

City of Charlevoix
DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Monday, March 22, 2010 at 5:30 p.m.

210 State Street, City Hall, City Council Chambers, Charlevoix, Michigan

MINUTES

A) CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Chairman Mason.

DDA Members Present: Dan Barron, Norman Carlson, Jr., Fred DiMartino (entered 5:35 p.m.), Kirby Dipert, Hugh Mason, John Taylor, Jeannine Wallace, Gina Whitney and John Yaroach

DDA Members Absent: None.

Staff: DDA Executive Director Keith Carey

B) APPROVAL OF AGENDA

Executive Director Keith Carey and Member DiMartino arrived at 5:35 p.m.

Executive Director Carey asked to add an item to the agenda. The City Planning Commission has requested comments from the DDA Board on downtown signage. The Board agreed to add the item to the agenda and approved the agenda as amended.

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

None.

D) APPROVAL OF MINUTES

1. February 22, 2010 DDA Meeting Minutes

The Board reviewed the February 22nd minutes.

Motion made by Member Barron and seconded by Member Yaroach that the minutes of February 22, 2010 be approved as submitted. Motion was adopted by unanimous voice vote.

E) PUBLIC INPUT, NOT RELATED TO OTHER AGENDA ITEMS - None.

F) OLD BUSINESS

1. 108 Park Avenue Parking Lot

Executive Director Carey reviewed the proposed construction and landscaping plan with the Board. The Board had requested the lot have 40 parking spaces with landscaping and screening. The parking area has two handicapped spaces. The larger trees will be preserved. The proposed landscape plan does not require extensive maintenance, but is attractive. Street Superintendent Pat Elliott has reviewed the plans and the proposed plant materials. A stone seating wall is also proposed. A second proposal for signage was presented. The design is from The Wood Shop and matches the East Park signs. The City Council has authorized \$80,000 for the demolition, design, landscaping and signage of the parking area.

The Board discussed the amount of proposed asphalt and landscaping. The City Council has expressed

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a desire to meter the spaces and several options are being investigated. Mayor Carlson advised the Board that he would like to see the parking area have both permit and metered parking.

The Board discussed parking permit costs and if the DeWitt lot could be used by downtown employees. The Board agreed there is a need for an employee parking area. Executive Director Carey advised the Board that Staff has been looking at various parking alternatives.

Member Yaroch asked that Council consider not metering the lot this year and that overnight parking not be allowed.

The Board discussed the location of downtown bike racks.

Executive Director Carey advised the Board that he has been approached to place a historical marker on the site. The Board agreed that a small marker could be placed on the site and that the verbiage is to be determined by the Charlevoix Historical Society and the Charlevoix County History Preservation Society.

G) NEW BUSINESS

1. Northwest Academy Update

Executive Director Carey asked the Board to table the item as Mr. Stutzman was not in attendance. The Board agreed to table the item.

2. 108 Park Avenue Salvage Efforts

Executive Director Carey asked the Board for guidelines on the distribution of items salvaged from 108 Park Avenue. Both the Charlevoix Historical Society and the Charlevoix County History Preservation Society have given Carey a list of items they wish to receive from the house. Charlevoix County History Preservation Society has overseen the removal of items. The historic societies, film crew and the Fire Department's training personnel have all coordinated in preserving items from the house. There have one or two hiccups, but overall things have worked out well. The Cheboygan County Historic Society is in the process of preserving their former Sheriff's jail and house and has expressed a desire to receive some of the sand glass window panes from the house. Neither of the local historic groups is interested in the glass and wishes the glass to be given to Cheboygan for their preservation project. Does the Board have any preference on who (preservation groups, museums, etc.) should receive items from the house? There may be several items that both historic groups are interested in. The Charlevoix County History Preservation Society is interested in using the materials to preserve both public and private area homes. The Charlevoix Historical Society has expressed an interest in only a few items currently.

The Board agreed that the Charlevoix Historical Society and the Charlevoix County History Preservation Society should work together to determine who will receive what items.

H) EXECUTIVE DIRECTOR'S REPORT – None.

I) MISCELLANEOUS BUSINESS

1. Downtown Signage

City Planner Mike Spencer reviewed a proposed sign with the Board. The City has received a request to install a sign with reflective paint. The high intensity reflective sign has paint that becomes very bright when a car's lights shine on the sign. The signs are not externally lit and are being considered in several locations. MDOT is currently using this type of paint in their road signs. The Planning Commission has

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asked for the DDA's input on the use of this type of sign paint in the downtown area.

The Board voiced support of the use of the signs and to not limit the use of colors.

The City Planner advised the Board that the City Planning Commission is in the process of updating the City's Master Plan and encourages Board members to participate in the master plan process, especially as it relates to the downtown area. The Board will be receiving updates as the plan is developed.

J) FUTURE AGENDA ITEMS - None

K) ADJOURNMENT

Motion made by Member Wallace and seconded by Mayor Carlson to adjourn. Motion adopted by unanimous voice vote.

Meeting adjourned at 6:44 p.m.

Hugh Mason, Chairman

Linda Jo Weller, Recording Secretary

Carol A. Ochs, City Clerk