

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday March 12, 2013

Regular Meeting Minutes

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

Members Present: Jay Howie
John Bell
Vince DeAngelis
Tim Miner
Mark Szerlag
Bryan Wallace
Tamra Ward
Lannie Young

Absent: No members absent.

Also Present: Michelle Aniol, DDA Administrator/Economic Development Coordinator, Chris Doozan, Township Planner/McKenna Associates, Nikki Jeffries, Township Engineer/Giffels Webster, Loran Crandell, Township Engineer/Giffels Webster, Leslie Zawada, Township Engineer/CES,

Guests: Five (5)

3. Public Discussion, non agenda items

Troy Powe, Winterfest Chairman, reported to the DDA on the Winterfest results. A report of the numbers was presented along with Mr. Powe's assessment of this year's event. Mr. Powe stated that due to another venture he will be unable to chair Winterfest next year.

Jim Chuck, Kite Festival Chairman, reported on the Kite Festival 2013 and requested the DDA's consider ways they might be able to lend their support to this very popular free family event.

4. Approval of Prior Meeting Minutes

Tamra Ward made a motion to approve the Regular Meeting Minutes of January 8, 2013 as presented. Mark Szerlag offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Bryan Wallace made a motion to approve the Consent Agenda of February 12, 2013 in the amount of \$141,020.65 as presented. Tamra Ward offered support for the motion which was approved unanimously by roll call vote.

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

Bryan Wallace made a motion to approve the Consent Agenda of March 12, 2013 in the amount of \$66,583.32 as presented. Mark Szerlag offered support for the motion, which was approved unanimously by roll call vote.

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

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda with the addition under Old Business of Item # 4, Wayfinding Signage, and under New Business with the addition of Item #9, Small Town Rural Development Conference and Item #7 under New Business will become Item #1-a. Tamra Ward offered support for the motion, which was approved unanimously.

7. Presentation. None

8. Action Items:

A. Old Business

1. Form Based Code

Chris Doozan presented for approval the most recent changes requested at the last meeting to the Lyon Center Form-Based Code

Mr. Doozan provided the updated version of the regulating plan. Changes were the removal of Walbridge, added in the Edge District along Grand River Avenue extending to the roundabout west of Milford Road and the Edge District at the Pontiac Trail roundabout changed to a Neighborhood District.

Changes and clarification:

Parallel parking will be left in.

Streetlights required on local streets in the grey neighborhood area of the regulating plan.

Definition of Sandwich Signs, Temporary Signs and what type of signs will be acceptable under a temporary designation

Definition of Pole Signs and the established standards.

Mr. Doozan reviewed Form-Based Code comments submitted by Zoning Enforcement Officer, Mark Spencer and pointed out the ones he disagreed with and his reasons why.

Lannie Young made a motion that the Lyon Center Form Based Code be presented to the Planning Commission as submitted in today's draft with the strike outs and changes agreed upon. Vince DeAngelis offered support for the motion, which was approved unanimously.

Chris Doozan presented a letter to the DDA addressing the budget and requesting additional compensation for the balance of work on the Form Based Code.

Discussion regarding this request took place.

John Bell made a motion to raise the contract price by \$3,500.00 payable to McKenna Associates for continued work on the Form-Based Code as outlined in the March 11, 2013 proposal. Lannie Young offered support for the motion, which was approved by a roll call vote.

**Roll call: Ayes: John Bell, Lannie Young, Jay Howie, Tamra Ward, Mark Szerlag
Nays: Vince DeAngelis, Tim Miner, Bryan Wallace**

2. Kensington Grill Final PRIP Distribution Report

Michelle Aniol reported that for the applicant to receive the rebate for completed improvements paid receipts from the applicant and written verification from the vendors is required. Verification of all vendors is in process but not totally completed.

Jay Howie made a motion to distribute the previously approved amount of \$5,463.50 subject to appropriate documentation. Tamra Ward offered support for the motion, which was approved unanimously by a roll call vote.

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

The DDA agreed that participation and networking at this event is worthwhile.

John Bell made a motion to attend the ICSC Idea Exchange, update the data in the 2012 brochure and approve an amount not to exceed \$1500.00 for necessary expenses. Bryan Wallace offered support for the motion, which was approved unanimously, by a roll call vote.

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

4. Business Assistance Team (BAT)

Michelle Aniol reported on hosting a Business Assistance Team (BAT) Town Hall Meeting along with the City of South Lyon and the Chamber of Commerce for the South Lyon area on April 11, 2013. Ms. Aniol requested a small amount of money for refreshments.

Vince DeAngelis made a motion to approve an amount not to exceed \$250.00 as requested for the Business Assistance Team Town Hall Meeting. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

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

5. NE and SW Ring Roads and Roundabouts

Discussion took place regarding the roundabout lighting and if it does need improvement. Further discussion took place about the damaged streetlights along the NE and SW Ring Roads as well as issues that could be brought up when representatives from the RCOC visit the township office this week.

No Action Taken

6. Roundabout Maintenance

Michelle Aniol reported that she is working with Supervisor Young in putting together the bid packet for the DDA properties. Last year the ladies of the garden club maintained the roundabouts, but since they may not be available this year Ms. Aniol asked for direction.

It was suggested that it be included in the packet, but as a separate item. It can then be separated out.

The Garden Club will be contacted to see what their interest is in the roundabout maintenance this year.

7. Historic Assets Study

Michelle Aniol questioned DDA regarding any historic interest in the house on the property purchased by the Herod Corporation at the corner of South Hill and Grand River Ave.

After discussion it was determined that it would not be in the best interest of the DDA to have anything to do with the house on the Henrob property.

Ms. Aniol also asked the DDA members if a request from Henrob to apply for a PRIP application be sent to committee.

Lannie Young made a motion not to send a PRIP application for the Henrob Corporation to committee due to the fact that they do not qualify under the vision of the PRIP Program. John Bell offered support for the motion, which was approved unanimously.

9. Small Town Rural Development Conference

Discussion took place regarding the value of attending this conference. The opinion being that there is not enough offered this year to make it worthwhile attending. Attendance will be revisited next year.

9. Reports/Announcements

A. Wayfinding Sign Project

Discussion earlier in meeting.

B. Lease Agreements

Revenue report included in meeting packet.

C. Welcome to Lyon Initiative

John Bell reported that on Friday, March 22nd at 8:30 a.m. Lowes will be officially welcomed to the community. Mr. Bell requests that as many members of the DDA as possible attend.

D. Historic Photo Lending Program

No Report

E. Building Permits

Fourteen (14) residential building permits issued in January and an additional twenty-one (21) were issued in February a slight decrease compared to this time last year.

F. Board Member Comments/Announcements

1) Board Vacancy Update

Lannie Young reported that interviews for the vacancy on the DDA will be held on Wednesday, March 21st. Lannie Young, Jay Howie, John Bell and Michelle Aniol will be present for the interviews.

10. Committee information and Updates

A. Economic Restructuring

No Report

B. Promotion

John Bell with the assistance of Nikki Jeffries showed what Safety Town could possibly look like when completed. The reason for bringing this before the DDA was to question whether they will be willing to support this project and it was agreed that the DDA believes it is a very worthwhile and are in support of it.

C. Design

No Report

D. Organization

No Report

Adjournment

Tim Miner made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 9:50 p.m.

Respectfully submitted

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary