



BURTON, MICHIGAN

DRAFT

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 17, 2014

MINUTES

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

This meeting was opened by Commissioner Steve Coates at 8:40 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Absent	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Absent	
Pat Gilmore	Commissioner	Absent	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Present	
Bob Patterson	Commissioner	Absent	

B. STAFF PRESENT

Lisa Easterwood, Fleis and VandenBrink Engineering, Inc.
Rik Hayman, Chief of Staff
Teresa Karsney, City Clerk

C. AUDIENCE PARTICIPATION

None

D. MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 16, 2014 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Laurie Moncrieff, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

2. Downtown Development Authority - Special Meeting - Nov 3, 2014 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Laurie Moncrieff, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

3. Downtown Development Authority - Regular Meeting - Oct 20, 2014 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Laurie Moncrieff, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

E. ADMINISTRATIVE REPORT

The board asked if they could get some answers to the following questions.

1. An updated controller Report (Last statement was thru September).
2. Update on the Poles on South Saginaw.
3. When the Christmas decorations will be going up.
4. The trees that were replaced. Property owners were to pay for trees, how is the DDA getting the money back. Was it added to the residents taxes?
5. DDA Funding - was not listed on Genesee County Mileages why?

F. BOARD RECOMMENDATION AND/OR ACTION

1. To recommend to City Council the Downtown Development Visioning Plan and Guide Book for approval.

Lisa Easterwood from Fleis and VandenBrink Engineering Inc. Asked if any members of the board have any questions about the DDA Visioning Plan and Guide Book.

Rik Hayman stated that the DDA Visioning Plan was available in the Clerk's office for over thirty days.

Mr. Fenner had questions about the curb cuts for Ms. Easterwood. On the entries on to Saginaw you left all the roads open for right turns or left turns. Doesn't this cause pedestrian-car problems. We are only 100 feet apart on streets with adding the boulevard and cutting down on vision, Wouldn't it be better to close off some of those streets so they would have to come out at the light to make the left turn. An adding the extra signal lights wouldn't it be better to close those streets and have them come out at light.

Ms. Easterwood got the impression that you didn't want those streets closed off because there might be opposition from the resident and business owners.

Mr. Fenner is just suggesting that this is an opinion. Wouldn't it be safer for a pedestrian so they don't have to continue to cross another street every 100 feet?

Ms. Easterwood thinks there should be proper sidewalks (ADA accessible) along Saginaw Street.

Mr. Fenner stated isn't that why we are doing the plan so we can apply for grants to make our Downtown District accessible.

Ms. Easterwood stated the traffic calming is the best way to slow traffic down to see the businesses we have in Burton. Also it is best for pedestrian's safety. It would be best if we conducted a traffic study.

Mr. Coates asked who would pay for the traffic study?

Mr. Hayman stated we can get some of the information from Genesee County Planning Commission because they have already conducted some studies.

Ms. Easterwood we would need true up to date counts.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Larry Stapleton, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

2. 1265 : Other Business.

None at this time.

DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 16, 2014

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Absent	
Pat Gilmore	Commissioner	Absent	
Gregory Fenner	Commissioner	Absent	
Larry Stapleton	Commissioner	Late	8:45 AM
Laurie Moncrieff	Commissioner	Absent	
Bob Patterson	Commissioner	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Amber Abbey, Deputy Planning Official
Lindsay Young, Clerk Typist

C. MINUTES

1. Downtown Development Authority - Regular Meeting - May 9, 2014 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Richvalsky, Coates, Stapleton, Patterson
ABSENT:	Paulus, Gilmore, Fenner, Moncrieff

D. PURPOSE OF MEETING

Mr. Richvalsky explained the purpose of the meeting is to determine where a location for the banner poles.

E. ADMINISTRATIVE REPORT

None

F. PRESENTATION

None

G. AUDIENCE PARTICIPATION

H. BOARD RECOMMENDATION AND/OR ACTION

Minutes Acceptance: Minutes of Jun 16, 2014 8:30 AM (Minutes)

I. AGENDA ITEMS

1. DDA Visioning Plan

No discussion.

2. Place the south banner poles just north of the entrance to 5/3rd Bank and in front of the flat lot north of Burton Auto Parts

Discussion ensued regarding the placement of the posts for the banner in the DDA district.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Richvalsky, Coates, Stapleton, Patterson
ABSENT:	Paulus, Gilmore, Fenner, Moncrieff

J. Cancel the Regularly scheduled Downtown Development Authority Meeting for July 21, 2014.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Commissioner
SECONDER:	Larry Stapleton, Commissioner
AYES:	Richvalsky, Coates, Stapleton, Patterson
ABSENT:	Paulus, Gilmore, Fenner, Moncrieff

Minutes Acceptance: Minutes of Jun 16, 2014 8:30 AM (Minutes)

DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 3, 2014

MINUTES

Council Chambers

Special Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Steve Coates at 8:50 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Absent	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Absent	
Pat Gilmore	Commissioner	Excused	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Late	8:50 AM
Laurie Moncrieff	Commissioner	Absent	
Bob Patterson	Commissioner	Absent	

B. STAFF PRESENT

Sue Warren, HR Director
Angela Cease, Clerk Typist

C. ADMINISTRATIVE REPORT

Due to lack of quorum this was a workshop meeting.

Mr. Coates said I would like to have the Mayor's opinion on the DDA Visioning Plan. New Zoning restrictions would apply to new businesses coming in only. Once the existing businesses sold or changed ownership the new restrictions would apply to them also. Changes to the Visioning Plan should be done before it becomes the Master Plan.

D. PRESENTATION

None.

E. BOARD RECOMMENDATION AND/OR ACTION

None.

1. Review Visioning Plan
2. Any other business that comes before the Board

Minutes Acceptance: Minutes of Nov 3, 2014 8:30 AM (Minutes)

DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 20, 2014

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Steve Coates at 9:05 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Absent	
Pat Gilmore	Commissioner	Absent	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Absent	
Bob Patterson	Commissioner	Absent	

B. STAFF PRESENT

Paula Zelenko, Mayor
Lindsay Young, Clerk Typist

C. ADMINISTRATIVE REPORT

None.

D. PRESENTATION

1. Review Visioning Plan

Lisa Easterwood of Fleis & Vandenbrink presented the Draft version of the Visioning Plan and guidebook. She stated that they will then have a 30 day review period. She explained that the whole plan is based on Place-making.

Harry Wierenga of Fleis & Vandenbrink spoke in regards to project phasing and explained each process. He spoke in reference to traffic calming devices within the scope of the plan.

Ms. Easterwood went over the design guidelines and emphasized that all new developments and enhancements to the district should follow certain standards and the district image. She stated how important the gateways into the City are and how important it is to make them visually appealing and for each to have a special feature. It is up to the City to add restrictions into code. She went over the four points of Place-making, including government policy and enablement, branding and identity, marketing and promotion incentives, and infrastructure and development.

Mr. Wierenga spoke in reference to various grants and encouraged the City to stay on top of all funding opportunities.

Minutes Acceptance: Minutes of Oct 20, 2014 8:30 AM (Minutes)

Ms. Easterwood said they will now enter the one month review process. Then they will have final comments and recommendation which will go to the City Council for approval in November. The plan will be adopted in December and they will start task assignments in January.

Mr. Fenner asked about closing some of the streets.

Mr. Wierenga said a traffic study will tell, but closing streets normally leads to public outcry.

Ms. Easterwood said she went over this concept with the traffic engineer and he said this approach is the least invasive with the greatest impact. She also said that boulevards were voted most liked in the visual preference survey.

Mr. Coates asked who initiates a traffic study and who implements the plan once it has been approved.

Mayor Zelenko said she is looking for the Board to be the drivers in this and then let the Administration know what we need to do.

Ms. Easterwood said a traffic consultant will need to understand the goals and concept of the plan. She said she would like to get feedback in two weeks and would like to see the Draft plan be posted to the website.

A Special meeting was set for November 3, 2014 at 8:30 a.m.

E. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion of Back to the Bricks Event

No discussion on Back to the Bricks.

2. Any other business that comes before the board

Mr. Coates welcomed back Joey Richvalsky. He also asked about the utility poles.

Mayor Zelenko said they are waiting on Consumer's Energy and the waterlines down Saginaw Street will be done by the time this project is ready to begin.

Mr. Fenner said he spoke to some of the DPW workers who said the waterlines would be under the sidewalks.

Mr. Wierenga said underground work provides an opportunity to make improvements above.



ADOPTED

AGENDA ITEM (ID # 1264)

DOC ID: 1264

Review Visioning Plan

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Larry Stapleton, Commissioner
AYES:	Steve Coates, Gregory Fenner, Larry Stapleton, Laurie Moncrieff
ABSENT:	Joey Richvalsky, James Paulus, Pat Gilmore, Bob Patterson



SCHEDULED

AGENDA ITEM (ID # 1265)

DOC ID: 1265

Any other business that comes before the Board