

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
April 21, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, April 21, 2015 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. **Call to Order** – Chairperson Herbst called the meeting to order at 7:15 a.m.

Members Present:

Dave Beauchamp, Mark Binkley, Tim Corrigan, Phil Garbacz (arrived at 7:25 a.m.), Scott Griffith, Bob Herbst, Ashley Israel, Pam McConeghy, Jim Muzzin, Lisa Nelson, Shawn Pipoly and Claudia Roblee

Members Absent: Linda Botka

Also present:

Mr. Doug Cameron, DDA Attorney, Mr. Piet Lindhout, Lindhout Associates, Mr. Dana Foster, Brighton City Manager, Ms. Kelly Hanna, Brighton Finance Director, Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton, and an audience of one.

Motion by Mr. Muzzin, supported by Mr. Griffith, to excuse the absence of Board members Linda Botka and Phil Garbacz (who arrived at 7:25 a.m.) The motion carried 11-0-2.

2. **Approval of April 21, 2015 Agenda**

Ms. Roblee asked whether the timeline for the Mill Pond Master Plan update project could be discussed at today's meeting. Mr. Muzzin advised that the project is in the Capital Improvement Plan for an out year and will send a note to City Manager Foster to discuss this at the May meeting in addition to the Second St. project for which he was already on the May agenda.

Motion by Mr. Corrigan, supported by Ms. McConeghy, to approve the April 21, 2015 meeting agenda as presented. The motion carried 11-0-2.

3. **Call to the Public** was made at 7:16 a.m. Paul Godack introduced himself and Jerry O'Connor from Colliers International, a commercial real estate company. He said they are attending in order to learn more information about Brighton. Mr. Modrack noted that Colliers is involved in a downtown renovation project in Milan. Mr. Godack noted there would be lofts above and commercial space below. Mike Monroe, Monroe Art Gallery on Main Street, is in attendance to hear about the parking strategy recommendation that he has been talking to Matt Modrack about. It is his opinion that the DDA should have kept the former Chamber site and turned it into a parking lot, especially with the new business coming in at the corner of Hyne and Main. Hearing no further response, call to the public was closed.

4. **A. Approval of the March 17, 2015 Regular Meeting Minutes**

Motion by Ms. Roblee, supported by Mr. Pipoly, to approve the March 17, 2015 regular meeting minutes as presented. The motion carried 8-0-2-3, with two absences and Mr. Beauchamp, Mr. Binkley and Mr. Griffith abstaining.

5. **Approval of Bills**

Mr. Modrack reviewed the bills and noted that the Lindhout bill was for the Excelda site sketch and the Dairy Mart and Shiposh lawsuit made up the majority of the Mancuso-Cameron billing.

Motion by Mr. Griffith supported by Ms. McConeghy, to approve the bills as presented. The motion carried 11-0-2.

6. Financial Report

A. FY 14-15 Adopted Budget and YTD Summary (through 4/16/15) – Lauri French reviewed the budget forecast spreadsheet and noted changes from last month which included actual closing costs and prorated taxes for the 212 E. Grand River site and inclusion of the \$30,000 appropriation for the DTE streetlight replacement upfront costs approved at last month's meeting. The year-end FY 14-15 fund balance forecast is estimated at \$69,022.

Motion by Ms. McConeghy, supported by Mr. Corrigan, to accept the FY 14-15 adopted budget and YTD summary through 4/16/15 as presented. The motion carried 11-0-2.

7. New Business

A. Sub-Committee Reports

1. Design – No meeting
2. Budget – No meeting
3. Development – No meeting
4. Executive – no meeting
5. Parking Strategy

a. Consider approval of parking enforcement strategy recommendation from Subcommittee to send to City Council for approval and implementation – Mr. Modrack presented an update to the recommended parking map. The changes include making the municipal lot and the Hyne St. lot all 3-hour parking and the West St. (Barton lot) long-term parking. He noted that the informational meetings that were held in March were not very well attended and that about half of the downtown restaurants attended a meeting held on April 15. The restaurant representatives agreed with the Parking Strategy Subcommittee's recommendations.

Mr. Binkley pointed out that there are a couple of 15 or 30 minute loading areas that are not shown on the map that need to be added. Those are in front of Sagano and in the Rolison parking lot. Mr. Modrack noted they will be added before we send the map to Council. There was a discussion about fines for parking tickets once they start being issued and Mr. Modrack noted that the restaurants think they should be higher, maybe \$10 or \$15, otherwise people will still continue to park in short-term spaces since the penalty isn't high enough.

The next step is to send the formal DDA Board recommendation to Council and there will have to be a traffic order issued. Chief Wightman still has to hire a part-time enforcement officer and the days/hours of enforcement have to be determined.

Motion by Ms. Roblee, supported by Mr. Beauchamp, to approve the recommended parking strategy and map to City Council as presented by DDA Executive Director Matt Modrack at the DDA Board meeting on April 21, 2015. There was a friendly amendment by Ms. Roblee, supported by Mr. Beauchamp, to add "with a recommended increase in parking fines to \$15". The motion carried 12-0-1.

8. Lindhout Report

A. CSX West Parking Lot project update – Mike O'Leary from Lindhout Associates advised that the construction start date for the CSX West lot is Monday, April 27. There were some delays encountered due to an issue where the CSX was going to require a flagman to be present every day of the construction, at considerable cost to the project, but the CSX has waived that requirement after negotiations took place. Mr. Modrack advised that Planning Commission and City Council have approved the Special Land Use permit required in the amended overflow/transitional parking ordinance. Regarding the times the overflow lot will be open, City Council sent this back to Staff for administrative review and recommendation. Mr. Muzzin noted that 180 total days was discussed and Staff was asked to put together a calendar, possibly May through October (the same time period as Farmers Market).

Mr. Modrack advised that there has been a lot of interest from the residents of the Main Street Crossing condos; Susan Gardner, who is a Planning Commission and City Council member, expressed an interest in a crosswalk for residents on that side of the street to use to more safely cross Main, which may be included in a future CIP since the only thing included in the current CSX West site plan is striping. Mr. Modrack said that a future crosswalk might look like the one on Orndorf (raised, not lighted) or, as Mr. Binkley suggested, the one on North Street which is raised with only the sign lighted.

B. 212 E. Grand River demo bid update – Mr. Modrack advised that we closed on the 212 E. Grand River property yesterday. Piet Lindhout has been working on preparation for building demo bids and the board will be seeing the bids at the May DDA meeting. Mr. Muzzin suggested that a temporary “public parking” sign be installed at the site so people will know it’s available for use (there have been a couple of cars parking there for a few weeks).

9. Administrative Report – Matt Modrack

A. Excelda Lot Expansion

1. Review and consider approval of cost estimates to expand the Excelda lot for additional parking (handout) – Mr. Modrack advised that he contacted Anthony Pitts at Excelda (Geri Barr is no longer with Excelda) to determine if he would be willing to allow the DDA to expand the Excelda parking area to 39 spaces (13 paved and the balance gravel). Mr. Pitts did not have a problem with our doing that and Mr. Cameron has prepared an amendment to the property lease. He noted that the garage will not be taken down and that the two spaces in front of the garage would be reserved for the property owner.

Mr. O’Leary reviewed the site plan and explained where the gravel areas would be located. There will be a two-way entrance into the lot from Hyne St. and a one-way exit to the alley. Mr. O’Leary reviewed two cost estimates, one with lighting and one without. There was discussion about whether lighting would be needed since this will be a long-term lot where retail employees will be parking. Since most of the retail stores on the blocks served close at 6:00 p.m. there was a question whether lights are required and if we want to spend the money to improve a leased lot.

2. Consider approval to have Lindhout Associates put together a bid package for the Excelda lot expansion in order to review bids and award a contract at the May DDA meeting

Motion by Mr. Binkley, supported by Mr. Muzzin, to direct Lindhout Associates to put together a bid package for the Excelda lot expansion with and without lights in order to review bids and award a contract at the May DDA meeting. The motion carried 12-0-1.

- B. Consider approval to authorize Chairperson Herbst to sign an amendment to the Excelda Property lease – Mr. Modrack asked that this item be deferred until the May DDA meeting.

Mr. Modrack asked Mr. Garbacz to report on the valet parking meeting held last week with Tony Bruscatto, DDA Director in Plymouth. Mr. Garbacz noted that Plymouth does valet parking for its restaurants with a professional valet company. The program was started with DDA support but the restaurants each pay a monthly amount; the monthly cost for the valet program is \$1,000. He said that Fifth Third might consider sponsoring and paying for a valet program in Brighton on Friday and Saturday nights. They would use 3 spaces in the lot next to Ciao Amicis to set up a valet stand and cars would be parked in the Pierce Street lot or other available spaces. Plymouth charges their valet customers \$5 but our charge would probably be less. Mr. Modrack stated that he and Mr. Garbacz will bring a proposal to the board for review at the May DDA meeting. There was a brief discussion about liability and whether there would be interest in this type of a program in Brighton.

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10. **Chamber of Commerce Report – Pam McConeghy** – Ms. McConeghy reported that there will be Lake Trust employees in town on Saturday at 1:00 p.m. These are employees who are moving to the Brighton area from Lansing and Plymouth and they will be touring various places to live. She also mentioned that board members should check out the Eberspaecher expansion if they haven't seen it as it is going to be massive. She also noted there is a movie or reality show being produced in Brighton. Mr. Corrigan advised the producer is originally from Brighton.
11. **City Council Report** – Mr. Muzzin advised that Council held a public hearing last Thursday on the FY 15-16 budget and that the budget will be adopted at the May 7 City Council meeting. He also asked if the DDA could put a "no parking" sign up at the Fifth Third ATM lane since he again observed a car parked there last weekend. Mr. Garbacz will check with his corporate office.

Mr. Muzzin also advised that City Council received a complaint letter from a citizen (he was not sure if the person was a Brighton resident or not) about the debris that was left after the snow melted, primarily cigarette butts around the restaurants. He asked that the restaurants be notified to clean up the areas.

12. **Adjournment**

Chairperson Herbst stated that he has pictures to share from his recent trip to Amsterdam if anyone is interested in seeing them. He wants to review them with Lindhout Associates and Karleen Schafer from Landscape Design Associates to see if we might be able to incorporate some of the ideas.

Motion by Mr. Beauchamp, supported by Mr. Griffith, to adjourn at 8:35 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
April 21, 2015