



December 21, 2021

Sean O'Neil
Community Development Director
White Lake Township

RE: River Caddis Development Submission of CIA Proposal for Township Approval

Sean,

Pursuant to the attached scope of work and pricing package. River Caddis will be overseeing & collaborating with Giffels Webster and Advanced Redevelopment Solutions to develop a plan moving forward in developing a Corridor Improvement Authority. The attached has the full list of scope needed in order to complete this task for the Township.

Implementation of the Development Plan will create a new Township Center to support civic activities and serve as the commercial core of the township. The resulting Plan will be consistent with the Recodified Tax Increment Financing Act—PA 57 of 2018. The collective consultancy will bring a team of experts in tax increment finance, planning, downtown development, parking, transportation, and meeting facilitation to utilize all the resources available to the Township in relieving long term debt to its facilities.

We look forward to discussing this further with the Township and its stakeholders and are free to answer any questions as to our process we are going to be undertaking.

Sincerely,

RIVER CADDIS DEVELOPMENT, LLC

John McGraw
Director of Development



White Lake Township Corridor Improvement Authority

Scope of Services for CIA Development & TIF Plans

Project Goal: Create a Development & Tax Increment Finance Plan that will assist the township of White Lake with the revitalization of a defined portion of the M-59 Corridor. Implementation of the Development Plan will create a new Township Center to support civic activities and serve as the commercial core of the township. The resulting Plan will be consistent with the Recodified Tax Increment Financing Act—PA 57 of 2018.

Giffels Webster will partner with our colleagues at Advanced Redevelopment Solutions to help White Lake Township achieve its goals. Together, our firms bring a team of experts in tax increment finance, planning, downtown development, parking, transportation, and meeting facilitation. We propose the project will including the following elements:

Task 1. Defining the Corridor

The Planning Team will facilitate a visioning meeting with the White Lake Township Board and Planning Commission designed to result in guiding planning themes and general goals for the Corridor. We will explore identification of potential boundary areas for development activities and tax increment capture. Within the overall Development Area, the TIF Capture Area(s) may be smaller or a number of smaller areas. The TIF Capture Area(s) within the Development Area will be selected on the basis of providing the greatest benefit in terms of additional revenue to support CIA projects without creating a significant administrative burden to the Township. The tax increment revenues captured from the TIF Capture Area(s) can then be spent anywhere within the overall Development Area. Projects that could potentially be funded by the Authority's TIF revenues will be discussed.

As part of the preparation for this meeting, our team will prepare base maps that feature streets, public utilities and natural features and prepare a summary of existing development and future land use. Our team will identify the location and extent of streets and public facilities within the area and analyze the existing and future land use patterns. Land use information will be obtained from the White Lake Township Master Plan.

Additionally, we will create a project website to share findings of the planning process and engage the community.

The White Lake Township Board may wish to appoint the members of the CIA Board before this meeting, to engage them in the planning process at the outset.

- **Statutory Provision:** Sections 605, 606 and 608
- **Meeting:** Two-hour visioning meeting
- **Deliverables:**
 - Base maps
 - Summary of existing development and future land use
 - Project website

Task 2. Corridor Analysis

The analysis will consist of economic changes taking place in the Development Area, the vision of the Township Center area and the impact of regional influences on the Development Area. Assessing vacancy rates, land and property values, physical relationships to adjoining neighborhoods, and the competitive quality of the Development Area for investment and commercial or other development are topics to be discussed. Recent studies and plans will be incorporated into the analysis. The number of persons residing in the Development Area will also be reviewed.

Following the completion of the analyses, the first meeting with the CIA Board will be held to review the summary of the Visioning Meeting and the Corridor Analysis. We propose this to be a daytime meeting.

- **Statutory Provision:** Section 611(1) and (2)
- **Meeting:** Daytime meeting of the CIA Board
- **Deliverable:**
 - Corridor Analysis Report

Task 3. Stakeholder Workshop & Public Open House

After our team reviews the analysis with the CIA board, we will hold a stakeholder workshop with property owners in the district to provide an overview of the CIA goals and the conditions within the corridor. Following this workshop, we will facilitate a public open house to engage the community in this improvement area. A broad cross section of stakeholders, officials, residents, businesses, and property owners will be invited to participate in this Public Open House meeting. This meeting will be late afternoon—early evening. Information displayed will be presented online for those unable to attend.

- **Meeting:** Stakeholder workshop and public open house
- **Deliverable:**
 - Summary of stakeholder and public input

Task 4. Conclusions & Physical Plan Recommendations

Overall synthesis of findings including a description of existing and future improvements targeted in the Development Area. The description will consist of improvements to be demolished, repaired or altered, a cost estimate, a time estimate and a statement regarding the stages of construction planned for the project. Areas to be used for open space will also be identified under this task.

The plan will also identify actions, investments, and techniques to achieve growth prospects, including: public spaces, streetscape and pathways projects, zoning changes, new zoning standards, street closures or extensions, traffic control and roadway improvements and land assembly and utilities extensions. Land to be sold, donated, exchanged, or leased will be identified and the terms of financing proposed. A cost estimate and financing alternatives will be incorporated from materials provided by the Township's bond counsel. If available, the designated person(s) for land transactions will be stated in the plan. Otherwise, written procedures for bidding land transactions will be included.

Optional: Should the Plan recommendations necessitate the acquiring and clearing of residences, a Residential Displacement / Relocation component will be added to the Plan for an additional cost to be determined. An in-depth survey of displaced residents and housing demand, a strategy for relocating displaced residents in any new housing development proposed for the area, and a strategy for providing

for the costs of relocating displaced residents are items to be covered in the component. A schedule to periodically evaluate the effectiveness of the Plan will be part of this task.

We propose two meetings of the CIA Board – one to review the draft plan and provide feedback and the second to review the final plan. Additional meetings may be added as needed for a fee.

- **Statutory Provision:** Section 621
- **Meeting:** Two daytime meetings of the CIA Board
- **Deliverable:**
 - Corridor Plan

Task 5 Ordinance Revisions & Rezoning Plan

Recommend zoning district changes designed to implement the Development Plan and zoning and sign ordinance revisions intended to upgrade the quality of development throughout the District. This may include recommendation of a special zoning classification designed to help implement the creation of a Development Area. Actual zoning amendment language for a new corridor would be a follow-up implementation activity, beyond the scope of this Work Program.

- **Statutory Provision:** Section 621 (h)
- **Deliverable:**
 - Summary of ordinance revisions needed to realize the Plan

Task 6. Financing Plans

Develop a Tax Increment Financing (TIF) Plan and budget for public improvements recommended by the Development Plan. The TIF Plan identifies where revenue within the Development Area will be captured and how monies will be spent in infrastructure, planning, and other eligible activities to encourage investment and redevelopment in the corridor. Based upon discussions to date with the Township, it is anticipated that at least two (2) TIF Capture Property areas will be identified and included in the TIP Plan. The two (2) TIF Capture Property areas will only be those parcels constituting the greatest impact/opportunity to fund improvements within the entire Development Area. If additional TIF Capture Property areas are determined to be needed in the TIF Plan beyond the currently planned two (2), then each added TIF Capture Property area will be at an additional cost.

It should be noted that this element does not include optional elements of meetings with taxing jurisdictions nor additional benefits and gains analysis. These additional services are available upon request.

- **Statutory Provision:** Section 618
- **Meetings:** Two daytime meetings of the CIA Board
- **Deliverable:** Tax Increment Finance Plan covering 2 (two) TIF Captures Areas

Task 7. Meeting with CIA Board to Review / Adopt Plan

Our team will meet with the CIA Board to review the final development and TIF plans. The CIA Board will set a date for public hearing.

- **Meetings:** Two daytime meetings of the CIA Board
- **Deliverable:** Final Development and TIF Plan

Task 8. Public Hearings and Adoption of Corridor Improvement & Tax Increment Financing Plan

Our team will assist the Township Board with the presentation to the public and adoption of the Corridor Improvement Plan & Tax Increment Financing Plan at a hearing held for that purpose.

- **Statutory Provision:** Section 622-623
- **Meeting:** Public Hearing
- **Deliverable:** Final Development and TIF Plan

Next Steps

Following the adoption of the CIA Development and TIF Plans, we recommend the implementation of zoning ordinance amendments as outlined in the Development Plan.

White Lake Township CIA - Costs by Task for Giffels Webster and ARS

TASKS	COSTS
Task 1 - Defining the corridor	\$8,435
Task 2 - Corridor Analysis	\$5,230
Task 2A - 1st Mtg w CIA	\$1,180
Task 3 - Stakeholder/ Public Workshop	\$5,720
Task 4 - Physical Plan recommendations	\$7,220
Task 4a - 2 Mtg w CIA	\$1,855
Task 5 - Draft Zoning Revisions/Zoning Plan	\$2,180
Task 6 - Tax Increment Finance Plans (2 Areas)	\$20,540
Task 7 - Mtg w CIA to Review/Adopt	\$2,000
Task 8: Public Hearing and Adoption of CIA Plan	\$2,535
Total	\$56,895

Additional/Optional Items

Additional TIF Capture Area Cost	\$5,000
Additional Meeting Fees	
- Daytime	\$1,065
- Evening	\$1,455
Taxing Jurisdictions Meeting Attendance at Additional Cost	see above
Taxing Jurisdiction Requested Deliverables Charged on a Time & Materials Basis	\$285 / Hour
Taxing Jurisdiction Agreements Support Charged on a Time & Materials Basis	\$285 / Hour
Printing and Presentation Boards Charged on a Time & Materials Basis	Cost + 10%