

- AGENDA -

REGULAR 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 TUESDAY, NOVEMBER 22, 2022,  
BEGINNING AT 12:00 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 meeting held October 25, 2022
- VI. Bills
- VII. Bids
- VIII. New Business
  - A. Streetscape selections
- IX. Unfinished Business
- 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

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,  
OCTOBER 25, 2022.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00.

Present: Anthony Bair, Joanne Bennett, Joe Clark, Samantha Fabbri, and Erin Resteiner.

Absent: Autum Hunter, Sandy Rabidue, Ken Walters, and Cathy Zimmerman.

Others in attendance: City Manager John Dantzer

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

**Yes – Bair, Bennett, Clark, Fabbri, and Resteiner.**

**No – None                      Absent – Hunter, Rabidue, Walters, and Zimmerman**

**Motion carried.**

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Tim Knutsen, from Beckett and Raeder, presented updated plans for the Gathering Place design. The Board was in agreement that they approved of the design with the addition of a recessed exterior plug in the center of the first circle to provide power for the DDA Christmas tree. Mr., Knutsen noted he would make the electrical plug change, update the cost estimate, and send the final plans to the DDA. He also noted that the next step would be to make selections for the design and do an engineered plan. It was the consensus of the Board to get pricing from Beckett and Raeder to provide the required engineering plans.

**MOTION BY FABBRI, SECOND BY RESTEINER, TO APPROVE THE PROPOSAL  
FROM BECKETT AND RAEDER FOR THE GATHERING PLACE DESIGN WORK  
NOT TO EXCEED \$5,500**

**Yes – Bair, Bennett, Clark, Fabbri, and Resteiner.**

**No – None                      Absent – Hunter, Rabidue, Walters, and Zimmerman**

**Motion carried.**

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**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD SEPTEMBER 27, 2022.**

**Yes – Bair, Bennett, Clark, Fabbri, and Resteiner.**

**No – None                      Absent – Hunter, Rabidue, Walters, and Zimmerman**

**Motion carried.**

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Member Fabbri noted the Retail Merchants were working on the plans for the Art and Wine walk to be held December 10<sup>th</sup> which was also the day the Santa Train would be stopping in town.

Member Resteiner updated the Board of the upcoming addition of Pointer Hill to their building were Kit’s currently is located.

The Board discussed the City DDA snow policy letter. It was the consensus of the Board to have the City mail out letters to every business covered by the DDA snow removal.

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The meeting was adjourned at 12:33 pm.

Ring of Fire light fixture



Woodward light fixture



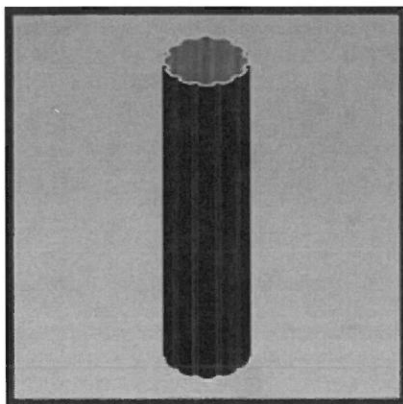
Troy decorative base



Americana decorative base



12' X4" Diameter Fluted poles



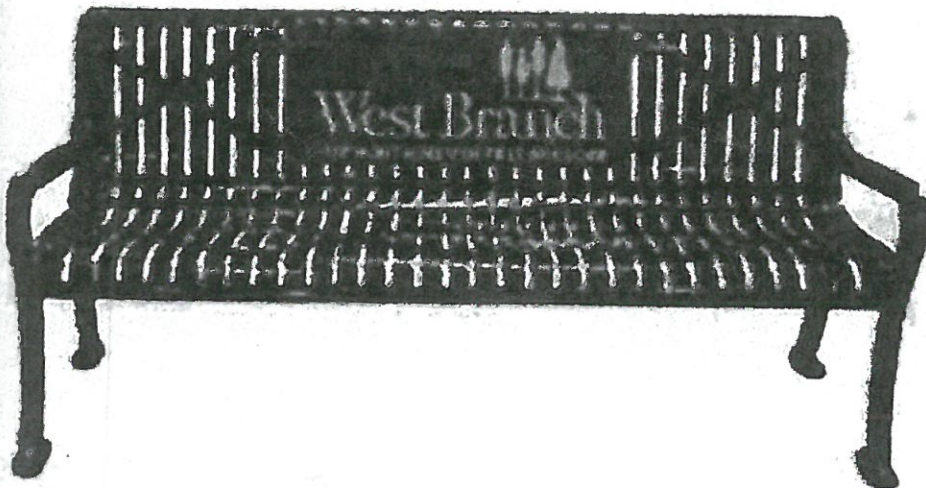
All poles will have a GFI plug at the base of the pole
Every other pole will have a flag holder
Every other pole will have a 18" banner bracket



742



1,018



1387 -1 color

1531 -2 color



358



898



777 - 1 color

858 - 2 color







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Grand Ledge™ Wall in Slate Gray

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  - 48" L x 12" H x 20" D
  - 60" L x 12" H x 20" D
  - 72" L x 12" H x 20" D
  - Corner Blocks also available
- Dimensions are nominal.

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SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS  
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, OCTOBER 9, 2022.

Chairperson Cori Lucynski called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Cori Lucynski, and Mike Jackson.

Absent: Rusty Showalter

Others officers in attendance: City Manager/zoning administrator, John Dantzer

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All stood for the Pledge of Allegiance.

\* \* \* \* \*

Chairperson Lucynski opened the public hearing at 6:03 pm to take comment on the special use permit for Mark Lewandowski, DDS. Chairperson Lucynski noted the reason for the public hearing was to take comment on the special use to build an addition to a dentist office in the mixed-use district. She further noted that a special use was already approved once but the owner would like to add a second addition to the plans with the second addition being larger than 500sf which required another hearing.

Manager/administrator Dantzer shared the only correspondence he received was from the Little League who were in support of approval of the special use permit.

Brandy Sikorski spoke to the Commission and noted she had no issues with the addition but had concerns with the lots lines and would like to see a survey required.

Member Fachting noted she was glad to see the improvement and noted that she believed the issue of property lines should be left to the property owners and that it was the Commissions job to only rule on what is presented to them.

The Commission discussed survey requirements and it was the consensus that they could not require surveys unless it was determined to have setback concerns. It was also the consensus that the building met all setback requirements as presented.

Member Jackson noted the plan called for a green belt area but the type of material used for the green belt was not noted.

The Commission also discussed any possible buffer requirements. It was noted that they had a combination of fencing, trees, and distance that could be used to satisfy the buffer requirements.

The Commission discussed traffic concerns with the plans showing two driveways being that close to each other with them both being used for entrances and exits. It was the consensus that two driveways that close to each other created a safety hazard.

No one else wished to speak on the subject.

**MOTION BY FACHTING, SECOND BY JACKSON, TO APPROVE THE CLOSING OF THE PUBLIC HEARING AT 6:34 PM.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

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**MOTION BY DAVID, SECOND BY ERICKSON, TO EXCUSE MEMBER SHOWALTER FROM THE MEETING.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

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**MOTION BY DAVID, SECOND BY JACKSON, TO APPROVE THE MINUTES FROM THE MEETING HELD OCTOBER 11, 2022.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

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**MOTION BY FACHTING, SECOND BY LUCYNSKI, TO APPROVE THE SPECIAL USE PERMIT SUBMITTED BY DR. LEWANDOWSKI FOR THE PROPERTIES AT 416, 420, AND 426 HOUGHTON AVE BECAUSE THE USE IS APPROPRIATE FOR THE AREA.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

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**MOTION BY LUCYNSKI, SECOND BY DEROSO, TO APPROVE ZONING PERMIT ZP22-26 FOR MARK LEWANDOWSKI AS SUBMITTED CONTINGENT UPON ONE OF THE DRIVEWAYS BEING USED FOR ENTRANCE ONLY AND THE OTHER BEING FOR EXIT ONLY AND THE PARKING SPOTS NOT BEING REDUCED TO LESS THAN WHAT IS ALLOWED BY ORDINANCE.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

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Member David asked if the new sign that was installed at the KofC Hall was approved.  
Manager/administrator Dantzer noted he would look into it.

Member DeRoso noted the contractors broke ground for the first Victorian Manor duplex. Member DeRoso also noted the City received approval from MyMichigan to construct a for sale sign on their property at the entrance to the housing property.

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Meeting was adjourned at 6:56 pm