

interest throughout the process. All of the letters of intent have been included in the City Council packet on November 7, 2018 as part of this agenda item.

The Interview Process

As part of Step 3, I reviewed (and shared with Council) the applications received and set up interviews with each applicant. Interviews were conducted on October 17th, 19th, and 31st and on November 1st, 2nd, 4th, 5th and 6th. The interviews were set up based on the availability of the applicants. All the interviews were for approximately 1 hour in duration (some a bit longer than others). One of the interviews was conducted over the phone as one applicant left the State of Michigan on vacation immediately following the submission of their letter of intent.

The interviews were informal in nature and primarily conducted in public places (i.e. restaurants and coffee shops in the City). The interviews provided the opportunity for me to get to know each applicant. I was able to accomplish the following at each interview:

1. Verify that the applicant understood and could commit to the time commitment and role of being a City Council member
2. Learn about each applicant's background and experience
3. Learn about each applicant's familiarity with our City government, our meetings, goals and objectives, etc.
4. Answer any questions they had on this process or the City in general
5. Invite and listen to their ideas and thoughts
6. Evaluate their level of energy and enthusiasm for filling the vacancy

The interview process also allowed me the opportunity to meet several residents that I had not met before. I am hopeful that their interests in the City Council vacancy will lead to additional volunteers when future Board and Commission openings are available. I believe this process has generated some additional energy in our community and that is a good thing.

Steps 4 through 8 will formally take place at the start of the City Council meeting on November 12, 2018. I am planning to review the steps taken to date and announce the names of all the residents that applied to fill the vacancy prior to presenting my recommendation and nomination to Council. Several of the applicants may attend the meeting and I would appreciate Council's support in thanking all of them.

Mayor's Recommendation to Fill City Council Vacancy

The official nomination as described in Step 4 of the process will occur at the start of November 12, 2018 City Council meeting following the Pledge of Allegiance and the Roll Call. However, I wanted all Council members and the public to be aware of my recommendation in advance of the meeting. Based on the 13 applications received, and the 13 interviews conducted, I am hereby recommending and nominating Scott Bell to fill the vacancy on City Council for the term ending in November 2020.

CITY OF DEXTER
NOTICE OF ACCEPTANCE OF APPLICATIONS TO FILL CITY COUNCIL VACANCY

The City of Dexter is seeking candidates interested in serving as a City Council Member.

The City of Dexter has been notified that a Dexter City Council Member position will be vacated on October 22, 2018. City Council is required by City Charter to fill the vacancy for the remainder of the term, which ends in November of 2020.

The City Council Member position is a non-partisan position, and candidates must meet the following qualifications to hold City Office:

- Must be a resident of the City of Dexter for a minimum of one year.
- Must be at least 18 years of age.

Interested candidates are asked to provide a Letter of Intent, which includes the candidate's name, address, contact information, and a description of their interest in the position. Letters of intent should be submitted to Courtney Nicholls, Dexter City Manager no later than Friday, November 2, 2018 at 5:00pm at:

E-mail - CNicholls@dextermi.gov

Physical address - 8123 Main St., 2nd Floor, Dexter, MI 48130

Mailing Address - City of Dexter, 8140 Main St., Dexter, MI 48130

OFFICE OF COMMUNITY DEVELOPMENT

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STAFF REPORT

To: Dexter Downtown Development Authority
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

RE: Staff Report for November 15, 2018

Date: November 12, 2018

1. Upcoming Meetings:

A. November 2018:

- 1) ZBA, November 19th (Canceled)
- 2) eCities, November 29th

2. Meeting Review:

- A. October 15th - 3269 Central/7890 Ann Arbor Streets** The pre-app committee (Keough, Knight, and Heatley), City staff, DAFD and our planning and engineering consultants met with AR Brouwer on Monday, October 15th. The revised concept plan from A R Brouwer calls for three 3-unit townhouses on two contiguous properties, located at 3269 Central/7890 Ann Arbor Streets. Each townhouse would have a 1 car garage with one additional on-site parking space. The Committee recognized the redevelopment of the parcels has merit, but the Committee also shared their concerns regarding building orientation, ingress and egress of the site, potential impacts to Monument Park, and garages being visible from Central and Ann Arbor Streets.
- B. October 25th - Meeting with Norfolk Homes and MEDC CAT Representative** RE: funding assistance options for the 3045 Broad Street Redevelopment Project. MEDC CAT representative confirmed that the 3045 Broad Street project would be eligible under the Community Rehabilitation Program (CRP). CRP provides gap funding in the form of loans and grants to help eligible projects. Gap funding consists of grants and loans up to 20% of eligible project costs, with the maximum grant award being \$700,000 and the maximum loan amount being \$10M. With this information, Norfolk will be able to identify the funding gap they need to fill. The next step will be for Norfolk to draft a pro-forma, which it will present to the 3045 Broad Street Committee, at a date to be determined.
- C. October 29th:**
- 1) Pre-App meeting re: 7960/7956 Grand Street - The pre-app committee (Keough, Fisher, Cousins, Bell and Roberts), along with city staff, the city's planning and engineering consultants, and DAFD met with Jack Campbell and his architects to review and discuss 2 development schemes for infill redevelopment of 7960/7956 Grand Street. The schemes are provided separately in your packet.
 - Scheme F has a strong presence along the sites entire Grand Street frontage, including a 3 story building, 23 units and 45 off-street parking spaces and 9 on-street parking spaces. The design is pedestrian focused with podium-type parking under the building and ingress/egress from Grand Street and the public alley at the rear of the site.
 - Scheme E provides less of a presence on Grand Street, an includes a south facing building with a perpendicular orientation to Grand Street, 3 stories, 24 units, 40 off-street parking spaces and 11 on-street parking spaces.
 - Discussion notes:
 - Committee members favored Scheme F.

- o Parking was discussed with staff verifying that parking standards can be modified by the Planning Commission, per the Zoning Ordinance. The Committee favored the Developer providing required off-street for residents and on-street parking for guests.
- o The Committee also indicated the layout of on-street parking should be consistent with Grand Street sidewalk and parking options. As you may recall, Council favored alignment of the sidewalk, with perpendicular parking on the north side of Grand, and parallel parking along the cemetery frontage on the south side of the Street. The DDA favored as much parking as possible on Grand Street and commented that the parking along the cemetery frontage should be perpendicular. The Grand Street sidewalk and parking options have not been update to reflect these comments, but the initial options are provided separately in your packet, to help you visualize the area and provide context.
- o Fire suppression, fire hydrant and alley access/width requirements were discussed, along with improvements to public water, sanitary and stormwater utilities that would be required.
- o Driveway alignment with the driveway at Grandview Commons was discussed.
- o Tree removal and replacement were discussed, along with dumpster and bicycle parking locations.
- o When asked about the architectural design of building, the Committee voiced no complaints with the projects contemporary/modern look.
- o Density was also discussed. For reference: The site is zoned VR Village Residential District. Density for Multiple Family Residential in the VR district is 4.4 units per acre, which is based on a minimum lot area of 9,800 sq. ft. per unit. Mr. Campbell is proposing 23 to 24 dwelling units, on a site that measures 31,165.2 sq. ft. (0.71 acres). Based on the standard of 9,800 sq. ft. per dwelling unit, a total of 3 dwelling units would be permitted on Mr. Campbell's site.

The density Mr. Campbell is proposing is 32 to 34 units per acre. Staff has been able to confirm that Mr. Campbell could apply for a non-use variance for increased density, but obtaining said variance would be difficult. Therefore, a Planned Unit Development (PUD) is an alternative option for the applicant to consider, but the pre-applicant will need to identify and demonstrate how the project provides recognizable and material benefit to the community. It was mentioned that upgrading the alley would be one method of satisfying that requirement.

- 2) Special Planning Commission Meeting Re: Public input meeting on Master Plan Update. Approximately 30 people attended the special meeting. The planning consultant, Megan Masson-Minock gave presented the status of the up and before sending attendees to 4 stations, where they could provide input on key topics, including future land use, downtown expansion/preservation, additional housing options, and reuse of non-residential buildings in residential neighborhoods. A 5th station allowed attendees to provide comments and input on other areas of concern. Ms. Minock will compile the comments and present her recommendations for changes/updates to the Master Plan at the Planning Commission's December 3rd meeting.

Subsequent to the meeting, there was confusion regarding the city's future plans for expanding beyond current boundaries. Based on a series of joint meetings between the Planning Commission and City Council, there was consensus not to PROACTIVELY go out and annex property outside of the current city boundaries. The Planning Commission and City Council did not say it would not ever expand city boundaries. This subtle fact got lost in the communication of the Master Plan Update.

3. General Updates:

- A. **Dexter Wellness Center:** City Council would like to schedule a joint meeting with the DDA for to discuss the Dexter Wellness Center litigation case. Please let me know if you would be available on November 26th at 5:45 pm. Thank you.
- B. **2865 Baker Road:** The court hearing was rescheduled to November 5, 2018 at 2:00 pm. Since the hearing was rescheduled the property owner has applied for and received a zoning compliance permit (from City) and building permit (from County) to demolish the existing garage. To ensure the property owner continues to move mitigation efforts forward, the city attorney and property owner attorney will draft a stipulation agreement that identifies the mitigation measures along with deadlines for completion of the mitigation measures. The agreement will also identify actions the City will have the authority to take if the property owner fails to meet the conditions of the stipulation agreement. The agreement will be presented to the court in 2 weeks.
- C. **Pre-app Meeting Request:** The property at 8180 Main St (formerly Mill Creek Sports) is in play. The potential owner would like to redevelop the site for multiple family dwellings. Staff and the city engineer met with the potential developer earlier this summer and provided the 10,000 ft. view of what it would take to redevelop the site (i.e. zoning/engineering). Since then the potential developer has entered into a purchase agreement with the property owner and a set of plans has been developed. Staff encouraged the potential developer to participate in a pre-application meeting, and he has agreed. The Pre-App Committee on this project includes Mayor Keough, Councilmen Smith and Cousins, and Planning Commissioners Carty and Schmid, not to mention city staff, our planning and engineering consultants and DAFD. The pre-application meeting has been scheduled for November 12th at 6:00 pm, before Council's regular meeting.

D. Business Updates:

- 1) Proven Kitchen and Design Studio @ 3219 Broad Street, Ste. 102 received zoning compliance for a change of tenant. Proven Kitchen and Design Studio is a kitchen and bathroom design center. The business owner has 15+ years of experience with kitchen and bathroom design and build.
- 2) Michigan Academy of Dance @ 7027/7035 Dexter Ann Arbor Road recently received zoning compliance to expansion its operation into an adjacent space in the Dexter Crossing Shopping Center.
- 3) Chela's Mexican Restaurant @ 7065 Dexter Ann Arbor Road will be announcing plans for a soft opening later this week.
- 4) Flipside Art Studio @ 7096 Dexter Ann Arbor Road received zoning compliance for a change of tenant. Flipside Art Studio started in Ann Arbor and has expanded its operations to Dexter. Flipside offers art classes, workshops, parties (and more!) that explore a variety of media and techniques.
- 5) Revive @ 8066 Main Street is now open having received final zoning compliance at the end of September. Check out their healthy smoothies, teas and other offerings.

4. Updates to On-going Projects:

- A. **150 Jeffords:** An update on the Declaration of Restrictive Covenant is on Council's November 12th agenda. In addition, work continues on the project. The elevator shaft is nearly complete, as is the foundation. The Developer informed staff that he would need to extend closure of Jeffords Street until after the first of the year, but will make sure the road is open on weekend and holidays. However, for the next couple of weeks, as the sewer is being installed, the road will be closed on over the weekends, as construction materials will be in the roadway.
- B. **Rainbow Child Care Center** - In their application for a ground and building sign permit, the Johnson Sign Company indicated that the ground sign will be set back 10-feet from the Dexter-Ann Arbor Road right-of-way, instead of 15-foot, as shown on the approved final site plan. This change complies with the minimum sign setback of 10 feet required by Section 7.03(1)(F) of the Zoning

Code. Additionally, the modification constitutes a minor site plan change, in accordance with Section 21.11(B)(10), of the Zoning Ordinance.

5. On-going Projects (Not Updated Since Last Report):

A. Central Street Road Project: A copy of the site plan and memo from the City Manager was provided to the DDA at its October 18th meeting.

B. Downtown Parking Update:

- 1) Drafted newsletter article about parking study, encouraging long-term parking in unrestricted public lots
- 2) Drafted letter for downtown businesses encouraging employee parking in unrestricted public lots

C. Asset Management System (AMS) Update:

- 1) Review AMS with DPW staff
- 2) Met with Northville Township to discuss Cityworks
- 3) Met with Superior Township to discuss Lucity