



Downtown Development Authority Board

## MEETING MINUTES

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

Administration  
Edward Legault  
Judy Schroeder

### *Downtown Development Authority Trustees*

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

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

**OFFICIAL PROCEEDINGS  
ESCANABA DDA  
CITY OF ESCANABA, MICHIGAN  
Regular Board Meeting  
April 28, 2016**

### **Call To Order:**

The meeting was called to order by Chairperson Sue Parker at City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan.

### **Roll Call:**

Chairperson Sue Parker, Vice Chair Dan Bender, and Trustees Tall, O'Toole, Hughes, Finlan, Ammel and Treasurer Crispigna.

### **APPROVAL/CORRECTION(S) TO MINUTES**

***Trustee Tall moved to approve the minutes of February 25, 2016, 2nd by Trustee Hughes. Motion Carried.***

### **APPROVAL/ADJUSTMENTS TO THE AGENDA**

***Trustee Finlan moved to approve the agenda, 2nd by Trustee Tall. Motion Carried.***

**CONFLICT OF INTEREST DECLARATION -** None

## TREASURER'S REPORT

Fund Balance is at \$396,684.66. Nothing unusual in payables.

***Motion to accept Treasurer's Report by Trustee O'Toole, 2nd by Trustee Tall.  
Motion Carried.***

***Motion by Trustee Tall to pay invoice # 132972 to Cooper Office Supplies in the amount of \$606.65, 2nd by Trustee Hughes. Motion Carried.***

**Public Hearing:** None

**OLD BUSINESS/UNFINISHED BUSINESS:** None

### **NEW BUSINESS:**

#### **1. 2016 Upfront Ribfest Expenditures**

DDA Administration requested 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 motion was made by Trustee O'Toole to approve upfront expenses for Ribfest in the amount of \$2,900, 2nd by Trustee Hughes. Motion Carried.***

#### **2. Proposed changes to City Ordinance Section 2102 (Permitted Uses)**

DDA Administration requested Board Approval for 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 changes will also streamline the process for the business owner and save time for City Commissions that would have to make an exception to include the new business. Approval of the changes will also allow the process to revise the ordinance to go forward in a timely manner. **The changes will be made to Ordinance 1075, Chapter 21, Section 2101 General Provisions.** The main revisions are under Section 2102 Uses Permitted in a Central Retail Commercial District.

***A motion was made to make the necessary additions to Ordinance 1075 by drafting a Resolution in Support of the changes and referring the additions to the Planning Commission to start the process of amending the ordinance by Trustee Finlan, 2nd by Treasurer Crispigna. Motion carried with Trustee Tall abstaining.  
(A copy of the changes is attached to the minutes)***

### **3. Proposed changes to Table 1702 (Off Street Parking Schedule)**

DDA Administration requested Board Approval for the proposed changes to Table 1702 (Off Street Parking Schedule). The changes would update parking requirements for residential projects within the DDA District. Recommendations as follows:

<b><u>Use</u></b>	<b><u># Spaces Required</u></b>
* Single - Family Detached	2/per dwelling
* Multiple Unit Dwelling; One bedroom or studio unit	1/per dwelling unit
* Two bedroom unit	1.25/per dwelling unit
* Three bedroom unit or more	1.5/per dwelling unit
* Senior Citizen - Residential	1/per dwelling/room unit
* Senior Citizen Residential - employee	1/per employee

***A motion to make the necessary changes for Off Street Parking Table 1702 and refer those changes to the Planning Commission by Trustee Finlan, 2nd by Trustee Hughes.***

***Ayes - 6, Nay - 1, Trustee Tall Abstaining.***

### **4. Review of Bids Submitted for the Escanaba Market Place Project**

Barry Polzin, Lead Architect for the Escanaba Market Place Project, reviewed the bids received at the DDA Building by 3:00 pm on April 27<sup>th</sup>. Bids were received from three contractors. Barry recommended that interviews with the bidders be scheduled to discuss various aspects of the bids in an effort to clearly understand the expenses of the Market Place Project. Bids were accepted from Industrial Maintenance Service, Roy Ness Contracting and O'Boyle & Company. Reviews were schedule with IMS and Roy Ness Contracting.

## PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration met with Greg West & Julie Gardner of the MEDC on March 18<sup>th</sup> to discuss open issues with the project and questions regarding process. The meetings were helpful and have identified some gaps in our timeline. A revised timeline was created and reviewed. DDA Administration is working with Barry Polzin to break out pieces of the project so we can do a phase I and then subsequent phase to complete our vision. We expect a letter from Greg West stating the project can start incurring costs for construction A&E work by March 21.
- **Façade Projects** – March 17<sup>th</sup> 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 Council approved a new Public Participation Plan on March 3<sup>rd</sup>. City Administration sent the plan to the MEDC for their review. 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. The Land Development tab on the website is being revised. A Marketing Plan is also being drafted.
- **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. They will have a better point total this time around based on a couple of different categories.
- **Blighted Building Purchase Program** – The DDA Administration has put this initiative on hold for the 2016-2017 budget year based on budget constraints from major projects. The DDA Administration will act on buildings that remain in poor shape through complaints forwarded to the City.
- **Business Session for the Downtown Business Owners** – I still need to do additional canvassing with businesses that didn't attend to get additional feedback. I have been tied up trying to finalize the Façade Application & the Market Place Application. I will summarize the feedback and add to the April meeting agenda for discussion.

## VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS: - Ribfest June 4, 2016. New meeting time will be reviewed in six months.

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](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson