

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, November 10, 2021
8:30 AM – 9:30 AM
Berkley Public Safety - 2nd Floor Conference Room**



AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. Regular Meeting of October 13, 2021
- V. **Liaison Reports**
 - A. City Council – Steve Baker
 - B. Planning Commission – Lisa Kempner
 - C. Community Development - Erin Schlutow
 - D. Chamber of Commerce – Tim Murad
- VI. **Treasurer's Report**
- VII. **Action Items**
 - A. Plaza Furniture and Artwork Contribution Approval
 - B. Bike Racks Installation Plan Approval
 - C. Articipate Façade Enhancement Grant Application
- VIII. **Discussion Items**
 - A. Downtown Design Guidelines – Erin Schlutow
 - B. BOO!KLEY Nights Initiatives, Media Coverage
 - C. Upcoming MerriMonth Initiatives
- IX. **Student Board Member Updates**
- X. **Board Committee Updates**
 - A. Business Development – Open
 - B. Art & Design – Matteo Passalacqua
 - C. Marketing & Promotions – Ashley Poirier
 - D. Organization – Scott Francis
 - E. West Twelve Mile – Tim Barnes
- XI. **Executive Director Updates**
 - A. Transition from Interim to Permanent Director Status
 - B. Michigan Downtowns Annual Conference Participation
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**

**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Wednesday, October 13, 2021, 8:30 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. **CALL TO ORDER:** The meeting was called to order at 8:29 AM with Chair Andy Gilbert presiding.
- II. **ROLL CALL:**
 - Present:* Andrew Agbay
Matthew Baumgarten
Donna Dirkse
Scott Francis
Andy Gilbert
Chris Gross
Matteo Passalacqua
Ashley Poirier
Razur Rahman
Brian Zifkin
 - Absent:* Petro Drakopoulos – *excused*
Ailya Siddiqi – *excused*
Garrett Wyatt – *excused*
 - Also present:* Steve Baker, City Council Liaison
Chris Copacia, The City Institute
Lisa Kempner, Planning Commission Liaison
Mike McGuinness, Interim DDA Executive Director
Tim Murad, Chamber of Commerce Liaison
- III. **APPROVAL OF AGENDA:** On motion by Zifkin and second by Dirkse, the agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES**
 - A. **Regular Meeting of August 11, 2021**
On motion by Poirier and second by Francis, the minutes were unanimously approved by the Board.
- V. **LIAISON REPORTS**
 - A. **City Council – Steve Baker**
Baker reported he's received many positive compliments about DDA activities around the city recently, and he also complimented the DDA Board on the Berkley Plaza progress. He reported that at their last meeting, they tabled a vote on another tax abatement application from the LaSalette developers. Council had previously deferred to rule on the application presented. The application applies to the parking lot area behind the school building. The developers responded and plan to return to Council again Oct. 18. Baker also announced he would like to continue as DDA liaison if reelected Nov. 2.

B. Planning Commission – Lisa Kempner

Kempner reported the Commission is working on “tweaks” to the Master Plan revisions, and a public hearing is coming up on the plan.

C. Community Development – Erin Schlutow

Absent – no report.

D. Chamber of Commerce – Tim Murad

Murad reported the Chamber made a small profit on the Street Art Fest and is awaiting results from the Art Bash, which had good weather and was well attended. Next on their agenda is the State of the City event, October 28, which will be virtual. Business of the Year is Vitrine, and Businessperson of the Year is Robyn Coden, owner of Sum Girls.

VI. TREASURER’S REPORT:

McGuinness included a copy of the financial spreadsheet provided by the Finance Director in the packet sent to the Board. Baumgarten reported that expenditures are on track with projections as is the Events budget.

VII. ACTION ITEMS:

A. Board of Directors Appointment Recommendations

Tim Barnes (Twelve Mile seat)

Owner of Gatekeeper Games (family oriented)

He’s a former teacher with a degree in English from U of M.

Erin Brick (Coolidge seat)

Owner of Fresh Collective (one-year old business)

She’s also a hair stylist and has been a volunteer on the Events/Promotions Committee.

Jenna Hance (Coolidge seat)

Owner of Pinspiration

She could not make the meeting.

About the three candidates, Francis reported that the Organization Committee was very impressed with their skills, enthusiasm, and commitment to Berkley. Board members who have worked with them also spoke in support.

Gilbert asked if a Board business owner ceases to be in business, would he/she be able to stay on the Board, and Baumgarten answered that they would, through the end of their term.

Zifkin moved to approve all three of the Board of Directors’ Appointment Recommendations to fill the vacant Board vacancies, Gross seconded, and the motion was unanimously approved by the Board. Final approval will be made by City Council at their next meeting. DDA Board members attending hope that approval will be scheduled early in the meeting.

B. Interim Executive Director Permanent Hiring

Gilbert reported that in 14 years he’s never been so impressed than at the progress made by McGuinness in the short time he’s been Interim Director. The Executive Committee and Hiring Committee recommended hiring him for the permanent position and reviewed compensation for DDA Directors in neighboring cities, Ferndale paying @\$70,000 per year and Birmingham @100,000 per year. Royal Oak recently posted their opening at \$62,000-78,000 per year.

Passalacqua and Gilbert reported that the recommendation of the Executive and Hiring Committees is to offer McGuinness \$75,000.00 to start with a potential 3% raise after each 6 and 12 month review. Annual reviews begin at two years. The standard benefit package offered to City employees,

which he will be, applies. His compensation package will be paid by the City, and reimbursed to the City by the DDA.

Baumgarten moved to hire Mike McGuinness as the permanent Executive Director on those terms, and Zifkin seconded. The motion was unanimously approved by the Board.

C. Making Waves Façade Grant Application Approval

The Design/Public Art Committee was recommending approval of a \$2,500.00 matching façade grant to Making Waves (12 Mile Road). The grant will be used to offset the cost of their new vinyl sign and exterior paint.

On motion by Passalacqua and second by Zifkin, Making Waves' application for a matching façade grant in the amount of \$2,500.00 was unanimously approved by the Board.

D. The Lunch Café Façade Grant Application Approval

The Design/Public Art Committee was recommending approval of a \$1,250.00 matching façade grant to The Lunch Café (12 Mile Road, adjacent to Making Waves). The grant will be used to offset the cost of upgrading their circular logo sign, coordinating with and complimenting the design of their neighbor, Making Waves.

On motion by Passalacqua and second by Baumgarten, The Lunch Café's application for a matching façade grant in the amount of \$1,250 was unanimously approved by the Board.

E. Reware Vintage Façade Grant Application Approval

A copy of Reware Vintage's façade application was sent to the Board prior to the meeting, and the Design/Public Art Committee was recommending it for approval. The application requests a grant in the amount of \$732.50.

On motion by Passalacqua and second by Dirkse, Reware Vintage's application for a matching façade grant in the amount of \$732.50 was unanimously approved by the Board.

F. Holiday Lights Installation Plan Approval

At the September unofficial Board meeting, McGuinness had presented LeClerq's proposal to install the 2021 Holiday Lights in the DDA district, including graphics of the proposed installation. The prior Director and Board members had expressed a desire for a more robust display on Coolidge, reflected in LeClerq's proposal to install holiday lights in the district at a cost of \$30,000.00, with another @\$8,000.00 allocated for utility (DTE) costs.

On motion by Passalacqua and second by Poirier, LeClerq's Holiday Lights Installation plan in the amount of \$30,000.00 with another @\$8,000.00 in utility costs was unanimously approved by the Board.

G. Robust Downtown Marketing Plan Approval

A draft of the Robust Downtown Marketing Plan was presented to the Board at the September meeting. Gilbert highly endorsed spending more on the DDA's marketing efforts, and he praised McGuinness' and the committee's work re-branding the Berkley downtown and making the businesses aware of the DDA and what it does.

The plan will cover now through the end of the fiscal year (June 2022). Some highlighted points in the plan are experimental, and response will be a test of their effectiveness. Examples of current media coverage were included in the packet sent to the Board prior to the meeting. McGuinness expects to put parts of the plan out for bid when the current contract with Catalyst Media lapses. This plan increases the marketing budget from the original \$29,000.00 budgeted to \$44,000.00.

On motion by Zifkin and second by Poirier, the Robust Downtown Marketing plan in the amount of \$44,000.00 was unanimously approved by the Board.

H. Bike Racks Installation Plan Approval

McGuinness presented graphics showing different types of bike racks that could be installed, ranging from a simple U-shaped design to more elaborate and artistic designs, such as one in the shape of an actual bicycle. A map of the proposed locations for the racks was also included. He noted most of the racks around the city would probably be the simple design with occasional use of a more artistic and more expensive rack. Color is another option to be considered. The DDA can fund racks placed on side streets that are adjacent to business parcels in the district. The Board was asked to review the designs and placements prior to a vote on the plan at the November meeting. McGuinness quoted a price of \$4,800.00 for 20 U-shaped racks and \$2,500.00 for 3 bike-shaped racks. An estimate for the entire district is @\$20,000.00-\$30,000.00.

Installation would be an additional cost but can probably be done by the DPW, reducing the DDA's cost.

VIII. DISCUSSION ITEMS

A. Plaza Project at Coolidge and Catalpa

McGuinness offered kudos to Passalacqua for his efforts representing the DDA on the project. Current construction costs of @\$170,000 are consistent with the approved budget of \$180,000.00. The banners currently hanging from the fence north of the Plaza construction were exciting to Board members and an opportunity for a business to sponsor.

Passalacqua reported hearing from the School District's Larry Gallagher about a former Berkley High student who is a nationally known sculptor and who has proposed creating a signature piece of artwork to display at the Plaza. It's projected that there will be no more than @\$5,000.00 for furniture and artwork. McGuinness reported the artist had initially indicated he was inspired to create a piece dealing with the Black Lives Matter movement and Trayvon Martin specifically. Several other Board members expressed their opinion that any artwork be apolitical, not a protest work. Gilbert asked that they spend some time thinking seriously about that approach before making a final decision.

B. BOOIKLEY Nights Initiatives

Several events have already taken place: Restaurant Weekend and the Night Market, which offered trolley rides for attendees with McGuinness on board. Coming up is Ladies Night Out Oct. 14 (22 business signed up) and Trick or Treat Stroll and Monster Mash at the end of October. Business windows around the district have been painted with Halloween themes. Boo!kley Nights are being promoted on Facebook and Instagram.

C. Media Relations Recent Downtown Coverage

Covered previously.

D. Stamped Concrete Resealing Project

The work is in process.

IX. STUDENT BOARD MEMBER UPDATES

Absent – no report.

X. BOARD COMMITTEE UPDATES:

A. Business Development Committee – Open

No report.

B. Art & Design Committee – Matteo Passalacqua

Façade grant applications were covered earlier. No additional report.

C. Marketing & Promotions Committee – Ashley Poirier

No additional report.

D. Organization Committee – Scott Francis

No additional report.

E. West 12-Mile Improvements – Brian Zifkin

Zifkin reported reaching out to architect Novitsky. Zifkin is temporarily stepping back from leading the committee, with Barnes taking over in the interim.

XI. INTERIM EXECUTIVE DIRECTOR UPDATES

A. Downtown Berkley Monthly Idea Laboratory

Next Up: October 20th at 12:00 Noon – Have You Any Wool?

XII. BOARD OF DIRECTORS' COMMENTS: None.

XIII. PUBLIC COMMENTS: Gilbert asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days. Chris Copacia, a Berkley resident who attended a previous DDA meeting and spoke about transportation options, announced an upcoming walking tour of the city, the Coolidge corridor and some residential areas.

XIV. Adjournment:

The meeting was adjourned at 10:12 AM on motion by Baumgarten and second by Francis.

Fund 814 DDA

GL Number	Description	PERIOD ENDED 10/31/2020	PERIOD ENDED 10/31/2021
*** Assets ***			
Cash			
814-000-001-000	CASH IN BANK	538,717.30	638,970.18
814-000-004-000	CASH - IMPREST PAYROLL	0.00	(4,968.61)
814-000-005-000	PETTY CASH	300.00	300.00
	Cash	<u>539,017.30</u>	<u>634,301.57</u>
Accounts Receivable			
814-000-026-000	DELINQUENT PPT RECEIVABLE	5,846.00	2,585.20
	Accounts Receivable	<u>5,846.00</u>	<u>2,585.20</u>
Other Assets			
	Other Assets	<u>0.00</u>	<u>0.00</u>
	Total Assets	<u>544,863.30</u>	<u>636,886.77</u>
*** Liabilities ***			
Accounts Payable			
	Accounts Payable	<u>0.00</u>	<u>0.00</u>
Liabilities-ST			
814-000-232-000	EMPLOYEE PENSION DEDUCTIONS	835.21	2,024.09
814-000-241-000	FICA TAXES	127.42	89.32
814-000-257-000	ACCRUED PAYROLL	1,681.69	1,167.61
814-000-259-000	ACCRUED HEALTH CARE	1,326.19	0.01
814-000-285-000	UNEARNED REVENUE	0.00	(1,586.87)
	Liabilities-ST	<u>3,970.51</u>	<u>1,694.16</u>
	Total Liabilities	<u>3,970.51</u>	<u>1,694.16</u>
*** Fund Balance ***			
Unassigned			
814-000-390-000	FUND BALANCE	325,390.51	325,390.51
	Unassigned	<u>325,390.51</u>	<u>325,390.51</u>
	Total Fund Balance	<u>325,390.51</u>	<u>325,390.51</u>
	Beginning Fund Balance	325,390.51	325,390.51
	Net of Revenues VS Expenditures - 20-21		61,110.24
	*20-21 End FB/21-22 Beg FB	386,500.75	
	Net of Revenues VS Expenditures - Current Year	215,502.28	248,691.86
	Ending Fund Balance	540,892.79	635,192.61
	Total Liabilities And Fund Balance	544,863.30	636,886.77

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

PERIOD ENDING 10/31/2021
 % Fiscal Year Completed: 33.70
 PRE-AUDIT REV AND EXP REPORT

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 814 - DDA							
Revenues							
Dept 001 - REVENUES							
814-001-401-000	PROPERTY TAXES	38,505.21	37,680.00	37,680.00	36,300.47	1,379.53	96.34
814-001-401-001	PROPERTY TAX CAPTURE - DDA	302,073.83	315,000.00	315,000.00	356,189.07	(41,189.07)	113.08
814-001-401-850	PPT - CURRENT YR DEL	4,787.24	(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00
814-001-401-900	PROPERTY TAXES - CHARGEBACKS	0.00	0.00	0.00	(924.32)	924.32	100.00
814-001-445-000	INTEREST AND PENALTIES ON TAXES	0.00	0.00	0.00	186.58	(186.58)	100.00
814-001-539-000	STATE GRANTS	5,775.62	0.00	0.00	0.00	0.00	0.00
814-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,569.46	14,000.00	14,000.00	0.00	14,000.00	0.00
814-001-664-000	INVESTMENT EARNINGS	1,011.62	3,000.00	3,000.00	304.94	2,695.06	10.16
814-001-674-005	MERCHANDISE REVENUE	0.00	250.00	250.00	255.00	(5.00)	102.00
814-001-675-005	CORPORATE DONATIONS	0.00	0.00	0.00	130.00	(130.00)	100.00
814-001-675-117	COOPERATIVE ADVERTISING INCOME	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
814-001-675-814	EVENT SPONSORSHIPS	0.00	2,500.00	2,500.00	130.00	2,370.00	5.20
Total Dept 001 - REVENUES		366,722.98	384,930.00	384,930.00	392,571.74	(7,641.74)	101.99
TOTAL REVENUES		366,722.98	384,930.00	384,930.00	392,571.74	(7,641.74)	101.99
Expenditures							
Dept 175 - DDA ADMINISTRATION							
814-175-704-000	FULL TIME EMPLOYEES	52,856.07	69,360.00	69,360.00	18,481.27	50,878.73	26.65
814-175-715-000	FICA	4,006.47	5,306.00	5,306.00	1,413.82	3,892.18	26.65
814-175-728-000	OFFICE SUPPLIES	199.33	1,500.00	1,500.00	0.00	1,500.00	0.00
814-175-814-001	WEBSITE	225.77	0.00	0.00	0.00	0.00	0.00
814-175-817-008	BOARD TRAININGS	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
814-175-960-000	PROFESSIONAL DEVELOPMENT	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Total Dept 175 - DDA ADMINISTRATION		57,287.64	83,166.00	83,166.00	19,895.09	63,270.91	23.92
Dept 265 - CITY HALL							
814-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00
Total Dept 265 - CITY HALL		0.00	2,500.00	2,500.00	0.00	2,500.00	0.00
Dept 822 - DDA OPERATIONS							
814-822-727-100	INTERNAL SRVC - LABOR & ADMIN	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
814-822-730-000	POSTAGE-PRINTING-MAILING	0.00	300.00	300.00	0.00	300.00	0.00
814-822-803-000	MEMBERSHIPS AND DUES	937.00	1,030.00	1,030.00	350.00	680.00	33.98
814-822-807-000	AUDIT SERVICES	1,470.00	1,500.00	1,500.00	260.00	1,240.00	17.33
814-822-817-000	CONSULTANT	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
814-822-818-205	SECRETARIAL SERVICES	1,825.00	2,000.00	2,000.00	750.00	1,250.00	37.50
814-822-824-000	LEGAL SERVICES	573.75	2,500.00	2,500.00	0.00	2,500.00	0.00
814-822-853-000	TELEPHONE	488.17	600.00	600.00	162.12	437.88	27.02
814-822-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	25.00	1,500.00	1,500.00	0.00	1,500.00	0.00
814-822-866-000	SUBSCRIPTION SERVICES	0.00	300.00	300.00	0.00	300.00	0.00
814-822-904-000	PRINTING	0.00	300.00	300.00	0.00	300.00	0.00
Total Dept 822 - DDA OPERATIONS		15,318.92	35,030.00	35,030.00	1,522.12	33,507.88	4.35
Dept 824 - SPECIAL EVENTS							

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

PERIOD ENDING 10/31/2021
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 PRE-AUDIT REV AND EXP REPORT

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 814 - DDA							
Expenditures							
814-824-817-004	DDA - EVENTS	746.38	14,700.00	14,700.00	2,556.53	12,143.47	17.39
814-824-817-015	HOLIDAY LIGHTS	25,001.44	30,000.00	30,000.00	0.00	30,000.00	0.00
814-824-901-000	ADVERTISING	580.00	0.00	0.00	0.00	0.00	0.00
Total Dept 824 - SPECIAL EVENTS		26,327.82	44,700.00	44,700.00	2,556.53	42,143.47	5.72
Dept 826 - MARKETING AND ADVERTISING							
814-826-814-000	WEBSITE	0.00	312.00	312.00	0.00	312.00	0.00
814-826-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00
814-826-818-000	CONTRACTUAL SERVICES	390.00	6,000.00	6,000.00	3,600.00	2,400.00	60.00
814-826-901-000	ADVERTISING/MARKETING	38,990.27	29,000.00	29,000.00	4,499.68	24,500.32	15.52
814-826-901-001	MAP UPDATE & REPRINT	1,390.00	1,500.00	1,500.00	0.00	1,500.00	0.00
Total Dept 826 - MARKETING AND ADVERTISING		40,770.27	38,312.00	38,312.00	8,099.68	30,212.32	21.14
Dept 829 - STREETScape & DESIGN							
814-829-818-000	CONTRACTUAL SERVICES	0.00	0.00	0.00	1,615.00	(1,615.00)	100.00
814-829-818-200	FLOWER BASKET PROGRAM	32,410.85	28,000.00	28,000.00	12,920.85	15,079.15	46.15
814-829-818-201	PUBLIC ART/PLACEMAKING	11,416.67	25,000.00	25,000.00	4,727.00	20,273.00	18.91
814-829-818-207	PEST CONTROL	480.00	500.00	500.00	120.00	380.00	24.00
814-829-974-001	FACADE GRANT INCENTIVE PROGRAM	12,408.00	15,000.00	15,000.00	732.50	14,267.50	4.88
Total Dept 829 - STREETScape & DESIGN		56,715.52	68,500.00	68,500.00	20,115.35	48,384.65	29.37
Dept 940 - PUBLIC IMPROVEMENT							
814-940-974-002	STREETScape IMPROVEMENTS	1,615.00	55,000.00	55,000.00	4,316.67	50,683.33	7.85
814-940-974-003	SIDEWALK REPAIR	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
814-940-974-005	WAYFINDING	71,202.75	55,000.00	55,000.00	52,344.59	2,655.41	95.17
814-940-974-007	BERKLEY PLAZA PROJECT	0.00	60,000.00	60,000.00	31,081.50	28,918.50	51.80
Total Dept 940 - PUBLIC IMPROVEMENT		72,817.75	195,000.00	195,000.00	87,742.76	107,257.24	45.00
Dept 952 - ACTIVE EMPLOYEE BENEFITS							
814-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00
814-952-716-500	HEALTH CARE COSTS - BC/BS	9,437.65	10,300.00	10,300.00	0.00	10,300.00	0.00
814-952-718-000	RETIREMENT-DB MERS	25,937.17	26,520.00	26,520.00	3,948.35	22,571.65	14.89
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		36,374.82	37,820.00	37,820.00	3,948.35	33,871.65	10.44
TOTAL EXPENDITURES		305,612.74	505,028.00	505,028.00	143,879.88	361,148.12	28.49
Fund 814 - DDA:							
TOTAL REVENUES		366,722.98	384,930.00	384,930.00	392,571.74	(7,641.74)	101.99
TOTAL EXPENDITURES		305,612.74	505,028.00	505,028.00	143,879.88	361,148.12	28.49
NET OF REVENUES & EXPENDITURES		61,110.24	(120,098.00)	(120,098.00)	248,691.86	(368,789.86)	207.07
BEG. FUND BALANCE		325,390.51	325,390.51	325,390.51	325,390.51		
NET OF REVENUES/EXPENDITURES - 2020-21					61,110.24	61,110.24	

11/07/2021 11:23 PM
 User: mpollock
 DB: City Of Berkley

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

PERIOD ENDING 10/31/2021
 % Fiscal Year Completed: 33.70
 PRE-AUDIT REV AND EXP REPORT

GL NUMBER	DESCRIPTION	END BALANCE	2021-22		YTD BALANCE	AVAILABLE	% BDT
		06/30/2021	ORIGINAL	2021-22	10/31/2021	BALANCE	
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 814 - DDA							
END FUND BALANCE		386,500.75	205,292.51	205,292.51	635,192.61		



PLAZA PROJECT ARTWORK, FURNITURE

Needed from Board: Guidance on Approach, Level of Financial Commitment for Plaza Artwork and Furniture

This is a streamlined version of the broader context I previously communicated with the Board of Directors. Here's an overview of the current possible paths forward. Note: the furniture refers to tables, chairs, and benches for the plaza space; the art panels are intended to be Berkley High School student art reproductions, ideally rotated annually.

Commit \$5,000 (of \$15,000 Group Total) for Furniture, Art Panels

Commit \$15,000 (of \$45,000 Group Total) for Furniture, Art Panels, Small Sculpture

Commit \$25,000 (of \$75,000 Group Total) for Furniture, Art Panels, Large Sculpture

Utilize Only Existing Budgeted Funds for Furniture, Art Panels Contribution

Utilize Only Existing Budgeted Funds, or Commit \$5,000, and Aim for Sculpture, Other Enhancements Next Budget Year(s)

To help you conceptualize better what is being discussing, also included is an aerial view of the furniture and artwork implications.

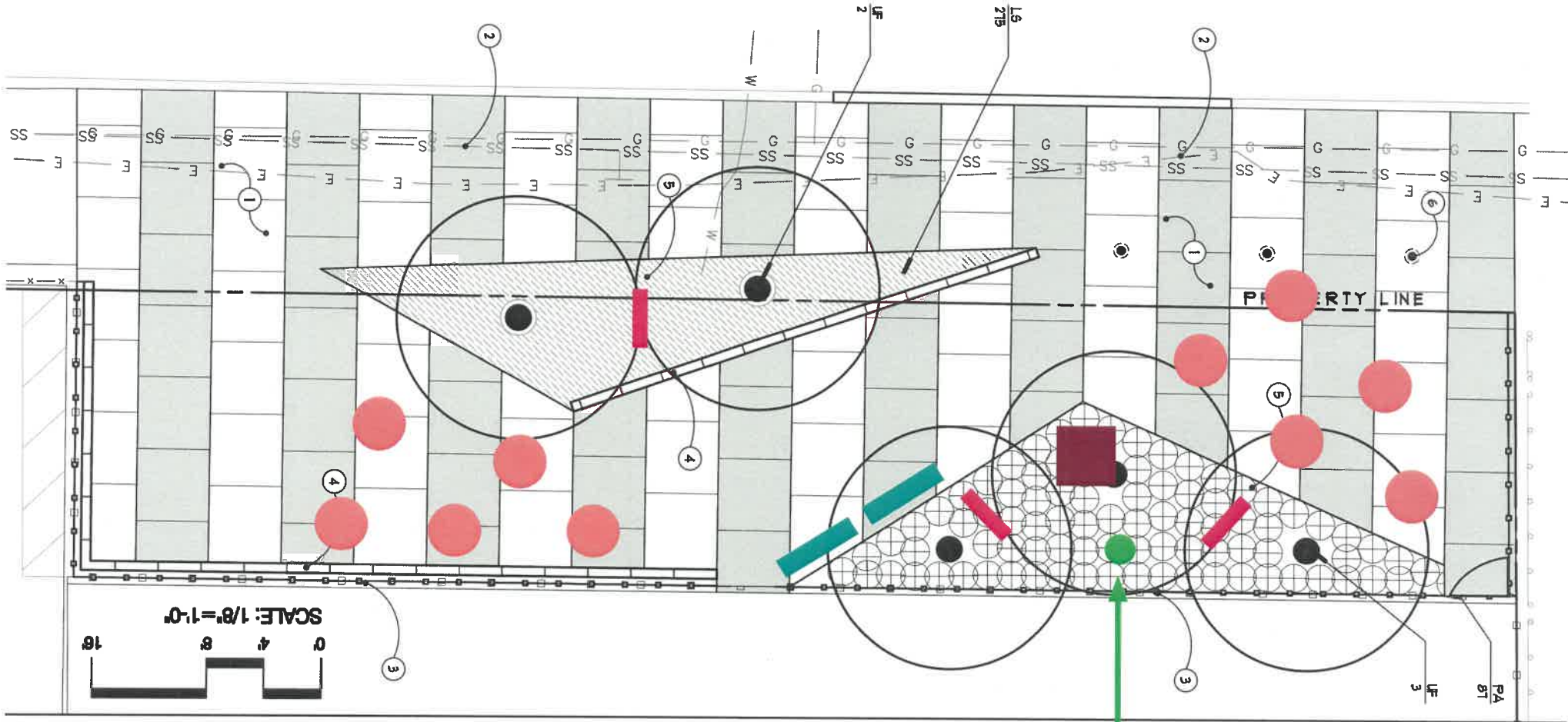
- Mike McGuinness, Executive Director. November 1, 2021.

- **Bistro Table Options**
- Navy/White Morrison: \$349
- Novogratz \$129-194
- Turville \$220
- **Max cost: \$3,490**

- **Bench Options**
- Concrete top bench \$705 - 76" w
- Plastic Bench - \$560 - 72" w
- **Max cost: \$1,410**



- **4' w x 6' h two sided art panels** (\$9500) ■
 - **Benches** (\$1450) ■
 - **Bistro tables** (\$3500) ●
 - **Sculpture** (\$28,000) ■
- Plaza artwork & furniture total = \$43,000



Move tree from front of point to back in line with the others



DOWNTOWN BIKE RACKS

Recommendation: Approval of \$21,375 for 'Downtown' and 'Bike' Style Bicycle Racks Installed Throughout Downtown Along Coolidge, Twelve Mile

Additional Information: The consensus has been for some time that bicycle racks are needed streetscape and transportation enhancements for our downtown. I shared at the two previous Board meetings research and documentation on both the current streetscape infrastructure as well as prospective bike rack additions, volume, placement, and design. Enclosed again for further reference is the "Essentials of Bike Parking" from the Association of Pedestrian and Bicycle Professionals.

I recommend the installation of the following:

10 'Bike' style racks along Twelve Mile	\$7,850
20 'Downtown' style racks along Twelve Mile	\$6,000
5 'Bike' style racks along Coolidge	\$3,925
12 'Downtown' style racks along Coolidge	\$3,600

This comes to a cumulative total of \$21,375. The intention is for an expanded placement along Twelve Mile due to the Board and its Twelve Mile committee strongly advocating for additional streetscape investment into the Gateway West segment; those additional 5 'Bike' style racks and 8 'Downtown' style racks will be concentrated in Gateway West, as a result.

- Mike McGuinness, Executive Director. November 1, 2021.



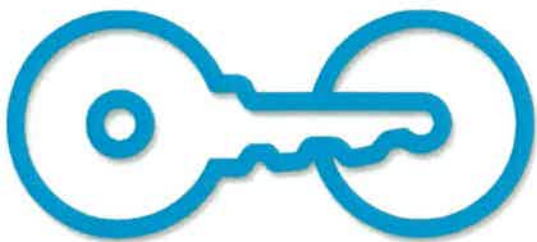
Don't forget to ask about our custom logo option!

Bike Bike Rack



The Bike Bike Rack is an eye-catching, functional piece of street art that playfully reminds us that we could be riding our bike today, and rewards those that do with a secure, convenient place to park it.

The Bike Bike Rack forces bikes to lock up parallel with the rack, helping to keep right of ways clear. The rack allows for the wheels and frame of the bike to be secured using a u-style bike lock.



American Bicycle Security Company

P.O. Box 7359

Ventura, CA 93006

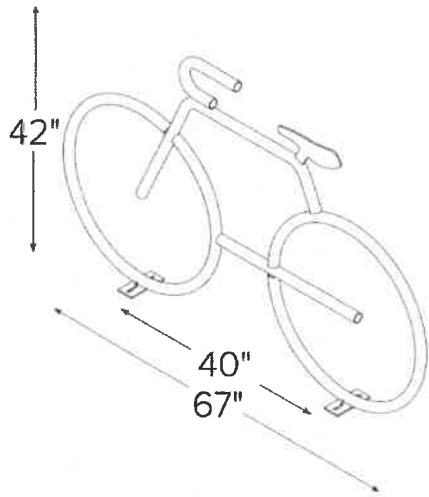
Ph: (800) 245-3723 or (805) 933-3688

Fax: (805) 933-1865

www.ameribike.com

Email: turtle@ameribike.com

Bike Bike Rack



Product Hoop Rack
Capacity 2-4 Bikes
Materials 1.5" OD 11 Gauge Tube. All open ends are capped to prevent moisture from entering. All welds are MIG welds around entire circumference of joined pieces.

Finishes Standard options: Galvanized Or Powder Coated

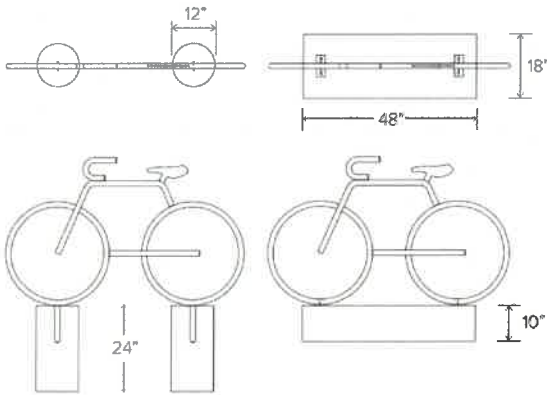


RAL 9005	Flat Black	RAL 9003	RAL 2004	RAL 1023	Bright Yellow
RAL 6016	RAL 6018	RAL 6005	RAL 5005	RAL 5015	Purple
RAL 7011	RAL 7042	RAL 9007	RAL 1001	RAL 8014	Bronze
RAL 3003	RAL 3005				

Also available in Stainless steel upon request.

IN-GROUND MOUNT

SURFACE MOUNT



Installation Methods

In-ground mount is embedded into concrete base. Specify in ground mount for this option.

Surface Mount Each rack has two 2.5" x 6" mounting brackets double gusset welded to the "wheels". The brackets are 40" apart. Each bracket is anchored to the ground with two anchors. Anchors are included with each rack.

Space Use & Setbacks

Wall Setbacks:

For racks set parallel to a wall:

Minimum: 24"

Recommended: 36"

For racks set perpendicular to a wall:

Minimum: 64" (for 4 bike capacity)

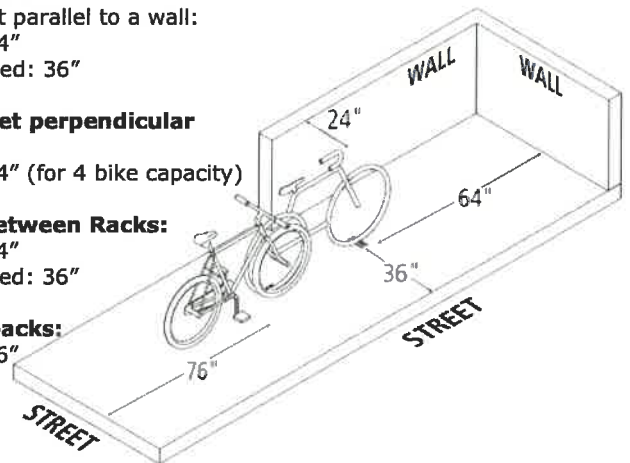
Distance Between Racks:

Minimum: 24"

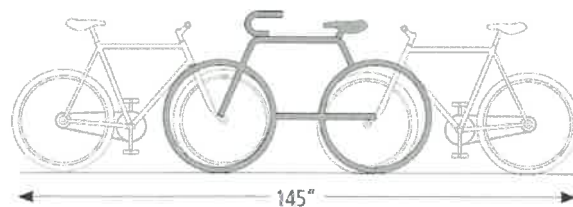
Recommended: 36"

Street Setbacks:

Minimum: 36"



Example of rack in use



American Bicycle Security Company

P.O. Box 7359

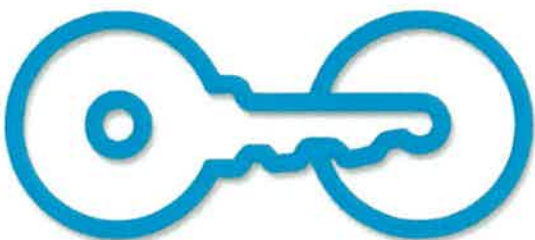
Ventura, CA 93006

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Email: turtle@ameribike.com





*Tools Needed for Installation

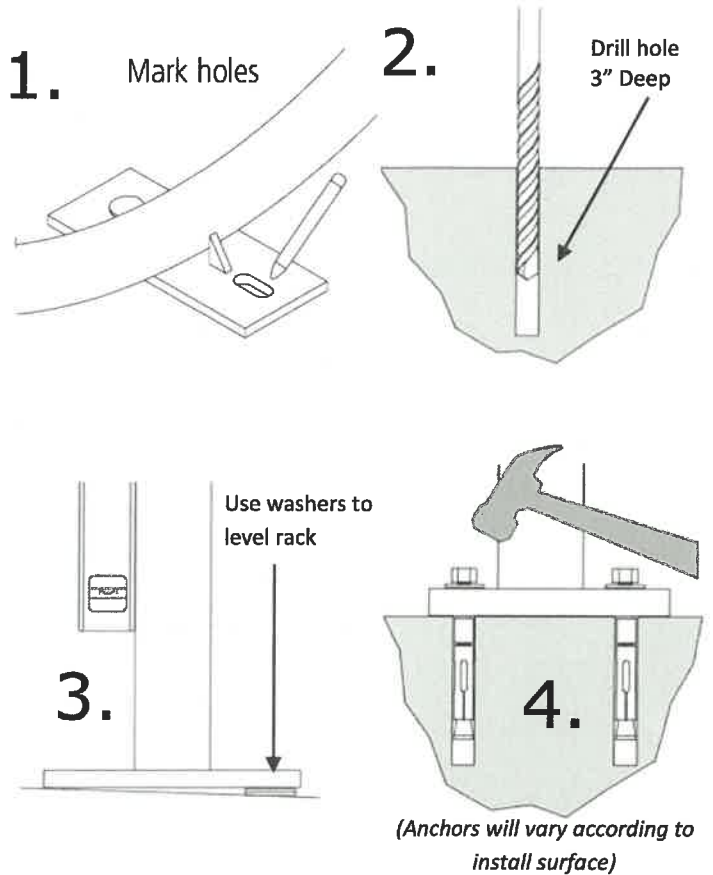
- Tape Measure
- Marker or Pencil
- Masonry Drill Bit
- Drill (*Hammer drill recommended*)
- Hammer
- Wrench 9/16"
- Level

Recommended Base materials:

Solid concrete is the best base material for installation. To ensure the proper anchors are shipped with your rack, ask your American Bicycle representative which anchor is appropriate for your application. Be sure nothing is underneath the base material that could be damaged by drilling.

Installation:

3/8" anchors are shipped with the rack. Place the rack in the desired location. Use a marker or pencil to outline the holes of the flange onto the base material. (TIP: If installing more than one Bike Bike Rack, mark holes for each rack individually, as there may be slight differences between each rack). Drill the holes in accordance with the specifications shipped with the anchors. Make sure the holes are at least 6" away from any cracks in the base material. Tap in anchors and follow your specific anchor instructions provided with the rack.



Breakaway Nut



Stainless Tamper-Proof Nut



Triple-slot Nut



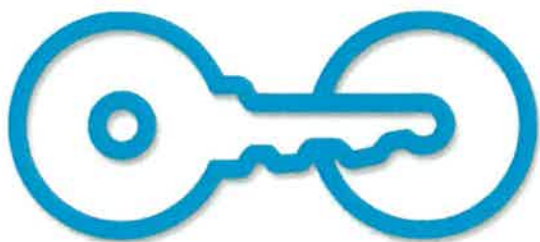
Concrete Spike

Tamper Resistant Hardware

More so than standard racks, the Bike Bike Rack may be a target for theft. Therefore we recommend using a fastener that can't be removed by thieves. The concrete spike is a permanent anchor. The top of the wedge anchor can also be pounded sideways after installation so that it cannot be removed. Other tamper resistant fasteners can also be purchased.

When using the special tamper resistant nuts, always set and first tighten the anchors. Once the rack is installed, replace two nuts from the bracket (opposite sides from each other) with the tamper resistant fastener.

DO NOT OVERTIGHTEN the tamper resistant nut.



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TURTLE STORAGE, LTD.

dba. American Bicycle Security Company
Composite Plastic Products
P.O. Box 7359
Ventura, CA 93006
Ph: 800-BIKE-SAF (245-3723) or Fax: (805) 933-1865
turtle@ameribike.com



Estimate

Date of Estimate	Rep	Estimate No.
8/30/2021	BC	18591

Estimated To

Berkley Downtown Development Authority
3338 Coolidge Highway
Berkley, MI 48072

Ship To

Berkley Downtown Development Authority
3338 Coolidge Highway
Berkley, MI 48072

Contact **Mike McGuinness**
Phone **248-658-3353** Fax
E-mail **mmcguinness@berkleymich.net**

Job Name

Expires	Terms	Lead Time*
Estimate is guaranteed for 30 days	Payment in Full w/Order	5-7 Weeks

Qty.	Item	Description	Class	Cost/U...	Total
3	Bike Bike	BB-FT - "Bike Bike" rack - Shaped like a bicycle. "U" style lock compatible. Includes all installation hardware. - Bicycle Capacity: 2-4 bike capacity per rack. - Class: 3 - Dimensions: 42"H X 67"W - Material: 1.5" OD 11 gauge tube. Open ends are capped. Options: - Finish: Galvanized or Powder Coated COLOR TBD - Mounting: Surface Mount	Retail	565.00	1,695.00T
1	FREIGHT	Freight Includes lift gate on delivery. *BUSINESS*	Retail	400.00	400.00
1	SURCHA...	SURCHARGE FOR MATERIAL COST INCREASES	Retail	260.00	260.00T

*Based on current production schedule, subject to changes.

Subtotal \$2,355.00

The customer is responsible for unloading the truck, freight does not include liftgate on truck, unless otherwise specified.

CA - Sales Tax (0.0%) \$0.00

International Shipments do NOT include duties, taxes, & customs fees.

Total USD \$2,355.00

If Additional Insured for insurance is required there is a fee of \$100 per entity that must be named on the certificate. This fee is not included in this estimate.

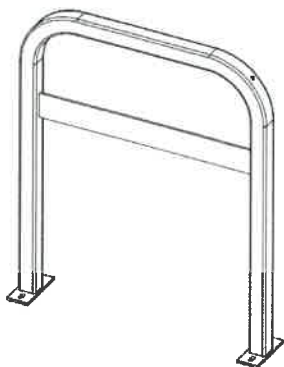
Thank you for the opportunity of quoting your project.

Custom logo option available

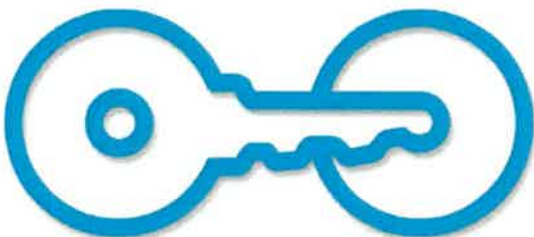
Downtown Rack



The Downtown Rack uses thick, square-tube construction that can't be cut with a pipe cutter. The extended width of the Downtown Rack makes for easy bike parking by giving the bike full support and multiple locking points for a u-style bike lock. Break-a-way nuts or concrete spike anti-theft hardware options are included with the Downtown Rack.



*Optional Lean Bar available upon request.



American Bicycle Security Company

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Ventura, CA 93006

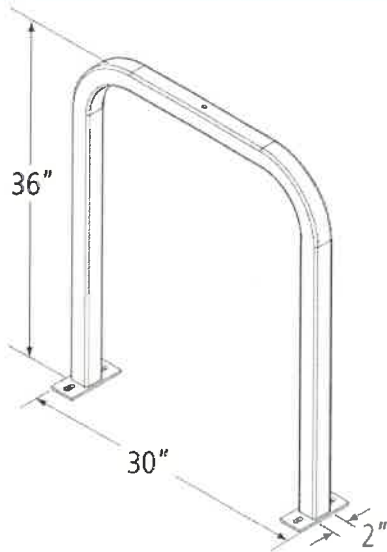
Ph: (800) 245-3723 or (805) 933-3688

Fax: (805) 933-1865

www.ameribike.com

Email: turtle@ameribike.com

Downtown Rack



Product Downtown Rack
Capacity 2 Bikes
Materials 2" x 2" x 3/16" square tube - mild steel
 2" x 2" x 11g square tube - stainless steel

Finishes Standard options: Galvanized
 Or
 Powder Coated

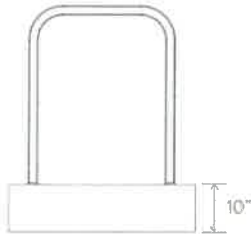
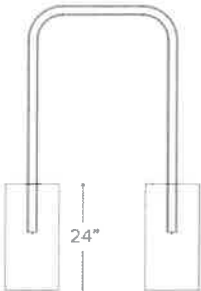
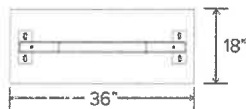
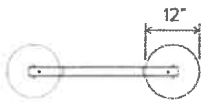


RAL 9005	Flat Black	RAL 9003	RAL 2004	RAL 1023	Bright Yellow
RAL 6016	RAL 6018	RAL 6005	RAL 5005	RAL 5015	Purple
RAL 7011	RAL 7042	RAL 9007	RAL 1001	RAL 8014	Bronze
RAL 3003	RAL 3005				

Also available in Black Rubber Dip or Stainless steel upon request.

IN-GROUND MOUNT

SURFACE MOUNT

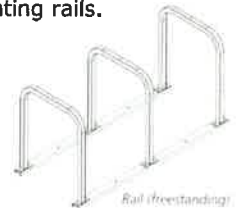


Installation Methods

In ground mount is embedded into concrete base. Specify in ground mount for this option.

Foot Mount has two 2.5"x6"x.25" feet with two anchors per foot. Specify foot mount for this option.

Rail Mounted Hoops are bolted to two parallel rails which can be left freestanding or anchored to the ground. Rails are heavy duty 3"x1.4"x3/16" thick galvanized mounting rails.



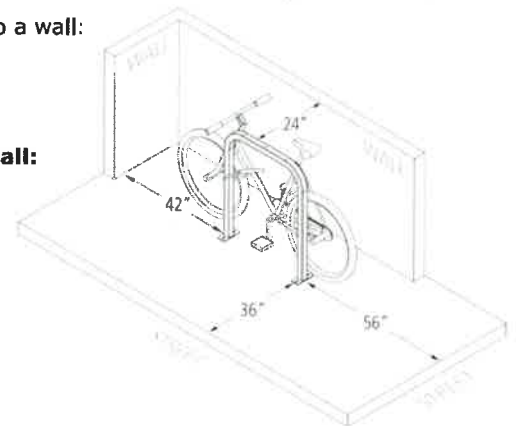
Space Use & Setbacks

Wall Setbacks:
 For racks set parallel to a wall:
 Minimum: 24"
 Recommended: 36"

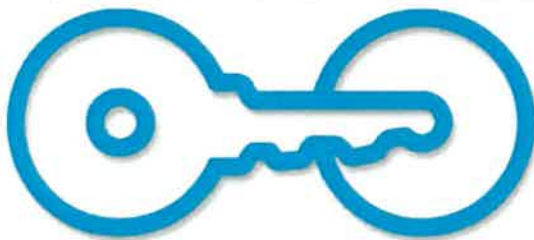
For racks set perpendicular to a wall:
 Minimum: 28"
 Recommended: 42"

Distance Between Racks:
 Minimum: 24"
 Recommended: 36"

Street Setbacks:
 Minimum: 24"
 Recommended: 36"



Example of rack in use



American Bicycle Security Company

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Fax: (805) 933-1865

www.ameribike.com

Email: turtle@ameribike.com

Downtown Rack

Surface Mount
Installation



*Tools Needed for Installation

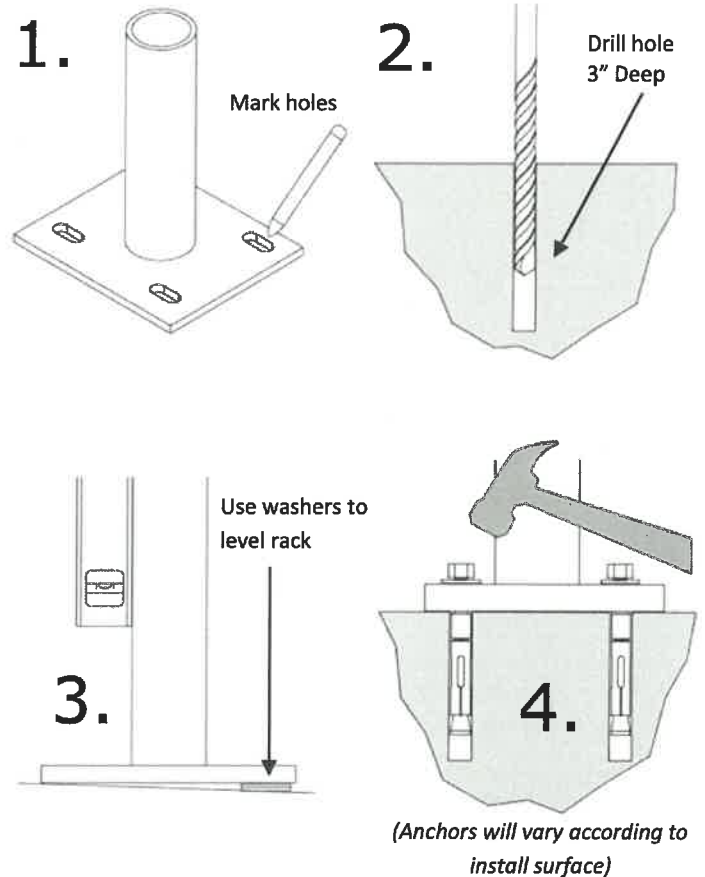
- Tape Measure
- Marker or Pencil
- Masonry Drill Bit
- Drill (*Hammer drill recommended*)
- Hammer
- Wrench 9/16"
- Level

Recommended Base materials:

Solid concrete is the best base material for installation. To ensure the proper anchors are shipped with your rack, ask your American Bicycle representative which anchor is appropriate for your application. Be sure nothing is underneath the base material that could be damaged by drilling.

Installation:

3/8" anchors are shipped with the rack. Place the rack in the desired location. Use a marker or pencil to outline the holes of the flange onto the base material. Drill the holes in accordance with the specifications shipped with the anchors. Make sure the holes are at least 3" away from any cracks in the base material. Use washers to level rack if necessary. Tap in anchors and follow your specific anchor instructions provided with the rack.



Breakaway Nut



Stainless Tamper-Proof Nut



Triple-slot Nut



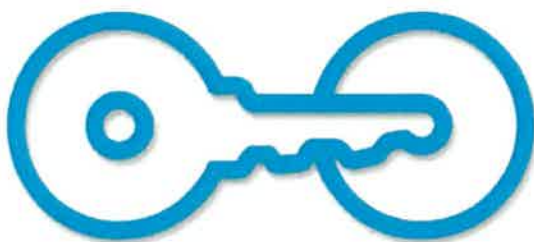
Concrete Spike

Tamper Resistant Hardware

The concrete spike is a permanent anchor. The top of the wedge anchor can also be pounded sideways after installation so that it cannot be removed. Other tamper resistant fasteners are also available for purchase.

When using the special tamper resistant nuts, always set and first tighten the anchors. Once the rack is installed, replace two nuts from the bracket (opposite sides from each other) with the tamper resistant fastener.

DO NOT OVERTIGHTEN the tamper resistant nut.



American Bicycle Security Company

P.O. Box 7359

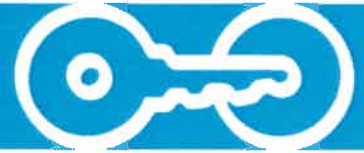
Ventura, CA 93006

Ph: (800) 245-3723 or (805) 933-3688

Fax: (805) 933-1865

www.ameribike.com

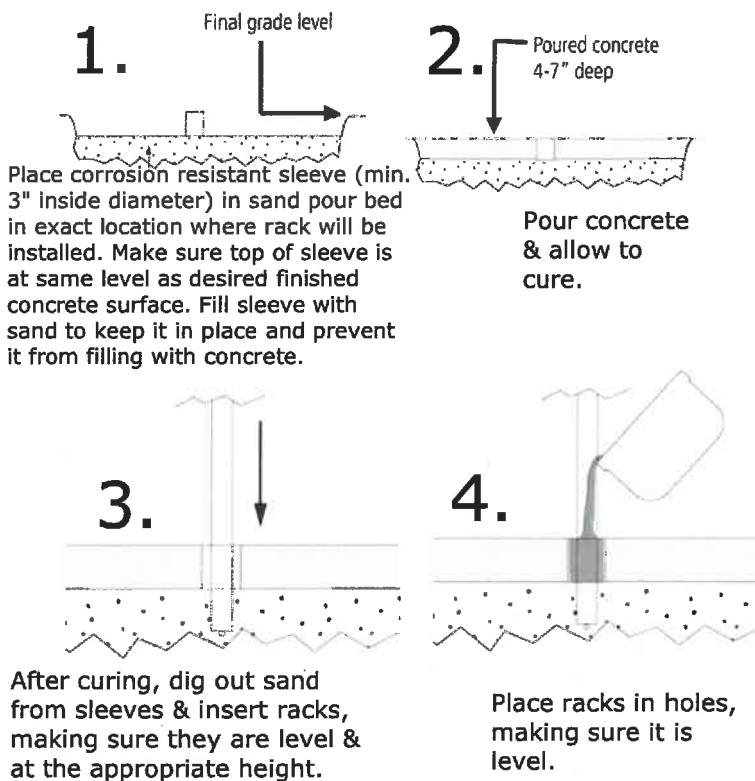
Email: turtle@ameribike.com



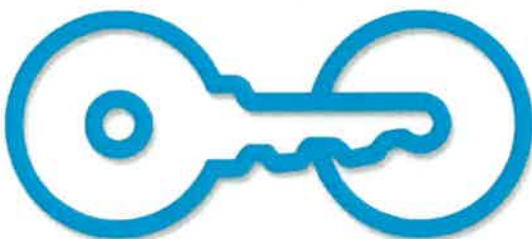
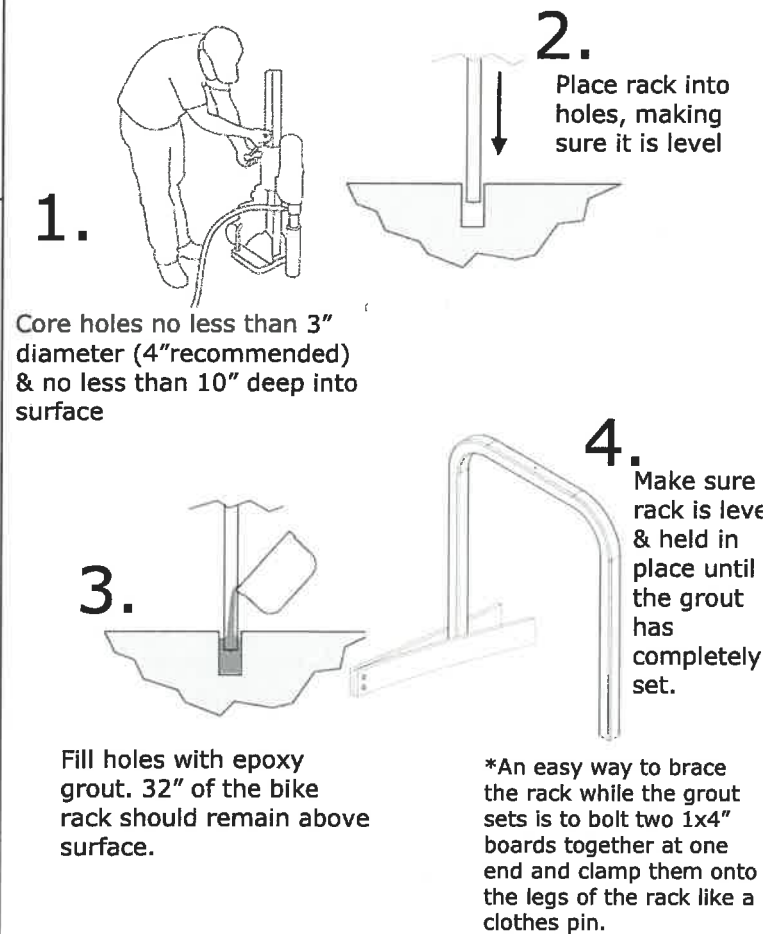
*Tools Needed for Installation

- Level
- Cement mixing tub
- Shovel
- Trowel
- Hole coring machine with 4" bit
- Access to water hose
- Materials to build brace

Installing into New Concrete



Installing into Existing Concrete



Downtown Rack

Rail Mounted
Installation



*Tools Needed for Installation

- 9/16" socket set
- (2) 4"x4"x28" (or larger) blocks
- (4) bolts, nuts & washers for each rack.
If using tamper resistant nuts, install two tamper-resistant & two standard nuts with each rack.

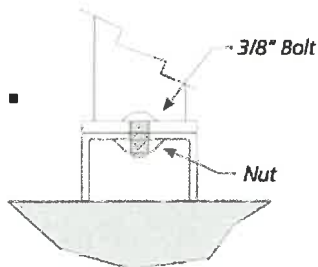
Installation Steps:

1.

Lay out the two channel beams where the rack will be placed. Place both beams on top of the two blocks of wood so that the open part of the channel faces the ground.



3.



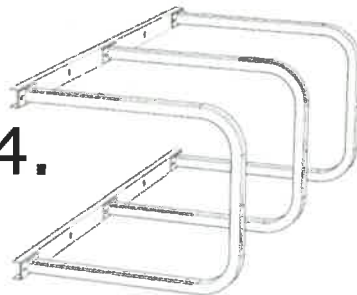
Put bolts through Hoop Rack flange holes & beams so bolt head faces up. **HAND** tighten the nuts using new flange nuts.

2.

Place racks on beams so holes in rack flanges line up with beam slots.



4.



Once nuts are on, tip assembled rack over & use a 9/16" socket to tighten nuts. **Before** tightening nuts, make sure the racks are straight on beams. *If using tamper resistant nuts, use access tool to tighten nuts. Do not over tighten the tamper resistant nuts.* Tip rack upright.

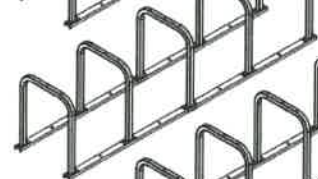
3 Unit Rack
69" Long
Parks 6 Bikes



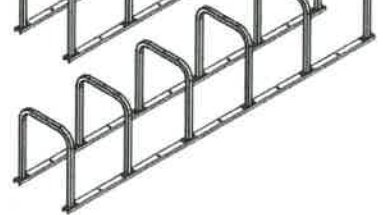
4 Unit Rack
100.5" Long
Parks 8 Bikes



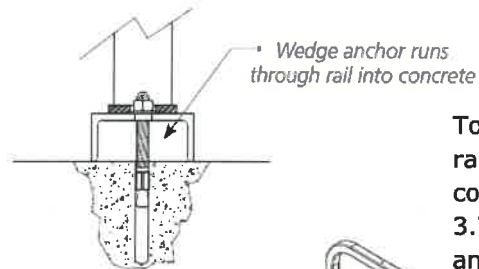
5 Unit Rack
132" Long
Parks 10 Bikes



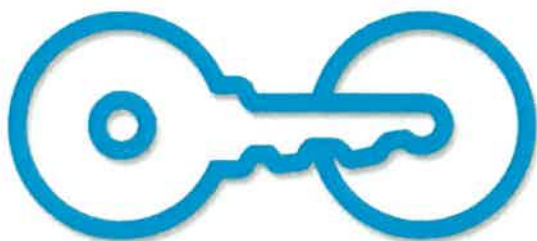
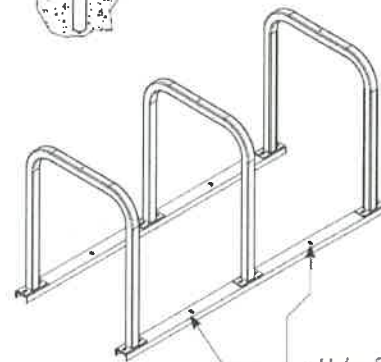
6 Unit Rack
163.5" Long
Parks 12 Bikes



Anchoring Rails:



To anchor the rails to concrete, place 3.75" wedge anchor through holes in the rail into the concrete. Secure with nut.



American Bicycle Security Company

P.O. Box 7359

Ventura, CA 93006

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Email: turtle@ameribike.com



TURTLE STORAGE, LTD.

dba. American Bicycle Security Company

Composite Plastic Products

P.O. Box 7359

Ventura, CA 93006

Ph: 800-BIKE-SAF (245-3723) or Fax: (805) 933-1865

turtle@ameribike.com



Estimate

Date of Estimate	Rep	Estimate No.
10/12/2021	BC	18856

Estimated To

Berkley Downtown Development Authority
3338 Coolidge Highway
Berkley, MI 48072

Ship To

Berkley Downtown Development Authority
3338 Coolidge Highway
Berkley, MI 48072

Contact **Mike McGuinness**
Phone **248-658-3353** Fax
E-mail **mmcguinness@berkleymich.net**

Job Name

Expires	Terms	Lead Time*
Estimate is guaranteed for 30 days	Payment in Full w/Order	4-5 Weeks

Qty.	Item	Description	Class	Cost/U...	Total
1	Downto...	DTR-FT - Downtown style bicycle rack. "U" style lock compatible. Includes all installation hardware. - Bicycle Capacity: 2 bike capacity per rack. - Class: 3 - Dimension: 36"H X 30"W - Material: 2" X 2" X .188" square tube. Options: - Finish: Galvanized or Powder Coated COLOR TBD - Mounting: Surface Mount	Retail	195.00	195.00T
1	FREIGHT	Freight via Ground. *BUSINESS*	Retail	75.00	75.00
1	SURCHA...	SURCHARGE FOR MATERIAL COST INCREASES	Retail	30.00	30.00T

*Based on current production schedule, subject to changes.

Subtotal \$300.00

The customer is responsible for unloading the truck, freight does not include liftgate on truck, unless otherwise specified.

CA - Sales Tax (0.0%) \$0.00

International Shipments do NOT include duties, taxes, & customs fees.

Total USD \$300.00

If Additional Insured for insurance is required there is a fee of \$100 per entity that must be named on the certificate. This fee is not included in this estimate.

Thank you for the opportunity of quoting your project.



TURTLE STORAGE, LTD.

dba. American Bicycle Security Company
Composite Plastic Products
P.O. Box 7359
Ventura, CA 93006
Ph: 800-BIKE-SAF (245-3723) or Fax: (805) 933-1865
turtle@ameribike.com



Estimate

Date of Estimate	Rep	Estimate No.
10/12/2021	BC	18857

Estimated To

Berkley Downtown Development Authority
3338 Coolidge Highway
Berkley, MI 48072

Ship To

Berkley Downtown Development Authority
3338 Coolidge Highway
Berkley, MI 48072

Contact **Mike McGuinness**
Phone **248-658-3353** Fax
E-mail **mmcguinness@berkleymich.net**

Job Name

Expires	Terms	Lead Time*
Estimate is guaranteed for 30 days	Payment in Full w/Order	4-5 Weeks

Qty.	Item	Description	Class	Cost/U...	Total
20	Downto...	DTR-FT - Downtown style bicycle rack. "U" style lock compatible. Includes all installation hardware. - Bicycle Capacity: 2 bike capacity per rack. - Class: 3 - Dimension: 36"H X 30"W - Material: 2" X 2" X .188" square tube. Options: - Finish: Galvanized or Powder Coated COLOR TBD - Mounting: Surface Mount	Retail	180.00	3,600.00T
1	FREIGHT	Freight includes lift gate on delivery. *BUSINESS*	Retail	665.00	665.00
1	SURCHA...	SURCHARGE FOR MATERIAL COST INCREASES	Retail	530.00	530.00T

*Based on current production schedule, subject to changes.

The customer is responsible for unloading the truck, freight does not include liftgate on truck, unless otherwise specified.

International Shipments do NOT include duties, taxes, & customs fees.

If Additional Insured for insurance is required there is a fee of \$100 per entity that must be named on the certificate. This fee is not included in this estimate.

Subtotal \$4,795.00

CA - Sales Tax (0.0%) \$0.00

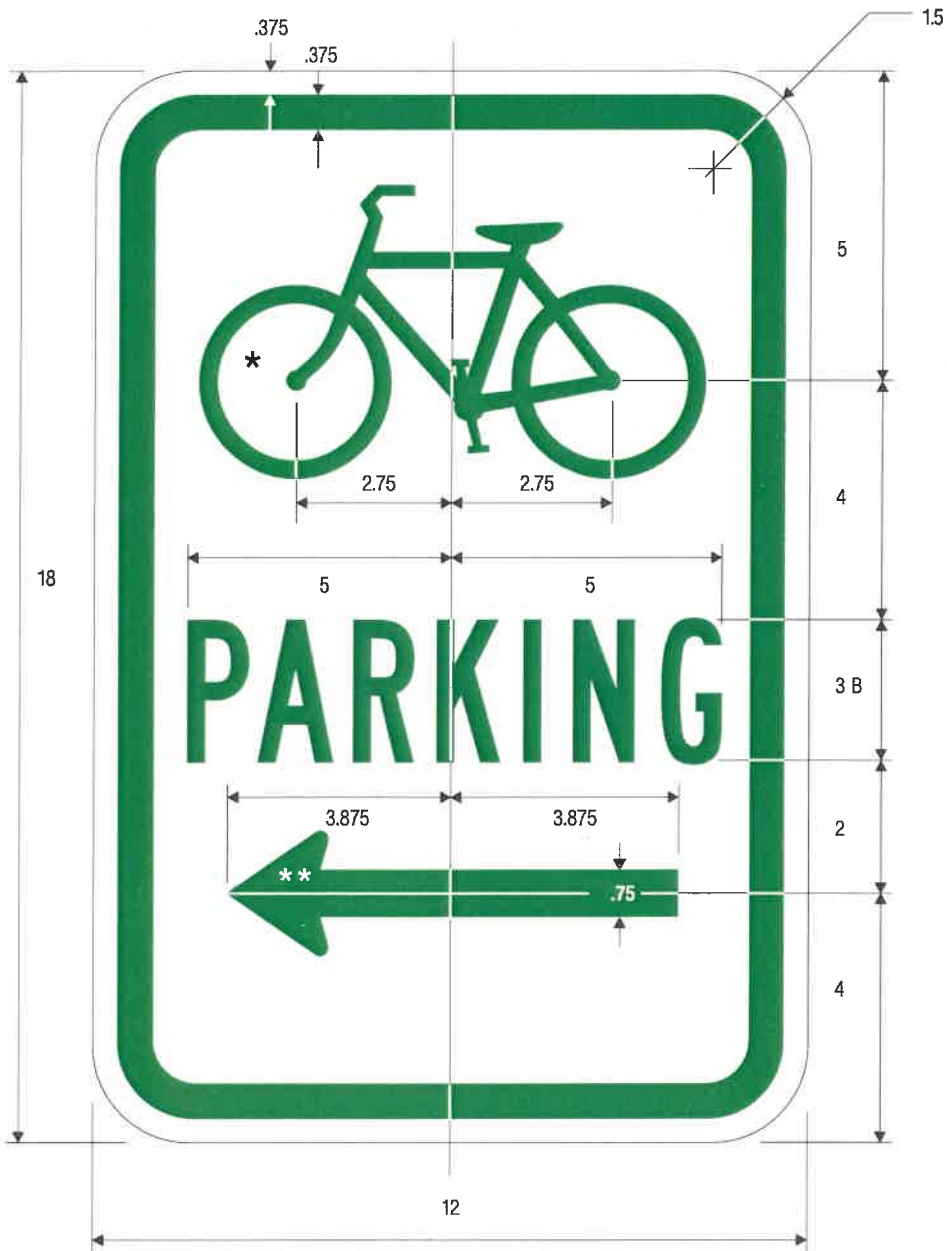
Total USD \$4,795.00

Thank you for the opportunity of quoting your project.

ESSENTIALS OF

BIKE PARKING

Selecting and installing bicycle parking that works



apbp

Association of Pedestrian
and Bicycle Professionals

Expertise for Active
Transportation

Essentials of Bike Parking

Revision 1.0, September 2015

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Acknowledgments

Lead author - Nathan Broom

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Cover image: Sign D4-3 from Standard Highway Signs, 2004 Edition, http://mutcd.fhwa.dot.gov/ser-shs_millennium_eng.htm

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APBP is an association of professionals who plan, implement and advocate for walkable and bicycle-friendly places.

Association of Pedestrian and Bicycle Professionals

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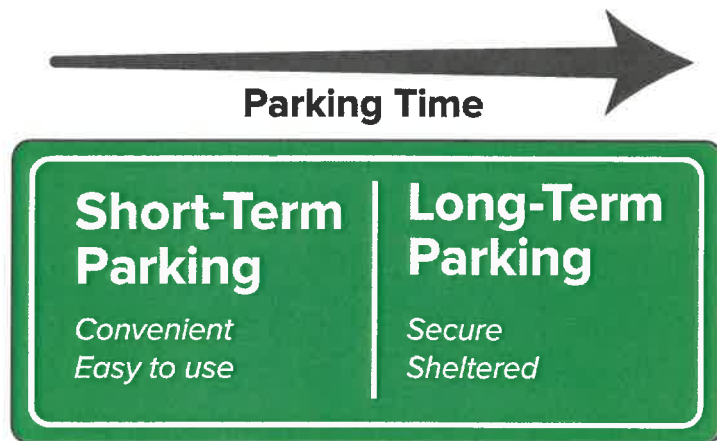
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INTRODUCTION

Among the necessary supports for bicycle transportation, bike parking stands out for being both vital and easy. Still, it requires some attention to get it right. Bike parking may go unused if it's not more appealing to users than the nearest sign post. A minor mistake in installation can make a quality rack unusable. The variety of bicycle sizes, shapes, and attachments continues to increase, and good bike parking should accommodate all types.

The Association of Pedestrian and Bicycle Professionals (APBP) prepared this guide for people planning to purchase or install bike parking fixtures on a limited scale. It is a brief overview of APBP's comprehensive *Bicycle Parking Guidelines* handbook, available at www.apbp.org.

This guide divides bike parking into short-term and long-term installations. These two kinds of parking serve different needs, and the starting point for most bike parking projects is recognizing whether the installation should serve short-term users, long-term users, or both. If users will typically be parking for two hours or longer, they are likely to value security and shelter above the convenience and ease that should characterize short-term parking.



SHORT-TERM PARKING

Effective bike parking for short-term users depends on two main factors: 1) proximity to the destination and 2) ease of use.

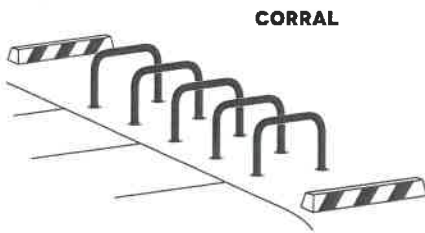
Short-term parking is designed to meet the needs of people visiting businesses and institutions, and others with similar needs—typically lasting up to two hours. Short-term users may be infrequent visitors to a location, so the parking installation needs to be readily visible and self-explanatory.



INVERTED U



POST & RING



CORRAL

SITE PLANNING

Location

Short-term bike parking should be visible from and close to the entrance it serves—50' or less is a good benchmark. Weather-protected parking makes bicycle transportation more viable for daily and year-round use, and it can reduce the motivation for users to bring wet bicycles into buildings. Area lighting is important for any location likely to see use outside of daylight hours.

Security

All racks must be sturdy and well-anchored, but location determines the security of short-term parking as much as any other factor. Users seek out parking that is visible to the public, and they particularly value racks that can be seen from within the destination. Areas with high incidence of bicycle theft may justify specific security features such as specialty racks, tamper-proof mounting techniques, or active surveillance.

Quantity

Many jurisdictions have ordinances governing bike parking quantity. APBP's full *Bicycle Parking Guidelines* offers complete recommendations for the amount and type of parking required in various contexts. In the absence of requirements, it's okay to start small—but bear in mind that perceived demand may be lower than the demand that develops once quality parking appears.

BIKE CORRALS

Some cities with limited sidewalk space and strong bicycle activity place bike parking in on-street "bike corrals" located in the street area adjacent to the curb. Bike corrals can sometimes make use of on-street areas that are unsuitable for auto parking. When replacing a single auto parking space, a corral can generally fit 8 to 12 bicycles. APBP's full *Bicycle Parking Guidelines* provides details about designing and siting bike corrals. apbp.org

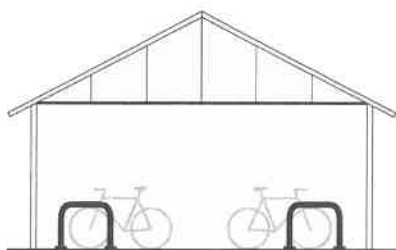
LONG-TERM PARKING

Users of long-term parking generally place high value on security and weather protection. Long-term parking is designed to meet the needs of employees, residents, public transit users, and others with similar needs. These users typically park either at home or at a routine destination such as a workplace. They often leave their bicycles unmonitored for a period of several hours or longer, so they require security and weather protection that let them park without unreasonable concern for loss or damage.

Long-term parking can take a variety of forms, including a room within a residential building or workplace, a secure enclosure within a parking garage, or a cluster of bike lockers at a transit center. Some long-term parking is open to the public—such as a staffed secure enclosure at a transit hub—and some of it is on private property with access limited to employees, residents, or other defined user groups.



BIKE LOCKERS



SHELTERED SECURE ENCLOSURE

SITE PLANNING

Location

Appropriate locations for long-term parking vary with context. Long-term parking users are typically willing to trade a degree of convenience for weather protection and increased security. Long-term installations emphasize physical security above public visibility. Signage may be needed for first-time users.

Security

Security is paramount for quality long-term parking. Access to parked bicycles can be limited individually (as with lockers) or in groups (as with locked bike rooms or other secure enclosures). Options for access control include user-supplied locks, keys, smart cards, and other technologies.

Quantity

Refer to local ordinances or the comprehensive APBP *Bicycle Parking Guidelines* to determine the amount and type of parking required for various contexts.

SPECIAL CONSIDERATIONS FOR LONG-TERM PARKING

In many ways, short-term and long-term parking function similarly and are served by the same guidelines. Some exceptions are noted below.

Density

The competition of uses for high-security and sheltered locations creates particular pressure on long-term parking to fit more bicycles in less space. When parking needs cannot be met with standard racks and spacing recommended in this guide, consider rack systems designed to increase parking density. See the high-density racks table on page 7. Note that increasing density without careful attention to user needs can create parking that excludes people because of age, ability, or bicycle type. This may result in people parking bicycles in other less desirable places or choosing not to bike at all.

Bicycle design variety

Long-term parking facilities should anticipate the presence of a variety of bicycles and accessories, including—depending on context—recumbents, trailers, children’s bikes, long-tails, and others. To accommodate trailers and long bikes, a portion of the racks should be on the ground and should have an additional 36” of in-line clearance.

Performance criteria

The bike rack criteria in the next section apply to racks used in any installation, regardless of its purpose. Long-term installations often use lockers and group enclosures not discussed in this guide. Such equipment raises additional considerations that are discussed in detail in APBP’s full *Bicycle Parking Guidelines*. [➔ apbp.org](https://apbp.org)

INSTALLATION

Selecting an appropriate installation surface and technique is key to creating bicycle parking that remains secure and attractive over time.

INSTALLATION SURFACE

A sturdy concrete pad is an ideal surface for installing bicycle parking. Other surfaces often encountered include asphalt, pavers, and soft surfaces such as earth or mulch. These surfaces can accommodate in-ground mounting or freestanding bike racks such as inverted-U racks mounted to rails. See APBP's *Bicycle Parking Guidelines* for details. [➔ apbp.org](https://apbp.org)

INSTALLATION FASTENERS

When installing racks on existing concrete, consider the location and select appropriate fasteners. Drill any holes at least three inches from concrete edges or joints. Some locations benefit from security fasteners such as concrete spikes or tamper-resistant nuts on wedge anchors. Asphalt is too soft to hold wedge and spike anchors designed for use in concrete. Installing bike parking on asphalt typically requires freestanding racks and anchor techniques specific to asphalt.

FASTENERS

CONCRETE SPIKE



Installs quickly in concrete with a hammer. Tamper-resistant. Removal may damage concrete and/or rack.

CONCRETE WEDGE ANCHOR



Allows for rack removal as needed. Not tamper-resistant, but can accommodate security nuts (below).

SECURITY NUTS



Use with concrete wedge anchors. Security nuts prevent removal with common hand tools.

INSTALLATION TECHNIQUES

When installing racks on existing concrete, choose those with a surface-mount flange and install with a hammer drill according to the specifications of the mounting hardware selected. When pouring a new concrete pad, consider bike parking fixtures designed to be embedded in the concrete. Because replacing or modifying an embedded rack is complicated and costly, this installation technique requires particular attention to location, spacing, rack quantity, and material.



BICYCLE RACK SELECTION

PERFORMANCE CRITERIA FOR BIKE PARKING RACKS

These criteria apply to any rack for short- or long-term use.

CRITERIA	DETAILS
Supports bike upright without putting stress on wheels	The rack should provide two points of contact with the frame—at least 6” apart horizontally. Or, if a rack cradles a bicycle’s wheel, it must also support the frame securely at one point or more. The rack’s high point should be at least 32”.
Accommodates a variety of bicycles and attachments	The racks recommended on page 6 (“racks for all applications”) serve nearly all common bike styles and attachments—if installed with proper clearances (see placement section). Avoid designs and spacing that restrict the length, height, or width of bicycles, attachments, or wheels.
Allows locking of frame and at least one wheel with a U-lock	A closed loop of the rack should allow a single U-lock to capture one wheel and a closed section of the bike frame. Rack tubes with a cross section larger than 2” can complicate the use of smaller U-locks.
Provides security and longevity features appropriate for the intended location	Steel and stainless steel are common and appropriate materials for most general-use racks. Use tamper-resistant mounting hardware in vulnerable locations. Rack finish must be appropriate to the location (see materials and coatings section).
Rack use is intuitive	First-time users should recognize the rack as bicycle parking and should be able to use it as intended without the need for written instructions.

RACK STYLES

The majority of manufactured bike racks fall into one of the categories on pages 6-8. Within a given style, there is wide variation among specific racks, resulting in inconsistent usability and durability. APBP recommends testing a rack before committing broadly to it.

RACKS FOR ALL APPLICATIONS

When properly designed and installed, these rack styles typically meet all performance criteria and are appropriate for use in nearly any application.

INVERTED U

also called
staple, loop



Common style appropriate for many uses; two points of ground contact. Can be installed in series on rails to create a free-standing parking area in variable quantities. Available in many variations.

POST & RING



Common style appropriate for many uses; one point of ground contact. Compared to inverted-U racks, these are less prone to unintended perpendicular parking. Products exist for converting unused parking meter posts.

WHEELWELL-SECURE



Includes an element that cradles one wheel. Design and performance vary by manufacturer; typically contains bikes well, which is desirable for long-term parking and in large-scale installations (e.g. campus); accommodates fewer bicycle types and attachments than the two styles above.

This guide analyzes the most common styles of bike racks, but it is not exhaustive. Use the performance criteria on page 5 to evaluate rack styles not mentioned. Custom and artistic racks can contribute to site identity and appearance, but take care that such racks don't emphasize appearance over function or durability.

HIGH-DENSITY RACKS

These rack styles do not meet all performance criteria but may be appropriate in certain constrained situations.

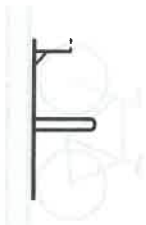
High-density rack systems can maximize the use of limited parking space, but they don't work for all users or bicycles. If installing these racks, reserve additional parking that accommodates bicycles with both wheels on the ground for users who are not able to lift a bicycle or operate a two-tier rack, or for bikes that are not compatible with two-tier or vertical racks.

STAGGERED WHEELWELL-SECURE



Variation of the wheelwell-secure rack designed to stagger handlebars vertically or horizontally to increase parking density. Reduces usability and limits kinds of bikes accommodated, but contains bikes well and aids in fitting more parking in constrained spaces.

VERTICAL



Typically used for high-density indoor parking. Not accessible to all users or all bikes, but can be used in combination with on-ground parking to increase overall parking density. Creates safety concerns not inherent to on-ground parking.

TWO-TIER



Typically used for high-density indoor parking. Performance varies widely. Models for public use include lift assist for upper-tier parking. Recommend testing before purchasing. Creates safety concerns not inherent to on-ground parking, and requires maintenance for moving parts.

RACKS TO AVOID

Because of performance concerns, APBP recommends selecting other racks instead of these.

WAVE

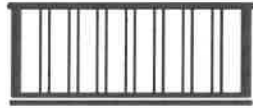
also called undulating or serpentine



Not intuitive or user-friendly; real-world use of this style often falls short of expectations; supports bike frame at only one location when used as intended.

SCHOOLYARD

also called comb, grid



Does not allow locking of frame and can lead to wheel damage. Inappropriate for most public uses, but useful for temporary attended bike storage at events and in locations with no theft concerns. Sometimes preferred by recreational riders, who may travel without locks and tend to monitor their bikes while parked.

COATHANGER



This style has a top bar that limits the types of bikes it can accommodate.

WHEELWELL



Racks that cradle bicycles with only a wheelwell do not provide suitable security, pose a tripping hazard, and can lead to wheel damage.

BOLLARD



This style typically does not appropriately support a bike's frame at two separate locations.

SPIRAL



Despite possible aesthetic appeal, spiral racks have functional downsides related to access, real-world use, and the need to lift a wheel to park.

SWING ARM SECURED



These racks are intended to capture a bike's frame and both wheels with a pivoting arm. In practice, they accommodate only limited bike types and have moving parts that create unneeded complications.

RACK MATERIALS & COATINGS

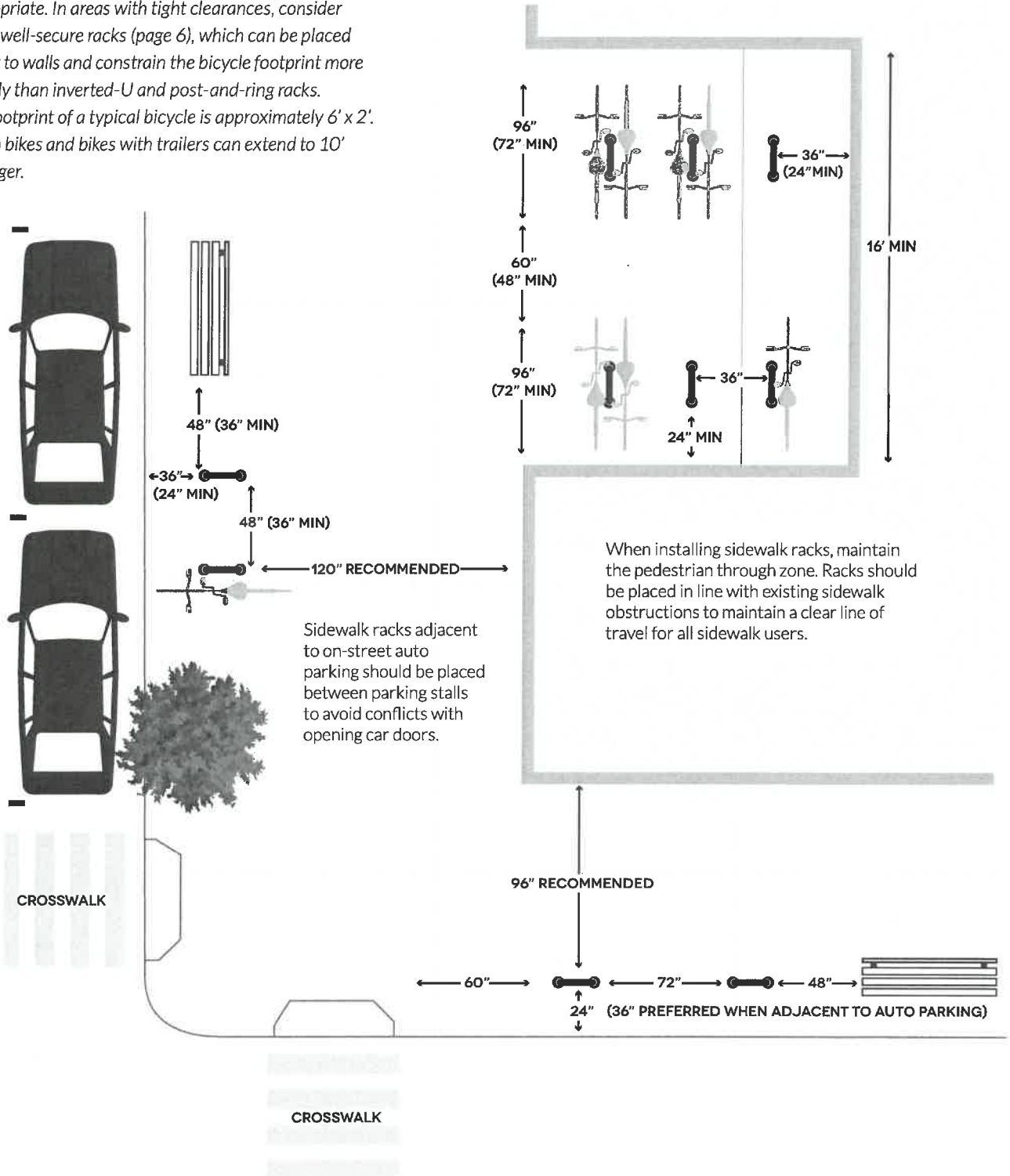
Most bicycle parking racks are made of carbon steel or stainless steel. Carbon steel requires a surface coating to resist rust while appropriate grades of stainless steel need no coating. Not all materials and coatings with the same name perform equally. Square tubing provides a security advantage as round tubing can be cut quietly with a hand-held pipe cutter. Before purchasing racks, talk to suppliers about your particular conditions and choose a material and coating that suit your needs. The following are common choices, depending on local considerations and preferences.

RACK MATERIAL – COATING	RELATIVE PURCHASE COST	DURABILITY	CAUTIONS
Carbon steel - galvanized	Usually lowest	Highly durable and low-maintenance; touch-up, if required, is easy and blends seamlessly	Utilitarian appearance; can be slightly rough to the touch
Carbon steel - powder coat* (TGIC or similar)	Generally marginally higher than galvanized	Poor durability	Requires ongoing maintenance; generally not durable enough for long service exposed to weather; not durable enough for large-scale public installations
Carbon steel - thermoplastic	Intermediate	Good durability	Appearance degrades over time with scratches and wear; not as durable as galvanized or stainless
Stainless steel - no coating needed, but may be machined for appearance	Highest	Low-maintenance and highest durability; most resistant to cutting	Can be a target for theft because of salvage value; maintaining appearance can be difficult in some locations

* When applied to carbon steel, TGIC powder coat should be applied over a zinc-rich primer or galvanization to prevent the spread of rust beneath the surface or at nicks in the finish.

PLACEMENT

The following minimum spacing requirements apply to some common installations of fixtures like inverted-U or post-and-ring racks that park one bicycle roughly centered on each side of the rack. Recommended clearances are given first, with minimums in parentheses where appropriate. In areas with tight clearances, consider wheelwell-secure racks (page 6), which can be placed closer to walls and constrain the bicycle footprint more reliably than inverted-U and post-and-ring racks. The footprint of a typical bicycle is approximately 6' x 2'. Cargo bikes and bikes with trailers can extend to 10' or longer.





ARTICIPATE FACADE GRANT APPLICATION

Application Request: \$1,087 in Facade and Parking Lot Enhancement Program Matching Funds

Articipate located at 3833 Twelve Mile Road in Downtown Berkley has submitted a facade and parking lot enhancement grant application. It covers painting and masonry work for garage in the alley and parking lot of the art studio and gallery building.

The DDA Art & Design Committee reviewed the application request. As the applicant is a member of that committee, she did not participate in the review. Two committee members recommended approval of the application, but one committee member had reservations about the precedent and applicability of the program parameters.

The DDA Board of Directors can opt to approve, deny, or table this particular program application. Supplemental information that accompanied the application is included in your meeting materials for review.

- Mike McGuinness, Executive Director. November 5, 2021.

Berkley DDA Downtown Commercial Facade & Parking Lot Enhancement Grant Program

To: Michael McGuinness, Executive Director and DDA Board Members,

I am applying for a Parking Lot Enhancement Grant. Articipate is a storefront art studio and gallery. It has been a Berkley business for over eight years. We provide art education and workshops, as well as a place to host and celebrate local talent. Articipate is located on the south-side of 12 Mile Rd, in the west end of Berkley's Downtown District.

Articipate's storefront was updated in 2020 with the help of the DDA/Oakland Co. design consultant and an earlier facade grant. Thank you!

Behind the main building, is a one story garage which faces an egress alley. It is in need of masonry work and painting. Please see estimates attached to this application. Masonry work will total \$675, the painting, \$1500 for a total of \$2175. The overall look of the white building will not be noticeably different, just tidy. The maximum amount I am requesting for this facade grant is \$1087; 50% of the total cost of the renovation.

The improved surface and white painted walls of the garage will have the potential for a future mural.

Fun fact: The main building and the garage building will be a century old in 2024!

Thank you for your consideration of this grant application.

Best regards,
Deborah Kobayashi
Articipate Art Studio
3833 12 Mile Rd. Berkley, MI 48072
<http://www.articipate.us>
248-812-9022

ESTIMATE

3833 12 Mile Rd. Berkley

(248) 797-4434



Diamond Painting LLC

652 Dorchester Dr
Rochester Hills, MI 48307

Phone: (248) 935-4514

Email: diamondpaintingllc7@gmail.com

Web: www.diamondpaintingcontractor.com

Estimate #

001618

Date

10/08/2021

Description	Total
Exterior	\$1,500.00
2 car Garage painting - brick painting - trim painting - no garage doors • power washing • scraping and caulking • 2 coats of paint • use Regal , high quality paint from Benjamin Moore	
Subtotal	\$1,500.00
Total	\$1,500.00

Notes:

Paint is included in the price. Thank you


By signing this document, the customer agrees to the services and conditions outlined in this document.

A handwritten signature in black ink, appearing to be 'E. J. M.', written above a horizontal line.

Signed on: 10/08/2021

Diamond Painting LLC

3833 12 Mile Rd. Berkley

	<p>STEVEN HORGER MASONRY 248-496-2552 233 S COATS RD. OXFORD, MI. 48371</p>	<p>Amount</p>
<p>10/8/21</p>	<p>Articipate garage mason repair. Debby Kob ESTIMATE</p>	
<p>L+M</p>	<p>I will grind out the cracking and flaking masonry areas and fill with new mortar.</p>	<p>\$675.00</p>
	<p>Payable at completion</p>	
	<p>TOTAL AMOUNT</p>	<p>\$675.00</p>









CITY OF BERKLEY COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Berkley Downtown Development Authority

From: Erin Schlutow, Community Development Director

Subject: DDA Design Overlay District – Architectural Design Review Checklist

Date: November 4, 2021

I am excited to bring to you the draft ordinance language for the DDA Design Overlay District and the draft Architectural Design Review Checklist.

As you know, the DDA Guidelines was completed in 2018/2019 and have not been adopted by Council. There are several reasons for the delay. Below is a short timeline so you know where we have been.

2019	<ul style="list-style-type: none"> Design Overlay District ordinance was drafted by former DDA Director Vivian Carmody and former Community Development Director Tim McLean. After reviewing and discussing with City Manager, members of the Planning Commission and members of City Council, there were some items that needed to be addressed and changed.
Dec 2019/Jan 2020	<ul style="list-style-type: none"> I received a petition circulated by a DDA business owner in opposition of the DDA Guidelines. The petition was signed by several business and property owners. I contacted each person who signed to understand their feelings in opposition to the Guidelines and invite them to speak with me
Feb 2020	<ul style="list-style-type: none"> I appeared before the DDA and discussed the issues with the ordinance as was written and the feedback I had received from business and property owners in the DDA.
Early March 2020	<ul style="list-style-type: none"> Three in-person meetings were scheduled with business and property owners in the DDA who had signed the petition. Many individuals who signed the petition did not attend. Two of the three scheduled meetings were held to discuss the Design Guidelines; what they are, how they were proposed to be used, and to get feedback on implementing them. While a couple objected to the Design Guidelines and Overlay District in any form, others were intrigued by the idea and were interested in how this could move forward to help their businesses. Unfortunately, the third meeting was cancelled due to the beginning of the lockdown.
Lockdown	<ul style="list-style-type: none"> Several discussions occurred with former DDA Director Jennifer Finney, City Manager, Planning Commission Chair and myself that determined to postpone movement on the DDA Guidelines and ordinances, as the topic was too controversial to include during virtual meetings.

Post-Lockdown	<ul style="list-style-type: none"> When things started to open back up and restrictions lessened and meetings returned to in-person formats, we started to look at the overlay district language again.
August, September, October 2021	<ul style="list-style-type: none"> Meetings held with DDA Director, PC Chair, members of DDA to review draft language and discuss methods to enforce compliance
October 2021	<ul style="list-style-type: none"> Draft language sent to the City Attorney for review and comments
November 2021	<ul style="list-style-type: none"> Draft language discussion with DDA Board

Presented to the DDA Board is the updated draft Overlay District ordinance and proposed Architectural Design Review Checklist.

The **DDA Design Overlay District ordinance** will establish the boundaries of properties that would be subject to the DDA Guidelines, the review procedures for new construction, façade improvements, additions, site alterations, etc., the requirement to complete the Architectural Design Review Checklist by the applicant, and designates which body shall review and approve projects that are subject to the DDA Design Guidelines.

The **Architectural Design Review Checklist** was created as a means to score the proposed development projects within the DDA Design Overlay District. The checklist will be included in the site plan application for the applicant/developer to complete. We are hopeful that applicants may see the types of criteria they will be judged upon, and will raise the level of their designs.

Once submitted, the ADRC will be provided to the Planning Commission as part of the application package.

Adoption Timeline

It is intended to bring the DDA Guidelines, DDA Design Overlay District ordinance amendment, and the Architectural Design Review Checklist to the City Council for adoption at the same meeting.

The Overlay Ordinance will required discussion and public hearings by Planning Commission with recommendation to City Council for adoption. The DDA Design Guidelines and the Architectural Design Review Checklist can be adopted by City Council by resolution.

Also included in your packet is the original overlay ordinance, written in 2019, so as to provide context as to what has been changed.

I look forward to discussing with you at the November DDA meeting.

If you have any questions, feel free to contact me.

Draft Ordinance Amendment to Add Division 19. DDA Design Overlay District into Article 5, *District Regulations* of Chapter 138, *Zoning*.

Chapter 138. *Zoning*

Article 5. *District Regulations*

Division 7. *DDA Design Overlay District*

Sec 138-XXX. Intent and Purpose.

It is recognized by this Chapter that there are areas within existing Zoning Districts of the City that require additional regulations in order to ensure the complementary design, scale, placement of new construction and façade changes along the commercial corridors in the City.

This Division provides for a DDA Design Overlay District that will regulate the aesthetic appearance and general layout of the Coolidge Hwy and West Twelve Mile commercial corridors to establish and promote the community's vision of the corridors while also encouraging the cohesive and vibrant image that is unique to Berkley.

The DDA Design Overlay District is established for several reasons, including, but not limited to, to enhance the quality and compatibility of new developments, to promote and encourage façade improvements on existing buildings, to establish consistent architectural and design guidelines, to encourage sustainable development and to prioritize the inclusion of outdoor public spaces and multi-modal transit options, as detailed in the DDA Design Guidelines.

Sec. 138-XXX. Delineation of DDA Design Overlay District.

The DDA Design Overlay District shall include and consist of the area designated and described as the Downtown Development Authority, the Downtown District in Chapter 42, *Downtown Development*, of the Code of Ordinances. The DDA Design Overlay District shall be adopted by City Council and shown on the City of Berkley Zoning Map as an overlay district.

All projects located within the DDA Design Overlay District shall be subject to the requirements of the underlying zoning district and the overlay district.

Sec. 138-XXX. DDA Design Guidelines

1. All projects for properties located in the DDA Design Overlay District shall strive to meet the spirit and intent of the DDA Design Guidelines, as adopted by resolution by the Berkley City Council.
2. The DDA Design Guidelines shall be referred to for all new construction, redevelopment, site improvements, façade changes and all applicable projects located in the DDA Design Overlay District. The Downtown Development Authority and Planning Commission shall use the DDA Design Guidelines as reference for proposed projects within the DDA to ensure compliance with the community's vision.

3. Strict compliance with the DDA Design Guidelines shall not warrant an automatic denial of a submitted plan. The approving authority may consider whether the applicant can meet the spirit and intent of the DDA Design Guidelines, using alternative materials and design concepts that are not currently contemplated by the DDA Design Guidelines.

Sec. 138-XXX. DDA Design Guidelines Review Procedure.

1. To ensure compliance with the spirit and intent of the DDA Design Guidelines, new construction, site improvements, façade changes, redevelopments, or other projects located within the DDA Design Overlay District shall be reviewed by the Downtown Development Authority Executive Director and the Community Development Director.
2. City staff shall meet with the applicant, upon request, to review and discuss the proposed project in relation to the Zoning Ordinance requirements and determine compatibility with the DDA Design Guidelines.
3. The Downtown Development Authority Executive Director and Community Development Director shall advise the Planning Commission through a written report on the overall design of the project and if it can meet the spirit and intent of the DDA Design Guidelines.
4. An architectural design checklist shall be submitted by the applicant as part of the site plan review application.

Sec. 138-XXX. Architectural Design Checklist

1. As part of the site plan review process, the applicant shall submit an Architectural Design Checklist. The Checklist shall consist of the following criteria:
 - a. Building Materials and Colors
 - b. Landscape and Streetscape Design
 - c. Architectural Features
 - d. Pedestrian Friendly Design
 - e. Sustainability and Environmental Design
 - f. Site Design and Layout
 - g. Accessory Structures
 - h. Composition and Character
2. The Architectural Design Checklist shall be scored by the applicant prior to submitting the plans to the City as part of the site plan application. City staff shall review the Architectural Design Checklist and determine if the scoring is complete and shall provide a copy to the Planning Commission during their review.
3. The Planning Commission encourages applicants to meet a minimum score of 80 percent of total possible points on the Architectural Design Checklist. The Planning Commission shall have the authority to grant site plan approval for projects that do not meet the minimum score, provided that the applicant can demonstrate the plans meet the spirit and intent of the DDA Design Guidelines.
4. If the applicant cannot demonstrate that the submitted site plan meets the spirit and intent of the DDA Design Guidelines, the Planning Commission may postpone the site plan request in order for the applicant to continue working with City staff to make necessary modifications to the plans.

Sec. 138-XXX. Planning Commission Review.

1. Site plans submitted for Planning Commission review shall comply with Division 7, *Site Plan Review*, of Article VI *Administration and Enforcement*, of Chapter 138 *Zoning*.

Sec. 138-XXX. Administrative Review

1. For projects that do not require Planning Commission approval, per Section 138-XXX, the Community Development Director and Downtown Development Authority Executive Director shall administratively review the proposed project in order to determine if the project is in compliance with the DDA Design Guidelines.
2. The submitted site plan shall provide all applicable information as noted in Section 138-680 and the Architectural Design Checklist, to be completed by the applicant.
3. If the applicant does not agree with administrative review decision by the Community Development Director and Downtown Development Authority Executive Director, they may request a formal review by the Planning Commission.
4. Based on the scale and scope of the project, the Community Development Director may determine that the proposed project does not qualify for administrative review and should be reviewed in a public meeting by the Planning Commission.

Sec. 138-XXX. Exemption from Design Guidelines.

The following uses shall be exempt from design requirements specific to the DDA Design Overlay District and DDA Design Guidelines within the Downtown Development Authority. All other reviews and approvals shall be required, as specified in other sections of the Zoning Ordinance.

1. Single Family Detached Dwellings.

Sec. 138-XXX. Signs

Any publicly displayed sign, symbol or notice on premises to advertise the business there transacted, or name or person or firm conducting such business on premises, shall be regulated as required in Chapter 94.

Sec. 138-XXX. Lighting

Any publicly displayed sign, symbol or notice on premises to advertise the business there transacted, or name or person or firm conducting such business on premises, shall be regulated as required in Division 4.5 *Outdoor Lighting*, of Article III *General Provisions*, of Chapter 138 *Zoning*.

Sec. 138-XXX. Appeals of Planning Commission Decisions.

An appeal may be taken to the zoning board of appeals by an applicant or property owner aggrieved by a decision of the zoning officer or planning commission. See Division 5 *Appeals*, of Article VI *Administration and Enforcement*, of Chapter 138 *Zoning* for Appeals procedures.

DDA Design Overlay District

Architectural Design Review Checklist



Purpose

The objective of the Architectural Design Checklist is to encourage new construction, redevelopment, and façade changes of buildings and structures that will contribute to the unique character of the community, are in harmony with the existing neighborhood and add to the eclectic aesthetic of Berkley. This includes selecting durable materials and textures, designing elevations using appropriate proportions, selecting harmonious colors and textures, and ensuring the overall site design has a balanced and appealing composition.

Downtown Design Guidelines

The Downtown Design Guidelines, as adopted by City Council, should be consulted when planning and designing projects for properties located in the DDA Design Overlay District.

Evaluation Criteria

As part of the site plan approval process, the architectural elements of the proposed building, addition, façade change or site improvements shall be weighed in a point rating system. This is not to restrict development that is strictly uniform and unimaginative. Berkley has a variety of building styles and decorative elements that are unique to the community. **Creativity in design is encouraged.** The checklist is structured so as to give positive points to desirable architectural elements.

The evaluation is based on the proposed project; new construction, addition, façade change. The criteria for review include, but is not limited to:

- a) Building Materials & Colors
- b) Landscape & Streetscape Design
- c) Architectural Features
- d) Pedestrian Friendly Design
- e) Sustainability & Environmental Design
- f) Site Design & Layout
- g) Accessory Structures
- h) Composition & Character

Review

The applicant shall review their project and complete the following pages **BEFORE** submitting plans to the Community Development Department. All projects should strive to meet the highest score possible.

The projects can be judged by the following scale:

- 100 points or more = Excellent!
- 90 – 99 = Very good
- 80 – 89 = Good
- 70 – 79 = Satisfactory
- 69-60 = Ok
- 59 or less = Unacceptable

DDA Design Overlay District Architectural Design Review Checklist



Project Name: _____

Address: _____ Character Area: _____

Name of Evaluator: _____ Date: _____

The Architectural Design Review shall be prepared by the applicant or representative who has submitted a site plan for review by staff and Planning Commission. Questions can be addresses to the Community Development Director.

Building Materials and Colors

Objective: Exterior building materials and colors should provide a sense of scale and texture and convey design quality and visual interest.

Exterior Wall Materials	Score	Applicant Scored	City Scored
Brick Masonry			
Stone (limestone, granite)			
Concrete			
Metal siding			
Wood (lap, board and batten, shake)			
Stucco (EIFS)			
Subtotal:			

Full points granted for 50% or more of the proposed material.

Point allocation will be halved for less than 50% of any one material. May include more than one material.

Building Material Aesthetics	Score	Applicant Scored	City Scored
Material changes to enhance façade appearance			
Wrap materials around building corners			

Wall Colors	Score	Applicant Scored	City Scored
One color:			
Primary Color			
Neon Color			
Multiple colors:			
Complementary Colors			
Accent Colors			

**DDA Design Overlay District
Architectural Design Review Checklist**



Landscape and Streetscape Design

Objective: New construction and site improvements should include landscape and streetscape design elements that will enhance the property, as well as increase the aesthetic appearance for pedestrians.

Site Improvements	Score	Applicant Scored	City Scored
Bicycle Rack			
Streetscape Planters			
Low Impact Design			
All Season Landscaping			
Subtotal:			

Architectural Features

Objective: Street frontage design elements, referred to as building articulation, includes vertical or horizontal changes in materials, texture or all plane that influence the scale of a building.

Features	Score	Applicant Scored	City Scored
Accent Lines			
Color and Material Changes			
Wall Offsets			
Height Variation			
Increased Setbacks			
Upper Floor Setbacks			
Subtotal:			

Pedestrian-Friendly Design

Objective: A building façade should incorporate high-quality design features that create a pedestrian-friendly street level experience that enhances Berkley's community image and conveys an active and vibrant appearance.

Walkable Design	Score	Applicant Scored	City Scored
Recessed entries, courtyards, or other setbacks on ground floor façade			
Blank walls include decorative wall features or mural			
Display cases, either in windows or cantilever			
Canopies and awnings			
Side wall design features			

DDA Design Overlay District Architectural Design Review Checklist



Highlight main entrance			
Subtotal:			

Sustainability and Environmental Design

Objective: Architectural design elements should incorporate sustainable materials and energy efficient, low impact design and conservation.

Sustainability	Score	Applicant Scored	City Scored
Building materials locally manufactured			
Recycled materials			
Solar panels			
Green walls, roofs			
Bioswales			
Rain garden			
Rain barrels			
Subtotal:			

Site Design and Layout

Objective: Site improvements should include parking layout updates that include additional landscaping, planters, low impact design, streetscape improvements and parking area screening from the roadway.

Design & Layout	Score	Applicant Scored	City Scored
Parking lot landscaping islands			
Decorative property screening			
Low Impact Design			
Subtotal:			

Accessory Structures

Objective: Accessory structures should reflect the design and architectural improvements that are proposed for the principal structure.

Accessory Structures	Score	Applicant Scored	City Scored
Compatibility with principal structure			

DDA Design Overlay District Architectural Design Review Checklist



Subtotal:			

Composition and Character

Objective: The overall composition of the building and site design and layout contribute to the commercial corridor and character of the community.

Character	Score	Applicant Scored	City Scored
Compatibility with neighborhood			
Unique design that will contribute aesthetic appeal of the commercial corridor			
Subtotal:			

Please calculate your total below.

Strict compliance with the DDA Design Guidelines shall not warrant an automatic denial of a submitted plan. The City encourages applicants to meet a minimum score of 80 percent of the total possible points on the Checklist.

Total Score	Applicant Scored	City Scored

If you have any questions about the categories or scoring criteria, please contact the Community Development Director or the DDA Executive Director.

Thank you.

DRAFT DESIGN, BUT SHARING FOR EVENT ROSTER CONTEXT ☺
- M.M.



retro feel. metro appeal.

merrimonth

IN DOWNTOWN BERKLEY

Join our merry downtown elves for a month full of merriment!



SMALL BUSINESS SATURDAY



SATURDAY, NOVEMBER 27, 11 am to 6 pm: Kick off the holiday shopping season the right way. by supporting our downtown's many small businesses. We have new retailers celebrating their grand opening, many free giveaways, and our Merry Elves surprising shoppers with free Berkley swag.

MERRY FAIRIES SCAVENGER HUNT



NOVEMBER 27 THROUGH DECEMBER 31: Using the ActionBound Scavenger Hunt App on SmartPhones, follow clues to visit the festively refreshed Fairy Doors throughout Downtown Berkley. Those who complete the hunt will win fun prizes. The Merry Fairies hope to see you!

MERRY & BRIGHT SHOPPING NIGHTS



THURSDAYS, 5 to 9 pm (December 2, 9, 16, 23): Downtown retailers will stay open late to give you a magical holiday shopping experience. Live musical performances, gift wrapping stations to raise funds for local charities, our Merry Elves surprising shoppers with gifts on the street, & much more.

HOLIDAY LIGHTS PARADE, PRE-GAME



SATURDAY, DECEMBER 4: A beloved annual tradition! From 4 to 5:30 pm, we'll warm up on both Griffith and Robina at stations along Twelve Mile, plus a party to welcome our new downtown mural on Robina. At 5:30 the parade kicks off, followed by Santa Claus making his famous Berkley stop.

FAMILY FUN SHOPPING TROLLEY



SATURDAY, DECEMBER 11, 11 am to 6 pm: A holiday shopping experience the whole family can enjoy! Our complimentary downtown shopping trolley will run along Coolidge & Twelve Mile, many stores will have kid-friendly activities, our Merry Elves will surprise children with prizes, & more fun!

PLUS: FESTIVE STOREFRONTS & LOCAL GIFT IDEAS



Just as your Downtown Development Authority did for our BOOIKLEY Nights series, we'll work with our dynamic downtown building owners to transform storefronts for the holiday season. On Social Media, our Merry Elves will also spotlight unique gift ideas available to buy here in our downtown.

DOWNTOWNBERKLEY.COM / MERRIMONTH



Executive Director's Report

November 2021 Board of Directors Meeting

Thank you again for the continued opportunity to carry on the stimulating, rewarding work of advancing downtown Berkley. There are many projects actively underway, and I'm working diligently to keep them all moving forward.

This month marks my first time reporting to you as the Executive Director, as opposed to my previous Interim status. At the October 18, 2021 Berkley City Council meeting, that body voted to ratify this Board's decision to make me your Executive Director; thank you again for that vote of support at last month's Board meeting.

In recent weeks, the BOO!KLEY Nights series borne out of the DDA Marketing & Promotions Committee has concluded. As shared with you last month, but with additional weeks of positive results to review, BOO!KLEY Nights has been a resounding success. This effort by our DDA has generated substantial media coverage, community interest, downtown foot traffic, and organizational goodwill among the downtown merchants and Berkley residents. The month concluded with a wildly successful Trick or Treat Stroll and Monster Mash on October 30; thank you to the DDA Board members and volunteers that played a role in that success.

The Plaza construction project has made substantial progress toward completion. Of the three parties driving this shared effort, our organization is acting as the fiscal agent for pay applications to the contractor. In October the first payment was made, and invoices generated for the city and school district. The next payment has similarly been processed in recent days. As we have discussed in previous months, and shall discuss further at this meeting, strategic decisions remain for the strongest possible ongoing utilization of this new public space by our community.

If there are any questions, or particular items on which you'd like me to elaborate further, please reach out any time. Thank you again for this continued opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike McGuinness".

Mike McGuinness, Executive Director
Berkley Downtown Development Authority