

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of August 21, 2018**  
**Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:05 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Chairman Shawn Riley, John Casey, Aaron Cozart, Jim Long, Robert Miller, Greg Presley*

**Absent:** *Carolann Ayers, Margene Buckhave, Jeri Johnson, Mary Starring*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director*

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda

- a. June 2018 Financial Statement
- b. July 2018 Financial Statement
- c. June 2018 Invoice Report
- d. July 2018 Invoice Report
- e. June 2018 Meeting Minutes
- f. July 2018 Meeting Cancellation

**Motion by Roth seconded by Miller** to approve the Agenda and Consent Agenda as presented. **Motion carried unanimously.**

**TOWN SQUARE USE POLICY**

Ward presented the Town Square Use Policy and Rental Application to the Board. Both the Marketing Committee and the Economic Development Committee have reviewed the document and offered minor changes. After the DDA's review, the next step will be to present the revised policy to City Council for approval and to amend the Fee Schedule.

Previously the Northville Parks and Recreation Department oversaw the rental of Town Square and provided support staff for events at the facility. The DDA has taken over managing the reservations for the Square. DDA staff reviewed the prior rental agreement and is recommending some modifications to the Policy. The first modification allows casual users of the Square to do so without renting the facility. The Square would be treated like a Park Pavilion. If someone wants to be guaranteed access to the Square they can reserve the facility, otherwise they can just show up and use it. The

second modification would reduce the price of the rental from \$200 a day to \$100 a day and \$50 for a half day. The proposed reduction in rental fee is meant to encourage greater use of the Square. Ward stated that this summer the Town Square has been used more for yoga classes, Wednesday night concert series and other activities.

Casey inquired whether renters get their money back if it rains and their event is cancelled. Ward stated that she has allowed previous renters to select rain dates if the date is available. Roth suggested adding a sentence to the Use Policy that states that Rain Checks are subject to availability.

Sullivan asked if under the proposed policy if you could have exclusive use of Town Square. Are the events open to the public or is just a pedestrian connection open to the public? Would the exclusive use of the Town Square allow the renters to ask displace people already in the Square? Could the DDA provide a reservation sign that is placed in Town Square? Sullivan asked about who would staff the reservations and take out the garbage or pick up the plaza. Usually the DDA's Seasonals could staff the events during the summer. When that is not an option, the DDA could contract with Parks and Recreation or DPW to provide these services.

Roth suggested that a change be made to the policy under the section that addresses "Who Needs to Submit a Town Square Rental Agreement?" to remove the term "exclusive use" and replace it with just "use" or "guaranteed use" of Town Square. Ward asked what factors determined the need to have a Special Event Application. Sullivan responded if it is on City property and requires City services a Special Event application is required. The difference is that events that require a Special Event are open to the public vs. the private weddings that are not open to the public.

**Motion by Miller seconded by Casey** to approve the Town Square Use Policy with changes noted above. **Motion carried unanimously.**

### **SECONDARY STREETSCAPE DESIGN GUIDELINES**

The DDA was asked by the Planning Commission to produce a set of Secondary Streetscape Design Guidelines to be utilized for projects in and adjacent to the DDA. With many new projects underway, it was important to provide a common set of design standards to provide consistency and continuity in the public areas of the downtown.

DDA staff, working with the Design Committee, pulled together existing information on design elements that would provide direction to a Developer as they developed their site plans for new projects. The standards include recommendations on trees, landscaping, site furnishings, lighting, sidewalks and other hardscape. It is difficult to mandate the spacing of these elements, not knowing how large a building or project will be. However the guidelines will give the Planning Commission a palate of materials, colors and plant material to utilize when reviewing new projects.

Once the DDA has reviewed and approved the Standards, they will be forwarded to the Planning Commission for review and approval.

Long asked whether the drawings in the standards are required or they are just concepts. Ward stated that the standards provide the palette for the developer to use in designing the streetscape for their individual projects.

The Board discussed whether they wanted to continue to utilize the raised planters since they have required a lot of repairs. Presley noted that the raised planters take up a lot of room on the streetscape and make outdoor dining difficult. Miller stated that the Design Committee recommends the elimination of the raised beds and substitute linear plantings or trees in grates. Sullivan asked if the grates could be treated so that they would not rust. Presley asked if the grates specified provide enough room for a tree to grow and noted that the trees are all irrigated.

Presley asked if we could call more attention to the Irrigation requirements in the document. Sullivan suggested that we also add a photograph of single hoop bike racks to the standards, providing more options for the developer to select from.

Presley suggested that the name of the guidelines be changed to “Secondary Street Design Standards”. Miller suggested that the phone number for S & G Products, the manufacturer of the bike hoops be updated. The phone numbers I currently incomplete.

Presley recommended that the sidewalk section of the guidelines be explored further to specify the color, selection, and pattern. Sullivan suggested that we add window pane finish to the specification. Long recommended that the guidelines specify a 6 sack concrete rather than a 5 sack concrete to address the cracking issues that we have seen downtown.

**Motion by Casey seconded by Cozart** to approve the Design Guideline with the changes noted above and forward to the Planning Commission for consideration.  
**Motion carried unanimously.**

#### **COMMITTEE INFORMATION AND UPDATES**

##### a. Design Committee

- Bike Racks and Bike Repair Station - Responsibility for the bike repair station has been removed from this committee, as the Eagle Scout will be locating it outside the DDA boundary, at the Hines Park Trailhead on the south side of Seven Mile Rd. Mark Gasche, Parks & Rec, will assist.
- Twenty single hoop bike racks and three multi-loop racks will be recommended for purchase at a future DDA Board meeting. Total purchase expense (not including installation) is estimated to be about \$3800, in the 2018/19 budget year.
- A parking map is being updated that will show the location of all of the new bike racks.
- Street Light Banner Hardware – DDA staff has pulled together several quotes. The difference in price varies by a large amount. DDA staff is doing some follow up in order to compare the quotes and compare apples with apples.

- Sullivan suggested that we review the location of two wooden poles on S. Center that could potentially act as the poles for the cross street banner and could provide a substantial savings to the DDA.
- The Piano project has a deadline to be installed of Heritage Festival. The project has taken longer than anticipated, but it finally moving forward.
- The mural project is moving forward. Volunteer Chuck Murdock is leading the efforts on this project. Several locations, images and methods of installation have been discussed and options narrowed down. A small committee made up of the Art House, DDA and a local historian has been put together to have input on the project. Riley asked for a copy of the design of the project to submit to the Board of Realtors for possible funding.

b. Marketing Mix Committee

- A representative of Mill Race Village has joined the Committee and it has been a positive addition.
- Discussion at the last Marketing Meeting to join effort on some of the special events. Mill Race, the Art House and Center Street Brewing have discussed whether it would be feasible to collaborate on a project at Ford Field/Mill Race next summer.
- Sunday, August 26th Scars on 45 will be playing at Genitti's. Local musician Ryan Racine will open for Scars on 45 at 6:45pm. Concert has been sponsored, so is free to those who attend. Donations are encouraged and all proceeds will benefit Living & Learning Enrichment Center.
- The DDA is producing a set of criteria for DDA sponsorship so that when an organization approaches the DDA they can evaluate the request.

c. Parking Committee

- The Committee received a complaint from a downtown resident over the cost of the monthly permit and the lack of designated spaces to park in overnight. The Committee met and recommended that the fee of \$10/month be maintained and designated additional parking spots along the perimeter of the Marquis, Old Church Square lots and on top of the MainCentre and Cady Street Parking decks for overnight parking. This information has been conveyed to the resident.

d. Organizational Committee

- Ward informed the Board that the DDA is short staffed both in the office and with the seasonal groundkeepers. Ward has advertised the opening for seasonal in the Northville Times, on the DDA and City website, social media and Indeed.
- Jeri Johnson will be joining the Organizational Committee
- Long suggested that we talk to Northville Public Schools or Schoolcraft.

e. Economic Development Committee

- Cozart reported that at the August EDC meeting the majority of the time was spent talking about the Northville Downs Project. The project will be presented to the Planning Commission on September 4<sup>th</sup>.

- The Committee will hold a special meeting to discuss the project further and put together a summary of the Committee's comments and share with the Planning Commission at the meeting.
- Long asked if the information was available to the public. Sullivan said that it has been submitted to the City, so is available. Long inquired whether the grid street pattern would be continued and whether the river would be opened up.
- A general discussion of the project took place among the Board members.
- The developers are contributing 6.5 acres to the City for a park and if the City wants to daylight the river, it would be up to them.
- There will be approximately 577 housing units in the project made up of stacked apartments, townhouses, and single family homes.
- The Farmers' Market has been reduced in size, alleyways in back of single family have been removed which will cause an increase in curb cuts on the streets.
- Estimates for daylighting the river are between \$2-3 million.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

##### Future Meetings / Important Dates

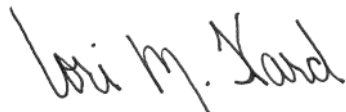
- a. Tunes on Tuesday – every Tuesday
- b. Wednesday Night Concert Series - every Wednesday
- c. Farmer's Market – every Thursday
- d. Friday Night Concert Series – every Friday
- e. Scars on 45 – August 26
- f. Marketing Committee – September 6
- g. Spectrum Fest – September 8
- h. Design Committee – September 10
- i. Executive Committee – September 12
- j. Heritage Festival – September 14 - 16
- k. Economic Development Committee – September 17
- l. September DDA Board Meeting – September 18

#### **BOARD AND STAFF COMMUNICATIONS**

The next DDA Board meeting is October 16, 2018

**Meeting adjourned at 9:45 am**

Respectfully submitted,



Lori M. Ward, Director  
Northville Downtown Development Authority