

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
November 21, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, November 21, 2017 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, Jim Muzzin, Pam McConeghy, Scott Griffith, Lisa Nelson, Cal Stone, Tim Corrigan, Bob Herbst, Shawn Pipoly, and Ashley Israel

Members Absent: Claudia Roblee and Mark Binkley

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Brandon Skopek, Community Development Associate; Mike Caruso, Zoning Administrator; Gary Markstrom, Tetra Tech and an audience of 0.

Moved by Ms. Nelson, supported by Mr. Griffith, to excuse Board Members Roblee and Binkley. The motion carried 10-0-2.

2. Approval of the November 21, 2017 Agenda

Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the November 21, 2017 Agenda as presented. The motion carried 10-0-2.

3. Call to the Public

The Call to the Public was made at 7:16 a.m. with no response.

4. Approval of Minutes

a. October 17, 2017 Regular Meeting

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the October 17, 2017 Regular Meeting Minutes as presented. The motion carried 10-0-2.

5. Approval of Bills

Moved by Mr. Corrigan, supported by Mr. Griffith, to approve the bills as presented. The motion carried 10-0-2.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 10/31/17)

Moved by Mr. Muzzin, supported by Mr. Griffith, to accept the financial report. The motion carried 10-0-2.

7. Old Business

- a. None

8. New Business

- a. Discussion of Second Street Streetscape Scope of Work

Mr. Skopek restated that the bond rates came back better than anticipated at a savings of \$70,000 per year than what was budgeted for. He stated it would be beneficial to do the Second Street utility and road upgrades in one phase. Originally, Phase One was to take place from Mill Pond Lane to Walnut and Phase Two from Walnut to Cross Street. After talking with the Department of Public Works (DPW) Director, Utilities Director, and Tetra Tech, they see it more beneficial to do it at one time to save on costs. Staff is looking for DDA feedback on the proposed scope of work and design for Second Street. The original DDA budget for this project was approximately \$500,000 for Phase One and \$635,000 for Phase Two. DDA contributions would be approximately \$1.1 million but the price could go down if done in one phase. Mr. Skopek also stated there is significant development interest on Second Street.

Mr. Skopek discussed the proposed design, which includes installing five-foot sidewalks on each side of the street as well as removing on-street parking to allow bike lanes on both sides and adding a mid-block crossing. This design would preserve the street trees and save on costs. He stated the original design with eight-foot sidewalks would have required removing most of the trees.

Gary Markstrom, Tetra Tech, stated the design would keep the curb on each side and leave the driveway approaches the same. He stated there will also be spot repairs to the existing curb.

Mr. Muzzin asked how far the bike lanes would extend.

Mr. Skopek stated the bike lanes would extend from Mill Pond Lane to Cross Street.

Mr. Israel stated the design looked like a race track and was concerned about traffic speeds on Second Street.

Mr. Skopek stated the City wants to incorporate their Complete Streets Plan in this process and provide for multimodal transportation.

Mr. Griffith asked what the future land uses would be and was concerned about the DDA being involved in residential areas of the city.

Mr. Skopek the DDA would benefit indirectly from these road improvements because this area is intended for higher density residential and would contribute to the walkability of downtown. He stated there is development interest for multifamily residential on Second Street currently being discussed.

Mr. Herbst asked when the scheduled project completion would be.

Mr. Gary Markstrom stated construction is planned for April 2018 and construction will be done in one season.

Mrs. McConeghy asked how many families the proposed multifamily development would house.

Mr. Skopek stated the proposed development could include up to 100 units. He thanked the Board for their feedback and stated he will come back with final numbers along with a different scope of work.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron had nothing to report.

11. Lindhout Report-Piet Lindhout

Mr. Lindhout stated he will bring design updates on the Millpond bandshell. There will be a winter bid and a spring start for construction.

12. Administrative Report – Brandon Skopek

Mr. Skopek updated the Board that Power Play Development received preliminary site plan approval for the proposed Planned Unit Development (PUD) located at 293 – 303 N. Second Street. The development firm has six-months to come back with a final site plan and PUD agreement. Mr. Skopek will be meeting with the DDA and City attorney to discuss next steps in the process.

13. Chamber of Commerce Report – Pam McConeghy

Mrs. McConeghy discussed the Holiday Glow event and announced the “Hollyday” Party next Friday, December 1st at the Chamber of Commerce from 6-9 p.m. Guests are asked to bring a toy.

14. City Council Report – Jim Muzzin

Mr. Muzzin wished everyone a Happy Thanksgiving.

Mr. Stone suggested possibly using the SELCRA skate park for Kiwanis concerts.

Mr. Pipoly suggested looking into purchasing the Chamber of Commerce parking lot.

15. Adjournment

Moved by Ms. Nelson, supported by Mr. Muzzin, to adjourn the meeting at 8:06 a.m. The motion carried 10-0-2.

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Respectfully submitted,

Wendy Ayala, Recording Secretary
November 21, 2017