

**CITY OF CHARLEVOIX**  
**CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MINUTES**  
**Monday, October 30, 2017 at 7:00 p.m.**  
210 State Street, Charlevoix, Michigan

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

Chair: Kirby Dipert  
Members Present: Fred DiMartino, Luther Kurtz, Maureen Owens, John Yaroach, Rick Wertz  
Members Absent: Richard Christner, Tami Gillespie, Carissa Mullaney  
City Staff: Mark Heydlauff, City Manager

**4. Inquiry into Potential Conflicts of Interest**

**5. Consent Agenda**

- A. DDA/Main Street Minutes – September 25, 2017
- B. Wayfinding Signage Cost Amendment

Motion by Member Owens, second by Member DiMartino, to approve the Consent Agenda as presented. Motion passed by unanimous voice vote.

**6. Reports**

A. Director's Report

City Manager Heydlauff stated that the shuttle service was a positive step for Apple Fest and for the downtown generally. Rough estimate is that the shuttle served 250-300 people during Apple Fest, primarily on Saturday.

City Manager Heydlauff responded to questions regarding the flooring in the reception area of the Beaver Island Boat Company. He stated that the floor was failing after only 3-4 years and the contractor who did the installation was unwilling to back up his work. He stated that he would research the matter further and bring forward a recommendation to the next meeting.

**7. Old Business**

**8. New Business**

A. Façade Improvement Grant – 108 Van Pelt

Chairman Dipert stated that Stoneycroft Farms, LLC and Ron Way have acquired the former Seeley Printing building on Van Pelt Place and they applied for a grant in the amount of \$3,285 to assist with the cost of new siding and trim. The request also included a \$9,085 grant application for FY2018 for more siding and trim work and window replacement.

Member Wertz commented that the Design Committee approved the grant in two phases but the total of the two phases exceeded the allowable grant amount of \$10,000. He stated that the Guidelines did not allow the funds to be used for signage but the DDA approved a grant for the Townhouse Bar that did include signage. He questioned if the Board agreed with financing maintenance projects or should the funds be used for something more substantial and he suggested a review of the Guidelines. He felt that a deadline for applications was needed. Member Owens felt that a timeline would be better than tightening down on definitions. She stated that smaller projects still benefit the DDA area.

Member Yaroach stated that there should be some exceptions to the Guidelines in the event of unforeseen circumstances. He stated that the application before them did not include two quotes for the work and the only quote provided was from a construction company owned by the applicant. Discussion followed regarding the amount requested for the two phases, exceptions to the Guidelines, financing routine maintenance projects, next year's budget, need for an application timeline, and limiting this request to materials only.

City Manager Heydlauff stated that he spoke to John Campbell, Design Committee Chair, and he agreed that there was room for improvement in the Guidelines and suggested some of the same issues that the Board was currently discussing.

Motion by Member DiMartino, second by Member Wertz, to approve the Façade Improvement Grant to Stoneycroft Farms, LLC in the amount of \$3,285 which would close out the available funding for the current budget year. Motion passed by unanimous voice vote.

**B. Façade Grant Guidelines**

Chair Dipert stated that the intent was to establish a Committee under Director Dotson's guidance including Design Committee and DDA Board members. Member Yaroch and Member Wertz agreed to serve on the Committee.

Motion by Mayor Kurtz, second by Member Owens, to appoint Member Yaroch, Member Wertz, Director Dotson and two other members from the Design Committee as selected by the Design Committee to work on the Façade Grant Guidelines and to develop a deadline for applicants to apply with one or two dates per year per grant cycle, to be presented to the DDA Board at the January meeting. Motion passed by unanimous voice vote.

**C. Reserved Parking Spaces**

City Manager Heydlauff stated that there was a request from Mr. Hoffman of Hoffman CPA to consider a reserved paid parking space program similar to what was currently in the Acacia lot near the Marina. Mr. Hoffman was moving his business from the Edgewater Complex to the Beacon Center and requested two reserved parking places. Discussion followed including problems with unauthorized people parking in reserved spots, reserved spots that remain empty during the weekends, and potential need in the future for a parking structure.

Motion by Member Yaroch that we recommend to the City Council to forego any future reserved, privately reserved parking spaces in the downtown business district. Motion died for lack of a second.

Motion by Member Owens, second by Member DiMartino, to table this item for further review and discussion. Member Wertz stated that he wanted to consider a percentage of the total lot volume which could be reserved. Mayor Kurtz suggested using a bidding process. Member Yaroch felt it should be based on the highest and best use of the City's real estate assets. Motion passed by a 5 to 1 vote, with Member Yaroch voting nay.

**D. Downtown Peddling/Petitioning**

City Manager Heydlauff stated that questions were raised about individuals seeking petition signatures and other political activities during Apple Fest. He noted a letter from Chief Doan in the agenda packet regarding recent issues during Apple Fest. He stated that the City had an obligation to permit free speech rights but the issue usually involved impeding public spaces or blocking individuals from public sidewalks. Chair Dipert stated that there may be a need to provide a specific location at events for people to gather petition signatures.

**9. Public Comment**

Gabe Campbell stated that there was a real mess at Atrium and State Streets and felt a 4-way stop was needed at the intersection.

**10. Request for Future Agenda Items**

**11. Board Comments**

Mayor Kurtz stated that Leilani Durbin was working with Tom Barnes who offered to do some of the design service and engineering work for free on the bridge lighting project. He stated that they had a preliminary design cost of \$6,800 and Ms. Durbin hoped that the DDA would consider putting money aside in the budget to help with this project.

**12. Adjourn**

Motion by Mayor Kurtz, second by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:31 p.m.