

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD MEETING
held on September 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 3:05 p.m.

#2 – ROLL CALL

PRESENT: Mike Allan, Mary Liz Curtin, Tyler Dobson, Lisa Dwyer, Bill Kelly, Mike Lang, Richard Rosenberger and Brian Sutherland.

ABSENT: Matt Cahaney and Mike Elliott

ALSO PRESENT: Richard Haberman, Kurt Hack, Samuel & Maureen Moore, Deborah Schutt

#3 – NEW MEMBER: BRIAN SUTHERLAND

Introduce three new members: Brian Sutherland, Tyler Dobson and Mike Allan.

#4 – CONSENT AGENDA ITEMS

a. August 17, 2007 Minutes

Add to August 17, 2007 minutes under 4a – “Board member Mary Liz Curtin” stated it was a bad moment.

b. August Financial Report

Question about Lighting Supply Co. – DDA repair supplies
Richard Haberman will make sure Deborah Schutt receives billing information before paid.

MOTION BY: Bill Kelly
SUPPORT BY: Mike Lang

RESOLVED, that the August 17, 2007 Minutes and August Financial Report be approved as presented.

MOTION CARRIED UNANIMOUSLY

#5 – CORRESPONDENCE

a. Letter to Syed, Robin and Salman

Regarding Dulux/Thomas – strip mall letter. Had not been previously contacted by Harry Drinkwine (DPW) or Jennifer Chehab (AEW) during on-street parking pilot program. This letter was the 1st contact.

b. Letter to Lisa Berry

This letter was a follow-up to an inquiry at the Building Department; according to Mike Lang looking at former D’Lazo property. Tyler familiar with similar business in Rochester Hills – explained business concept to board.

c. Lions Car Show coupons

Request for Deborah Schutt to explain in her memo to the board a short background regarding correspondence.

MOTION BY: Mike Lang
SUPPORT BY: Bill Kelly

RESOLVED, that Deborah Schutt explain in her next report info on Lions Car Show coupons so they are on record in minutes and have for future use.

MOTION CARRIED UNANIMOUSLY

#6 – BUILDING DEPARTMENT REPORT

- Richard Haberman covered the building report
- Raised questions about use of warehouses in downtown & administrative permit
- DDA Board – discussion about temporary uses – seasonal/political/or sport championship T-shirts etc.
- Deborah and Richard will work on temporary uses and report back
- Mike Lang recommends referral to property name by owner & address.

MOTION BY: Mike Lang
SUPPORT BY: Bill Kelly

RESOLVED to request Rich and Deborah to return with a recommendation concerning temporary use.

MOTION CARRIED UNANIMOUSLY

#7 – CITY MANAGER REPORT

a. Main Street Phase-In plan and Drive Closure Report

- Jennifer Chehab (AEW) met with Bob Doyle (JJR) regarding Main Street on-street parking phase in plan for Phase III
- Lisa Dwyer requested written document titled on-street pilot program with Phase I and Phase II drafted; board agrees
- Deborah Schutt question about Phase III parallel parking South of 14 Mile on Main Street
- Rich agreed that his communication with Deborah has been for angled parking, however, says there is conversation otherwise
- Deborah Schutt explained that in our work program it includes JJR to advance Phase III this year – final design plan, so that the DDA can apply for Enhancement Grants.
- Deborah Schutt indicated that AEW & JJR met to resolve division of labor for final design plan
- Richard & Deborah will compile document for review by DDA board within 7-10 days for final document prepared for next meeting.

b. Other Items

- Drive closure report still hasn't been prepared
- Requesting listing of property owner & address, who was contacted, what was response, if not contacted – why not
- Reflective poles

- Rich said 4" white line (reflective) is scheduled to be painted in mid-October (between park land & drive lane)
- 25 MPH posting not yet implemented; wishes to go to council 1st meeting in October requesting 25 MPH from Phillips south; DDA consensus to approve
- Signage: parallel parking signs installing
- Removing 2 hour parking limit
- City concerns: snow removal and merge lane not well located for merging in for use of reflective poles
- Brian question about North bound merge
- Mike / Dick / Tyler – snow removal not sufficient reason to refuse installation of reflective poles
- Deborah – not an issue as merging on South bound Main; biggest concern was North bound lanes & parking end caps; board agrees
- Richard agrees to meet with DPW & CPD & report back to DDA regarding reflective pole installation

MOTION BY: Mike Lang
SUPPORT BY: Bill Kelly

RESOLVED that the Downtown Development Authority Board is in support of the 25 MPH posting from Phillips South through Normandy on Main Street.

MOTION CARRIED UNANIMOUSLY

#8 – NEW BUSINESS.

a. Bike Rack Selection

- Eric at Cycleworks is willing to work with the DDA to possibly order bike racks, assist with defraying shipping expenses, and install a bike rack at his shop contemporaneously as joint PR initiative.
- All photos laid out for voting – after votes cast:
- 1st – helix rack 2nd – wave rack - Debbie will get costs and options and email the board
- Where to place? Outside comic book store? Flipside? Black Lotus & Royal Kubo?
- Powder coat finish so maintenance free
- Board discussion to implement 'Bike Rack' program – Deb will work on correspondence to property & business owners (city wide campaign, packet of bike rack options on website)

b. Policy Discussion on DDA Liquor Licenses

- Bill Kelly: Regarding Old Port – because owner is willing to upgrade building to tune of \$1/2 million and cost to move Old Port to zero lot line would cost too much to move; also, because building has been in Clawson 30 years. Also, differentiates between existing businesses vs. new business owners; believes okay to give liquor license to Old Port
- Mary Liz: Believes credit to permit a business with 30 years history with community to give license
- Mike Lang: Distinguishes between his improvements & Old Port because not changing use
- Richard Haberman: 2nd point to zero lot line is the 2nd story
- Mary Liz: Believes categorically wrong to deny Old Port a liquor license when investing \$1/2 million into facility
- Mike Allan: Agrees with concept of investment would encourage him to go to building
- Tyler / Dick: Like the idea of grandfathering on existing businesses

- Discussion: If improve, then price increases to become obsolete for sale, and won't make improvements toward vision
- Deb said short term gain for improvements puts off long term vision
- Mike Allan: Believes giving liquor license will bring full circle to ultimate vision sooner
- Bill / Mike: Believe if existing business owner making improvements, should approve in favor of business owner regardless
- Tyler: Sympathetic that not realistic for existing building to tear down & rebuild to zero lot line; whereas a new property owner could purchase a conforming property
- Tyler: Proposed a sundown on a grandfather clause

c. Holiday Decorations

Lisa will check with Cat for suggestions.

#9 – OLD BUSINESS

a. Bylaws

Section 4: Mary Liz questioned whether there should be a one (1) year requirement; consensus to remove

MOTION BY: Bill Kelly
SUPPORT BY: Mike Lang

RESOLVED that Section 4 of the Bylaws stating a one (1) year requirement be removed and the bylaws be approved.

MOTION CARRIED UNANIMOUSLY

b. Website

Intern will have next time

c. Reflective Poles

See Manager Report

d. NE Parking lot project status

Status included in Executive Directors report

#10 – EXECUTIVE DIRECTOR REPORT

Written report presented.

#11 – PUBLIC DISCUSSION – NON AGENDA ITEMS

#12 – BOARD MEMBER COMMENTS

Comments/discussion made to appoint Joan Horton to the DDA Board – will have put on the City Council Agenda of October 2, 2007

#13 – ADJOURNMENT

The meeting was adjourned @ 5:45 p.m.

Next regularly scheduled meeting is Thursday, October 18, 2007 @ 3:00 p.m.