



**CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**WEDNESDAY, JANUARY 11, 2017**

**MAYOR'S OFFICE**

**7:30 A.M.**

**MIKE TYMKEW-CHAIRPERSON**

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**AGENDA**

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
  - December 14, 2016 Regular Meeting
- IV. Correspondence
- V. Order of Business
  - A. Election of Officers (Chairperson, Vice Chairperson, Secretary, Treasurer)
  - B. Signage for Downtown Construction
  - C. Update on Redevelopment Ready Community Progress
  - D. MML Training-February 4, 2017 11am -3pm for Council & Board & Commission Members
  - E. Miscellaneous Items
  - F. Excuse Absent Board Members
- VI. Citizen Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. Adjournment

City Of Albion  
 Albion Downtown Development Authority  
 Regular Meeting Minutes – December 14, 2016

I. CALL TO ORDER

Vice Chairperson Mike Tymkew called the meeting to order at 7:30 a.m.

II. ROLL CALL

	Scott Brown		X	Jennifer Yawson
X	Joseph Domingo, Mayor			Peggy Sindt (resigned)
X	Alfredia Dysart-Drake		X	Mike Tymkew
X	Nora Jackson		X	Nidia Wolf
X	Marcola Lawler		X	Don Masternak

Administration: Sheryl L. Mitchell, City Manager, John Tracy, Planning, Building & Code Enforcement

Others Present: Amy Deprez, Albion EDC, Bruce Johnston, Karen Dobbins, Al Smith, and Lonnie Brewer

III. Approval of Prior Meeting Minutes

A. November 9, 2015 Regular Meeting Minutes

Motion by Wolf, supported by Masternak to approve prior regular meeting minutes as presented.

**(MOTION carried, voice vote)**

IV. Correspondence – NONE

V. Order of Business

A. Approve 2017 Ismon House Rental Rates

Motion by Evans,, supported by Wolf to approve to approve the 2017 Ismon House Rental Rates as presented.

**(MOTION carried, voice vote)**

B. Discussion Tax Abatement/Sharing Support with Peabody Block Renovation Project

Bruce Johnston from Revitalize, LLC provided an overview of the \$1.4 million project in 400 block of South Superior. There will be 4 – 2 bedroom apartments, approximately 1,200 sq. feet each. Estimated market rate for rent is \$1 200./month. The project meets the CDBG guidelines for blight elimination and job creation. The commercial space on the first floor is approximately 2,700 sq. ft. The project is

requesting a MEDC Blight Elimination Grant of \$560,000. The grant requires some level of participation from the local municipality. The proposal is that the tax capture is shared between the tax abatement for the project and the DDA. This is estimated at being \$8,400 over 10 years. A Letter of Support was requested from the DDA and the City of Albion.

Motion by Wolf, supported by Masternak, to issue a Letter of Support for the Peabody Project and authorize the Chair to sign.

**(MOTION carried, voice vote. Evans abstained)**

C. Update on 2017 Construction Schedule for M-99/Superior St. Project

An email communication from Brandan Maurer from MDOT was shared that provided a brief summary of the stages: Beginning no earlier than April 17, 2017, M-99 shall be closed between Ash Street and Michigan Avenue (Segment 1). All work on Segment 1 is scheduled to be completed by August 15, 2017. The project as a whole is scheduled to be completed on or before November 3, 2017. At this point this schedule is only preliminary and may change. Our hope is that work shall be completed from the south edge of the bridge to Ash street by August 15<sup>th</sup> to allow room for the festival. We will have a much better idea of dates and times when a contractor has been selected.

Suggestion was made to obtain estimates for the signs.

D. Miscellaneous Items

Board Member Wolf reminded everyone that there are requirements relative to the composition of the DDA Board Members – a majority must have an interest in property located in the downtown area and at least one member shall be a resident of the downtown area.

The Election of 2017 officers will be held at the January 2017 meeting.

City Manager Mitchell mentioned that the Albion Malleable Brewing Company would be appearing before the Planning Commission on Tuesday.

E. Excuse Absent Board Members

Motion by Masternak, supported by Evans to excuse Mayor Garrett Brown and Member Scott Brown.

**(MOTION carried, voice vote)**

VI. Citizens Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)

Lonnie Brewer from Double Vision at 200 N. Clinton mentioned an interest in allowing the Ludington Center to use their parking space. Suggested an agreement could be

reached that this would be in exchange for \$6,000 that would allow them to complete some of the interior/electrical improvements.

Al Smith introduced himself. He will be assisting Nidia with the 2017 Car Show.

VII. ADJOURNMENT

Motion by Lawler, supported by Dysart-Drake to adjourn the meeting of the DDA.

**(MOTION CARRIED, voice vote).**

Meeting adjourned the meeting at 8:55 a.m.

Recorded by Sheryl L. Mitchell

# ALBION DOWNTOWN DEVELOPMENT AUTHORITY

112 W. Cass Street  
Albion, MI 49224

## ALBION DDA BOARD

Mike Tymkew, Chair  
Mayor Joseph Domingo  
Scott Brown  
Alfredia Dysart-Drake  
Scott Evans  
Nora Jackson

## ALBION DDA BOARD

Marcola Lawler  
Don Masternak  
Jennifer Schreer  
Peggy Sindt  
Nidia Wolf

December 29, 2016

To Whom It May Concern,

It is my pleasure to advise you that at the December 14, 2016 meeting of the Albion Downtown Development Authority (DDA), we voted unanimously to support the Peabody Block Renovation Project in the 400 block of South Superior Street in Downtown Albion. The Peabody Project is being undertaken by Ace Investment Properties, LLC, to rehabilitate the property located at 400 S. Superior Street in Albion, Michigan.

This historic landmark was erected in 1852 and is one of the oldest buildings in downtown Albion. The renovation will provide for a mixed use, with a commercial first floor and residential apartments on the second and third floors.

This \$1.2 million project will be instrumental to new retail and housing opportunities. The restoration will make this an anchor building, along with the Malleable Brewing Company, for the downtown main street – along South Superior Street. Once the building is completed, the tax base will become more stabilized for decades into the future.

The Albion DDA supports the Peabody Project in seeking incentives from the Michigan Economic Development Corporation and the Community Development Block Grant program. The proposal to share in the tax capture with the Albion Downtown Development Authority greatly leverages the DDAs ability to sustain downtown enhancements, such as façade improvements. The Albion City Council, Greater Albion Chamber of Commerce and Albion College have all indicated support for the Peabody Project.

The Albion DDA finds that the Peabody Project supports the economic development and vibrancy of our community. The housing project also addresses the need for diversified housing that was identified in the Target Market Analysis.

Thank you for your consideration of their application.

Sincerely,



Michael A. Tymkew  
Chairperson, Albion Downtown Development Authority



# RRC Quarterly Progress Report 1 – Albion

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**Community Name: Albion**

**Name of Staff Member Completing Report:** Danielle Nelson

**Date: 12/29/2016**

## Instructions

This document is designed to inform the RRC Team of progress made in your community in terms of implementing the necessary steps to meet the RRC Best Practices. Complete the table below and please be as thorough as possible in your comments.

The **“BP”** column includes which Best Practice is being addressed. The **“Recommended Action for Certification”** column was taken directly from the RRC Report of Findings report and depicts the RRC Team’s recommendations. While the RRC Report of Findings outlined recommended actions to meet each best practice criteria, the city may choose its own path of alternate strategies as long as the required criteria are being accomplished. The **“Progress Made”** column is for you to include comments explaining what steps have been taken towards meeting this specific recommendation. Finally, the **“Date Completed / Expected”** column allows you to attach a time frame of when a particular recommendation was met or a projected timeline for completion.

*\*Note: There are additional questions at the bottom of this document after the table is completed.*

BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Date Completed / Expected
1.1	The governing body has adopted a master plan in the past five years.	Adopt an updated master plan in compliance with MPEA and Best Practice 1.1	Master Plan Phase I adopted	12/19/2016
1.1	The governing body has adopted a downtown plan	Post plan online	Plan posted online	12/28/2016



1.1	The governing body has adopted a capital improvements plan.	Adopt a six-year capital improvements plan as outlined in MPEA and Best Practice 1.1	SAW Grant currently creating portion of capital improvements plan. Goal is to have a complete capital improvements plan to be adopted with the 2018 budget in December 2017.	10/1/2017
1.2	The community has a public participation plan for engaging a diverse set of community stakeholders	Develop a public participation strategy as outlined in BP 1.2	Outline in place. Working on editing.	7/1/2017
1.2	The community shares outcomes of public participation processes	Consistently communicate the results of community engagement efforts and track the success of various outreach methods	Ongoing process. Creating consistent strategies and processes.	7/1/2017
2.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	Once a master plan zoning plan is adopted, determine if zoning map or ordinance text changes are needed.  Once a master plan is adopted, review zoning district intent statements to reflect master plan land use recommendations.	Seeking technical assistance for a zoning audit	12/31/2018
2.1	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	Adopt zoning ordinance provisions in appropriate areas for concentrated development by right  Determine if needed and adopt additional regulations to protect sensitive historic and environmental features	Seeking technical assistance. Planning Commission has put out a request for those interested in creating a Historic District Committee	12/31/2018
2.1	The zoning ordinance allows for a variety of housing options	Adopt zoning ordinance provisions that allow for non-traditional housing types	Exploring options and seeking more public input.	12/31/2018
2.1	The zoning ordinance includes standards to improve non-motorized transportation.	Adopt standards to improve non-motorized transportation in the zoning ordinance	Seeking more public input and examples from other communities.	12/31/2018



			Potentially adopting Complete Streets Resolution.	
2.1	The zoning ordinance includes standards for green infrastructure	Adopt standards to improve green infrastructure in the zoning ordinance, per Best Practice 2.1	Seeking examples of this in similar communities.	12/31/2018
2.1	The zoning ordinance is user-friendly	Add graphics, matrices or other visual tools to improve user-friendliness of the zoning ordinance	Will create as zoning is edited and updated.	12/31/2018
3.1	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process	Incorporate policy that assists developers in seeking input into the public participation strategy	Will begin after Jan. 1, 2017. Seeking examples of such policy in other similar communities.	7/1/2017
3.1	The community promptly acts on development requests.	Develop an easy to follow flowchart of development requests that include timelines	Will begin after Jan. 1, 2017. Communication between EDC and Planning, Building, and Code Dept.	7/1/2017
3.1	The community has a method to track development projects	Create a formal tracking mechanism for development projects	Will begin after Jan. 1, 2017. Seeking examples.	7/1/2017
3.1	The community annually reviews the successes and challenges with the site plan review and approval procedures	Develop a formal customer feedback mechanism; integrate changes in process where applicable  Hold joint site plan review team meetings, including permitting and inspections staff	Will begin after Jan. 1, 2017. Seeking examples from other similar communities.	7/1/2017
3.2	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	Collect and assemble all "Guide to Development" components	Will begin after Jan. 1, 2017. Communication between EDC and Planning, Building, and Code Dept.	7/1/2017
4.1	The community sets expectations for board and commission positions	Outline desired skill sets for board and commission members	Reviewing and editing current expectations.	4/1/2017
4.1	The community provides orientation packets to all	Provide orientation packets to all appointed and elected members of	Reviewing and editing current orientation packets.	4/1/2017



	appointed and elected member of development-related boards and commissions	development related boards and commissions.		
4.2	The community has a dedicated source of funding for training	Budget for training needs of elected and appointed officials and staff	\$1500 allocated for MML Training for Council with possibility of being available to boards and commissions.	12/19/2016
4.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff	Create a simple tracking mechanism to log training needs and attendance	Will begin after Jan. 1, 2017	3/1/2017
4.2	The community encourages the governing body, boards, commissions and staff to attend trainings.	Implement consistent processes to consistently notify elected and appointed officials and staff about training opportunities	Will begin after Jan. 1, 2017.	3/1/2017
4.2	The community shares information between the governing body, boards, commissions and staff.	Implement consistent processes for training participants to share information with those not in attendance  Prepare planning commission annual report, as required by the Michigan Planning Enabling Act	Planning Commission to prepare annual report.	3/1/2017 1/17/2017
5.1	The community has developed a vision for the priority redevelopment sites	Utilizing public input, articulate a vision for the priority redevelopment sites	Will begin in mid-2017	12/31/2018
5.1	The community identifies potential resources and incentives for prioritized redevelopment sites.	Verify that all negotiable resources and incentives for priority redevelopment site(s) are identified, including those offered by partner entities	Will begin mid-2017.	12/31/2018
5.1	A property information package for the prioritized redevelopment site(s) is assembled.	Assemble a property information package, per Best Practice 5.1	Will come after public input.	12/31/2018

5.1	Prioritized redevelopment sites are actively marketed.	Develop and market property information package(s) online in collaboration with partner entities	Once property information packages are created, marketing will be created.	12/31/2018
6.1	The community has approved an economic development strategy.	Develop an economic development strategy as outlined in RRC Best Practice 6.1	New EDC President hired in September. Discussions regarding the economic development strategy to begin after Jan. 1, 2017.	12/31/2018
6.1	The community annually reviews the economic development strategy.	Annually report progress made on the economic development strategy to the governing body	Annual progress reporting to come after plan has been developed. Annual updates will be given to council prior to plan completion.	12/31/2018
6.2	The community has developed a marketing strategy.	Create a unified marketing strategy as outlined in RRC Best Practice 6.2	Working with EDC, City, Albion College, and other partners to seek funding and technical assistance for this.	12/31/2018
6.2	The community has an updated, user-friendly municipal website.	Add missing planning, zoning and development items to website as they are completed  Better group planning, zoning and development items on the website	Ongoing. Training more staff to be able to update site.	12/31/2017

## Additional Questions

1. Describe technical assistance needed by your community to achieve RRC certification. Does your community have funds available to complete these projects?

The City is looking to complete a zoning audit in order to update its zoning ordinances. The City does not currently have the funding to do so.

2. Has your community used any of the [RRC Resource Guides](#)?



Not yet.

3. How is your community using materials/resources developed as a result of the RRC process?

The Comprehensive Plan is being used to guide decision-making and to set goals for the City.

4. Has your community been provided any technical assistance from RRC Team or Community Assistance Team (CA Team) members? Please be specific.

So far, none that I am aware of. With the Comprehensive Plan being complete, the City is now at a place where it is ready for technical assistance related to auditing and updating our zoning ordinances.

5. Please include any additional information concerning community successes, lessons learned, or redevelopment challenges since the last progress report.

We were pleased with the turnout that we had at public input meetings for the Comprehensive Plan. Residents were engaged and appreciated the chance to contribute their input to the Plan. We tried new places that are more welcoming to the public and we had a better turn out at some rather than others so we will keep this in mind for the future. Adopting the Comprehensive Plan in December was a major community success. There is a group in town that is interested in hosting an event called "For the Love of Albion" and the celebration of the comprehensive plan will be the main focus. It has shown the community that the City is ready to hold itself accountable for the goals and objectives that the community has identified. The Planning Commission were committed to creating a plan that is actionable and measurable and have been successful in their efforts.

6. My community has identified additional prioritized redevelopment sites since the last progress report.

	Site #1	Site #2	Site #3
Address:	Click here to enter text.	Click here to enter text.	Click here to enter text.
Current owner:	Click here to enter text.	Click here to enter text.	Click here to enter text.
Former use:	Click here to enter text.	Click here to enter text.	Click here to enter text.
Present status:	Click here to enter text.	Click here to enter text.	Click here to enter text.

7. The following sites are in process or have been redeveloped since the last progress report:

Address:	Click here to enter text.
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Developer:	Click here to enter text.
Current or proposed use:	Click here to enter text.
Time vacant or underutilized:	Click here to enter text.
Proposed/approved incentives?	Click here to enter text.

Address:	Click here to enter text.
Developer:	Click here to enter text.
Current or proposed use:	Click here to enter text.
Time vacant or underutilized:	Click here to enter text.
Proposed/approved incentives?	Click here to enter text.

Address:	Click here to enter text.
Developer:	Click here to enter text.
Current or proposed use:	Click here to enter text.
Time vacant or underutilized:	Click here to enter text.
Proposed/approved incentives?	Click here to enter text.

8. Please provide any additional comments to improve the RRC program.

Click here to enter text.
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