

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE WYOMING DOWNTOWN DEVELOPMENT AUTHORITY AT ITS MEETING OF OCTOBER 2, 2012

DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF JULY 3, 2012
CITY COUNCIL CHAMBERS
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Kochneff, Mayor Poll, VanDuren, VanderVeen
MEMBERS ABSENT: Coombs, Harkema, Male, Vandenberg
STAFF PRESENT: VanDuren, Ballard, Boot, Ryndbrandt, Cochran
OTHERS PRESENT: Ken Malik, President-Wyoming/Kentwood Chamber of Commerce, Kevin VanTimmeren, Property Manager- Spigel Properties, Richard Wadsworth, Edward-Jones

Chairman Kochneff called the meeting to order at 7:34 a.m. He introduced and thanked Kevin VanTimmeren, the Property Manager for Spigel Properties – the new owners of Rogers Plaza, for attending the meeting.

Approval of Meeting Minutes

Due to not having a quorum at this meeting, the approval of the April 3, 2012 minutes will take place at the next scheduled meeting, October 2, 2012.

Public Comment on Agenda Items

There was no public comment.

Treasurer's Report

Andrea Boot presented the Statement of Revenue and Expenses dated June 27, 2012. A couple big items were mentioned in regard to \$24,505.29 which is for a tax tribunal for Rite Aid, in addition is the anticipated ruling for Rogers Plaza.

Proposed Landscaping Ordinance

City Planner Tim Cochran presented the proposed landscaping ordinance, along with recent pictures of various properties along 28th Street, to obtain the DDA's opinion. The proposed changes are to protect what has been installed and do not call for additional landscaping. They include: requiring automatic irrigation be installed in front yard areas for commercial properties,

also requiring the use of the irrigation once installed, landscaping shall be maintained in a healthy, neat and orderly state free from refuse and debris, plants shall be pruned and trimmed as to not interfere with public utilities and vision, all dead and diseased plants shall be removed and replaced within one year from the time the plant dies, any tree that is removed must be replaced in accordance with the approved site plan, trees that shall be retained on a lot or development site shall be located within an area referred to as a tree protection zone, landscaped areas shall be covered by grass or other living ground cover, and all landscaping shown on the approved plan is required to be installed at the time of obtaining the Certificate of Occupancy for the development, with the exception of a 6 month time frame due to seasonal limitations.

Comments:

VanderVeen offered comments and concerns from a resident and business owner standpoint. First, west of Burlingame, trees have never been placed on the south side of the road. Second, regarding landscaping, it is essential but, getting landlords to participate will be difficult. A couple other problems include the snow plows beating up the area in the winter, along with trash also being a problem along 28th Street. VanderVeen agrees the ordinance is a good idea, but feels it will be difficult to enforce. Cochran addressed the issue of cost surrounding irrigation, and noted that sprinkler systems can be set up to spray onto public property so there will not be any extra costs to the DDA to put in sprinkler systems. In regard to enforcement, Cochran acknowledged that enforcing the landscaping ordinance will be time consuming but, will be addressed as best as possible.

Mayor Poll commented from a business standpoint, someone who wanted to rent property, would prefer property that has been maintained. Cochran reported the most exasperating problem is the lack of use of irrigation systems that are already in place.

Kochneff asked about item "F", and who determines which trees should be left on the site. Cochran replied that normally this is voluntarily and put forward in the proposal. This would ensure that the proposed protection areas stay as they are.

DDA Director's Report

Adopted DDA Budget, 2012-2013 – The budget was sent to council for approval. In regard to pursuing an additional mil for budget purposes, the Council asked the DDA to get support from the business owners on 28th Street before bringing this to item to the Council. Mayor Poll suggested a preliminary discussion with the DDA members to get interest first, and possibly sending a letter to see if there is any interest.

Turn On 28th Street Update – Marketing/Promotion- The minutes from the May 3, 23, and June 21 meeting are included in the packet. Marketing promotion is moving forward, in light of the budget. A council member had some interest in a marketing presentation. VanDuren proposed a special meeting in August for the marketing committee and WKTV to provide the DDA with a presentation showing the work that is currently being done. This would then be taken to a Council work session or a Committee of the Whole meeting in September to see if Council would consider financially supporting the marketing efforts.

Form Based Code – A proposal was sent out, and 3 consulting firms were interviewed on June 22. The group recommended Nederveld, Williams, and Works to develop the form based code. This decision was supported by the Steering Committee. A meeting will be held on July 19 to begin the process.

DDA Landscape Maintenance Update – The 6 trees have been placed. There is a 2 year warranty on these trees.

28th Street Construction – MDOT – Construction at Byron Center will be completed next week, and then work will start on Ivanrest. Work is also being done to have the pedestrian crossing that runs over 28th Street taken down.

Metro Cruise – Drink booth volunteers – The signup sheet will be passed around today to volunteer for August 25.

The Metro Cruise packet that will be going out to the business owners has been approved.

Ken Malik thanked Rogers Plaza and Kevin for freeing up the venue. Ken reported the main sponsor this year is the New Car Dealer Association, two other key sponsors include Jets Pizza and Gun Lake Casino along with various others. The Metro Cruise program has been reduced from 16 pages to 8. Hours of operation will be from 4:00 pm to 10:00 p.m. on Friday, August 24 and 9:00 a.m. to 9:00 p.m. on Saturday, August 25. The Klingman lot will be used for volunteers and WKTV space. It is suggested that the DDA slush machine be located at City Hall. Mayor Poll will participate in the opening ceremonies. There will be a tribute to Mayor Root. Ken thanked the volunteers that are doing a great job with the event.

Holiday Event – Barb will be meeting with Kevin to host the event again at Rogers Plaza, and to secure a date. The same approach as last year will be used this year. Barb will work with Ken and the Chamber to advertise, along with reaching out to businesses.

Correspondence – Two welcome letters have been sent out. One was to Spigel Properties, the new owners of Rogers Plaza. Barb also sent them the Turn on 28th Street Plan. They were very complimentary of the plan.

Newsletters – In the last newsletter, a blurb went out explaining that the newsletters will now be sent electronically, and asking businesses to provide us with an email address. Not one business responded. Mayor Poll suggested not continuing to print the newsletter anymore but, to put it online. Jennifer is contacting businesses to get email addresses. Barb suggested a monthly, 1 page update via email versus a newsletter, and providing hard copies to the Senior Center.

Public Comment

Rich Wadsworth commented on the newsletter and agreed with the one page format.

Round Table Comments

VanderVeen mentioned encouraging the other DDA members to be here at the next meeting. Mayor Poll agreed and suggested a reminder email.

VanDuren - the next regular meeting will be October 2, 2012 and the special meeting will be in August. An August date will be confirmed after checking the Mayor's calendar.

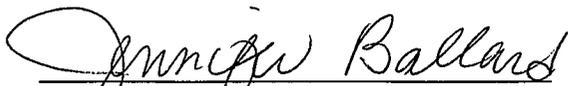
Kochneff - Years ago a conversation was started regarding a covered bus stop at 28th and Division. Doug's concern is it is a very busy bus stop and often many people are standing outside in the snow. Cochran reported there will be a lot of construction on bus stops throughout the region in the future. He believes approximately 600 bus stops in the 6 city area will be undergoing renovation. Six of these will include shelters but, at this time he is unsure if this is one that will be included. Regarding the BRT, it will be operating in summer 2014. There is anticipation of completion of transit stations this fall and construction on the bus stops will be done this spring. VanDuren asked if there was a list of stops that will include shelters. Cochran replied that the Engineering Department would have this information.

Kochneff also mentioned there is a transformer, located on the north side of 28th Street at US 131; by the south bound exit that needs paint.

Kochneff thanked everyone for attending today's meeting.

Adjournment

The meeting was adjourned at 8:30 a.m.


Jennifer Ballard

Administrative Assistant, City Manager's Office