

**DOWNTOWN DEVELOPMENT AUTHORITY
Special Meeting of June 10, 2014
Meeting Room – 8:00 AM**

A special meeting of the DDA Board was called to order at 8:04 a.m.

ROLL CALL

Present: *Greg Presley, Shawn Riley, Margene Buckhave, Mary Starring, Lynda Heaton, Carolann Ayers, Mayor Chris Johnson, Jim Long, John Casey*

Absent: *None*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Planning Coordinator/Kate Knight, DDA Marketing & Communications Coordinator/Christa Williams, Northville School Board President/Ken Roth, City of Northville Director of Public Works/Jim Gallogly, Resident/Fred Sheill, Business Owner/Dan Ferrara, Director of Northville Parks and Recreation/Jason Spiller*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- Minutes of DDA Meeting April 15, 2014
- Financial Statement of April and May 2014
- Invoice Report April and May 2014
- PR Summary April and May 2014

**Motion by Ayers, seconded by Casey, to approve the Agenda and Consent Agenda.
Motion carried unanimously.**

VENDOR POLICY AT TOWN SQUARE

Jason Spiller presented a proposal for a vendor policy to allow vendors to sell goods in Town Square, specifically during the Friday Night Concert Series (FNCS). The policy is being requested for two purposes: 1) offset the cost of the concerts; 2) to control the type and location of vendors which sell goods in Town Square during the FNCS.

Because the Parks and Recreation department is a shared service between the City of Northville (City) and Northville Township (Township), the application process would be opened up to any business within the City or the Township. The proposal includes a stipulation that a committee be formed with members from the Township, the City, the Northville Chamber of Commerce, and the Northville DDA. The committee would review the applications and determine which vendors will be accepted to sell their goods in Town Square during the FNCS. The proposal does not specifically state a fee for the vendor to pay. Spillman proposed that the fee either be a flat rate, or a percentage of sales. The percentage of sales would then be monitored on the honor system.

Ken Roth voiced concern regarding the legality of limiting what types of businesses would be permitted to be a vendor. John Casey voiced concern over potential food vendors infringing on the sales for brick and mortar businesses in downtown. Carolann Ayers voiced concern regarding vendors being allowed to cook food within Town Square during FNCS, based on crowd volume. Mayor Johnson recommended that before any decision is made, the stipulation of limiting what type of vendor may be issued a license, go to the City attorney for advisement. Pat Sullivan will contact the City Attorney to ask two questions: 1) can the proposed vendor policy discriminate between local vendors and non-local vendors; 2) can the proposed vendor policy discriminate between class of vendor i.e.: only one hot dog vendor, only one ice cream vendor, etc.

Jim Long asked when the policy was to go in effect. Spillman stated that it would be beneficial to have the policy implemented within the current FNCS, however if that is not possible, have the policy in place for the 2015 FNCS.

Motion by Long, seconded by Casey to approve the proposed vendor request from Parks & Recreation pending an opinion from the City Attorney, regarding the legality of what the policy can state. Presley reminded the Board members that a 'yes' vote would forward the Policy to City Council, should the City Attorney deem the Policy legal. He also noted that a 'no' vote would require for the Policy to come back before the Board pending the City Attorney's response. Yes votes: Heaton, Long, Riley, Starring. No votes: Ayers, Buckhave, Casey, Johnson, Presley. **The Motion was declined.** The Policy will come back before the DDA Board at the June 17, 2014 meeting.

CENTER STREET ALLEY REPAIR AND IMPROVEMENTS

Lori Ward informed the Board that over the winter of 2013-2014 a sinkhole developed in the alleyway behind Orin Jewelers. Since that time, the City of Northville DPW has put in stop-gap measures to reduce the further growth of the sinkhole. The sinkhole reappeared within the month of May. The DPW investigated further as to the cause of the sinkhole. In their investigation, the DPW discovered that the building on the north side of the alleyway had a breach in the exterior wall excavation. The DPW closed the breach, and the pertinent property owners were notified of the situation.

The alleyway is privately owned. When the DDA created the design schematics for the Marquis Plaza, a design plan was also created to update the alleyway, as it is a connection

between the public parking lot and the store fronts. Based on the proposed design, to complete the project, the cost would be approximately \$15,218, of which the DDA would be 100% responsible. The reasoning behind full coverage of the cost is so that the DDA will have a perpetual easement to the property, given that it is private property. Staff is seeking input from the Board to determine whether to continue with the alleyway design. Ward was asked to work with the DPW to create a revised plan and proposal, and present at a future date.

No SMOKING POLICY

Lori Ward presented a proposal for a No Smoking designation which would affect the Comerica Community Connection (CCC) and the Marquis Plaza. **Motion by Johnson, seconded by Casey** to approve the proposal for No Smoking designations at the CCC and the Marquis Plaza. **Motion carried unanimously.**

ON-STREET BIKE PARKING

Lori Ward presented a proposal to install a seasonal bike rack on North Center Street, to accommodate the increased biking activity in the City. **Motion by Long, seconded by Buckhave** to approve the recommendation to request that the City Council approve the purchase of two seasonal bike racks, and install in the location the City Council deems the best possible location on North Center Street. **Motion carried unanimously.**

COMMITTEE UPDATES

Design Committee

Lori Ward referred Board members to Attachment 9.a of the DDA Board Packet, for the June Design Committee Communication.

Marketing Mix Committee

None

Parking Committee

None

Organizational Committee

None

COMMUNICATION

Board and Staff Communications

The next DDA Board meeting is June 17, 2014.

Meeting adjourned at 9:43 a.m.

Respectfully submitted,

Christa Williams
Northville DDA
DDA Secretary
Marketing & Communication Coordinator