



**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Wednesday, April 12, 2017
8:00 AM
Berkley City Hall Council Chambers**

- I. CALL TO ORDER:** The meeting was called to order at 8:00 AM with Treasurer Ross Gavin presiding.
- II. ROLL CALL:**
- Present:* Kathy Abrahamian
Bridget Dean
Diane Farrington
Lawrence Gallagher
Ross Gavin
Alanda Knox
Karen Koerber
Matteo Passalacqua
- Absent:* Matthew Baumgarten – *excused*
Rob Onesko – *excused*
Alan Semonian – *excused*
- Also present:* Steve Baker, City Council Liaison
Vivian Carmody, Berkley DDA Director
Doug Deeds, Beautification Advisory Committee
Doug Penney, Resident
Dottie Popp, Planning Commission Liaison
Casey Rosseau, Lake Home Decor
- III. APPROVAL OF AGENDA:** On motion by Gallagher and second by Passalacqua, the agenda was unanimously approved by the Board.
- IV. APPROVAL OF MINUTES:**
- A. Regular Meeting of March 8, 2017:** On motion by Farrington and second by Dean, the minutes were unanimously approved by the Board.
- V. TREASURER'S REPORT:** Gavin reported that the Finance Director said the 814 and 815 funds will be combined given City Council approval. For fiscal year 2016/17, expenditures from the 814 fund are projected to exceed revenues by @\$11,000, and for the 815 fund, expenditures are projected to exceed revenues by @\$90,360. In total, for the fiscal year ending June 30, 2017, expenditures are projected to exceed revenues by @\$101,000. In the current fiscal year expenditures for foundational projects account for much of the higher spending (wayfinding, market study, strategic planning – one-time costs). The fund balance at the end of this fiscal year is projected to be @\$276,000.

Gallagher moved to approve the Treasurer's report, Farrington seconded, and the motion was unanimously approved by the Board.

VI. ACTION ITEMS:

A. AMENDED BY-LAWS: Current by-laws and suggested edits by Carmody had been sent to Board members for review and additional editing suggestions. Carmody reviewed the additional suggestions and noted she would incorporate them into the document and forward to the City Attorney for review before bringing back to the Board for final approval at its next Board meeting.

B. DESIGN GUIDELINES RFP: A draft of the RFP to create Design Guidelines (line item included in the 2017/18 approved budget in the amount of \$50,000.00) was sent to the Board for review prior to the meeting. The approved RFP will be openly posted as well as sent to four or five pre-selected planning firms.

Abrahamian moved to approve the Define Guidelines RFP as presented so that they may be sent out, Knox seconded, and the motion was unanimously approved by the Board.

C. MURAL PROGRAM GUIDELINES: To better serve the purposes of investment in the city's unique identity and cultural cohesiveness and contribute to public art, the DDA has created the DDA Mural Program, to be administered by the DDA and its Public Art Committee. Eligibility, mural requirements, approval criteria, approval process, and program application were distributed to Board members prior to the meeting.

Approved murals would be exempt from Berkley's sign ordinance and therefore would not require ZBA review.

Passalacqua moved to approve the Mural Program Guidelines as presented, Dean seconded, and the motion was unanimously approved by the Board.

D. FAÇADE GRANT PROGRAM: An Overview and Step-by-Step Guide to the program were included in the packet e-mailed to the Board prior to the meeting. This new program will be administered by the DDA Design Committee and will offer technical and financial assistance to commercial property owners and business owners within the district who want to renovate or restore their buildings' exteriors. The grant will be a 50/50 matching grant with a maximum matching request of \$2,000.00.

Funding will be made through a reimbursement process after the approved applicant has paid for the work to be done. Improvements must comply with standards set forth in the city's zoning ordinance, Downtown Design Guidelines, and applicable building and maintenance codes.

Abrahamian moved to approve the Façade Grant Program as outlined, Dean seconded, and the motion was unanimously approved by the Board.

E. BOARD COMMITTEE APPOINTMENTS: Carmody has asked all Board members to review the new committee structure and let her know where they would like to sit.

VII. COMMITTEE REPORTS:

A. PROMOTIONS: No additional discussion, report, or action.

B. DESIGN:

1. **BEAUTIFICATION:** No additional discussion, report, or action.

2. COOLIDGE ACTION TASK FORCE: Gavin reported that the task force was studying placement of crosswalks on Coolidge.

C. BUSINESS DEVELOPMENT: No additional discussion, report, or action.

D. ORGANIZATION: No additional discussion, report, or action.

VIII. STAFF & COMMUNITY REPORTS:

A. EXECUTIVE DIRECTOR

1. ACTIVITIES: Carmody reported that she would be meeting with Ferndale officials to discuss joining the cities participating in the Oakland Trolley effort.

2. VOLUNTEER RECRUITMENT: A list was included in the Board packet.

3. OFFICE SPACE: No discussion, report, or action.

B. CITY COUNCIL: Baker reported that Council would be meeting in work session the following Monday to discuss issues around allowing backyard hens in Berkley, including issues with vermin. A maximum of three hens would be allowed and their eggs could not be sold. He expressed thanks for being included in the Board's strategic planning session the previous weekend.

C. PLANNING COMMISSION: Popp reported the opening of discussion regarding the size of new homes being built. The Commission approved a request to change the zoning for an historic home on 11 Mile back to residential from commercial, as the owner would like to live there with his son and do business from home. Work is continuing on the Woodward bridal salon that is moving to Coolidge. The Commission is also reviewing plans for redevelopment of the LaSalette property.

D. CHAMBER OF COMMERCE: No discussion, report, or action.

IX. BOARD OF DIRECTORS COMMENTS: Carmody noted that the Minutes format would be altered in the future to more closely align with *Robert's Rules of Order*, be more concise, and omit general discussion, which can be misread. She is attending the Chamber's Art Fest meetings and sees the event as a partnership between the DDA and Chamber. She also thanked Koerber for providing the venue for the previous weekend's strategic planning sessions.

X. PUBLIC COMMENTS: Casey from Lake Home Décor on Coolidge reported that her business is enjoying good traffic, and especially so on Ladies' Night Out.

XI. ADJOURNMENT:

The meeting was adjourned at 9:18 AM on motion by Farrington and second by Koerber.