

**City of South Lyon
Downtown Development Authority Meeting
December 8, 2011**

The meeting was called to order at 8:32 a.m.

Present: Rhonda Bifano, Gary Childs, Gary Fagin, Holly Gerdom, Mary Poole, Joe Repanshek, City Manager David Murphy, Susan Stowe.

Absent: Gary Childs, Dave Grimes

Also present: Kristen Delaney, Director of Community and Economic Development for the City of South Lyon, Marilyn Smith, South Lyon Resale Shoppe.

Approval of Minutes:

Motion by Bifano, supported by Repanshek.

To approve the Minutes for November 10, 2011.

Vote: **Motion Carried Unanimously**

Approval of Agenda:

Motion by Stowe, supported by Repanshek.

To approve the Agenda for December 8, 2011.

Vote: **Motion Carried Unanimously**

Public Comment: None.

New Business:

1. **Review of By-Laws:** There was a general discussion of the by-laws. Several areas need to be updated. This item will be discussed further at future meetings.
2. **Downtown Zoning & Master Plan:** Poole asked about how the downtown was zoned and considerations of future uses. There was a discussion about appropriate uses downtown.

Delaney stated that she would do a quick overview of zoning districts downtown and the uses allowed in these districts.

Poole asked about the process for approving a new business. Murphy explained that there is no process. If a new business falls within an allowable use for its zoning district, it is allowed to go there. There is no permitting process for most businesses.

There was a discussion about façade improvements. Delaney noted that the Planning Commission had recently done some work on this. She stated that she would send the Board the new façade ordinance. Certain projects would trigger site plan review.

There was a discussion of the Wells Street parking lot and on street parking downtown. The Board discussed who is using these spaces. Poole noted that Northville is issuing hangtags for employees downtown and requires them to park in certain areas.

There was a discussion about beautification. It is unclear if the Beautification Committee is still in existence and if it is, who is heading it. Stowe stated that her friend Pat Durston had worked on the fountain park. Many volunteers stopped helping because their ideas for projects kept getting rejected.

There was a discussion about fundraising. Gerdorn noted that Howell does a fundraiser by selling garland to downtown businesses. They make a percentage of each sale.

Old Business:

1. **Budget/Financial Report:** Bifano stated that there were no updates.
2. **2012 Events:** Poole and Thompson sent out RFPs after the November meeting. A few firms had replied to the request. Thompson will report back after the proposals have been reviewed.

There was a general discussion about fundraising and hold events to make money. Murphy clarified that the DDA can raise funds, but it cannot do it with a beer tent, for example.

3. Committee Updates:

- a. **Design:** Fagin stated that there was a new DPW Superintendent. He has been working with Bob Martin on routine maintenance issues.

There was a discussion of recycling downtown. Murphy noted that recycling bins are located at the DPW for businesses to use.

- b. **Marketing & Promotions:** Thanks were expressed to Liz Cook and Karlee Buchinger for the work that they put into the recent Ladies Night Out. Repanshek stated that they did an excellent job organizing this event.

- c. **Farmers Market:** Delaney noted that work for the 2012 season was already underway.

4. **Flower Basket Quote from Landscape Design & Associates LLC:** Murphy stated that the quote from the company in Howell was much cheaper than any prices he had obtained from vocational schools.

There was a discussion about ground planters. Poole stated that she would like for them to coordinate with other items like the bike racks.

Board Comments: There was discussion about downtown planning. The Board wants to work with the planners to translate the MSU project into a plan.

Adjournment:

Motion by Gerdom, supported by Poole.

To adjourn meeting at 10:05 a.m.

Vote:

Motion Carried Unanimously

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary

DRAFT