

# **DOWNTOWN DEVELOPMENT AND TAX INCREMENT FINANCING PLAN**

**Charter Township of Royal Oak, Oakland County, Michigan  
Downtown Development Authority**

**2007 Update**

Adopted by DDA Board: 28 October 1998 (Amended October 24, 2007)

Approved by Township Board of Trustees: 3 December 1998 (Amended December 13, 2007)

Prepared With the Assistance of:



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# ACKNOWLEDGMENTS

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Joe Couvreur, Pentiuk, Couvreur & Kobiljak, PC, Attorney  
Terry Croad, AICP, McKenna Associates,  
Secretary/Planning  
Lawrence D. Hein, CPA, Treasurer

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## **PURPOSE OF THE DEVELOPMENT AND TAX INCREMENT FINANCING PLANS**

The enabling ordinance, by which the Township Board of Trustees of the Charter Township of Royal Oak created a Downtown Development Authority (DDA) under P.A. 197 of 1975, as amended, is Ordinance No. 539. The ordinance authorizes the creation of the DDA, and sets forth the district boundaries within which the Authority has jurisdiction.

In compliance with P.A. 197 of 1975, as amended, and the enabling Ordinance, the Township Board of Trustees appointed a Downtown Development Authority Board (March, 1990) as the managing entity for development and financing activities within this district.

It is the purpose of the Development Plan and the Tax Increment Financing Plan to establish a legal basis for the capture and expenditure of tax increment revenues in accordance with P.A. 197 of 1975, as amended, for the purpose of stimulating and encouraging private investment in specific development areas through the provision of public improvements.

The Downtown Development Authority District (see Map 1), in general, includes the commercial land frontage along Eight Mile Road (the southern boundary of the Township) from Meyers Road to Mitchelldale Avenue. A legal description of the district is defined in Appendix B of the plan.

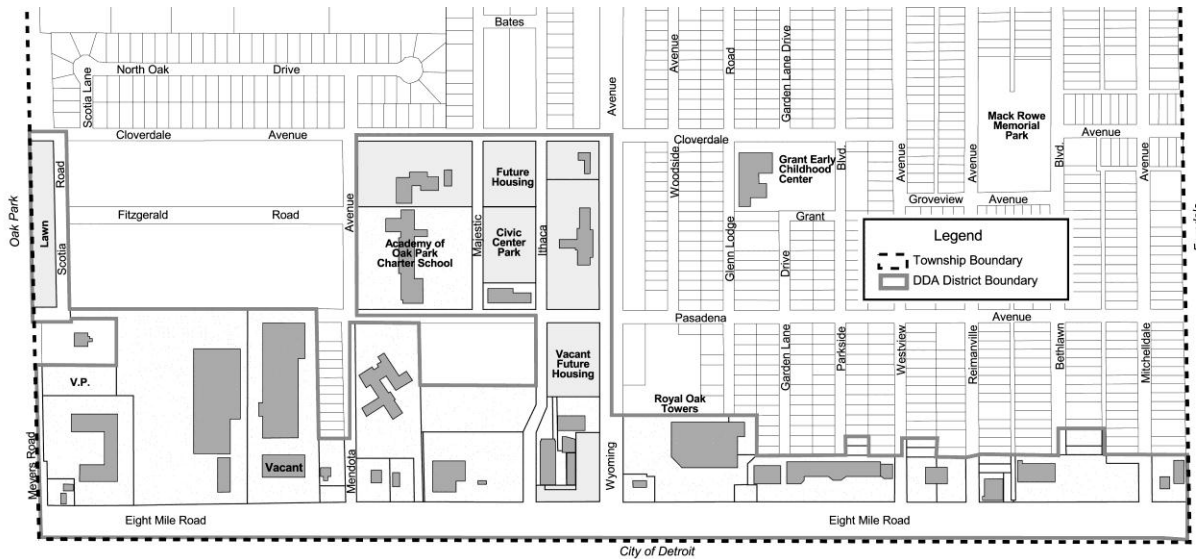
The Development Plan and the Tax Increment Financing Plan are two separate plans as required by Public Act 197. They are presented here as one document. Common elements are contained in appendices and are referenced in both plans. These plans are formatted in a manner that allows amendments to be accomplished by changing or updating the appendices, which contain most of the information that may change over time.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
CHARTER TOWNSHIP OF ROYAL OAK  
OAKLAND COUNTY, MICHIGAN

DDA DEVELOPMENT PLAN UPDATE PUBLIC HEARING  
Wednesday, December 12, 2007  
7:05pm

Please be advised that the Charter Township of Royal Oak Planning Commission will hold a public workshop, in accordance with the requirements of P.A. 197 of 1975, as amended, on the DDA Development Plan update during the regular meeting of the Planning Commission on Wednesday, December 12, 2007 at 7:05 p.m. in the first floor gymnasium, located at the Township Administrative Offices, Charter Township of Royal Oak, 21131 Garden Lane, Ferndale, MI 48220.

The purpose of the workshop is to receive input from the public, property tax payers of record in the DDA and the governing bodies of each taxing jurisdiction levying taxes within the district on the amendment of the DDA's development plan.



A copy of the amended development plan, including maps, plats, and method for relocating families and individuals who may be displaced from the area, are available for public inspection at the Township Administrative Offices.

Written comments may be submitted to the Office of the Township Clerk, Charter Township of Royal Oak, 21131 Garden Lane, Ferndale, MI 48220, on or before 5:00 p.m. December 12, 2007. All interested persons are encouraged to attend the meeting and all aspects of the development plan will be open for discussion at the public hearing.

A draft narrative of the proposed development plan update, with corresponding documents and maps may be reviewed at the Charter Township of Royal Oak Municipal Offices during regular business hours.

**RESOLUTION TO AMEND THE APPROVED  
DOWNTOWN DEVELOPMENT PLAN  
CHARTER TOWNSHIP OF ROYAL OAK**

**WHEREAS**, the Act provides for the creation and operation of a DDA when the governing body determines that it is necessary for the best interests of the public to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of that deterioration, and to promote economic growth; and,

**WHEREAS**, the Downtown Development Authority (DDA) was established on April 6, 1990 (Ordinance No. 1990-01) by Public Act 197 of 1975, as amended; and,

**WHEREAS**, the Downtown Development Plan was last amended on December 3, 1998; and,

**WHEREAS**, the DDA has reviewed and approved the recent draft amendment on October 24, 2007 and submitted it to the Township Board for approval; and,

**WHEREAS**, a copy of the amended development plan, including maps, plats, and method for relocating families and individuals who may be displaced from the area, was available for public inspection at the Township Administrative Offices; and,

**WHEREAS**, the Planning Commission, on behalf of the Township, held a public hearing on December 12, 2007 in accordance with public notice requirements of Sec. 18 of the Act; and,

**NOW THEREFORE BE IT RESOLVED**, that the Charter Township of Royal Oak determines that the amended DDA Development Plan constitutes a public purpose, based upon the following considerations: 1) the plan meets the requirements of Public Act 197 of 1975, as amended; 2) the proposed method of financing the development is feasible and the DDA has the ability to arrange the financing; 3) the development is reasonable and necessary to carry out the purposes of the Act; 4) the land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of the Act in an efficient and economically satisfactory manner; 5) the development plan is in reasonable accord with the Master Plan of the Township; 6) public services, such as fire and police protection and utilities, are or will be adequate to service the project area; and 7) changes in zoning, streets, street levels, intersections, and utilities, are reasonably necessary for the project and for the municipality.

**FURTHER BE IT RESOLVED** that except as specifically amended herein, the 1998 Downtown Development Authority Update (Downtown Development and Tax Increment Financing Plan) is not altered or amended and is in full force and effect.

AYES: Squalls, Morgan, Phillips, Thurman.

NAYES: None

ABSTAINED:

**RESOLUTION DECLARED ADOPTED:**

STATE OF MICHIGAN

COUNTY OF OAKLAND

I, Gwendolyn W. Turner, the duly qualified Clerk of the Charter Township of Royal Oak, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Trustees of the Charter Township of Royal Oak at a regular meeting held on 13<sup>th</sup> day of December, 2007, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 13<sup>th</sup> day of December 2007

Joanne May, Deputy Clerk  
Gwendolyn W. Turner, Clerk

**CHARTER TOWNSHIP OF ROYAL OAK**



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# **THE DEVELOPMENT PLAN**

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## SUMMARY OF THE DEVELOPMENT PLAN

This plan is created to implement projects that are designed to meet certain goals established for the Downtown Development area of the Charter Township of Royal Oak. The goals are described as follows:

### 1. GOALS AND OBJECTIVES FOR THE CHARTER TOWNSHIP OF ROYAL OAK DOWNTOWN DEVELOPMENT DISTRICT

#### Economic

- § Improve the Downtown Area through effective planning and implementation of public improvement projects.
- § Promote and coordinate activities aimed at improving the business climate within the District.
- § Retain existing businesses and attract new operations that complement the existing commercial offerings.
- § Improve the economic vitality of the Downtown Area by providing a balanced mix of commercial uses consistent with market demands.
- § Foster development, redevelopment, and expansion within the Downtown District, thus creating new employment and business opportunities.
- § Assist the private sector in the development of vacant or underutilized land parcels in a manner which achieves the highest appropriate use potential.
- Promote existing businesses and encourage redevelopment through marketing materials, including, but not limited to: newsletters, flyers, brochures, etc.
- Partner with private businesses to create job opportunities, for Township residents, within the DDA district.
- Encourage mix-use development, quality architecture, and innovative design.

#### Aesthetic

- § Establish a defined, attractive, and distinctive character for the Downtown Area.
- § Support a continuity of design between new and existing developments.
- § Eliminate unattractive and blighting influences within the area.

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- § Provide an attractive buffer between commercial and residential uses.
  - § Enhance the public view-shed through streetscape improvements, landscaping, and sign control.
  - § Assist with the maintenance and upkeep of public spaces and street right(s)-of-way.

### **Circulation**

- § Provide for safe, efficient and convenient traffic movement, parking, and access for vehicles, goods and people in a manner that minimizes vehicular and pedestrian conflicts, yet supplies appropriate amenities.
- § Strengthen pedestrian connections by providing accessible pathways and pedestrian amenities (e.g. benches).

### **Facilities and Services**

- § Develop the Downtown in a manner that complements and improves existing activities and functions.
- § Assist in providing the public improvements needed to attract new private investment.
- § Promote both public and private reinvestment in existing infrastructure and buildings.

### **Building/Site Improvements**

- § Support high standards for future site improvements and new developments as a method to upgrade the quality of the Downtown Area and to ensure the long term viability of the business district.
- § Eliminate current sources of blight, such as sign disrepair and sign clutter, poor property maintenance practices, and inappropriate land uses.
- § Encourage a high standard of property maintenance on both private and public property.
- § Rehabilitate or remove blighted and vacant buildings.
- Install “gateway” features at main intersections throughout the district.
- Assist private businesses with site improvements through landscaping and technical assistance.

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## Land Use

- § Conserve and revitalize existing private operations by eliminating incompatible uses of land or structures.
- § Encourage the appropriate development of vacant parcels and redevelopment of other parcels as necessary to more efficiently utilize land.
- § Protect the residential neighborhoods adjacent to the commercial area through adequate screening and street development.
- § Improve the existing street network and the related vehicular and pedestrian access points.
- § Dispose of vacant public lands in a manner which creates an additional tax base for the community.
- § Construction of T-neck turn-arounds north of Royal Oak Center

## Social

- § Provide, in the DDA, an organization that unifies the owners and operators of businesses in the Downtown Area, thus fostering a spirit of cooperation.
- § Use the DDA as an interface between the Township Government, Charter Township of Royal Oak residents, and the business community, in which to develop solutions' to mutual concerns.
- § Improve the overall quality of life within the Township in innovative ways that are mutually beneficial to the residential and commercial interest of the community.
- § Support efforts to improve area security and promote the increased visibility and effectiveness of public safety activities.
- § Work with local businesses and developers to create a program similar to "Upward Bound", the goal of which is to give disadvantaged high school students the tools they need to get into, pay for, and succeed in college or a work trade.

## 2. IMPLEMENTATION

The purpose of this document is to present a plan of action for the DDA District. The finalization of individual projects and project schedules are described within this document. During the deliberation of the DDA regarding the selection of projects, the Authority used visioning sessions and voted on the projects that best suited the Charter Township of Royal Oak.

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The goals stated for the Downtown Development District can be met by implementing the following program components:

1. Preparation of an urban design plan for each development area;
2. Implementation of the design plan through projects such as:
  - a. Construction of a new Township Hall/Civic Center/Library/Recreation Center.
  - b. Redevelopment of Eight Mile Road/Wyoming Avenue retail-service development.
  - c. Streetscape improvements.
  - d. Racial diversity through public awareness, focus groups, and annual events.
  - e. Partner with private developers to build innovative and high quality housing to meet the changing demographic needs (e.g. young urban professionals, empty nesters, etc.) of the Township.

## **DEVELOPMENT PLAN**

### **A. DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA.**

Map 1 indicates the boundaries of the DDA District and the Development Area. The Development Area includes the area designated within the DDA District. Appendix C includes the narrative legal description of the Downtown Development Authority District and the Development District.

### **B. LOCATION AND EXTENT OF EXISTING PUBLIC AND PRIVATE USES PROPOSED LAND USE / DESCRIPTION.**

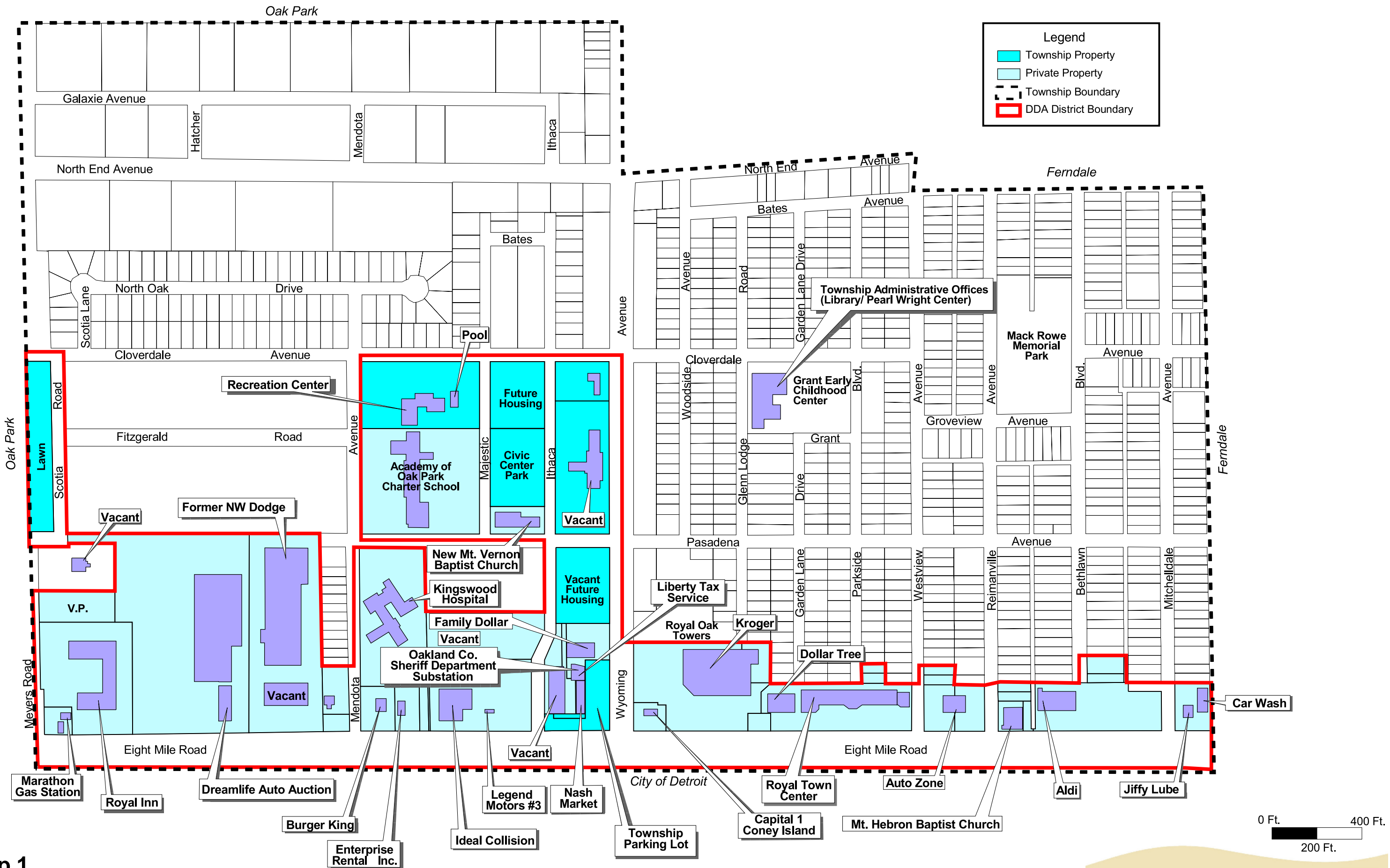
Existing land uses in the Development Area are shown on Map 2, "Existing Land Use" and are generally classified according to tax parcels. Existing land uses were updated via a windshield survey by McKenna Associates, Inc. in May 2007.

#### **1. Public**

Public land uses in the Development Area include street rights-of-way or easements, publicly held vacant land, Civic Center Park, public parking (Wyoming parking lot), and land areas used for governmental purposes such as the former Township Hall, public safety building, and the Township Recreation Center.

#### **2. Quasi-Public**

There are four parcels used for quasi-public (non-taxable purposes), including Mt. Hebron and New Mt. Vernon churches, Kingswood Hospital, and the Academy of Oak Park charter school.



**Map 1**  
**Downtown Development Authority District and Development Area**  
 Charter Township of Royal Oak, Oakland County, Michigan

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**3. Residential**

There are no private residential uses in the district area at this time. However, in 2007 approximately 7.5 acres of Township property has been designated as high density residential planned unit development (PUD) to encourage new row house style residential development targeted to young urban professionals and empty nesters.

**4. Recreational**

Civic Center Park (1.98 acres) is located between Ithaca and Majestic, north of Pasadena. The Park contains playground equipment, a picnic shelter, picnic area with tables and grills, open space, pathways, and seating.

The Township's Recreation Center, including outdoor pool, is located between Mendota and Majestic, south of Cloverdale Avenue.

**5. Educational**

The Academy of Oak Park Charter School is located on the northeast corner of Mendota and Pasadena Avenues.

**6. Industrial**

There are no industrial land uses in the Development Area.

**7. Vacant**

There are four vacant land parcels remaining within the DDA district. Two of the parcels are being combined with the former Township municipal offices and public safety building to be developed as part of the Wyoming-Pasadena PUD. The other parcel, includes the Township's parking lot, located on the northwest corner of Wyoming and Eight Mile Road.

The fourth parcel, which is owned by Kingswood Hospital, contains approximately 2.5 acres, is zoned C-2, Community Business, and has direct access to Ithaca Avenue.

**8. Auto related and non-auto related Commercial**

There are several single tenant commercial buildings and two multi-tenant commercial shopping centers within the district. As of September 3007, the commercial/office uses within the district include: Aldi

- § Autozone
- § Burger King
- § Capital 1 Coney Island



















# Map2 Existing Land Use

## Royal Oak Charter Township, Oakland County, Michigan

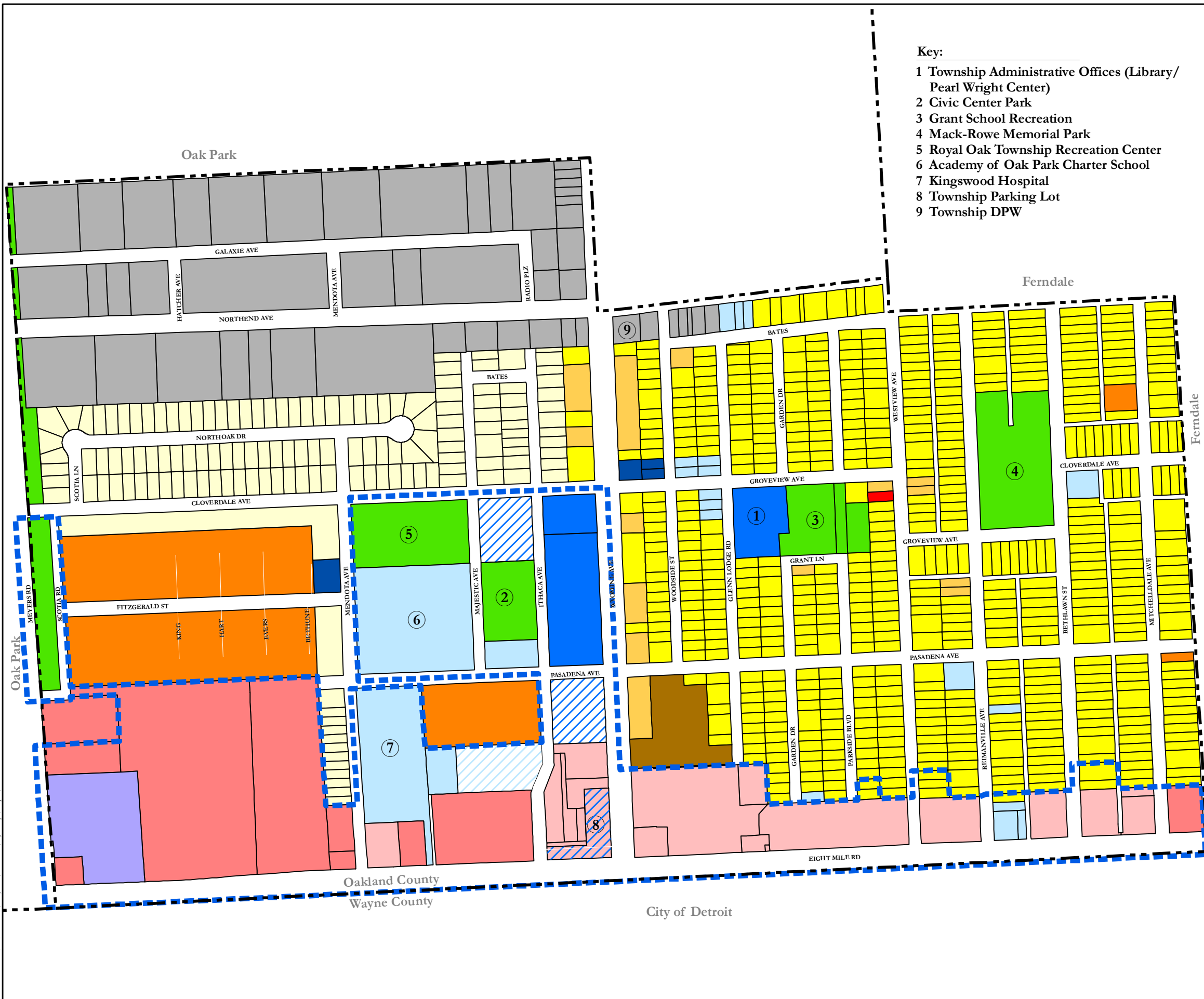
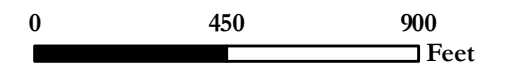
### Key:

- 1 Township Administrative Offices (Library/  
Pearl Wright Center)
- 2 Civic Center Park
- 3 Grant School Recreation
- 4 Mack-Rowe Memorial Park
- 5 Royal Oak Township Recreation Center
- 6 Academy of Oak Park Charter School
- 7 Kingswood Hospital
- 8 Township Parking Lot
- 9 Township DPW

### Existing Land Use

-  Low Density Residential
-  Medium Density Residential
-  Two Family Residential
-  Multiple Family Residential
-  Multiple Family High Rise
-  Non Auto Commercial
-  Auto Related Commercial
-  Neighborhood Commercial
-  Office
-  Hotel
-  Public
-  Vacant
-  Quasi-Public
-  Park, Recreation & Open Space
-  Industrial
-  Vacant
-  DDA Boundary
-  Surrounding Municipalities

Base Source: Oakland County GIS, 2005  
Data Source: McKenna Associates, Inc. Field Survey 5/16/07





- \$ Enterprise Rental Inc.
- \$ Family Dollar
- \$ Jiffy Lube/Car Wash
- \$ Ideal Customizing and Sunroof Corp.
- \$ Kroger
- \$ Marathon Gas
- \$ Mel Farr Ford and Sterling Hyundai (vacant)
- \$ Nash Market/Liberty Tax Service
- \$ Northwestern Dodge (Vacant)
- \$ Dollar Tree
- \$ Royal Town Center
- \$ The Royal Inn

**C. RECENT COMPLETED IMPROVEMENTS IN THE DEVELOPMENT**

A list of recently completed projects within the DDA is included in Table 1 below.

**Table 1: Existing and Proposed Developments**

Name	Project Description	Project Cost	Completion Date
Mel Farr/NW Dodge	Mixed use redevelopment, of former auto-dealerships, consistent with goals of the Township Master Plan	TBD	TBD
Eight Mile Road Streetscape	MDOT Transportation Enhancement Fund Grant for streetscape improvements (landscaping, street furniture, barrier-free curb cuts, and sidewalks).	\$158,100	Fall 2007
Wyoming Parking Lot	Resurface, drainage, parking space striping, and landscaping improvements. Parking lot lighting to be installed in the future.	\$109,000	Spring 2007
Wyoming Ave. Streetscape	MDOT Transportation Enhancement Fund Grant for streetscape improvements (landscaping, irrigation, cross walks, sidewalks, street furniture, ornamental fencing, and curb and gutter replacement).	\$170,000	2006
Township Hall Relocation	Relocate former offices to former Grant School due to functional obsolescence and blighted conditions.	\$75,000	September 2005
Municipal Complex Needs Assessment	Needs Assessment & Feasibility Study	\$16,000	July 2005
Family Dollar	Construction of a 9,180 sq. ft. freestanding retail building on 0.75 acres at 20375 Wyoming Ave.	\$887,684	December 2004
Civic Center Park	Clean Michigan Initiative Grant for removal of obsolete equipment and installation of new equipment	\$109,000	December 2001

It is anticipated that redevelopment will continue along the Eight Mile Road frontage as market conditions change. For example, with the reduction of market share in the auto industry, many dealerships, including the former Northwestern Dodge and Mel Farr, are

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being closed or consolidated with other dealerships. This provides opportunity for redevelopment of these sites for other types of commercial uses

**D. THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF IMPROVEMENTS CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.**

The Charter Township of Royal Oak DDA has evaluated a list of potential projects that can meet the goals and objectives of this development plan and meet the criteria for selection listed in the plan. Table 2 lists future priority projects with a description of the project, the anticipated year for implementation, and projection of overall estimated cost.

Cost estimates for the projects are very preliminary because plans have not been completed. Streetscape, parking improvements, and new development estimates are based upon recent, comparable construction and vendor estimates.

The DDA may modify the priority and timing of proposed projects without changes to the Development Plan or Tax Increment Financing Plan. A budget will be submitted to the Township Board of Trustees for approval for each year's proposed projects.

Certain projects described in the Plan may require additional construction, demolition, or alteration of existing public improvements to ensure or expedite completion. Other improvements that further the goals of the Development Plan but are not specifically listed in this Plan or for which costs are not available, may be constructed at such time as there is a sufficient tax increment generated to fund their cost. Proposed projects are reviewed on an annual basis, during budget preparation, to determine priorities for the upcoming fiscal year. Each project is scrutinized based upon the following factors: the DDA's budget and anticipated tax capture; developer commitments; potential taxable value increase; ability to maintain the improvement(s); elimination of blight; timing of elements; and other factors.

**Table 2: Proposed Projects**

Project	Type of Development	Anticipated Time line For Completion	Anticipated Cost of Project
1. Demolition of Former Township Offices	Demolition: Public Safety 4,067 sq. ft. Twp. Offices 16, 711 sq. ft.	Fall/Winter 2007	Public Safety: Site Remediation \$34,427 Asbestos Removal \$4,500 Demolition \$10,500 Township Offices: Asbestos Removal \$14,250 Demolition TBD
2. Construction of Civic Center - Municipal Complex	Construction of a New 25,767 sq.ft. Township Hall & Public Safety Office. Senior Center, Library, and Recreation Center (28,673 sq. ft.)	TBD	\$11.5 – 12.5 million
3. Wyoming/Pasadena PUD	Construct 142 owner-occupied attached residential units on 7.42 acres	2007-2012	\$28,134,000
4. Mel Farr/NW Dodge Redevelopment	Partner with private industry to develop a mixed use redevelopment plan for the site	2007-2008	
5. Scotia Road Boulevard	Landscape/Gateway enhancements		
6. DDA District Properties	Acquisition and Removal of Vacant Underutilized, or Dilapidated Buildings	TBD	TBD
7. Squire Building /Duke Theater	Demolition and removal of obsolete building. Combine site with adjacent properties for redevelopment	TBD	TBD

1. Demolition of Former Township Offices: Project includes site remediation at 21149 Wyoming Ave. (Township Public Safety site). Removal and disposal of approximately 1,000 cubic yards of petroleum contaminated soil along with limited site restoration work. Removal of asbestos at the Public Safety building and demolition are required prior to site remediation. The former Township offices will also have asbestos removed and be demolished.
  
2. Construction of Civic Center Municipal Complex: A Needs Assessment and Feasibility Study was completed in 2005 to determine future needs of the Township. The study identified the need for two new buildings: 1) Township Municipal Offices, including police and fire (25,767 sq. ft.) and 2) Community Center, including Recreation and Senior Citizens Center (28,673 sq. ft.). The new buildings will be constructed on the present site of the Township Recreation Center.

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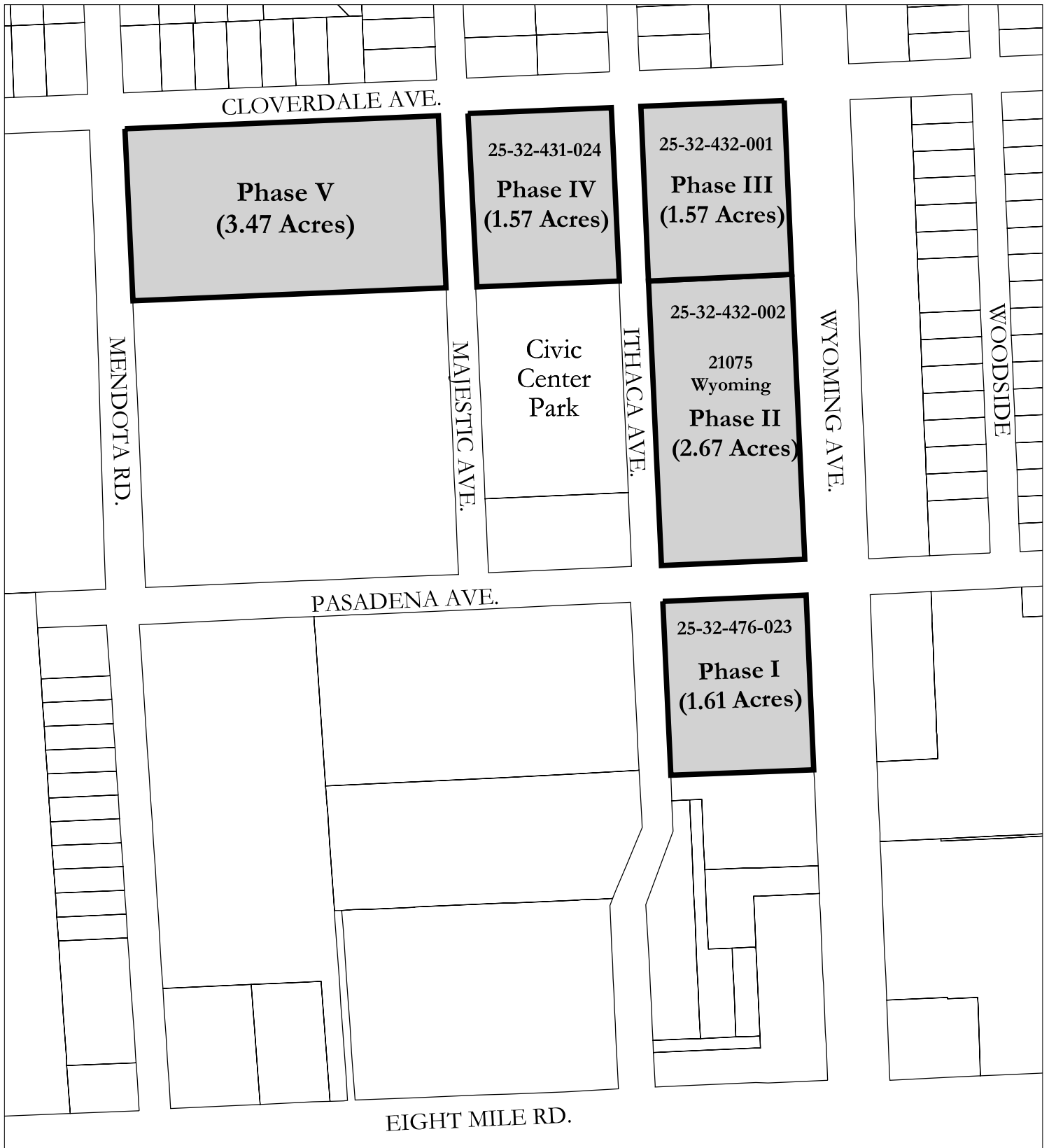
The image of a community municipality is determined by the appearance and quality of its civic facilities the civic center. Hence, public improvements that enhance the civic center will have the effect of revitalizing the entire development area. The estimated cost of this development would be \$11.5-12.5 million. Municipal bonds and other innovative financing may be required to finance the gap between land sales of Township owned property and total construction costs.

3. Wyoming-Pasadena PUD: The Township has completed a Brownfield Plan for the redevelopment of approximately 7.42 acres of Township owned property, including the site of the former Township offices and Public Safety building. The Township has entered into a Project Agreement with a private developer to build 142 owner-occupied attached residential units (stacked ranch and townhouse) in four phases. Four different residential units are being offered: Townhouse Unit A@ & B@ (1,300 sq. ft); Stacked Ranch Unit C@ (1,150 sq. ft.) and Unit D@ (1,250 sq. ft.). The Townhouse units will contain a two car garage on the first floor and the Stacked Ranch units will include a one-car detached garage per unit. Additional off-street and on-street parking will be provided for residents and guests. The project will be built adjacent to Civic Center Park, which will offer additional open space to residents. A gazebo will be constructed in the park as part of the developer's contributions. By the year 2012, the project is expected to generate approximately \$1,702,840 in taxes annually for all taxing jurisdictions.

In addition, the Township has designated the project area as Neighborhood Enterprise Zone (NEZ) #1 to encourage home ownership. The NEZ will provide tax deferments for up to 12 years for home owners.

4. Mel Farr/NW Dodge Redevelopment: Due to the recent downturn in the local economy and the loss of market share in the American auto industry, many dealerships are being closed or consolidated with other dealerships. The Township has not been immune to these market conditions and has seen the closure of NW Dodge in May 2007 and the drastic reductions and cut backs at Mel Farr. Up to 27 acres, at the corner of Eight Mile and Meyers Roads, may be available for redevelopment.

The Township must work with private businesses and owners to prepare a redevelopment plan for these empty sites. Prudent master planning, site conceptual drawings, and careful zoning regulations may help the private market see hidden potential in these sites and encourage redevelopment, which will increase tax capture and provide job opportunities on these parcels. The DDA can assist with the master planning and printing of marketing materials (e.g. brochures) to be used to invite private developers in investing in the Township.



# Map 3

## Wyoming/ Pasadena PUD (10.89 Acres)

Charter Township of Royal Oak, Oakland County, Michigan

0 Ft. 100 Ft. 200 Ft.

11/08/07

**McKenna**  
ASSOCIATES



- 
5. Scotia Lane Boulevard: Gateways and the public view-shed are important elements in people's perception of a community. Scotia Lane Boulevard is currently an underwhelming greenspace on the Township's western boundary. Moreover, it is a vast lawn area, which requires significant manpower to mow the lawn and pick up litter on a regular basis. The DDA could install native and drought resistant perennials to: 1) reduce maintenance and manpower, 2) beautify the area, and 3) establish a prominent gateway into the western portion of the Township and the North End industrial park.
  6. Acquisition and Removal of Vacant Underutilized, or Dilapidated Buildings: The DDA may wish to acquire strategic properties within the DDA District. The DDA is interested in purchasing existing vacant or underutilized buildings and land within the district to allow for the removal and demolition of existing non-conforming buildings. After acquisition, the sites will be cleared for redevelopment as commercial/office sites.
  7. Squire Building/Duke Theater: The functionally obsolete and dilapidated building should be demolished. The site should be combined with adjacent property to make redevelopment more feasible.

Appendix D details the relocation plan for any displaced businesses or residences.

## **E. Administrative Costs**

The DDA will be responsible for all administrative costs of project implementation and on-going operations. The administrative costs will be determined on an annual basis and a draft budget is approved by the DDA and submitted to the Township in November each year for formal approval by the Township Board. Typical annual costs are summarized below:

**Planning Services:** Anticipated monthly professional planning and consulting services include preparation of: monthly agendas, record keeping, board packets, mailings, meeting minutes, resolutions, and transmittal letters; meeting attendance; project coordination, professional contracts, grant administration and reporting; developer review, purchase negotiations, property acquisitions and relocations; design; telephone discussions with board members; research, marketing and other assignments as directed by the DDA.

**Legal:** Legal services include, but are not limited to: providing legal advice and counsel to the DDA; research and preparation of legal documents; project coordination; meeting attendance; bond counsel; and other assignments as directed by the DDA.

**Accounting:** Accounting services include, but are not limited to: meeting attendance; budget advice and reporting; preparation of monthly trial balances; payment of bills; maintenance of money accounts; banking business; and other assignments as directed by the DDA.

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**Financial Services and Insurance:** Financial Services include other professional accounting services provided to the DDA on an as needed basis including, but not limited to: annual audits; investment management; surety bonds; bond counsel; and other assignments as directed by the DDA.

**Professional Fees:** Audit fees and allocated expenses are included in this line item.

**Appraisals/Bids for Services:** Work required by professional certified appraisers for real and property acquisitions. Newspaper advertising expenses are also included.

The line item budget was established in the event appraisal work is required as part of the redevelopment of project area. Newspaper publication charges for request for bids are also included in this line item.

**Assessor Fee:** Annual portion of the Oakland County Assessor's fees.

**Engineering/Environmental:** Engineering and Environmental services provided by professionals as required for the development or redevelopment of existing buildings and sites. Work includes, but is not limited to: surveying; testing; evaluations; cost estimating, reporting; preparation of construction documents; project management; grant administration and other assignments as directed by the DDA.

**Marketing Materials:** This line item is dedicated for the design, development, and production of marketing materials (letter head, pamphlets, brochures, newsletters, etc.) to promote development and activities within the DDA district. Fees associated with the preparation, production, and distribution of the DDA's newsletter is included in this line item.

**Public Relations:** Public relations include the support and promotion of the DDA's goals and objectives through special events, open houses, ribbon cuttings, luncheons, dinners, and festivities. Expenses associated with the DDA's annual holiday dinner are posted to this line item.

**Conferences and Seminars:** Funds have been allocated in this line item to support the attendance of DDA members to various conferences and seminars targeted for downtown development, planning, economic development, marketing, fund raising, management, grant proposals, etc.

**Membership Dues and Subscriptions:** Funds have been allocated to pay for membership dues (e.g. Eight Mile Blvd. Association) and subscriptions to professional journals and publications.

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**Support of Social Programs:** Each year the DDA solicits grant proposals from eligible Township organizations through a “Request For Proposals”. Matching funds are provided to eligible organizations for activities that fulfill the DDA’s goals and objectives. Eligible organizations include, but are not limited to: the Parks & Recreation Department, Library Board, Senior Citizen Center, etc.

**Support Essential Community Services:** This line item was created to support Township services within the DDA district. Essential community services include: police, fire, and the Department of Public Services/Works.

**Office Expenses:** Includes printing costs; reproduction, enlargements, and reductions, reporting documents, receipts, note books, envelopes, etc.

**Postage:** Includes stamps and postage; FED-EX and UPS expenses.

**Beautification/Landscaping/Maintenance:** This line item was created to provide funding for beautification projects (landscaping, street furniture, signage, etc.) and provide matching dollars for grant applications to the Michigan Departments of Natural Resources (MDNR) and Transportation (MDOT).

This line item will also provide funds for on-going maintenance and beautification within the streetscape project areas.

**Design Services:** Services rendered by professionals to support design projects within the DDA. This line item has been consolidated with Engineering/Environmental Services.

**Parking Lot Paving & Improvement Project:** This line item was added in August 2006 to cover the anticipated expenses of the redevelopment of the Township’s parking lot, located in the DDA’s redevelopment project area.

**Parking Lot Debt Services:** Funds are allocated to pay the cost of retiring the debt on the parking lot improvement loan through Charter One Bank.

**F. A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION.**

The specific projects and the priority of projects to be covered by this plan will be developed in accordance with the schedule as proposed in Table 2. The estimated timing of implementation will be stated in Table 2. The tentative schedule for the completion of DDA projects is outlined in Table 2.

The DDA may decide to speed up, delay, group, or phase proposed construction components as funds become available.



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**G. PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND CONTEMPLATED USE.**

No part of the development area is proposed to be dedicated as new open space. The existing Civic Center Park will remain as recreational and open space. The Scotia Lane boulevard/lawn area will remain as open space and may receive landscape improvements and gateway enhancements in the future. The two Township owned vacant parcels (#25-32-431-024 & #25-32-476-023) are planned to be developed as row housing as part of the Wyoming-Pasadena PUD project.

**H. PORTIONS OF THE DEVELOPMENT AREA WHICH THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.**

While the Authority owns no property at this time, the DDA is interested in participating in the development of property within the DDA boundaries, via having ownership in property, directly leasing property, selling, or otherwise directly conveying any property or any portion of a development.

**I. DESIRED CHANGES IN ZONING, STREETS, STREET LEVELS, INTERSECTIONS AND UTILITIES.**

The Development Area is zoned for commercial, residential, public property, and planned development. The DDA is considering the possibility of extending the existing Planned Development District to the northwest corner of Wyoming and Eight Mile Roads and vacating a portion of Ithaca Avenue from the Eight Mile Road service drive to Pasadena Avenue. Another potential area to be considered for redevelopment as a PDD is the commercial area (approximately 27 acres) north of Eight Mile Road, between Mendota Ave. and Meyers Road, including the former NW Dodge/Mel Farr site.

Any zoning changes on district parcels will be coordinated between the DDA, the Planning Commission, and the Township Board of Trustees, consistent with State Enabling Acts and adopted procedures of the Township. Any change will occur in a manner that ensures appropriate future land uses within the district for the attainment of the goals as stated herein.

Any changes to utilities will be accomplished with costs to be met by the private sector or from sources combined with DDA revenues.

**J. AN ESTIMATE OF THE COST OF THE DEVELOPMENT, PROPOSED METHOD OF FINANCING AND ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.**

The total cost of the DDA=s portion of the public improvements is estimated at . The costs of the various components of proposed DDA projects are included in Table 2.

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The anticipated source of revenue is the tax increment revenues generated by the newly developed properties located within the DDA district. Other portions of projects will be financed with private funds as identified in Table 2. Total tax increment revenues over the life of the plan are estimated to be.

It is presently planned that public and private improvements within the DDA district will be financed through the use of captured tax increments in accordance with a Tax Increment Financing Plan established pursuant to Public Act 197 of 1975, as amended. The Authority may issue tax increment bonds in accordance with Section 16 of Act 197, and pledge future captured tax increments to pay the principal and interest due on such bonds. Alternately, projects may be funded on a pay-as-you-go basis. A discussion of tax increment financing for the proposed district improvements is set forth in the Tax Increment Financing Plan.

Under P.A. 197 of 1975, as amended, the Authority is empowered to carry out a public improvement program utilizing the funding from tax increment financing as approved by the Township Board of Trustees.

**K. DESIGNATION OF PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN.**

The Authority does not own any property at this time. However, future projects consistent with the goals of this plan, may include DDA participation in the development of property within the DDA boundaries, via having ownership in property, directly leasing property, selling, or otherwise directly conveying any property or any portion of a development. The person or persons to whom such property may be leased or conveyed is unknown at this time.

Any proposed acquisition and disposition procedures will include the ability of the Authority to dispose of acquired parcels or lots with the value of such parcels or lots based upon an independent appraisal of the real estate by a qualified and certified Michigan Appraisal Institute (MAI) real estate appraiser licensed to perform such work in the State of Michigan. In the event the Authority determines to dispose of a parcel or parcels of real property, the sale may be for more than appraised value, at appraised value, or below the appraised value at the discretion of the Authority Board.

**L. PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION.**

While the Authority owns no property at this time, the DDA is interested in participating in the development of property within the DDA boundaries, via having ownership in property, directly leasing property, selling, or otherwise directly

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conveying any property or any portion of a development. Should the DDA purchase, receive a donation, acquire or otherwise come to own property in the development area, the adoption of appropriate procedures for the management and disposition of the property will occur at a regularly scheduled public meeting of the Authority. All DDA disposition procedures shall be in compliance with Federal, State, and local regulations.

**M. ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA, THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED AND RELATED SOCIO-ECONOMIC INFORMATION.**

There are no residential dwellings located within the Development Area. Therefore, it will not be necessary to establish a development area citizen=s council at this time. However, when the majority of the proposed 140 units are completed and occupied, the DDA will contain over 100 residents and a citizen’s council will be formed.

**N. PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.**

Because no residential acquisitions are proposed, no relocation of individuals is anticipated by the DDA within the district. Should any unforeseen relocation of persons occur, Township officials and/or the DDA will adopt a formal relocation program. Although no new public or subsidized housing is proposed in the area, the Township does have an active Public Housing Authority which operates units adjacent to the district.

**O. PROVISIONS FOR COSTS OF RELOCATING DISPLACED PERSONS.**

If acquisition of real property occurs during the life of this plan, the Township and the DDA will adopt a relocation plan. The plan shall require that certain relocation payments and other assistance be paid to families, individuals, businesses, and non-profit organizations when they are displaced or their personal property is moved as a result of DDA activity.

The projected costs of the relocation of displaced persons may be stated within the budget portion of Appendix B. However, until formal authorization for a particular acquisition is provided, no intent to acquire any specific property is either declared or implied.

Should acquisition of specific properties be authorized, the DDA and/or the Township will allocate within their budget appropriate relocation assistance in accordance with the Federal Uniform Act of 1970, as amended, State Law, and prepare an amended Development Plan as required under State law.

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**P. PLAN FOR COMPLIANCE WITH ACT NO. 227 of P.A. OF 1972 OF MICHIGAN COMPILED LAWS.**

If acquisition activities occur, those activities will comply in entirety with Act No. 227 of 1972, as amended. Any relocation plan proposed to be adopted will incorporate applicable portions of the Federal Uniform Relocation Assistance and Real Property Acquisition Act procedures as developed by the U. S. Department of Housing and Urban Development. A relocation plan is outlined in Appendix E.

**Q. OTHER PERTINENT INFORMATION**

Between the years 1996 and 2007, The Charter Township of Royal Oak witnessed the development of several vacant Eight Mile Road properties. The redevelopment of the Township=s Eight Mile Road frontage completed phase one of the downtown redevelopment plan. Recent market conditions, updates to the Township=s Comprehensive plan and potential redevelopment sites

Table 3 identifies the location, size, and approximate value of the Eight Mile Road development over the last decade.

As a result of the Eight Mile Road development, the Downtown Development Authority of the Charter Township of Royal Oak has had a revenue increase from \$0.00 in 1996, to an anticipated \$82,500 in 2008. This amount is expected to increase over the life of this plan as there are other sites along Eight Mile Road which can be further redeveloped or improved, thereby increasing the Township=s tax base.

**Table 3: DDA Commercial Development History**

ADDRESS	CROSS STREETS	SQUARE FOOTAGE	INVESTMENT COST	YEAR OPENED
Royal Town Center Rite-Aid Drugs 8918 West Eight Mile Road	Wyoming and Eight Mile	10,004 sq. ft.	\$3.5 million for entire Royal Town Center	1996
Royal Town Center Kroger Grocery 8920 West Eight Mile Road	Wyoming and Eight Mile	60,000 sq. ft.	\$4.6 million	1996
Royal Town Center Strip-Mall tenants 8916 West Eight Mile Road	Wyoming and Eight Mile	31,557 sq. ft.	\$3.5 million for entire Royal Town Center	1996
Mel Farr Automotive 10550 West Eight Mile Road	Eight Mile and Meyers	10,540 sq. ft.	\$3.5 million	August 1996
Aldi Grocery Store W. 8228 Eight Mile Road	Eight Mile and Mitchelldale Road	14,860 sq. ft.	\$1.5 million	January 1997
Royal Town Center Expansion	Westview Avenue and West Eight Mile	Addition of 3,500 sq. ft. to	\$300,000	1998
Royal Town Center Expansion	Westview Avenue and West Eight Mile	Stand alone addition of 7,500 sq. ft.	\$700,000	1998
Family Dollar 20375 Wyoming Ave.	Wyoming and Eight Mile Road	9,180 sq. ft.	\$887,684	December 2004
Nash Market Expansion 20721 Wyoming Ave.	Wyoming and Eight Mile Road	5,952 sq. ft. Remodel and add two storefronts	TBD	2004-05
Ahmed Retail 202725 Wyoming Ave.	Wyoming and Eight Mile Road	4,376 sq. ft. Remodel two storefronts (Liberty Tax and Beauty Salon)	TBD	2004-05 Public Safety 2007
<b>TOTALS</b>		<b>Approximately 157,865 sq. ft.</b>	<b>Approximately \$18.5+million</b>	

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**TAX INCREMENT FINANCING PLAN**  
(Approved December 3, 1998)

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## TAX INCREMENT FINANCING PLAN

### A. EXPLANATION OF THE TAX INCREMENT PROCEDURE.

As provided in P.A. 197 of 1975, as amended, tax increment financing is an effective financing tool for the redevelopment of designated development areas within a Downtown Development Authority District. Tax increment financing is the process of expending new property tax dollars for improvements that generally benefit the source of the taxes. Taxes dollars generated from new private property developments and from improvements to existing private property within a designated development area are "captured" and utilized by the DDA to finance public improvements within the development area. This process supports and encourages continued private investment.

To utilize tax increment financing, the DDA must prepare a development plan and a tax increment financing plan. Both plans are submitted to the Township Board of Trustees. The Council must approve the plans. The plans specify the initial assessed value, estimate the captured assessed value, and provide for the expenditure of the funds. These plans may be amended in the future to reflect changes desired by the DDA or the Township. All amendments must follow the procedures of the Act.

"Captured assessed value" is defined in the Act, as the amount, in any one year, by which the current assessed value of the development area exceeds the initial assessed value. "Initial assessed value" is defined as the most recently assessed value, as finally equalized by the State board of equalization, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved.

Following approval of the plan in July 1990, the municipal and county treasurers must transmit directly to the DDA the applicable portion of the tax levy set by the taxing units on the real and personal property in the development area.

Such funds transmitted to a DDA are termed "tax increment revenues." The tax increment revenue is computed as the levy on the captured assessed value, including that portion of any commercial facilities tax levied pursuant to P.A. 255 of 1978 and that portion of an industrial facilities tax levied pursuant to P.A. 198 of 1974, attributable to the captured assessed value.

The initial assessed value for this plan is the assessed value of all real and personal property in the development area as determined on December 31, 1988 and finally equalized by the state in May 1989. This is commonly considered the SEV for 1989. The 1989 development area real property assessment total was \$2,645,100. The 1989 personal property assessment in the development area was \$361,450. The individual tax items and taxable values are listed in Appendix D.

The district land area is split into two school districts with Wyoming Avenue being the dividing line. The area to the east of Wyoming is located in the Oak Park School District and the area to the west is within the Ferndale School District.

The applicable tax levy for tax increment purposes in the DDA Development Area is 33.6302 mills. This is the rate used to estimate future DDA revenues. Table 3 of the Downtown Development Plan describes the capture for each of participating jurisdictions within the DDA district.

**Table 4  
Applicable Millage  
Royal Oak Township DDA**

Special Assessment on Real Property within the DDA District	Projected Captured Millage Rate
Oakland County H.C.M.A.	0.2236 mills
Oakland County Community College	1.6522 mills
Oakland County Operating	4.3805 mills
Oakland County Parks & Recreation	0.2439 mills
Oakland County PTA	0.33 mills
Royal Oak Township Operating	6.5 mills
Royal Oak Township Special Assessment on Real Property within the DDA District	20.3 mills
<b>Total Applicable Millage:</b>	<b>33.6302</b>

Under this tax increment financing plan, the tax levy on the entire captured assessed valuation is to be utilized for DDA purposes. The tax increment revenues will be expended in the manner as set forth in this plan. Projected estimates of the SEV growth and the tax increment revenues to be received by the DDA is included in Table A-1.

**B. MAXIMUM AMOUNT OF BONDED INDEBTEDNESS TO BE INCURRED.**

The DDA expects to explore the possibility of bonding against future revenues to supply the funds required to accomplish larger public improvement projects. The extent of the indebtedness and the timing of the debt retirement will be determined by the extent of the tax increment revenues. Appendix A includes a discussion and summary of bonding requirements. The maximum indebtedness, as projected in Appendix A, will not exceed the ability to service the debt from tax increments. The total available debt service funds over the life of this plan is shown in Appendix D.



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Based on current estimates, the maximum bonded indebtedness that will be incurred, based on TIF captures is approximately \$2 million. This is estimated as a 20-year bond, at 6.25% interest issued in year five (FY 2002) of this plan.

**C. DURATION OF THE DEVELOPMENT PROGRAM.**

The duration of the tax increment financing plan is twenty-one (21) years, commencing upon approval by the Township Board of Trustees in 1998 and will cease with tax collections due in December 2018, unless this plan is amended to extend or shorten its duration.

**D. STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.**

The maximum effect of this Plan on the taxing jurisdictions in which the Development Area is located is that the taxable value for the taxing jurisdictions will remain constant over the life of this plan. If the proposed private development occurs as anticipated in this Plan, potential taxes captured from each taxing jurisdiction over the duration of the Plan are estimated in Table A-1.

At the expiration of this tax increment financing plan, all taxing jurisdictions will benefit substantially from the new private development and from a tax base that has been stabilized and enhanced as a result of the public improvement program.

The applicable millage rates are summarized in Table 4.

The projected annual taxable value growth and projected DDA captures are summarized in Table A-1 at a 3% rate. The expected expansion of the Royal Town Center is projected for this year. The taxes captured from each taxing jurisdiction on real property are projected in Table A-1.

Personal property assessments, although part of the initial assessed value in the district, are not projected to increase in these revenue projections. Personal property assessments are volatile, subject to depreciation and are difficult to project. Built-in factors in the assessment process lower the value each year that personal property is held. An anticipated net increase in personal property assessments will provide a financial cushion for the projections as presented.

**E. PLAN FOR THE EXPENDITURE OF CAPTURED ASSESSED VALUE BY THE AUTHORITY.**

**1. Estimate of Tax Increment Revenues**

Table A-1 shows projected value increases over the next 20 years. The projected annual growth in taxable value is estimated in at a 3% rate. Both

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real and personal property assessments are included in the taxable value projections. Table A-1 also provides estimates of the tax increment revenues accruing to the DDA.

Additional increases in the assessed valuation for the Development Area and consequent tax increment revenues may result from other new construction, expansion, rehabilitation, or further appreciation of property values. These increases are beyond those projected in this Plan, but if such increases result, tax increment revenues will be spent according to this Plan to speed up the implementation of the public improvement program.

## **2. Expenditure of Tax Increment Revenues**

The program and schedule for the expenditure of tax increment revenues to accomplish the proposed public improvements for the DDA Development Area are outlined in Table 2. Cost estimates shown are current estimates only. These estimates are based solely upon concepts and have not been developed from construction drawings. No inflationary factor has been forecast. Stated cost estimates include fees for design, preparation of construction drawings, and other contingencies.

Any additional tax increment revenues beyond those projected in this plan will:

- a. be used to further the implementation of the public improvement program,
- b. be used to expedite any debt service, or
- c. be returned, pro-rata, to the taxing units.

Should the tax increment revenues be less than projected, the DDA may choose to (subject to Township Board approval):

- a. Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements.
- b. Implement public improvement projects based upon the ability to match existing funds with expenditures while seeking out additional funding sources.
- c. Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

The Downtown Development Authority shall annually review proposed increment expenditures and revenues to prioritize the use of additional funds. Other public improvements which would further the completion of the Development Plan may also be funded by the DDA.

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## **APPENDIX A - Financing Analysis**

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## **APPENDIX A - Financing Analysis**

The DDA anticipates completing projects only as dollars become available. A projection of available revenues is presented in Table A-1.

The DDA is empowered, with permission of the Township Board of Trustees, to issue bonds against proposed revenues. In practice a Limited Tax General Obligation (LTGO) Bond Issue would be required. The Township would pledge anticipated tax increment revenues to repay the bonds. The General Fund of the Township must be pledged to pay any shortfall of funds required to meet the debt service of the bond issue.

Bonds could be issued with the proceeds used to fund major projects of this Plan. The last two columns of Table A-1 estimate the amount of funds that may be raised via sale of bonds having a 20-year term and a 5-year term, if issued in either 1999, 2000, 2001, 2002, or 2003.

The feasibility of bonding or of any form of long term financing is dependent upon the credit rating of the Township and the condition of the financial market. While the Township has had financial issues in the past, the current financial status of the Township makes fiscal effectiveness of bonds a viable option at this time. The question of bond marketability would require a detailed analysis.

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## **APPENDIX B - Downtown Development District and Downtown Development Area**

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## **APPENDIX B - Downtown Development District And Boundaries**

The legal description of the downtown Development District of the Charter Township of Royal Oak is as follows:

Starting at a point at the intersection of the eastern boundary line of the Township and southern boundary line of the Township and proceeding thence westerly along the southern boundary line of the Township to the westerly boundary line of the Township; thence northerly along the western boundary line of the Township to the southern boundary of parcel 25-32-451-019; thence easterly to the property's eastern boundary; thence northerly to the properties northern boundary; thence westerly to the townships= western boundary; thence northerly along the western boundary of the Township to the centerline of Cloverdale Road; thence easterly along the centerline of Cloverdale Road to the eastern right-of-way line of Scotia Lane; thence southerly along said right-of-way line to the north property line of Parcel 25-32-451-023; thence easterly along the said property line and the north property line of Parcel 25-32-451-004 to the intersection with a line extended northerly from the western property line of Parcel 25-32-451-005; then southerly along the western property line of Parcel 25-32-451-005 to 25-32-451-016; thence easterly to the eastern boundary of parcel 25-32-451-016; thence easterly along the north property line of said Parcel to the west right-of-way line of the Mendota Avenue; thence northerly along the said right-of-way line to the south right-of-way line of Pasadena Avenue; thence easterly along the south right-of-way line of Pasadena Avenue to west property line of Parcel 25-32-476-022; thence southerly along the west property line of said Parcel to its south property line; thence easterly along the south property line of said Parcel to the western right-of-way line of Ithaca; thence northerly along said right-of-way line to the south right-of-way line of Pasadena Avenue; thence west along said right-of-way line 290' to the point of the vacated west right-of-way line of Majestic Avenue; thence northerly across Pasadena Avenue to the northwest corner of the intersection of Pasadena and Majestic; thence westerly along the north right-of-way line of Pasadena to the east right-of-way line of Mendota Avenue; thence northerly along said right-of-way line to the north right-of-way line of Cloverdale Avenue; thence easterly along the north right-of-way line of Cloverdale to the east right-of-way line of Wyoming Road; thence southerly along said right-of-way line to the south property line of parcel 25-33-357-046; thence easterly along said property line, and a line extended easterly from said property line across the east right-of-way line of Glenn Lodge Street; thence to the eastern boundary of parcel 25-33-358-010; thence southerly to the northeastern property line of Parcel 25-33-358-039; thence easterly along the north property line of Parcel 25-33-358-040, continuing across Garden Lane along a line extended from the northeast corner of Parcel 25-33-358-040 to northwest corner of Parcel 25-33-359-040; thence along the north property lines of said parcel and Parcel 25-33-359-032 to the east right-of-way line of Parkside Avenue; thence north along said right-of-way line to a line extended westerly from the north property line of Parcel 25-33-360-012; thence easterly along said line to the east property line of Parcel 25-33-360-012; thence southerly along east property line of said parcel and Parcel 25-33-360-013 to the north property line of Parcel 25-33-360-014; thence easterly along the north property line of Parcel 25-33-360-035 to the west right-of-way line of Westview; thence northerly along said right-of-way line to a line extended westerly from the north property line of Parcel 25-33-380-013; thence easterly along said extended line to the east property line of said parcel; thence southerly to the north property line of Parcel 25-33-380-041; thence easterly along said property line to the west right-of-way line of Reimanville; thence easterly across Reimanville Avenue along a line from the northwest corner of Parcel 25-33-380-041 to the northeast corner of Parcel 25-33-381-015; thence easterly along the north property line of said parcel and Parcel 25-33-381-043, to the west right-of-way line of Bethlawn Avenue; thence northerly along said right-of-way line to a line extended westerly from the north property line of Parcel 25-33-382-012; thence easterly along said extended line to the east property line of said parcel; thence southerly to the north property line of Parcel 25-33-382-044; thence easterly along a line extended from the north property line of said parcel to the northwest corner of Parcel 25-33-382-037; thence easterly along the north property line of said parcel to the west right-of-way line of Mitchelldale Street; thence easterly across Mitchelldale Street along a line from the northeast corner of Parcel 25-33-382-037 to the northwest corner of Parcel 25-33-383-022; thence easterly along the north property line of said parcel to the Royal Oak Township/City of Ferndale Boundary, then southerly along said Boundary to the City of Detroit Boundary, the point of beginning.

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## **APPENDIX C - District Property Items**

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## **APPENDIX C - District Tax Parcels**

The following pages (Tables 5 & 6) include the Tax ID numbers of the real property parcels and personal property tax items included in the DDA Development Area as part of the Initial Assessed Valuation of the District. The 1989 values are based upon the assessments recorded on December 31, 1988 as modified by the Township Board of Review and are subject to any judgments issued by the State Tax Tribunal. The final 1989 SEV, as adjusted by these bodies, is adopted by reference and is considered to be the Initial Assessed Valuation and may be revised without amendment of these plans.



# Royal Oak Township Downtown Development Authority TIF Availability

Table 5

Tax Year	Based on Current Growth - High Growth Scenario of 3%		Royal Oak Township	Oakland County	Oakland Community College	Captured Taxes Available for Debt Service	20 Year Debt @ 6.25%	5 Year Debt @ 5.5%
	1.030	0.0268	0.005178	0.0016522				
Base Year 1989		\$ 2,645,100			0.0336302			
1998	\$ 6,849,830	\$ 4,204,730	\$ 112,687	\$ 21,772	\$ 6,947	\$ 141,406		
1999	\$ 7,055,709	\$ 4,410,609	\$ 118,204	\$ 22,838	\$ 7,287	\$ 148,330	\$1,667,332	\$633,410
2000	\$ 7,267,776	\$ 4,622,676	\$ 123,888	\$ 23,936	\$ 7,638	\$ 155,462	\$1,747,500	\$663,865
2001	\$ 7,486,217	\$ 4,841,117	\$ 129,742	\$ 25,067	\$ 7,998	\$ 162,808	\$1,830,076	\$695,235
2002	\$ 7,711,224	\$ 5,066,124	\$ 135,772	\$ 26,232	\$ 8,370	\$ 170,375	\$1,915,135	\$727,549
2003	\$ 7,942,993	\$ 5,297,893	\$ 141,984	\$ 27,432	\$ 8,753	\$ 178,169		
2004	\$ 8,181,728	\$ 5,536,628	\$ 148,382	\$ 28,669	\$ 9,148	\$ 186,198		
2005	\$ 8,427,639	\$ 5,782,539	\$ 154,972	\$ 29,942	\$ 9,554	\$ 194,468		
2006	\$ 8,680,941	\$ 6,035,841	\$ 161,761	\$ 31,254	\$ 9,972	\$ 202,987		
2007	\$ 8,941,856	\$ 6,296,756	\$ 168,753	\$ 32,605	\$ 10,404	\$ 211,761		
2008	\$ 9,210,613	\$ 6,565,513	\$ 175,956	\$ 33,996	\$ 10,848	\$ 220,800		
2009	\$ 9,487,448	\$ 6,842,348	\$ 183,375	\$ 35,430	\$ 11,305	\$ 230,110		
2010	\$ 9,772,604	\$ 7,127,504	\$ 191,017	\$ 36,906	\$ 11,776	\$ 239,699		
2011	\$ 10,066,330	\$ 7,421,230	\$ 198,889	\$ 38,427	\$ 12,261	\$ 249,577		
2012	\$ 10,368,885	\$ 7,723,785	\$ 206,997	\$ 39,994	\$ 12,761	\$ 259,752		
2013	\$ 10,680,533	\$ 8,035,433	\$ 215,350	\$ 41,607	\$ 13,276	\$ 270,233		
2014	\$ 11,001,548	\$ 8,356,448	\$ 223,953	\$ 43,270	\$ 13,807	\$ 281,029		
2015	\$ 11,332,212	\$ 8,687,112	\$ 232,815	\$ 44,982	\$ 14,353	\$ 292,149		
2016	\$ 11,672,814	\$ 9,027,714	\$ 241,943	\$ 46,746	\$ 14,916	\$ 303,604		
2017	\$ 12,023,653	\$ 9,378,553	\$ 251,345	\$ 48,562	\$ 15,495	\$ 315,403		
2018	\$ 12,385,037	\$ 9,739,937	\$ 261,030	\$ 50,433	\$ 16,092	\$ 327,556		

\* Equal to Royal Oak Township Operating (6.5 mills) + Royal Oak Township Special Assessment on Real Property (20.3 mills)

\*\* Equal to Oakland County H.C.M.A. (0.2236 mills) + Oakland County Operating (4.3805 mills) + Oakland County Parks & Recreation (0.2439 mills) + Oakland County PTA (0.33 mills)

Charter Township of Royal Oak DDA, Oakland County, Michigan  
McKenna Associates, Inc.

# ROYAL OAK TOWNSHIP DDA - DEVELOPMENT AREA REAL TAX PARCEL IDENTIFICATION

Table 6

Parcel	Subwell	Owner	Address	1989 Assessment	1997 Assessment	1998 Capable Taxable Value	Increase in Value for Whole DDA	Increase in Value for New Development	Annualized Increase in Value for All Others	Calculation of Total Annualized Increase for All Others
1	25-32-451-003	Percy Super Service	11002 W. Eight Mile Ferndale, MI 48220-2195	41,000	39,580	39,580	-1,420		-0.38%	-1,420
2	25-32-451-002	Royal Inn Rose Cohen c/o Brian F. Morris	10900 W. Eight Mile Ferndale, MI 48220-2195	305,000	263,350	263,350	-41,650		-1.52%	-41,650
3	25-32-451-022			23,500	70,560	30,940	7,440		3.52%	7,440
4	25-32-451-023	Mei Farr Real Estate 1 Inc. ABKD Properties (Chrysler Realty)	10550 W. Eight Mile Ferndale, MI 48220-2195	632,000	1,065,520	1,065,520	433,520		7.62%	433,520
5	25-32-451-004	Royal Oak Twp. (subject to split)	10500 W. Eight Mile Ferndale, MI 48220-2197	631,800	654,010	654,010	22,210		0.39%	22,210
6	25-32-451-025			0	5,960	5,960	5,960			
7	25-32-451-024	Jesse J. Jones, Jr.	10500 W. Eight Mile Ferndale, MI 48220-2197	6,700	50,220	50,220	43,520			
8	25-32-476-025	Burger King Corp. / V.J. Foods	10336 W. Eight Mile Ferndale, MI 48220-2153	164,100	181,600	181,600	17,500		1.18%	17,500
9	25-32-476-026	Seafood Bay Inc.	10334 W. Eight Mile Ferndale, MI 48220-2153	86,600	43,960	43,960	-42,640		-5.47%	-42,640
10	25-32-476-027	Kingswood Hospital	10300 W. Eight Mile Ferndale, MI 48220-2198	0	0	0	0			
11	25-32-476-021	Imported Auto	10200 W. Eight Mile Ferndale, MI 48220	318,500	0	0	-318,500		-11.11%	-318,500
12	25-32-476-014	Royal Oak Twp.		0	0	0	0			
13	25-32-476-013	Royal Oak Twp.		0	0	0	0			
14	25-32-476-010	Michael J. Schweder	10060 W. Eight Mile Ferndale, MI 48220	67,200	79,200	72,750	5,550		0.92%	5,550
15	25-32-476-030	Robert Bartlett et al.	10060 W. Eight Mile Ferndale, MI 48220	24,900	25,380	25,380	480		0.21%	480
16	25-32-476-031	Nash Liquor Market	20721 Wyoming Ferndale, MI 48220-2141	64,200	76,830	72,600	8,400		1.45%	8,400
17	25-32-476-029	S & M Properties		93,600	72,650	72,650	-20,950		-2.49%	-20,950
18	25-32-476-028	S & M Properties		18,100	10,110	10,110	-7,990		-4.90%	-7,990
19	25-32-476-023	Royal Oak Twp. (Pierston)	21075 Wyoming Ferndale, MI 48220-2194	0	0	0	0			
20	25-32-432-002	Royal Oak Twp.		0	0	0	0			
21	25-32-432-001	Royal Oak Twp.		0	0	0	0			
22	25-32-431-023	New Mt. Vernon Baptist Church	21009 Ithaca Ferndale, MI 48220-2139	0	0	0	0			

# ROYAL OAK TOWNSHIP DDA - DEVELOPMENT AREA REAL TAX PARCEL IDENTIFICATION

Table 6

Parcel	Subwell	Owner	Address	1997 Assessment	1997 Assessment Parabolic Value	Increase in Value for Whole DDA	Increase in Value for New Development	Annualized Increase in Value for All Others	Calculation of Total Annualized Increase for All Others
23	25-32-431-024	Royal Oak Twp.	21075 Wyoming Ferndale, MI 48220-2194	0	0	0	0		
24	25-32-430-006	Oak Park Schools	13900 Granzon Oak Park, MI 48237-2799	0	0	0	0		
25	25-32-430-005	Royal Oak Twp.	21075 Wyoming Ferndale, MI 48220-2194	0	0	0	0		
26	25-33-356-040	Capital One Coney Island	8928 W. Eight Mile Ferndale, MI 48220-2263	95,300	101,970	6,670	6,670	0.78%	6,670
27	25-33-356-041	Kroger Co. of Michigan	8920 W. Eight Mile Ferndale, MI 48220	0	1,861,130	1,861,130	1,861,130		
28	25-33-357-047	Kroger Co. of Michigan	17390 Lauren Park Dr. Ste. 400 Livonia, MI 48152-2686	0	46,510	46,510	46,510		
29	25-32-356-039	Kroger Co. of Michigan	17390 Lauren Park Dr. Ste. 400 Livonia, MI 48152-2686	0	6,120	6,120	6,120		
30	25-32-356-012	Kroger Co. of Michigan	17390 Lauren Park Dr. Ste. 400 Livonia, MI 48152-2686	0	6,120	6,120	6,120		
31	25-32-356-011	Kroger Co. of Michigan	20770 Wyoming Ferndale, MI 48220-2142	0	6,120	6,120	6,120		
32	25-32-356-037	Kroger Co. of Michigan	17390 Lauren Park Dr. Ste. 400 Livonia, MI 48152-2686	0	22,330	22,330	22,330		
33	25-33-358-039	Kroger Co. of Michigan	17390 Lauren Park Dr. Ste. 400 Livonia, MI 48152-2686	0	31,590	31,590	31,590		
34	25-33-358-018	Kroger Co. of Michigan	17390 Lauren Park Dr. Ste. 400 Livonia, MI 48152-2686	0	31,590	31,590	31,590		
35	25-33-358-035	Royal Oak Twp.	21075 Wyoming Ferndale, MI 48220-2194	0	2,590	2,590	2,590		
36	25-33-358-036	Royal Oak Twp.	21075 Wyoming Ferndale, MI 48220-2194	0	3,880	3,880	3,880		
37	25-33-358-040	First Commercial Realty Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	1,356,470	1,356,470	1,356,470		
	25-33-359-041	First Commercial Realty Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220						
	25-33-359-042	First Commercial Realty Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220						

# ROYAL OAK TOWNSHIP DDA - DEVELOPMENT AREA REAL TAX PARCEL IDENTIFICATION

Table 6

Parcel	Subwell	Owner	Address	1989 Assessment	1997 Assessment	1998 Capped Taxable Value	Increase in Value for Whole BDA	Increase in Value for New Development	Annualized Increase in Value for All Others	Calculation of Total Annualized Increase for All Others
38	25-33-359-040	Royal Oak Twp.	21075 Wyoming Ferndale, MI 48220-2194	0	0	0	0	0		
39	25-33-359-036	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	6,780	6,780	6,780	6,780		
40	25-33-359-035	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	8,210	8,210	8,210	8,210		
41	25-33-359-034	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	8,210	8,210	8,210	8,210		
42	25-33-359-033	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	8,210	8,210	8,210	8,210		
43	25-33-359-032	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	8,210	8,210	8,210	8,210		
44	25-33-360-018	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	3,450	3,450	3,450	3,450		
45	25-33-360-019	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	1,330	1,330	1,330	1,330		
46	25-33-360-020	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	1,990	1,990	1,990	1,990		
47	25-33-360-039	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	8918 W. Eight Mile Ferndale, MI 48220	0	3,990	3,990	3,990	3,990		

# ROYAL OAK TOWNSHIP DDA - DEVELOPMENT AREA REAL TAX PARCEL IDENTIFICATION

Table 6

Parcel	Site/Well	Owner	Address	1999 Assessment	1997 Assessment	1998 Capped Taxable Value	Increase in Value for Whole DDA	Increase in Value for New Development	Annualized Increase in Value for All Others	Calculation of Total Annualized Increase for All Others
48	25-33-360-018	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	4,070	4,070	4,070	4,070		
49	25-33-360-017	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	8,210	8,210	8,210	8,210		
50	25-33-360-016	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	8,210	8,210	8,210	8,210		
51	25-33-360-015	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	8,210	8,210	8,210	8,210		
52	25-33-360-014	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	8,210	8,210	8,210	8,210		
53	25-33-360-013	Royal Oak Twp. - PHA	Ferndale, MI 48220 20770 Parkside	0	0	0	0	0		
54	25-33-360-012	Royal Oak Twp.	Ferndale, MI 48220 20780 Parkside	0	0	0	0	0		
55	25-33-360-038	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 26500 Telegraph Road, Suite 110	0	9,740	9,740	9,740	9,740		
56	25-33-360-037	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	9,730	9,730	9,730	9,730		
57	25-33-360-036	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, MI 48304	Ferndale, MI 48220 8918 W. Eight Mile	0	9,720	9,720	9,720	9,720		
58	25-33-360-035	Royal Oak Twp.	Ferndale, MI 48220 8918 W. Eight Mile	0	9,710	9,710	9,710	9,710		

# ROYAL OAK TOWNSHIP DDA - DEVELOPMENT AREA REAL TAX PARCEL IDENTIFICATION

Table 6

Parcel	Subwell	Owner	Address	1999 Assessment	1997 Assessment	1998 Capped Taxable Value	Increase in Value for Whole DDA	Increase in Value for New Development	Annualized Increase in Value for All Others	Calculation of Total Annualized Increase for All Others
59	25-33-380-041	First Commercial Realty 26500 Telegraph Road, Suite 110 Southfield, Mi 48304	Future Site of Auto Zone	0	0	0	0	0		
60	25-33-380-015	Royal Oak Twp. - PHA		0	0	0	0	0		
61	25-33-380-014	Remell Mangram	20782 Westview	2,000	1,970	1,970	-30			
62	25-33-380-013	Royal Oak Twp.		0	0	0	0		-0.17%	-30
63	25-33-381-042	Mt. Hebron Baptist Church	8234 W. Eight Mile	0	0	0	0			
64	25-33-381-041	Mt. Hebron Baptist Church	8234 W. Eight Mile	0	0	0	0			
65	25-33-381-043	Aldi Inc., 1319 W. 130th St., P.O. Box 844, Brunswick, Ohio 44212-0844	8228 W. 8 Mile	0	62,810	62,810	62,810	62,810		62,810
66	25-33-381-016	Community Dev.	21075 Wyoming	0	0	0	0			
67	25-33-381-015	Community Dev.	20762 Reimannville	0	0	0	0			
68	25-33-382-044	Aldi Inc., 1319 W. 130th St., P.O. Box 844, Brunswick, Ohio 44212-0844	8228 W. 8 Mile	0	49,500	49,500	49,500	49,500		49,500
69	25-33-382-045	Aldi Inc., 1319 W. 130th St., P.O. Box 844, Brunswick, Ohio 44212-0844	8228 W. 8 Mile	0	35,040	35,040	35,040	35,040		35,040
70	25-33-382-014	Shirley Winston	20774 Bethlawn	0	29,310	24,470	24,470	24,470		24,470
71	25-33-382-013	Willie L & Edna E Jackson	20782 Bethlawn	0	0	0	0			
72	25-33-382-012	Willie L & Edna E Jackson	20792 Bethlawn	0	0	0	0			
73	25-33-382-037	Aldi Inc., 1319 W. 130th St., P.O. Box 844, Brunswick, Ohio 44212-0844	8228 W. 8 Mile	0	403,490	403,490	403,490	403,490		403,490
74	25-33-383-022	The Oil Dispatch Inc.	8100 W. Eight Mile	70,600	81,310	81,310	10,710		1.69%	10,710
Total:				2,645,100	6,904,970	6,849,830	4,204,730	4,075,950		3.01%

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## **APPENDIX D - RELOCATION PLAN**

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## **GENERAL PROCEDURES:**

The relocation of residents or businesses is not anticipated until formal action is authorized on a particular parcel. This plan is prepared to provide guidelines for relocation should acquisition occur. Parcels to be acquired under this plan will be processed in accordance with the procedures of Act 197 of the Michigan Public Acts of 1975, as amended; Act 87 of the Michigan Public Acts of 1980, as amended, and the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (Uniform Act), as amended. In order to implement the intent of the above regulations, the following subparts from the U.S. Department of Housing and Urban Development (HUD) relocation manual (version 9/79) are adopted by reference as part of the relocation plan:

Subpart D. Moving and Related Expenses-Actual Costs  
Subpart E. Moving and Related Expenses-Fixed Payments  
Subpart F. Replacement Housing Payments for 180 Day Homeowner/Occupants  
Subpart G. Replacement Housing Payments for Tenants and Certain Others

### **Administrative Organization**

- A. The Charter Township of Royal Oak, on behalf of the Charter Township of Royal Oak Downtown Development Authority, shall be the agency responsible for administering relocation operations, for families, individuals and business concerns.
- B. Should a DDA sponsored project require acquisition and relocation, Township staff shall constitute the relocation staff. Specific duties will be assigned at the time that a decision to proceed with the project is made.
- C. All relocations may be handled under contract with a qualified firm, if deemed necessary or advisable by the Township.

### **Relocation Standards**

- A. Physical and Occupancy Standards:

The Township will insure that any relocation housing is decent, safe, and sanitary. The following requirements have been determined to meet at least minimum standards for replacement housing:

Relocation housing will conform with all applicable provisions toward existing structures that have been established under State or local building, plumbing, fire prevention, mechanical, electrical, housing and occupancy codes.

- B. Standards for Displaced Individual's Ability to Pay:

When a person or family is directly displaced by an activity under these Development Plans, assistance in determining the ability of a displaced individual to pay shall be worked out as follows:



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1. When the displaced individual desires to purchase a home; the gross mortgage or contract payment, or total housing cost that include utilities, shall be no more than thirty (30) percent of the total income of the displaced individuals.
  2. When the displaced individual goes into rental quarters, the ability to pay shall be determined by applying a gross rent figure, which includes utilities, as a percentage of income. The gross rent shall not exceed thirty (30) percent of the total income of the displaced individual.

C. Location Standards:

Relocation housing will be reasonably accessible to places of employment of displaced individuals and in areas not less desirable in regard to public utilities and commercial facilities than areas in which they currently reside.

Relocation housing will be as accessible and convenient to a displaced individual's place of employment as it has been with the current location of the displaced individual's housing.

D. Temporary Relocation:

No temporary relocations are anticipated at this time. In the event that temporary relocation becomes necessary, the guidelines for safe, sanitary and decent housing will be followed. Any temporary relocation housing that is necessary for displaced families will be implemented on an individual basis.

In any event, temporary housing shall not be less desirable in character than the dwelling vacated by the displaced families or individuals and shall be in a safe and habitable condition. Also, it will not diminish the obligations of the Township with respect to permanent relocation.

E. Obtaining Relocation Housing

1. Sources of Existing Private and Public Housing:

The Royal Oak Township Public Housing Commission manages public housing within Royal Oak Township. Arrangements for relocation to public housing will be made through the Public Housing Commission.

2. Notification of Vacancies - Arrangements for housing in the private market will rely upon information obtained from such sources as current sales and rental listings as obtained from local newspaper classifieds, telephone calls and personal contacts with owners who have property to sell or rent, and real estate brokers who have property listings that meet the criteria for relocation housing. In addition, property management firms, builders, utility companies,

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moving companies, welfare agencies, church organizations, and civic groups having knowledge of available vacancies will be regularly canvassed to obtain needed listings.

3. Listing of Vacancies -- Listings obtained by Township staff will be indexed by location, type, size, location within structures, rent or sales price, date of availability, utilities and facilities included in rent or sales price. Listings will include the names and addresses of real estate personnel that deal in property that may be appropriate as a relocation resource and available on a non-discriminatory basis. Listings will not be maintained for, nor referrals made to, housing that is scheduled for clearance by any public action. Dwellings will be inspected prior to referral by the Township Building Department.

No effective means for providing preferential treatment for the displaced in the private housing market can be assured. However, through the cooperation of public and private social agencies, the Township inspection department, local property owners and realtors, the Township may provide a clearing service that will expedite referred families and individuals.

4. Existing Housing Supply:

It is anticipated that a constant supply of appropriate properties will be available in the Township and surrounding municipalities for displaced should relocation be required. Relocation will contact local realtors, agencies and brokers, reviews of local newspapers have indicated Housing sales within the Township is expected to be within the purchase ability of all displaced individuals.

The Township staff will provide information regarding any applicable housing financing programs, and a referral service to those agencies most qualified to handle the particular problems of each displaced family (e.g., FHA, VA, MSHDA and Local Banks or Savings and Loan Associations).

- F. Subsidies, Rent Supplements and Special Problems:

The Township does not propose to subsidize or supplement the family income for rental purposes, since it appears that there will be sufficient standard housing available for families and individuals of all incomes.

Also, special housing problems of large families, individuals, disabled, or elderly displaced individuals will be addressed as they become apparent.

- G. Obligation to Site Occupants of Informational Programs:

The Township recognizes its obligation toward all families displaced. The objective of this Relocation Program is to offer the opportunity of moving to housing that is

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decent, safe, and sanitary; within the financial means of the family; in a reasonably convenient location; and carried out with a minimum of hardship. Basically, most information regarding relocation will be given in a personal interview with the relocated individuals. Informational materials will be given to the relocated individual and a record will be taken to determine particular needs. Pamphlets and newsletters will, from time to time, be distributed to occupants within the area.

H. Interview with Site Occupants:

In addition to the personal interview anticipated to obtain a "Site Occupant Record," additional interviews will be scheduled in order to ascertain the specific and peculiar requirements for each family, or person, to be displaced. The member of Township staff designated as Relocation Officer will provide time to confer with relocated individuals and prepare an adequate record of their relocation requirements.

I. Location and Business Hours of Relocation Office:

The Relocation Office may be contacted through the Township Supervisor's Office with the physical offices located in the Township Hall, convenient to the project residents. Regular Township business hours will be used.

J. Referrals:

Those families seeking relocation in the private housing market will be referred to local realtors or to developers of appropriate new housing, if they later express a desire for new housing.

Referrals will also be made to appropriate lending agencies, together with information regarding the types of financing arrangements that may be available.

Those persons seeking rental accommodations on the private market will be referred to landlords with appropriate units, meeting the Relocation Standards set forth herein.

K. Inspection of Relocation Housing:

Before a property is referred to any person or family under this Relocation Program, it will be inspected to ascertain that all criteria of standard housing is met. The Certificate of Inspection will be signed by said Relocation Officer. If established housing standards are not met, the dwelling will be classified as unsuitable for relocation and any arrangements for its use with realtors or landlords will be canceled.

Housing that is approved by FHA or VA for mortgage insurance will be automatically considered Standard Relocation Housing, and the inspection in these instances will be waived.

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It is the responsibility of the Township, through the Relocation staff, to provide safe, sanitary and decent housing for all families relocated from the area.

Self-relocation of families entitled to relocation services will not cancel this obligation. Housing obtained by relocated individuals will be inspected for compliance with minimum standards. If knowledge of self-relocation is received after the move has been made, inspection will take place as soon thereafter as is reasonably feasible. Dwellings found to comply with relocation standards will require no further action.

If the dwelling does not meet the relocation standards, it will be considered as a temporary relocation and the services of the relocation staff to secure standard accommodations for the family will be offered. If a family declines an offer of a standard dwelling unit, and its present dwelling unit does not meet code requirements, the local code enforcement agency or agencies, will be informed, with the objective of bringing the unit to a minimum housing standard through local code enforcement.

Every effort will be made to trace those families who may move without notifying the Township.

L. Referrals to Social Agencies:

Township staff will be responsible for the coordination of social services available to displaced families, as needed.

M. Assistance to Home Buyers:

All possible assistance will be given to prospective buyers to enable them to obtain financing most suitable in each particular case. Information regarding the various FHA and conventional financing programs will be available at the Township Offices.

N. Eviction Policy

For residents who choose to remain residents after the Township has title to real property, eviction will be used only as a last resort and will be undertaken only under one or more of the following circumstances:

1. Failure to pay rent, if any rent is charged.
2. Maintenance of a nuisance or use of the premises for illegal purposes.
3. A material breach of a residency or continued occupancy agreement.
4. Refusal to consider accommodations meeting relocation standards.
5. Refusal to admit a relocation interviewer.
6. Situations requiring eviction under State or local laws.

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O. Relocation Payments

Relocation payments will be made in accordance with the relocation payments as prescribed by HUD. Relocation payments will be made to all eligible site occupants within the Development Area.

1. Processing:

In order to obtain a relocation payment, a written claim will be required in accordance with U.S. Department of Housing and Urban Development guidelines.

Claims for relocation payments shall be submitted to the relocation staff for processing.

A statement of the conditions under which various types of relocation payments will be made to displaced families, individuals and business concerns will be posted at the Township offices. Each site occupant displaced or anticipated to be displaced as a result of project activities will also be informed in writing of the availability of the various types of relocation payments and the conditions governing eligibility for these relocation payments, including the time limit for submitting claims. Each site occupant will also be provided with the necessary forms for filing claims for relocation payments and, on request, will be assisted by the relocation staff in preparing such claims.

All claims for relocation payments shall be recommended for approval by the Relocation Specialist and signed by the Township Supervisor before payment is made to or on behalf of the claimant.

P. Development of an Informational Program

The relocation staff will deliver to all business concerns to be displaced informational material that:

1. describes the project and indicates the project boundaries;
2. describes the relocation services and aids to be made available to business concerns;
3. indicates the availability of relocation payments to business concerns, states the type of payments to be made, the eligibility criteria for such payments, the procedures to be followed in filing claims for the various types of payments, and the procedure to be followed in processing claims.

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Q. Interviews with Business Concerns

A survey of the businesses to be displaced will be conducted to determine the feasibility of relocating each establishment to another location.

1. Listing of Commercial Space:

In the event of the acquisition or relocation of commercial land uses, listings of vacant commercial facilities and anticipated vacancies will be developed and maintained by staff and will include information on the size, location and accessibility of the site, most suitable commercial uses for the building, amount of rent, lease or sale, terms regarding length of occupancy, date the site will be available, special equipment or facilities to be provided and other pertinent characteristics necessary to determine the suitability of the site to the needs of businesses to be displaced.

The relocation staff will relate the needs of businesses to be displaced to existing vacant commercial space and space to become available in the future, through close contact with local real estate agencies and brokers dealing in commercial space, interested business associations, development corporations and similar organizations. Listings will also include the names and addresses of real estate agencies, brokers and boards in the Township, to which business concerns may be referred for assistance in obtaining commercial space.

2. Services to Individuals and Business Concerns:

Information regarding the technical and financial services of the Small business Administration will be made available to businesses.

In addition to advisory services, business concerns will be entitled to Relocation Payments as prescribed in HUD guidelines.

R. Requirements of State or Local Law

This Relocation Program, together with supplemental information specifically pertaining to the peculiar conditions of the Development Area, as required, satisfies the requirements of the law in respect to a feasible method of relocation. This program, with the referenced HUD procedures, is designed to make the effected parties economically whole as a result of the payments and other consideration shown to those parties.

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**COMMUNITY PLANNING & DEVELOPMENT CONSULTANT**

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