

**OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

MINUTES OF THE MEETING HELD JANUARY 17, 2019

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, January 17, 2019. The meeting was called to order at approximately 12:10 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Julie Hite, Rich MacDonald, Jack Siegel, Dick Skalski and Ryan Wieber.

Member absent: Grant Taylor, Bruce Betzler, Kyle Kirshman, Mike Lutke and Ethan Sivewright.

Also present: Julie Johnston, Oshtemo Township Planning Director, Martha Coash, Meeting Transcriptionist and guests Mr. Ken Paragon of OCBA, Tom Wheat of Prein & Newhof and Jamie Baker, Oshtemo Township Public Works.

With the absence of the Chair and Vice-Chair, the Treasurer, Mr. Corakis, conducted the meeting.

Approval of Agenda

Mr. Corakis asked for a motion to approve the agenda as presented.

Ms. Johnston noted "Election of Officers" for 2019 needed to be added as the next item on the agenda.

Mr. Wieber moved to approve the agenda as presented with the addition of "Election of Officers." Mr. MacDonald supported the motion. The motion passed unanimously.

Election of Officers

It was noted Ms. Dacoba, Vice Chairperson in 2018, was no longer on the Board. Mr. Taylor who served as Chairperson, Mr. Corakis who served as Treasurer and Mr. Betzler who served as Secretary, were all willing to continue in those roles.

Mr. Skalski nominated Mr. MacDonald to serve as Vice Chair. Mr. MacDonald indicated he was willing accept the nomination.

Hearing no further nominations, Mr. Corakis asked for a motion.

Mr. Skalski moved to approve the following slate of officers for 2019:

Mr. Taylor, Chair
Mr. MacDonald, Vice Chair
Mr. Corakis, Treasurer
Mr. Betzler, Secretary

Ms. Libby Heiny-Cogswell supported the motion. The motion was approved unanimously.

Approval of Minutes

Mr. Corakis asked if there were additions or corrections to the minutes for the meeting of December 6, 2018.

Hearing none, he asked for a motion.

Mr. MacDonald moved to approve the Minutes of the Regular Meeting of December 6, 2018 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

Treasurer's Reports for November - December, 2018 (unaudited)

Ms. Johnston presented the Treasurer's Report for November - December, 2018. She reported there were only three expenditure activities during this time period: payment to the Township for staff time, the Façade Grant program, and payments to Prein & Newhof for work on the Stadium Drive nonmotorized path.

Revenue increased during this two-month period with the payment from the State of Michigan on personal property loss. A total of \$41,059.50 was added to the DDA's revenues, slightly less than the \$44,288.27 received in 2017.

Mr. Skalski moved to approve the Treasurer's Reports for November – December, 2018 as presented. Mr. Wieber supported the motion. The motion carried unanimously.

Streetscape Update

a. Corner Property Development

Preliminary Design Drawings Discussion – Update from OCBA /Streetscape Subcommittee

Mr. Ken Paragon, OCBA, noted the DDA approved the corner lot concept at the July, 2018 meeting, providing feedback for the next iteration. He said all environmental restrictions have been removed.

Ms. Johnston said the official documents confirming that all restrictions were lifted were received the previous week.

She went on to say that the survey proposal from Prein and Newhof includes regional boundary changes between the DDA and the church.

Mr. Paragon went through the modifications discussed by the DDA in July and reported on the latest plan based on that conversation. This iteration includes four benches and a trash receptacle, three options for walls to be moved back five feet from the parking lot edge and provision of a place for signage, barrier free parking lot, changes in walkways and an evergreen tree for holiday decoration.

It was pointed out the zoning ordinance does not require an actual wall for screening. After extended discussion, the group decided that rather than an expensive wall or fence, they would prefer to use a low maintenance hedgerow with shorter annuals and perennials on at least the street side and discrete beds of flowers around the area. Appealing, colorful and well-maintained plants will fit better with the desire for a welcoming, aesthetically pleasing gateway feature.

It was acknowledged that option will require more maintenance, and that the Church specified they wanted low maintenance additions if they were to be responsible. The group agreed it would be worth their while to take on the maintenance of plantings achieve the welcoming corner they have envisioned.

They also confirmed agreement with removing the sidewalk on the south side of the parking lot, keeping the east side sidewalk with a rolled curb, as well as a narrowed drive.

They noted the sign could be moved a little on site, likely on a curved retaining wall and be strategically lit. It was felt the Township logo should be used and that if other welcoming areas to the Township are developed it might be desirable to use the same materials and signage/logo to tie them together.

Instead of planting an evergreen, they decided they would prefer to bring in trees temporarily for holiday decoration, utilizing receptacles appropriately located near the retaining wall.

A leaching basin may be preferable and should be considered for storm water; Mr. Paragon noted a shared use agreement regarding parking, stormwater management and maintenance will be needed.

There was also discussion of sidewalks to access the Church, particularly an accessible aisle and a request to consider whether there is enough storage area for plowed snow.

OCBA will work on further design development based on the DDA's direction. The Subcommittee will meet in February to consider signage, electricity and lighting. Mr. Paragon will attend the March DDA meeting with a revised plan.

b. Stadium Drive Sidewalks

Preliminary Design Drawings Discussion – Update from Prein & Newhof

Mr. Tom Wheat, of Prein & Newhof, shared plans for the Stadium Drive sidewalk project. They have been submitted to the Road Commission, but as yet there is no response. When they respond, any revisions or adjustments required will be made and grading plans will be started.

He explained the geometry is guided by what is in the way. They will try to stay as near the right-of-way as possible in order to avoid having to move any more large utility poles than necessary; smaller ones are not such a problem.

There will need to be extensive work at the Speedway Station to re-do the entrance and eliminate the unused deceleration lanes. An easement will be needed from LaRue's because of the topography. The changes needed should be an improvement for their business.

Mr. Baker of the Township's Public Works Department, indicated close to 30 easements will be needed and suggested inviting everyone to a meeting for a presentation, with documents present and ready for signatures.

Ms. Johnston said she would work to set up a meeting with these property owners. The expectation for maintenance is that the DDA would cover for the first couple of years of snow removal to allow time to create a district for sidewalk maintenance among the owners. The Township will be responsible for pot holes or breaks in the sidewalks.

She explained the corner property sidewalk is expected to be developed in 2019 so it does not need to be part of the Stadium sidewalk project.

Ms. Heiny-Cogswell asked that a lump sum estimate for the road work needed for this project be provided for presentation to the Township Board.

In answer to a question from Mr. MacDonald, Mr. Baker explained no pathways will be part of this plan since there are too many driveways to be able to provide a safe pathway. The primary goal is to get people off the road. He noted there will be a lot of pathway interconnection with the "Go Green" plan and added a primary goal for Metro Transit is to add a couple of shelters along Stadium Drive. He said sidewalks were installed on both sides of the street at the Texas Township city center and that they are well used, where prior to installation there was little foot traffic there.

Ms. Johnston said the goal for project completion is the end of summer, 2020.

Announcements and Adjournment

There were no announcements.

There being no further business, Mr. Corakis adjourned the meeting at approximately 1:20 p.m.

Oshemo Charter Township
Downtown Development Authority

Minutes Prepared: January 19, 2019
Minutes Approved: April 4, 2019