

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday January 8, 2013

Regular Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:05 p.m.

Members Present: Jay Howie
John Bell
Vince DeAngelis
Mark Szerlag
Bryan Wallace
Tamra Ward

Absent: Tim Miner
Lannie Young

Also Present: Michelle Aniol, DDA Administrator/Economic Development Coordinator,
Chris Doozan, Township Planner/McKenna Associates, Nikki Jeffries,
Township Engineer/Giffels Webster Engineers

3. Public Discussion, non agenda items

4. Approval of Prior Meeting Minute

Bryan Wallace made a motion to approve the Special Meeting Minutes of November 19, 2012 as presented. Mark Szerlag offered support for the motion which was approved.

Tamra Ward made a motion to approve the Regular Meeting Minutes of December 11, 2012 as presented. Vince DeAngelis offered support for the motion, which was approved unanimously.

Tamra Ward made a motion to approve the Regular Meeting Minutes of October 9, 2012 with a correction of a typographical error in the original approved minutes. Mark Szerlag offered support for the motion, which was approved unaniously.

5. Approval of Consent Agenda

Bryan Wallace made a motion to approve the Consent Agenda with the addition of two (2) bills submitted by Troy Powe. Tamra Ward offered support for the motion, which was approved unanimously, by roll call vote.

Roll Call: Ayes: John Bell, Mark Szerlag, Tamra Ward, Vince DeAngelis, Bryan Wallace, Jay Howie
Nays: None
Absent: Tim Miner, Lannie Young

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda as submitted. Tamra Ward offered support for the motion, which was approved unanimously.

7. Presentation No Presentation

8. Action Items

A. Old Business

1. Township Flag Design Contest

Discussion took place regarding the Township Board's acceptance and approval of continuing with the idea of a flag design contest. Discussion continued as to whether this is the proper time to make a decision on a new flag design for the Township.

John Bell made a motion to defer action on the flag program until further notice. Tamra Ward offered support for the motion, which was approved unanimously.

B. New Business

1. Safety Town

Patricia Carcone, Lyon Township Treasurer expressed her desire to DDA on creating a Safety Town on the property behind the fire station. Ms. Carcone provided information she has researched and photographs taken at a Safety Town she visited in Naperville, Illinois. Ms. Carcone stated that she is very passionate about this project, will be willing to work on it and would like the support of the DDA.

John Bell made a motion that the Promotion Committee becomes involved in the Safety Town Project. Mark Szerlag offered support for the motion, which was approved unanimously. .

2. Urban Land Institute (ULI) Membership Renewal

Michelle Aniol recommended renewal of membership in (ULI) Urban Land Institute stating it is a valuable membership.

Bryan Wallace made a motion to approve renewal in Urban Land Institute (ULI) in the amount of \$525.00. Mark Szerlag offered support for the motion, which was approved by roll call vote.

Roll Call: Ayes: Jay Howie, Bryan Wallace, Vince DeAngelis, Tamra Ward, Mark Szerlag, John Bell
Nays: None
Absent: Tim Miner, Lannie Young

3. Northwest Roundabout Repairs

John Bell made a motion to authorize Sinacori Landscaping to repair the Northwest Roundabout and purchase the extra bricks needed for the repair.

Bryan Wallace offered support for the motion, which was approved unanimously.

4. Future Vision for Putter's Site

After considerable discussion regarding the DDA's vision for this site and how the vision of the owner and developer of the site might differ, it was suggested that a meeting between Chris Doozan, Lyon Township Planner and the property owner might be beneficial to all parties concerned. Mark Szerlag will attempt to set a meeting up between Chris Doozan and the new owner of the Putter's property.

5. Grand River Streetscape

Included in the DDA's packet are the Steps for Implementation of the Grand River Streetscape Project. Discussion on the next step on the implementation list which is performing a Drainage Study of the New Hudson Drain took place.

After considerable discussion the decision of the DDA was to take no action at this time.

9. **Reports/Announcements**

- A. Wayfinding Sign Project: Michelle Aniol reported that the permit is being picked form the County and the signs will be installed within the next thirty (30) days.
- B. Lease Agreements: Michelle Aniol reported that all lessees are paying on time.
- C. Welcome to Lyon Initiative: John Bell announced that the next Ribbon Cutting will be held at Brostrom Physical Therapy on January 25, 2012.
- D. Historic Lending Program: John Bell reported that Brostrom Physical Therapy has purchased Twelve (12) Historical Photographs to display in their newly expanded facility.
- E. Building Permits: The Township has issued over 313 single-family residential building permits through 2012. This is a 52% increase over last year.

10. **Committees Information and Updates**

Michelle Aniol informed the DDA that Nortech LLC is in the process of initiating an expansion to their facility in Lyon Township.

- A. Economic Restructuring: Chris Doozan will meet with Michelle Aniol to schedule a final meeting regarding the Draft Form Based Code.
- B. Promotion: Tamra Ward will schedule a meeting in the next couple weeks to discuss Safety Town.

- C. Design: John Bell will present a cost estimate for the Milford Road Improvement Project at the February DDA Meeting.
- D. Organization: Matt Quinn is drafting a preliminary website and social media policy for consideration by the Township Board at their February meeting.

11. Adjournment

Mark Szerlag made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary