

**City of South Lyon, Downtown Development Authority Board Meeting
Thursday, January 12, 2023, 8:00 a.m., City Council Chambers, 335 S. Warren St.
South Lyon, MI 48178**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the December 8, 2022, DDA Board Meeting Minutes
- V. Citizens' Comments
- VI. Budget Report
- VII. Farmers' Market Report

- VIII. New Business:
 - A. Farmers Market Fees and Application for 2023 Season
 - B. Social District
 - C. DDA Board Member Recommendations to the Mayor
 - D. DDA Budget Amendment – Winter Farmers Market

- IX. Unfinished Business:
 - A. Committee Reports
 - a. Promotions
 - b. Economic Vitality

- X. DDA Director Report
- XI. Board Member Comments
- XII. Adjournment

Procedures by which persons may contact members of the DDA Board of Directors prior to the meeting:

Members of the public may contact members of the public body prior to the electronic meeting by email. Email addresses for the DDA Board of Directors may be found on the City's website at www.southlyonmi.org.

The next Board Meeting is 8:00 a.m., Thursday, February 9, 2023 at South Lyon City Hall.

All Regular Board Meetings shall end no later than 10:00 a.m.



MEETING MINUTES – DECEMBER 8, 2022

- I. **Call to Order.** Meeting called to order at 8:03 am by Vice Chairperson, Jeff Heinanen.
- II. **Roll Call.** Present: Paul Zelenak, Jeff Heinanen, Mark Childs, Tanya Nevitt, Melissa Borgman, Norm Fultz, Gary Fagin. Also present: Nate Mack, Diana Regan, Police Chief Doug Baaki. Excused: Tracey Smith.
- III. **Approval of the Agenda.** Motion by Fagin to approve the agenda. Supported by Childs. Motion passed unanimously.
- IV. **Approval of the November 10, 2022 DDA Board Meeting Minutes.** Motion by Fagin. Supported by Borgman. Motion passed unanimously.
- V. **Citizens Comments.** None
- VI. **Budget Report.** Mack reported that additional TIF revenue of \$2,010.51 has been received along with \$2,500 Holiday Spectacular Sponsorship, \$1,000 Ladies Night Sponsorships and \$1,110 from Farmers Market. Expenses included wages, garland, specialty ice sculptures, wagons and carriages for the Holiday Spectacular, and education and training.
- VII. **Farmers Market Report.** Market Manager, Diana Regan, reported that the November market was full capacity for vendors and there were about 300 customers throughout the day. More signage is needed to direct customers to the market. Maybe a banner downtown? Or a sign on the Farmers Market Sign? Vendors are still signing up for January to April markets. Discussion of seasonal vendors who do not show up for the summer Farmers Market. Maybe adjust the amount of the seasonal vendor discount? Zelenak suggested that Mack and Regan make a recommendation for fee adjustment at the next DDA Board Meeting.
- VIII. **New Business**
 - A. **Ladies Night Out.** Police Chief Doug Baaki attended the DDA Board Meeting to talk about alcohol being served at businesses during Ladies Night and customers walking around the streets with it. It is an ordinance violation to walk around with open intoxicants. Chief recommended setting up a Social District to make it legal. He also recommended that store owners post signage reminding customers that they cannot take alcohol out of the stores since it is an ordinance violation. Mack says he has been working on a Social District plan and will attempt to make a

recommendation next month. Chief stated that people need to be educated as to what is allowed within the ordinance and what the liability would be. It would be a serious problem if someone was injured. Zelenak reminded everyone that we need to use caution with these events since it appears that we are promoting drinking. Discussion of private event liquor license vs. Social District and creating a “drinking event”. We need to educate the public and business owners and rules need to be clear for all involved.

- B. Letter of Support – Michigan Spark Grant, Lafayette Park.** Mack reported that City Manager Zelenak is asking for a letter of support from city boards and commissions and he provided a sample letter for DDA Board approval. Fagin made a motion to approve the letter of support provided. Supported by Borgman. Motion passed unanimously.
- C. 2023 DDA Board Meeting Schedule.** Mack provided the 2023 DDA Board Meeting Schedule and asked for a resolution to approve. Childs made a motion to approve the meeting schedule as submitted. Supported by Fagin. Motion passed unanimously.

IX. Unfinished Business

- A. Façade Guidelines/Application.** Discussion of the Façade Program. The dominant emphasis of the program is the preservation of Downtown South Lyon’s architectural heritage. Zelenak made a motion to amend the amounts available for the Façade Program to read “maximum of \$2,500 or up to 50% of total cost, whichever is less”. Supported by Borgman. Motion passed unanimously.
- B. Committee Reports. Promotions.** Mack reported that the Holiday Spectacular went well despite the extremely cold weather. Discussion of whether the time frame was too long for families. The parade was well attended and Dayna Johnston did a great job coordinating the parade this year. Borgman and Nevitt helped with the parade as did Blake Crady. Food trucks sold out. The evening event at Heinanen Engineering was down about 100 people from last year. Further discussion on reducing the time frame to bring people downtown and keep them downtown for the parade. Zelenak recommended not closing so many roads. Discussion of success of the activities planned and of the success of the parade. We need to be on the same page with other groups that are participating in the Holiday Spectacular. **Economic Vitality.** Mack reported that they are working on developing a Mission Statement for the Economic Vitality Committee. They will develop goals and work plans from the Mission Statement. Working with Main Street Oakland County and the Lyon Twp. DDA, we will be scheduling a micro-financing presentation in January or February.

X. DDA Director Report

Mack reported that the DDA ordinance has been updated to match state law with board appointments now being made by the Mayor instead of the City Manager. The EV Charging Station contract was sent to the city attorney for review and has now been returned to DTE for changes. Mack stated that he will hold the annual DDA presentation

on Monday, December 19 and Wednesday, December 21 beginning at 5:30 pm in the City Hall Auditorium.

XI. Board Member Comments

Fultz asked about applications for open DDA board positions. Mack stated that one was received yesterday and we have two others on hand. There are currently two openings on the board since the resignation of Dereck Mashburn and Gary Fagin. These positions can possibly be filled in January. We would be looking for one business owner and one at large member. Mack will contact applicants to see who is still interested. Heinanen offered his congratulations to Police Chief Baaki on his recent promotion. He stated he is looking for volunteers to help in the bar area for South Lyon Eve.

XII. Adjournment. Nevitt made a motion to adjourn. Supported by Childs. Meeting adjourned at 9:54 am.

01/09/2023

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTH LYON
 PERIOD ENDING 12/31/2022
 FINANCIAL STATEMENT FOR DECEMBER 2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
248-000.000-402.000	REAL PROPERTY TAX	55,083.00	53,515.97	0.00	1,567.03	97.16
248-000.000-582.100	PATRONICITY FUNDS ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
248-000.000-665.000	INTEREST	0.00	793.69	242.75	(793.69)	100.00
248-000.000-674.300	CONTRIBUTION - GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00
248-000.000-675.100	FARMERS MARKET SPONSOR FEES	7,500.00	250.00	0.00	7,250.00	3.33
248-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	6,000.00	6,250.00	0.00	(250.00)	104.17
248-000.000-675.300	LADIES NIGHT OUT SPONSORSHIP	4,000.00	3,500.00	0.00	500.00	87.50
248-000.000-675.410	FARMERS MARKET VENDOR FEES	7,500.00	14,640.00	925.00	(7,140.00)	195.20
248-000.000-675.700	CONTRIBUTION - STREET BANNER	0.00	(180.00)	0.00	180.00	100.00
248-000.000-675.900	CONTRIBUTION - MURALS	5,000.00	0.00	0.00	5,000.00	0.00
248-000.000-675.910	CONTRIBUTION BUSINESS DIRECTORY	500.00	0.00	0.00	500.00	0.00
248-000.000-680.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000.000-680.200	MISC CONTRIBUTION EV CHARGING STATIONS	2,200.00	0.00	0.00	2,200.00	0.00
248-000.000-682.000	GRANT MONEY	0.00	0.00	0.00	0.00	0.00
248-000.000-699.101	TRANSFER IN - GENERAL FUND	4,000.00	0.00	0.00	4,000.00	0.00
248-000.000-699.401	TRANSFER IN- CAP. IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		92,283.00	78,769.66	1,167.75	13,513.34	85.36
TOTAL REVENUES		92,283.00	78,769.66	1,167.75	13,513.34	85.36
Expenditures						
Dept 000.000						
248-000.000-702.000	WAGES SALARY	0.00	0.00	0.00	0.00	0.00
248-000.000-702.200	FARMER'S MARKET	12,500.00	6,745.00	395.00	5,755.00	53.96
248-000.000-740.000	OPERATING EXPENSE	2,500.00	871.37	0.00	1,628.63	34.85
248-000.000-740.200	SEASONAL IMPROVEMENTS	8,250.00	3,734.36	137.36	4,515.64	45.26
248-000.000-801.000	PROFESSIONAL SERVICE	6,500.00	150.00	0.00	6,350.00	2.31
248-000.000-802.000	CONTRACTUAL SVCS	0.00	0.00	0.00	0.00	0.00
248-000.000-802.100	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-000.000-880.000	COMMUNITY PROMOTIONS	2,500.00	0.00	0.00	2,500.00	0.00
248-000.000-880.100	COMM. PROM. CBD WINTER	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-880.200	COMMUNITY PROMOTION DESIGN	9,000.00	63.88	0.00	8,936.12	0.71
248-000.000-880.300	COMMUNITY PROMOTION-FACADE/SIGN	0.00	0.00	0.00	0.00	0.00

248-000.000-880.400	COMMUNITY EVENT	14,500.00	9,377.11	471.98	5,122.89	64.67
248-000.000-880.500	COMMUNITY PROMO. GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00
248-000.000-880.600	FARMERS MARKET PROMOTIONS	0.00	3,300.00	3,300.00	(3,300.00)	100.00
248-000.000-886.000	SUPPORT DOWNTOWN SOUTH LYON MINIGRANT	0.00	0.00	0.00	0.00	0.00
248-000.000-888.000	GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-000.000-900.000	PRINTING	6,500.00	375.00	0.00	6,125.00	5.77
248-000.000-957.000	EDUCATION & TRAINING	4,000.00	1,544.72	315.00	2,455.28	38.62
248-000.000-962.000	MISCELLANEOUS EXPENSE	1,000.00	25.39	0.00	974.61	2.54
248-000.000-972.000	CAPITAL IMPROVEMENTS	18,700.00	0.00	0.00	18,700.00	0.00
248-000.000-995.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-000.000-995.369	CONTRIBUTION TO BLDG.ATHOR DR	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		88,450.00	26,186.83	4,619.34	62,263.17	29.61
TOTAL EXPENDITURES		88,450.00	26,186.83	4,619.34	62,263.17	29.61
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		92,283.00	78,769.66	1,167.75	13,513.34	85.36
TOTAL EXPENDITURES		88,450.00	26,186.83	4,619.34	62,263.17	29.61
NET OF REVENUES & EXPENDITURES		3,833.00	52,582.83	(3,451.59)	(48,749.83)	1,371.85

01/09/2023

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON
FROM 248-000.000-001.000 TO 248-000.000-995.369
TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
248-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
140400	12/01/2022	SUMMARY CD 12/01/2022		Multiple		443.08
140528	12/08/2022	SUMMARY CD 12/08/2022		Multiple		159.34
140757	12/22/2022	SUMMARY CD 12/22/2022		Multiple		4,460.00
		Journal Totals			0.00	5,062.42
Journal GJ: Journal Entry						
140470	12/01/2022	CHECKING TRANSFER	11404	Multiple	443.08	
140530	12/08/2022	CHECKING TRANSFER	11409	Multiple	159.34	
140868	12/22/2022	CHECKING TRANSFER	11449	Multiple	4,460.00	
		Journal Totals			5,062.42	0.00
Totals for 248-000.000-001.000					5,062.42	5,062.42
		Balance 12/01/22:	2,216.51 CR			
		Net Change:	0.00			
		Balance 12/31/22:	2,216.51 CR			
248-000.000-002.008 DDA/TIFA PNC BANK						
Journal CR: Journal Entry						
140717	12/20/2022	SUMMARY CR POSTING: 12/20/2022 FARMV		248-000.000-675.410	925.00	
		Journal Totals			925.00	0.00
Journal GJ: Journal Entry						
140470	12/01/2022	CHECKING TRANSFER	11404	Multiple		443.08
140530	12/08/2022	CHECKING TRANSFER	11409	Multiple		159.34
140868	12/22/2022	CHECKING TRANSFER	11449	Multiple		4,460.00
140876	12/31/2022	PNC BANK INTEREST FOR DECEMBER 202	11454	Multiple	242.75	
		Journal Totals			242.75	5,062.42
Totals for 248-000.000-002.008					1,167.75	5,062.42
		Balance 12/01/22:	160,989.27			
		Net Change:	(3,894.67)			
		Balance 12/31/22:	157,094.60			
248-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: Journal Entry						
140483	12/07/2022	PETER'S TRUE VALUE HARDWARE	NOVEMBER 2022	Multiple		159.34
140735	12/21/2022	MICHIGAN ECONOMIC DEVELOPERS ASS	15494	248-000.000-957.000		315.00
140737	12/21/2022	VFW POST 1224	APRIL 2023	248-000.000-880.600		3,300.00
140738	12/21/2022	JONATHAN LACHANCE	12/3/2022	248-000.000-880.400		450.00
140749	12/22/2022	DIANA REGAN	NOV 2022	248-000.000-702.200		395.00
		Journal Totals			0.00	4,619.34
Journal CD: Cash Disbursements						
140400	12/01/2022	SUMMARY CD 12/01/2022		Multiple	443.08	
140528	12/08/2022	SUMMARY CD 12/08/2022		Multiple	159.34	
140757	12/22/2022	SUMMARY CD 12/22/2022		Multiple	4,460.00	
		Journal Totals			5,062.42	0.00
Totals for 248-000.000-202.000					5,062.42	4,619.34
		Balance 12/01/22:	543.08			
		Net Change:	(443.08)			
		Balance 12/31/22:	100.00			
248-000.000-665.000 INTEREST						
Journal GJ: Journal Entry						

140876	12/31/2022	PNC BANK INTEREST FOR DECEMBER 2021 11454	Multiple		242.75
		Journal Totals		0.00	242.75
Totals for 248-000.000-665.000				0.00	242.75
		Balance 12/01/22:	550.94		
		Net Change:	242.75		
		Balance 12/31/22:	793.69		

248-000.000-675.410 FARMERS MARKET VENDOR FEES

Journal CR: Journal Entry

140717	12/20/2022	SUMMARY CR POSTING: 12/20/2022 FARMV	248-000.000-002.008		925.00
		Journal Totals		0.00	925.00
Totals for 248-000.000-675.410				0.00	925.00
		Balance 12/01/22:	13,715.00		
		Net Change:	925.00		
		Balance 12/31/22:	14,640.00		

248-000.000-702.200 FARMER'S MARKET

Journal AP: Journal Entry

140749	12/22/2022	DIANA REGAN	NOV 2022	248-000.000-202.000	395.00
		Journal Totals			395.00
Totals for 248-000.000-702.200					0.00
		Balance 12/01/22:	6,350.00		
		Net Change:	395.00		
		Balance 12/31/22:	6,745.00		

248-000.000-740.200 SEASONAL IMPROVEMENTS

Journal AP: Journal Entry

140483	12/07/2022	PETER'S TRUE VALUE HARDWARE	NOVEMBER 2022	Multiple	137.36
		Journal Totals			137.36
Totals for 248-000.000-740.200					0.00
		Balance 12/01/22:	3,597.00		
		Net Change:	137.36		
		Balance 12/31/22:	3,734.36		

248-000.000-880.400 COMMUNITY EVENT

Journal AP: Journal Entry

140483	12/07/2022	PETER'S TRUE VALUE HARDWARE	NOVEMBER 2022	Multiple	21.98
140738	12/21/2022	JONATHAN LACHANCE	12/3/2022	248-000.000-202.000	450.00
		Journal Totals			471.98
Totals for 248-000.000-880.400					0.00
		Balance 12/01/22:	8,905.13		
		Net Change:	471.98		
		Balance 12/31/22:	9,377.11		

248-000.000-880.600 FARMERS MARKET PROMOTIONS

Journal AP: Journal Entry

140737	12/21/2022	VFW POST 1224	APRIL 2023	248-000.000-202.000	3,300.00
		Journal Totals			3,300.00
Totals for 248-000.000-880.600					0.00
		Balance 12/01/22:	0.00		
		Net Change:	3,300.00		
		Balance 12/31/22:	3,300.00		

248-000.000-957.000 EDUCATION & TRAINING

Journal AP: Journal Entry

140735	12/21/2022	MICHIGAN ECONOMIC DEVELOPERS ASS 15494	248-000.000-202.000	315.00	
		Journal Totals		315.00	0.00
Totals for 248-000.000-957.000				315.00	0.00
		Balance 12/01/22:	1,229.72		
		Net Change:	315.00		
		Balance 12/31/22:	1,544.72		

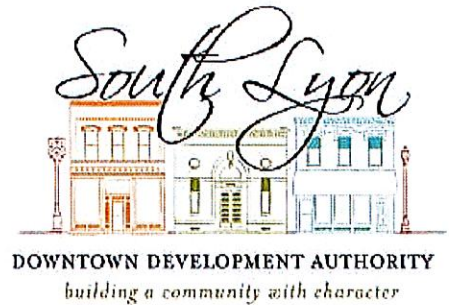
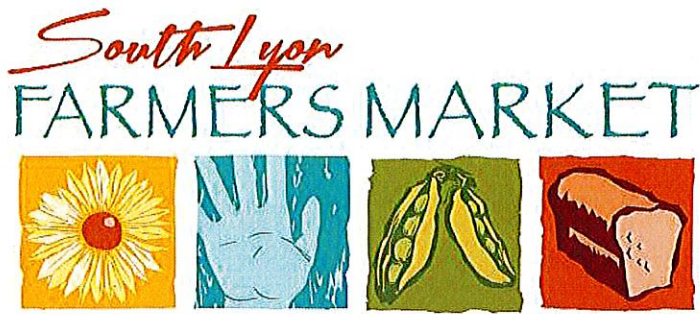
01/09/2023

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON
 FROM 248-000.000-001.000 TO 248-000.000-995.369
 TRANSACTIONS FROM 01/01/2023 TO 01/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
248-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
140968	01/04/2023	SUMMARY CD 01/04/2023		Multiple		1,156.07
		Journal Totals			0.00	1,156.07
Journal GI: Journal Entry						
140992	01/04/2023	CHECKING TRANSFER	11462	Multiple	1,156.07	
		Journal Totals			1,156.07	0.00
Totals for 248-000.000-001.000					1,156.07	1,156.07
		Balance 01/01/23:	2,216.51	CR		
		Net Change:	0.00			
		Balance 01/31/23:	2,216.51	CR		
248-000.000-002.008 DDA/TIFA PNC BANK						
Journal GI: Journal Entry						
140992	01/04/2023	CHECKING TRANSFER	11462	Multiple		1,156.07
		Journal Totals			0.00	1,156.07
Totals for 248-000.000-002.008					0.00	1,156.07
		Balance 01/01/23:	157,094.60			
		Net Change:	(1,156.07)			
		Balance 01/31/23:	155,938.53			
248-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: Journal Entry						
140955	01/04/2023	PNC BANK	12/19/22	Multiple		1,156.07
		Journal Totals			0.00	1,156.07
Journal CD: Cash Disbursements						
140968	01/04/2023	SUMMARY CD 01/04/2023		Multiple	1,156.07	
		Journal Totals			1,156.07	0.00
Totals for 248-000.000-202.000					1,156.07	1,156.07
		Balance 01/01/23:	100.00			
		Net Change:	0.00			
		Balance 01/31/23:	100.00			
248-000.000-740.000 OPERATING EXPENSE						
Journal AP: Journal Entry						
140955	01/04/2023	PNC BANK	12/19/22	Multiple	50.00	
		Journal Totals			50.00	0.00
Totals for 248-000.000-740.000					50.00	0.00
		Balance 01/01/23:	871.37			
		Net Change:	50.00			
		Balance 01/31/23:	921.37			
248-000.000-880.400 COMMUNITY EVENT						
Journal AP: Journal Entry						
140955	01/04/2023	PNC BANK	12/19/22	Multiple	1,106.07	
		Journal Totals			1,106.07	0.00
Totals for 248-000.000-880.400					1,106.07	0.00
		Balance 01/01/23:	9,377.11			
		Net Change:	1,106.07			

Balance 01/31/23:

10,483.18



2023 South Lyon Farmers Market Weekly Vendor Application Form

Our mission is to:

- Support local farmers, artisans and businesses as well as to promote Downtown South Lyon in an open-air setting where all are welcome and can enjoy a sense of community every weekend.
- Enrich the community by making farm fresh in-season produce and vegetables available as well as artisan fare and offering entertainment and demonstrations.
- Inform the community about healthy and sustainable food choices.
- Offer the community access to affordable, locally grown healthy eating choices.
- Highlight the increasing vibrancy of Downtown South Lyon
- Create a festive atmosphere and be a downtown destination that highlights our small-town charm as well as promotes local businesses.

Business Name:	
Owner(s):	
Contact:	
Address:	
City, State, Zip	
Phone:	
Email:	
Website:	
Social Media:	

1. Weekly Vendor Acceptance

- a. Submission of this completed Application does not guarantee acceptance into the Market. A vendor is **NOT** accepted into the South Lyon Farmers Market until affirmatively acknowledged by the Market Manager via phone, email, or postal mail. The Market Manager reserves the right to reject a vendor if the goods and merchandise are not compatible with the overall mission of the Market, its policy, the application submitted by the vendor, available space, or if the Market is saturated with vendor's product.
- b. Seasonal vendors reserve a space for the entire season. A space is guaranteed for all seasonal vendors. However, the Market Manager may change the location of a seasonal vendor within the Market at their discretion. A seasonal vendor will always receive precedent over a weekly vendor. When a seasonal vendor space becomes vacant for the day, it may be reassigned to accepted weekly vendors for that day. Those vendors are referred to as weekly vendors and are included with the accepted weekly vendors who have pre-selected a Market Day on the chart included below in section 2.
- c. The Market Manager maintains a list of these weekly vendors. Should one or more spaces become available on market day, the Market Manager uses this list to fill available spaces. In the interest of the market as a whole and/or for the best balance of the market, the Market Manager takes into consideration the following criteria, in no particular order, when filling a vacant space: the overall mission of the market, its policy, the vendor's application, available space, and product saturation.

2. Market Dates

If possible, please highlight the dates below that you wish to attend the South Lyon Farmers Market:

May	Jun	Jul	Aug	Sep	Oct
6	3	1	5	2	7
13	10	8	12	9	14
20	17	15	19	16	21
27	24	22	26	23	28
		29		30-Oct. 1*	

3. Vendor Fee Structure

Weekly fees for food trucks and other irregularly shaped vendor spaces will be negotiated between the vendor and the Market Manager.

Seasonal rate is a 40% discount on the weekly rate. There are 25 weekly markets in 2023 (excluding Pumpkinfest).

25 markets x \$25/day x .40 = \$390.00, for example. "Seasonal" is defined as a vendor paying for full market season **PRIOR** to market opening date.

Vendor Space	Weekly Rate	Seasonal Rate
10' x 10'	\$25.00	\$390.00
10' x 20'	\$30.00	\$450.00
10' x 30'	\$35.00	\$525.00
10' x 40'	\$40.00	\$600.00

Pumpkinfest pricing for seasonal vendors, vendors participating in at least 20 market dates prior to Pumpkinfest, and weekly vendors is as follows:

- *Payment amount is for both September 30 and October 1, 2023.*

Vendor Space	Seasonal	"20" Markets	Weekly
10' x 10'	\$50	\$70	\$100
10' x 20'	\$70	\$100	\$130
10' x 30'	\$90	\$120	\$150
10' x 40'	\$110	\$140	\$180

4. Product Information

Check all that apply in the box below. **The Market Manager must approve all items that the vendor checks and/or lists below.**

The Market Manager reserves the right to disapprove or reject any listed/selected items based upon the policies and guidelines outlined in section 9 below. The Market Manager's selection process will take into consideration available space, the needs of the community, objectives of the market, product saturation within the market, and market policies and guidelines.

Food	Plants	Other
<input type="checkbox"/> Vegetables	<input type="checkbox"/> Perennials	<input type="checkbox"/> Artwork
<input type="checkbox"/> Fruit	<input type="checkbox"/> Annuals	<input type="checkbox"/> Baskets
<input type="checkbox"/> Honey	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Wreaths
<input type="checkbox"/> Jam	<input type="checkbox"/> Herbs	<input type="checkbox"/> Woodwork
<input type="checkbox"/> Syrup	<input type="checkbox"/> Trees	<input type="checkbox"/> Ceramics
<input type="checkbox"/> Eggs	<input type="checkbox"/> Shrubs	<input type="checkbox"/> Leather goods
<input type="checkbox"/> Herbs	<input type="checkbox"/> Cut flowers	<input type="checkbox"/> Dried flowers
<input type="checkbox"/> Spices	<input type="checkbox"/> Other (list below)	<input type="checkbox"/> Other (list below)
<input type="checkbox"/> Tea	_____	_____
<input type="checkbox"/> Coffee	_____	_____
<input type="checkbox"/> Baked goods	_____	_____
<input type="checkbox"/> Prepared Foods		
<input type="checkbox"/> Other (list below)		

5. Vendor Profile

Please describe your business and product(s). Vendor profiles may appear in social media during the course of the Market Season:

☐ Check this box if you DO NOT want your contact details given to customers who may wish to contact you directly.

☐ Check this box if you DO NOT consent to the reproduction and use of any such photographs and videos by the City of South Lyon for educational, public relations and promotional purposes.

6. 2023 Market Schedule

Saturdays, 9 am to 2pm.

Opening day: May 6, 2023

Closing day: Oct 28, 2023

Pumpkinfest weekend (Sept. 30 – Oct. 1) has a separate section and pricing structure for seasonal, '20 Day', and weekly vendors.

7. Location of Market

The regular weekly Saturday market is in the municipal lot at the North West corner of W. Liberty and Pontiac Trail, across the street from the Post Office.

8. Check-in Requirements

- a. Vendors who need to off-load with their vehicle in the Market area must arrive at the Market no later than 7:45am. Vendors who do not need to drive into the Market are to arrive no later than 8:15am or by arrangement with the Market Manager. Late arrivals risk loss of vehicle in market area for off-load.
- b. Vendors are to be set-up by 8:45 am for Market opening at 9:00am. Vendors who will be late should notify the Market Manager as soon as possible. Due to safety concerns, vehicles **MUST** be removed from the Market area by 8:30am. **After unloading, all vendors must remove their vehicles from the immediate market area and park their vehicles in the parking lot at the South Lyon City Hall, located two blocks down from the Market on the SE corner of W. Liberty and S. Warren. If a vendor has special challenges or has a SOS disability plate or placard, please contact the Market Manager for alternative parking assignment. At 8:30am,** unclaimed and unoccupied spaces will be made available for use by other vendors.

9. Products to be Sold

- a. The market's goal is to have an enjoyable market, while enhancing the downtown business district. Existing merchants are encouraged to take advantage of their proximity to it and tie-in their own marketing efforts with market activities and promotions.
- b. The Market Manager, in conference with the DDA, will determine, on an annual basis, the overall size of the Market in terms of number of seasonal and weekly vendors. Based on this number, the Market Manager will select all vendors with a priority towards produce, plants/flowers, food items, arts and crafts, in that order, with an emphasis on those that are

Michigan-made and/or locally-owned. The selection process will take into consideration available space; the needs of the community; objectives of the market; quality, display and originality; product saturation within the market and the Market Selection Guidelines listed below.

- c. The Market Manager must approve all items that the vendor checked and/or listed under *Product Information*. The Market Manager reserves the right to disapprove or reject any listed/selected items based upon the policies and guidelines outlined in this section. The Market Manager's selection process will take into consideration available space; the needs of the community; objectives of the market; quality, display and originality; product saturation within the market and the market selection guidelines listed below.
- d. ***Market Product Selection Guidelines:***
 - i. **Produce** - The market will favor vendors that produce items in Michigan. These produce items will be approved at the discretion of the Market Manager under the guidelines and policies set by the DDA Board of Directors. Vendors are allowed to supplement their produce with other locally grown products as long as the vendor grows at least 75% by value of the overall product that they offer for sale at our market. Farm inspections may be conducted on a random, but no more than a biannual, basis in order to verify vendor compliance. Concerns regarding adherence to this policy will be addressed by the Market Manager directly with vendor, and further information regarding the source and growing method products offered may be required to verify compliance if issues arise.
 - ii. **Flowers and Plants** - Vendors selling flowers and plants are allowed to bring plants to Market purchased from a wholesaler. However, preference will be given to those who grow their own.
 - iii. **Food Items** - Vendor produced food items must have all appropriate licenses and must comply with state and local health regulations regarding storage, sampling and

display to sell food items.

- iv. **Original Art Work** - Examples are jewelry, ceramics, oils, water colors, photography, metalsmithing, iron works and mixed media. These are to be offered for sale by the artist/producer of said goods or the designated representative.
- v. **Crafts/Other** - Handmade craft items produced by the vendor include, but are not limited to: dried flowers, wreaths, baskets, garden décor, woodwork, soaps, and clothing.
- vi. **Food Service** – Prepared foods by a restaurant, caterer or food vendor must have all appropriate licenses and must comply with state and local health regulations.
- vii. **Licenses** – It is the vendors’ responsibility to research, acquire, display and remain in compliance with all applicable local and State of Michigan licenses and food laws. For more information about Michigan’s cottage laws, go to www.michigan.gov/mdard.

10. Application for the Market

All interested vendors must submit to and have on file with the Market Manager a *2023 South Lyon Farmers Market Vendor Application* to participate in the Market.

11. Market Fees

- a. Fees collected are for market expenses and market promotion.
- b. Seasonal and weekly fees are nonrefundable for all vendors admitted to the market and will be enforced under the market’s 24-Hour Rule - whether the scheduled vendor shows or not. This includes any early closing of the market due to inclement weather or any other unforeseen emergency situation. No refunds will be issued for seasonal vendor fees or daily vendor fees under any circumstances.
- c. Weekly vendors are required to pay the weekly rate on market day at the time of check-in. All vendors will be issued a receipt. Additionally, **weekly vendors** will be required to submit a \$25 deposit in addition to their regular, weekly fee of \$25. This \$25

deposit will be held in the case of a vendor canceling within 24 hours of the market or no-showing the market. A \$25 deposit will be always necessary. If the deposit is not used at the end of the season, it will be returned to the vendor.

- d. Seasonal and weekly fees for food trucks and other irregularly shaped vendor spaces will be negotiated between the vendor and the Market Manager.
- e. Vendor fees are not refundable.

12. 24 Hour Rule/Cancellations/Market closures

- a. 'Not showing up' is defined as having occurred when a scheduled vendor fails to notify the Market Manager at least 24 hours prior to 9:00am of Market Day (Saturday) that they will be absent from the Market.
- b. The Market Manager will not accept a no-show from a scheduled vendor for reasons including, but not limited to:
 - *Weather conditions
 - *Personnel conflicts
 - *Holidays or holiday weekends
- c. The Market Manager alone has the authority to cancel the market due to severe weather conditions. All scheduled vendors are expected to be at the market unless the Market Manager has cancelled the market.
- d. 'No-show' scheduled vendors shall be responsible for the cost of the vendor space. Failure to remit payment for a space without 24-hour cancellation will forfeit vendors ability to participate in any additional markets until payment is rendered.

13. Civic Organizations Participation

- a. Nonprofit, charitable organizations are a welcome addition to the Market. All charitable organizations must fill out an application and be approved by the Market Manager. The market is a public space, not a public forum. Organizations promoting opinions rather than goods (i.e. political or religious groups) will not be allowed within the market area.
- b. Organizations selling a product in order to raise funds will be charged a daily fee of \$20.00 for a 10' x 10' space. It is at the DDA or Market Manager's sole discretion as to whether or not the organizations fee will be waived. Determination as to acceptability to participate in the Market will be made by the Market Manager. Space will be allocated based on availability and selection criteria as applied by the Market Manager. Nonprofits will be limited to one organization per week.

14. Rights Reserved by the Market Manager

- a. The Market Manager reserves the right to reject a vendor if, in the Market Manager's judgment; the products or merchandise are not compatible with the overall mission of the market, its policies or available space, the application submitted by the vendor, or if the market is saturated with similar product(s).
- b. The Market Manager reserves the right to immediately deny a vendor the privilege of selling at the market. Reasons may include misrepresentation of products, poor quality of products or produce, nonpayment of fees, saturation of the vendor's product at the market, disorderly conduct, or failure to heed the Market Manager's direction.
- c. The Market Manager shall have the authority to oversee and enforce all Market rules and policies and has the right to refuse a vendor's participation at any time or for any reason.
- d. The Market Manager may also exercise due process for suspension based on the following steps:
 - i. Adequate verbal notification to the vendor by the Market Manager.
 - ii. Written notification to the vendor provided by the Market Manager and copy to DDA Liaison / DDA Board.

- iii. Written notification of suspension from the Market Manager based on noncompliance by the vendor to adhere to verbal and/or written direction.
- iv. A date will be scheduled to provide vendor the opportunity to address suspension with the DDA Director, and/or DDA Board for reinstatement if vendor chooses to exercise request. Decisions for appropriate discipline or notification of permanent suspension will be at the discretion of the Market Manager, DDA Director and/or DDA Board. All vendor fees are nonrefundable regardless of decision.
- e. The Market Manager shall have the authority to cancel the market due to inclement/severe weather. In the event that the market is cancelled because of inclement/severe weather, vendors will not be permitted to set up, engage the public or conduct sales. This applies to seasonal vendors as well as weekly vendors.

15. Vendor Responsibilities

- a. Vendors are responsible for their own sales taxes, licenses, permits and fees required for operation and will abide by all local, state, and federal laws as well as any other regulatory agency. Vendors are expected to remain in full compliance.
- b. Food shall be clean, wholesome, and safe for human consumption and shall be handled, stored, transported and offered for sale in a sanitary manner as established by the Oakland County Health Department and the State of Michigan.
- c. Free samples may be given to customers in accordance with state and county health regulations. Disposable utensils (i.e., napkins, toothpicks, etc.) must be provided and disposed of by the vendor.
- d. Each vendor is responsible for keeping their space clean and attractive and staying within their designated area. Failure to maintain upkeep and cleanliness of general area may result in disciplinary action. Upon closing of the market, spaces are to be cleaned and swept by the vendor. Vendors are responsible for bringing their own equipment/tools for clean-up. Vendors are

responsible for removal of trash accumulated within their specific vendor area. Trash is to be taken with vendor at end of market day.

- e. Vendors must supply their own sales equipment; tables, chairs, display racks, display signs, bags for customers and money for change.
- f. Vendors are required to have on market premises a license or permit, price list and a sign posting their name and location of their farm or business. Signage is subject to the approval of the Market Manager.
- g. Vendors are prohibited from attracting attention to items for sale by outcries in a loud or annoying, rude or offending manner.
- h. Each vendor may set his or her own prices. ***Prices should be set in keeping with customer satisfaction and consideration of other Market vendors.***
- i. Each vendor is encouraged to provide scales of demonstrative accuracy and price and sell products in an easily understandable manner: by weight or by the bushel, quart, pint or individual piece. Inaccurate or deceptive measurement practices will result in forfeiture of the vendors permit and participation in market.
- j. Vendor will occupy and attend assigned space for market's entirety, from the start to its scheduled closing. A consistently full market is vital to its success and growth. The expectation of the public is that the market ends at 2:00 p.m. Only the Market Manager or his representative can close the market at any time other than that which is scheduled. Vendors are to end sales at 2:00 p.m. and must vacate the Market area by 3:00 p.m. Early pack-up or departure not approved by the Market Manager may result in disciplinary action, as outlined above.
- k. Vendor waives any claim for compensation of any kind in exchange for photographs, videotapes and other such use by the City of South Lyon/DDA for educational, public relations and promotional purposes.
- l. The Market encourages a 'team' philosophy and a cooperative spirit. Vendors are strongly advised to refrain from openly

criticizing or challenging other vendor's products, displays, pricing, etc. Any questions regarding another vendor's participation must be directed solely to the Market Manager. Failure to comply may lead to suspension and or dismissal.

- m. Should the Market Manager give notice to vendors that the market is cancelled or, if already in progress, is closing due to inclement/severe weather or other unforeseen emergency situation, vendors may not continue to engage the public or conduct sales. Failure to comply may lead to suspension or dismissal.

16. DDA and City of South Lyon Responsibilities

- a. If the decision is made to change a Market rule or policy; seasonal vendors will be given a seven-day notice prior to the new rules taking effect. Others will be notified in a timely manner in accordance to their circumstances.
- b. The Market is not responsible for product liability or the paying of sales taxes by individual vendors. The Market is not held responsible in any way for any loss of vendor property by theft, vandalism, weather or anything outside of the control of the Market administrators.
- c. Vendors agree to indemnify and hold harmless the City of South Lyon and the South Lyon Downtown Development Authority and assignees from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the Market, as described below.

Indemnification

Vendor agrees that the City of South Lyon and its respective officers, employees, agents and consultants are not liable for any injury, theft or damage to either the Vendor or its customer or property arising out of or pertaining to preparation for or participation in the South Lyon Farmers and Artisans Market. Whether such injury, theft, or damage occurred prior, during, or after the South Lyon Farmers Market, vendor agrees to indemnify, defend and hold harmless the City of South Lyon and its respective officers, employees, contractors,

agents, and consultants for and against any claims such as injury, theft or damage.

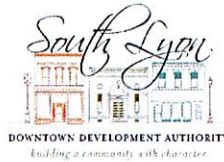
Vendor acknowledges that submission of this completed application does NOT denote acceptance into the market and that the vendor is NOT accepted into the 2023 South Lyon Farmers and Artisans Market until affirmatively acknowledged by the Market Manager via phone, email or postal mail.

Signature of Vendor: _____

Date: _____

Mail completed application to:
City of South Lyon, Attention Farmers Market Manager
335 S. Warren St.
South Lyon, MI 48178

Or email completed application to:
manager@southlyonfarmersmarket.org



Memorandum

To: Vice-Chairperson Heinanen and South Lyon DDA Board of Directors
From: Nate Mack, Economic Development & DDA Director
Subject: South Lyon Social District
Date: January 12, 2023

The purpose of this memorandum is to discuss the possibility of a social district for downtown South Lyon, while providing background information on the particulars of social districts.

PA 124 of 2020, otherwise known as the Social District Act, became effective on July 1, 2020 after Governor Whitmer signed it into law. The Act allows a qualified licensee to sell and dispense alcohol to customers for consumption in the commons area of a social district.

A social district may be established by the governing body of a jurisdiction containing a commons area that could be used by a qualified licensee that obtained a social district permit. The governing body will be referred to henceforth as the municipality.

What is a qualified licensee?

- A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)
- A manufacturer with an on-premises tasting room permit issued under section 536.
- A manufacturer that holds an off-premises tasting room license issued under section 536.
- A manufacturer that holds a joint off-premises tasting room license issued under section 536.

What is the "commons area of a social district"? As defined by state statute, MCL 436.1551(8)(a) the commons area of a social district is: "...an area within a Social District clearly designated and clearly marked by the governing body the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee." In other words, the commons area of a social district is the area in which a municipality establishes within the social district where patrons can take their alcoholic beverages and consume them. This does not include the business where they were purchased, however. Further, alcoholic beverages cannot be taken into different establishments after they are purchased. They may only be taken from the licensed establishment to the commons area of the social district.

A qualified licensee may apply to the Commission for a Social District Permit. They must first obtain approval from the municipality before applying for the permit. A licensee that has been issued a Social District Permit may sell alcoholic liquor for on-premises consumption on its licensed premises only, included an approved outdoor service area, and then customers may remove the alcohol from the premises to be consumed in the commons area.

- **A licensee must not sell alcohol in the commons area from the licensed premises or outdoor service area directly to someone in the commons area. The commons area is not considered part of any licensee's licensed premises.**

Any alcohol sold to customers for consumption in the commons area by a licensee with a Social District Permit must comply with the following regulations:

- The serving container must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol.
- The serving container must prominently display a logo or some other mark that is unique to the commons area.
- The serving container is not made of glass.
- The serving container does not have a liquid capacity over 16 ounces.

A customer that purchases alcoholic liquor to be consumed in a commons area must not transport that alcoholic liquor onto the licensed premises of another licensee contiguous to the commons area from which the customer did not purchase the alcoholic liquor, unless the other licensee is a B-Hotel licensee and also holds a Social District Permit. A licensee, other than a B-Hotel licensee with a Social District Permit, shall not allow alcoholic liquor to be brought onto its licensed premises that was purchased from another licensee with a Social District Permit. A customer that purchases alcoholic liquor to be consumed in a commons area must not transport that alcoholic liquor outside of the commons area.

If a non-profit organization requests a Special License for a location within a Social District commons area, the governing body of the local unit of government shall delineate the portion of the commons area to be utilized exclusively by the Special Licensee and the portion of the commons area to be used exclusively by Social District permittees. The Special License applicant must submit documentation from the local governmental unit, including a clear diagram, with its application.



South Lyon
MICHIGAN

335 S. Warren St., South Lyon, MI 48178

Social District Commons Area Management and Maintenance Plan

To support local restaurants, and to provide added vibrancy to the downtown, the City of South Lyon will establish a permitting process for the commons area of its Social District. Commons areas are intended to allow for outdoor dining and alcoholic beverage consumption on City properties that are adjacent to or near associated business establishments. This application package is designed to ensure compliance with Michigan Liquor Control Commission Guidelines (MLCC) and Public Act 58 of 1998 as amended by Public Act 124 of 2020.

The commons area is proposed to be administered through the Downtown Development Authority with the assistance of the City of South Lyon's Police, Public Works, and Fire departments. Permits from both the MLCC and the City are required prior to utilization by any qualified establishment(s).

Intent

The commons area of the social district is intended to allow restaurants, breweries, and other eligible businesses to serve customers in outdoor public places – public sidewalks, pathways, and parks. The commons area is designated within the social district where a minimum of two establishments can allow their patrons to consume alcohol.

The South Lyon Social District will go live in Spring of 2023. Patrons will be able to enjoy an adult beverage while strolling within the commons area of the social district during the designated hours, which are 12pm (noon) – 10pm, Monday – Sunday. To consume an alcoholic beverage in the South Lyon Social District, a patron must purchase a drink in an approved cup from a participating establishment located within the commons area. The purchaser cannot carry the beverage into another bar, restaurant, or retail establishment located within the commons area.

A map of the Social District, which is the same as the DDA District, and the Commons Area, is attached at the end of this document.

All State of Michigan and City of South Lyon laws regarding public intoxication, impaired driving, and open containers apply.

Which Businesses can Participate?

Any qualified licensee within the boundaries of the Social District in good standing with the City of South Lyon, Oakland County, and the State of Michigan may participate. Participating license holders will be asked to sign a Social District agreement with the City of South Lyon prior to applying for a permit through the Michigan Liquor Control Commission.

The term qualified licensee is defined by MCL 436.1551(8)(c):

"Qualified licensee" means any of the following:

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

Administration

Roles and Responsibilities: The South Lyon Social District will be overseen by the Downtown Development Authority Executive Director. The district management and operations will be assisted by the city's police department, public works, and other departments as necessary.

- **Security:** Security and enforcement in the South Lyon Social District will be provided by the South Lyon Police Department. Periodic reports will be provided to the DDA to document any security issues that arise.
- **Sanitation:** The South Lyon Department of Public Works will provide sanitation within the district including trash removal and litter pick up. Participating license holders will be required to have a trash receptacle outside of entrances for the disposal of district cups and empty those receptacles when needed. Options for additional public receptacles will be researched as well.

Launch and Initial Assessment: The South Lyon Social District will operate year-round. It is the intent of the South Lyon DDA to launch the program April 1, 2023. No later than July 1, 2023, a report will be provided to South Lyon City Council and the South Lyon DDA Board of Directors including feedback from participants and city staff regarding any safety concerns or incidents. At that time, modifications to this Management and Maintenance Plan can be considered or the process to initiate the revocation of the designation can begin. At any point, the South Lyon City Council may revoke this designation if it determines the program threatens the health, safety, or welfare to the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least one public hearing on the proposed revocation. The governing body shall give notice as required under the Open Meetings Act of the time and place of the hearing before the public hearing.

District Designation and Marking: The boundaries of the South Lyon Social District will be clearly designated and marked with signs and graphics in clearly visible areas.

Social District Financing: Participating licensees are required to pay for their permit from the MLCC (\$250 permit fee + \$70 inspection fee). Necessary supplies (cups and stickers) can be ordered with the assistance of the DDA. As an incentive to participate, the DDA may provide reimbursement for the MLCC permit fee for a qualifying establishment's first year permit and inspection fees.

Operations

Hours: The district will operate Monday – Sunday from 12pm – 10pm. After 10pm, Social District beverages cannot be sold in participating establishments nor possessed and consumed in the Commons Area. After 10pm, consumption of alcoholic beverages must be contained within the license holders' service areas.

Beverage Containers: The South Lyon Social District will be branded as, [yet to be determined]. A logo will be printed on 16-ounce plastic cups and sold to participating establishments along with stickers designating each participant's business name that must be placed on the cup before sale. The cups may not be reused, must remain in the establishment where they were purchased or in the Commons Area,

and may not be taken into a bar or restaurant that did not sell the beverage. Options for compostable cups will be explored.

Marketing and Promotions: The South Lyon DDA will develop and launch a marketing campaign using free and paid social media channels, Google ads, and print media.

Entertainment: Options for entertainment such as music will be explored.

Festivals/Special Events: The South Lyon Social District will be in operation during special events downtown. However, you may not enter these special events with social district beverages.

The South Lyon City Council shall have the option to temporarily close the South Lyon Social District. If the South Lyon City Council determines to close the Social District, it shall provide notice to Qualified Licensees at least seven (7) calendar days in advance of closing the South Lyon Social District. While the South Lyon Social District is closed, Qualified Licensees shall ensure that alcohol is not provided to patrons for consumption in the South Lyon Social District.

How Do Businesses Sign Up?

Qualifying license holders will be asked to sign a Social District Agreement with the City of South Lyon prior to applying for a permit through the Michigan Liquor Control Commission (MLCC). Once the agreement has been reviewed and authorized by the South Lyon DDA Director and/or City Manager, licensees must apply for a Social District Permit from the MLCC. Once approved, the license holder will place an order for cups and stickers and will be provided with the necessary signage.

Information can be found on the MLCC permit here:

<https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts>

Revocation of Social District Designation and/or Permits

At any point, the South Lyon City Council may revoke this designation if it determines that the program threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least one (1) public hearing on the proposed revocation. The governing body shall give notice as required under the Open Meetings Act of the time and place of the public hearing before the public hearing.

If a permit holder in the Social District is determined to be violating the Social District Agreement signed with the City of South Lyon, the MLCC will be notified of the violation and efforts may be taken to recommend the revocation of the licensee's Social District Permit.

FAQs

Q: Can I walk anywhere with my Social District cup?

A: You must stay within the designated Social District boundaries.

Q: Can I take my Social District cup back inside the establishment in which it was purchased?

A: Yes. A drink can only be consumed outside or taken inside the same bar or restaurant where purchased. Cups will have a sticker attached to the cup where purchased.

Q: Can I reuse an empty Social District cup to purchase another beverage?

A: No. When ordering a beverage, it must be served in a new cup.

Q: What types of alcoholic beverages can I have in my cup?

A: Beer, wine, and liquor are all allowable drinks to have in a Social District cup. Drinks must be purchased from an authorized establishment. Cups hold up to 16 oz. of your chosen beverage.

Q: Can I bring my own alcoholic beverage, pour it into a cup, and walk around downtown?

A: No, only drinks purchased from businesses authorized in the South Lyon Social District are permissible. No cans, glass bottles, or outside drinks are permitted.

Q: Who do I contact with questions?

A: Nate Mack, South Lyon DDA/Economic Development Director, nmack@southlyonmi.org, 947-777-9355

South Lyon Social District



Community Overview



Lyon Twp

Contact:
Karen Gentry
325 S Warren
South Lyon, MI 48175
248-437-1735

Statistics:
Authority: 31 acres
City Area: 31,000 sq ft
Mileage: 10

Downtown Development Authority
of the City of South Lyon

Legend

Authority Boundary
Socioeconomic Area
New Market Area
New Market Area

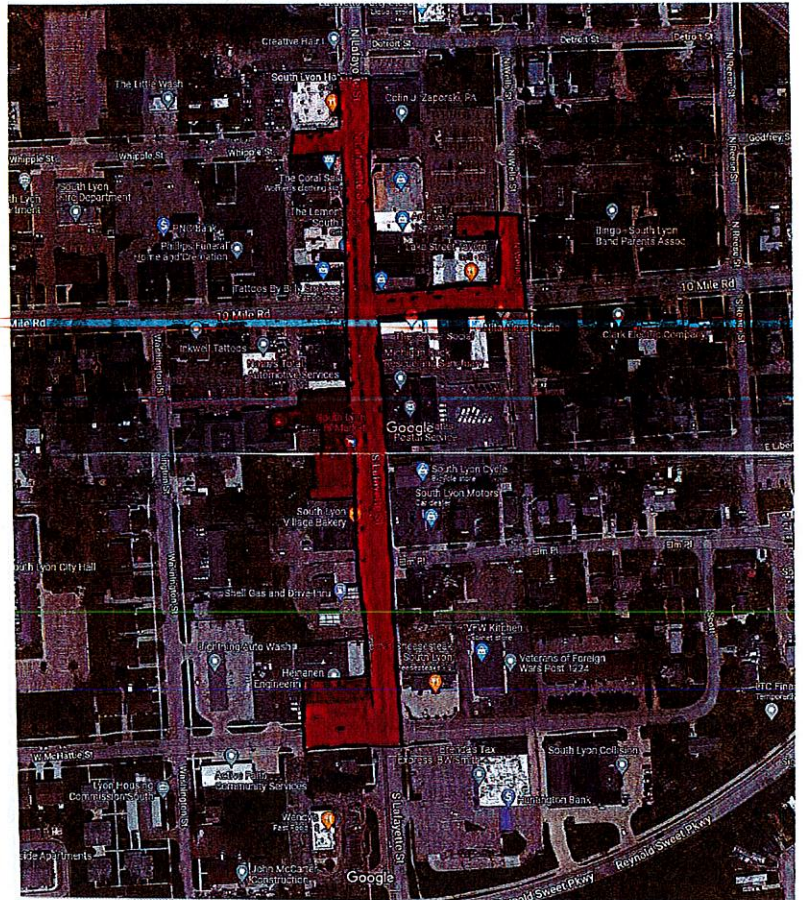


Scale: 0 100 200 Feet

Revised: February 20, 2018
Created by: City of South Lyon and
City of South Lyon

This information provided herein has been compiled
from various sources. It is not intended to be used as a
basis for any legal action. It is not intended to be used
as a basis for any legal action. It is not intended to be
used as a basis for any legal action.

Social District Commons Area





Memorandum

To: Vice-Chairperson Heinanen and South Lyon DDA Board of Directors
From: Nate Mack, Economic Development & DDA Director
Subject: New DDA Board Member Recommendations
Date: January 12, 2023

Attached to this memorandum is the application materials for two prospective board members – David Barton, owner of Twisted Cork Winery, and Raquel Henderson, co-owner of Billy Smokes Tattoos. The other individual that has applied to be part of the DDA Board is Abraham Ayoub. Mr. Ayoub did not include a resume with his board application so one will not be attached. In order to be in compliance with state law, David Barton or Raquel Henderson must be appointed to the board as they are business owners downtown and state law dictates that at least 51% of members must be business or property owners downtown.



Memorandum

To: Vice-Chairperson Heinanen and South Lyon DDA Board of Directors
From: Nate Mack, Economic Development & DDA Director
Subject: Budget Amendment Memo
Date: January 12, 2023

Due to the inception of the Winter Farmers Market, the South Lyon DDA has incurred additional unbudgeted expenditures in the amount of \$3,300. A new general ledger account code has been created to post these expenditures and is 248-888.600 Farmers Market Promotions. It will be necessary to amend the DDA's budget for 2022-2023 in the amount of \$3,300.

A motion will be required to effectuate the budget amendment.

Suggested motion: Motion to approve a 2022-2023 budget amendment for the South Lyon DDA in the increased amount of \$3,300, and to adopt GL code 248-888.600, Farmers Market Promotions.



CITY OF SOUTH LYON

To: DDA Board of Directors

From: Patricia Tiernan, Finance and Benefit Administrator

Date: January 12, 2023

Re: Proposed Budget Amendment

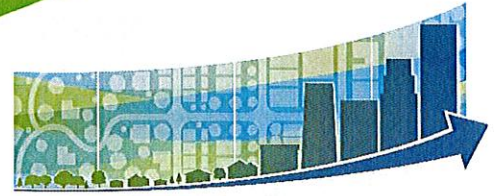
The increased promotional activities related to the Farmers Market and inclusion of a Winter Market have created additional unbudgeted expenditures. A new GL Account Code has been created (248-880.600 Farmers Market Promotions) to post these expenditures. It will be necessary to amend the FY2022-2023 DDA Operating Fund Budget in the amount of \$3,300.

cc: Nate Mack, DDA & Economic Development Director
Paul Zelenak, City Manager



DDA/ED Report for January 12, 2023 DDA Board Meeting

- The third winter market will be taking place this Saturday, January 14th from 10am – 2pm.
- We continue to work on the events calendar for 2023 and are finalizing a couple of dates and will have that to the printer shortly.
- The building that is home to KV Sports currently will be getting a new tenant shortly. I'll be able to announce who that is once things have been finalized between the tenant and the property owner.
- I'm meeting with the RRC planner this week to go over the initial assessment of South Lyon. The actual baseline report should be sent to us shortly after the meeting is completed.
- There has been a delay with the EV charging company's legal team. They sent the contract to us and I had our attorney review it to make any changes that we cannot agree to as a municipality. I am now meeting with another EV charging company this week to discuss their offerings.
- It is looking like there will be a beer tent during Pumpkinfest this year.
- 110 Detroit St has been demolished. The owner has yet to reveal plans for the property.



redevelopment ready
communities®

Redevelopment Ready Communities®

COMMUNITY SNAPSHOT

DECEMBER 2022

CITY OF SOUTH LYON

EXECUTIVE SUMMARY

Redevelopment Ready Communities® (RRC) is a voluntary technical assistance initiative offered through the Michigan Economic Development Corporation (MEDC) to empower communities in shaping their future by building a strong foundation of planning, zoning, and economic development best practices. Our toolkit, developed by experts in the public and private sectors, encourages communities to streamline their development practices, with the goal of becoming “redevelopment ready”. Through active engagement of stakeholders and proactively planning, communities can become more attractive for development projects that create places where people want to live, work, and invest.

The basic assessment tool for evaluation are the [RRC Best Practices](#). These six (6) standards address key elements of community and economic development. To provide a direct line of communication with the RRC Community Planner and to relay a community’s RRC standing, the free online project management platform, Trello is used for regular communication. Trello allows communities to upload items as they are completed and organize their RRC workload to fit their capacity. A community must demonstrate full alignment with the RRC Best Practice expectations to receive either RRC Essential or Certified designation. Once reached, Essential or Certified status is valid for five (5) years.

The following Community Snapshot provides an overview of the Baseline Evaluation conducted on the community’s Trello board. It reflects a snapshot in time, and it is recommended to review the community’s Trello board for exact RRC standing.

EVALUATION MATRIX

City of South Lyon has chosen to work towards completing RRC Certified designation and will be evaluated on the RRC Essential and Certified expectations. Currently, South Lyon is fully aligned with 28% of the Redevelopment Ready Communities® Certified expectations.

Current RRC Best Practice Standing

1.1	1.2	1.3	1.4	2.1	2.2
2.3	2.4	2.5	2.6*	3.1	3.2
3.3	3.4	3.5	3.6	3.7	3.8
3.9*	4.1	4.2	4.3	4.4	4.5
4.6	4.7*	5.1*	5.2*	5.3*	

Currently Aligned with RRC Expectations

Partially Aligned with RRC Expectations

Not Currently Aligned with RRC Expectations

* Certified Pathway Only

COMMUNITY SNAPSHOT

The following table provides a snapshot into the recommendations provided on the community's Trello following the Baseline Evaluation.

 = Annual Expectation

Best Practice 1: <i>Plans and Engagement</i>		
	Essentials Expectations	Certified Expectations
1.1 - Master Plan	Adopt an updated Master Plan.	Annually track the implementation of the Master Plan. 
1.2 - Downtown or Corridor Plan	Aligned.	
1.3 - Capital Improvements Plan	Annually prepare a Capital Improvements Plan.	
1.4 - Public Participation Plan	Prepare a Public Participation Plan.	Annually report the year's public engagement efforts to City Council. 

Best Practice 2: <i>Zoning</i>		
	Essentials Expectations	Certified Expectations
2.1 - Alignment with Master Plan	Aligned.	
2.2 - Accessibility + User-Friendliness	Aligned.	
2.3 - Concentrated Development	Aligned.	Introduce one (1) additional placemaking provision within the Zoning Ordinance.
2.4 - Housing Diversity	Aligned.	
2.5 - Parking Flexibility	Aligned.	
2.6 - Green Infrastructure	N/A	Aligned.

Best Practice 3: <i>Development Review</i>		
	Essentials Expectations	Certified Expectations
3.1 - Defined Processes	Aligned.	
3.2 - Point of Contact	Post the Zoning Administrator's contact information online.	
3.3 - Conceptual Review Meetings	Advertise Conceptual Meetings online.	Include a checklist of meeting expectations for Conceptual Meetings, online.
3.4 - Internal Review Process	Share a copy of the City's internal review procedures for processing development applications.	Provide documentation that the City utilizes a joint review team of at least two (2) differing departments/officials, to process development applications.
3.5 - Approval Authority	Provide documentation that development applications for permitted uses are approved either by municipal staff or Planning Commission.	Provide documentation that a formal public hearing is not required for permitted uses under review.
3.6 - Fee Schedule	Post the City's development-related fee schedule online - preferably the Clerk and Treasurer webpage.	Annually review the development-related fee schedule.
3.7 - Payment Methods	Post the City's development-related fee schedule online - preferably the Clerk and Treasurer webpage.	Provide documentation that credit cards payments are accepted for development-related fees.
3.8 - Access to Information	Ensure the development-related fee schedule and details regarding Conceptual Meetings are posted online.	Either develop a comprehensive <i>Guide to Development</i> or ensure all relevant materials are presented in a comprehensive webpage online.
3.9 - Project Tracking	N/A	Share documentation of how the City tracks development applications from submission to permitting.

Best Practice 4: <i>Boards and Commissions</i>		
	Essentials Expectations	Certified Expectations
4.1 - Recruitment Process	Aligned.	
4.2 - Expectations + Interests	Aligned.	Add associated interests and backgrounds for prospective appointed board/commission members on the Application for Appointment or online.
4.3 - Orientation	Share the orientation materials for City Council, Planning Commission, Downtown Development Authority, and the Zoning Board of Appeals.	
4.4 - Bylaws	Post the bylaws or rules of procedure for City Council, Planning Commission, Downtown Development Authority, and the Zoning Board of Appeals, online.	
4.5 - Annual PC Report	Annually prepare a Planning Commission Report.	
4.6 - Training Strategy	Develop a comprehensive Training Strategy for development-related boards/commissions.	Annually review the Training Strategy.
4.7 - Joint Meetings	N/A	Hold an annual joint meeting or training among the development-related boards/commissions.

Best Practice 5: <i>Economic Development and Marketing</i>		
	Essentials Expectations	Certified Expectations
5.1 - Economic Development Strategy	N/A	Prepare an Economic Development Strategy and annually track its implementation.
5.2 - Incentives Tools	N/A	Advertise available local economic development incentive tools, online.
5.3 - Marketing Plan	N/A	Prepare a Marketing Plan.

NEXT STEPS

We are eager for the City of South Lyon to engage in the Redevelopment Ready Communities® (RRC) initiative. Following receipt of the Community Snapshot, your community will work to address each of the [RRC Best Practice](#) expectations, integrating their intent seamlessly into your municipal processes. Going forward, we encourage communities to collaborate across municipal departments and development-related boards and commissions to strategize on how best to align with the RRC toolkit. We have found that communities successful in RRC are those that go beyond approaching the Best Practices as a “checklist” and rather, implement systems to facilitate successful community change.

RRC acknowledges that limitations due to capacity or resources may impact each community's approach to RRC, therefore there is no expected timeline to meet RRC Essentials or Certified designation. At times, the RRC toolkit may be overwhelming, so our team highly recommends maintaining regular communication with your Community Planner to best understand the RRC expectations and gain access to the plethora of resources our team offers. The Community Snapshot and community's Trello board include specific recommendations for meeting each Best Practice. It is important to remember that RRC is a dynamic and flexible toolkit, aimed at supporting your community's integration of the RRC expectations in a way that best suits your community.

Your community will now have access to a variety of RRC Technical Assistance tools, such as the [RRC Online Resource Library](#), guidance from your [Community Planner](#), and [Technical Assistance Match Funding](#) for planning-related projects. Best of luck and we look forward to assisting your community in leveraging our toolkit to improve your community's development processes and attract future investment!