

**CLAM LAKE TOWNSHIP DDA – MINUTES**

**November 19, 2018**

Chairperson Snider called the November 19, 2018 Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:48 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Julie Snider, Chairperson; Mike Lueder, Vice-Chair; Steve Kitler, Township Supervisor; Jeremy Winkle, Member; Bob Hilty, Member; Pat Carroll, Secretary/Treasurer; Kevin Dunaway, Member. Members not in attendance: Steve Anderson, Member; Scott Kleinsorge, Member

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Member Winkle supported by Member Carroll to approve the August 20, 2018 meeting minutes as presented. Motion carried.

**REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:**

**Treasurer’s Report:**

 Secretary/Treasurer Carroll stated that included in the packet are the July, August, September & October financials, copies of the deposit slips and the August, September & October Bank Statements as well as copies of the autopay and direct debit statements for Consumers and BC & B Accounting Services.

 Director Warda stated that the DDA needs to reimburse the Township for the sidewalk mowing in the amount of $125.00 for September mowing. She said there is a bill from the B, C & B for audit prep in the amount of $1,000 and a reimbursement receipt to the Director for software in the amount of 69.99.

 Motion by Member Hilty supported by Member Lueder to accept the Secretary’s Report and to authorize and pay bills as presented. Motion carried.

 Chairperson Snider asked the Township Supervisor if putting the lights on the Township’s policy was a problem.

 Township Supervisor Kitler responded that we couldn’t get separate coverage for the lights and even shopped other agencies. He said the lights were put on the Twp’s Policy with Burham & Flowers.

**Executive Director’s Report**

 Director Warda stated that she didn’t do a separate report as her items are agenda items. She said the Township Board Agendas for August, September, October & November are included in the packet.

 Director Warda said that Public Act 57 of 2018 goes into effect January 1, 2019 requiring additional DDA reporting requirements. She said she put Audit & Budget info on the website. She said that the DDA needs to list accomplishments, progress on Development Plan, Finance Plan and DDA Events and Promotional Campaigns. She stated that any revenue not spent in past 5 & 10 years needs to be detailed for why monies haven’t been spent and when they plan to be spent.

**Committees:**

**Marketing** – Chairperson Snider; Members Winkle, Carroll. No report.

**Strategic Planning Committee** – Chairperson Lueder; Members Winkle, Hilty. Chairperson Snider said she couldn’t find the Mac Trail Sidewalk/Lighting Plan. The Director said she will contact Dean at D & K Design.

**Land Use** – Chairperson Winkle; Members Anderson, Kleinsorge. Member Winkle asked the Supervisor about the status of the 425. Supervisor Kitler responded that they are still meeting with no plans for any other depositions. Discussion followed.

**Beautification** - Chairperson Kitler; Members Anderson, Kleinsorge, Snider. No report.

**SPECIAL ORDERS: None**

**UNFINISHED BUSINESS AND GENERAL ORDERS:**

 Welcome Sign Update – Director Warda stated that the permit was submitted in July. Permit will be good for a year once approved.

 Safe Routes - Director Warda said the Action Plan from MSU and she is coordinating a meeting with the Planning Committee for December 17 or 18th. She requested authorization to provide pizza for the lunch meeting.

 Motion by Member Winkle supported by Member Lueder to authorize up to $100.00 for the lunch. Motion carried.

 Zoning Ordinance Update – Director Warda provided the proposed changes to the DDA District Overlay as per the Zoning Ordinance Update.

* For parking that is located between the front of the building and the street right-of-way, landscaping and screening is required.
* Landscaped areas should contain a minimum of one (1) evergreen tree or shrub for everyone thousand (1,000) sq ft of lot area, plus a minimum of one (1) deciduous tree or shrub for every two thousand (2,000) sq ft of lot area.
* All new developments shall include sidewalks serving the site and along the public right-of-way. All public sidewalks and pathways shall:
* Be handicap accessible;
* Be no less than four (4) feet wide; and
* Create a complete linked network of walkways connecting all uses with parks and other areas.

Discussion followed on the new sidewalk requirement and “sidewalks going nowhere”.

Motion by Member Lueder supported by Member Winkle that the DDA is supportive of sidewalk connectivity, but don’t see any value when there is not connectivity, that the DDA would like to have the sidewalk requirement removed. Chairperson Snider was opposed and Supervisor Kitler abstained. Motion carried.

Discussion followed on the new requirement of providing landscaping between the road and the parking lot. Member Winkle said the DDA overlay already has landscaping requirements. He said that business owners don’t want landscaping that will grow up & block the road view to their buildings. He added that road salt kills landscaping and that they need somewhere to put their snow. It was the consensus of the Board to have the roadside landscaping requirement removed.

Member Lueder stated that there should be a DDA Member on the Planning Commission or at least a business owner. Discussion followed. Supervisor Kitler said he would check with the Township Board on appointing Pat Carroll to the Planning Commission.

 Joint DDA & Township Board Meeting – Member Winkle stated he will get with John Iacoangeli on meeting dates in February/March and asked the Board to respond to availability timelier.

 Public Act 57 of 2018 - goes into effect January 1, 2019 requiring additional DDA reporting requirements. Director Warda reviewed the items required on the website:

* Audits – Put on 2017 & 2018
* Budget Info – Put on 2017 & 2018
* Minutes of all Board Meetings (put on last 5 years)
* Accomplishments – Listed Streetscape (2007, $100,625) & Sidewalk (2017, Split $95,000 project with the Township)
* Progress on current development plans – Safe Routes & Welcome Sign. Proposed sidewalk/lighting project Mack Trail
* Development & Finance plan – Put on the 1993 Plan
* DDA events and promotional campaigns

Need to detail any revenue not spent in last 5 & 10 years; why not spent and when planning to spend.

Discussion followed on revenue not spent, and that one of the DDA’s goals is to provide sanitary sewer.

Discussion followed on the Fire Millage and forming a committee of a couple DDA Members and a couple Twp. Board Members.

**OLD BUSINESS:**

 Special Use Permit/Site Plan Review – Director Warda stated that the Dollar General SUP/Site Plan has been approved and they submitted their plans for a building permit last week.

**NEW BUSINESS:**

 DDA Board Appointments – Director Warda stated that Julie Snider, Steve Anderson and Bob Hilty’s terms are up December 31, 2018. She said Steve Anderson was interested in remaining on the Board. Chairperson Snider said she was interested in another term. Member Hilty said he did not seek re-election on the County Commission and sold his property in the DDA District so there will be a Board opening. The Board will suggest possible candidates for the Township Board to consider. The Director will submit the reappointments of Chairperson Snider and Member Steve Anderson to the Township Board at their December 11, 2018 Meeting.

 DDA Audit – Director Warda stated that the Audit Sheets were in the Packet. Discussion followed on the Tax Base Amount and the Tax Captured Valuation Amount.

 Rezone Application for K & K Forest Products at M-115 & Mack Trail. Request to rezone from Residential to Heavy Commercial to allow 450 mini storage units. The Director stated that the request went before the Planning Commission November 15, 2018; but the motion to deny did not carry. Second Public Hearing scheduled for December 20, 2018 at 6:00 p.m.

Motion by Member Winkle supported by Member Kitler to recommend denial of the rezone request to the Planning Commission as it is too intense for that site and goes against the Master Plan and the Corridor Study. Motion carried.

Member Lueder stated in the past, the County allows had a meeting with the DDA Board on any Site Plans in the district. He asked the Director to check the County Ordinance to see if that is required. Director Warda responded that she will research but does not recall seeing that provision in the Ordinance. She said she has been emailing the Board information on things going on in the DDA. She added she has no problem with having the plans reviewed at a DDA Meeting.

**NEXT MEETING DATE AND TIME:** Monday, December 17, 2018 at 7:45 a.m.

*Meeting ADJOURNED at 9:02 a.m.*

Cindy Warda

Executive Director