

DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD MEETING  
held on June 20, 2007.

A Regular Meeting of the Downtown Development Authority, held in the City Hall Community Center, 425 North Main Street, was called to order at 8:13 a.m.

**#2 – ROLL CALL**

**PRESENT:** Mary Liz Curtin, Lisa Dwyer, Bill Kelly, Mike Lang, Maureen Moore and Karen Seaman

**ABSENT:** Matt Cahaney, Angela Markos and Richard Rosenberger

**ALSO PRESENT:** Richard Haberman, Jim Albus, Samuel Moore (Planning Commission) and Deborah Schutt.

**#3 – CONSENT AGENDA ITEMS**

a. May 16, 2007 Minutes

b. May Financial Report

**MOTION BY:** Mary Liz Curtin  
**SUPPORT BY:** Maureen Moore

**RESOLVED**, that the May 16, 2007 Minutes and May Financial Report be approved as presented.

**MOTION CARRIED UNANIMOUSLY**

**#4 – CORRESPONDENCE**

- No report at this time.

**#5 – BUILDING DEPARTMENT REPORT**

- No written report
- Step Outside the Box – New parapet has been built and have applied awnings
- Gerald's incorporated into Executive Report
- 14 Mile Road Wendy's is converting to Del Taco
- Royal Kubo – going to Planning Commission on July 26 regarding rear elevation

**#6 – FINANCIAL REPORT**

a. Expenditures to date

Comment by Deborah Schutt hoping the new format to be implemented by the new budget year.

Well wishes to Angela Markos – our very busy tax season Treasurer

**#7 – NEW BUSINESS.**

a. Report on Main Street parking implementation

- City is ready to go – intended to stripe on Thursday, June 21
- Property owners that closed driveways agreed
- Verbal description of plans on South Main
- Reference to pilot program and seeking response regarding use prior to project performance
- On-street plan for public hearing on Monday, June 25 @ 6:30 p.m.
- Final plans available on Friday
- Deborah Schutt requesting information on which property owners opposed
- Richard Haberman says he is aware of property owner of Delux said no; not sure who else said no
- Deborah Schutt wondering what the intent of “as built” of engineer was prior to approach of property owners
- Richard Haberman will assemble this information from AEW and the DPW
- Deborah Schutt requested “short-term” vs “long-term” planning for AEW; the phase-in processes

**ACTION ITEMS:**

- Richard to get to DDA per requests
  1. Phase in plans regarding on-street parking for Main Street
  2. Plans regarding curb cut closures, reasons certain properties were approached and others weren't – and results from approach to property owner
- Deborah Schutt noted need for communication as there not being an advance understanding of the project implementation between the DDA and City, after DDA has advocated the project for over 3 years
- There was an understanding at workshop that the DDA would be included in discussion, and disappointed about not being included in the project launch
- Although very supportive of the city implantation, DDA's role is to assist and encourage the facilitation
- Richard Haberman assured the DDA that the project would be promoted by the city in press releases as joint project
- Richard Haberman indicated signalization reduced the opportunity for greater package in DDA, except to see these indications in phase in drawings
- Deborah Schutt and Richard Haberman will collaborate on resolution for Monday's Special Meeting and give rationale for commercial revitalization
- Karen Seaman will email Richard Haberman regarding press release

<b>#8 – WRITTEN STATUS REPORT</b>
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**a. Newsletter – Spring Edition**

- Moose Winooski's – Angela
- On-street parking rather than 14 Mile Road

**b. Ribbon Cutting - Angela**

None

**c. NE Parking lot project status**

- Parking Meeting – wonderful attendance
- Good discussion regarding employee parking, willingness to discuss options
- Learned loosing parking to car pools, and bus trips etc.
- Investigating timed parking
- JJR designer – Bob Doyle – designed 4 concepts for NE lot
- 3 of 4 designs – no additional spaces
- Better flow, better safety, better opportunity for shared spaces
- Should we close off some of the drives, opportunity to pick up spaces

- On 4<sup>th</sup> plan – spaces picked up – however, safety hazard to pedestrians – so not a good option.
- Meeting with ACO regarding plans for NE lot – results from that meeting and revised drawings due end of this week (June 22)
- Meeting between JJR, AEW & DPW – no changes.
- After these plans are presented, Deborah Schutt will coordinate with Richard Haberman a meeting to discuss these plans with the NE property & business owners to discuss

**d. Bylaws status**

- City attorney will respond in August
- Board members to provide any additional feedback in July

**#9 – COMMITTEE REPORTS**

**a. Promotions**

- Promotions Committee unable to meet; everyone swamped
- Is there a Car Show / DDA booth?
- July 4<sup>th</sup> promotion with balloons?
- 2<sup>nd</sup> Historical Park July 1<sup>st</sup> at Leon & Lulu's

**i. Banner concepts**

Roll-over to July 2008 budget

**b. Economic Restructuring Committee**

- Dick has color palette with Benjamin Moore – looks great – for release in July
- Commissioner Burn's reported on Oakland grants
- July meeting cancelled until August
- Requesting marketing analysis – eight (8) copies

**#10 – EXECUTIVE DIRECTOR REPORT**

**i. 116 W. Main**

- Deborah Schutt has had several discussions with owner Gerald Miller & the broker
- Discussions regarding storage issue
- Deborah Schutt informed that theatre company interested on space (30-40 performances/year)
- Set up offices & ticket sales (as lease)
- Second interested party – huge inflatables, kid parties, etc.
- Deborah Schutt contacted Vidya Krishnan (McKenna Assoc.) regarding uses
- Jim asked that dead trees behind building be addressed

**ii. Tool Box CD**

- CD available with all major documents on tool kit
- Paper copies available only upon request

**iii. Framework Plan & Parking Study**

- Available

**iv. Work Program & Budget**

- Available to pick-up

**v. Bel Cibo**

- Closed but to reopen with property owner financing

**#11 – PUBLIC DISCUSSION**

- Karen Seaman & Jason moving – therefore, Karen will be resigning from the DDA Board
- Need to get website and newsletter off computer; will produce the Summer newsletters
- We wish Karen the best!!

**MOTION BY:** Bill Kelly  
**SUPPORT BY:** Maureen Moore

**RESOLVED**, that the Downtown Development Authority Board Meetings be changed from the 3<sup>rd</sup> Wednesday of the month at 8 a.m. to the 3<sup>rd</sup> Friday of the month at 3 p.m. starting July 20, 2007.

**MOTION CARRIED UNANIMOUSLY**

Advise the City Council and Administration of the meeting day and time change.

**#12 – BOARD MEMBER COMMENTS**

**#13 – ADJOURNMENT**

**MOTIONED BY:** Maureen Moore  
**SUPPORT BY:** Bill Kelly

**MOTION CARRIED UNANIMOUSLY**

The meeting was adjourned @ 10:58 a.m.

**Next regularly scheduled meeting is Friday, July 20, 2007 @ 3:00 p.m.**