

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

MINUTES OF THE MEETING HELD MAY 17, 2018

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, May 17, 2018. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Bruce Betzler, Themis Corakis, Maria Dacoba, Julie Hite, Rich MacDonald, Jack Siegel, Ethan Sivewright, Dick Skalski and Ryan Wieber.

Members absent: Libby Heiny- Cogswell and Mike Lutke.

Also present: Julie Johnston, Oshtemo Township Planning Director, Natalie Bond, Planning Department Intern, Martha Coash, Meeting Transcriptionist and guests Corrie and Kyle Kirshman, Kirshman Kitchen Design, and Ken Paragon, OCBA.

Approval of Agenda

Chairperson Taylor noted an addition to the agenda to consider a façade program grant request from Kirshman Kitchen Design. He asked for a motion to approve the agenda with that addition.

Mr. Corakis moved to approve the agenda as amended. Mr. Skalski supported the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were any additions or corrections to the minutes for the meetings of January 18, 2018 and February 22, 2018. Hearing none, the Chair asked for a motion to approve the two sets of minutes as presented.

Mr. Skalski moved to approve the Minutes of the Regular Meetings of January 18, 2018 and February 22, 2018. Mr. Betzler supported the motion. The motion carried unanimously.

Treasurer's Reports for January – April, 2018 (unaudited)

Ms. Johnston presented the Treasurer's Report for January - April, 2018. The main activities for this four-month period were for the consultant work on the demolition of the car wash and the Stadium Drive sidewalks. In addition, the costs for Drug &

Laboratories Disposal, Inc. to remove the unknown liquid chemicals from the car wash prior to demolition were included.

She noted further miscellaneous activities included \$100 for accounting services, \$50 for the demolition permit, and \$380 for the banner swap within the Village area. Consultant invoices equaled more than what was billed to the DDA due to the shared costs with the Township for the Stadium Drive sidewalk work.

Chairperson Taylor asked for a motion to approve the Treasurer's report.

Mr. Skalski moved to approve the Treasurer's report for January – April 2018 as presented. Mr. Wieber supported the motion. The motion passed unanimously.

Application for Façade Grant Program

A grant request application was received from Ms. Corrie Kirshman of Kirshman Kitchen Design Studio for work on the property at 6338 Stadium Drive. She said she purchased the property to provide greater visibility and access for her business which has been operating at Parkview Hills for 25 years. Ms. Kirshman said the estimated project cost for façade work was \$23,507 and she requested the maximum amount allowed from the grant program of \$5,000 toward that work.

Ms. Johnston explained the only item listed on the application not eligible for grant reimbursement was landscaping, but the other expenditures easily met the total needed to be eligible for the full \$5,000.

In response to a question from Chairperson Taylor about the timing of whether work could begin prior to grant approval, Ms. Johnston said there was nothing to prohibit work being done before DDA action on a request. She noted the program requests 1-3 bids, but it is up to the DDA to decide whether invoices and price information provided by the applicant meets the grant guidelines.

Mr. Corakis said sometimes you can receive a better deal if you have worked with a vendor previously, as they will try to keep costs down for existing customers.

It was confirmed this location is within the Village Core, but Ms. Johnston said since there is no addition to square footage in this project, a site plan was not required and therefore no requirement to meet Form-Based Code regulations.

Chairperson Taylor stated this project is exactly what was envisioned as the purpose of the Façade Grant Program and he was very much in favor of it. The budget for the program is \$10,000 per year; no other applications have been received this year. Out of four applications received since the beginning of the program, only one was eligible for approval.

Mr. MacDonald agreed the application meets the spirit and intent of the Façade program.

Chairperson Taylor asked for a motion.

Mr. MacDonald moved to approve the request from Ms. Kirshman for a \$5,000 grant from the Façade Grant Program for improvements to the building at 6338 Stadium Drive. Mr. Skalski supported the motion. The motion passed unanimously.

Car Wash Demolition

Ms. Johnston congratulated the group on completion of the demolition of the car wash property.

She provided final expenditure figures, noting there was an additional charge of \$400 for removal of church property from the bays prior to demolition, which increased the cost of the project from \$19,000 to \$19,400. She indicated she approved that increase as the total dollars was still below the DDA's budgeted amount for the project and said three further steps will complete the process:

1. A property line re-description is needed so the DDA gets the property from the church as compensation for the demolition.
2. The paving needs to be completed.
3. Cross-access agreements with the church need to be determined.

Ms. Johnston explained she needs approval from the group to move ahead to discuss the property line re-description with Mr. Selkirk, Church representative.

Mr. Corakis commented the budget included enough extra to cover unexpected expenses; the extra \$400 was not a problem.

Ms. Johnston said during conversations with the church, five different options were offered to adjust the property line to allow for better development of the corner concept plans; however, the church preferred the original option in order to maximize their frontage on Stadium Drive.

Mr. MacDonald moved to authorize Ms. Johnston to work with the church to finish up the property line re-description. Mr. Skalski supported the motion. The motion passed unanimously.

Streetscape Update

a. Corner Property Development

Ms. Johnston reported that per DDA direction, OCBA created two possible redevelopment scenarios for the corner lot and adjacent church parking lot. After discussion with staff at Prein and Newhof, it was determined the corner lot must remain capped with an impervious surface, which would place some limitations on returning the site completely to a natural landscape. With that in mind, OCBA provided some

concept plans that still include concrete, but with landscape amenities that can be controlled within some type of containment structure.

However, since that time, the Department of Environmental Quality reconsidered and lifted restrictions, with the exception that installation of a well would not be allowed.

She said a motion was needed to allow Chairperson Taylor to sign a “Resolution Authorizing Declaration of Restrictive Covenant for a Restricted Residential Corrective Action” and “Notice of Rescission of Land and Resource Use Restrictions” as required and provided by the DEQ in order to allow the DDA to proceed with whatever plan is decided upon for development of the corner property.

Mr. Corakis moved to authorize Chairperson Taylor to sign the required DEQ documents on behalf of the DDA. Mr. MacDonald supported the motion. The motion carried unanimously.

Ms. Johnston noted concept plans for development of the corner were provided by Mr. Ken Paragon of OCBA under the cap restrictions. Now that the cap is not needed, he was in attendance to hear what the Board would really like to have on the corner.

Mr. Paragon said he needed buy-in on a concept plan to proceed. The next steps would be to develop a design plan, complete construction documents, and put the work out for bid.

Ms. Johnston agreed a concept plan is the next step which will be followed by a proposal with cost information included. She noted a sidewalk will need to be incorporated into the design of the corner property. She added that the original plan would treat the development as one project as a whole with the church. If the desire of the group is to make the corner look really nice, incorporating the church property makes sense.

Mr. Paragon said storm water runoff, though minimal, will have to be handled from this site.

The outcome of group discussion was that with the removal of restrictions, the group wishes to design the corner as more of a gateway rather than a destination. Features that were mentioned for possible inclusion were berming for some topography, shrubs, screening of the parking area, enough natural area between the foot traffic sidewalk area to allow safety for walkers and a place for snow to be plowed in winter, a way for foot traffic to cut across the site, a leaching base in the parking area, a variety of colors and plant material throughout the year with irrigation, a bench or two, possibly an art feature, junction boxes to allow tasteful LED lighting which would provide both security and highlighting of plantings as well as holiday decoration, a welcoming analog low-key attractive sign or a low stone wall with metal letters. It was noted that a clock is a possibility but that often, public clocks do not reliably keep time.

It was the consensus of the group that the parking area would be kept as part of the concept plan for financial planning purposes. Also mentioned was a charging station for vehicles, which Ms. Johnston noted would need to be addressed as part of the cross-access agreement with the church.

Ms. Johnston said a little more budget would need to be provided to continue with the concept plans and suggested increasing the budget line item.

It was agreed the streetscape sub-committee would be reactivated, including the Chair, Mr. Betzler and Ms. Dacoba and any other members wishing to participate. They will share revised plans with the church along with Ms. Johnston in order to obtain agreement on a new design. Mr. Paragon will provide a new design for the July DDA meeting after he receives feedback on the concept plan. Ms. Johnston will schedule a meeting with Mr. Selkirk, church's representative.

Mr. MacDonald moved to amend the budget to include an additional \$3,000 for the development of new concept plans. Mr. Skalski supported the motion. The motion carried unanimously.

b. Stadium Drive Sidewalks

Ms. Johnston reviewed progress to date and budget for the Stadium Drive sidewalk project. The entire project will cost over a million dollars. After receipt of grant funds, 65% of the cost, over \$500,000, will be the responsibility of the DDA. There is currently about \$700,000 in the DDA's bank account, so to be able to cover costs for both the sidewalk and the corner property projects, the DDA will need to consider how to handle a shortfall if there is not enough money to do both projects concurrently. The DDA will need to carefully consider current project costs, future project desires, annual revenue generation, and bond costs when making financing decisions.

She wanted to confirm with the group that they still want to move ahead with the project before continuing work to determine and obtain necessary easements, mostly on the south side of Stadium Drive. These are needed for safety and to meet MDOT requirements and are the first step to facilitate the grant process with the state.

Ms. Johnston recommended the Township Engineer's work on design engineering be done in 2018, rather than 2019 as planned, to allow easements to be obtained prior to submitting the grant request to MDOT. Construction in 2020 is the goal.

Mr. MacDonald said he likes the idea of having the preliminary work, including the design work, done early since unexpected funding sometimes presents itself if a project is ready to go.

It was the consensus of the group to continue with the project team of Prein and Newhof and OCBA for engineering design without going out for bid, with the next step being to begin the work to obtain needed easements.

Village Theme Development Plan

Ms. Johnston reported the Village Theme Development Plan subcommittee has been working diligently to complete the update to the Plan. The draft of the update to the Plan was presented at a joint meeting between the DDA, Planning Commission, and Township Board on March 27.

She said there was some concern from the Township Board to making changes to the Form Based Code. They wanted the project moved to the Planning Commission for review and direct input. Since the Planning Commission has other projects in process, progress will be slower than hoped, but progress is still being made. She will keep DDA updated.

Any Other Business

Ms. Johnston requested approval of a lawn maintenance proposal for \$268 per month from S & T Lawn Service for 2018 season lawn maintenance. There was Board discussion about going out to bid for the 2019 contract, as it has been approximately three years since the bid process was completed. In addition, the Board discussed approving a three-year contract after the bid process. Mr. Corakis felt better pricing might be available for a multi-year contract.

Mr. Corakis moved to approve the S & T 2018 lawn maintenance proposal as presented. Mr. Skalski supported the motion. The motion carried unanimously.

Mr. Corakis asked if the proposal included maintaining the corner lot owned by the DDA. Ms. Johnston stated it did not, but she would contact S & T to request they include that work in the DDA's contract, similar to their 2017 work with the DDA.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at approximately 1:35 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 19, 2018
Minutes Approved: July 19, 2018