

- AGENDA -

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT
AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N.
FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON WEDNESDAY, AUGUST 4, 2021,
BEGINNING AT 6:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the regular and informational meetings held July 27, 2021
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
- IX. New Business
 - A. Streetscape discussion
- X. Reports
 - A. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The City of West Branch DDA, 121 N. Fourth St. West Branch, MI 48661; phone: (989) 345-0500; email: cityhall@westbranch.com

Internet where meeting notices are posted: www.westbranch.com (click on "CALENDAR OF EVENTS AND NOTICE OF MEETINGS" or go directly to <http://www.westbranch.com/calendar.php>)

Notice of Meeting

NOTICE IS HEREBY GIVEN, that the City of West Branch DDA, will hold a special meeting on Wednesday, Aug 4, 2021 at 6:00 pm at the West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661. The reason for the special meeting is to discuss the downtowns streetscape plans.

DATE: Wednesday, August 4, 2021

TIME: 6:00 pm

PLACE: Council Chambers of City Hall

121 N. Fourth St., West Branch, MI 48661

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk, Amanda Stang at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: clerk@westbranch.com.

This notice was posted by City Manager, John Dantzer to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at 12:00 pm on July 28, 2021, on the City of West Branch bulletin board, as well as on the City of West Branch website.

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY, JULY 27, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:09 pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Erin Resteiner.

Absent: Anthony Bair, Joe Clark, Ken Walters, and Cathy Zimmerman.

Others present: City Manager John Dantzer

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**MOTION BY RABIDUE, SECOND BY BENNETT, TO APPROVE THE MINUTES
FROM THE MEETINGS HELD JUNE 22, 2021.**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Resteiner

No – None Absent – Bair, Clark, Walters, and Zimmerman

Motion carried.

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**MOTION BY FABBRI, SECOND BY RESTEINER, TO APPROVE BILLS IN THE
AMOUNT OF \$4,599.38**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Resteiner

No – None Absent – Bair, Clark, Walters, and Zimmerman

Motion carried.

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**MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMEBERS BAIR,
CLARK, WALTERS, AND ZIMMERMAN.**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Resteiner

No – None Absent – Bair, Clark, Walters, and Zimmerman

Motion carried.

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Tim Knutsen from Beckett and Raeder gave an update and presentation on the downtown streetscape designs. The main discussion revolved around the size and location of the trees, types of lights on the sidewalks, bump outs, concrete designs, and flower planting areas including the idea of hanging baskets. Two different ideas were presented for further review. It was the consensus of the Board to hold a special meeting on Wednesday, August 4 at 6:00 pm to further discuss the ideas and come up with a design plan.

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Chairperson Fabbri noted that the DDA was responsible for watering the flowers at the Fireman's Memorial on the first Wednesday of August.

Chairman Fabbri also shared a catalog she received on Christmas decorations.

Chairperson Fabbri also noted that she received a request from the Coalition of Hope requesting to have the DDA stage rental fee waived. It was the consensus of the Board not to waive the fees because the amount charged is what the DDA has to pay for transportation and setup, they are not allowed to donate money per State Treasury requirements, and because they did not want to set a precedent of having to waive the fees for all nonprofit organizations.

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The meeting was adjourned at 1:28 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH
ST. ON TUESDAY, JULY 27, 2021.

Chairperson Fabbri called the meeting to order at 12:02 pm.

Present: Members Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and
Erin Resteiner.

Absent: Members: Anthony Bair, Joe Clark, Ken Walters, and Cathy Zimmerman.

Others present: City Manager John Dantzer

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**MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMBERS BAIR,
CLARK, WALTERS, AND ZIMMERMAN FROM THE MEETING.**

Yes – Bennett, Fabbri, Hunter, Rabidue, Resteiner

No – None Absent – Bair, Clark, Walters, Zimmerman Motion carried.

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Chairperson Fabbri noted the reason for the special meeting was to hold the first of the
2021 required annual informational meetings as required by the DDA Act.

It was noted that the main areas of focus for the 2021 calendar year would be as follows:

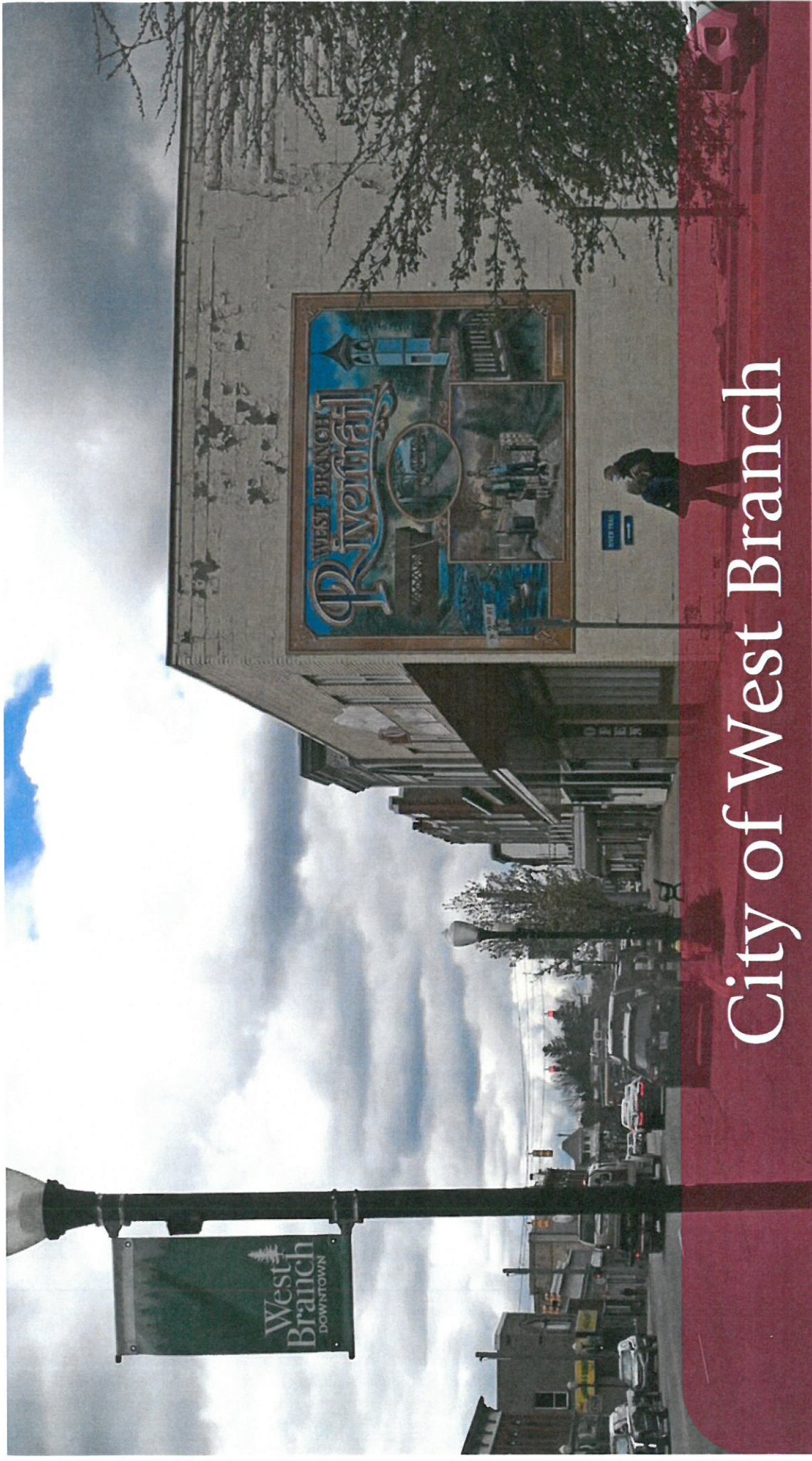
1. Development of the Gathering Place.
2. Working on subcommittees with Council and Planning members on the new City Council
Goals that were developed and passed by Council in 2020.
3. Work with City Council on the Houghton Ave redesign project.
4. Continue the downtowns flower and snow removal projects.
5. Work on seasonal themed banners.
6. Research the Historical Preservation Designation for the City.

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No one from the public was in attendance to speak on the plan.

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Chairperson Fabbri adjourned the meeting at 12:08 pm.



City of West Branch

MDOT M-55 Improvements

Downtown Streetscape Schematic Design

Schematic Plan - Preliminary Options

City of West Branch MDOT M-55 Improvements

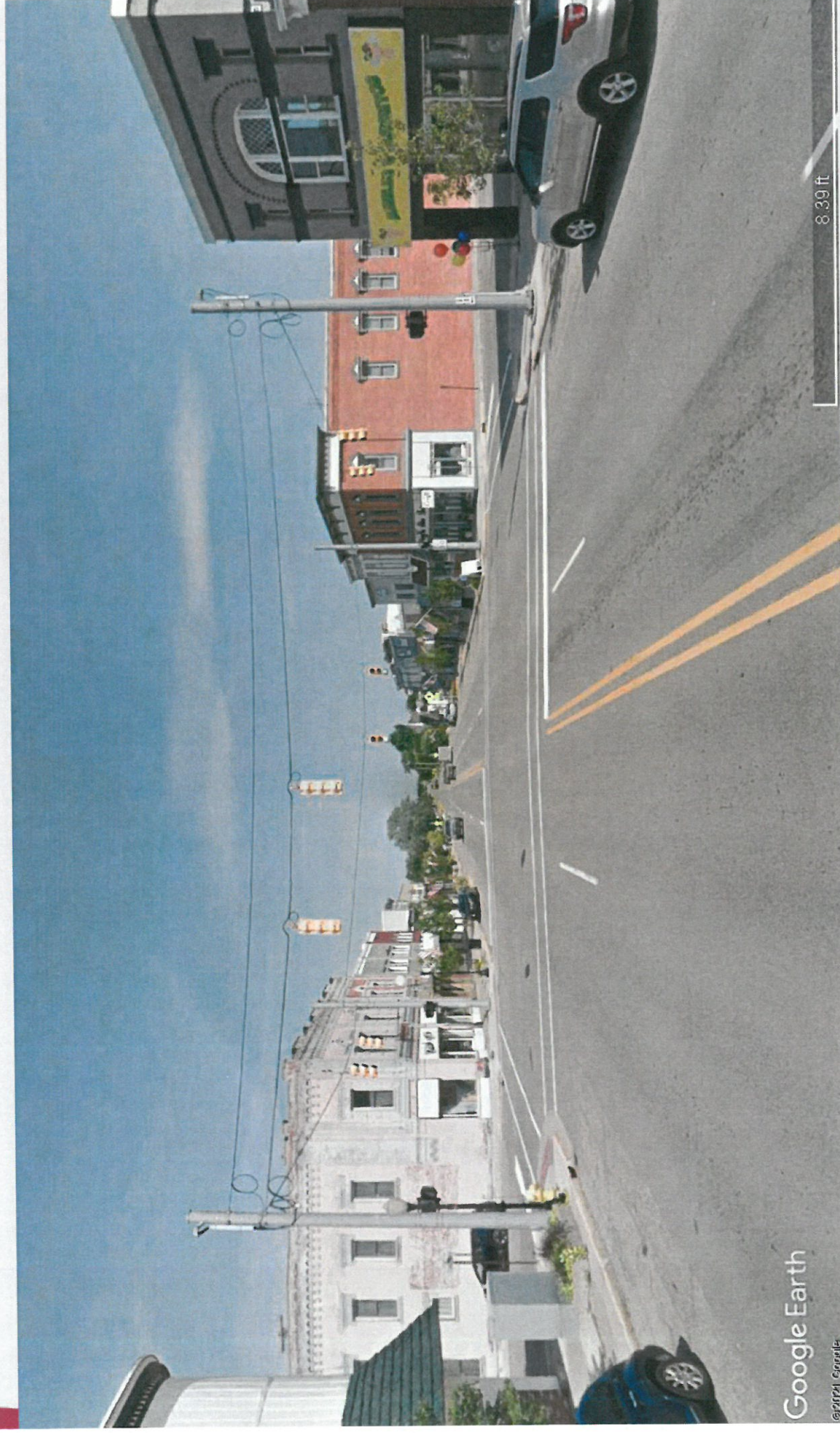
Schematic Downtown Streetscape Plan Update

1. Presented Existing Condition, Preliminary Cross-Sections and Sample Images
 - Maintain existing tree locations vs. new tree locations
 - Bumpouts
 - Paving materials and maintenance
 - Raised Planters
 - Site Furnishings
2. Visited Downtown West Branch with City and DDA Representatives
3. Today: Present Cross-Section Options and Furnishings Menus
4. Final Schematic Streetscape Plan and Cross-Sections

City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan

Existing Condition

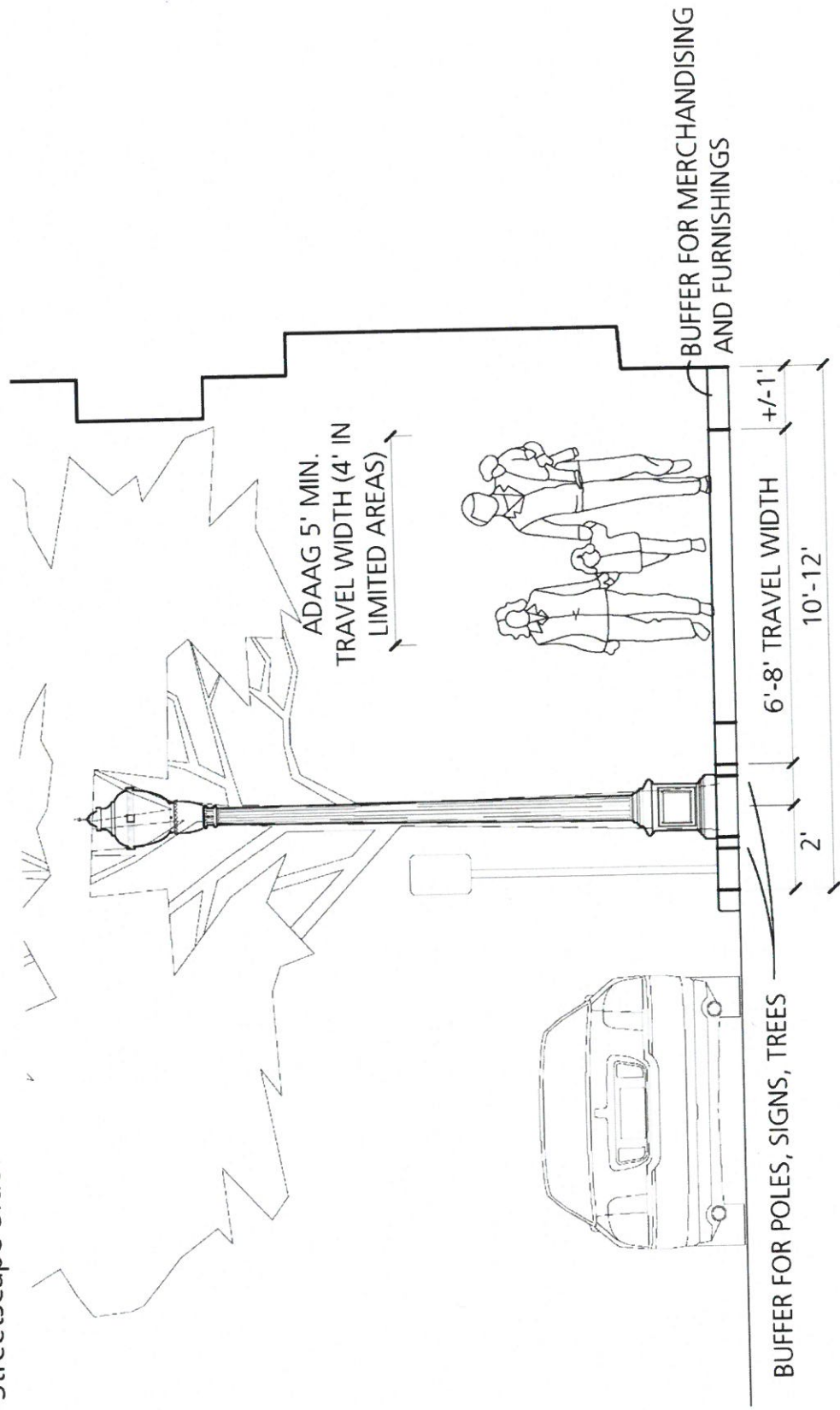


City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan

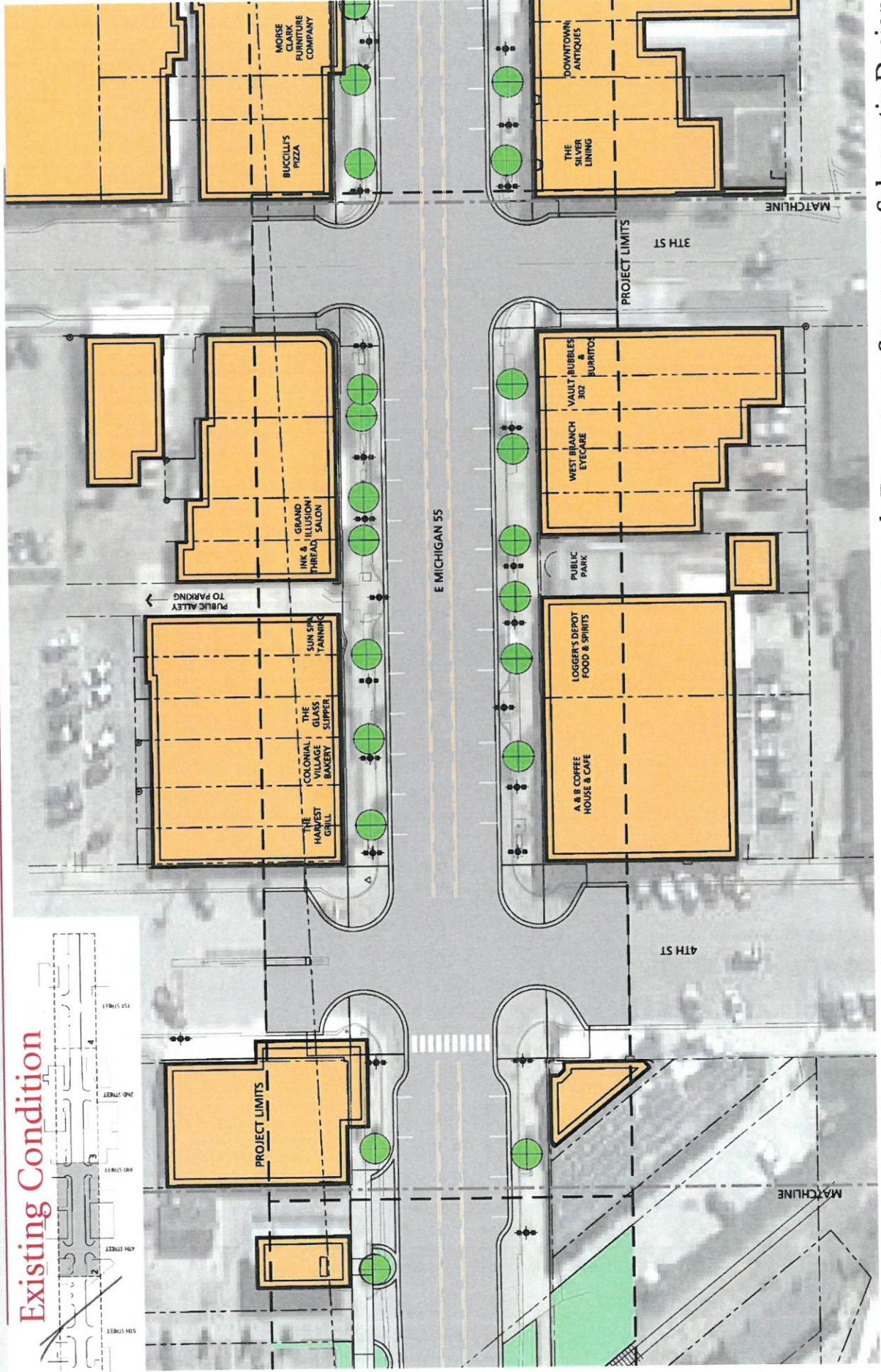
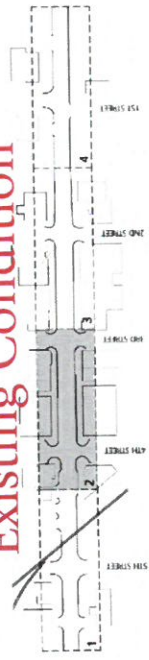
Streetscape Use Zones

Downtown Petoskey
Streetscape Sidewalk - Elevation



City of West Branch MDTOT M-55 Improvements Schematic Downtown Streetscape Plan

Existing Condition

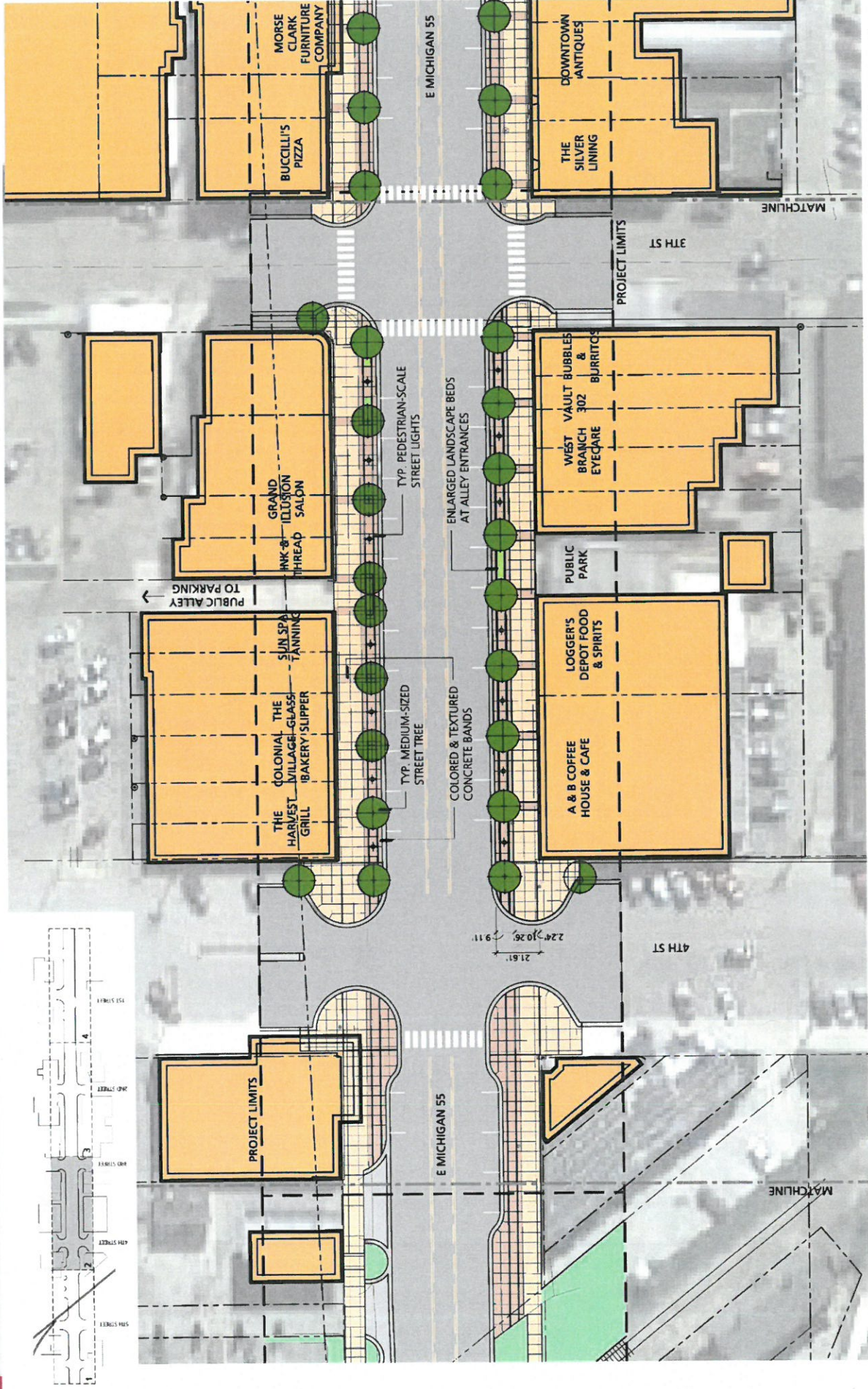


B R
Beckett & Raeder



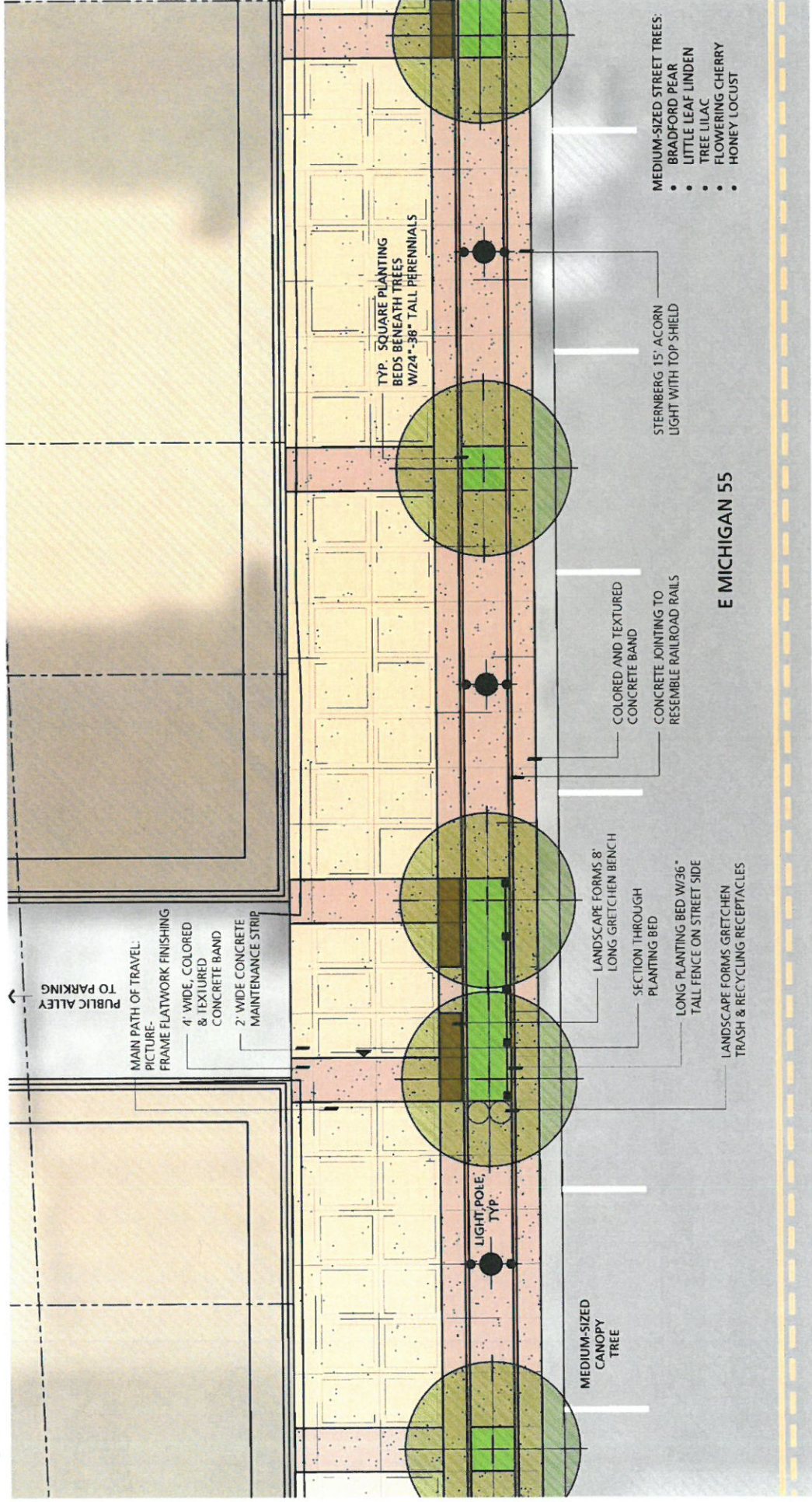
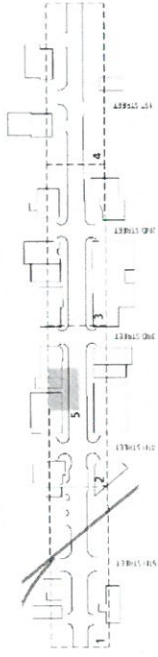
City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan

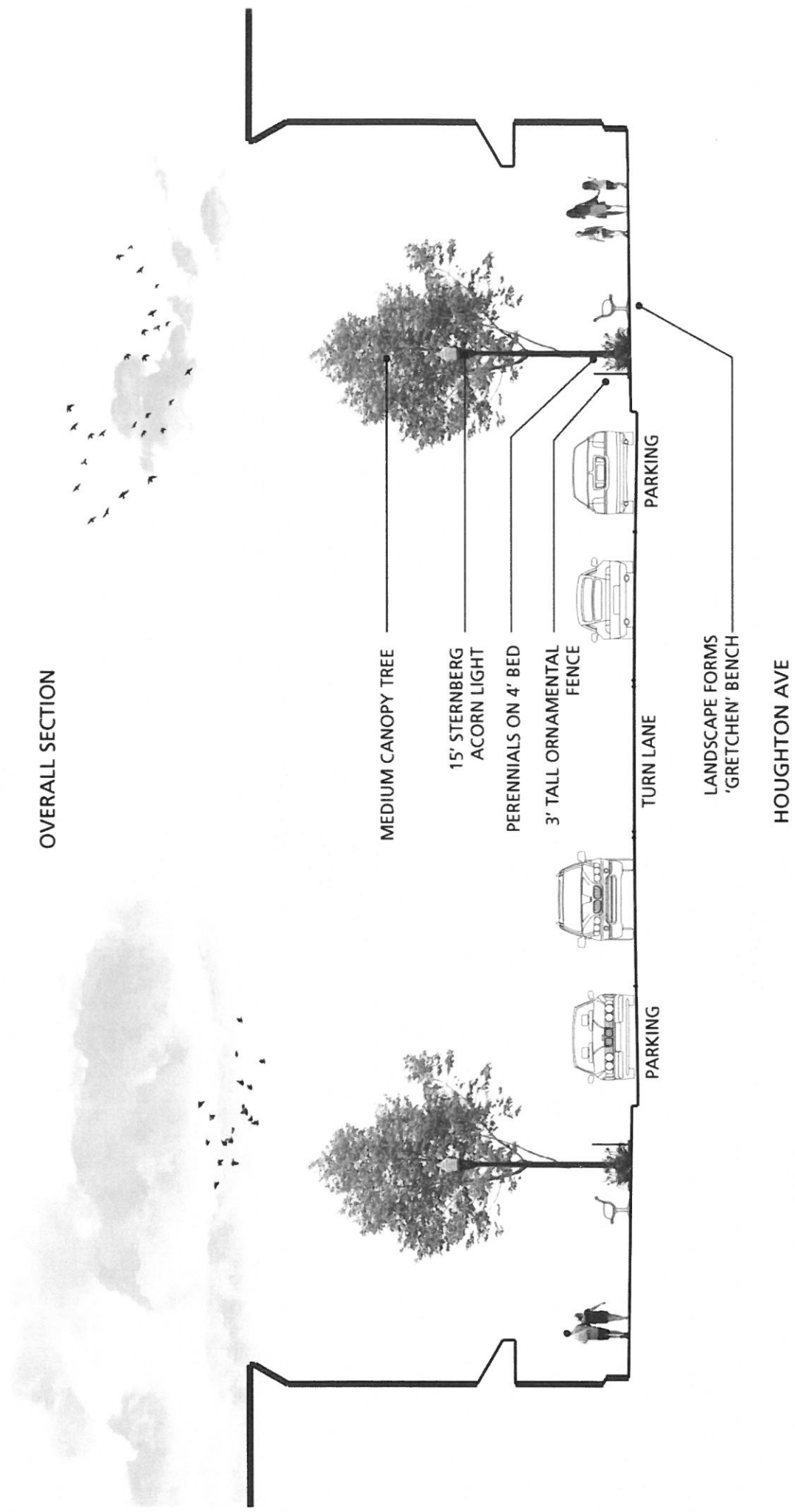


City of West Branch MDOT M-55 Improvements

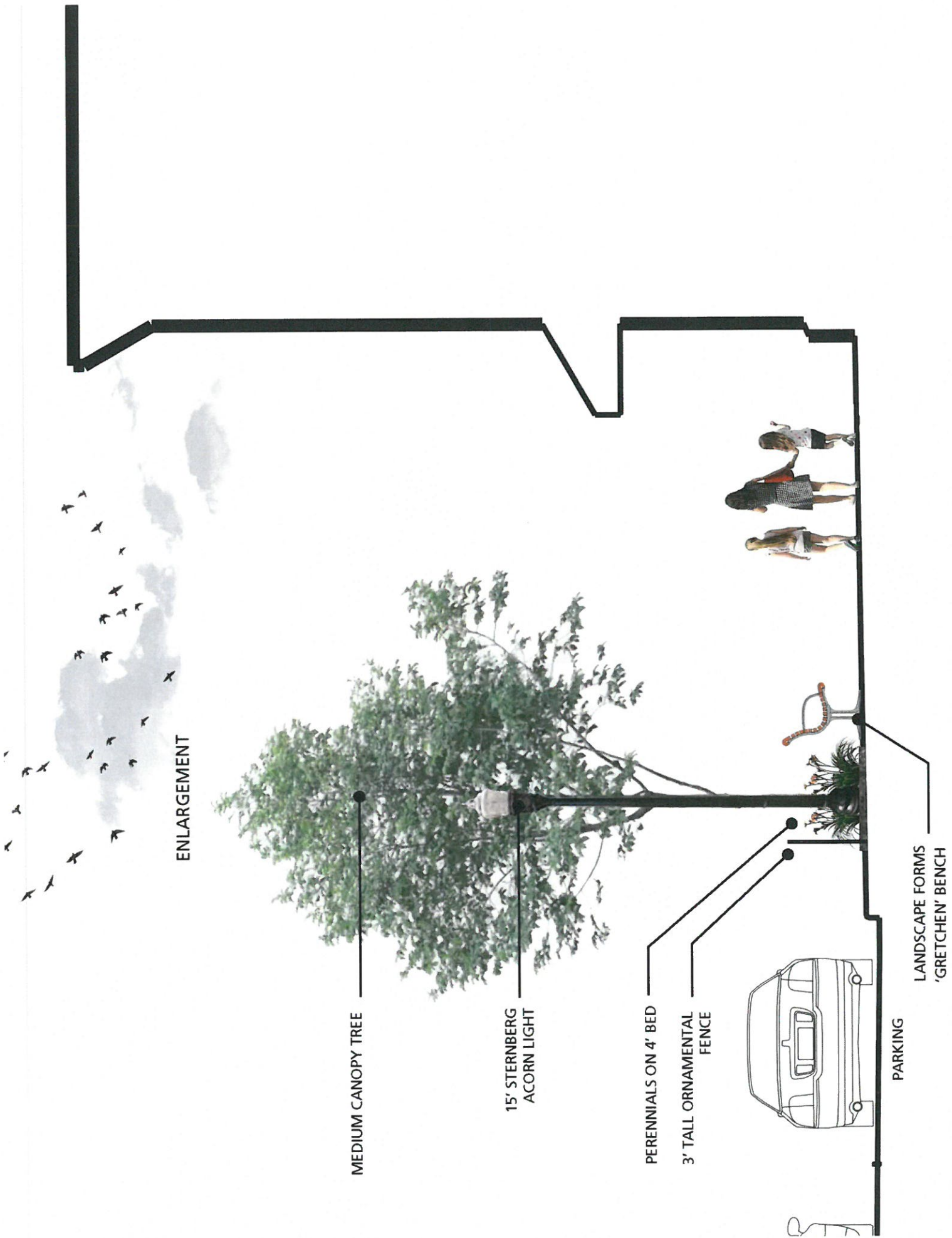
Schematic Downtown Streetscape Plan



OVERALL SECTION



CONCEPT 'A'



ENLARGEMENT

MEDIUM CANOPY TREE

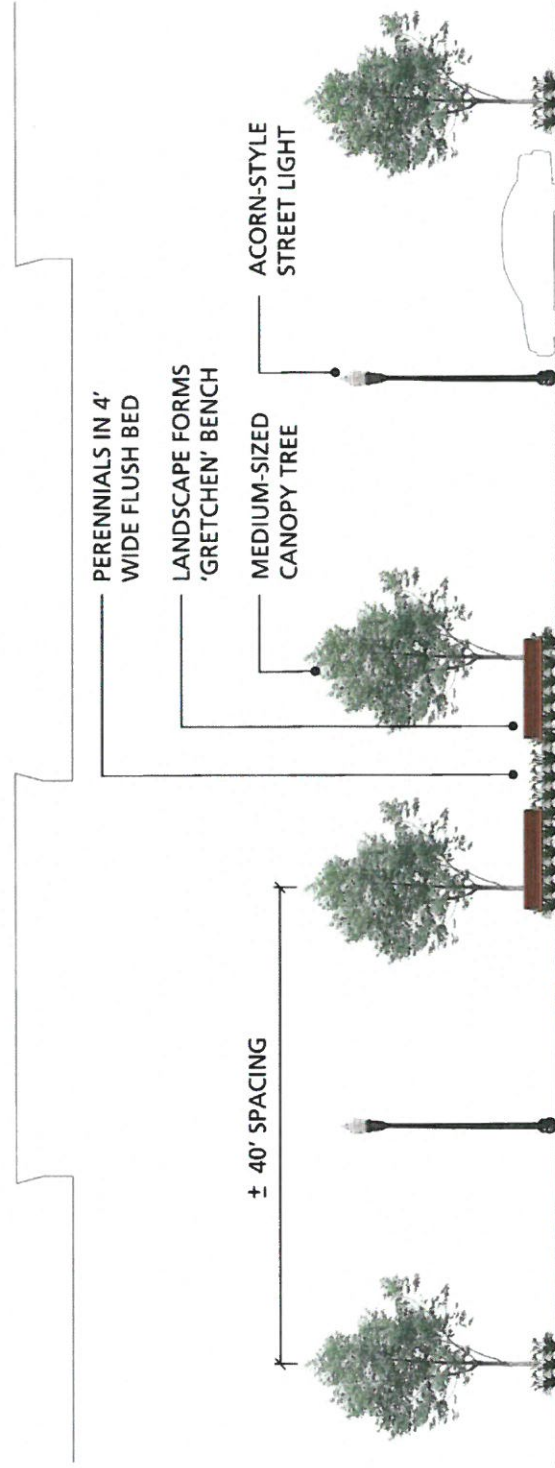
15' STERNBERG
ACORN LIGHT

PERENNIALS ON 4' BED

3' TALL ORNAMENTAL
FENCE

PARKING

LANDSCAPE FORMS
'GRETCHEN' BENCH



CONCEPT 'A' ELEVATION FROM STORE FRONTS

City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan – Furnishings Menu 1



City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan – Pedestrian Pavements



City of West Branch MDOT M-55 Improvements Schematic Downtown Streetscape Plan – Medium-Sized Canopy Trees



Develop a medium-sized tree canopy typical to downtown streetscapes. Potential species include:

- Honey locust
- Little Leaf Linden
- Ornamental Pear



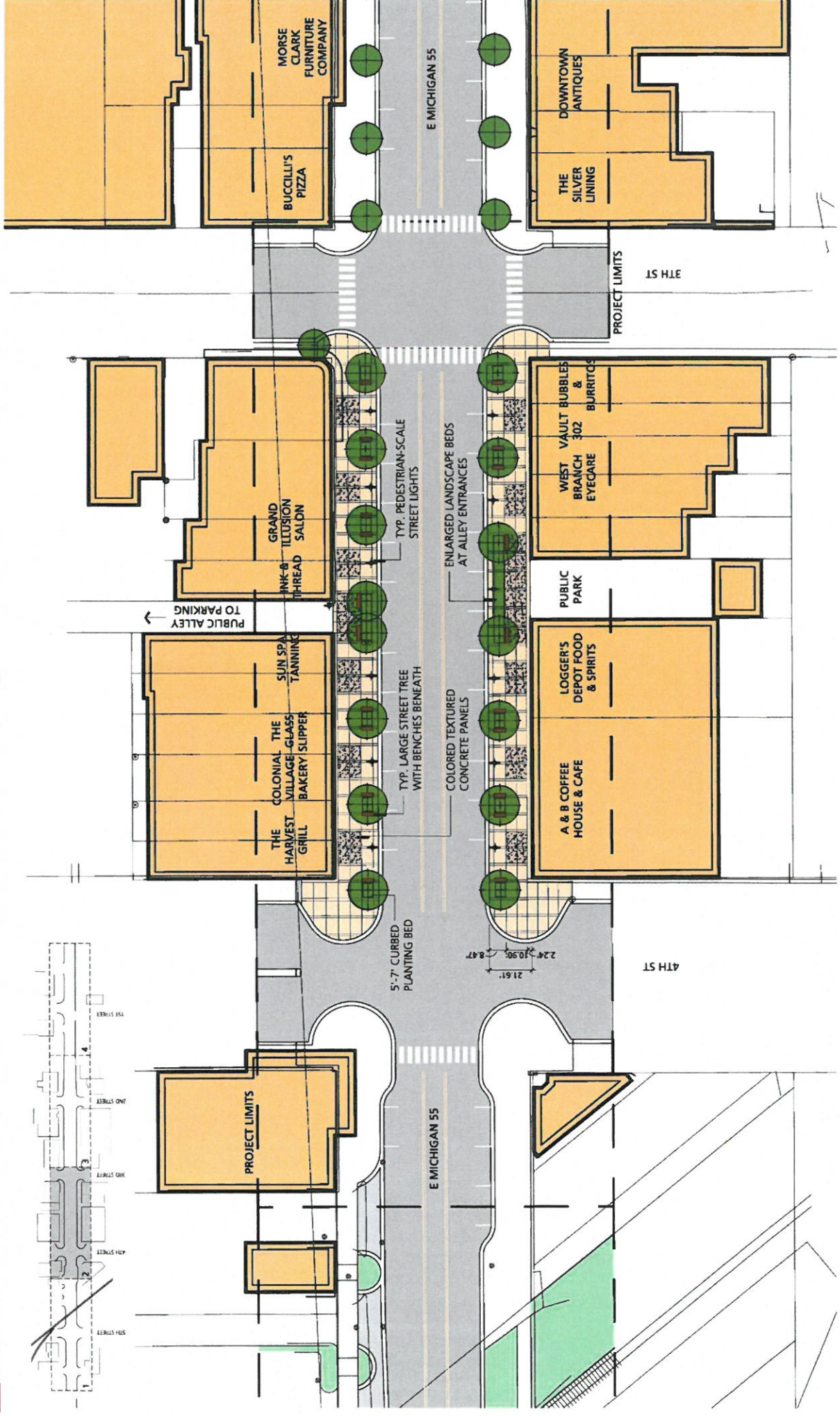
City of West Branch MDOT M-55 Improvements

Preliminary Concept 'A'

1. Abstract Reference to Rail Heritage:
"Rails" embedded in pavement
Benches selected to approximate train depot benches
2. Historic 'Acorn' style street lights (with top shields)
3. Medium-sized canopy trees with 4' x 4' flush planters beneath; plant with 2'-3' tall perennials
4. Fence at alley ends repeats bridge railing pattern
5. Pavement scoring uses "picture-frame" pattern for main path of travel
6. Tree and light selection enhances moderate scale

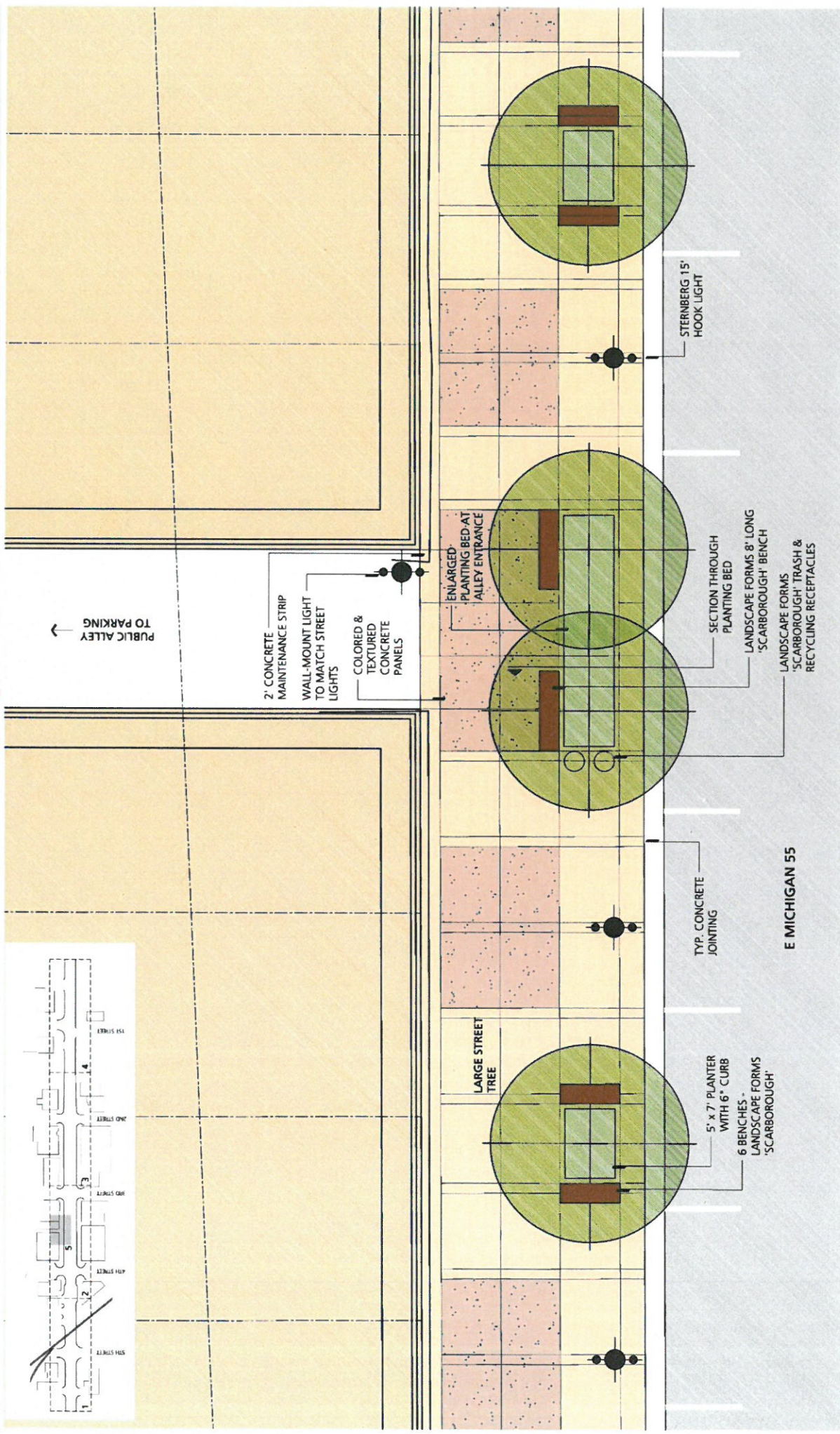
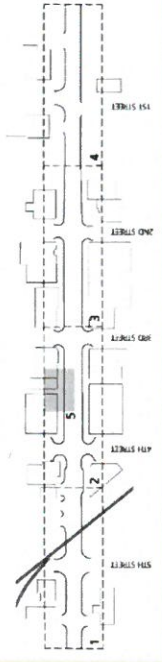
City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan

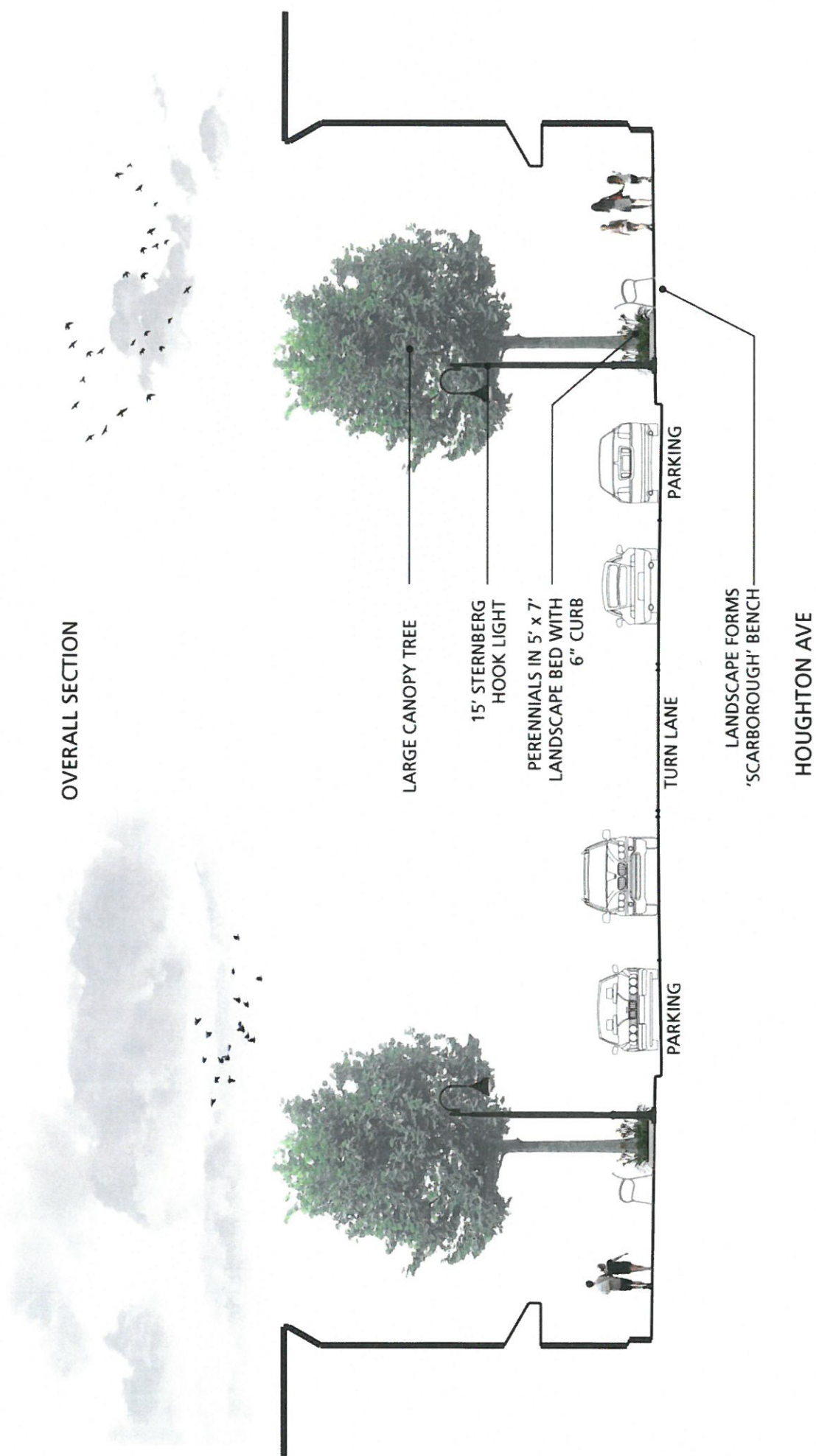


City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan



OVERALL SECTION



CONCEPT 'B'

ENLARGEMENT

LARGE CANOPY TREE

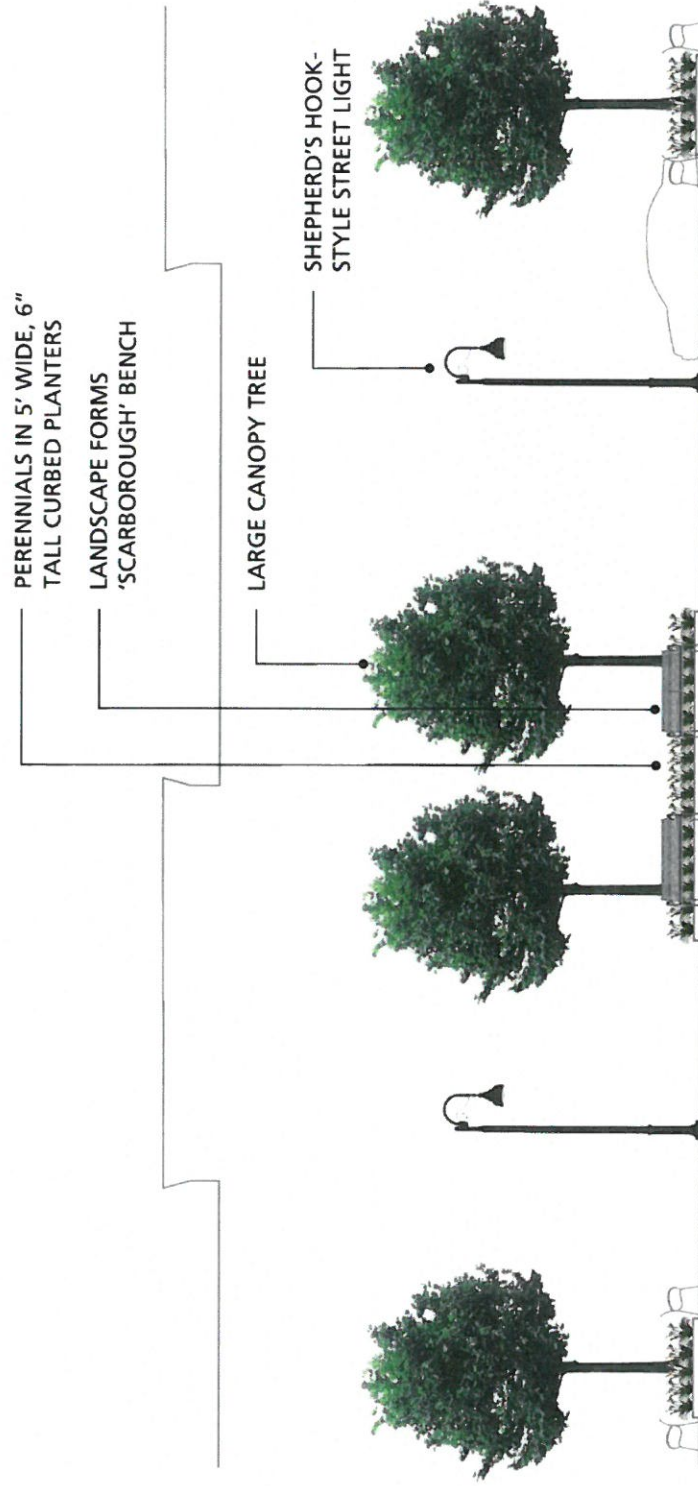
15' STERNBERG
HOOK LIGHT

LANDSCAPE FORMS
'SCARBOROUGH' BENCH

PERENNIALS IN 5' x 7'
LANDSCAPE BED WITH
6" CURB

PARKING





CONCEPT 'B' ELEVATION FROM STORE FRONTS

City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan – Furnishings Menu 2

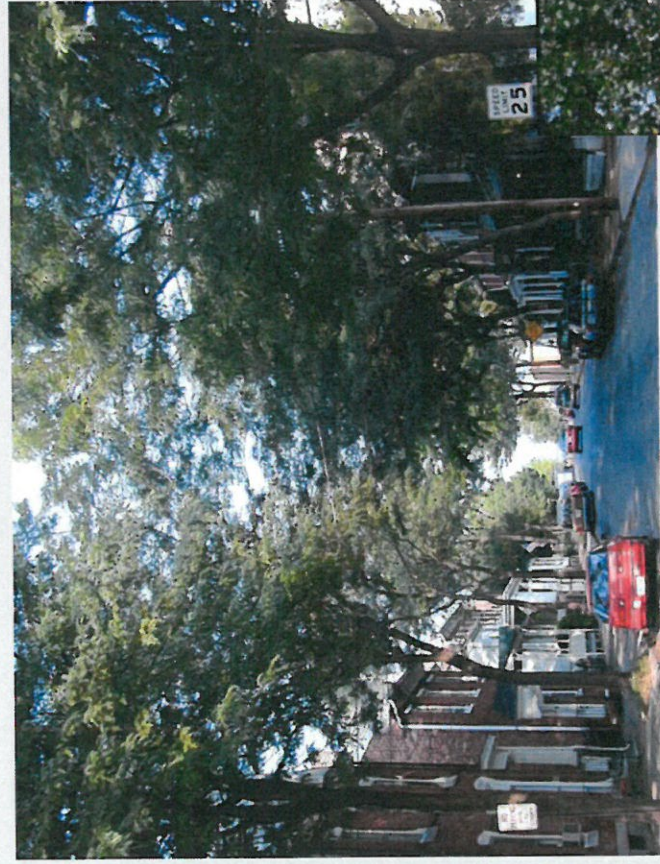


City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan – Pedestrian Pavements

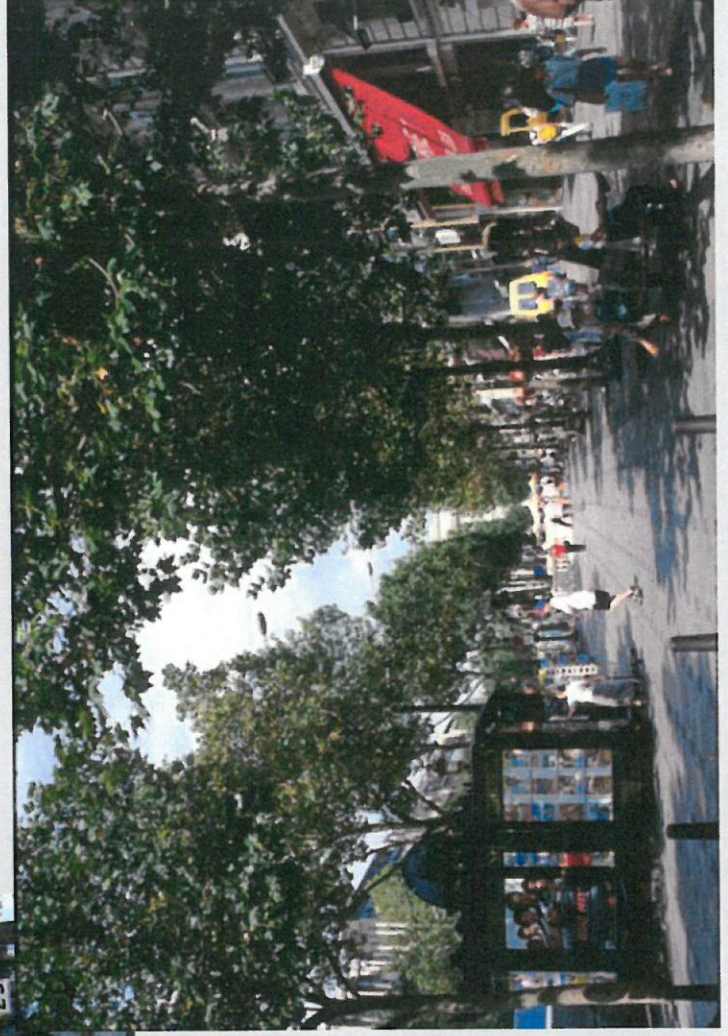


City of West Branch MDOT M-55 Improvements Schematic Downtown Streetscape Plan – Large Canopy Trees



Strive for a taller, denser canopy providing more cover over sidewalks and street. Potential species include:

- Red Maple
- Little Leaf Linden
- London Plane Tree



City of West Branch MDOT M-55 Improvements

Preliminary Concept 'B'

1. Less Reference to Rail Heritage:
Concrete jointing resembles railroad ties
2. Historic 'Shepherd's Hook' style street lights (fully shielded)
3. Large canopy trees with 5' wide, 7' tall x 6" tall curbed planters beneath; plant with 2'-3' tall perennials
4. Concrete sidewalk path of travel uses color or texture banding instead of "picture-frame" finish
5. Larger-scale canopy tree and light selections

City of West Branch MDOT M-55 Improvements

Design Selections

1. Scale. E.g. large trees and light poles vs. moderate scale trees and light poles.
2. Pavements:
 - Scoring and finishing enhancement (jointing, picture-frame finish)
 - Inset pavers to resemble rails
 - Colored concrete
 - Exposed Aggregate Concrete
3. Planters: Flush or Curbed
4. Other Input:

City of West Branch MDOT M-55 Improvements

Schematic Downtown Streetscape Plan

Next Meeting: Final Schematic Plan Illustrations

The purpose of our July presentation is to receive input on the presentation, so that BRI can finalize the Schematic Streetscape Plan for presentation during the August DDA meeting. BRI will utilize input received to complete the final West Branch Streetscape Schematic Plan illustrations for presentation to the community.

B R i
Beckett&Raeder

Thank you!