



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 27, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER

2. ROLL CALL/QUORUM

PRESENT

Aleshia Balmer

Dave Laakso

Kabri Martyniek

Mark Postilion

Randy Walker

Maggie Bandstra (left early)

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

ABSENT

Beth Stefanchik

Jerome Donovan

3. ELECTION OF OFFICERS

- A. Election Of Chair - City Clerk Kasper called for nominations for Chair from the floor. Bylaw procedure as stated on record and in agenda, if the election of Chair causes a vacancy in another office, the same process shall repeat for open officer, and a roll call vote taken to accept the nomination.

Nomination by Walker, seconded by Balmer, to appoint Postilion to the Chair of the Downtown Development Authority. – Motion carried

Voting Yea: Balmer, Laakso, Martyniek, Postilion, Walker, Bandstra

Postilion accepted Chair appointment opening the election nominations for Vice-Chair.

Nomination by Laakso, seconded by Balmer, to appoint Walker to Vice-Chair of the Downtown Development Authority. – Motion carried

Voting Yea: Balmer, Laakso, Martyniek, Postilion, Walker, Bandstra

4. APPROVAL OF AGENDA

A. Approval Of Agenda - Changes/Additions/Deletions - September 27, 2023

Motion by Walker, seconded by Balmer, to approve: September 27, 2023 Agenda. – Motion carried by unanimous roll call vote.

5. APPROVAL OF MINUTES

A. Approval Of Minutes - Changes/Additions/Deletions - August 30, 2023

The Authority Members emphasized that when DDA monies are used towards a project that requires contractor bids and other related quotes, that they be given the opportunity to review those bids/quotes and to offer their input.

Motion by Balmer, seconded by Martyniek, to approve the August 30, 2023 Minutes. – Motion carried by unanimous roll call vote.

6. OFFICER REPORTS

- A. Secretary – No report
- B. Treasurer – Provided in agenda packet
- C. Vice Chair - No report
- D. Chair – No report

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): No comments

8. PUBLIC COMMUNICATION – WRITTEN: No submissions

9. UNFINISHED BUSINESS

- A. **Ordinance No. 06-2023 - Ground-floor Residential Text Amendment - Discussion Item** – Tricia Anderson of Williams and Works, led the discussion remotely, and answered questions, addressed concerns, and gathered the Authority Members input on the Ordinance text amendment. This information was recorded and provided to the City Council for inclusion to their final determination of approval for the Ordinance amendment. The following detailed summary was provided to City Council:

Will residential uses take over ground floor space historically occupied by commercial uses? Some members were concerned that the amendment would result in residential uses taking away from the commercial uses that provide the economic viability within the DDA. We assured the DDA members that the other standards within Section 26.13 would prevent the frontage of a building from being occupied by a residential use.

Why not just make an exception for 200 Center Street? It was explained that the proposed amendment was initiated by a proposed mixed-use development at 200 Center Street. The applicant proposed ground-floor residential as a way to off-set the construction costs, as only upper-floor units would require an elevator to comply with ADA requirements. Some members of the DDA expressed concern that the amendment would affect the entire C-1 district and inquired as to why the applicant could not seek a variance, so that the other parcels would not be affected. We explained that the ZBA does not have jurisdiction over special land use standards, and that the majority of the other parcels are already afforded the right to have ground floor residential, provided all the special land use standards can be met. As it relates to part b, the majority of the parcels along Center Street are able to meet this standard, as they abut a residentially zoned district.

What is the definition of “abut”? Part b currently requires the parcel proposed for ground floor residential to “abut” a parcel zoned residential on at least one side. Some were concerned that the

alleyway or public roads that separate the C-1 zoned parcels from the R-3 zoned parcels didn't actually "abut" a residentially zoned district because the map does not show the road as belonging to anyone zoning district. We explained that in our view, "abut" would be interpreted in this case as across the street. Some communities extend zoning districts into the roadways, some do not. And, depending on what map you're viewing, the road is included in a zoning district and on others it is not.

Could a mixed-use building be bulldozed and redeveloped with a multi-family apartment complex as a result of this amendment? One member of the DDA was concerned that this amendment may open the door to any type of residential on C-1 zoned parcels. We assured him that this would not be permitted, as multi-family (unless part of a mixed-use building) and single-family uses are not permitted in the C-1 district.

It was noted that if the Council is inclined to offer an approval of the proposed amendment, the DDA would still have the opportunity to review proposals for ground floor residential on a case-by-case basis.

Bandstra had to leave the meeting at 3:00 pm.

Motion by Balmer, seconded by Walker, to extend the meeting by 30 minutes. Motion carried by majority roll call vote.

- B. **Gateway Signage - Discussion Item** – Postilion discussed picking up where predecessor Chair Ketelhut left off with the discussion phase of the possible memorial tree removal at the Demond's Clear Vision Easement, and possibility of drafting a City use agreement on the property. Executive Administrator, Pearson was present to answer further questions from the Authority Members and offered to take the Chair and Authority Members onsite to show the actual scale of measurements. The findings of further discussion with Demond's will determine further direction of quotes.

10. NEW BUSINESS

- A. **Tree Lighting Quote** – Blue Star Tree Farms offered to donate a 20 Foot tree to the City, and a quote was received from the current contractor, Chips Groundcover to provide lighting to the tree, and would be used as the official Holiday Tree for the tree lighting ceremony.

Motion by Balmer, seconded by Laakso, to extend the meeting. Motion carried by unanimous roll call vote.

Motion by Martyniek, seconded by Balmer, to amend the DDA budget for an additional \$710.00 to provide the tree lighting. Motion carried by unanimous roll call vote.

- B. **Tree Lighting Ceremony - 2023 Date & Time** – Will be held on Saturday November 25th, 2023. The event will be sponsored by Walker and Martyniek business backing.
- C. **Holiday Market - Discussion Item** – Former Chair took charge of the planned item, but due to the short timeline the DDA will plan for the future growth and success of this item.

11. COMMITTEE REPORTS: No report

- 12. **STAFF/MANAGER REPORTS:** City Manager Nocerini gave a brief report on Wayfinding being on tract, looking into the Placemaking Grants, MEDC grant upcoming, and that the Masterplan currently being updating may affect eligibility. She also offered that DDA send their list of focused projects for her to keep an eye out for, and she mentioned reaching out to Consumers Energy regarding the painting of the lamp

poles in the DDA. In addition, the Wiley property was closed on and City properties in the DDA will be going up for proposed sale in the future.

13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

14. BOARD COMMENTS: Walker would like to look at bylaws and changing to a Consent Calendar format, mentioned adding chains to the City flag poles to assist with wind, and the upcoming Blessing of the Animals event.

15. CHAIR COMMENTS: None

16. ADJOURNMENT

Motion by Walker, seconded by Balmer, to adjourn.