

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of June 17, 2014
Meeting Room – 8:00 AM

The regular meeting of the DDA Board was called to order at 8:04 a.m.

ROLL CALL

Present: *Greg Presley, Margene Buckhave, Mary Starring, Lynda Heaton, Mayor Chris Johnson Jim Long, John Casey*

Absent: *Shawn Riley, Excused, Carolann Ayers, Excused*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Planning Coordinator/Kate Knight, DDA Marketing & Communications Coordinator/Christa Williams, Northville School Board President/Ken Roth, Director of Parks and Recreation/Jason Spiller, Resident/Fred Sheill, Resident Paul Sherbeck*

AUDIENCE COMMENTS

Paul Sherbeck voiced concern regarding potential changes in the parking lots and the potential loss of parking spaces throughout the Downtown. Jim Long responded to Mr. Sherbeck's concerns.

APPROVAL OF AGENDA

Motion by Starring, seconded by Buckhave, to approve the Agenda. Motion carried unanimously.

VENDOR POLICY FOR TOWN SQUARE

Pat Sullivan provided a written copy of the legal opinion submitted by the City of Northville's attorney. Board members reviewed the opinion.

Jason Spiller recommended a sub-committee be created to review applications and select vendors. Jim Long stated that DDA Board members do not need to be included in the sub-committee, but may if they choose. Ken Roth recommended that DDA Board members be included when the criteria for the selection procedure is established.

Motion by Long, seconded by Starring, to allow the Northville Parks and Recreation Department to implement the proposed Vendor Policy with the following modifications: “Each vendor may be permitted to a maximum of up to four(4) permits for Friday Night Concert Vending each season, or as space permits”; modify the date language to read “application must be submitted by April 1st of each year, or as space permits”; modify the language to read “pay a flat fee of \$100 per concert or 15% of their nightly sales, whichever is greater”; and no discrimination as to what type of vendor that may apply. **Yes votes:** Ayers, Buckhave, Heaton, Long, Presley, Starring. **No votes:** Casey, Johnson. **Motion carried with amendments as noted.**

SIGNAGE PROJECTS

Greg Presley presented an update of the Wayfinding Project: coordinating the Northville logo between all entities for signage, the City entrance signs, the proposed signage within the Downtown, color, font, size of the signage so they fit in with the existing streetscape. Presley also noted that the DDA Board would have final design approval prior to actual production of the signage.

Staff requested clarification of the approval process for the Wayfinding project. In addition the DDA Board, the HDC and City Council will review and approve the project design. City Council will approve the final bid award for the fabrication and installation of the signs.

Ward presented an update on the Comerica Community Connection exhibit design. The Design Sub-Committee is recommending the installation of three large panels which run the length of the walkway. The DDA Board members requested that the panels be smaller if possible, in the event that the building owner wants to punch openings in the building façade. Ward also presented the possibility of historical panels suspended from the ceiling. Ward was asked to try to meet a Grand Opening deadline for Victorian Festival weekend.

CENTER STREET ALLEYWAY PROJECT

Lori Ward presented an update to the Alleyway Project with concrete being used rather than brickwork. The cost estimate is approximately the same at \$15,053. A new cost estimate for the engineering company to relay the brickwork, with none of the initially proposed additional improvements, is \$1,565. Additionally, a drain will need to be installed, and landscaping will need to be replaced. This additional cost is estimated to be approximately \$3,500. **Motion by Casey, seconded by Heaton**, to approve the lower cost brick repair estimate, install a drain and replace landscaping. **Motion approved unanimously.**

NO SMOKING POLICY UPDATE

Lori Ward presented an update for the No Smoking policy. The Northville City Council approved the proposed No Smoking policy, along with funding for signage for the entrances to the Comerica Community Connection, and the Northville Town Square table tops.

BIKE RACK UPDATE

Lori Ward presented an update for the previously approved bike racks. The Northville City Council requested that more substantive bike racks be purchased for on-street bicycle parking. The Council voiced concern over the safety of the cyclists, and the sturdiness of the initially proposed rack. **Motion by Johnson, seconded by Starring**, to purchase more substantive bike racks per City Council's direction, with a cost not to exceed \$5,000. **Motion approved unanimously.**

COMMITTEE UPDATES

Design Committee

None

Marketing Mix Committee

None

Parking Committee

None

Organizational Committee

None

COMMUNICATION

Board and Staff Communications

The next DDA Board meeting is July 15, 2014.

Meeting adjourned at 9:53 a.m.

Respectfully submitted,

Christa Williams
Northville DDA
DDA Secretary
Marketing & Communication Coordinator