CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 19, 2018

MINUTES

Council Chambers | **Regular Meeting** | **8:30 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:30 AM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Excused	

C. STAFF PRESENT

Bob Slattery, DPW Director
Amber Abbey, Planning/Zoning
Rik Hayman, Chief of Staff
Marcy Kimball, Clerk's Office

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 19, 2018 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Steve Coates, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz
EXCUSED:	Dail

E. ADMINSTRATIVE REPORT

Mrs. Abbey stated the Planning Commission would like to move forward with their Master Plan implementation and one of the first items that we want to do is to develop the Central Business District in the DDA. I am here to get your ideas on what you as the DDA would like to see implemented in that ordinance. An example would be zero lot lines, parking requirements or anything else that would be unique to the DDA area.

Mr. Hayman said I would like the DDA Commission to look at the budget so that the Mayor has something to move forward with. This would be tentative, this is just a proposal that she would put before Council.

Mr. Richvalsky said we would need information from the Controller's office and Treasurer's

office in that regard to see where we are.

Mr. Slattery said Paul Mattern from MTA is here tonight to speak regarding a bus shelter on Saginaw Street.

1. Revenue and Expenditure Report as of February 28, 2018

F. AUDIENCE PARTICIPATION

Mr. Richvalsky of Burton said I am a real estate broker and I have the property located at 4371 S. Saginaw Street listed for sale. This was the old Antique Mall. Jodi Johnson has a purchase agreement in play on this property for the specific use of climate controlled mini self-storage. I suggested he come before the board for your blessing. It is not very appealing as far as how it looks. Mr. Johnson would like to improve the building. I would like to request that we change the use. This is a specific use variance that he is looking for, not a zoning change. This would mean if he does not do what is agreed on the zoning would be off the table.

Mr. Johnson said he would like to have different size storage units inside the building. I would aesthetically change the look of the exterior to please the City of Burton and potential customers.

Mr. Martz suggested, if approved, moving the loading dock that is in the front to the back.

Mr. Johnson said we want to provide easy and safe access. Saginaw Street is a very busy street so it would be more preferential to access the building from the back. There would be many improvements not only to aesthetics but for security and safety also.

Mr. Fenner asked how many jobs this would provide. Is there a possibility in renting out retail space in the front of the building? We are trying to get more mom and pop stores in our Downtown Burton.

Mr. Johnson said for the storage unit part we would only have one employee running the front desk. We would have no problem putting another business in the front of the building. It is somewhat separated from the back where the storage units would be. When I meet with the architecture, I could bring some proposed drawing in for you to look at.

Mrs. Abbey said in keeping with the Master Plan Vision, the Zoning commission has agreed to discourage use variances in the DDA area without the approval of the DDA. With the DDA's approval, we can move forward.

The DDA commission gave a tentative acceptance based on the proposal and plans presented by Mr. Johnson.

G. BOARD DISCUSSION

1. Saginaw & Bristol area bus shelter options, possibilities and further plans.

   Paul Mattern from MTA said I am here to discuss options for a bus shelter at Bristol and Saginaw Street. We could put up a standard passenger shelter or partner financially to design something that would aesthetically match the design you have around the clock tower. We do a site assessment to see if there is adequate street lighting. If there is not, you have the option to put lighting on the shelters.

Mr. Martz said he would want to have some kind of separation between the clock corner and your structure so we can minimize climbing on it and utilization of the tower for other things.

Mr. Mattern said I will give you an idea on the participation cost.

2. Add new line entry in the 2017-2018 budget in regards to the Saginaw Street Corridor.

   Motion to take $9,750 out of the current budget surplus. This amount would not be in the proposed budget.

- Mr. Coates said in the February statement there have been the following changes:
- Clock Corner now includes the improvements
- Community Decorations include the bills from DPW. A spreadsheet should be coming soon.
- Saginaw Street Corridor was added as a new line item.

Mr. Fenner said I would like to hear from the Police Chief before we transfer $5,000 into that fund.

Mr. Martz said we still need the locations of the poles that need repair.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steve Coates, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz
EXCUSED:	Dail

3. Road diet and overall plans.

   Mr. Fenner stated when we did our DDA Master Plan one of our goals was to use more side streets to eliminate some Saginaw Street entrances.

   Mrs. Abbey said one of the ideas for the central business district is special provisions. We would want rear parking with buildings closer to the road and access off the residential roads. Right now, you fall under all the restrictions as the C-2 Zone. We need to look at allowing access off the residential streets to eliminate more access points off Saginaw Street whenever possible. Now that the Master Plan is finished this would be the next step. The Zoning ordinance would address this. We would have to change the ordinance. We would have to accommodate the properties that are there now but if a new property were built, you would want it to meet the requirements of what the DDA vision is. I need to get an idea of what you want to see and what you would want to eliminate.

   Mr. Richvalsky mentioned the unneeded curb cuts that are there now.

   Mr. Martz said I would like to address signage (both temporary and permanent), landscaping, pedestrian and vehicular accessibility and facade meaning colors and material used on buildings (try to get away from wood and vinyl siding),

Mrs. Abbey said billboards are not allowed in the DDA district. However, we cannot make them remove the ones that have been there a certain length of time. Billboards are only allowed in industrial zones.

Mr. Martz said I would like a copy of the sign ordinance. We need to make some accommodation for outside seating for the businesses along Saginaw Street. We do not want to require zero lot line frontage on the buildings because we have already vacated half the alleys. Unless we expand into the next block, we would have rear accessibility anyway. It is also important to start minimizing outside storage. Take care of the existing noncompliant outside storage.

Mr. Fenner said he would like to eliminate the clothing donation boxes.

Mrs. Abbey said the Code Enforcer just sent out letters to all businesses saying if you allow these boxes on your property, you are responsible for them. If the city has to clean up a mess, the business will be charged. You could require them to have these boxes in an enclosure and in the rear of the property, as the dumpsters have to be. Would the DDA be interested in allowing rooftop seating in the new ordinance? This is becoming popular for those that do not have room for outside seating. You could also just allow for it as a special use. They would still have to meet ADA requirements.

4. Discussion on Topics Germane to the DDA District.

   Mr. Fenner asked for an update on the property where the Burton Auto Parts building was and where does it stand with the EPA.

   Mrs. Abbey said to my knowledge Phase 1 environmental came back clean. We have cited them to remove the fence and clean up the junk along the ground.

   Mr. Coates said the park by the Fire Station on Saginaw Street needs to be cleaned up. There are chunks of cement and debris all over from the Fire Station to the Corner. The curb cuts need to be cleaned out also.

   Mr. Slattery said we will be sweeping the streets again this Spring.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, APRIL 16, 2018 @ 8:30 AM.

Meeting was adjourned at 9:50 AM.

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