

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
December 19, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, December 19, 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 7:17 a.m.

Members Present: Dave Beauchamp, Jim Muzzin, Scott Griffith, Lisa Nelson, Claudia Roblee, Tim Corrigan, Bob Herbst, Shawn Pipoly, and Ashley Israel

Members Absent: Cal Stone, Pam McConeghy, and Mark Binkley

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development Associate; Mike Caruso, Zoning Administrator; and an audience of 0.

Moved by Ms. Nelson, supported by Mr. Muzzin, to excuse Board Members McConeghy and Binkley. The motion carried 9-0-3.

Moved by Mr. Griffith, supported by Mr. Muzzin, to excuse Board Member Stone. The motion carried 9-0-3.

2. Approval of the December 19, 2017 Agenda

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the December 19, 2017 Agenda as presented. The motion carried 9-0-3.

3. Call to the Public

The Call to the Public was made at 7:17 a.m. with no response.

4. Approval of Minutes

a. November 21, 2017 Regular Meeting

Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the November 21, 2017 Regular Meeting Minutes as presented. The motion carried 8-0-4 with Ms. Roblee abstaining.

5. Approval of Bills

Moved by Mr. Griffith, supported by Mr. Beauchamp, to approve the bills as presented. The motion carried 9-0-3.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 11/30/17)

Moved by Mr. Griffith, supported by Mr. Israel, to accept the financial report. The motion carried 9-0-3.

7. Old Business

- a. None

8. New Business

- a. Master Plan Update—Giffels Webster

Jill Bahm, Giffels Webster, gave a summary of the public open house and discussed the public input that was received. She stated there were 300 responses and 16 interviews for the market assessment survey. Ms. Bahm also presented draft goal statements, potential redevelopment sites and a draft downtown regulating plan for discussion.

- b. Consider Approval of Invitation to Bid Solicitation for the Construction of the Millpond Bandshell and Amphitheater

Mr. Skopek stated staff is not at a point where they are ready for approval of bid documents, but that a winter bid is still anticipated.

Mr. Lindhout went over the plans and stated they will bid in February. He asked the Board their thoughts on putting in a state of the art sound system.

- c. Second Street Streetscape Scope of Work

Mr. Skopek stated the project would be done in one phase and on-street parking would remain. The DDA would be covering \$1.03 million of the project for the road improvements. He stated the remaining \$285,000 in unallocated bond proceeds would go to Second Street and the DDA would need to put up \$245,000 more for funding, leaving the DDA with a fund balance of \$108,000 for the next fiscal year.

Mr. Geinzer stated they would bring engineered drawings back to the Board in the future.

Moved by Mr. Corrigan, supported by Ms. Nelson, to approve a 10 percent cap from the \$1.03 million for the full phase of construction. The motion carried 9-0-3.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated the lease agreement for the Barton Property should be signed in the next week.

11. Lindhout Report-Piet Lindhout

None

12. Administrative Report – Brandon Skopek

Mr. Skopek stated the Planning Commission approved a special land use request for a coffee house and theater at the current Beverley Rae's building. It will go in front of City Council at the January 18 meeting. The Planning Commission also discussed the possibility of creating a new zoning district along Second Street for high density residential zoning. Staff will be going back to the Planning Commission and DDA with draft ordinances. Mr. Skopek also stated Power Play Development will be submitting a final site plan at the January Planning Commission meeting and will be meeting with the DDA Development Committee to discuss property conveyance terms for the DDA-owned parcel.

Mr. Geinzer stated there will be a site plan submittal for a new hotel in February.

Ms. Nelson asked if there was a way for the Planning Commission to regulate mix of uses downtown to protect retail uses.

Mr. Skopek stated staff will be working on a business recruitment strategy to attract retail downtown.

13. Chamber of Commerce Report – Pam McConeghy

None

14. City Council Report – Jim Muzzin

Mr. Muzzin wished everyone a Merry Christmas.

15. Adjournment

Moved by Mr. Griffith, supported by Mr. Muzzin, to adjourn the meeting at 8:50 a.m. The motion carried 9-0-3.

Respectfully submitted,

Wendy Ayala, Recording Secretary
December 19, 2017