BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
Wednesday, March 11, 2026, 8:30 AM
Berkley City Hall, City Council Chambers

MEETING AGENDA

I. **MEETING CALLED TO ORDER** *(8:30 am)*
   A. Roll Call Taken and Quorum Determined

II. **APPROVAL OF AGENDA** *(8:32 am)*

III. **APPROVAL OF MINUTES** *(8:34 am)*
   A. Regular Meeting Minutes of February 11, 2025

IV. **TREASURER REPORT** *(8:35 am)*

V. **PRESENTATION: Community Development Director Kristen Kapelanski to discuss DDA alignment with City of Berkley Master Plan Goals and Objectives**

VI. **ACTION ITEMS** *(9:00 am)*
   A. Bistro Table Policy
   B. Social District Expansion
   C. Recommend City Council Approve DDA Draft Budget for FY 2026-2027

VII. **DISCUSSION ITEMS** – *None.*

VIII. **LIAISON REPORTS** *(9:45 am)*
   A. City Council – Steve Baker
   B. Community Development – Kristen Kapelanski
   C. Planning Commission – Lisa Kempner
   D. Public Works – Adam Wozniak
   E. Chamber of Commerce – Jennifer Finney

IX. **STUDENT BOARD MEMBER UPDATES** *(10:00 am)*

X. **BOARD COMMITTEE UPDATES** *(10:05 am)*
   A. Art & Design Committee
      1. Sub-committee: West 12 Mile Committee
   B. Business Development Committee
   C. Events Committee
   D. Marketing Committee
   E. Organization Committee

XI. **EXECUTIVE DIRECTOR UPDATES** (10:20 am)

XII. **BOARD OF DIRECTORS' COMMENTS** *(10:23 am)*

XIII. **PUBLIC COMMENTS (Three Minutes Time Limit per Speaker)** *(10:25 am)*

XIV. **ADJOURNMENT** *(10:30 am)*

MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
Wednesday, February 11, 2026, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room

I. MEETING CALLED TO ORDER: The meeting was called to order at 8:16 AM with Chair Matteo Passalacqua presiding.

A. Roll Call Taken and Quorum Determined

Present: Desiree Dutcher
Katie Forte
Lucas Gonzalez
Katie Goodwin
Anna Grace
Chris Gross
Shawn Heath-Lee
Uli Laczkovich
Matteo Passalacqua
Ashley Poirier
Todd Schaefer

Absent: Scott Francis – *excused*
Crystal VanVleck – *excused*
Brian Zifkin– *excused*

Also present: Kim Anderson, City of Berkley
Steve Baker, City Council Liaison
Denise Dowren, Berkley Days
Jason Godfrey, Better City
Kristen Kapelanski, Community Development Director
Lesley Robbins, Berkley Days
Jeffrey Tony, Berkley Days
Adam Wozniak, DPW Liaison

II. APPROVAL OF AGENDA

Mack noted that on the Agenda the Meeting Minutes for approval date should be corrected to read "January 14, 2026" rather than "2025." Gross moved to approve the Agenda, Forte seconded, and the motion was unanimously approved by the Board.

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of January 14, 2026

Poirier moved to approve the minutes of the regular meeting of January 14, 2026, Laczkovich seconded, and the motion was unanimously approved by the Board.

IV. TREASURER REPORT

Financial Reports for January 2026
Gross reported the January revenues of @$0 and expenditures year-to-date of @$55,000, with revenues available to spend of @$464,000. The ending fund balance after January 2026 was @$535,000. Gross noted that pension and health care expenses haven't been allocated yet and will probably hit all at once.

Grace moved to receive and approve the Treasurer's Report for January 2026, Schaefer seconded, and the motion was unanimously approved by the Board.

V. PRESENTATION: Berkley Days 2026

Berkley Days' Chair Denise Dowren, Vice-Chair Leslie Robbins, and Secretary Jeff Tony introduced themselves and asked for the DDA's assistance in spreading the word about fundraising and sponsorship opportunities available supporting the 2026 Berkley Days celebration. The entertainment kicks off on Friday, Sept. 11, at the Berkley Theater, followed by field day activities for families at the Community Center field, with food trucks, a beer tent, and maybe a movie afterwards, Businesses have an opportunity to advertise by buying a "property" square(s) on the Berkleyopoly (play on Monopoly) board game. This year, 2026, is the 100th anniversary celebration of Berkley Days, The group would appreciate volunteers and any assistance with marketing the event to businesses and the public.

VI. FOCUS GROUP SESSION: Better City, City of Berkley Economic Development Strategy

Community Development has engaged the firm Better City to work with them on strategic input for the City of Berkley Economic Development Strategy. Jason Godfrey of Better City (helping communities become the best version of themselves) led the focus group and opened his presentation with short introductions of those attending with their statement about their connection to Berkley.

Board members then responded to eight questions covering economic development priorities, resource allocation, challenges, community character, and long-term vision. Attendees could access the questions with a QR code and submit their responses to each question. Better City's goal is to help the city recognize what Berkley *is,* and what it *can be.*

Question 1: Economic Development Priorities

DDA members ranked six economic development priorities from most to least important. Results show strong consensus around filling vacancies and improving the physical environment:

Ranking Results (1 = Most Important):

1. **Fill vacant retail/commercial spaces with quality tenants** (Average rank: 2.15)
2. **Improve streetscape and public gathering spaces** (Average rank: 2.69)
3. **Attract more downtown housing/residential development** (Average rank: 3.15)
4. **Recruit specific business types** (Average rank: 4.23)
5. **Expand restaurant/dining options** (Average rank: 4.31)
6. **Expand grocery/food retail options** (Average rank: 4.46)

Question 2: Resource Allocation Priorities

Participants allocated 10 investment dots across five resource categories (130 total dots allocated). Results clearly indicate where members believe limited resources should be focused: Nearly one-third of all investment dots went to physical improvements, reinforcing the priority rankings. The combination of physical improvements (32%), business attraction (24%), and public spaces (21%) accounts for 77% of resource allocation, showing strong preference for tangible, visible downtown enhancements over softer programming initiatives.

Question 3: Most Critical Challenges

Participants used 5 priority dots to identify the most critical challenges facing downtown (65 total dots allocated): Two challenges tied for top priority: building conditions/facades (20%) and traffic speeds/pedestrian safety (20%). Together these represent 40% of priority dots, indicating DDA members see both the physical condition of buildings AND walkability/safety as the most pressing barriers to downtown success. Notably, parking received only 3 dots (4.6%), suggesting parking is not viewed as a critical obstacle.

Question 4: Regional Reputation and Competitive Positioning

DDA members were asked about Berkley's reputation in the region and what would make developers more interested in investing. While responses were brief, they reveal key perceptions:

Berkley's Regional Reputation: Family-friendly - Berkley is seen as a family-oriented community in the regional context; Inviting / Accessible - The community projects a welcoming character; Eclectic / Good vibe - Positive perception of Berkley's character and appeal.

What Would Attract Developers: Members identified financial incentives as a key tool to increase developer interest in Berkley projects

Question 5: Lost Opportunities and Barriers to Growth:

When asked about business prospects or developments that Berkley lost over the past five years, one substantive response highlighted an important challenge:

"PUD development, pocket parks and gathering spaces have been tried but residents and business get in the way of growth"

This comment aligns with the 'Resistance to change among residents' challenge that received 9 priority dots (13.8%) in the challenges question. It suggests that even desirable development types like pocket parks and PUDs face resistance from stakeholders. This internal resistance may be as significant a barrier as external competitive factors. The emphasis on financial incentives for developers indicates recognition that Berkley may need to offer competitive advantages to overcome both market competition from neighboring communities and internal resistance to change.

Question 6: Downtown Success Stories

DDA members identified specific businesses, developments, and projects that represent the kind of success Berkley should replicate. These examples provide insight into what's working and what the community values:

Most Frequently Cited Examples:

- **Coffee & Bark** (10 mentions) - Overwhelmingly the most cited business. Members praised it as a community gathering space that's 'cozy and friendly,' with employees who are 'super polite,' and noted how it has expanded over time. One member highlighted deals for high school kids, showing community engagement across demographics. Another described it as 'warm and inviting' while serving as a gathering space.
- **Berkley Theater** (6 mentions) - Repeatedly identified as a major success story, with members emphasizing that 'the renovation and activation of the theater is big' and stressing that 'the theater sign needs to be preserved.' Multiple members cited it as the model for what success looks like downtown.
- **Ullman's Health and Beauty** (4 mentions) - Praised as 'warm and inviting,' representing established local retail success.

- **The Beverly Restaurant/Chris and Partners** (3 mentions) - Members specifically called out The Beverly and noted Chris and Partners' restaurant group (including Slow's) as quality dining successes.

Additional Notable Businesses:

Casa Amado (2 mentions) - 'great spot' for dining; Reware Vintage (2 mentions) - boutique retail success; Gate Keeper Games - specialty retail; Mongers, Naka, Rind - additional dining options; Time Travelers, Fireflies, Lunch Cafe - other local businesses

Development/Housing Examples:

The Ivy - multifamily residential development; Townhouses on 12 Mile - missing middle housing success

Placemaking Successes:

Pocket parks - cited as successful public space interventions; Restaurants and events - combination creating vibrancy

DDA members value: (1) Community-oriented gathering spaces that serve multiple demographics; (2) Locally-owned businesses with personality and strong customer service; (3) Mixed-use and infill housing that fits the scale and character of downtown; (4) Cultural anchors like the Theater that draw regional attention. Coffee & Bark's overwhelming dominance (10 mentions vs. 6 for the next highest) suggests that authentic, community-focused gathering spaces resonate most strongly with DDA members as the model for success.

Question 7: Berkley's Unique Character

When asked what makes Berkley authentically unique and must be preserved, members emphasized:

- **No big box stores -** Strong preference for supporting independent businesses rather than national chains
- **Approachable and affordable -** Berkley's accessibility and lack of pretension
- **Eclectic character -** Diverse mix that's welcoming to all

Downtown character described as: "Eclectic and approachable to all" and "Small community, big heart"

Question 8: Vision 2030

When asked to envision downtown Berkley in 2030, members painted a remarkably consistent picture:

Mixed-Use Development & Housing; Berkley Theater fully restored with historically appropriate marquee; 3-4 story mixed-use buildings downtown; More townhomes and row houses (missing middle housing); Hartfield Lanes redeveloped

Public Spaces & Gathering Places; Multiple pocket parks throughout downtown; More event road closures for public gathering spaces

The Theater restoration appeared in multiple 2030 visions as a defining downtown catalyst and anchor. Members also emphasized preservation of historic spaces and avoidance of chain retailers.

VII. ACTION ITEMS

A. Mural Program Amendments: Approve/Disprove Proposed Changes

Mack had included in the Board packet a draft of the revised Mural Program, which he noted is the same as previously presented. The maximum award amount is $7,500.00 and the award can be no more than 50% of the actual mural cost. The DDA will monitor the mural for 10 years and be in control during that period. Parking lot beautification can be added back in to the façade grant section.

Forte moved to approve the revised Mural Program amendments, Dutcher seconded, and the motion was unanimously approved by the Board.

VIII. DISCUSSION ITEMS

A. Fiscal Year 2026-27 DDA Budget

Mack had included in the Board packet the draft of the proposed fiscal year 2026-27 budget with line item and category detailed amounts. He would like the Board to approve the budget at the March meeting, after which it will be sent to Council for their final approval, and then back to the Board for their final approval in May.

Mack's draft includes some funding for a part-time position to assist with events/promotions as well as funding for a consultant to assist with updating the DDA Plan/Strategic Plan.

Proposed revenue/TIF capture may be higher/lower than estimated after the Board of Review meets in March.

Passalacqua would appreciate a breakdown of the one-time expenditures (consultant fees/Robina project costs) so as to be able to estimate how much bond the DDA can afford in the future.

If marquee maintenance is necessary, a budget amendment may be needed to cover the cost.

Mack will work on a more precise description of budget items for the budget he'll present to the Board in March.

IX. LIAISON REPORTS

A. City Council – Steve Baker

Absent (left early) – no report.

B. Community Development – Kristen Kapelanski

Kapelanski reported theater developers are getting building permits. She also reported the Planning Commission is discussing data centers, municipal lots around the theater development, residential rezonings, code enforcement, and engineering processes.

C. Planning Commission – Lisa Kempner

Absent – no additional report.

D. Public Works – Adam Wozniak

Wozniak asked when Holiday Lights would be taken down. Mack reported that the cost of upgraded trash receptacles can be as high as @$3,000.00. Thirty-one are needed. Passalacqua stressed they be rust-proof. Poirier reported that Berkley Pride will need to use the electrical outlets on the poles, and she asked that all be tested.

E. Chamber of Commerce – Jennifer Finney
Finney could not attend but sent a memo that the Chamber is reviewing different options for membership to increase participation.

X. STUDENT BOARD MEMBER UPDATES
Gonzalez reported the marching band performed at LCA and the swim team is doing well. Spirit Week and break are upcoming. Goodwin reported that the Encore Choir and Jazz Band will be having concerts . For Black History month there is a door decorating contest and soul food lunch, Planning for March charity work is ongoing.

XI. BOARD COMMITTEE UPDATES
A. Art & Design Committee
Dutcher reported on trash cans, getting quotes for the Robina space, considering glitter concrete. Passalacqua asked about the bollards costs and suggested there may be additional RAP funding available if other Oakland RAP communities don't use all of theirs.

1. Subcommittee West 12 Mile
Absent – no report.

B. Business Development Committee
No report.

C. Events Committee
No report.

Marketing Committee
Grace noted the committee is reviewing the results of the survey sent to Board members and will report back to the Board.

D. Organization Committee
Mack reported there is one vacancy on the Board.

XII. EXECUTIVE DIRECTOR UPDATES
Mack included his update in the Board packet sent to the Board. He traveled to Orlando, Florida with Main Street Oakland County for a benchmarking visit alongside individuals from Ferndale, Hazel Park, Oak Park, and Madison Heights. The purpose of the trip was to identify strategies that could strengthen cooperation among Oakland County downtown districts while ensuring each maintains a distinct and independent identity.

The annual accreditation assessment for Main Street America was completed on Feb. 5. Berkley successfully passed accreditation as a Select Level Main Street community.

He traveled to Crystal Mountain Resort in late January to attend the Michigan Downtown Association Board of Directors Retreat.

Upcoming MDA events include: MDA Legislative and Advocacy Day – March 3 and MDA Spring Workshop – March 4. He asked Board members interested in attending either event to reach out.

Work continues on expanding the BOSS Social District to encompass the full downtown area. The goal is to complete the district amendment in advance of warmer weather.

The Berkley Chop Shop has expressed interest in pursuing a façade and sign improvement grant.

In the last month, Art & Design met with Erik Nordin of the Detroit Design Center to begin the process of developing a sculpture to be placed in the Robina plaza.

The Berkley Pride event application will go before Council at the February 16 meeting.

Clarification on PA 57 of 2018 and Oakland County Policy: a Downtown Development Authority **is not required** to enter into negotiation or seek approval from Oakland County when extending the duration of its TIF or Development Plan. Opt-out provisions under the law **apply only** when: A DDA is newly established; a DDA is expanding its boundaries; a contractual agreement already exists with the County.

The Berkley DDA meets none of these conditions and therefore is not required to negotiate with Oakland County in this circumstance. This interpretation is supported both in state law and in Oakland County's previous and updated policy language. Additionally, several components of the updated County policy appear to directly conflict with the DDA Act, including provisions that attempt to dictate allowable uses of TIF revenue in ways not aligned with statutory authority.

XIII. BOARD OF DIRECTORS' COMMENTS

None

XIV. PUBLIC COMMENTS

The opportunity for public comment was offered. No requests to comment were made at the meeting. Anyone with comments or questions is asked to e-mail them to the DDA to be answered within five business days.

XV. ADJOURNMENT

The meeting was adjourned at 10:07 AM on motion by Forte and second by Grace.

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	37,200.00	32,599.04	0.00	4,600.96	87.63
248-001-402-001	PROPERTY TAX CAPTURE - DDA	485,000.00	425,864.87	0.00	59,135.13	87.81
248-001-402-990	PROPERTY TAXES - CHARGEBACKS	4,600.00	(835.62)	0.00	5,435.62	(18.17)
248-001-539-010	STATE GRANTS	7,500.00	0.00	0.00	7,500.00	0.00
248-001-665-000	INTEREST	10,164.00	0.00	0.00	10,164.00	0.00
248-001-674-005	MERCHANDISE REVENUE	2,000.00	0.00	0.00	2,000.00	0.00
248-001-675-005	CORPORATE DONATIONS	0.00	3,000.00	0.00	(3,000.00)	100.00
248-001-675-814	EVENT SPONSORSHIPS/FEES	10,000.00	3,350.00	0.00	6,650.00	33.50
Total Dept 001 - REVENUES		556,464.00	463,978.29	0.00	92,485.71	83.38
TOTAL REVENUES		556,464.00	463,978.29	0.00	92,485.71	83.38
Expenditures						
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	4,218.00	1,843.45	261.54	2,374.55	43.70
248-252-716-500	HEALTH CARE COSTS - BC/BS	18,700.00	0.00	0.00	18,700.00	0.00
248-252-718-000	DEFINED BENEFIT - MERS	27,000.00	0.00	0.00	27,000.00	0.00
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		49,918.00	1,843.45	261.54	48,074.55	3.69
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	15,000.00	0.00	5,000.00	75.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	500.00	0.00	600.00	45.45
248-722-807-000	AUDIT SERVICES	2,300.00	2,300.00	0.00	0.00	100.00
248-722-818-205	SECRETARIAL SERVICES	1,800.00	750.00	0.00	1,050.00	41.67
248-722-853-000	TELEPHONE	500.00	0.00	0.00	500.00	0.00
248-722-866-000	SUBSCRIPTION SERVICES	300.00	0.00	0.00	300.00	0.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
Total Dept 722 - DDA OPERATIONS		26,600.00	18,550.00	0.00	8,050.00	69.74
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	0.00	1,951.26	0.00	(1,951.26)	100.00
248-724-709-000	OVERTIME	0.00	72.12	0.00	(72.12)	100.00
248-724-715-000	FICA	0.00	153.56	0.00	(153.56)	100.00
248-724-716-501	HEALTHCARE BC/BS - EMPLOYEE	0.00	(31.68)	0.00	31.68	100.00
248-724-758-001	BOOKLEY SEASON	20,000.00	10,597.20	0.00	9,402.80	52.99
248-724-817-004	DDA - EVENTS	45,000.00	6,497.98	0.00	38,502.02	14.44
248-724-817-015	HOLIDAY LIGHTS	40,000.00	38,560.00	0.00	1,440.00	96.40
248-724-829-000	TROLLEY	0.00	1,705.22	0.00	(1,705.22)	100.00
248-724-940-000	EQUIPMENT RENTAL	0.00	3,600.78	0.00	(3,600.78)	100.00
Total Dept 724 - SPECIAL EVENTS		105,000.00	63,106.44	0.00	41,893.56	60.10
Dept 726 - MARKETING AND ADVERTISING						
248-726-814-000	WEBSITE	500.00	0.00	0.00	500.00	0.00
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	1,000.00	0.00	0.00	1,000.00	0.00
248-726-818-000	CONTRACTUAL SERVICES	48,000.00	33,144.00	0.00	14,856.00	69.05

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-726-901-000	ADVERTISING/MARKETING	30,000.00	1,882.99	0.00	28,117.01	6.28
Total Dept 726 - MARKETING AND ADVERTISING		79,500.00	35,026.99	0.00	44,473.01	44.06
Dept 729 - STREETSCAPE & DESIGN						
248-729-818-200	FLOWER BASKET PROGRAM	50,000.00	16,408.38	0.00	33,591.62	32.82
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00	0.00	0.00	40,000.00	0.00
248-729-818-207	PEST CONTROL	500.00	456.00	81.00	44.00	91.20
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 729 - STREETSCAPE & DESIGN		105,500.00	16,864.38	81.00	88,635.62	15.99
Dept 730 - BUSINESS DEVELOPMENT						
248-730-960-100	BUSINESS SUPPORT/TRAINING	0.00	65.05	0.00	(65.05)	100.00
Total Dept 730 - BUSINESS DEVELOPMENT		0.00	65.05	0.00	(65.05)	100.00
Dept 740 - DDA ADMINISTRATION						
248-740-704-000	FULL TIME EMPLOYEES	80,000.00	44,134.61	6,538.46	35,865.39	55.17
248-740-707-000	PART TIME EMPLOYEES	0.00	8,462.97	0.00	(8,462.97)	100.00
248-740-715-000	FICA	6,120.00	3,946.24	487.91	2,173.76	64.48
248-740-716-501	HEALTHCARE BC/BS - EMPLOYEE	0.00	(650.00)	(100.00)	650.00	100.00
248-740-725-000	WORKERS COMPENSATION	326.00	193.06	0.00	132.94	59.22
248-740-728-000	OFFICE SUPPLIES	500.00	27.96	0.00	472.04	5.59
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00	759.50	0.00	2,240.50	25.32
Total Dept 740 - DDA ADMINISTRATION		89,946.00	56,874.34	6,926.37	33,071.66	63.23
TOTAL EXPENDITURES		456,464.00	192,330.65	7,268.91	264,133.35	42.13
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		556,464.00	463,978.29	0.00	92,485.71	83.38
TOTAL EXPENDITURES		456,464.00	192,330.65	7,268.91	264,133.35	42.13
NET OF REVENUES & EXPENDITURES		100,000.00	271,647.64	(7,268.91)	(171,647.64)	271.65

BALANCE SHEET FOR CITY OF BERKLEY
Period Ending 02/28/2026

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
Cash		
248-000-001-000	CASH IN BANK	637,925.50
248-000-004-000	CASH - IMPREST PAYROLL	(55,752.98)
248-000-005-000	PETTY CASH	300.00
Cash		582,472.52
Accounts Receivable		
248-000-040-000	ACCOUNTS RECEIVABLE	3,000.00
Accounts Receivable		3,000.00
Other Assets		
Other Assets		0.00
Total Assets		**585,472.52**
*** Liabilities ***		
Accounts Payable		
Accounts Payable		0.00
Liabilities-ST		
248-000-285-000	UNEARNED REVENUE	62,731.50
Liabilities-ST		62,731.50
Total Liabilities		**62,731.50**
*** Fund Balance ***		
Unassigned		
248-000-390-000	FUND BALANCE	251,093.38
Unassigned		251,093.38
Total Fund Balance		**251,093.38**
Beginning Fund Balance		**251,093.38**
Net of Revenues VS Expenditures		**271,647.64**
Ending Fund Balance		**522,741.02**
Total Liabilities And Fund Balance		**585,472.52**

To: Berkley DDA Board of Directors

From: Nate Mack, Executive Director

Subject: Bistro Table Policy for 2026

Date: March 11, 2026

Purpose

The Downtown Development Authority (DDA) Bistro Table Program is intended to enhance the vibrancy, walkability, and public experience of the downtown district by providing limited outdoor seating opportunities for downtown establishments. This program supports outdoor dining and encourages activity in the downtown area while maintaining consistency with local regulations governing outdoor dining.

Policy Guidelines

1. Table Allocation

The Downtown Development Authority will provide two (2) bistro tables for each participating downtown establishment. These tables are intended to support small-scale outdoor seating opportunities adjacent to participating businesses.

2. Seasonal Use Period

Bistro tables provided through this program may be used only during the approved Outdoor Dining Permit season, which runs from April through October each calendar year.

3. Additional Tables

The DDA program is limited to providing two (2) tables per establishment.

Any establishment wishing to place additional outdoor tables beyond the two provided by the DDA must obtain an Outdoor Dining Permit through the Community Development Department and comply with all applicable municipal regulations related to outdoor dining.

4. Compliance

Participating establishments must ensure that the placement and use of bistro tables comply with all applicable local ordinances, accessibility requirements, and public right-of-way regulations. The DDA reserves the right to modify or revoke participation in the program if guidelines are not followed.

Program Administration

The Downtown Development Authority will oversee the distribution and general administration of the Bistro Table Program. Any requests for additional outdoor dining accommodations must be directed to the Community Development Department through the Outdoor Dining Permit process.

BERKLEY
DOWNTOWN DEVELOPMENT AUTHORITY

Downtown Berkley Outdoor Bistro Table Program – 2026

Enjoy Outdoor Dining in Downtown Berkley this Spring and Summer!

2 Tables Provided at No Cost Per Business

The DDA will provide downtown establishments two tables at no cost.

Outdoor Season

Tables may be used during the outdoor dining season from April through October.

Need More Tables?

Businesses requesting additional tables must obtain an Outdoor Dining Permit through Community Development Department.

Want to take advantage of your two free tables?

Contact DDA Director Nate Mack at nmack@berkleymi.gov or (248) 658-3353.

Action Item B: Social District Expansion

To: Berkley DDA Board of Directors

From: Nate Mack, Executive Director

Subject: BOSS Social District Expansion

Date: March 11, 2026

I. Summary

This memorandum recommends expanding the Berkley Outdoor Social Scene (BOSS) Social District to encompass the full geographic boundary of the Berkley Downtown Development Authority (DDA) District. Expanding the BOSS district responds to strong interest from additional businesses, particularly along the Coolidge corridor, while supporting continued economic activity, visitor engagement, and a vibrant downtown environment.

The proposed expansion will not fundamentally change how the BOSS program is currently operated. The existing maintenance plan will remain in place and will be updated to reflect the expanded district boundaries. Operational adjustments will also be implemented to streamline supply management. The Berkley DDA will discontinue the ongoing distribution of BOSS cups and stickers to participating businesses.

Instead, a one-time distribution of 100 cups will be provided to existing participating businesses, and 100 cups will be provided to any new business that registers to participate in the BOSS program, including future businesses that open within the district.

Expanding the district will require additional signage to clearly mark district boundaries and ensure compliance with state requirements for social districts. While the exact cost of additional signage has not yet been determined, staff will obtain estimates and present them once available.

Staff respectfully requests the Board's feedback and approval to proceed with expanding the BOSS Social District across the entire Berkley DDA District.

II. Background

The Berkley Outdoor Social Scene (BOSS) Social District was created to enhance downtown activity by allowing patrons to purchase alcoholic beverages from participating establishments and enjoy them within a designated outdoor commons area.

Since its establishment, the district has contributed to increased foot traffic, strengthened collaboration between businesses, and provided additional vibrancy to downtown Berkley.

The current BOSS district is centered around the downtown core near 12 Mile Road. Over time, additional businesses have expressed interest in participating in the program, particularly those located along the Coolidge corridor.

As a result of this interest, staff have evaluated the feasibility of expanding the district boundaries to include the full Berkley DDA District. This expansion would create a more cohesive and inclusive program that allows more businesses to participate while improving clarity for visitors navigating downtown.

Under the proposed expansion, the commons area of the BOSS district would extend from Republica, pending their participation, along Coolidge southward to the existing BOSS area along 12 Mile Road.

III. Recommendation

Staff recommends expanding the Berkley Outdoor Social Scene (BOSS) Social District to encompass the full Berkley Downtown Development Authority District boundary.

Expanding the district will allow more businesses to participate in the program, respond to demonstrated demand from businesses along Coolidge, and create a unified downtown experience for visitors and residents along the two corridors.

IV. Operational Changes

While the overall management of the BOSS district will remain consistent with current operations, one operational change will be implemented related to program materials.

Historically, the Berkley DDA has provided participating businesses with cups and stickers for the BOSS program on an ongoing basis. Moving forward, the DDA will discontinue ongoing supply distribution.

Instead, the following distribution policy is proposed:

- Existing participating businesses will receive a one-time distribution of 100 BOSS cups and stickers.

- Any new business that registers to participate in the BOSS program will receive 100 cups and stickers upon enrollment.

- Future businesses opening within the district that choose to participate will also receive 100 cups and stickers at the time they join the program.

V. Maintenance Plan

The maintenance plan for the BOSS Social District will remain consistent with the existing procedures currently in place. The only adjustment required will be an update to the written maintenance plan so that it reflects the expanded geographic boundaries of the social district across the entire Berkley DDA District.

VI. Financial Considerations

Expanding the BOSS district will require the installation of additional signage to comply with state social district regulations and clearly communicate district boundaries to visitors and businesses.

At this time, the exact cost of the required signage has not yet been determined. Staff will obtain estimates from vendors and provide a cost update to the Board once pricing information becomes available. The DDA Director is meeting with city staff between the writing of this memorandum and the DDA Board meeting so he may be able to provide a general price idea at the meeting.

VII. Board Action Requested

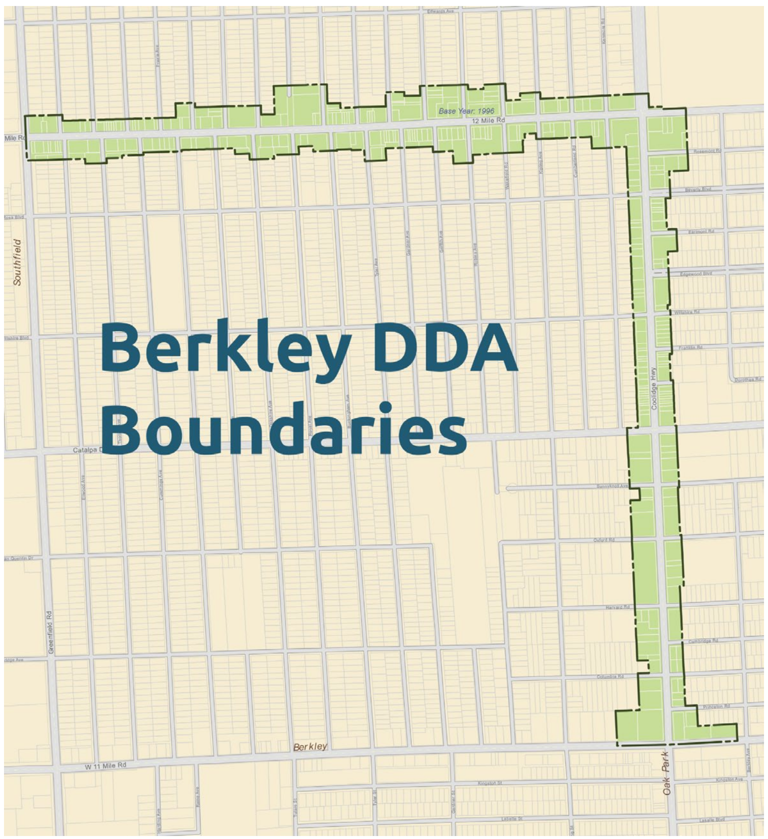
Staff respectfully requests that the Berkley DDA Board review this proposal and provide feedback and approval to proceed with expanding the Berkley Outdoor Social Scene (BOSS) Social District to encompass the full Berkley DDA District.

Upon receiving Board direction, the DDA Director will proceed with finalizing the updated district boundaries, updating the maintenance plan, obtaining signage quotes, and communicating operational updates to participating businesses.

BOSS Social District Expansion Summary

BOSS
Berkley Outdoor Social Scene
downtownberkley.com/boss

BERKLEY
DOWNTOWN DEVELOPMENT AUTHORITY



Purpose of Expansion

- Expand BOSS to full Berkley DDA district
- Respond to business interest along Coolidge
- Strengthen downtown activity
- Commons area will be from current location on 12 Mile to Republica (this will be where you can take your drink).

Operational Update

- DDA will no longer provide cups/stickers ongoing
- Existing businesses receive 100 cups
- New participating businesses receive 100 cups
- Future businesses receive 100 cups when joining

Maintenance Plan

- Maintenance procedures remain unchanged
- Plan will be updated to reflect full DDA district boundary

Next Steps / Board Action

- Board feedback requested
- Recommend to City Council the BOSS be expanded as proposed
- Staff will determine signage cost and placement

ACTION ITEM C

To: Berkley DDA Board of Directors

From: Nate Mack, Executive Director

Subject: Berkley DDA Proposed Budget FY 2026 – 2027

Date: March 11, 2026

Purpose and Authority

Downtown Development Authorities in Michigan operate under the authority granted by Public Act 57 of 2018, which amended the Downtown Development Authority Act. The Act allows a DDA to utilize tax increment revenues and other funds to support activities that promote economic development, improve infrastructure, and enhance the physical and economic vitality of the downtown district.

Under this authority, a DDA may expend funds on a variety of initiatives including public improvements, streetscape and beautification projects, business development programs, marketing and promotional activities, planning and development studies, property improvement incentives, and other efforts intended to support the redevelopment and continued success of the downtown area.

In carrying out this work, the Downtown Development Authority also utilizes the National Main Street Four Point Approach, a nationally recognized framework for downtown revitalization. The Berkley DDA is a nationally accredited Main Street program. This approach focuses on coordinated efforts in four key areas: economic vitality, design, promotion, and organization. The programs, events, beautification initiatives, marketing activities, and planning efforts included in the proposed FY 2026–2027 budget align with these principles and support continued investment in the long-term health and vitality of the downtown district.

The purpose of this memorandum is to provide a summary of the proposed FY 2026–2027 Downtown Development Authority budget and highlight several new initiatives included for board review and discussion.

Budget Overview

The requested FY 2026–2027 budget totals approximately $526,888 in expenditures and $579,254 in projected revenues. The proposed budget maintains the DDA's core programs and operational services while introducing several targeted investments intended to support long range planning, downtown improvements, placemaking efforts, and increased organizational capacity.

The budget continues the DDA's primary investments in organizational operations and downtown programming. Personnel expenses, benefits, and professional services support administration of the DDA and ensure the organization can effectively manage programs, events, financial oversight, and required reporting. Administrative costs such as audit services, subscriptions, printing, telecommunications, and other contractual services are also included to support daily operations.

Programmatic funding remains focused on initiatives designed to strengthen the downtown district and support local businesses. These investments include the DDA events program, beautification initiatives such as the flower basket program, marketing and promotional efforts, and other placemaking activities that help attract visitors and encourage economic activity within the district.

New Proposed Initiatives

Strategic Plan Update – $25,000

Supports development of an updated DDA strategic plan, including facilitation and stakeholder engagement. Although this amount is currently reflected in the budget under the 'Design Guidelines' line item, the intended use is for strategic planning services that will help guide future priorities and initiatives.

Facade Improvement Grant Program – $30,000

Provides funding for a facade improvement grant program that would support exterior building improvements within the downtown district. The program would allow for up to two grants of $15,000 each to assist property owners with visible building upgrades that enhance the appearance and economic vitality of downtown.

Mural Program – $15,000

Supports continued investment in the downtown mural program to expand public art within the district and contribute to placemaking efforts and the visual identity of downtown.

Part Time Staff Support – $20,000

Provides funding for a part time employee to assist with administrative responsibilities, event coordination, and program implementation, increasing the DDA's capacity to manage existing initiatives while supporting new programs and projects.

Downtown Trolley – $10,000

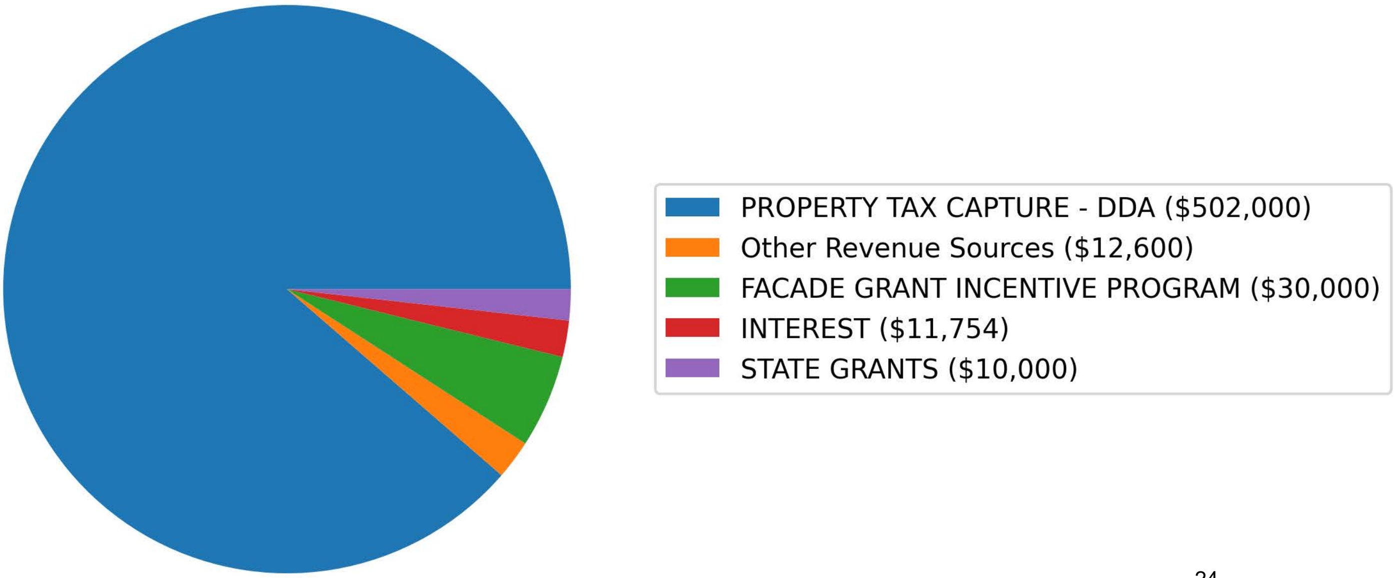
Supports a downtown trolley service during targeted events or peak periods to improve accessibility within the district and encourage visitors to move throughout downtown.

Collectively, these proposed initiatives advance several elements of the Main Street Four Point Approach by supporting economic vitality through business investment programs, strengthening design and placemaking through facade improvements and public art, enhancing promotion through events and visitor accessibility, and improving organizational capacity through strategic planning and staffing support.

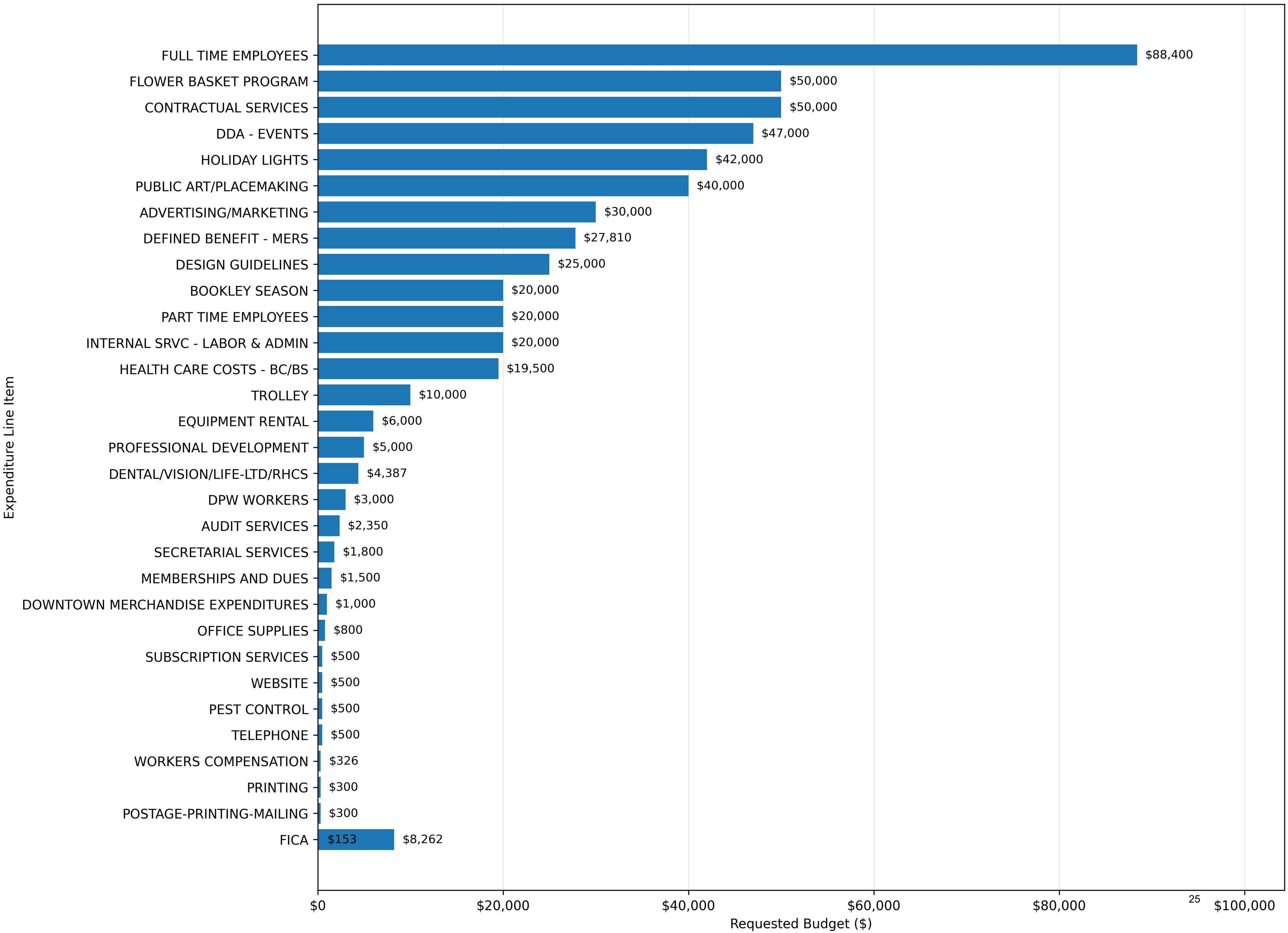
These items are presented for board review and discussion as part of the FY 2026–2027 budget development process. Staff welcomes feedback and direction from the board as the budget moves toward final consideration.

Please note: Frank's Landscaping included an optional power washing and sealing quote for $27,018.92. They would power wash and seal stamped concrete areas on 12 Mile. The quote is attached, but it is not included in the budget presentation.

FY 2026-2027 Revenue Sources



Downtown Development Authority
Requested Expenditures FY 2026–2027



Franks Landscaping & Supplies LLC.
39115 Michigan Ave
Wayne, Michigan 48184
313-278-4855

QUOTE

City of Berkley
DDA
3238 Bacon
Berkley, Michigan 48072
Attn:

Quote # 0453409

Quote Date 02/25/2026

Item	Description	Unit Price	Quantity	Amount
	2026 -Power Washing & Sealing of Stamped Concrete areas 12 mile road - 24,788 sqft (Eliminate City Hall, Police Station, Crosswalks & Robina Lot)	1.09	24788.00	27,018.92

Subtotal	27,018.92
Total	27,018.92
Amount Paid	0.00
Quote	$27,018.92

Executive Director Report – March 2026

Summary

The past month included continued state level advocacy, progress on several downtown projects, and advancement of the district's economic development strategy. I attended the Michigan Downtown Association Advocacy Day and Spring Workshop in Lansing and met with legislators to discuss proposed amendments to the Michigan Downtown Development Authority Act. Locally, work continues on the Robina Placemaking Project, façade improvement efforts, and the City's implementation of a new overnight municipal parking permit program. Work with Better City on the economic development strategy continues, with completion anticipated in June. A $10,000 technical assistance request was also submitted to Main Street Oakland County to support either marquee repairs or offset costs associated with the strategic plan update.

Organization

Organizational efforts continue to focus on strengthening partnerships, advocacy, and long-term planning efforts that support the vitality of the downtown district.

I attended the Michigan Downtown Association Advocacy Day at the Michigan State Capitol and the organization's Spring Workshop on March 3 and 4. These events provided opportunities to connect with downtown leaders from across the state, discuss policy priorities, and learn about best practices in downtown management.

Two weeks prior to the conference, I also met with legislators in Lansing to discuss the Association's opposition to three bills that would amend the Michigan Downtown Development Authority Act for only certain communities. The discussions were constructive and provided an opportunity to reinforce the importance of maintaining consistent statewide legislation governing Downtown Development Authorities.

Economic Development Strategy Update

Work continues with Better City to update the district's economic development strategy.

Key progress includes:

- Better City attended the most recent board meeting and continues developing the strategy in partnership with the City and DDA
- Stakeholder input and planning work are ongoing
- Completion of the updated strategy is anticipated in June 2026

I also submitted a request for Technical Assistance through Main Street Oakland County totaling $10,000. These funds would support either repairs to the downtown marquee or help offset costs associated with the strategic plan update.

I will also be attending the National Main Street Conference in Tulsa from April 12–14 to connect with other Main Street programs and learn about current best practices in downtown revitalization.

Economic Vitality

Economic vitality efforts remain focused on supporting business and property investment within the district.

The Beverly has completed its façade improvement project and submitted a request for reimbursement through the DDA's façade improvement program. Staff will finalize the reimbursement application and confirm that the project meets program requirements before disbursing grant funds.

The City has also implemented a new municipal lot overnight parking permit option. This permit will be available to owners of business parcels directly adjacent to municipal lots and is intended to provide additional flexibility for downtown businesses. The program does not apply to single family residential properties.

Design

Recent activity within the design function has focused on advancing the Robina Placemaking Project.

The project team has engaged the Detroit Design Center to develop a sculpture that will serve as a focal point for the space. Updated pricing has also been received for the concrete work associated with the project. The concrete work quote will unfortunately need to be updated, and staff is currently reviewing revised estimates and next steps.

Additional updated pricing has also been received for lighting and light poles in the project area.

Promotions

Promotions activities continue to emphasize partnerships that support community events and bring visitors to the downtown district.

The Chamber of Commerce has reached out to explore whether the DDA would be interested in partnering again on their summer events. These collaborative events have historically helped promote downtown businesses and activate public spaces. Staff will review potential partnership options and return to the board with recommendations if participation aligns with the DDA's priorities and available resources.

The Berkley Pride special event application will be presented to City Council on April 6. DDA staff, Events Committee Chair Lisa Kempner, and Board Member Ash Poirier met with City staff to review the proposed event plans for 2026. No issues were identified with the event as proposed.

Looking Ahead

Staff will continue advancing the Robina Placemaking Project and economic development strategy while preparing for upcoming spring and summer programming.