MINUTES
Central Business District Development Authority (CBDDA) Meeting
Thursday, September 14, 2017
7:30 a.m. Village Hall – EOC Room

I. Call to Order

Chairman Draeger called the meeting to order at 7:30 a.m.

II. Roll Call:

Present: Draeger (Chair), Heins (Vice-Chair), Blake, Dull, Hanks, Nauta and Willison.

Staff Present: Chris Burns (Village Manager) & Maryann Fonkert (Deputy Clerk)

Absent: Dean & Moore

III. Approval of Minutes (7/13/2017)

Motion by Nauta, second from Dull, to approve the Minutes of the July 13, 2017 regular meeting. All in favor, motion carried.

Yes: 7  No: 0

IV. Approval of the Agenda

Motion by Nauta, second from Blake, to approve the Agenda as presented. All in favor, motion carried.

Yes: 7  No: 0

V. Financial Reports – Burns reviewed the finance report with the Board.

Motion by Nauta, second from Hanks, to approve the Finance Report. All in favor, motion carried.

Yes: 7  No: 0

VI. Business

A. Britt Façade Grant Application – Burns explained that Kristen Britt and her husband David Millett had attended the August 10, 2017 meeting to request a façade grant and explain the extensive renovations they planned for their
newly purchased building at 109 N Buchanan St. Burns said there was a lack of quorum at the August 10th meeting, however, the Board members that were in attendance, agreed they would recommend approval of a Façade Grant for $5,000 to the rest of the Board.

Motion by Nauta, second from Heins, to approve a $5,000 Façade Grant for Kristen Britt, Britt Legal Services. All in favor, motion carried.

Yes: 7  No: 0

B. Branding Initiative – Burns explained that Village Planner, Jennifer Howland, had attended the August meeting to talk about the timeline for the Master Plan, Zoning Ordinance and branding initiative and how they work together. Burns said that the RFP’s were out for the Master Plan and Zoning Ordinance and that funds had been set aside for branding so once DDA gave her the ok, she would go ahead with the RFP’s for that. Burns also explained that she and John Stuparits had met with a couple of folks from Progressive AE, and while they didn’t do branding, they did a lot of work with communities on projects, including Grand Haven and Ada. Burns said that she had invited Progressive to the October 12th DDA meeting. Township Supervisor, John Nash, added that they had used Beckett & Raeder Inc. and Williams & Works for the Townships Master Plan, and that he felt these companies worked very well together and saved them a lot of money. Draeger asked, at what point, would they ask the other business owners in the Village for their input. Burns said that would be when the held the Community Engagements.

The Board discussed the Master Plan and Branding and what order they would follow and what they would want to achieve. Burns explained that the Master Plan was more about the land use, current and future land use and would not delve into detail like branding, that the Master Plan was a 10,000-foot view and would likely not get into parcel by parcel detail. The Board also discussed the Master Plan being a guideline, a suggestion, and that Planning and Zoning could approve something that was not shown in the Master Plan but met all the criteria. Dull asked Burns what, in her opinion, were the objectives for the Master Plan. Burns said that she thought it would define what the future land use would be and what the vision was, for example, Exchange Street. Draeger thought it would be useful for properties like the Dozema property to direct a potential developer to what the Village’s expectations were. The Board agreed on the importance of community participation and that they wanted to keep moving forward on the Branding process.

Township Supervisor Nash mentioned the upcoming marijuana proposal, and that if passed, the impact it would have on other businesses in small communities. Nash also suggested that the Board invite Sgt. Kik to speak to them on this subject.
C. Miscellaneous Updates – Burns reported that a potential developer for the Cutler and Exchange Street building looked like it would not be going forward because the proposed plan did not meet the Zoning Ordinance, based on the truck traffic that it would produce.

Burns shared the following updates:

- 4 FOIA request had been received from Lakeshore Environmental on 3 properties on Savidge, west of Village Hall, and one on Jackson south of Love Inc., but she did not know what the potential use might be though.
- She had heard that the dentist’s office was going in a different direction then with their approved site plan, but had no details on that one either.
- A demolition permit had been pulled by the Chris Lisowicz, owner of Barrett’s Boat Works, for the building between the tattoo parlor and the transmission shop on West Savidge to create more parking and that Lisowicz had also purchased the Delass property.
- Sample lights would be installed the following week and Burns encouraged the Board to drive by them to see what their preference was. Draeger asked about eliminating some of the bigger street lights once the new lights were installed. Burns said they had eliminated one at the corner of M-104 and Fruitport Road after the Fire Department was built because it was not needed then.

Draeger said that years ago, he thought it had been agreed that Keenen and Barrett’s would take care of the “No Wake” signs and they had not been maintained for a few years. Draeger also said he had not been able to find any “No Wake” area maps. Burns said that she had seen a No Wake map somewhere and would look for it and send it to him. Burns said that the Connector Path was closed for repairs and that the same company that was doing those repairs would be doing repairs for the Village so she could see if that company could repair the “No Wake” sign too.

VII. Adjournment:

There being no further business the meeting was adjourned at 8:27 a.m.

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Louis Draeger, Chairman   Maryann Fonkert, Deputy Clerk

REMINDER - NEXT MEETING IS OCTOBER 12, 2017