

CITY OF HARBOR SPRINGS

DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES
August 6, 2015

Chairperson Mossburg called the Board Meeting of the Downtown Development Authority (DDA) and Principal Shopping District (PSD) to order at 8:00 a.m. in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of Quorum

Present: Kathie Breighner, Andy Bultman, Jeff Graham, Mary Ellen Hughes, Cece Johnston, Rob Mossburg and Pam Pfeifle

Absent: Joshua Baker, Stephanie Baker, Matt Clarke, Jeff James and Pringle Pfeifer

City Clerk McRae acknowledged that there were at least five members present, constituting a quorum.

Also present: City Manager Tom Richards, H.A.R.B.O.R., Inc Executive Director Rachel Smolinski and City Clerk Ron McRae

2. Approval of Minutes

Motion by Bultman, second by Hughes, to approve the June 4, 2015 regular DDA/PSD Board Meeting minutes as read.

Ayes – 5

Nays – 0

Motion carried.

3. Public Comments

Chairman Mossburg asked if anyone in the public had any comments on any items not on the agenda.

There were none.

4. Old Business

A. Outdoor Dining Downtown

[Enter Jeff Graham and Pam Pfeifle at 8:05 a.m.]

City Manager Richards advised the Board that the Planning Commission had recommended and the City Council had approved changes to the City's Zoning Code and the City Code to permit and regulate outdoor "sidewalk café" dining. Richards also discussed the requirements of restaurant operators to receive approvals from the State of Michigan, Department of Transportation, for a sidewalk café located on the M-119 right-of-way, and from the Liquor Control Commission, to permit serving alcoholic beverages on public property.

DDA/PSD Board Members commented on how quickly these changes were accomplished. They also were pleased with the results from the effort that started with the DDA/PSD Board.

B. Parking Conflicts with the Portable Food Vendors

Chairman Mossburg asked City Manager Richards to discuss the parking issues relative to the "Portable Food Vendors". City Manager Richards stated that rental tenants from an adjacent property attempted to block the food trucks from their permitted locations on Bay Street. Richards stated that "No Parking" signs were being provided to the food truck operators, to prohibit parking in the permitted spots after 8:00 AM. City Manager Richards stated that anyone parking in those spots and ignoring the "No Parking" signs would be cited for a parking violation.

The DDA/PSD Board discussed this issue. There were no recommendations of any changes to the current regulations or procedures.

C. Presentation of the Wayfinding Analysis and Survey

City Manager Richards stated that he expected to receive a draft of the Wayfinding Analysis and Survey to review this morning with the DDA/PSD Board. However the draft had not yet been received. Rachel Smolinski, Executive Director of H.A.R.B.O.R., Inc. stated that she will contact Corbin and Associates to determine if a draft can be sent and provided to the DDA/PSD Board for review at the September 3, 2015 meeting.

City Manager Richards stated that he recommends having a joint meeting at 7:00 p.m. on Monday, September 21, 2015 for the City Council and the DDA/PSD Board to hear a presentation by Corbin and Associates on their Wayfinding Analysis and Survey. There were no objections from the DDA/PSD Board Members present.

D. Off-Street Parking Issues

City Manager Richards also recommended a meeting with the City Council, the Planning Commission and the DDA/PSD Board to jointly discuss the various perspectives on off-street parking. He noted that there have been changes in the City's Zoning Code on this issue and that each body has had its own conversations on the City's parking policy without necessarily being aware of the other bodies' concerns and priorities. City Manager Richards proposed to have that dialog on September 21, 2015. There was no objection by the DDA/PSD Board Members.

5. Committee Reports

A. Design Committee

Chairperson Mossburg stated that the Harbormaster building Committee has continued its efforts on the redesign of the Harbormaster Building based on the direction of City Council. Chairman Mossburg reviewed some of the ideas that have been proposed by the Committee.

The concept currently being considered is the construction of a new building located just to the south and west of the current building. This building would surround the electric transformers in a "C" shape. It was a consensus of the Board Members present that the concept should be considered.

B. Economic Restructuring and Development Committee

Vice Chair Breighner stated that the Economic Restructuring and Development Committees are working on events to help support and stimulate wintertime business. They are also working on packets used to help new advised and attract new businesses.

She noted the positive responses about the current and pending construction projects in the downtown including the former Juilleret Building, the proposed Hotel and the Theater projects. Returning seasonal residents are talking about the real progress that is being made that should result in long term improvements.

C. Administrative Committee

Smolinski stated that the Administrative Committee has been working with the Wayfinding Analysis and Survey.

D. Promotions Committee

Smolinski stated that Promotions Committee, chaired by Dan DeWindt will be coordinating with the Chamber of Commerce's Business Committee to work on joint promotions to benefit the DDA programs and efforts.

6. New Business

A. Special Assessment Discussion

City Manager Richards noted that in addition to the TIF funding, a special assessment is possible for commercial properties within the DDA/PSD district. He said that previously we have learned that, if assessed on a property value "millage" basis, the assessment would be limited to a maximum of two (2) mills. It was still the consensus of the DDA/PSD Board Members that the assessment should be billed to only the commercial parcels in the DDA/PSD area.

The Board discussed the merits of a flat-rate millage rather than a millage based on property values. Discussion followed about a possible annual assessment of \$365, the equivalent of \$1 per day per property, which might be an easy amount for property owners to justify. It was noted that the assessment could be split between the July 1 and the December 1 tax bills. City Clerk McRae stated that he did not know of any law that would not allow the split billing.

It was the consensus of the Board Members to look at this issue more in the future. City Manager Richards committed to bring more information to the Board on the feasibility of this option.

B. Check List

City Manager Richards reviewed a table of properties in the DDA/PSD and noted that commercial properties limit the assessment to only 118 properties. He reiterated that the two-mill limit provided a very limited amount of revenue that wouldn't enable the Board to take on very significant projects. Also discussed was the Petoskey formula, which assessed properties on a square foot basis of each property based on its usage category (residential, first floor, second floor, basement, storage).

The Board members discussed the potential of funding modest projects if a special assessment could be enacted. It was the consensus of the Board Members present to take no formal action this morning, but to do more research into the legal and practical considerations for discussions at the next meeting.

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7. Next Meeting

City Manager Richards announced that the next regular DDA Meeting is scheduled for 8:00 a.m., Thursday, September 3, 2015, in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740. Also noted was the proposed "Work Session" meeting with the City Council and Planning Commission for Monday Sept. 21 (7:00 PM)

8. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:15 a.m.

Thomas C. Richards, Secretary

Approved: September 3, 2015

Rob Mossburg, Chairperson