

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JULY 15, 2008
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by Chairman Timothy Grossman and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Timothy Grossman, Authority Members Barb Vandenberg, Jeremy Emmi, Dawn Marie Joseph, Mayor Michelle Hyne, Alyson Wendt, and Karen McGarry.

Absent: Tom Mitchell.

Also Present:

City Manager/Clerk Lisa Hitchcock, Community Development Director Michelle Aniol, Wendy Shaft, Esther Hyne, Chris Freeman, Beverly O'Malia, Emily Sutton-Smith, and Marlene Epley.

4. Approval of Agenda:

Add item 10d. Approve MDOT Transportation Grant Proposal Changes.

Motion by **Vandenberg**, second by **Emmi**, to approve the agenda as presented.

Motion passed by voice vote.

5. Public Response:

Chairman Grossman called for public comment at this time and there was none.

6. DDA Regular Minutes of June 17, 2008:

Motion by **Vandenberg**, second by **Wendt**, to approve the regular minutes of June 17, 2008 of the DDA as presented. **Motion passed by voice vote.**

7. Accounts Payable:

There were no invoices to be paid.

8. Treasurer- Budget Report:

Financial printouts were submitted for DDA review for June.

9. Community Development Director:

Director Aniol reviewed her written report for DDA. She also informed the Authority that she is working with a local musician to get entertainment in to the Farmers' Market.

10. Action Items

10a. DDA Property Survey and Abstract Request:

Community Development Director Aniol explained that Assessor Watkins has reviewed the surveys of both the DDA property east and west of Putnam Street and has found that there are discrepancies. His recommendation is to order a property abstract. There is an understanding of the time period of where the discrepancy arises. Director Aniol recommended getting an estimate for an abstract and agreement from Mr. Weston to share the cost as it will clear his property description also.

11. Discussion Items

11a. City Council News- Mayor:

Member Hyne stated the Council confirmed appointment of a ZBA member and acknowledged Bev O'Malia's service to the DDA. Council is also having the ordinance for the Planning Commission updated with the attorneys showing the different options available to the City. She also met with members of the Chamber of Commerce and members of the Northville Chamber to discuss their Grub Crawl. She sees this as a great opportunity for the chamber to promote the businesses.

11b. Downtown Business Guide:

Director Aniol presented a draft of the Downtown Business Guide. The sub-committee met last month and decided items that need to be incorporated in the guide, those being: a map, color coding, and having all of the information on one product. Director Aniol asked the authorities direction on if the map should be in color or quadrants. Consensus was that color was most beneficial. Does the authority want everything to scale. Consensus was to have it to scale. Categories need to be simplified. Addresses on the buildings are readable. Director Aniol asked the members to review the guide and email her comments. As the river is such an untapped resource, the intent is to expound with photos of the river. Events could be listed on the back. A map showing Williamston's location in relation to the Lansing and Detroit areas will be added.

11c. Michigan's Certified Local Government Program:

Director Aniol explained that she received a telephone call from the owners of the Sun Theater stating they would like to renovate and expand the theater. One available program is the Michigan's Certified Local Government Program. The packet presented to the Authority is a step-by-step explanation of the process. Director Aniol requested the Authority review the information and come up with questions and concerns. This requires designation of a historic district. Chair Grossman stated the concern in the past has been the restrictions that are placed on what can be done to buildings. Director Aniol explained that there are requirements on maintenance and restoration. She would like additional conversations with all of the boards. Chair Grossman expressed the main question that will need to be answered is what people are able to do to their property. Commission McGarry stated there are pros and cons as there improvements increase the resale value of the properties. Commissioner Hyne stated there are several programs involving historic preservation. Director Aniol stated that Millford, Holly and Northville all have historic districts in place. Commissioner Vandenberg stated she would like to hear from communities such as Northville on what their experience was when they started. Chip Smith explained that he did the

designation for Rochester and they had the same concerns. It is a very important historic place, but they had never capitalized on it. It is helpful that in talking about the opportunities and what you miss out on if you don't have the district you investigate the pros and cons thoroughly. It is an expensive process, but he feels beneficial. He does not feel you have to regulate every part of the building, that there is a balance to be sought. He feels looking at the building facades is most important. The State Historic Preservation Office (SHPO) has not caught up with energy efficient historic products.

13. Correspondence Received/Information Only:

Chair Grossman requested Emily Sutton-Smith to update the Authority on the awards that were received by the Williamston Theatre. Ms. Sutton-Smith announced the Williamston Theatre has received the following awards during the 2007-2008 season as well as numerous nominations: *Special Awards/Mention*

Thespie Special Mention for Great Ensemble Work: *Art* and *Maidens, Mothers and Crones*

Thespie Special Mention for Co-operative projects between theatre groups: Williamston Theatre and MSU for *Art*

Williamston Area Chamber of Commerce Chamber Member of the Year

Robert Busby Award: to the Williamston Theatre and its founders, Tony Caselli, John Lepard, Christine Purchis and Emily Sutton-Smith, for their extraordinary overall contributions to local theatre

Guys On Ice

Thespie Award, Best Supporting Actor in a Musical (B.J. Love)

Maidens, Mothers and Crones

Thespie Award, Best Original Show

Pulsar Award, Best Production

Pulsar Award, Best Ensemble

Pulsar Award, Best Original Script (Annie Martin and Suzi Regan)

15. Public Response:

Chair Grossman asked for public comment at this time and there was none.

16. Adjournment:

Motion by **Vandenberg**, second by **Wendt**, to adjourn. Motion passed by voice vote.

Meeting Adjourned at 7:59 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A DOWNTOWN DEVELOPMENT AUTHORITY MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: _____
Lisa K. Hitchcock, City Clerk

Date Approved: _____