

AGENDA

OWOSSO MAIN STREET & DDA

REGULAR BOARD MEETING

Wednesday, March 5, 2025; 7:30 a.m.

Owosso City Hall; 301 W. Main St., Owosso, MI



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Call to order and roll call:

Review and Approval of Agenda: March 5, 2025

Review and Approval of Minutes: February 5, 2025

Public Comments:

Reports:

- Check Disbursement Report
- Revenue and Expenditure Report
- ChargePoint Report
- 2024 OMS Assessment Summary

Items of Business:

- 1) Shook Riverside Development Grant Application
Master Plan Implementation Goals: 1.19, 2.3, 5.11, 5.13, 5.15
- 2) FY25-26 Work Plans
Master Plan Implementation Goals: 2.2

Committee Updates:

- Organization (Ardelean, Woodworth & Gilbert)
- Promotion (Davis)
- Economic Vitality (Omer, Howard & Teich)
- Design (Fredrick)

Director Updates:

Board Comments:

Adjournment:

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 72 hours' notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids on services should contact the City of Owosso by writing or calling Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is www.ci.owosso.mi.us.]

**REGULAR MEETING MINUTES OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF OWOSSO**

February 5, 2025, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Vice-Chair Lance Omer at 7:31 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Vice-Chair Lance Omer, Mayor Robert J. Teich Jr., and Commissioners Daylen Howard, Jill Davis, and Dakota Woodworth. Commissioner Josh Ardelean arrived at 7:36 A.M. and left at 8:00 A.M.

ABSENT: Chair Bill Gilbert

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

MOVED BY TEICH SUPPORTED BY WOODWORTH TO APPROVE THE FEBRUARY 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY TEICH, SUPPORTED BY HOWARD TO APPROVE THE JANUARY 8, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: None

REPORTS: Fredrick presented the monthly financial reports.

ITEMS OF BUSINESS:

- 1. Fiscal Year 2024-2025 Budget Amendments:** Fredrick reviewed the proposed budget amendments highlighting a decrease in estimated Income-Promotion (248,000.674.400) due to Chocolate Walk ticket sales being overseen by the Lebowsky Center for Performing Arts and a reallocation of \$51,946.00 from Transfer to General Fund to Contractual Services, Building Maintenance-DPW, and the four OMS Committee budgets.

Fredrick clarified the additional funds allocated to Contract Services will include an increase in landscaping services and go towards flower planter construction and removal projects.

Fredrick noted that the additional funds allocated to Building Maintenance-DPW will cover costs for waste removal, maintenance for the old streetlights, and reinstallation of old streetlights in locations where they're currently missing.

Fredrick confirmed that approximately \$2,000 will be allocated to the Glow Owosso budget for a new holiday installation and that the timeline for the streetlight reinstallation project may span the current and next fiscal year.

MOVED BY HOWARD, SUPPORTED BY ARDELEANTO ADOPT THE FISCAL YEAR 2024-2025 BUDGET AMENDMENTS AS PRESENTED.

AYE: ALL

MOTION CARRIED

2. **2025-2030 Capital Improvement Plan:** Fredrick presented the 2025-2030 Capital Improvement Plan including the Downtown Streetlight Replacement Project, Parking Lot #9 Reconstruction, Main Street Plaza Masonry Repair 2.0, and Downtown Mural Project.

Fredrick noted that the Main Street Plaza Masonry Repair 2.0 is estimated to be completed in 2025 and that the Downtown Mural Project was added based on the 2025-2029 OMS Strategic Plan, which prioritizes murals and public art.

COMMITTEE UPDATES:

1. **Promotion:** Davis shared that the Committee reviewed pricing for photos with The Mattesons Photography with the goal of highlighting downtown's vibrancy, obtaining promotional photos that won't become outdated due to business turnover, and collecting indoor promotional photos for events and activities that take place during the winter months.

Davis noted that the Committee decided to upgrade the quality of the gift bag this year and discussed increasing the ticket cost to \$20 for 2026 to provide event guests with a reusable tote bag.

Fredrick estimated that Chocolate Walk tickets would be available for purchase by Valentine's Day.

2. **Organization:** Ardelean provided updates on the progress of the OMS Sponsorship webpage and Volunteer Database.
3. **Design:** Fredrick reviewed the January Committee Meeting Minutes including updates on the Lebosky Public Art Project and Fountain Park Seasonal Expansion.

Fredrick confirmed that the location for the Lebosky Center's projector is still under review by the Michigan Department of Transportation and that the location requested was on Main Street between the Lebosky Center Box Office and Huntington Bank.

Fredrick shared that the Michigan Main Street Vibrancy Grant application is due in April and that the Lebosky Public Art Project may be an eligible project for funding.

4. **Economic Vitality:** Howard noted that the Committee is still accepting applications for the Match on Main grant and that the February 4th Revolving Loan & Grant Program had approximately 20 people in attendance.

Howard announced that Nail Boutique Salon & Day Spa is the February Business of the Month.

Fredrick notified the Board that the Committee will be scoring a fire suppression grant application for the Revolving Loan & Grant Program at the February Committee meeting and that the grant application would come to the Board for review in March if approved by the Committee.

DIRECTOR UPDATES: Fredrick notified the Board that the national conference for Main Street America will be in early April in Philadelphia and that Michigan Main Street will be hosting a conference in Lansing in late February where Fredrick will be presenting Revolving Loan Funds to other Michigan communities.

BOARD COMMENTS: Omer shared that the Board and four Committees have vacancies and help from the community and volunteer involvement is appreciated.

ADJOURNMENT:

**MOVED BY TEICH, SUPPORTED BY HOWARD TO ADJOURN AT 8:08 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING MARCH 5, 2025.

DRAFT

02/28/2025 09:44 AM
User: ELFredrick
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO
CHECK DATE FROM 02/01/2025 - 02/28/2025

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
02/14/2025	1	11466 (A)	AMAZON CAPITAL SERVICES	DDA ORDER 11297547028850663	818.780	705	102.76
02/14/2025	1	11472 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	494.55
02/14/2025	1	11504 (A)	REPUBLIC SERVICES INC	4YD DUMPSTER PICKED UP WEEKLY - DDA	818.000	200	104.34
02/14/2025	1	11517 (E)	HUNTINGTON NATONAL BANK -	EDUCATION & TRAINING	956.000	200	70.00
02/14/2025	1	11518 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	17.00
02/14/2025	1	138068	JILL DAVIS	RLF INFO SESSION COOKIES	818.000	707	36.00
				RLF INFO SESSION HAND PIES	818.000	707	45.00
				RLF INFO SESSION PALMIERS	818.000	707	24.00
				CHECK 1 138068 TOTAL FOR FUND 248:			<u>105.00</u>
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			893.65

PERIOD ENDING 06/30/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	06/30/2025 (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - REVENUE								
248-000-402.000	GENERAL PROPERTY TAX	37,641.00		31,750.77	0.00		5,890.23	84.35
248-000-402.100	TIF	237,912.00		0.00	0.00		237,912.00	0.00
248-000-540.000	STATE SOURCES	0.00		0.00	0.00		0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	26,454.00		26,454.48	0.00		(0.48)	100.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00		0.00	0.00		0.00	0.00
248-000-665.000	INTEREST INCOME	8,000.00		4,517.27	0.00		3,482.73	56.47
248-000-670.000	LOAN PRINCIPAL	0.00		0.00	0.00		0.00	0.00
248-000-670.100	LOAN INTEREST	1,577.00		1,045.15	0.00		531.85	66.27
248-000-674.200	DONATIONS	0.00		0.00	0.00		0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00		0.00	0.00		0.00	0.00
248-000-674.400	INCOME-PROMOTION	10,000.00		8,818.00	0.00		1,182.00	88.18
248-000-674.500	INCOME-ORGANIZATION	0.00		1,000.00	0.00		(1,000.00)	100.00
248-000-674.600	INCOME-DESIGN	635.00		635.00	0.00		0.00	100.00
248-000-674.700	EV STATION REVENUE	5,000.00		5,765.28	0.00		(765.28)	115.31
248-000-675.000	MISCELLANEOUS	0.00		0.00	0.00		0.00	0.00
248-000-699.101	TRANFERS FROM GENERAL FUND	35,133.00		16,898.32	0.00		18,234.68	48.10
248-000-699.287	ARPA TRANSFER IN	0.00		0.00	0.00		0.00	0.00
Total Dept 000 - REVENUE		362,352.00		96,884.27	0.00		265,467.73	26.74
TOTAL REVENUES		362,352.00		96,884.27	0.00		265,467.73	26.74
Expenditures								
Dept 200 - GEN SERVICES								
248-200-728.000	OPERATING SUPPLIES	2,200.00		2,024.19	0.00		175.81	92.01
248-200-751.000	GAS & OIL	0.00		0.00	0.00		0.00	0.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00		0.00	0.00		0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,021.00		3,020.71	0.00		0.29	99.99
248-200-818.000	CONTRACTUAL SERVICES	68,000.00		9,408.02	0.00		58,591.98	13.84
248-200-818.500	AUDIT	581.00		581.00	0.00		0.00	100.00
248-200-920.000	UTILITIES	2,955.00		853.59	0.00		2,101.41	28.89
248-200-920.100	ELECTRICITY-EV STATION	5,000.00		3,108.98	0.00		1,891.02	62.18
248-200-920.300	TELEPHONE	520.00		259.99	0.00		260.01	50.00
248-200-930.000	BUILDING MAINTENANCE - DPW	30,000.00		10,235.51	0.00		19,764.49	34.12
248-200-940.000	EQUIPMENT RENTAL - DPW	9,000.00		5,162.24	0.00		3,837.76	57.36
248-200-955.000	MEMBERSHIPS & DUES	800.00		0.00	0.00		800.00	0.00
248-200-956.000	EDUCATION & TRAINING	3,500.00		497.87	0.00		3,002.13	14.22
248-200-969.000	DEVELOPER REIMBURSEMENT	33,690.00		0.00	0.00		33,690.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	82,078.00		7,830.63	0.00		74,247.37	9.54
Total Dept 200 - GEN SERVICES		241,345.00		42,982.73	0.00		198,362.27	17.81
Dept 261 - GENERAL ADMIN								
248-261-702.100	SALARIES	66,608.00		42,229.41	0.00		24,378.59	63.40
248-261-702.200	WAGES	250.00		19.00	0.00		231.00	7.60
248-261-702.300	OVERTIME	1,000.00		256.41	0.00		743.59	25.64
248-261-702.800	ACCRUED SICK LEAVE	0.00		0.00	0.00		0.00	0.00
248-261-703.000	OTHER COMPENSATION	0.00		0.00	0.00		0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	5,191.00		3,247.47	0.00		1,943.53	62.56
248-261-716.100	HEALTH INSURANCE	7,703.00		5,137.20	0.00		2,565.80	66.69

PERIOD ENDING 06/30/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025	MONTH 06/30/2025	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-716.200	DENTAL INSURANCE	369.00	238.98	0.00	130.02	64.76
248-261-716.300	OPTICAL INSURANCE	52.00	32.82	0.00	19.18	63.12
248-261-716.400	LIFE INSURANCE	526.00	348.81	0.00	177.19	66.31
248-261-716.500	DISABILITY INSURANCE	837.00	553.52	0.00	283.48	66.13
248-261-717.000	UNEMPLOYMENT INSURANCE	25.00	0.00	0.00	25.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,995.00	3,814.52	0.00	2,180.48	63.63
248-261-719.000	WORKERS' COMPENSATION	406.00	282.82	0.00	123.18	69.66
Total Dept 261 - GENERAL ADMIN		88,962.00	56,160.96	0.00	32,801.04	63.13
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	150.00	28.00	0.00	122.00	18.67
248-704-818.000	WORK PLAN EXPENDITURE	1,100.00	834.47	0.00	265.53	75.86
Total Dept 704 - ORGANIZATION		1,250.00	862.47	0.00	387.53	69.00
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	700.00	0.00	0.00	700.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	3,000.00	250.67	0.00	2,749.33	8.36
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	11,000.00	8,149.17	0.00	2,850.83	74.08
248-705-818.760	RETAIL EVENTS	0.00	0.00	0.00	0.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,500.00	1,389.50	0.00	1,110.50	55.58
248-705-818.780	CHOCOLATE WALK	300.00	102.76	0.00	197.24	34.25
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		17,500.00	9,892.10	0.00	7,607.90	56.53
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	10,000.00	2,302.87	0.00	7,697.13	23.03
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		10,000.00	2,302.87	0.00	7,697.13	23.03
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	2,000.00	405.00	0.00	1,595.00	20.25
Total Dept 707 - ECONOMIC VITALITY		2,000.00	405.00	0.00	1,595.00	20.25
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 06/30/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-905-993.000	INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 966 - TRANSFERS OUT						
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 966 - TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		361,057.00	112,606.13	0.00	248,450.87	31.19
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		362,352.00	96,884.27	0.00	265,467.73	26.74
TOTAL EXPENDITURES		361,057.00	112,606.13	0.00	248,450.87	31.19
NET OF REVENUES & EXPENDITURES		1,295.00	(15,721.86)	0.00	17,016.86	1,214.04

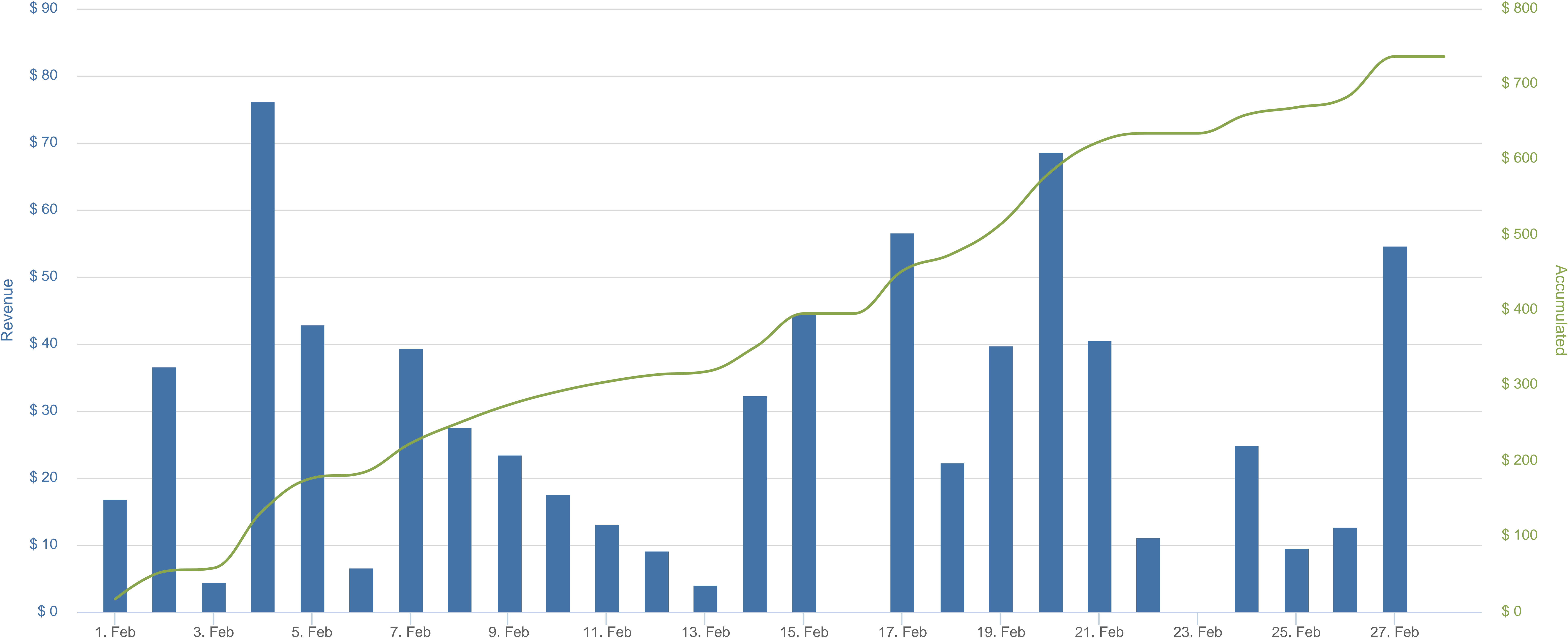
EV Charging: Revenue 2/1/25 - 2/28/25

This month: \$736.52

Last month: \$1,021.30

Revenue

Accumulated

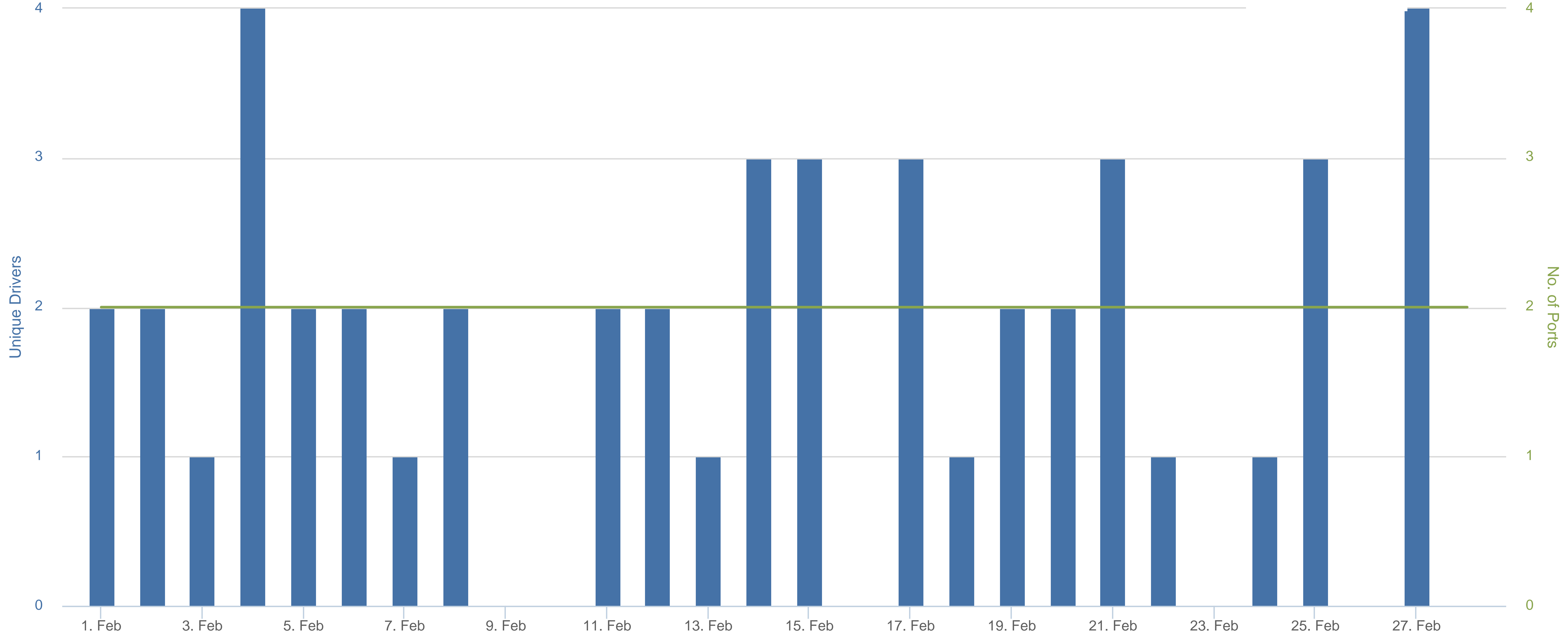


EV Charging: Unique Drivers 2/1/25 -2/28/25

This month: 33

Last month: 32

■ Unique Drivers
— No. of Ports

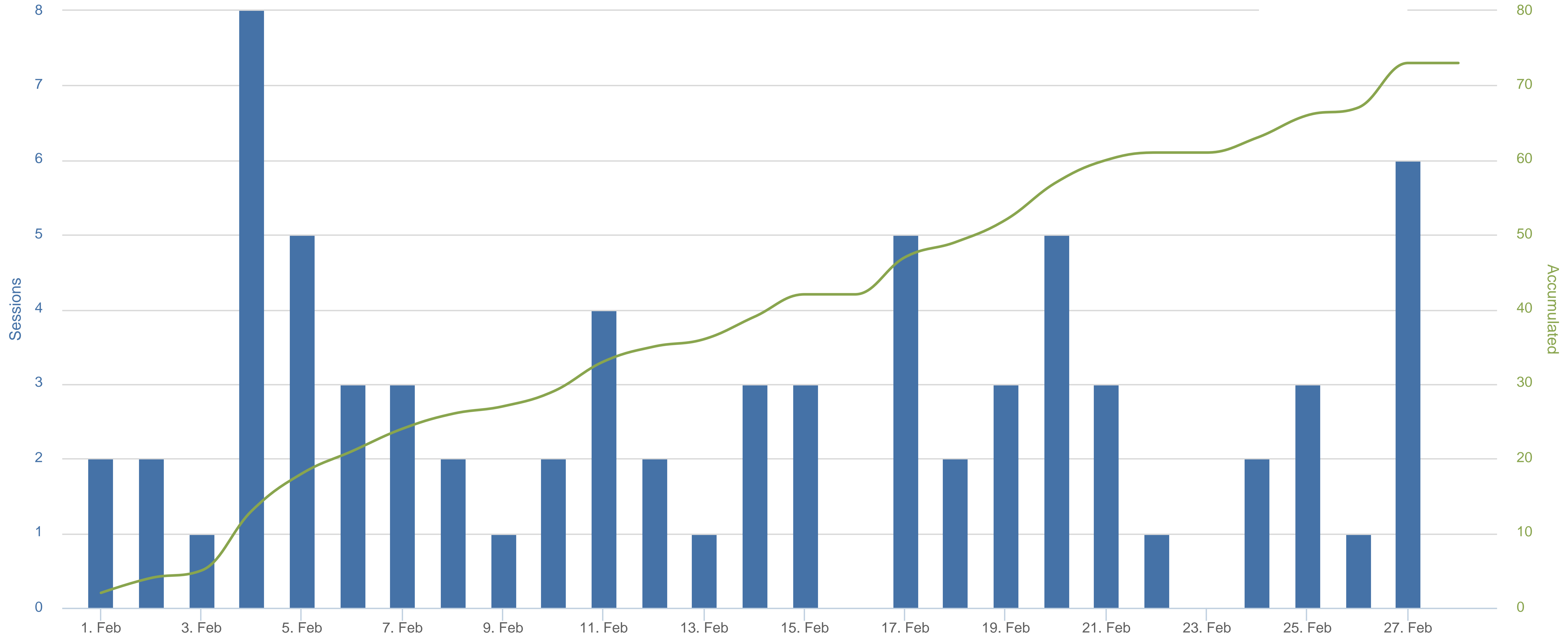


EV Charging: Sessions 2/1/25 - 2/28/25

This month: 73

Last month: 108

Sessions
Accumulated





BASELINE REQUIREMENTS

Some indicators are required as important baseline (starting point) for a local program to qualify for Accreditation.

- A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.
- Communities over 5,000 in population must employ a FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.
- Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.

Needs Attention

Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include: the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.

- A dedicated budget for the district's revitalization programming and the Main Street program's operations.
- Demonstrated support from the municipality for the Main Street program. This can include leadership participation, funding, in-kind donations, and philosophical support.
- Reinvestment statistics are reported as required by the Coordinating Program.
- Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the Coordinating Program logo.

HOW GRADING WORKS

Within each Standard, each indicator is scored on a scale of 1-5. Each number represents the following. Communities need to average at least three (3) points per Standard to achieve Accreditation.

1	2	3	4	5
Not being addressed at this time	Minimal work but needs more attention	Meets the Standard	Has achieved success above and beyond the Standard	Achieved exceptional results

Standards	LP	CP/MSA	
Broad-Based Community Commitment to Revitalization	4	3	1. Communities must meet the Baseline Requirements. Not all baseline requirements being met 2. Average at least three (3) points per Standard to achieve Accreditation. Standards 2 and 4 need attention
Inclusive Leadership and Organizational Capacity	3	2	
Diversified Funding and Sustainable Program Operations	4	3	
Strategy-Driven Programming	3	2	
Preservation-Based Economic Development	3	3	
Demonstrated Impact and Results	3	3	

SUMMARY OF FINDINGS & RECOMMENDATIONS

Owosso's Main Street program, an **Affiliate-level Main Street American Community**, is making steady progress in fostering collaboration and maintaining active committees. While there are areas for growth, such as committee organization, business engagement, and strategic planning, the program has laid a solid foundation for its work. The following recommendations aim to support Owosso in addressing challenges and building on its successes to enhance its downtown revitalization efforts.

1. **Strengthen committee organization and engagement:** To improve organization and effectiveness, provide targeted training for committee members, particularly within the Design and Promotions committees. Focus on developing strategy-driven work plans to align their efforts with Main Street's mission.
2. **Encourage focused board initiatives:** Support the board in narrowing its focus to tackle fewer initiatives but execute them with greater impact—a guide on leveraging board resources and engaging in meaningful, measurable projects.
3. **Update the Transformation Strategy:** Work with Michigan Main Street to continue updating the Transformation strategies based on input and market data. Use this updated strategy to guide programming and align committee efforts.
4. **Optimize infrastructure planning and budget allocation:** Leverage extra budgetary dollars for sustainable streetscape and infrastructure improvements. Collaborate with the Historic District Commission and external experts to create a comprehensive, long-term plan.
5. **Expand stakeholder engagement:** Dedicate time and resources to strengthening relationships with business and property owners. Host regular feedback sessions to understand their needs and align organizational goals with their expectations.
6. **Promote the use of resources and tools:** Ensure that board and committee members effectively utilize resources provided by Michigan Main Street and Main Street America.
7. **Develop and share an Impact Report to tell the Main Street story:** Prioritize the creation of an Impact Report that highlights Owosso Main Street's achievements, economic contributions, and community impact. Use the report to define and communicate the program's value to stakeholders, the community, and potential partners. Leverage the report in outreach efforts, presentations, and media campaigns to share the broader story of Main Street's role in revitalizing Owosso's downtown.

As an affiliate-level Main Street community, Owosso is making meaningful strides in strengthening its downtown and building partnerships. The program can continue its steady growth by focusing on strategic improvements, including better storytelling through its Impact Report, updating its Transformation Strategy, and addressing operational challenges. With these efforts, Owosso can enhance its role as a valued contributor to Michigan's Main Street network.

Lisa Mullins Thompson, Senior Program Officer
Main Street America
Email: LThompson@mainstreet.org

Laura Krizov, Manager
Michigan Main Street
Email: krizovl1@michigan.org



301 W. MAIN • OWOSSO, MICHIGAN 48867 • (989) 725-0570 • FAX (989) 723-8854

MEMORANDUM

DATE: March 5, 2025
TO: Owosso Main Street & Downtown Development Authority
FROM: Lizzie Fredrick, OMS & DDA Executive Director
SUBJECT: Shook Riverside Development Grant Application

BACKGROUND:

In 1994, the City of Owosso established a Revolving Loan Fund for projects within the Downtown Development Authority District. This program later expanded to include grants, becoming the Revolving Loan & Grant Program and funding projects within identified zoning districts. Stewardship was given to the Owosso Main Street & Downtown Development Authority Board of Directors with oversight of the application and program revision process by the Revolving Loan Fund Sub-Committee, now known as the Economic Vitality Committee.

On February 18, 2025, the Economic Vitality Committee voted to recommend a reimbursement grant award of \$25,000 from the Revolving Loan & Grant Program to Shook Riverside Development LLC for Fire Suppression at 312 W. Main Street.

The next step in the approval process is for the OMS & DDA Board to review the grant application and consider a recommendation for the City Council's approval.

FISCAL IMPACT:

Dependent upon the City Council's approval and once all requirements of the Program and Grant Agreement have been fulfilled, \$25,000 will be paid to Shook Riverside Development LLC from General Ledger Number 239.200.818.000.

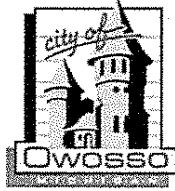
MOTION TO CONSIDER:

To recommend the City Council approve a reimbursement grant award of \$25,000 to Shook Riverside Development LLC from the Revolving Loan & Grant Program for Fire Suppression at 312 W. Main Street.

ATTACHMENTS:

Shook Riverside Development LLC Grant Application

Shook Riverside Development LLC Grant Application Scoring Rubric



**OWOSSO MAIN STREET &
DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN & GRANT PROGRAM**

301 W. Main Street, Owosso, MI | 989.725.0571 | lizzie.fredrick@ci.owosso.mi.us

GRANT APPLICATION

Before completing/submitting this application, please contact lizzie.fredrick@ci.owosso.mi.us. The OMS & DDA Economic Vitality Committee can help answer any questions or concerns associated with the application and review process.

Applicant Information

Name: Shook Riverside Development LLC - Kori Shook
 Address: 5115 Colby Rd Owosso, MI 48867
 Phone: 989-277-3295 Business Mobile Home
 Email: Kori@korishook.com

Property Information

Owner entity name: Shook Riverside Development LLC
 DBA (if different): _____ EIN # (if applicable): _____
 Address: ~~300~~ 312 W. Main St Owosso, MI 48867
 Phone: 989-277-3295 Website: _____
 Type/Category of property: Commercial
 Tax classification of owner entity:
 Corporation LLC Partnership Proprietorship S-Corp Individual
 Property is: Vacant Occupied – list tenants: _____
 Facility/Building is: Owned Leased Rented Other – explain: _____
 Property is: Owned by business Owned by applicant Owned by other: _____
 Square footage currently occupied: 0
 Square footage activated as a result of project: _____

Financial Information

Amount of financing already secured for project: \$1.3 million

Source of funds: Private financing

Cash investment by applicant and/or other owners: \$175,000

List of other investors/owners (if applicable):

Name: _____ Name: _____

Name: _____ Name: _____

Eligibility Criteria

Check all that apply.

- Business and/or property is located within approved zones
- Business is headquartered in Michigan
- Business is not a franchise, located in a strip mall, a "big box" retailer, or a business whose primary sales come from adult entertainment, marijuana, CDB and/or tobacco
- Applicant will have control over the site for which they are applying for prior to the loan or grant approval (excluding acquisition projects)
- Applicant has not received funds from the Revolving Loan & Grant Program within the last 24 months
- Applicant is not in default with the City of Owosso including but not limited to taxes, utilities, special assessment, invoices, permits, and loan payments
- Applicant, or any LLC associated with the applicant, has not filed for bankruptcy
- Applicant is not on the Owosso City Council, Owosso Main Street & Downtown Development Authority Board of Directors, or OMS & DDA Economic Vitality Committee


Grant Request Information

Check all that apply. Note: Grant maximum per project/building is \$50,000

- Architecture Services (maximum amount varies by project type)
- Elevator (up to \$25,000 per building)
- Fire Suppression (up to \$25,000 for projects with two or more upper floor residential units)
- Vault Fill-In (up to \$12,000 per building)
- Professional Services-Access Study (up to \$5,000 per building)


No-Cost Small Business Support

The Michigan Small Business Development Center provides free business development services, resources, and tools. Wherever you are on your entrepreneurial journey, the SBDC can help elevate your business. Visit www.michigansbdc.org or call 810.762.9660 for more information. Check all that apply.

- Applicant has contacted the SBDC for consulting services
- Applicant has received SBDC consulting services in the past
- Applicant still receives SBDC consulting services
- Not applicable 

Application Checklist

Please ensure the following are submitted with your completed application:

- Business Plan and Financial Projections
- Project Pro-Forma
- Cost Estimate(s)
- ~~All existing lien holder agreements (if applicable)~~
- Design Renderings
- Before Photos 

Note: Applicants may be requested to attend the Economic Vitality Committee Meeting at the time of the application review. Other documentation may be requested if deemed necessary by OMS & DDA. Additional information that may be requested are credit reports for all business/owners; proof of equity investment; personal/business tax returns, current business financial statement, cash flow statements, copy of lease/purchase agreement, commitment letters from other lenders/project participants, cost estimates-all items being purchased with Revolving Loan & Grant Program monies, articles of incorporation, partnership, and/or operating agreements.

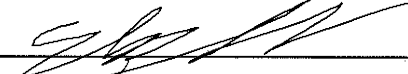
The applicant shall be responsible for a \$500 grant processing fee if awarded.

By signing this form, I, the applicant, certify that all information contained above is true and complete to the best of my knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.

Applicant signature: 

Date signed: 1/12/2025

Owosso Main Street & Downtown Development Authority

Application received by: 

Date received: 1/15/25

Completed grant applications will be reviewed by the OMS & DDA Economic Vitality Committee. If approved, applications will be submitted to the OMS & DDA Board of Directors for approval. Grant applications approved by the OMS & DDA Board will be submitted to Owosso City Council for approval.



1031 Northcrest Rd
Lansing, MI 48901
Ph: (517) 316-9911
Fx: (517) 316-9966

February 16, 2024

Shook Builders and Design
Owosso, MI 48867
Phone: 989-277-3296
Email: joshshook@yahoo.com

Attention: **Josh Shook**
RE: **Fire Sprinkler System- Shook Main Street Building Owosso, MI**

Boynton Fire Safety Service, LLC is pleased to submit a quotation for the above referenced project. The project consists of the renovation of an existing tenant space. We propose to provide fire sprinkler system and fire alarm modifications per the plans, 2015 Michigan Building Code, NFPA 72 and NFPA 13.

Fire Sprinkler System:

- *Design of fire sprinkler systems for the facility*
- *Fire Sprinkler Design: Ordinary Hazard Group II-Future Restaurant Area*
- *Fire Sprinkler Design: Light Hazard-Office Area and Apartments*
- *Sprinklers: Approximately 75 sprinkler heads*
- *Includes all piping, valves, fittings, heads, trim, drains, hangers, etc.*
- *Provide all testing of fire suppression equipment, material, and systems.*
- *Includes all fire caulking and caulking of penetrations, as necessary.*

Fire Sprinkler Installation: \$29,000.00

Fire Sprinkler Monitoring Alarm:

- Control panel with cellular communicator
- Smoke Detector
- Manual Pull Station
- Horn/Strobe
- Connection to sprinkler water flow
- Connection to sprinkler tamper switches.

Fire sprinkler monitoring alarm installation: \$3,500.00

Exceptions and Clarifications

The total price **includes** the following:

1. Permits- City of Owosso
2. Plan Review
3. Installation Materials
4. Installation Labor
5. Engineering, Drawings, and Submittals
6. Michigan Sales Tax

Total price **does not** include the following:

1. Electrical
2. Underground Water Supply-Customer has already completed.
3. Excavation-Customer has already completed work.
4. Additional modifications other than proposed. Any change orders or extras will be provided in writing prior to proceeding.

Boynton Fire Safety Service guarantees your complete satisfaction with all services and materials we provide. Please call if you have any questions or wish us to proceed. 616-293-5524.

Terms: Progress billing throughout project, net 10 days upon receipt of invoice.

Warranty: Boynton Fire Safety Service will warranty all material and installation for a period of one year.

Proposal Validity: Due to fluctuating material costs the proposal is valid for 30 days.

Sincerely,

Joe Hulliberger
Boynton Fire Safety Service

PROPOSAL ACCEPTANCE: _____ Authorized Signature Date
--

STABILIZED OPERATING STATEMENT

Development Name: Shiawassee Riverside Rehabilitation
 City/Township/Village: Owosso
 County: Shiawassee
 Construction Type: Rehabilitation

Fill in all blue shaded input cells

This worksheet is utilized to proforma out the stabilized operations of the project utilizing the projected initial rental rates, the stabilized vacancy rates, and the anticipated full operating expenses of the project.

DEVELOPMENT INCOME

		% Gross	% Eff.
Annual TIF Reimbursements		0.0%	0.0%
Other Recurring Revenue		0.0%	0.0%
Annual Gross Residential Rental Income	\$38,400	24.4%	26.7%
Annual Gross Commercial Rental Income	\$119,133	75.6%	82.9%
Annual Gross Hospitality Room & Related Income	\$0	0.0%	0.0%
Annual Gross Hospitality Other Income	\$0	0.0%	0.0%
Annual Gross Parking Income	\$0	0.0%	0.0%
Annual Other Income	\$0	0.0%	0.0%
Gross Income	\$157,533	100.0%	109.6%
Vacancy Loss (Residential, Commercial, Hospitality)	(\$13,833)	-8.8%	-9.6%
Net Income Potential	\$143,700	91.2%	100.0%

DEVELOPMENT OPERATING EXPENSES

		% Gross	% Eff.	Inflation Factor
Administrative Expenses	\$1,500	1.0%	1.0%	3.0%
Management Fees		0.0%	0.0%	
Office Payroll		0.0%	0.0%	
Payroll Taxes		0.0%	0.0%	
Benefits/Worker's Comp.		0.0%	0.0%	
Advertising/Marketing	\$500	0.3%	0.3%	
Legal /Accounting	\$1,000	0.6%	0.7%	
General Office		0.0%	0.0%	
Other:		0.0%	0.0%	
Utilities	\$600	0.4%	0.4%	3.0%
Electricity	\$600	0.4%	0.4%	
Fuel		0.0%	0.0%	
Water & Sewer		0.0%	0.0%	
Maintenance/Non-Capitalized Repairs	\$3,850	2.4%	2.7%	3.0%
Maintenance/Janitorial Payroll		0.0%	0.0%	
Janitorial Supplies	\$300	0.2%	0.2%	
Extermination		0.0%	0.0%	
Rubbish Removal		0.0%	0.0%	
Snow Removal	\$600	0.4%	0.4%	
Lawn/Tree Maintenance		0.0%	0.0%	
Parking Lot Repairs		0.0%	0.0%	
Painting/Decorations/Cleaning	\$750	0.5%	0.5%	
Heating & Air Repairs	\$600	0.4%	0.4%	
Plumbing/Electrical Repairs	\$600	0.4%	0.4%	
Elevator Maintenance		0.0%	0.0%	
Vehicle/Equipment Maintenance		0.0%	0.0%	
Security	\$1,000	0.6%	0.7%	
Other:		0.0%	0.0%	
Other:		0.0%	0.0%	
Real Estate Taxes	\$27,118	17.2%	18.9%	2.0%
Tax Abatement (-)	\$19,623	12.5%	13.7%	
Property & Liability Insurance	\$4,200	2.7%	2.9%	3.0%
Reserve Requirements	\$3,000	1.9%	2.1%	3.0%
Other:		0.0%	0.0%	3.0%
Other:		0.0%	0.0%	3.0%
Other:		0.0%	0.0%	3.0%
Other:		0.0%	0.0%	3.0%
Total Expenses	\$20,645	13.1%	14.4%	
Cash Flow Available for Debt Service / NOI	\$123,055	78.1%	85.6%	

Amortizing Loans

Loan 1 DS: Senior Lender	\$102,502	65.1%	71.3%
Loan 2 DS: xxx	\$0	0.0%	0.0%
Loan 3 DS: xxx	\$0	0.0%	0.0%
Loan 4 DS: xxx	\$0	0.0%	0.0%
Int. Loan 5 DS: xxx	\$0	0.0%	0.0%
Other Oblig. 1 xxx		0.0%	0.0%
Other Oblig. 2 xxx		0.0%	0.0%
Other Loan Debt Service	\$0	0.0%	0.0%
Cash Flow Available for Distribution	\$20,553	13.0%	14.3%

Debt Service Coverage Ratio

1.20

Required DSCR
1.20

LOAN TERMS	Loan Amount	Term Mos.	Amort. Mos.	Interest Rate	Ref. Rate
Senior Lender	\$1,125,000	60	300	7.81%	7.81%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60		4.00%	6.00%
xxx				4.00%	9.81%
xxx				4.00%	9.81%
	Override				
	\$0	(if requesting a grant input \$0)			
Other	\$0	60	240	1.00%	3.00%

DEVELOPMENT BUDGET

Development Name: Shawnee River Side Rehabilitation
 City/Township/Village: Owosso
 County: Shawnee
 Construction Type: Rehabilitation

PK in only blue shaded input cells

This worksheet is utilized to input the total Sources & Uses for the project from acquisition to construction completion. In addition, the maximum amount of BMC Incentive the project is eligible for is calculated.

TOTAL DEVELOPMENT COSTS	Amount	% of TC
Acquisition		
Land		0.00%
Buildings	\$350,000	19.58%
Other: Closing costs	\$45,000	2.57%
Subtotal Acquisition	\$395,000	22.55%

Hard Costs		New Construction	Rehabilitation	Total	%	Eligible Basis	
						Ineligible Amt.	Eligible Basis
Public Infrastructure (roads, sidewalks, utilities, sewage, etc.)					0.00%	\$0	\$0
Site Improvements (walks, drives, landscaping, fencing, lights, and drainage)					0.00%	\$0	\$0
Demolition (Include Lead & Asbestos Abatement)					0.00%	\$0	\$0
Other Environmental Mitigation					0.00%	\$0	\$0
Earth Work					0.00%	\$0	\$0
Site Utilities					0.00%	\$0	\$0
Other:					0.00%	\$0	\$0
Structures		\$0	\$1,092,247	\$1,092,247	62.36%	\$0	\$1,092,247
Parking Structures			\$304,188	\$304,188	17.37%	\$0	\$304,188
Building Casework/Masonry			\$425,300	\$425,300	24.28%	\$0	\$425,300
Carpentry			\$183,088	\$183,088	10.40%	\$0	\$183,088
Roofing/Metal Ceiling/Insulation/Coating			\$0	\$0	0.00%	\$0	\$0
Doors/Windows/Glaze			\$0	\$0	0.00%	\$0	\$0
Drywall/Plaster			\$0	\$0	0.00%	\$0	\$0
Flooring			\$0	\$0	0.00%	\$0	\$0
Cabinets/Countertops/Appliances			\$0	\$0	0.00%	\$0	\$0
Painting/Decorating			\$0	\$0	0.00%	\$0	\$0
Plumbing/Electrical/Fire Protection			\$125,100	\$125,100	7.11%	\$0	\$125,100
HVAC			\$65,700	\$65,700	3.75%	\$0	\$65,700
Accessory Buildings/Garages			\$0	\$0	0.00%	\$0	\$0
Elevators/Special Equipment			\$0	\$0	0.00%	\$0	\$0
Tenants/Signage			\$0	\$0	0.00%	\$0	\$0
Other: Site Generation			\$6,273	\$6,273	0.36%	\$0	\$6,273
Builder Overhead/Profit/General Requirements			\$0	\$0	0.00%	\$0	\$0
Permit/Tag Fees/Bond/Cost Certification			\$31,885	\$31,885	1.82%	\$0	\$31,885
Construction Contingency			\$112,413	\$112,413	6.47%	\$0	\$112,413
Other:			\$0	\$0	0.00%	\$0	\$0
Subtotal Hard Costs		\$0	\$1,236,545	\$1,236,545	70.60%	\$0	\$1,236,545
Other Costs							
Machinery & Equipment					0.00%	\$0	\$0
Furniture & Fixtures					0.00%	\$0	\$0
Architectural & Engineering			\$19,975	\$19,975	1.14%	\$0	\$19,975
Environmental Studies/Soil Testing					0.00%	\$0	\$0
Survey					0.00%	\$0	\$0
Other:					0.00%	\$0	\$0
Subtotal Soft Costs			\$19,975	\$19,975	1.14%	\$0	\$19,975

Soft Costs	Amount	% of TC	Override
Other Professional Fees			
Loan Fees	\$11,250	0.64%	Override
Construction Interest	\$30,848	1.76%	Override
Construction Taxes	\$5,000	0.29%	
Construction Insurance	\$7,500	0.43%	
MEDC Fees		0.00%	
Title Work		0.00%	Override
Rent-Up Reserve	\$14,644	0.84%	
Replacement Reserve		0.00%	
Operating Reserve		0.00%	
Other: Ops Application	\$200	0.05%	
Other:		0.00%	
Other Soft Costs - Related Party and Consulting Fees		0.00%	
Developer Fee		0.00%	
Project Management Fees		0.00%	
Construction Management Fees (Related Party)		0.00%	
Consulting Fees	\$30,000	1.71%	
Other Related Party Fees		0.00%	
Other:		0.00%	
Subtotal Soft Costs	\$100,041	6%	
TOTAL DEVELOPMENT COSTS	\$1,751,581	100.00%	

TOTAL DEVELOPMENT SOURCES	Amount	% of TC
Senior Debt		
xxx	\$1,125,000	64.23%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
Subordinated Debt/Equity		
BMC Grant	\$350,000	19.98%
Other:		0.00%
Other:		0.00%
Deferred Fees/Cash Equity		0.00%
Deferred Developer Fees		0.00%
Other Deferred Related Party Fees		0.00%
Deferred Consulting Fees		0.00%
Cash Equity Owner	\$166,581	9.51%
Land/Building Contribution Owner	\$110,000	6.28%
Other Equity Investment		0.00%
Other:		0.00%
Other:		0.00%
Other:		0.00%
TOTAL DEVELOPMENT SOURCES	\$1,751,581	100.00%

SALESFORCE SUMMARY		
Infrastructure	\$0	0.00%
Site Improvement	\$0	0.00%
Demolition	\$0	0.00%
Building - New Construction	\$0	0.00%
Building - Renovation	\$1,236,545	70.60%
Machinery & Equipment - Purchased	\$0	0.00%
Furniture & Fixtures - Purchased	\$0	0.00%
Other Soft Costs	\$19,975	1.14%
Capital	\$495,041	28.26%
Total Private Investment	\$1,751,581	100.00%

Construction Financing		
Construction Loan:	Bridge Lender	\$1,373,000
Interest Rate:	9.00%	

Sources & Uses	
Total Development Costs	\$1,751,581
Total Development Sources	\$1,751,581
Surplus/(Short)	\$0

Other Calculations			
Rental S.F.	7,553	Construct Cost	
Residential & Comm. Common Spaces	100	\$/S.F.	
Common Space Other			
Total S.F. Building w/o Parking	7,953	\$117.23	\$181.99
Parking	# Spaces	Park S.F.	Construct Cost/Spot
	0	0	NDV/DT
			NDV/DT
			% TDC
Cash Equity		\$166,581	9.51%
Land/Building Contribution		\$110,000	6.28%
Owner Contribution		\$274,581	15.79%
Cash RR		16.8%	
Avg. Annual Cash on Cash Return		19.8%	
Owner Equity IRR		9.1%	
Avg. Annual Return on Owner Equity		12.0%	

STABILIZED OPERATING STATEMENT

Development Name: Shawassee Riverside Rehabilitation
 City/Township/Village: Owosso
 County: Shiawassee
 Construction Type: Rehabilitation

Fill in all blue shaded input cells

This worksheet is utilized to proforma out the stabilized operations of the project utilizing the projected initial rental rates, the stabilized vacancy rates, and the anticipated full operating expenses of the project.

DEVELOPMENT INCOME

	% Gross	% Eff
Annual TIF Reimbursements	0.0%	0.0%
Other Recurring Revenue	0.0%	0.0%
Annual Gross Residential Rental Income	\$38,400 24.4%	26.7%
Annual Gross Commercial Rental Income	\$119,133 75.6%	82.9%
Annual Gross Hospitality Room & Related Income	\$0 0.0%	0.0%
Annual Gross Hospitality Other Income	\$0 0.0%	0.0%
Annual Gross Parking Income	\$0 0.0%	0.0%
Annual Other Income	\$0 0.0%	0.0%
Gross Income	\$157,533 100.0%	109.6%
Vacancy Loss (Residential, Commercial, Hospitality)	(\$13,833) -8.8%	-9.6%
Net Income Potential	\$143,700 91.2%	100.0%

DEVELOPMENT OPERATING EXPENSES

	% Gross	% Eff	Inflation Factor
Administrative Expenses	\$1,500 1.0%	1.0%	3.0%
Management Fees	0.0%	0.0%	
Office Payroll	0.0%	0.0%	
Payroll Taxes	0.0%	0.0%	
Benefits/Worker's Comp.	0.0%	0.0%	
Advertising/Marketing	\$500 0.3%	0.3%	
Legal/Accounting	\$1,000 0.6%	0.7%	
General Office	0.0%	0.0%	
Other:	0.0%	0.0%	
Other:	0.0%	0.0%	
Utilities	\$600 0.4%	0.4%	3.0%
Electricity	\$600 0.4%	0.4%	
Fuel	0.0%	0.0%	
Water & Sewer	0.0%	0.0%	
Maintenance/Non-Capitalized Repairs	\$3,850 2.4%	2.7%	3.0%
Maintenance/Janitorial Payroll	0.0%	0.0%	
Janitorial Supplies	\$300 0.2%	0.2%	
Extermination	0.0%	0.0%	
Rubbish Removal	0.0%	0.0%	
Snow Removal	\$600 0.4%	0.4%	
Lawn/Tree Maintenance	0.0%	0.0%	
Parking Lot Repairs	0.0%	0.0%	
Painting/Decorations/Cleaning	\$750 0.5%	0.5%	
Heating & Air Repairs	\$600 0.4%	0.4%	
Plumbing/Electrical Repairs	\$600 0.4%	0.4%	
Elevator Maintenance	0.0%	0.0%	
Vehicle/Equipment Maintenance	0.0%	0.0%	
Security	\$1,000 0.6%	0.7%	
Other:	0.0%	0.0%	
Other:	0.0%	0.0%	
Real Estate Taxes	\$27,118 17.2%	18.9%	2.0%
Tax Abatement (-)	\$19,613 12.5%	13.7%	
Property & Liability Insurance	\$4,200 2.7%	2.9%	3.0%
Reserve Requirements	\$3,000 1.9%	2.1%	3.0%
Other:	0.0%	0.0%	3.0%
Other:	0.0%	0.0%	3.0%
Other:	0.0%	0.0%	3.0%
Other:	0.0%	0.0%	3.0%
Total Expenses	\$20,645 13.1%	14.4%	
Cash Flow Available for Debt Service / NOI	\$123,055 78.1%	85.6%	

Amortizing Loans

Loan 1 DS: Senior Lender	\$102,502	65.1%	71.3%
Loan 2 DS: xxx	\$0	0.0%	0.0%
Loan 3 DS: xxx	\$0	0.0%	0.0%
Loan 4 DS: xxx	\$0	0.0%	0.0%
Int. Loan 5 DS: xxx	\$0	0.0%	0.0%
Other Oblig. 1 xxx	\$0	0.0%	0.0%
Other Oblig. 2 xxx	\$0	0.0%	0.0%
Other Loan Debt Service	\$0	0.0%	0.0%
Cash Flow Available for Distribution	\$20,553 13.0%	14.3%	

Required DSCR 1.20

LOAN TERMS	Loan Amount	Term Mos.	Amort. Mos.	Interest Rate	Ref. Rate
Senior Lender	\$1,125,000	60	300	7.81%	7.81%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60		4.00%	6.00%
xxx				4.00%	9.81%
xxx				4.00%	9.81%
	Override				
	\$0 (If requesting a grant input \$0)				
Other	\$0	60	240	1.00%	3.00%

Debt Service Coverage Ratio 1.20



NO.	DESCRIPTION	DATE	BY
1	REVISION		
2	REVISION		
3	REVISION		
4	REVISION		
5	REVISION		

PROJECT DATA

APPLICABLE CODES AND ORDINANCES:

- 1. IBC 2009 INTERNATIONAL CODE FOR BUILDING
- 2. IBC 2009 INTERNATIONAL CODE FOR MECHANICAL
- 3. IBC 2009 INTERNATIONAL CODE FOR PLUMBING
- 4. IBC 2009 INTERNATIONAL CODE FOR ELECTRICAL
- 5. IBC 2009 INTERNATIONAL CODE FOR STRUCTURAL
- 6. IBC 2009 INTERNATIONAL CODE FOR SAFETY
- 7. IBC 2009 INTERNATIONAL CODE FOR ENERGY EFFICIENCY
- 8. IBC 2009 INTERNATIONAL CODE FOR SOLAR
- 9. IBC 2009 INTERNATIONAL CODE FOR TRANSPORTATION
- 10. IBC 2009 INTERNATIONAL CODE FOR TELECOMMUNICATIONS

BUILDING AREA:

FIRST FLOOR: 12,000 SQ. FT.
 SECOND FLOOR: 12,000 SQ. FT.
 TOTAL BUILDING AREA: 24,000 SQ. FT.

BUILDING USE:

OFFICE BUILDING (TYPE 1B)
 CODE: 101
 OCCUPANCY: 101
 USE: OFFICE

BUILDING CONSTRUCTION TYPE:

TYPE II-B
 MASONRY EXTERIOR WALLS
 CONCRETE SLAB FLOOR AND ROOF

STRUCTURAL DESIGN:
 DESIGN LIVE LOAD: 40 PSF
 DESIGN WIND SPEED: 80 MPH (ASCE 7-10)

FIRE SUPPRESSION:
 AUTOMATIC SPRINKLER SYSTEM PER IBC 903

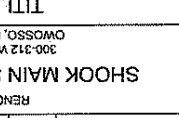
UTILITIES:
 CITY OF OWOSO
 WATER, SEWER, GAS, ELECTRICITY

DEFERRED ITEMS:
 PERMANENT SIGNAGE - OWNER AND CONTRACTOR TO PROVIDE
 FINAL FLOOR FINISH, STAIRS AND BATHS
 ANY ITEMS NOT TO BE DEFERRED TO THE NEXT SHEET

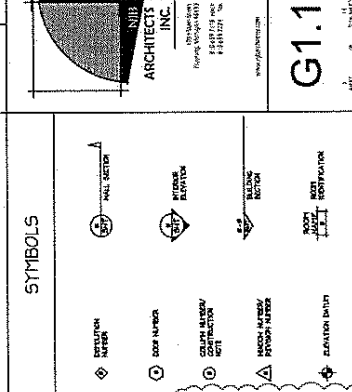
TITLE SHEET

SHOOK MAIN STREET BUILDING

300-312 W MAIN STREET
 OWOSSO, MICHIGAN 48867



RENOVATION OF



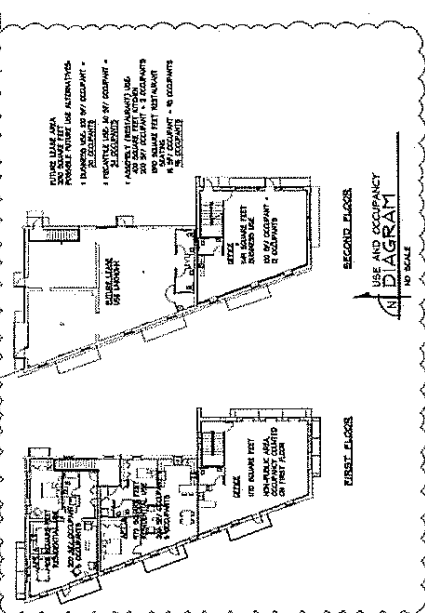
RENOVATION OF

SHOOK MAIN STREET BUILDING

300-312 W MAIN STREET
 OWOSSO, MICHIGAN 48867

INDEX OF DRAWINGS

G1.1	TITLE SHEET
C1.1	SITE PLAN
D1.1	DEMOLITION PLANS AND DETAILS
S1.1	FOUNDATION AND FLOOR FRAMING PLANS - DETAILS
A1.1	FIRST AND SECOND FLOOR PLANS
A1.2	CARPENTRY FLOOR PLANS AND BUILDING SECTIONS
A1.3	CARPENTRY ELEVATIONS AND WALL SECTIONS
A2.1	BUILDING SECTIONS AND ENTRY PLAZA SECTION
A3.1	BUILDING SECTIONS AND P.H. MOUNTING HEIGHTS
A3.2	BUILDING SECTIONS AND DETAILS
A3.3	WALL SECTIONS AND DETAILS



PLUMBING CODE COMPLIANCE CHART

SECTION	REQUIREMENT	PROVIDED	COMPLIANCE
1.1	MINIMUM WATER SUPPLY	1.1	YES
1.2	MINIMUM WATER SUPPLY	1.2	YES
1.3	MINIMUM WATER SUPPLY	1.3	YES
1.4	MINIMUM WATER SUPPLY	1.4	YES
1.5	MINIMUM WATER SUPPLY	1.5	YES
1.6	MINIMUM WATER SUPPLY	1.6	YES
1.7	MINIMUM WATER SUPPLY	1.7	YES
1.8	MINIMUM WATER SUPPLY	1.8	YES
1.9	MINIMUM WATER SUPPLY	1.9	YES
1.10	MINIMUM WATER SUPPLY	1.10	YES

OWNERS REPRESENTATIVE:
 SHOOK BALDER & DESIGN
 300-312 W MAIN STREET
 OWOSSO, MICHIGAN 48867
 (810) 277-7208
 shook@shook.com

ABBREVIATIONS

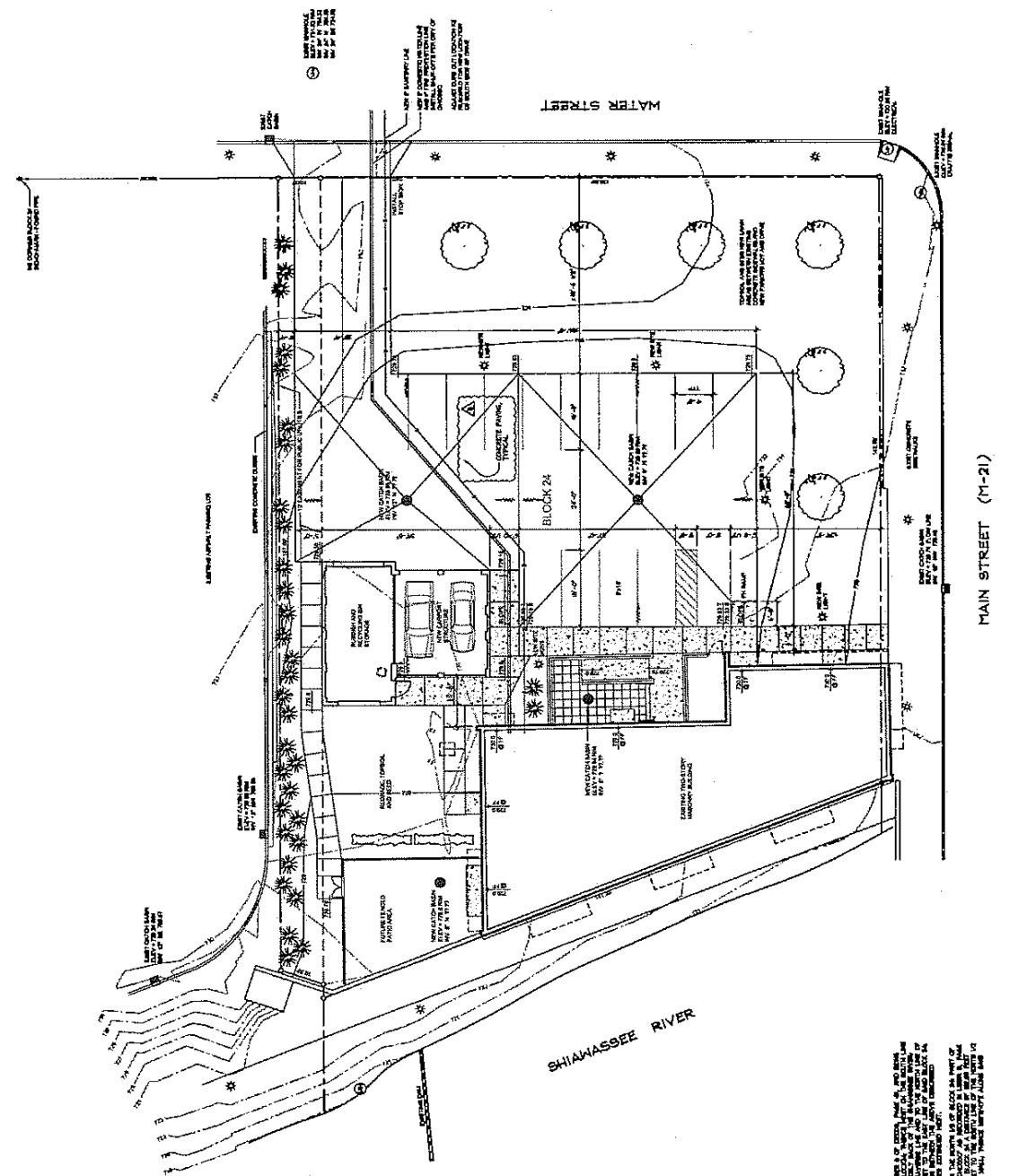
AC	AIR CONDITIONING	AD	ARCHITECT'S DESIGN	AG	ARCHITECT'S GRADING
AE	AIR EXHAUST	AF	ARCHITECT'S FINISH	AG	ARCHITECT'S GRADING
AF	ARCHITECT'S FINISH	AG	ARCHITECT'S GRADING	AI	ARCHITECT'S INTERIOR
AG	ARCHITECT'S GRADING	AI	ARCHITECT'S INTERIOR	AL	ARCHITECT'S LIGHTING
AI	ARCHITECT'S INTERIOR	AL	ARCHITECT'S LIGHTING	AM	ARCHITECT'S MECHANICAL
AL	ARCHITECT'S LIGHTING	AM	ARCHITECT'S MECHANICAL	AN	ARCHITECT'S NOTING
AM	ARCHITECT'S MECHANICAL	AN	ARCHITECT'S NOTING	AO	ARCHITECT'S OVERHEAD
AN	ARCHITECT'S NOTING	AO	ARCHITECT'S OVERHEAD	AP	ARCHITECT'S PLUMBING
AO	ARCHITECT'S OVERHEAD	AP	ARCHITECT'S PLUMBING	AR	ARCHITECT'S ROOFING
AP	ARCHITECT'S PLUMBING	AR	ARCHITECT'S ROOFING	AS	ARCHITECT'S SCHEDULING
AR	ARCHITECT'S ROOFING	AS	ARCHITECT'S SCHEDULING	AT	ARCHITECT'S TYPING
AS	ARCHITECT'S SCHEDULING	AT	ARCHITECT'S TYPING	AU	ARCHITECT'S UTILITIES
AT	ARCHITECT'S TYPING	AU	ARCHITECT'S UTILITIES	AV	ARCHITECT'S VENTILATION
AU	ARCHITECT'S UTILITIES	AV	ARCHITECT'S VENTILATION	AW	ARCHITECT'S WALLS
AV	ARCHITECT'S VENTILATION	AW	ARCHITECT'S WALLS	AX	ARCHITECT'S WINDOWS
AW	ARCHITECT'S WALLS	AX	ARCHITECT'S WINDOWS	AY	ARCHITECT'S YARD
AX	ARCHITECT'S WINDOWS	AY	ARCHITECT'S YARD	AZ	ARCHITECT'S ZONING
AY	ARCHITECT'S YARD	AZ	ARCHITECT'S ZONING	BA	ARCHITECT'S BALCONIES
AZ	ARCHITECT'S ZONING	BA	ARCHITECT'S BALCONIES	BB	ARCHITECT'S BATHS
BA	ARCHITECT'S BALCONIES	BB	ARCHITECT'S BATHS	BC	ARCHITECT'S BENCHES
BB	ARCHITECT'S BATHS	BC	ARCHITECT'S BENCHES	BD	ARCHITECT'S BIDDING
BC	ARCHITECT'S BENCHES	BD	ARCHITECT'S BIDDING	BE	ARCHITECT'S BEST
BD	ARCHITECT'S BIDDING	BE	ARCHITECT'S BEST	BF	ARCHITECT'S BIDDING
BE	ARCHITECT'S BEST	BF	ARCHITECT'S BIDDING	BG	ARCHITECT'S BIDDING
BF	ARCHITECT'S BIDDING	BG	ARCHITECT'S BIDDING	BH	ARCHITECT'S BIDDING
BG	ARCHITECT'S BIDDING	BH	ARCHITECT'S BIDDING	BI	ARCHITECT'S BIDDING
BH	ARCHITECT'S BIDDING	BI	ARCHITECT'S BIDDING	BJ	ARCHITECT'S BIDDING
BI	ARCHITECT'S BIDDING	BJ	ARCHITECT'S BIDDING	BK	ARCHITECT'S BIDDING
BJ	ARCHITECT'S BIDDING	BK	ARCHITECT'S BIDDING	BL	ARCHITECT'S BIDDING
BK	ARCHITECT'S BIDDING	BL	ARCHITECT'S BIDDING	BM	ARCHITECT'S BIDDING
BL	ARCHITECT'S BIDDING	BM	ARCHITECT'S BIDDING	BN	ARCHITECT'S BIDDING
BM	ARCHITECT'S BIDDING	BN	ARCHITECT'S BIDDING	BO	ARCHITECT'S BIDDING
BN	ARCHITECT'S BIDDING	BO	ARCHITECT'S BIDDING	BP	ARCHITECT'S BIDDING
BO	ARCHITECT'S BIDDING	BP	ARCHITECT'S BIDDING	BQ	ARCHITECT'S BIDDING
BP	ARCHITECT'S BIDDING	BQ	ARCHITECT'S BIDDING	BR	ARCHITECT'S BIDDING
BQ	ARCHITECT'S BIDDING	BR	ARCHITECT'S BIDDING	BS	ARCHITECT'S BIDDING
BR	ARCHITECT'S BIDDING	BS	ARCHITECT'S BIDDING	BT	ARCHITECT'S BIDDING
BS	ARCHITECT'S BIDDING	BT	ARCHITECT'S BIDDING	BU	ARCHITECT'S BIDDING
BT	ARCHITECT'S BIDDING	BU	ARCHITECT'S BIDDING	BV	ARCHITECT'S BIDDING
BU	ARCHITECT'S BIDDING	BV	ARCHITECT'S BIDDING	BW	ARCHITECT'S BIDDING
BV	ARCHITECT'S BIDDING	BW	ARCHITECT'S BIDDING	BX	ARCHITECT'S BIDDING
BW	ARCHITECT'S BIDDING	BX	ARCHITECT'S BIDDING	BY	ARCHITECT'S BIDDING
BX	ARCHITECT'S BIDDING	BY	ARCHITECT'S BIDDING	BZ	ARCHITECT'S BIDDING
BY	ARCHITECT'S BIDDING	BZ	ARCHITECT'S BIDDING	CA	ARCHITECT'S BIDDING
BZ	ARCHITECT'S BIDDING	CA	ARCHITECT'S BIDDING	CB	ARCHITECT'S BIDDING
CA	ARCHITECT'S BIDDING	CB	ARCHITECT'S BIDDING	CC	ARCHITECT'S BIDDING
CB	ARCHITECT'S BIDDING	CC	ARCHITECT'S BIDDING	CD	ARCHITECT'S BIDDING
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CD	ARCHITECT'S BIDDING	CE	ARCHITECT'S BIDDING	CF	ARCHITECT'S BIDDING
CE	ARCHITECT'S BIDDING	CF	ARCHITECT'S BIDDING	CG	ARCHITECT'S BIDDING
CF	ARCHITECT'S BIDDING	CG	ARCHITECT'S BIDDING	CH	ARCHITECT'S BIDDING
CG	ARCHITECT'S BIDDING	CH	ARCHITECT'S BIDDING	CI	ARCHITECT'S BIDDING
CH	ARCHITECT'S BIDDING	CI	ARCHITECT'S BIDDING	CJ	ARCHITECT'S BIDDING
CI	ARCHITECT'S BIDDING	CJ	ARCHITECT'S BIDDING	CK	ARCHITECT'S BIDDING
CJ	ARCHITECT'S BIDDING	CK	ARCHITECT'S BIDDING	CL	ARCHITECT'S BIDDING
CK	ARCHITECT'S BIDDING	CL	ARCHITECT'S BIDDING	CM	ARCHITECT'S BIDDING
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CO	ARCHITECT'S BIDDING	CP	ARCHITECT'S BIDDING	CQ	ARCHITECT'S BIDDING
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CR	ARCHITECT'S BIDDING	CS	ARCHITECT'S BIDDING	CT	ARCHITECT'S BIDDING
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CT	ARCHITECT'S BIDDING	CU	ARCHITECT'S BIDDING	CV	ARCHITECT'S BIDDING
CU	ARCHITECT'S BIDDING	CV	ARCHITECT'S BIDDING	CW	ARCHITECT'S BIDDING
CV	ARCHITECT'S BIDDING	CW	ARCHITECT'S BIDDING	CX	ARCHITECT'S BIDDING
CW	ARCHITECT'S BIDDING	CX	ARCHITECT'S BIDDING	CY	ARCHITECT'S BIDDING
CX	ARCHITECT'S BIDDING	CY	ARCHITECT'S BIDDING	CZ	ARCHITECT'S BIDDING
CY	ARCHITECT'S BIDDING	CZ	ARCHITECT'S BIDDING	DA	ARCHITECT'S BIDDING
CZ	ARCHITECT'S BIDDING	DA	ARCHITECT'S BIDDING	DB	ARCHITECT'S BIDDING
DA	ARCHITECT'S BIDDING	DB	ARCHITECT'S BIDDING	DC	ARCHITECT'S BIDDING
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DI	ARCHITECT'S BIDDING	DJ	ARCHITECT'S BIDDING	DK	ARCHITECT'S BIDDING
DJ	ARCHITECT'S BIDDING	DK	ARCHITECT'S BIDDING	DL	ARCHITECT'S BIDDING
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DM	ARCHITECT'S BIDDING	DN	ARCHITECT'S BIDDING	DO	ARCHITECT'S BIDDING
DN	ARCHITECT'S BIDDING	DO	ARCHITECT'S BIDDING	DP	ARCHITECT'S BIDDING
DO	ARCHITECT'S BIDDING	DP	ARCHITECT'S BIDDING	DQ	ARCHITECT'S BIDDING
DP	ARCHITECT'S BIDDING	DQ	ARCHITECT'S BIDDING	DR	ARCHITECT'S BIDDING
DQ	ARCHITECT'S BIDDING	DR	ARCHITECT'S BIDDING	DS	ARCHITECT'S BIDDING
DR	ARCHITECT'S BIDDING	DS	ARCHITECT'S BIDDING	DT	ARCHITECT'S BIDDING
DS	ARCHITECT'S BIDDING	DT	ARCHITECT'S BIDDING	DU	ARCHITECT'S BIDDING
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DV	ARCHITECT'S BIDDING	DW	ARCHITECT'S BIDDING	DX	ARCHITECT'S BIDDING
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DX	ARCHITECT'S BIDDING	DY	ARCHITECT'S BIDDING	DZ	ARCHITECT'S BIDDING
DY	ARCHITECT'S BIDDING	DZ	ARCHITECT'S BIDDING	EA	ARCHITECT'S BIDDING
DZ	ARCHITECT'S BIDDING	EA	ARCHITECT'S BIDDING	EB	ARCHITECT'S BIDDING
EA	ARCHITECT'S BIDDING	EB	ARCHITECT'S BIDDING	EC	ARCHITECT'S BIDDING
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EG	ARCHITECT'S BIDDING	EH	ARCHITECT'S BIDDING	EI	ARCHITECT'S BIDDING
EH	ARCHITECT'S BIDDING	EI	ARCHITECT'S BIDDING	EJ	ARCHITECT'S BIDDING
EI	ARCHITECT'S BIDDING	EJ	ARCHITECT'S BIDDING	EK	ARCHITECT'S BIDDING
EJ	ARCHITECT'S BIDDING	EK	ARCHITECT'S BIDDING	EL	ARCHITECT'S BIDDING
EK	ARCHITECT'S BIDDING	EL	ARCHITECT'S BIDDING	EM	ARCHITECT'S BIDDING
EL	ARCHITECT'S BIDDING	EM	ARCHITECT'S BIDDING	EN	ARCHITECT'S BIDDING
EM	ARCHITECT'S BIDDING	EN	ARCHITECT'S BIDDING	EO	ARCHITECT'S BIDDING
EN	ARCHITECT'S BIDDING	EO	ARCHITECT'S BIDDING	EP	ARCHITECT'S BIDDING
EO	ARCHITECT'S BIDDING	EP	ARCHITECT'S BIDDING	EQ	ARCHITECT'S BIDDING
EP	ARCHITECT'S BIDDING	EQ	ARCHITECT'S BIDDING	ER	ARCHITECT'S BIDDING
EQ	ARCHITECT'S BIDDING	ER	ARCHITECT'S BIDDING	ES	ARCHITECT'S BIDDING
ER	ARCHITECT'S BIDDING	ES	ARCHITECT'S BIDDING	ET	ARCHITECT'S BIDDING
ES	ARCHITECT'S BIDDING	ET	ARCHITECT'S BIDDING	EU	ARCHITECT'S BIDDING
ET	ARCHITECT'S BIDDING	EU	ARCHITECT'S BIDDING	EV	ARCHITECT'S BIDDING
EU	ARCHITECT'S BIDDING	EV	ARCHITECT'S BIDDING	EW	ARCHITECT'S BIDDING
EV	ARCHITECT'S BIDDING	EW	ARCHITECT'S BIDDING	EX	ARCHITECT'S BIDDING
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FF	ARCHITECT'S BIDDING	FG	ARCHITECT'S BIDDING	FH	ARCHITECT'S BIDDING
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FH	ARCHITECT'S BIDDING	FI	ARCHITECT'S BIDDING	FJ	ARCHITECT'S BIDDING
FI	ARCHITECT'S BIDDING	FJ	ARCHITECT'S BIDDING	FK	ARCHITECT'S BIDDING
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FO	ARCHITECT'S BIDDING	FP	ARCHITECT'S BIDDING	FQ	ARCHITECT'S BIDDING
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FW	ARCHITECT'S BIDDING	FX	ARCHITECT'S BIDDING	FY	ARCHITECT'S BIDDING
FX	ARCHITECT'S BIDDING	FY	ARCHITECT'S BIDDING	FZ	ARCHITECT'S BIDDING
FY	ARCHITECT'S BIDDING	FZ	ARCHITECT'S BIDDING	GA	ARCHITECT'S BIDDING
FZ	ARCHITECT'S BIDDING	GA	ARCHITECT'S BIDDING	GB	

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY		
2	REVISED		
3	REVISED		
4	REVISED		
5	REVISED		
6	REVISED		
7	REVISED		
8	REVISED		
9	REVISED		
10	REVISED		

SITE PLAN
 RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OMAHA, NEBRASKA 68102

ARCHITECT'S
INC.
 1010 N. GARDNER STREET
 OMAHA, NEBRASKA 68102
 (402) 442-1234
 www.architectsinc.com

C1.1



PRELIMINARY SITE PLAN
 1" = 30'-0"
 NORTH
 DATE: 08/15/2017
 DRAWN BY: [Name]
 CHECKED BY: [Name]

- GENERAL NOTES**
- CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION. RECORD ALL CHANGES TO THE ORIGINAL PLAN.
 - CONTRACTOR SHALL VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. CONTACT THE UTILITY COMPANIES FOR LOCATION AND DEPTH OF ALL UTILITIES.
 - CONTRACTOR SHALL VERIFY ALL EXISTING FOUNDATIONS PRIOR TO CONSTRUCTION. CONTACT THE UTILITY COMPANIES FOR LOCATION AND DEPTH OF ALL UTILITIES.
 - CONTRACTOR SHALL VERIFY ALL EXISTING FOUNDATIONS PRIOR TO CONSTRUCTION. CONTACT THE UTILITY COMPANIES FOR LOCATION AND DEPTH OF ALL UTILITIES.
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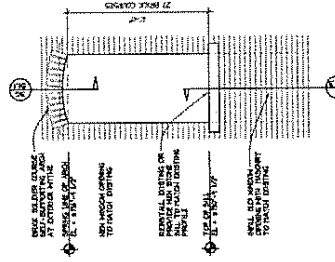
LEGAL DESCRIPTION:
 PARCEL 12, THE SOUTH 1/2 OF THE NORTH 1/2 OF THE EAST 1/2 OF SECTION 16, T12N, R10W, S42E, DISTRICT OF NEBRASKA, COUNTY OF SARASOTA, FLORIDA. THE SOUTH 1/2 OF THE NORTH 1/2 OF THE EAST 1/2 OF SECTION 16, T12N, R10W, S42E, DISTRICT OF NEBRASKA, COUNTY OF SARASOTA, FLORIDA. THE SOUTH 1/2 OF THE NORTH 1/2 OF THE EAST 1/2 OF SECTION 16, T12N, R10W, S42E, DISTRICT OF NEBRASKA, COUNTY OF SARASOTA, FLORIDA. THE SOUTH 1/2 OF THE NORTH 1/2 OF THE EAST 1/2 OF SECTION 16, T12N, R10W, S42E, DISTRICT OF NEBRASKA, COUNTY OF SARASOTA, FLORIDA.

FEMA FLOOD INFORMATION:
 BASE FLOOD ELEVATION: 10.00 FEET
 SPECIAL FLOOD HAZARD: 10.00 FEET

BENCHMARK:
 BENCHMARK: 10.00 FEET

- REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO
- REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO
- REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO
- REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO
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- REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO
- REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

**FUTURE RETAIL ENTRY DOOR
NEW OPENING ELEVATION**
UP - 1'-0"



**FIRST FLOOR REVISED
WINDOW ELEVATION**
UP - 1'-0"

- GENERAL DEMOLITION NOTES**
1. DEMOLITION SHALL INCLUDE REMOVAL OF ALL EXISTING MATERIALS AND DEBRIS TO BE REMOVED FROM THE PROJECT SITE AND TO BE DISPOSED OF AT AN APPROVED LOCATION.
 2. ALL DEMOLITION SHALL BE ACCORDING TO THE DEMOLITION PLAN AND ALL DEMOLITION SHALL BE COMPLETED BY THE END OF THE PROJECT.
 3. CONDUIT ALL WIRE, WITH INSULATION, MECHANICAL AND ELECTRICAL SHALL BE REMOVED AND DISPOSED OF AT AN APPROVED LOCATION.
 4. REMOVE ALL EXISTING MATERIALS AND DEBRIS TO BE REMOVED FROM THE PROJECT SITE AND TO BE DISPOSED OF AT AN APPROVED LOCATION.
 5. REMOVE ALL EXISTING MATERIALS AND DEBRIS TO BE REMOVED FROM THE PROJECT SITE AND TO BE DISPOSED OF AT AN APPROVED LOCATION.



REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

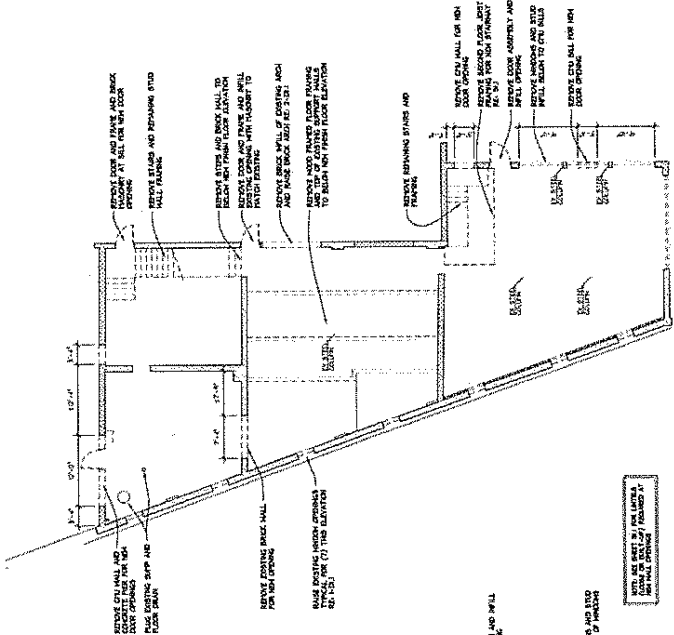
REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO

REMOVE EXISTING BRICK ARCHITECTURAL DETAIL AND RECONSTRUCT WITH CONCRETE AND FINISH WITH TERRAZZO



**SECOND FLOOR
DEMOLITION PLAN**
UP - 1'-0"

NO.	DESCRIPTION	DATE	BY
1	REVISED	11/11/23	JLH
2	ISSUED FOR PERMIT	11/11/23	JLH
3	ISSUED FOR PERMIT	11/11/23	JLH
4	ISSUED FOR PERMIT	11/11/23	JLH
5	ISSUED FOR PERMIT	11/11/23	JLH
6	ISSUED FOR PERMIT	11/11/23	JLH
7	ISSUED FOR PERMIT	11/11/23	JLH
8	ISSUED FOR PERMIT	11/11/23	JLH
9	ISSUED FOR PERMIT	11/11/23	JLH
10	ISSUED FOR PERMIT	11/11/23	JLH

DEMOLITION PLANS AND DETAILS
300-312 W MAIN STREET
OWASSO, MICHIGAN 49867

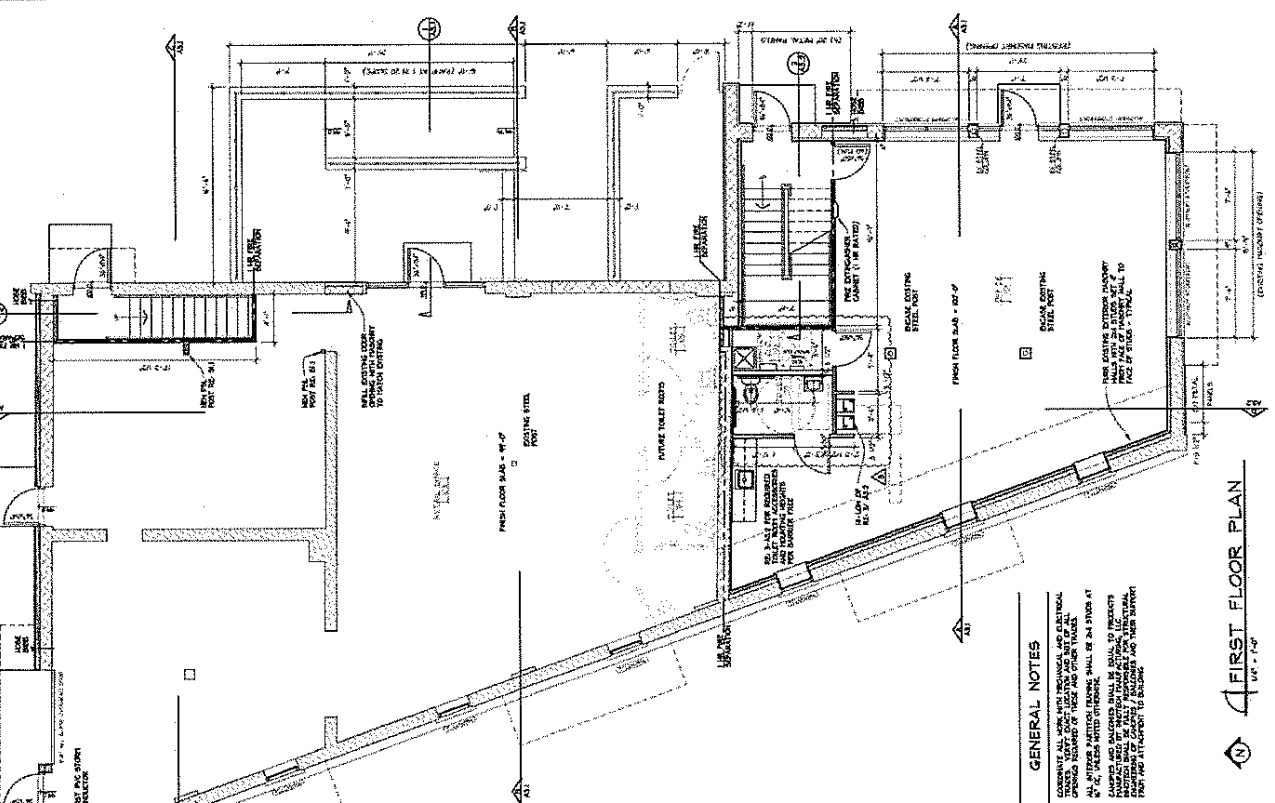
ARCHITECTS INC.
1111 W MAIN STREET
OWASSO, MICHIGAN 49867
TEL: 616-947-1111
WWW.AIAARCHITECTS.COM

NO.	REVISION	DATE
1	ISSUE FOR PERMITS	08/15/18
2	ISSUE FOR BIDDING	09/10/18
3	ISSUE FOR CONSTRUCTION	10/15/18
4	ISSUE FOR OCCUPANCY	11/15/18

SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OMOSSO, MICHIGAN 49867

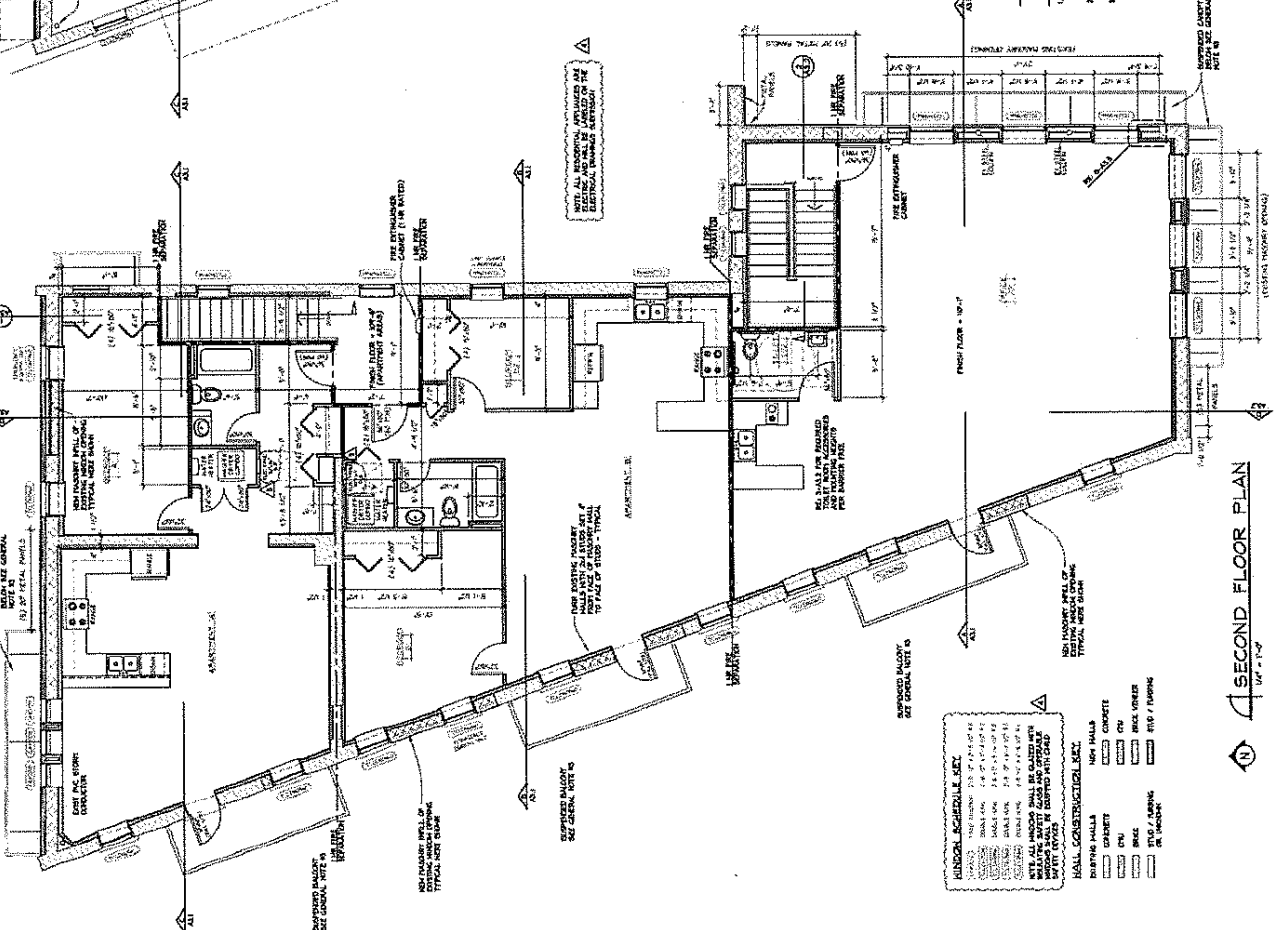
ARCHITECTS
INC.
 1000 W. MAIN STREET
 LANSING, MICHIGAN 48226
 313.487.7229
 www.shookarchitects.com

A1.1



- GENERAL NOTES**
1. CONCRETE ALL WORK NOT INDICATED IS EXISTING. EXISTING CONCRETE SHALL BE REPAIRED OR REPLACED AS NECESSARY.
 2. ALL INTERIOR PARTITION WALLS SHALL BE 2x4 STUDS AT 16" O.C. UNLESS NOTED OTHERWISE.
 3. ALL INTERIOR PARTITION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD ON BOTH SIDES. ALL WALL PARTITIONS TO BE FINISHED WITH 1/2" GYPSUM BOARD ON BOTH SIDES.

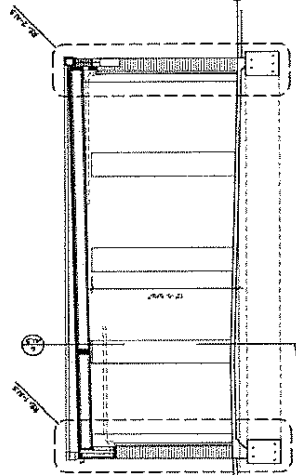
FIRST FLOOR PLAN
 1/8" = 1'-0"



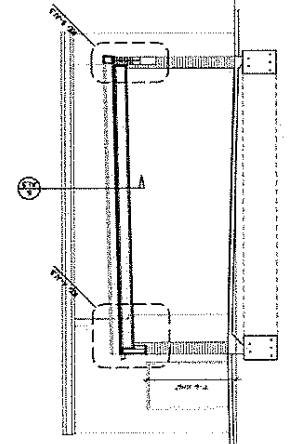
- FINISH SCHEDULE KEY**
- | | |
|---------------|---------------|
| CONCRETE | NEW WALLS |
| CMU | CONCRETE |
| BRICK | CMU |
| STUCCO | BRICK |
| EIFS / FINISH | EIFS / FINISH |
| EIFS / FINISH | EIFS / FINISH |

SECOND FLOOR PLAN
 1/8" = 1'-0"

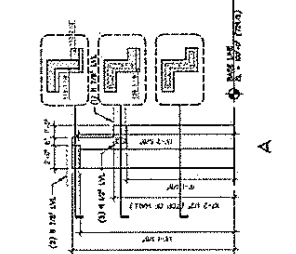
Seal



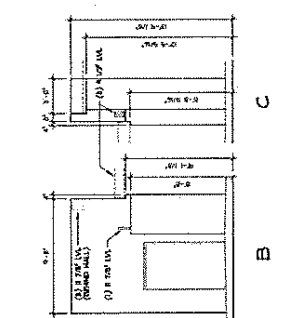
FOUNDATION PLAN
1/16" = 1'-0"



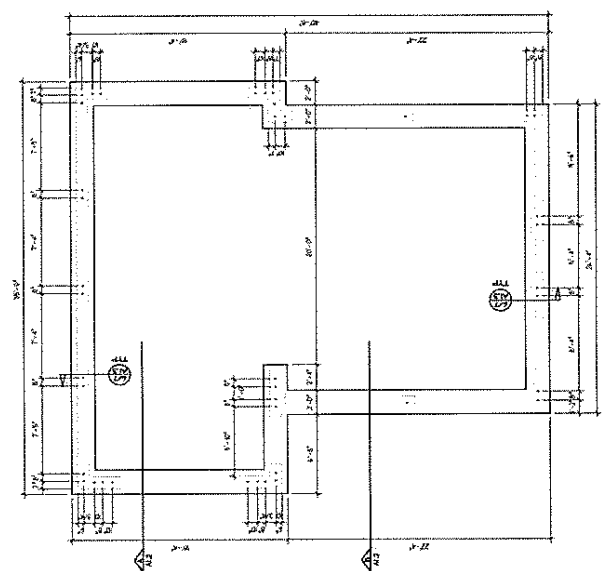
BUILDING SECTION
1/16" = 1'-0"



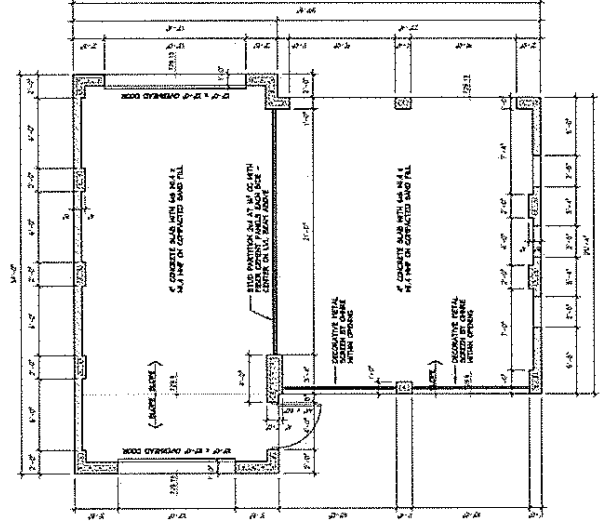
PIER ELEVATIONS
1/16" = 1'-0"



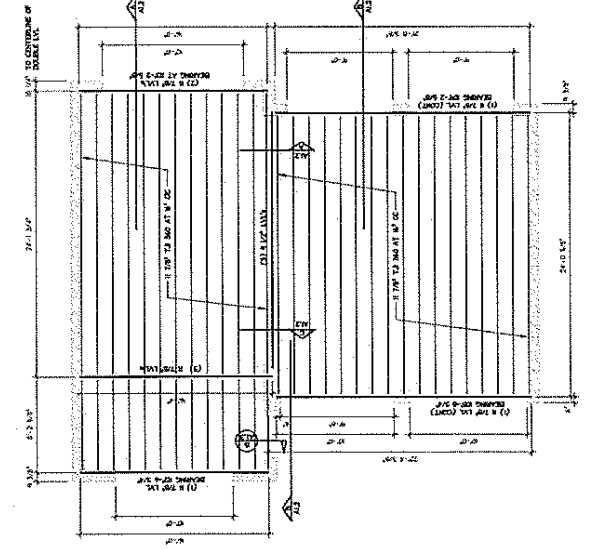
ROOF FRAMING PLAN
1/16" = 1'-0"



FLOOR PLAN
1/16" = 1'-0"



ROOF FRAMING PLAN
1/16" = 1'-0"



ROOF FRAMING PLAN
1/16" = 1'-0"

NO.	REVISIONS	DATE	BY	CHKD.
1	ISSUED FOR PERMITS	11/20/13	MM	MM
2	REVISIONS	11/20/13	MM	MM
3	REVISIONS	11/20/13	MM	MM
4	REVISIONS	11/20/13	MM	MM
5	REVISIONS	11/20/13	MM	MM

RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OMAHA, MICHIGAN 48857
CARPOT FLOOR PLANS AND BUILDING SECTIONS

CARPOT ARCHITECTS INC.
 125 Main Street
 Fremont, Michigan 48831
 810-845-7174
 www.carpot.com

A1.2

SHOOK MAIN STREET BUILDING
 RENOVATION OF
 CARPORT ELEVATIONS AND WALL SECTIONS

300312 W MAIN STREET
 OMAHA, NEBRASKA 68107

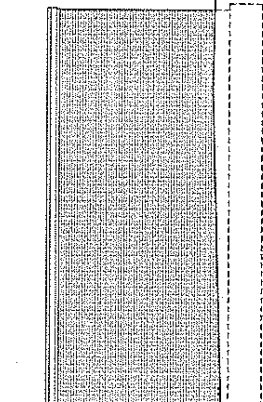


SHOOK ARCHITECTS
 INC.
 LEAHY CAMPBELL BUILDING
 1101 S. 10TH STREET
 OMAHA, NEBRASKA 68102

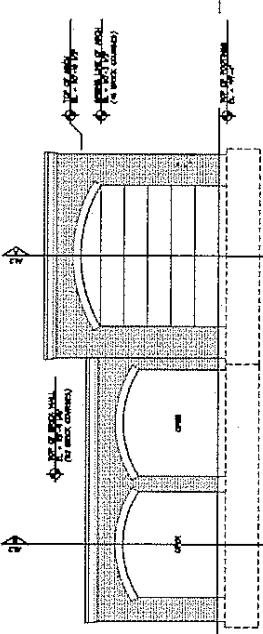
A1.3

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3	REVISION			
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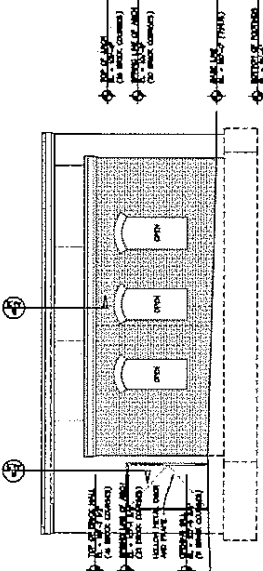
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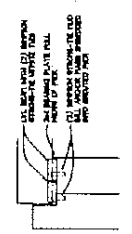
4 NORTH ELEVATION
 1/8" = 1'-0"



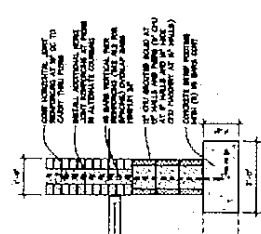
4 EAST ELEVATION
 1/8" = 1'-0"



4 SOUTH ELEVATION
 1/8" = 1'-0"



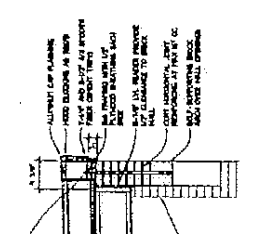
TYPICAL BRICK WALL TO CHARACTER



1 ALTERNATE (AT WALL PIER) FOOTING SECTION
 1/8" = 1'-0"



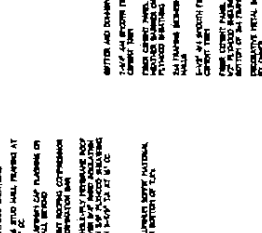
1 PARTIAL WALL PIER SECTION
 1/8" = 1'-0"



1 PARTIAL WALL SECTION
 1/8" = 1'-0"



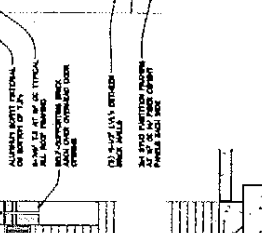
1 PARTIAL WALL PIER SECTION
 1/8" = 1'-0"



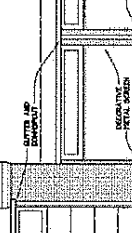
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 1/8" = 1'-0"



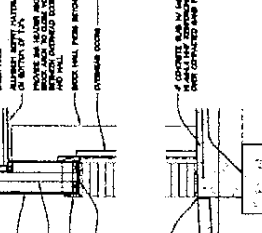
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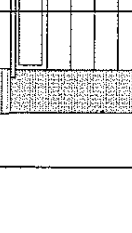
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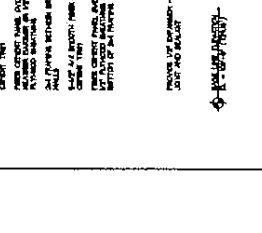
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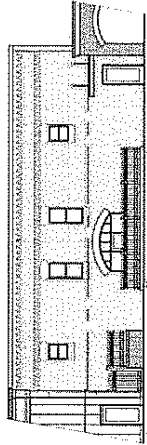
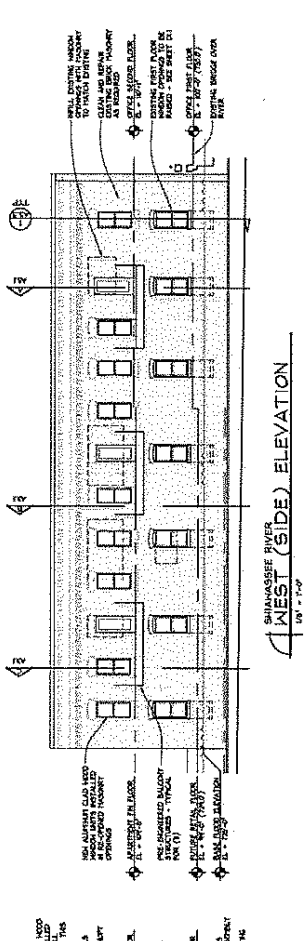
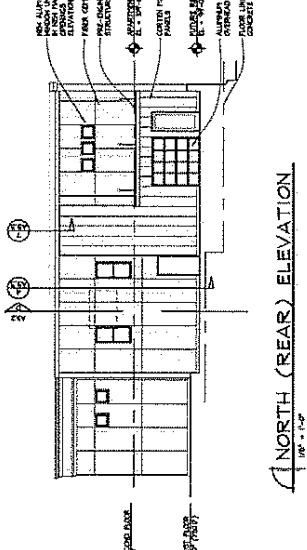
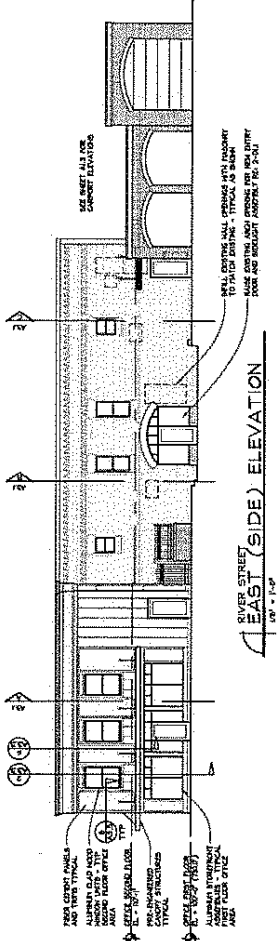
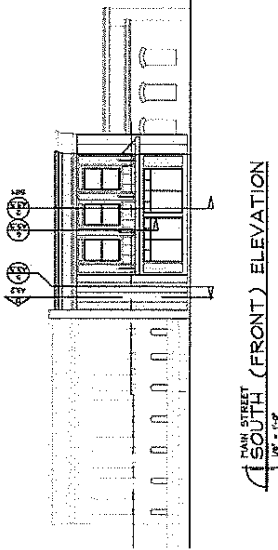
1 PARTIAL WALL SECTION
 1/8" = 1'-0"



1 PARTIAL WALL SECTION
 1/8" = 1'-0"



1 PARTIAL WALL SECTION
 1/8" = 1'-0"



RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OSWEGO, MICHIGAN 48867

BUILDING ELEVATIONS



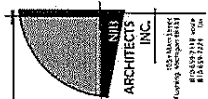
ARCHITECTS INC.
 105 Main Street
 Lansing Michigan 48906
 517-487-7000
 517-487-7001

A2.1

Scale

NO.	DESCRIPTION	DATE	BY	CHKD.
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2	REVISED DRAWING	11/15/17	JLW	
3	REVISED DRAWING	11/15/17	JLW	
4	REVISED DRAWING	11/15/17	JLW	
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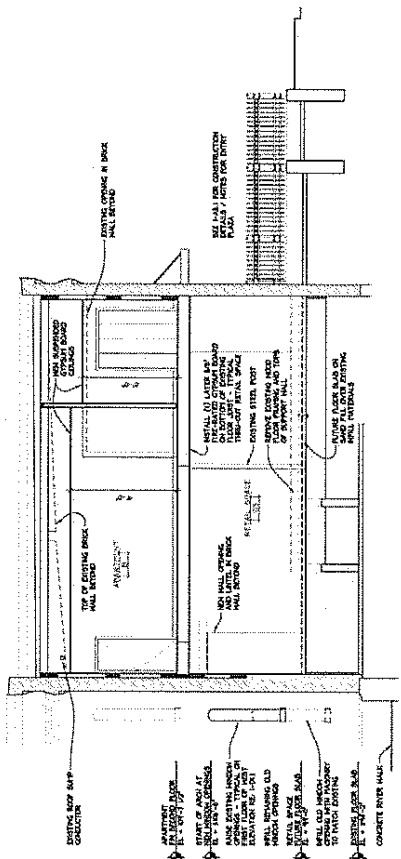
SHOOK MAIN STREET BUILDING
 RENOVATION OF
 BUILDING SECTIONS AND ENTRY PLAZA SECTION
 300-312 W MAIN STREET
 OMOSSO, MICHIGAN 48867



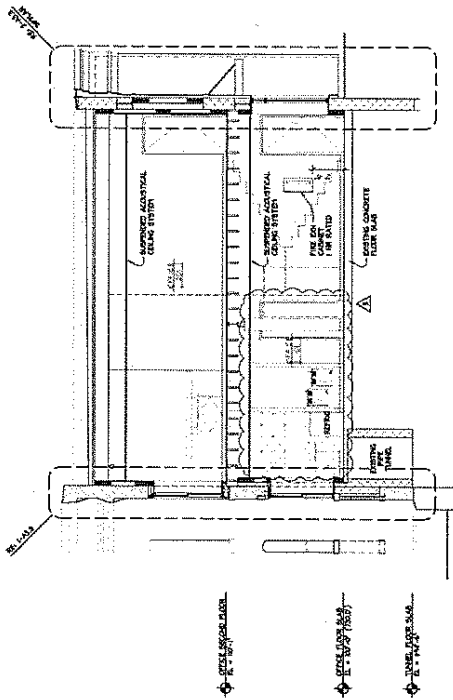
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DATE: 11/15/17
 DRAWN: J. SHOOK
 CHECKED: J. SHOOK
 SCALE: AS SHOWN
 PROJECT: SHOOK MAIN STREET BUILDING RENOVATION

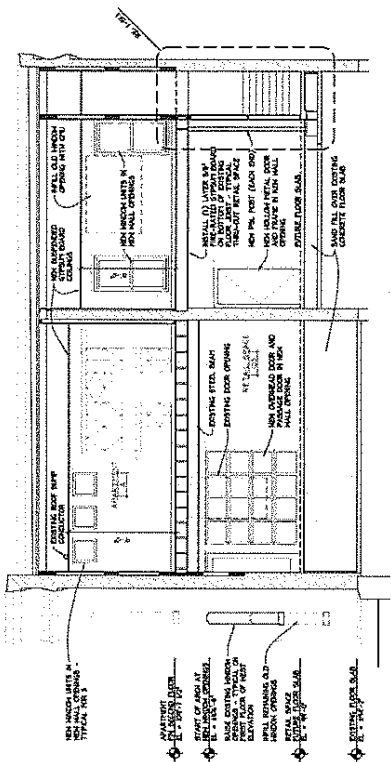
Soil



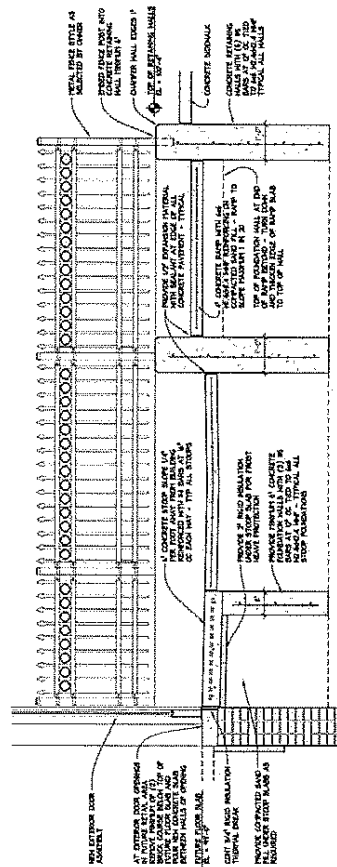
BUILDING SECTION B-B
 1/8" = 1'-0"



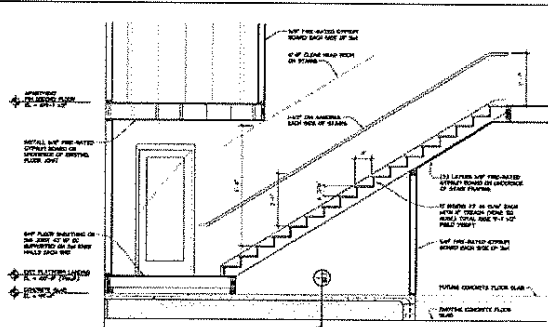
BUILDING SECTION A-A
 1/8" = 1'-0"



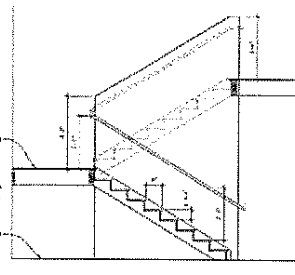
BUILDING SECTION C-C
 1/8" = 1'-0"



FUTURE RETAIL AREA ENTRY PLAZA/RAMP SECTION
 1/8" = 1'-0"



APARTMENT STAIR SECTION
1/4" = 1'-0"



OFFICE STAIR SECTION
1/4" = 1'-0"

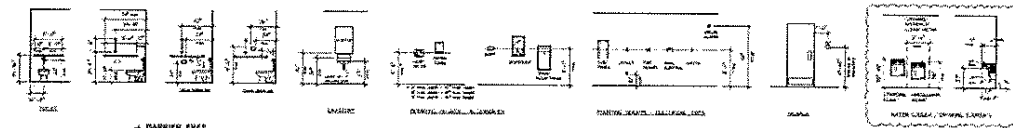
ASSEMBLY DETAILS

Detail No. 14.1107.1 - 1/4" Fire/Smoke

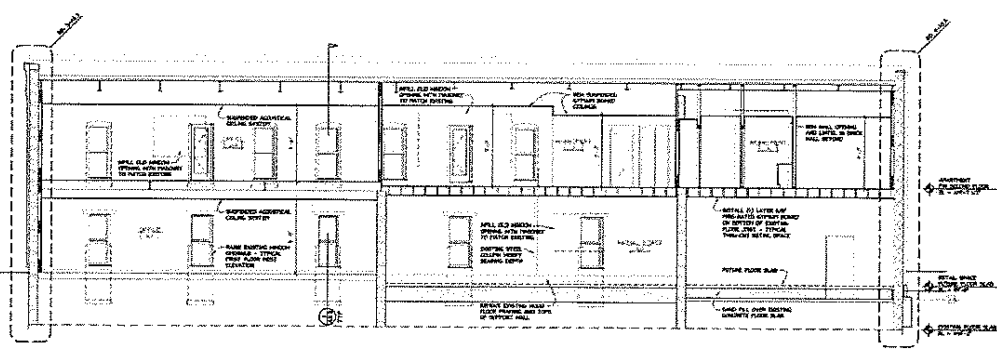
See 14.1107.1 for details of fire/smoke protection for shaft walls of the shaft walls in 20 ft. shaft walls in 20 ft. shaft walls. See 14.1107.1 for details of fire/smoke protection for shaft walls in 20 ft. shaft walls in 20 ft. shaft walls.

Detail No. 14.1107.2 - 1/4" Fire/Smoke

See 14.1107.2 for details of fire/smoke protection for shaft walls of the shaft walls in 20 ft. shaft walls in 20 ft. shaft walls. See 14.1107.2 for details of fire/smoke protection for shaft walls in 20 ft. shaft walls in 20 ft. shaft walls.



MOUNTING HEIGHT ELEVATIONS
1/4" = 1'-0"



BUILDING SECTION D-D
1/4" = 1'-0"

RENOVATION OF
SHOOK MAIN STREET BUILDING
300 S.W. MAIN STREET
ANN ARBOR, MICHIGAN 48106

BUILDING SECTIONS AND P.H. MOUNTING HEIGHTS

NO.	DESCRIPTION	DATE	BY	CHECKED
1	PRELIMINARY DRAWING	10/15/10	MM	MM
2	REVISION	11/15/10	MM	MM
3	REVISION	12/15/10	MM	MM
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5	REVISION	2/15/11	MM	MM
6	REVISION	3/15/11	MM	MM
7	REVISION	4/15/11	MM	MM
8	REVISION	5/15/11	MM	MM
9	REVISION	6/15/11	MM	MM
10	REVISION	7/15/11	MM	MM
11	REVISION	8/15/11	MM	MM
12	REVISION	9/15/11	MM	MM

ARCHITECTS
INC.

300 S.W. MAIN STREET
ANN ARBOR, MI 48106
313.769.7200

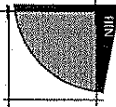
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NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20
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SHOOK MAIN STREET BUILDING

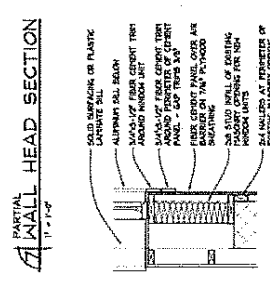
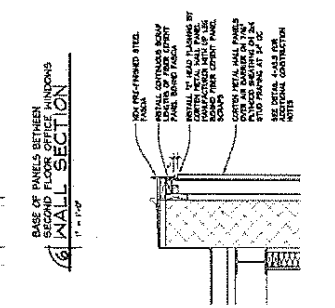
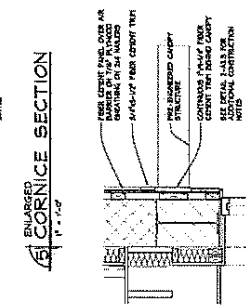
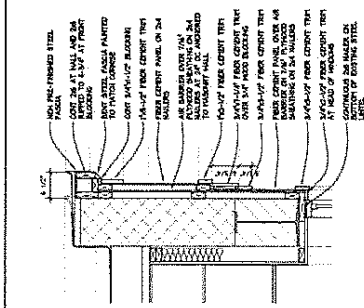
RENOVATION OF WALL SECTIONS AND DETAILS

300-112 W MAIN STREET
OWASSO, MICHIGAN 48857

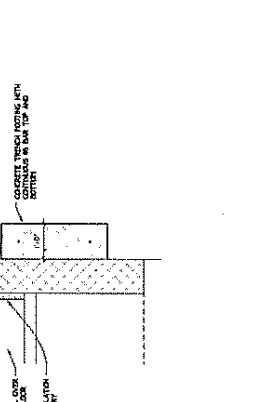
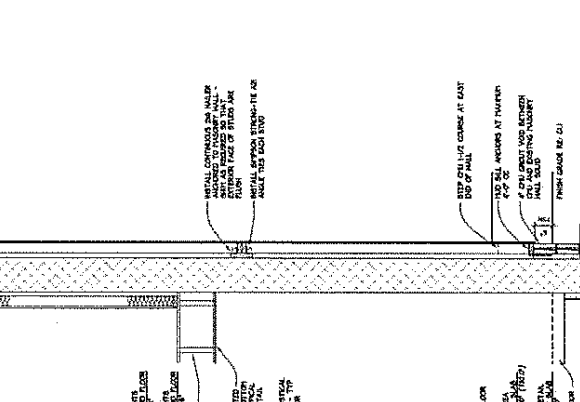
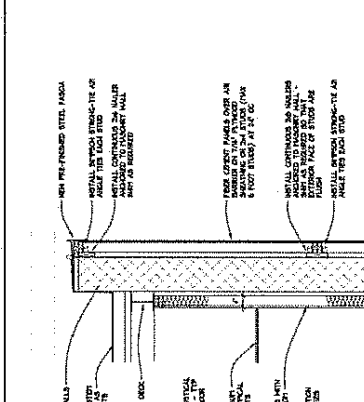


ARCHITECTS
INC.
101 State Street
Lansing, Michigan 48226
Tel: 313.487.1234
Fax: 313.487.1235

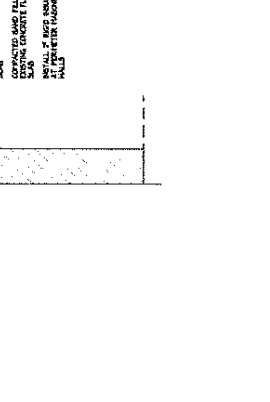
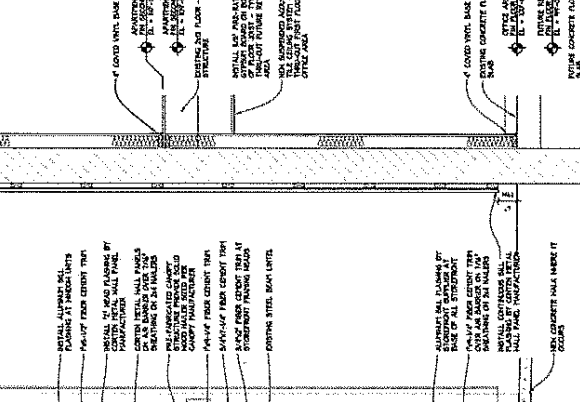
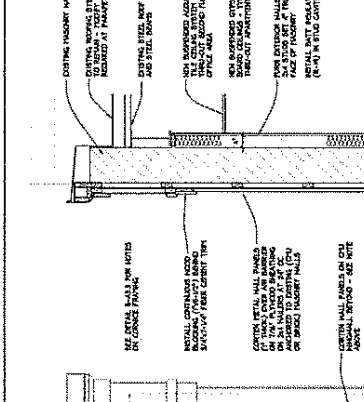
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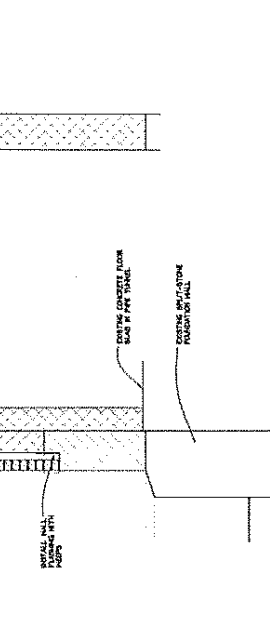
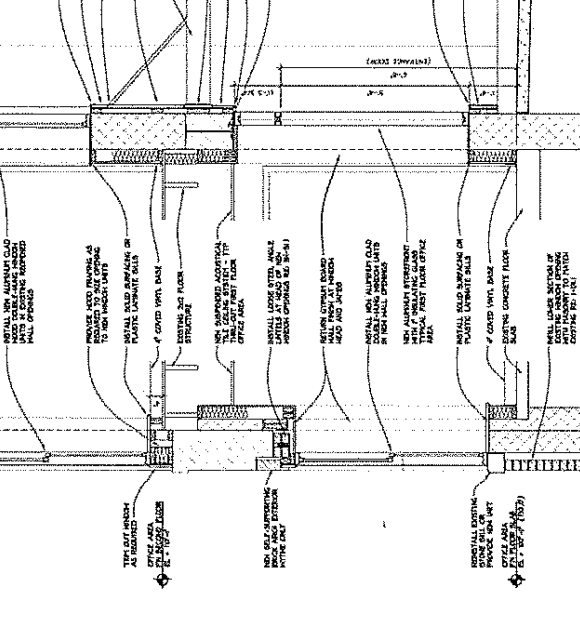
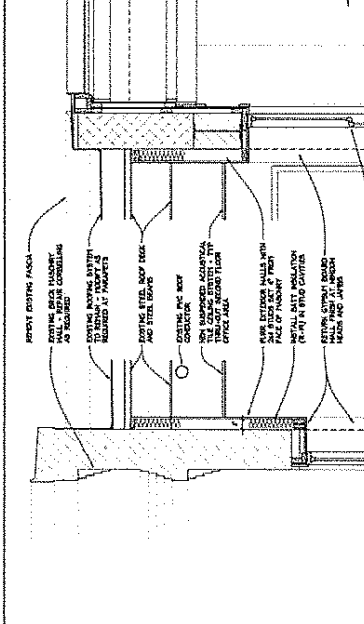
SECOND FLOOR OFFICE WINDOW JAMBS
1\"/>



EAST ELEVATION - AT OFFICE
WALL SECTION
1\"/>



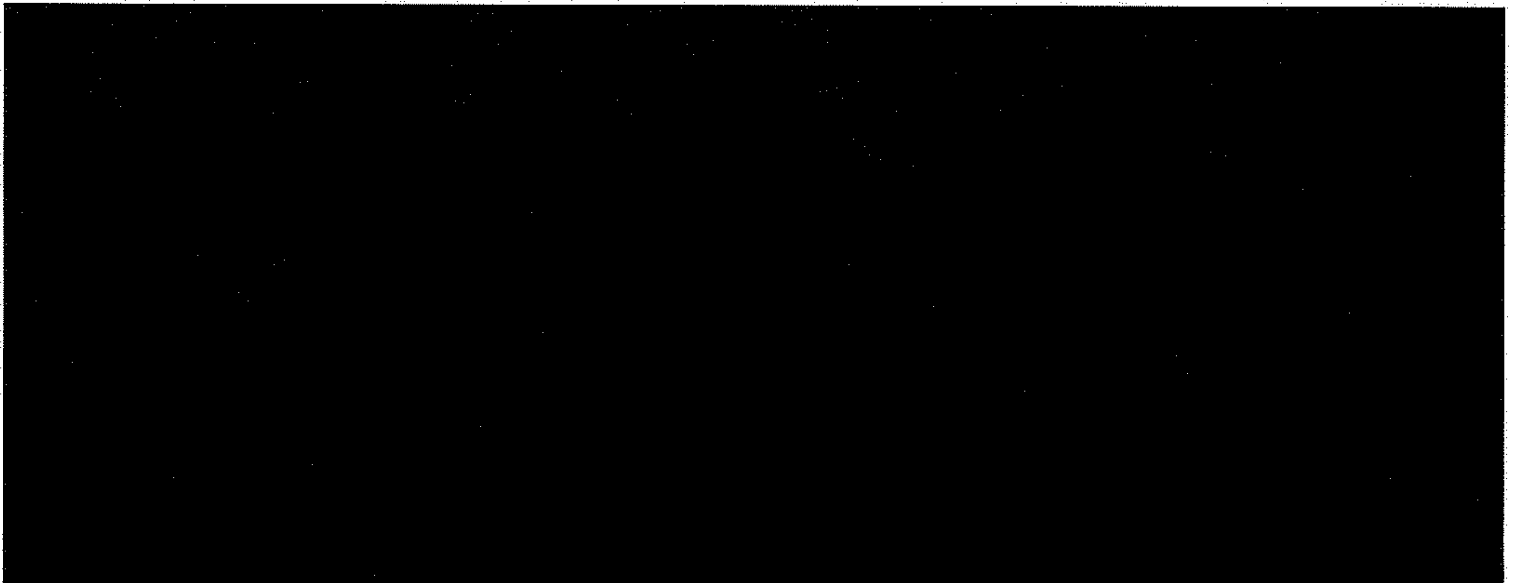
SOUTH WALL SECTION
1\"/>



NORTH WALL SECTION
1\"/>

BUSINESS PLAN

**SHOOK RIVERSIDE
DEVELOPMENT**



Shook Riverside Development

Executive Summary

Experience Modern Living with Shook Riverside Development

Shook Riverside Development is a visionary real estate initiative located in Owosso, Michigan, dedicated to providing modern riverfront living spaces and vibrant business environments. The development features residential apartments that offer stunning river views, complemented by leased office and dining facilities to enhance local economic growth. With a carefully allocated development budget of \$1.75 million, this project aims to elevate community living standards while maintaining affordability.

Mission

To create vibrant, community-centric living and working spaces that blend natural beauty and urban accessibility, fostering an enhanced quality of life for residents and businesses.

Problem

There is a growing demand for affordable yet luxurious housing and business spaces in Owosso, Michigan, as young professionals and small families seek environments that offer both serene living and economic opportunities.

Solution

Shook Riverside Development addresses this need by providing one and two-bedroom apartments with river views, alongside leased office and restaurant spaces. This combination supports a community-focused lifestyle and a thriving local economy.

Primary Products & Services

- One-bedroom, one-bath apartments rented at \$1,450 per month
- Two-bedroom, one-bath apartments rented at \$1,750 per month
- Leased office space to Kori Shook & Associates at \$4,200 per month triple net lease
- Leased restaurant space at \$5,700 per month triple net lease

Primary Business Model

Shook Riverside Development

The business model revolves around developing and leasing residential and commercial spaces, generating rental income while maintaining the property to high standards to ensure long-term sustainability and community satisfaction.

Industry Overview

The residential and commercial real estate industry in Michigan is experiencing steady growth, driven by increasing urbanization and the demand for modern living spaces that offer both convenience and comfort. Shook Riverside Development is well-positioned to capitalize on these trends by offering uniquely located and competitively priced offerings.

Core Marketing Activities

- Targeted advertising focused on young professionals and families in Michigan
- Partnerships with local businesses to foster a sense of community
- Promotional events showcasing the lifestyle and business opportunities of living at Shook Riverside Development

High-level Financial Targets

- Achieve 90% occupancy within the first year of operations
- Generate an annual rental revenue of \$130,800 from residential leases
- Secure \$118,800 annually from office and restaurant leases
- Maintain operational costs at or below 20% of total revenue to ensure profitability

Shook Riverside Development

Core Offerings

Shook Riverside Development offers a unique blend of residential, commercial, and mixed-use spaces designed to enhance the community living experience in Owosso, Michigan. Our offerings cater to diverse needs, ensuring both residents and businesses enjoy premium facilities and services. Below are our core offerings, each designed to fulfill specific lifestyle and business needs.

Riverfront One-Bedroom Apartments

Modern one-bedroom apartments with scenic river views, designed for single occupants or couples seeking a luxurious yet affordable living space.

Advantages

- Scenic river views
- Modern amenities
- Affordable luxury

Target Audience

- Young professionals
- Couples without children
- Empty nesters

Marketing & Promotion

- Targeted social media campaigns
- Partnerships with local realtors
- Virtual tours on real estate platforms

Challenges

- Attracting the right demographic
- Managing occupancy rates
- Maintaining property standards

Pricing Strategy

- Rent set at \$1,450 per month
- Competitive pricing within the local market
- Flexible lease terms to attract long-term tenants

Execution Strategy

- High-quality, modern interior finishes
- Efficient property management services
- Maintenance support included for tenants

Riverfront Two-Bedroom Apartments

Spacious two-bedroom units perfect for small families or roommates, offering an inviting environment with riverfront access.

Advantages

- Spacious living areas
- Family-friendly environment

Challenges

- Appeal to diverse family needs
- Balancing affordability and luxury

Shook Riverside Development

- Stunning views

👤 Target Audience

- Small families
- Roommates
- Relocating professionals

📣 Marketing & Promotion

- Family-focused community events
- Local newspaper listings
- Collaborations with moving services

- Retaining long-term tenants

💰 Pricing Strategy

- Rent set at \$1,750 per month
- Bundled utility packages available
- Discounts for early lease renewals

🛠 Execution Strategy

- Family-friendly design and layout
- Regular community activities
- High-level security features

Leased Office Space

Professional office spaces leased to businesses, providing a prime location for corporate and small business operations.

📈 Advantages

- Prime business location
- Modern office facilities
- Flexible leasing options

👤 Target Audience

- Small businesses
- Startups
- Professional service firms

📣 Marketing & Promotion

- Networking events
- Advertisements in business journals
- Direct mail campaigns to local businesses

⚠ Challenges

- Adjusting to market demand
- Competition with other office spaces
- Ensuring high occupancy rates

💰 Pricing Strategy

- Leased at \$4,200 per month (triple net)
- Flexible lease lengths
- Customizable office layouts

🛠 Execution Strategy

- High-speed internet and IT support
- Professional meeting rooms
- Easy access to local amenities

Leased Restaurant Space

Shook Riverside Development

Well-positioned restaurant spaces leased to culinary businesses, fostering a vibrant dining scene along the riverside.



Advantages

- Riverside dining appeal
- Fully equipped space
- High visibility location



Target Audience

- Restaurateurs
- Cafes and bistros
- Specialty food vendors



Marketing & Promotion

- Partnership with food bloggers
- Local food festival participation
- Cross-promotions with other tenants



Challenges

- Attracting diverse culinary offerings
- Managing operational costs
- Sustaining customer interest



Pricing Strategy

- Leased at \$5,700 per month (triple net)
- Revenue-sharing model options
- Seasonal lease adjustments



Execution Strategy

- High foot traffic location
- Fully equipped kitchen facilities
- Support for restaurant marketing initiatives

Mixed-Use Development Spaces

Versatile spaces that combine residential and commercial uses, designed to support a seamless lifestyle for urban residents.



Advantages

- Versatile living and working environment
- Community-focused design
- Modern urban amenities



Target Audience

- Urban professionals
- Entrepreneurs
- Mixed-use developers



Marketing & Promotion



Challenges

- Balancing residential and commercial needs
- Ensuring sustainable operations
- Attracting a mixed demographic



Pricing Strategy

- Competitive rental packages
- Multi-use incentives
- Variable pricing based on space use



Execution Strategy

Shook Riverside Development

- Community-centric advertising
- Urban living expos
- Incentives for multi-year leases
- Adaptive space design
- Integrated community services
- Sustainable building practices

Shook Riverside Development

Goals

- Achieve 90% occupancy for residential apartments within the first six months.
- Secure long-term lease agreements for office and restaurant spaces.
- Increase brand recognition and community engagement.
- Foster relationships with local businesses and residents.

Primary Channels

- **Social Media:** Utilize platforms like Facebook and Instagram to showcase lifestyle content and engage with potential residents.
- **Local Advertising:** Invest in local newspapers and community bulletin boards to reach residents and businesses in Owosso, Michigan.
- **Partnerships:** Collaborate with local businesses for cross-promotional opportunities.
- **Events:** Host open houses and community events to attract prospective tenants and foster community spirit.
- **Online Listings:** Leverage real estate platforms such as Zillow and Apartments.com to list available spaces.

Budget

Our marketing budget is allocated strategically to ensure maximum reach and impact. We will allocate 30% to digital advertising, 20% to local advertising, 25% to events and promotions, 15% to partnerships, and 10% to miscellaneous expenses. This balanced approach ensures that we capture a diverse audience while maintaining cost-effectiveness.

Shook Riverside Development

Community Engagement

Shook Riverside Development is committed to fostering a strong sense of community engagement in Owosso, Michigan. We believe that a successful development goes beyond construction and leasing; it should actively contribute to the local community's growth and vitality. Our approach to community engagement is multifaceted and aims to build lasting relationships with residents, local businesses, and community organizations.

Community Collaborations

We prioritize collaborations with local stakeholders to ensure that the development meets the needs and aspirations of the Owosso community. By partnering with local businesses and artisans, we aim to incorporate local talent and resources into our development projects, promoting economic growth and cultural diversity.

Resident Involvement

Our development encourages resident participation in community activities and decision-making processes. We plan to host regular town hall meetings and community events that provide platforms for residents to voice their opinions and contribute ideas for future improvements. This inclusive approach ensures that the living experience at Shook Riverside Development is continuously enhanced by the very people who reside there.

Supporting Local Initiatives

Shook Riverside Development is dedicated to supporting local initiatives that align with our values of sustainability and community well-being. We pledge to allocate a portion of our resources to sponsor local events, environmental projects, and educational programs. This commitment not only aids in community development but also strengthens our ties with the people of Owosso.

Open Communication

We maintain open lines of communication through various channels, ensuring that we remain accessible and responsive to the community's needs. Whether through social media, newsletters, or in-person interactions, we are dedicated to keeping our residents and partners informed and engaged with ongoing and upcoming projects.

Shook Riverside Development

Operations Plan

Shook Riverside Development operates with a strategic focus on ensuring smooth and efficient processes across all facets of its residential and commercial property management. Our operations plan details the mechanisms by which we will maintain and enhance the quality of our properties, engage with residents and business tenants, and manage our financial and human resources effectively.

Property Management

Our property management team will be responsible for maintaining the highest standards of living and working spaces. This includes regular maintenance checks, safety audits, and the swift resolution of any issues reported by tenants. We will establish a 24/7 emergency response line to address urgent matters and ensure tenant comfort and security.

Residential Operations

For the residential units, Shook Riverside Development will implement a comprehensive tenant onboarding process that includes orientation to the property amenities and services. We will use a digital portal for rent payment and communication, facilitating transparency and efficiency. Community engagement initiatives, such as monthly meet-and-greets or seasonal events, will foster a sense of community among residents and enhance tenant satisfaction and retention.

Commercial Leasing Management

In managing the commercial spaces, we will work closely with Kori Shook & Associates and the restaurant leaseholder to ensure their business needs are met and that they benefit from the location's unique advantages. This will include coordination for any necessary renovations or upgrades to keep the spaces conducive to business operations. Regular meetings with commercial tenants will be scheduled to discuss any operational concerns and future plans.

Human Resources

Our human resources strategy will focus on hiring skilled personnel who align with our core values of community enhancement and service excellence. We will provide ongoing training and professional development opportunities to ensure our team is equipped to handle the dynamic needs of a mixed-use development.

Financial Management

Shook Riverside Development

Financial prudence is key to our operational success. We will employ a robust financial management system to track expenses, revenue, and profitability. Monthly financial reviews will be conducted to ensure adherence to budgets and financial forecasts. Insights from these reviews will inform strategic decisions and investments in property improvements or community initiatives.

Sustainability and Environmental Considerations

A commitment to sustainability is embedded in our operations. We will adopt eco-friendly practices, such as energy-efficient lighting, water conservation measures, and waste reduction programs. Regular assessments will be carried out to monitor our environmental impact and identify areas for improvement.

Risks and Contingency Planning

Risk management will be integral to our operations, with a comprehensive risk assessment conducted annually. We will develop contingency plans to address potential challenges such as natural disasters, economic downturns, or changes in market demand. This proactive approach will minimize disruptions and ensure business continuity.

Through a well-structured operations plan, Shook Riverside Development aims to deliver exceptional living and working environments while achieving operational efficiency and financial sustainability.

Business Scoring Matrix									
Step 1: Eligibility Verification									
Program Eligibility Criteria									
Name	Business and/or property is located within approved zones.	The business is headquartered in Michigan.	The business is NOT a franchise, located in a strip mall, a "big box" retailer, or a business whose primary sales come from adult entertainment, marijuana, CBD, and/or tobacco.	The applicant will have control over the site for which they are applying for prior to the loan or grant approval. Excluding acquisition projects.	The applicant has NOT received funds from the Revolving Loan & Grant Program within the last 24 months.	The applicant is NOT in default with the City of Owosso including but not limited to taxes, utilities, special assessment, invoices, permits and loan payments.	The applicant, or any LLC associated with the applicant, has NOT filed for bankruptcy.	Applicant is not on the Owosso Main Street Economic Vitality Committee, City of Owosso Downtown Development Authority or City Council.	Business submitted a completed application, including required documents, AND has identified an eligible project.
STAFF	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Business Scoring Matrix																	
Step 2: Economic Vitality Committee Consideration																	
Committee Eligibility Criteria																	
Name	Does the project support residential development?	Does the project support Certified Local Government historic preservation goals?	Does this project help fulfill a goal within the City of Owosso Master Plan or Downtown Plan?	Does this project help fulfill the Owosso Main Street Transformation Strategy?	Does this project help fulfill the Owosso Main Street Strategic Plan?	Will the project fulfill a want/need in the community based on the Pulse Poll Survey results?	Is the project creating an offering that doesn't already exist in Owosso?	Is the project going to bring people from outside the local community?	Does the project serve a new demographic of visitors?	Does the project activate currently vacant or underutilized property?	Is this an existing business expanding their product/services based on customer demand/feedback or new innovative items/technology?	Is the requested amount one-third or less of project costs?	What is the applicant's cash investment in the project?	Has the applicant ever received a loan or grant from the Revolving Loan & Grant Program?	If the applicant HAS an active loan from the Revolving Loan & Grant Program, what percentage has been paid off?	Does the applicant utilize the SBDC's services?	Has the applicant volunteered, sponsored or participated in Owosso Main Street programming, activities or events in the past 12 months?
EV Committee: Mayor Teich, D. Howard, B. Meyer	Yes	No	Yes	Yes	Yes	Yes	No	No	No	Yes	No	No	16% to 20%	Yes	25% to 75%	Not Applicable	Yes

Business Scoring Matrix					
Step 3: Economic Vitality Committee Consideration			Step 4: Selected for Funding		
Annual Eligibility Criteria					
Name	Does this project include façade improvement?	Is this project for a full-service restaurant?	Does this project support downtown evening and weekend activation?	Meets Eligibility	Recommended for Funding
EV Committee: Mayor Teich, D. Howard, B. Meyer	No	No	No	Yes	Yes

OMS Mission Statement	Owosso Main Street’s mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.
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OMS Vision Statement	Our downtown, bright with promise and potential, captures the spirit of community. It is a gathering place to work, eat, play, and stay. Downtown Owosso is rich with opportunities in art, entertainment, business, and development. Owosso Main Street unites individuals, businesses, and local government to revitalize our historic downtown. It is a comprehensive approach that focuses on community assets and partnerships to preserve and promote historic Owosso.
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OMS Transformation Strategies	Day-Tripper Tourism Residential Development
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Fiscal Year 24-25 Economic Vitality Committee Priorities	Façade Improvement
	Full Service Dining
	Evening & Weekend Activation

OMS Strategic Plan Implementation Goal #1	
Support New and Existing Businesses, Help Create Entrepreneurs, and Attract Developers	
1.8 - Assist in Redevelopment of Key Properties	Short Term 3-5 years

City of Owosso Master Plan	
1.19 - Protect Health, Safety and General Wellbeing of the Community	Cultivate an environment that demonstrates a commitment to the development of businesses, housing and community organizations in Downtown Owosso
2.3 - Provide Excellent Customer Service to Residents and Investors	Support a regulatory environment that demonstrates a commitment to the development of businesses, housing, and community organization in Downtown Owosso
5.11 - Increase Quality of Life and Quality of Place for All	Expand housing options
5.13 - Increase Quality of Life and Quality of Place for All	Encourage and support upper floor residential uses
5.15- Increase Quality of Life and Quality of Place for All	Encourage home-based businesses, live-work space, mixed uses, and flexible commercial spaces to accommodate the new economy worker and business

2024 Pulse Poll Survey Results							
What would make Downtown Owosso better?			Do you think housing downtown is important and would you live in Downtown Owosso if you could?			What type of housing is missing in Downtown Owosso?	
More Dining	372	56.60%	Yes housing is important but I would not like to live downtown	302	46.00%	Senior Housing	150 22.80%
More Retail	257	39.10%	No housing is not important	111	16.90%	None	146 22.20%
Facades and Buildings rehabbed	233	35.50%	No answer	97	14.80%	2 Bedroom Apartment	123 18.70%
More Activities	172	26.20%	Yes housing is important and I would like to own housing downtown	79	12.00%	2 Bedroom Condo	100 15.20%
Public spaces improved	125	19.00%	Yes housing is important and I would like to rent housing downtown	68	10.40%	2 Bedroom Townhome	92 14.00%
Increased business hours	122	18.60%				Other (please specify)	85 12.90%
Increased pedestrian/bike safety	78	11.90%				Loft	73 11.10%
Other (please specify)	65	9.90%				1 Bedroom Apartment	67 10.20%
Slower traffic	25	3.80%				Studio Apartment	66 10.00%
None/Not Applicable	12	1.80%				1 Bedroom Townhome	46 7.00%
						1 Bedroom Condo	40 6.10%
						Live/Work Unit	39 5.90%



301 W. MAIN • OWOSSO, MICHIGAN 48867 • (989) 725-0570 • FAX (989) 723-8854

MEMORANDUM

DATE: March 6, 2024
TO: Owosso Main Street/Downtown Development Authority
FROM: Lizzie Fredrick, OMS/DDA Executive Director
SUBJECT: OMS/DDA Work Plans

To maintain accreditation with Michigan Main Street (MMS) and Main Street America (MSA), the Board completed a self-assessment and on-site assessment visit. MMS and MSA provided a summary of their findings for the OMS program.

Main Street Accreditation Assessment Results

Needs Attention: Strategy Driven Programming

Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include: the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines and budgets.

Staff seeks discussion on presented work plans and the implementation of work plans for OMS/DDA programming.

Master Plan Implementation Goals:

2.2 – Continue the Main Street program in downtown.

Fiscal Impact:

None

Motion to Consider:

None

Attachments:

Business of the Month Work Plan
Bridge Beautification Work Plan
Downtown Owosso Chocolate Walk Work Plan

Fiscal Year 2025-26 OMS Projects, Programs & Work Plans

Committee	Program Name	Description	Budget	Strategic Plan Goal #	Master Plan Goal #	Timeline
Promotion	Advertisements	Downtown photos and ads	\$700.00	1.7, 2.2, 4.1	4.22	As needed
Promotion	Store Front Competition	TBD	\$500.00	2.4	4.5, 4.6, 4.16, 5.9, 5.12, 5.17	TBD
Promotion	Misc. Promo Supplies	General event and marketing supplies	\$500.00		4.6, 4.16, 5.12	As needed
Promotion	Glow Owosso	A cherished holiday tradition that lights up downtown with a 5k, dazzling light parade and magical Christmas tree lighting celebration the day after Thanksgiving. This is Owosso Main Street's largest event of the year.	\$10,000.00		4.5, 4.6, 4.16, 5.9, 5.12, 5.17	November 2025
Promotion	Owosso Vintage Motorcycle Days	Vintage Motorcycle Ride & Show	\$2,500.00		4.5, 4.6, 4.16, 5.9, 5.12, 5.17	August 2026
Promotion	Chocolate Walk	A delightful fundraising event, where participants explore downtown businesses and enjoy various chocolate treats, contributing to a beautification or public art project.	\$750.00	4.3	4.5, 4.6, 4.16, 5.9, 5.12, 5.17	April 2026
Design	Community Cleanup	Trash bags, gloves, trash grabbers, etc.	\$100.00	3.1, 3.2, 3.6	3.18, 4.5, 5.2, 5.33, 7.1	As needed
Design	Wayfinding	Update to Social District Signage and Downtown Wayfinding	\$3,500.00	2.2, 3.6	3.18, 4.5, 5.1, 5.2, 5.26, 6.5	Fall 2025 & Spring 2026
Design	Seasonal Beautification	Holiday or seasonal vegetation, art installations or other decorative elements, creating a welcoming atmosphere for downtown visitors.	\$6,000.00	3.1, 3.2, 3.6	3.18, 4.5, 5.1, 5.2, 5.26, 6.5	Ongoing
Economic Vitality	Business of the Month Program	One downtown business will receive additional marketing exposure and tailored business support each month to help elevate their brand and drive growth.	\$900.00	1.2, 1.6	1.17, 1.19, 1.21, 4.22, 5.17	Ongoing
Economic Vitality	Business & Property Owner Meetings	Roundtables, info sessions, trainings, networking events, and more	\$1,100.00	1.2, 1.4, 4.1	1.17, 1.19, 1.21, 4.22, 5.17	As needed
Economic Vitality	Revolving Loan & Grant Program	A public investment initiative, providing financial assistance for improvements that enhance economic growth, historic preservation, and business development.	Separate Fund	1.5, 1.6, 1.8	1.17, 1.19, 2.3, 5.11, 5.13, 5.15, 5.31	Ongoing
Economic Vitality	Match on Main	MEDC Grant Program	Separate Fund	1.6, 1.8, 4.1	1.17, 1.19, 1.21, 4.22, 5.17	TBD
Organization	Volunteer Supplies	Board & Committee Member Supplies + OMS provides water for volunteers at all events, project installations, etc.	\$150.00	4.4	1.19, 2.2, 5.17	Ongoing
Organization	Sponsorship Program	Sponsor Guide printing, sponsor signage, thank you cards	\$100.00	4.3	2.2, 3.16	Ongoing
Organization	2026 Board Workshop	Board Training + Annual Main Street Service	\$300.00	4.4	1.19, 2.2, 5.17	Fall 2025
Organization	Volunteer Rewards	TBD	\$300.00	4.4	1.19, 2.2, 5.17	TBD
Organization	2025 Volunteer Appreciation Event	A special gathering designed to express gratitude to Owosso Main Street volunteers, featuring special acknowledgements and giveaways to show appreciation for their contribution to the vitality of downtown.	\$800.00	4.1, 4.4	1.19, 2.2, 5.17	February 2026
TOTAL			\$28,200.00			

DRAFT

MINUTES

OMS ORGANIZATION COMMITTEE

REGULAR MEETING

Tuesday, February 11, 2025, 2:00 p.m.

City Hall; 301 W. Main Street



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 2:00 p.m.

Present: J. Ardelean, D. Woodworth, and K. Parzych

Absent: B. Gilbert, J. Moore attended virtually

Staff: L. Fredrick

Organization Committee Budget

Fredrick reviewed the Fiscal Year 2024-2025 Organization Committee Budget and the Draft Fiscal Year 2025-2026 Organization Committee Budget.

Fredrick presented the options to include a volunteer rewards program and/or a merchandise program, as previously proposed by the Committee, in the upcoming fiscal year.

Ardelean and Parzych recommended prioritizing a volunteer rewards program before a merchandise program.

Committee agreed to wait on creating a merchandise program until the six-month budget amendment period or Fiscal Year 2026-2027 and pursue a volunteer rewards program for Fiscal Year 2025-2026.

Parzych noted that a volunteer rewards program could help the Committee identify preferred products and designs before investing in the inventory for a merchandise program.

Parzych suggested creating a volunteer survey.

Moore recommended the survey be generic enough to be shared with volunteers of all programs alleviating the need of create a new survey after each event or project.

Sponsorship Program

Committee reviewed the updated sponsorship webpage and provided feedback for revisions.

Fredrick confirmed she will work on establishing an online payment option.

Fredrick presented draft graphics for the sponsorship acknowledgment a-frame signs and the Committee provided feedback for revisions.

Ardelean recommended printing on both sides of the a-frame inserts to maximize their usage.

Committee agreed to finalize the sponsorship acknowledgement signage at the March meeting.

Volunteer Database

Moore and Fredrick provided updates on the Volunteer Database.

Committee discussed the importance of tracking volunteer contact information on program, project, and event work plans.

Director Updates:

None.

Committee Comments:

Moore suggested hosting a volunteer recruitment event.

Next Meeting:

Tuesday, March 11th at 2:00 p.m. at City Hall; 301 W. Main Street

MINUTES

*OWOSSO MAIN STREET
PROMOTION COMMITTEE*

REGULAR MEETING

Thursday, February 13, 2025, 8:00 a.m.
City Hall; 301 W. Main Street



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 8:04 a.m.

Present: J. Davis and B. Atkins

Absent: P. Vreibel and S. Maginity

Staff: L. Fredrick

Promotion Committee Budget

Fredrick reviewed the Promotion Committee Budget for 2024-2025 and presented the Draft Promotion Committee Budget for the Fiscal Year 2025-2026.

Davis asked where leftover event funds are allocated.

Fredrick confirmed that event committees are required to spend any funds raised within the fiscal year and that the committees allocate raised funds exceeding their expenses towards supplies for future events.

Chocolate Walk

Fredrick introduced Emily Marrah, from the Michigan Small Business Development Center, who will be assisting with the March 6th Downtown Business Owner Meeting dedicated to discussing the Chocolate Walk event.

Davis noted that she received feedback from a portion of the downtown businesses regarding the quantity of tickets being sold for the event.

Committee discussed topics to cover at the business owner meeting and whether the event has potential for growth, revisions, or replacement.

Atkins noted that staffing is an additional barrier for small businesses to participate, on top of the cost of sponsoring 300 or more chocolate treats.

3rd Thursdays at the Fountain

Fredrick reviewed the Fountain Park Seasonal Expansion Presentation and asked for feedback, suggested revisions, or additional items to consider.

Marrah suggested creating directory signage that displays a visual map of downtown and categorizes nearby businesses.

Director Updates:

None.

Committee Comments:

None.

Next Meeting:

Thursday, March 13th at 8:00 a.m. at City Hall; 301 W. Main Street

MINUTES

*OWOSSO MAIN STREET
ECONOMIC VITALITY COMMITTEE*

REGULAR MEETING

Tuesday, February 18, 2025, 1:00 p.m.
City Hall; 301 W. Main Street



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 1:04 p.m.

Present: B. Meyer, D. Howard and R. Teich. L. Omer arrived at 1:38 p.m.

Absent: None

Staff: L. Fredrick

Shook Riverside Development Grant Application

Committee reviewed and scored the Shook Riverside Development LLC Fire Suppression Grant Application for 312 W. Main Street.

Fredrick noted that the application will be presented for the OMS & DDA Board's consideration at the March 5, 2025, meeting if approved.

Committee discussed potential revisions to the Revolving Loan & Grant Program for the next fiscal year.

**MOVED BY TEICH, SUPPORTED BY MEYER TO RECOMMEND A REIMBURSEMENT GRANT AWARD OF \$25,000 TO SHOOK RIVERSIDE DEVELOPMENT LLC FROM THE REVOLVING LOAN & GRANT PROGRAM FOR FIRE SUPPRESSION AT 312 W. MAIN STREET.
AYE: ALL
MOTION CARRIED**

Economic Vitality Committee Budget

Fredrick reviewed the Fiscal Year 2024-2025 Economic Vitality Committee Budget and presented the Fiscal Year 2025-2026 Draft Budget.

Fredrick noted that funding for the Business of the Month Program and Business & Property Owner Meetings will remain the same for the upcoming fiscal year.

Business of the Month Program

Committee presented their nominees for the March Business of the Month.

Director Updates:

Fredrick notified the Committee that Curwood Place LLC has submitted a grant application for their review asking for \$50,000 from the Revolving Loan & Grant Program for Fire Suppression and Elevator Installation at 344 W. Main Street.

Committee Comments:

None.

Next Meeting:

Tuesday, March 18th at 1:00 p.m. at City Hall; 301 W. Main Street

MINUTES

OWOSSO MAIN STREET

DESIGN COMMITTEE

REGULAR MEETING

Wednesday, February 19, 2025, 8:30 a.m.

City Hall; 301 W. Main Street



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 8:30 a.m.

Present: J. Ross and K. Parzych

Absent: L. Weckwert and D. Drenovsky

Staff: L. Fredrick

Design Committee Budget

Fredrick reviewed the Fiscal Year 2024-2025 Design Committee Budget and presented the Fiscal Year 2025-2026 Draft Budget.

Fredrick noted a consolidation of existing programming based on the Committee's capacity and volunteer involvement.

Fredrick highlighted Wayfinding and Seasonal Beautification as the Committee's initial programs for the 2025-2026 fiscal year.

Fountain Park Seasonal Expansion

Fredrick reviewed the Fountain Park Seasonal Expansion work plan.

Committee discussed the needs for the project to progress from the Committee to the Board for approval.

Lebowsky Public Art Project

Fredrick notified the Committee that the Lebowsky Public Art Project may qualify for the Michigan Main Street Vibrancy Grant.

Committee discussed asking for letters of support from the Shiawassee Arts Center and Lebowsky Center for Performing Arts.

Fredrick provided cost estimates for a new bench to go next to the projector and confirmed she will continue to work on securing quotes for sidewalk replacement and a placard.

Fredrick noted that the projector location is still under review by the Michigan Department of Transportation.

Director Updates:

None

Committee Comments:

None

Next Meeting:

Wednesday, March 19th at 8:30 a.m. at City Hall; 301 W. Main Street