

# DOWNTOWN MANISTEE

— michigan —

*The Mission of the Manistee Downtown Development Authority is to foster the development and promotion of an identifiable and attractive downtown area that will strengthen business and a sense of community ownership.*

City of Manistee DDA

Wednesday, July 8, 2020 at 8:00 a.m.  
Council Chambers, City Hall, 70 Maple Street

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- 1.) **Call to Order** – Chair Mosher
- 2.) **Approval of Agenda**
- 3.) **Public Comments on Agenda Items** (5-minute limit)
- 4.) **Approval of Minutes from the June 10, 2020 Regular Meeting.**
- 5.) **Old Business**
  - Manistee Area Chamber of Commerce – DDA Director Contract
  - West Shore College Building Project Update – Thad Taylor
- 6.) **Committee Reports**
- 7.) **New Business**
  - DDA Lower Story Dwelling Support – Planning Commission
  - Downtown Maintenance Review
- 8.) **Public Comment** (5-minute limit)
- 9.) **Comments by Board Members**
- 10.) **Adjourn**

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES OF JUNE 10, 2020**  
**8:00 A.M., ZOOM MEETING**

PRESENT: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman, James Beaudrie, Bruce Allen (arrived at 8:26 a.m.), Kenneth Urban

EXCUSED ABSENCE:

ALSO PRESENT: Heather Pefley, Stacie Bytwork – Manistee Area Chamber of Commerce, President

**CALL TO ORDER.**

Meeting called to order by the Chair at 8:07 a.m.  
Roll Call taken.

**APPROVAL OF AGENDA.**

*MOTION* by Thad Taylor, second by Kenneth Urban to adopt the agenda as amended, adding discussion point: Reinvigorate River Street after Committee Reports.  
With Roll Call vote this motion passed 8 to 0.

Yes: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman, James Beaudrie, Kenneth Urban  
No: None

**PUBLIC COMMENT.**

None

**APPROVAL OF MINUTES.**

*MOTION* by Barry Lind, second by Karen Goodman to approve the minutes from May 13, 2020.  
With Roll Call vote this motion passed 8 to 0.

Yes: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman, James Beaudrie, Kenneth Urban  
No: None

**UNFINISHED BUSINESS.**

Discussion: DDA AND MANISTEE AREA CHAMBER OF COMMERCE POTENTIAL CONTRACT POSITION.

Manistee Area Chamber of Commerce submitted a proposal for contracted position to Chair Mosher, which he shared with the committee. Chair Mosher will email proposal draft, with committee's suggested changes, out to Board in preparation for a Special Meeting he will schedule shortly.

**COMMITTEE REPORTS.**

- a.) Design—B. Lind  
Has not met since State shutdown due to Coronavirus. Not meeting has impeded committee's ability to accomplish tasks on time. Hanging flower baskets have gone up downtown but banners still need to be installed. Grad Bash Committee from MMHS approached Committee to ask about Senior Banners going up downtown. They were going to get back with him but have not; the usual banners will be going up barring any further communication from Grad Bash Committee.
- b.) Business Development—Tamara DePonio  
June meeting was cancelled.

**REINVIGORATE RIVER STREET (added item).**

*MOTION* by Barry Lind, second by James Beaudrie to reallocate \$5000.00 of the \$10,000.00 budgeted for the Façade Grant Program for the purpose of reimbursing businesses who want to build platforms for bump-out seating this year.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman, James Beaudrie, Kenneth Urban, Bruce Allen

No: None

**Discussion included:**

- Safely implementing bump-out seating with platforms, ramps, or rails.
- Individual business owners may not want or be able to pay for construction of platforms.
- If DDA builds, government timing may prohibit building/use of platforms this year.
- Creating a packet with current City policy, design requirements, and clearly defined guidelines for business owners. Barry Lind to work with Marc Miller, Economic Director on packets.
- Gaging business owners' interest level in utilizing bump out seating.
- Financially assisting business owners who would like to utilize platform seating this year.

**NEW BUSINESS.**

CONSIDERATION OF APPROVAL FOR BUDGET AMENDMENT FOR 248-902 LEGAL FEES FROM \$2,500.00 TO \$4,500.00 FOR THE FISCAL YEAR 2019-2020.

For the fiscal year 2019-2020, 248-902 Legal Fees were budgeted for \$1,000.00 and amended to \$2,500.00 at the February regular board meeting. The Chart of Accounts Report from April 30, 2020 indicate the total balance during this fiscal year used is \$3,617.00. Additional funds will be required for up-coming projects including staff contracting, West Shore Community College contracts for the Riverwalk Plaza and Façade/Parking, and Manistee Magic upcoming projects. The above request is for the budget amendment to support additional legal time for the remainder of the 2019-2020 fiscal year.

*MOTION* by Thad Taylor, second by Barry Lind to approve for the Budget Amendment for Legal Fees.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman, James Beaudrie, Kenneth Urban, Bruce Allen

No: None

CONSIDERATION OF APPROVAL FOR THE BUDGET AMENDMENT FOR 248-858 MISCELLANEOUS-OFFICE RELATED FROM \$500.00 TO \$600.00 FOR THE FISCAL YEAR 2019-2020.

For the fiscal year 2019-2020, 248-858 Miscellaneous-Office Related was budgeted for \$300.00 and amended to \$500.00 at the February regular board meeting. The Chart of Accounts Report from April 30th, 2020 indicate the total balance during this fiscal year used is \$578.00. Reoccurring expenses originally recorded under this account are no longer executed. The budget request will address the initial additional costs associated with the monthly disbursements. The above request is for the budget amendment to support additional funds for the remainder of the 2019-2020 fiscal year.

*MOTION* by Kenneth Urban, second by Thad Taylor to approve the Budget Amendment for Miscellaneous-Office Related costs.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman, James Beaudrie, Kenneth Urban, Bruce Allen

No: None

**PUBLIC COMMENT.**

None

**BOARD COMMENT.**

Karen Goodman – Questioned if the Board Members have received any complaints on the upkeep of the Riverwalk? Chair Mosher responded that they have had a walk through with a City Councilmember because of recent complaints.

Chair Mosher – Thanked City Clerk, Heather Pefley and Recording Secretary, Kelly McColl for their assistance with the meeting. He also reiterated that he would be sending the MACOC Proposal out to the Board in preparation for the Special Meeting.

Barry Lind – Questioned the River Street entrance of the Riverwalk being closed due to the construction on the WSCC building. He believed the handicap parking spots and main Riverwalk entrance were to remain available/open during construction.

Kenneth Urban – In response to Barry Lind’s concern asked about temporary signage to direct public to other Riverwalk entrances nearby. Chair Mosher said he would call DPW Director, Jeff Mikula to discuss.

**ADJOURN.**

Next meeting is scheduled for Wednesday, July 8, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

*MOTION* by Thad Taylor, second by James Beaudrie **to adjourn at 9:17 a.m.**

Kelly McColl  
Acting Recording Secretary

## **City of Manistee Text Amendments, Master List.**

### **Definitions:**

**DWELLING, LOWER STORY ACCESSORY:** A dwelling, which is considered an accessory use, located in the same building as the principal commercial use and located on the lower story of the building.

### **SECTION 1505 LOWER STORY DWELLINGS**

- A. Lower story dwellings are permitted in existing structures within the C-3 district. New structures proposing lower story dwellings shall be governed as a mixed use.
- B. Lower story dwellings shall be accessed by a secure entrance dedicated for the exclusive use of building residents and guests.
- C. No dwelling unit shall exceed a maximum of two (2) bedrooms.
- D. Each dwelling unit shall have a minimum floor area of five hundred (500) square feet.
- E. A basic site plan shall be required and reviewed by the Zoning Administrator per Section 2201, A.
- F. Dwelling units shall not be located on the street level or basement except in those locations where resident privacy can be provided by building design, courtyards, topography or similar design; such as daylight or walkout dwelling units along the riverfront or into a secured and private side or rear yard.
- G. At least the first 20 feet of depth at street level of the building shall be dedicated to a commercial use.