

# NOTICE

## **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

The Shelby Township DDA will meet hold its regular meeting on Wednesday, November 12, 2014 at 7:00 pm. in the Lobby Conference Room at the Shelby Township Municipal Building at 52700 Van Dyke, Shelby Township. The agenda for the meeting includes the following:

**Call Meeting To Order:** Chairman

**Roll Call:** Secretary

**Approve Minutes:**  
October 14, 2014

**Consultants:**

**Old Business:**

**Consultant Report:**

Report from Consultant on Vision Session followed by discussion

**Committee Reports:**

Design  
Promotion  
Organization  
Economic Restructuring

**Chair Person Comments:**

**Public Comment:**

**Correspondence:**

**Future Agenda Items:**

Corn Fest Update  
Invoice Approval Process

(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 14, 2014  
Shelby Township Municipal Building  
52700 Van Dyke – Shelby Township, MI 48316  
(Lobby Conference Room)**

**Call to Order:** Chairman Greg Gagnon called the meeting to order at 7:03 p.m.

**Members Present:** Eugene D'Agostini, Jeff English, Paula Filar, Greg Gagnon, Pat Rabaut-Miller, Jeff Swartz, Rick Stathakis

**Guests Present:** Anthony Apone

**Members Absent – Excused:** Bill Hellebuyck

**Approval of Meeting Minutes:** Motion by Mr. D'Agostini to approve the meeting minutes from September 9, 2014, seconded by Mr. Swartz. Motion carried.

**Consultants:** A letter from the consultants was read by Jeff English stating that their team is looking forward to meeting with the DDA on November 11, 2014. They have formulated suggestions for improvements to the corridor, infrastructure and administration/operation of the DDA for future development. They have also worked on sketches for each quadrant, all in preparation for their meeting with the DDA. It was suggested that Board members be invited and Planning Commission member Lisa Casali who attended the Vision session.

It was brought up that since November 11 is Veteran's Day and the offices will be closed, the meeting date should be moved to November 12. Jeff English will communicate that change to the Consultants.

**OLD BUSINESS:**

**Liquor License Update:** Mrs. Filar said that there are two areas, a development area and a redevelopment area. The redevelopment project states that if there is an existing building and someone wants to redevelop that building, there is an opportunity for additional liquor licenses. The threshold of money being put into the area is \$250,000. You can only have those licenses if all the Township allotted licenses are gone. The development area has not been officially established, but can be done. The threshold for public or private funds being put into the whole project is \$100 million. Mrs. Filar has asked attorney Rob Huth to look into this issue. She stated that the Township Board needs to establish an ordinance that says once we issue a license, if that business goes away, the license goes back to the Township. Mr. D'Agostini offered to look at the Act as we conducted the rest of the DDA meeting.

**NEW BUSINESS:**

**Treasurer: 2015 Budget:**

**Financial Review:** The 2014 budget includes a new format showing restructuring/redesigning, committee expenses, known fixed expenses, office and administrative expenses. This format will give a running total year-to-date instead of monthly totals.

There was discussion regarding the approval of funds for Fazal Khan. The invoices will go to Brad Bates who will put it in the bill run based on emailing Mr. Swartz who will then send an official email back so that there will be a tracking copy.

Motion by Pat Rabaut-Miller to approve \$4010 to be paid to Fazal Khan for the June 3 through August 19 billings for the engineering work for the Shelby Center redesign, seconded by Jeff English. Motion carried.

Motion by Jeff English to adopt the 2015 budget for the Organizational Committee \$6,000, Economic and Design Committee \$35,000, Promotional Committee \$5,000 and other expenses \$3,000, seconded by Gene D'Agostini.

Motion by Jeff Swartz to define the "other" expenses to be inclusive of account number 718.000 (meeting fees in all categories), 950.494 (office space & equipment rent) and 963.101 (admin expense for the general fund), seconded by Pat Rabaut-Miller. Motion carried.

The 2014 Budget requires adjustments therefore the following adjustments were made:

Organizational \$00.00  
Economic Restructuring \$27,000  
Promotion \$1000  
Design \$00  
Motion was passed.

**Update on Invoice Approval Process:** This will be discussed at the next meeting.

**COMMITTEE REPORTS:**

**Promotion:** Discussion regarding progress on Banners. They are ordered and will be up in in the next few days. There was a discussion regarding the Corn Fest. It was decided that no DDA funds would be used to host the Corn Fest. The committee will begin to determine if private funds can be raised for this event and discuss the economic feasibility of having this event. This issue will be discussed at a future meeting.

**Organization:** It was brought up that the website should be updated to change the DDA meeting dates from the fourth Thursday of every month to the second Tuesday of every month. In addition the committee structure will require current changes as well.

**Economic Restructuring & Design:** None

**CHAIRPERSON COMMENTS:** None

**PUBLIC COMMENT:** None

Mr. D'Agostini said that he had read through the statutes regarding liquor licenses and came up with a couple of conclusions. The preamble says "in order to allow cities, villages and townships to enhance the quality of life for the residents and visitors to their communities, the commission may issue public on-premise licenses in addition to those quota licenses allowed in cities, villages and townships under section 531. The licenses under this section shall be issued to businesses that meet either of the following conditions:

The option that we want to follow is in B:

"B) are located in a developed district or area that is any of the following: 1. An authority district established under tax increment financing, 2. A development area established under the corridor improvement authority act, 3. Downtown district established under act 197."

The criteria most important to us is: "the following apply to licenses issued under section 1B, the amount expended for the rehabilitation or restoration of the building has to be \$75,000 over a period of five years, and the total amount of public and private investment in real personal property within the development district or area shall be not less than \$200,000 over a period of five years."

"C) the licenses engaged in dining, entertainment, recreation, etc."

Mr. D'Agostini continued quoting that "the commission may issue one license for each monitored threshold described in subsection 6b or for each major fraction thereof. The initial enhanced license fee for a license issued under this section is \$20,000. The individual signing the application for the license shall state and demonstrate that the applicant attempted to secure an appropriate on-premise escrow license or quota license issued under section 531. There is separate provision for new development.

It was concluded that most likely the Township's DDA would qualify for licenses. We will ask our Attorney Rob Huth to look further into this issue and provide his recommendation.

**CORRESPONDENCE:** None

**FUTURE AGENDA ITEMS:**

**Vision Session Results – November Meeting**  
**Invoice Approval Process – December Meeting**

Motion by Jeff English, Second by Paula Filar to adjourn meeting at 8:50pm. Motion Passed

# **Shelby Town Center: Phase 1 DDA Presentation**

**November 12, 2014, 7:00 p.m.**

## **Welcome - Brad Strader**

- Introductions
- Brief overview of planning process

## **Developer Interviews/Goals & Priorities – Carmine Avantini**

- Who we interviewed
- Key comments
- Resulting Goals and Priorities

## **Market Snapshot – Doug Smith**

- Residential
- Commercial/Retail
- Different Building Types – live/work

## **Overall Recommendations – Brad Strader**

- Plan recommendations
- Placemaking/design components
- Street Recommendations

## **Recommendations by Quadrant – Doug Smith**

- Overview
- SE Corner –Retail/restaurant, community and governmental
- SW Corner – Downtown anchors, traditional neighborhoods, mixed uses
- NW Corner – Mixed use and residential
- NE Corner – Mixed use and residential

## **Next Steps – Carmine Avantini**

- DDA/TIFA Plan
- Meet w/County Road Commission
- Meet again w/property owners & developers
- Public Open House
- Meet again w/DDA
- Examine Master Plan and Zoning Ordinance amendments