



Downtown Development Authority
City of New Buffalo
Board of Directors
March 11, 2021
9:00 a.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes, November 12, 2020 – Rahm absent
5. Public Comment
6. Welcome Rich Killips and John Humphrey
7. New Business
 - a. Review of One Whittaker Street Project – presented by Bill McCollum
 - b. City Manager updates
 - c. Intersection light activation
 - d. Marina Expansion Project Grant
 - e. Permanently change the DDA meeting time from 8:00am to 9:00am
8. Old Business
 - a. Request by David's Deli and False Front - temporary heat and wind protection on City property
 - b. Communication – JL, PR
 - a. comments
 - c. Community Outreach – DD, JS
 - a. comments
 - d. Operations – RK
 - a. Beach concession updates
 - b. Landscaping on Whittaker Street contract
 - c. comments



- e. Economic Development – DR, CG, JV
- **Any updates on AT&T repeaters at the beach?**
 - **EV Charging Station install dates?**
 - Comments

9. Member Comment

10. Adjournment

The Regular Meeting for November 12, 2020 of the Downtown Development Authority (DDA) was called to order by Chair, Robert Kemper at **8:00 am** in the City Council Chambers at 224 W. Buffalo St., New Buffalo, MI and virtually on Zoom.

Call to Order at 8:00 am.

Roll Call. Present. Chair, Robert Kemper; Boardmembers; Joe Lindsay, J.V. Peacock, Doug Roch, Chad Gradowski, Jodi Sullivan, Dee Dee Duhn

Absent: Mayor, Lou O'Donnell, Pete Rahm

Motion by Roch, seconded by Gradowski to excuse Mayor, Lou O'Donnell and Pete Rahm from the meeting: roll call vote, motion carried, 7-0.

Staff present: City Manager, David Richards, City Clerk, Amy Fidler; Deputy Clerk, Nancy Griffin

Approval of Agenda

Motion by Lindsay, seconded by Peacock to approve the agenda: roll call vote, motion carried, 7-0.

Approval of Previous Minutes

Motion by Duhn, seconded by Roch to approve the minutes of September 10, 2020: roll call vote, motion carried, 4-0. Lindsay, Kemper and Sullivan abstaining as they did not attend the meeting.

Public comment

None

New Business

• **Request by David's Deli and False Front**

Member Lindsay gave an overview of the request for temporary heat and wind protection on City property in front of their business on Whittaker Street. Since the dining room is still closed due to COVID-19, the request includes two outdoor umbrella heaters on the sidewalk and a temporary tent at the carryout-pickup window, to keep customers warm as they wait in line outside.

A "blanket" recommendation was mentioned to extend to all New Buffalo businesses and possibly make the heating units and tents uniform.

Per the City Manager, a request could be made to extend the existing outdoor seating ordinance to include outdoor heating options.

- City Manager, Richards, to send a request to the City Attorney to extend the existing outdoor seating ordinance to include outdoor heating options.

Motion by Kemper, seconded by Gradowski to extend the existing outdoor seating ordinance to include outdoor heating options: roll call vote, motion carried, 6-0. Lindsay abstaining.

- **Request by 120 West Buffalo Street Development**

Architect, Bill McCollum, is requesting variances for a development of a mortgage company office and administrative offices on the site of 120 West Buffalo Street. Overtime, the site would be office space.

It was mentioned there may be some historical representation on the site that may need to be preserved.

Duhn remarked it was a good idea and inquired if there are any limitations to keeping it retail as it was in the past.

Gradowski would like to see the plans and is concerned how it will look and match the rest of the town.

Other members suggested the DDA offer “general support” and ask the Zoning Board (ZBA) to assure everything is kept within ordinances.

Motion by Roch, seconded by Lindsay to offer general support for the project and ask the Zoning Board (ZBA) to assure everything is kept within ordinances: roll call vote, motion carried, 7-0.

- **DDA board seats up for renewal – Robert Kemper, Pete Rahm, Doug Roch, DeeDee Duhn**

At the time of the meeting, it was believed the terms of the above listed members were up for renewal.

After post-meeting investigation and at the time of recording the meeting minutes, it was confirmed the term for a DDA member is four years and only Member Rahm’s term is up for renewal this month. Chair Kemper, Member Roch and Member Duhn terms are all up for renewal in November of 2022.

- Send a board member application to Member Rahm.

Old Business

- **Communication** – Joe Lindsay, Pete Rahm

No report.

- **Community Outreach** – Dee Dee Duhn, Jodi Sullivan

Duhn reported reaching out to the New Buffalo Business Association (NBBA) and received a response from Traci Lauricella stating the NBBA does not have any plans yet for 2021. They are in the process of electing new members.

- **Operations** – Robert Kemper

- Treasurer Report

No report.

- **Economic Development** – Doug Roch, Chad Gradowski, J.V. Peacock

- Any updates on AT&T repeaters at the beach?

Per City Manager, no update from AT&T.

- EV Charging Station install dates?

Per City Manager, contracts have been exchanged and proposal for two (2) chargers to be installed downtown will be on the City Council December agenda.

Member Comment

Harbor Grand - opening on schedule for November 27, 2020.

Denasi Emporium - No update.

Variety/Drug Store – no new update, per City Manager.

Bridgewater Building – Hair salon going in the back with retail up front.

Old Hardware Store – sold and going through title work now. Development plans not yet received by City.

Gold's Gym – Brownfield Development submitted an application, but an unknown person objected. Watching for further communications.

Downtown Holiday Decorations – Per the City Manager, the poles will be wrapped and decorations up prior to Thanksgiving, same as last year. No parade plans as of this time.

Chair Kemper suggested the City restaurants take the lead on working with the new City Council regarding Whittaker Street events in 2021.

Adjournment

Motion by Duhn, seconded by Lindsay to adjourn the meeting at 8:48 am: roll call vote, motion carried, 7-0.

ng.

EXISTING DRIVEWAY

EXISTING DRIVEWAY

EXISTING PARKING SPACES

POLE TRASH BINS

FIRE HYDRANT

EXISTING CURB

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PROPOSED PLAN W/ ALL SEATING WITHIN PROPERTY

1 LINE
20'-0" = 1'-0"

LOCATION	SEATING PROVIDED	AREA
SEATS IN PARKWAY	0 SEATS	
SEATS INSIDE P.L.	92 SEATS	1,712 SF
TOTAL	92 SEATS	1,712 SF

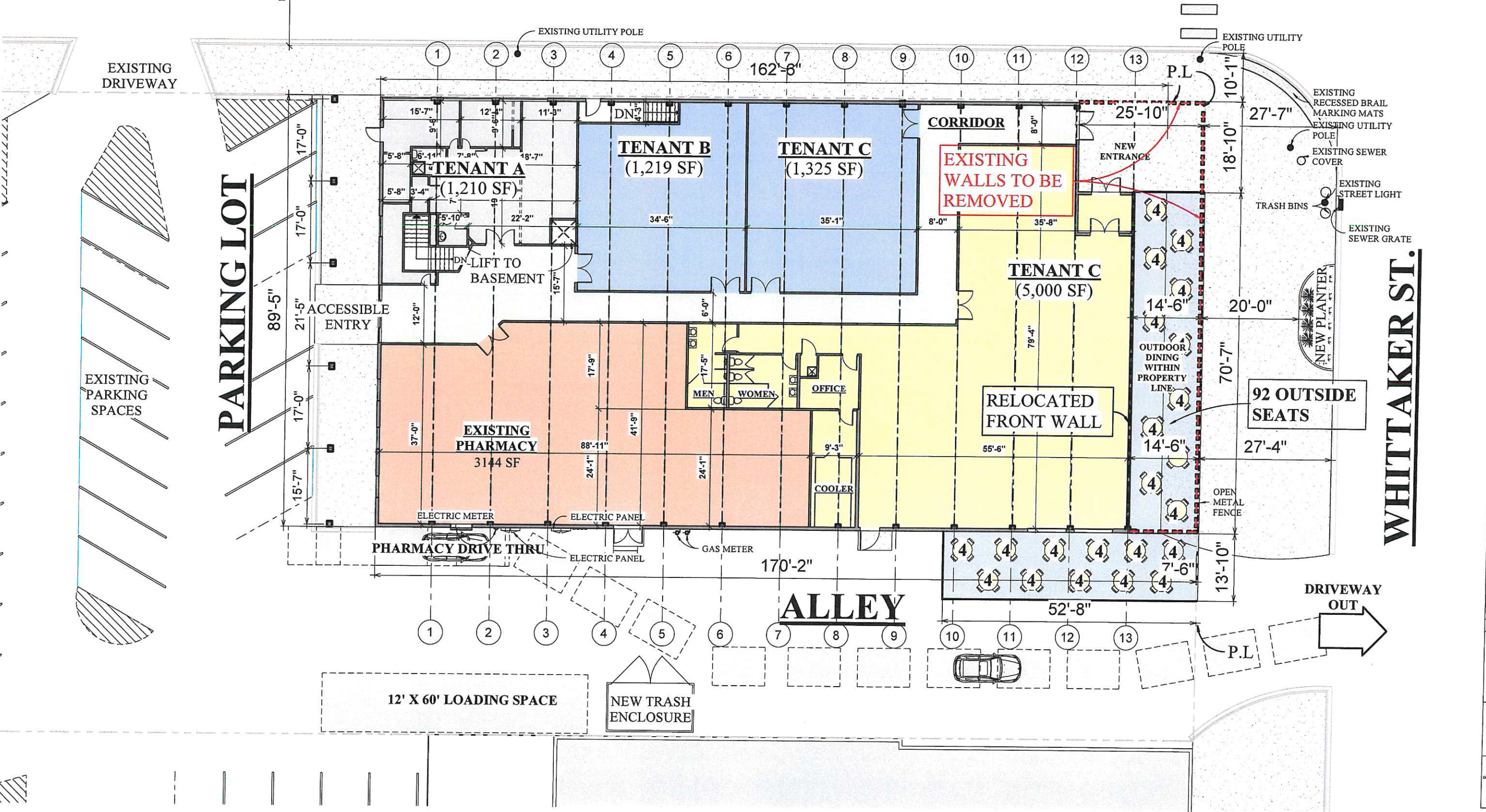
BUFFALO STREET (US 12)



PARKING LOT

WHITTAKER ST.

1 NORTH WHITTAKER ST. NEW BUFFALO, MI 49117



REVISIONS	
COUNCIL MTG	02/16/21

Job Number: # 2073
Drawn by: Mateja Horonic-Kidder

PROPOSED PLAN W/ ALL SEATING WITHIN P.L.

A

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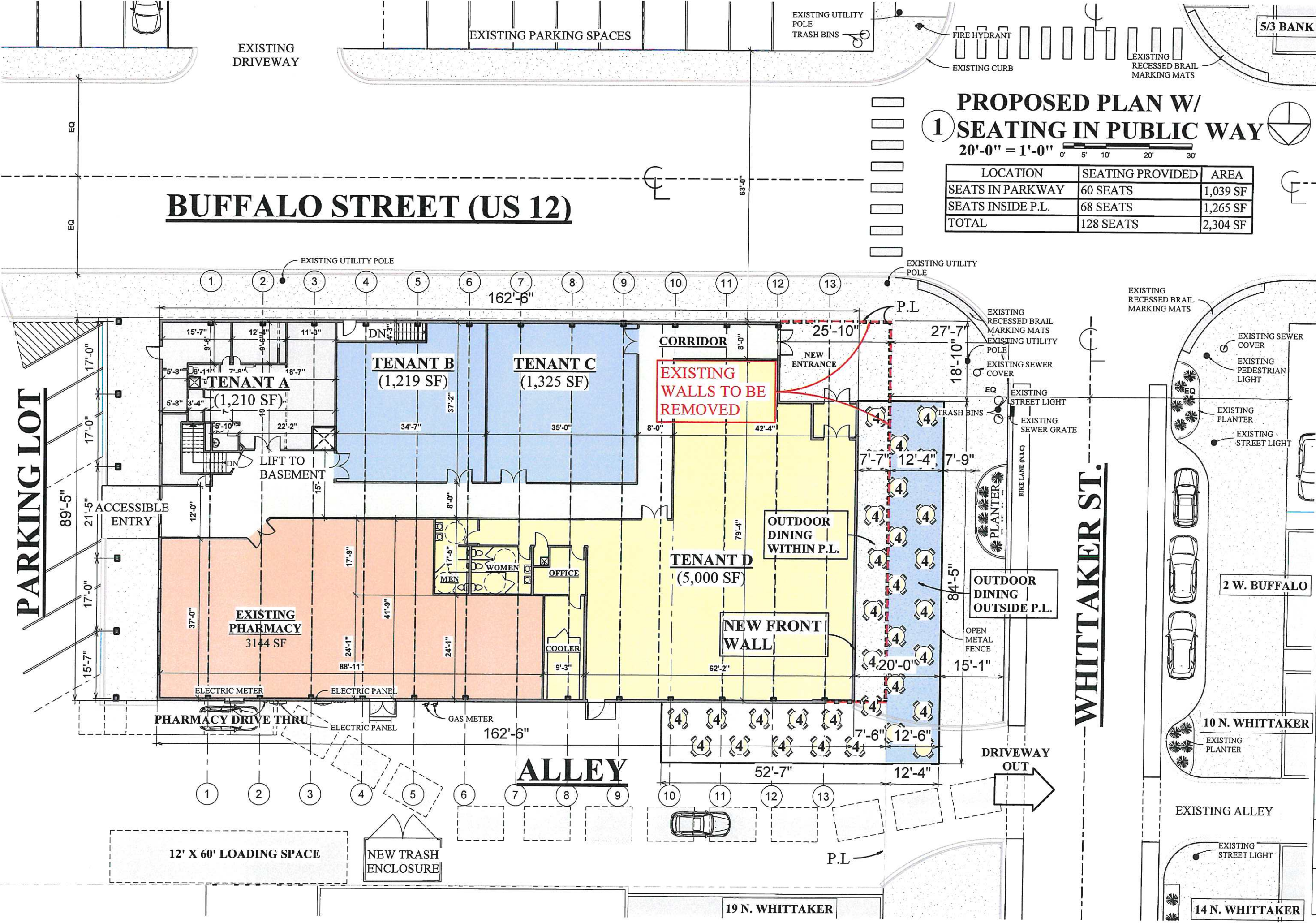
1 NORTH WHITTAKER ST.
 NEW BUFFALO, MI 49117

BUFFALO STREET (US 12)

PROPOSED PLAN W/ 1 SEATING IN PUBLIC WAY

20'-0" = 1'-0"

LOCATION	SEATING PROVIDED	AREA
SEATS IN PARKWAY	60 SEATS	1,039 SF
SEATS INSIDE P.L.	68 SEATS	1,265 SF
TOTAL	128 SEATS	2,304 SF



REVISIONS	
COUNCIL MTG	02/16/21

Job Number: # 2073
 Drawn by: Mateja Horonic-Kidder

**PROPOSED PLAN W/
 SEATING OUTSIDE P.L.**

B

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