

CITY OF HARBOR SPRINGS
DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES
September 3, 2015

Chairperson Mossburg called the Board Meeting of the Downtown Development Authority (DDA) and Principal Shopping District (PSD) to order at 8:01 a.m. in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of Quorum

Present: Joshua Baker, Kathie Breighner, Matt Clarke, Jeff Graham, Mary Ellen Hughes, Jeff James, Cece Johnston, Rob Mossburg, Pringle Pfeifer and Pam Pfeifle

Absent: Andy Bultman

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, Harbor Springs Area Chamber of Commerce Executive Director Daniel DeWindt, Deputy City Clerk Tina J. Honeysette and City Clerk Ron McRae

2. Approval of Minutes

Motion by James, second by Hughes, to approve the August 6, 2015 regular DDA/PSD Board Meeting minutes as read.

Ayes – 10

Nays – 0

Motion carried.

3. Public Comments

There were none.

4. Old Business

A. Harbormaster Building Design

City Manager Richards provided a power point presentation of the Harbormaster Building conceptual design proposed to the Harbor Commission and the City Council. City Manager Richards stated that the new conceptual design meets the American Disabilities Act (the "ADA") requirements for the Boaters' and the Public's bathrooms. A modest Boaters' Lounge has been included and a covered deck. The mechanical room has been enlarged and a laundry area included. The Harbormaster's office area has been enlarged and relocated with a wider and largely unobstructed view of the marina.

City Manager Richards reviewed the new location and shape of the proposed Harbormaster Building. The shape of the new Harbormaster Building is proposed to be a "C" shaped building, which would wrap around the electric transformers and provide space for trash and vending units for ice and pop. These items would be behind a fence or gates to block the view from the public.

City Manager Richards also reviewed the views from the corner of Spring Street and Bay Street. The proposed building would be relocated to the west side of the sidewalk running from the parking lot to the East Dock. Further, the proposed Harbormaster Building would be located fifty feet south of its current location. This would open the view up where the Old Harbormaster Building was located. It would reduce part of the view in its new location. However, the current view is already blocked by the electric transformers.

City Manager Richards stated the new Harbormaster Building would have a peaked roof to help shed rain and snow and would be wider and longer than the existing Harbormaster Building. However, the view obstruction would be minimized due to the new Harbormaster Building being located fifty feet south of the existing Harbormaster Building. Further, the new Harbormaster Building would be approximately 3,300 square feet in size and the existing Harbormaster Building is approximately 1,800 square feet.

The DDA/PSD Board members discussed the proposed conceptual design of the Harbormaster Building. The comments were very favorable. City Manager Richards was asked about the revenue source for the construction of the new Harbormaster Building. He stated that the City was going to make application for a grant through the Waterways Commission. Due to the funding cycle, the construction would not start until the fall of 2016 at the earliest.

B. Wayfinding Analysis

Rachel Smolinski, Executive Director of H.A.R.B.O.R., Inc., gave a power point presentation of the Wayfinding Analysis prepared by Corbin and Associates. Smolinski stated that one of the requirements for the analysis was to keep the design of the signs very simplistic.

Smolinski stated that the analysis recommended identifying the City destinations by identifying three districts. They are:

- Downtown;
- Waterfront; and,
- Bluffs District

The Wayfinding Analysis provided signage for both vehicular and pedestrian traffic. The vocabulary of the Wayfinding Analysis was kept consistent. Smolinski stated that Corbin and Associates would be here to make their presentation at the September 21, 2015 City Council Meeting. The City Council Meeting would also serve as a joint meeting for City Council, the DDA/PSD Board and the Planning Commission.

Smolinski stated that she requested pricing estimates for the signage proposed.

C. Special Assessment

City Manager Richards stated that he requested City Attorney Ramer to prepare a procedural document to enact a special assessment for the DDA/PSD. City Manager Richards reviewed the steps with the Board members. A public hearing is required.

City Manager Richards asked if it was still the desire to assess only the commercial businesses in the CBD. The consensus of the DDA/PSD Board members was to assess only the commercial properties. Baker stated that he still liked the idea of each business paying \$1 a day. City Clerk McRae stated that the reason for the PSD designation was to be able to assess only the commercial properties. Various methods of assessing the commercials were reviewed.

Smolinski proposed the idea of providing more administrative help to the DDA if approved by the HARBOR INC Board. . The consensus was for her to make a proposal to do so to be reviewed at the October 1, 2015 meeting.

Discussion followed urging the DDA Board to review the Wade Trim Downtown Enhancement Report and the DDA Plan so that the Board could identify and prioritize proposed projects (as required for a Special Assessment). Funding could then be explored for the projects that were selected. Chairman Mossburg recommended that all members prepare to discuss priorities at the next meeting.

No other action was taken.

5. Committee Reports

A. Design Committee

Chairperson Mossburg stated that the Design Committee has not taken on any new tasks at this time.

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.

C. Administrative Committee

Chairman Mossburg stated that the Administrative Committee activities have been reviewed already.

D. Promotions Committee

DeWindt stated that the Promotions Committee is still working with the Chamber program.

6. New Business

A. Board Member Resignation

Chairman Mossburg discussed the resignation of Stephanie Baker. With the number of Board Members still on the Board, there is no need to replace her. City Manager Richards discussed the language in the City Code and the DDA by-laws.

No further action was taken.

B. Businesses Ability to Stay Open Longer

The Board discussed the goal of encouraging downtown businesses to stay open in the evenings. Baker stated that the Outfitter had some issues staying open longer this summer due to staffing complications.

7. Next Meeting

City Manager Richards announced that the next DDA Meeting is scheduled for 7:00 p.m., Monday, September 21, 2015, in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740. This meeting will be a special, joint meeting with the City Council and Planning Commission. This meeting has been advertised as a "Work Session" to review off-street parking and have the Wayfinding Analysis Presentation.

The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, October 1, 2015. The meeting will be held in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

8. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:26 a.m.

Thomas C. Richards, Secretary

Approved: October 1, 2015

Rob Mossburg, Chairperson