

Regular Meeting
Downtown Development Authority
Madison Heights, Michigan
April 12, 2022

A Regular Meeting of the Downtown Development Authority was called to order by Chairman Van Buren on Tuesday, April 12, 2022, at 8:00 a.m. in the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Chairman Van Buren and Vice Chairman Jarbo. Mr. Busler, Ms. Charlebois, Mr. Davignon, Mayor Grafstein, Mr. Keys, City Manager Marsh, Ms. Renshaw (arrived @ 8:05 a.m.), Mr. Sheppard and Ms. Zmarzlik.

Also Present: Economic Development Director Tucker and Deputy City Clerk Boucher.

Absent: Mr. Marando and Mr. Mancini.

DDA-22-29. Excuse Members.

Motion by Grafstein, seconded by Charlebois, to excuse members Joe Marando and Anthony Mancini from today's meeting due to giving notice.

Yeas: Busler, Charlebois, Davignon, Grafstein, Jarbo, Keys, Marsh, Sheppard, Zmarzlik, Van Buren
Nays: None
Absent: Marando, Mancini, Renshaw

DDA-22-30. Meeting Open to the Public.

There were no public comments.

DDA-22-31. Minutes.

Motion by Marsh, seconded by Sheppard, to approve the minutes from the March 8, 2022 DDA Regular Meeting.

Yeas: Busler, Charlebois, Davignon, Grafstein, Jarbo, Keys, Marsh, Sheppard, Zmarzlik, Van Buren
Nays: None
Absent: Marando, Mancini, Renshaw

DDA-22-32. Financial Report.

Director Tucker noted that the DDA received a \$1,000 reimbursement from Oakland County Mainstreet for the Street Lighting Painting Project.

DDA-22-33. Cadillac Straits Sign Grant 2022.

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On April 6th Director Tucker and Planner Lonnerstater met with Cadillac Straits owner Gordon Davignon regarding the expansion of his brewery, outdoor seating for alcohol consumption and a new sign for their supply house. Cadillac Straits will apply for a Special Use Approval and they completed a sign grant application. Mr. Davignon has applied for a \$4766 grant, it is a 50/50 matching sign grant, the business has no outstanding violations or debt to the City, their sign conforms to the City's sign ordinance, and their total frontage is 85 feet. Director Tucker indicated that there's \$5,000 available for the sign grant this fiscal year and next fiscal year. Staff recommends the DDA board approve the sign grant application in the amount of \$4,766 upon completion and proof of payment of the project.

Motion by Grafstein, seconded by Busler, to approve the Cadillac Straits Sign Grant 2022 application in the amount of \$4,766 upon completion and proof of payment of the project.

Yeas: Busler, Charlebois, Grafstein, Jarbo, Keys, Marsh, Renshaw
Sheppard, Zmarzlik, Van Buren
Abstain: Davignon
Nays: None
Absent: Marando, Mancini

DDA-22-34. Design Committee.

The DDA will move forward with the plants and signs plan in later Spring.

DDA-22-35. Economic Vitality Committee.

There were no updates.

DDA-22-36. Promotions Committee.

Ms. Zmarzlik gave an update on the March 17th Green Crawl, it was posted on the DDA website and social media. She edited videos of 5 businesses and highlighted their points of interest. Ms. Zmarzlik liked the idea of themes to promote businesses in the City. She wants to recognize the daycares in the DDA for the month of August.

DDA-22-37. Director's Report.

Director Tucker reported the following: Woodpile restaurant Special Approval was passed by City Council at their March 14th meeting; the next DDA meeting is on August 9th and it will also be an informational meeting; and the Zoning Rewrite Steering Committee needs 2 volunteers from the DDA to attend at least 3 evening meetings in the next 9 months with McKenna.

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Director Tucker was advised to schedule an informational joint meeting between the DDA and Planning Commission and post the presentation on the City website. This will meet both the State and Redevelopment Ready Communities requirements.

Motion by Grafstein, seconded by Keys, to approve Michael Sheppard and Yousif Jarbo as representatives of the DDA on the Zoning Rewrite Steering Committee.

Yeas: Busler, Charlebois, Davignon, Grafstein, Jarbo, Keys, Marsh, Renshaw, Sheppard, Zmarzlik, Van Buren
Nays: None
Absent: Marando, Mancini

DDA-22-38. Round Robin.

Ms. Zmarzlik will reach out to Boodles again to showcase them as a business in the City because they were unable to participate in the Green Crawl.

Mr. Bussler invited everyone to participate in the *Run/Walk for the Health of It* on April 23rd and Golf Outing hosted by the Community Coalition and Parks and Recreation on August 5th.

Ms. Renshaw wished everyone a Blessed Easter.

Mr. Keys reminded everyone he sells Weather Tech products including, but not limited to, floor mats and the CupFone.

Chairman Van Buren invited everyone to the Chamber of Commerce Annual Auction on April 28th, draw down tickets are still available and donations are still being accepted from area businesses.

DDA-22-39. Adjournment.

There being no further business, Chairman Van Buren adjourned the meeting at 8:37 a.m.

Phommady A. Boucher
Deputy City Clerk