

# Neighbors of Belknap Lookout Board Meeting

Tuesday, June 11, 2019

Creston Plaza Community Building, 1080 Creston Plaza Dr.

6:30 pm

**Mission:** To advocate for and enhance the quality of life in the Belknap community.

**Vision:** To be a vibrant, diverse and desirable place to live in Grand Rapids.

**Public Space Goals:** Improving access down Belknap hill (design DDA budget FY2020); Hastings Connector & Linear Park (implementation City of Grand Rapids summer 2019 & 2020); Better Pedestrian Connections (MobileGR planning durable crosswalk and “stop for pedestrian” signs).

**Add'l Priorities:** Social Connections; Active in the Neighborhood; Voices Heard in Local Gov't.

1. Call to order and additions to agenda
2. Presentation and Vote Regarding Support – 614 Fairview
3. Approval of May minutes and Financials (Motion)
4. Long Discussion Topic – Fundraising
5. Medium Discussion Topic – Adoption of Employment Agreement (Motion)
6. Short Discussion Topic – Public Safety Spend Down (Motion?)
7. Committee report outs
8. Miscellaneous & Public Comment
9. Adjournment

2019 Board Meeting Schedule, 6:30 pm at 700 Clancy Ave NE:

July 9 (off)

August 13

September 10

October 8

November 12 (Annual Meeting at Coit Creative Arts Academy)

December 10 (Old board/new board potluck)

Please watch the mass emails to the neighborhood for additional social event announcements.

We're adding an optional “Eat – and Drink – Local” series on board meeting nights after we adjourn.

Tonight we'll be headed to City Built Brewing Company (820 Monroe NW #155) after the meeting.

**PLUS! Our next poker fundraiser is July 22-25 – Shifts are 2-6 pm, 5:55-10 pm, and 9:55-2 am. I will be collecting at least one shift commitment from each board member during the meeting if you have not yet signed up at <https://www.signupgenius.com/go/904044da5ac2fa31-sell4>**

# Neighbors of Belknap Lookout Meeting Minutes

Tuesday May 14, 2019, NOBL office, 700 Clancy Ave NE

## Board Members Present:

Loren Sturru (Chair)  
Robin Benton  
Brian Bremer  
Rob Kennedy  
Loretta Klimaszewski  
Dan Miller (Secretary)  
Dean Rosendall  
Jonathon Swets

## Board Members Absent:

Todd Leinberger (excused)

## Staff Present:

Elianna Bootzin (Executive Director)

## Guests Present:

Wendy Falb, candidate for 2<sup>nd</sup> Ward City Commissioner  
Angel Gonzalez

1. Loren called the meeting to order.
2. Wendy Falb introduced herself as a candidate for 2<sup>nd</sup> Ward Commissioner and engaged in a lively and informative conversation with the Board about what she sees as the most important issues facing the City and how she would approach them.
3. Loretta presented about how teams function and evolve: Form (polite, introductory stage), Storm (disagreements lead to chaos), Norm (group establishes rules to deal with conflicts), Perform (ideally the group is able to accomplish its mission by operating according to the rules it has set). That led to a discussion about what rules should govern discussions at the Board.
  - Angel suggested a five-minute limit for presentations with additional time if there are questions. He also noted that small meetings can be less formal whereas if there are many participants in a discussion, it needs stricter rules (Roberts Rules) to keep it from becoming bogged down.
  - Loretta suggested voting with a raised hand. The Board concurred.
  - Dan asked if the minutes needed to record who voted for and against a motion. The consensus was that names needed to be recorded only when someone asked for a roll call vote.
  - Loretta asked how long should we allow discussion of an issue continue? Elianna noted that someone can always “call the question” to end discussion if a majority agrees.

- Dan suggested that the Board could limit the number of times a member is allowed to speak on a given topic to avoid repetition.
  - Jon noted that sometimes a presenter will pack the gallery with supporters in which case the Chair could ask for a show of hands to see how many of them agree with the presenter rather than letting each visitor speak individually.
  - Robin proposed that if agreement isn't reached in the allotted time, the issue could be delegated to a committee to discuss. The committee could hold meetings virtually via Zoom, etc., to decide the matter and the report back to the Board.
  - Loren said we could distinguish between occasions where a more formal process was called for and the more ordinary times when discussion could be less formal.
  - Robin said we need to recognize special cases where more time to deliberate might be appropriate because of the importance or the complexity of an issue.
  - Brian commented that one problem is members who only show up occasionally and so don't understand the issues well enough. If members stay informed about issues, discussions won't get bogged down so easily.
4. Loren proposed that the Development Committee should be composed of ten members and meet regularly on the first Wednesday of each month. Additional meetings could be called and conduct business so long as six members are present to vote. Absentee voting should be allowed if submitted in writing and accompanied by an assurance that the member has read/is knowledgeable about the issue. Members who missed two consecutive meetings without prior notice would be dropped from the Committee. Loren will submit a written report on these policies.
  5. Loren asked for a motion to approve the April minutes and financials. (Approved.)
  6. Long Discussion Topic: Succession Plan. (See Board packet, p 5)
    - a. Board discussed Elianna's planned leave/reduced work schedule and how to cover her usual responsibilities.

Poker Nights will require 3 volunteers at each 3-hour shift.

Robin proposed that the Community Relations/Racial Equity Committee do some tasks. Loren and Brian will act as contacts with tenants at 700 Clancy.

Loren, Todd, Rob, and Dan can sign checks for NOBL. Loren or Rob will come to Elianna's house to sign July checks.

Brian noted that the Development Committee will meet on the first Wednesday of July even though the Board does not meet that month. The Community Relations/Racial Equity Committee will meet as well.

Loretta asked about the status of the PILOT money (payment in lieu of tax made by GVSU to the City; we get a portion which for the first year was about \$20,000). We are in the process of requesting disbursement of the second allocation for the July 2018-June 2019 period. Some of that money will be used to buy the community garden.

Loretta is still able to use money from the previous PILOT project for sterilizing feral cats

in the neighborhood. Neighbors should contact her with information about feral cats in their area.

National Night Out is the organization's biggest community event. Elianna already has \$700 raised and received for the program plus an additional \$200 very likely. Elianna intends to ask GVSU if they will contribute tote bags as well.

Robin announced that Dan will serve as co-chair of the Community Relations/Racial Equity Committee. He wants the Committee to serve as a bottom up organization to complement the City's efforts at reducing racial inequities. Loren hopes the CR/RE Committee will emphasize diversity and inclusion.

Elianna informed Brian that the next City Commissioner lunch is Monday, at 1:30, in the Grand Coney.

7. The Board engaged in an informal discussion of the work the City Commission and other matters of local concern.

Angel gave a brief, informal report on the Coit Square project which was blocked by the City Commission. He noted RJM received a recommendation from Planning staff to repeat the large apartment building on the opposite side of the block. Angel has a one year extension on development of his second plan, with smaller modern and traditional buildings. Several Board members expressed frustration with the process by which the City and Planning Commissions seem to ignore neighborhood input even after they have solicited it and professed to appreciate it.

Loren noted that the City is replacing lead water lines in an equitable manner as street repair work is scheduled.

Loretta noted that the plating factory ships out its contaminants.

Loren noted that Cold Brook Creek is channeled through a very narrow pipe which leads to flooding after heavy rains.

Dean noted that there is disagreement over the order of applications for Medical Marijuana licenses on Plainfield and Coldbrook. As in the case of the Coit Square project, the City's approval process seems problematic.

Brian noted that there has been a lot of unsavory activity going on at Reservoir Park after dark. He called the police who appear to have cited several of the participants.

8. Short Discussion Topic – Adoption of an Employee Agreement (see Board packet, p 8)  
The Board discussed the employee leave policy. The number of vacation weeks is three. Other leaves will be dealt with on a case by case basis.

Robin noted that Elianna is looking for alternative funding sources to support her work.

Loretta questioned whether the Board can finalize an employee agreement given that the funds are derived from CDBG which specify how the money can be spent.

Loren suggested that we can specify the terms of an employment contract since all of the Board's work is within the terms of the CDBG and conforms to HUD requirements which is the ultimate source of the funds.

The Board tabled the discussion pending research by Loretta.

We will return to the concept of Directors and Officer's Insurance at a future meeting.

9. Determination on Future Discussions & Use of ~\$1,300 in Public Safety funds  
Loren asked about the status of the \$1300 Public Safety grant. Elianna will send him a description of the grant which will clarify what it can and can't be used for. The money must be spent by the end of June.  
Loren noted that he got complaints from neighbors who were being encouraged to fix their steps as part of an effort to make their property safer using the Public Safety grant money. Elianna will add labels to the flyers to draw neighbors' attention to the financial aid offer.  
Robin said the Community Relations/Racial Equity Committee would make a proposal for using the funds to promote their efforts around health and law enforcement.  
Elianna reported that the final budget reallocation should be submitted as early in June as possible so we will ask the board to approve by email by June 1.
10. Medium Discussion Topic: Committee Documentation  
We noted that this topic was sufficiently addressed for the evening in item 4.
11. Committee and NLA report outs  
No discussion was needed on the Committee and Neighborhood Leadership Academy reports.
12. Authorize Signatories for CDBG  
Elianna read the required resolution for CDBG which Dan witnessed as Secretary.  
Elianna, Loren, and Rob signed the document which makes them signatories for CDBG.
13. Miscellaneous & Public Comment  
Loretta reported on tulip thieves. Jon suggested shaming people caught in the act. It would be nice to post GVSU-funded signs on the flower beds indicating that they were planted by NOBL and GVSU students for the enjoyment of all the neighbors.  
Brian noted the dog poop bag dispensers at Coit Park need refills. Elianna suggested 311 as a good general starting place; Brian requested she personally follow up in this case.
14. The Board adjourned at 8:20 pm.

## Meeting Information

1. Presentation and Vote Regarding Support – 614 Fairview

Project overview: The Development Committee met with Dean Rosendall of CopperRock Construction twice before agreeing to bring the site plan and elevation drawings for two buildings at 614 Fairview with a total of 5 units and 7 parking spaces to the board.

5/8 Meeting Notes (attended by Rob Kennedy, Rob Montroy, Gretchen Warnimont, Don Rietema, Brian Bremer, Dan Miller, Loren Sturrus, Angel Gonzalez, and Elianna Bootzin).

The lot is 75' wide (most are 50' or less). 606 next door is taller. The group preferred both buildings at 2.5 stories. One will have a garden level option. They are likely to be condo-ed. Trash logistics were still TBD. The group asked that the dormer be fixed and to see something more traditional for the northern building than the original drawing. The porch will be 8 feet. The existing 3200 sq ft house is in bad shape and has asbestos siding. It would be difficult to sell as a single unit and fire separation needed for splitting to more units. The new set backs are 7' on each side, and the property will still have 40% greenspace. The existing garden would also be hard to save. The group agreed the density is fine and looked forward to a second meeting with aesthetic revisions.

5/15 Meeting Notes (attended by Rob Kennedy, Rob Montroy, Gretchen Warnimont, Don Rietema, Dan Miller, Loren Sturrs, and Elianna Bootzin).

The group reviewed three revision options. The balcony is 6-8' deep and about 25' wide. The porches would be brick and stone. Board and batten would be used on the top of the southern building. Don recommended holes at the front of the porch. The north building will have all 2 bedroom units, about 1100 sq ft each. Dean clarified the building alignment and mentioned he will place a sign indicating there will be future development. The materials from the front will wrap around and there will be windows on the sides. The group chose the version with columns on the bottom but not the top and agreed to bring it forward to the board. We set a standing meeting pattern.

## 2. Long Discussion Topic – Fundraising

Remember our discussion of the 10 duties of a board? (You can review if desired at <https://www.boardeffect.com/blog/top-10-duties-of-non-profit-board-members/>.) 3 of those duties relate to fundraising/friend-raising: 3) Board members are responsible for advancing the mission of the organization (including making sure the organization has the resources to advance the mission. 5) Board members serve as advocates for the organization's mission (spreading word about the organization helps it grow and flourish).

Most importantly, 8) Fundraising is a duty of every board member: Board members typically know prospective donors and they should be willing to use their personal or professional networks to grow the non-profit financially. It's helpful for board members to learn how to tell stories that led to the success of the organization. A two-minute elevator speech goes a long way towards telling the organization's purpose.

Let's go through some exercises from <https://boardsource.org/wp-content/uploads/2017/11/Board-Fundraising.pdf> to help us do just that. Fill out a card for the first section, then discuss with a partner and/or the full group. Then fill out the next two cards, discuss the last with a partner, duplicate it, and leave one copy with Elianna.

**1. Individual Articulation:** List some unique characteristics of your charitable organization? Why are you worthy of philanthropic support? What are your key selling points? Why do you bring value to the community? Why are you unique? Why should a donor invest in your work?

**2. Your Personal Network:** Think about your network of friends, relatives and business associates. These could be folks you have met through social activities, work, volunteer activities, sports and recreation, your kids, family, school, church, neighbors etc. List the names of people who meet the following criteria: 1) they actually like you or at least respect you, 2) they are not sitting in this room and are not on the board or staff of your organization, and 3) there is some linkage to your organization, your mission, or your service area. You will not share this list, its private. This is **NOT** a list of people you will ask for money!!

**3. Your Plan:** Please list the names of at least two prospective donors to your organization. These should be individuals who have some level of linkage and ability. They may also be current donors who are only giving at a fraction of their potential. Once you list their name think about what it will take to cultivate an interest in our organization. What steps can you follow, with the help of staff, to move their relationship forward?

Final subtopic, we want to ensure we promote the organization in a consistent way, both visually and in terms of language. We may have found some points of similarity or difference in the first comparison that will help us amend our new style guide:

## Visual Identity



**Logo:**

Neighbors Of Belknap Lookout

**Colors:**

Currently printing primarily in black and white due to budget constraints  
Color palette: Blue, Red, Yellow (will add codes from annual postcard later)

**Fonts:**

Header: Franklin Gothic, bold (similar to logo font)  
Body: Calibri

**Spacing:**

Liberal use of open space

## Linguistic Identity

**Name:**

First mention “Neighbors of Belknap Lookout” can introduce “(NOBL)” for later use.

**Mission:**

To advocate for and enhance the quality of life in the Belknap community.

**Vision:**

To be a vibrant, diverse and desirable place to live in Grand Rapids.

**Public Space Goals:** Improving access down Belknap hill (design work is in the DDA budget for FY2020); Hastings Connector & Linear Park (implementation will be completed by the City of Grand Rapids in the summers of 2019 & 2020); Better Pedestrian Connections (the City’s MobileGR department is beginning to plan for durable crosswalks and adding more “stop for pedestrian” signs).

**Additional Priorities:** Other activities that we engage in during 2019 will help create and sustain social connections; getting neighbors active in the neighborhood; and having our voices heard in local government.

**About the Organization:** Neighbors of Belknap Lookout was organized in the late 1970s under ACORN and incorporated in 1980 to access CDBG funds via the City of Grand Rapids' Community Development Department to deal with crime and blight. Neighborhood conditions have improved tremendously since then; neighbors more often deal with land use issues, offering input to Commissions in relation to the 2009 Area Specific Plan. NOBL's boundaries are Michigan, College, Leonard and the Grand River. Learn more at [www.belknaplookout.org](http://www.belknaplookout.org).

**Members:** Any resident, property owner, or business is considered a member. To vote for board members, you must provide contact information at our annual meeting (2<sup>nd</sup> Tuesday in November).

**Tone:** Factual and friendly, with simple vocabulary. Add Spanish translation as soon as feasible.

**Cross-platform promotion:** Include multiple modes of contact and when spaces is available regularly invite neighbors to use any/all of our platforms for communication. Critical items (which appear in footer of our letterhead) are in bold (should we change from email to website?):

Neighbors of Belknap Lookout

**700 Clancy Ave NE**

**Grand Rapids, MI 49503**

(Hours are limited.)

**noblgr@gmail.com**

**616-454-8413**

Get our regular emails! Sign up at [www.belknaplookout.org/contact](http://www.belknaplookout.org/contact)

Follow us at [www.Facebook.com/belknaplookout](https://www.facebook.com/belknaplookout)

Chat with your neighbors at [www.nextdoor.com](http://www.nextdoor.com)

Visiting the office for a scheduled appointment Monday through Friday 8 am to 5 pm? Be sure to park north of the office, often about halfway up the 700 block of Clancy between Fairbanks and Bradford. South, east and west are all in the residential permit parking zone!

### 3. Medium Discussion Topic – Adoption of Employment Agreement (Motion)

Elianna would like to ask again that the agreement include a 4th week of combined vacation/sick time (easier to administer combined; no rollover/use-it-or-lose-it). It is actually less total time than was included in the very old manual (2 weeks vacation plus 12 sick days) in an era when full time employment nominally included health insurance. And having some sick time available as opposed to doing all flex time for the last quarter of the year would be lovely!

After hearing any results of Loretta's research, we should be ready to amend/adopt the filled out version of the Employment Agreement below (to include header and staff address):

Welcome! Neighbors of Belknap Lookout (NOBL) looks forward to a productive relationship with you advancing our mission to advocate for and enhance the quality of life in the Belknap community. Signed copies of this agreement are required of staff and kept in the personnel file.



## **Employment Practices**

- You have been hired for 30 hours/week at \$19.23/hr. You will be covered for statutory fringe benefits such as social security and unemployment compensation.
- NOBL is an Equal Opportunity Employer.
- NOBL is an at-will employer. This means that NOBL has the right to terminate the employment relationship with or without notice, and with or without cause. The employee has the same right to terminate the employment relationship.
- Although our employees are employed at-will, we request that any employee who resigns provide advance written notification.
- NOBL does not discriminate on the basis of disability and offers reasonable accommodations so long as they do not present an undue hardship. Please submit requests for accommodation in writing.
- NOBL will not tolerate unlawful and/or improper harassment or intimidation, including sexual harassment, which will result in discipline up to and including discharge.
- The date of termination of employment will be considered as the last actual day worked unless alternative severance arrangements have been made. Any organizational property must be returned at that time.

## **Workplace Conduct**

- Your regularly scheduled work hours are: board and committee meetings. If you will be absent from these or other neighborhood events you have scheduled because of illness or accident, or will be absent for a prolonged period due to same, notify Loren Sturris as soon as possible. If the absence should continue beyond initial expectations, the supervisor must be notified so that plans are made accordingly. NOBL may request a doctor's note to ensure it is safe to return.
- Confidential information may come in the form of phone calls, emails, visits, meetings, or conversations. It is imperative that information understood to be confidential in nature, remains confidential.
- Relatives of employees are not eligible for hire. Exceptions may be made where individuals possess specialized education, training or certification when such a decision is in the best interest of NOBL and alternate supervision is available.
- Technology provided by NOBL is intended to facilitate the performance of organizational duties by organization staff. NOBL reserves the right to monitor and review computer documents and files, email and Internet communications transmitted from or received on its computers or computer system when it is determined to be appropriate. Passwords will be stored for organizational continuity.
- You may use technology provided by NOBL for personal purposes provided the content is not unsavory or illegal (ex. gambling, porn) and that such use does not impair your completion of assigned tasks.

- You are expected to complete and adhere to the same conflict of interest disclosure and policy used by NOBL's boards and committees annually.
- Dress needs may vary. You are encouraged to wear clothes good for physical labor during activities like outdoor cleanups; business casual or above for City board and commission meetings. No rips or coarse language should be portrayed at any time.

### **Performance Expectations**

- You will report to Loren Sturris between board meetings. He will prepare and discuss your annual review.
- The same individual will provide you with timely opportunities to address any other problems that arise to attitude, attendance, work performance, or conduct which are serious but do not warrant immediate termination. NOBL reserves the right to proceed with immediate termination if appropriate. None of the action steps will modify an employee's at-will status.

Employee behaviors that will result in corrective action include, but are not limited to: Conduct that is disruptive to NOBL's operation including unsatisfactory job performance, excessive absenteeism/tardiness, and failure to notify supervisors when tardiness or absenteeism must occur; Behaviors that violate government law, or behaviors that are immoral, abusive, indecent, or include obscene or abusive language; Behaviors that fail to observe fire and safety rules; or safe work practices; and Willful damage of property.

Conduct which may warrant immediate involuntary termination includes, but is not limited to misrepresentations, falsifications, or material omissions in your employment application, theft, illegal harassment, discrimination, fraud, willful falsification of records, coming to work under the influence of drugs or alcohol, the possession or use of alcohol or illegal drugs in the workplace, the possession or use of pornography, commission of an unlawful act, insubordination, and violation of NOBL's conflict of interest policy.

- If you disagree with corrective action that has been taken or have another serious grievance, you may begin by communicating with your supervisor. Should that remain unsatisfactory, you can bring the complaint to the full Board of Directors.

### **Pay Practices**

- You will need to track your hours by Administration/Fundraising, Public Safety, and Neighborhood Leadership to facilitate organizational reimbursement by CDBG.
- Paychecks will be provided once a month after each board meeting. FICA, Federal, and Michigan State Withholding Taxes are deducted from your salary in accordance with the Federal and State laws.
- You may use flex time within a pay period provided it does not interfere with regularly scheduled duties.

### **Time Off**

- NOBL's 8 paid holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve or New Year's Eve, or 1/2 day for each, and Christmas Day.
- Paid Time Off: You will receive vacation and sick day credit at the rate of 3 weeks per year. Please note, a "week" of vacation is equal to the number of hours you work a week. You should avoid taking vacations during and immediately before major NOBL events (National Night Out on the first Tuesday in August) and critical tasks; notify your supervisor at least two weeks in advance.
- Jury Duty: Employees called to jury duty are given a leave of absence with pay at their regular rate for working time lost up to the number of hours per work they would normally work.
- Bereavement: In the event of death in your immediate family, you may have up to three nonconsecutive days off, with pay, to handle the family affairs and attend the funeral. For this policy, "immediate family" is defined as: father, mother, step-father, step-mother, sibling, step-sibling, spouse (partner), child, step-child, mother-in-law, father-in-law, sibling-in-law, grandparents, and grandchildren. Additional unpaid days of leave may be requested of and granted by your supervisor.
- Other Leave: Other extended leaves, paid or unpaid, will be negotiated with the full Board of Directors on a case-by-case basis.
- Weather Policy: If GRPS is closed, NOBL is closed. Hours can typically be made up during the pay period, so will be unpaid unless specifically determined otherwise.

### **Conferences and Travel Expenses**

- See travel policy prepared for CDBG (training and transportation currently covered only so long as it fits within the budgeted CDBG grant allocation).

### **Health & Safety**

- NOBL covers each employee with Workers Compensation Insurance. No deduction from the employee's salary is made for this coverage. In order to comply with our Workers Compensation Insurance, all on-the-job injuries are reported immediately to the employee's supervisor. NOBL requires an Injury Report Form be completed and submitted.

### **Receipt and Signature**

I, \_\_\_\_\_ (Employee's Name) have received NOBL's Employment Agreement. I will comply with this document.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### **Attachments**

- Job Description
- Conflict of Interest Policy and Disclosure Form
- Orientation Packet

#### 4. Short Discussion Topic – Public Safety Spend Down (Motion?)

As shared by email, the subtotals by line item for proposed CDBG public safety resources primarily to benefit the health and law enforcement aspects of the Community Relations and Racial Equity Committee are Supplies: \$889.25; Printing: \$310.75; Contracts: \$100. Pending any minor adjustments (~\$25) based on remaining regular June expenses, does the board want to see any specific major changes to the proposed expenditures before Elianna submits the reallocation form to our contract administrator at the City?

#### 5. Committee report outs

**Development** – Demo on GVSU houses for roundabout has started; Integrated Architecture on Ottawa has encountered a variety of building deterioration so will be changing their exterior plans and expects to actually complete work and move this year. As Dean mentioned, he tabled his applications for 826 and 835 Fairview pending completing negotiations with the City for easements, etc. The project is likely to come back to the Planning Commission in August. Dean is also personally applying for a variance for a garage at his home 1 foot from the lot line instead of 3 feet.

We are ready to adopt updated Development Committee Operating Procedures:

#### **Committee Members**

The Development Committee shall consist of 10 individuals.

Quorum is 6 of those individuals.

The Development Committee shall meet the first Wednesday of each month at 6:30 pm at 700 Clancy. Notice of discussion topics, or a meeting cancellation, shall be sent the Friday before the meeting. Additional meetings may be scheduled during this monthly meeting.

Missing two consecutive meetings without providing notice to the committee chair or NOBL staff (Loren Sturuss, [sturussl@gmail.com](mailto:sturussl@gmail.com) or Elianna Bootzin, [noblgr@gmail.com](mailto:noblgr@gmail.com)) shall constitute resignation from the committee. If you will miss a meeting and want to participate by proxy, connect with the developer prior to the meeting, and send your written impressions with your preferred next step (another meeting with revisions, move to the public meeting, or a refusal to endorse the project) to the same contacts as above. This communication shall count towards quorum.

The purpose of the committee is to bring the look and feel of projects they support to the board for further endorsement. Specifically, the development committee must approve site plan and elevation drawings before a project is brought to the board for a vote. (Anything that does not include exterior changes comes directly to the board; anything they oppose does not move forward to the board at all.)

#### **Development Evaluation**

Q. Who needs to go through the procedure? A. Changes to property outside of the current city zoning. If within zoning, proceed. If not within zoning, schedule meeting with Development Committee.

##### 1. FIRST DEVELOPMENT COMMITTEE MEETING

A. Bring proposal. Include drawing and images to be distributed.

B. Questions you will be asked.

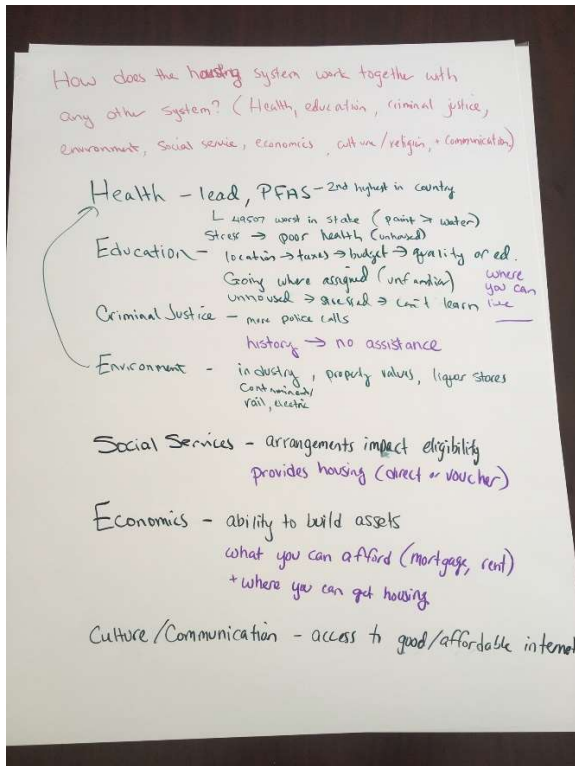
a. How is your proposal similar to or different from current zoning?

- b. How does your proposal differ from or align with the Area Specific Plan (ASP)?
- c. Does your proposal promote quality architectural design?
- d. Does the exterior of your proposal reflect materials commonly used in the neighborhood? remember that these buildings are intended to be experienced by someone walking by at 3 miles per hour, rather than someone in a car, going by at 45 miles per hour
- e. Size and Scaling to community, Right Sizing (reference ASP)
- f. Does the proposal respecting the rich historic character of the neighborhood?
  - i. This maybe on a house by house basis
- g. Is the proposal residential, commercial, or mixed use?
- h. Are you aware of City requirements?
  - i. Trees, parking, transparent surfaces etc.
- i. Do you have Parking? It is hidden from the street; we are against open flat lot parking. Against on street garages, for the removal of curb cuts, against parking in the front of the property.
- j. Does the decision benefit the citizens of Belknap? How?
  - ii. Infill, walkability, Diverse building stock, Age in place, diversity, ADA, Green space
  - iii. reservation of historic buildings with creative, context-sensitive redevelopment of open spaces
- C. There will be additional questions based on your proposal. This may include pricing and timeline.
- D. You will receive feedback from the group: Notes will be taken at this meeting
- E. You will receive next steps via email. This may include a rejection of your plan and a refusal to endorse this phase of your proposal. You may be given a second meeting to make modifications
- 2. 2<sup>nd</sup> ROUND COMMITTEE MEETING- Neighbors Have Been Contacted by Proponents (Developer)
  - A. Bring Updated Proposal. Include drawing and images to be distributed
  - B. Present any changes to proposal
  - C. Be prepared to answer same questions as above
  - D. Be prepared to demonstrate evidence of contacting and support from neighbors.
  - E. You will receive feedback from the group: Notes will be taken at this meeting
  - F. You will receive next steps via email. This may include a refusal to endorse to the full board the current phase of your proposal. Recommendation for Continued Development Committee Meeting or Progressing to Public Meeting
- 3. PUBLIC MEETING: Invite Stakeholders to meeting (Neighbors)
  - A. Bring Update Proposal
  - B. Prepare for questions from Public
  - C. You will receive feedback and
  - D. You will receive next steps. This may include a refusal to endorse to the full board the current phase of your proposal.
- 4. City Review
- 5. PUBLIC MEETING /DEVELOPMENT COMMITTEE MEETING-To review changes made by City.

- NOBL staff will draft a letter (approved by Board Chair) for delivery to planning staff (with cc to developer) once the project is on a planning commission agenda. The same letter will be forwarded to 2<sup>nd</sup> ward commissioners for PRDs etc.

The housing power analysis conducted at our May 22<sup>nd</sup> meeting generated the following images:



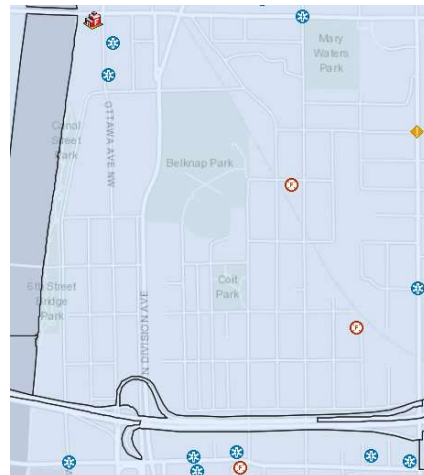


## Regular Report Contents:

Crime (last four weeks) from [www.crimemapping.com](http://www.crimemapping.com)



Fire from <https://grandrapids.maps.arcgis.com/apps/View/index.html?appid=50bbc7410e5447b99edde0e32d62f4c4> (one week)



**Public Safety:** The stairs and railings outreach is nearly complete!

### **Updates on Old Business:**

- No further updates on 712 North, 762 North, office signage, HousingNOW, trash can at L&L or lighting on stairs.
- May work plan results: Connecting with Fairview neighbors was slightly delayed but will be complete before our meeting. NLA funds have not yet arrived so the spring letter is not going to happen.
- June work plan changes: Again with NLA funds delayed we may not be able to do a (new) text reminder for Dumpster Day. Board topics are moving more slowly; there will be a revised work plan issued in August to reflect the remainder of the year.
- Terry previously mentioned that Highland Park/under the bridge was cleaner than early May of last year, though litter has increased again since. He is picking up a lot of extra trash and there should be a new trash can from the Parks Department going in by the bench along College.

### **Other NOBL updates/use of staff time:**

- National Night Out prep is going well – we have several sponsors, including for in-kind services, and have just received a \$300 minigrant from the Crime Prevention Association of Michigan which we will be able to use for 250 branded flashlights to give away to promote safety and build name recognition.
- The Breakaway Festival will once again host a Thursday night pizza party with ticket giveaways. Kona Ice will be there selling product as well as at the Festival itself. Beyond their costs, they will be donating their proceeds at the Festival to NOBL! Festival staff suggested we encourage residents to put their trash carts out to a) block their parking spots and b) collect any trash visitors take out of the park.

### **Other area news:**

- Crosswalk on Michigan at the River will go out to bid in July, have DDA funding approval in August, and start construction in September.
- Top 3 GRPD chief candidates are Lansing Police Chief Michael Yankowski, retired Pittsburgh Assistant Police Chief Larry Sciroto and Grand Rapids Deputy Police Chief Eric Payne. The community is invited to meet the finalists during a forum set for 6:30 to 8:30 p.m. Thursday, June 13 at Cesar E. Chavez Elementary School, 1205 Grandville Ave. SW. It will also be livestreamed.
- The Circle K on the southeast corner of Michigan and College will give a presentation on their upcoming renovation at the Wednesday, June 12 Michigan Street Corridor Improvement District meeting at 8:30 am at the Grand Coney.