



## MEETING MINUTES – APRIL 13, 2017

- I. **Call to Order:** 8:30 a.m.
- II. **Roll Call:** Present were: Gene Carroll, Cheryl Wickham, Abe Ayoub, Tracey Hill, Marsh Calus, Dereck Mashburn, Marilyn Smith and Jennifer Dunigan. Lynne Ladner and Abe Ayoub were absent (excused).
- III. **Approval of the Agenda:** Cheryl moved to approve, Supported by Marilyn. Motion passed unanimously.
- IV. **Approval of the February 9 and 16 (Board Retreat), 2017 DDA Board Meeting Minutes:** Tracey moved to approve, Supported by Marsha. Motion passed unanimously.
- V. **Citizen Comment:** None
- VI. **New Business:**

- A. **Consider Approval of Façade Improvement & Sign Grant Program (FISGP):**

The Board reviewed the proposed FISGP and noted two items. 1) The time limit for project completion will be “12 months” from project approval, and 2) the number of years after the approved project grant is received that a building owner can not alter the facade is “5 years.” The City Council will discuss and potentially approve the FISGP at their April 24, 2017 Meeting. The actual funding will be a separate item as part of the City Budget approval process by City Council. The DDA will create a Design Committee which will begin to meet in May. Dereck and Tracey volunteered to be on the Design Committee. There has been discussion by the City Administration to have a committee for the purpose of review and approval of FISGP Grant requests. That committee would be a subcommittee of the Design Committee for organizational purposes and for consistency with the Main Street Program.

Dereck, Marsha, Marilyn, Cheryl and Jennifer expressed interest in being on the Promotions Committee which will begin to meet in April or May.

Bob noted that we have to be careful not to have a quorum of the DDA Board on any one DDA Committee. The City Attorney and City Manager will provide input into the make-up of the FISGP subcommittee. Tracey moved to approve



the FISGP as presented, with the 2 items noted above. Supported by Jennifer. Motion passed unanimously.

- B. Consider Request to City Council for Transfer of Funds to the DDA for the FISGP: Bob presented a list of potential FISGP projects for 2017 and 2018. Bob also noted that the City intends to only provide the funding for 2 or 3 years until the DDA's TIF Revenue can support the FISGP. The Board discussed different potential building rehabilitation projects and Bob noted that the "U.S. Secretary of the Interior Standards for Rehabilitation" and the "National Main Street Building File Design Guidelines" will be utilized for all FISGP project reviews. Dereck moved to approve. Supported by Cheryl. Motion passed unanimously.

C. DDA- Economic Development Activity Update:

1. Update on Downtown Business & Property Owners Meeting held Thursday, April 27:

2. Business Recruitment Activity: Bob noted he is working with 4 different upscale, full-service Restaurant owners who are interested in locating in Downtown South Lyon; Also, an Art Gallery Consortium, 2 different Wine Bars, Cheese & Wine, and Children's Clothing. Bob noted that with a lack of available space downtown, he is developing relationships with building owners and real estate reps in order to move current office and service businesses to other parts of the City to make room for prospective retail and restaurant businesses. He is also actively promoting redevelopment of property in compliance with the City's new Master Plan, in and around the DDA district. Bob is now having conversations with 2 major developers.

2. Building Rehabilitations Update: Bob noted he is now actively working with the new owner (Ron Borgman) of 115-117 N. Lafayette (2 buildings), and the owner (Richard Rowe) of the Lake Street Tavern buildings (2) and the Tai Kwon Do building (1), on major facade rehabilitation. Bob is also talking with Andrea Phillips about a new upper cornice on the Coral Sash Building.

D. Michigan Downtown Association Spring Workshop, June 8, Arts & Culture

Downtown: Bob noted the MDA Workshop on June 8 in Dearborn entitled "Embracing Art & Culture: Cool Tools for Economic Development." Bob distributed copies of the Workshop Program which noted many sessions related to arts and



culture. There was a short discussion on the importance of “Place” and “Arts & Culture” as key elements of successful economic development.

**D. Discussion on Possible Relocation of the Veterans Monument (“The Rock”):**

Bob noted that he had initial discussions with Harvey Wedell about traffic noise and safety for attendees at Memorial Day and Veterans Day activities at the memorial. Harvey gave Bob VFW contact information and Bob contacted them. The VFW representatives were very interested in a very positive manner to discuss potential relocation and expansion of the memorial now located at the southwest corner of S. Lafayette and Liberty Streets. A potential relocation was discussed for the frontage of property at Depot Park, at S. Lafayette and Dorothy Street, near the Blue Star Memorial. Bob then noted he contacted Don Beagle, South Lyon resident and landscape architect because he was involved last year with the Ciarrmitaro monument, at the entrance to the football field at South Lyon High School, to a South Lyon High School graduate who was killed in action in Afghanistan. Don prepared some concept sketches for a possible relocated and expanded Veterans Monument. The VFW reviewed those sketches and was very pleased. Bob also noted that a site plan and construction drawings would be necessary and approvals by the VFW, Parks & Recreation Commission, Historical Society, Planning Commission and City Council would be necessary. The project (planning, approvals, fundraising and construction) may take up to a year or more to be accomplished. The relocation would also allow redevelopment of the current monument location as part of a new mixed-use development of the existing site and surrounding property as noted in the new Community Master Plan.

**VII. Old Business:**

- A. South Lyon Hotel Update: Bob noted that the building shell (concrete block walls) are almost complete and the steel rafters, floor joists and structural posts will soon be in place as well..
- B. DDA Board Retreat: Meeting was held on Thursday, 6 – 9 p.m., February 16, 2017 at 131 N. Lafayette Street, Tracey Hill Photography Studio, above Coral Sash. Goals and objectives were discussed and project priorities were noted for 2017. Minutes of the Board retreat outline the details. The utilization of the National Main Street Program as the DDA’s overall management strategy and operations philosophy was also discussed. Board Members felt that the meeting



was very worthwhile and should become an annual event. Banner Poles and a Ribbon Cuttings/Media event for new, relocated and expanded businesses were agreed upon as the highest priorities.

- C. DDA. Events/Committees/Activity Updates: No updates at this time. Committee Chairs will begin to plan for each event in the near future, as soon as possible.

**VIII. Tabled Business:**

- IX. Banner Poles on N. Lafayette Street: Gene noted this needs to stay on the agenda and asked Bob to get costs on the “purchase and placement of 2 wooden poles”, and to see if the hardware that was purchased last year is usable. Bob said he will contact DTE to see if they can provide the 2 poles and possibly funding, as a grant, to purchase and put the poles in place.

**X. Other Items:**

- A. The Promotions and Design Committees (two of the 4 Main Street Committees) will begin to meet in April or May. A DDA Board Member will serve as Chair for each committee.
- B. The Board asked to have Cool Yule placed on a DDA Agenda for discussion and possible input.

- XI. **Board Member Comments:** None

- XII. **Adjourn:** Motion by Dereck, Seconded by Cheryl to Adjourn. Motion carried. Unanimous. Meeting Adjourned at 10:05 a.m.

Jan. 12

