

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
June 19, 2018**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, June 19, 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, Scott Griffith, Pam McConeghy, Tim Corrigan, Bob Herbst, Shawn Pipoly, Lisa Nelson, and Mark Binkley

**Members Absent:** Ashley Israel, Cal Stone

**Also present:** Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Assistant to the City Manager/DDA Coordinator; Mike Caruso, Senior Community Development Associate, and an audience of 1.

*Moved by Mr. Muzzin, supported by Mr. Pipoly, to excuse Board Members Israel and Stone. The motion carried 9-0-2.*

**2. Approval of the June 19, 2018 Agenda**

*Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the June 19, 2018 Agenda as presented. The motion carried 9-0-2.*

**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. April 17, 2018 Regular Meeting

*Moved by Ms. McConeghy, supported by Ms. Nelson, to approve the April 17, 2018 Regular Meeting Minutes as presented. The motion carried 8-0-3 with Mr. Binkley abstaining.*

b. May 15, 2018 Regular Meeting

*Motion by Mr. Muzzin, seconded by Ms. McConeghy, to approve the May 15, 2018 Regular Meeting Minutes as presented. 5-0-6. The motion failed.*

**5. Approval of Bills**

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

**6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 5/31/18)**

Mr. Skopek stated the financial report included the Michigan Scapes donation, payment to Contracting Resources, and 2018 flower installation.

*Moved by Mr. Muzzin, supported by Mr. Pipoly, to accept the financial report. The motion carried 9-0-2.*

**7. Old Business**

- a. None

**8. New Business**

- a. Comprehensive Master Plan Update—Giffels Webster

Jill Bahm, Giffels Webster, presented the Recreation Plan, Complete Streets Plan, Future Land Use Map, and Downtown Plan to the Board. She discussed proposed building heights and setbacks for the downtown as well as enhancements to pedestrian access.

Mr. Griffith asked what type of uses would be allowed in the Innovation District.

Ms. Bahm stated the proposed zoning district would provide flexibility and include research and development, manufacturing, and potential housing for those uses.

- b. Millpond Bandshell and Amphitheater Update

Mr. Lindhout stated the completion date for construction will be in August and discussed minor design changes. He stated the cost to replace the cemetery fence came in lower than expected.

- c. Consider Closed Session to Discuss DDA Attorney's Written Attorney-Client Privileged Communication

Mr. Cameron stated the existing DDA Act had been repealed and replaced with a new act which was verbatim except for a few stipulations. He stated the DDA must conduct two informational sessions per year and meet annual reporting requirements. He stated the DDA would not be able to spend tax revenue on things other than bond obligations if they were not in compliance.

Mr. Skopek informed the Board they are currently in compliance with the Act.

- d. Consider Possible Action Resulting from Closed Session

No action taken

## **9. Subcommittee Reports**

None

## **10. Mancuso & Cameron Report-Doug Cameron**

Mr. Cameron stated the sale of 293 N. Second Street had closed and he was informed that 317 W. Main Street would be closing on their construction loan today.

## **11. Lindhout Report-Piet Lindhout**

Mr. Lindhout discussed the bid for the 2019 Flower Program and stated the DDA would have to include a location to store the watering equipment in the new bid. He asked that everyone have patience during the downtown construction.

## **12. Administrative Report – Brandon Skopek**

Mr. Skopek stated it would be a very busy summer and discussed the Second Street reconstruction project beginning from Mill Pond Lane to Walnut and ending with southbound Second Street and northbound Second Street being closed one side at a time. He also stated Power Play Development had been issued building permits and have started construction. Mr. Lindhout stated construction is estimated for completion in April or May of 2019 and sales of the condos will begin on the first of the year.

Mr. Skopek stated Claudia Roblee had resigned and there were two DDA vacancies that would need to be filled.

Mr. Caruso discussed the R-5 Residential zoning district that was recommended for approval to City Council at the June 18 Planning Commission meeting. He stated the Commission added a condition to keep the language for Uptown North as written and add single family homes as a permitted use in Uptown South.

Mr. Skopek stated staff anticipated development proposals coming forward with the adoption of the new zoning district. He also discussed the conceptual site plan that was previously presented to Planning Commission by DTN Development, and stated the developer may be applying for site plan review once the ordinance is adopted.

Mr. Caruso stated Planning Commission approved the site plan for Single Barrel Social. He stated the site plan was approved with conditions that the applicant will have to address.

Mr. Skopek announced Mike Caruso had been promoted to Community Development Manager.

## **13. Chamber of Commerce Report – Pam McConeghy**

Ms. McConeghy stated she has received a lot of positive feedback regarding the new developments. She also stated she had spoken with the new owners of Main Street Cheese Market who stated that they planned on having entertainment and selling specialty beers. Ms. McConeghy announced a Chamber After Hours event at Stillwater Grill from 5-7

p.m. on June 19. She also discussed the Children's Entrepreneurship Fair, which was a success and stated they plan on expanding the event next year.

**14. City Council Report – Jim Muzzin**

Mr. Muzzin stated anyone interested in filling a DDA vacancy would have to submit a letter of interest to the City. He discussed the open house that was held to discuss the millage proposal and announced three more open houses were scheduled.

**15. Adjournment**

*Moved by Mr. Pipoly, supported by Mr. Griffith to adjourn the meeting at 8:11 a.m. The motion carried 9-0-2.*

Respectfully submitted,

Wendy Ayala, Recording Secretary  
June 19, 2018