

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, December 8, 2011 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) Simon Mauro, Developer
- 4) Old Business
 - Mr. Hellebuyck - SAD Update
 -
- 5) New Business
 -
- 6) Committee Reports
 - Design
 - Promotion
 - Organization
 - Economic Restructuring
- 7) Treasurer
 - Treasurer's Report
- 8) Public Comment
- 9) Approve Meeting Minutes
- 10) Chair Person Comments
- 11) Correspondence
- 12) Future Agenda Items – January 27, 2011
- 13) 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 – October 27, 2011 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, Mr. Fanelli, Mr. Stathakis, Mrs. Kiel, Mrs. Filar, Jeff English, Mrs. Rabaut Miller and Mr. Swartz (arrived at 7:07 p.m.)

Members Absent (excused): none

Also Present: Glenn Wynn (Township Planning Director), Russ Matika, Craig Copper, Clarence Cook, and Simon Mauro

Approval of Agenda: Motion by Mr. Fanelli supported by Mr. English to approve the agenda. **Motion carried.**

Simon Mauro, Developer: Ms. Filar said at the last meeting they thought it would be helpful to have a retail developer give the DDA insight on what is happening in Shelby Township in the retail market. Mr. Mauro introduced himself and his experience with retail in the area. He said our biggest obstacle in attracting large chain tenants such as Trader Vic's or Whole Foods to our DDA is our demographics. These high profile tenants look at specific population when choosing new locations. The other main roadblock prohibiting development today is the fact that banks are simply not lending money. There was a discussion of some things we can do to recruit new business in our DDA area which include: beautifying current businesses within our district, preparing a master plan design which includes the design standards for the district, creating promotional materials, and incorporating demographics with vacancy information. Mr. Wynn described how the Planning Department gives information to prospective developers/tenants currently.

Old Business – S.A.D. Update and letter to Assessing and Board: Mr.

Hellebuyck said the letter is ready to go to the Board. There was discussion regarding the status of the S.A.D. and the signatures. Mr. Fanelli explained the situation and said the signatures are secure and they have over 50% that is required. However, there was a problem with Sterling Title Company and Mr. O'Connor will look into the problem tomorrow. Mr. Fanelli stressed the importance of having this item on the agenda for the second meeting in November. He said he would like the DDA to have some oversight on this project since the DDA funded it and went through the work for the signatures.

Mr. Fanelli said the street signs have been installed and the street lighting is being manufactured.

The members discussed putting the S.A.D. project on the November 15th Township agenda along with the DDA presentation.

New Business – Discuss how to incorporate information on S.A.D. with the presentation: Mr. Hellebuyck will introduce the DDA presentation and Mr. Wynn will handle the majority of the speaking and Power Point presentation.

New Business – Mr. Fanelli and Mr. Wynn share ideas on DDA funding for business landscape projects: Mr. Wynn said they are looking to continue the landscaping momentum. He said when new development comes to the Planning Department, they will require them to replicate the landscaping plan. Mr. Wynn and Mr. Fanelli also suggested that the restoration from the S.A.D. take the landscaping plan into account. Mr. Wynn said they could offer incentives to the property owners in the S.A.D. for landscaping.

The members decided to have a real estate broker speak at their next meeting.

Committee Reports – Design: No further report

Committee Reports – Promotion: Ms. Kiel said they are working on a postcard to send to the DDA businesses to encourage Christmas lights, in order to show continuity.

Committee Report – Organization: Ms. Rabaut Miller said she ordered reusable bags and cardboard coasters with the DDA logo on them.

Committee Report – Economic Restructuring: No report

Treasurer’s Report: Mr. Swartz said there was no activity for September. Mr. Fanelli asked how much will be returned to the DDA of the S.A.D. initial funding. Mr. Hellebuyck said approximately \$30,000.

Mr. Swartz said the year-to-date budget reflects the amendments that were discussed previously. He also showed the budget summary for 2012 that showed last month’s changes.

Public Comment: Mr. Matika said the ICSC website is ICSC.org and the membership fee is \$100/year for a public entity.

There was discussion regarding the meeting which set the 10 priorities for the Township where the S.A.D. was on the list. Mr. Stathakis said they are looking to match the priorities with the Township budget.

Approve Meeting Minutes: Motion by Ms. Rabaut Miller supported by Mr. English to approve the minutes from September 22, 2011. **Motion carried.**

Chair Person Comments: Mr. Hellebuyck asked about the candidates to fill the vacancy on the DDA. Mr. Stathakis said he is waiting for some callbacks.

Correspondence: None

Future Agenda Items – Next Meeting in November: The next DDA meeting will be December 8th and the December 22nd meeting will be cancelled. They will ask Anthony Rubino to attend the January meeting.

Adjournment: Mr. Hellebuyck adjourned the meeting by consent motion. It is 9:08 p.m.

pm