

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, March 14, 2017 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 (acting)

Approve Minutes:

- January Meeting

Consultant:

- Glenn Wynn
- Carmine Avantini – Guest Speaker

Old Business:

- Fireworks update – Lynn Wilhelm
- Packard Grounds update –
- Utilizing Heritage Park/ Pond -

New Business

- Appointment of new Secretary
- Appointment of new Treasurer

Treasurer's Report:

Financial Report – N/A

Property Tax Capture Report request to Allan McDonald, Finance Director

Committee Reports:

Economic Restructuring & Design

Jeff English

Organization

Pat Rabaut-Miller

Promotion

Kevin Karwowicz

Comments:

Correspondence:

(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 – January 10, 2017
Shelby Township Municipal Building
52700 Van Dyke – Shelby Township, MI 48316
(Lobby Conference Room)**

Call to Order: Greg Gagnon called the meeting to order at 7:04 p.m.

Members Present: Gene D’Agostini, Jeff English, Greg Gagnon, Bill Hellebuyck, Kevin Karwowicz, Pat Rabaut Miller, Jeff Swartz, Rick Stathakis, Lynn Wilhelm

Members Absent: None

Lynn Wilhelm, a new trustee, introduced herself and provided her background information. The other members introduced themselves to her and did the same.

Guests Present: Glenn Wynn from Planning & Zoning

Approval of Meeting Minutes: Jeff English made a motion to approve the meeting minutes from September 13, 2016, seconded by Bill Hellebuyck. Motion carried.

Consultant: Greg Gagnon mentioned that another consultant was supposed to give a presentation, but this has been put on hold. Glenn Wynn talked about a land planning consultant that he had met with in the spring, but he was very expensive. Glenn said that the DDA might benefit from consulting with Carmine Avantini, a planner who had recently worked with the Township. Glenn asked Carmine for a draft contract and thought it would be a good idea to invite him to the March meeting because he is reasonable and has good redevelopment experience. Pat Rabaut Miller suggested making a motion to put aside DDA money to hire Carmine and have him come to a specified number of meetings. Glenn felt it would be best to wait until after Carmine comes to the DDA meeting.

OLD BUSINESS:

DDA Façade Grant Program: Greg Gagnon made a few changes from the last meeting and passed out a revised DDA Façade Grant Program Overview & Guidelines. This program can be promoted through our website, Facebook, the DDA newsletter, the Planning Department, Building Department, and possibly the Ordinance Department. Jeff English volunteered to contact the Building and Ordinance departments, and be the contact person for any questions. Once an application is submitted, the project must be approved by the Township. There was discussion about the coordination of the DDA, Planning Commission and the Township regarding the approval and regulation of new buildings in the DDA corridor.

NEW BUSINESS:

Appointment of New Secretary: Pat Rabaut Miller nominated Jeff Swartz. Jeff declined. This issue will be readdressed at the next meeting.

2017 DDA Goals & Priorities: Focus on more ideas for the Downtown Development concept. Promote the liquor licenses. The DDA should be more involved with the other Township departments.

How to Promote Our DDA Liquor License Availability: We need a program to promote our liquor licenses. Carmine Avantini may be able to help in this area by providing some ideas. Greg Gagnon will contact him. There was concern about economic feasibility and whether businesses can afford the license.

New Business Expansions in DDA District: Greg Gagnon talked to the Planning and Building departments to get updates on what's going on in our district. Jimmy Johns plans on opening a location on Van Dyke between 21 & 22 Mile. The new Kroger on 26 Mile and Van Dyke is set to open. A new commercial building at 21 Mile and Van Dyke is coming along and is expected to be an Art Van Sleep Shop.

TREASURER'S REPORT:

Financial Report: Gene D'Agostini said there has been no activity.

COMMITTEE REPORTS:

Economic Restructuring & Design: Jeff English had nothing new to report.

Organization: Pat Rabaut Miller stated it would nice to promote new businesses on Facebook. Rick Stathakis stated that new businesses with a certificate of occupancy are now on the Township website under Building. Pat also talked about an event she went to called Christmas in Plymouth that brought a lot of people to the area. Christmas trees were provided by the DDA for a fee to businesses to promote their business by decorating their tree with promotional ornaments/items. There were also memorial trees decorated in memory of a loved one. This event offered other activities, such as carriage rides, hot chocolate, Santa, etc. She thought this might be something to consider for next year and coordinate with Parks & Rec for the set up. The challenge is that we don't have the businesses around to support it. Rick Stathakis mentioned the possibility of bringing back fireworks for the 4th of July. Pat felt that we need an event planner to create a task list of what is needed to plan these events. Our goal is to bring people to Shelby Township to promote businesses in the DDA district.

Promotion: Kevin Karwowicz mentioned that the Chamber of Commerce is usually involved in most city events and they are not funded by the DDA. Availability needs to be considered when planning any event.

COMMENTS: None.

CORRESPONDENCE: None.

FUTURE AGENDA ITEMS:

- Promotion of the DDA Liquor License
- Appointment of a New DDA Secretary

Motion by Jeff English to adjourn the meeting at 8:30 p.m., seconded by Pat Rabaut Miller. Motion carried.