

DDA and Planning Commission Meeting Minutes
Byron Municipal Building
June 21, 2018

Meeting called to order at 6:03 pm by Chairperson Vandemark

Roll Call – Present: Vandemark, Miller, Dickinson, Bowers, Prestonise, Murphy and Bailey. Absent: Murphy-Alderman, Streeter. Attorney Chris Johnson from Gormley Law was also present.

Agenda Approval: Dickinson motioned to approve agenda; seconded by Murphy. Voice Vote: All Ayes. No Nays, 2 absent; passed

Minutes Approval: Dickinson motioned to approve minutes from May 17, 2018 meeting, with discussed typos and corrections noted in original minutes; seconded by Murphy. Voice Vote: All Ayes. No Nays, 2 absent; passed.

Communications: None

Financial Status: Miller reported DDA bank statement of \$22,342.20 in checking. Bill from Village of Byron for Clerk & Treasurer wages for \$190.75. Dickinson motioned to pay the \$190.75 invoice; seconded by Bowers. Roll Call: All Ayes. No Nays, 2 absent. Dickinson motioned to accept status report pending audit; Bowers seconded. Roll Call: All Ayes. No Nays, 2 absent; passed.

Zoning Ordinance Update: Vandemark reported that Carlisle Wortman has emailed an electronic copy in draft form of the updated zoning ordinance. All members of the DDA/Planning Commission were given hard copies a few months ago without any changes on it from 2009. Vandemark will speak with John Enos of Carlisle Wortman to have him point out changes in the draft, to avoid us having to print updated hard copies of every page (only print pages where information has changed). Bert Gale of AGS will review the proposed changes first, before the Planning Commission gets the draft of changes to review.

Vandemark read an email from John Enos of Carlisle Wortman that Planning Commission should review the proposed changes in July with a potential September Public Hearing, and then it would be passed on to Council for requested approval after that.

Master Plan Update: Vandemark reported that Carlisle Wortman has a draft of the Master Plan. Rob will try to email a copy to all DDA/PC members. He says it is about 69 pages. Enos says “it’s pretty much complete with some tinkering.” Enos of Carlisle Wortman indicated to Vandemark that they need to know about an opt-in/opt-out decision, so they can include it in the plan.

SRTS Application Update: Vandemark reported that we are missing the June application deadline for SRTS. Chris Enlow of Beckett & Raeder sent a breakdown of engineering costs for the proposed project of improvements on the Village sidewalks/properties vs improvements on Byron School property. Proposed projects on Byron School (High School/Middle School) property would be \$89,838 of the project cost, which is 54% of the total proposal. Proposed projects on Byron Village property would be \$77,053 of the project cost, which is 46% of the total proposal. Total proposal is at \$166,891. Engineering costs are still around \$22,000, with 54% on school property at \$11,880 and 46% on village property at \$10,120.

The SRTS application needs to include a letter from the entity(ies) as to who is committing to cover the cost of the engineering cost. Prestonise expressed concern over who will maintain the sidewalks and

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projected work, since the MDOT documents state somewhere that agreement to receiving the grant funds means that you're agreeing to maintain it. Vandemark will try to get an answer to the maintenance question for the Village. Prestonise indicated that the Village won't be on board to pay all of the \$22,000 of the engineering costs if the project includes a sidewalk on school property. The Village would also have an issue with a commitment to maintain any sidewalk on school property, which the Village will not do.

Dickinson asked if any non-TIF DDA funds could be used for engineering costs. Attorney Johnson indicated that it definitely could be considered.

Vandemark reported that Adam Jenks (our rep re: the SRTS application), sent over info on the SRTS regional training workshop info, if anyone is interested in attending.

Dickinson suggested that maybe Murphy-Alderman could send a representative to the DDA meetings when she cannot attend, especially when we're going to discuss the SRTS application, so they can take any concerns back to the school for further discussion. The suggestion is not to serve as her seat on the DDA, but to be an audience member and take information back to Tricia.

Way finding Signs Update: Vandemark reported that at a past meeting, the board narrowed it down to 2 signs for downtown. Vandemark had a diagram to show where the 2 signs are proposed, with 8 lines on each: High School/Middle School; Elementary School; Village Offices; Athletic Fields; Cemetery; Canoe/Kayak Launch; Park; Fire/Township Offices

Legalities with MDOT need to be checked into about placement of the signs. Attorney Johnson said he did some research & there really aren't any guidelines. There was discussion on exact place to put the signs at the Maple and Saginaw Street intersection. Council may need to be brought in to ask about this. Bowers offered to make a 'poster' type mock-up of the proposed signs to get a visual. Dickinson will check dimensions and get to Bowers for the mock-up.

At the May DDA meeting there was a vote to take a budget amendment to the Council to change the line item for signs to \$3,500, but now the sign amount falls under the already approved budget figure, so no need to request a budget amendment. Dickinson motioned to cancel the budget amendment request. Bailey seconded. Roll call vote. All Ayes. No Nays. 2 absent.

July 9 is next Council meeting. Bowers can hopefully show the Council the mock-up sign. Vandemark will have the Village Clerk put this item on Council agenda.

Upcoming Fundraisers: River Regatta is coming up on July 14. Miller reported that there is information on the DDA Facebook page. Vandemark will make copies & get some to Murphy to distribute in the area. Miller will contact Wanda Coleman about making some yard signs to promote the River Regatta and Duck Race. Murphy donated \$100 as a sponsor of the River Regatta (turned in cash at this meeting). Vandemark had a sponsorship request letter for anyone to use when asking for sponsorships. The Burns Township Fire Dept is on board with the ducks for the Duck Race Raffle. BTFD will have fire trucks near park for their open house. DDA will have a ramp into river. Will need to determine how to run the River Regatta race with running multiple boats at once or one at a time. The event will still be timed.

Vandemark spoke with Shattuck's in Owosso regarding trophies.

Miller reported on Duck Race raffle. About 40 tickets have been sold so far, but many tickets are out being sold. Miller will ask Wanda Coleman to print signs for "Registration", "Launch Site" and "Duck Race". Dickinson will bring 2nd pop up tent for registration. Miller will check with Argus Press and Tri County Times to promote the event. Vandemark has a photographer and a DJ lined up who are donating their services.

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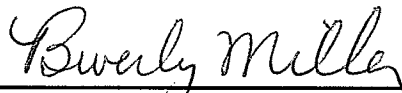
Vandemark had an idea of promoting Yard of the Month through the Village, to encourage property owners to keep their properties looking nice. After some discussion and advice from Attorney Johnson, it was determined that the DDA will not take on this project. Miller indicated that she would bring up the project idea to the Chamber of Commerce instead.

Planning Commission business: Vandemark reported that Dollar General has applied to add another .37 acres to the original rezoning request. Planning Commission has to set a Public Hearing to discuss the proposed change in amount of acreage to be rezoned. The same entity has applied for a site Plan Review, which could be done on the same date. Bowers motioned to hold a Public Hearing to rezone the proposed .37 acre area for Dollar General in addition to the previous request at the July 19 DDA/Planning Commission meeting. Dickinson seconded. The application is Byron BTS Retail LLC to change from current residential zoning to proposed commercial zoning of .37 acres of Parcel ID 78-016-66-009-000. In discussion, Vandemark reported that AGS has reviewed the application. He read AGS' reply. Todd Hamula (who works with Mary Ann Wervey) from the Zaremba Group asked a few questions re: whether the request can be a revision of the original or a new request. Attorney Johnson advised that a Public Hearing still needs to take place anyway. There will also be a parking lot variance issue. Todd showed the board a 'preview' of the Site Plan. Mike McPherson with Atwell will provide Vandemark with a .pdf of the Site Plan Review for all members to see prior to the Public Hearing. Voice Vote: All Ayes. No Nays. 2 absent

Any Other Business: None

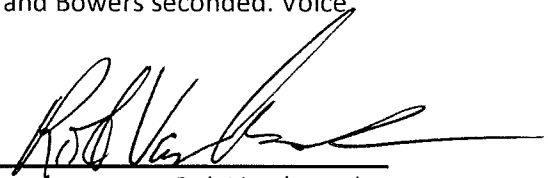
Public and Board Member Comments: Bowers asked if someone could discuss with the gas station owner about the litter from the gas pump receipts. Also, she had concerns with the hill by the water tower by the Erik Jones sign not being mowed. She indicated that it used to be done, but Prestonise advised it was not done safely in the past. Prestonise advised that the Village is checking into it, but currently it can't be done with the Village's equipment. Vandemark said he would contact the gas station owner re: the receipt issue. Bowers also mentioned an idea of beautifying the Village trash bins, maybe as an Eagle Scout project or a Josh Russell project. Prestonise brought up that the EJR flags are difficult to get hung up because they have to switch the American flags from the same poles. Vandemark said he will get a price for some poles. The DDA will discuss purchasing the poles at our July meeting. Also, if DDA ever replaces flags, it was suggested that a checkered flag option be looked into for every other flag. Vandemark updated that there has been no news on any Erik Jones picnic from the EJR representative.

Meeting adjournment: At 8:11 pm Dickinson motioned for adjournment and Bowers seconded. Voice Vote: All Ayes. No Nays, 2 absent; passed



Beverly Miller, Interim Recording Secretary

Date



Rob Vandemark