

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, July 22, 2010 at 7:00 PM in the Employee Lounge at the Shelby Township Municipal Building at 52700 Van Dyke, Shelby Township, MI 48316.

The meeting agenda includes the following:

- 1) Call To Order/Roll Call
- 2) Approve Agenda
- 3) Engineering Report
 - a. Spalding Dedecker Presentation
- 4) Planning Commission Liaison
 - a. Glenn Wynn/J.Eppink Design Update
- 5) Treasurers Report
- 6) Old Business
- 7) New Business
- 8) Committee Reports
 - Promotions
 - Organization
 - Design
 - i. Updates VD widening project
 1. Inventory (signs/poles)
 2. Options (signs/poles)
 3. Business Owner Communication
 - Economic Restructuring
- 9) Public Comment
- 10) Approve Meeting Minutes
- 11) Chair Person Comments
- 12) Correspondence
- 13) Future Agenda Items: Next Meeting Thursday, August 26, 2010
- 14) Adjournment

(586) 731-5100 Charter Township of Shelby (586) 726-2731 TDD
Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Shelby Township Clerk's Office at 586-731-5102, TDD 586-726-2731



**Charter Township of Shelby
Downtown Development Authority**

Meeting Minutes – June 24, 2010 at 7:00 p.m.

**Shelby Township Municipal Building
52700 Van Dyke – Shelby Township MI 48316
(Employee Lounge – Lower Level)**

Call to Order: Mr. Hellebuyck called the meeting to order at 7:05 p.m.

Roll Call: Mrs. Filar proceeded with roll call.

Members Present: Mr. Hellebuyck, Mrs. Filar, Mr. Fanelli, Mrs. Kiel, Mr. Stathakis, Mrs. Rabaut Miller, Mr. Mancini

Members Absent (excused): Mr. English, Mr. Swartz

Also Present: Glenn Wynn (Township Planning Director), Jim Eppink, Tom Monchak (Assessing Dept.), Russ Matika

Approval of Agenda: Motion by Mrs. Filar supported by Mr. Mancini to approve the agenda. **Motion carried.**

Treasurer's Report: Due to absence of Treasurer, report to be forwarded to Members via email for review.

Treasurer's Report – Assessing Capture Roll: Mr. Monchak distributed several copies of the Township Assessing. He explained that the list indicates properties in the DDA; their original base taxable value in 2006; and, current 2010 taxable value. Members mentioned that their forecasts have been built into the budget for changes that may occur as a result of Michigan Tax Tribunal. Mr. Hellebuyck asked Mr. Monchak how to find out when a business in the DDA is vacated or a new business is moving in. Mr. Wynn replied that he will check with the Building Department to determine if this sort of tracking can be done in the future.

Planning Commission Liaison – Glenn Wynn Update: Mr. Wynn recapped the May meeting when he notified the DDA that they did not receive a grant, but are able to take advantage of \$40,000 put aside. Members discussed what could be accomplished with \$40,000 in conjunction with planned RCMC road improvements.

Mr. Eppink presented the members with a conceptual drawing for improvements along the southern new entrance of the Township property into Being Salon. Members were presented with a cost estimate, inclusive of fees, bid documents, and construction drawings. It was noted that the DDA plans include landscaping only, not private paving. Mrs. Rabaut Miller said that as this is primarily Township property, approval is required from the Township Board of Trustees. Mr. Wynn agreed. Mr. Eppink advised he would present more detailed drawings at the July meeting.

Members conversed regarding several design options. Mr. Mancini said Mr. Hoepfner, RCMC Highway Engineer, informed that the RCMC will work with businesses for improvements (i.e. wider driveway, approaches, etc.). Mr. Mancini felt the DDA has an opportunity now to encourage business owners, and explain to them options available to improve their property using RCMC funds, as well as their own private funding. Although the RCMC will not be completing the landscaping portion until 2011, Mr. Mancini felt the DDA needs to sell the idea during the 2010 budget. Members discussed a variety of ideas to notify affected property owners (Van Dyke, 23 Mile to 24 Mile Roads) of available options, as well as advise how the DDA can provide assistance to the property owners with their portion of the cost.

MOTION by Mr. Mancini supported by Mrs. Rabaut Miller to approve the conceptual design plan developed by J. Eppink Partners, and authorize the landscape architect to proceed with working drawings, as per the June 17, 2010 preliminary cost estimate, with the amount not to exceed \$5,000.00.

Motion carried.

Consultants Report: None

Old Business – Design Committee Chair Discussion: Mr. Fanelli agreed to be a temporary Design Chairperson for the next few meetings.

Old Business – DDA Board and Committee Roster: Mrs. Filar is in the process of creating a current roster, and requested she be provided with names of the members of each committee.

New Business: None

Committee Reports – Promotions: Mrs. Kiel said plans are made for Movie Night on August 13th.

Committee Reports – Organization: Mrs. Rabaut Miller reported she has a spreadsheet of active properties in the DDA and will forward same to Members. Members were advised that Mr. Matika offered to coordinate the information for the DDA meetings in PDF files for Members and for posting on the website. Members agreed to submit information to Mr. Matika one week prior to scheduled monthly DDA meeting. Mrs. Rabaut Miller said DDA newsletter to be mailed by June 30. Mrs. Filar suggested sending a copy of the DDA newsletter to the local newspapers.

Committee Report – Design: Mr. Fanelli talked about the meeting with Mr. Hoepfner from the RCMC that included conversation concerning the enhancement of the right-of-way, ie., street lighting, style precedents, signage and mailboxes, and the importance of moving forward. Literature was handed out that depicted different styles of street signs and stop signs. Discussion ensued pertaining to the replacement and/or maintenance of signs, and uniform style mailboxes. Mr. Wynn agreed to conduct an inventory of the number of street signs, traffic signs, poles, and mailboxes in the right-of-way. Mr. Mancini said he will contact Mr. Hoepfner about attending the preconstruction meeting.

Mr. Fanelli led discussion concerning street lighting and meeting with Rahorn Electric. Street light maintenance would be the DDA's responsibility if fixtures are not from the selection provided by DTE. Members conversed regarding budget constraints in relation to street lighting (i.e. 1/4 mile). Members will compare prices from Rahorn Electric and DTE. Members agreed that more information was needed on the type and cost of signage, mailboxes and poles. Mr. Wynn agreed to provide an inventory of same. Mr. Mancini will look into additional options concerning same.

Committee Reports – Economic Restructuring: No report

Public Comment: Mrs. Kiel asked about the possibility of reducing the speed limit on Van Dyke. Mrs. Filar explained aspects of "Traffic Study", inclusive of involvement with a committee comprised of Police Chief Leman, Macomb County Sheriff's Office, Michigan State Police and the RCMC.

Approve Meeting Minutes: Motion by Mr. Mancini supported by Mrs. Kiel to approve the minutes as submitted. **Motion carried.**

Chairperson Comments: None

Correspondence: None

Future Agenda Items - Next Meeting – Thursday, July 22, 2010: Mrs. Filar said updates to be available regarding signage, street lighting and mailboxes. Mr. Eppink to provide landscaping design updates. Members revisited the idea of sending out a formal letter to affected property owners concerning ideas discussed, and advantages available in relation to upcoming Van Dyke RCMC project.

Adjournment: Mr. Hellebuyck adjourned the meeting by consent motion.
It is 9:30 p.m.

DRAFT