



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, January 4, 2017
Conference Room, City Hall

The meeting was called to order at 6:02p.m. by President Gallagher.

ROLL CALL

PRESENT: Clement, Craft, Gallagher, Galvin, Griswold, Murphy, Pascaris,
Skrzycki

ABSENT: Buck

OTHERS PRESENT: Annette Knowles, Executive Director

CONSENT AGENDA ITEMS

MOTION by Skrzycki, SECONDED by Griswold
RESOLVED, that the board accepts and files the Regular Minutes of December 7, 2016,
the December Invoice Distribution and the November, 2016 Financial Report as
presented. MOTION CARRIED, ALL AYES.

MOVE PUBLIC COMMENT

MOTION by Murphy, SECONDED by Pascaris
RESOLVED, that public comment be moved on the agenda to follow the consent agenda.
MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

None

DOWNTOWN MASTER PLAN – RESOLUTION TO PLANNING COMMISSION TO ADOPT

The Downtown Master Plan 2016 Update project has concluded. The Plan was presented to the Planning Commission by OHM Advisors at its Monday, December 12, 2017 meeting. The Steering Team is to be commended for its year-long commitment to the project. The Plan includes five goals: connected, accessible, vibrant, high-tech and beautiful. Each goal has corresponding objectives and strategies. Projects identified as strategies may be accomplished by the DDA, the City, the development community or

others. The Plan was developed with the intention that it would be absorbed into the city-wide Master Plan, which is to be updated in 2017.

Galvin asked for clarification about the Farmington Road Streetscape status. Knowles replied that the opportunity to secure grant funds remains high, however the challenge is finding a commitment for the required match. Available funds for capital expenditures are scarce and new funds must be generated to support a bond issue. Development like what is proposed for the former Maxfield Training Center alone will not support the project.

MOTION by Galvin, SECONDED by Skrzycki

RESOLVED, that the Board of Directors accepts and approves the proposed 2016 Downtown Master Plan Update and recommends approval by the Planning Commission and absorption thereafter into the City Master Plan.

MOTION CARRIED, ALL AYES.

CITY OF FARMINGTON CAPITAL IMPROVEMENT PROGRAM WORK GROUP – NAME REPRESENTATIVE

City ordinance requires a capital improvement program. The City is forming a work group to complete a new plan and has asked for input from the DDA. After completion, the capital improvement plan will be incorporated in to the city budget. City administration is asking that Knowles be included in the work group. Knowles anticipates that the Master Plan will be the source of capital projects from the DDA.

MOTION by Skrzycki, SECONDED by Griswold

RESOLVED, that the board designates Annette Knowles to serve on the Capital Improvement Program Work Group. MOTION CARRIED, ALL AYES.

FISCAL YEAR 2017-2018 WORK PLAN

A draft of the proposed work plan was introduced at the December meeting. The task for this meeting is to prioritize projects within each core theme and assign leads.

Under the core theme of development, the projects are, in order of preference, installing a wayfinding sign, packaging a community-initiated development project, monitoring the redevelopment at the Maxfield Training Center and taking action to amend the National Register District.

Under the core theme of communications and promotions, the projects are, in order of preference, supporting existing events and promotions, developing a communications plan, and conducting volunteer management.

Under the core theme of cleanliness, safety and attractiveness, the projects are, in order of preference, maintaining public areas, installing seasonal decorations, investigating sidewalk recycling stations, installing one public art project and installing rapid flashing beacons at locations on Grand River Avenue and/or Farmington and Oakland.

Under the core theme of parking, the projects are, in order of preference, contributing to the cost of an enforcement official, installing monument signs identifying public parking lots and implementing further management and improvement tactics.

Further, Knowles asked the board to prioritize the core themes. The core themes that are most important to the board is where she should be devoting the majority of her time. The board agreed that development and parking, in that order, are top priority, followed by maintenance and then marketing and communications. Knowles responded by stating that the majority of her time is spent on marketing and communications, the lowest priority. On an interim basis, board members will take on expanded roles with marketing and communications, until such a time that hiring a Promotions Coordinator is supported by the budget.

The next step in the work planning project is preparation of the fiscal year budget. A draft will be presented at the March 2, 2017 regular meeting.

WORK PLAN UPDATES

Knowles provided a written work plan update in the meeting materials.

Knowles reminded the board that the next board meeting will include the annual evaluation by Main Street Oakland County.

BOARD COMMENT

None

ADJOURNMENT

MOTION by Griswold, SECONDED by Craft
RESOLVED, that the meeting be adjourned.
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:16p.m.

The next regular meeting will be on Wednesday, February 1, 2017 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,



Annette M. Knowles
Executive Director