

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
SEPTEMBER 18, 2007  
REGULAR MEETING MINUTES  
CITY HALL COUNCIL CHAMBERS**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. by Chair Bev O'Malia and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chair Bev O'Malia, Authority Members Barb Vandenberg, Jeremy Emmi, Emily Lilly-Lacca, Karen McGarry, and Mayor Kenneth Zichi. Absent: Tom Mitchell (arrived at 7:12p.m.), Timothy Grossman, & Alyson Wendt.

Also Present:

Deputy Clerk Holly Thompson, Community Development Director Michelle Aniol, Gwen Hulbert, and Terry Croad.

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

**4. Approval of Agenda:**

Move item 13c. to 11d. and add 11e. Christmas Décor, and 11f. Zoning Issues.

Motion by **Zichi**, second by **Emmi**, to approve the agenda as amended. **Motion passed by voice vote.**

**5. Public Response:**

Chair O'Malia called for public comment at this time and there was none.

**6. DDA Regular Minutes of August 21, 2007:**

Motion by **Zichi**, second by **Vandenberg**, to approve the DDA regular minutes of August 21, 2007 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Vandenberg**, second by **Lilly-Lacca**, to approve the bill from Wilcox in the amount of \$2,000 as presented. Yes: Emmi, McGarry, O'Malia, Zichi, Vandenberg, Lilly-Lacca. No: None. **Motion passed.**

**8. Treasurer:**

An August financial printout was submitted for DDA review.

**9. Community Development Director Report:**

Director Aniol reported that the third workshop for the Small Town Design Initiative was cancelled. It will be rescheduled for a later date.

The fourth 'Get up and Grow' workshop will be held Wednesday, October 17, 2007 at 7:30 a.m. with the topic being "Exceptional Customer Service".

Director Aniol is working on the advertisement with the Greater Lansing Visitor Bureau for 2008. Twenty one businesses have given written or verbal confirmation that they would participate. The major concern for the participating businesses was who would be designing the advertisement.

\*Mitchell arrived at 7:12 p.m.

## **11. Discussion Items**

### **11a. McKenna Associates Way Finding Presentation:**

Terry Croad of McKenna Associates reported that he walked through the City and found that it is lacking in orientation and way finding signs. He recommended that greenways and blueways be identified since people will drive a long way to get to them. He explained the concept and differences of "streakers", "strollers", and "studiers". The "streakers" are the people that rush by, only reading the top line. The "strollers" are the people that stop for a minute, but just skim over the words, and the "studiers" are the people that stop to read everything. He stressed that the City needs to offer things to do for the younger generations. He also recommended a plan to help people find key points in the City, like a walking map made with signs.

Chair O'Malia asked what the DDA should do as a next step.

Mr. Croad responded that there are grants for these kinds of projects and a plan would need to be established.

### **11b. Meeting with Vanessa Warren Re: MDOT Streetscape Grant:**

Chair O'Malia reported that the grant writing for the streetscape should be done by November with the awards being decided upon in February. She was told that grants are more likely to be given for 100% when engineering is already done.

### **11c. City Council News:**

Member Zichi distributed information as to why the City Hall was originally built in 1891. He added that he is working on getting the City Hall on the National Historic Registry. The Depot Museum is also trying to get historic designation for the museum building.

### **11d. Michigan Housing Development:**

The Authority discussed the possibility of getting money from the state for a façade improvement initiative for the entire community.

Director Aniol reported that she is currently working with the City Manager on what to do with the buildings at 109 and 115 East Grand River.

**11e. Christmas Décor:**

Director Aniol reported that three large boxes arrived with holiday decorations from Bronner's. She asked for a member to volunteer to help go through all of the decorations.

Chair O'Malia and Director Aniol will work together on this.

**11f. Zoning Issues:**

Member Lilly-Lacca commented that there are ongoing problems with the owners next to Cappuccino Espresso. She reported that there is someone living in the building and they allow their dogs to chase people and defecate on the sidewalks. She believes that there is also some remodeling being done to the building.

Director Aniol will follow up on this.

**15. Public Response:**

Gwen Hulbert commented that she agrees that the town needs more signage and reported that the Parks Commission has already put park signs at each of the City parks. She will report back to the Commission about the way finding sign presentation.

Chair O'Malia indicated that she will not be able to attend the next DDA meeting.

Member Emmi indicated that he will not be able to attend the next DDA meeting.

Member McGarry indicated that she will not be able to attend the ~~next~~ **November & December** DDA meetings.

**16. Adjournment:**

**Meeting Adjourned at 8:27 p.m.**

**Respectfully Submitted by:** \_\_\_\_\_  
**Holly M. Thompson, Deputy Clerk**

**Date Approved:** \_\_\_\_\_