



**Regular Meeting**  
**6 p.m., Wednesday, Sep 6, 2017**  
**Conference Room**  
**23600 Liberty Street**  
**Farmington, MI 48335**

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## **REGULAR AGENDA**

- 1. Roll Call**
  
- 2. Approval of Items on Consent Agenda**
  - a. Financial Report**
  - b. Minutes: August 2 Meeting**
  
- 3. Approval of Regular Agenda**
  
- 4. Public Comment**
  
- 5. Joint Meeting Discussion with Parking Committee**
  - a. Discussion of OHM Parking Study Summary for approval and adoption into Downtown Master Plan**
  
- 6. Harvest Moon Update**
  
- 7. Public Art Blueprint Update**
  
- 8. Other Business**
  
- 9. Executive Director Update**
  
- 10. Board Comment**
  
- 11. Adjournment**

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000.00							
248-000.00-853.000	TELECOMMUNICATIONS	TDS	ACCT# 248 442 0105	8/22/2017	08/24/17	32.28	110435
248-000.00-941.000	RENTALS	A PLACE TO STORE - FARIDDA STORAGE #B-40 & D-84		8/1/17-8/31/17	08/10/17	50.00	110216
248-000.00-956.000	MISCELLANEOUS EXPENSE	KATE KNIGHT	DDA ITEMS/EVENTS	REIMBURSEMENT	08/03/17	254.40	110088
248-000.00-970.000	CAPITAL OUTLAY	BROWN DOG LLC	EXPENSES DDA'S SHARE OUTDOOR SEATING	REIMBURSEMENT	08/31/17	2,500.00	110448
Total For Dept 000.00						2,836.68	
Dept 759.00 PRINCIPAL SHOPPING DISTRICT							
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 3980 5635	08/03/17	35.55	110117
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5063	08/03/17	30.93	110117
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5329	08/03/17	10.00	110117
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5212	08/03/17	26.63	110117
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5279	08/03/17	41.09	110117
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5394	08/03/17	128.52	110117
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 271 6254 4	08/03/17	37.40	110119
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 7565 6	08/03/17	28.03	110119
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 8409 6	08/03/17	58.81	110119
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 7598 7	08/03/17	20.90	110119
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 7576 3	08/03/17	34.59	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 086 2854 7	08/03/17	43.60	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 086 2840 6	08/03/17	38.22	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 086 1522 1	08/03/17	28.38	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 086 1500 7	08/03/17	23.12	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 086 2809 1	08/03/17	47.92	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 2713 7	08/03/17	195.02	110120
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 8419 5	08/03/17	23.71	110121
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 4470	08/10/17	18.69	110219
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5162	08/10/17	52.76	110219
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 5113	08/10/17	18.43	110219
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 7588 8	08/10/17	22.18	110220
248-759.00-930.000	REPAIRS & MAINTENANCE	ROOTS & SHOOT'S GARDEN	WATERING 7/6/2017 FLOWER BEDS	3751	08/03/17	70.00	110116
248-759.00-930.000	REPAIRS & MAINTENANCE	WILLSONS LAWN MAINTENANCE	ORCHARD ST.	7/1/2017	06/30/17	281.00	110139
248-759.00-930.000	REPAIRS & MAINTENANCE	WILLSONS LAWN MAINTENANCE	CITY FARMINGTON	7/1/2017	06/30/17	10,069.50	110139
248-759.00-930.000	REPAIRS & MAINTENANCE	WILLSONS LAWN MAINTENANCE	STREETSCAPE	7/1/2017	06/30/17	10,165.00	110139
248-759.00-930.000	REPAIRS & MAINTENANCE	A PLACE TO STORE - FARIDDA STORAGE #B-40 & D-84		8/1/17-8/31/17	08/10/17	160.00	110216
248-759.00-930.000	REPAIRS & MAINTENANCE	ROOTS & SHOOT'S GARDEN	I.G.R. FARMINGTON WEEDING & PRUNING	3809	08/24/17	135.00	110397
248-759.00-930.000	REPAIRS & MAINTENANCE	PET WASTE ELIMINATOR	CUST# 491228	4336643	08/24/17	262.99	110400
248-759.00-930.000	REPAIRS & MAINTENANCE	SEAN O'REILLY- RESTORATION	7/1/17-7/31/17 DOWNTOWN DISTRICT	1576	08/24/17	2,156.75	110405
248-759.00-930.000	REPAIRS & MAINTENANCE	WILLSONS LAWN MAINTENANCE	STREETSCAPE	8/10/2017	08/24/17	175.00	110416
248-759.00-930.000	REPAIRS & MAINTENANCE	WILLSONS LAWN MAINTENANCE	ORCHARD ST.	8/1/2017	08/24/17	275.00	110416
Total For Dept 759.00 PRINCIPAL SHOPPING DISTRICT						24,714.72	
Dept 764.00 HARVEST MOON CELEBRATION							
248-764.00-740.010	CONCESSION SUPPLIES	FARMINGTON INS. AGENCY	LIQUOR BOND/ FARM-42/POLICY# 633094	16404	08/17/17	50.00	110356
248-764.00-880.000	COMMUNITY PROMOTION	COLLINWOOD MEDIA, LLC	AD 8/17-31/2017 9/1-23/2017	HM	08/24/17	190.00	110429
248-764.00-956.000	MISCELLANEOUS EXPENSE	STATE OF MICHIGAN	LIQUOR LICENSE	HM	08/10/17	100.00	110193
Total For Dept 764.00 HARVEST MOON CELEBRATION						340.00	
Dept 766.00 RHYTHMZ IN RILEY PARK							
248-766.00-880.009	ENTERTAINMENT	STUART TUCKER	RRP PERFORMANCE THE LUDDITES	8/7/2017	08/03/17	750.00	110129
248-766.00-880.009	ENTERTAINMENT	BILLY MACK & THE JUKE	RRP PERFORMANCE	8/18/2017	08/17/17	600.00	110341
Total For Dept 766.00 RHYTHMZ IN RILEY PARK						1,350.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						29,241.40	

08/31/2017 11:42 AM  
User: sbargowski  
DB: Farmington

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FARMINGTON  
EXP CHECK RUN DATES 08/01/2017 - 08/31/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
			Fund Totals:				
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			29,241.40	
			Total For All Funds:			29,241.40	



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

Wednesday, August 2, 2017  
Conference Room, City Hall

Meeting was called to order at 6:03pm by Vice-President S. Murphy

**ROLL CALL**

PRESENT: S. Murphy, Clement, Skrzycki, Craft, Buck, Pascaris, Griswold

ABSENT: Galvin, Gallagher

OTHERS PRESENT: Kate Knight, D. Murphy, Sara Robertson,

**CONSENT AGENDA ITEMS**

MOTION by Griswold, SECOND by Skrzycki

RESOLVED, that the board accepts and files the Financial Report and Regular Minutes of July 12 in 2017

MOTION CARRIED, ALL AYES

**APPROVAL OF REGULAR AGENDA**

MOTION by Craft, SECOND by Buck

RESOLVED, that the board Approves Agenda as posted

MOTION CARRIED, ALL AYES

**PUBLIC COMMENT**

None

**HARVEST MOON UPDATE**

Robinson and Knight report on progress with event. Request for assistance with sponsor recruitment and packets distributed to Board.

**PUBLIC ART BLUEPRINT**

Final draft of tri-fold brochure shared with board.

Update from Buck regarding progress on plans for murals and grants and sculpture.

MOTION by Buck SECOND by Pascaris

RESOLVED, that the board support providing two applications for grants for gateway sculpture and downtown murals

MOTION CARRIED, ALL AYES

### **DOWNTOWN MASTER PLAN STATUS**

Knight reported that the plan needs to be published, last step was the parking study.  
The parking committee will be asked to join with us at the regular meeting scheduled on September 6<sup>th</sup>

### **OTHER BUSINESS**

Craft opened a discussion regarding promotion of downtown businesses.  
S. Murphy reported regarding F2F. The Apple Dessert Challenge will be on September 18<sup>th</sup>.

### **EXECUTIVE DIRECTOR UPDATE**

Conversation regarding quorum rules and sharing interesting and pertinent information  
Robertson suggesting media plan for board to look in to  
Insight regarding code enforcement and equity of same  
Main Street Oakland Co. visit and info shared  
Main Street Mgr. meeting in Franklin, August  
Public Arts Admin workshop in Howell, September

### **BOARD COMMENT**

Scarecrow Contest- Sara?

### **ADJOURNMENT**

MOTIONED by Buck, SECONDED by Griswold  
RESOLVED, that the meeting is adjourned  
MOTIONED CARRIED, ALL AYES

The meeting was adjourned.

The next regular meeting will be held on Wednesday, September 6, 2017 at 6:00 p.m., in the conference room at City Hall.

Respectfully Submitted,

(Agnes) Micki Skrzycki  
Secretary, Farmington DDA

# Agenda Item 5.a: Draft Parking Summary for DDA Board Approval

Note: “Parking Study Findings” is a summary provided by OHM to reference the Walker Parking Study Update (February 2017), as part of the Downtown Master Plan. The complete Parking Study is included in the Appendix.

associate with their community.

Establishing community identity has proven to help foster positive feelings born from a stronger connection between people and place. It gives residents a sense of belonging and stability, in turn improving quality of life. Art and culture can play a large factor in this. Public art forces interaction between the individual and their built environment while sparking thought and emotion. Gathering spaces also provide space where people can come together and engage socially with one another.

## Market Analysis Findings

Below are the key findings from the Market Analysis completed in 2015 for the Downtown Area Plan:

- The Farmington EMA (Effective Market Area) is significantly under served with upscale apartment communities as demonstrated by a very low vacancy rate and relatively high rents.
- Further, most apartment communities in the EMA are aging, many are becoming functionally obsolete.
- Based on current market conditions, it has been determined the Farmington area

could support approximately 400 to 500 units over a 4-6 period.

- A wide mix of product type and rent ranges in the upper market (“high end”) should be considered.
- There is a strong market potential to support 100 -200 units in a true urban mixed-use environment.

## Parking Study Findings

Downtown Farmington has a total of 2,400 parking spaces, which include 779 public parking spaces provided in seven lots, 96 public on-street parking spaces, and 1,525 private parking spaces in lots.

Several changes to the Downtown over the past eight years, including more visitors to the Civic Theater and Farmer’s Market, and the addition of new restaurants and businesses, has increased demand for parking in the Downtown. Saturday mornings during the Farmer’s Market, in particular, are operating above maximum efficiency. Meanwhile, weekend evenings are operating at maximum efficiency, which means parking is sufficient during these hours now, but more parking will be required to support additional growth. Based on anticipated growth, the Parking Study states that Downtown

Farmington will need 429 parking spaces in the next 5-10 years.

For the time being, recommendations to deal with the growing parking pressures include promoting mobility, including pedestrian option, sharing information about lesser-known parking areas, encouraging Downtown employees to leave more convenient spaces open for customers, and expanding wayfinding that directs visitors to various parking options. The full parking study can be found in the Appendix.

## Demographics

Population		
Total Population	10,372	2010
Households	4,836	2010
Average Family Size	2.92	2010

Housing		
Owner Occupied	62.20%	2010
Renter Occupied	37.80%	2010
Medium Home Value	\$152,600	2014

Income		
Median Household Income	\$58,908	2014
Average Household Income	\$78,428	2014
Per Capita Income	\$35,529	2014

Source: United States 2010 Census and 2010-2014 American Community Survey 5-Year Estimates

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



## EXECUTIVE DIRECTOR UPDATE September 6, 2017

### **Harvest Moon**

Preparations continue as we step into the final weeks before our Harvest Moon Celebration. We have secured sponsorships thus far totaling \$4,250, committed by our community partners St. Joe's, Tom Holzer Ford, Beamer Wright and Farmington Garage. In kind contributions will contribute an additional \$2,500. (HMC Sponsorship in 2016 was \$2,200.) Major points are in place (food, drinks, tent, licensing, marketing). Look for promotional material to hit starting this week, with posters, over the road banner and other planned advertisement.

### **Public Art**

A tour of the David Barr estate was conducted on August 29<sup>th</sup>, with David Murphy and Steve Schneeman, to determine appropriate pieces of sculpture for potential installation downtown. The piece(s) would be loaned from the City of Novi. This public art installation will serve as the basis for a grant application this Fall. A second grant application will be written for a Downtown mural program. Tom Buck is collaborating on the application process.

Main Street Oakland County has selected Farmington for DDA training with New York-based Project for Public Spaces. This MSOC workshop is September 18-19 in Howell. A small arts grant may be awarded to one of six participating communities attending.

### **Repairs and Maintenance**

Street furnishing and plant material damage to the four corners (Grand River and Farmington) has been assessed and ordered for repair through vendors Bill Willson and House of Iron. MDOT is finishing Grand River improvements, and the DDA is working closely with DPW to pursue cleanup through MDOT and subcontractors.

### **Professional Development**

MSOC workshops for new Main Street Manager training and volunteer development were attended on August 18-19. Plans are pending for MSOC presentation to the DDA Board at the October or November meeting to educate regarding benefits of the Main Street program. Are we maximizing our potential through the program? Should Farmington work toward designation as a Great American Main Street, won in Michigan previously by Rochester and Ferndale?

Respectfully submitted,  
Kate Knight  
Executive Director