

Charter Township of Filer DDA

Regular Meeting

Proposed Minutes

March 3, 2020
4:30pm

Filer Township Hall
2505 Filer City Road, Manistee, MI 49660
231-723-3138

Chair 2022	Vice-Chair 2022	Treasurer 2022	Member 2020	Supervisor 11/20/20	2019	Member 2020	Member 2021	Member 2021	Director
Robert Yates <i>Business</i>	Tom Chycinski <i>Resident in district</i>	Kathy Gutowski <i>Citizen at Large</i>	Mathew Johnson <i>Business</i>	Terry Walker <i>Supervisor</i>	Vacant <i>Business</i>	Robert Henry <i>Business</i>	Al Frye <i>Citizen At Large</i>	Todd Newenhouse <i>Business</i>	Tamara Buswinka

Call to Order/Pledge of Allegiance

The meeting was called to order by Vice-Chairperson Chycinski at 4:30p.m.

Roll Call

Members Present: Newenhouse, Walker, Johnson, Chycinski, Gutowski

Members Excused Absence: Yates, Frye, Henry

Members Unexcused Absence:

Others Present: Tamara Buswinka, DDA Director

Consideration of the Minutes

Gutowski moved, supported by Walker, to approve the February 4, 2020 minutes. Motion passed unanimously.

Treasurer's Report

Gutowski reviewed the report, including the bills to be paid, with the Board.

Johnson moved, supported by Chycinski, to accept the Treasurer's report and pay the bills. Motion passed unanimously.

Chairman's Report

No Chairman's Report.

Supervisor's Report

No Supervisor's Report.

Director's Report

- Township Owned Property Project

Walker gave an update on the status of having an ALTA survey completed; the Spicer Group meeting resulted in Walker and Chycinski choosing to not have an ALTA survey completed. Buswinka recommended that they consider having Spicer prepare a drawing that shows all the easements on the property because this information is critical to how the land can be developed and is essential for the creation of a conceptual plan. Buswinka is to ask Richard Wilson about easement and title work for the properties.

- Sign Project Update

Tony Gagliardo, volunteer on the Township Sign Committee, gave an update about the project. Gagliardo informed the Board that there is unanimous agreement on the Sign Committee for the south location of the sign (on the Centra Wellness property) but there are two or three locations on the north that the Committee is reviewing. The Board recommended that if the preferred location, based on the Committees criteria for selecting a location, is the rock hill/bank location of Cypress Plaza then they might want to consider using landscaping and berm to raise the sign to an elevation that is more conducive to viewing. Buswinka will check into landscaping costs. Gutowski asked about the metering of the electricity. Chycinski suggested a solar option for lighting. Gagliardo discussed the opportunity to receive corporate funding for the project. Gagliardo also asked about the status of placing a sign on the Township Owned Property signalling it as a development opportunity.

Johnson moved, supported by Gutowski, to direct Buswinka to create a general letter of interest about the sign project to be used, if needed, for corporate support of the project. Motion passed unanimously.

- DDA Sponsored Public Engagement Event

Buswinka stated she will work to organize a March event for public engagement.

- Master Plan Review

Buswinka solicited comments from the Board about the Draft Master Plan and reviewed her observations. Buswinka will send the combined comments to Jennifer Wiliams, PC Chair.

- Business Innovation Project

Buswinka asked that the Board consider Al Frye's suggestion to host a business innovation competition and relayed that Frye has committed to chairing a committee to organize the event.

Board Member Comments

No comments.

Adjournment

Walker moved, supported by Johnson, to adjourn the meeting at 5:45 p.m. Motion passed unanimously.

Next Board meeting is Tuesday, April 7, 2020 at 4:30 pm.

A meeting informational packet is available for public inspection at the Filer Township office, 2505 Filer City Road. The Filer Township DDA does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The DDA Chairperson has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disability Act, and the rights provided thereunder, are available from the DDA

DDA Director Report

March 2020

ADMINISTRATIVE

- Wrote, edited, and formatted the February DDA meeting minutes.
- Prepared agenda and other materials for the March DDA meeting.
- Arranged the Sign Committee meeting held on February 13. 2020.
- Checked in with Larry regarding zoning ordinance updates and to inquire about questions or permit application submittals for development in the District.
- I “staffed” the “DDA Department offices” on most Tuesdays from 9am(ish) to 2pm(ish).
- Arranged a meeting with Spicer Group to discuss the ALTA survey.

RETAIL STUDY IMPLEMENTATION-BUSINESS GROWTH

- Met with Marc Miller, Chamber Economic Development Director, to discuss vacant properties and their potential uses as well as the Township owned property (West Park Project). In addition, conveyed the work the DDA Board has done or spear headed to become development ready: Retail Market Study, revised zoning ordinance, support for the creation of a vision for the property, surveying work, etc.
- Began the work on researching and developing a business incubation project.

OTHER MATTERS OF THE DDA

- MANISTEE COUNTY LIBRARY PRESENTATION:
 - Met with Caitlyn Berard, City DDA Director two times to prepare the presentation.
 - Made the powerpoint presentation.
 - Gave the presentation to the Library Board.
 - No decision was made by the Library Board but a request for future consideration has been made.
- FILER TOWN CENTER ZONING AMENDMENT:
 - Edited the Filer Town Center Zoning Amendment which included the technical work of redrafting large sections.
 - Met with Richard Wilson to review the Filer Town Center Zoning Amendment.
- SIGN PROJECT:
 - Consulted with Richard Wilson about the legal tasks, and their estimated price, that will need to be done to install the gateway signage (easement, survey work, negotiations).
 - Prepared a Sign Project budget.
 - Met with the Sign Committee, which included Tom Amor, Bob Yates and Al Frye, to review the materials for the gateway sign, review the possible locations for the sign, and discuss next steps.

- Scoped out locations for the signs using criteria that the Sign Committee developed to determine a suitable location. The criteria for a suitable sign location are as follows:
 - Locate the sign on private property.
 - Property owner must be willing to work with the Township.
 - Is in a location that will have perpetuity (will not be required to be moved).
 - Is not in a location where existing signage (either MDOT signs or business signs) interfere with the Township sign. Sign clutter is a real issue on US31.
- Requested from Spicer Group and Richard Wilson quotes on prices for legal and engineering work related to the Sign Project.
- FILER DRAFT MASTER PLAN:
 - Read the Draft Master Plan.
 - Discussed the comments with Bob Yates.
 - Prepared a letter to the Planning Commission Chair containing the comments about the Draft Master Plan. Will add to the letter any comments on the Master Plan by the DDA Board members and will forward it to the Planning Commission chair promptly.

Submitted by:

Tamara Buswinka, DDA Director