

DOWNTOWN MANISTEE

— michigan —

The Mission of the Manistee Downtown Development Authority is to foster the development and promotion of an identifiable and attractive downtown area that will strengthen business and a sense of community ownership.

City of Manistee DDA

**Wednesday, October 14, 2020, at 8:00 a.m.
Council Chambers, City Hall, 70 Maple Street**

- 1.) **Call to Order** – Chair Mosher

- 2.) **Approval of Agenda**

- 3.) **Public Comments on Agenda Items** (5-minute limit)

- 4.) **Approval of Minutes from the September 9, 2020, Regular Meeting**

- 5.) **Approval of Financials from September and October 2020**

- 6.) **Committee Reports**

- 7.) **Directors Report** – Stacie Bytwork

- 8.) **Old Business**

9.) New Business

- Ground Level & Lower Level Dwelling Standards, C-3 District
- Discussion of Implementation of Development Plan - Thad Taylor
- Donation of Leslie Laskey Sculpture for the Riverwalk - Thad Taylor

10.) Public Comment (5-minute limit)

11.) Comments by Board Members

12.) Closed Session

The Board will vote to enter into a Closed Session to discuss permissible business under the Open Meetings Act 15.268 Section 8(d), which states that a body may enter into closed session “[t]o consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.”

13.) Adjourn

Attachments:

1. Minutes 9/9/2020
2. Financials Documents
3. Ground Level & Lower Level Dwelling Standards, C-3 District Document
4. Leslie Laskey Sculpture Photos

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF SEPTEMBER 9, 2020
8:00 A.M., MANISTEE CITY HALL

PRESENT: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen, Kenneth Urban

EXCUSED ABSENCE: Karen Goodman

ALSO PRESENT: Stacie Bytwork, Manistee Area Chamber of Commerce President; Kevin Kardel, HAGE Auto; Brant Cohen, Michigan Development Associate; Tyler Leppanen, Little River Holdings Chief Operating Officer; Tom St. Dennis, LRBOI Attorney; Nathan Watson, President of CL Real Estate Development; Marc Miller, Economic Development Director.

CALL TO ORDER.

Meeting called to order by the Chair at 8:05 a.m.

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by James Beaudrie to adopt the agenda as presented.
Voice vote—Motion approved.

PUBLIC COMMENT.

None

APPROVAL OF MINUTES.

MOTION by Barry Lind, second by Thad Taylor to approve the minutes from the August 12, 2020 regular meeting.
Voice vote—Motion approved.

APPROVAL OF FINANCIAL REPORTS.

Reviewed the August Financials. Tamara DePonio advised Board that *Keep the Lights On* account has been closed and balance was transferred to the General Fund. *Land Acquisition* balance was transferred to that account and the *Façade* account will be closed as soon as possible. She also questioned a recurring payment from the General Fund to Michigan Business Tax, still in a former director's name. Board advised her to check into updating the contact person and check with Connie Tewes regarding the purpose of the payment.

Consensus: wait to approve the August Financial Reports until the October meeting as the Board had just received them and have not had the opportunity to review.

COMMITTEE REPORTS.

Design Committee – Barry Lind

- Met on 9/8/2020
- Downtown dumpster corrals are complete. Waiting for City Staff to update billing/fees for the downtown and Council approval to update the ordinance.
- Two capital projects from last year are continuing with funding from this fiscal year – repainting metal refuse cans and planters and leveling street pavers.
- Summer decorations are coming down next week.
- Banners will remain up until holiday decorations go up.
- Looking to update City sign in the Downtown District with new City branding. Discussion in the meeting around City updating other signs in collaboration with the DDA.

MANISTEE AREA CHAMBER OF COMMERCE REPORT – Stacie Bytwork, President

- Thanked all that worked on the agreement between the DDA and Chamber – excited to be working together.
- Agreement was signed on September 1, 2020 - Chamber team preparing to take on the DDA, centralize and streamline the operations.
- Marc Miller represents the Economic Development side and Kristina Bajtka has been meeting with the downtown merchants bi-weekly – getting to know them and their needs.
- Chamber will be working on creating a database of the downtown merchants to help open lines communication.
- Will be working closely with Kyle Mosher on office operations.

OLD BUSINESS.

a.) **Presentation of HAGE Auto AV Charging - Kevin Kardel, HAGE Auto**

Discussion included:

- No charge to City and includes revenue sharing.
- Two parking spots to start – City Council asked for DDA input on location. Consensus: Memorial Drive Parking Lot and Lot adjacent to Dick’s Barber Shop.
- Universal adaptors.
- Reserved parking spaces for electric cars is handled through traffic control, enforceable by police – no ordinance necessary.
- Short lead time to add other chargers, when necessary.

NEW BUSINESS.

a.) **Presentation of the Gateway Project – CL Development and Little River Holdings**
Discussion included:

- Project must be economically sustainable, transformative, and fun. “Big Ideas, Small Towns.”
- Development open and prominent as you drive through Manistee on US-31.
- Encourage longer stays.
- Provide event space.
- Provide business incubator space – which would hopefully lead business to find permanent store front space.
- Job creation – both direct and indirect.
- Draw more people Downtown, which would increase viability of new business.
- Timeline of construction – hoping for 2021.
- Transformational project for this community.
- Will a management company be running businesses? – yes but all decisions have not been made.
- Share of the tax base – gap financing.

PUBLIC COMMENT.

None

BOARD COMMENT.

Thad Taylor – Development interest is a result of a Developers Day hosted by Chamber about two years ago put on by the Manistee Area Chamber of Commerce. With their help Manistee has retained the attention of the Hollander Project developers. The Chamber is an asset and thankful for all they do.

Barry Lind – Thank you to Stacie Bytwork and her staff at the Manistee Area Chamber of Commerce for helping to bring the Chamber and DDA together. Working together we can accomplish a lot.

The Board has not been involved in the Merchant Meetings for a while. Sees a growing disconnect (Ken Urban offered to attend meetings).

Jodi Walter – Questioned the new development’s plans for property management. As a member of the LRBOI and an employee of the Casino this is important to her. Would like to see all tribal interests succeed. Stacie Bytwork suggested Marc Miller could ask specific questions she may have to the LRH and CL Development.

ADJOURN.

Next meeting is scheduled for Wednesday, October 1, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Thad Taylor **to adjourn at 8:56 a.m.**

Kelly McColl
Acting Recording Secretary

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS FUND
BALANCE SHEET**

ASSETS	<u>August 31, 2020</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	4,228
248-015 · Downtown Dollars Checking 2019	0
248-016 · Downtown Dollars Checking 2020	0
Total Checking/Savings	<u>4,228</u>
TOTAL ASSETS	<u><u>\$ 4,228</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	7,470
2019 Downtown \$ Outstanding	0
2020 Downtown \$ Outstanding	0
Total Liabilities	<u>7,470</u>
Equity	
248-390 · Fund Balance	(3,166)
Net Income	(76)
Total Equity	<u>(3,242)</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 4,228</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
GENERAL FUND
BALANCE SHEET**

ASSETS	<u>August 31, 2020</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000
248-010 · Checking - West Shore Bank	234,368
248-008 · Land Acquisition Account	78,900
248-003 · Façade Grants Checking	5,006
Total Checking/Savings	<u>319,274</u>
Accounts Receivable	
248-028 · Accounts Receivable	4,300
Total Accounts Receivable	<u>4,300</u>
Other Current Assets	
248-100 · Accrued Delinquent Taxes	25,290
Total Other Current Assets	<u>29,590</u>
Total Current Assets	<u>348,864</u>
 TOTAL ASSETS	 <u><u>348,864</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	800
248-204 · Due to Revolving Fund	0
Total Current Liabilities	<u>800</u>
Total Liabilities	<u>800</u>
 Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,873
248-396 · Façade Grant	5,006
Total 248-392 · Designated Fund Balance	<u>83,879</u>
248-390 · Fund Balance	239,529
Net Income	24,656
Total Equity	<u>348,064</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>348,864</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN FUND
BALANCE SHEET**

ASSETS	<u>August 31, 2020</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	21,477
Due from General Operating	<u>0</u>
Total Current Assets	<u>21,477</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	3,164
Duchon Insurance	453
J Catlett's Men's Styling LLC	<u>3,279</u>
Total Other Assets	<u>6,896</u>
TOTAL ASSETS	<u><u>\$28,373</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,372
Net Income	<u>1</u>
Total Equity	<u>28,373</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$28,373</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	<u>Jul '20 - June 2021</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
TIF Revenues				
248-401 · TIF Revenue	25,858	256,370	(230,512)	10.09%
248-573 · Local Community Stabilization Revenue	-	-	-	0.00%
Total TIF Revenues	25,858	256,370	(230,512)	10.09%
Event Revenue				
248-278 · Spark Manistee	-	3,350	(3,350)	0.00%
248-280 · Event Revenues				
248-286 · Sleighbell Revenues	-	15,000	(15,000)	0.00%
248-283 · Sleighbell - Expenses	-	(15,000)	15,000	0.00%
Total 248-283 · Sleighbell	-	-	-	0.00%
248-280 · Hops & Props				
248-281 · Hops & Props Revenues	-	48,200	(48,200)	0.00%
248-284 · Hops & Props - Expenses	-	(31,200)	31,200	0.00%
Total 248-281 · Hops & Props	-	17,000	(17,000)	0.00%
Total 248-280 · Event Revenues	-	17,000	(17,000)	0.00%
Total Event Revenue	-	20,350	(20,350)	0.00%
248-642 · Miscellaneous Income				
248-261 · Downtown Dollars Discount	-	-	-	0.00%
248-664 · Interest Income	66	-	66	100.00%
248-704 · Other Income	25	-	25	100.00%
Total 248-642 · Miscellaneous Income	91	-	91	100.00%
Total Income	25,949	276,720	(250,771)	9.38%
Expense				
Payroll and Contracted Services				
248-701 · Manistee Area Chamber of Commerce	-	15,000	-	-
248-718 · Director Compensation				
248-705 · Employer FICA Expense	-	6,656	1,601	0.00%
248-711 · Unemployment	-	696	(696)	0.00%
248-712 · Workmen's Comp Ins	-	392	(392)	0.00%
248-718 · Gross Salary	-	95,000	(95,000)	0.00%
Total 248-718 · Payroll - Director	-	102,744	(102,744)	0.00%
Total Payroll and Contracted Services	-	117,744	(117,744)	0.00%
Office Related Expenses				
248-831 · Bank Service Charges	77	100	(23)	77.00%
248-853 · Office Equipment and Supplies	-	1,000	(1,000)	0.00%
248-854 · Postage	-	170	(170)	0.00%
248-857 · Membership Dues	-	600	(600)	0.00%
248-858 · Miscellaneous-Office Related	-	350	(350)	0.00%
248-859 · Printing & Reproduction	-	250	(250)	0.00%
248-863 · Travel	-	750	(750)	0.00%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	<u>Jul '20 - June 2021</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-864 · Advertising	-	300	(300)	0.00%
248-865 · Meeting Hosting	-	225	(225)	0.00%
248-866 · Training-Education-Conferences	-	1,500	(1,500)	0.00%
248-868 · Insurance	491	3,000	(2,509)	16.38%
Total Office Related Expenses	568	8,245	(7,677)	6.89%
Professional Fees Expense				
248-904 · Annual Audit	-	1,500	(1,500)	0.00%
248-903 · 1999 Bond Payment-Streetscape	-	-	-	0.00%
248-902 · Legal Fees	-	2,500	(2,500)	0.00%
248-901 · Accounting	800	4,800	(4,000)	16.67%
248-906 · TIF Plan Redevelopment	-	608	(608)	0.00%
248-907 · Strategic Planning	-	750	(750)	0.00%
Total Fee Related Expenses	800	10,158	(9,358)	7.88%
Design Committee				
248-649 · Hanging Baskets / Watering Contract	-	4,000	(4,000)	0.00%
248-651 · City Maintenance in DDA	-	65,000	(65,000)	0.00%
248-652 · Facade Grant Program	-	30,000	(30,000)	0.00%
248-653 · Holiday Decorations	-	3,500	(3,500)	0.00%
248-659 · Downtown Maintenance	-	40,000	(40,000)	0.00%
Total Design Committee RelatedExpense	-	142,500	(142,500)	0.00%
Projects Committee				
248-602 · Downtown Dollars Program	-	500	(500)	0.00%
248-657 · WSCC Riverwalk Plaza	-	10,000	(10,000)	0.00%
248-658 · WSCC Partnership	-	30,000	(30,000)	0.00%
248-659 · Downtown Maps	-	2,000	(2,000)	0.00%
Total Organization Committee	-	42,500	(42,500)	0.00%
Promotions and Advertising				
248-848 · Advertising	-	2,500	(2,500)	0.00%
248-849 · Promotional PSAs	-	1,500	(1,500)	0.00%
248-850 · Public Relations	-	3,000	(3,000)	0.00%
248-851 · Website Redevelopment	-	1,000	(1,000)	0.00%
Total 248-751 · Promotions Committee Expense	-	8,000	(8,000)	0.00%
Total Expense	1,368	329,147	(327,779)	0.42%
Net Operating Income	24,581	(52,427)	77,008	

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS FUND
BALANCE SHEET**

ASSETS	<u>9/30/2020</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	3,712
248-015 · Downtown Dollars Checking 2019	0
248-016 · Downtown Dollars Checking 2020	0
Total Checking/Savings	<u>3,712</u>
 TOTAL ASSETS	 <u>\$ 3,712</u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	6,965
2020 Downtown \$ Outstanding	0
Total Liabilities	<u>6,965</u>
 Equity	
248-390 · Fund Balance	(3,166)
Net Income	(87)
Total Equity	<u>(3,253)</u>
TOTAL LIABILITIES & EQUITY	 <u>\$ 3,712</u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
GENERAL FUND
BALANCE SHEET**

ASSETS	<u>9/30/2020</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000
248-010 · Checking - West Shore Bank	364,747
248-008 · Land Acquisition Account	104,765
248-003 · Façade Grants Checking	0
Total Checking/Savings	<u>470,512</u>
Accounts Receivable	
248-028 · Accounts Receivable	4,300
Total Accounts Receivable	<u>4,300</u>
Total Current Assets	474,812
TOTAL ASSETS	<u><u>474,812</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	400
248-204 · Due to Revolving Fund	350
Total Current Liabilities	<u>750</u>
Total Liabilities	<u>750</u>
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	104,765
248-396 · Façade Grant	0
Total 248-392 · Designated Fund Balance	<u>104,765</u>
248-390 · Fund Balance	218,643
Net Income	150,654
Total Equity	<u>474,062</u>
TOTAL LIABILITIES & EQUITY	<u><u>474,812</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN FUND
BALANCE SHEET**

ASSETS	<u>9/30/2020</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	21,478
Due from General Operating	350
Total Current Assets	<u>21,828</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	3,164
Duchon Insurance	111
J Catlett's Men's Styling LLC	3,279
Total Other Assets	<u>6,554</u>
TOTAL ASSETS	<u><u>\$28,382</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,372
Net Income	10
Total Equity	<u>28,382</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$28,382</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	<u>Jul '20 - June 2021</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
TIF Revenues				
248-401 · TIF Revenue	153,168	256,370	(103,202)	59.75%
248-573 · Local Community Stabilization Revenue	-	-	-	0.00%
Total TIF Revenues	153,168	256,370	(103,202)	59.75%
Event Revenue				
248-278 · Spark Manistee	-	3,350	(3,350)	0.00%
248-280 · Event Revenues				
248-286 · Sleighbell Revenues	-	15,000	(15,000)	0.00%
248-283 · Sleighbell - Expenses	-	(15,000)	15,000	0.00%
Total 248-283 · Sleighbell	-	-	-	0.00%
248-280 · Hops & Props				
248-281 · Hops & Props Revenues	-	48,200	(48,200)	0.00%
248-284 · Hops & Props - Expenses	-	(31,200)	31,200	0.00%
Total 248-281 · Hops & Props	-	17,000	(17,000)	0.00%
Total 248-280 · Event Revenues	-	17,000	(17,000)	0.00%
Total Event Revenue	-	20,350	(20,350)	0.00%
248-642 · Miscellaneous Income				
248-261 · Downtown Dollars Discount	-	-	-	0.00%
248-664 · Interest Income	118	-	118	100.00%
248-704 · Other Income	25	-	25	100.00%
Total 248-642 · Miscellaneous Income	143	-	143	100.00%
Total Income	153,311	276,720	(123,409)	55.40%
Expense				
Payroll and Contracted Services				
248-701 · Manistee Area Chamber of Commerce	-	15,000	-	-
248-718 · Director Compensation				
248-705 · Employer FICA Expense	-	6,656	1,601	0.00%
248-711 · Unemployment	-	696	(696)	0.00%
248-712 · Workmen's Comp Ins	-	392	(392)	0.00%
248-718 · Gross Salary	-	95,000	(95,000)	0.00%
Total 248-718 · Payroll - Director	-	102,744	(102,744)	0.00%
Total Payroll and Contracted Services	-	117,744	(117,744)	0.00%
Office Related Expenses				
248-831 · Bank Service Charges	102	100	2	102.00%
248-853 · Office Equipment and Supplies	-	1,000	(1,000)	0.00%
248-854 · Postage	-	170	(170)	0.00%
248-857 · Membership Dues	-	600	(600)	0.00%
248-858 · Miscellaneous-Office Related	-	350	(350)	0.00%
248-859 · Printing & Reproduction	-	250	(250)	0.00%
248-863 · Travel	-	750	(750)	0.00%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	<u>Jul '20 - June 2021</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-864 · Advertising	-	300	(300)	0.00%
248-865 · Meeting Hosting	-	225	(225)	0.00%
248-866 · Training-Education-Conferences	-	1,500	(1,500)	0.00%
248-868 · Insurance	683	3,000	(2,317)	22.77%
248-870 Phone/Internet	87	-	87	100.00%
Total Office Related Expenses	872	8,245	(7,373)	10.58%
Professional Fees Expense				
248-904 · Annual Audit	-	1,500	(1,500)	0.00%
248-903 · 1999 Bond Payment-Streetscape	-	-	-	0.00%
248-902 · Legal Fees	663	2,500	(1,837)	26.52%
248-901 · Accounting	1,200	4,800	(3,600)	25.00%
248-906 · TIF Plan Redevelopment	-	608	(608)	0.00%
248-907 · Strategic Planning	-	750	(750)	0.00%
Total Fee Related Expenses	1,863	10,158	(8,295)	18.34%
Design Committee				
248-649 · Hanging Baskets / Watering Contract	-	4,000	(4,000)	0.00%
248-651 · City Maintenance in DDA	-	65,000	(65,000)	0.00%
248-652 · Facade Grant Program	-	30,000	(30,000)	0.00%
248-653 · Holiday Decorations	-	3,500	(3,500)	0.00%
248-659 · Downtown Maintenance	-	40,000	(40,000)	0.00%
Total Design Committee RelatedExpense	-	142,500	(142,500)	0.00%
Projects Committee				
248-602 · Downtown Dollars Program	-	500	(500)	0.00%
248-657 · WSCC Riverwalk Plaza	-	10,000	(10,000)	0.00%
248-658 · WSCC Partnership	-	30,000	(30,000)	0.00%
248-659 · Downtown Maps	-	2,000	(2,000)	0.00%
Total Organization Committee	-	42,500	(42,500)	0.00%
Promotions and Advertising				
248-848 · Advertising	-	2,500	(2,500)	0.00%
248-849 · Promotional PSAs	-	1,500	(1,500)	0.00%
248-850 · Public Relations	-	3,000	(3,000)	0.00%
248-851 · Website Redevelopment	-	1,000	(1,000)	0.00%
Total 248-751 · Promotions Committee Expense	-	8,000	(8,000)	0.00%
Total Expense	2,735	329,147	(326,412)	0.83%
Net Operating Income	150,576	(52,427)	203,003	



PLANNING DEPARTMENT
(231) 723-6041
Fax (231) 723-1718
planning@manisteecountymi.gov

Manistee County Courthouse 415 Third Street Manistee, Michigan 49660

9/11/2020

To: City of Manistee Planning Commission Members

From: Rob Carson, A.I.C.P., Manistee County Planning Director

RE: Ground/Street Level & Lower Level Dwelling Standards

Overview:

Staff were instructed to develop language for Street/Ground Level & Lower Level Dwelling Standards within the C-3 Commercial District. The language that follows is recommended to be reviewed and critiqued by the City of Manistee Planning Commission. Upon suggested revision to the following language, staff will prepare an amending ordinance and begin the process of setting a public hearing as required for Zoning Amendments under the State of Michigan Zoning Enabling Act being Act 110 of 2006.

New Zoning Amendments and Language:

Amend Article Two Definitions & Interpretations:

The following definitions need to be added to the Ordinance.

- Street/Ground Floor Level: The floor of a building fronting and accessing directly to a public road (not an alley) where the floor is **within three (3')** feet in a vertical direction of the sidewalk and/or roadway, in the C-3 Zoning District.
- Lower Floor Level: The floor of a building that is located greater than three (3') feet in a vertical direction lower than the street level, and most often located below a Street/Ground Floor Level in the C-3 Zoning District. The Lower Floor Level may include a walkout or rear access along the rear of the building.
- Street/Ground Floor Accessory Dwelling: A dwelling located on a Street/Ground Floor Level.
- Lower Floor Accessory Dwelling: A dwelling located on a Lower Floor Level.

Amend Article Three Districts, Dimensional Standards, Uses Tables & Zoning Map:

The Use Table within the Zoning Ordinance will need to be amended to include the following uses within the Use Table:

- Dwelling – Street/Ground Floor Accessory: As a permitted use within the C-3 District
- Dwelling – Lower Floor Accessory: As a permitted use within the C-3 District

Amend Article Fifteen, C-3 Central Business District:

Amend Section 1501, Uses Permitted By Right

- Add, Dwelling – Street/Ground Floor Accessory to uses permitted by right

- Add, Dwelling – Lower Floor Accessory to uses permitted by right
- Recodify the alphabetical structure to conform to the Ordinance

Add Section 1505: Street/Ground Floor Accessory Dwelling Standards

Add the Following Standards:

- A. Street/Ground Floor Accessory Dwellings are permitted in existing structures within the C-3 district. New structures proposing lower story dwellings shall be governed as a mixed use.
- B. Street/Ground Floor Accessory Dwellings shall be accessed by a secure and separate entrance dedicated for the exclusive use of building residents and guests.
- C. Street/Ground Floor Accessory Dwellings shall have a maximum of three (3) bedrooms.
- D. Street/Ground Floor Accessory Dwellings shall have a minimum floor area of five hundred (500) square feet.
- E. The core living area of a Street/Ground Floor Accessory Dwelling is defined as the common living area and kitchen and shall exclude all bathrooms, closets, porches, decks and storage areas.
- F. The core living area of any Street/Ground Floor Accessory Dwelling shall be a minimum of three hundred (300) square feet.
- G. Bedrooms of Street/Ground Floor Accessory Dwellings shall have a minimum floor area of one-hundred (100) square feet.
- H. Forty (40%) percent of the Street/Ground Floor Accessory Dwelling shall be reserved for commercial space. This reservation of commercial space shall front/align with the public road (not alley) and shall extend into the building for forty (40%) of the Street/Ground Floor area.
- I. All Street/Ground Floor Accessory Dwellings shall meet all applicable Local, State and Federal Building Codes.

Add Section 1506: Lower Floor Accessory Dwelling Standards

Add the Following Standards:

- A. Lower Floor Accessory Dwellings are permitted in existing structures within the C-3 district. New structures proposing lower story dwellings shall be governed as a mixed use.
- B. Lower Floor Accessory Dwellings shall be accessed by a secure and separate entrance dedicated for the exclusive use of building residents and guests.
- C. Lower Floor Accessory Dwellings shall have a maximum of three (3) bedrooms.
- D. Lower Floor Accessory Dwellings shall have a minimum floor area of five hundred (500) square feet.
- E. The core living area of a Lower Floor Accessory Dwelling is defined as the common living area and kitchen and shall exclude all bathrooms, closets, porches, decks and storage areas.
- F. The core living area of any Lower Floor Accessory Dwelling shall be a minimum of three hundred (300) square feet.
- G. Bedrooms of Lower Floor Accessory Dwellings shall have a minimum floor area of one-hundred (100) square feet.
- H. All Lower Floor Accessory Dwellings shall meet all applicable Local, State and Federal Building Codes.

