



# **DOWNTOWN DEVELOPMENT AUTHORITY**

Quality Services for a Quality Community

## **MEMBERS**

William Mansfield, Chair  
Douglas Jester, Vice Chair  
Peter Dewan, Treasurer  
George Lahanas, Secretary  
Brad Ballein  
Lynsey Clayton  
Colin Cronin  
James Croom  
David Krause  
Eric Rosekrans  
Mayor Nathan Triplett

## **Staff Liaison**

Lori Mullins  
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## **City of East Lansing DEPARTMENT OF PLANNING, BUILDING & DEVELOPMENT**

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## **MEETING MINUTES**

**March 26, 2015 - 12:00 p.m.**  
**Conference Room A, 2<sup>nd</sup> Floor**  
**410 Abbot Road**

**Present:** William Mansfield, Brad Ballein, Peter Dewan, Colin Cronin, Douglas Jester, George Lahanas, Lynsey Clayton, James Croom, Eric Rosekrans

**Absent:** David Krause, Mayor Nathan Triplett

**Staff Members Present:** Heather Pope, Terri Soliday, Tim Dempsey, Darcy Schmitt, Amy Schlusler

**Guests:** Joe Goodsir, Tom Eckhardt, Paul Schmitz, Ralph Monsma, Christine Root

### **1) Call to Order**

The meeting was called to order at 12:08 p.m. by Chair Mansfield.

#### **A) Roll Call**

At the taking of the roll, Krause, Dewan and Mayor Triplett were absent.

#### **B) Approval of Agenda**

Mansfield added a 6 E) Bids for Financial Review of PDIG. Jester moved to approve the Agenda as amended; Clayton seconded the motion. Vote: All yeas, motion carried unanimously.

#### **C) Approval of Minutes**

##### **i. February 26, 2015**

Jester moved to approve the minutes of February 26, 2015 as written; Cronin seconded the motion. Vote: All yeas, motion carried unanimously.

**2) Financial Reports**  
**A) Treasurer's Report for February 2015**

The Board accepted the Treasurer's Report.

**B) City Financial Update**

Dewan arrived at 12:11 p.m.

Lahanas indicated he has been giving FY 2016 budget presentations to neighborhood associations and various groups; it is also online. He said Scott House, the Director of Public Works, has been doing an in-depth look at the infrastructure; i.e. streets, sewers, and the Waste Water Treatment Plant. He said because of decreased revenue sharing, the City has not been able to invest in its infrastructure, and much of the underground infrastructure is at the end of its useful life. Lahanas spoke about the budget challenges the City is facing. He mentioned Proposal A would result in \$1.8 million in additional funds for roads per year for the City and also proposes more revenue sharing for the City. Jester noted that the City cannot increase its millage, therefore, increased tax revenue would only come from inflation.

**CD) FY 2016 Budget**

Dempsey passed out a draft budget worksheet for FY16 and said this will come back to the DDA in April for final approval. He noted there are no more revenues or expenses for the SmartZone. There will be increased revenue for the Evergreen properties as they are leased for the coming year.

Jester asked that staff provide a balance sheet for the next meeting.

**3) Written Communications**  
**A) Referral letter for Gateway**

**4) Communications from Staff**  
**A) Park District Development Agreement Update**

Dempsey said last week the Executive and Finance Committee approved the firm of Clark Hill as the legal consultant of the Park District Investment Group project. He said staff had an initial meeting with Ken Lane, the attorney, this week. He noted in the Board's motion at their last meeting they voted to split the costs of financial and legal review with the developer; this will be discussed later in the meeting.

**5) Communications from Audience**

Ralph Monsma, 1350 Red Leaf Lane, said at the last City Council meeting he spoke about the differences in price between Clark Hill's proposal and the other proposals and questioned if the hours are enough. He also asked if the taxes collected by the City will be sufficient to pay for City services and said he felt that this is not the time for expansion.

**6) Business Agenda**

**A) 1301 and 1307 East Grand River Avenue & 116-132 Spartan Avenue - Special Use Permit and Site Plan**

Schmitt said the Planning Commission held a public hearing on this application last evening. The developer is proposing to construct a mixed-use four-story building with parking and commercial on the first floor and three floors of residential use above. There will be 123 beds and a combination of one-, two-, three- and four-bedroom units. Rezoning this property from B-1 to B-2 will bring the building closer to the street and allow larger setbacks. There will be 1,500 square feet of retail space near the front of the building. She indicated staff recommends that the exit on Grand River be closed to allow more walkability in front of the building; they don't have a traffic study at this point. When asked about sidewalk widths, she said they will have to meet the DDA design guidelines and be at least 10' wide. Jester recommended that lights should be mounted on the building instead of poles, and that there be no interruption of the sidewalk. She said there is greenspace between the sidewalk and the curb—sidewalk may be able to be moved closer to the building on Spartan.

Joe Goodsir, the applicant, said they are talking with Sprint about the retail space. When asked about customer parking, he said by the side of the leased space there are designated spaces for retail, adjacent to the egress on Grand River.

Schmitt said before this goes back to the Planning Commission, there has to be a parking study. Ballein questioned if this qualifies for mixed use. Schmitt said it does meet that requirement; however, the Planning Commission members felt it would be valuable to have more retail there if some of the required residential parking could be reduced. The DDA agreed that this is a prime location for commercial. Schmitt said staff will be looking at the parking situation and working with the applicant.

When asked about whether there would be a Brownfield associated with this, Goodsir said yes because of the gas station. Lahanas asked if there will be a problem with the underground gas tanks. Goodsir said they have not gotten to that phase yet.

Jester moved to defer this item until April; Croom seconded the motion. Vote: All yeas. Motion carried unanimously. Mansfield said this will be sent to the Project & Infrastructure Committee for review.

**B) 240 MAC Avenue – Special Use Permit Modification**

Schmitt said the applicant, CVS, has a Special Use Permit for their liquor license; however, their current conditions of approval limit their sales until midnight, and they would like to be open 24 hours. Staff said they have no immediate concerns and no issues with alcohol being sold there, but need to see if the Police Department has any concerns. She said at 2 a.m. establishments which serve alcohol empty out into this area, and they want to see if there have been problems with other 24-hour businesses in that location. Just the front end of the business, not the pharmacy or alcohol sales, would be for open 24 hours. Clayton asked that the Police review this. Schmitt said this will go back to the Planning Commission, and they have asked for input from CVS's in similar college towns.

Ballein moved to support the Special Use Permit modification to allow CVS to stay open 24 hours; Clayton seconded the motion. Vote: All yeas 9 to 0. Motion carried unanimously

### **C) Sign Ordinance – Banner Requests**

Dempsey said there is a requirement in the Sign Code stating that the DDA has the ability to approve temporary banners for businesses that are hosting and promoting extraordinary events. Ballein said the Public Policy Committee recommended that banner requests be approved administratively, especially because at times these are last minute requests. Ballein noted this is just for special events, not yearly events or sales.

Ballein moved to recommend to City Council that banner requests be administratively approved instead of having to be approved by the DDA. Mansfield amended the motion to say that this be the City Manager or his designee. Clayton seconded the motion. Vote: All yeas 9 to 0. Motion carried unanimously.

### **D) Request for Funds for Ash Urns**

Pope said as part of ongoing downtown maintenance improvements, staff is looking at installing three cigarette ash urns at Ann Street Plaza, to be paid out of the Project Development Fund. Forms+Surfaces quoted \$1,025, and the DPW downtown staff would empty the urns. She said this will be a test to see if people use them. Ballein suggested these should also be installed in the alleyway.

Jester moved to approve the quote of \$1,025 to install three ash urns in Ann Street Plaza; Cronin seconded the motion. Pope said they will be attached to light posts, and staff will work with the Department of Public Works staff to select the best locations. Vote: All yeas. Motion carried unanimously.

### **E) Bids for Financial Review of Park District Investment Group Project**

Dempsey said the first proposal they received was from Plante Moran Real Estate Investment Advisors for between \$25,000 and \$35,000. Staff since received another proposal of \$10,000 from the National Development Council (NDC), which has a Michigan-based analyst out of Detroit, Cory Leon. Staff felt both firms are qualified and recommends NDC as the low bidder.

Jester moved to accept staff's recommendation to hire NDC for financial review of PDIG's project; Cronin seconded the motion. Vote: All yeas. Motion carried unanimously.

Mansfield said when the full Board addressed this last month, they talked about whether or not to share consultant expenses with the applicant. The Board then discussed whether or not to shoulder the expense to prevent the appearance of conflict of interest, or sharing expenses with the applicant. The motion was made at the last meeting was to share the expense 50% with applicant. There was concern about setting a precedent if the DDA pays the entire cost. It was noted that the applicant is not choosing the consultant. Lahanas said he would prefer to have the costs split because the City's resources are so limited. There was consensus from the DDA to keep the cost splitting arrangement.

## **7) Old Business Agenda**

### **A) Keys In The Cities**

Amy Schlusler said the City of East Lansing staff is working with the Capital Area Blues Society (CABS) to place pianos in the public right of way downtown, and they are finalizing locations

tomorrow. The intent is that the pianos will be decorated and remain in place between May and October. Businesses would adopt the pianos and be responsible to cover them at night. She said Council will consider this at their meeting on April 14. She indicated CABS will have to enter into a License for Use of Public Right of Way for the two locations and submit installation and maintenance plans. CABS is seeking financial support at a minimum of \$500. She said the Marketing Committee is recommending to the Downtown Management Board a sponsorship of \$500, plus another \$250 for tarps to cover the pianos. The sponsorship would come out of the Project Development Fund. She indicated they are looking at placing two pianos on MSU property also.

Clayton moved to donate \$500 to the Capital Area Blues Society for Keys In The Cities; Jester seconded the motion. Vote: All yeas. Motion carried unanimously.

**8) Committee Reports**

**A) Executive and Finance Committee**

**i. Synopsis of March 19, 2015 Meeting**

Mansfield said everything was discussed at this meeting.

**B) Business and Market Development**

**i. Synopsis of March 23, 2015 Meeting**

Rosekrans said they reviewed the taxi policy and the downtown property listings.

**C) Public Policy**

**i. Synopsis of March 24, 2015 Meeting**

Ballein said they discussed the pilot program for food trucks in the downtown, and how the City doesn't have a consistent policy in how it is dealing with taxi services downtown. The Committee would like to look at this further and make a recommendation. They also discussed City Hall security and if there is a way for Board members to get through quicker; i.e. like with the TSA. They suggested it may be more convenient to move some meetings off site.

Lahanas said the security will be like what a courthouse has—visitors will walk through a magnetometer, and bags would be looked at. The said there will be two guards on duty.

**D) Project and Infrastructure Development**

**i. Synopsis of March 19, 2015 Meeting**

Cronin said everything was discussed other than the Brewer property which is still on hold with the PC. Dempsey said it is being resubmitted.

**9) Reports from Chair and Boardmembers**

**A) Parking Task Force**

Dempsey reported the meeting with the parking consultant had to be postponed. He said a representative from Carl Walker will be coming in next week to give a review of the Parking Master Plan Update.

## **B) Downtown Management Board**

Jester said the DMB discussed some event promotions.

### **10) Announcements/Boardmembers Comments**

None.

### **11) Adjournment**

There being no further business, Ballein moved to adjourn the meeting at 1:20 p.m.; Clayton seconded the motion. Vote: All yeas, motion carried.