



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, December 2, 2015
Council Chambers, City Hall

The meeting was called to order at 6:03 p.m. by President Buck.

ROLL CALL

PRESENT: Buck, Gallagher (6:16pm), Galvin, Higgins, Key (6:50pm), Murphy, Skrzycki

ABSENT: Greer, Platzke

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.
David Murphy, City Manager

CONSENT AGENDA ITEMS

MOTION by Galvin, SECONDED by Murphy

RESOLVED, that the board accepts and files the regular minutes of November 4, 2015, the November Invoice Distribution and the October, 2015 Financial Report, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

Laura Myers, 33601 Shiawassee, commented on her recent travels through several Main Street communities along Grand River Avenue from Farmington to Grand Haven. She remarked on the adaptive reuse of former homes to commercial use and the character they add to the community.

Maria Taylor, 23750 Gill, stated that Farmington is not doing well with historic preservation. The Queen Anne homes set the tone for downtown, losing them would mean losing the character. She commented on the Downtown Area Plan, the Downtown Master Plan and the importance of retaining character.

President Buck offered to attend a discussion between the DDA and Historical Commission members.

MAIN STREET OAKLAND COUNTY ANNUAL EVALUATION SUMMARY REPORT

Jeff Siegler of Heritage Ohio spoke as the evaluator for Farmington for 2015. Other evaluators present include Bob Donohue, Alex Hritcu and Leigh Young from Main Street Oakland County.

Gallagher entered the meeting.

Accreditation is based on ten criteria. Siegler reviewed the criteria with highlights as follows:

1. Broad-based community support

2. Current vision and mission statements – the mission statement could be condensed
3. Comprehensive work plans
4. Preservation ethic – there was much discussion about historic preservation throughout the evaluation: the City followed proper procedures. Advised that the historic preservation folks should not get entrenched nor give up. Advocate for binding review with proper training of decision makers. Good design and more density will increase the tax base.
5. Active board and committees
6. Adequate budget
7. Paid professional staff
8. Training and networking
9. Statistics reported
10. Membership in the National Main Street organization.

Other issues discussed include:

Parking is a hot topic in the community. Comprehensively study your parking and implement a management strategy first. Some people won't like it.

Redevelopment opportunities exist. Look at things from the penalty side and incentive side. Incentives will not cure apathy; go after apathetic properties with penalties.

Donohue remarked about his excitement and optimism about Farmington. Farmington will be accredited for 2015. Farmington has quality people that will help meet the challenges. You are ready to take downtown to the next level. Solve your parking issue and work on historic preservation.

Galvin supports Young's idea for a structured education component with the Historical Commission and other boards and commissions; part of the goals of such a training should be a discussion about how it coincides and correlated with economic development.

DOWNTOWN MASTER PLAN 2016 – ISSUANCE OF REQUEST FOR PROPOSALS

The Downtown Master Plan Steering Team has been convened and a draft Request for Proposals was reviewed and revised. Proposals will be due on Monday, January 4, 2016 at 2p.m.

MOTION by Murphy, SECONDED by Gallagher

RESOLVED, that the board authorizes the acceptance of proposals to update the Downtown Master Plan as described in the Request for Proposals as presented. MOTION CARRIED, ALL AYES.

WELCOME AND WAYFINDING SIGNAGE – OBLIGATION OF FUNDS TO THE CITY

City Council has awarded the welcome and wayfinding signage project to Universal Sign Systems at a cost of \$59,455.72. In the 2015-15 budget, the DDA earmarked \$20,000 for signs in the downtown. The board is asked to obligate the funds, as invoices will be drawn off a city account.

MOTION by Higgins, SECONDED by Gallagher

RESOLVED, that the board obligates \$20,000, funds to be derived from Capital Outlay, Account Number 248-000.00-970.000, toward welcome and wayfinding signage and authorizes a transfer of funds to the City of Farmington. MOTION CARRIED, ALL AYES.

PAVILION ENCLOSURES – FUNDING REQUEST

Knowles discussed the background about the idea for enclosures at the Pavilion. The need was more pronounced after the ice rink was created, to act as a wind break so that the Pavilion can serve as a warming station. Proposals were received from three companies to erect enclosures; the most affordable option was a marine-fabric panel at around \$7,000.00. The City has asked the DDA to contribute half the cost, or \$3,500. The funding source would be profit from the Harvest Moon Celebration.

Key entered the meeting.

MOTION by Gallagher, SECONDED by Skrzycki
RESOLVED, that the board obligates \$3,500, funds to be derived from Harvest Moon Celebration, Miscellaneous, Account Number 248-764.00-956.000, toward enclosures at the Sunquist Pavilion in Riley Park and authorizes the transfer of funds to the City of Farmington, subject to satisfactory review by the Design Committee and the Department of Public Works. MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

Knowles stated that the holiday decorations are complete, including a tune-up of the white tree lights. Small Business Saturday was successful, as reported by participants. The winter edition of the Main Street Messenger was issued as well.

The big news is that we have closed on the sale of the vacant Slocum Street property to Cervi Construction; work will commence on the 11-unit townhouse development.

BOARD COMMENT

None

ADJOURNMENT

MOTION by Gallagher, SECONDED by Key
RESOLVED, that the meeting be adjourned.

The meeting was adjourned at 7:13p.m.

The next regular meeting will be on Wednesday, January 6, 2016 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,



Annette Knowles,
Assistant to the City Manager/DDA Executive Director