



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Monday, October 25, 2010

The meeting was called to order at 6:08 p.m. by President Rock.

**ROLL CALL**

PRESENT: Buck, Cowley, Frost, Gajewski (6:15pm), Higgins, Jakacki, Rock,  
Schneemann (6:19pm)

ABSENT: Cornwell

OTHERS PRESENT: Executive Director, Annette Knowles  
Administrative Assistant, Debbie Nogle  
Events Planner, Janet Bloom  
City Manager, Vince Pastue

**CONSENT AGENDA ITEMS:**

MOTION by Buck, SUPPORTED by Frost to approve the regular minutes of October 5, 2010, and to accept and file the September Financial Reports and the September Bill Review Report as presented. MOTION CARRIED, ALL AYES.

**DOWNTOWN SIDEWALK MANAGEMENT**

City Manager Vincent Pastue discussed the City's interest in regulating the signs, landscape and sidewalk vendors through design guidelines and other measures. Businesses may be required to obtain permits in certain circumstances

**FARMINGTON CIVIC THEATRE COMMITTEE UPDATE**

The Civic Theatre Committee is expected to file its final report with the City in the forthcoming month. The Committee will propose operational and other improvements so that the Theatre may become a profitable enterprise.

**RESOLUTION TO APPROVE PROPOSED 2011 SPECIAL EVENTS CALENDAR**

MOTION by Jakacki, SUPPORTED by Cowley to approve the 2011 DDA Special Events Calendar as follows:

**Farmington Farmers and Artisans Market**

Dates: May 7 – November 19  
Saturdays Hours: 9:00am – 2:00pm

**Art on the Grand**

Dates: June 3 – June 5  
*Artists Hours -*  
Saturday Hours: 10:00am – 7:00pm  
Sunday Hours: 11:00am – 6:00pm

*Wine Tent Hours –*  
Friday Hours: 6:00pm – 11:00pm  
Saturday Hours: Noon – 11:00pm  
Sunday hours: Noon – 6:00pm

**Rhythms in Riley Park**

Dates: June 10 – August 26  
Friday Hours: 7:00pm – 8:00pm  
No Concert on July 15, 2011

**Founders Festival**

Dates: July 15 – July 17  
*Festival Crafts/Kids Area -*  
Friday Hours: 10:00am – 10:00pm  
Saturday Hours: 10:00am – 10:00pm  
Sunday Hours: 11:00am – 5:00pm

*Beer Tent –*

Thursday Hours: 5:00pm – 11:00pm  
Friday Hours: 5:00pm – 11:00pm  
Saturday Hours: 5:00pm – 11:00pm

**Harvest Moon Celebration**

Dates: September 22 – September 23  
Thursday Hours: 6:00pm – 11:00pm  
Friday Hours: 6:00pm – 11:00pm  
Saturday Hours 6:00pm – 11:00pm (*Optional*)

MOTION CARRIED, ALL AYES.

**AUTHORIZATION TO EXECUTE APPLICATION FOR CREDIT**

MOTION by Cowley, SUPPORTED by Jakacki to authorize the President to sign the application to First Michigan Bank for a Visa business-class credit card, with a credit limit of \$5,000.00, with individual cards to be issued to Annette Knowles and Janet Bloom. MOTION CARRIED, ALL AYES.

**INTENSIVE LEVEL HISTORIC SURVEY**

MOTION by Frost SUPPORTED by Cowley, Resolved that the DDA Board of Directors supports an application to the State Historic Preservation Office to amend the existing National Register Historic District to include additional property on the south side of Grand River Avenue, to document contributing versus non contributing properties and to change the period of significance as recommended by Kidorf Preservation Consulting and;

Be It Further Resolved that the Board opposes binding review by a Historic District Commission in a local historic district which includes DDA property, whether said property is commercial or residential.

Ayes: Cowley, Frost, Gajewski, Higgins, Jakacki, Rock, Schneemann

Nays: Buck

MOTION CARRIED.

**WORK PLAN UPDATES**

Construction drawings to upgrade the electrical system at the Pavilion are ninety-five (95%) percent complete. Holiday lighting on Grand River and Farmington Road has been installed. The season finale of the Farmers Market is November 20. Holly Days is in the planning stage. The web site redesign is nearing completion and the next issue of the MainStreet Messenger will reach homes at the end of November.

Organization Chair Cowley stated the committee is working on developing a press corps and on volunteer recognition and management.

M & P Chair Higgins stated the committee is working on branding rollout strategy will target a spring launch.

Design Chair Schneemann commented that the committee has been working in conjunction with city management to develop guidelines for sidewalk signage, landscape and site furnishings.

ER Chair Frost advised the committee will be working on a parking strategy and will compile a one-page summary of potential projects.

**ADJOURNMENT**

MOTION by Schneemann, SUPPORTED by Higgins that the meeting be adjourned.  
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 9:03 p.m.

The next regular meeting will be on Monday, November 22, 2010 at 6:00 p.m.

Respectively submitted,

*Annette Knowles*