**CITY OF LAPEER**

**MINUTES OF A REGULAR**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**LAPEER MAIN STREET MEETING**

**AUGUST 28, 2019**

A regular meeting of the City of Lapeer Downtown Development Authority and Lapeer Main Street was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Wednesday, August 28, 2019 at 8:00 a.m.

**Members Present:** Chairman Dan Osentoski, Vice Chairman Tony Stroh-Piechowski, Mr. Dan Gerlach, Ms. Sue Griggs, Mr. Dan Sharkey, Mr. Tim Roodvoets, Ms. Ginni Bruman, Mr. Tom Benton, Mr. Ray Davis and Mr. Glenn Alverson.

**Members Absent:** Mr. Bruce Cady, Mr. Tony Macksoud and Ms. Catherine Bostick-Tullius.

**Also Present:** Mr. James Alt, DDA Executive Director, Mr. Dale Kerbyson, City Manager, Mr. Dave Frisch, Police Chief, Ms. Jill Lyons, Center for the Arts Executive Director, and Ms. Caitlyn Habben, Planning Consultant.

Chairman Osentoski called the meeting to order at 8:00 a.m.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

It was moved by Ms. Griggs and supported by Mr. Gerlach to approve the Consent Agenda for August 28, 2019 as follows:

1. Approval of minutes of DDA meeting held on July 24, 2019;
2. Approval of Treasurer Report and Bill Listing; and
3. Approval of Budget Amendment for Downtown Grants.

**MOTION CARRIED.**

**Executive Committee**

There was not a report.

**MAIN STREET COMMITTEE REPORTS**

**Organization Committee**

Mr. Stroh-Piechowski reported the committee met and continued to work on the Illuminate Lapeer capital campaign and reviewed funds raised to date.

**Design Committee**

Mr. Alt updated the board on a meeting held with the City’s Planning Consultant Caitlyn Habben on the Master Plan update to the Downtown section and discussion held on whether to incorporate certain design elements into the Master Plan including murals, signage and building exteriors.

**Economic Restructuring Committee**

Mr. Osentoski reported the committee met with a Michigan Main Street representative to discuss the new Journey Mapping task to assist owners through the process of opening a new business.

**Promotion Committee**

Mr. Alt reported the Summer Concert Series has wrapped up for the year with over 150 attendees at multiple concerts and that he is considering the possibility of moving next year’s concerts to the pocket park. Mr. Alt also updated the board on October events including Bauble’s & Broomsticks on October 5th, the Zombie Walk/Hearse Cruise on October 12th and Ladies Night Out on November 15th.

At this time it was moved by Mr. Roodvoets and supported by Mr. Stroh-Piechowski to convene to a Lapeer Main Street, Inc. meeting. **MOTION CARRIED.**

**LAPEER MAIN STREET, INC.**

**Building Improvement Loan Fund**

Mr. Alt reviewed the second draft of the Building Improvement Loan Fund Procedures including the revised and simplified approval criteria suggested by Mr. Cady and stated the design recommendations have been updated and streamlined. Discussion was held regarding the need to remove the section which states two-sided signs are not recommended and the current Zoning Ordinance building appearance standards.

It was moved by Mr. Stroh-Piechowski and supported by Ms. Griggs to adjourn the Lapeer Main Street, Inc. meeting and to reconvene the Downtown Development Authority meeting. **MOTION CARRIED.**

**Center for the Arts**

Ms. Lyons distributed and reviewed the Center for the Arts quarterly financial report and 2019-20 budget, stated attendance is up 14.2% and reviewed building use and gallery visitor figures. Ms. Lyons updated the board on current and upcoming exhibits, classes and events at Gallery 194 and the Pix Theatre and the October Fest event scheduled for September 21st. Ms. Lyons also updated the board on the MCACA grant review of the Center for the Arts Operating Support and Capital Improvement grants stating a decision is expected to be announced September 13th.

**STAFF REPORT**

**Executive Director**

Mr. Alt updated the board on the Main Street Match on Main grant award to Kookys & Cream and stated the application for Chef G’s will be resubmitted in October. Mr. Alt reported the Main Street quarterly training will be held in Grand Haven on October 7th & 8th, reviewed his discussions with the new owner on plans for use of the former Peddler’s Place location and his potential interest in the former BC Comics space.

Mr. Alt reported the DDA can now accept Square payments for the Illuminate Lapeer campaign and updated the board on various new businesses opening downtown. Discussion was held regarding the location of the grease dumpster being utilized by the new Vinyl Bar & Grill.

**NEW BUSINESS**

**Master Plan Update**

Ms. Caitlyn Habben, of Rowe Professional Services Company the City’s Planning Consultant, was present and reviewed the Downtown chapter of the City Master Plan which is currently in the process of a 5 year update and potential amendments for DDA member input. Ms. Habben reviewed various items in the Downtown section for input including the new Surrounding Area section, the existing Key Issues section and the new Visioning Section.

At this time Mr. Roodvoets and Mr. Sharkey left the meeting.

Discussion was held and input given to Ms. Habben on various items including the transition area from downtown to the surrounding areas, access to building second stories, rear building facades, trash receptacle rules, use of vacant spaces, transition to the river, the lack of bike lanes, the need to be more multi-modal friendly, access to and use of the historic courthouse square, returning Park Street to a two-way traffic flow design, improvements needed to the parking lots along Park Street, uses allowed in the area north of Park Street and the merging of the CBD-1 and CBD-2 Central Business zoning districts. Board member input was also provided on the mixed-use area south of Clay Street, interpretation of High-Density Multiple Family uses referenced in the DDA Development Plan, blight enforcement, whether to install additional gateway statements, streetscape needs, additional pedestrian amenities, use of public spaces and the need to promote transitioning the overhead utility lines to underground lines.

Discussion was also held on forming a committee to review requests for murals and public art and additional board member input was provided on improving the parking lots and dumpster area on the north side of Nepessing, pedestrian crossing improvements, increasing handicap accessibility and the potential to provide City-wide weekly trash collection service. Ms. Habben stated she will also attend a future DDA meeting to review the changes proposed and discussed to date and to obtain board input on the existing Strategies section of the Downtown chapter of the Master Plan.

**EMS Millage Capture**

Mr. Alt reviewed the request received from Lapeer County EMS requesting the DDA to agree to forego capture of revenue from the 2020 special millage levy to be placed on the 2020 ballot. Discussion was held on the DDA’s capture of the current EMS special millage revenues and whether or not to continue to capture revenues from the new special millage levy.

After discussion, it was moved by Mr. Gerlach not to capture revenues from the 2020 EMS special millage levy. There was not a support for the motion.

**MOTION FAILED.**

It was moved by Mr. Benton and supported by Mr. Stroh-Piechowski to capture revenues from the 2020 EMS special millage levy.

**Yeas:** Mr. Benton, Mr. Stroh-Piechowski, Mr. Osentoski, Mr. Alverson, Ms. Griggs, Ms. Bruman and Mr. Davis.

**Nays:** Mr. Gerlach.

**Abstain:** None.

**Absent:** Mr. Cady, Mr. Macksoud, Ms. Bostick-Tullius, Mr. Roodvoets and Mr. Sharkey.

**MOTION CARRIED.**

**Kiwanis Club – Legacy Project**

Mr. Alt updated the board on discussions held with Kiwanis Club members regarding a potential legacy project to entail developing an outdoor teen park downtown with various activities. Discussion was held regarding potential locations for the park with the consensus being to discuss the matter further at a future meeting.

**ADJOURNMENT**

There being no further business it was the consensus of the board to adjourn the meeting at 9:56 a.m. **MEETING ADJOURNED.**

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 Ms. Ginni Bruman

 Secretary