

# Memo

To: Northfield Township Board of Trustees  
From: Marlene Chockley, Supervisor  
RE: DDA Proposal to Manage 75 Barker Road  
Date: January 4, 2017

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Trustees,

The DDA has a vested interest in the vibrancy of the district. The 75 Barker building is an important hub in the downtown district for parking and, with the help of the DDA, business establishment through an incubator model. At a recent meeting, the Authority took the step of discussing and the preparing a proposal you have before you. The DDA consists of several members who have the business acumen and commitment to see to the redevelopment of that building.

I recommend that the Board of Trustees approve the proposal.

Respectfully submitted,

Marlene Chockley

## Northfield Township DDA Proposal to Board of Trustees for Management of 75 Barker Parcel

Whereas the Northfield Township-owned building at 75 Barker Road is in disrepair, and most likely has code violations, and whereas said property has historic value to many citizens in the township, the Northfield Township DDA is proposing the following to the Board of Trustees:

1. DDA will engage a professional inspector to evaluate the building for structural soundness and repair recommendations.
2. DDA will engage building and zoning officials to evaluate the building and property for zoning violations and suggested remedies for violations.
3. DDA will evaluate and engage repairs for the building and property.
4. After such repairs have been completed, DDA will draft and release a "Request for Proposals" for potential leasing options for space in the building.
5. DDA will continue to maintain the parking lot at 75 Barker Road for Public Parking in the downtown district.
6. The rental income currently being collected at 75 Barker will be designated for the expenses incurred in the research and repair endeavors for this property by the DDA.
7. DDA will research additional means of funding the project at 75 Barker Road.

It is understood that the DDA will seek approval by the Board of Trustees for financial commitments incurred throughout the above proposal. The DDA has an initial request for up to \$3,000 to seek inspection quotes and engage in contract for inspections.

All of the above proposal is within the descriptions and legal abilities of the Northfield Township DDA, and in accordance with the DDA Act 197 of 1975. A copy of the DDA Act is enclosed.

Respectfully Submitted,

Barbara Griffith, DDA chairperson

**DOWNTOWN DEVELOPMENT AUTHORITY (EXCERPT)**  
**Act 197 of 1975**

**125.1657 Powers of board; creation, operation, or funding of retail business incubator.**

Sec. 7. (1) The board may:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
  - (b) Study and analyze the impact of metropolitan growth upon the downtown district.
  - (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
  - (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.
  - (e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
  - (f) Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the authority as granted by this act.
  - (g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
  - (h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect to that property.
  - (i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.
  - (j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
  - (k) Lease any building or property under its control, or any part of a building or property.
  - (l) Accept grants and donations of property, labor, or other things of value from a public or private source.
  - (m) Acquire and construct public facilities.
  - (n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
  - (o) Contract for broadband service and wireless technology service in the downtown district.
  - (p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 3(7).
  - (q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
  - (r) Create, operate, and fund retail business incubators in the downtown district.
- (2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:
- (a) The lease or rental rate that may be below the fair market rate as determined by the board.
  - (b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.
  - (c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.
  - (d) A copy of the business plan of the tenant that contains measurable goals and objectives.
  - (e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

**History:** 1975, Act 197, Imd. Eff. Aug. 13, 1975;—Am. 1985, Act 221, Imd. Eff. Jan. 10, 1986;—Am. 2004, Act 196, Imd. Eff. July 8, 2004;—Am. 2005, Act 115, Imd. Eff. Sept. 22, 2005;—Am. 2008, Act 226, Imd. Eff. July 17, 2008.

**Popular name:** DDA

**Popular name:** Downtown Development Authority Act