



**CITY OF THE VILLAGE OF DOUGLAS DOWNTOWN  
DEVELOPMENT AUTHORITY (DDA)**

REMOTE REGULAR MEETING  
Wednesday, March 23, 2022 – 2:00 PM

<https://us02web.zoom.us/j/81366943086>  
(312) 626-6799 | Meeting ID: 813 6694 3086

**AGENDA**

1. **Call to Order**– Remote Special Meeting Procedures
2. **Roll Call/Quorum**
3. **Consent Agenda**
  - a. Approval of Agenda – Remote Regular Meeting, March 23, 2022.
  - b. Approval of Minutes – Remote Regular Meeting, February 23, 2022.
  - c. Officer Reports
    - i. Secretary (A. Balmer) – Written Communications
    - ii. Treasurer (D. Laakso)
      - a) Financial Update – Income Statements, February 2022.
      - b) Accounts Payable – Invoices, February 2022;
        - 1) City of the Village of Douglas (Staff Support); \$650.00.
        - 2) Schipper Concrete, LLC (Sidewalk Replacement – Change Order, Bench Pads/Curb); \$1,975.00.
        - 3) Excell Construction Services (Beery Public Facility – Change Order, Insulation); 1,120.00.
        - 4) Excell Construction Services (Beery Public Facility – Change Order, Gutters); \$1,250.00.
        - 5) Art on Center (Michigan Art Guide); \$675.00.
      - c) Q4 FY2021–2022 880 Community Promotions, \$7,150.00 available April 2022.  
*DDA Board will consider requests in April as received, awarding up-to \$7,150.00, total.*
        - 1) Community Pride (Liz Engel), \$6,000.00; Received February 17, 2022.
    - iii. Vice Chair (T. Ketelhut)
      - a) Notice of Board Vacancy
      - b) Grants Calendar
- Motion to Approve Consent Agenda (Roll Call Vote)*
4. **Public Comments (3minutes,each.)**
5. **Unfinished Business**
  - a. FY2022–2023 Draft Budget  
*Final discussion regarding draft Downtown Development Authority FY2022–2023 budget, for recommendation to City Council.*  
*–Motion to Recommend (Roll Call Vote)*
  - b. Mural Program  
*Continued discussion regarding the scope of a DDA-coordinated municipal mural program and siting of public art, in consideration of new information and \$20,000.00 awarded to the DDA on behalf of City Council, approving 880 Community Promotions request by City Staff.*  
*–Motion to Recommend (Roll Call Vote)*

- c. Accessory Commercial Units (ACUs)  
*Continued consideration of Accessory Commercial Units (ACUs) and their impact on economic development, for recommendation of Zoning Ordinance amendment to the Douglas Planning Commission; to create a Land Use classification for the C-1 Village Center District.*  
*-Motion to Recommend (Roll Call Vote)*

**6. New Business**

- a. Resolution to Recommend; Business Licensing – Food Trucks in the Downtown District  
*Consideration of petition and Resolution, recommending amendment of relevant Ordinances of the City, to extend Business Licensing to Food Trucks at municipal facilities in the Downtown District.*  
*-Motion to Approve (Roll Call Vote)*
- b. Gateway Beautification Services Proposal  
*Consideration of Professional Planning and Design Services proposal by Williams & Works, for the design and implementation of Downtown District Gateway beautification and placemaking enhancements.*  
*-Motion to Approve (Roll Call Vote)*
- c. TEGNA Marketing Opportunity Impact  
*Consideration of impact of broadcast segments and products made available by the Downtown Douglas Custom Media Strategy provided by TEGNA and ABC 13 On Your Side.*  
*-Motion to Recommend (Roll Call Vote)*

**7. Staff/Manager Reports – (N. Wikar, Planning and Zoning Administrator)**

**8. Public Comments (3minutes, each.)**

**9. Board Comments**

**10. Chair Comments**

**11. Adjournment**