



**Downtown Development Authority  
Meeting of the DDA Board of Directors  
August 27, 2024**

The August 27, 2024 meeting of the DDA Board of Directors was called to order at 8:00 am.

**ROLL CALL**

**Present:** Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

**Absent:** Aaron Cozart

**Also Present:** John Carter / City Council, Dave Gutman, Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Tony Chubb / City Attorney, Alan Maciag / Police Chief, Greg Presley, Michelle Aniol, Mary Keys, Shauna Parzuchowski, Venessa Mandell

**AUDIENCE COMMENT** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion by** Turnbull, **seconded by** McKindles to approve the agenda and consent agenda. **Motion carried** unanimously.

**AMENDMENT TO THE DDA BYLAWS**

Ward led discussion on updated DDA Bylaws. Ward invited City Attorney, Tony Chubb to walk the group through the changes to both board and committee quorum guidelines. Chubb clarified that quorum of the board is necessary for the passage of any resolution, meaning the majority of the board, not the majority of only those members present. Chubb and Ward noted that six out of the eleven board members would be required to conduct board business. Chubb went on to explain that for committees, the majority of the committee would need to be present to conduct a meeting, but that a majority of those present at the meeting would be sufficient to conduct business or be empowered to act. Boards are advisory in nature and all decisions would go back to the DDA board for decision making on all business. Ward shared that within the last six months committees met to revisit the structure and organization of committees, no changes were made outside of meeting times and frequency. Riley noted that over the history of the DDA Business Mix and Marketing Committees have been combined to form Marketing Mix Committee, and Ward shared that the Economic Development Committee was added since the bylaws were first introduced. Chubb shared that the language was added to the Marketing Mix Committee to include language on social media.

**Motion by Boyd, seconded by Long** to approve the adoption of the amended DDA Bylaws as presented. **Motion carried** unanimously.

## **PEDESTRIAN PLAN / EXPANDED RETAIL / DINING**

Chubb updated the Board with information on the proposed advisory ballot, sharing that Oakland County acknowledged that our local city clerk is the certifying officer and thus has sole authority to place an advisory vote on the ballot. Chubb followed that Wayne County had not responded as of yet, noting that the deadlines for a decision have passed however, he feels they will still come back with a decision shortly. Cole asked if a split ballot was possible, to which Chubb responded that it was not unless City Council wanted to initiate litigation against Wayne County. Chubb clarified that if Wayne County denied the request, the issue would be on the ballot for those living in Oakland County but not on the ballot for those living in Wayne County. Turnbull shared that he would be meeting with Wayne County and anticipated answers from them shortly.

Lahanas gave updates on the Let's Open Northville lawsuit, noting that senior city leadership would be heading into depositions with MMRMA in late September or early October. He added that trial is anticipated for a year from now. Discussion followed on street closure and ballot questions.

Lahanas gave an OHM pre-engineering update noting it was nearly completed and the outcome would be brought to staff and DDA shortly after it is completed. Turnbull noted that study was needed regardless of whether the streets are open or closed.

The Economic Development subcommittee recommendations on parklets were presented by Presley and Aniol. Ward opened the discussion of parklets noting that the focus was to find an accommodating solution to outdoor dining regardless of whether the streets are opened or closed thus creating a predicable situation throughout the season for outdoor use. Ward stated a subcommittee was formed including John Carter, Robert Miller, Greg Presley, Michelle Aniol, and DDA staff as well as additional meetings with Northville Police, Fire Department, and DPW. Aniol defined parklets as the conversion of an on-street parking space into a public, private, or multi-use space. Presley and Aniol continued the conversation presenting on the nature of parklets, materials, anticipated cost, planning, zoning, regulations, reference materials from other communities, and feasibility for parklets in Northville; group discussion followed. Presley requested direction after consideration by the board for the proposal of parklets and the potential for moving forward on the planning and preparation for parklet system implementation. The decision was made by the group to move forward with continued research, design, and planning to be presented to group.

Keys asked for clarification on how many potential parking spaces may be taken up by parklets. Presley answered that he thought it was around 20-25% but that it was early days, and that everything would be done in a thoughtful way and only taken with serious consideration. Keys added concerns over parking on Cady currently, and concerns about attracting people to Northville noting that, in her opinion, the DDA should be providing more parking as a goal to benefit all businesses. The discussion brought about the topic of the parking study, to which Maciag reported that the parking committee met last week

with John Forester from Fishbeck. The study should be completed soon and will be shared with the DDA Board and City Council. Ward noted that Fishbeck is currently conducting stakeholder interviews and she would be happy to take the names of anyone who would like to be included in the study. Aniol asked if there was an RFP for the study. Ward noted it was done by DPW and that the RFP was available online.

Carter added that the parklets should be separated from the street closure discussion. Additionally adding that in the discussions with the sub-committee it was found that DPW will have space at their facility for storage of the parklets. As a final note he shared that he personally recommended providing a look and feel to all parklets that are similar between Main and Center to create a cohesive, unifying affect throughout downtown.

Parzuchowski brought up concerns for public use on shared space. Group discussion followed with the note by Ward made to pursue conversation further as policy is developed.

A consensus was made by the DDA board in total to pursue further discussion and development of a plan for parklets.

## **WIFI DISCUSSION**

Ward and Pearson presented their findings on the lack of Wi-Fi use in Town Square. Discussion followed on the feasibility, high cost, and use of the Wi-Fi. It currently costs approximately \$7,000 / year to host the Town Square system. Ward proposed terminating the contract with the DDA Wi-Fi provider, or continuing with necessary but costly replacement and update of Wi-Fi. Pearson added that after hours of research with the company there are seemingly less than 25 log-ons of devices in Town Square per month. Cole requested moving forward and that additional information wasn't necessary as most people have Wi-Fi on their own person and that he would rather see the money put to different use. Boyd agreed, as did the group. Turnbull noted he had a meeting with Comcast later in the week, and if they offer free Wi-Fi with upgrade he would let the DDA know immediately.

**Motion by Cole, seconded by Bonser** to approve the termination of the current Wi-Fi contract with Clear Rate and Comcast in Town Square. **Motion carried** unanimously.

## **COMMITTEE UPDATES**

*Design Committee* – none

*Marketing Meeting*—Riley reported brick sales at Mill Race Village are still open and those interested should go to the city website or Mill Race Village website. Turnbull added that the bricks and water drainage have been paid for by grants. Pearson added that the Chamber of Commerce would be starting a monthly community calendar and that the DDA would be providing the October in the Ville information. Pearson also announced skeletons Are Alive 2024 begins October 1 – October 31, and the Launch Party will be held on October 4 from 6-9pm.

*Parking Committee* – none

*Organizational Committee* – Boyd noted updated to bylaws were the most recent activity. Ward also noted September would be an informational meeting required by state statute.  
*Economic Development Committee* – none

Long added that on September 19, 2024 at Genitti's Steve Quay would be giving a talk on and signing of his new "Ride Through Northville" book.

Boyd included a need for future discussion on encouraging bike riding in town.

### **DDA FUTURE MEETINGS / IMPORTANT DATES**

Riley announced the next meeting of the DDA Board will be September 24, 2024

### **ADJOURNMENT**

**Motion by** Turnbull **seconded by** Cole to adjourn the DDA Board meeting. **Motion carried** unanimously. **Meeting adjourned at** 9:26am.

Respectfully submitted,  
Stacy Pearson, Assistant DDA Director  
Northville DDA