

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of July 19, 2016**  
**Meeting Room – 8:00 a.m.**

The regular meeting of the DDA Board was called to order at 8:03 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Margene Buckhave, Carolann Ayers, Mary Starring, Greg Presley, Jim Long, Lynda Heaton*

**Absent:** *Chairman/Shawn Riley, John Casey*

**Also Present:** *City Manager/Patrick Sullivan, DDA Planning Coordinator/Courtney Miller, DDA Executive Director/Lori Ward, Resident/ Fred Sheill*

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent agenda as follows:

- a. Minutes of June 21st, 2016 DDA Meeting
- b. June 2016 Financial Statement
- c. June 2016 Invoice Report

Long requested that the topic of bikes on downtown sidewalks be added to the agenda as item 6.f. Presley requested that the topic of outdoor patio fencing be added to the agenda as item 6.g.

**Motion by Starring, seconded by Buckhave, to approve the Consent Agenda.  
Motion carried unanimously.**

**CADY STREET PARKING DECK REPAIR**

Ward and DPW Director Jim Gallogly met with Jay Desai to receive plans and discuss options for the Cady Street parking deck repair. The first alternative discussed was the installation of a steel beam under the area in question which would reinforce, but this would be visually intrusive and labor intensive. The current option being discussed is the installation of a steel beam into the concrete on the east side of the existing beam. The drawings should be received by the end of this week, in preparation for the bidding process. Desai believes that the current structural issues are a result of the removal of a section of the wall during the installation of the walkway. He said that although the original construction was approved, the engineering solution at that time was insufficient. Sullivan suggested that the installation of gutters to address rainwater should be part of the work, as this is a contributing factor to the current state of disrepair. Desai surveyed the entire structure and did not find any other structural

issues that needed to be addressed. Sullivan requested Desai provide information on the lifespan of the deck.

## **COMMITTEE INFORMATION AND UPDATES**

### *a. Design Committee*

Presley reported that the Design Committee recently met and will meet again in September. He reported on the following issues that were discussed at the meeting:

- i. Secondary Streetscape Guidelines: Presley stated that Secondary Streetscape Guidelines do not appear to be mandatory, and asked if the Board would be requiring them in future projects. Ward stated that use of the guidelines was required as part of the approval process.
- ii. Cross Street Banner Poles: The Design Committee tabled this discussion for the next meeting.
- iii. Newspaper Racks: The Design Committee agreed that the racks are not currently being utilized to their full potential, and discussed repurposing them and removing them completely. This item was also tabled until the next meeting.
- iv. Additional Street Furniture: The Design Committee discussed the need for more trash receptacles in the downtown, specifically further east on Main Street.

Ward reported on additional items not discussed at the recent Design Committee meeting.

- v. Town Square Pavilion Repair: Ward reported that there is a lack of information regarding the original fabricators of the glass panel on the Town Square pavilion. Staff is currently communicating with Sue Dillon at Graphic Visions regarding potentially having the broken panel refabricated. Roth suggested that matching the pattern exactly is not that important, as it is difficult to discern the pattern at the height that the glass is installed.

Ward requested a quote for resetting the glass panels, to ensure their secure placement in the frames, however resetting the panels could create more problems with leakage. Ward said that glass technology has advanced since the Pavilion was built. Because of the way it is designed, moisture is getting in between the panels at the edges. Companies have provided estimates of over \$100,000 for this project, including replacing the glass. Presley suggested that replacing the material might reduce

costs on the current project, and possibly reduce the amount of repair necessary in the future. Buckhave suggested framing the glass pieces differently, making them smaller, which may reduce the need for repairs in the future, and reducing the cost of the glass if repairs are needed.

- vi. Main Centre Parking Agreement: DDA Staff received a draft parking management agreement to replace the previous agreement between the City and Singh Development. Staff hopes to meet with Singh in the near future regarding the use of the lower level parking spaces within the structure.
- vii. Construction Signage: Ward reported that the changes suggested at the last meeting were incorporated into the sign and the new signage has been installed. The change in the direction of traffic, the sign has been reinstalled on Center Street, South of Cady Street.

b. *Marketing Mix Committee*

- i. Recruitment Video: Ward reported that the recruitment video is currently in editing and the final clip should be available in the near future for use on the website, with recruitment packets, and on social media. The video is mainly testimonials. There is a mix of new and established businesses, and includes information regarding why businesses have selected Downtown Northville.

c. *Parking Committee - None*

d. *Organizational Committee - None*

- e. Strategic Plan Update: Ward reported that the Steering Committee is currently scheduled for Monday, July 25 from 3:00-5:00pm in City Hall Meeting Room A. Sharon Woods from LandUSA will be presenting her market research findings at the August meeting. All meetings are open to the public.

The team is currently preparing for stakeholder interviews. They have asked committee members to provide information for 3 people that are considered stakeholders, and would like a wide variety of representatives. It has been suggested that BRI meet with representatives from the NCBA, either by attending a regular meeting or by inviting them to a special meeting.

BRI has provided a revised schedule for the project. The schedule was included in the July DDA Board Packet

- f. Bicycling on Downtown Sidewalks: Long stated that he does not feel that the signage prohibiting bikes on sidewalks should be reinstalled. He said that biking in the street has become more dangerous, due to the narrow street, and bikers

he has encountered have been considerate. He requested that if reinstallation of this signage is discussed, that the DDA should be notified, so they might provide an opinion on the subject. Roth stated that he believes that this issue will be resolved once the downtown has installed additional bike parking. Ward will consider having additional bike racks temporarily installed for festivals and events. Ward informed Long that there are currently no plans to reinstall the signs.

- g. *Outdoor Seating Fencing:* Presley expressed three concerns with the installation of the Center Street Grille Outdoor Seating. The first is that the fence has been permanently installed into the concrete (bolted down). The second is that the fence does not allow for the passenger door of a parking car to open. The third is that the five feet requirement for fence installation seems too narrow for people to comfortably pass in this area. Buckhave stated that as property owners for the jewelry store next door to Center Street Grille (which the fence encroaches), they agreed to the installation of the fencing for this season, with the understanding that the Center Street Grille would be liable for anything that occurred as a result of the installation. She said that her understanding was that the fence was not intended to be permanently installed. Long stated that when the fence is removed at the end of the season, the City should require that high quality caulk is used to plug the holes to attempt to prevent further damage to the sidewalk. Language will be added to the Outdoor Dining Application stating that holes may not be drilled into the sidewalk during fence installation. Roth suggested that the best way to communicate this issue with the building owner is a letter from the building inspector stating that the fence is not installed correctly, and the situation needs to be amended to the standard of the City.

There is one parking spot on N. Center Street that is effected by the installation of the fence. The spot that is furthest to the south in this parking area is currently not striped properly, and does not look like a parking spot. Buckhave said she believes that the parking in that section should be reconfigured from 3 spaces to 2, as the current situation seems dangerous.

The Board discussed moving the temporary bike rack currently located on W. Main Street to the effected space on N. Center Street for the summer season, to prevent damage to vehicles.

Presely stated that a 7-foot distance for an outdoor patio is more comfortable than a 5-foot distance, and suggested that the ordinance be changed to reflect this. Ayers said this matter should be considered for amendment by the appropriate body.

The Board agreed that they would like a written communication regarding the plan for resolution of this issue. The owners will be notified that the holes should be caulked, and if there is further damage, the sidewalk may need to be replaced.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

- a. Marketing Mix Meeting – August 4, 2016
- b. First Friday Experience – August 5, 2016
- c. Buy Michigan Now Festival – August 5-7, 2016
- d. Executive Committee Meeting – August 10, 2016
- e. August DDA Board Meeting - August 16, 2016
- f. Ford Field Festival – August 19-20, 2016

#### **BOARD AND STAFF COMMUNICATIONS**

The next DDA Board meeting is August 16, 2016.  
**Meeting adjourned at 9:13 a.m.**

Respectfully submitted,

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Courtney Miller  
Northville DDA  
Planning Coordinator