

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
January 16, 2018**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, January 16, 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 7:16 a.m.

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

Members Absent: Pam McConeghy

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development/DDA Coordinator; Mike Caruso, Senior Community Development Associate; Jessica Lienhardt, Assistant to the City Manager; Lydia Macklin-Camel, Community Development Associate, and an audience of 0.

2. Approval of the January 16, 2018 Agenda

Moved by Mr. Corrigan, supported by Mr. Muzzin, to approve the January 16, 2018 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. December 19, 2017 Regular Meeting

Moved by Mr. Griffith, supported by Mr. Israel, to approve the, December 19, 2017 Regular Meeting Minutes as presented. The motion carried 8-0-4 with Mr. Binkley and Mr. Stone abstaining.

5. Approval of Bills

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

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 12/31/17)

Mr. Skopek stated there was a utility bill for the Second Street parcel and that the next month would show the rezoning application fee of \$1,500 for the Second Street Flats.

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

Lisa Nelson arrived at 7:17 a.m.

7. Old Business

- a. None

8. New Business

- a. Election of Officers

Moved by Mr. Griffith, supported by Mr. Muzzin, to keep Bob Herbst as Chair, Mark Binkley as Vice Chair, and Tim Corrigan as Secretary of the DDA. The motion carried 11-0-1.

- b. Millpond Bandshell & Amphitheater Update

Mr. Lindhout gave an update on the band shell design, presented the structural engineering plans, and stated the foundation design was complete. He stated there would be an additional expense for a footing recommendation for borings. He presented more detailed architectural documents for the stage and seating plan, discussed the new service panel for the band shell, and went over the lighting plan. Mr. Lindhout also went over the construction schedule, stating they would be going out for bid February 26, after final DDA approval on February 20. The bid due date would be March 14, and they would award the bid on March 20, with construction beginning April 16 and possible completion in September.

Ms. Macklin-Camel stated she, Mr Geinzer, and Mr. Skopek have been discussing alternative locations for the Kiwanis concerts and Jazz at the Pond with Cal and Whitney Stone. She stated Jazz at the Pond could fit a smaller venue, but the Kiwanis concerts are much bigger and they require approval from the Police Department to have them behind city hall in the parking lot. She stated the Fire Department requires a 20 foot clearance for emergency vehicles and the stage would be located right outside city hall with cars parking in front of the businesses facing the parking lot. Kensington Metro Parks has provided a quote for the stage rental. She also stated Main Street would remain open.

Mr. Binkley asked about using the bank parking lot for cars.

Mr. Geinzer stated Cal and Whitney Stone have been extremely helpful.

Mr. Lindhout stated the cost estimates have increased from \$650,000 previously to \$692,000 due to design changes. He discussed areas for equipment storage and access to the site for construction crews that will need to be included in the bid packet.

Ms. Roblee stated the sculpture garden could be used for weddings during construction.

- c. Consider Approval of Purchase Agreement for 293-305 N. Second Street

Mr. Lindhout left the meeting at 7:44 a.m.

Mr. Skopek stated staff had met with the DDA Development Committee to discuss property conveyance terms and development agreements for the Second Street parcel. He stated it would be necessary to have the purchase agreement and PUD agreement in tandem. The DDA would need to agree to the dollar amount of \$180,000 for the sale discussed through the RFP process, with Power Play Development, LLC providing demolition of the existing structures, tree removal, and sidewalk installation, as well as the addition of 14 public parking spaces in the Center Street right-of-way, pending Planning Commission approval. Mr. Skopek stated the estimated timeline would include final City Council approval and permits in April, sales in the fall of next year, and a construction period of one year.

Mr. Geinzer stated Power Play Development, LLC has been good to work with so far, they have had everything submitted on time, and the Planning Commission has been very receptive. They are set for Planning Commission final approval as well as a PUD agreement at the January 29 meeting.

Mr. Skopek stated staff was looking for a motion to approve the major terms of the purchase agreement, agree on a dollar amount, and ensure the purchase agreement survives with the PUD agreement in tandem, pending final approval by the DDA Attorney.

Moved by Mr. Muzzin, supported by Mr. Griffith, to approve the major terms of the purchase agreement at \$180,000 sale price and ensure the purchase agreement survives with the PUD agreement in tandem, pending final approval by the DDA Attorney. The motion carried 11-0-1.

Ms. Roblee asked what the original purchase price of the parcel was.

Mr. Skopek stated the original purchase price was \$250,000 with \$20,000 down.

Mr. Geinzer stated the bids they had received to tear the buildings down were over \$40,000.

Mr. Corrigan stated the DDA Development Committee discussed the purchase price of the parcel and determined that with Power Play Development, LLC conducting a majority of the site work necessary for the proposed development that the sale price and additional work would roughly equate to the amount the DDA paid for the parcel.

Mr. Griffith stated that the DDA Development Committee discussed the DDA's duty to facilitate economic development and that the sale price of the parcel is justified through the additional work being completed by Power Play Development, LLC.

d. Principal Shopping District Branding Proposal

Mr. Lindhout returned to the meeting at 7:56 a.m.

Mr. Binkley discussed the PSD's goal to create a new logo design that would allow the city and its individual districts to have a uniform look. The PSD would like a representative from the DDA and City Council to meet with and discuss the proposal and be involved throughout the process. He stated they have narrowed down to 3 companies.

Ms. Nelson asked if the branding proposal would tie in with the website update.

Mr. Stone stated he would be willing to participate in the discussions.

e. Downtown Parking Discussion

Mr. Skopek stated staff is exploring areas to expand parking downtown and has identified the Second Street lot next to CSX to be the most beneficial and cost effective. Staff is asking the DDA for direction that would allow staff to evaluate additional parking in this area. Mr. Skopek stated the cost for this type of study would be around \$4,000.

Mr. Geinzer stated they are also looking at other areas of the city to add parking at a lower cost. He stated there will be ordinance changes concerning parking as well.

Ms. Roblee asked about the Pierce Street or Cemetery lots for a platform.

Mr. Binkley suggested implementing paid parking.

Mr. Geinzer stated there is currently no cost benefit for parking meters, but they will be looking at other tools, such as payment in lieu of parking, which has been used in communities like Rochester. Mr. Geinzer stated they want to investigate parking solutions that are more cost effective than a parking structure.

Moved by Mr. Griffith, supported by Mr. Binkley, to give staff the ability to spend up to \$5,000 to investigate additional parking alternatives. The motion carried 11-0-1.

Mr. Muzzin stated enforcement should be included in the study.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

None

11. Lindhout Report-Piet Lindhout

Mr. Lindhout stated he had met with Karlene Schaeffer of Landscape Design & Associates to discuss the flower program. He asked the Board for feedback regarding a 2-year or 3-year bid in the future, additional locations they should expand to, and flower colors. Mr. Lindhout stated the flower program does not need to be re-bid this year.

12. Administrative Report – Nate Geinzer

Mr. Geinzer stated staff has been slammed with meetings with developers. He stated the new ordinance allows for conceptual plan reviews and currently two developers will be taking advantage of that. Staff is working on a new zoning district for downtown residential. One developer is looking at a 170-unit development. Mr. Geinzer also discussed a proposal that is

under discussion at Murphy Drive and Karl Greimel containing a mix of multi-family and entertainment.

Mr. Skopek stated the Community Development Department has undergone reorganization. Jessica Lienhardt is now Assistant to the City Manager, Lydia Macklin-Camel is now working full time and will be working closely with the DDA and PSD in her communications role as the Community Development Associate, Wendy Ayala has accepted a full time position as the Community Development Clerk, and Mike Caruso's role has been expanded as well to be more involved in the development process..

Mr. Binkley asked about the vacant buildings downtown.

Mr. Skopek stated Roadies has submitted for site plan review for a restaurant at the former Wilderdest, which will be on the January 22 Planning Commission agenda.

Mr. Caruso discussed the Azul building which is being redeveloped by Huron Valley Financial, the current occupant.

Mr. Corrigan stated there are interested tenants for the former Our Place to Yours.

Mr. Geinzer stated the Border Cantina has been bought by a local owner, but there are currently no permits, and they will probably be remodeling it into another restaurant.

Mr. Israel discussed the need to change the signage at Spencer Road and I-96 to direct drivers to Brighton.

13. Chamber of Commerce Report – Pam McConeghy

None

14. City Council Report – Jim Muzzin

None

15. Adjournment

Moved by Mr. Muzzin, supported by Mr.Griffith, to adjourn the meeting at 8:36 a.m. The motion carried 11-0-1.

Respectfully submitted,

Wendy Ayala, Recording Secretary
January 16, 2018