

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Thursday January 5, 2011, 8:30 am
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. Call to Order

II. Roll Call

Bob Barnes	P	Karen Maurer (C)	P
Kyle Debord	P	Dieter Otto	P
Linda French (VC)	P	Charlie Penner	A
Leigh Greden	P		

Other is Attendance: Jake Albers, YDDA Staff
Leonardo Christian, Ypsi News
Tim Colbeck, YDDA Staff
Kevin Hill, YDDA & DAY

III. Approval of Agenda: L. Greden moved to approve the agenda. L. French supported and the motion passed unanimously.

IV. Approval of November 23, 2011 Minutes: L. French moved to approve the minutes. K. DeBord supported and the motion passed unanimously.

V. Audience Participation: None

VI. Old Business

1. YDDA Façade Improvement Program Update:

T. Colbeck provided a status report on the Façade Improvement Program. He indicated that a majority of the applicants have executed formal agreements acknowledging acceptance of the grant and agreeing the terms spelled out. However, Mahar Kasham of Tom's Party Store has yet to sign a façade grant agreement and has not returned any emails or phone calls to confirm the project status several months. T. Colbeck issued a formal letter on November 23rd requesting a response no later than December 21st or the grant award will be rescinded. We have not received any response as of today's date.

L. French moved to rescind the Façade Improvement application for Mahar Kasham of Tom's Party Store. L. Greden supported and the motion passed unanimously.

T. Colbeck also addressed that we have yet to receive an executed agreement for Terry Bakery also, however we have been in contact by both phone and email. The committee recommended drafting a formal

letter for Terry Bakery giving them two weeks to execute the agreement or risk forfeiture of their grant award.

2. W. Cross St. Building Rehabilitation & Façade Grant Rd. I & II Update:

T. Colbeck provided an update on Rounds I and II of the Rehabilitation and Façade Grant. He indicated that Y. Christodolou has been issued a letter with a deadline of March 1, 2012 to complete his project at 517 W. Cross that was awarded funds in Rd. I of the program.

He also indicated that the YDDA has received the County's funds for Rd. III of the program.

VII. New Business

1. Ypsilanti Planning Department OPRA Update:

T. Colbeck reviewed the OPRA District Proposal presented by T. Gillotti at our November meeting.

K. Hill moved to draft a resolution supporting the City creating a District Wide OPRA Proposal. R. Barnes supported and the motion passed unanimously. T. Colbeck to draft a resolution for submission at January 19, 2012 Board Meeting.

2. 2011-12 Work Plan:

The committee engaged in a discussion regarding their work plan. The following items have been added to the work plan:

1. Round III of Rehabilitation and Façade Grant.
 - a. Round III is to encompass all DDA Districts.
2. Round II of YDDA Façade Improvement Program.
 - a. Committee discussed the availability of funds.
 - b. If funding is available, program should be implemented after start of FY 2012 (July 2012).
3. Retail Incubator Program.
 - a. Possibility of Rent Subsidies.
 - b. Interest from Washtenaw County to fund with the YDDA running the program.
4. Investigate purchases of vacant downtown real estate for additional public parking.
5. Investigate infrastructure needs for improving area events.

Staff is to format the work plan items for the committee to prioritize at January 26, 2012 meeting.

VIII. Proposed Business:

The committee engaged in a discussion regarding the possibility of YDDA Façade Improvement Program Rd. II.

L. French indicated that Round II would garner support from those applicants that did not meet criteria for Round I. L. French also expressed the importance of considering Design committee programs given the merger between the Economic Restructuring and Design Committees. L. Greden requested that staff find out which applicants did not meet criteria during Round I so as to identify areas of support for Round II.

The committee discussed the timing of such a program, availability of funds, and staff capacity to create a proposal for the program. The program was put on the work plan for 2011-2012 for future consideration.

- IX. Announcements/Comments:** T. Colbeck announced that the “Wurst Bar” has taken over the space formerly known as “Theodoors” and will be open by the end of January.
- X. Audience Participation:** None
- XI. Meeting Schedule:**
Thursday the week following YDDA Board meetings, 8:30 am at SPARK East
Thursday, January 26, 2012
- XII. Adjourn:** L. French moved to adjourn the meeting. K. Hill supported and the motion passed unanimously at 9:40 am.

**City of Ypsilanti
Downtown Development Authority**

**Economic Restructuring and Design Committee Meeting
Thursday, January 26, 2012 – 8:30 a.m.
SPARK East 215 W. Michigan Ave, Ypsilanti**

Minutes

I. Call to Order: K. Maurer called the meeting to order at 8:30 a.m.

II. Roll Call

Robert M. Barnes		A	Karen Maurer (C)	P
Kyle DeBord	P		Dieter Otto	P
Linda French	P*		Charlie Penner	P
Leigh Greden	P			

*Arrived at 8:44 am

Others Present: Jake Albers, YDDA Staff
Leonardo Christian, Ypsi News
Tim Colbeck, YDDA Executive Director
Andrew Hellenga, YDDA Intern
Kevin Hill, YDDA
Pete Murdock, Ypsilanti City Council

III. Approval of Agenda: L. Greden moved to approve the agenda. D. Otto supported and the motion passed unanimously.

IV. Approval of Minutes: Thursday January 5, 2012: K. DeBord moved to approve the minutes. K. Maurer supported and the motion passed unanimously.

V. Audience Participation: None

VI. Old Business:

YDDA Façade Improvement Program Update:

T. Colbeck provided gave a summary report on Round I of the Façade Improvement Program. He gave a break down for each district indicating how many grants that were awarded and how much money was committed. T. Colbeck also provided the committee with before and after photographs of all of the completed projects to date.

W. Cross St. Building Rehabilitation & Façade Grant Rd. I & II:

T. Colbeck provided an update regarding the outstanding projects for Rounds I and II. He indicated that the 515-17 W. Cross/Crossroads project is now complete and has met all of the requirements for reimbursement. This will allow us to close the books Round I.

He then indicated that the Round II awardees are in progress and he will continue to work with them through the completion of each project.

The committee discussed the status of Round III of the program. T. Colbeck restated that staff will make adjustments to the application including broadening the program for all of the YDDA districts and making sure that the language is clear regarding timelines that have to be met by awardees. The committee discussed an initial timeline for the application to be made available to the public and recommendations taken to the board. We are on schedule to have final recommendations to the board for funding approval in June 2012.

2012-2013 Work Plan:

T. Colbeck reviewed the board approved work plan. He reminded the committee that this work plan is designed to take the committee through June 30, 2013.

L. French asked why spring planting does not appear on the ER/Design Work Plan. T. Colbeck informed the committee that item was moved to the Promotions Committee work plan. L. French suggested that since this was part of the Design Committee's charge last year, that some members involved with the 2011 spring plantings should be part of the process in 2012. D. Otto volunteered to assist with the review of any plans for the spring plantings. T. Colbeck will coordinate with him.

The committee prioritized the following work plan items as top priorities at this time:

1. Round III of the Rehabilitation & Façade Grant Program
2. Public Infrastructure Survey and SWOT analysis
3. Resource Tool Box and Vacant Property list for website

C. Penner discussed the potential that the County/ELG move forward with the proposed retail incubator program. It was determined that if/when the County commits to the program, that the committee would reevaluate the priorities of the work plan accordingly.

VII. New Business: None

VIII. Proposed Business: None

IX. Audience Participation: None

X. Announcements/Comments:

K. Maurer announced that her apartments in the Mellancamp Building are getting their final inspections.

T. Colbeck announced that the new street lights are in place on West Cross St.

XI. Next Meeting: Thursday, March 22, 2012, 8:30 am; SPARK East

XII. Adjourn: L. French moved to adjourn the meeting. D. Otto supported and the motion passed unanimously. Meeting adjourned at 9:11 am.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Thursday March 22, 2012, 8:30 am
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. **Call to Order:** K. Maurer called the meeting to order at 8:35 am.

II. **Roll Call**

Bob Barnes	P		Karen Maurer (C)	P
Kyle Debord	P		Dieter Otto	P*
Linda French (VC)		A	Charlie Penner	A
Leigh Greden	P			

*Arrived at 9:11 am.

Others in Attendance: Jake Albers, YDDA Staff
Leonardo Christian, Ypsi News
Tim Colbeck, YDDA Staff
Andrew Hellenga, YDDA Intern
Kevin Hill, YDDA
Pete Murdock, City Council

III. **Approval of Agenda:** K. Hill moved to approve the agenda. L. Greden supported and the motion passed unanimously.

IV. **Approval of January 26, 2012 Minutes:** K. Maurer moved to approve the minutes. K. Hill supported and the motion passed unanimously.

V. **Audience Participation:** None

VI. **Old Business**

1. YDDA Façade Improvement Program Update

T. Colbeck provided the committee with an update regarding the Façade Improvement Program Rd. I. The update included an overview of the program citing the successes of the program and the total grant expenditures. To date 230 West Michigan, 126 West Michigan, the Tower Inn, and Terry Bakery have yet to complete their façade work for round I. Staff will follow up with each of these awardees now that the weather is appropriate for work to restart.

L. Greden stated that the Eastern Leaders Group will consider providing a match for a second round of façade grants that would likely be a 1 to 1 or ¾ to 1 funding match to YDDA funds.

The committee agreed that it would be best to launch a new round of grants after we have completed the Building Rehabilitation Grant Program this spring.

2. W. Cross St. Building Rehabilitation & Façade Grant Rd. I & II Update

T. Colbeck provided an update of the W. Cross St. Building Rehabilitation & Façade Round I & II. He reported that all the Round I projects have been completed and the awards have been issued.

Staff met with Paul Ajlouny of Eagle Market last week to discuss his timeline for construction. Mr. Ajlouny submitted architectural drawings for the project. Staff will send a written statement to Mr. Ajlouny reaffirming the award deadline for his project.

Sam Shihadeh (511 W. Cross) has made considerable progress on his project and it should reach completion shortly.

The committee engaged in a discussion regarding the specific deadline for completion for Round II.

VII. New Business

1. YDDA Building Rehabilitation & Façade Grant

T. Colbeck provided an updated application for the expanded YDDA Building Rehabilitation & Façade Grant Round III. The application has been updated to include more specific language regarding the deadlines for starting and finishing construction.

K. Hill inquired about the funds available for Round III. The funds available for Round III include \$15,000 from the YDDA with a \$30,000 match from Eastern Leaders Group; with an additional nearly \$6,000 remaining from Round II that must be dedicated to the West Cross District.

2. Public Infrastructure and SWOT Analysis

Staff provided the committee with two surveys; one survey is directed toward consumers, and the other is directed toward building/business owners. Committee members were asked to view the online version of the surveys and to direct any suggestions to staff. Staff anticipates a launch date that coincides with the launch of the new YDDA website.

VIII. Proposed Business

1. Spring Plantings

K. Hill inquired whether or not the DDA would provide planters in the West Cross District. T. Colbeck informed the committee that the plan is to provide hanging baskets in West Cross as usual.

T. Colbeck updated the committee on the progress of the spring planting. He stated that he solicited several quotes for the materials and received two back. He is currently working with our horticultural specialist B. McDonald from WH Canon to select the best materials within the allotted budget. B. McDonald has recommended that we purchase our materials from Moose and Squirrel best on cost and selection. W.H. Canon will also donate an additional \$500 worth of flowers for our spring plantings.

T. Colbeck also reported that he and B. McDonald are working on a strategic plan on the location of the terra cotta planters that will provide flowers in areas of the districts that will not either receive hanging baskets or have large planters located there.

IX. Announcements/Comments

1. T. Colbeck announced the opening of the Fly Fishing Shop in Depot Town. The committee engaged in a discussion regarding new successes in the area.
2. K. Hill announced that the Wolverine Grill is set to re-open on Monday March 26, 2012.
3. R. Barnes announced that he has recently lost four rental tenants to owner occupancy in Ypsilanti.

X. Audience Participation: None

XI. Meeting Schedule:
Thursday the week following YDDA Board meetings, 8:30 am at SPARK East
Thursday, April 26, 2012

XII. Adjourn: D. Otto moved to adjourn the meeting. R. Barnes supported and the motion passed unanimously. Meeting adjourned at 9:13 am.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Thursday April 26, 2012, 8:30 am
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. **Call to Order:** K. Maurer called the meeting to order at 8:30 am.

II. **Roll Call**

Bob Barnes	P	Karen Maurer (C)	P
Kyle DeBord	P	Dieter Otto	P
Linda French (VC)	P*	Charlie Penner	P**
Leigh Greden	P*		

*Arrived at 8:42 am.

**Departed at 9:18 am.

Others in Attendance:

Jake Albers, YDDA Staff
Leonardo Christian, Ypsi News
Tim Colbeck, YDDA Staff
Andrew Hellenga, YDDA Intern
Kevin Hill, YDDA Board Member

III. **Approval of Agenda:** K. Maurer moved to amend the agenda moving all of the items requiring committee action, YDDA Building Rehabilitation Grant Application, Public Infrastructure and SWOT Analysis, and Redevelopment Liquor License Application – the Mix, to the beginning of the meeting to accommodate committee members that have to leave the meeting early. K. DeBord supported and the motion passed unanimously. B. Barnes moved to approve the agenda as amended. K. DeBord supported and the motion passed unanimously.

IV. **Approval of March 22, 2012 Minutes:** C. Penner moved to approve the minutes. B. Barnes supported and the motion passed unanimously.

V. **Audience Participation:** None

VI. **Old Business**

1. YDDA Building Rehabilitation Grant Application

T. Colbeck reviewed the updated grant application with the committee, noting appropriate changes to the previous application regarding the deadlines to begin and complete described project work and when to consider notification of award being officially given. He also stated that the grant application was adjusted to cover the entire YDDA district areas.

K. Hill moved to approve the YDDA Building Rehabilitation Grant Application. K. DeBord supported and the motion passed unanimously.

T. Colbeck stated he will make the grant application available immediately to the public and create a press release announcing the program availability.

2. Public Infrastructure and SWOT Analysis

T. Colbeck reviewed with the committee two surveys created by staff soliciting opinions/views of current infrastructure needs within the DDA districts. He stated that we have created one survey specifically designed for the visitors of the district to see what their views and needs are and one for business and property owners. There were two separate surveys developed to recognize each specific group's infrastructure expectations and needs. He explained that these surveys are meant to help guide the YDDA on future projects by highlighting the infrastructure areas that we are addressing well and what needs are being raised to be addressed by our constituents. The results will be used to help guide future work plans for this committee and the YDDA.

K. Hill moved to approve the surveys as submitted and for each to be circulated in conjunction with the launch of the new YDDA website. C. Penner supported and the motion passed unanimously.

VII. New Business

1. Redevelopment Liquor License Application – The Mix

The committee reviewed an application for a Redevelopment Liquor License for The Mix market located at 128-130 W. Michigan Avenue. The committee discussed the applicant's explanation for why they are applying for a redevelopment liquor license as opposed to purchasing an existing Class C liquor license that is in escrow. The committee recommended that staff ask the applicants to clarify their financial need to apply for the redevelopment liquor license, explaining how the purchase of an existing license would affect their ability to move forward with their development plans. In addition, the applicants need to provide the committee with their proposed hours of operation to ensure that the proposed operation will be in compliance with the existing requirements for a redevelopment liquor license as stipulated by the State of Michigan and approved by the YDDA Board.

L. Greden moved to table the discussion of the Redevelopment Liquor License Application for The Mix until the next committee meeting, giving the applicant time to respond to the request for additional information. L. French supported the motion. B. Barnes, K. DeBord, L. French, L. Greden, K. Hill, D. Otto, and C. Penner voted in favor. K. Maurer abstained from voting. The motion passed.

VIII. Old Business

1. YDDA Façade Improvement Program Update Rd. I

T. Colbeck provided the committee with a status report on the grant awardees that have not completed the agreed projects/improvements at this time. He noted that he has issued letters notifying each of the remaining applicants of a deadline for completion of all outstanding Façade Improvement projects at the end of June 2012. If the projects are not completed by that time, the awardees risk the forfeiture of the grant awards.

2. W. Cross St. Building Rehabilitation & Façade Grant Rd. II Update

T. Colbeck provided the committee with a status report regarding the two grant awardees for this program also. 511 W. Cross St. is near completion at this time and 501 W. Cross has recently submitted technical/engineering drawings to move the project forward. He stated that he has issued a letter to 501 W. Cross notifying the applicant of the deadline for completion of his project to remain eligible for the grant.

IX. New Business

1. Graffiti Removal at Cross St. Bridge

T. Colbeck informed the committee of noticeable graffiti on the Cross St. Bridge. The committee engaged in a discussion regarding parties responsible for clean up of the graffiti.

L. French moved for the YDDA to send a request to the City of Ypsilanti for clean up of the graffiti. L. Greden supported and the motion passed unanimously.

X. Proposed Business

1. Increased Street Furnishings

L. French indicated that several Depot Town merchants have requested an increase in bench seating within the district. L. Greden proposed that EMU would be willing to reimburse the YDDA for the purchase of one new bench to be located in front of the Ypsi Food Co-Op if a plaque can be placed on the bench stating it was donated from EMU's Government and Community Relations Department. Staff was directed to investigate cost of a new bench for this location and using the existing YDDA purchasing guidelines and order one bench with the cost to be reimbursed from EMU's Government & Community Relations Department.

In addition staff reminded the committee that a complete survey and needs analysis of our existing street furnishing inventory YDDA wide would be directly related to the Public Infrastructure Analysis that was discussed earlier in the meeting, to create an ongoing work plan for needed improvements including street furnishings.

K. Hill indicated that the City's Non-Motorized Transportation Committee has discussed a perceived shortage of bike racks throughout the YDDA districts. T. Colbeck informed the committee that this too would be directly tied to ongoing work per the approved YDDA work plan. The committee agreed that all decisions regarding increases in furnishings shall not be made without prior research regarding precise location of all current furnishings.

XI. Announcements/Comments

T. Colbeck announced the opening of five new businesses within the DDA districts.

XII. Audience Participation: None

XIII. Adjourn: L. French moved to adjourn the meeting. K. Hill supported and the motion passed unanimously.

Meeting adjourned at 9:30 am.

XIV. Meeting Schedule:

Thursday the week following YDDA Board meetings, 8:30 am at SPARK East

Thursday, May 24, 2012

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Thursday May 24, 2012, 8:30 am
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. Call to Order

II. Roll Call

Bob Barnes*		A	Karen Maurer (C)	P
Kyle DeBord	P		Dieter Otto	P
Linda French (VC)	P		Charlie Penner	P
Leigh Greden	P			

*Bob Barnes has resigned from all YDDA Board and Committee activity.

Others in Attendance: Jake Albers, YDDA Staff
Leonardo Christian, YDDA Staff
Tim Colbeck, YDDA Director
Kevin Hill, YDDA/DAY
Pete Murdock, City Council

III. **Approval of Agenda:** L. Greden moved to approve the agenda. K. DeBord supported and the motion passed unanimously.

IV. **Approval of April 26, 2012 Minutes:** L. French moved to approve the minutes. D. Otto supported and the motion passed unanimously.

V. **Audience Participation:** None

VI. Old Business

1. Redevelopment Liquor License Application – The Mix

T. Colbeck provided the committee with regarding the RLL from the Mix. The committee engaged in a discussion regarding the completeness of the application. The committee recommended that the application be returned to the applicant in an effort to improve upon the following items:

- Provide the committee with a business plan that clearly indicates the reasons in which a market value license can not be purchased by the applicant.
- Provide proof of a more exhaustive search for a market value license.
- Provide documentation indicating the capacity of the proposed use.

The committee discussed a proposed Special Meeting that would take place prior to the next scheduled ER/Design meeting. Staff is to

coordinate Special Meeting schedule with committee members and applicant.

2. YDDA Façade Improvement Program Update Rd. I

T. Colbeck provided the committee with an update regarding Façade Improvement Program projects in which the work has yet to be completed. Applicants of unfinished projects have been informed of the deadline for completion.

3. W. Cross St. Building Rehabilitation & Façade Grant Rd. II

T. Colbeck provided the committee with an update regarding the Building Rehabilitation projects in which the work has yet to be completed. Applicants of unfinished projects have been informed of the deadline for completion.

4. Public Infrastructure and SWOT Analysis

T. Colbeck informed committee members that the online survey will be available on Monday, May 29, 2012.

5. Graffiti Removal at Cross St. Bridge

T. Colbeck has contacted Ypsilanti Department of Public Services regarding the graffiti removal.

6. New Street Bench at Ypsi Food Co-Op

T. Colbeck provided the committee with quotes for various bench designs.

VII. New Business

1. YDDA Building Rehab & Façade Improvement Grant Applications

T. Colbeck presented the committee with a slide show indicating the project descriptions of all applicants.

The Committee eliminated three of the applications from further consideration and directed staff to notify each applicant of their application status.

The Committee will make final recommendations at the next regularly scheduled meeting.

VIII. Proposed Business: None

IX. Announcements/Comments: None

X. Audience Participation: None

- XI. Adjourn:** C. Penner moved to adjourn the meeting. D. Otto supported and the motion passed unanimously. Meeting adjourned at 10:23 am.
- XII. Meeting Schedule:**
Thursday the week following YDDA Board meetings, 8:30 am at SPARK East
Thursday, June 28, 2012

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Special Meeting

Wednesday June 6, 2012, 1:00 pm
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. **Call to Order:** K. Maurer called the meeting to order at 1:04 pm.

II. **Roll Call**

Kyle Debord	P		Karen Maurer (C)	P
Linda French (VC)		A	Dieter Otto	P
Leigh Greden	P		Charlie Penner	P

Others in Attendance:

Jake Albers, YDDA Staff
Leonardo Christian, Ypsi News
Tim Colbeck, YDDA Staff
Dawn Gendich, YDDA
Teresa Gillotti, City of Ypsilanti Planning
Kevin Hill, YDDA
Leslie Leland, the Mix
Markel Leland, the Mix
Pete Murdock, Ypsilanti City Council
Bonnie Penet, the Mix
Ed Penet, the Mix

III. **Approval of Agenda:** D. Otto moved to approve the agenda. C. Penner supported and the motion passed unanimously.

IV. **Audience Participation:** None

V. **Old Business**

1. Redevelopment Liquor License Application – the Mix

The committee engaged in a discussion regarding the required documents provided by the Mix representatives.

The Mix representatives explained their vision for the building.

The Mix representatives provided the committee with an explanation regarding the availability of market rate liquor licenses.

Motion for Recommendation to Ypsilanti City Council for Approval of Redevelopment Liquor License for the Mix.

C. Penner moved for recommendation of approval. L. Greden supported; K. DeBord, L. French, D. Gendich, L. Greden, K. Hill, D. Otto, and C. Penner voted in favor. K. Maurer abstained from voting. Motion passed.

VI. New Business: None

VII. Proposed Business: None

VIII. Announcements/Comments: None

IX. Audience Participation: T. Gillotti spoke on the importance of examining the process for approval for future applicants.

K. Hill recommended that the existing Redevelopment Liquor License Approval Policy be made available on YDDA website.

T. Gillotti recommended that Frequently Asked Questions regarding RLL should be made available on the YDDA website.

T. Colbeck announced that he will be attending a workshop on the topic of Redevelopment Liquor Licenses on June 15, 2012 in Brighton.

X. Meeting Schedule:
Thursday the week following YDDA Board meetings, 8:30 am at SPARK East
Thursday, June 28, 2012

XI. Adjourn: K. Hill moved to adjourn. D. Otto supported and the motion passed unanimously. Meeting adjourned at 1:45 pm.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Thursday July 26, 2012, 8:30 am
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. **Call to Order:** K. Maurer called the meeting to order at 8:37 am.

II. **Roll Call**

Kyle Debord	P		Karen Maurer (C)*	P
Linda French (VC)		A	Dieter Otto	P
Leigh Greden	P		Charlie Penner	P

*Departed at 9:30 am.

Others in Attendance: Jake Albers, YDDA Staff
Leonardo Christian, Ypsi News
Tim Colbeck, YDDA Director
Kevin Hill, YDDA
Peter Murdock, Ypsilanti City Council

III. **Approval of Agenda:** C. Penner moved to approve the agenda. D. Otto supported and the motion passed unanimously.

IV. **Approval of May 24, 2012 and June 6, 2012 Minutes:** D. Otto moved to approve the minutes. K. Hill supported and the motion passed unanimously.

V. **Audience Participation:** None

VI. **Old Business**

1. YDDA Façade Improvement Program Update Rd. I: T. Colbeck provided an update regarding the status of incomplete projects from Round 1.

T. Colbeck informed the committee that the project located at 126 West Michigan Avenue has been completed. The property owners of 119 W. Michigan Avenue (Terry Bakery) have rescinded their request for funding at this time. They informed YDDA staff that they were also awarded a grant for the restoration of their front sign and that they could only complete one of these projects at this time, with the sign taking higher priority.

The property owners of both 230 W. Michigan Avenue and 701 W. Cross Street (Tower Inn) have not completed their façade projects in the timeline outlined in their grant agreements and subsequent correspondence from the YDDA. T. Colbeck suggested that the grant awards be rescinded at this time and allow the applicants to reapply when the next round of

funding becomes available. The unencumbered funds would go back into the YDDA reserve balance from the 2011-12 FY.

D. Otto moved to rescind all funding for the façade projects located at 230 W. Michigan Avenue and 701 W. Cross Street. L. Greden supported and the motion passed unanimously. T. Colbeck was directed to send an official notification to each applicant acknowledging the grant status.

2. YDDA Building Rehab & Façade Improvement Grant Applications: T. Colbeck presented the committee a power point with the remaining Rehabilitation & Façade Improvement Grant applications.

The committee engaged in a detailed discussion regarding each specific grant application. The committee proposed awarding the following properties with grant funds:

- 228 West Michigan Avenue (Wolverine Grill): \$3,000
- 12 West Michigan Avenue: \$3,000
- 128-130 West Michigan Avenue (Mix): \$5,000
- 105 Pearl Street (Barr, Anhut Law Firm): \$3,000
- 54-56 East Cross Street (Sidetrack): \$15,000
- 120 East Cross Street (Standard Printing): \$3,000
- 308-312 North River Street (Co-Op): \$5,000
- 501 West Cross Street (Eagle Market): \$3,000
- 515-519 West Cross Street (Crossroads): \$5,000 plus \$6,002.50*
**\$6,002.50 is the amount carried over from West Cross Building Façade and Rehabilitation Round II*
- **Total Proposed Grant Funds: \$45,000 (Plus \$6,002.50 carry over)**

D. Otto moved to approve the proposed allocation of YDDA Building Façade and Rehabilitation Grant Funds. C. Penner supported; K. DeBord, L. Greden, D. Otto, and C. Penner voted in favor. K. Hill abstained from voting. The motion passed unanimously.

VII. New Business: None

VIII. Proposed Business: YDDA Façade Improvement Grant Round II: The committee will discuss the framework for Façade Improvement Grant Round II.

IX. Announcements/Comments: None

X. Audience Participation: None

XI. Meeting Schedule:
Thursday the week following YDDA Board meetings, 8:30 am at SPARK East
Thursday, August 23, 2012

XII. Adjourn: C. Penner moved to adjourn. K. Hill supported and the motion passed unanimously. Meeting adjourned at 10:10 am.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Thursday September 27, 2012, 8:30 am
SPARK East, 215 W. Michigan Ave., Ypsilanti, Michigan

Minutes

I. Call to Order: K. Maurer called the meeting to order at 8:48 am.

II. Roll Call

Kyle Debord	A	Karen Maurer (C)	P
Linda French (VC)	A	Dieter Otto	P
Leigh Greden	P	Charlie Penner	P

Others in Attendance: Tim Colbeck, YDDA Director
Pete Murdock, Ypsilanti City Council

III. Approval of Agenda: D. Otto moved to approve the agenda. L. Greden supported and the motion passed unanimously.

IV. Approval of July 26, 2012 Minutes: L. Greden moved to approve the minutes. D. Otto supported and the motion passed unanimously.

V. Audience Participation: None

VI. Old Business

1. YDDA Building Rehab & Improvement Grant Rd. III:

T. Colbeck briefly updated the committee on the status of each awardee executing their program agreement. As of this meeting we have received four executed agreements. He will follow up with the remaining awardees to ensure their intent to follow through with the program requirements.

VII. New Business:

1. YDDA Façade Improvement Program Update Rd. II:

T. Colbeck reviewed an amended application for the second round of the Façade Grant Program. The committee reviewed and made additional recommended changes to the application. T. Colbeck emphasized his recommendation to remove any application deadlines and make the program application available throughout the year as long as funding is available.

L. Greden confirmed that the ELG has committed \$7,500 to be granted to the YDDA for the next round of façade grants. We currently have committed \$40,000 in DDA funds to be awarded for the 2012-13 FY. It

was suggested that we lower the DDA allocation by the \$7,500 being awarded by ELG to the DDA. This would keep the available façade grant funds at \$40,000. It was discussed that the YDDA could reallocate their \$7,500 to a fourth round of Building Rehabilitation Grants.

L. Greden moved to approve the new grant application as amended and recognizing the funding allocation from the YDDA and ELG. D. Otto supported and the motion passed unanimously.

2. YDDA Building Rehab & Improvement Program Grant Rd. IV:

T. Colbeck confirmed that the ELG has committed an additional \$15,000 to be awarded to the YDDA for a fourth round of the building rehab grant program. This would be another 2-1 award from the ELG and require that we provide \$7,500.

As noted in the discussion on the YDDA façade grant program, the ELG will be providing \$7,500 towards the program. It was recommended that we reallocate \$7,500 of YDDA TIF funds allocated in the facade program to the building rehab program as our match.

L. Greden suggested that we report the requested budget adjustment and intent to continue with Rd. IV of the building rehab program at a date to be determined at the next YDDA Board meeting.

T. Colbeck will submit invoices for both grant awards to Washtenaw County immediately. The county needs to allocate both grants before the end of the 2012 calendar year.

VIII. Proposed Business: None

IX. Announcements/Comments:

The committee engaged in discussion on the potential realignment of committees and shuffling of committee members following the upcoming YDDA Board Retreat. The committee members committed to continue working together towards our stated goals pending any possible changes.

X. Audience Participation: None

XI. Meeting Schedule:

**Thursday the week following YDDA Board meetings, 8:30 am at SPARK East
Thursday, October 25, 2012**

XII. Adjourn: K. Maurer moved to adjourn. C. Penner supported and the motion passed unanimously. Meeting adjourned at 10:25 am.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Wednesday October 24, 2012, 9:00 am
Sidetrack 52 E. Cross St., Ypsilanti, Michigan

Minutes

I. Call to Order: L. Greden called the meeting to order at 9:07 am.

II. Roll Call

Linda French	P	Regan Parker	P
Kevin Hill	P	Rois Savvides	P

Others in Attendance: Tim Colbeck, YDDA Director
Pete Murdoch, Ypsilanti City Council
Dieter Otto, EMU Facilities
Charles Penner, MI-SBTDC

III. Approval of Agenda: L. Greden requested that the selection of a committee chair be moved ahead of Old Business. L. French moved to approve the agenda as amended. K. Hill supported and the motion passed unanimously.

IV. Approval of September 27, 2012 Minutes: K. Hill moved to approve the minutes. L. French supported and the motion passed unanimously.

V. Audience Participation: None

VI. Select Committee Chair: L. Greden nominated K. Hill for committee chair. L. French supported and the motion passed unanimously

VII. Old Business

1. YDDA Façade Improvement Program Update Rd. II:

T. Colbeck reported that the grant application is now available to the public and that there has been great interest in the media to cover this program.

The committee discussed a list of businesses and property owners that the program should be specifically marketed to, to encourage their participation. It was also suggested that the program information be shared with local real estate brokers to share with potential tenants of some of our vacant properties. T. Colbeck will develop a list of properties/businesses for the next committee meeting to help the committee delegate members to reach out to.

K. Hill also suggested that the program information be forwarded to the Ypsilanti Historic District Commission to distribute to contractors specializing in historic renovations.

2. YDDA Building Rehab & Improvement Grant Rd. III:

T. Colbeck gave a brief history of the grant program for our newest board members. He then gave a status report on the grant awardees. He informed the committee that 105 Pearl St./Barr Anhutt declined the grant award at this time. They stated that the grant award would not cover enough of their proposed expenses to move forward at this time.

The committee discussed what should be done with the \$3,000 that was dedicated to 105 Pearl St. that will now not be allocated. They also discussed the planning for Round IV of the program. T. Colbeck reported that Washtenaw County/ELG has been invoiced for \$15,000 for Round IV and we should have the funds before the end of December. It was determined that the \$3,000 not allocated from Round III should be rolled over into Round IV. The next round of funding will be made available after the start of our 2013-14 fiscal year, July 1, 2013.

K. Hill requested that a one page information/FAQ sheet be created on the program to help committee members and staff market the next round of grants.

T. Colbeck shared the formal request from 554-56 E. Cross/Sidetrack to have their grant time extended. They are currently under review for Obsolete Property Rehabilitation Act (OPRA) consideration. While they are being reviewed by the State they cannot proceed with any rehabilitation work. The committee discussed how this should be specifically handled in case it happens again in the future with grant awardees.

L. Greden moved that a request for façade grant program extension be granted to 54-56 E. Cross St./Sidetrack until after the OPRA is approved. The applicant will have 90 days to begin the proposed improvements at that point with the option to request an additional extension of time if necessary. K. Hill supported the motion and it passed unanimously with L. French abstaining.

K. Hill requested that language specific to OPRA application status be added into future application packages.

VIII. New Business:

1. Citizen-at-Large Appointments:

The committee reappointed C. Penner and D. Otto as citizen-at-large members. It was recommended that Jake Albers be appointed to replace

Kyle DeBord as a citizen-at-large representing SPARK East. The committee approved his appointment also.

The committee then engaged in discussion about the number of citizen-at-large members are allowed for each committee. The YDDA's current policy is that each committee has no more than three voting citizen-at-large members. It was proposed that this item be taken to the Operations & Finance Committee for reconsideration. This committee would like there to be a discussion on changing policy to allow for each committee to have as many but no more citizen-at-large members as YDDA board members per committee or whether to eliminate any set number restrictions altogether.

2. Future Meeting Schedule:

The committee discussed the best time and day to schedule regular meetings. It was determined that regular meetings will be scheduled on the Wednesday following regular YDDA Board meetings, 8:30 am, at SPARK East.

However, due to the Thanksgiving Holiday, the November meeting will be held two weeks after the YDDA Board meeting, on November 28th.

IX. Proposed Business:

1. Michigan and Huron Crosswalk Repair:

T. Colbeck discussed a potential repair project that the City Manager discussed at the last YDDA Board meeting. He stated that there are specific funds remaining in a Michigan Ave. Streetscape Bond account that can be used for this project. He will bring the City's request/proposal to the committee in November.

K. Hill mentioned other potential sidewalk/crosswalk repair sites located in the Downtown District to also look at.

2. Downtown Tree Trimming and Christmas Light Removal:

T. Colbeck stated that he has been soliciting estimates for much needed tree trimming and the removal of holiday lights from the street trees in the Downtown District. He will bring in quotes for discussion to the November meeting.

3. Bank Owned Properties:

C. Penner suggested that the committee develop a policy to address bank owned and/or vacant properties in the DDA districts.

X. Announcements/Comments:

K. Hill announced that DAY will be again sponsoring their Downtown Halloween event on Friday, Oct. 26th.

L. French announced that the Depot Town Merchants will be hosting their Fall Harvest Festival on Saturday, Oct. 27th and Sunday, Oct. 28th.

XI. Audience Participation: None

XII. Meeting Schedule:

Wednesday, November 28, 2012, 8:30 am, SPARK East, 215 W. Michigan Ave.

XII. Adjourn: L. Greden moved to adjourn. D. Otto supported and the motion passed unanimously. Meeting adjourned at 10:12 am.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Wednesday November 28, 2012, 8:30 am
SPARK East
215 W. Michigan Ave.

Minutes

I. Call to Order: K. Hill called the meeting to order at 8:31 am.

II. Roll Call

Jake Albers	P	Regan Parker	P
Linda French	P	Charlie Penner	P
Kevin Hill (C)	P	Rois Savvides	P
Dieter Otto	P		

Others in Attendance: Tim Colbeck, YDDA Director
Pete Murdock, Ypsilanti City Council
Betsy Potter, YDDA
Tyler Weston, Howard Hanna

III. Approval of Agenda: T. Colbeck asked that a request for extension for 312 N. River St./Ypsilanti Food Coop be added under the YDDA Building Rehab & Improvement Grant Rd. III be added. C. Penner moved to approve the agenda as amended. D. Otto supported and the motion passed unanimously.

IV. Approval of October 24, 2012 Minutes: R. Parker moved to approve the minutes. D. Otto supported and the motion passed unanimously.

V. Audience Participation: T. Weston introduced himself to the committee. He is a realtor who works for Howard Hanna and is an active member of the Jaycees. He stated that he is interested in starting up a pop-up artist gallery and coop office space in the Downtown.

VI. Old Business

1. YDDA Façade Improvement Program Update Rd. II:

a. Application – 24 E. Cross St./Olde Towne Coin & Gold:

T. Colbeck presented an application for the façade grant program from Olde Towne Coin & Gold for a new door and window. The total project cost is projected to be \$4,318.88.

The committee approved the grant request not to exceed 50% of the project costs, up to \$2,159.44, contingent on the applicant providing proof of insurance for the property. T. Colbeck will send

the applicant a letter detailing the award amount and program requirements.

b. Properties/Businesses Identified for Consideration of Grant Applications:

T. Colbeck presented a memo which identified some key businesses/properties that have either previously inquired about façade grant funding or have been identified as potential candidates. He clarified to the committee that non-profit organizations are eligible for the Façade Improvement Grant because this type of grant does not affect property values.

T. Colbeck asked for any additional properties/businesses that the committee would like to make sure that staff and/or committee members meet with to discuss the program availability. L. French asked that we share this into with Rex Ritchie for his property at 42 E. Cross St./Café Ollie.

T. Colbeck also reported that the grant program information has been shared with some of the area realtors with listings in the DDA districts and the Historic District Commission.

R. Savvides suggested that the grant information be shared with area contractors so that they are aware of the program and can market it to potential clients.

C. Penner stated that he would share this information with the Michigan Commerce Bank to promote the program.

T. Colbeck stated staff will continue its outreach for the program to the business identified.

2. YDDA Building Rehab & Improvement Grant Rd. III:

a. Request for Extension 54-56 E. Cross St./Sidetracks:

T. Colbeck shared the formal extension approval letter addressing the OPRA application with the committee.

b. Request for Extension 120 E. Cross St./Standard Printing:

T. Colbeck shared a letter from Standard Printing requesting an extension to start their project until January 15, 2013. The applicant is replacing nine windows at their property and the company that is providing the new windows will not have the needed inventory until then.

D. Otto moved to issue an extension to start this project until January 15, 2013. J. Albers supported and the motion passed unanimously. T. Colbeck will issue a letter to the applicant acknowledging this.

c. Request for Extension 312 N. River St./Ypsilanti Food Coop:

T. Colbeck shared a letter from the Food Coop requesting an extension of the required work deadline. The applicant stated that they are still reviewing options for their project and will need to obtain HDC approval and building permits before they can proceed.

L. French moved to grant an extension of 60 days pending the applicant providing a detailed project schedule/timeline. R. Savvides supported and the motion passed unanimously. T. Colbeck will issue a letter to the applicant acknowledging this.

The committee discussed whether there needs to be changes to the application process to prevent the need for so many project extensions to be given. T. Colbeck will provide a calendar/schedule for the next round of grants at the next meeting to help determine when the grant applications should be made available and if the required project timelines should be extended.

VII. New Business:

1. Michigan and Huron Crosswalk Repairs:

T. Colbeck reported that he is waiting for a formal request and quote for work from the City. He will report to the committee as soon as these are available.

2. Downtown Tree Trimming and Light Removal:

T. Colbeck shared two quotes to have the downtown trees trimmed and all old holiday lights removed. He stated that this is a project that he would like the committee to consider moving forward on in the Spring of 2013. The committee requested that he provide at least three updated bids at the January meeting for consideration.

3. Bank Owned and/or Vacant Properties:

T. Colbeck shared a list of several long-term vacant and/or bank owned properties located within the DDA districts as discussed at the October committee meeting. At that meeting the committee discussed working on a policy to approach property owners to find ways to partner with or encourage them to put the properties back into active use.

T. Colbeck stated that he recently contacted Patrick McKeon of the Michigan Commerce Bank regarding 13-17 N. Washington/Pub 13 and Savoy. He stated that he received a reply from him stating that all real estate holdings are handled from their Lansing offices, he would forward my information to their real estate department and asked to follow up with him if I didn't hear back.

The committee members discussed the list of properties and some of the members will follow up with the property owners directly.

T. Colbeck was requested to add 59 Catherine St. and the Thompson Block Properties to the list.

C. Penner suggested that he contact Matt Modrack, the Community Development Director of Brighton to present to the committee on what they have done regarding long standing vacant properties.

VIII. Proposed Business: none

IX. Announcements/Comments:

K. Hill announced that DAY will be hosting the annual Downtown Christmas Tree Lighting, Friday, November 30th.

X. Audience Participation: None

XI. Meeting Schedule:

Wednesday, January 23, 2012, 8:30 am, SPARK East, 215 W. Michigan Ave.

XII. Adjourn: Meeting adjourned at 9:50 am.