

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES
Monday, September 24, 2012 — 5:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

I. Call to Order/Pledge of Allegiance

The meeting was called to order at 5:30 p.m. by Chair Hugh Mason.

II. Roll Call of Members Present

Members Present: Kirby Dipert, John Yaroch, Hugh Mason, Fred DiMartino, Mayor Norman L. Carlson, Jr., and Dan Barron
Members Absent: Todd Wyett, Gina Whitney, Jeannine Wallace
DDA Director: Keith Carey
City Clerk: Stephanie Brown, Deputy Clerk

III. Approval of Agenda

Chair Mason asked if there were any objections or desired changes to the presented agenda. DDA Director Carey recommended that Item H.2., an item requested by Member Wyett, be removed from the agenda. Mr. Wyett is not in attendance. There were no objections. Agenda was approved as corrected.

IV. Inquiry Into Potential Conflicts of Interest

None.

V. Approval of Minutes

Motion by Member Barron, second by Member Dipert, to approve the August 27, 2012 and September 5, 2012 minutes as presented.
Motion passed by unanimous voice vote.

VI. Public Input, Not Related to Other Agenda Items

None.

VII. Old Business

A. Downtown Tree Lighting

Director Carey reviewed bid results for Christmas tree lighting. Two bids were received. Director Carey recommends going with Holiday Lighting services, a recommendation based on past experience with both bidders. Director Carey reviewed the bid specifications with the Board. Because City Council is contributing \$10,000 to the project, the bid should be approved by them.

The Board discussed the need to have the trees trimmed. Member Yaroch suggested that lighting the trees is not a good use of funds when the trees are not in a good condition to display lighting. Member Yaroch reminded the Board that Mr. Kladzyk had offered to light a sample tree. The Board agreed that a sample would be a good idea, but that timing may be an issue to get the lighting done in time for the lighting season. Member Dipert stated that the Board needed to respect the experience of Mr. Kladzyk and his company. Director Carey reported to the Board that Mr. Kladzyk has agreed to warrantee both the lighting and his work for a period of 12 continuous months, which is unusual for the industry. While Mr. Kladzyk has significant experience and will do the best job he is able to do, Member Yaroch stated that the trees would limit Mr. Kladzyk's abilities.

Member Barron suggested that any surplus of funds be held until the replacement lighting is complete and can be evaluated. After evaluation, the Board can consider whether to expand the lighting, enhance the existing lighting, or maintain the existing lighting. Director Carey reported that some donations have been received from businesses north of the bridge with the understanding that the trees in front of their businesses may be included in the lighting project if sufficient funds are raised.

Members spent a significant amount of time comparing three light strings: cool white, warm white and pure white.

Motion by Dipert, second by Carlson to go with the warm white lights from Holiday Lighting Service not to exceed \$22,000 and that, if additional private funding is available, additional light strings be placed in the trees and/or additional trees be lighted at the discretion of Executive Director Carey.
Motion passed 5-1.

Linda Mason stated that the locust trees downtown are too big and will need to be replaced. Ms. Mason asked the Board to consider a plan for a replacement program, perhaps with a plan to phase in new trees. Once they are replaced, it will be important to adopt a pruning and trimming program to keep the trees the size the City desires and in excellent shape. Mayor Carlson reported that he believes Council would support a plan to replace the trees; however, the Shade Tree Commission is against cutting any healthy tree down for any reason.

At the request of Director Carey, Item VIII.A., Draft Zoning Ordinance, was moved on the agenda to be addressed prior to item VII.B., DDA Bylaws.

VIII. New Business

A. Draft 2012 Zoning Ordinance

City Planner Michael Spencer presented the item and answered questions from the Board. Mr. Spencer provided the Board with a list of definitions and the schedule of uses for various zoning districts. Mr. Spencer asked the Board to consider specifically the uses and definitions that would affect the Central Business District and future businesses downtown. Mr. Spencer also addressed parking: The draft allows for waiving parking requirements whenever a building is improved. Some communities have used this type of waiver to encourage development of properties. The Board discussed the potential impact of waived parking requirements on second floor residential properties and suggested solutions.

Mr. Spencer stated that the Planning Commission and Council would like to hear the Downtown Development Authority's input, especially regarding the schedule of uses and parking requirements.

Chair Mason opened the item to public comment at 6:45 p.m. There were no comments. Chair Mason closed the item to public comment at 6:45 p.m.

IX. Old Business (continued)

B. DDA Bylaws

Motion by Mayor Carlson, second by Member Yaroch, to postpone review of the proposed DDA bylaws to a future meeting [since changes had been made at the request of Member Wyett and Mr. Wyett is not in attendance].

Motion passed by unanimous voice vote.

X. Executive Director's Report

Director Carey's report was included in the agenda packet and Mr. Carey reviewed the highlights of his report. There were no comments.

XI. Miscellaneous Business

City Clerk Carol Ochs advised the Board to use caution if any member(s) wish to attend the "Landscape Architectural Forum" scheduled to discuss the fireplace, as it is not a meeting of the DDA and no minutes will be taken. If any DDA member does attend, he or she should be clear that any comments are personal opinion and not the opinion of the DDA. Director Carey informed the Board that he intended to attend the meeting and would be willing to report back to the Board.

Mayor Carlson addressed the Board regarding the fireplace, beginning by reviewing the history of the project. The current status of the project is that Architect Mark Buday will donate his time and talent to review the location. Mayor Carlson acknowledged that Council may have made a mistake in not making available a better drawing or trying to hype up support for the project; however, there was no error made in the process: This was a "normal" business item and was noticed as such. DDA approval and Planning Commission recommendation was not legally required. Mayor Carlson informed the Board of the procedures required to reconsider any item already passed by Council. If and when Council reconsiders the item, they will be back at the beginning: whether or not to install the fireplace, where it would be located, design, etc. The Mayor also reported that one business owner who supports the fireplace will not express his opinion publicly since his customers are against the fireplace.

Member Yaroch noted that the purpose of the fireplace has never been made clear. Mayor Carlson stated that the fireplace is meant to be a gathering place for the community, should help bring people downtown during the shoulder seasons, and provide a cheery atmosphere for the downtown area. Member Dipert sees the fireplace as providing a focal point for the Park, a meeting place, and something unique in northern Michigan. The Mayor noted that the interactive fountain provides a focal point in the summer; the fireplace will replace the fountain in the shoulder and winter seasons. Member Barron stated that, even if the fireplace only brings a few people downtown, it will give an "aura" of activity and will bring more people to the downtown area. The Board discussed potential outcomes of further discussion and research.

XII. Future Agenda Items

Executive Director Carey reminded the Board that the proposed DDA Bylaws and the Parking Meter and Street Light Banner Sponsorships would be addressed as future agenda items.

XIII. Adjournment

Motion by Member Yaroch, second by Member DiMartino, to adjourn.

Motion passed by unanimous voice vote.

^Meeting adjourned at 7:47 p.m.^

Stephanie C. Brown

Deputy City Clerk

Hugh Mason

Chair

Carol A. Ochs

City Clerk