

Dexter, Michigan
Downtown Development Authority

MEETING NOTICE

MAY 15, 2013

7:30 AM

**DEXTER SENIOR CENTER
7720 ANN ARBOR STREET
DEXTER, MICHIGAN 48130**

Dexter Downtown Development Authority

Meeting Agenda
May 15, 2013 <> 7:30 AM
Dexter Senior Center
7720 Ann Arbor Street
Dexter, MI 48130

1. Call to Order:

2. Roll Call

Bellas, Rich	Brouwer, Steve	Covert, Tom
Darnell, Don	Finn, Doug	Jones, Carol
Keough, Shawn	Lundy, Dick	Model, Fred
O'Haver, Dan	Schmid, Fred	Willis, Randy

3. Approval of Minutes from the Regular April 17, 2013.

4. Approval of Agenda:

5. Pre-arranged Audience Participation: None

6. Non-Arranged Citizen Participation:

7. Treasurer's Report: **SENT IN SEPARATE EMAIL**

a) Invoices: **\$40,189.59**

Paid to avoid late fees: Loan Payment **\$37,686.79** paid 4-23-13. Village Utility Billing Water & Refuse **\$191.31** paid 4-15-13. DTE **\$1,532.99** paid 4-15-13

Invoices due in May: Dancers Edge **\$300** reimbursement for RotoRooter, Scott Munzel **\$478.50**

b) Approval of Treasurer's Reports- April

c) Consideration of: Approval of the 2013-14 Budget

d) Review Forecast- Continue to Evaluate Capital Improvements Project Priorities

8. Correspondence / Communications:

- a) Chelsea's Path to a Vibrant Downtown- Steve Brouwer asked that a copy of this case study be provided to the DDA.
- b) James Franke of Norfolk Homes letter dated 4-29-13 regarding interested in 3045 Broad Street property.

9. Action Items:

- a) Consideration of: Broad Street Parking Conceptual Plan. This item was postponed on the April 2013 agenda. A site meeting took place on May 1, 2013 to review the concept plan with the Fire Inspector. An update from the site meeting is attached.
- b) Consideration of: Request from Dexter Daze Committee for a donation to the 41st annual Dexter Daze Event.

10. Discussion and Updates:

- a) Street Lighting Standard within the DDA District. Attached are several documents related to a Site Plan Review item and the suspension of section V.H. B of the Village of Dexter Engineering Standards. The DDA and Village Council were asked to act without delay to address implementation of the standard.
- b) Chaconas Listing Agreement-Copy Attached. Jim Chaconas will be attending the meeting to review the next steps.
 - Confirmation from Jim Chaconas that he does NOT get paid if the property doesn't sell.
 - Mr. Chaconas can help us establish a listing price.
 - The DDA needs to explore whether we can list without an asking price.
 - Minimum Commission \$20,000. This represent a selling price of around \$340,000
 - Listing Period through June 30, 2014
- c) 3045 Broad Street Redevelopment
 - Capping Activity report from ASTI confirming that the capping activity was performed properly will be provided.
 - Updates from Redevelopment Team Meetings 4-17-13 and 4-24-1. Meeting notes attached for your review.

11. Village President

12. Chairman's Report:

Items for June Agenda:

-
-

13. Non-Arranged Citizen Participation:

14. Adjournment

Dexter Downtown Development Authority

April 17, 2013 <> 7:30 AM

Dexter Senior Center
7720 Ann Arbor Street
Dexter, MI 48130

MINUTES

1. Call to Order: Called to order at 7:30 by Chairman Steve Brouwer.

2. Roll Call

Bellas, Rich	Brouwer, Steve	Covert, Tom
Darnell, Don	Finn, Doug	Jones, Carol
Keough, Shawn	Lundy, Dick-ab	Model, Fred
O'Haver, Dan-ab	Schmid, Fred-ab	Willis, Randy

Also in attendance: Donna Dettling, Dexter Village Manager and Jim Carson, Village Trustee.

3. Approval of Regular Minutes from March, 20, 2013 and Special Meeting Minutes from March 28, 2013: *Motion by Randy, second by Don to approve the regular meeting minutes of March 20, 2013 and special meeting minutes of March 28, 2013 as presented. Motion carries.*

4. Approval of Agenda: *Request from Rich Belas to include a report from the Arts, Culture & Heritage Committee under Discussion and Updates. Motion by Randy, second by Doug to approve the agenda with the addition of a report from the Arts, Culture & Heritage Committee. Motion carries.*

5. Arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

7. Treasurer's Report:

a) Invoices: Scott Munzel invoice 1001 for \$313.50; ASTI invoice 22469H for \$1,650.00; and DTE for gas & electric for \$39.58 (pre-paid on April 12, 2013 to avoid late fees) for a total of \$2,003.08. *Motion by Doug, second by Don to pay the invoices in the amount of \$2,003.08. Motion carries.*

b) Approval of Treasurer's Reports – *Motion by Doug, second by Fred M to approve the March Treasurer's report. Motion carries.*

c) Review Draft of 2013-2014 Budget. *Motion by Tom, second by Doug to unlock the \$80,000 state disputed funds and put these funds back into Fund 394. Motion carries.*

c) Review Forecast – Continue to evaluate Capital Improvements Project Priorities

8. Correspondence / Communications:

a) Water Well Abandonment Report

9. Action Items:

- a) Consideration of: Jim Chaconas' Exclusive Listing Agreement dated March 25, 2013
- Minimum Commission \$20,000. This represents a selling price around \$340,000.
 - Listing Period through June 30, 2014

Motion by Doug, second by Tom to engage Jim Chaconas' as the exclusive listing agent for the DAPCO Property at 3045 Broad Street from March 25, 2013 until June 30, 2014. Motion carries.

- b) Consideration of: Broad Street Parking Conceptual Plan
Motion by Fred M, second by Don to postpone the vote on the Broad Street Parking Conceptual Plan until the May Meeting. Motion carries. Discussion followed on the proposal.

10. Discussion Updates:

- a) 3045 Broad Street Redevelopment
- Capping Activity Completed as of April 11, 2013. A request from ASTI confirming that the capping activity was performed properly will be provided.
 - Next Redevelopment Team Meeting 4-17-13 at 4:00 p.m. A second meeting in April is planned for 4-24-13 at 5:30 p.m.
- b) Joint DDA/Village Council Meeting. Proposed date prior to regular Council Meeting at 6:00 p.m. on Monday, May 13, 2013.
- c) Arts, Culture & Heritage Committee Report. *Rich reported on the newest and most industrious project for the committee; the Plein Air Festival to be held the week after Dexter Daze and he explained the concept of the event. He also mentioned that a facebook page will be set up for the event.*

11. Village Reports:

- a) President - *Shawn reported that the next Town Hall Meeting will be held on Saturday, April 27 at 12 Noon at the Library for the purpose of discussion of the upcoming referendum election on May 7 regarding cityhood and that there will be a newsletter item for residents regarding the proposed vote and differences between a City and a Village. The Village is trying to wrap up the Mill Creek Park Project as there are still a few small issues to resolve. Will be adopting the Capital Improvement Plan in May and the first 2013-2014 Budget Review Session will be held on May 1.*
- b) Staff Support Update – None

12. Chairman's Report:

Steve reported that the Dexter Wellness Center will be completed in a few weeks and will be opening to the public in June. There will be numerous open houses over the next few months.

Items for the April Agenda – Consideration of Broad Street Parking Plan and to Research a Commercial Rehabilitation District.

13. Non-Arranged Citizen Participation:

Village Trustee, Jim Carson thanked the DDA for hiring Colliers International to list the old DAPCO property.

14. Adjournment: *Motion by Doug and second by Don to adjourn the meeting at 8:07 AM. Motion carries.*

Respectfully submitted,

Carol Jones
Secretary

NATIONAL LEAGUE of CITIES | CASE STUDY

8a.

By Brett Common

DOWNTOWN USA: Chelsea's Path to a Vibrant Downtown

Chelsea, Michigan, Population: 4,944

The last thirty years have been anything but easy for America's small towns. The reasons why are mostly due to macroeconomic factors beyond their control. Foreign competition and technological progress have hit the manufacturing sector especially hard, leaving factory towns reeling. The proliferation of big box retail has driven consumers out of downtowns and into malls. And the continuing trend toward urbanization is leaving the small town increasingly underrepresented in policy discussions.

Chelsea, Michigan – a small town about fifteen minutes west of Ann Arbor – felt these same effects. By the mid-1980s, the village (now a city) was losing its downtown. Small businesses were moving out, leaving storefronts vacant. To make matters worse, the businesses that were closing were retailers that offered useful staples – a drugstore, a grocer, and a department store. A new strip mall located closer to the interstate also created competition for businesses in the area, representing a new threat to downtown.

Today however, downtown Chelsea is thriving. It has evolved into a destination city with a blooming restaurant scene, independent retailers, and events that draw visitors into the city's core. Chelsea has been able to take advantage of its unique assets to promote growth while retaining the historic charm that visitors relish. Chelsea is not without challenges, but it successfully fought off the encroaching malady that was at its downtown's doorstep only a short time ago.



WHAT TURNED THE TIDE FOR CHELSEA? WHO WAS INVOLVED AND WHAT WAS THE PROCESS LIKE? HOW DID IT START?

This case study focuses on key elements contributing to Chelsea's success through its downtown development story. It closes with some lessons for cities that find themselves in similar circumstances.

REALIZING THE NEED TO CHANGE

There are almost always proactive leaders behind any positive change, and Chelsea is no different. In the early- to mid-eighties, a select few citizens, city leaders, and business owners became concerned about what was happening to their downtown. Two of these leaders included Ann Feeney, a former Chelsea mayor and current councilmember; and Mark Heydlauff, owner of a downtown [appliance store](#) and current member of Chelsea's [Downtown Development Authority](#) (DDA). They were seeing a downtown that was slowly dying, so with the help of other interested stakeholders, they formed a vision group and decided to do something about it.

The group got together in 1985 and outlined a vision ("Vision 1995") for the downtown, which was formulated around a very basic question: "What should the town look like?" They focused first on incremental changes intended to make Chelsea's downtown a more inviting destination – removing the electrical wiring from Main Street, improving the sidewalks, planting trees, and improving the lighting. To help fund these aesthetic improvements, Chelsea took advantage of a relatively new state law at the time that allowed for cities to designate downtown districts that could use tax increment financing (using additional revenue generated by a completed project to pay for development costs) to "correct and prevent deterioration in business districts." As a result, Chelsea's DDA was formally established in 1985.

Mission Statement



It is the mission of the Chelsea Downtown Development Authority to provide the mechanism and leadership necessary to keep Chelsea a desirable place to own a business, raise a family, work and recreate.

The DDA was created in 1985 with the following goals:

- A. To maintain the strength of the city center as an active marketplace—the community and retail center of Chelsea. It is important to capitalize on the historic character of the downtown.
- B. To continue to enhance the historic character of the downtown through restoration and renovation, while allowing the opportunities for healthy growth that complements the existing retail mix.
- C. Focus on the importance of off-street parking to gain a quality pedestrian shopping environment.
- D. Maintain the distinction of the different character and function of the highway commercial district (I-94 and M-52) and downtown Chelsea.

Objectives provide the framework for implementing the goals. The objectives include:

- A. Preservation of Chelsea's small-town character and historic image.
- B. Improve accessibility and directional signing to and from parking areas.
- C. Strengthen the "marketplace" economically.

Chelsea took cues from the city of Northville, a suburb west of Detroit, which had successfully built a vibrant downtown using its own DDA. Like Northville, Chelsea's DDA used a combination of tax increment financing and a tax of up to 2 mills on all property within the downtown district. Northville had more land to work with and its downtown was larger, but the idea was the same: implement an effective strategy to make the downtown the centerpiece of the destination.



MAKING IT HAPPEN THROUGH COLLABORATION

The glue that held the process together was the uncanny collaboration between all of the stakeholders involved. The DDA, elected officials, community banks, Chamber of Commerce, small business owners, and regulatory departments worked together, and were – and still are – fully invested in making Chelsea a better place. Chelsea's downtown development was truly a group effort. In order for everything to fall into place, all stakeholders had to be on the same page and committed to the plan.

Each institution in town worked together, but they also didn't step outside the bounds of what their core functions were. The DDA resisted the temptation to become a bank; it left that function to the community banks, which were committed to help fund new local businesses. The council was slow to get on board, but after it did, it became a reliable partner, consistently making it easy to operate downtown businesses by waiving fees if necessary and fast-tracking permit processes, among other actions. And the Chamber of Commerce heavily supported the development plan; after all, it would be good for business. The Chamber also helped by steering clear of political positions, focusing on serving as an intermediary between its members and the council instead, and seeking out strategic partnerships.

Chelsea's citizens had to be on board too, and they ended up providing a big boost. When the vision group was raising funds to implement the beautification plan, it came up a little short. The fully funded plan would cost about \$1.6 million, but they were only able to raise \$1 million through a traditional bond issuance. To fill the gap, the group ended up raising the extra funds through pledges by the citizens themselves, which, under the tax code were defined as tax deductible gifts. Councilmember Ann Feeney notes that business owner Mark Heydlauff literally "begged" for money from the community because he believed in the cause so strongly. Because Chelsea was able to raise funds directly from the citizenry, this demonstrated the significant community buy-in of the plan.



FINDING A CATALYST (OR TWO)

A cleaned up downtown is all well and good, but if there aren't open storefronts lining the streets, there's little point in spending money on aesthetic improvements. Chelsea needed a catalyst, and it got two. One was in the form of the [Purple Rose Theatre Company](#), a nonprofit theatre founded by actor/musician Jeff Daniels, a Chelsea native and long-time resident.

For the second catalyst, the group wanted a downtown restaurant to complement the theatre. Bob Daniels – Jeff Daniels' father and president of the Chelsea Lumber Co. – was appointed spokesperson and lead recruiter in the effort to bring a fine-dining restaurant to Chelsea. He approached Craig Common, a metro Detroit chef looking for a building to open his first restaurant (disclosure: Craig Common is my father). Common recalls Daniels being "very positive"

about the prospects of Chelsea's downtown and portrayed a clear vision as to what the town needed (and wanted) to be successful. Common took the plunge and eventually opened [The Common Grill](#) in an old vacant department store in the middle of the downtown. Both the theatre and restaurant, now Chelsea institutions, opened in 1991.

Heydlauff claims that they didn't quite know what to expect when the Purple Rose and Common Grill opened downtown. Fine dining and fine arts aren't traditional small town staples. But it turned out that they were both instrumental in providing momentum to the town's development efforts. The theatre, combined with the restaurant, brought patrons into Chelsea's downtown from close by and from out of town and kept them there, allowing for pedestrian traffic in the shops on the main drag.



DOES A FRIENDLY BUSINESS ENVIRONMENT CREATE VIBRANCY, OR DOES VIBRANCY CREATE A HEALTHY BUSINESS ENVIRONMENT?

Chelsea's development strategy was about creating a vibrant downtown that was friendly to business, but would also provide a desirable quality of life. Bob Pierce, executive director of the Chelsea Area [Chamber of Commerce](#), alluded to the element of vibrancy and the importance of creating a sense of place when discussing the role of the Chamber in downtown development. The Chelsea Chamber, while focused on business, puts a lot more weight in community responsibility and a belief that if a community is desirable, vibrant, and offers a superb quality of life, business will follow.

In recent years, business has followed, particularly in the restaurant sector, bringing to Chelsea dining options not always associated with small Midwestern towns. Adding to the trend of the flourishing microbrew scene in Michigan, [Chelsea Alehouse Brewery](#) opened its doors in January. [Back to the Roots](#), a fair trade clothing store/knick-knack shop/tea and coffee house/sushi bar that gives at least 25 percent of revenues to charity opened in the summer of 2011. It's a creation that seemingly opened in the wrong location, opting for small town Chelsea instead of hippified Ann Arbor, only a few miles away. But one of the owners of the business finally moved to Chelsea after "hearing about Chelsea as a destination" from his business partner. And Chelsea just welcomed a barbecue restaurant, [Smokehouse 52](#), a homage to M-52, the road that cuts through downtown.

Phillip Tolliver, the man behind Smokehouse 52, is a Chelsea native and wouldn't think of opening his flagship restaurant anywhere else. He can testify to the incredible support he received from the city, as well as community residents, when preparing to open. In Tolliver's words, he "couldn't have asked for any more," from the city council and DDA. Anything he needed was done "instantly" and they were extremely helpful in guiding him through the paperwork process. Tolliver's commercial kitchen hood cleaner even remarked that the building department inspector must be his uncle, since they worked so well together.



The restaurants and independent retailers that line Main Street draw visitors into Chelsea's downtown, but the city has also focused on holding festivals and events that attract visitors from outside the area. One such example is [Sounds and Sights](#), an event held every Thursday throughout the summer in which impromptu stages are set up throughout the downtown for musicians, artists, and performers to entertain pedestrians that are shopping, eating, or just wandering. Also, an annual [Sounds and Sights Festival](#) draws a large number of guests into town each summer. These events are funded and operated mostly by Chelsea's private businesses in conjunction with the DDA and other public stakeholders.

MEASURABLE PROGRESS

In small towns, it is often relatively easy to see if the town is doing well just by strolling through its center. If there is a healthy amount of pedestrian traffic and minimal vacant properties, it is safe to say that the town is probably on firm economic footing. There have been some recent closings in Chelsea's downtown district, but for the most part, it is a bustling environment and most storefronts are filled. The Chamber of Commerce also captures tourist inquiries, queries for events, membership information, etc., and in Chelsea, these metrics have all steadily increased over time.

Raw data from Chelsea's downtown bears out the success of its development strategy. In 1985, the State Equalized Value (50 percent of market value) of the property in Chelsea's designated downtown district was approximately \$4 million, which is almost \$9 million in 2012 dollars. In 2012, the SEV of Chelsea's DDA property was approximately \$26 million – an increase of around 196 percent.

Today, Chelsea's downtown makes up 9.5 percent of the city's total tax base, up from 9 percent in 1985. According to city administrator Kim Garland, the reason why this figure has not increased dramatically is that the city outside the downtown has grown significantly in that time. So while the downtown district's slice of the economic pie has grown exponentially, the city's overall pie has expanded as well. This growth included an expansion of the local hospital (one of the city's biggest employers), a residential boom, and a new business plaza located outside of the downtown, among other developments.

THERE WILL ALWAYS BE SKEPTICS

Chelsea's development has not been without challenges. Whenever potential changes are introduced in any environment, there are bound to be stakeholders or residents that aren't willing to take risks or make drastic changes. In Chelsea's case, the city council, along with a smattering of local residents, were initially hesitant to disrupt the status quo.

Once again, local businessman and DDA member Mark Heydlauff proved resilient, visiting dissenting citizens individually to try to get them to understand what this whole process meant – that the downtown truly holds the town together. He understood that Chelsea was taking a big risk and making a huge investment, but the way the city was going, something had to give. And by creating a downtown worth visiting, this could potentially spur growth outside the downtown district, which would bolster the town's tax base.

The best way to change the opinions of skeptics is to produce visible successes. Once Chelsea's residents and Council started to see the positive changes that were taking place and the momentum it created, it was easy for them to be supportive.

WHAT DOES THE FUTURE HOLD?

Immense challenges lie ahead for Chelsea. While the city made it through the 2008 financial crisis relatively unscathed, macroeconomic pressures continue to mount. The recent closing of a longtime hardware store and the relocation of both the post office and a small independent market out of downtown is evidence that Chelsea is not – and may never be – out of the woods.

The closure and relocations has brought to light a challenge that all of the community leaders stressed is a daunting issue, which is losing the ability to bring citizens downtown to buy essential products. Heydlauff cautions against becoming a "restaurant row," where all other retail is conducted out of the central core at big box franchises. Feeney stresses the need to maintain downtown as a destination for the local population; it needs to be a place where people buy ordinary products. She makes clear that if a city doesn't have a credible plan for supporting local retailers, big box stores can and will have a negative impact.

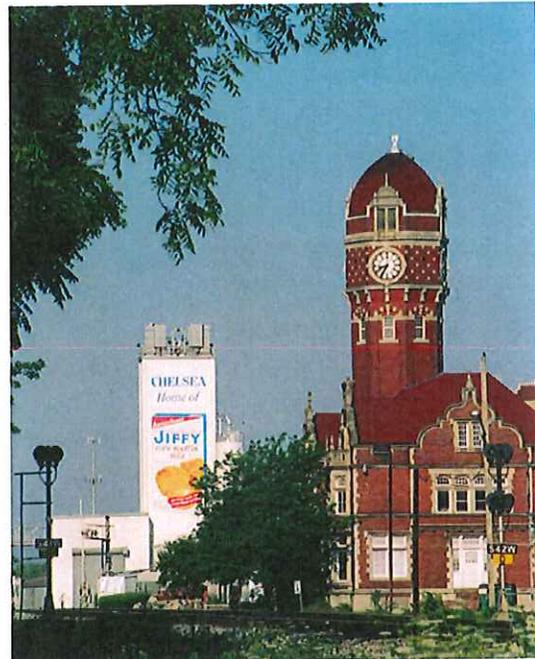


LESSONS FROM CHELSEA

Like a lot of small towns, Chelsea has a lot of history and great architecture within its downtown district that provides a lot of charm. Also, one of the largest state parks in Michigan's Lower Peninsula is located right on Chelsea's doorstep. It's important to identify and preserve key assets that lie in or around a city's region. Chelsea made sure that these assets would be preserved alongside economic growth. Pierce says that the city can parlay these two assets to "balance nature and commerce," further contributing to Chelsea's sense of place.

Being a small town has some disadvantages, namely a lack of resources to initiate large-scale development projects, but it also has some great advantages that fly under the radar. Small towns can be more nimble in their business development practices. This means more quality face time with current and prospective businesses and quicker and more effective responses to questions or issues that arise. Chelsea's regulatory apparatus has taken advantage of this by expediting permitting processes and committing to exemplary customer service.

In Chelsea, because of its small size, everybody knows everybody else, and this isn't necessarily a bad thing. Its sense of community contributed to the unlikely procurement of funds from the citizens themselves. It also bred a collaborative and group mentality amongst the business owners and city leaders that ultimately led to a focused strategy for economic development. Heydlauff stressed the importance of Chelsea's development being funded with private dollars, which meant that the community had a stake in seeing positive returns on their investment.



Developing a lively downtown is a formidable challenge for small towns, especially when facing so many challenges in the short- and medium-term. But with a committed and passionate group of leaders, a collaborative can-do environment, buy-in from citizens, persistence in the face of skepticism, and a few key catalysts to get the ball rolling, a seemingly nondescript town can transform from empty storefronts to a regional destination in no time.

ABOUT THE NATIONAL LEAGUE OF CITIES

The National League of Cities is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for more 1,600 member cities and the 49 state municipal leagues, representing 19,000 cities and towns and more than 218 million Americans.

Through its Center for Research and Innovation, NLC provides research and analysis on key topics and trends important to cities, creative solutions to improve the quality of life in communities, inspiration and ideas for local officials to use in tackling tough issues and opportunities for city leaders to connect with peers, share experiences and learn about innovative approaches in cities.

Brett Common is a research assistant for the Finance & Economic Development Program in the Center for Research and Innovation at the National League of Cities. He can be reached at common@nlc.org.

8b.

Donna Dettling

From: Donna Dettling <ddettling@DexterMI.gov>
Sent: Thursday, May 02, 2013 2:34 PM
To: skeough@wadetrim.com; stevebrouwer@arbrouwer.com; jcarson@aiserv.net
Subject: Letter from Norfolk
Attachments: Norfolk 4-29-13 Interest in 3045 Broad.pdf

Shawn, Steve and Jim:

I received the attached letter today and felt it was important that you saw it. I will include it in the May DDA packet.

*Donna Dettling
Village Manager
734-426-8303 Ext#11*

Please note that my email address has changed. My new email is ddettling@dextermi.gov I will continue to receive emails at my old address for a limited time. Thank you.



Norfolk
H O M E S
Dedicated. Distinct.

April 29, 2013

Donna Dettling
Manager
Village of Dexter
8140 Main Street
Dexter, MI 48130

Dear Donna:

I am writing to express our interest in working with The Village to help explore redevelopment opportunities for the group of properties on Broad and Forest Streets, referred to as the former DAPCO Industries Site and its adjacent parcels.

It would seem that a mixed use plan, with both commercial and residential components would be appropriate for this location. We have over 20 years of experience in Multi- & Single Family Residential development, many of them within and around The Village. Over the last 10 years, we have expanded our experience and knowledge in the area of Commercial development. We would be very interested in bringing together a team to work on this project.

Please contact me by phone (734) 545-8860 or email at jfranke@norfolk-homes.com to set up a meeting or to discuss further.

Sincerely,

James Franke
Owner

memorandum

Date: May 2, 2013

To: Donna Dettling, Village Manager

cc: Don Dettling, Fire Inspector, Dexter Area Fire Department
Shawn Keough, Village Council President

From: Patrick M. Droze *PM*

Re: Broad Street Parking Meeting

This memorandum is intended to serve as a summary of an on-site meeting with Don Dettling, Fire Inspector and Shawn Keough, Village Council President. The meeting occurred at 3:30 PM on Broad Street and Forest Street.

The meeting purpose was to review a proposal to provide additional parking spaces along the west side of Broad Street north of Forest Street (see attached figure). During the meeting, the existing conditions were reviewed and an alternative to move the curb alignment to the west of its current location was discussed. Field measurements were taken to review feasibility of this alternative.

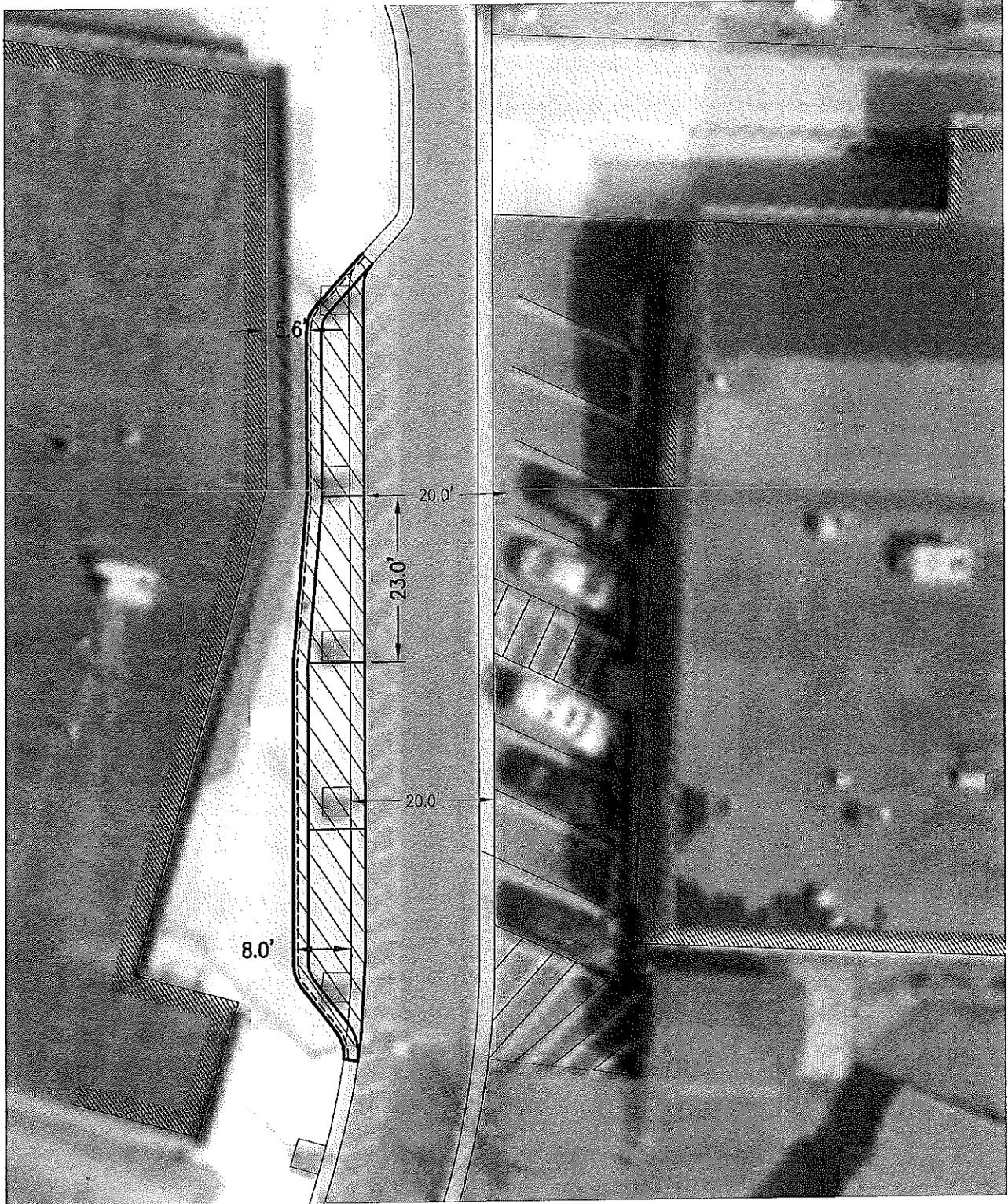
Based on the measurements performed by Inspector Dettling, it was determined that adequate space was available on the southern portion of the roadway to accommodate parking, however less than adequate space appeared to be available on the northern portion when measuring from the existing gutter pan.

Inspector Dettling stated that the Dexter Area Fire Department would permit the addition of parking under the following circumstances:

1. Option 1: A 20-foot wide (minimum) paved surface is provided along the length of the street for use as a fire lane.
2. Option 2 In the event that less than a 20-foot wide fire lane is provided, the Dexter Area Fire Department can approve the arrangement if improvements are made to buildings abutting the street in question. Potential improvements for the existing structures on either side of Broad Street were as follows:
 - a. Existing structures shall have detection systems added.
 - b. Existing structures shall have fire suppression systems added. Typically, structures where suppression systems are added will see "payback" on the investment within 8 years due to decreased insurance premiums.

While both systems described in Option 2 would be to the property owner's benefit, Inspector Dettling indicated that detection would be a suitable upgrade to allow for the reduction in required fire lane width. The implementation of Option 2 shall include a mechanism attached to the properties requiring that suppression and detection systems are maintained, operational and monitored by an approved dispatching service. This requirement shall apply to current and future owners and occupants.

provided to Council 4-22-13



BROAD STREET PARKING
CONCEPTUAL PLAN

SCALE
H: 1"=20' V: 1"=4'
SHEET
1
1

CITY: VILLAGE OF DEXTER

JOB # 0130-13-0011

34000 Plymouth Road | Livonia, MI 48150 | P (734) 522-6711 | F (734) 522-6427 | WWW.OHM-ADVISORS.COM





OPINION OF PROBABLE CONSTRUCTION COST (DRAFT)

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: BROAD STREET PARKING
 LOCATION: VILLAGE OF DEXTER
 WORK: Roadway widening to accommodate parking.

DATE: April 12, 2013
 PROJECT #: 0130-13-0011
 ESTIMATOR: PMD
 CHECKED BY: RAG
 CURRENT ENR: PMD

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
1	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00
2	Sidewalk Removal	Syd	110	\$ 5.00	\$ 550.00
3	Curb and Gutter, Rem	Ft	110	\$ 8.00	\$ 880.00
4	Tree Removal, Salvage Planter Grates	Ea	5	\$ 1,200.00	\$ 6,000.00
5	Station Grading	Ea	1	\$ 1,000.00	\$ 1,000.00
6	Underdrain, 6 inch	Ft	116	\$ 20.00	\$ 2,320.00
7	Granular Subbase, 6 inch	Syd	106	\$ 6.00	\$ 633.33
8	Aggregate Base, 10 inch	Syd	106	\$ 9.00	\$ 950.00
9	HMA. 2C	Ton	17	\$ 80.00	\$ 1,393.33
10	HMA, 3C	Ton	9	\$ 80.00	\$ 696.67
11	HMA. 13A	Ton	9	\$ 85.00	\$ 740.21
12	Curb and Gutter, Conc, Det F4	Ft	116	\$ 15.00	\$ 1,740.00
13	Striping	LS	1	\$ 500.00	\$ 500.00
14	Sidewalk. Conc, 4 inch	Sft	580	\$ 4.00	\$ 2,320.00
15	Traffic Maintenance and Control	LS	1	\$ 2,000.00	\$ 2,000.00
SUB TOTAL					\$ 26,723.54
CONTINGENCY (20%)					\$ 5,344.71
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 33,000.00

9b.



DEXTER DAZE COMMITTEE
P.O. BOX 31
DEXTER, MI 48130

Dexter Downtown Development Authority
Attn: Tom Covert, Treasurer
3550 Edison Street
Dexter, MI 48130

May 2, 2013

Dear Tom,

On behalf of the Dexter Daze Committee, I am requesting a donation from the Dexter Downtown Development Authority for our Annual event which will take place on August 9th and 10th in beautiful downtown Dexter. This year will be the 41st year of this annual event. It is the donations of businesses, organizations and individuals that make this possible and showcase our great community.

Sincerely,

A handwritten signature in cursive script that reads "Carol Jones".

Carol Jones
Dexter Daze Secretary



Memorandum

To: Village Council and President Keough
Donna Dettling, Village Manager

From: Allison Bishop, AICP, Community Development Manager

Re: Recommendation from the Planning Commission to:
Suspend Section V. H.3 of the Village of Dexter Engineering Standards
Street Lighting Standard within the DDA District

Date: May 8, 2013

Attached is a memo and notes from both the Site Plan Review Committee (SPR) Meeting (May 1, 2013- Dexter Town Center – Building 3) and the Planning Commission meeting (May 6, 2013).

The item was brought up initially at the Site Plan Review Committee meeting given the Dexter Town Center applicant's objection to the Engineering Standard requirement and OHM review comment that required that the developer be required to install street lighting as part of the development of the Dexter Town Center – Building 3.

The 2 sets of meeting notes is an attempt to assist the Council in an understanding of the issue and the discussion that had taken place to date.

It was recommended by the SPR Committee that the Planning Commission discuss the issue and provide a recommendation. The Planning Commission recommended that the standard be suspended temporarily with the following DRAFT motion:

Moved Bell, Support Phillips to recommend that the Village Council temporarily suspend Section V.H.3 Street Lights, of the Village of Dexter Engineering Standards as a review item at this point subject to the DDA and/or Village taking up the issue of the street lighting standard and acting without further delay to address implementation of the standard.

Voice Vote:
YEAS – Wilcox, Phillips, Bell, Semifero, Schmid
NAYS - Kimmel

ACTION REQUESTED

The Village Council is being asked to take action on the suspension at the May 28, 2013 meeting.

Please feel free to contact me with questions.

Thank you.



ARCHITECTS. ENGINEERS. PLANNERS.

May 2, 2013

(Sent via Electronic Mail)
VILLAGE OF DEXTER
8140 Main Street
Dexter, MI 48130

Attention: Ms. Allison Bishop, AICP
Community Development Manager

Regarding: Village of Dexter Engineering Standards
Recommendation to Suspend Section V.H.3 – Street Lights

Dear Ms. Bishop:

As part of our Combined Site Plan review and SPR Committee Meeting on May 1, 2013 for the Dexter Town Center, Building No. 3, it has become apparent that several issues exist related to requirements listed under the Streetlights Section of the Village of Dexter Engineering Standards. Currently, the section in question outlines the following requirements:

“H. Streetlights:

1. Ornamental streetlights are to be used within the boundary of the Downtown District Authority (DDA). Cutoffs shall be provided on each ornamental streetlight. Details for the ornamental streetlights and cutoffs approved by the Village can be found in the Appendix.
2. Ornamental streetlights shall be LED.
3. When an applicant proposes improvements to a property within the DDA boundary, ornamental streetlights shall be placed within the right-of-way along the road frontage as part of the improvements. The developer shall provide a connection to the closest available light or handhole on the side of the street on which the development is proposed. The work shall also include the installation of conduit across the entire frontage of the property to facilitate adjacent expansions. Once installed, the Village will accept responsibility of the streetlights as part of the dedication process.
4. Cable shall be 600V within 1-1/2" Schedule 40 PVC buried conduit. Conduit shall be provide a minimum of 2' cover and shall be placed behind the back of curb.”

DEFICIENCIES IN CURRENT STANDARD

The current standard recommends that any development within the DDA Area (exhibit attached) include Ornamental Street Lights along with associated conduit, handholes and DTE electrical connections. It also asks that lights are connected to the nearest available light. This requirement can pose potential electrical and design issues. Depending on the size of the development, the number of lights could greatly vary. For a small development, the addition of a single light to an existing system may be feasible. However, in a larger development, the load on existing circuits could be substantial and depending on the system to which the developer proposes to connect, ample capacity may not be available on the circuit.

In addition, the requirement to connect to an existing light pole on separate property requires the designer to make assumptions on proposed locations for conduit, handholes as well as future light poles. These assumptions can have negative effects on development of parcels at a later date because driveway locations and other landscape

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features may not always be in their current locations. In addition, corridor utility needs must be considered as part of the design.

The lack of a definitive plan for the alignment of conduit and placement of lights and handholes result in a situation where it becomes impossible to direct applicant design engineers as to the exact placement of facilities on their particular site.

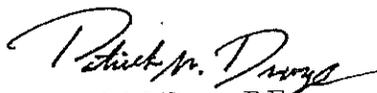
RECOMMENDATION TO COUNCIL

Based on the issues described above, it is our recommendation that the requirements described in section V.H.3 are temporarily suspended. We still feel that it is prudent to retain sections 1, 2 and 4 as active as they provide useful information regarding the standard DDA lights, conduit and cable and provide direction to developers should they wish to incorporate these into their design. However, the developer requirements listed under section 3 are believed to require improvements that have not been adequately defined at this point in time.

While we believe that the requirement for public street lighting is in the Village's best interest for safety and corridor aesthetics, the standard as currently written is not reasonably enforceable. As a result, we recommend that the Village Council consider a resolution to temporarily suspend this requirement until such time that adequate corridor designs are present to either enforce this requirement or establish a system wherein developers may provide payment in lieu of installation to the Village prior to Construction.

Should you have any questions, do not hesitate to contact Rhett Gronevelt or me at 734-522-6711.

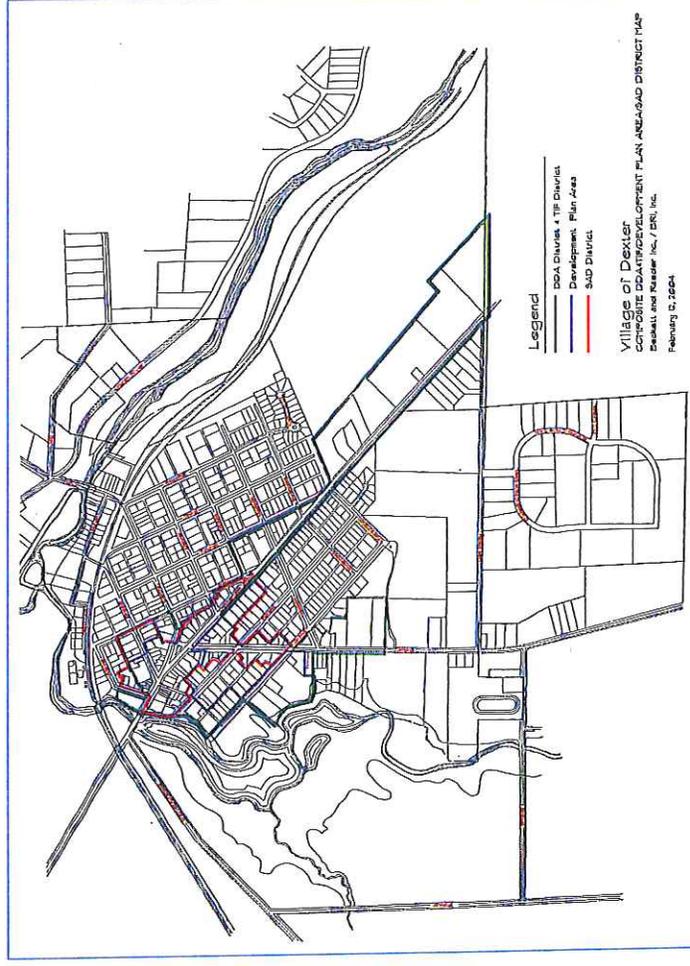
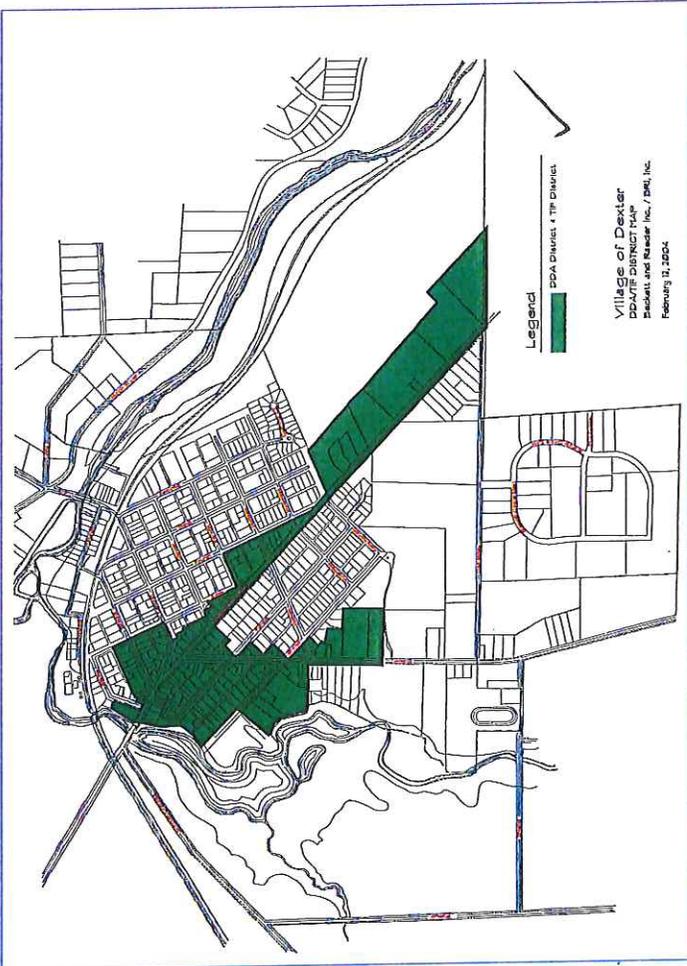
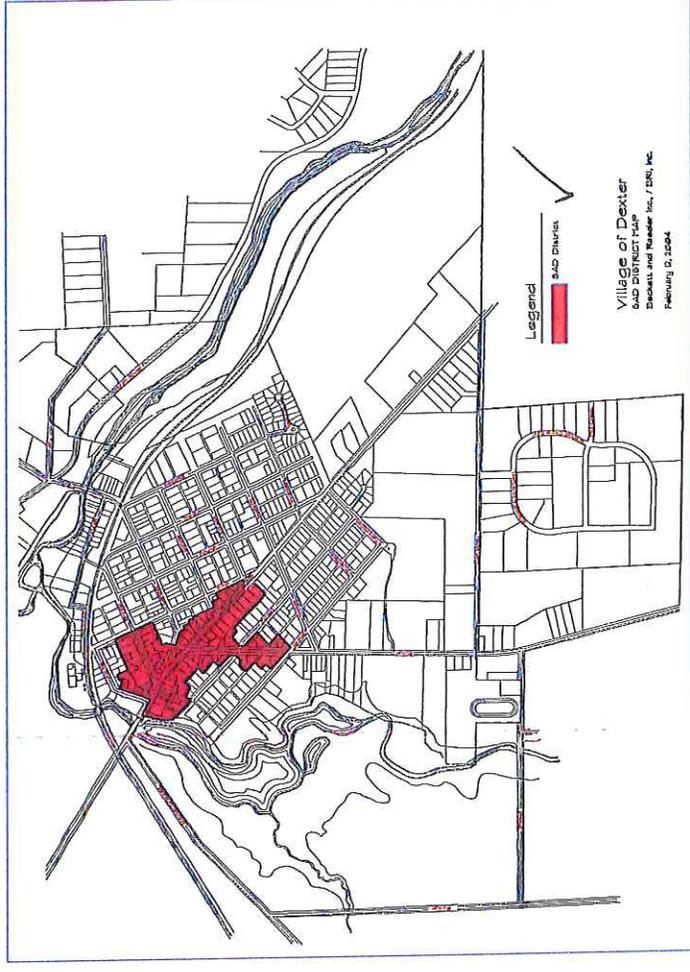
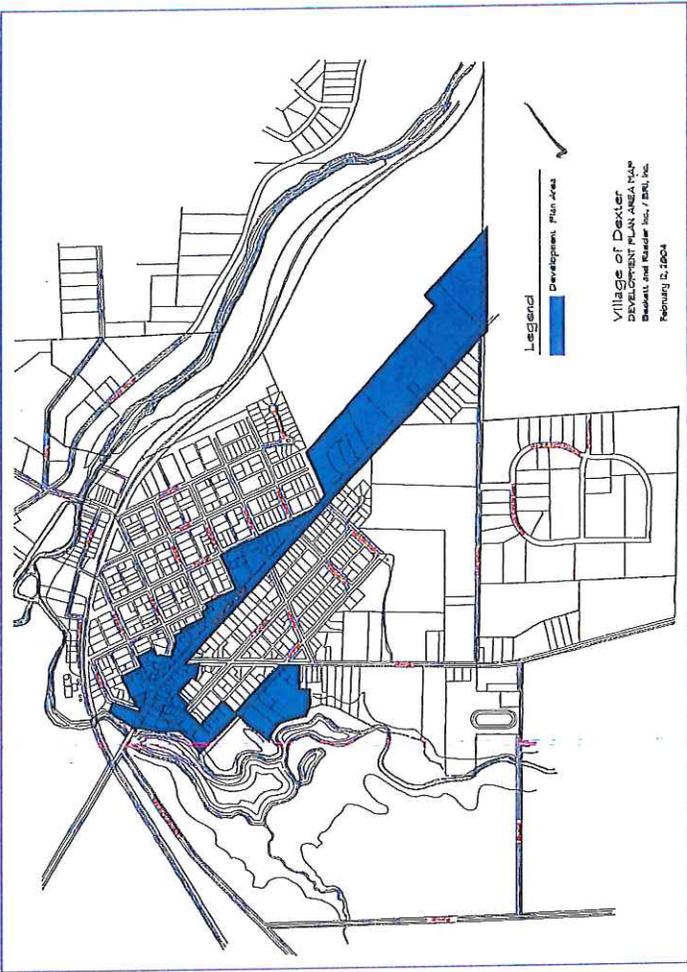
Sincerely,
OHM Advisors



Patrick M. Droze, P.E.
Project Engineer

cc: Donna Dettling, Village Manager
Dan Schlaff, Village Utilities
Steve Brouwer, A.R. Brouwer Co., LLC, 7444 Dexter Ann Arbor Road, Suite F, Dexter, MI 48130
Rhett Gronevelt, P.E., OHM (e-mail)
File

P:\0126_0165\0130130011_General_Services\Street Light Standards\StreetLightSuspension.docx



- h. New sidewalk ramps shall be constructed perpendicular to the centerline of the road across which the crosswalk is extending.
 - i. When a sidewalk ramp is replaced, the receiving sidewalk ramp must also be replaced.
 - j. Striping of crosswalks will be completed as determined by the Streets Administrator and/or the Village Engineer.
2. Sidewalk Inspection: When sidewalks are placed in the public right-of-way, a representative of the Village must be present to inspect the sidewalk installation. Inspection and approval must be obtained prior to and after placing the concrete. For fees associated with sidewalk inspection, see Section F: Fees under Development Requirements and Procedures.

G. Drainage in Right-of-Way:

- 1. Enclosures of existing drainage ditches across the frontage of the site will generally not be allowed. The DPW may, however, require the enclosure if adequate controls on pavements and shoulders cannot be maintained and the health, safety and welfare of the public is endangered.
- 2. Side slopes on open ditch drainage will be three minimum horizontal to one vertical. The ditch bottom will be two (2) feet wide. Open ditch drainage will be permitted only in existing right-of-ways that currently utilize open ditch drainage and where roads do not have curb and gutter.

H. Streetlights:

- 1. Ornamental streetlights are to be used within the boundary of the Downtown District Authority (DDA). Cutoffs shall be provided on each ornamental streetlight. Details for the ornamental streetlights and cutoffs approved by the Village can be found in the Appendix.
- 2. Ornamental streetlights shall be LED.
- 3. When an applicant proposes improvements to a property within the DDA boundary, ornamental streetlights shall be placed within the right-of-way along the road frontage as part of the improvements. The developer shall provide a connection to the closest available light or handhole on the side of the street on which the development is proposed. The work shall also include the installation of conduit across the entire frontage of the property to facilitate adjacent expansions. Once installed, the Village will accept responsibility of the streetlights as part of the dedication process.

4. Cable shall be 600V within 1-1/2" Schedule 40 PVC buried conduit. Conduit shall be provide a minimum of 2' cover and shall be placed behind the back of curb.

Planning Commission Discussion RE: Suspension of the Engineering Standard Street Lighting Standard

Dexter Town Center – Building 3 – Meeting discussion notes

May 6, 2013

Attendees: Marni Schmid, Joe Semifero, Scott Bell, Thom Phillips, Mary Kimmel, Derk Wilcox and Staff Allison Bishop

The Planning Commission was asked to provide a recommendation on the potential suspension of the following Village of Dexter Engineering Standard, based on a recent Site Plan Review Committee meeting for the Dexter Town Center – Building 3 Unit 2 Combined Site Plan.

The suggested suspension discussion was the result of the developer's objection to the installation of street lighting due to a variety of reasons, including the timing of the new standard (adopted in February 2012) and the lack of comprehensive implementation street lighting plan throughout the entire Baker Road Corridor.

The attached OHM memo and SPR Committee Notes were provided to assist in the discussion.

The Planning Commission was asked to provide a recommendation to the Village Council on suspension of the standard. The Village Council will take formal action on the suspension at an upcoming meeting.

The Planning Commission discussion included, but was not limited to the following:

- Discussion about why this is before the Planning Commission – per SPR Committee suggestion – Engineering Standards were reviewed by Planning Commission in December 2011 and January and February 2012.
- Is the reason for the inclusion of the new standard valid or not (why was it included in the engineering standards); DDA intent to install streetscape lighting in DDA and Baker Road Corridor
- Planning Commission input a good thing
- Installation of conduit only was considered; other options for partial compliance included developer escrow deposit for future use or deferral agreement for installation of lighting upon implementation
- What is the plan – need an understanding of what? Location, separation, factors such as curb cuts, lot widths, commercial vs. residential, who and how is the project funded, etc.
- Central Street – street lighting installation paid for by Village, how were locations determined, Central Street from Main to Fifth included in the DDA; Dexter Library and LaFontaine Chevrolet paid for installation by developer; Mugg/Bopps paid for own installation; UBT installation and Dexter Commerce Center light installation costs varied; downtown streetscape lighting paid for by voter approved special assessment district.
- Joe Semifero comments - The fact that there is no plan is reiterated a few times here and should be collected. ("What is the plan – need an understanding of what? Location, separation, factors such as curb cuts, lot widths, commercial vs. residential, who and how is the project funded, etc.," "What are the criteria for rejection of developer proposed layout? Village needs to be able to respond with approval or denial of proposal and the basis for the decision; insufficient standard to meet the needs of the developer and the Village; we cannot explain the

requirement.," The developer does not have the direction necessary to implement the standard and we cannot tell him what we want without further corridor planning.," etc.)

- Village could request that developer proposed plan for installation of street lights to meet the standard; developer to provide proposed layout and rationale for proposed layout.
- What are the criteria for rejection of developer proposed layout? Village needs to be able to respond with approval or denial of proposal and the basis for the decision; insufficient standard to meet the needs of the developer and the Village; we cannot explain the requirement.
- Public utility problem, not a developer problem, no concept or plan for implementation
- The developer does not have the direction necessary to implement the standard and we cannot tell him what we want without further corridor planning.
- The standard was implemented after a majority of the development was complete. 140 feet of the 525 feet of frontage (26%) to be impacted with this phase of the project.
- How do we keep things moving? Escrow, deferral (similar to DAPCO sidewalk deferral), developer proposal, OHM/DDA proposal, installation of conduit
- Should developer have any investment at all in the public utility?
- Without a plan there is not a way to make installation of poles consistent
- Must have a concept; development of the concept should be led by the DDA, not the developer
- Light poles are already there
- Only portion of property that should be in play is in front of the subject building/unit (140 feet of the 525 feet or 26%)
- Each lot is different, commercial or residential, DDA or not (west side of Baker Road residential and not in the DDA), lot widths vary, curb cuts vary, sidewalk location varies, light separation varies (Mugg and Bopps vs. up to Grand Street), Special Assessment District or not
- A long separation between poles will likely be able to get more consistency.
- The subject site plan review (Dexter Town Center Building 3) has brought the issue to light, but this item is not unique to only this development.
- Remove requirement as a review item at this point, subject to further conceptual and design plan development.
- Joe Semifero comments - the expectation is the requirement will be fulfilled at some point, but it should be delayed at this point until it is better defined. I believe Scott's phrase was along the lines of, "Suspending the requirement does not mean the requirement should not be fulfilled, just that it should not be fulfilled now.

The following motion was passed:

Moved Bell, Support Phillips to recommend that the Village Council temporarily suspend Section V.H.3 Street Lights, of the Village of Dexter Engineering Standards as a review item at this point subject to the DDA and/or Village taking up the issue of the street lighting standard and acting without further delay to address implementation of the standard.

Voice Vote:

YEAS – Wilcox, Phillips, Bell, Semifero, Schmid

NAYS - Kimmel

Dexter Town Center – Building 3

May 1, 2013

Site Plan Review Committee Meeting

Attendees: Paul Cousins, Shawn Keough, Donna Fisher, Scott Bell, Pat Droze, Allison Bishop, Steve Brouwer

Brief introductions were made and a sign in sheet was circulated.

The applicant, Steve Brouwer, requested a site plan review committee meeting to review the consultant site plan review comments. Consultant reviews were distributed at the meeting including 2 sets of OHM reviews, one Carlisle Wortman planning review and one DAFD review. Also distributed were copies of the elevation and the site plan dated 4-21-13 was available for review.

Staff gave a brief background of the project and of the outstanding consultant comments.

The discussion included, but was not limited to:

- Remaining consultant comments (2 from engineer and 3 from planner).
- The applicant's main issue was the engineering comment regarding the installation of streetscape lighting along Baker Road.
- The applicant objects to the fairness of the requirement to install street scape lighting at the final phase of the project in which no work within the right of way is proposed; the final phase in a 3 phase development and the 2012 engineering standards changes being implemented in the final phase of the project; the lack of an overall streetscape lighting plan, including wiring and layout; the DDA's CIP plan to install lighting in 2016/17; lights would be placed irregular along corridor and separation would be inconsistent; nearest lights being Mugg and Bopps; developers contribution of right of way at no cost to Village; and the general objection that the cost of installation should be passed along to the developer (Village paid for lighting installation along Central Street).
- The committee discussed the following: updates to the engineering standards adopted in 2012, street lights were included as a requirement for installation in the DDA, although little thought was placed into the logistics of how the plan would be implemented; streetscape lighting plan has not been completed; comprehensive and consistent spacing is key to successful implementation; desire to work with DTE on locating control boxes and obtaining approvals; DDA involvement in master planning for consistent implementation; funding unknown at this time; DDA CIP slates work for 2016-2018; installation should be coordinated with Federal dollars anticipated in 2017 for Baker Road improvements.
- The committee generally agreed that given some of the challenges to implementation and the desire to gain approvals and have a consistent plan for separation and a plan that can be modified as necessary with redevelopment that consideration to suspending the engineering

standard (attached) should be considered by the Planning Commission as an agenda item prior to action on the proposed site plan. It was also generally agreed upon that the discussion should begin at the DDA as soon as possible and that DTE involvement is critical to implementation.

- Staff was then directed to have the Village manager place the item on the DDA agenda and to place discussion of the suspension on the Planning Commission agenda.
- Other items specific to the site plan included, but were not limited to:
 - ZBA approval of rear entry
 - “real” windows – the windows will be standard windows with blinds as necessary for privacy.
 - Elevation/façade comments – the pre-cast stone shown to the left of the entrance is due to the stairwell, no windows permitted. Would the standard brick be preferred, eliminating the pre-cast stone?
 - Brick similar to Pharmacy Building, only slightly different than wellness center.
 - Lighting on the front of the building goose neck fixtures like Pharmacy Building, not as shown on color rendering.
 - Parking lot lighting – more detail was provided by applicant on what lights will be on when. 2 parking lot lights behind pharmacy on 24 hours due to security and several break ins; wellness center parking lots lights proposed to be on 20 minutes prior to opening and 20 minutes after close; 3 parking lot lights behind Building 3 will be on per tenant hours (extended care hours typically close between 8 and 9 pm.)
 - ROW dedication – dedication of the Baker Road ROW from developer to Village will not be prepared by applicant, staff will work through completion prior to project close out.
 - No construction timeline has been prepared at this time, land banked parking will be constructed upon construction of Building 3.



ARCHITECTS. ENGINEERS. PLANNERS.

April 15, 2013

(Sent via Electronic Mail)
VILLAGE OF DEXTER
8140 Main Street
Dexter, MI 48130

Attention: Ms. Allison Bishop, AICP
Community Development Manager

Regarding: Dexter Town Center Unit 3
Combined Site Plan Review No. 1
OHM JN: 0130-13-1001

Dear Ms. Bishop:

The applicant, A. R. Brouwer Co., LLC is proposing the construction of a 10,000 square foot two-story medical office building. The building is located in the Dexter Town Center property located on Baker Road in between Hudson Street and Dan Hoey Road. We have reviewed the site plan in accordance with the Village of Dexter Engineering Standards and have reviewed our findings with staff from the Village Utilities and Public Works. This plan is acceptable from a combined site plan standpoint, however we recommend the following items are addressed prior to submitting final plans.

GENERAL

1. The plans appear to present information from the previously approved site plan for Phase 2 of this development. The existing conditions sheet should be updated to implement record drawing information. The drawings shall also reflect the design changes that occurred during construction on the southeast corner of the property.
2. The overlapping legend and site location map on sheet C-4 shall be addressed.
3. A section of boulder retaining wall is proposed along the northern side of the proposed building. The next submittal shall include structural calculations for the wall. All walls exceeding 18 inches shall include this analysis.
4. The engineering standards require that development within the DDA include decorative lighting within the public right of way. These shall be incorporated for the Dexter Town Center frontage as part of this plan. Standard light poles and luminaires are provided in the Engineering Standards.
5. This application represents the final stage of the Dexter Town Center development. As part of this, the additional right-of-way on Baker Road shall be dedicated to the Village.
6. The plans should include the most up-to-date Village of Dexter standard details and notes. Files can be downloaded at <http://www.dextermi.gov/node/217>.
7. The soil erosion and sedimentation plan shall be revised to have street sweeping occur daily. Street scraping will not be permitted.
8. Prior to completion of the project, we recommend that the detention basin is dredged and catch basins are cleaned to remove any sediments deposited during the prior phases of construction. If the site maintenance was performed during prior phases, records of this work shall be provided.

STORM SEWER

- 9. The material for the storm sewer connecting to structure CB17A shall be specified in plan view.

PERMITS

Approval from affected agencies will be required prior to construction. Table 1 includes a summary of permits, waivers or other documents believed to be required for the project as currently proposed. The Applicant shall note that approvals may be required from other agencies and that it is their responsibility to ensure that these agencies are contact and approvals are obtained.

TABLE 1: ANTICIPATED IMPACTED AGENCIES

Permit Agency	Document Required	Status
Washtenaw County Water Resources Commissioner	Soil Erosion and Sedimentation Control Waiver	Unknown
Dexter Area Fire Department	Approval Letter	Unknown

The above comments should be addressed prior to submitting for an additional site plan review. A cover letter indicating how each comment in this letter was addressed should be submitted with the revised plans by the Applicant. Should you have any questions about this review, please feel free to contact me at 734-466-4573 or via e-mail at pat.droze@ohm-advisors.com.

Sincerely,
OHM Advisors



Patrick M. Droze, P.E.
Project Engineer

- cc: Donna Dettling, Village Manager
- Dan Schlaff, Village Utilities
- Don Dettling, DAFD
- Steve Brouwer, A.R. Brouwer Co., LLC, 7444 Dexter Ann Arbor Road, Suite F, Dexter, MI 48130
- Jonathan Curry, P.E., Professional Engineering Associates, Inc., 2900 E. Grand River Avenue., Howell, MI 48843
- Rhett Gronevelt, P.E., OHM (e-mail)
- File



ARCHITECTS. ENGINEERS. PLANNERS.

April 30, 2013

(Sent via Electronic Mail)
VILLAGE OF DEXTER
8140 Main Street
Dexter, MI 48130

Attention: Ms. Allison Bishop, AICP
Community Development Manager

Regarding: Dexter Town Center Unit 3
Combined Site Plan Review No. 2
OHM JN: 0130-13-1001

Dear Ms. Bishop:

The applicant, A. R. Brouwer Co., LLC is proposing the construction of a 10,000 square foot two-story medical office building. The building is located in the Dexter Town Center property located on Baker Road in between Hudson Street and Dan Hoey Road. We have reviewed the site plan in accordance with the Village of Dexter Engineering Standards and have reviewed our findings with staff from the Village Utilities and Public Works.

The plan was recommended for approval on April 15, 2013 contingent on the resolution of nine items. Revised plans, structural calculations for retaining walls and a response letter were submitted and reviewed by this office in response to these items. We have reviewed the plans and documentation and offer the following comments

GENERAL

1. The response letter indicates that the lighting plan has been updated; however a review of the photometric sheet does not show right-of-way lighting as was requested in our previous review letter. The Applicant shall clarify their intentions related to this item.
2. As noted previously, right-of-way on Baker Road shall be dedicated to the Village. This shall be completed prior to final acceptance of the project; however, we recommend that draft dedication documents are prepared at this time.

PERMITS

Approval from affected agencies will be required prior to construction. Table 1 includes a summary of permits, waivers or other documents believed to be required for the project as currently proposed. The Applicant shall note that approvals may be required from other agencies and that it is their responsibility to ensure that these agencies are contact and approvals are obtained.

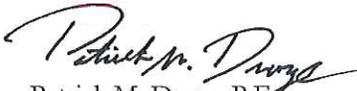
TABLE 1: ANTICIPATED IMPACTED AGENCIES

Permit Agency	Document Required	Status
Washtenaw County Water Resources Commissioner	Soil Erosion and Sedimentation Control Waiver	Unknown
Dexter Area Fire Department	Approval Letter	Unknown

PRE-CONSTRUCTION REQUIREMENTS

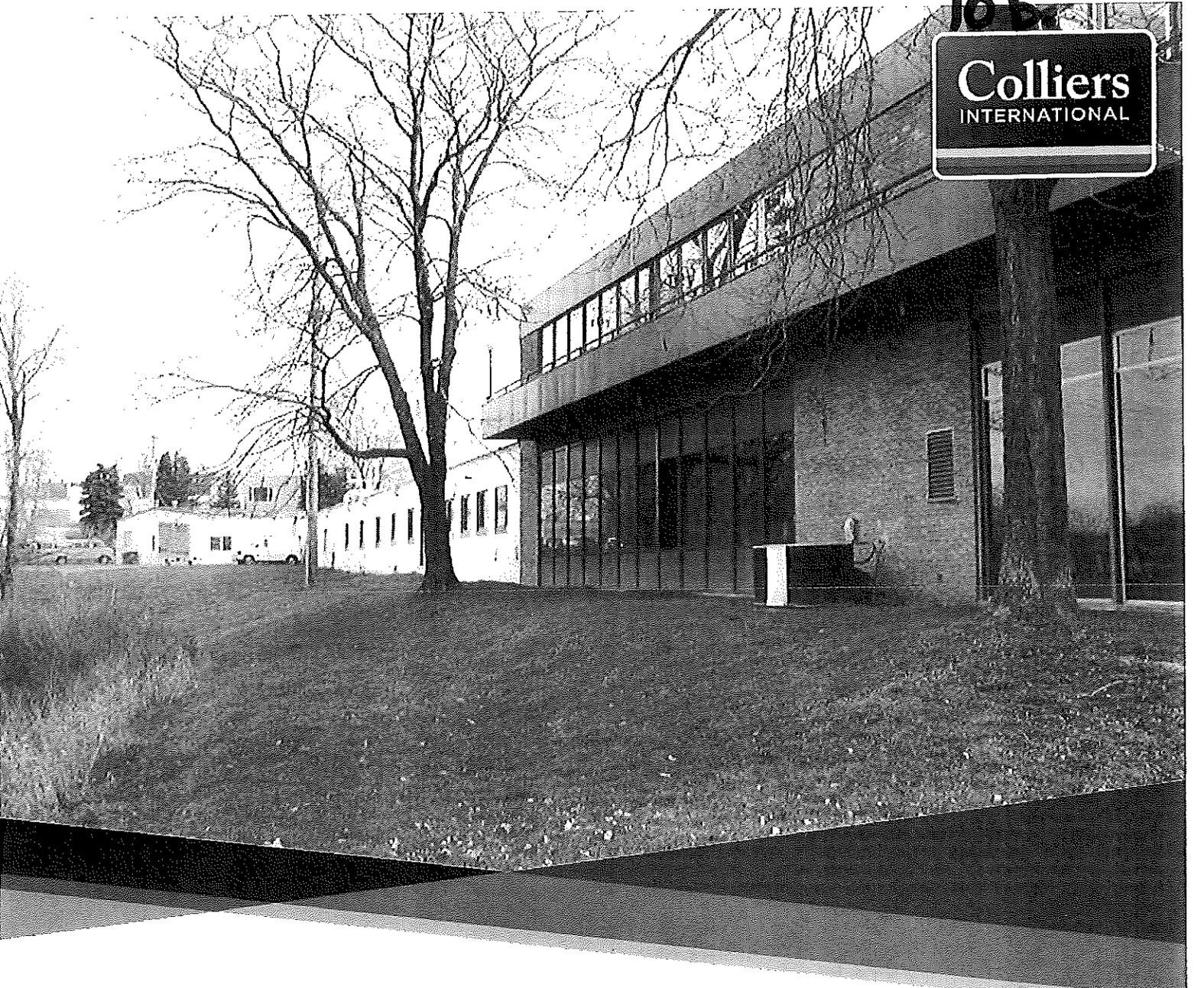
Should the Applicant wish to begin construction of the proposed project, all copies permits shall be provided to the Village. In addition, the Applicant shall submit an Engineer's Estimate for the proposed work in accordance with the Village Engineering Standards. A separate letter documenting pre-construction requirements, fees, bonds, and insurance will be provided at that time. Should you have any questions about this review, please feel free to contact me at 734-466-4573 or via e-mail at pat.droze@ohm-advisors.com.

Sincerely,
OHM Advisors



Patrick M. Droze, P.E.
Project Engineer

- cc: Donna Dettling, Village Manager
- Dan Schlaff, Village Utilities
- Don Dettling, DAFD
- Steve Brouwer, A.R. Brouwer Co., LLC, 7444 Dexter Ann Arbor Road, Suite F, Dexter, MI 48130
- Jonathan Curry, P.E., Professional Engineering Associates, Inc., 2900 E. Grand River Avenue., Howell, MI 48843
- Rhett Gronevelt, P.E., OHM (e-mail)
- File



10 b.
Colliers
INTERNATIONAL

Listing Proposal

Village of Dexter

3045 Broad Street - Redevelopment

10 b.
5-13-13

PRESENTED BY:

Jim Chaconas, CCIM
Vice President
Direct: 734-769-5005
jim.chaconas@colliers.com

Richard Timmons
Senior Associate
Direct: 734-769-5006
Richard.timmons@colliers.com

Colliers International
400 East Washington
Ann Arbor, MI 48104
www.colliers.com



Monday, March 25, 2013

Village of Dexter
8123 Main Street
Dexter, MI 48110

RE: 3045 Broad Street Redevelopment

Dear Allison:

Colliers International is pleased to submit this proposal for providing Real Estate Brokerage services.

Colliers International is a leader in global commercial real estate services. Colliers has 522 offices in 62 countries with over 12,300 professionals and staff. Colliers International has completed over \$154 billion in commercial real estate transactions over the last three years. We provide a complete range of services to commercial real estate users, owners and investors on a local, regional, national and international basis. In addition to brokerage services, Colliers also provides property management and construction related services to our clients.

The foundation of our service is the strength of our local specialists. Our clients depend on our ability to draw on years of direct local market experience. If selected, Colliers would provide services from our Ann Arbor office. Six licensed real estate professionals staff the Ann Arbor office. The primary individuals who would provide services to the Village of Dexter would be James Chaconas and Richard Timmons, their resumes are enclosed. Mr. Chaconas, based in Ann Arbor, has completed over \$700,000,000 in real estate transactions since 1994. Mr. Chaconas has brokered the sale of over 1,000 acres of vacant land for commercial and residential development in Ann Arbor, Canton, Saline and Dexter. Mr. Timmons, in addition to being a licensed real estate professional, is a licensed consulting engineer with over 35 years' experience in providing land development consulting services to developers and users of commercial and residential real estate.

When we receive a listing contract, we have a custom-made sign installed in a prominent location on the property identifying that it is for sale with our contact information.

We will advertise the properties on all of the commercial real estate websites, some of which are:

- Colliers International's website, www.Colliers.com receives visitors from around the globe 24-hours a day. This property will be placed on the Colliers website, on the individual broker webpages, as well as the following commercial real estate search engines:
- LoopNet – LoopNet is a search engine that has national appeal and the most well-known by tenants. Our experience is that smaller, local tenants generally use this site.



- CoStar – CoStar is the leading commercial real estate analytic site. They compile data for all the local properties and create comprehensive market reports. CoStar also actively markets all properties listed on it.
- CPIX – CPIX.net is the site that we and all other local brokers use most. It is the most up to date and easy to use commercial real estate search engine in SE Michigan. CPIX also uploads all the listings onto more than eighteen other websites, which gets your property maximum exposure.

Colliers advertises its listings on www.AnnArbor.Com. We create ads that link directly to a website that has detailed information on the specific property, pictures of the property and our contact information. This makes it very easy and convenient for interested parties to immediately call or email us should they have questions or interest in a property.

Colliers currently maintains lists of property users in various categories. Utilizing our current lists, we would further refine them creating a list of possible users specific to these properties. Once we have developed a list of potential purchasers, we would target them directly. We approach them through direct mailings, emailing and cold calls.

Our commission rate for listing and selling of the properties is 6% of the sale price with a minimum commission of \$20,000. I have attached a copy of our listing contract for your review. Our commission includes compensation for representing the Village of Dexter in negotiations for the sale of the properties. We do not anticipate any other costs related to the real estate services, which we provide.

Thank you for the opportunity to submit this proposal. We look forward to working with the Village of Dexter in the selling of these properties.

Sincerely,


Jim Chaconas CCIM
Vice President | Ann Arbor
Direct: 734 769 5005
jim.chaconas@colliers.com


Richard Timmons
Senior Associate
Direct: 734 769 5006
richard.timmons@colliers.com

Colliers International
400 E. Washington St
Ann Arbor, MI 48104

Colliers International
400 E. Washington St
Ann Arbor, MI 48104

Enclosures: Resumes
Listing Contract



EXCLUSIVE LISTING AGREEMENT
Sale

Date: **Monday, March 25, 2013**

Dexter Downtown Development ("Seller") hereby grants to Colliers International Detroit, LLC, dba Colliers International ("Broker"), in consideration of Broker's services in offering the following described property (the "Property") for sale, the exclusive right to find a purchaser(s) for the Property during the Listing Period, defined below, and any extension of the Listing Period, and Seller agrees to pay Broker a commission or commissions ("Commission") as specified herein.

Description of the Property

Land and premises in the Village of Dexter County of Washtenaw, State of Michigan, described as: 3045 Broad Street, Dexter, MI 48130.

Sale Price

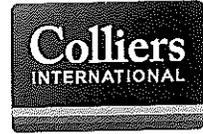
The sale price shall be _____ Dollars (\$ _____) (the "Sale Price").
Seller shall have the right to accept any other Sale Price as Seller may, in its sole discretion, deem appropriate.

Listing Period

Broker will have the exclusive right to find a purchaser(s) for the Property from the date of this agreement through June 30, 2014 (the "Listing Period") and during any extension of the Listing Period. The Listing Period may be extended by written authorization of Seller.

SELLER AGREES AND REPRESENTS AS FOLLOWS:

1. Discrimination because of religion, race, color, national origin, age, sex, disability, familial status, or marital status on the part of the real estate broker, real estate salesperson, seller, or lessor is prohibited.
2. Seller will pay to Broker a Commission if (a) during the Listing Period or any extension of the Listing Period ("the Commission Period"), the Property is sold or exchanged on any terms to any person or entity, (b) within six (6) months after the expiration of the Commission Period, the Property is sold or exchanged on any terms to a person or entity (or any affiliate of any person or entity) who, during the Commission Period, was shown the Property, or informed of its availability for sale by any person or entity, including Seller, or (c) during the Commission Period, Broker presents to Seller a person or entity who is ready, willing, and able to purchase the Property for the Sale Price, regardless of whether the Property is sold. If, during the Commission Period, any person or entity submits a written offer to purchase the Property, or enters into negotiations for the purchase of the Property, the Commission Period will be extended with respect to that person or entity until consummation of a sale or exchange or until termination of all efforts or negotiations with that person or entity. The term "affiliate" includes, but is not limited to, any agent, partner, member, shareholder, joint venturer, parent, subsidiary, successor, assign, and familial relation.
3. The Commission will be six percent (6%) of the Sale Price, with a minimum commission of Twenty Thousand (\$20,000.00) Dollars.
4. The Commission will be paid to Broker upon the first of the following to occur: (a) closing of a sale or exchange agreement, or (b) transfer of title to the Property, or (c) Seller's failure or refusal to sign a sale agreement in the event Seller fails or refuses to sign a sale agreement with a person or entity presented by Broker who is ready, willing and able purchase the Property for the Sale Price. If a sale is not consummated because of the purchaser's failure to perform and a deposit made by the purchaser is forfeited, Seller agrees that the deposit will be applied first to reimburse the Broker for all expenses incurred by Broker on the Seller's behalf, including but not limited to abstracting charges, counsel, and fees of public officers and that one-half of the remainder of such deposit (but not in excess of the amount of the full Commission) will be retained by the Broker in full payment for services rendered in this transaction.
5. ~~Seller hereby authorizes Broker to accept monies on its behalf from any actual or potential purchaser and to apply such funds to the Commission.~~
6. Seller is the owner of the Property and has and can deliver marketable title of record to the Property, free from any restrictions and encumbrances thereon, except the following:
_____. Seller has not entered into any other listing agreement with respect to the Property that has not expired or terminated. Seller will take no action to frustrate, hinder, or prevent Broker from offering the Property during the Listing Period.



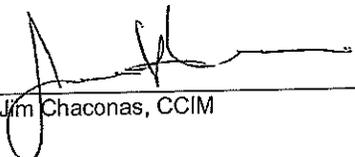
7. All inquiries or offers regarding the Property from any source whatsoever will be referred to Broker's attention, along with a copy of any written inquiry or offer.
8. Broker may show the Property to prospective purchasers during reasonable hours, erect a "For Sale" sign on the Property, and remove other "For Sale" signs from the Property. Broker is authorized to cooperate with other brokers, however, Seller is under no obligation to pay any Commission to any cooperating broker.
9. This agreement represents the entire agreement between the parties, and supersedes any and all other prior or contemporaneous agreements, understandings, and negotiations, written or oral, between the parties.
10. This agreement shall inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the parties. Seller hereby acknowledges receipt of a copy of this agreement.

SELLER: Dexter Downtown Redevelopment

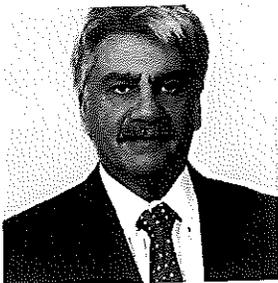
By: _____ Date

Its: _____

ACCEPTED BY
Colliers International Detroit, LLC d/b/a
COLLIERS INTERNATIONAL

By: 
Jim Chaconas, CCIM

By: _____
Paul Choukourian
Managing Director, CCIM, RPA
Its: Broker of Record



James H. Chaconas CCIM

VICE PRESIDENT



Jim.Chaconas@colliers.com

EDUCATION AND QUALIFICATIONS

Merchant Marine Academy

AFFILIATIONS AND MEMBERSHIPS

Certified Commercial Investment Member (CCIM)

International Council of Shopping Centers (ICSC)

Michigan Association of Realtors (MAR)

National Association of Realtors (NAR)

Michigan Commercial Board of Realtors (CBOR)

CONTACT DETAILS

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DIR 1-734-769-5005

FAX 1-734-222-9045

Colliers International
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Ann Arbor, MI 48104

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AREA OF EXPERTISE

Sales and Leasing: Retail, Office, Industrial/Flex, Vacant Land and Income Property

PROFESSIONAL ACCOMPLISHMENTS

- Listed/Sold the Ann Arbor News Building
- Completed over \$700,000,000 in sales since 1994
- Sold and helped redevelop over 11 major downtown Ann Arbor buildings
- Led the redevelopment of Westgate Shopping Center and Courtyard Shops
- Has assembled over 1000 acres for commercial and residential development in Ann Arbor, Saline, Canton, and Dexter.
- Consulted with Ann Arbor Fair Housing on site selection and land acquisition.

Jim was the first commercial real estate agent to successfully introduce the concept of professional condominiums to the Ann Arbor market over sixteen years ago. Using his intuitive approach to marketing, Jim was also one of the first to fully utilize both local and national avenues to market properties to investors throughout the nation. Jim has been the leader in using a full variety of marketing materials. He has fully utilized everything from print media (Ann Arbor News, Wall Street Journal, Crain's Business to Business) to direct mail marketing to networking through professional organizations such as CCIM (largest international network of commercial agents). Jim's unsurpassed knowledge of real estate valuation and financing has assisted him in guiding all of his clients the acquisition and disposition of commercial assets of all sizes.

BUSINESS BACKGROUND

After beginning in real estate in 1979 and focusing his emphasis on commercial real estate in 1994, Jim has become the leading agent in commercial sales in Washtenaw County. In 2009 Jim joined the team at Colliers International in order to combine his expertise and knowledge of the local market with the national and international reach of Colliers International.

Jim's success is derived from his extensive background and knowledge along with his disciplined work ethic. His dedication to his clients, no matter how big or small, is unsurpassed by anyone in the industry.

Prior to working in commercial real estate, Jim spent several years working for and managing his family's beer distributorship, which serviced retailers in Washtenaw and Livingston Counties. This experience has been a boon to Jim's land work, giving him an understanding of not only the importance of land and location, but of Class A roads, shipping logistics, etc. It has also given him working knowledge of layout and flow of warehouse space.

COMMUNITY INVOLVEMENT

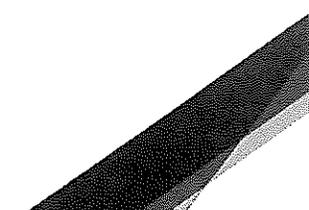
Boy Scouts of America

Michigan Kidney Foundation

Art Train

Neutral Zone

Gift of Life



Jim Chaconas CCIM

VICE PRESIDENT

Jim.Chaconas@colliers.com

Arthur Nusbaum
ThirdMindBooks.Com

REPRESENTATIVE CLIENTS AND PROJECTS

The Herald Publishing Company – Ann Arbor News Building – 54,369 SF Office Building

Courtyard Shops, LLC – Courtyard Shopping Center – 45,000 SF Retail/Office Center

State Theater – 225 S. State Street – 24,000 SF Retail Building

Handicraft, LLC – 337-339 E. Liberty – 43,000 SF Retail/Office Building

Westgate Shopping Center – 2449 West Stadium Blvd – 195,000 SF Retail Center

Woolworth Building – 214 S. Main Street – 27,000 SF Retail/Office Building

Full Moon Building – 207 S. Main Street – 6,996 SF Retail Building

Hamilton Square – 715 North University – 11,000 SF Retail/Office Building

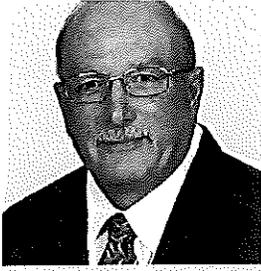
Roumanis Square – 777 North University – 8,930 SF Retail/Office Building

Ann Arbor.Com – 301 E. Liberty – 9,986 SF office lease

Farmer Grant's redevelopment – 131 acres

3145 Clark Rd – 41,000 SF – condo conversion

Pulte Homes – land acquisition – 250 acres – Canton, MI



Richard "Dick" Timmons, PE, PS

SENIOR ASSOCIATE
Ann Arbor, MI



richard.timmons@colliers.com

EDUCATION OR QUALIFICATIONS

Michigan Technological University, BS CE

AFFILIATIONS OR MEMBERSHIPS

NAR

MAR

CONTACT DETAILS

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www.colliers.com

AREA OF EXPERTISE

Dick joined Colliers International in May 2011 to support and facilitate the expansion of services at the Company's Ann Arbor Office. Dick has been active in the commercial and residential real estate industry in southeast Michigan as a consultant and as an investor since 1972. Prior to coming to Colliers, Dick was with Atwell-Hicks, a national land development consultant, for 35 years.

Dick has specialized in the Ann Arbor area market with Colliers. His partnership with Colliers blends an extensive commercial and residential consulting background with a strong international company. Dick is involved in all aspects of commercial brokerage including the sale and leasing of office, retail and industrial properties, as well as vacant land.

Prior to working in commercial real estate sales and leasing, Dick spent 35 years working in land development consulting with Atwell-Hicks. As Vice-President of Technical Services, Dick was responsible for managing engineering, land surveying, land planning and environmental services provided to local and national clients. Clients served include: Pulte Homes, University of Michigan, Warren Avis, Rite-Aid, Eastern Michigan University, City of Ann Arbor, CVS, Peters Building Company, Thomas B. McMullen Co., Lowes, Guenther Building Company, First Martin Corporation, Wal-Mart and Michcon

BUSINESS AND EDUCATIONAL BACKGROUND

Mr. Timmons graduated from Michigan Technological University with a Bachelor of Science degree in Civil Engineering.

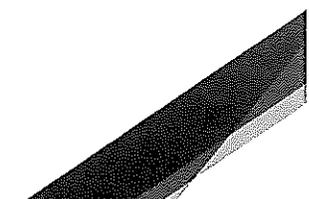
COMMUNITY INVOLVEMENT

Past: Pittsfield Township Planning Commission

Pittsfield Township Zoning Board of Appeals, Chair MTU Alumni Association Board

Current: Michigan Tech Fund, Trustee

Gilbert Residence Board of Directors, Treasurer



**3045 BROAD STREET REDEVELOPMENT TEAM
MINUTES**

Wednesday April 24, 2013

The Redevelopment Team met at the Village Office on Wednesday, April 24, 2013 with the following present: Jim Carson, Allison Bishop, Donna Dettling, Steve Brouwer, Shawn Keough, and Donna Fisher,

Also in attendance Paul Ganz and Mike Whitkowski of DTE.

1. Review CATEam Recommendations- Michigan Economic Development Corporation- MEDC CATEam Representative-Lisa Pung attended the April 17, 2013 meeting. Below are several highlights from that meeting.
 - The Demolition Grant Program doesn't appear to be an option for 3045 Broad Street. A condition of accepting the Demo funding is that the property must stand vacant for five years. Since we are taking an aggressive approach to list the property, it would not make sense to apply for demo funding.
 - Brownfield Redevelopment Program could work, the DDA has approved Brownfield projects and this might be a good candidate. Brownfield Funds will delay when the DDA will start receiving revenue from the improvements.
 - Lisa provided the attached Community Guide. It made the most sense to the Team that we would bring the CATEam representative back in when we have a project to discuss and then try to match up funding opportunities.
 - Lisa reminded us that the Village is a non-entitlement community and we need to qualify projects with job creation.
 - Community Development Block Grants are an option, provided there is job creation for low to moderate income individuals.
 - Lisa recommended that we go to the DEQ, as they might have funding programs for our site.
 - A Commercial Rehabilitation District is an option for this property. This will also delay when the DDA will start receiving revenue from improvements.

2. DTE Substation Updates- Paul Ganz along with Mike Whitkowski attended the meeting to discuss moving the DTE substation that sits in the middle of this site. Below are several bullet points from that discussion.
 - This is a Blue Sky discussion at this time. DTE will need to fully explore the concept of moving the substation and building a new one.
 - This would be a \$3 million dollar investment for a new substation.
 - The Dexter substation needs a few minor repairs verses move it and build a new one.
 - The Dan Hoey property owned by the village could work for a new substation as a trade for the property on Broad Street. The Dan Hoey property is 500' x 300' and DTE would need 120' x 80' for a new substation.

- If a project like this could get off the ground it would take 1 ½ years to complete.
3. DDA approved the listing Proposal from Jim Chaconas at their meeting on April 27, 2013. Action to approve the listing was contingent upon clarification that the DDA would not pay anything if the property doesn't sell. Donna Dettling confirmed with Mr. Chaconas that he does NOT get paid if the property doesn't sell. The DDA will discuss a listing price at their meeting on May 15, 2013. Mr. Chaconas will be invited to attend the next DDA meeting.
 4. Copy of minutes from February 13, 2013 and March 13, 2013 are attached for your review. No follow-up on this item.
 5. Next Meeting? No follow-up on this item.