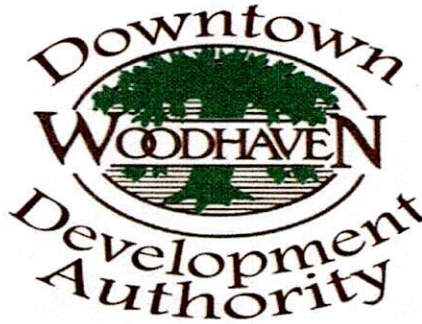


Shawn MacDonell, Chairperson
Linda Junod, Secretary
Patricia Odette, Mayor
Peter Christoff, Board Member
Carrie Cox, Board Member
Cody Gibson, Board Member
Al Petri, Board Member
Philip Batten, Board Member
Matthew Smith, Board Member
Stephen Pente, Board Member
Josh Smith, Board Member
Jeff Harris, Board Member



Lisa M. Lothringer, Director
Downtown Development Authority
City of Woodhaven
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City of Woodhaven - Downtown Development Authority Regular Meeting

Tuesday, February 13, 2024, at 8 a.m. in the Council Chamber at City Hall

1. Call to order and roll call:

_____ Chairperson MacDonell _____ Secretary Junod _____ Mayor Odette

Board members:

_____ Peter Christoff	_____ Carrie Cox	_____ Cody Gibson
_____ Al Petri	_____ Philip Batten	_____ Matthew Smith
_____ Stephen Pente	_____ Josh Smith	_____ Jeff Harris

2. Approval of the Agenda

3. Approval of the Minutes of the meeting held:

- A. November 14, 2023 (*we did not have quorum at January meeting*)
- B. January 9, 2024

4. Directors Report

5. Unfinished Business: None

6. New Business:

- A. NB#1 – Consider having plug receptacles added to the 33 lamppost lights in Civic Center Park
- B. NB#2- Consider moving the DDA meetings from the 2nd Tuesday of each month to the 3rd Tuesday of each month.

7. Communications

8. Closed Session: None

9. Non-Agenda Items (including audience)

10. Motion to Adjourn

CITY OF WOODHAVEN
COUNTY OF WAYNE, STATE OF MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY MEETING OF JANUARY 9, 2024

Regular Downtown Development Authority Meeting of January 9, 2024, held at Woodhaven City Hall, 21869 West Road, Woodhaven, Michigan. Shawn MacDonell, Chairperson, called the meeting to order at 8:00 a.m.

PRESENT: Stephen Pente, Comerica Bank, Shawn MacDonell, Joshua Smith, Resident, Jeff Harris, City Administrator, Peter Christoff, Christoff's Family Restaurant

ABSENT: Carrie Cox, The Hair Culture Studio 3, Philip Batten, Beyond Juicery & Eatery, Cody Gibson, Chick-Fil-A, Linda Junod, Resident, Mayor Patricia Odette, Al Petri, Al Petri & Sons Bicycling & Fitness, Matthew Smith, Sneaky's Sports Bar & Grill

ALSO PRESENT: Kristie Keene, Clerk, Lisa Lothringer, DDA & Economic Development Director

Director's Report

PA57 - Held the first of the two required Informational Meetings for the fiscal year on Thursday, December 28th. There was both an in-person option and a zoom option. There were no public participants in either format. PowerPoint of the presentation is available if you would like to have a printed copy. This has also been uploaded to the city website as required for PA57 compliance.

Ribbon Cutting - We had an outstanding turn out for the ribbon cutting at Eve's Sushi and Hibachi. Eve and her husband have both expressed how pleased they were with how the event turned out.

Social Media - continuing to schedule Facebook posts to engage residents by asking them to tell us what their favorite "something" is in Woodhaven. With each post, an effort is made to tag/mention at least one or two local businesses. Based on the analytic metrics we are seeing a consistent engagement, which is exactly what we want to see.

Holiday lights - DPS did a wonderful job with the holiday lights. We did have to replace a significant number of strands that were no longer operational. You will find two action items on the agenda about holiday lights/decorations for the 2024-2025 season.

DDA Board Training - Because the MDA training webinars average an hour for each one, I would like to look at breaking the information in them down to smaller pieces. With the February meeting packet, I will begin including what would equate to about 15 minutes of training. This will hit on the highlights of each topic/subject while still giving you information that will be valuable to helping you conduct the business of the DDA.

Banners - You will find an action item on the agenda for the banner program.

Meetings attended - City Council, Planning Commission, and Brownfield Consortium at DCC.

I am working on developing some forms and resource guides to be placed on the city website to aid in streamlining the development process.

Unfinished Business: None

New Business:

Discussion was held on potential projects under new business but no action was taken due to no quorum.

Communications: None

Closed Session: None

MacDonell adjourn the Woodhaven Downtown Development Authority Meeting of January 9, 2024 at 8:16 am.

Shawn MacDonell, Chairperson

Ms. Kristie Keene, Clerk

DDA Director's Report for February 13, 2024

Social Media –

1. Continuing to schedule Facebook posts to engage residents. Recently asked FB followers to share photos telling us what they love about the community. We received great feedback, and the News Herald even ran a piece in the paper about it.
2. Currently working on promoting local restaurants for Fish Fry Fridays during the lent season.
3. In the process of finding and liking/following each business in Woodhaven.
4. Based on the analytic metrics we are seeing increased engagement

Civic Center Park –

1. I have been working with our DTE Community Lighting representative on adding electric plug boxes on the 33 poles in the park that light the pathway. A cost estimate has been received and is on the agenda as an action item.
2. Waiting on proposals for the 2024 holiday lights along the pathway in the park. This will be a walk-through display that will be illuminated from the beginning of December until late January/mid-February. Look for this to be on the March agenda.
3. I am awaiting a cost estimate from a local company for banner arms that will also go on the 33 poles in the park. These would be positioned to the outside of each pole, so they do not impede the walking path. Look for this to be on the March agenda.
4. Bike repair stations, approved at the November meeting, have been ordered and will be installed as soon as the weather permits.

Amenities inventory – I am in the process of conducting an inventory of the amenities (light poles, banner arms, benches, bike racks, trash receptacles, etc.) located within the DDA boundaries. This will allow us to have a full understanding of what we have and what we need. Once this list is compiled, I will be asking the DDA Board to consider updating the DDA Design Standards to include requirement of amenity piece installation at the discretion of the DDA Director and/or Planning Consultants on site plan reviews for new or renovating businesses within the DDA. Having the businesses partner with the DDA in the placement of pedestrian and bicycle amenities will be an overall benefit to the entire community.

Planning Commission Meeting report out: At the January meeting of the Planning Commission a public hearing was held on the rezoning application of the Major PUD Amendment by Haidous Brothers, Dairy Queen Grill & Chill. There were no public comments received. The Planning Commission voted to postpone the Site Plan Application to the February 13th meeting due to pending revisions to the drawings.

Also at that meeting, a public hearing was held on the Special Use Application for S & L Properties, Culver's. There were no public comments received. The Planning Commission voted to recommend City Council approve the Special Use Application, which the City Council did do at their meeting on Tuesday, January 16th.

On the agenda for the Planning Commission meeting this evening (February 13, 2024 @ 6 p.m.) is:

1. Rezoning application R 23-01 – Major PUD Amendment/Site Plan Application SP-23-05, Haidous Bros. (Dairy Queen Grill & Chill)
2. Special Use Application SU24-01/Site Plan Application SP 24-01; S&L Properties, (Culver's), Allen Road, Meijer Out-lot

3. Site Plan Application SP 24-03; Livonia Builders (Danny Veri), Dix Hwy., (29) Ranch (1) Story Rentals.
4. Master Plan

Meetings & trainings attended - City Council, Planning Commission, Brownfield Consortium at DCC and SEMCOG 101

On my radar:

1. Wayfinding signage
2. Banners for Civic Center Park and the Central Business District
3. Free Wi-Fi access and charging stations in Civic Center Park
4. Development of forms and resource guides to be placed on the city website
5. Branding campaign for the DDA and the community as a whole

Respectfully submitted,

*Lisa M. Lothringer
Executive Director – Woodhaven DDA
And Economic Development Director*



Meeting Date: 2/13/2024

Agenda Item: New Business #1

REQUEST FOR ACTION: ☒ New Business ☐ Unfinished Business ☐ Public Hearing

ITEM (Subject)	Consider having plug receptacles added to the 33 lamppost lights in Civic Center Park.
DEPARTMENT	DDA
PRESENTER	Director Lothringer
PHONE NUMBER	734-675-4959
INDIVIDUALS IN ATTENDANCE (Other than presenter)	

Agenda topic

ACTION REQUESTED: To allow Director Lothringer to enter into an agreement with DTE Community Lighting to have plug receptacles added to the 33 lamppost lights in Civic Center park, at a cost not to exceed \$7,000, to be expensed from line item 248-729-775-306.
BACKGROUND – (Supporting and reference data, include attachments if available)
BUDGET IMPLICATION:
NEXT STEP IN IMPLEMENTATION:

Additional remarks: The 33 lamppost lights along the path in Civic Center Park operate on a photocell system. Through the DTE Community Lighting program, we can have plug receptacles added to each post for a cost of \$200 each. Doing so will allow us to begin curating holiday lighting pieces for a walk-through light display. Potentially this lighted display would be illuminated from the evening of the tree lighting through late January or mid-February. The goal of this would be to offer a unique experience to residents and visitors and by encouraging them to walk through the display in the park.

** Large map depicting the location of each lamppost pole will be available for viewing at the meeting.

*Please note that this action may be subject to Attorney/Client Privilege and not available under FOIA



Meeting Date: 2/13/2024

Agenda Item: New Business #2

REQUEST FOR ACTION: X New Business Unfinished Business Public Hearing

ITEM (Subject)	Consider moving the DDA meetings from the 2 nd Tuesday of each month to the 3 rd Tuesday of each month.
DEPARTMENT	DDA
PRESENTER	Director Lothringer
PHONE NUMBER	734-675-4959
INDIVIDUALS IN ATTENDANCE (Other than presenter)	

Agenda topic

ACTION REQUESTED: To move the DDA meetings from the 2 nd Tuesday of each month to the 3 rd Tuesday of each month.
BACKGROUND – (Supporting and reference data, include attachments if available)
BUDGET IMPLICATION:
NEXT STEP IN IMPLEMENTATION: Director Lothringer will make the changes to the website, provide updated information to the Clerk's office, post the change and 2024 new meeting dates on the information board at City hall and publish the information on Facebook.

Additional remarks: The time of the meetings will remain at 8:00 a.m. as this seems to fit the schedules of the board members. Thought process behind the date change is to allow Director Lothringer to be able to report out on activities of the Planning Commission in a more timely manner since they meet on the 2nd Tuesday of the month at 6 p.m. The information currently being shared with the DDA ends up being a month old since the DDA and the Planning Commission currently meet on the same day – DDA at 8:00 a.m. and the PC at 6:00 p.m.

*Please note that this action may be subject to Attorney/Client Privilege and not available under FOIA