

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
October 11, 2022

The October meeting of the DDA Board was called to order at 8:00 am.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Aaron Cozart, Steven Huprich, Mike Jaafar, Jim Long, Greg Presley, Shawn Riley,*

Absent: *Ryan McKindles*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Marilyn Price/City Council, Barbara Morowski-Browne/City Council, Fred Shiell/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Turnbull, seconded by Buckhave, to approve the agenda and consent agenda.
Motion carries.

DDA BOARD MEMBER UPDATES

Riley introduced Steven Huprich, as the newest member of the DDA Board. Huprich said he is a professor at University of Detroit Mercy and owns a practice in town. Huprich has also been a resident in the City for 20 years. Riley said Greg Richards has resigned as he is no longer with Browndog. Ward said that creates an opening on the board and City Council has begun the interview process.

DOWNTOWN STREET FURNITURE

Ward said that the downtown furnishings were first purchased in 2008 and have been well used by the public for the past 14 years. Since the pandemic they have gotten more frequent use, including being out all winter instead of going into storage. The downtown is now short about 28 chairs. The original Podio chairs will take 5 months to ship and cost \$250. Ward said DDA staff is recommending the Ronda style, which is \$133.75 per chair and is being ordered through the vendor EMU Americas. Staff recommends a budget amendment within the street furnishings line item to purchase the chairs.

Motion by Boyd, seconded by Buckhave, to purchase chairs based on staff recommendation outlined in attachment 6. **Motion carries.**

DOWNTOWN STREET CLOSURE UPDATE

Ward said earlier this year City Council took action to permanently close streets. At that time, DDA pledged to work with City Council to implement a recommendation, part of that for the DDA was to select a design firm to work on entranceways, lighting, etc. After putting out an RFP, the DDA received five proposals from architecture and engineering firms. A proposal review committee was formed and included Robert Miller, Jeff Hamilton, Shawn Riley, DJ Boyd, Margene Buckhave, Carol Maise and Lori Ward. The review committee met on September 28th and selected Wade Trim, Beckett and Raeder, and Grissim Metz to move forward with the interview process.

Ward said members met and interviewed the firms on October 4. The committee felt that Grissim Metz was familiar with the community and similar work put them in a unique position to take on the project, and were selected unanimously. The firm also previously worked on the Northville Town Square project back in 2008. The City is also in the process of selecting a traffic engineer to work on traffic issues that the closures have presented. Ward said Grissim Metz will work with the traffic engineer as well as meet with EDC to discuss specifics of the project. The meeting schedule includes a minimum of seven meetings to develop the plan. Huprich asked how much the traffic has already been studied and there is a lot of added traffic and speeding. Ward said there has been very little studied on the traffic impacts of street closures but will be looked at. Long said the DDA/City has to be cautious on what is done with current infrastructure and plan for if streets reopen in the future. Long added that the proposal included a lot of hardscape work which can be very costly. Presley said also planning needs to account for creating a connection between Cady St and downtown so there aren't two separate downtowns. Ward said that the need for flexibility is included in the proposal.

Riley asked if the outdoor dining spaces were used on Friday night during the skeleton event. Jaafar said heating is an issue and people will sit outside if they have heat. Riley said part of the design plan is to find a solution for outdoor dining and heating structures. Ward added that next Wednesday the Historic District Commission will be discussing the structures and what is allowed downtown long-term. HDC is currently working with SHPO to find out exactly what the process is to review structures versus more permanent items.

Ward said to fund the project, it is recommended that the DDA ask City Council to partner on a 50/50 split on planning fees. Additionally, the DDA needs to work with City Council to identify funding sources to implement the project. The DDA currently has \$275,000 in fund balance for all projects, not just the placemaking project. There is bonding capability, as there is a parking bond that expires in two years. Boyd said part of the discussion should be the Cady St. development as that would create a significant revenue increase. Riley said the DDA needs to also find a revenue stream and consider when Cady St. will start capturing funds.

Motion by Boyd, seconded by Turnbull, to follow recommendation of the Advisory Committee to hire Grissim Metz to do design work for a pedestrian plan. **Long opposed** with comment that fiscally there are other options. **Motion carries. Motion by Buckhave, seconded by Boyd,** to recommend extension of special event application, which currently expires on November 7. **Motion carries.**

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee*: No report.
- b. *Marketing Committee*: Riley said the Victorian Heritage Festival is this weekend, there will be live music all over town throughout the weekend. The skeleton kick-off event is October 7.
- c. *Parking Committee*: Long asked that the parking committee meets soon. Jaafar said he is interested in joining this committee. Bob Buckhave, a resident in the audience, asked to also be added to this committee.
- d. *Organizational Committee*: No report.
- e. *Economic Development Committee*: No report.
- f. *Sustainability Committee*: No report.

BOARD COMMUNICATION

Presley said he is concerned about future costs for the next 10 years and parking is a big deal. The associated costs should be front and center right now. Buckhave said there is no effective parking and the City needs enforcement. Long said the DDA needs to go to City Council to figure out the parking situation for the long-term. Ward reminded everyone that the next board meeting is on October 11.

Motion by Turnbull, seconded by Presley to adjourn the DDA Board meeting. **Motion carried unanimously.**

Meeting adjourned at 9:24 am.

Respectfully submitted,
Jessica Howlin, Marketing & Administrative Assistant
Northville DDA