



**Royal Oak Downtown Development Authority  
Meeting**

**Wednesday, July 16, 2025, 4:00 p.m.  
City Hall Commission Chambers Room 121  
203 South Troy Street  
Royal Oak, MI 48067**

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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## 7. Adjournment

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS  
ROYAL OAK, MICHIGAN  
[www.romi.gov](http://www.romi.gov)**

**Wednesday, June 11, 2025  
Special Meeting  
4:00 P.M.**

**Present**

Jay Dunstan  
Joseph Gacioch, City Manager  
Michael Keith  
Lori London  
Michael Sophiea, Chairperson  
Anthony Yezbick, Vice Chairperson

**Absent**

Kyle DuBuc  
Arbor Laclave  
Salvatore LoGrasso  
Mark Vanneste

**Staff**

Timothy Thwing, Executive Director

\* \* \* \* \*

1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from May 21, 2025**
4. **Expense Items**
  - a. **Monthly Expenses May 2025**
5. **Business**
  - a. **Paid Parking Vendor Selection**
  - b. **Request to Forgo TIR Capture – Lincoln Place**
  - c. **Appointment of Acting Executive Director**
6. **Adjournment**

\* \* \* \* \*

**1. CALL TO ORDER**

Chairperson Sophiea called the meeting to order at 4:05 pm.

\* \* \* \* \*

**2. PUBLIC COMMENT**

Chairperson Sophiea opened Public Comment.

After all public comment was received, public comment was closed.

\* \* \* \* \*

**3. APPROVAL OF MEETING MINUTES FROM MAY 21, 2025**

**MOVED** by Director Dunstan  
**SECONDED** by Director Yezbick

**To Approve** the minutes of the May 21, 2025, regular meeting, as corrected.  
**“Director London was listed as both present and absent”, absent only”**

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**4. EXPENSE ITEMS**

**a. Monthly Expenses May 2025**

The invoices received and paid for the month of May 2025 were provided as information, no action is required.

\* \* \* \* \*

**5. BUSINESS**

**a. Paid Parking Vendor Selection**

**MOVED** by Director Yezbick  
**SECONDED** by Director London

**Be it resolved**, the Royal Oak Downtown Development Authority support the Parking Steering Committee’s Recommendation to implement Flowbird as the downtown parking system’s standard for pay by plate, and Park Mobile as the standard for mobile pay services.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

**b. Request to Forgo TIR Capture – Lincoln Place**

**MOVED** by Director Yezbick  
**SECONDED** by Director London

**WHEREAS**, the City of Royal Oak, County of Oakland, Michigan (the "City") is authorized by the provisions of Act 57, Public Acts of Michigan, 2018, as amended ("Act 57"), to create a downtown development authority and a downtown development district; and

**WHEREAS**, the City Commission of the City of Royal Oak duly established the DDA, on November 1, 1976, which exercises its powers within the Downtown District (the "District") designated by the City Commission; and

**WHEREAS**, the City Commission has adopted, or may adopt, a Brownfield Plan pursuant to MCL 125.2663 for the eligible property, parcel numbers 72-25-22-158-010, 72-25-22-158-006, and 72-25-22-158-005 and 72-25-22-158-007 (the "parcels") that are currently in the District; and

**WHEREAS**, The Developer Champion Development Group LLC (Lincoln and Troy LLC) is developing eligible parcels totaling 2.44 acres for mixed use. The development is expected to include 209 residential units. 52 of residential units (approximately 24.9% of the development) will be income restricted to 120% of Area Median Income ("AMI") or lower households for an affordability duration of 20 years. The development will include approximately 27 studio units, 141 one-bedroom units, and 41 two-bedroom units. The development is also expected to include a ground-floor commercial space that will be occupied by a yet-to-be-determined future tenant that will be approximately 270-square feet; and

**WHEREAS**, the DDA proposes to forgo tax increment capture for the parcels and allow Royal Oak Brownfield Redevelopment Authority ("BRA") to capture tax increment revenues on the parcels pursuant to MCL 125.2663b (2) and the Tax Increment Finance Act, 2018 PA 57, MCL 125.4101 to 125.4915 for the duration of the Brownfield Plan.

**NOW, THEREFORE BE IT RESOLVED** the Royal Oak Downtown Development Authority ORDAINS:

1. It will forgo tax increment revenues for parcel numbers 72-25-22-158-010, 72-25-22-158-006, 72-25-22-158-005, and 72-25-22-158-007 and allow Royal Oak BRA to capture tax increment revenues pursuant to MCL 125.2663b and the Tax Increment Finance Act, 2018 PA 57, MCL 125.4101 to 125.4915.
2. The DDA shall forgo capture on the parcel(s) for the entire duration of the Brownfield Plan as adopted by the City Commission, and

**BE IT FURTHER RESOLVED** should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid, and

**BE IT FURTHER RESOLVED** all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

c. **Appointment of Acting Executive Director**

**MOVED** by Director Dunstan

**SECONDED** by Director Yezbick

**Be it resolved**, the Royal Oak Downtown Development Authority hereby approves Susan Barkman, Deputy City Manager, as Acting DDA Executive Director until a new permanent Executive Director is appointed subject to confirmation by the city commission.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

**MOVED** by Director Yezbick

**SECONDED** by Director Keith

**To Adjourn** the June 11, 2025, DDA special meeting at 5:14 pm.

**MOTION APPROVED UNANIMOUSLY.**

\* \* \* \* \*

  
\_\_\_\_\_  
Timothy E Thwing, Executive Director  
Downtown Development Authority



**Royal Oak**  
**DOWNTOWN**  
**DEVELOPMENT AUTHORITY**

Meeting Date: 06/11/2025

203 South Troy Street  
Royal Oak, MI 48067  
Phone: (248) 246-3280  
downtownroyaloak.org

MEMORANDUM

DATE: July 11, 2025

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **EXPENSE ITEMS - MONTHLY**

Listed below are the invoices for the month(s) of June 2025 that were received and paid.

<u>Vendor</u>	<u>Payment Detail</u>	<u>Amount</u>
Comcast Advertising	TV Ads for May 2025	\$2,949.00
Uprinting	Promotional Stickers	\$211.25
Rocket Printing	Certificates / Summer Clings	\$724.20
Worry Free	CBD Maintenance 5/26 – 6/1	\$13,926.00
Worry Free	CBD Maintenance 6/2 – 6/8	\$13,596.00
iHeart Media	Radio Ads for May 2025	\$3,434.57
Rose Pest Solutions	CBD Pest Program – May 2025	\$192.00
Lifestyle Publications LLC	Premium Page Ad – July	\$1,500.00
Worry Free	Flower Flats – Purchase & Plant	\$1,200.00
HOUR Media	Social Media & DBusiness Ad	\$1,500.00
Royal Oak Restaurant Association	Restaurant Week Sponsorship	\$10,000.00
Jonathan Witz & Associates	Royal Oak Dinner Stroll 50%	\$11,250.00
Worry Free	CBD Maint. 6/9 – 6/15 & 6/16-6/22	\$28,374.40
Arts, Beats, & Eats	2025 Event Sponsorship	\$75,000.00
OHM Advisors	Prof. Services – Decorative Lights	\$5,908.00
Ahptic	50% Deposit for Video Production	\$19,655.00
Fleis & Vandenbrink	Design Services to Date – 5 <sup>th</sup> Plaza	\$130,217.62
Community Publishing & Marketing	Q2 RO Today Ad Balance	\$3,400.00
Worry Free	Add. Flower Baskets Troy & Williams	\$2,760.00

## **Downtown Dollars Plan FY 2025-2026**

Portal Balance 7/1/2025	\$35,012.65
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### **2025-2026 Budgeted Deposit Amounts**

Arts, Beats, Eats	\$52,000
Moms, Dads, and Grads	\$55,000
Holiday BOGO Event	\$105,000
TOTAL BUDGETED	\$212,000

#### **Arts, Beats, Eats**

ABE 2025	\$83,400	Giveaway of 4,000 eGifts valuing \$20 each. Cards will be active until September 30, 2025 to ensure retailers can receive them all month.
Gift Value	\$80,000	
Fees (3%)	\$2,400	
Fees (4000*0.25)	\$1,000	
Remaining Account	\$3,612.65	Utilize \$31,400 from existing account funds.

#### **Holiday BOGO Event 2025**

Deposit	\$105,000	Match one gift value per person in the values of \$25, \$50, and \$100. Utilizing budgeted funds for deposit, plus the leftover funds from restocking gifts given at ABE 2025.
ABE Leftover	TBD	
Fees (TBD by Volume)	TBD	

#### **Moms, Dads, and Grad BOGO Event 2026**

Deposit	\$55,000	Match one gift value per person in the values of \$25, \$50, and \$100. Utilizing budgeted funds for deposit, plus the leftover funds from restocking gifts given for Holiday BOGO.
Holiday Leftover	TBD	
Fees (TBD by Volume)	TBD	





Royal Oak  
**DOWNTOWN**  
DEVELOPMENT AUTHORITY

Meeting Date: 07/16/2025

203 S Troy Street  
Royal Oak, MI 48067  
Phone: (248) 246-3280  
romi.gov

MEMORANDUM

DATE: JULY 11, 2025

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: VARIOUS GRANTS – DISBURSEMENT OF FUNDS

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The DDA has approved various façade grants over the last several months, the recipients of these grants have submit for the disbursement of funds. The Downtown Manager has reviewed financial document copies and provide photos here.

**Sidetrack Bookshop – 321 S. Washington Ave.**

Facade Grant – Approved not to exceed \$9,475.00 (50% of \$18,950.00)

Approved at the May 21, 2025 Regular Meeting of the DDA

Actual Amount Expensed by Applicant: \$19,050.00 (Applicant has opted to maintain award.)



**The Blue Goat – 321 S. Main Street**

Facade Grant – Approved not to exceed \$10,000.00

Approved at the April 16, 2025 Regular Meeting of the DDA

Actual Amount Expensed by Applicant: \$3,714.76 (Sign)



The Downtown Manager has reviewed the paid invoices, cancelled check payments (or wire transfer records), and the inspection of the work has been completed. Both projects have successfully met the criteria outlined in their grant approvals.

Should the DDA concur with the Downtown Manager's recommendation for disbursement of funds, the following resolutions have been drafted for their consideration:

**Be it resolved,** the DDA Board authorizes the funds for the facade grant for 321 S. Washington Avenue be disbursed to the applicant at an amount of \$9,475.00.

**Be it resolved,** the DDA Board authorizes the funds for the façade grant for 321 S. Main Street be disbursed to the applicant at an amount of \$10,000.00

Respectfully Submitted,

A handwritten signature in black ink that reads "Daniel J. Solomon".

Daniel Solomon  
Downtown Manager



Royal Oak  
**DOWNTOWN**  
DEVELOPMENT AUTHORITY

Meeting Date: 07/16/2025

203 S Troy Street  
Royal Oak, MI 48067  
Phone: (248) 246-3280  
romi.gov

MEMORANDUM

DATE: JULY 1, 2025

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **KELS LEW MOVEMENT – 319 S. WASHINGTON AVE.**

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At its June 2<sup>nd</sup> meeting the Infrastructure Committee reviewed a façade grant application for 319 S. Washington Street completed by property owner, Christen Morris. The application was to provide façade upgrades to the building as a new tenant prepares to open in the first-floor space, Kels Lew Movement. Mr. Morris is also the 2<sup>nd</sup> floor tenant of the building for his online retailer, Dirt Label.

The application was for the upgrade of the windows and window framing with the goal of improving structural integrity to the building, enhancing energy efficiency, and improving curb appeal while maintaining architectural character. In total the work to be completed will cost an estimated \$14,400 to complete.

The Infrastructure Committee unanimously recommended the approval of the façade grant for \$7,220.00

Should the DDA concur with the Infrastructure Committee's recommendation a resolution has been prepared for its consideration.

**Be it resolved**, the Downtown Development Authority hereby approves the application for a façade grant for 319 S. Washington Ave. as a reimbursement in an amount not to exceed \$7,220.00 or 50% of the actual project cost, whichever is less.

Respectfully Submitted,

Daniel Solomon  
Downtown Manager

<b>Site Address:</b>	319 S. Washington	<b>Parcel ID#</b>	25-21-228-003
<b>APPLICANT INFORMATION</b>		<b>PROPERTY OWNER INFORMATION</b>	
<b>Business Name:</b>	Kels Lew Movement	<b>Name of Company:</b>	Sirrom Ventures LLC.
<b>Contact Person:</b>	Kelsey Lewinski	<b>Contact Person:</b>	Chris Morris
<b>Contact Address:</b>	319 S. Washington Royal Oak, Mi 48067	<b>Address:</b>	319 1/2 S. Washington Royal Oak, Mi 48067
<b>Phone:</b>	248-882-2154	<b>Phone:</b>	313-354-4444
<b>Email:</b>	Tekelsey@korepilates-studio.com	<b>Email:</b>	sirromventures@gmail.com

<b>Anticipated Project Start Date: (mm/dd/yyyy)</b>	<b>Anticipated Project Completion Date: (mm/dd/yyyy)</b>
June 15th 2025	June 17th 2025

ELIGIBILITY QUESTIONS	
Is the property delinquent on property taxes, water bills, or any other fees/bills owed to the city	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there any pending litigation against the city by the applicant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do the proposed changes to signs and facades comply with all applicable codes, ordinances, laws and regulations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the property within the boundaries of the DDA District?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will signage upgrades be included in the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any outstanding code violations on the property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the applicant a property owner or a tenant with a minimum of two years remaining on their lease, or have an option to renew their lease with written permission from property owner (include letter with application).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PROPOSED FAÇADE IMPROVEMENTS		
<b>Height of Façade:</b>	<b>Width of Façade:</b>	<b>Façade Square Feet:</b>
7.97	18.68	149 sq. ft
<b>Current Façade Materials:</b>	Metal / Glass	
<b>Description of Scope of Work:</b>		
<p>This project proposes upgrades to the windows and window framing of the façade at 319 S. Washington, Royal Oak. The primary objectives are to enhance energy efficiency, improve curb appeal, and reinforce the building's structural integrity—all while preserving its architectural character. Planned improvements include replacing outdated windows, repairing or replacing deteriorated framing, and ensuring a cohesive and visually appealing exterior.</p>		

Please select the proposed items for improvement below:					
	Awning		Architectural Accents		Building Expansion/Add.
	Doors		Energy Efficient Lighting	<b>X</b>	Façade Renovation/Restoration
	Masonry Repair		New Building Construction		Paint
	Signage	<b>X</b>	Windows		Other (Sustainable Activities)
Please indicate other sustainable activities if applicable:					
Estimated Cost of Proposed Façade work:				<b>\$ 14,400</b>	
<i>Applicant must submit cost estimates for the proposed scope of work from a licensed contractor or materials provider.</i>					

SIGN IMPROVEMENT INFORMATION (IF APPLICABLE)	
<p>A Façade Grant Application must include photographs of the building's current signage, which will be evaluated by the DDA. The DDA may request an upgrade to signage for a façade grant application to qualify for funding. New signage may be included in the cost of the façade grant project.</p> <p>Nonconforming signs will be required to be removed. Proposals for signage upgrades that are included in the façade project must comply with all applicable codes, ordinances, and regulations. Special consideration for projects will be given to signage upgrades that include projecting signs and pedestrian-scaled blade signs.</p>	
Number of Signs:	Cost of New Signage: \$
Type of New Signage:	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting Sign
Will the sign be illuminated?	
If yes, how?:	
<p><i>Please submit renderings of each sign and where they will be placed on the building.</i></p> <p><i>If you do not plan to change the signage, submit photos of your current signage.</i></p>	

TOTAL COSTS AND GRANT REQUEST			
Cost of Façade Improvement:		Cost of Sign Improvement:	Total Cost of Improvement Project:
<b>\$14,400</b>	<b>+</b>	<b>\$</b>	<b>= \$14,400</b>
Amount Requested (50% of Total Cost, not to Exceed \$10,000):			<b>\$7,220</b>

First Class Glass  
5091 Willams Lake Road  
Waterford, MI 48329  
8109229172  
chodgesonfcg@outlook.com

Estimate



ADDRESS
Christian Morris Sirrom Ventures LLC 319 S Washington Royal Oak MI 48067

ESTIMATE #	DATE	
1104	02/05/2025	

	QTY	RATE	AMOUNT
<b>Glass</b> Removal and replacement of existing storefront. All materials and labor included	1	14,400.00	14,400.00

Washington

TOTAL

\$14,400.00

Accepted By

Accepted Date

05/22/2025









25  
— YEAR —  
ANNIVERSARY

ORGANIZATION SERIES

## In-Person Workshop

# Powers and Financing of Downtown Development Authorities

AUGUST  
**28**  
2025

8:30 – 11:30 AM



OAKLAND COUNTY EXECUTIVE OFFICE BUILDING  
CONFERENCE CENTER | 2100 PONTIAC LAKE ROAD – BUILDING 41W | WATERFORD

**Gain a practical and legal understanding of DDA functions to help you govern and operate more effectively within your community.\***

### TOPICS INCLUDE:

- Overview of the Downtown Development Authority division of the Recodified Tax Increment Financing Act
- Sources and authorized uses of funds
- Interaction and oversight with governing bodies of the organizing municipalities
- Open Meetings Act/Freedom of Information Act issues

*\*Always check with your own attorney when needing legal advice.*

### SPEAKER



**Ronald C. Liscombe**  
Principal  
Miller-Canfield

**Register Today at**  
**[AdvantageOakland.Eventbrite.com](https://www.Eventbrite.com)**

Cost: Free | Advance registration required for Zoom link

### QUESTIONS? Contact

Tim Colbeck, Oakland County  
[colbeckt@oakgov.com](mailto:colbeckt@oakgov.com) | (248) 858-7935





## SPEAKER BIO

**Ronald C. Liscombe** *Principal, Miller-Canfield*  
(313) 496-7906 | [liscombe@millercanfield.com](mailto:liscombe@millercanfield.com)

Liscombe is a Chambers USA Tier 1 public finance attorney who assists public sector clients with a range of issues, including public finance and governance matters. He has a deep knowledge of state and local government, having worked in a variety of policy and program management roles prior to joining the firm.

He counsels and provides direction to public entities to develop innovative and effective strategies in response to challenging policy issues. His experience includes advising and counseling public entities in all general legal matters, including the development of policies and procedures, contracts, and providing advice on Open Meetings Act and Freedom of Information Act issues. He has advised clients on the operational impact of proposed legislation and assisted them with developing strategies to eliminate or reduce potentially adverse effects.

Liscombe has worked on the bond counsel teams for a variety of complex financings in recent years, including multiple financings involving the State of Michigan and its financing-related authorities, every City of Detroit bond issue since its bankruptcy, and the Wayne County jail financing.

He has diverse experience counseling public entities, ranging from highly rated, sophisticated issuers to

financially distressed issuers with “headline risk.” His total transaction volume in the past five years exceeds \$6 billion.

### **His relevant experience includes serving as:**

Special economic development counsel to the City of Highland Park in connection with the establishment of the City’s brownfield redevelopment authority and adoption of its development plan related to the Means Logistics Center. This representation included the review of the Act 381 Plan, and the negotiation of the related reimbursement agreement with the developer.

Bond counsel to the City of Lansing Brownfield Redevelopment Authority in connection with the Red Cedar Development. This included the review of the Act 381 Plan and Development and Tax Increment Financing Plan and the related reimbursement agreement with the developer.

Bond counsel to the City of East Lansing Brownfield Redevelopment Authority in connection with the City Center development project. This representation included the review of the Act 381 Plan and Development and Tax Increment Financing Plan and the related reimbursement agreement with the developer.



**Special Event Permit Agreement: #25-33**

**RE: The 42nd Annual Royal Oak Spooktacular on October 19, 2025**

June 16, 2025

The Royal Oak Chamber of Commerce (ROCC) requests permission to host their 42nd Annual Royal Oak Spooktacular community event on Sunday, October 19, 2025.

City staff has discussed details of this event with Heather Zeller of the Royal Oak Chamber of Commerce. Listed below are the specifics of a recommended agreement between the city and the Royal Oak Chamber of Commerce.

I. Hours of Operation

Spooktacular will take place from 1:00 p.m. until 5:00 p.m. on Sunday, October 19, 2025. The organizer estimates four hours needed for set-up and two hours for clean-up. Clean-up will begin immediately following the end of the event and be completed by 7:00 p.m.

II. Description of Event

Spooktacular is a public event featuring trick-or-treating at downtown businesses in Royal Oak. Additional activities include family games, face painters, and a DJ playing spooky music at Centennial Commons Park. Spooktacular will be set up at East Third Street and South Troy Street in Centennial Commons Park.

The organizer estimates approximately 5,000-10,000 people in attendance.

III. Parking

Participants will be encouraged to park in area parking structures, metered spaces, and downtown surface lots. The event will result in no street closures. There is no charge for metered parking on Sundays.

IV. Security/Crowd Control

The event organizer will utilize its staff for all attractions within the event, including check-in, bounce houses, games, and other activities.

For purpose of crowd control and security activity, the Royal Oak Police Department will maintain a detail consisting of two police officers from 12:00 p.m. until 5:00 p.m. This detail will be in place throughout the duration of the event and assigned at the discretion of the chief of police.

V. Traffic Control

Because this event will be held in the city park and on the sidewalks, no street closures are requested.

VI. Food and Beverages

Food vendors will be located within the event footprint providing donuts, popcorn, and cider to the attendees.

The organizer acknowledges they are responsible for contacting the Oakland County Health Department to secure all permits required from the state and/or county for this event.

VII. Picnic Tables/Refuse Barrels/Barricades  
The organizer is requesting 10 additional refuse containers from the department of public services (DPS) to be placed within Centennial Park.

VIII. Booth/Tents/Awnings  
Vendors will have 10'x10' pop-up tents. The organizer is offering non-profit family-focused organizations to set-up tents at the park to engage the community during the event.

Similar to the ROCC Summer Concert Series, the event organizer will place a stage roof in Centennial Commons and remove it upon event closing.

The organizer acknowledges they are responsible for obtaining any/all required permits pertaining to the building of any tents, stages or stage roofing larger than 10'x10' in size, through the Royal Oak Engineering Department.

IX. Restroom Facilities  
Two portable restrooms will be placed within the event footprint for public use in the park.

X. Clean-Up Procedures  
Clean-up will begin immediately following the end of the event and be completed by 7:00 p.m.

XI. Insurance  
A certificate of insurance from Mason-McBride, Inc. with \$2 million general aggregate has been submitted to the city by Heather Zeller, Royal Oak Chamber of Commerce with the City of Royal Oak named as additional insured.

XII. Music  
The organizer plans to have a DJ in Centennial Commons Park playing Halloween family-friendly music. The music will begin at 1:00 p.m. and end at 5:00 p.m.

The organizer acknowledges any live and/or recorded sound system with amplification at this event will not be employed at such a level that adversely impacts in any way on adjacent businesses or residential areas. In addition, it is agreed the sound volume will be reduced immediately upon police request.

XIII. Utility Needs  
The organizer does not have any requests for assistance with utility needs other than DPS activating the power for the park prior to the event.

XIV. Reimbursement to the City

**A. Department of Public Services** – DPS is requested to provide 10 refuse boxes in Centennial Commons Park for the event.

**B. Police Services** – For the purpose of crowd control, security, and traffic direction activity, the Royal Oak Police Department will maintain a detail consisting of two police officers from 12:00 p.m. until 5:00 p.m. This detail will be in place throughout the duration of the event and assigned at the discretion of the chief of police.

The organizer agrees they will be responsible for any city staff costs associated with

the event. In the event any unanticipated circumstance connected in any way to this special event that involves or necessitates alerting of and/or deployment of additional police officers and/or city services, Royal Oak Chamber of Commerce agrees to reimburse all related expenses incurred by the city. The organizer agrees that they will be responsible for associated costs related to city services.

**C. Auto Parking** – No city streets will be closed, and no parking meters will be affected.

XV. Impact on Adjacent Commercial/Residential Property

The organizer expects this event to be well attended and numerous businesses to participate by passing out candy to children. The organizer does not believe this event will have any negative impact on commercial or residential properties.

XVI. Fire Protection

Event promoters will provide full access to this area for emergency vehicles to allow entry response for fire, medical emergency, or police response.

XVII. Revocation

The Royal Oak Chamber of Commerce acknowledges the operations under this permit will cease immediately upon notification from the chief of police or his designee if, in the judgment of the chief of police or designee, the continued operation poses a threat to the health, safety, or welfare of the general public.

XVIII. Cost Recovery

The cost recovery for this event is as follows:

<b>2016:</b> \$3,628.26	<b>2019:</b> \$2,289.72	<b>2022:</b> \$5,562.57
<b>2017:</b> \$4,525.97	<b>2020:</b> Cancelled	<b>2023:</b> \$68.78
<b>2018:</b> \$3,227.79	<b>2021:</b> \$3,123.98	<b>2024:</b> \$0

XIX. Special Event Permit Fee

The \$125.00 special event permit fee was paid at the city clerk's office on June 13, 2025.

cc: Joseph Gacioch, City Manager  
Niccolas Grochowski, City Attorney  
Tim Thwing, Director of Community Development  
Kevin Yee, Director of Recreation and Public Service  
Jim Cook, Fire Chief  
Kymberly Coy, Finance Director  
Jaynmarie Hubanks, Treasurer  
Jason Craig, Building Official  
Keith Spencer, Deputy Police Chief  
Patrick Stanton, Deputy Police Chief  
Judy Davids, Community Engagement Specialist  
Chris Weagel, Cable Coordinator WROK

## **AGREEMENT**


The agreement between the Royal Oak Chamber of Commerce and the City of Royal Oak concerning the 42nd Annual Royal Oak Spooktacular event on Sunday, October 19, 2025, as enumerated in SEP Agreement #25-33, is hereby approved on this date June 16, 2025.

### **ROYAL OAK CHAMBER OF COMMERCE**

---

Heather Zeller  
Event Coordinator

### **CITY OF ROYAL OAK**

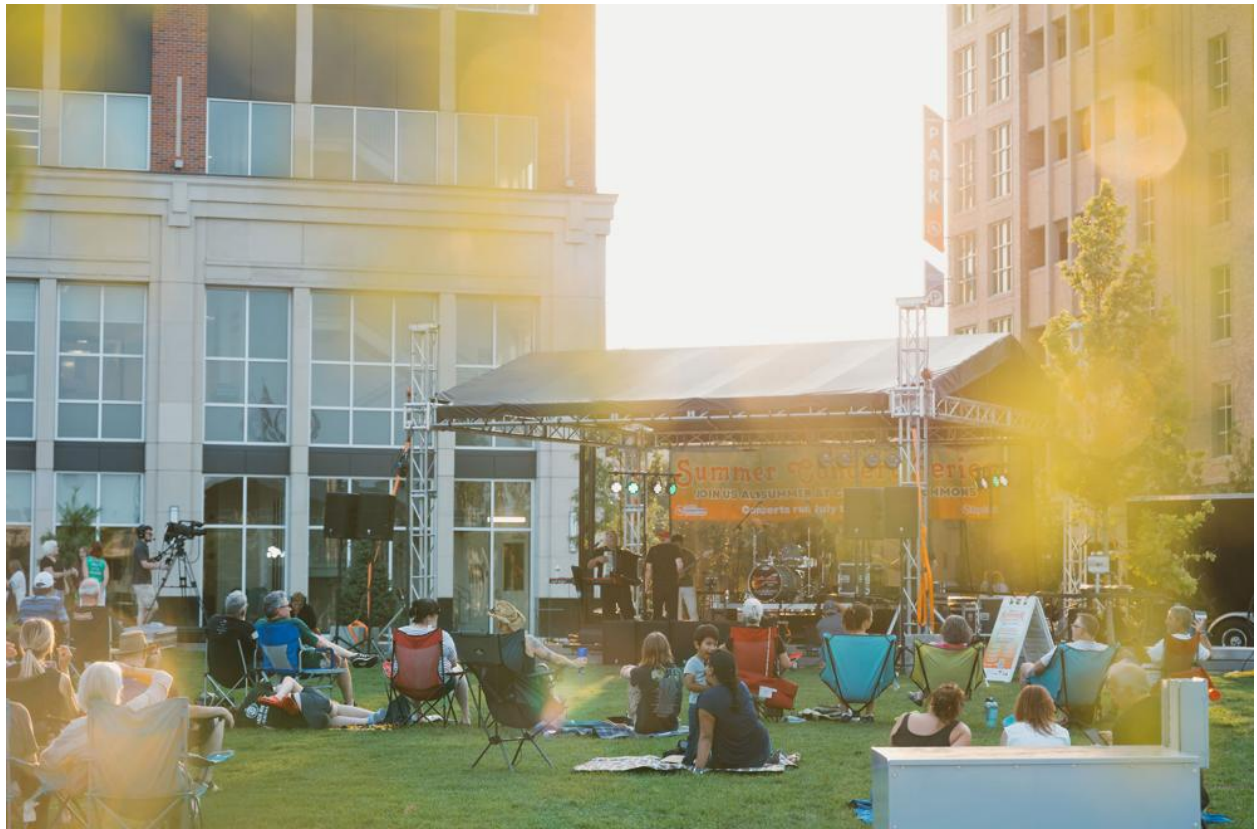


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Michael Moore  
Chief of Police

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Melanie Halas  
City Clerk



**Special Event Permit Agreement #25-34**

**RE: Royal Oak Downtown Development Authority Social District Saturdays on July 12, August 9, and September 13, 2025**

June 16, 2025

The Royal Oak Downtown Development Authority (DDA) is requesting permission to organize the 3rd Social District Saturdays to promote the downtown district on three separate dates. The event will take place throughout the central business district of Royal Oak on the following dates:

- Saturday, July 12, 2025
- Saturday, August 9, 2025
- Saturday, September 13, 2025

City staff discussed details of the event with Daniel Solomon with the Downtown Development Authority. Listed below are the specifics of a proposed agreement between the City of Royal Oak and the Downtown Development Authority:

I. Hours of Operation

The event will take place from 11:00 a.m. to 6:00 p.m. on July 12, August 9, and September 13, 2025. The set-up for the event will take place at approximately 10:00 a.m. and clean-up will be completed by 7:00 p.m. each day of the event.

II. Description of Event

Social District Saturday encourages people to visit social district businesses to purchase food and beverages and enjoy at two common area locations. The proposed location will be Centennial Commons Park.

At the proposed location there will be acoustic music and yard games, along with tables and seating for patrons to enjoy the downtown district. The organizer will be inviting several street performers to participate in the event. The organizer will also be hosting a cornhole tournament which will be run by Michigan Cornhole.

The organizer anticipates approximately 500 people in attendance each Saturday of the event.

III. Parking and Traffic Control

On-street metered parking, surface lots, and parking structures in the central business district will be available for those attending the event.

The organizer does not anticipate a need for traffic control.

IV. Street Closings

The organizer is not requesting any road closures for these events.

V. Security

The organizer does not anticipate a need for security or crowd control.

VI. Insurance

Not applicable.

VII. Reimbursement to the City

- A. **Department of Public Services** – It is not anticipated there will be any need for DPS services at this event. However, in the event of any unanticipated circumstance connected in any way to this special event that necessitates DPS, the Downtown Development Authority agrees to reimburse all related expenses incurred by the city.
- B. **Police Services** – It is not anticipated there will be any need for police services at this event. However, in the event of any unanticipated circumstance connected in any way to this special event that necessitates the alerting of and/or deployment of police officers, the Downtown Development Authority agrees to reimburse all related expenses incurred by the city.
- C. **Auto Parking** – Not applicable.

VIII. Impact on Adjacent Commercial and Residential Properties

The organizer does not anticipate any adverse impact on adjacent commercial and/or residential properties.

IX. Restroom Facilities

No restroom facilities will be provided. Patrons attending the event will be encouraged to use the facilities of the businesses where they purchase food and beverages.

X. Booths / Tents / Awnings

Volunteer booths will be utilized at both locations. The organizer will use 10'x10' tents for volunteers. For any tents larger than 10'x10' in size, the organizer acknowledges approval will be needed by the Royal Oak Engineering Department prior to the event date.

XI. Picnic Tables / Refuse Barrels / Barricades

Bistro-style tables will be utilized for the event.

XII. Clean-Up Procedures

The organizer will be responsible for all clean-up.

XIII. Food and Beverages

Patrons will be encouraged to purchase food and beverages from downtown businesses.

XIV. Electrical Service

The organizer will need an outlet in Centennial Commons Park for the check-in table and a small speaker.

XV. Music

Acoustic musical acts will be featured in the park and end at 6:00 p.m.

The organizer acknowledges any live and/or recorded sound system with amplification at this event will not be employed at such a level that adversely impacts in any way on adjacent businesses or residential areas. In addition, it is agreed the sound volume will be reduced immediately upon police request.



XVI. Special Event Permit Fee  
Not applicable.

XVII. Fire Protection  
Event organizers will provide full access to this area for emergency vehicles to allow entry response for fire, medical emergency, or police related needs.

XVIII. Revocation  
The Downtown Development Authority acknowledges the operations under this permit will cease immediately upon notification from the chief of police or his designee if, in the judgment of the chief of police or designee, the continued operation will pose a threat to the health, safety, or welfare of the public.

IXX. Cost Recovery History  
No cost recovery history is associated with this event.

cc: Joseph Gacioch, City Manager  
Niccolas Grochowski, City Attorney  
Tim Thwing, Director of Community Development  
Kevin Yee, Director of Recreation and Public Service  
Jim Cook, Fire Chief  
Kymberly Coy, Finance Director  
Jaynmarie Hubanks, Treasurer  
Jason Craig, Building Official  
Keith Spencer, Deputy Police Chief  
Patrick Stanton, Deputy Police Chief  
Judy Davids, Community Engagement Specialist  
Chris Weagel, Cable Coordinator WROK

## **AGREEMENT**


The agreement between the Downtown Development Authority and the City of Royal Oak concerning the Social District Saturday special event on July 12, August 9, and September 13, 2025, as enumerated in SEP Agreement #25-34, is hereby approved this date June 16, 2025.

### **DOWNTOWN DEVELOPMENT AUTHORITY**

### **CITY OF ROYAL OAK**

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Daniel Solomon



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Michael Moore  
Chief of Police

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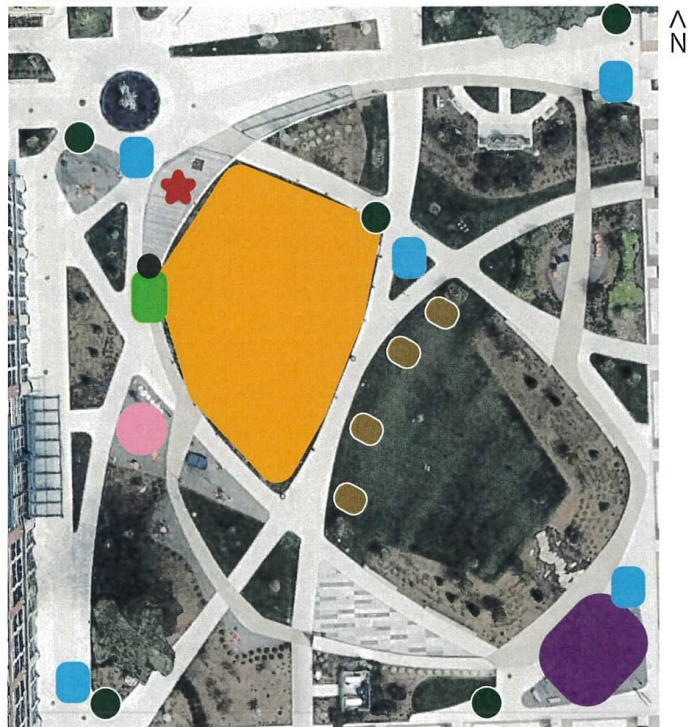
Melanie Halas  
City Clerk

# SOCIAL DISTRICT SATURDAYS 2025 PROPOSED LAYOUT

2nd Saturdays - July to September  
July 12  
August 9  
September 13

-  Loud Speaker for Announcements & Early Music
-  Table and Chairs for MI Cornhole Check-in
-  Giant Jenga Setup on Long White Table
-  A-Frame Sign with Cornhole & SD Information
-  Picnic Table
-  Musician / Band
-  Cornhole Tournament Area
-  Extra Cornhole - Not in tournament
-  Already present refuse containers

## CENTENNIAL COMMONS



## NET BUSINESS REPORT

Prepared by Daniel Solomon, Downtown Manager

Updated July 10, 2025

The following table lists the businesses that have opened and closed in Downtown Royal Oak since January 1, 2025. At the head of the table is a net business number; a positive number represents an overall growth in the number of businesses operating downtown where business openings outpace business closings, a negative number will indicate that more business closures have occurred than the opening of new businesses.

TOTAL	Q1	Q2	Q3*	Q4	2025
OPEN	+3	+7	+2		+12
CLOSE	-3	-6	-0		-9
NET	0	+1	+2		+3

*\*Q3 In progress until September 30.*

Type	Name	Address	Type	Qtr.	Notes:
Open	LUSH Nails	621 S. Washington	Beauty Services	Q1	Opened in former Skinphorea space
Open	YogaSix	116 N. Main	Fitness Studio	Q1	Opened in The Main new development
Open	La Feast	315 S. Main	Food & Drink	Q1	Reopen from 2022 Closure
Close	Café De Olla Restaurant	418 S. Washington	Food & Drink	Q1	Co-Tenant with Café Muse
Close	Bohemia Nightclub	100 S. Main Street	Food & Drink	Q1	Previously converted from restaurant concept to bar/nightclub in 2024.
Close	The Pearl Room	100 S. Main Street	Food & Drink	Q1	Closed concurrently with Bohemia

## NET BUSINESS REPORT

Prepared by Daniel Solomon, Downtown Manager

Updated July 10, 2025

Open	Johnny Mustard's	208 W. Second	Food & Drink	Q2	Façade Grant Recipient
Open	Rosita's Cocina	418 S. Washington	Food & Drink	Q2	Co-Tenant with Café Muse, Opened by the Owners of Rosita's Treats in Shelby Twp.
Open	Jinya Ramen Bar	129 S. Main	Food & Drink	Q2	First franchise in Michigan from California based brand
Close	Lockhart's BBQ	202 E. Third	Food & Drink	Q2	The owner indicated a shift in focus to other owned properties.
Close	Bloboho	319 S. Washington	Beauty Services	Q2	Only open by appt. custom nails
Close	Le Don Collection	508 S. Washington	Retail	Q2	Owner indicated back-in parking was driving factor
Close	Pinky's Rooftop	100 S. Main	Food & Drink	Q2	
Open	Studio Kore 2 <sup>nd</sup> Location	319 S. Washington	Fitness Studio	Q2	Pending Façade Applicant Location
Open	Kaizen Ramen	411 S. Washington	Food & Drink	Q2	Re-Open from 2020 Closure
Exit	Good Company Realty	130 W. Fourth	Office	Q2	Moved out of district to S. Main
Exit	Curewell IV Haus	117 W. Fourth	Service	Q2	Returned to Mobile-only model
Open	@Properties-Christie's International	215 S. Center, 2 <sup>nd</sup> Floor	Office	Q2	Former Factory Detroit space
Open	Mood Swing Vintage	508 S. Washington	Retail	Q2	Former Le Don Collection space
Open	The Blue Goat	321 S. Main	Food & Drink	Q3	Façade Grant Recipient
Open	Rehla Coffee House	117 W. Fourth	Food & Drink	Q3	Opened in former Goldfish Tea location

## NET BUSINESS REPORT

Prepared by Daniel Solomon, Downtown Manager

Updated July 10, 2025

### Anticipated Openings Coming Soon

Name	Address	Type	Antic.	Notes
Voodoo Brew Pub	112 S. Main	Food & Drink	Q3	August 2025, First MI franchise from Pennsylvania brand
Club Pilates	119 S. Main	Fitness Studio	Unk.	Received Admin. Site Plan approval
Bianchi's Salon	122-128 N. Main	Beauty Services	Q3	Relocation from N. Main out of district
Melt-n-Dip	505 S. Main	Food & Drink	Unk.	Received Admin. Site Plan approval