	12,222,725	$202,897.23	$69,649.98	$31,090.95	$6,111.36	$3,936.94	$919.15	$15,266.18	$3,666.82	$333,538.61
2028	12,579,446	$208,818.80	$71,682.71	$31,998.34	$6,289.72	$4,051.84	$945.97	$15,711.73	$3,773.83	$343,272.95
2029	12,939,734	$214,799.58	$73,735.78	$32,914.80	$6,469.87	$4,167.89	$973.07	$16,161.73	$3,881.92	$353,104.63
2030	13,303,624	$220,840.17	$75,809.37	$33,840.43	$6,651.81	$4,285.10	$1,000.43	$16,616.23	$3,991.09	$363,034.62
2031	13,671,154	$226,941.16	$77,903.70	$34,775.31	$6,835.58	$4,403.48	$1,028.07	$17,075.27	$4,101.35	$373,063.92
2032	14,042,359	$233,103.16	$80,018.98	$35,719.55	$7,021.18	$4,523.04	$1,055.99	$17,538.91	$4,212.71	$383,193.51
2033	14,417,276	$239,326.78	$82,155.41	$36,673.23	$7,208.64	$4,643.80	$1,084.18	$18,007.18	$4,325.18	$393,424.40
2034	14,795,942	$245,612.64	$84,313.20	$37,636.44	$7,397.97	$4,765.77	$1,112.65	$18,480.13	$4,438.78	$403,757.60
2035	15,178,395	$251,961.36	$86,492.57	$38,609.28	$7,589.20	$4,888.96	$1,141.42	$18,957.82	$4,553.52	$414,194.12
2036	15,564,673	$258,373.57	$88,693.73	$39,591.86	$7,782.34	$5,013.38	$1,170.46	$19,440.28	$4,669.40	$424,735.02
2037	15,954,813	$264,849.89	$90,916.91	$40,584.26	$7,977.41	$5,139.05	$1,199.80	$19,927.56	$4,786.44	$435,381.32
2038	16,348,855	$271,390.99	$93,162.31	$41,586.58	$8,174.43	$5,265.97	$1,229.43	$20,419.72	$4,904.66	$446,134.08
2039	16,746,837	$277,997.49	$95,430.17	$42,598.93	$8,373.42	$5,394.16	$1,259.36	$20,916.80	$5,024.05	$456,994.37
Total		$4,686,002	$1,608,597	$718,059	$141,145	$90,925	$21,228	$352,579	$84,687	$7,703,223

* Based on allocated millage authorized for Year 2018 Combined Tax Billing

Community Master Plan
and
Parks and Recreation Master Plan Update

CITY OF ROOSEVELT PARK, MICHIGAN

PREPARED 29 NOVEMBER 2018 BY

MCKENNA
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MCKENNA

Communities for real life.

Table of Contents

Executive Summary 1

Firm Introduction 2

Project Qualifications 5

Recent Experience 9

Team and Management 15

Scope of Work 16

Timeline 25

Fee 26

Team Resumes 27

Executive Summary

McKenna planners are ready to "hit the ground running" on the City of Roosevelt Park Community Master Plan. Above, a rendering of a farmers market / flex space the McKenna team designed for "Realize Cedar" for the Delhi, Michigan DDA – a true placemaking success!

PROJECT TEAM

Our project team, managed by West Michigan Manager Chris Khorey, brings diverse expertise to the Roosevelt Park project, from land use planning to urban design, transportation planning, market and geographic data analysis, parks planning, and action plan implementation.

MCKENNA TEAM ADVANTAGE

- Unmatched responsiveness to clients.
- #1 redevelopment planning and implementation firm in Michigan, with dozens of successful similar projects over the years.
- Public engagement that is strategic, interactive, and fun.
- Forward-thinking approach for future success – planning with practical, identifiable results at the forefront of our minds.

PROJECT SCHEDULE

McKenna proposes a 12-month timeframe for preparing the Land Use and Recreation Plan and accomplishing high-quality, strategic public engagement, analysis, and overall project planning. This will allow the Parks and Recreation Plan to be completed and submitted to MDNR prior to

PROPOSED FEE

We propose to complete the Master Plan and Parks and Recreation Plan as a single document for a not-to-exceed fee of $21,000. By combining the overlapping elements (such as the community profile and public engagement), we estimate that the City can save around $10,000.

Firm Introduction

McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our inspiring and environmentally conscious office spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Downtown Northville, Detroit and Kalamazoo, Michigan.

McKenna helps community leaders and private investors create more vital, interesting, safe, functional and prosperous places to live, work, shop, play, and do business. We provide planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 39-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 Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna's practice. McKenna's innovation and depth of experience is a resource for public and private decision-makers; we are a firm of roughly 20 planners, urban designers, and landscape architects.

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151 South Rose Street
Suite 920
Kalamazoo, MI 49007
P: (269) 382-4443
F: (269) 382-4540

38 West Fulton Street
Suite 400
Grand Rapids, MI 49503
P: (888) 226-4326
F: (248) 596-0930

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
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds

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 (IAP2 Certified)

- Hands-on Workshops
- Focus Groups
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes

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

- 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

Project Qualifications

WHY CHOOSE THE MCKENNA TEAM?

McKenna Associates has the kind of experience, skills and proven holistic approach that the City of Roosevelt Park and its residents, business owners and visitors need. Through this planning process, we will create a vision that is grounded in reality and that respects the natural and built assets, historic character, energy and dedication of Roosevelt Park and its people.

We use an integrated approach.

Our team includes practitioners versed in planning, economic development, transportation, physical design, community outreach, sustainability and market analysis. Often these disciplines have chosen to work in isolation from one other, creating disharmonious public spaces, streets, buildings and neighborhoods. By working together, each team member provides his or her own unique training and expertise to create places that prioritize people and provide them with an experience that is second to none.

We believe that policy supports good design.

Through our experience with developing policies and guidelines, we know that implementation of new concepts and visions for the future is dependent not only on a well-intended Master Plan, but also on an engaged and committed public. We understand that the City of Roosevelt Park values successful engagement, and that support of the populace is critical to a sustainable and desirable future. Therefore, the Master Plan will NOT be policies for the shelf, but rather a clear guidebook upon which to base Roosevelt Park's future.

We follow proven principles for effective public engagement.

Our team's extensive experience with engaging the public and creating project synergies that get people excited about a community's future make us uniquely qualified to lead the Roosevelt Park Master Plan.

We see the big picture.

We believe our team possesses a unique and especially valuable set of skills and experience for Roosevelt Park. We have both the ability to address the "small" problems of making individual sites in the City function better, and the ability to understand the big picture of planning for a small suburb with a unique history.

We value transparency.

Only when public leaders and citizens themselves can quantify economic costs or visualize tradeoffs within the built environment can they make truly informed decisions. Our process emphasizes hands-on involvement and engages citizens in active workshops where they can discuss with the team and - most importantly, with each other - the future of Roosevelt Park.

SKILLS AND EXPERIENCE

McKenna planners have worked in more than 200 varied municipalities for more than three decades and bring that breadth of successful capability to Roosevelt Park's Master Plan process. Below we describe our qualifications with a sample of successful community planning efforts that address all the capabilities desired by the City. Project summaries are provided at the end of this proposal for many of the examples cited below.

1. Public Involvement and Consensus Building

McKenna's commitment to quality public engagement and community outreach is reflected in our investment in training for our professionals. Over years of managing public involvement programs designed to promote inclusion, we have developed successful, comprehensive, and strategic approaches that we will customize to fit the City's desired objectives.

A wide array of tools are now available to communicate and collaborate with citizens and stakeholders. These tools have revolutionized the way people communicate, and have the potential to unlock unprecedented levels of engagement in public processes. McKenna has successfully used social media and other digital media to achieve levels of participation and collaboration in planning projects.

McKenna has experience with participation and outreach efforts in all types of communities, from wealthy to disadvantaged, and with a range of ethnicities and minorities. Recent notable experience includes the Brightmoor Neighborhood Plan completed for the LISC Next Detroit Initiative, the Pontiac Master Plan and Zoning Ordinance, and extensive work with Buena Vista Charter Township near Saginaw, MI.

Wyandotte *Energy Efficiency Grant Outreach*
Coordinated outreach effort to increase participation in a grant-funded energy audit program.

Whitehall *Master Plan*
A multi-faceted approach using social media and other online tools, as well as more traditional outreach methods such as focus groups.

Pittsfield Charter Township *Master Plan*
McKenna designed website, maintained and revised by Township. McKenna-created Facebook page. Conducted multiple design workshops.

Coopersville *Master Plan*
McKenna designed and maintained a website, used for visual preference and online surveying, and information dissemination.

Michigan City, IN *Westside Neighborhood Plan*
Worked with schools for youth engagement, social media, hands-on exercises, and traditional press outreach for neighborhood Master Plan development.

Lyon Charter Township *New Hudson Vision Plan Charrette*
Several-day, intensive, and interactive design workshop to create special area plan combining historic township center and new retail development

2. Neighborhoods and Housing

McKenna professionals are specialists in neighborhood planning for mature cities, and manage (part-time) the community development departments for the cities of Williamston and Garden City, and Lyon Charter Township in Oakland County. We have also planned for both existing neighborhoods and new housing growth in traditional small towns such as Whitehall and Webberville. Our recognized neighborhood planning talents will be employed in the Roosevelt Park Master Plan's neighborhood planning.

McKenna recently completed two major projects analyzing the approaching housing needs of the "Boomers"; based on a statewide survey of the housing preferences of the elderly and an analysis of Michigan's changing demographics, we made recommendations to MSHDA for its planning for the coming Baby Boomers market.

Bay City
Maplewood Neighborhood Plan
On-going neighborhood planning project, in conjunction with the City's Housing Commission, to determine investment strategies in a neighborhood near Downtown.

Detroit
Upper Westside Neighborhood
Visioning, walking tour, interactive mapping, and plan recommendations to build on neighborhood assets and placemaking.

Whitehall
Master Plan
Planned for the preservation of the unique character of the existing neighborhoods in the City and also to enlarge those neighborhoods through development on nearby vacant land.

Webberville
Land Use and Recreation Master Plan
Planned for the protection of existing neighborhoods and the orderly creation of new neighborhoods on empty land in the Village.

3. Economic Development Strategies and Implementation

McKenna has a 35 year tradition of economic development and redevelopment success: Buena Vista Charter Township (retail center), Hazel Park (neighborhood retail), Garden City (downtown), Royal Oak Township (Kroger and Aldi), Fenton (retail and parking), Bay City (urban grocery anchor), and elderly housing in Belleville, Lake Orion, Hazel Park and Romulus. Industrial development projects include Lincoln Park at 95 acres, and Hazel Park's 18 acre industrial park next to the racetrack. McKenna regularly markets projects at ICSC's RECON in Las Vegas on behalf of municipalities.

Buena Vista Charter Township
Saginaw Mall Redevelopment Plan
McKenna prepared market analysis redevelopment plan, site marketing, grants, and eminent domain for site acquisition for 380,000 sq. ft. mall demolished on 34 ac. site.

Romulus
Wick Road/Metro Airport Area Tax Increment Finance Plan and Implementation
Managed TIFA, built new I-94 Vining Rd. interchange at Metro Airport, constructed new roads, utilities and streetscape for vacant 1,000 acre site.

Grosse Pointe
Downtown Commercial Reinvestment Plan
Redevelopment of former Jacobson's department store into a Trader Joe's and other stores.

Allegan County
Economic Development Organization Plan
Implementation recommendations to create county-wide ED entity.

4. Community Design

McKenna planners and designers are skilled in preparing urban design plans, site plans, form-codes, development design guidelines and placemaking principles that support community goals and get implemented.

St. Clair
Downtown Enhancement Plan
Downtown design guidelines and redevelopment plan resulting from charrette/workshops.

Plymouth Township
Ann Arbor Road Streetscape Design
Plan for public realm improvements to be implemented by both public and private sectors.

Van Buren Charter Township
Riggs Heritage Park
Farmstead Award-winning park design, incorporating native landscaping, solar energy features, bike path trail head and sustainable stormwater management.

Main Street Novi
Town Center Plan
Design plan for pedestrian-friendly village center at edge of traditional mall site.

5. Parks and Open Space

Parks and open space are important features that support quality of life. We routinely link a city's parks and recreation plan (including all MDNR-required elements) with its Master Plan.

Webberville
Land Use and Recreation Master Plan
The Village of Webberville incorporated MDNR-required Parks and Recreation Plan elements into its Master Plan, in order to synthesize the community's recreation priorities with its land use and economic development goals.

Three Oaks
Plan 203Oaks
Plan 203Oaks combined all the elements of a Parks and Recreation Plan and DDA/TIF Plan into the Village's Master Plan. The resulting document articulated a vision for parks upgrades that supported the re-development of the community's downtown core.

6. Downtown Development

A communities' downtown is its heart. McKenna works in all our communities to strengthen downtown business districts and bring vitality to the core of the city.

Webberville
Land Use and Recreation Master Plan
The Village of Webberville's Master Plan developed a new direction for the community's downtown core, including mixed use zoning, expanded park spaces, and upgraded streetscapes.

Three Oaks
Plan 203Oaks
Three Oaks' comprehensive Master Plan envisioned an expanded, mixed-use downtown core to capitalize on the Village's reputation as a destination for antiques, artwork, and other unique shopping experiences.

Flat Rock
Downtown Development Authority
McKenna has worked closely with the City of Flat Rock for over two decades to support downtown businesses, maintain and improve public spaces, and market the downtown to visitors and shoppers.

Oxford
Master Plan/Zoning Ordinance
McKenna created a plan for the Village of Oxford to expand its downtown core and become a 24/7 hub of activity. Subsequent revisions to the Zoning Ordinance, including a Form Based Code, have supported that vision.

Recent Experience

McKenna has successfully completed dozens of Master Plans and Parks and Recreation Plans for communities of all sizes across Michigan and the Great Lakes Region. On the following pages, please find descriptions of five recent projects in communities close to Roosevelt Park's size. Below, please find references for each project.

Village of Oxford
Hon. Sue Bossardet
Former Village President
22 W. Burdick Street
Oxford, MI 48371
248-628-2543

Village of Webberville
Hon. Brad Hitchcock
Village President
115 S. Main Street
Webberville, MI 48892
517-521-3984

Village of Three Oaks
Hon. Dave Grosse
Village President
21 N. Elm Street
Three Oaks, MI 49128
269-756-9221

City of Coopersville
Jonathan Seyferth
Assistant City Manager
289 Danforth Street
Coopersville, MI 49404
616-997-9731

City of Whitehall
Scott Huebler
City Manager
405 E. Colby Street
Whitehall, MI 49461
231-894-4048

MCKENNA

Communities for real life.

What we did:

DESIGN
Urban Design

PLANNING
Redevelopment
Public Engagement

Redevelopment Plans

VILLAGE OF OXFORD, MICHIGAN

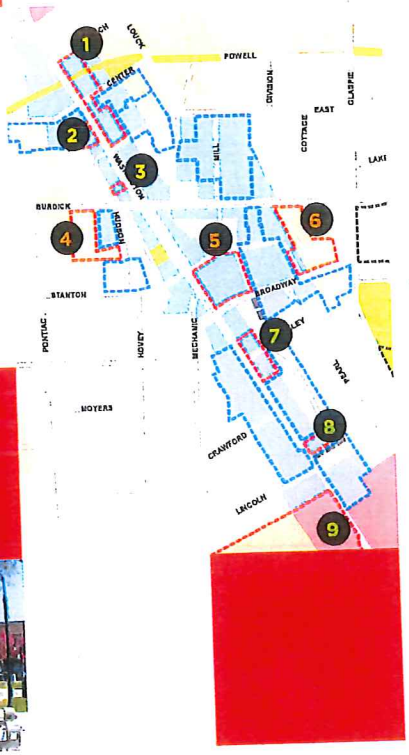
When the Village of Oxford did a five-year review of its Master Plan, it determined that the overall vision of the Plan still reflected the community's vision – but something was missing.

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.



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What we did:

DESIGN
Urban Design

PLANNING
Master Planning
Parks and Recreation
Placemaking

Recreation Planning

VILLAGE OF WEBBERVILLE AND LEROY TOWNSHIP, MICHIGAN

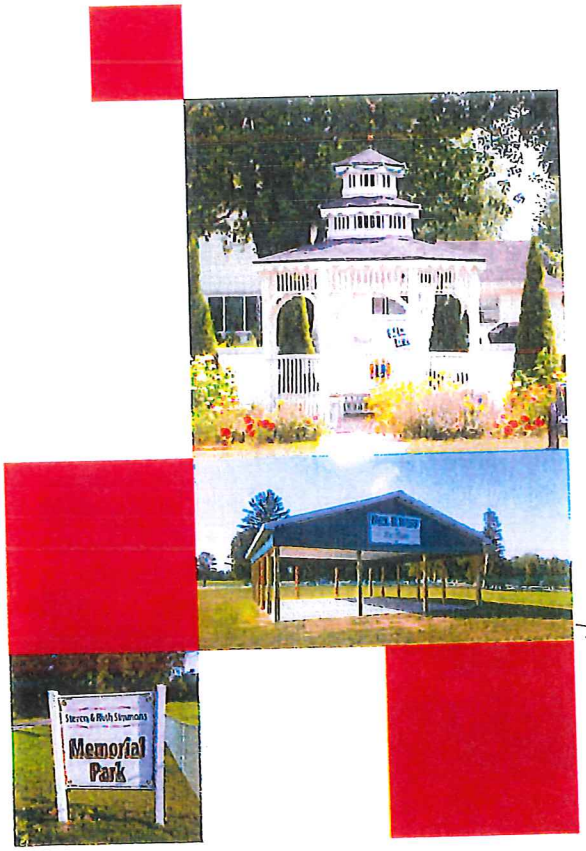
The Village of Webberville, in Ingham County, struggled for years to articulate a vision for itself, operating for over a decade without a Master Plan. The Village Administration decided that the time had come to plan for the future, and called McKenna.

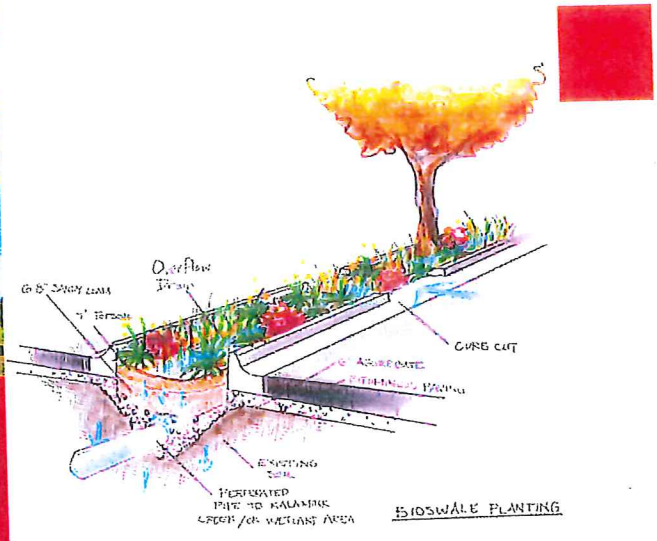
While the plan included all the traditional elements of a Master Plan, it also went further, including a Parks and Recreation Plan to meet the Michigan Department of Natural Resources (MDNR) criteria for grant funding. The Parks and Recreation Plan identified a need for a new recreational facility in or around Webberville.

Soon after the completion of the plan, a resident of Leroy Township, which surrounds the Village, donated a plot of land just outside the Village limits. McKenna assisted as the Township, supported by the Village in their efforts, planned out the build out of the new Simmons Memorial Park.

The Township's plan was also submitted to MDNR for approval, with a grant application to follow. In the meantime, Leroy began build-out of the park, filling the need determined by Webberville's Master Plan.

McKenna continues to work with both communities on recreation, land use, and economic development issues.





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Communities for real life.

What we did:

PLANNING

Master Planning

Parks and Recreation Planning

Plan 203Oaks

VILLAGE OF THREE OAKS, MICHIGAN

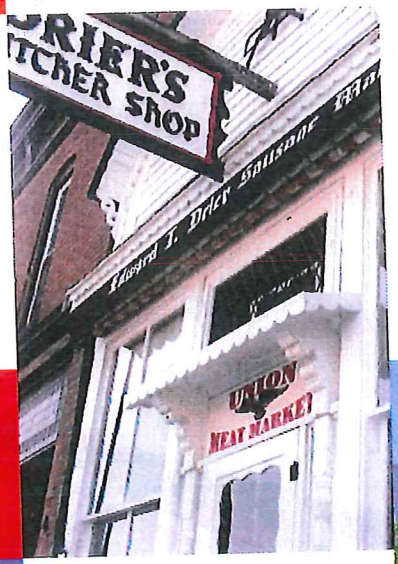
The Village of Three Oaks, near the beaches of Berrien County, had a planning challenge—how to balance the needs of its permanent residents with those of its summer and weekend residents.

The small town was popular with vacationers from larger cities, who rented homes in the Village to serve as a "home base" for beach vacations along Lake Michigan in the summer months. But in the cold winter months, permanent residents complained of empty homes dotting their neighborhoods and businesses that closed for months at a time.

The Village took an aggressive approach to meeting the needs of its residents while remaining a tourist destination. It hired McKenna to put together a combined Land Use, DDA, and Recreation Plan, which came to be known as Plan 203Oaks.

Plan 203Oaks envisioned a vibrant community 365 days a year, with diverse housing options, an expanded business district, and improved park amenities. Because the plan met MDNR requirements for grant funding and outlined a capital improvements strategy based on DDA TIF capture, the Village was able to hit the ground running with implementation.

Today, Plan 203Oaks serves as the Village's guiding vision as it re-makes itself into a community that serves everyone who lives, works, and plays there, no matter how long they stay.



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What we did:

PLANNING
Master Planning
Public Engagement

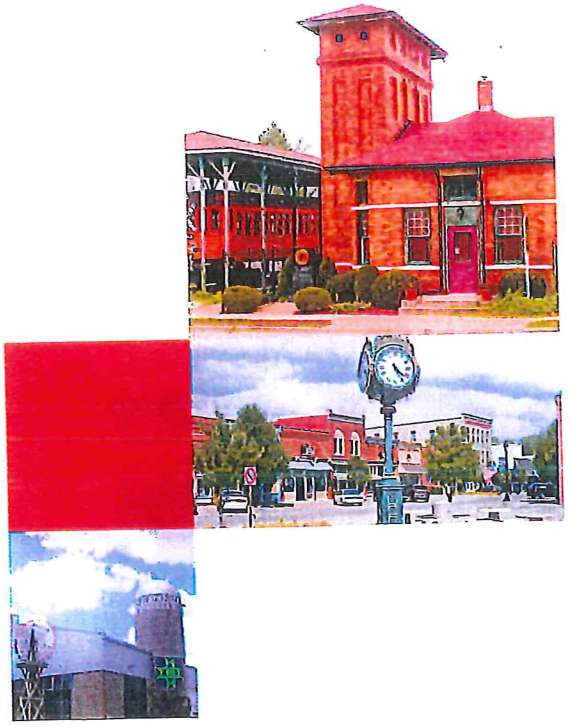
Master Plan

CITY OF COOPERSVILLE, MICHIGAN

Located halfway between Muskegon and Grand Rapids, Coopersville is a small and historic community that grew around the local railroad stop. The community wanted to update their Master Plan in order to address several issues facing the city. The downtown area was a key part of the community but also saw several struggling businesses and was difficult for nonresidents to find. People enjoyed walking in the city, but the sidewalk network was incomplete. The city also needed to determine what the future development of the community would look like, especially on the edges of the city.

McKenna prepared a Master Plan for Coopersville to address these and other issues raised by residents. Public input was gathered at an open house workshop as well as online by connecting with the existing community Facebook pages. McKenna also conducted housing and retail market studies to better crystalize the demand for land uses in the City.

The plan identified major intersections and streets which could incorporate wayfinding to downtown, landscaping, and streetscape elements. Residents identified key gaps in the sidewalk network to connect more neighborhoods; the Transportation Plan depicts new sidewalks and trails including the North Bank Trail. The Future Land Use plan describes a fully built-out city with new neighborhoods connecting with the existing community.



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Communities for real life.

What we did:

PLANNING

Master Plan
Coastal Planning
Community Empowerment
Mixed-Use Corridors

Master Plan

CITY OF WHITEHALL, MICHIGAN

The City of Whitehall sits on a bluff overlooking White Lake, just a short drive from the shores of Lake Michigan. Along with its sister community, Montague, it is a popular destination for tourists and residents looking for a charming "up north" community within commuting distance of major employers.

McKenna worked with the City to create a Master Plan vision that built off Whitehall's commitment to community and sustainability. The plan incorporated Michigan's first "green street" (an already-underway project), as well as envisioning mixed-use corridors along the City's major axes and a new downtown gathering place where a dead-end street used to be.

The plan generated enthusiasm in the community and created a framework for redevelopment in the city's downtown and waterfront.

WHITEHALL 2030

· PLANNING FOR THE FUTURE ·

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Team and Management

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.

McKenna professionals embrace:

- Highly effective public processes
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies
- Sustainable economic development
- Placemaking to attract investment
- Solid quantitative analysis as the foundation for decision-making
- Park and open space which adds value to a community
- Livable communities
- Environmental preservation
- Traffic and intersection analysis, especially to determine minimum lane needs, circulation and multi-modal mix
- Context–sensitive design solutions

WE BELIEVE
the most important work was done before we arrived and will be ongoing after we leave.

WE HELP
build bridges from the past and make course corrections for the future.

Our Roosevelt Park team will customize its 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 people and place.

Christopher Khorey, AICP, West Michigan Manager will be the primary Contact Representative for the project, working out of our Grand Rapids office. Other professionals who will assist with the project include:

Alex Novak, Assistant Planner, Urban Design and GIS Mapping
Irvin Wyche, Assistant Planner, Public Engagement
Carrie Leitner, Art Director, Graphics

Resumes of the key team members for the Roosevelt Park Master Plan are included at the end of this proposal.

Scope of Work

We have designed the following work plan that will engage the public and create a dynamic Master Plan that builds upon Roosevelt Park's assets and positions the City for sustainable future success.

Our work plan consists of four parts:

1 - Project Initiation: *Charting the Course*
2 - Identify, Quantify and Analyze: *Roosevelt Park Today*
3 - Public Outreach/Collaboration: *Creating a Vision Together*
4 - Master Plan: *Our Future*

While carrying out the tasks outlined for each of the five major planning milestones, the McKenna team will "circle back" to the overarching values that reflect the community's character and goals, and perhaps others identified early-on in the planning process. The defined goals and values will inform all of our planning work so that the final product reflects a successful and supported vision for the future of Roosevelt Park.

Dwight D. Eisenhower once said *"Plans are nothing, planning is everything."*

Perhaps he wasn't entirely right. Plans are important, but good plans are scarcely possible without a good process that includes, engages, and openly listens to those that will need to advocate for, implement, and live with the results of the plan. Successful planning and design efforts result in plans that spring from and are embraced by the community and agencies.

PROJECT INITIATION: CHARTING THE COURSE

Project Initiation. We will conference call or meet with the City's Project Manager to review the work plan and finalize a structure for review and management of the plan process to: 1) establish a working relationship, 2) reach an understanding of expectations and clarify project objectives, priorities, work products, project management, and reporting procedures, 3) answer questions, 4) identify key City staff and contacts to consult during the plan preparation process to ensure that the City's interests are best represented and to capitalize on institutional knowledge, 5) assess the availability of existing reports, maps and data, and 6) make any adjustments in the work plan. Our finalized work plan will be presented to the Planning Commission at the later kick-off meeting.

During the project initiation, we will also finalize procedures for public input, the framework for public forums and other mechanisms for public input, and identify important stakeholder groups.

Kick-off Meeting. The purpose of the kick-off meeting is to introduce the planning process, to review the work plan elements and project schedule, to personally meet and establish a working relationship with the City team, to gain further insights on local issues and sensitivities, to answer questions, and to make any adjustments necessary to the work plan.

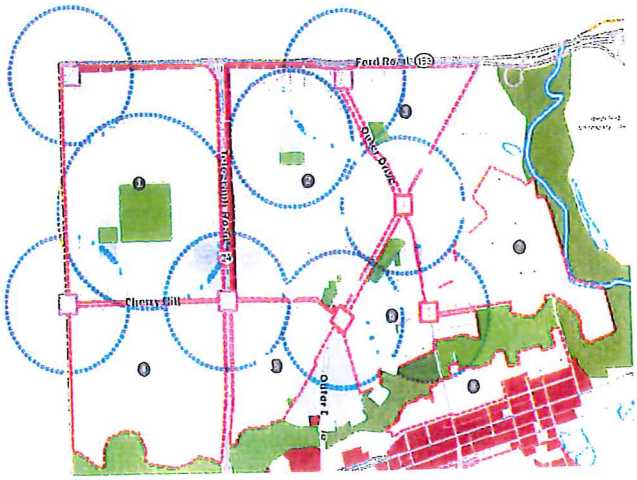
Statutory Notice of Intent to Prepare Plan. If the City has not already done so, we will assist you in notifying all entities required by the Michigan Planning Enabling Act, PA 33 of 2008, as amended, of the City's intent to update its Master Plan.

IDENTIFY, QUANTIFY AND ANALYZE: ROOSEVELT PARK TODAY

A. Trends and Forecasts

The McKenna team will identify and discuss national and regional trends that are now and may in the future impact Roosevelt Park and Muskegon County, and recent planning innovations and concepts. McKenna will give a comprehensive picture of Roosevelt Park in 2019, including:

- Natural Resources
- Population
- Economy
- Housing
- Infrastructure (including the impact of the Continental Dairy expansion)



An example neighborhood analysis from one of our recent plans. Squares are neighborhood centers, circles are 5-minute walking distances, and red dashed lines are census tract boundaries.

Our update to the plan will use the most up-to-date data available from the US Census and other sources such as ESRI. But the update won't just be new data – McKenna will use its experience to create a nuanced picture of Roosevelt Park – its people, its business, and its trends. Projection tools will also be used to predict future trends.

B. Existing Conditions Analysis

We will tour Roosevelt Park with members of City staff, Planning Commissioners, Master Plan Committee members, and others, to become intimately familiar with the issues facing the City and the makeup of its neighborhoods. We will create a new Existing Land use map that will achieve the following:

- Map, quantify and analyze existing land uses, including undeveloped acreage and general available inventory
- Map civic uses, parks and schools
- Assess and map neighborhood character based on physical characteristics such as predominant unit types, lot size and area, age of structures, historic character, etc.
- Identify any changes to Roosevelt Park's Community Services since the last plan, and add new data to that chapter regarding broadband and wireless communications technology
- Assess and categorize the character of streets in the area, including Act 51 designations and possible Complete Streets improvements
- Analyze and map area's transportation, circulation and access system, including roads, rails, trails and pedestrian/non-motorized transportation
- Specifically identify the remaining vacant land in the city and analyze its context and possible reasons for lack of development

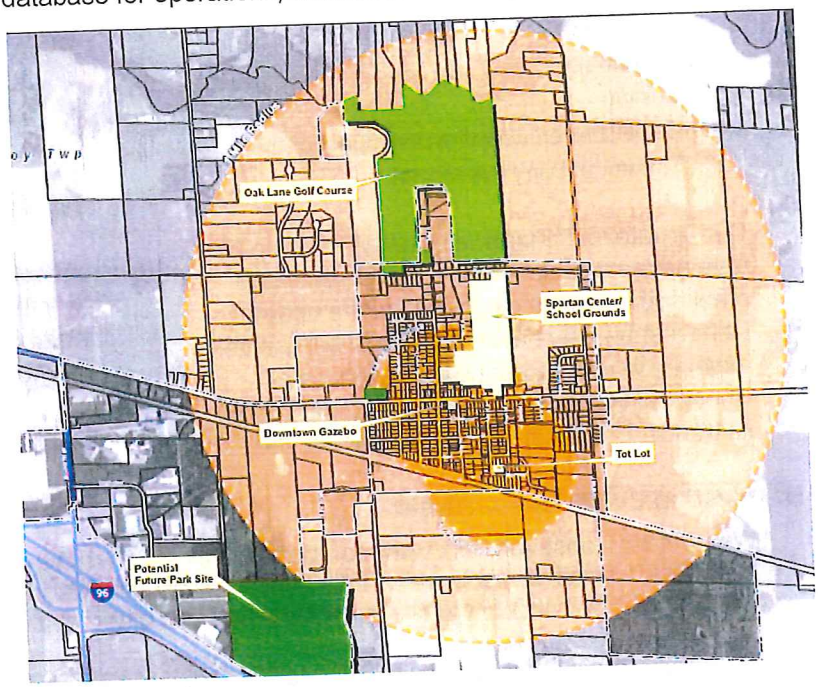
C. Parks and Recreation Plan

McKenna will develop a Parks and Recreation Plan that meets the MDNR requirements for a Parks and Recreation Plan (and thus makes the City eligible for Michigan Natural Resources Trust Fund Grants).

McKenna has found in communities around the State that the efforts that go into a Master Plan process achieve most of the required elements of a Parks and Recreation Plan, and the City can achieve substantial savings and synergies by doing the two processes simultaneously.

- **Database of Existing Facilities, Events, and Programs.** McKenna will update the information in the plan regarding existing recreation facilities, events, and programs, including school facilities. City staff and officials can use this database for operations, administrative and planning purposes.

- **Recreation Facilities Map.** This map will show the locations and service areas of all of the City's parks and recreation facilities, as well as significant civic and cultural facilities, school facilities, and larger regional public recreation facilities.



- **Description of the Planning Process.** The plan will include a detailed overview of the process undertaken for the Recreation Plan update. This will include documentation of all of the public input efforts by the City as required by the State of Michigan.

- **Administrative Structure.** The plan will include an organizational flowchart of the administration of parks and recreation facilities in the City of Roosevelt Park.

- **Action Plan and Capital Improvement Program.** McKenna will work with the City administration to create an action plan of recreation projects to be utilized by the City for the next five years. The Short-Range Action Plan will include supporting justification and a five-year Capital Improvement Plan (CIP) if desired, which will describe and prioritize anticipated park and recreation developments through 2020. The Action Plan will include specific recommendations for changes to existing programs and facilities, acquisition of new properties (if applicable), and maintenance of all parks and recreation assets.

PUBLIC OUTREACH/COLLABORATION: CREATING A VISION TOGETHER

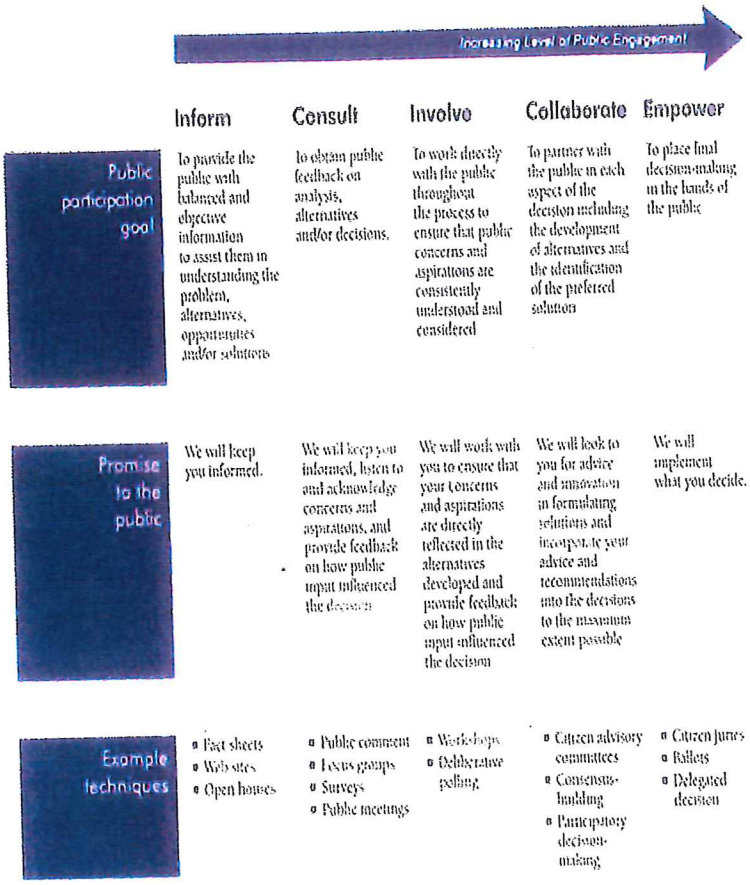
The McKenna team proposes the following public outreach and engagement strategy. This process will be the same regardless of whether the City chooses to do a "re-write" or an "update."

A. IAP2 Approach

McKenna's approach is founded on proven principles for good public participation, as contained in the International Association for Public Participation (IAP2) Code of Ethics. IAP2 is an association of professional public participation practitioners who have developed tools and processes to implement customized, effective public participation programs. IAP2's practices recognize that there is a wide range

of public involvement possible, depending on the role that the decision maker wishes the public to have in the decision(s) to be made.

Effective public participation is essential to the success of most public decision-making. It improves the information base, and thus the quality of decisions, minimizes costs and delays, builds understanding and consensus among parties, increases the ease of implementation, helps avoid worst-case confrontation, maintains legitimacy and credibility, and anticipates public concerns and attitudes. Different techniques are appropriate for different points in the process – some are better for information gathering, others are better for evaluating alternatives, others are better for informing stakeholders, for example.

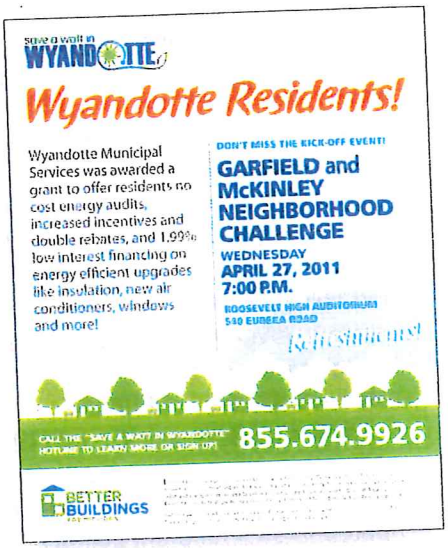


Our public participation efforts are guided by the International Association of Public Participation's guidelines and tenets. Outreach efforts will inform, consult, involve, and potentially collaborate with stakeholders and citizens.

In our experience, the most successful planning projects are those in which the stakeholders are actively involved and receive feedback on how their input is used. They thus take ownership of "their" vision. We also understands the challenges of managing change in a community. We also know how important it is to build consensus, or "informed consent". Informed consent occurs when stakeholders understand the most important issues and tools. In most cases, once the public goes through the planning process and are given the tools and knowledge to evaluate the issues at hand, they will grant their consent to a set of solutions that best fit the needs of everyone. These invested stakeholders will also come back to defend the plan, providing staff and elected leaders critical project development support.

B. Public Involvement Techniques and Methods

McKenna deploys a rich toolbox of innovative techniques, strategies and methods to communicate and collaborate with citizens and stakeholders. We propose the following:



1. **Project Name and Logo.** The team will work with the City to choose a distinguishing project name and to prepare a logo in order to give the Master Plan a brand and recognizable symbol. That identification will be used throughout the process. For example, "Plan203Oaks", "Positively Lewiston", and "Save a Watt in Wyandotte" are recent McKenna projects.

2. **Facebook and Twitter.** McKenna will coordinate and oversee Facebook and Twitter feeds as they relate to the Master Plan update. Facebook and Twitter will be incorporated into the project website in a way that is most appropriate and will gather the most pertinent information.

3. **Focus Group Meetings.** The team will work with City staff and the Planning Commission to organize four focus groups to discuss the City and its potential future. Focus groups are small groups of about 8 - 10 participants that allow for a rich discussion of specific topic areas. Each focus group will last approximately one hour (all on the same day) and will be facilitated by a representative of the McKenna team. For cost-savings we would hold the focus group sessions the same day as we have a Planning Commission meeting. We will prepare an agenda, an overview of existing conditions data and target discussion in response to specific questions generated by the team. City staff will be responsible for inviting focus group participants, securing meeting space, and providing light refreshments. Potential stakeholder groups may include (but are not limited to):

   a. Community members
   b. Arts, civic and cultural institutions
   c. Schools
   d. Elected and appointed officials (Council members, department heads, etc.)
   e. Real estate professionals (brokers, developers, etc.)
   f. Major employers, merchants
   g. Large property owners
   h. Youth

THE MASTER PLAN: OUR FUTURE

Following the collection and analysis of existing data and plans, hearing ideas and opinions from the public, Planning Commission, and staff, the McKenna team will draft the Master Plan. This is the point in the process where the ideas of a "re-write" or an "update" diverge somewhat, as the City will need to decide whether to use the existing Goals and Objectives and Future Land Use program as a guide, or whether a totally new vision is needed. Most likely, some middle path will be charted, with elements of the existing Plan remaining and other elements being totally new.

A. Guiding Planning Principles

The guiding planning principles will be formed through the course of public outreach and engagement process, with the early ideas born in the existing Master Plan and initial discussions with the Master Plan Committee. Our team will develop, refine, and finalize the principles throughout the project and provide consistent updates throughout the planning process and at key thresholds in the engagement and communication process. Based upon the goals, objectives and policies that result from the planning process, the team will develop a decision-making "rubric" against which future land use decisions can be made.

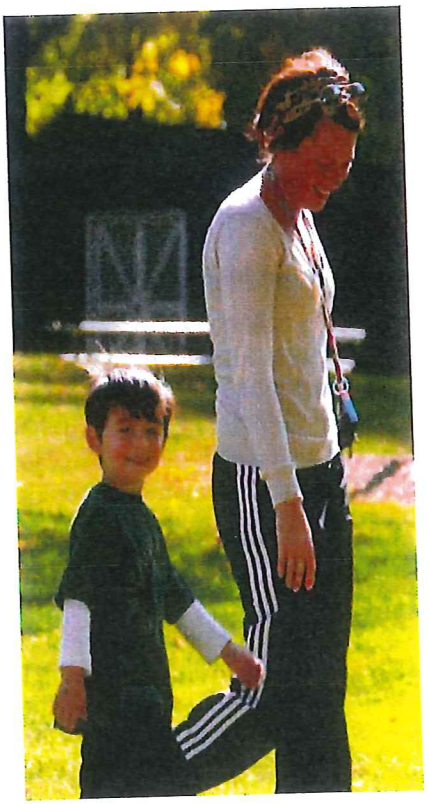
B. The Roosevelt Park Plan

The Plan will be a future land use plan, and will also identify a range of recommended characteristics for the various planning areas within the City. The Plan will go beyond land use, as its intent is to create or preserve great community character and quality of place. This focus on character and place requires planning for more than just land use. Community character is defined by the quality of the built environment, the quality of public space, and the mixture of land uses.

The Plan and map will identify actions and recommendations to create the desired possible quality of place for Roosevelt Park, and will contain recommendations on:

- Land use and densities (residential, retail, office, industrial, public, mixed use, etc.)
- Building character and disposition (i.e. zero lot line, set back from the street, building heights, etc.)
- Public spaces (streets, sidewalks, parks, riverfronts)
- Housing and neighborhoods
- Economic development
- Quality of life
- Transportation plan and Complete Streets implementation (roads and bridges, transit, non-motorized pathways)
- Tourism, arts, and cultural amenities
- Recreation, open space and the environment

- Underused/vacant land management strategies and techniques (i.e. retail and industrial development opportunities, and potential business and districts)
- Infrastructure, including the impacts of the Continental Dairy expansion and envisioned residential growth
- "Green" policies and sustainability



C. **Future Transportation Plan.** McKenna will bring Roosevelt Park into compliance with the State's requirement that all Master Plans include the community's strategy for implementing the principle of "Complete Streets," that is, the idea that roads should be safe and efficient for all legal users. Roosevelt Park's Complete Streets Plan will analyze the City's network of streets, pathways, and train tracks and recommend future safety and efficiency improvements.

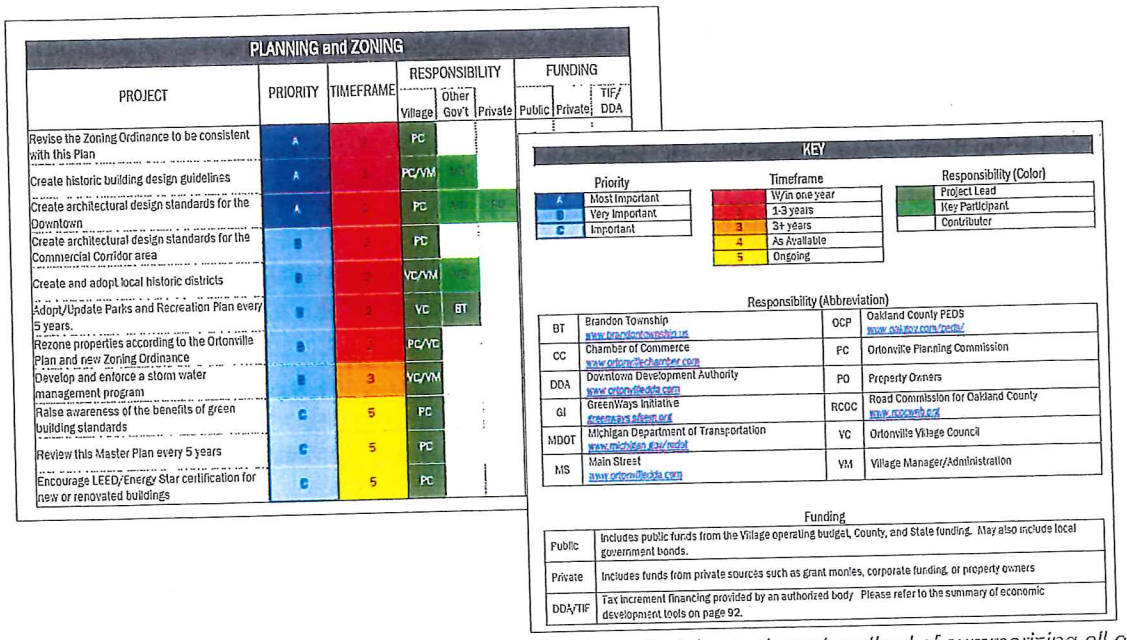
D. **Implementation Plan**

Crafting an Implementation Plan requires balance. We need to be careful about raising expectations beyond what can be easily accomplished while at the same time encouraging community organizations and residents to roll up their sleeves and work collaboratively with the City to move Roosevelt Park forward. The success of the Implementation Plan depends to a great extent upon the success of public engagement process and how well it reflects the desires of the citizenry.

The Plan will be implementation-focused throughout. The updated Master Plan will identify land use, character, design, and infrastructure improvements that should be made. The Implementation Plan will list each of the projects necessary to see the plan to completion in a matrix format.

Implementation Matrix. A matrix that includes specific recommendations, priorities, capital improvement expenditures, programs, and actions will be provided in a format similar to the one at the bottom of this page. The matrix will identify:

a. Each project,
b. Its importance,
c. A timeframe for completing the project,
d. The person, body or organization responsible for overseeing the project, and
e. Funding opportunities for the project



PLANNING and ZONING

PROJECT	PRIORITY	TIMEFRAME	RESPONSIBILITY: Village	RESPONSIBILITY: Other Gov't	RESPONSIBILITY: Private	FUNDING: Public	FUNDING: Private	FUNDING: TIF/DDA
Revise the Zoning Ordinance to be consistent with this Plan	A	[illegible]	PC					
Create historic building design guidelines	A	[illegible]	PC/VM	[illegible]				
Create architectural design standards for the Downtown	A	[illegible]	PC	[illegible]	[illegible]			
Create architectural design standards for the Commercial Corridor area	B	[illegible]	PC					
Create and adopt local historic districts	B	[illegible]	VC/VM	[illegible]				
Adopt/Update Parks and Recreation Plan every 5 years.	B	2	VC	BT				
Rezone properties according to the Ortonville Plan and new Zoning Ordinance	B	[illegible]	PC/VC					
Develop and enforce a storm water management program	B	3	VC/VM					
Raise awareness of the benefits of green building standards	C	5	PC					
Review this Master Plan every 5 years	C	5	PC					
Encourage LEED/Energy Star certification for new or renovated buildings	C	5	PC					

KEY

Priority

A	Most Important
B	Very Important
C	Important

Timeframe

[illegible]	W/in one year
[illegible]	1-3 years
3	3+ years
4	As Available
5	Ongoing

Responsibility (Color)

	Project Lead
	Key Participant
	Contributor

Responsibility (Abbreviation)

BT	Brandon Township www.brandontownship.us	OCP	Oakland County PEDS www.oakgov.com/peds/
CC	Chamber of Commerce www.ortonvillechamber.com	PC	Ortonville Planning Commission
DDA	Downtown Development Authority www.ortonvilledda.com	PO	Property Owners
GI	GreenWays Initiative greenways.sfsem.org	RCOC	Road Commission for Oakland County www.rcocweb.org
MDOT	Michigan Department of Transportation www.michigan.gov/mdot	VC	Ortonville Village Council
MS	Main Street www.ortonvilledda.com	VM	Village Manager/Administration

Funding

Public	Includes public funds from the Village operating budget, County, and State funding. May also include local government bonds.
Private	Includes funds from private sources such as grant monies, corporate funding, or property owners
DDA/TIF	Tax increment financing provided by an authorized body Please refer to the summary of economic development tools on page 92.

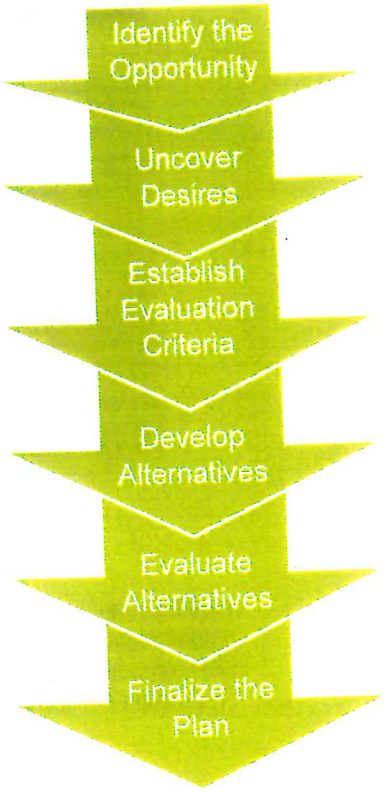
Implementation Matrix Example. While it appears complex, in reality it is an elegant method of summarizing all of the implementation actions recommended in the Plan and showing their timing and responsibility on one sheet of paper. We recommend printing the matrix at poster size and hanging it in a prominent place. This keeps implementation in a position of importance. and allows the community to demonstrate progress by checking off projects as they are completed.

Zoning Plan. McKenna will bring Roosevelt Park into compliance with the State by including a Zoning Plan in the Master Plan. A Zoning Plan is part of the implementation component of the Plan. The Zoning Plan will describe the relationship between the future land use classifications in the Master Plan and the zoning districts on the Zoning Map. The Zoning Plan will also:

a. Describe changes to the Zoning Map suggested by the Master Plan and the conditions under which those changes should be made.
b. Guidelines for amendments to the dimensional or use standards of specific zoning districts.
c. Guidelines for the creation and adoption of new zoning districts.

D. Review and Adoption

McKenna will assist with the City with the adoption process. The City is bound by the Michigan Planning Enabling Act (PA 33 of 2008) adoption process. If the City chooses to include the State-required Parks and Recreation Plan elements, we will ensure that the elements of that adoption process are completed as well. We will follow the following process to assist the City in formally adopting the Plan:



1. *Planning Commission Draft Review Meeting.* McKenna will present the draft Master Plan as outlined above to the Planning Commission for review.

2. *Distribution of Draft Plan.* After review and recommendation by the Planning Commission, a copy of the first draft Master Plan will be submitted to the City Council for its approval to be distributed to the surrounding jurisdictions, Muskegon County, and other entities for comment as required by state law.

3. *Review of Comments.* Upon conclusion of the state-mandated review and comment periods for the noticed entities, McKenna will review all comments submitted to it by the City and, if deemed necessary by the Planning Commission, make one set of modifications to the draft Plan.

4. *Final Review and Public Hearing(s) and Adoption.* McKenna will attend the required public hearing, explain the Master Plan to the public, and assist with the adoption by the Planning Commission and City Council.

5. *Final Document.* Subsequent to adoption, McKenna will prepare the document for delivery to the City.

McKenna's fee includes one (1) hard copy of the final Plan, as well as digital formats (PDF and Word). Working drafts will be provided digitally and are also included in the fee. Additional copies of the final Plan can be provided at McKenna's documented cost.

Timeline

We propose a 12-month timeframe to complete and deliver the Land Use and Recreation Master Plan, from preparation through adoption, subject to adjustment by mutual consent. This schedule will ensure that the Parks and Recreation Plan can be submitted to MDNR prior to the February 1, 2020 deadline. The meetings listed below are included in the fee. Additional meetings can be scheduled for an additional fee.

TASK BY MONTH	1	2	3	4	5	6	7	8	9	10	11	12
Project Initiation	**1/2**											
Existing Conditions/ Land Use		**3**										
Public Outreach			**4**									
Master Plan Draft				**5**	**6**	**7**	**8**	**9**				
Master Plan Statutory Review and Adoption Period											**10/ 11**	**12**

MEETINGS

1. Kickoff Meeting (PC and Parks and Recreation Advisory Board)
2. Existing Land Use/Conditions Tour (Same Day as Meeting 1)
3. Trends, Forecasts, and Existing Land Use with Planning Commission and Parks and Rec Advisory Board
4. Focus Group Meetings
5. Goals and Objectives/Future Land Use Discussion with Planning Commission
6. Goals and Objectives/Parks Action Plan Discussion with Parks and Rec Advisory Board
7. Future Transportation Plan Discussion with Planning Commission
8. Final Draft Discussion with Parks and Rec Advisory Board
9. Implementation Discussion/Full Draft Presentation to Planning Commission
10. Public Hearing at Planning Commission
11. Public Hearing at Parks and Rec Advisory Board
12. Adoption by City Council

Fee

FOR SERVICES INCLUDED IN SCOPE

McKenna will prepare the Roosevelt Park Master Plan and Parks and Recreation Plan, in combined document, for **$21,000.**

The above fee is compensation for the scope of services described within this proposal, including meetings, travel expenses and expenses for specified production / reproduction of materials.

ADDITIONAL SERVICES AT HOURLY RATE

Should additional meetings or services over and above those specified in our detailed scope of work be required, the work will be billed at our hourly rates in the following Professional Fee Schedule. No additional services will be performed without prior written authorization by the City.

PROFESSIONAL FEE SCHEDULE - Effective through December 31, 2019

Professional Classification	Rate Per Hour*
President	$150.00
Executive or Senior Vice President	$135.00
Vice President	$130.00
Director	$120.00
Senior Principal or Manager	$110.00
Principal	$100.00
Senior	$90.00
Associate	$75.00
Assistant	$65.00
Aide	$50.00
Administrative Assistant	$45.00

Team Resumes

The following pages detail the experience and background of the McKenna team members for the Roosevelt Park project.

We look forward to meeting you and working with you.

MCKENNA

Christopher D. Khorey, AICP

WEST MICHIGAN MANAGER

EDUCATION

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

HONORS

Award for Excellence in Student Publications
University of Pennsylvania

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
Congress of New Urbanism

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans
Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis
Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning
Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management
Develops neighborhood plans for CDBG target areas. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement
Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.

PROFESSIONAL EXPERIENCE

Development Review
Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.

Wireless Services
Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations; assistance on assessments, leases and proposed buyouts.

Parks and Recreation Planning
Completes Parks and Recreation Master Plans meeting MDNR requirements for a wide range of communities throughout Michigan. Targets grant programs for parks improvements and provides ongoing services to a Parks and Recreation Commission undergoing the implementation of their plan. Engages the public in the parks and recreation planning process through visioning sessions, online surveys, and presentations at public hearings.

Neighborhood Stabilization and Land Banking
Conducted analysis of land bank program in declining industrial city, investigating efficiency and effectiveness of program in reducing blight and spurring redevelopment.

Transportation
Provided consulting assistance on safety and operations for transit agencies in several major metropolitan areas; coordinates planning processes and grant applications for transportation enhancements, non-motorized pathways, and streetscapes.

PUBLICATIONS

"Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan."
University of Pennsylvania, May, 2010

MCKENNA

Alexandra Novak

ASSISTANT PLANNER

EDUCATION

Bachelor of Science, Urban Planning
Arizona State University

Bachelor of Arts, Sustainability
Arizona State University

MEMBERSHIPS

American Planning Association
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Neighborhood Planning
Developed planning and design projects with community leaders including a park renovation, a greenway/historic trail, and mixed-density infill housing in an urban neighborhood. Analyzed land and demographic data to create plans, area maps, informational graphics, and to inform community development decisions.

Development Review and Zoning
Assists with ongoing development review services including site plan, special land use, land division, variance, and rezoning. Analyzes applications based on applicable zoning and other regulations and present findings to community staff and commissioners. Researches and drafts zoning ordinance amendments and complete code rewrites for Michigan cities and townships.

Community Development and Placemaking
Managed and prepared grant applications for community improvements and redevelopment. Worked with a multidisciplinary team advising on principles of urban planning, land use, zoning, and placemaking. Supported planning of racial equity and economic opportunity workshops for community members in a changing neighborhood.

Geographic Information Systems (GIS)
Managed all GIS mapping of neighborhood planning and development initiatives. Collected and analyzed data from the U.S. Census Bureau and various open data sources. Created maps for economic development planning, transportation planning, and other development-related projects.

Real Estate Development
Strategized land acquisition and development opportunities while assessing the needs and demands of the local real estate market. Supported "missing middle" housing development projects including mixed-use and mixed-density infill housing and single-family conversion to multi-family home renovation projects.

Community Engagement
Built strong relationships with key community leaders and created opportunities for partnerships. Developed and delivered presentations to community members about various planning topics and facilitated planning meetings and workshops in support of neighborhood planning projects.

Partnership Development and Support
Developed relationships with non-profit organizations, community stakeholders, and local leaders to accelerate planning and development work as well as access to resources. Collaborated on catalytic neighborhood planning projects with municipal agency partners and architecture firms.

MCKENNA

Irvin Wyche

ASSISTANT PLANNER

EDUCATION

Master of Urban Planning
Wayne State University

Bachelor of Urban Studies
Wayne State University

MEMBERSHIPS

American Planning Association
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Clinton River Watershed Council, Rochester, Michigan – Intern
Performed ordinance audit for Clinton Township.

Hearts for Homes – Intern
Worked in data retrieval and presentations for Hearts for Homes.

Capstone for Focus Hope
Identified vacant parcels for Focus Hope and mapped them with GIS.

MCKENNA

Carrie Leitner

ART DIRECTOR

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

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.

You're Invited!

Celebrate the Grand Opening of Lake Michigan Credit Union's Muskegon Branch

(located at the corner of Sherman & Henry)

Friday, January 11, 2019
10:00 am - 1:00 pm

Ribbon Cutting Ceremony at 11:00 am

925 W. Sherman Blvd.
Muskegon, MI 49441

Light appetizers, treats and beverages provided. Plus, a chance to win a gift basket giveaway.

We look forward to celebrating with you!

LAKE MICHIGAN CREDIT UNION

Jared D. Olson

From: Inside 208 <donotreply@wordpress.com>
Sent: Thursday, January 3, 2019 3:09 PM
To: Jared D. Olson
Subject: [New post] Unwrapping Lame Duck 2018 – What Happened?

Chris Hackbarth posted: " When the Legislature wrapped up the 2017-18 session in the morning hours of Friday, December 21st, most of the legislators, staff, and lobbyists had no idea that this lame duck session had set records for the amount of bill activity. When the House and "

New post on **Inside 208**

Unwrapping Lame Duck 2018 – What Happened?

by Chris Hackbarth

When the Legislature wrapped up the 2017-18 session in the morning hours of Friday, December 21st, most of the legislators, staff, and lobbyists had no idea that this lame duck session had set records for the amount of bill activity. When the House and Senate adjourned that morning, following the final 22 hour session marathon, it was reported that nearly 400 bills had moved during the four weeks of lame duck session...more than had passed during the preceding 23 months of the term. The Governor signed 340 new public acts and vetoed 56 bills during this record-breaking period.

Numerous pieces of legislation that were brought up before the year ended had potential impacts on local government and the League was extremely active from both a proactive and defensive standpoint. The League's State Affairs team tracked and engaged on nearly 100 separate bills during lame duck 2018.

One of the biggest negotiating pieces of the lame duck session was the completion of the supplemental budget deal. This deal hinged upon finding a funding stream for brownfield site clean-ups and expanding recycling programs once it became clear that the Governor's proposed solid waste tipping fee increase did not have the votes to pass. In the end, HB 4991 was amended to earmark a portion of the state's income tax revenue for additional road funding and the newly created "Renew Michigan" fund. Renew Michigan will receive $69 million per year for brownfield projects and recycling planning and expansion grants, all of which will be available to local units of government. This bill also allocates more than $100 million for the next two years to the Michigan Transportation Fund. The income tax revenue earmarked in this bill was shifted away from the school aid fund earmark in an amount equal to what the school aid fund is expected to increase as a result of the recent Wayfair US Supreme Court decision that allows states to collect sales taxes from online purchases.

Once HB 4991 passed, that cleared the way for the budget supplemental, SB 601, to pass. This bill included spending items of more than $1.2 billion, about $380 million of which was General Fund

revenues. The 14 page analysis of the budget bill identified a $100 million deposit in the state's rainy day fund, $114 million in additional road spending for the current year (about $25 million of that amount directly to cities and villages), the aforementioned $69 million for the Renew Michigan program, about $20 million in PFAS mitigation spending, $20 million in broadband expansion funding for under-served communities, $52 million dedicated towards the new Soo Lock project (pending federal appropriation), $7.5 million targeted at emergency disaster relief support for U.P. communities to help meet match requirements following the 2018 flood damage, and more than $115 million in "enhancement" grants spread among projects all around the state. Numerous League members received specific spending support for projects in this section and throughout the rest of the budget bill.

While overall appropriations for revenue sharing were not impacted by either the income tax earmark or this supplemental appropriation, SB 601 did include a change in boilerplate for statutory revenue sharing payments that will allow any community that missed the December 1, 2018 certification and reporting deadline to receive 90% of their missed December payment if they submit the required documentation by February 1, 2019.

With Governor Snyder completing his review of each of these nearly 400 bills late last week, the following is an outline of the main bills that the League engaged on and what we expect to return to in the new term.

Bills and/or language we initiated or negotiated that were signed by the Governor -

- HB 6348 – The Personal Property Tax reimbursement formula. Now PA 616 of 2018, the bill creates a new mechanism to fully fund fire protection grants to more than 30 League member communities for the first time ever. The bill also accelerates the implementation of the next phase of the PPT reimbursement process to allow communities to start seeing their reimbursements reflect their current economic conditions and industrial investments, as opposed to their reimbursements being based on what their industrial tax base looked like in 2012.
- SB 838 – Expansion of pension and OPEB bonding authority for local units. Now PA 575 of 2018, this bill will allow single-A rated communities access to bond financing as tool to manage unfunded pension or OPEB liabilities. The law had previously been reserved for use only to those rated AA and above.
- HB 6049 – State Treasurer's assessing reform proposal. Now PA 659 of 2018, the final product was modified significantly based upon our lobbying efforts and the input of local officials. Local government groups, including the League supported the compromise version and we were able to secure a huge concession that now will allow villages located in more than one township the option to consolidate their assessing duties under one assessor of record that they choose.
- HBs 5939-5941 – Enhanced local regulation of fireworks. Now known as Public Acts 633-635 of 2018, these changes to the state's fireworks law produced major concessions from the fireworks industry, shrinking the number of days and the hours within those days that fireworks can legally be

used. The new changes also offer local governments the ability to assess stiffer penalties for violations and additional regulations on temporary structures in some higher population communities.

- HB 6582 – Ballot FOIA reforms. PA 523 of 2018 was a priority for the League following the huge outcry from local clerks and communities when an unidentified "Emily" placed FOIA requests in nearly every community around the state for copies of every ballot and related information from the 2016 election. We worked to negotiate language in the Freedom of Information Act that will require a requester to provide their full name and contact information and institute a time frame for the requester to respond back to the local unit of government after they have received a payment or deposit request or the request becomes void.
- SB 110 – Clarifying authority for communities to negotiate below market housing incentives with developers. Now PA 585 of 2018, this legislation is the culmination of more than two years worth of effort to clear up the concern that these types of negotiations with developers are allowed and do not violate the state's Rent Control Act.
- HBs 6087-6088 – MI Infrastructure Bank clarification. The League worked with legislators and the state to pass what are now Public Acts 507 & 508 of 2018 to ensure that communities could legally utilize the state's Infrastructure Bank program without violating the Municipal Finance Act.
- SBs 1222-1223 – Tax capture conflicts with new PPT law. Public Acts 480 & 481 of 2018 reconnect a hold harmless provision that had been missed for certain TIF districts that had been impacted by the recent changes in the state's personal property tax laws. When the new PPT system was adopted in 2014, language that had held districts in Battle Creek and Detroit harmless from any negative impact on their debt-related captures from exempt equipment was inadvertently left out of the PPT law and had to be reestablished. This change will restore approximately $3 million in lost reimbursements for those communities.
- SB 1253 – Street conversions. PA 440 of 2018 clarifies authority for cities to turn one-way streets back into two-way streets.
- SB 1116 – New Transportation Economic Development Fund categorical. PA 473 of 2018 creates the statutory language needed to implement the new Transportation Economic Development Fund Category B *Community Service Infrastructure Fund* grant program for road projects in cities and villages with populations less than 11,000. The current year budget has allocated $3 million in grants for eligible cities and villages under this category.
- HB 6064 – Creates a Rural Development Fund. PA 423 of 2018 establishes this new fund within the MEDC/MI Strategic Fund to benefit economic development efforts in smaller communities around the state. The bill allows for communities of less than 15,000 population to now access Community Revitalization Program grants for up to 50% of a project's eligible investment (maximum $10M) as opposed to the 25% maximum that normally exists for single project investments under the CRP. A new *Rural Jobs and Capital Investment Fund* is also created within the MSF that will have access, upon appropriation, to no more than $30 million to invest in eligible companies/economic development projects located in counties with less than 225,000 population.

- SB 995 – Wetland Mitigation Board. PA 471 of 2018 provides for an increase in available funding and a needed clarification to the local agency wetland mitigation board. The bill provides changes that the League had sought to the fund program board make-up related to League-member participation and improved access to funding from this program.
-

Bills where we secured language to protect local governments from potential negative consequences -

- SB 1235 – Bill to amend PA 33 public safety special assessments. Now PA 484 of 2018, the bill as originally introduced would have jeopardized access to this critical municipal finance tool and potentially every existing PA 33 special assessment in the state. we negotiated language to narrow the scope of the changes to simply clarify existing law and walk the sponsor back from gutting the law entirely.
- HB 6400 – Adult foster care facilities. PA 513 of 2018 amends the Zoning Enabling Act relative to adult foster care facilities. The League secured language in the new act that tightens the exemption from zoning for these types of facilities to ensure that a loophole was not created for uses outside of those receiving foster care benefits.
- HB 5098 – Utility/telecom line relocation. The League had originally opposed this bill, which is now PA 565 of 2018, based upon the negative impact it would have had on local control of rights of way. After sitting on the House floor for nearly a year due to strong local government opposition, the bill's proponents compromised on a lesser reporting change, removing offending language that would have gutted local oversight, permitting, and fees. Bill now simply clarifies project information sharing and reporting.

Bills the League opposed that were not completed and the bills died -

- SB 329 & HB 4503 – Preemption of local zoning for "short-term" rentals
- SB 1188 – Preemption of all local vegetation/tree ordinances
- SB 927 – Rental Heavy Equipment PPT exemption without reimbursement
- SB 1031 – Full PPT exemption for all utility distribution equipment
- SB 1035 – Property tax exemption for certain sportsman/gun clubs
- SB 796 – Prohibition on any paid union release time
- SB 1260 – Requirement that all public labor unions re-certify every two-years
- HB 5898 – Gov Snyder's proposed water user fee
- SB 943 – Gov Snyder's proposed solid waste tipping fee increase
- SB 741 – Preemption of local dog breed ordinances
- SB 157 & HB 5723 – Preemption of local water & sewer system materials design specifications in favor of PVC materials
- SBs 626-627 – Preemption of local sea plane ordinances
- SB 924 – Proposal to authorize private police forces

- HB 4968 – Proposed changes to conflict of interest standards for planning commission members
- HB 5916-5917 – Preempts local pet shop ordinances related to puppy sales/puppy mills - these bills were vetoed by the Governor
- SB 964 – Bill would broaden access to digital billboards, change permit and fee structures, and requirements for public notice for clearing vegetation - bill was vetoed by the Governor

Bills the League supported that didn't make it through the process –

- HB 4985-4986 – Switching disabled veteran property tax exemption from a local exemption to a state income tax credit
- SB 1209 – Legislation to reverse recent court decision that undermines the state's hard cap/80-20 health insurance cost-sharing law
- SB 756 – Clarifying local government's ability to create Storm Water Authorities in compliance with the Supreme Court's Bolt decision
- HB 4290 – Provide additional liability protection for local governments from basement back-ups during storm events
- HB 5385 – Correct problem with speed limit setting for cities and villages in residential areas
- SB 469 – Re-establish the state's Historic Tax Credit program to complement the federal historic tax credit
- HB 5680 – Address concerns with tax status of residential solar equipment, treating those components as part of the home, similar to replacing a furnace or water heater
- HB 5325 & 5720 – Provide additional flexibility for Principal Shopping Districts and Business Improvement Districts to include residential properties within those districts in their assessment plans

Bills the League opposed that became law –

- HB 6063 – Now PA 506 of 2018, this bill preempts local sign ordinances relative to flags or banners for military/first responders
- HBs 5955-5965 – Public Acts 493-503 of 2018 were a package of bills that preempt local occupational licensing and regulation programs, especially related to local licensing of occupations where the state already requires a license

While this lame duck produced a number of victories for local governments, we expect many of the items that did not make it through the process to be brought back in the new legislative term. We will be prepared to continue engaging with League members to support or oppose those issues as appropriate in the coming months.

The 100th Legislature is scheduled to convene for the 2019-2020 session on Wednesday, January 9, 2019, but legislative action will likely not truly begin for a few weeks as we wait for new bills to be introduced and for House and Senate committee assignments and schedules to be announced.

As always, if you have any questions on these bills or other policy issues, please contact the League's State Affairs team at 517-485-1314. Thank you to everyone for your support and engagement these past few weeks!

Chris Hackbarth is the League's director of state & federal affairs. He can be reached at 517-908-0304 and chackbarth@mml.org.

Chris Hackbarth | January 3, 2019 at 4:08 pm | Categories: Uncategorized | URL: https://wp.me/p3wSLH-1F6

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STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING FOR THE NATURAL GAS CUSTOMERS OF DTE ENERGY COMPANY CASE NO. U-20298

- DTE Energy Company requests Michigan Public Service Commission's approval for determination of natural gas Calculation C to capture all remaining impacts of the federal Tax Cuts and Jobs Act of 2017.
- The information below describes how a person may participate in this case.
- You may call or write, DTE Energy Company, One Energy Plaza, Detroit, MI 48226, (800) 477-4747 for a free copy of its application. Any person may review the application at the offices of DTE Energy Company.
- The prehearing conference in this matter will be held:

DATE/TIME:	**Wednesday, January 9, 2019, at 9:00 A.M.**
BEFORE:	Administrative Law Judge Martin D. Snider
LOCATION:	Michigan Public Service Commission 7109 West Saginaw Highway Lansing, Michigan 48917
PARTICIPATION:	Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a hearing to consider DTE Energy Company's (DTE Energy) November 16, 2018 application for addressing Calculation C and associated credits. DTE Energy is requesting the Commission to approve a return to natural gas customers through amortization of the tax regulatory liability. The impact of the proposed amortization of the deferred tax re-measurement is a $12.2 million reduction in DTE Energy's recently approved revenue requirement. DTE Energy requests that the amortization begin as soon as an order is received and new rates are established to account for the reduction in federal deferred tax expense.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page.
Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by **January 2, 2019**. (Petitions to intervene may also be filed using the traditional paper format.) The proof of service shall indicate service upon DTE Energy Company's attorney, Megan E. Irving, One Energy Plaza, 1635 WCB, Detroit, MI 48226.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of DTE Energy Company's request may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of DTE Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Administrative Hearing System's Administrative Hearing Rules, Mich. Admin Code, R 792.10101 through R 792.10137, and R 792.10401 through R 792.10448.