

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, September 27, 2021 at 5:30pm
Council Chambers, City Hall

1. Call to Order

Director Dotson called the meeting to order at 5:30pm. In the absence of Chair Owens and no Vice Chair Director Dotson suggested that Member Dipert serve as Acting Chair for tonight's meeting. There were no objections.

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens (Absent)
Acting Chair:	Kirby Dipert
Members Present:	Sam Bingham, Anne Osthuizen, Ron Way, Amanda Wilkin
Members Absent:	Sean Bradley, Luther Kurtz, Paul Silva
Non-Voting Student:	Liam Dryer
City Staff:	Lindsey Dotson, Executive Director; Mark Heydlauff, City Manager; Jonathan Scheel, Zoning Administrator

4. Inquiry Regarding Potential Conflicts of Interest

5. Consent Agenda

- A. Minutes
- B. Monthly Report
- C. DDA Financials
- D. Committee Minutes
- E. Letter of Support for the Revitalizing Downtowns Act

Motion by Member Wilkin, second by Member Bingham to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

Chair Dipert welcomed Anne Osthuizen as the newest Board member.

6. Reports

A. Director's Report

7. Old Business

A. Bridge Railings

City Manager Heydlauff stated that the process of removing the paint to put a better coat on the bridge railings is problematic because the metal itself is not particularly designed to hold a painted surface. City Manager explained that the metal itself is superfluous to the operation of the bridge and it was added to be a decorative look for the bridge. He stated that removing the metal was an option or removing the metal and stripping the paint was another alternative but either option would be very expensive. City Manager Heydlauff stated the bridge is owned, operated and maintained by MDOT. He stated that removal and reinstallation of the lights would be a \$25,000 - \$30,000 project and that's the simplest piece of the whole component.

8. New Business

A. Channel Park Presentation

Leilani Durbin, Silver Linings Charlevoix, provided a presentation of plantings and ADA ramp renderings along the Pine River Channel for Board discussion. Ms. Durbin provided a conceptual site plan of the proposed planting and design. She stated that there would be a 10-year landscape agreement with Landscape Logic for maintenance of the plantings.

Two residents were not in favor and expressed their concerns.

Motion by Member Wilkin, second by Member Way to support the overall idea of the Channel Park enhancements proposed by Silver Linings Charlevoix. Motion passed by unanimous voice vote.

B. Notice of Non-Renewal: 109 & 111 Bridge Park Drive

Director Dotson reported that she had received an email from Long Road Distillers on August 23, 2021, notifying of their intent not to renew their lease at 109 & 111 Bridge Park Dr. upon the completion of the original term ending in February 2022. She stated that they have ceased operations and begun to remove contents from the property. Director Dotson stated Long Road Distillers requested an early lease termination or reduction in rent.

Motion made by Member Wilkin, second by Member Bingham to have the Executive Director draft a request for proposals [for the leasing of the Bridge Park Building]. Motion passed by unanimous voice vote.

C. Discussion about Zoning Ordinance 1514.04 – Newsracks, Planters, Tables, and Chairs on Sidewalks

Zoning Administrator Scheel stated there are numerous City Ordinance sections that pertain to downtown sidewalks. He stated there has been businesses not following the city ordinances. Zoning Administrator Schell recommended that a well understood uniform policy be created.

Zoning Administrator Scheel proceeded to review in detail of sections of the Zoning Ordinance applicable to sidewalks, merchandise sales, newsracks, planters, tables and chairs, etc. on downtown sidewalks. He provided examples of three (3) properties he had consistent issues with and the responses from the businesses and the need for consistent equal enforcement of the rules. City Manager Heydlauff stated that it might be prudent to create with a guide to show where a business owner can and cannot put their merchandise on sidewalks.

Motion by Member Wilkin, second by Member Bingham to support the current ordinance. Motion passed by unanimous voice vote.

D. Restroom Signage

Director Dotson stated that Member Dipert had requested she research the potential replacement of the bandshell restroom signs since they are faded beyond being legible. She indicated there were two options: refresh the current signage for \$223.20; or replace the signs with branded signs to match wayfinding and other signage in the city for \$391.63.

Motion by Member Wilkin, second by Member Way to replace restroom signs with the branded signs at the bandshell. Motion passed by unanimous voice vote.

E. Main Street Designation

The Board concurred to postpone this discussion to a future meeting when they had better board attendance.

F. Grant Application to Support Winter Vibrancy

Director Dotson stated Charlevoix Main Street DDA is partnering with the Recreation Department and Visit Charlevoix to request permission to apply for a Charlevoix County Community Foundation grant to support “winter vibrancy” initiatives. The requested amount would be \$10,000 with required matching funds being split between the partnering entities.

Motion by Member Wilkin, second by Member Way to approve submitting a grant application to the Charlevoix Community Foundation to support Winter Vibrancy placemaking initiatives. Motion passed by unanimous voice vote.

9. Public Comments

10. Request for Future Agenda Items

Member Wilkin stated that she had an issue in her office with visitors coming in asking for restrooms because they have problems getting down to the restrooms in the park and the City Hall restrooms are closed on weekends.

11. Board Comments

12. Adjourn

Motion by Member Wilkin, second by Member Dipert to adjourn 7:02 p.m.

Sarah Dvoracek/fgm

Kirby Dipert

Acting Chair