

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
May 15, 2018**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, May 15, 2018 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, Bob Herbst, Shawn Pipoly, Claudia Roblee, Cal Stone, and Ashley Israel

Members Absent: Tim Corrigan, Mark Binkley, Scott Griffith, Lisa Nelson

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Brandon Skopek, Assistant to the City Manager/DDA Coordinator; Mike Caruso, Senior Community Development Associate; Marcel Goch, DPW Director, and an audience of 2.

2. Approval of the May 15, 2018 Agenda

Moved by Ms. McConeghy, supported by Mr. Muzzin, to approve the May 15, 2018 Agenda as presented. The motion carried 8-0-4.

3. Call to the Public

The Call to the Public was made at 7:15 a.m. with no response.

4. Approval of Minutes

a. March 20, 2018 Regular Meeting

Moved by Ms. McConeghy, supported by Mr. Muzzin, to approve the, March 20, 2018 Regular Meeting Minutes as presented. The motion carried 7-0-5 with Ms. Roblee abstaining.

b. April 17, 2018 Regular Meeting

No action taken.

5. Approval of Bills

Moved by Mr. Pipoly, supported by Mr. Muzzin, to approve the bills as presented. The motion carried 8-0-4.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 4/30/18)

Mr. Skopek stated the only addition was the \$3,500 payment for the Millpond tridge evaluation by HRC and discussed the remaining fund balance.

Moved by Ms. Roblee, supported by Mr. Pipoly, to accept the financial report. The motion carried 8-0-4.

7. Old Business

- a. None

8. New Business

- a. Downtown Maintenance Discussion

Mr. Skopek stated staff met with the budget committee to discuss creating a Downtown Capital Improvement Plan (CIP), which would address downtown projects and maintenance costs.

Mr. Goch stated the DDA paid for an evaluation of the boardwalk and tridge conditions. He stated they are structurally sound but that the railing and decking on the boardwalk are deteriorating and should be replaced in the next two to five years. Mr. Goch recommended that they be replaced at the same time and estimated it would cost about \$40,000. He discussed some dead trees in the Millpond that would be removed and some fencing that would be put up by the cemetery. He also discussed the sidewalks and stated the brick pavers will need to be replaced.

Mr. Muzzin asked if instead of replacing the brick they could use a different method such as stamped concrete.

Mr. Goch stated stamped concreted would be expensive but the Board could decide how to address the issue. He stated he would like to get cost estimates now and possibly start the work next summer. Mr. Goch stated the street signage throughout the city would have to be changed to meet federal mandates and asked the Board for feedback regarding the design for downtown signs since the current ones will cost twice as much to replace than a standard sign.

Mr. Skopek stated the comprehensive master plan will address wayfinding techniques. He stated there will be updates at the June DDA meeting regarding the downtown plan.

Mr. Goch stated he would like to know what the Board decides so he can start looking at prices for the signs.

Mr. Muzzin stated he would like there to be a distinction between downtown and the rest of the city.

Mr. Stone asked if the Principal Shopping District (PSD) Board was doing the branding study for downtown.

Mr. Skopek stated the branding study is on the back burner due to the PSD not having their special assessment renewed.

Mr. Goch stated the reflectivity standards for signs have changed and the city is overdue on replacing the signs. He also discussed the spillway evaluation which was done by Tetra Tech and stated there was some work that needed to be done. Mr. Goch stated some of the bushes around the electrical boxes in the city are dying and will need to be replaced.

Mr. Skopek stated staff will work with Mr. Lindhout on evaluating some of this work.

b. 293-303 N. Second Street Purchase Agreement

Mr. Skopek stated Power Play Development is requesting an extension on the purchase agreement for 293 N. Second Street. He stated one of the mortgages on the property to the north is waiting to be released for a triangular portion that is to be purchased by Power Play Development. Mr. Skopek stated the development will be able to move forward after the closing and that building permits have been applied for. He stated staff would recommend extending the purchase agreement another sixty days.

Moved by Mr. Israel, supported by Mr. Pipoly, to extend the purchase agreement 60 days. The motion carried 8-0-4

c. Comprehensive Master Plan Additional Scope of Work

Mr. Skopek stated Giffels Webster discussed the Downtown Plan at the April Planning Commission meeting. He stated some of the densities and building heights downtown are to be reduced based on the feedback received. He discussed Giffels Webster's recommendation to rename some of the streets to make them less confusing. Mr. Skopek stated the diagrams in the master plan show block buildings and it would cost an additional \$5,500 to include conceptual building renderings. He stated that having a plan showing additional detail would be beneficial for business attraction and that the proposal has merit.

Mr. Israel stated this was something the developer would provide.

Mr. Skopek stated this was something beneficial to have in the plan to attract development.

Mr. Muzzin stated parameters are already listed and did not feel there was a necessity for this.

Mr. Skopek stated this was not necessary to have, but would be helpful to include in the plan.

Mr. Israel stated it was a lot of money.

Mr. Muzzin asked what the DDA offers to developers as a discount for conceptual drawings.

Mr. Lindhout stated they offer a certain amount of hours on a case-by-case basis.

Mr. Israel stated having a conceptual plan would restrict the developer.

Mr. Skopek stated this would be in the master plan, which is different from the zoning ordinance, and the developer would not be bound to it.

Mr. Israel stated the concept plan was confusing and would be problematic for developers. He stated the Planning Commission provides developers feedback through site plan reviews.

Mr. Skopek discussed using the conceptual plan as a strategy to attract developers to a specific site. He stated the plan would guide development through the next twenty years.

d. Millpond Bandshell and Amphitheater Update

Mr. Lindhout stated the construction was behind schedule due to the weather, but they were able to test the soil. He stated they are waiting to build foundations. Mr. Lindhout discussed the wrought iron fence between the bandshell and cemetery needing to be repaired or replaced. He stated it would cost about \$12,000 to replace.

Ms. Roblee asked if there were issues with repairing the fence.

Mr. Lindhout stated repairing the fence involves more risk and the old fence will deteriorate.

Moved by Mr. Muzzin, supported by Mr. Pipoly, to approve a change of up to \$13,000 to replace the section of fence. The motion carried 8-0-4.

Mr. Lindhout stated construction is going well and they estimate completion in August.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated he had spoken with the owner of the Second Street property, Jim Lawrence regarding continuing payments until the property is closed on. Mr. Cameron also clarified the eligibility requirements for board membership. He stated there were three requirements: the Board must include the chief executive officer of the municipality, at least one resident of the district, and a majority of the Board must have proprietary interest in the district as an owner or employee. He also discussed having a roll call since it is on the agenda and the Board has to have a quorum.

Moved by Ms. McConeghy, supported by Mr. Muzzin, to excuse Board Members Nelson, Griffith, Binkley, and Corrigan. The motion carried 8-0-4.

11. Lindhout Report-Piet Lindhout

None

12. Administrative Report – Brandon Skopek

Mr. Skopek stated the draft Master Plan will be in front of Planning Commission in July and the Downtown Plan will be in front of the DDA for discussion in June.

Mr. Caruso stated there will be a public hearing for 142 Brighton Lake Road for a special land use at the May 21st Planning Commission meeting. He stated there will also be a site plan review for the former Border Cantina and a presentation by Giffels Webster.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy stated U of M will have a ribbon cutting in August. She also stated the Chamber would like to have a discussion regarding Christmas lighting downtown.

Mr. Skopek stated staff is formulating a plan and will set up a meeting with the Chamber.

Mr. Israel stated he would like Grand River included in the holiday lighting.

Mr. Goch stated there are logistical issues with having lights on Grand River since there are no power outlets on the light poles.

14. City Council Report – Jim Muzzin

None

15. Adjournment

Moved by Mr. Pipoly, supported by Mr. Muzzin, to adjourn the meeting at 8:32 a.m. The motion carried 8-0-4.

Respectfully submitted,

Wendy Ayala, Recording Secretary
May 15, 2018