



and
DEVELOPMENT AREA CITIZENS COUNCIL

The Mission of the Lyon Township DDA is to assist public and private development efforts; to stimulate residential, commercial and industrial growth and create a vibrant community where people live, work and play.

AGENDA
Tuesday, March 12, 2013
7:00 pm

Lyon Township Municipal Building
58000 Grand River Avenue, New Hudson

1. Call to Order Regular Meeting/Roll Call:

_____	Bell	_____	DeAngelis	_____	Howie	_____	Miner
_____	Szerlag	_____	Wallace	_____	Ward	_____	Young

2. Pledge of Allegiance

3. Public Discussion, non-agenda items

4. Approval of Prior Meeting Minutes: *January 8, 2013 meeting minutes.*

5. Approval of Consent Agenda: *February 12, 2013 and March 12, 2013 (Item #11 below is reserved for any items removed from the Consent Agenda for action or discussion)*

6. Approval of Agenda

7. Presentations: *None*

8. Action Items:

A. Old Business

- 1) Form Based Code: *Review and discuss revisions to the draft Form Based Code.*
- 2) Kensington Grill Final PRIP Distribution Report: *Discussion and possible action to authorize distribution of rebate for completed improvements to the Kensington Grill.*
- 3) Milford Road Improvement Project Update: *Discussion and possible action regarding estimated project costs of Phase I of the Milford Road Improvement Project.*

B. New Business

- 1) Salesforce-to-Salesforce Connection Program: *Discussion and possible action to authorize the order of an MEDC Economic Development Enterprise License to support and grow our business retention and expansion program.*
- 2) Christmas Decorations: *Discussion and possible action regarding holiday banners, pole lighting, and window decorating events.*
- 3) 2013 ICSC Idea Exchange: *Discussion and possible action regarding attending the 2013 ICSC Idea Exchange and evaluating current marketing materials for the Event.*
- 4) Business Assistance Team (BAT): *Discussion and possible action to host a Business Assistance Team (BAT) Town Hall meeting on April 11, 2013 with the Chamber of Commerce for the South Lyon Area.*
- 5) NE and SW Ring Roads and Roundabouts: *Discussion and possible action regarding lighting at the NE and SW Roundabouts and damaged streetlights along the NE and SW Ring Roads.*
- 6) Roundabout Maintenance: *Discussion and possible action to add roundabout maintenance to the request for bid for lawn mowing and landscape maintenance of properties in the DDA District or consider another alternative.*
- 7) Grand River Streetscape-Stormwater Management: *Discussion and possible action to direct Economic Restructuring Committee to review a proposal from GWE to Study Stormwater Management.*

8) Historic Assets Study: *Discussion and possible action to initiate a study of historic assets in the DDA District.*

9. Reports/Announcements:

- A. Wayfinding Sign Project: *Installation began Mon, Feb 4, 2013, completed Feb 14, 2013.*
- B. Lease Agreements: *Revenue report-Michelle Aniol*
- C. Welcome to Lyon Initiative: *John Bell*
- D. Historic Photo Lending Program: *John Bell*
- E. Building Permits: *The Township has issued 14 single-family residential building permits in January; a slight decrease (-22%) compared to the same period in 2012. Another 21 were issued in February. According to SEMCOG, Lyon Township was 4th in total residential permits issued in 2012 and 2nd in total single-family residential permits issued. Macomb Twp was first at 519, of which 22 were attached condos, Novi was 2nd at 355, of which 125 were attached condos, Ann Arbor was 3^d at 349, of which 336 were apartments.*
- F. Board Member Comments/Announcements:
 - 1) Board Vacancy Update: *Lannie Young*

10. Committee Information and Updates

- A. Economic Restructuring: *Old Putter's Site- Mark Szerlag, John Bell, Michelle Aniol*
- B. Promotion: *Safety Town-Tamra Ward, John Bell*
- C. Design:
- D. Organization: *Matt Quinn drafting preliminary website and social media policy for consideration by Township Board at its April meeting.*

11. Items Removed From the Consent Agenda For Action or Discussion

12. Outstanding Items/Issues – No Action/No Discussion

13. Adjournment

Consent Agenda for March 12, 2013

Consent Agenda February 12, 2013

No.	Vendor	Description	Invoice/ Project No.	Amount
i.	Whispering Winds Kennels	Winterfest		\$750.00
ii.	Seppala Siberian Kennel	Winterfest		\$825.00
iii.	Peter's True Value	Winterfest		\$14.84
iv.	Wal-mart	Winterfest dinner		\$66.00
v.	Staples	Winterfest supplies		\$9.52
vi.	Lowe's	Winterfest supplies		\$21.63
vii.	Lowe's	Winterfest supplies		\$10.03
viii.	Walmart	Winterfest supplies		\$10.57
ix.	Walmart	Winterfest supplies		\$1.56
x.	Walmart	Winterfest supplies		\$12.13
xi.	Costco	Winterfest supplies		\$4.41
xii.	Lyon Twp Firefighters Association	Winterfest pancake breakfast		\$150.46
xiii.	Gabe, Quinn & Seymour	Professional Legal Svcs	G99-00036-MCQ	\$195.00
xiv.	Giffels Webster	Professional Engineering Svcs	104334	\$216.00
xv.	Environmental Management	Winterfest site prep	118	\$150.00
xvi.	Meijer	Gas for Winterfest		\$13.70
xvii.	PTE	Winterfest supplies		\$20.03

xviii.	Mo's Diner	Winterfest expense		\$24.19
xix.	3 Minutes in Lyon Film Fest	Marketing Sponsorship		\$1,000.00
xx.	Emma's Graphics	Winterfest Banners and Sign		\$335.00
xxi.	VTEC	Winterfest printing		\$163.21
xxii.	VTEC	Winterfest printing		\$113.52
xxiii.	MEDA	Capital Day Registration-MA and JH		\$180.00
xxiv.	MFEA	Winterfest Membership Renewal		\$160.00
xxv.	Michelle Aniol	Cell Phone stipend Dec 12 & Jan 13		\$100.00
xxvi.	Paul Peters	Winterfest audio services		\$250.00
xxvii.	Garth Richardson	Winterfest site coordination services		\$250.00
xxviii.	McKenna Associates	Professional Planning Svcs		\$1,242.98
xxix.	Office Depot	Toner/Ink		\$130.67
xxx.	John's Sanitation	Winterfest Porta potties		\$300.00
xxxi.	Andrew Meisner	Tax Tribunal		\$22,571.15
xxxiv.	Michelle Aniol	Monthly Expense Report		\$318.49
xxxv.	AMEC Environmental & Infrastructure	Phase II Environmental- Vincenti Prop.	H06100332	\$8,313.51
xxxvi.	AMVETS	Color Guard for Winterfest		\$50.00
xxxvii.	Creative Chameleon	Winterfest website updates		\$49.00
xxxviii.	DTE Energy	New Hudson Dr W	254682500114	\$783.36
xxxix.	DTE Energy	Grand River Ave	254682400075	\$198.09
xl.	DTE Energy	Lyon Center Dr E	254682500106	\$566.74
xli.	DTE Energy	Grand River Ave	254682400075	\$203.61
xlii.	Sinacori Landscaping	NW Roundabout Repairs	15148	\$2,980.00
xliii.	Jon La Chance	Winterfest Magician		\$50.00
xliv.	Linda Grinnell	FF Pancake Breakfast- Winterfest		\$46.53
xlv.	Magic Lance	Winterfest Balloons		\$50.00
xlvi.	South Lyon Fence & Supply	New Hudson Cemetery Fence	13847	\$2,551.28
xlvii.	Transworld Title Co, LLC	Vincenti Property closing payment		\$95,568.44
Total Feb 2013 CA:				\$141,020.65

Consent Agenda March 12, 2013

No.	Vendor	Description	Invoice/ Project No.	Amount
i.	Ralph Dunigan	Winterfest Igloo		\$82.86
ii.	Schenden Communications	Winterfest PR		\$552.50
iii.	Observer and Eccentric Newspaper	Winterfest Ad		\$4,041.00
iv.	Walmart	Winterfest certificates		\$51.00
v.	McKA	Form Based Code		\$825.00
vi.	McKA	Professional Planning Svcs (Jan 2013)		\$229.44
vii.	McKA	Professional Planning Svcs (Dec 2012)		\$200.00
viii.	VTEC	Winterfest printing		\$113.52
ix.	Jacob Steward	New Hudson Plaza Concept Façade Plan		\$110.00
x.	GWE	Professional Engineer Svcs		\$470.00
xi.	GWE	Surveying for Wayfinding Signs		\$2,000.00
xii.	Schenden Communications	Public relations for Kitefest		\$850.00

xiii.	Creative Chameleon	Kitefest and Winterfest website updates		\$49.00
xiv.	Universal Sign, Inc	Wayfinding Sign Project	16988	\$57,009.00
			Total Mar 2013 CA:	\$66,583.32

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's Office at (248) 437-2240, at least forty-eight hours prior to the meeting.
Our staff will be please to make the necessary arrangements.