

**CHARTER TOWNSHIP OF LYON  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

**MEETING MINUTES**

**TUESDAY, JANUARY 12, 2010**

Chairman Jay Howie called the meeting to order at 7:00 p.m.

Members present included John Bell, Jay Howie, Troy Powe, Bryan Wallace, Tamra Ward, Lannie Young.

DDA members Tim Miner and Mark Mitra were absent.

Also present Chris Doozan, Interim DDA Director, Matt Quinn, Township Attorney, Eric Lord, Township Engineer, Dean Hay, McKenna Associates, Courtney Piotrowski, McKenna Associates, Stefan Kogler, See, Say & Do, and 6 guests.

**Public Discussion - non agenda items.** John Bell introduced new Planning Commissioner, Ed Campbell, present at tonight's meeting.

**Approval of Agenda.** Troy Powe made a motion to approve the agenda as presented. Bryan Wallace offered support for the motion, which was approved unanimously.

**Approval of Prior Meeting Minutes:** *Tuesday, December 8, 2009*

Tamra Ward made a motion to approve the meeting minutes of Tuesday, December 8, 2009. Bryan Wallace offered support for the motion, which was approved unanimously.

**Committee Reports**

**Organization - Lannie Young**

**Review of Bills Paid**

Lannie Young presented the DDA with a checklist that summarized recent expenditures and payments along with a brief explanation. Mr. Young commented that the DDA paid off the VS-17 and Lamb properties and the current account balance exceeds \$2 million.

**Development Plan and Form Based Coding**

Chris Doozan stated that they are making progress on the Development Plan but have not started on the Form Base Coding. A report on the Development Plan will be presented at next month's meeting.

Mr. Doozan explained that the Development Plan and the Tax Increment Financing Plan that has to be approved by the County.

#### **Update - Stefan Kogler**

Stefan Kogler presented 2 choices of the proposed calendar for DDA approval with the suggestion that the calendar run from February thru February.

Discussion took place regarding coupons on the calendar, with Mr. Kogler suggesting coupons retrieved through cell phone texting as a better alternative.

A calendar choice was made with the decision of going with a lighter background than the one presented, to enable a person using the calendar to make notes on it.

Mr. Kogler also presented the DDA with an example of the layout of the future DDA website. He explained the features of the site with discussion taking place but no action at this time. He indicated the web site would be up and running in mid to late March.

#### **Liquor License Update**

John Bell explained that the liquor licenses believed to be available in the DDA are possibly not available to townships. This can be challenged and the best way to approach this is to attempt to change the legislation and the law to make townships eligible.

Mr. Bell continued that supposedly we have 740 liquor licenses but if challenged we may not have any and do we want to work with our Representative Hugh Crawford to change this legislation.

Mr. Bell stated that the latest information he has is that the Attorney General may have to provide an interpretation of whether we have 740 licenses or not.

Lannie Young stated that the question is does the DDA want Hugh Crawford to see if someone can introduce some legislation to make sure that township's are included.

Vince DeAngelis stated that by asking for clarification they may clarify in a way that states no, townships do not qualify.

Mr. DeAngelis continued that what is being asked is do we do it or just let it sit.

Matt Quinn suggested that before any action is taken with Hugh Crawford a phone call to the M.T.A. might be in order. He noted that they have a legislative branch and if this is going to be statewide they could be working on it.

Lannie Young offered to contact the Larry Merrill and bring back additional information.

### **Meeting with Bob Gibbs**

Chris Doozan explained that Bob Gibbs is a retail consultant for downtown areas in particular and is coming to speak about retail opportunities and development in the New Hudson and Lyon Center areas.

Mr. Doozan stated that this will take place on Thursday, January 21<sup>st</sup> at 9:30 a.m. and anyone who would like to attend is welcome.

### **Compensation for Rose Case**

Lannie Young made a motion to table this agenda item until the February meeting. Tamra Ward offered support for the motion, which was unanimously approved.

### **Solar Power at Township Hall & Fire Station**

Discussion regarding solar and wind power took place and it will be researched further by John Bell.

### **Promotion - Troy Powe**

#### **Monthly Update**

Troy explained that he is in the process of setting up a meeting with his committee to come up with ideas to bring back to the DDA. He should have something by the next meeting.

### **Design – Tim Miner**

#### **SW ring road and roundabout**

Eric Lord reported that he should be receiving comments from the RCOC by the end of the week and once those are received they will be ready to proceed with preparation of the bid set.

#### **NE roundabout landscaping project**

Dean Hay reported that the bid package was complete and submitted to RCOC for the vehicle right of way permit. He explained that the package came back with a request to see the electrical plan and the chevron sign in the roundabout. Also, the trees must be a minimum of 10 feet behind the curb according to the RCOC.

Mr. Hay stated that he plans to talk to the permitting engineer to find out exactly what needs to be done to move forward.

Mr. Hay requested to move forward with the bid package but assured the DDA that he would not proceed until all the requirements are known.

**Tamra Ward made a motion to proceed with the bid package for the NE Landscaping Project contingent upon the approved requirements of the RCOC. Troy Powe offered support for the motion, which was approved unanimously.**

### **Update appraisals and land purchases**

Matt Quinn reported that on November 30<sup>th</sup> he closed on the Lamb and Pietrandrea properties. The properties remaining are the Meadows, Keeran and a small portion of the Pendleton Park Apartments property.

Lannie Young explained that he met with the Meadows regarding the necessary easements and they are going to discuss it with family living out of state. He stated that they seemed receptive and will be getting back to him.

Mr. Young also noted that he presented a purchase agreement to the son of Mr. and Mrs. Champion who is acting in their behalf and he is waiting to hear from them.

### **Park Plan Proposal for David's property**

Courtney Piotrowski explained that after a meeting with the Design Committee she was asked to take a look at the David's property and prepare a proposal on how it can be integrated into a park in the DDA District.

Ms. Piotrowski stated that they put together a design proposal to do a conceptual design phase and then carry it through to the construction stage.

Ms. Piotrowski gave the DDA a brief overview of what the proposal contained.

Lannie Young questioned whether the David property along with the DJ Brick and Riesmann property might not make a nice use for a private entity because it fronts on the road.

Mr. Young expressed concern about spending a lot of money on a park only to find out that with the increased traffic on the road the property might have better use development wise.

It was agreed by the DDA that additional investigation is necessary before money is spent on a park design.

Chris Doozan explained that two proposals were prepared. The one handed out this evening was the conceptual proposal which is probably what the DDA is looking for right now. The second proposal went through the design and construction phase and was emailed to the DDA.

Ms. Piotrowski stated that the proposal before them for \$4,300.00 would consist of a conceptual design workshop with the DDA, walking the site to look at what the opportunities are, doing a concept plan and coming up with a cost estimate.

John Bell suggested and Jay Howie agreed that this should be sent back to the Design Committee for their reviewed.

Troy Powe agreed that this item should go back to committee but to also be cognizant of the cost of consultant time when things are repeatedly sent back to committees. Lannie Young stated that he doesn't believe that the DDA has studied the proposals presented and therefore are not really prepared to make any decisions on them this evening.

**Lannie Young made a motion to table the David's property park proposals until the February meeting. Bryan Wallace offered support for the motion, which was approved unanimously.**

**Lettering on NW Roundabout wall**

Dean Hay stated that the coloring used on the roundabout lettering is not very visible; it all looked great until it was put together.

Mr. Hay continued that the easiest way to take care of it is to simply change the color and he has been working with different color combinations. One choice would be Lyon Township being bold and Business District a different color.

Mr. Hay reported that there was no real combination that made everything readable and the best suggestion was to make everything black.

Jay Howie stated that unless he sees the color on foam core set against the brick he does not want to see a decision made.

Lannie Young suggested cutting foam core and setting it directly on one of the large letters and one of the small letters in both white and black and stepping back to see if it is readable.

Jay Howie suggested additional sample colors and also the possibility of extensions to bring the letters out from the wall for a shadow effect.

Dean Hay expressed concern about moving the letters out due to the placement of the lighting.

Lannie Young noted that the lights have two spots and do not wash at the right photometric and this is something we have to correct at the next roundabout.

Stefan Kogler suggested cutting the letters out in vinyl and then placing them on the existing letters and knows of a company that can provide this service.

Jay Howie suggested McKenna Associates hire Stefan Kogler to work with them on the roundabout lettering and bill the DDA for his services to which Chris Doozan agreed.

Stefan Kogler offered an explanation of how the vinyl lettering would be created.

Tamra Ward offered the services of her husband to look at the lighting and provide suggestions.

**Lannie Young made a motion to approve an amount not to exceed \$500.00 for vinyl lettering to correct color of the NW Roundabout. Tamra Ward offered support for the motion.**

**Roll call: Ayes: Troy Powe, John Bell, Tamra Ward, Jay Howie  
Vince DeAngelis, Lannie Young, Bryan Wallace**

**Nays: None**

**Absent: Tim Miner & Mark Mitra**

**Motion carried**

McKenna Associates and Stefan Kogler will work on securing the vinyl lettering.

#### **Grand River Streetscape Plan report**

Courtney Piotrowski reported that there is not much new that the DDA isn't already aware of. A contract has been prepared for DLZ to do a traffic study of the intersection to help guide the decision making. Ms. Piotrowski reported that a meeting will be held tomorrow (January 13) with the RCOC to discuss aspects of the traffic study..

Ms. Piotrowski stated that a meeting of the Design Committee will take place before the next meeting and they will have a lot more information about what direction we are heading in.

#### **Aerial Mapping Project**

Eric Lord explained that they are gathering the foundation for the work that will be done on the streetscape project and one of the tasks is aerial mapping, which is now complete.

Mr. Lord continued that they now have the base file that they will be working from. In addition they are doing strip topo along the Grand River corridor which will be used in the design work.

#### **DLZ Proposal to complete Traffic Study at Six Points Intersection**

Eric Lord reported that they met with DLZ to discuss the intersection of Grand River and Milford and the status of the study they performed in 2005 with the RCOC and that study was approved by the RCOC.

Mr. Lord continued that they would now like to amend that report and take it to the RCOC because what the intersection will look like will have a great impact on the streetscape.

Mr. Lord stated that DLZ has submitted a proposal and the scope of that proposal will be verified by the meeting that will be held tomorrow with the RCOC. What comes out of the meeting might change the scope of work or confirm it.

Lannie Young explained that no action will be taken on the proposal until after the meeting with the RCOC.

#### **Status of revisions to Master Plan by the Planning Commission**

Chris Doozan reported that he has been working with a sub-committee on the Master Plan and it is moving along quite well and making good progress.

Mr. Doozan stated that since the Planning Commission does not have much going on at their meetings the full commission will begin reviewing the Master Plan.

Lannie Young asked if there would be a section in the Master Plan dealing with only the New Hudson area and Mr. Doozan responded that there would be.

#### **Overlay to show impact of the streetscape program**

After discussion the decision was reached to wait to do something like this.

#### **I-96 & Grand River signage**

Discussion took place regarding the importance of signage and getting started. Jay Howie, Courtney Piotrowski and John Bell will meet to discuss and get started on the signage and this will also be a topic at the RCOC meeting on Wednesday.

#### **Warranty Replacement Plantings on Milford Road**

Dean Hay stated that the contractor has not called him to do the maintenance work and so he turned the matter over to Matt Quinn to contact Hanover Insurance the bonding company for Tom's Landscaping.

Matt Quinn stated that he sent a letter to Hanover Insurance. He also received a phone call from an attorney for Tom's Landscaping who admits that they have not completed many jobs but hope to make enough money plowing snow over the winter to complete unfinished work.

Mr. Quinn continued that between Hanover and or Tom's he should have answers and will keep the DDA informed and hopefully report on this next month.

#### **Economic Restructuring - Mark Mitra**

##### **Monthly Update**

In the absence of Mr. Mitra no report was presented.

##### **MEDA Conference recommended action for the DDA**

Chris Doozan gave a brief overview of the information handed out regarding the topics presented at the MEDA Conference that he and John Bell attended.

Discussion on this material will be held at the February meeting after the DDA has an opportunity to review it.

**Itinerary for visits to various Downtowns**

Chris Doozan provided an itinerary of the towns that will be visited along with an explanation of why the communities were chosen.

Mr. Doozan noted that the itinerary would cover 110 miles with 2 ½ hours of drive time and would probably take 4 to 4 ½ hours. The cost of transportation will be between \$360.00 and \$400.00.

Jay Howie asked if there is a community that could be visited that came from pretty much the same soil as New Hudson. Franklin was one suggestion, it being a hamlet.

Vince DeAngelis stated that he was in Lake Orion recently and found it to be an interesting community that at one time might have been old and in disrepair.

Chris Doozan explained that you will not find a community that exactly matches New Hudson and there might be some communities that are more appropriate but they are farther out.

Dates will be sent out via internet by John Bell to people who will take part and from that email a date will be determined.

Matt Quinn reminded the DDA that this needs to be posted as a study session by the DDA and also the Planning Commission if they choose to attend.

**Announcements**

**Dean Hay presented bills from J. A. Lombardo & Associates Inc. and Sinacori Landscaping for payment.**

**Bryan Wallace made a motion to approve payment to Lombardo & Associates in the amount of \$1,084.00 for their work at the Lyon Center NE Roundabout. Troy Powe offered support for the motion.**

**Roll call: Ayes: Tamra Ward, Vince DeAngelis, Troy Powe, John Bell, Bryan Wallace, Lannie Young, Jay Howie**

**Nays: None**

**Absent: Tim Miner & Mark Mitra**

**Motion carried**

**Lannie Young made a motion to approve final payment to Sinacori Landscaping for lettering for roundabout wall in the amount of \$2,070.00. Bryan Wallace offered support for the motion.**

**Roll call: Ayes: Jay Howie, Lannie Young, John Bell, Troy Powe,  
Vince DeAngelis, Tamra Ward, Bryan Wallace**

**Nays: none**

**Absent: Tim Miner & Mark Mitra**

**Lannie Young made a motion to adjourn, Tamra Ward offered support for the motion, which was approved unanimously.**

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**Rose Case  
Recording Secretary**

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**Chris Doozan  
Interim DDA Director**

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**Bryan Wallace  
DDA Secretary**