

**Charter Township of Lyon  
Downtown Development Authority  
Tuesday February 8, 2011**

**Meeting Minutes**

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

Members present included Jay Howie, Lannie Young, Bryan Wallace, Tamra Ward, Tim Miner, Mark Mitra, Troy Powe, John Bell

Vince DeAngelis was absent

Others present included Chris Doozan, McKenna Associates, Nikki Jeffries, Giffels Webster Engineers, Michelle Aniol, DDA Administrator/Economic Development Coordinator

7 Guests

3. **Public Discussion-nonagenda items.** Lyon Township resident Jane Purslow requested that attention be given to the timing of the traffic light at Milford Road and Lyon Center Drive. Ms Purslow was told that this matter is being addressed by the RCOC.

4. **Approval of Prior Meeting Minutes - January 11, 2011**

**Tamra Ward made a motion to approve the meeting minutes of January 11, 2011 as submitted. Mark Mitra offered support for the motion, which was approved unanimously.**

5. **Approval of Agenda**

Additions to agenda were as follows: 8-B4 Six points Drain, 8-B5 Joint Meeting Dates, 8-B6 DDA Logo and Michelle Aniol's expense report was added to the consent agenda.

**Tamra Ward made a motion to approve the agenda as amended. Lannie Young offered support for the motion, which was approved unanimously.**

6. **Approval of Consent Agenda**

**Lannie Young made a motion to approve the consent agenda as submitted. Tamra Ward offered support for the motion, which was approved unanimously.**

**Roll call: Ayes: Jay Howie, Tamra Ward, Bryan Wallace, Tim Miner, John Bell, Lannie Young, Troy Powe, Mark Mitra  
Nays: None  
Absent: Vince DeAngelis**

7. **Presentation:**

**A. Citizens Bank** – Citizens Bank presentation regarding its Small Business Loan Program(s).

Anita Fishman and Jeanette Kroth of Citizens Bank located in South Lyon provided information to the DDA regarding their Small Business Loan Program.

**No Action Taken**

**8. Action Items:**

**A. Old Business**

- 1) Grand River Streetscape: Discussion and possible action to select a landscaping option for the final Grand River Streetscape engineering plans.

Jay Eldridge presented the most recent conceptual landscape and engineering plans for the Grand River Streetscape for DDA review and discussion.

**Lannie Young made a motion to proceed with the conceptual design for the Grand River Streetscape to submit the RCOC subject to the approval of the township planner. Tamra Ward offered support for the motion, which was approved unanimously.**

- 2) FY 2011 Work plan: Continue discussion and possible action to establish goals and objectives for 2011, as well as to prioritize projects for the next five years.

Michelle Aniol reviewed goals and objectives previously presented at the January meeting for continued discussion.

**No Action Taken**

**B. New Business**

- 1) Costello Building Improvements: Discussion and possible action regarding rehabilitation of Costello Building.

Discussion regarding improvements to the Costello Building for possible use at Winter Fest took place. Building Department inspectors along with the newly hired Zoning Enforcement Officer will take a tour of the building to determine necessary improvements and a cost estimate. A report will be presented at the next DDA Meeting.

**No Formal Action Taken.**

- 2) New Business "Welcome to Lyon Initiative": Discussion regarding a new business initiative and possible action to assign the Organization or Promotion Committee the task of developing materials to implement a new business initiative, and then submitting them to the DDA for review and approval

John Bell asked the DDA members if they believe this is a worthwhile project and should the Organization and Promotion Committees continuing working on it.

**Mark Mitra made a motion that the Promotion and Organization Committees proceed with the task of developing materials for the "Welcome to Lyon Initiative". Troy Powe offered support for the motion, which was approved unanimously.**

- 3) ULI Detroit-2<sup>nd</sup> Annual Public-Private Partnership Forum: Discussion and possible action regarding attendance and exhibition at the forum.

DDA prefers not to exhibit on such short notice but would like to have further information regarding attendance fees. Michelle Aniol will provide those to the DDA via email.

#### **No Action Taken**

- 4) 6 Point Drain

Lannie Young presented the January 27, 2011 summary of cost letter from Giffels Webster and discussion followed. The Lyon Township Board took action and approved payment contingent on DDA approval this evening.

**John Bell made a motion to authorize the expenditure of \$133,576.15 to cover the Six Point Drain Project. Tamra Ward offered support for the motion, which was approved unanimously.**

**Roll call: Ayes: Mark Mitra, Jay Howie, Bryan Wallace, Tamra Ward, John Bell, Lannie Young, Tim Miner, Troy Powe**

- 5) Joint Meeting between Township Board, Planning Commission and the DDA

Michelle Aniol will schedule a meeting between the Township Board, Planning Commission and the DDA for discussion regarding the new Master Plan and the vision for the downtown.

- 6) Design Guidelines Logo

Discussion took place regarding the compass used in the design guidelines as well as on the stationary and business cards and whether this is the Township Logo.

**Lannie Young made a motion to direct the Design Committee to submit recommendations for a Township Logo and present them to the Dda for approval. John Bell offered support for the motion which was approved unanimously.**

#### **9. Reports/Announcements**

- A. Website Update:

Jay Howie reported that he will be meeting with Stefan Kogler on Thursday and that Mr. Kogler has been working with Katherine Nelson.

**No Action Taken**

**B. Master Plan Update:** Chris Doozan will update the Board on the progress of the Master plan Update.

Chris Doozan gave the Board an explanation of the Master Plan Adoption Process along with the timeline to complete required review by surrounding communities.

**No Action Taken**

**C. 2011 DDA Monthly Budget Report:** Michelle Aniol provided the Board with a February budget report.

**No Action Taken**

**10. Committee Information and Updates**

**A. Economic Restructuring:**

1) Committee recommendations regarding consultant services – Mark Mitra: Mark Mitra reported on meetings held with both, the Township Attorney, Matt Quinn and Township Planner, Chris Doozan and the resolutions reached during both meetings.

Mark Mitra reported that the Economic Restructuring Committee met with Matt Quinn and Chris Doozan who were asked to offer up ideas on how the DDA could save some money.

Mark Mitra made a motion to reject Matt Quinn's offer of a \$5.20 reduction in his hourly rate and request that he bill the DDA at the Township rate of service. Tim Miner offered support for the motion, which was approved unanimously by those in attendance.

Roll call: Ayes: Jay Howie, Mark Mitra, Troy Powe, John Bell, Tim Miner, Bryan Wallace, Lannie Young, Tamra Ward  
Nays: None

Mark Mitra made a motion to approve the recommendation of the Economic Restructuring Committee to accept the McKenna Associates proposal of a \$200.00 flat rate per meeting to be charged to the DDA for meeting attendance. Tim Miner offered support for the motion, which was approved unanimously by those in attendance.

Roll call: Ayes: John Bell, Mark Mitra, Troy Powe, Tim Miner, Lannie Young, Tamra Ward, Troy Powe, Bryan Wallace  
Nays: None

Mark Mitra also reported that the Economic Restructuring Committee support McKenna Associates working on the form based code zoning amendments if approved by the Planning Commission and the Township Board of Trustees.

**No Action Taken**

B. Design: None

C. Organization: None

D. Promotion: Chamber Breakfast and Winter Fest Updates – Troy Powe

Troy Powe reported on the success of the Chamber Breakfast and tentative plans for Winter Fest.

**No Action Taken**

Lannie Young informed the DDA of the interest Lombardo Homes have in the Mill River forfeiture property. Discussion took place.

**No Action Taken**

**13. Adjournment.**

**Lannie Young made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 9:25 p.m.**

Respectfully submitted,

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Rose Case  
Recording Secretary

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Bryan Wallace  
DDA Secretary