

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of March 16, 2009**  
**Meeting Room - 8:00 AM**

**Present:** *Chair Greg Presley, Christopher Johnson, Margene Buckhave, John Casey, Mary Starring, Lynda Heaton, Jim Long, Jim DeHaan, David Larsen*

**Absent:** *Carolann Ayers, excused*

**Also Present:** *City Manager/Patrick Sullivan, DDA Director/Lori Ward, Assistant City Manager/Finance Director/Nickie Bateson, Secretary/Cindy Abar, JJR/Bob Doyle, Northville Record/Pam Fleming, Northville Journal/Scott Spielman*

**AUDIENCE COMMENTS**

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent agenda as follows:

- Minutes of DDA Meeting of February 16, 2010
- Financial Statement of February 2010
- Weekly Invoices for February 2010
- February 2009 PR Summary

Addition to the current agenda - Design Committee, 7.iii, CLG Grant

**Motion Larsen, seconded Casey** to approve the agenda and consent agenda as amended.  
**Motion carried unanimously.**

A resignation from the Board has been received from Lou LaChance. Lou moved out of the City of Northville and is no longer eligible to serve on the Board.

**ELECTION OF OFFICERS**

Nomination for DDA Board Chair: Greg Presley

**Motion Johnson, seconded Larsen** to close nominations and a unanimous ballot be cast for Presley  
**Motion carried unanimously.**

Nomination for DDA Board Vice-Chair: John Casey

**Motion Johnson, seconded Larsen** to nominate John Casey

**Motion Johnson, seconded Long** to close nominations and a unanimous ballot be cast for Casey  
**Motion carried unanimously.**

Nomination for DDA Secretary: Cindy Abar

**Motion Johnson, seconded Starring** to nominate Cindy Abar

**Motion carried unanimously.**

Nomination for DDA Treasurer: Nickie Bateson

**Motion Johnson, seconded Heaton** to nominate Nickie Bateson

**Motion carried unanimously.**

**EAST MAIN STREET CUT-THROUGH PROJECT**

Following a meeting with Cooper Design on March 12th, today's presentation has been postponed. Based on input from City Council, HDC and Comerica the design concepts have been narrowed down to two. Cooper Design is working on the selected concepts.

The Steering Committee will meet on March 19th to review the final two plans and budget. Presley suggests a special DDA meeting be held on March 30th for discussion on the two concepts. The DDA Board recommendation will go to Council at their first meeting in April. Gary Cooper will be invited to make a presentation and answer technical questions.

**Motion Johnson, seconded DeHaan** to call a special DDA Board meeting on March 30th for the discussion of the two E. Main Street Cut-Through design concepts  
**Motion carried unanimously.**

**Design Committee - Greg Presley**

Streetscape Enhancement Project - An MDOT grade inspection has been done. Part of the formal application process with MDOT is to certify our right-of-way. A large number of properties in the downtown have privately held property in front of the buildings. Because federal funds are being utilized we are required to secure temporary grading easements from the property owners in order to go on their property and to remove and replace the current sidewalk. Each of the properties has individually been surveyed by McNeely Lincoln. Two letters have gone out to the property owners accompanied by the easement information and valuation notice. The project was designed so that there is a band about 3 feet from the building before the decorative scoring starts. In the event that property owners do not want to participate the project will not be held up if 100% of the easements cannot be secured.

We are on track for a July 6th construction start date.

*Questions*

Referring to the west sidewalk at 120 W. Main, if the easement is part of a sidewalk that is not part of the project, is it necessary to sign the easement forms? There are five corner properties which require permanent easements to make ADA grade.

What is the status of the State Historic Preservation Office application (SHPO)? The application is in the review process.

MDOT Enhancement Grant Update - There will not be a new six year Transportation Bill passed before the next election. The House is working on an extension to December. The Jobs for Main Street Act may be a source of funding for the enhancement pledges.

**Platform Dining Update**

The revised ordinance has been reviewed by the City attorney.

Planning Commission review - March 16th

HDC review - March 17th

City Council - April for 1st & 2nd readings

*Questions and Comments*

Per City code the recommended height of the railing is 36 inches. The LCC does not require a railing, just something that defines a perimeter. Commercial code requires a four inch space between balusters.

The current recommended distance between the platform and the face of the building is five feet allowing for pedestrian movement. It is suggested that seven feet would be better. The current Outdoor Seating Ordinance requires five feet for pedestrian movement through whatever space is created with outdoor dining.

If there are two restaurants that are near each other, but not necessarily next to each other, that were going to have platforms the platforms should be put together so you don't have a situation where there is a platform, a parking space, then another platform.

Should the applicant be required to be open for lunch and dinner if they will have a platform, which is taking up a parking space? In the case of le George, who may be open for lunch and dinner and have a platform, and Table 5 who is currently only open for dinner and may have tables against the building, you will have created a space where pedestrians cannot get through.

If they have a platform, can they also have seating against the building? No

**CLG Grant**

Additional Information: DDA Communication, CLG Grant

The CLG application deadline is March 31st.

As a part of the E. Main Street Cut-Through Project panels have been designed for the cut through project. In addition, there are other areas within the downtown and the community that have a history. Council member Darga is chair of the Motor Cities National Heritage Area that has already developed text and compiled information on Stinson Aircraft, American Bell, and Fish Hatchery Park. It's our hope that we will be able to take that history that has been prepared and develop a Historic Markers Program and eventually a map and walking tour of the community.

**Motion Larsen, seconded Casey** to approve the resolution authorizing the use of DDA funds in the amount of \$25,000 as matching funds for the State of Michigan's CLG grant program for the research, writing and development of a Historic Markers Program for the City of Northville.

**Motion carried unanimously**

City Council approved the resolution on March 15th. A similar resolution will be presented to HDC on March 17th.

**Marketing Committee: Margene Buckhave**

**Movies at the Marquis** - Attendance has been down. The Marketing Committee will review the program at their next meeting to see how and if we continue to do this program, what changes can be made to get the attendance up and participation of the sponsors and other businesses that are not open. The cost is about \$10,000 to put on the series.

**First Fridays** - Discussions are being held on adding more activities to draw more people into town for the event. The NCBA has formed a committee and is talking with the music school and high school to get local musicians to come in and perform in some of the shops.

DDA staff has met with a radio station that has previously sponsored downtown events about doing an on-air performing arts contest. To participate in a First Friday contestants would submit tapes, etc. The selection process would be plugged by the radio station providing exposure for the artists. A proposal has been received from the radio station.

Margene has had contact with the Art Institute of Michigan and hopes to work with them to bring more permanent art displays into Northville Square for 1-2 months at a time with the focus and introduction on First Fridays.

**Business Mix Committee: Mary Starring**

Market Study Review - Figures are being updated to determine where we have gaps or over saturation of a particular type of business in the downtown. This information will be provided to property owners with vacancies and will indicate what type of businesses they should be looking for that will be sustainable.

The number of restaurants and specifically the number of liquor licenses in the downtown is being reviewed to determine what enough is and what is too much. The objective is to get a broad appeal that will attract people to Northville to support current businesses, but so as not to negatively impact the businesses by the additional liquor licenses that are coming in.

The above issues should continue to be addressed by the Business Mix Committee and come back to the DDA Board in a couple of months with an update.

Business Assistance Program (BAP) - The Business Assistance Advisory Committee met last week to review changes to the BAP which include:

- All Commercial Improvement Grants would be visible from the public right-of-way.
- The only signage that will be eligible for funding is projecting signage.

A schedule for the upcoming cycle has been established and letters have gone been sent to property and business owners. The total available funds for Technical and Commercial Improvement Grants in the next cycle is \$14,500. Starting July 1st we have an additional \$45,000 in the budget for fiscal year 2010-11. The next cycle will be administered in the spring of 2011.

**Parking Committee:**

Electric Car Update - A letter was sent to DTE; and we are waiting for a response as to what their feelings are with regards to commitments to the charging stations.

JJR has been made aware of our plans for this project and this area for the charging stations has been added into the first phase of the project. They are working with their service planning people to determine the need for the overall conduit and infrastructure for future projects.

*Questions and comments*

In regards to the removal of signage in the Old Church Square parking lot, the lot is full and customers are unable to find parking spaces. People working in the surrounding businesses are once again parking in the lot rather than parking in the surrounding neighborhoods. Customer complaints are being heard by staff at Stampeddler.

The Old Church Square lot will be the focus of the next Parking Committee meeting.

With the resignation of Lou LaChance from the DDA Board there is no longer a DDA liaison on the Parking Committee. John Casey is asked to take the position.

**Organizational Committee:**

No report

**Board and Staff Communications**

Meeting adjourned at 9:10am

Respectfully submitted,

*Cindy Abar*

Cindy Abar  
DDA Secretary

*Approved as amended 4/20/10  
(Amended text on page 1 shown with italics)*