



Downtown Development Authority
Board

MEETING AGENDA

April 28, 2016, 12:15 pm

Downtown Development Authority Board Members

Sue Parker, Chairperson	James O'Toole, Trustee
Andy Crispigna, Treasurer	Dan Bender, Vice Chair
Marc Tall, Trustee	Jolee Hughes, Trustee
Mary Finlan, Trustee	Mark Ammel, Trustee
Vacant, Trustee	

Administration

Ed Legault

Judy Schroeder

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829

April 28, 2016, 12:15 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of March 24, 2016 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT - Approval to pay Cooper Office \$606.65

OLD BUSINESS/UNFINISHED BUSINESS:

NEW BUSINESS:

1. 2016 Upfront Ribfest Expenditures – Discussion

Explanation: DDA Administration is looking for Board Approval for \$2900 in upfront expenses for this year's event for the cost of ribs, music & misc. expenses. We will have a sales goal of between 275 – 300 tickets sold. If we sell 300 tickets we will have revenue of \$3600. A Board recommendation is in the packet.

2. Proposed changes to City Ordinance Section 2102 (Permitted Uses) – Discussion

Explanation: DDA Administration is looking for Board Approval of proposed changes to City Ordinance 2102 – Uses permitted in a Central Retail Commercial District. The changes would update businesses that would be permitted in the CRC District. The recommended changes are in red in the recommendation document in your package.

3. Proposed changes to Table 1702 (Off Street Parking Schedule) – Discussion

Explanation: DDA Administration is looking for Board Approval of proposed changes to Table 1702 (Off Street Parking Schedule). The changes would update parking requirements for residential projects within the DDA District. The recommended changes are in red in the recommendation document in your package.

4. Review of Bids Submitted for the Escanaba Market Place Project – Discussion

Explanation: Barry Polzin, Lead Architect for the Escanaba Market Place Project, will be reviewing bids that were received at the DDA Building by 3:00 pm on April 27th. Barry will give the board a recommendation based on his view of the project.

PROJECT UPDATES:

- **Escanaba Market Place Project** – The Public Bid Opening will be at the DDA office on Wednesday April 27th @ 3:00 pm. Barry Polzin will be attending the openings as well as present his recommendation the next day at the DDA Board Meeting. Vicki Schwab sent a note regarding the request for the Market Place bid documents was going well. She stated *“We have this on our Builders Exchange and shared it in the Newsletter. Kyle said it’s one of the most popular plans local builders and contractors are requesting right now. And it looks really cool!”*
- **Façade Projects** – March 17th the City Council gave their support to go ahead and submit the final part of the grant application to the MEDC. There was also a public hearing prior to their vote. No public comment on the issue. Once we get the final response from the MEDC, which should be in the next two weeks, we can submit the projects for bids. The bid drawings on three of the projects that were first in line are at 75% complete. Lisa Wrate will be ready to release the bids, when we get approval from the MEDC.
- **Redevelopment Ready Communities Activities** – The City Administration continues to move forward on the last issues that need to be updated based on feedback from the RRC team. The two zoning issues in our package today will be positive updates to promote development in our downtown. We will be working on some of the final requirements over the next few months and should be on our way to the RRC certification.
- **Redevelopment Projects (House of Ludington)** – The House of Ludington Project didn’t get funded by the State based on the January Submission. They will be re-applying with the State on April 1, 2016. We won’t hear how the application scored for a few more weeks based on the last time line.

- **Blighted Buildings** – City Administration has been in communication with the owner of 910 Ludington Street regarding complaints regarding the buildings condition. The owner will be having a structural engineer examine the building. City Administration is looking to be part of the walk through of the building.

VARIOUS OTHER ISSUES: Resignation of Tara Deno & Mitch Taylor

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT:

The Escanaba Downtown Development Authority will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the Downtown Development Authority. Individuals with disabilities requiring auxiliary aids or services should contact the Downtown Development Authority by writing or calling (906) 789-8696 or escanabadda@att.net.

Respectfully Submitted,

Sue Parker, Chairperson