



Downtown Development Authority
Board

MEETING AGENDA

February 25, 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	Tara Deno, Trustee
Mitch Taylor, Trustee	Jolee Hughes, Trustee
Mary Finlan, Trustee	

Administration

Ed Legault

Judy Schroeder

Escanaba Civic Center, 225 N. 21st Street, Escanaba, MI 49829

February 25th, 2016, 12:15 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of January 6 & 26, 2016 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Public Hearing for the Escanaba Market Place – Public Hearing

Explanation: Barry Polzin will share with the DDA Board & Public updated project drawings for the Escanaba Market Place Project. This set of drawings is more detailed and have already been reviewed by the City Operations Team. This will be the final Public Hearing for the project prior to the bid process.

2. City Internal Loan Terms - Discussion/Action

Explanation: DDA Administration met with Bob Valentine to get estimated terms for the \$500,000 internal loan for the Escanaba Market Place Project. A recommendation is in the packet for this item.

3. Review of the DDA's 2015 Performance & 2016 Goals - Discussion/Action

Explanation: The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2015 year's performance against its 2015 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2016. The purpose of this report is to advise the City Council of the DDA's 2015 performance and 2016 goals & objectives. DDA Administration seeks Board approval to present the information to the City Council.

PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration and City Administration reviewed more detailed drawings of the Escanaba Market Place. Feedback from the City Team has been incorporated into the revised drawings Barry Polzin will present at our Feb. 25th Board meeting. I will handout a revised timeline at the meeting based on a meeting with Nate Scramlin of the MEDC on Feb. 24th.
- **Façade Projects** – The MEDC gave the City the approval to start incurring costs against the individual projects associated with Architect & Engineering Fees. This will allow the Bid documents to be created by Lisa Wrate. Lisa, Blaine DeGrave & DDA Administration have met with all of the business owners the past week. The final outcomes and contributions will be added to the phase II application. We expect to start the bid documents for some of the projects on February 24th.
- **Redevelopment Ready Communities Activities** – The Master Planning process had its first two meetings The Planning Commission tab on the City's website has the most up to date info on the process. The City is working on a few other RRC initiatives. The updated Public Participation Plan will go before the City Council for approval. The City will be looking to create a priority redevelopment site as one of the steps to move closer to 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. They will have a better point total this time around based on a couple of different categories.
- **Blighted Building Purchase Program** – DDA Administration has gathered information on potential properties that would include purchase price, demolition quotes and any anticipated funding to remove the blighted structures. DDA Administration will handout a document at the meeting for Board review.
- **Business Session for the Downtown Business Owners** – DDA Administration held 3 sessions to receive feedback from the Downtown Businesses to give feedback on permitted uses & parking requirements in the downtown area. The sessions were held at multiple time slots on Jan. 25 & 26. The sessions were lightly attended, but were covered by the local and TV media. The feedback was mixed on the parking requirements, but

everyone felt we needed to do something. Permitted use and size of the Central Retail District were not overly emotional topics. We can update the permitted uses and the feedback would seem to look to slightly expand the District. I would like to do some additional canvassing with businesses that didn't attend to get additional feedback. I will summarize the feedback and add to the March meeting agenda for discussion.

VARIOUS OTHER ISSUES:

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