

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
May 20, 2014**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, May 20, 2014 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, Linda Botka, Tim Corrigan Phil Garbacz, Scott Griffith (left at 8:35), Bob Herbst, Ashley Israel (left at 9:00), Pam McConeghy, Jim Muzzin, Lisa Nelson (arr. at 7:34), Shawn Pipoly (left at 9:00) and Claudia Roblee

Members Absent: Phil Garbacz

*Motion by Ms. Botka, supported by Mr. Corrigan, to excuse the absence of board member Garbacz.
Motion carried 11-0-2.*

Also present:

Mr. Piet Lindhout, Lindhout Associates, Mr. Doug Cameron, DDA Attorney, and Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton.

2. **Approval of May 19, 2014 Agenda**
Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the May 19, 2014 meeting agenda as presented. Motion carried 11-0-2.
3. **Call to the Public** was made at 7:16 a.m. Hearing no response, call to the public was closed.
4. **A. Approval of the April 15, 2014 Regular Meeting Minutes**
Motion by Mr. Muzzin, supported by Mr. Griffith, to approve the April 15, 2014 regular meeting minutes as presented. Motion carried 10-0-3 with one absence and Mr. Corrigan and Ms. Nelson abstaining.
5. **Approval of Bills**
Mr. Modrack briefly reviewed the bills. *Motion by Mr. Griffith, supported by Ms. McConeghy, to approve the bills as presented. Motion carried 12-0-1.*
6. **Financial Report**
A. FY 13-14 Adopted Budget and YTD Summary (through 5/115/14) – Motion by Mr. Corrigan, supported by Ms. McConeghy, to receive the FY 13-14 Adopted Budget and YTD Summary through 5/15/14 as presented. Motion carried 12-0-1.
7. **Lindhout Report**
A. CSX Parking Lot
 1. Lease – Mr. Modrack noted that we have not yet signed the 5-year lease for the CSX West lot. Mr. Israel asked if we could negotiate three 5-year extension options in order to tie up the property for a longer period of time, especially if we will be investing money in improving the land. Mr. Modrack will ask if CSX will include the extension option in the lease.
 2. Site Plan – Mr. Modrack reviewed the site plan prepared by Lindhout Associates. He advised that the landscaping at the entrance would use trees and shrubs donated by the owners of the new Hampton Inn that have to be removed from the current site in order to build the hotel. Mr. Lindhout reviewed the two site plan scenarios; one would have 42 paved spaces with the balance being gravel or grass and the other is 8 paved spaces with the balance being grass. One of the challenges for using the entire site is access and turn-around space for emergency vehicles; this was resolved by putting a gate for emergency vehicles only with access onto Third

Street. The plan included a chain that would be put up with a sign "For Event Overflow Parking Only" to prevent people from parking in the lot (except for the front spaces) on normal days.

Mr. Lindhout reviewed the items to be done under "Demo and Prep" that would have to be done under either alternative which includes the survey work lighting, mulch, grading and fencing. Mr. Modrack noted City Manager Foster has agreed that this work could be done by DPW at no cost to the DDA. He also advised that the survey was done by TetraTech at no cost to the DDA, so that item could be removed from the estimate. The total estimate for Demo and Prep is \$55,000 (less \$3,000 for the survey work). Mr. Lindhout reviewed the cost estimate for the construction of eight (8) spaces at \$95,000. Mr. Modrack said if DPW handles this as a design-build like we did for the Second Street lot, where they draw up what is needed and put out a RFP, that we should be able to get this cost down when it's bid out. Mr. Modrack also noted that we still need Council's approval for overflow event parking before we can move forward.

Motion by Mr. Griffith, supported by Ms. McConeghy, to move forward on the \$55,000 option for the entry landscape including the elements noted above but excluding "Public Parking" signage, conditioned on review of costs in bids received. Motion carried 12-0-1.

Motion by Mr. Griffith, supported by Mr. Binkley, to send City Council a strong recommendation to approve a special event parking ordinance before this year's festivals. Motion carried 12-0-1.

8. 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. Feedback from 4/24/14 merchant informational meetings and b. Subcommittee meeting 5/13/14 – Mr. Modrack reviewed maps of the current parking lots and on-street parking along with their current posted hours and the Parking Strategy Subcommittee's recommended short and long-term parking, posted hours and signage placement. He said the next step is to have one more Subcommittee meeting and invite Chief Wightman so he can review the recommendations since the Police Department will be responsible for enforcement. Adam Kokenakes will send updated current and future maps to the board members.

9. Administrative Report – Matt Modrack

A. Minutes from February meeting regarding direction for theater project – Mr. Modrack noted that a copy of the February minutes were included in today's packet. Ms. Roblee stated that she would like to change the motion that was approved in February to leave the theater design open instead of having Lindhout Associates doing the façade design. In her opinion, the façade in Lindhout's drawing would look out of place in downtown Brighton. There was discussion about the drawing that was done for Fifth Third, which was a concept drawing and not meant to be a final product. Mr. Modrack noted that what he wanted to do was to replicate the old Rialto Theater in Brighton.

Motion by Mr. Pipoly, supported by Mr. Beauchamp, to table further discussion about the theater design until the feasibility study is done. Motion carried 11-0-2.

B. Review Chamber building draft agreement for front parking lot – Mr. Modrack reviewed the draft agreement and noted the changes that have been requested by the Chamber attorney and Chamber board. He said this lot will provide desperately needed safe parking for the businesses on the east side of Grand River such as Stout's Pub. He is asking the board for direction to proceed on this matter.

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Motion by Mr. Muzzin, supported by Mr. Beauchamp, to have DDA Attorney Cameron review the draft agreement, incorporate the changes requested by the Chamber attorney and Chamber board and authorize Chairperson Herbst to execute the agreement on behalf of the DDA. Motion carried 11-0-2.

C. Brighton Garden Club Plan for BACC Sculpture Garden (Lauri French) – Ms. French reviewed the Garden Club’s sculpture garden planting plan and showed them photographs of the recent plantings to fill in some of the empty spaces. The shrubs were purchased with money allocated to the Garden Club by the DDA when we purchased the former Chamber site and they had to move plantings out of the Chamber garden. The Garden Club was able to keep the cost down by using these transplanted shrubs. They will be planting annuals (petunias) in the flower beds at the garden on June 4.

Ms. French also commended Mike O’Leary from Lindhout Associates for his recent cost savings action with the manufacturer of our trash receptacles. The tops of most of the cans were rusty and/or the paint was chipped off. Mr. O’Leary called the manufacturer, who agreed to repaint the tops if the City would pay for the shipping.

10. **Chamber Report** – Pam McConeghy – Ms. McConeghy reported that there is a ribbon cutting ceremony at the former 440 Main, now The Main Crossing, on Thursday, May 22, at 4:30 p.m. and invited the board members to attend. She also noted that Becker Brewery’s ribbon cutting will probably take place the first week in July. Ms. McConeghy also advised that the celebration of life for Dennis Whitney’s wife, Marvilyn, will take place on Saturday, May 24, at 11:00 a.m. at the Brighton District Library. She will send the information to Lauri French to send out to the board.

11. **City Council Report** – Jim Muzzin – Mr. Muzzin reported that the PSD SAD process is proceeding and there is one more public hearing on June 5. He also asked Piet Lindhout to take a look at the cement spaulding at the 205 West pocket park to see what could be done about it. Mr. Muzzin also noted that several people have talked to him about cars parked in and blocking the ATM lane at Fifth Third Bank. He said that Fifth Third has been very gracious in allowing people to park in their lot after hours, but that something has to be done about tying up the ATM lanes. He suggested the DDA board pay for “No Parking in the ATM Lanes” signage. Mr. Modrack will talk to Phil Garbacz about this issue.

12. **Adjournment**
Motion by Mr. Muzzin, supported by Mr. Beauchamp, to adjourn at 9:15 a.m. Motion carried 10-0-3.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
May 20, 2014