



**Regular Meeting Agenda**  
**Wednesday, June 17, 7:00 pm**  
**Zoom Virtual Meeting**

Login: <https://zoom.us/j/99277132047>

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes
  - A. Special Meeting Minutes – May 13, 2020
  - B. Regular Meeting Minutes – May 20, 2020
  - C. Special Meeting Minutes – May 27, 2020
  - D. Special Meeting Minutes – June 3, 2020
  - E. Special Meeting Minutes – June 10, 2020
  - F. Special Meeting Minutes – June 11, 2020
4. Audience Comments
5. Liaison Reports
  - A. City Council – Ann Peterson
  - B. Chamber of Commerce – Marilyn Trent
  - C. Historical Commission – Don Sienkiewicz
6. General Business Agenda Items
  - A. Outdoor Dining Program Update – Kristi/Nik
  - B. Draft of Outdoor Seating Mini Grant Program – Kristi
  - C. Social Districts Legislation – Ben
  - D. Outdoor Spaces Discussion – Jenna, Taylor & Kristi
7. Receipt of Regular Reports
  - A. Executive Director Update
  - B. Events & Marketing Update
  - C. Financial Report for DDA
  - D. Business Development Committee
  - E. Site Development Committee

8. Miscellaneous
9. Adjournment

**The next regular meeting of the Rochester DDA is  
Wednesday, July 15, 2020**

Downtown Development Authority  
Principal Shopping District  
Joint Meeting  
Special Meeting Minutes

Wednesday, May 13, 2020  
Zoom Virtual Meeting  
7:00 p.m.

1) Call to Order

The joint meeting of the Downtown Development Authority Board of Directors and the Principal Shopping District was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

DDA Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Tony Lipuma, Marilyn Trent, Candice Van Slembrouck, Lisa Germani Williams, Jason Rewold, Chris Johnson, Christian Hauser
DDA Board Members Absent:	Paul Haig, Bob Bloomingdale
Council Liaison Present:	Ann Peterson
Chamber Liaison Present:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow
PSD Board Members Present:	Brian Cardwell, Amanda Harrison-Keighley, Patti Eisenbraun, Candice Van Slembrouck, Suzette Louise
PSD Board Members Absent:	Chairman Kevin Stewart, Vice Chairman Patrick Mulrenin

Chairman Giovanelli removed item 3.B.ii. Amendment to Move \$150,000 from Capital to Grant Funding for Infrastructure Support for Businesses to Conduct Outdoor Operations from the agenda, stating that further discussion is necessary.

3) General Business Agenda Items

A. FYE 2020 Budget Amendment for Additional City Parking Fund Support - \$27,736 Transfer from Capital to Parking Fund

Motion By:	Mayor Stuart Bikson to approve a FYE 2020 budget amendment for additional city parking fund support in the amount of \$27,736 from Capital to the Parking Fund to pay for 50% of the ordinance officer and
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	50% of the maintenance for May and June 2020 and to send to City Council for approval.
Second By:	Jason Rewold
In Favor:	Jason Rewold, Lisa Germani Williams, Christian Hauser, Chris Johnson, Tony Lipuma, Marilyn Trent, Candice Van Slembrouk, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Absent:	Paul Haig, Bob Bloomingdale
Motion Passed	

B. FYE 2021 Budget Amendment for Additional City Parking Fund Support - \$41,604 Transfer from \$100,000 Business Development Allocation

Motion By:	Mayor Stuart Bikson to approve a FYE 2021 budget amendment for additional city parking fund support in the amount of \$41,604 from \$100,000 Business Development allocation to pay for 50% of the ordinance officer and 50% of the maintenance for July, August and September 2021 and to send to City Council for approval.
Second By:	Jason Rewold
In Favor:	Jason Rewold, Lisa Germani Williams, Christian Hauser, Chris Johnson, Tony Lipuma, Marilyn Trent, Candice Van Slembrouk, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Absent:	Paul Haig, Bob Bloomingdale
Motion Passed	

C. Discussion of Use of Parking Spaces for Business Activities

i. \$1 Rental of Parking Spaces for Business Use

The following areas were discussed:

- Maximizing use of outdoor space
- Areas for curbside pickup
- Use of alley space
- Use of pocket parks
- Expanded outdoor dining opportunities
- Outdoor dining furniture grant program
- Restaurant parking deck use
- Curbside pickup on Main Street

- Beautification of alleys
- Use of parklets – small parking platforms with seating in a parking space in order to maximize outdoor space
- Goal of supporting businesses to aid in transition to open
- Feasibility of a food court in the Farmers’ Market space – rotating different vendors through the space
- LCC restrictions
- Occupancy restrictions
- Sanitization procedures
- Social distancing requirements

The next step will be to identify those areas that could be best made available for outdoor use by all types of businesses.

ii. Closure of East Parking Platform for Event Programming for Summer 2020

The following areas were discussed:

- Interest of Farmers’ Market vendors
- Feasibility of keeping track of occupancy levels
- Proximity to River Walk
- Uncertainty of re-opening guidelines
- Additional handwashing stations and port-a-johns
- Lighting opportunities
- A request to close the parking deck will have to be presented to City Council for approval.

D. Placemaking Initiatives to Maximize Outdoor Spaces – Marilyn Trent

This item will be added to the agenda for May 20, 2020 regular DDA meeting.

E. Staff Updates

i. Main Street Oakland County Crowdfunding Campaign

MSOC had previously introduced a matching grant crowdfunding campaign up to \$4,000. The Love Local Rochester campaign was launched today. Any funds raised will be used to benefit downtown events and promotions to support the businesses.

ii. Potential Oakland County Funding Opportunities

The Oakland County Board of Commissioners has just approved the second round of grant funding for downtowns. They are currently organizing a non-profit fund and are discussing other funding opportunities for Main Street communities.

iii. Bulk Hand Sanitizer & PPE for Merchants

Merchants had expressed a need for hand sanitizer and PPE. Fire Chief Cieslik was able to procure 100 gallons of sanitizer that will be made available to merchants at cost. Both Fire Chief Cieslik and Police Chief Schettenhelm donated disposable masks for use by downtown businesses.

The Business Development Committee has formed a committee to discuss various ways to assist the downtown businesses.

4) Miscellaneous

The next meeting of the DDA will be held on May 20, 2020. The joint meetings of the DDA and PSD will continue each Wednesday at 7:00 p.m., with the exception of the regular monthly DDA meetings.

5) Adjournment

Seeing no further business, the meeting was adjourned at 8:34 p.m.

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Date Approved

Susan McCullough

UNOFFICIAL

Downtown Development Authority  
Regular Meeting Minutes

Wednesday, May 20, 2020  
Zoom Virtual Meeting  
7:00 p.m.

1) Call to Order

The regular meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Tony Lipuma, Marilyn Trent, Candice Van Slembrouck, Lisa Germani Williams, Chris Johnson, Paul Haig (arrived at 7:30 p.m.), Christian Hauser, Bob Bloomingdale
Board Members Absent:	Jason Rewold
Council Liaison Present:	Ann Peterson
Chamber Liaison Present:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow

3) Approval of Meeting Minutes

Special Meeting Minutes – February 13, 2020, Regular Meeting Minutes –February 19, 2020, Regular Meeting Minutes - April 15, 2020, and Special Meeting Minutes – May 6, 2020

Motion By:	Marilyn Trent to approve the February 13, 2020 Special Meeting minutes, February 19, 2020 Regular Meeting Minutes, April 15, 2020 Regular Meeting Minutes, and May 6, 2020 Special Meeting Minutes as presented.
Second By:	Candice Van Slembrouck
In Favor:	All
Opposed:	None
Motion Passed	

4) Audience Comments

There were no audience comments.

5) Liaison Reports

A. City Council

Ann Peterson highlighted the following from the May 11, 2020 City Council meeting:

- The FYE 2020-2021 Budget was unanimously adopted.
- Hazard pay for front-line workers was extended.

B. Chamber of Commerce

Marilyn Trent highlighted the following:

- Weekly Wednesday updates have been continuing remotely.
- The Chamber has continued to assist business owners through webinars.
- The golf outing has been rescheduled to August.
- The Sunrise Pinnacle Awards will be held at a later date. Further details will be shared when available.

C. Historical Commission

Don Sienkiewicz shared that the following events were cancelled:

- Founders Day in March - The coloring books were distributed to the elementary schools.
- Heritage Days
- The Car Show
- The Rochester Rockin' Rods car show

D. Principal Shopping District

Candice Van Slembrouck highlighted the following:

- The last meeting was held on March 10, 2020, at which the retiree health plan policy was addressed and approved.
- The PSD has been meeting jointly on a weekly basis with the DDA.

7) General Business Agenda Items

A. New Historic Sign Partnership Opportunity

Patrick McKay, Rochester Hills Historical Museum Manager shared a proposal that he has been working on with Kristi Trevarrow. The Museum has a lot of photographs of downtown buildings and events that he would like to see shared with more members of the community. He is proposing that the photos be affixed to the downtown light poles with clamps that will not damage the poles. The signs will include a QR code that can be scanned for additional historical information. The total cost of each sign would be less than \$60.

Following discussion, Chairman Giovanelli requested that Kristi Trevarrow and Patrick McKay work together toward a selection of photos and keep the Board informed

B. Main Street Oakland County Update

Kristi Trevarrow reported the following:

- The County has begun a second round of small business grants. Dozens of downtown Rochester businesses have received grants.
- The crowdfunding initiative has been launched, and has currently raised over \$1,500. Oakland County will match funds up to \$4,000.



- Oakland County is furnishing re-opening kits to every business in the county. They are giving priority to those communities with DDAs.

### C. Inventory of Open Spaces

Kristi Trevarrow shared the following possibilities for use of outdoor space:

- Outdoor Dining
  - Outdoor dining spaces will be a necessity to ensure the success of restaurants
  - The LCC is allowing extension of licensing to allow outdoor service

The following will be necessary: 1) A City approval process; 2) Establishment of design guidelines and an application process; 3) A grant program to help the businesses with furnishings.

- Existing Available Spaces
  - Parking deck roof
  - Farmers' Market space
  - Rochester Lions Park
  - Railroad bridge
  - Donor Wall park
  - Multiple pocket parks
- Parklets
  - Public sidewalk extensions – usually extending two parking spaces using temporary elements
  - This is a way to activate the streets

The following will be necessary: 1) A City approval process; 2) Design standards; 3) Determination of the number of parklets and their location; 4) Budget per parklet.

Deputy City Manager Nik Banda explained that the City attorney is looking into a way to streamline the temporary use process through the Planning Commission. Everything will have to be done within the framework of the law. Police Chief Schettenhelm explained that the LCC approved the new COVID-19 licensing on May 19, 2020. City Council will need to approve the serving of liquor on the streets if parklets are utilized.

- Kristi Trevarrow will work with Chief Schettenhelm, Nik Banda and legal counsel to develop a framework for the process.
- Mayor Bikson will add the use of outdoor dining spaces and the development and use of parklets to the City Council meeting agenda for the meeting to be held on May 26, 2020.
- Kristi Trevarrow and Bob Bloomingdale will work together to determine the approximate cost of each parklet space.
- Chairman Giovanelli asked that Kristi Trevarrow and Nik Banda work together to develop an administrative approval process.
- Chairman Giovanelli also stated that the other downtown merchants will need to be offered assistance and support.

D. Placement of Furnishings in Outdoor Spaces

Marilyn Trent presented a conceptual idea of furnishing outdoor spaces to invite people to linger downtown. The DDA will address this once the above outdoor spaces process has been put in place.

8) Receipt of Regular Reports

A. Executive Director Update

**Main Street Accreditation**

The DDA has received notification that we have received our national Main Street Accreditation for the 16<sup>th</sup> year.

**New Merchant Resources Web Page**

Based on recent Merchant Chats, procuring PPE and hand sanitizer has been a challenge for many businesses. Working with the Fire and Police Chiefs, both items have been procured. Sanitizer is being sold cost and masks are offered free of charge.

Love Local Rochester Social Distancing Floor decals have been added. All items can be ordered online through the Merchant Resources Web Page. Pickup hours will be held at the Studios on Thursdays.

**Love Local Rochester Crowdfunding Campaign**

The campaign is off to a good start. As of 05/15/2020, \$1,000 has been raised. Main Street Oakland County will match all donated funds up to \$4,000.

B. Events & Marketing Update

EVENTS

**Deck Art 2020 – Postponed.** Deck Art has been postponed until the downtown businesses can safely open up for the public to view the Deck Art artwork. There are currently 301 artists registered for the event.

**Junk in the Trunk – Cancelled.** Due to the extension of the Stay at Home Order, it was best to cancel the June Junk in the Trunk event. Area residents, Rochester merchants and crafters will have an opportunity to sell their crafts, collectibles and more in August. The August Junk in the Trunk is scheduled for Saturday, August 1<sup>st</sup>.

**Facebook Promotions** – Several Facebook promotions have been rolled out on the Love Local Rochester Facebook page. A few popular ones are Take-out Tuesday and Flash Sale Friday. For Take-out Tuesday we ask followers to order take out at a downtown Rochester eatery and post their receipt on the Facebook page. A winner is then selected and send them a \$25 downtown Rochester gift certificate. Flash Sale Friday is a shopping promotion for merchants to share with us a sale that they wish to run for one day. Patrons can find all the sale items/promotions on the DDA website at [www.downtownrochestermi.com/flash-sale-Friday](http://www.downtownrochestermi.com/flash-sale-Friday). It is a one-stop shop to see all the great deals happening in town.

**Gift Guides** – For Mother’s Day, a Mother’s Day Gift guide page is available on the website. Similar to Flash Sale Friday, merchants to share their Mother’s Day promotions to

promote on the DDA website. Some items were gift card deals, dinner packages, jewelry pieces and more. We are currently working on a “Gifts for Grads” promotion. The guide will be available on the Downtown Rochester website.

## MARKETING

### **Promotion**

**Farmers’ Market** – Taylor Clayton stated that the Farmers’ Market Opening Day will be opening on Saturday, May 30<sup>th</sup>. We are planning to take all of the necessary precautions in order to keep both our market vendors and community safe, including additional hand washing stations, face coverings, crowd control, physical distancing and hand sanitizer stations available. At this time with the State order, the market is allowed to operate under essential functions.

### **Business Development**

***In Town Magazine*** – At this time, we have held off printing the summer *In Town Magazine*. Typically, the magazine would have hit homes in mid-April but due to the uncertain circumstances we are holding off on printing event dates until we are able to confidently schedule new or adjusted dates. We are looking to add content offering more human-interest stories, including content such as a “welcome home” campaign with pillars from our community, stories of how businesses have overcome challenges during this time or how they have stepped up to help the community. Hopefully, finding the positives in these challenging times for Downtown Rochester.

C. Financial Report for DDA

The Revenue and Expenditure Report for period ending 04/30/2020 for Fund 494, Downtown Development Authority was included in the packet.

D. Business Development Committee

A meeting will be held on Wednesday, May 27, 2020 and a report will be provided at the next regular DDA meeting.

E. Site Development Committee

6) Miscellaneous

Chairman Giovanelli stated that the next joint PSD/DDA meeting will be held on Wednesday, May 27, 2020 at 7:00 p.m.

10) Adjournment

Seeing no further business, the meeting was adjourned at 8:34 p.m.

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Date Approved

Susan McCullough

Downtown Development Authority  
Principal Shopping District  
Joint Meeting  
Special Meeting Minutes

Wednesday, May 27, 2020  
Zoom Virtual Meeting  
7:00 p.m.

1) Call to Order

The regular meeting of the Downtown Development Authority Board of Directors and the Principal Shopping District was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

DDA Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Tony Lipuma, Marilyn Trent, Candice Van Slembrouck, Lisa Germani Williams, Jason Rewold, Paul Haig, Chris Johnson, Christian Hauser, Bob Bloomingdale
DDA Board Members Absent:	
Council Liaison Present:	Ann Peterson
Chamber Liaison Present:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow
PSD Board Members Present:	Brian Cardwell, Amanda Harrison-Keighley, Patti Eisenbraun, Candice Van Slembrouck
PSD Board Members Absent:	Chairman Kevin Stewart, Vice Chairman Patrick Mulrenin, Suzette Louise

3) General Business Agenda Items

A. Update from May 26, 2020 City Council Meeting

- i. Letter of Support for Senator McMorrow  
Chairman Giovanelli shared a general update on a bipartisan bill introduced by Senator McMorrow and Representative Webber, which would provide relaxed outdoor alcohol service. Senator McMorrow shared the proposed bill with City Council at their May 26, 2020 meeting. Council indicated their support, expressing concern only with dining on Main Street. Upon discussion, Chairman Giovanelli will send a letter of support from the DDA to Senator McMorrow and Representative Webber. A copy of the letter will be sent to DDA members and PSD members.

- ii. FYE 2021 PSD Assessment  
On April 15, 2020 the DDA requested that City Council suspend the PSD assessment with DDA increasing the current contribution to the PSD by \$296,658, instead of assessing the merchants and property owners. City Council approved this requested at their May 26, 2020 meeting. Chairman Giovanelli suggested that some type of notification be given to the businesses informing them of this decision.
- iii. Outdoor Dining/Parklets  
Chairman Giovanelli stated that the City Council was generally supportive of both outdoor dining and parklets, expressing concern only with the use of parklets on Main Street.

## B. Outdoor Dining

- i. Design Discussion
- ii. Program Outline – DDA Provided Structures or Grant Program

The following areas were discussed:

- Design specifications and use process
- Security, safety and traffic concerns
- Potential locations
- Respect toward maintaining convenient parking
- Storage options
- Timing for restaurants to prepare

Bob Bloomingdale will provide a base sketch for presentation to MDOT. This will need to be presented to City Council following MDOT's review. Mr. Bloomingdale, Kristi Trevarrow and Nik Banda will work on preliminary budget numbers for a single-space use platform, with connectivity options.

Kristi Trevarrow will provide a count of which restaurants may be interested in utilizing an outdoor dining space.

## C. Parklets

- i. Main Street Proof of Concept Pilot Parklet
- ii. Total Number/Proposed Locations

Chairman Giovanelli reviewed his Memorandum dated May 27, 2020, highlighting potential locations for parklets and possible funding opportunities for restaurants to furnish the outdoor dining spaces.

## D. Staff Updates

- i. Farmers' Market Opening Day– Taylor Clayton stated that the Farmers' Market Opening Day will be opening on Saturday, May 30<sup>th</sup>. All necessary precautions will be taken in order to keep both market vendors and the community safe,

including additional hand washing stations, face coverings, crowd control, physical distancing and hand sanitizer stations. There will only be one entrance available in order to monitor capacity.

- ii. Main Street Oakland County Update – Kristi Trevarrow shared that MSOC is furnishing re-opening kits to every business in the county, and giving priority to those communities with DDAs. The totes will be delivered on May 28, 2020. Business owners will register online so that MSOC can track which businesses have picked up their totes. Totes will be distributed beginning May 29, 2020 and continue throughout the next week.

Staff has been engaging in virtual meetings with businesses on a weekly basis to keep communication flowing. The merchants have expressed their appreciation for everything the DDA and PSD have been doing to assist them.

Staff will continue to highlight businesses media and present a positive narrative via social media.

4) Miscellaneous

Lisa Germani Williams thanked the staff for their hard work, and for the quick set-up and implementation of the studio space.

The next joint meeting of the DDA and PSD will be on June 3, 2020 at 7:00 p.m.

5) Adjournment

Seeing no further business, the meeting was adjourned at 8:45 p.m.

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Date Approved

Susan McCullough

Downtown Development Authority  
Principal Shopping District  
Joint Meeting  
Special Meeting Minutes

Wednesday, June 3, 2020  
Zoom Virtual Meeting  
7:00 p.m.

1) Call to Order

The special meeting of the Downtown Development Authority Board of Directors and the Principal Shopping District was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

DDA Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Bob Bloomingdale, Lisa Germani Williams, Paul Haig, Christian Hauser, Marilyn Trent, Candice Van Slembrouck
DDA Board Members Absent:	Tony Lipuma, Marilyn Trent, Jason Rewold
Council Liaison Present:	Ann Peterson
Chamber Liaison Absent:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow
PSD Board Members Present:	Chairman Kevin Stewart, Patti Eisenbraun, Amanda Harrison-Keighley, Suzette Louise, Candice Van Slembrouck
PSD Board Members Absent:	Vice Chairman Patrick Mulrenin, Suzette Louise, Brian Cardwell

3) General Business Agenda Items

A. Update - Outdoor Dining/Parklets Presentation to City Council

- Chairman Giovanelli shared that he and Kristi Trevarrow were invited by Senator McMorro and Representative Webber to testify before the Commerce Committee in Lansing regarding HB 5781 and 5811, bipartisan bills that would provide relaxed outdoor alcohol service. The Committee approved both bills unanimously and sent them on to the Ways and Means Committee.

- The concept of Outdoor Dining was presented City Council on May 26, 2020. Council approved moving forward with the exception of outdoor dining on Main Street. MDOT has not yet approved locations on Main Street.

- The plans were also presented to the Planning Commission, who were appreciative of the information and supportive of the concept.

#### B. Review – Proposed Outdoor Platform Design & Budget

The following areas were discussed:

- Approximate cost of each platform (\$8,000 ± \$500)
- Timeframe of completion
- Possible locations
- Potential approval process
- Safety
- Potential interested restaurants
- Impact on downtown businesses
- Immediate removal of platforms on Main Street once restaurants are back to 100% capacity
- Possible use of a lower grade material on the platforms to be used on Main Street due to the potential that they may be more temporary

At the next meeting, final numbers will be provided as to cost and interested restaurants, as well as a way to recognize Dillman & Upton for their contribution to construction materials.

#### C. Discussion – Front Porch Stories

Because the governor has approved outdoor gatherings up to 100 people, it was the consensus to bring back Front Porch Stories. Possible locations that were large enough to allow appropriate social distancing were discussed.

Other outdoor events that may be allowed to continue depending on the guidelines to be issued soon are Movies in the Moonlight and Sidewalk Sales. The merchants have asked that Sidewalk Sales be pushed back to August to allow them time to adjust to reopening.

#### D. Staff Updates

##### i. Farmers' Market Opening Day Recap

Taylor Clayton stated that the re-opening of the Farmers' Market was attended by approximately 2,200 people. The vendors did very well, and attendees were very mindful of social distancing.

##### ii. Happy Thoughts Social Media Promotion

Jenna O'Dell explained that the "Happy Thoughts" messages were rolled out last year during Sidewalk Sales. The positive messages will be displayed around town on walls and sidewalks and provide opportunities for people to find them around town and share selfies on their social media. New messages have been ordered, and they will be displayed as soon as possible.

##### iii. Downtown Update

- Kristi Trevarrow stated that the MSOC re-open kits have been delivered. The DPW assisted in unloading all the totes. Merchants have been steadily picking them up.



- The studio space has been painted and the table should be delivered within two weeks. Chairman Giovanelli donated some chairs for use in the space and the sign is installed outside.
- Weekly webchats with merchants have continued and usually involve approximately 30 attendees. Since reopening, they have been moved to Mondays at 9:00 a.m.
- MSOC has formed a small business task force and invited Kristi Trevarrow to be part of that task force. She is now Chair of that task force. She shared that more grant money for small businesses may be available.
- Many retailers are re-opening. Some will need additional assistance and others have been pushing forward in inventive ways. Restaurants will be re-opening next week.

4) Miscellaneous

Chairman Giovanelli suggested that businesses like gyms, dance studios, cross fit, etc. may need assistance with outdoor spaces to re-open their businesses. He also stated that salons and barbershops may need additional assistance.

The Downtown Development Authority and Principal Shopping District will meet again virtually on June 10, 2020 at 7:00 p.m.

5) Adjournment

Seeing no further business, the meeting was adjourned at 8:18 p.m.

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Date Approved

Susan McCullough

Downtown Development Authority  
Principal Shopping District  
Joint Meeting  
Special Meeting Minutes

Wednesday, June 10, 2020  
Zoom Virtual Meeting  
7:00 p.m.

1) Call to Order

The special meeting of the Downtown Development Authority Board of Directors and the Principal Shopping District was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

DDA Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Candice Van Slembrouck, Paul Haig, Chris Johnson, Bob Bloomingdale
DDA Board Members Absent:	Tony Lipuma, Marilyn Trent, Lisa Germani Williams, Jason Rewold, Christian Hauser
Council Liaison Present:	Ann Peterson
Chamber Liaison Absent:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Absent:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow
PSD Board Members Present:	Suzette Louise, Candice Van Slembrouck
PSD Board Members Absent:	Patti Eisenbraun, Amanda Harrison-Keighley, Brian Cardwell, Vice Chairman Patrick Mulrenin, Chairman Kevin Stewart

3) General Business Agenda Items

A. Outdoor Dining Program

i. Platforms – Requests & Budget

Deputy City Manager Nik Banda informed the Board that MDOT will not approve outdoor dining platforms on Main Street.

There are eight businesses off Main Street that would like to utilize a total of fourteen platforms. The businesses will need to secure a special outdoor service permit from the Liquor Control Commission. In addition, because the platforms will be on City property, it will require the approval of City Council. It was suggested that all eight businesses be presented to City Council at the same time.

Motion By:	Chris Johnson to authorize Bloomingdale Contracting to build fourteen (14) platforms at a cost not to exceed \$7,500.00 each, in accordance with the agreement between Bloomingdale Contracting and the Rochester Downtown Development Authority as presented, and authorize Chairman Giovanelli to execute the agreement.
Second By:	Paul Haig
In Favor:	
Opposed:	
Motion Passed	

Because of the requested abstention from the vote by Bob Bloomingdale because of a direct financial interest, there is no longer a quorum.

Second for the above motion was withdrawn by Paul Haig. The motion was withdrawn by Chris Johnson.

Motion By:	Paul Haig to table item 3.A.i. Outdoor Dining Platforms until June 11, 2020 at 4:45 p.m.
Second By:	Chris Johnson
In Favor:	Bob Bloomingdale, Chris Johnson, Paul Haig, Candice Van Slembrouck, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None.
Motion Passed	

A special virtual meeting of the Rochester Downtown Development Authority was set for Thursday, June 11, 2020 at 4:45 p.m.

ii. Mini Grant Opportunity

It was the consensus of the Board to consider offering matching grants tailored specifically to restaurants for the purposes of expanding their capacity by assisting them in utilizing alley space. This would potentially involve less than ten businesses.

Additional information will be considered at the June 17, 2020 regular Rochester Downtown Development Authority agenda.

B. Summer Events

The following summer events will be presented to the Village Council for their approval at the next City Council meeting on June 22, 2020.

i. Thursday Night Market

- ii. Front Porch Stories
- iii. Movies in the Moonlight
- iv. Sidewalk Sales
- v. Explorers Club
- vi. Junk in the Trunk
- vii. Deck Art
- viii. New Pop-Up Mural Project

C. Downtown Updates

- i. Love Local Crowdfunding Campaign  
A total of \$4,185.00 was reached. Main Street Oakland County will match all donated funds up to \$4,000.00.
- ii. Main Street Oakland County  
MSOC will be going before the County Commission to request dedicated funding in the amount of \$6 million to be utilized to further assist small businesses.
- iii. Downtown Collaboration Studio  
The studio space is being utilized and has been open Monday-Friday, 11:00 a.m. to 4:00 p.m. Beginning next week, it will be open Monday-Friday, 10:00 a.m. to 5:00 p.m.
- iv. Eagle Scout Project  
A local scout would like to repair the Lions Pocket Park gazebo as his Eagle Scout project. He will be submitting his paperwork soon.
- v. New Horizons  
The New Horizons offices will not be re-opening until July, but a limited crew of two employees and one coordinator will be back downtown beginning June 15, 2020.

4) Miscellaneous

5) Adjournment

Seeing no further business, the meeting was adjourned at 8:11 p.m.

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Date Approved

Susan McCullough

Downtown Development Authority  
Principal Shopping District  
Joint Meeting  
Special Meeting Minutes

Thursday, June 11, 2020  
Zoom Virtual Meeting  
4:45 p.m.

1) Call to Order

The special meeting of the Downtown Development Authority Board of Directors and the Principal Shopping District was called to order by Chairman Ben Giovanelli at 4:45 p.m.

2) Roll Call

DDA Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Marilyn Trent, Candice Van Slembrouck, Lisa Germani Williams, Jason Rewold, Paul Haig, Chris Johnson, Christian Hauser, Bob Bloomingdale
DDA Board Members Absent:	Tony Lipuma
Council Liaison Absent:	Ann Peterson
Chamber Liaison Present:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow

3) General Business Agenda Items

A. Outdoor Dining Program

i. Platforms – Requests & Budget

Motion By:	Paul Haig to allow Bob Bloomingdale to abstain from considering this matter because of a direct financial interest.
Second By:	Chris Johnson
In Favor:	Jason Rewold, Paul Haig, Chris Johnson, Christian Hauser, Marilyn Trent, Candice Van Slembrouck, Bob Bloomingdale, Lisa Germani Williams, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Motion Passed	

Motion By:	Paul Haig to authorize Bloomingdale Contracting to build fourteen (14) platforms at a cost not to exceed \$8,000.00 each, in accordance with the agreement between Bloomingdale Contracting and the Rochester Downtown Development Authority as presented, and authorize Chairman Giovanelli to execute the agreement.
Second By:	Candice Van Slembrouck
In Favor:	Lisa Germani Williams, Candice Van Slembrouck, Marilyn Trent, Christian Hauser, Chris Johnson, Paul Haig, Jason Rewold, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Abstention:	Bob Bloomingdale
Motion Passed	

4) Miscellaneous

5) Adjournment

Seeing no further business, the meeting was adjourned at 4:54 p.m.

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Date Approved

Susan McCullough



## City of Rochester

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400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

June 12, 2020

**TO:** Kristi Trevarrow, DDA Executive Director

**RE:** Approval process for Temporary Outdoor Dining Platforms/Seating

**From:** Nik Banda, Deputy City Manager

Per your request, please share this information with the potential Restaurateurs that will be seeking to use either the DDA provided dining platforms/parklets or want to add new outdoor dining on their property or along Main Street on the sidewalk (which is still under MDOT's jurisdiction). As you know the City Council temporarily has allowed City Administration to approve such requests versus having to go through the standard process that involved the Planning Commission and our Planning Consultants. This is only for the 2020 outdoor dining season. I will work with our City Departments including Police, Fire, Legal and DPW to address any and all concerns about safety.

I apologize for the depth of this memo and the conditions that we must adhere to but there are numerous situations that will lead to our approving different locations under different circumstances. Per City Council, the process itself will follow the same review standards as the previous process but to speed up the timeline significantly we can do this in-house as I stated above. I have included the Zoning Ordinance standards below. Substitute Administration for the portions of the existing ordinance that call for the Special exception process and refer the Planning Commission please.

### **Sec. 2121. - Outdoor dining standards.**

Outdoor dining may be permitted as a non-transferable special exception use in the CBD and B-1 districts when incidental to a permitted restaurant or tavern, subject to the following special standards:

- (1) Outdoor dining is only permitted immediately adjacent to the principal use on the same property, except as may be expanded into a right-of-way in accordance with subsection (6) of this section.
- (2) Restaurants with outdoor dining shall comply with all licensing, permitting and inspection requirements of the City Code and shall submit annually all required fees with an application for approval.
- (3) Outdoor dining areas shall be kept clean and free from refuse at all times.
- (4) All outdoor dining activity must cease at the close of business. However, when an outdoor dining area is immediately adjacent to any single-family or multiple-family residential district, all outdoor activity must cease at the earlier of close of business or 12:00 [midnight], unless the planning commission deems a different time more appropriate based on the

particular circumstances of the applicant, such as the extent of buffering, sound and lighting reducing efforts, location of the outdoor dining on the property and its proximity to the residential units.

- (5) Table umbrellas shall be considered under site plan review and shall not impede sight lines into a retail establishment, pedestrian flow in the outdoor dining area, or pedestrian or vehicular traffic flow outside the outdoor dining area.
- (6) For outdoor dining located in any portion of the public right-of-way:
  - a. All such uses shall be subject to a license agreement from the city, contingent upon compliance with all city codes including all conditions required by the planning commission in conjunction with site plan approval. A copy of the form license agreement may be obtained from the city clerk.
  - b. After planning commission approval of the special exception, the proposed license agreement will be forwarded to the city council for its consideration. Nothing in this section shall be construed to require a license agreement for an establishment with a carry-out service, ice cream parlor, or similar use where patrons may leave the establishment before consuming the food purchased, unless said establishment chooses to operate an outdoor cafe and seeks approval as set forth herein.
  - c. In order to safeguard the flow of pedestrians on the public sidewalk, such uses shall maintain an unobstructed sidewalk as required by the planning commission, but in no case less than five feet.
  - d. No permanent fixtures may be erected or installed in the public right-of-way.
  - e. Should the right-of-way involved be under the jurisdiction of the Michigan Department of Transportation or other governmental agency, the restaurant owner or operator must obtain any required permits from such department or agency.
  - f. Insurance must be procured and maintained as required in the license agreement.
- (7) Outdoor dining is only permitted during the months of May through October, unless the applicant sufficiently demonstrates to the planning commission that this period should be expanded based on the particular circumstances of the applicant. For a business that has already been granted special exception for outdoor dining, such business may make a request to the city manager to allow for outdoor dining at other times if weather permits or for individual specific events. Any such temporary approvals shall be subject to all other terms and conditions of the current approval including, but not limited to, any license agreement and other governmental permits required for outdoor dining in the public right-of-way. No tables, chairs, platforms, fencing barricades, refuse containers or other items shall be permitted except during permitted operation days.
- (8) Outdoor dining at any location is not permitted without a city-issued permit or license.
- (9) All outdoor dining areas shall have a barricade, fencing, or other means of appropriately separating the dining areas from pedestrian and vehicular traffic, which shall be considered under site plan review.
- (10) Additional off-street parking as set forth in section 2403c.
- (11) Restaurants with outdoor dining shall meet all other standards for special exception approval outlined in article 26 of this ordinance.

It should be noted that beyond the requirements outlined above, if there is to be the serving of liquor involved, the Michigan Liquor Control Commission (MLCC) rules and regulations are still in affect and the applicants must obtain approval from the MLCC. This first requires City Council approval on



a case by case basis and then they can then submit to the LLC for their approval. Any platform that initially does not include the serving of alcohol will be handled in the manner below. The petitioners could then go through the liquor license process separately to add the serving of alcohol in the established space.

I would need a site plan of the area involved in the request. It does NOT have to be drawn up by an architect. The DDA will provide you with the standard size of the platform which should be close to 9 feet wide by 18 feet long which will fill up one parking space. You can use google earth to superimpose the platform in the space you would like it in or you can sketch it up yourself.

Things that will influence the placement of the platform will be: you must keep a 5 feet clear path and from any street furniture, light poles, planters, parking meters, street signs, etc. that might be adjacent to or by the opening to the deck, (if liquor is to be served, the platform will need to be enclosed by a railing on all four sides with at least a 36 inch opening that meets Handicap standards). A ramp that has no more than a 1 in 12-inch slope to the platform must be provided and cannot protrude onto the public sidewalk unless you can keep the five-foot clearance area on the sidewalk. It must be clearly identified by yellow markings if it creates a trip hazard at the entry point. Some locations might have to have street side entrances to keep the sidewalk clear which would then take up an adjacent parking space.

You will have to provide appropriate insurance to the City, naming the City as additional insured for the use of the City's property as well as the usual indemnification and hold harmless provisions. The City has a form license agreement that will be used. The DDA will help coordinate this information and submit it to me so that I can take all the proposals to the City Council for their final approval of the use of the City's property for the platforms.

Along with the location of the platform you will have to present a floor plan for your platform. At this point in time it must follow the Governor's social distancing guidelines following the 6 feet apart requirement. You can show a diagram of how many tables can you fit on the platform that have 6 feet between the back of the chair's patrons will be using. There are many configurations you might try, 2 tops, 4 tops, bench seating. Please include a picture of the furnishings including any umbrellas or awnings so that we can make sure we keep them within the designated area and don't interfere with pedestrians as we do on Main Street for the existing areas. I will leave it up to you to maximize your capacity as you see fit.

For any restaurateur on Main St. or who has private property access to put additional seating, please follow the same process. Sketch out what you would like a temporary area and what will go inside the area with proper social distancing. If it is an area on Main, the State said you will still have to get approval from Stacey Gough at MDOT following their rules and procedures as is normally done.

I wish this could be even simpler, but we have to protect the Community while trying to assist our restaurateurs in these difficult business climate times we are in.

## 2020 PUBLIC RIGHT OF WAY OUTDOOR DINING LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the City of Rochester, a municipal corporation of 400 Sixth Street, Rochester, Michigan hereinafter called "Rochester" or "City" and \_\_\_\_\_, a \_\_\_\_\_, of \_\_\_\_\_, Rochester, Michigan, hereinafter called "Licensee".

WHEREAS, Licensee is a restaurant owner/operator of property located at \_\_\_\_\_, described as Parcel # \_\_\_\_\_,

WHEREAS, Licensee wishes to place tables and chairs immediately adjacent to its restaurant on the sidewalk and/or DDA parklet space located in the public right-of-way, and

WHEREAS, the City has reviewed and approved a site plan for Licensee to permit the placement of \_\_\_\_\_ tables, \_\_\_\_\_ chairs and fencing/barricading and/or utilization of DDA parklet space in the front of the restaurant pursuant to Section 2121 of the Rochester Zoning Ordinance ("Approved Plan"), as temporarily modified/superseded by City Council Resolution dated June 8, 2020, and

WHEREAS, The City has determined that the Approved Plan will not likely interfere with the general public use of public right-of-way property, and

WHEREAS, the parties intend by this License Agreement to license the placement of tables, chairs and fencing/barricading on public property pursuant to the Approved Plan and under the terms and conditions provided herein.

IT IS THEREFORE AGREED as follows:

1. License Granted. Rochester licenses and authorizes the Licensee to place tables, chairs and fencing/barricading on public property, at the location and in conformance with the Approved Plan signed by the City and is incorporated herein by reference.
2. Conformance with Site Plan and Ordinances. It is mutually acknowledged that this License Agreement is intended as a license to use public property regulated and controlled by Rochester, and Licensee must comply in all respects with the terms and conditions of the Approved Plan, and with all procedures and other items set forth in the ordinances of Rochester.
3. Indemnification and Hold Harmless. To the fullest extent permitted by law, the Licensee agrees to defend, pay on behalf of, and hold harmless the City and the Rochester Downtown Development Authority ("DDA"), their respective elected and appointed officials, all employees and volunteers working on behalf of the City or the DDA, their boards, commissions, and/or authorities, including employees and volunteers thereof, against any claims, demands, suits, loss, including all costs and reasonable attorney fees connected therewith, for any damages which may be asserted or recovered against or from the City or DDA, their respective elected and appointed officials, all employees and volunteers

working on behalf of the City or DDA, their respective boards, commissions, and/or authorities, including employees and volunteers thereof, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected with this License Agreement, including the operations, acts, errors or omissions of the Licensee in performing this License Agreement and any acts, errors or omissions by its officers, agents, employees, workmen or independent contractors, whether arising in whole or in part from such acts or omissions.

4. Insurance Required. The Licensee shall procure and maintain at all times during the duration of the License Agreement, the following minimal available insurance coverage subject to the conditions indicated. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the City.
  - A. Workers' Compensation Insurance: Workers' Compensation Insurance, including Employer's Liability Insurance, in accordance with all acceptable statutes of the State of Michigan.
  - B. Commercial General Liability Insurance: Commercial General Liability Insurance on an occurrence basis with the limits of liability of not less than \$1,000,000 per occurrence and aggregate of \$2,000,000 for Combined Single Limit Personal Injury and Property Damage, and shall include Independent Contractor's Coverage and Broad Form General Liability coverages.
  - C. Liquor Liability Insurance (if liquor is to be served): Liquor Liability Insurance on an occurrence basis with limits of liability of not less than \$1,000,000 per occurrence. Such a policy shall include an endorsement to, or a notation on, the insurance certificate that extends coverage to include service outside of the licensed premises to all areas where alcohol is served or consumed.
  - D. Additional Insured: Commercial General Liability Insurance (and Liquor Liability Insurance, if applicable) shall name the City and DDA as additional insureds for all activities connected with this Agreement and shall include an endorsement stating the following as: "Additional Insureds": The City of Rochester and the Rochester Downtown Development Authority, and all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, including employees and volunteers thereof. This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insured, whether said other available coverage be primary, contributory or excess. The authorized representative of the insurance carrier acknowledges that it has read the insurance provisions of the agreement between the City of Rochester and the insured."
  - F. Proof of Insurance: The Licensee shall provide the City with certificates of all insurances listed above.

5. License Fee. Licensee shall pay to Rochester a license fee of \$ \_\_\_\_\_. The fee shall be paid prior to issuance of the License Agreement. The license fee is for the utilization of public property and is calculated by multiplying the square footage of licensed right-of-way property by fifty cents (\$0.50). The maximum annual fee shall be two-hundred dollars (\$200.00). In addition, Licensee will be responsible for any inspection costs and all real and personal property taxes that may result from this License Agreement.
6. Maintenance and Repairs of Licensed Areas. Licensee shall be responsible for the upkeep and maintenance of the licensed area. Should any public property be damaged as a result of Licensee's outdoor dining activities, Licensee shall promptly make all necessary repairs at Licensee's sole expense. Licensee acknowledges that any private use of the public property not specifically authorized by this License Agreement is prohibited.
7. Required Sidewalk Width. Licensee shall maintain an unobstructed sidewalk width as required by the City.
8. Hours and Months of Operation. Licensee shall cease outdoor activities at the close of business, or, if immediately adjacent to any single-family or multiple family residential district, all outdoor activity must at the close of business, 12:00 a.m., or as determined by the City, whichever is earlier. Outdoor dining under this License Agreement is only permitted during the 2020 outdoor dining season established by the City.
9. Emergency Removal. The Licensee must be prepared to remove all items from the right-of-way with 24 hours notice if requested by the City it deemed necessary when the health, safety, and welfare of the public will be potentially jeopardized.
10. Revocation of License. In addition to any remedies set forth above, the City may revoke this License Agreement and remove the outdoor dining furniture at Licensee's cost, for failure to abide by the terms and conditions of this License Agreement or if Licensee is in violation of the site plan, special exception regulation and/or any ordinance. The City does hereby authorize the City Manager or his designee to exercise this power to revoke this License Agreement without further action by the City Council. Prior to revoking the License, the City Manager shall provide Licensee with written notice of the violation, unless the nature of the violation is such that immediate action is necessary. Should Licensee fail to correct or remedy the violation within 10 calendar days after the notice of violation, the City Manager may revoke the License without further notice. Any and all costs incurred by the City, including, but not limited to, removal of the dining furniture, disposal, staff time and actual attorney fees, shall be paid by the Licensee. In the event such costs are not paid, then they may be transferred to the tax rolls in accordance with the applicable sections of the Rochester City Code.
11. Terms of License. The term of this License Agreement shall be for one (1) year unless otherwise revoked or terminated under this License Agreement.
12. License Binding. This License Agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns.

IN WITNESS WHEREOF, the parties execute this Agreement.

CITY OF ROCHESTER,  
a municipal corporation

\_\_\_\_\_  
City Manager/Deputy City Manager

LICENSEE:

\_\_\_\_\_  
Corporation Name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Title

Print name: \_\_\_\_\_

### OFF MAIN STREET OUTDOOR DINING PLATFORM REQUESTS

Business Name	Address	Number of Platforms
Baus Barber	114 E. Fourth	One Platform
D'Marcos Italian Restaurant and Wine Bar	401 S. Main Street (on Fourth)	Two Platforms
Penn Station East Coast Subs	146 S. Main St. (south of building)	One Platform
Rochester Brunch House	301 Walnut Blvd	Two Platforms
Rochester Mills Beer Company	400 Water	Two Platforms
The Meeting House	301 S. Main (on Third)	Two Platforms
Tonia's Victorian Rose	118 W. 3rd Street	One Platform
Zoet	103 W. 4th Street	One Platform

## **ROCHESTER DOWNTOWN DEVELOPMENT AUTHORITY OUTDOOR SEATING MINI-GRANT PROGRAM GUIDELINES**

The City of Rochester Downtown Development Authority (DDA) has established the Outdoor Seating Mini-Grant Program to encourage businesses to outdoor seating and/or tables.

**Program Description:** Subject to funding availability, the DDA may approve and provide reimbursement of 50% of the cost of planters, landscaping, furniture, lighting and signage, adjacent to their establishment, up to a maximum grant of \$3,000.00.

**Who is Eligible?** This program is available to all downtown businesses. Restaurants who have been approved for outdoor dining platforms provided by the DDA are not eligible for this program.

**Design Guidelines:** Projects must comply with all applicable City of Rochester building codes and ordinances. Proposals must be approved through the City of Rochester's appropriate review process. Contact Nik Banda at 248/909-4072 for further details.

**Eligible Expenses:** Planters, landscaping, furniture, lighting and signage.

### **Procedure:**

1. Submit your completed Outdoor Seating Mini-Grant Application Packet with all required elements to the DDA **before** any items are purchased. **The DDA will not approve funding for existing outdoor furnishings.**
2. Applications will be reviewed by the DDA Board.
3. The DDA Board will review applications on a weekly basis through July 15. Applications should be submitted to Kristi Trevarrow at [kristi@downtownrochestermi.com](mailto:kristi@downtownrochestermi.com).
4. Once approved, all projects must be completed by July 31, 2020.
5. The Director must authorize any change in the approved design before it is completed. In the event the project is constructed in a manner that does not strictly conform to the approved design, the DDA shall have the right to withdraw its funding commitment.
6. Upon completion of the project, notify the DDA Director and provide satisfactory written documentation that the project has been paid for in full.
7. Upon review by the DDA Director and receipt of required documentation, the approved grant monies will be disbursed to the applicant.

## OUTDOOR SEATING MINI-GRANT PROGRAM APPLICATION

1. Business Name: \_\_\_\_\_
2. Business Contact Person: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Building Address: \_\_\_\_\_
6. Building Owner: \_\_\_\_\_
7. Building Owner's Address: \_\_\_\_\_
8. Building Owner's Phone #: \_\_\_\_\_
9. The following items must be provided:
  - \_\_\_\_\_ a) Detailed Description of Elements in Seating Area
  - \_\_\_\_\_ b) Rendering or Diagram of Seating Area

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Outdoor Seating Mini-Grant Program Guidelines and agree to abide by these conditions.
- c. I understand that receipt of an Outdoor Seating Mini Grant Funding Commitment Letter from the DDA does not constitute application or approval by the City of Rochester.
- d. I understand that the proposed improvements ***cannot*** be started until the DDA reviews and acts upon this application. **The DDA will not approve an Outdoor Seating Mini-Grant for a project that has been started prior to consideration by the DDA Board.**
- e. I understand that any changes made to the approved project without the approval of the DDA Director will cause the DDA to withdraw its funding commitment.

Signature:

\_\_\_\_\_

Date \_\_\_\_\_



PERIOD ENDING 05/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - GENERAL LEDGER						
494-000.000-402.000	CURRENT PROPERTY TAXES	1,600,310.00	1,611,201.51	13,898.31	(10,891.51)	100.68
494-000.000-573.000	LOCAL COMMUNITY STABILIZATION	53,590.00	53,589.09	0.00	0.91	100.00
494-000.000-626.000	DDA BUSINESS DEVELOPMENT	10,470.00	28,932.38	18,462.00	(18,462.38)	276.34
494-000.000-665.000	INCOME ON INVESTMENTS	20,000.00	0.00	0.00	20,000.00	0.00
494-000.000-665.072	INTEREST -MICHIGAN CLASS	0.00	21,796.85	774.21	(21,796.85)	100.00
494-000.000-671.016	DONOR WALL DONATIONS	6,000.00	6,000.00	0.00	0.00	100.00
494-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	41,928.00	38,434.00	3,494.00	3,494.00	91.67
494-000.000-692.000	MISCELLANEOUS INCOME	4,000.00	3,817.00	1,020.00	183.00	95.43
Total Dept 000.000 - GENERAL LEDGER		1,736,298.00	1,763,770.83	37,648.52	(27,472.83)	101.58
TOTAL REVENUES		1,736,298.00	1,763,770.83	37,648.52	(27,472.83)	101.58
Expenditures						
Dept 716.000 - FIRE & ICE FESTIVAL						
494-716.000-805.000	CONTRACTUAL SERVICES	0.00	310.52	0.00	(310.52)	100.00
Total Dept 716.000 - FIRE & ICE FESTIVAL		0.00	310.52	0.00	(310.52)	100.00
Dept 752.000 - BIG BRIGHT LIGHTSHOW						
494-752.000-805.000	CONTRACTUAL SERVICES	175,000.00	150,000.00	0.00	25,000.00	85.71
Total Dept 752.000 - BIG BRIGHT LIGHTSHOW		175,000.00	150,000.00	0.00	25,000.00	85.71
Dept 896.000 - DOWNTOWN DEVELOPMENT AUTHORITY						
494-896.000-701.000	SUPERVISOR SALARIES	75,000.00	66,398.11	5,802.64	8,601.89	88.53
494-896.000-710.101	LONGEVITY	1,400.00	700.00	0.00	700.00	50.00
494-896.000-715.000	FICA	5,352.00	5,214.14	444.38	137.86	97.42
494-896.000-716.000	HOSPITALIZATION	21,533.00	15,151.87	1,647.01	6,381.13	70.37
494-896.000-716.004	HOSPITALIZATION -HSA FUNDING	6,000.00	4,200.00	0.00	1,800.00	70.00
494-896.000-717.000	EMPLOYEE LIFE INSURANCE	512.00	219.21	0.00	292.79	42.81
494-896.000-718.000	RETIREMENT CONTRIBUTION	19,553.00	17,923.62	1,629.42	1,629.38	91.67
494-896.000-719.000	DENTAL/OPTICAL	700.00	739.44	113.76	(39.44)	105.63
494-896.000-721.000	UNEMPLOYMENT COMP. INSURANCE	16.00	142.11	0.00	(126.11)	888.19
494-896.000-728.000	POSTAGE	3,072.00	1,656.70	0.00	1,415.30	53.93
494-896.000-729.000	PRINTING & OFFICE SUPPLIES	20,000.00	16,579.41	408.12	3,420.59	82.90
494-896.000-757.000	OPERATING SUPPLIES	2,500.00	1,873.55	0.00	626.45	74.94
494-896.000-801.000	ADMINISTRATIVE CROSS CHARGE	75,164.00	68,900.37	6,263.67	6,263.63	91.67
494-896.000-803.000	LEGAL SERVICES	2,048.00	1,562.50	800.00	485.50	76.29
494-896.000-804.000	AUDITING	2,525.00	2,525.00	0.00	0.00	100.00
494-896.000-805.008	CONTRACT SVCS - ORG. COMMITTEE	68.00	0.00	0.00	68.00	0.00
494-896.000-805.009	CONTRACT SVCS - BUS. DEV COMM	42,488.00	21,808.00	4,319.59	20,680.00	51.33
494-896.000-805.010	CONTRACT SVCS - D.P.W.	10,240.00	3,318.65	0.00	6,921.35	32.41
494-896.000-805.011	CONTRACT SVCS - MAINTENANCE	2,348.00	2,348.00	0.00	0.00	100.00
494-896.000-805.027	CABLE CASTING	4,096.00	2,600.00	325.00	1,496.00	63.48
494-896.000-805.030	CONTRACT SVCS - DUMPSTERS	119,768.00	92,872.86	14,143.32	26,895.14	77.54
494-896.000-805.703	CONTRACT SVCS - EMPLOYMENT	1,741.00	1,540.00	140.00	201.00	88.45
494-896.000-850.000	TELECOMMUNICATIONS	5,032.00	5,930.26	590.63	(898.26)	117.85

PERIOD ENDING 05/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
494-896.000-850.001	TELEPHONE LEASE	614.00	287.65	0.00	326.35	46.85
494-896.000-860.000	COMPUTER RENTAL	2,009.00	2,009.00	0.00	0.00	100.00
494-896.000-861.000	EQUIPMENT RENTAL	0.00	1,409.49	0.00	(1,409.49)	100.00
494-896.000-861.002	EQUIPMENT LEASE - COPY MACHIN	16,384.00	11,458.21	0.00	4,925.79	69.94
494-896.000-863.001	PROFESSIONAL DEVELOPMENT	4,745.00	0.00	(4,745.00)	4,745.00	0.00
494-896.000-863.002	TRAVEL	1,536.00	1,439.20	0.00	96.80	93.70
494-896.000-864.000	LOCAL MILEAGE ALLOWANCE	1,064.00	0.00	0.00	1,064.00	0.00
494-896.000-883.000	COMMUNITY AFFAIRS- EXTERNAL	3,451.00	4,439.21	1,265.00	(988.21)	128.64
494-896.000-912.000	GENERAL INSURANCE	15,833.00	15,833.00	0.00	0.00	100.00
494-896.000-921.000	LIGHT & POWER	35,840.00	37,069.25	3,557.42	(1,229.25)	103.43
494-896.000-922.000	HEAT-BUILDING	585.00	568.57	81.62	16.43	97.19
494-896.000-931.000	MAINTENANCE & REPAIRS - EQUIP	512.00	389.08	0.00	122.92	75.99
494-896.000-940.000	RENTAL OF LAND	24,576.00	21,972.50	1,997.50	2,603.50	89.41
494-896.000-957.000	DUES & SUBSCRIPTIONS	1,638.00	1,350.00	700.00	288.00	82.42
494-896.000-964.002	REFUND-TAX ALLOCATION	0.00	211.98	0.00	(211.98)	100.00
Total Dept 896.000 - DOWNTOWN DEVELOPMENT AUTHORIT		529,943.00	432,640.94	39,484.08	97,302.06	81.64
Dept 900.000 - CAPITAL CONTROL						
494-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	144,681.00	166,897.20	29,317.00	(22,216.20)	115.36
494-900.000-974.121	SIDEWALK RECONSTRUCTION	37,000.00	36,046.77	0.00	953.23	97.42
494-900.000-974.210	STREET LIGHTING REPLACEMENT	250,000.00	65,340.00	0.00	184,660.00	26.14
Total Dept 900.000 - CAPITAL CONTROL		431,681.00	268,283.97	29,317.00	163,397.03	62.15
Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS						
494-965.000-999.203	TRANS TO MVH LOCAL STREET FUN	365,923.00	172,505.84	172,505.84	193,417.16	47.14
494-965.000-999.516	TRANS TO AUTO PARKING FUND	238,919.00	50,000.00	0.00	188,919.00	20.93
Total Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS		604,842.00	222,505.84	172,505.84	382,336.16	36.79
TOTAL EXPENDITURES		1,741,466.00	1,073,741.27	241,306.92	667,724.73	61.66
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		1,736,298.00	1,763,770.83	37,648.52	(27,472.83)	101.58
TOTAL EXPENDITURES		1,741,466.00	1,073,741.27	241,306.92	667,724.73	61.66
NET OF REVENUES & EXPENDITURES		(5,168.00)	690,029.56	(203,658.40)	(695,197.56)	3,351.97
Fund Group <None>:						
TOTAL REVENUES		2,477,035.00	2,449,293.20	51,250.38	27,741.80	98.88
TOTAL EXPENDITURES		2,482,110.83	1,748,761.25	261,420.94	733,349.58	70.45
NET OF REVENUES & EXPENDITURES		(5,075.83)	700,531.95	(210,170.56)	(705,607.78)	3,801.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROCHESTER

PERIOD ENDING 05/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		2,477,035.00	2,449,293.20	51,250.38	27,741.80	98.88
TOTAL EXPENDITURES - ALL FUNDS		2,482,110.83	1,748,761.25	261,420.94	733,349.58	70.45
NET OF REVENUES & EXPENDITURES		(5,075.83)	700,531.95	(210,170.56)	(705,607.78)	3,801.33