

**City of South Lyon**

**Downtown Development Authority Regular Meeting**

**December 11, 2008**

Chairperson Clark called the meeting to order at 9:11 a.m.

**Present:** Randy Clark, Gretchen Phillips, Gary Fagin, Joe Repanshek and City Manager David Murphy.

**Absent:** Dawn Tenpenny, Barb Herzog, Don Beck.

**Also present:** Kristen Delaney, Director of Community and Economic Development, Susan Stowe of Grande Trunk Home, Janice Eldon of Jan's Skin Spa, Lee Ann Tolinski of the Gallery Café and Tim Kniga from Hubbell, Roth & Clark, Inc

**Approval of Minutes:**

Motion by Phillips, supported by Fagin.

To approve the Minutes for November 13, 2008.

**Vote:** **Motion Carried Unanimously**

**Approval of Agenda, as amended to include "Bike Racks" as the 4<sup>th</sup> item under Old Business:**

Motion by Fagin, supported by Phillips.

To approve agenda for December 11, 2008.

**Vote:** **Motion Carried Unanimously**

**Public Comment:** None.

**Old Business:**

- 1) **Veteran Lot Design:** Tim Kniga addressed the board and gave them an overview of plans for the Veterans Parking Lot. He stated that in 2003 or 2004, his firm had put estimates together and presented a rendering of the lot upgrades to Kristen Cunningham. Cunningham had secured a funding source and directed him to do an estimate for the south lot only. This estimate included a decorative brick wall, brick pavers, landscaping and updates similar to what had been done on the Wells Street Lot.

Kniga stated that prices had changed in the four years since HRC had put together an estimate, and that he would formulate a new one and present new renderings to the DDA if needed. Clark inquired about the cost of the brick wall for the south side of the Veteran's Lot and wondered if there was any chance that grant money could be used to carry this out. Kniga stated that in 2003, the cost for the entire project was between \$400,000 and \$600,000. Clark looked at the rendering that Kniga presented and asked if any parking spaces were to be lost in the project. Kniga responded that there would be 18 spaces, and that none would be lost. Clark stated that he had been in contact with someone from the VFW and that they may be able to contribute to the project in a small way. Murphy stated that he expected revenue from property taxes to decline by

10% based on information from the Assessor's Office. He stated that he would be delving into the budget in January and February to get a better idea of where the DDA stands in terms of funding.

Clark asked Kniga if the DDA could get an estimate for basic improvements only, such as milling and capping. Kniga stated that he would provide that, but that these improvements would also require that the lot be pulverized beforehand. He stated that according to his 2003 estimate, this would have cost around \$30,000 at the time. In today's prices that would be in the \$50,000 range, including landscaping. The cost of a decorative wall would be between \$12 and \$20 per square foot, roughly \$15,000 for the entire wall. He went on to say that there were many variations on the project that the DDA could pursue.

Fagin questioned if the DDA should spend money on the wall if resources are scarce right now. He went on to say that if nearby businesses have a problem with cars driving over from the lot, then they could pay to have the wall installed. Kniga suggested that they could install a curb on the south side of the lot to stop people from driving over the berm. He also stated that a curbed lot would not need parking blocks, which would help reduce costs. Clark stated that he thought that whatever the DDA does it should first and foremost improve the surface of the parking lot.

Phillips stated that she disagreed with the suggestion that the DDA should stray from the plan that it conceived of in 2003. She asserted that in the original plan, they had decided how they wanted the downtown to look and they she stay true to their original vision. Fagin agreed with Phillips, stating that if there was not money to do the entire project now, they should break it up into stages. Clark asked Kniga what the price would be to pulverize and pave the lot and install parking blocks. Kniga said that he did not know off the top of his head, but could get back to the DDA with some figures. He stated that the landscaping figures in the original estimate were very generous and could probably be scaled back. Clark stated that perhaps the Beautification Committee could be of some assistance and help reduce landscaping costs.

Repanshek inquired about the timeframe for the project. Clark stated that they would like to see it take place next year. Phillips said that she hoped it would happen in the spring. Murphy stated that he would look at the budget and see what had been set aside. Fagin asked if the DDA would have estimates for the next meeting and Kniga replied that he would have a breakdown of costs prepared for them.

- 2) **Maintenance:** The board discussed the possibility of purchasing a tractor for maintenance. They noted that they needed to approach Ashelman's near US 23 and North Territorial for prices.
- 3) **Sidewalk Signs:** The board noted that this issue would be going before the Planning Commission later that day. No action was taken at this time.
- 4) **Bike Racks:** Fagin noted that he had been in Saline, Michigan and noticed the unusual bike racks that they had installed. He showed the board a picture that he had taken on his phone and wanted to know if South Lyon could purchase similar bike racks. Murphy noted that the DDA had recently ordered several bike racks and that they would be arriving in mid-January. Delaney stated that she would call the City of Saline and find out where they purchased their bike racks because this might be something that the board would like to pursue in the future.

#### **New Business:**

- 1) **Carriage Ride Sponsorship Recap:** Clark stated that the event had been a success, although he noted that it was not as busy as last year. He thought that this was probably due to both the inclement weather and the poor economy. Fagin stated that he thought that these events would be more successful if they could advertise using banners that hung across the road. Murphy stated that he is already talking to Oakland County regarding the possibility of placing banners over county roads. He stated that putting poles up in the right-of-way, as well as securing the maintenance vehicles such as a bucket truck to install and remove the banners was problematic. Fagin asked if they Fire Department could help with this. If not, Fagin thought there were others ways to do this. Phillips suggested an alternative method, installing signage near the City parking lots. Murphy noted that the sign in McHattie Park off Pontiac Trail, while small, took up a great deal of man hours to maintain and keep up-to-date. Tolinski noted that Milford had banners that go over the road and said that she would try to take some pictures of them to show to the board. Kniga suggested that the board utilize the light poles that were already there.
  
- 2) **Marketing and Promotion Committee:** Repanshek stated that the committee's next meeting would be on January 7, 2009. At that meeting they planned to elect a Chair and a Secretary. Repanshek stated the he would provide the DDA with a list of committee members after the January meeting.
  
- 3) **Define responsibility for downtown groups:** Clark noted that in the past there has been a lot of overlap in the efforts of the DDA, Parks and Recreation and the Beautification Committee. Murphy stated that the DDA might want to think about making liaisons to the different committees so they could all share information. Murphy also noted that they need to work on clearly defining the roles of all three organizations so that there is less redundancy. He pointed to the example of the bike racks, which Parks and Recreation and the DDA had worked on separately.

**Board Member Comments:**

Murphy stated that a lease has been signed for the building that was formerly home to Bistro 127. Eldon asked if he knew when she was opening and Murphy responded that he did not, but would find out. Murphy noted several people had expressed interest in the restaurant formerly known as Screwie Louie's. He stated that the building had some water damage and would need a great deal of work to be reopened.

**Adjournment:**

Motion by Repanshek, supported by Phillips.

To adjourn meeting at 10:00 a.m.

**Vote:**

**Motion Carried Unanimously**



Randy Clark, Chairperson



Kristen Delaney, Recording Secretary