



**CITY OF WALLED LAKE  
DOWNTOWN DEVELOPMENT AUTHORITY  
TUESDAY, FEBRUARY 9, 2016**

The Meeting was called to order at 4:00 p.m.

**ROLL CALL:** Allen, Ambrose, Ackley, Blair, Lublin, Marshall, Shuman,  
Wlodarczyk

**ABSENT:** Kimmel, Ramsey

There being a quorum present, the meeting was declared in session.

**OTHERS PRESENT:** Executive Director Whitt, DDA Deputy Managing Director  
Rodgers, Finance Director Coogan, Police Chief Shakinas, Council  
Member Robertson, Council Member Owsinek

**REQUESTS FOR AGENDA CHANGES:**

**APPROVAL OF MINUTES:**

**DDA 02-01-16 APPROVAL OF THE MINUTES FROM THE DECEMBER 8, 2015  
MEETING**

Motion by Lublin, supported by Wlodarczyk: CARRIED UNANIMOUSLY: To approve  
the Minutes from the December 8, 2015 meeting.

**AUDIENCE PARTICIPATION:**

**I. UNFINISHED BUSINESS:**

1. Façade Grant and Sign Grant – 1705 W. West Maple Rd- DM Motors

**DDA 02-02-16 MOTION TO APPROVE THE FAÇADE GRANT FOR DM  
MOTORS IN THE AMOUNT OF \$1500**

Motion by Lublin, supported by Blair: CARRIED UNANIMOUSLY: To approve the  
façade grant for DM Motors in the amount of \$1500

**DDA 02-03-16 MOTION TO APPROVE THE SIGN GRANT FOR DM MOTORS  
IN THE AMOUNT OF \$500**

Motion by Lublin, supported by Allen: CARRIED UNANIMOUSLY: To approve the  
sign grant for DM Motors in the amount of \$500

## II. NEW BUSINESS:

### 1. Parking Study- John Jackson

City Planner Jackson explained the methodology used when inventorying the supply of existing parking spaces and he explained how the study area was divided up. He said the inventory on the East side of Pontiac Trail was 303 parking spaces and that includes a private parking lot and on-street parking. He stated on the West side of Pontiac Trail there are 170 parking spaces and most are in the Municipal parking lot. He explained the parking demand is the inventory of the square footage of the buildings in the two areas and then plugged it into a model and the model tells how many parking spaces are needed based on the square footage. He further explained why it is broken down into two areas because it is not feasible to cross Pontiac Trail.

He said there are two different sources to help determine the number: the Institute of Transportation Engineer (ITE) and Urban Land Institute. He said on the east side of Pontiac Trail, the shared parking peak demand was determined to be 314 spaces. He explained according to the inventory of parking supply, there is a slight deficit during the peak hours. He stated the peak demand is at 7:00 PM with a secondary peak at 1:00 PM and this is largely influenced by the number of restaurants in this area. He said it is possible to support additional land uses here, such as office or medical, with offsetting peak hours and without increasing the peak demand for parking. He explained while the peak parking demand is 314 parking spaces, the zoning ordinance would require 508 parking spaces resulting in a significant deficit of parking on paper. He said on the west side of Pontiac Trail, the shared parking peak demand was determined to be 125 spaces. He said according to the inventory of parking supply, there is already enough parking in this area to meet demand and the peak demand is at 7:00 PM with a secondary peak at 1:00 PM and this is largely influenced by the number of restaurants in this area. He said it is possible to support land uses here, such as office or medical with offsetting peak hours and without increasing the peak demand for parking. He said while the peak demand in this area is 125 spaces, the zoning ordinance would require 210 parking spaces. He said while there is currently enough parking spaces to meet the estimated demand, the fact that most of the parking is privately owned, controlled, and restricted to individual uses results in an effective parking shortage during peak hours. He said the effective parking demand is far less than the zoning ordinance requirements. He said in the document provided to the Board the recommendations provided range from least to most expensive. He said the City may want to consider revisiting the minimum parking requirements in the zoning ordinance to more accurately reflect actual parking demand. He said to effectively manage parking in Downtown Walled Lake, the City may want to consider the creation of a managed parking system to provide shared, publicly available parking in the Downtown area. He said to give incentives to property owners for providing joint parking and shared parking to avoid an oversupply of parking and to make more land available for other uses by possibly offering to plow their parking lots. He suggested having time limits and permits, based on the varied peak demands among the different land uses in the Downtown area. He said to lease existing private lots and make them available as public lots. He offered the Board to explore opportunities to acquire underused property in strategic Downtown locations in order to develop new public parking lots to meet some of the demand.

Council Member Robertson asked City Planner Jackson why he stopped at Northport.

City Planner Jackson said it is a preliminary study but they will look into it more for the update.

Janet Leonhardt asked if he looked into the parking at the park and the beach.

City Planner Jackson said constructing a parking structure can cost up to \$30,000.

Chairman Ambrose asked when the Board can start on working on changing the zoning ordinance.

City Planner Jackson said there is flexibility in the zoning ordinance. He said affectively it is not enough and said the Board should look into updating it as soon as possible. He said another tool is a fair allocation, if a building expands then they contribute first hand to the parking fund and builds up and hold on to it until it can be used for capital improvement.

## 2. Maple Road Repaving Project – Marc Jones

Marc Jones with Boss Engineering provided the Board a handout. He said last year his group walked up and down Maple Road to Welch Road to improve the corridor and make it more inviting for the businesses along Maple. He said the City is partnered with the Road Commission to take care a lot of the issues identified. He directed the Board to the sheet explaining the items identified during the study and that those items will be addressed with the Road Commission project. He said the project will be bid out by March 4, 2016; the construction may begin in May and roughly be 60 -90 days to complete construction. He explained some of the other items that can be tied into the Road Commission project: one is a culvert across the street from City Hall that is in poor condition and does not add to the pedestrian friendly nature of West Maple. He said another option is a utility pole near Gamma Road it is in the middle of the sidewalk and the pole should be relocated. He said there are some driveways that can be reconfigured, like the Copper Mug, it has a wide driveway and a utility pole in the middle of the parking lot.

Executive Director Whitt said Maple Road is the DDA's other downtown and improving the corridor is the Board's responsibility. He said the City and the DDA are trying to coordinate the project. He said the Road Commission project has been scaled down because of insufficient funds and the City could lose that benefit because that money was ear marked for the Maple Road project. He said it is part of the DDA downtown and the reason Boss is here is to get the DDA to help fund some projects and if the City can coordinate with DDA activity at the same time everybody saves more. He said this is the year DDA funds projects. He said this can be a busy year for the DDA.

## 3. Event Field Environmental Study

Finance Director Coogan said the City asked for an updated environmental study on the event field next to the Fire Department. She said Boss Engineering and the environmental engineers will be consulting. She said the meeting is open to anyone who would like to sit in.

Executive Director Whitt said the City owns the event field and it is fenced in because it is contaminated. He said the City cannot go that many more years without putting that property to work. He said the City needs to find a solution, get it cleaned up, and make it part of the public

safety campus. He said the DDA may want to get involved in fixing the event field. He said City administration will be coming back to the DDA with what can be done with the parcel and if it can happen this year with the considerable amount of money that has been set aside by the DDA over the last five years.

#### 4. Foster Farmhouse Presentation- Cheryl Flammer

Cheryl Flammer, with Foster Farmhouse, said she legally changed the name from the Foster Farmhouse to The Banks Dolbeer Historical Project because when she would go to fill out the grants, they would call confused because the City owns the house and it is on City property and the people she talks about are Banks and Dolbeer's families and the people who are writing the grants were the Friend of the Foster Farmhouse. She said confused them. She stated she knows they have been absent for quite some time and that the DDA has put them in the budget in the past so she wants to start the conversation. She said there is a timeline and wants to address why she is here: the pride in our community, commitment to the history, and the other piece is the perseverance. She started the project in 1996 with the City's help so she wanted to come and state it is alive and well and encourage the follow through and bring it to completion. She said the City has been heavily involved in it. She said in 1996 Parks and Recreation were involved: Arnold Grossman, Monica Westnow, Diane Carter, and Mayor Roberts were part of the project. She asked where can the Banks Dolbeer go from here. She said the issue is how much money the IRS is seeing on paper. She said she stopped showing the figures at 2008 because she was involved with DDA again and the DDA's records should show what was going in and out the door. She said in 1996 - 2000 Parks and Recreation had the control of the project. She said the Foundation of Excellence from Walled Lake Schools was doing fiscal stuff for a while and the treasurer stuff and then turn over to the 501C-3 because too much money. She said in 2006 at the very beginning LACF was built on a 21 member size group or foundation. She said it was impossible to get 21 people to the table every quarter and those people did not exist well. She said in 2000 there were no LACF meetings because there was no quorum and in 2003 they revised the bylaws but still could not get a quorum. She said Charlene Long had a hard time getting people to the table so LACF officers and foster farmhouse people served as the same group of officers. She said in 2007 they revised the bylaws again and dropped it down to nine (9) members. She said Tom Collins became their accountant and now Banks Dolbeer has been functioning well since then. She said when John Donahue was their lawyer, he was putting together all the IRS communication and all those forms were being filled out by him. She said she did not know that stuff was all happening as the community group. She said most of the community members have switched over and it has been bumpy. She said she knows the DDA wants to know how much money has come through the doors, how much income, and to see the books. She said in her packet the DDA can see the donors, the in-kind donations that were given out across time from 1996- 2007. She said when she brought them up to date she assumed the DDA from 2007 should know what is going on since that time. She said this has been going on for twenty years. She said the community support has been remarkable. She said she went to Linda Ackley a few years ago and said the construction was not going forward fast enough and asked if she can help out. She said little did she know Linda, Bob Robertson, and John Owsinek would turn out to be the construction crew for her group.

Council Member Robertson said it has come a long way but his concern is there is still a lot of money that needs to be spent to get the house completed. He said if he, Mayor Ackley, and

Council Member Owsinek continue to be the only ones working on getting the house complete it isn't going to get the job done. He said there has to be another way to fund this other than the from the DDA and City tax payer money. He said it is coming close to the point where DDA has funding to spend on actual DDA business. He said the Banks Dolbeer group is going to have to start doing their own fundraising to finish the project.

Mrs. Flammer said it is important for the symbolism of the money from the DDA too. She said there is some of that and is the expense expectation if you will from both Reynolds project in 2002 and an architect Jim Novitsky did an estimate of what the expenses would be in 2007. She said what is presented is valid information. She said she keeps looking for grants.

Finance Director Coogan asked what is the DDA suppose to be keeping records of because all she knows is that the DDA has given the Banks Dolbeer over \$31,000 in the last five years.

Janice Leonhardt said the City owns the Banks Dolbeer House and it is tricky with it being on City property as well. She said the City has the emphasis to create an opportunity. She said the City has five rooms in the house and if the City gets a person to donate money can offer to put their name on one of the doors. She said money is just being dumped into this project and this is a way generate some dollars. She explained having the Banks Dolbeer as a highlight would be an attractor to the City. She said they are happy with the City parking lot by their house. She said at this time it is hard to ask businesses to donate to cause when those businesses are going out of business. She said they would also like the City to get a historic marker for the site.

DDA Board Member Marshall asked what the Banks Dolbeer plans on doing with the house once it is complete.

Mrs. Flammer said the City's original plan from 1996 is the same, is to have a small historical section then have some rental involvement to help generate funds. She said the house is City property and on City land. She said the City is on board to use it as a historic site.

DDA Board Member Lublin said that Banks Dolbeer needs to be audited and show the DDA Board the tax return because it is tax payer's money.

Janice Leonhardt said on the financial reports the DDA cannot see the full report because there are pledges that haven't been pulled out. She said there have been questions to where is all the money going, well a lot of it is in incognito donations.

Cheryl Flammer said when John Donahue died stuff went into a drawer that was addressed to him and she did not see it again until some of it expired from the IRS and she panicked because she did not know it existed but the City took care of all of it for the Banks Dolbeer and she is comfortable getting resurrected and it has taken a long time. She said their accountant pulled everything that has been presented to the DDA Board, so she now has something to present to the community, saying thank you, this has happened, let's move forward from here. She said that is why The Banks Dobeer is at the DDA meeting symbolically, to thank the Board and hope it will continue. She knows they have a funding issue and community perception issue. She said it is symbolic that the City and DDA support the project, whether it is in cash or symbolism.

Executive Director Whitt said there is not a lack of support on the City Council because over the last six years the Council Members are the ones at The Banks Dolbeer every weekend fixing it up. He stated since it has been brought up already, if The Banks Dolbeer group wants to build confidence in their project, then the DDA Board and community needs a current audit. He stated it does not matter what happened in the past, this group needs a current audit. He said this group needs to be able to audit its money so when people ask where the money is going, the record is readily available. He said it is incorrect to say the City did The Bank Dolbeer's money keeping because the City is the City Manager, Council Member Ambrose, the Mayor the Board needs an audit if the DDA is going to contribute. He said the Banks Dolbeer needs to begin with a legitimate audit for this nonprofit and that is how it will begin to reestablish and gain support from the community. He said the Board needs a current audit to put the rumors to rest. He said the accounting needs to be done regularly. He stated he agrees with Council Member Lublin to have the Banks Dolbeer turn in their tax return and the money the group has and put it on the record, again there is not lack of support, but the City is being attacked for the groups lack of management, it is real hard to watch the City Council members doing the work on the house and still be attacked for the groups lack of completion of this project. He said an audit must be submitted to show where the group has been, where it is going, and move forward with that as a regular routine process for the project.

## **OTHER BUSINESS:**

### **A. Planning and Development Report**

Executive Director Whitt said by the next meeting the financials will be presented to the Board. He said it will be an exciting year for the DDA and the Board will have to make some decisions. He strongly recommends the DDA Board put the money, which has been saved to work with improving downtown development and not continuing to spend tax payer's money in events. He said the parking is the beginning; there are several issues with parking in the downtown. He stated if there is any money left maybe the DDA can possibly host a small event. He said the budget is coming up, the Board needs to decide how to spend some money with actual DDA business.

### **B. Promotion Committee Report – Co-Chair E. Marshall and Wlodarczyk**

DDA Board Member Wlodarczyk said she talked about having a potential beach party on a smaller scale, with no Fifty Amp Fuse band, less expensive entertainment. She said Hospitality House would like to participate with Rotary in the beer tent as a fundraiser for them. She said the Rotary would like to make the event into a family type of event during the day before the fireworks. She said she potentially has a strong committee as long as the DDA Board approves of the event. She said she will not need the City staff to run the event because they are creating their own committee. She said she would like to have the event in the street. She asked if she can take the line item that was for Pet Awareness Day and move it to the Beach Party.

**DDA 02-04-16**

**MOTION TO SCHEDULE BEACH PARTY WITH THE  
FIREWORKS FOR JUNE 17, 2016 AND MOVE PET AWARENESS  
DAY LINE ITEM TO BEACH PARTY**

Motion by Wlodarczyk, supported by Blair: CARRIED UNANIMOUSLY: To schedule Beach Party with the fireworks for June 17, 2016 and move Pet Awareness Day line item to Beach Party

**C. Executive Director Report**

**III. CORRESPONDENCE:** None

**IV. CONSIDERATION OF WARRANT:**

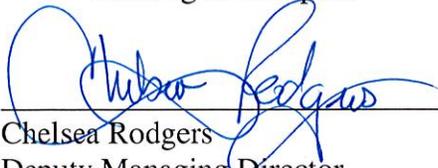
**DDA 02-05-16 APPROVAL OF THE WARRANT FOR DECEMBER 2015 AND  
JANUARY 2016 WARRANT**

Motion by Lublin, supported by Blair: CARRIED UNANIMOUSLY: To approve the warrant for December 2015 and January 2016

**V. ADJOURNMENT:**

**DDA 02-06-16 ADJOURNMENT**

Motion by Shuman, seconded by Lublin; CARRIED UNANIMOUSLY: To adjourn the meeting at 5:30 p.m.

  
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Chelsea Rodgers  
Deputy Managing Director

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DDA Chairman Ambrose