

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
June 16, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, June 16, 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, Tim Corrigan (left at 8:35 a.m.), Phil Garbacz (left at 8:35 a.m.), Scott Griffith, Bob Herbst, Ashley Israel, Pam McConeghy, Jim Muzzin, Shawn Pipoly and Claudia Roblee

Members Absent: Mark Binkley, Linda Botka, Lisa Nelson

Motion by Mr. Muzzin, supported by Ms. McConeghy, to excuse the absences of board members Binkley, Botka and Nelson. The motion carried 10-0-3.

Also present:

Mr. Doug Cameron, Mancuso & Cameron Law Office, Mr. Piet Lindhout, Lindhout Associates, Ms. Amy Cyphert, Brighton Planning & Zoning Director, and Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton.

2. **Approval of June 16, 2015 Agenda**

Mr. Modrack noted that he would like to delete item 7.C. from today's agenda and schedule a separate special DDA meeting to discuss capital projects. He would also like to delete item E.3.a. because a closed session will not be required at today's meeting. *Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the June 16, 2015 agenda as amended. The motion carried 10-0-3.*

3. **Call to the Public** was made at 7:20 a.m. Hearing no response, call to the public was closed.

4. **A. Approval of the May 19, 2015 Regular Meeting Minutes**

Motion by Mr. Griffith, supported by Mr. Corrigan, to approve the May 19, 2015 regular meeting minutes as presented. The motion carried 10-0-3.

5. **Approval of Bills**

Motion by Mr. Griffith, supported by Mr. Corrigan, to approve the bills as presented. The motion carried 10-0-3.

6. **Financial Report**

A. FY 14-15 Adopted Budget and YTD Summary (through 6/10/15) – Ms. French reviewed the FY 14-15 budget forecast. *Motion by Mr. Muzzin, supported by Ms. McConeghy, to accept the FY 14-15 adopted budget and YTD summary through 6/10/15 as presented. The motion carried 10-0-3.*

7. **New Business**

A. Consider funding partnership for Zoning Ordinance update – Amy Cyphert, Planning & Zoning Director

Ms. Cyphert noted that a request to overhaul the zoning, sign and site plan review ordinances, originally written in 1981, was recently made at the City Council budget work sessions. The ordinances have been amended periodically but that has caused issues with other ordinances. Ms. Cyphert's department commissioned a health checkup of our current ordinances with an outside planning consultant that identified what changes would be required. She also wants to incorporate the updated Master Plan, update uses (e.g., tinsmithing is still a permitted use in our

Downtown Development Authority Board Meeting Minutes

June 16, 2015

Page 2 of 4

ordinance), make it more customer-friendly and be in compliance to be “redevelopment ready” which is a State of Michigan program. At the budget work sessions, Mr. Modrack suggested asking the DDA to partner 50/50 with the City to share the expense for the update. Ms. Cyphert noted this will probably take at least two years to complete at a cost of approximately \$50,000 to create a linkable document. The update will also tie in with our ordinance enforcement efforts.

There was discussion about whether people who use the ordinances and have gone through the processes (i.e., site plan reviews) would be asked to participate to “vet” the new process. Ms. Cyphert noted that she wants to involve people on Planning Commission, the Zoning Board of Appeals and users on the RFP task force. She also noted that the approval process goes through the Planning Commission and City Council and that Mr. Bohn sits on both.

Motion by Mr. Griffith, supported by Ms. McConeghy, to support funding a rewrite on the zoning, sign and site plan review ordinances on a multi-year basis not to exceed \$25,000. The motion carried 10-0-3.

B. Bids for Hyne St. Parking Lot Mill & Fill – Dave Blackmar, DPW

Mr. Blackmar gave an update on the Hyne St. parking lot overlay project. The work will basically be the same as we did for the Creamery lot. The RFP bid opening was held last week and the recommended low bidder was D&H Asphalt for \$36,314, which is under what we anticipated. It is estimated that it will take two to three days to complete the work. Mr. Modrack noted that Mike Monroe asked if the landscaping could be taken out to add concrete and a bench. Mr. Blackmar will ask the contractor if this can be done and at what cost.

Motion by Mr. Beauchamp, supported by Mr. Corrigan, to approve award of the Hyne St. parking lot overlay project to D&H Asphalt to begin the week of July 13, 2015 in the amount of \$36,314. The motion carried 10-0-3.

D. Request DDA participation in 2nd Street Infrastructure Project (Matt Modrack) – Mr. Modrack noted that the 2nd Street Infrastructure Project was discussed at the May DDA meeting. He is asking the board to consider additional infrastructure improvements such as sidewalk widening, pedestrian lighting, etc. Mr. Muzzin stated that the board has not formally approved any infrastructure improvements for the Granger project on 2nd Street and we do not have cost estimates yet for the additional improvements. He asked that this item be put on the July DDA agenda and invite Gary Markstrom from TetraTech to talk about the cost estimates. It has not yet been decided whether the additional improvements will be rolled into the bond issue. The board will have to decide whether they want to participate in the additional improvements. It was also noted that a serious discussion about the future of the 2nd St. zoning plan should also take place.

E. Sub-Committee Reports

1. Design – No meeting
2. Budget – No meeting
3. Development – 6/12/15 meeting – Mr. Corrigan noted that the Development subcommittee met to discuss parking issues and the Dairy Mart demolition and lot improvements. Mr. Modrack noted that Planning Commission met last night and approved the three transitional parking lots and site plans; these items will be on this Thursday’s City Council agenda for approval.
 - b. Lindhout/Modrack report on parking platform concept – Mr. Lindhout reviewed drawings of the Johnson and Dairy Mart properties. He noted there is a 14’ easement held by the owners of the Browne property that runs through the Dairy Mart property. He and Mr. Modrack are looking to explore the possibility of swapping easements controlled by the DDA to connect the Dairy Mart property to North Street with a “table top” parking platform serving both lots. He estimates 90 parking spaces if we integrate the two parcels at an estimated cost of \$1 million. Mr. Israel cautioned that we want to be careful with a piece of prime redevelopment property and that we could leverage our easement

for future discussions with Dr. Browne. Mr. Modrack stated that they want to take a field trip to Rochester to looking at their parking platforms. He said we don't have any sketches or cost estimates and the board would have to direct Mr. Lindhout to go forward. Mr. Modrack also noted that we can't have more development without additional parking.

Motion by Mr. Corrigan, supported by Mr. Griffith, to direct Lindhout Associates to explore a parking platform including sketches and cost estimates. Mr. Israel noted that he would like Mr. Lindhout to explore one way in and one way out. The motion carried 9-0-1-3. Mr. Lindhout noted that Mr. Cameron will explore the use of the easement and whether it can be used for vehicles.

4. Executive – 6/15/15 – No report

5. Parking Strategy

a. Update from meeting with Chief Wightman on 6/1/15 – Ms. French noted that she and Mr. Modrack met with Chief Wightman to finalize details of the parking enforcement program. Chief Wightman stated at that meeting that our existing ordinance would probably have to be amended in order to have a non-certified police officer write parking tickets and that the City Attorney's office was preparing the amendment for Council approval. He also stated the Police Department was looking at another ticketing system other than Passport that uses the position of a vehicle's tire stem. Ms. French said that a comparison of the two systems would be done before a decision was made since the DDA is paying for the hardware and software in addition to the enforcement person.

b. Rich & Associates parking space count study update – Mr. Modrack advised that the parking space count study would be done on two different days – Thursday, June 11, and Saturday, June 13. The results will be discussed at the July DDA meeting.

8. Lindhout Report

A. CSX West Parking Lot status report – Mr. Lindhout reported that the gas main issue did not cost us any time. However, the weather has delayed the asphaltting and the fencing will go in when that is completed. There is still a \$5,300 contingency balance. The contractor will be adding light poles and fencing to the overflow portion and the crushed limestone is already there.

B. Dairy Mart demolition status report

1. Review bid results and award contract to low bidder – Mr. Lindhout noted that the bid tab results were in the packet. We will be leaving the existing asphalt, taking down the building and sign and removing the sidewalk. A retaining wall was required and that was bid as an alternate. We only received three bids out of the five companies who picked up bid packages. Regal Recycling was the low bidder; they did not include the \$5,000 contingency required. They will require 30 days for demo after permitting and utilities disconnect.

Motion by Mr. Griffith, supported by Mr. Muzzin, to accept the bid from Regal Recycling in the amount of \$26,000 including the alternate with DDA self-funding of up to a \$5,000 contingency. The motion carried 8-0-5.

9. Administrative Report – Matt Modrack

A. Chamber/DDA Service Agreement renewal – Mr. Modrack noted that this agreement is for the services of Jen Ling, who works for Lauri French on behalf of the PSD. The agreement expired in February 2015 and the City's Finance Department requires an up-to-date agreement to continue payment.

Motion by Mr. Beauchamp, supported by Mr. Pipoly, to extend the Chamber/DDA Service Agreement originally dated March 1, 2012 from March 1, 2015 through February 29, 2016. The motion carried 8-0-5.

B. Valet Parking program update – No report

Downtown Development Authority Board Meeting Minutes

June 16, 2015

Page 4 of 4

C. Marketing study for theater –Mr. Modrack noted that a copy of the Gerdom Management Group's proposal for a Theater Development Plan was included in the DDA packet. He is requesting approval of the proposal and funding in the amount of \$12,000 as well as authorization for him to sign the proposal on behalf of the DDA. He noted that prior to building a theater, we must solve our parking issues. There was discussion about the timing to build a theater depending on the outcome of the study. Mr. Modrack estimated that construction would begin in about two years. Ms. Roblee asked about the status of the Mill Pond Plan update. Mr. Modrack noted that he put it in the CIP a couple of years out after paying off our last bond payment. As discussed in last month's meeting, the board will have to decide what their priorities are and what funding mechanism(s) will be used to pay for the projects.

Motion by Mr. Israel, supported by Ms. McConeghy, to approve the proposal from Gerdom Management Group, LLC for \$12,000 and to authorize Mr. Modrack to sign the proposal on behalf of the DDA Board. The motion carried 8-0-5.

10. **Chamber of Commerce Report – Pam McConeghy** – Ms. McConeghy noted that Tribute Salon is now open and the former Excelda property is packed every day with cars parked everywhere. The owner's employees are obviously following her direction on where to park. She noted there will be a special ribbon cutting for Tribute Salon this month. The Excelda property has been purchased by another company. There is a ribbon cutting at Advance Auto Parts on Grand River on Friday at 3:30 p.m. and the Legacy Center's grand opening is also on Friday at noon.

11. **City Council Report** – No report.

12. **Adjournment**

Motion by Mr. Griffith, supported by Ms. Roblee, to adjourn at 8:55 a.m. Motion carried 8-0-5.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
June 24, 2015