

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

8:00 a.m.

Tuesday

November 1, 2005

The meeting was called to order by Board President Beamer at 8:03 a.m.

ROLL CALL: Batzloff, Beamer, Cassidy, Cowley, Freeman, Grace,
 Kuiken, Pastue, Vargovick, Ziegler

EXCUSED ABSENT: Clappison

OTHERS PRESENT: Annette Knowles, DDA Director

Board President Beamer welcomed the new director to the meeting.

Consideration to Approve Consent Agenda Items

Motion by Ziegler, supported by Batzloff, to approve the regular meeting minutes of October 4, 2005, the Financial Statement, and Bill Review Report as presented. MOTION CARRIED, ALL AYES.

Director's Report

Director Knowles informed the Board that she is working on securing a time and place for the Board retreat in 2006. Michigan State University Tollgate Farms has again agreed to have the retreat held at their facility. The preferred dates are January 21 and February 4, but other dates may be considered starting January 14 through February 18. Director Knowles has asked the Board to check their availability for one of the preferred dates and confirm to her the date they are not available to attend this retreat.

Downtown Design Standards Presentation

Mr. Jeff Purdy from LSL Planning was present to discuss the changes contained in the proposed design standards they developed for the Central Business District. These proposed design standards have been presented to the Planning Commission and a Public hearing has been scheduled for November 14 to

accept public comment. City Administration is requesting the DDA Board recommend approval be presented to the Planning Commission at their public hearing. The Planning Commission will then recommend approval to the Farmington City Council, as presented or with modifications, at the December council meetings.

If adopted, the Design Standards would take effect in early January. Mr. Purdy explained that the overall intent was to keep the uses for a small town environment and to keep unique designs. One of the recommendations was to eliminate the on-site parking requirements that exist for non-residential development. This is consistent with the Downtown Master Plan. However, it does require the City and DDA to develop a capital financing strategy to deal with in-fill development. The City will be meeting with a major consulting firm specializing in parking studies and financing plans to develop a scope of work specific for Farmington.

Significant changes in the proposed design standards include changes to the following:

- Article 2, General Provisions
- Article 14, Off-street Parking and Loading Regulations
- Article 7, Commercial Districts

Amendments made to the Commercial Districts address such issues as:

- the type of uses permitted in the CBD
- More specific standards for outdoor cafes
- Dimensional standards for the CBD revised to require building be built to the sidewalk and be pedestrian oriented
- Building heights were set at 24 ft. minimum and 40 ft. maximum, with allowance for taller buildings by PUD
- Architectural design standards were added for orientation of building entrance, roof design, building materials, windows and awnings
- Standards were added for the location and orientation of parking, with the building occupying the front lot line and parking to the side or rear.
- Design standards also provide for residential developments that prescribe traditional townhouse style of development.

Further discussion ensued.

Motion by Cowley, supported by Ziegler, to approve the Downtown Design Standards and recommend approval by the Planning Commission. MOTION CARRIED, ALL AYES.

REVIEW OF DDA BY-LAWS AMENDMENTS

At the February, 2005 Board Retreat, the DDA discussed updating the by-laws. City Manager Pastue presented to the Board for review other proposed changes that incorporate many of the items discussed at the retreat. Modifications can be made and presented at the December meeting for adoption. For the by-laws to become effective, they must be adopted by the Farmington City Council. Board President Beamer supports the implementation of an Executive Committee comprised of the DDA President and the Chair from each of the Main Street Committees; and also to appoint a Board member to serve on each committee. This Executive Committee shall meet periodically to review upcoming DDA agenda items and to coordinate between the various Main Street Committees.

In Article 7, Section 1: Purpose, Board Member Freeman suggested changing the wording ("Downtown") to read ("District"). In Section 2: Committees, Freeman also suggested that each Main Street committee provide a summary of their purpose for the by-laws; and to change the wording in Section 3, Membership, to read "The Committees shall be comprised of volunteers of residents and business owners in the "greater" Farmington "area"". Board President Beamer instructed the Board to be prepared at the next meeting to approve the by-laws amendments. NO FURTHER ACTION TAKEN.

DISCUSSION REGARDING EXPANSION OF THE DDA DISTRICT

City Manager Pastue reported that one of City Council's goals is to initiate the process to consider expanding the DDA boundaries and update the plan. At the September 19, 2005 Council meeting, it was agreed that a committee be formed to work on this task. Therefore, the Board is recommending that the DDA appoint two representatives to serve on this committee. Board Members Vargovick and Grace expressed their interest serve on this committee as representatives for the DDA. NO FURTHER ACTION TAKEN.

CONSIDERATION TO CHANGE JANUARY MEETING DATE

Due to a number of board members unable to attend the January 4, 2006 regular board meeting, the meeting date was changed to Tuesday, January 10, 2006.

GRAND RIVER IMPROVEMENTS

City Manager Pastue presented a drawing of the Grand River Streetscape Improvements stating that a study was done on the Grand River/Farmington Rd intersection. Pastue updated the Board of several planned future projects scheduled for Grand River Avenue as follows:

- MDOT will be removing the bridge located east of Power Rd.
- An overlay of Grand River from Halsted to Target. Because the City hopes to have the construction disrupt traffic only once, the city is working with the State to make this happen. The City also intends to have some sort of gateway island coming into the downtown from the west to slow traffic as they approach downtown Farmington.
- Other considerations are to clarify the parking along Grand River and to create more pedestrian area on sidewalks, possibly from the use of bumpouts.

Pastue stated the City is applying for a One Million (\$1,000,000) dollar grant from MDOT toward these improvements. The DDA will also need to provide some funding and is, therefore, asking the DDA to consider a commitment of \$625,000 to fund a portion of this project which will be starting in mid December. NO FURTHER ACTION TAKEN.

WORKING CAPITAL IMPROVEMENTS

Board Member Batzloff informed the Board that many of the business owners have approached her requesting information on how they can go about getting help from the DDA on low interest rates to help finance improvements to their stores. Merchants have also stated that they would like to see more functions held at the Pavilion and be able to sell their merchandise at these functions, such as at the upcoming Holly Days event in December. They are asking what they need to do to be a part of the Pavilion. The Board reiterated they should bring their ideas, in writing, to the Promotions Committee. They may also present them to the DDA Board who will in turn forward them on to the Promotions Committee.

Batzloff asked if the Board had the authority to provide low interest credit from banks. Consensus from the Board was that the DDA should not become involved as lenders. It was suggested to obtain a list of those merchants interested in obtaining financial help and provide them with the name of a contact person at the banks. DDA Director Knowles will follow up with the banks and report back at the next meeting. NO FURTHER ACTION TAKEN.

DUMPSTERS

With the completion of the project in the downtown center, there will be an increase of dumpsters around this location. Discussion followed on the need to consider the construction of enclosures around dumpsters to consolidate them and clean up the parking lots and to have the businesses share dumpsters. Discussion also ensued on requiring new development in the city to include the

enclosure of dumpsters on their property when submitting site plans to the Planning Commission. NO FURTHER ACTION TAKEN.

PUBLIC COMMENT

In the interest of time, Public Comment was moved up on the agenda. Susan Latimer, a resident, commented on the success of the Pavilion Grand Opening weekend and the Halloween Fun Fest weekend stating that they were both well attended and wonderful and that the pavilion needs to be used extensively. Her only negative comment was that the parking configuration was awful in that vehicles seem to have a difficult time finding their way in and out of the parking lot and that the angled parking causes somewhat of a hazard when backing out. Beamer responded that the entire project is not yet completed and that with time this should all be worked out.

Arlene Marks, a resident, concurred with Ms. Latimer commenting that speed was another concern, as well as flow of traffic. Beamer thanked Ms. Latimer and Ms. Marks for their comments and concerns.

CLOSED SESSION – PROPERTY ACQUISITION

At 9:35 a.m., the Board went into a closed session. The regular Board meeting resumed at 9:50 a.m.

STAFF CONSIDERATIONS

Motion by Beamer, supported by Vargovick, to support a resolution naming Interim Director Mary Martin as the recipient of a cash award in the amount of One Thousand (\$1,000) dollars; and Mary Pierman, office administrator, as the recipient of a cash award in the amount of Five Hundred (\$500) dollars as compensation for added responsibilities, above and beyond, in the operation of the DDA office during the staff transition and the promotion of the Grand Opening weekend of the Walter E. Sundquist Pavilion and Riley Park. MOTION CARRIED, ALL AYES.

MAIN STREET UPDATE:

No Report.

BOARD COMMENT

None

ADJOURNMENT

The meeting adjourned at 9:56 a.m. The next meeting will be held on Tuesday, December 6, 2005, at 8 a.m.

Respectfully submitted,