



DDA Board Meeting
8:00 am Wednesday June 3, 2026
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

Meeting Minutes

The meeting was called to order at 8:01 AM by Todd Craft.

1. Roll Call

Present: Todd Craft Sean Murphy, James McLaughlan, and Tom Pascaris, Shawn Kavanagh, and Donovan Singleton (arrived at 8:09)

Absent: Claire Perko, Joe LaRussa, and Karlyn Cassidy

Others Present: Jess Westendorf, Jenny Gray

2. Approval of Consent Agenda

Motion by **McLaughlin**, seconded by **Murphy** to approve the Consent Agenda, including the May 5, 2026 DDA Business Development Committee minutes, May 6, 2026 DDA Board Regular Meeting minutes, May 13, 2026 DDA Design Committee minutes, May 21, 2026 DDA Design Committee minutes, May 19, 2026 DDA Promotions Committee minutes, and May 27, 2026 DDA Organization Committee minutes. Motion passed unanimously.

3. Approval of Regular Agenda

Motion by **Pascaris**, seconded by **Kavanagh** to approve the regular agenda. Motion passed unanimously.

4. Public Comment

No public comments.

5. Executive Director Update

Jess Westendorf reported that Downtown Farmington's summer programming season was underway, including Farmington Fit, Lunch Beats, Art on the Grand, Rhythms in Riley Park, and Dinan Park Music. She noted that the Farmington Area Pride Alliance would host a Downtown Business Pride Bingo event on June 20 and that updated pride stickers with the GAMSAs logo were available for downtown businesses.

Westendorf reported continued progress on the Art Park Promenade, noting that concrete work, fencing, furnishings, and preparations for the Make-A-Wave mural were moving forward, with completion anticipated during the month. She also reported that the DDA had reserved a place in the Midwest Sculpture Initiative, with public art and design committee review expected later in the summer before sculpture installation in the fall.

Westendorf also highlighted recent Design Committee work on The Farmington, a four-story mixed-use development proposed for the Village Shoe Inn site. The project received Planning Commission approval the previous week and was expected to return to the Design Committee for final review and to the ZBA for a height variance. She further reported that the Retail LAB incubator was expected to open during the month, with The Lowry Estate as the first tenant and another tenant planned for September.

6. Approval of Pay Request #5 Warren Construction, Invoice #2508-5

Westendorf presented Pay Request #5 from Warren Construction which covered construction and site work completed during the prior month.

Motion by **Murphy**, second by **Pascaris** to approve pay order #5 in the amount of \$117,190.25 to Warren Construction derived from 248-000.00-970.242 Capital Outlay, Art Promenade. Motion passes unanimously via roll call.

Votes:

Ayes (6): Todd Craft, Tom Pascaris, James McLaughlan, Donovan Singleton, Sean Murphy, Shawn Kavanagh.

Nays (0): None.

Absent (3): Karlyn Cassidy, Claire Perko, Joe LaRussa.

7. Committee Updates

Promotions Committee: Westendorf reported that the committee discussed branding for the Retail LAB, the updated website calendar, GAMSAs public relations momentum, Farmington After Dark promotion, and new resident welcome packets. The updated calendar was described as live on the Downtown Farmington website and intended to better highlight downtown events.

Business Development Committee: James McLaughlan and Westendorf reported that recent committee discussion included the retail incubator, Farmington After Dark, open properties, recruitment opportunities, and the PSD renewal process. Westendorf noted that the PSD renewal timeline had been adjusted while staff continued to evaluate related development and assessment considerations involving Farmington Place.

Design Committee: Westendorf reported that the committee had held several detailed meetings focused on The Farmington development, Grand River streetscape replanting, and furnishings for the Art Park Promenade. She noted that furnishings were on order and that an anonymous donation of \$10,500 had been received for art and furnishings at the Promenade.

Public Art Committee: Westendorf reported that the Public Art Committee would meet later in the summer to review Midwest Sculpture Initiative options for the Promenade, with selections expected shortly after the artwork file is received.

Organization Committee: Sean Murphy reported that the committee met and discussed the July 21 volunteer appreciation and Harvest Moon pep rally, volunteer signups, and ways to make volunteering more accessible. The committee discussed more personal outreach to new volunteers, including possible coffee chats and follow-up communication.

8. Other Business

No formal action was taken under Other Business.

9. Board Comment

Board comment included appreciation for attendance at the upcoming Main Street celebration and discussion of the event theme.

10. Adjournment

A motion by **Singleton**, seconded by **Pascaris** to adjourn the meeting at 8:34 AM. The motion passed unanimously.