



**City of South Lyon, Downtown Development Authority Board Meeting  
Thursday, February 9, 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 January 12, 2023, DDA Board Meeting Minutes
- V. Citizens' Comments
- VI. Budget Report
- VII. Farmers' Market Report
  
- VIII. New Business:
  - A. Fiscal Year 2023-2024 Draft Budget
  
- IX. Unfinished Business:
  - A. Social District Recommendation
  - B. Committee Reports
    - a. Promotions
  
- X. DDA Director Report
- XI. Board Member Comments
- XII. Adjournment

**Procedures by which persons may contact members of the DDA Board of Directors before the meeting:**

Members of the public may contact members of the public body before 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](http://www.southlyonmi.org).

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

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



## MEETING MINUTES – JANUARY 12, 2023

- I. **Call to Order.** Meeting called to order at 8:02 am by Vice Chairperson, Jeff Heinanen.
- II. **Roll Call.** Present: Jeff Heinanen, Mark Childs, Tracey Smith, Melissa Borgman, Paul Zelenak, Tanya Nevitt, Norm Fultz (arrived 8:09 am). Also present, Nate Mack, Diana Regan, Katy Michalski.
- III. **Approval of the Agenda.** Motion by Zelenak to approve the agenda. Supported by Childs. Motion passed unanimously.
- IV. **Approval of the December 8, 2022 DDA Board Meeting Minutes.** Motion by Borgman to approve minutes as submitted. Supported by Nevitt. Motion passed unanimously.
- V. **Citizens Comments.** Katy Michalski from Elissa Slotkin's office introduced herself and stated that Ms. Slotkin is pleased to represent South Lyon now and that City of South Lyon & DDA residents can call her office for support on federal issues.
- VI. **Budget Report.** Mack reported revenue of \$243 in TIF interest and expenditures of \$395 for Farmers Market expenses, \$137 in expenses for garland supplies to decorate the downtown, \$3,300 for VFW rental for winter markets, \$471.98 for the Holiday Spectacular, \$315 for education and training and MEDC membership. Mack is looking at various items in the 2023-2024 budget including better Christmas lights. The DDA is looking to hire a vendor to handle installation of the lights for the city. \$10,000 is allocated for the Façade Program and \$1,500 for the Sign Program. Mack would like to see more murals downtown, lights over E. Lake Street from Lafayette to Wells. Funds will be needed if a Social District is created. The DDA will need to pay \$325 for a Social District permit as well as a \$70 inspection fee and there will also be a cost for cups printed with the Social District logo. Childs commented that some of the trash / recycling bins located in downtown need to be replaced. Childs also noted an extreme amount of dog poop near the Farmers Market lot and suggested a stand that has dog poop bags and a trash receptacle and stated he will look into the cost of such a stand. Lights at Paul Baker Park would make a nice entrance to the city.
- VII. **Farmers' Market Report.** Market Manager, Diana Regan, reported that the December market was great with lots of customers and vendors. Upcoming markets will have pierogi, sausage, and

nut vendors. Mack is working on the Sponsor Sign at the Farmers Market lot. Mack and Regan have been discussing the summer rates and advise keeping the daily rate the same as 2022. Regan is also recommending a \$25 application fee that the DDA would keep if the vendor cancels at the last minute.

**VIII. New Business.**

- A. Farmers Market Fees and Application for 2023 season.** Mack and Regan discussed the 2023 Farmers Market Application and Seasonal Vendor Fees and they feel that the 2022 discount was too high. Regan suggested a 40% discount on the weekly rate, a 30% discount on the half season rate, and leaving the daily rate at \$25, but add a \$25 deposit to cut down on last minute cancellations. We should also state our vendor expectations whether the vendor is daily, half season or seasonal. Discussion of how to handle vendors who cancel last minute. We definitely need to change something to discourage people from cancelling. Motion by Nevitt to approve the 2023 Farmers Market Vendor fees and application process. Supported by Borgman. Motion passed unanimously.
- B. Social District.** Mack opened the discussion of a potential Social District in downtown South Lyon. Alcohol could be purchased from an approved vendor within the district and then people would be permitted to walk around in the social district or to a commons area within the district. Hours of operation would need to be established, determine where commons area will be, and will need to have City Council approval. Refer to map in packet, which is essentially the DDA District, but Social District would also include the VFW. Proposed hours 12 noon until 10 pm, Monday through Saturday. This Social District would improve the vitality of our downtown. Discussion of whether the DDA would provide an incentive to get merchants to sign up. Perhaps extend Social District hours during a special event. Cups that merchants use will need to have their business logo on it along with the Social District logo. Beverages may not be consumed in another place of business. Idea needs some fine-tuning before council approval is sought, but it is important to get the project started. Once approval is received from City Council, the DDA needs to apply for a Social District permit, acquire signage for the district, get businesses to apply. What type of incentive to offer? Pay permit fees? Provide cups? Use stickers on 16 oz. cups instead of printing directly on cups? Maybe start with shorter hours to see how things work? DDA Board is supportive of this idea but they have concerns. Mack suggested DDA Board talk with Farmington DDA to see if they have had any problems with the Social District. Heinanen recommended getting more information and then doing a field trip to Farmington Social District.
- C. DDA Board Member Recommendations to the Mayor.** There are currently two vacancies on the DDA Board after the departures of Dereck Mashburn and Gary Fagin. The Board has received applications from David Barton who owns the Twisted Cork Winery, Raquel Henderson, who is an owner at Billy Smokes

Tattoos, and Abe Ayoub, who owns Mayfair Realty. Barton has been participating in downtown activities and is very interested in being on the DDA Board. Henderson is a downtown business owner. Ayoub is involved in downtown activities and owns Mayfair Realty and has been on the DDA Board previously. Heinanen feels we should consider David Barton and Raquel Henderson because their applications were received before Abe Ayoub's. Discussion of new businesses in town and which applicants should be considered for the open positions. **Zelenak made a motion to recommend David Barton to the Mayor to fill one of the open positions on the DDA Board. Supported by Borgman.**

**Roll Call Vote:**

**Zelenak – yes**

**Borgman – yes**

**Nevitt – yes**

**Heinanen – yes**

**Childs – yes**

**Smith – yes**

**Fultz – yes**

**Motion passed unanimously.**

**Childs made a motion to recommend Abe Ayoub to the Mayor to fill the remaining position on the DDA Board. Supported by Fultz.**

**Roll Call Vote:**

**Zelenak – yes**

**Borgman – yes**

**Nevitt – yes**

**Heinanen – yes**

**Childs – yes**

**Smith – yes**

**Fultz – yes**

**Motion passed unanimously.**

- D. DDA Budget Amendment – Winter Farmers Market.** Mack reported that the DDA Board needs to cover additional unbudgeted expenditures for the Winter Farmers Market. **Motion by Nevitt 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. Supported by Smith.**

**Roll Call Vote:**

**Zelenak – yes**

**Borgman – yes**

**Nevitt – yes**

**Heinanen – yes**

**Childs – yes**



Smith – yes

Fultz – yes

**Motion passed unanimously.**

**IX. Unfinished Business**

**A. Committee Reports.** The **Promotions Committee** met to discuss the Holiday Spectacular and the decision was made to shorten the hours of the event for next year and also to reduce road closures. **Economic Vitality Committee.** Meeting was cancelled.

**X. DDA Director Report**

Mack reported that the third Winter Market will be this weekend. The KV Sports building has a new tenant and Mack will announce the new tenant once things have been finalized. Mack will be meeting with the RRC Planner this week to go over the initial assessment of South Lyon. An actual baseline report should be sent shortly after the meeting is completed. There is a delay with the EV Charging Stations due to legal issues. Mack will be meeting with another EV charging company this week to discuss their offerings. 110 Detroit Street has been demolished. No word from the owner on future plans for the property. We are currently working on the 2023 City Event Calendar and expect it to be complete shortly.

**XI. Board Member Comments**

Childs asked Mack when the Sponsor Sign at the Farmers Market would be addressed. Mack stated he would be taking care of that next month. Childs also stated that it looked like someone was using the Veterans Lot for overnight parking which is not permitted. Zelenak stated he would like to see the DDA Board put together a business survey for all businesses within the city. Zelenak also reminded board members to get their budget ideas for 2023-2024 to Mack prior to upcoming budget workshops. Food truck discussion on whether they would be used in the Social District or at specific events.

**XII. Adjournment.** Smith made a motion to adjourn. Supported by Zelenak. Meeting adjourned at 10:02 am.

02/06/2023

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTH LYON  
 PERIOD ENDING 01/31/2023  
 FINANCIAL STATEMENT FOR JANUARY 2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
Account Type: Revenue						
248-000.000-402.000	REAL PROPERTY TAX	55,083.00	54,305.75	789.78	777.25	98.59
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	1,075.66	281.97	(1,075.66)	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	16,520.00	1,880.00	(9,020.00)	220.27
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 Revenue:		92,283.00	81,721.41	2,951.75	10,561.59	88.56
Total Dept 000.000		92,283.00	81,721.41	2,951.75	10,561.59	88.56
TOTAL REVENUES		92,283.00	81,721.41	2,951.75	10,561.59	88.56
Expenditures						
Dept 000.000						
Account Type: Expenditure						
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	0.00	5,755.00	53.96
248-000.000-740.000	OPERATING EXPENSE	2,500.00	1,130.72	259.35	1,369.28	45.23
248-000.000-740.200	SEASONAL IMPROVEMENTS	8,250.00	3,775.24	40.88	4,474.76	45.76
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	10,483.18	1,106.07	4,016.82	72.30
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	3,300.00	3,300.00	0.00	0.00	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	0.00	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 Expenditure:		91,750.00	27,593.13	1,406.30	64,156.87	30.07
Total Dept 000.000		91,750.00	27,593.13	1,406.30	64,156.87	30.07
TOTAL EXPENDITURES		91,750.00	27,593.13	1,406.30	64,156.87	30.07
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		92,283.00	81,721.41	2,951.75	10,561.59	88.56
TOTAL EXPENDITURES		91,750.00	27,593.13	1,406.30	64,156.87	30.07
NET OF REVENUES & EXPENDITURES		533.00	54,128.28	1,545.45	(53,595.28)	10,155.40

02/06/2023

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON  
 FROM 248-000.000-001.000 TO 248-000.000-995.369  
 TRANSACTIONS FROM 02/01/2023 TO 02/28/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
248-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
141491	02/02/2023	SUMMARY CD 02/02/2023		Multiple		76.48
		Journal Totals			0.00	76.48
Journal GJ: Journal Entry						
141496	02/02/2023	CHECKING TRANSFER	11525	Multiple	76.48	
		Journal Totals			76.48	0.00
Totals for 248-000.000-001.000					76.48	76.48
		Balance 02/01/23:	2,216.51 CR			
		Net Change:	0.00			
		Balance 02/28/23:	2,216.51 CR			
248-000.000-002.008 DDA/TIFA PNC BANK						
Journal GJ: Journal Entry						
141496	02/02/2023	CHECKING TRANSFER	11525	Multiple		76.48
		Journal Totals			0.00	76.48
Totals for 248-000.000-002.008					0.00	76.48
		Balance 02/01/23:	158,716.53			
		Net Change:	(76.48)			
		Balance 02/28/23:	158,640.05			
248-000.000-202.000 ACCOUNTS PAYABLE						
Journal CD: Cash Disbursements						
141491	02/02/2023	SUMMARY CD 02/02/2023		Multiple	76.48	

Journal Totals		76.48	0.00
Totals for 248-000.000-202.000		76.48	0.00
Balance 02/01/23:	176.48		
Net Change:	(76.48)		
Balance 02/28/23:	100.00		

02/06/2023

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
141090	01/12/2023	SUMMARY CD 01/12/2023		Multiple		173.75
		Journal Totals			0.00	1,329.82
Journal GJ: Journal Entry						
140992	01/04/2023	CHECKING TRANSFER	11462	Multiple	1,156.07	
141103	01/12/2023	CHECKING TRANSFER	11469	Multiple	173.75	
		Journal Totals			1,329.82	0.00
Totals for 248-000.000-001.000					1,329.82	1,329.82
		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 CR: Journal Entry						
141115	01/13/2023	SUMMARY CR POSTING: 01/13/2023 FARMV		248-000.000-675.410	60.00	
141160	01/17/2023	SUMMARY CR POSTING: 01/17/2023 FARMV		248-000.000-675.410	840.00	
141407	01/30/2023	SUMMARY CR POSTING: 01/30/2023 FARMV		248-000.000-675.410	980.00	
		Journal Totals			1,880.00	0.00
Journal GJ: Journal Entry						
140992	01/04/2023	CHECKING TRANSFER	11462	Multiple		1,156.07
141107	01/11/2023	TAX DISBURSEMENT DECEMBER 22 COLL	11473	Multiple	789.78	
141103	01/12/2023	CHECKING TRANSFER	11469	Multiple		173.75
141447	01/31/2023	PNC BANK INTEREST FOR JANUARY 2023	11515	Multiple	281.97	

Journal Totals						1,071.75	1,329.82
Totals for 248-000.000-002.008						2,951.75	1,329.82
		Balance 01/01/23:	157,094.60				
		Net Change:	1,621.93				
		Balance 01/31/23:	158,716.53				

#### 248-000.000-202.000 ACCOUNTS PAYABLE

##### Journal AP: Journal Entry

140955	01/04/2023	PNC BANK	12/19/22	Multiple		1,156.07	
141008	01/09/2023	LOWE'S	1/02/23	248-000.000-740.200		40.88	
141035	01/10/2023	MARTIN'S DO IT BEST	12/31/2022	Multiple		110.89	
141046	01/11/2023	PETER'S TRUE VALUE HARDWARE	DECEMBER 2022	Multiple		21.98	
141378	01/27/2023	PNC BANK	1/19/23	Multiple		76.48	
Journal Totals						0.00	1,406.30

##### Journal CD: Cash Disbursements

140968	01/04/2023	SUMMARY CD 01/04/2023		Multiple		1,156.07	
141090	01/12/2023	SUMMARY CD 01/12/2023		Multiple		173.75	
Journal Totals						1,329.82	0.00

#### Totals for 248-000.000-202.000

		Balance 01/01/23:	100.00			1,329.82	1,406.30
		Net Change:	76.48				
		Balance 01/31/23:	176.48				

#### 248-000.000-402.000 REAL PROPERTY TAX

##### Journal GJ: Journal Entry

141107	01/11/2023	TAX DISBURSEMENT DECEMBER 22 COLL 11473		Multiple		789.78	
Journal Totals						0.00	789.78

#### Totals for 248-000.000-402.000

		Balance 01/01/23:	53,515.97			0.00	789.78
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Net Change:	789.78
Balance 01/31/23:	54,305.75

248-000.000-665.000 INTEREST

Journal GJ: Journal Entry

141447	01/31/2023	PNC BANK INTEREST FOR JANUARY 2023	11515	Multiple		281.97
Journal Totals						0.00 281.97

Totals for 248-000.000-665.000

Balance 01/01/23:	793.69
Net Change:	281.97
Balance 01/31/23:	1,075.66

248-000.000-675.410 FARMERS MARKET VENDOR FEES

Journal CR: Journal Entry

141115	01/13/2023	SUMMARY CR POSTING: 01/13/2023 FARMV		248-000.000-002.008		60.00
141160	01/17/2023	SUMMARY CR POSTING: 01/17/2023 FARMV		248-000.000-002.008		840.00
141407	01/30/2023	SUMMARY CR POSTING: 01/30/2023 FARMV		248-000.000-002.008		980.00
Journal Totals						0.00 1,880.00

Totals for 248-000.000-675.410

Balance 01/01/23:	14,640.00
Net Change:	1,880.00
Balance 01/31/23:	16,520.00

248-000.000-740.000 OPERATING EXPENSE

Journal AP: Journal Entry

140955	01/04/2023	PNC BANK	12/19/22	Multiple	50.00	
141035	01/10/2023	MARTIN'S DO IT BEST	12/31/2022	Multiple	110.89	
141046	01/11/2023	PETER'S TRUE VALUE HARDWARE	DECEMBER 2022	Multiple	21.98	
141378	01/27/2023	PNC BANK	1/19/23	Multiple	76.48	
Journal Totals						259.35 0.00



Totals for 248-000.000-740.000					259.35	0.00
		Balance 01/01/23:	871.37			
		Net Change:	259.35			
		Balance 01/31/23:	1,130.72			

#### 248-000.000-740.200 SEASONAL IMPROVEMENTS

Journal AP: Journal Entry

141008	01/09/2023	LOWE'S	1/02/23	248-000.000-202.000	40.88	
		Journal Totals			40.88	0.00

Totals for 248-000.000-740.200					40.88	0.00
		Balance 01/01/23:	3,734.36			
		Net Change:	40.88			
		Balance 01/31/23:	3,775.24			

#### 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			

## DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The DDA is under the day-to-day direction of the Executive Director, currently an employee of the City of South Lyon, with the title *DDA & Economic Development Director*. The DDA operates according to PA 57 of 2018 (formerly Public Act 197 of 1975) as the management organization of the historic core downtown and the South Lyon DDA District. The purpose of the DDA is to manage the downtown and DDA district by utilizing a comprehensive, community-involved, volunteer-driven program known as Main Street. The Main Street Program is a trademarked program of the National Trust for Historic Preservation. The DDA shall make recommendations to the City of South Lyon on all issues/projects in the DDA District. The DDA Board of Directors is appointed by the Mayor and approved by the City Council. The budget is prepared by the DDA Executive Director and the DDA Board of Directors. The South Lyon DDA is an Associate Level Member of the Oakland County Main Street Program.

The Main Street Approach is a four-point management strategy including:

- **Organization** – Builds leadership and strong organizational capacity, ensuring broad community engagement, and forging partnerships across sectors.
- **Design** – Adhering to a set of design principles and guidelines which protect and preserve the unique sense of place which defines downtown South Lyon through ongoing respect for its historic architecture. Conformance with the City's overall Community Master Plan, Zoning Ordinance, *National Main Street Design Guidelines*, and the *U.S. Secretary of the Interior's Standards for Historic Preservation Projects with Guidelines for Applying Standards*. Respect for the existing historic buildings is a key element of maintaining the City's unique sense of place which is now recognized as a major component of economic development in communities across America.
- **Promotion** – Provides a wide range of promotional and marketing activities which include, but are not limited to, special events and business promotions, including use of social media, websites, printed materials (print media, brochures, posters, billboards, magazine advertising, and editorials), broadcast media, networking, organizational partnerships, volunteer outreach, and marketing the district's defining assets.
- **Economic Vitality** – Defines and understands the following items which include, but are not limited to: demographics of the City and surrounding communities; detailed market data of the City's market area that is regularly updated, which supports different specific types of businesses for retention, expansion, and recruitment; collecting and publishing annual benchmarking statistics to measure success which include: buildings sold, sale price, buildings rehabilitated, cost of rehabilitation, square footage of buildings rehabilitated, costs of associated rehabilitation, new and expanded construction, data on all existing buildings including square footage, age of the building, types of use, zoning and master plan designation, jobs retained, jobs created, and other indicators of private and public investment in the DDA District. Also, a knowledge of economic development programs and incentives available for developers of new buildings and for rehabilitation of existing buildings at the local, county, state, national, and private levels.

Thus, the DDA budget includes items that relate to the four points noted above.

## DDA REVENUE

### **402 – Current Property Taxes (Captured)** **\$56,989**

Tax Increment Financing (TIF) revenue is generated by the increase in value of the district (from the base year 2000) from all tax jurisdictions and all properties within the boundary of the DDA district. Oakland County Equalization will have a final estimate for TIF increase and total TIF revenue for 2022/2023 at the end of March after all Board of Review activity. The current estimate is based on a 6% increase from the 2022-2023 fiscal year.

### **665 - Interest Income** **None**

The final amount of estimated interest on TIF tax capture to be determined after receipt of final information from Oakland County Equalization.

### **675.100 – Contribution – FM Sponsorship Fees** **\$8,000**

Revenue from Farmers Market sponsorship fees. Sponsorship planning is currently in progress by the Farmers' Market Manager and the DDA Executive Director for the 2022 market season (May – October 2022).

### **675.200 – Contribution – Winter Events** **\$8,000**

Revenues expected from local business sponsors for the Mardi Gras and Holiday Spectacular events.

### **675.300 – Contribution – Ladies Night Out Sponsorship Fees** **\$6,000**

Revenues from Ladies Night Out sponsorship fees for May and November.

### **675.410 – Contribution – FM Vendor Fees** **\$23,000**

Revenue from vendor fees at the Farmers Market. Projected revenues for 2022-2023 are a conservative estimate based on a 25% increase in vendor fees along with a 30% discount for seasonal vendors.

### **675.900 – Contribution – Murals** **\$5,000**

Private donations will be sought for the installation of murals in the downtown.

### **675.910 – Contribution – Business Directory** **\$500**

Revenues are expected from at least two different local business sponsors for the annually updated brochure.

### **680.200 – Contribution – Electric Vehicle Charging Station Fees** **\$2,200**

Projected revenues from the two electric vehicle charging stations at the Wells Street Parking Lot.

**682 – Grant Funds**

**None**

**699.101 – Transfer In – General Fund**

**\$4,000**

\$4,000 donation from the General Fund toward the winter event.

## **DDA Expenditures**

### **702.200 – Wages/Salaries** **\$12,500**

Farmers Market Manager hourly wages are based upon the high quality, professional, and creative work ethic of the current Market Manager. The current Wages/Salaries for the Farmers Market Manager is based on \$20/hour pay rate.

### **740 – Operating Expenses** **\$2,500**

Purchase of supplies and materials for events and projects.

### **740.200 – Seasonal Improvements** **\$19,250**

Holiday garland, lighting, cornstalks, and pumpkins:

- Flowers purchased for light poles and sidewalk planters: \$ 5,000
- Corn stalks and pumpkins: \$ 750
- DDA winter garland for placement on all DDA light poles: \$ 3,500
- Christmas light installation and removal (labor only): \$10,000
- \$19,250**

### **801 – Professional Services Contractual** **\$7,000**

Consultants for promotions and marketing, design (window display and store interior merchandising, etc.), business improvement, business recruitment, and social district marketing.

### **880 – Community Promotion** **\$2,500**

Miscellaneous promotional expenses for DDA projects and programs, other than major events, including ribbon cuttings, etc. Funds for training are provided through Main Street Oakland County or another downtown-related educational opportunity.

### **880.100 – Community Promotion Winter** **\$4,000**

New lighting in trees within the DDA streetscape along Lake and Lafayette Streets, in addition to lighting on the pedestrian light poles.

### **880.200 – Community Promotion Design** **\$9,500**

- Professional graphic design of promotional materials: \$ 1,000
- Sign Grants (50% of total sign cost up to a maximum of \$500 each): \$ 2,000
- Downtown Murals (2 at estimated cost of \$2,500 per mural): \$ 5,000
- Pocket Park on E. Lake. St. enhancements (plants, flowers, upkeep) \$ 1,500
- \$ 9,500**

**880.400 – Community Events****\$15,500**

Mardi Gras in March, Ladies Night Out in May and November, Kids Trick or Treat, Holiday Spectacular:

- Ladies' Night Out – May: \$ 3,000
- Ladies' Night Out – November: \$ 3,000
- Kids Trick or Treat – October: \$ 500
- Holiday Spectacular: \$ 6,000
- Mardi Gras – March: \$ 3,000
- \$ 15,500

**888-Grant Expenditures****None****900 – Printing/Publishing****\$9,500**

Advertising/promotion for major DDA projects and events including the Downtown Business Directory annual update, Holiday Gift Guide, Events Guide, over-the-road banner pole hardware, and other related items:

- Downtown business directory, annual update: \$ 1,500
- Holiday Gift Guide, Lyon Today, and overrun: \$ 4,500
- Events guide: \$ 500
- New Banners for DDA light poles: \$ 3,000
- \$ 10,000

**957 – Education and Training****\$4,500**

Continuing education for the DDA/Economic Development Director, Farmers Market Manager, and DDA board members including workshops, conferences, and professional organizations such as the Michigan Downtown Association, Michigan's Farmers Market Association, and Main Street America.

**962 – Miscellaneous Expense****\$1,000**

Items such as parking shuttle for events, supplies for events, etc.

**972 – Capital Improvements****\$23,500**

Holiday lighting for streetscape trees and over E. Lake St., new holiday lighting on trees in downtown, new trash cans for downtown, Façade/Building Improvement Program, items for Social District (tables, chairs, heaters, etc.):

• Lights over E. Lake St. and cable (Lafayette to Wells Street):	\$ 3,000
• Trash cans for the downtown area:	\$ 1,500
• Façade/Building Improvement Program	\$ 10,000
• EV Charging Station Fees	\$ 2,000
• Social District Items	<u>\$ 7,000</u>
	<b>\$ 23,500</b>

**248 DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATING FUND**

<b>Revenue</b>	<b>Description</b>	Audited 2021-2022	Adopted 2022-2023	Amended 2022-2023	Draft 2023-2024	Proposed 2024-2025	Proposed 2025-2026
402.000	Current Property Taxes (Captured)	51,705	55,083	55,083	58,938	-	-
665.000	Interest Income	32				-	-
675.100	Contribution - FM Sponsorship Fees	6,575	7,500	7,500	8,000		
675.200	Contribution - Winter Events	3,079	6,000	6,000	8,000		
675.300	Ladies Night Out Sponsorship Fees	5,000	4,000	4,000	6,000		
675.410	Contribution - FM Vendor Fees	17,135	7,500	7,500	23,000		
675.700	Contribution - Street Banner	370					
675.900	Contribution - Murals	500	5,000	5,000	5,000		
675.910	Contribution Business Directory	-	500	500	500		
680.000	Miscellaneous						
682.000	Grant Money	-					
680.200	Contribution EV Charging Stations	-	2,200	2,200	2,200		
699.101	Transfer In - General Fund	-	4,000	4,000	4,000		
<b>Total Revenues</b>		84,396	91,783	91,783	115,638	-	-

<b>Expenditure</b>	<b>Description</b>	Audited 2021-2022	Adopted 2022-2023	Amended 2022-2023	Draft 2023-2024	Proposed 2024-2025	Proposed 2025-2026
702.200	Wages/Salaries	6,656	12,500	12,500	12,500		
715.000	Fringe Benefits	-					
740.000	Operating Expense	1,311	2,500	2,500	2,500		
740.200	Seasonal Improvements	8,939	8,250	8,250	19,250		
801.000	Professional Services	263	6,500	6,500	7,000		
880.000	Community Promotion	351	2,500	2,500	2,500		
880.100	Community Prom. CBD Winter	-	2,000	2,000	4,000		
880.200	Community Promo. Design	2,000	9,000	9,000	9,500		
880.400	Community Events	14,200	14,500	14,500	15,500		
880.500	Community Promo. Gift Certificate	-	500	500	-		
880.600	Farmers Market Promotions	-	-	3,300	3,500		



888.000	Grant Expenditures	-	-	-		
900.000	Printing/Publishing	1,317	6,500	6,500	9,500	
957.000	Education & Training	4,880	4,000	4,000	4,500	
962.000	Miscellaneous Expense	1,155	1,000	1,000	1,000	
972.000	Capital Improvements	2,785	18,700	18,700	23,500	
995.101	Transfer to General Fund	-				
<b>Total Expenditures</b>		43,858	88,450	91,750	114,750	-
<b>BEGINNING FUND BALANCE</b>		61,658	102,195	102,195	102,228	103,116
<b>TOTAL FISCAL YEAR REVENUES</b>		84,396	91,783	91,783	115,638	-
<b>TOTAL EXPENDITURES</b>		43,858	88,450	91,750	114,750	-
<b>ENDING FUND BALANCE</b>		102,195	105,528	102,228	103,116	103,116

Printed: 2/8/2023



## **Memorandum**

To: Vice-Chairperson Heinanen and South Lyon DDA Board of Directors

From: Nate Mack, DDA Director

Subject: South Lyon Social District

Date: February 9, 2023

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The purpose of this memorandum is to continue the discussion around the Social District in downtown South Lyon. Having garnered feedback from several stakeholders downtown, it seems as though there is support from downtown businesses and property owners.

On January 19, four DDA board members and I took a trip to Farmington for a tour of their social district, which is named *The Syndicate*. During the tour, we walked around *The Syndicate* and spoke with the owner of Farmington Brewing Co. about the benefits of the social district. They informed us the social district was very beneficial during city events such as the farmers' market and outdoor concerts.

Additionally, Farmington told us they shifted the hours of the social district to be open earlier to accommodate folks that attended the farmers' market. They reported zero instances of disorderly behavior from individuals being too intoxicated in a public place. The only change for Farmington once the social district had been implemented is an uptick in trash.

I have spoken with many other DDA directors in Oakland County and across the state to get their thoughts on social districts in their communities and they have all informed me they are beneficial to the businesses in the district and that there have not been enforcement issues for police or any major clean up headaches for public works departments.

Marketing and promotion of the social district will be done by the DDA, which will include signage placed downtown showing the public where alcoholic beverages are allowed, a map of the social district, and hours of operation.

Finally, I have attached an example of a social district taken from the Michigan Municipal League website and the proposed rules for South Lyon's Social District, which will be named *The Sidecar*.



**South Lyon**  
MICHIGAN

**CITY OF SOUTH LYON  
OAKLAND COUNTY  
STATE of MICHIGAN  
SOCIAL DISTRICT PLAN**

**Introduction**

The City of South Lyon, in coordination with the Downtown Development Authority, is applying for a Social District to take advantage of Michigan Public Act 124 of 2020 signed into law on July 1, 2020. This is enabling legislation that would allow for Michigan municipalities to establish Social Districts that would allow for a *commons area* where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants, and tasting rooms) could sell alcoholic beverages in designated containers to be taken into the commons area for consumption. The City of South Lyon has the Social District map and the policies, parameters, and management of this new community development tool. The City of South Lyon Social District Plan will be shared with potential license holders and sent on to the Michigan Liquor Control Commission for state approval.

**Management**

The City of South Lyon Social District, branded as *The Sidecar*, would be created and managed by the City through its City Manager and Downtown Development Authority Director. The district management and operations will be assisted by the South Lyon Police Department and the Department of Public Works.

**District Boundaries**

*The Sidecar* Social District map is included in this document (Exhibit A). It is contained entirely within the DDA district boundaries. Streets in the social district would remain open to traffic and for parking. The district and the common area include all downtown core businesses with liquor licenses. They are geographically eligible but must apply individually for a permit with the MLCC to participate.

**Potential Participating License Holders**

Businesses with liquor licenses in the social district are South Lyon Hotel, Twisted Cork Winery, Corner Social, Lake Street Tavern, Dua Vino, and Third Monk Brewing Company.

Participating license holders would be asked to sign a Social District agreement with the City, which must approve social district permits issued by the MLCC. This allows a license holder to sell alcoholic beverages in specially designated containers in its service area to be taken into the commons area for consumption.

**Operations**

The City of South Lyon Social District, *The Sidecar*, would operate annually, seven days a week, from 9:00 am to 10:00 pm. After 10:00 pm, Social District beverages cannot be sold in participating establishments nor possessed and consumed in the common area. After 10:00 pm, consumption of alcoholic beverages must be contained within the license holders' service areas.

It is the intent of the City of South Lyon to begin implementing *The Sidecar Social District* upon approval from the MLCC.

**District Designation and Marking**

The boundaries of *The Sidecar* Social District would be clearly designated and marked with signs and graphics on streets and sidewalks. The signs would be accompanied by intermittent trash receptacles for customers to dispose of used district cups as they exit the district.

**Social District Financing**

The City of South Lyon Social District, *The Sidecar*, will be funded by the Downtown Development Authority and local businesses.

**Social District Logo**

*The Sidecar* will be branded for marketing purposes and must have a special logo for use on the non-glass district beverage cups of no more than 16 ounces. The cups, purchased by the license holder, must also have a logo or name identifying the establishment. A *Sidecar* Social District cup may not be reused, must remain in the establishment where they were purchased or in the common area, and may not be taken into an establishment that did not sell the beverage. *The Sidecar* Social District stickered logo will be placed on each cup, and it will be the license holder's responsibility to place their own logo or name on the cup to comply.

**Security/Enforcement**

Security and enforcement in *The Sidecar* Social District will be provided by the City of South Lyon Police Department.

**Insurance**

The City of South Lyon will insure the management and operation of *The Sidecar* Social District through its municipal umbrella insurance policy. Participating license holders will be left to secure their own liability insurance.

**Sanitation**

The South Lyon DPW will provide sanitation within the district including trash removal, litter pick-up daily, with support from the DDA as required.

**Marketing and Promotion**

*The Sidecar* Social District does have a branded name for marketing purposes and a distinctive logo. Marketing will be done through traditional free media and paid advertising along with social media. *The Sidecar* social media will be distributed through DDA accounts.

**Festivals/Special Events**

The state's social district law does not allow special event liquor licenses to participate in a social district.

# **SOUTH LYON SOCIAL DISTRICT AND COMMONS AREA(S)**

## *Management and Maintenance Plan*

### **OPERATION:**

1. The Social District and Commons Areas shall be open for operation Monday – Sunday from 9:00 am until 10:00 pm.
2. No tents or lighting shall be installed within the Social District or Commons Area(s) without City permission.
3. No amplified sound shall be used in the Social District or Commons Area(s) without City permission.
4. Umbrellas may be installed but shall not be mechanically fastened to street or sidewalk surfaces.
5. There shall be no smoking in the Commons Area(s).
6. Dogs are permitted in the Social District and Commons Area(s) (the City's leash laws still apply, as does the obligation to pick up after your dog).

### **ACCESS**

1. Pedestrian access shall be maintained to all buildings in the Social District and Commons Area(s) as required by the City of South Lyon.
2. Emergency access shall be maintained to all adjacent properties in the Social District and Commons Area(s) as required by the City of South Lyon.

### **ALCOHOL**

1. Alcoholic beverages are allowed in the Commons Area(s) only in accordance with a Social District Permit issued by the Michigan Liquor Control Commission (MLCC), any accompanying MLCC regulations, and City of South Lyon requirements.
2. Alcoholic beverages shall only be purchased at the licensed premises of a Social District Permit holder and must be consumed in the designated Commons Area(s).

### **SEATING, TABLES, AND RELATED FURNISHINGS**

1. The South Lyon Downtown Development Authority will maintain any seating, tables, and related furnishings that have

been purchased and deployed by the City or DDA within the Social District.

2. Seating, tables, and related furnishings that have been provided by individual Social District Permit Holders shall be the sole responsibility of the Social District Permit Holders and must comply with ADA accessibility requirements. Under certain circumstances, Social District Permit Holders may use public space for seating, tables, and related furnishings. Interested Social District Permit Holders must contact the South Lyon Downtown Development Authority for necessary reviews and municipal approvals.
3. Related furnishings are defined as planters, fencing, spatial delineators, or other elements that are deployed as part of a seating expansion within the Social District.

### **SIGNAGE**

1. The South Lyon Downtown Development Authority, in consultation with the City of South Lyon, will provide signage that designates the Commons Area(s) and Commons Area(s) boundaries.
2. Existing City of South Lyon sign ordinances are still applicable within Social District and Commons Area(s).

### **TRASH AND RECYCLING**

1. The South Lyon Downtown Development Authority will provide temporary trash cans and/or recycling cans within the Commons Area(s) and at Commons Area(s) boundaries and will maintain these trash cans and/or recycling bins and conduct trash removal operations at these locations for the duration of the Social District and Commons Area operation so long as it is economically feasible.
2. At locations where existing trash cans are already installed, the South Lyon Downtown Development Authority and the City of South Lyon will continue their maintenance and trash removal operations.

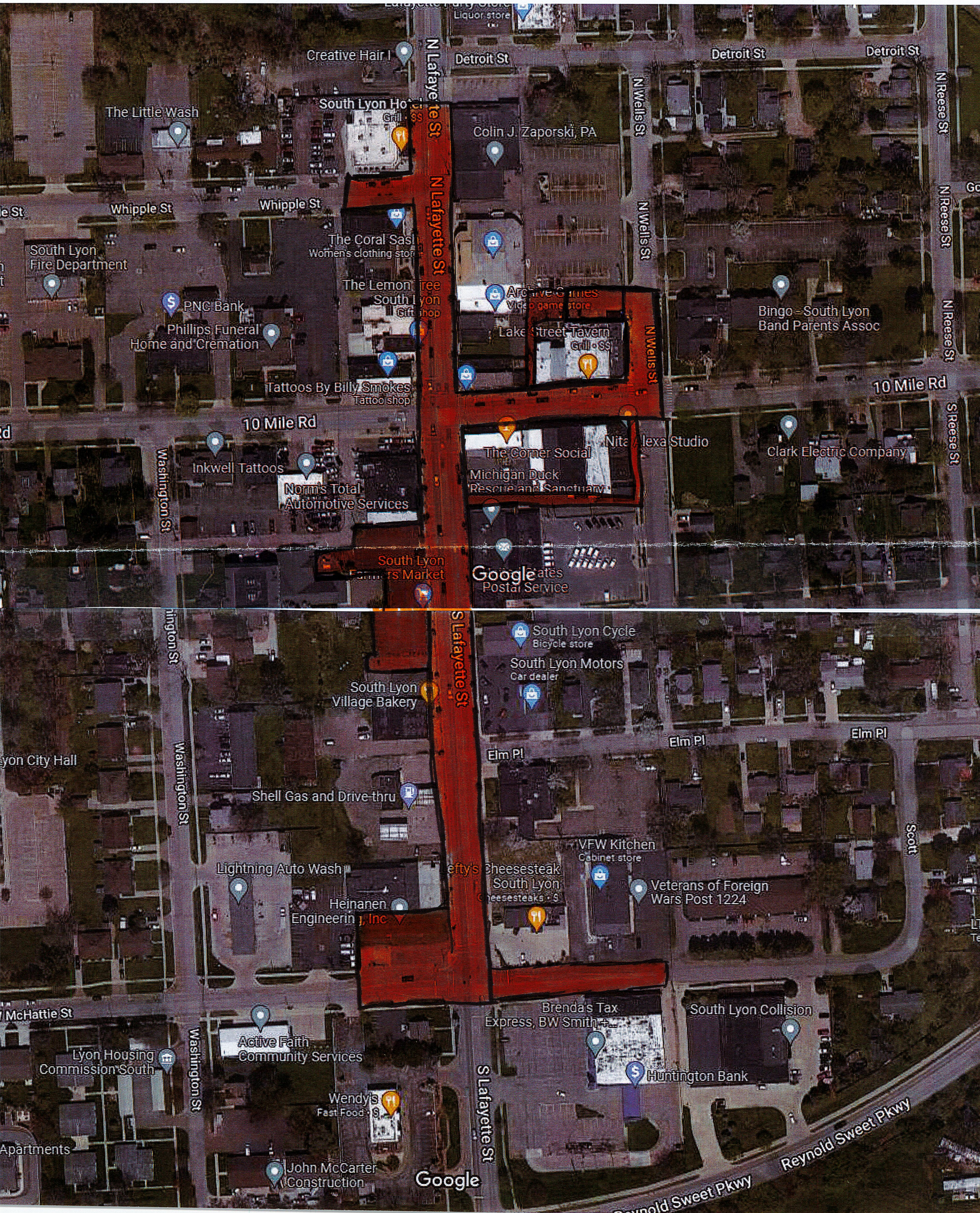
### **REVIEW**

1. The Management and Maintenance Plan shall be included in any future Social District reviews conducted by the City of South Lyon or other entities.
2. The South Lyon Downtown Development Authority shall be included in any review and consulted on any revisions to the Social District and Management and Maintenance Plan.

3. Alcoholic beverages consumed in the Commons Area are required to be in designated cups per the requirements of the MLCC and the City of South Lyon.
4. Social District Permit holders are responsible for the sale of alcohol on their licensed premises in accordance with their individual Social District Permits and all MLCC rules and regulations, including confirming the consumer's identification and age, and prohibiting the sale of alcohol to intoxicated parties.
5. During regular patrols, South Lyon Police Department will monitor the Commons Area(s) as assigned for compliance with MLCC and City of South Lyon rules and regulations.
6. South Lyon Downtown Development Authority staff and/or contractors will also monitor Commons Area(s) and report compliance issues to the proper authorities so long as it is economically feasible.
7. Additional commons areas may be considered at a future date by the City Council.



# PROPOSED SOCIAL DISTRICT COMMONS AREA - DOWNTOWN SOUTH LYON





## Social Districts

### Introduction

The State of Michigan enacted a new law intended to spur economic activity and provide flexibility for hospitality businesses by enabling the on-site sale and off-site consumption of alcoholic beverages in designated “Social District” areas. On July 1, 2020, Governor Whitmer signed House Bill 5781 into law (MCL 436.1551) creating the “Social District Permit,” which allows local governments to designate a Social District within their jurisdictions. Businesses that are granted a Social District Permit may sell alcoholic liquor (beer, wine, mixed spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

### Permit Information for Local Governments

Local governments may now designate a Social District that contains a “commons area.” Once designated, “qualified licensees” whose licensed premises are contiguous to the commons area within the Social District and who obtain a license from the Michigan Liquor Control Commission (MLCC) may permit patrons to leave the licensed premises with the alcohol and consume it within the commons area.

Under MCL 436.1551(8)(a), a “commons area” is defined as: “an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least two other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.”

Along with designating a Social District that contains a commons area, which must be clearly defined and marked with signs, a local government must establish local management and maintenance plans, including hours of operation, for a commons area. The statute provides that a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. In addition, the commons area must be maintained in a manner that protects the health and safety of the community.

A Social District designation must be filed with the MLCC, and include:

- A copy of the resolution passed by the governing body designating the Social District and commons area;
- A copy of management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area; and
- A diagram or map that clearly shows the boundaries of the Social District and commons area and identifies the qualified licensees that are contiguous to the commons area on the diagram or map.

To the extent a commons area threatens the health, safety, or welfare of the public or has become a public nuisance, a local government may revoke the Social District designation. Before revoking the designation, the local government must hold at least one public hearing on the proposed revocation, with appropriate notice being given under the Open Meetings Act (OMA). Any revocation of the Social District must be filed with the MLCC.

### Bars and Restaurants May Apply for a Social District Permit

Bars and restaurants who are “qualified licensees” and wish to take advantage of the new law must first seek application approval from the governing body of their local government. Qualified licensees may then apply to the MLCC for a Social District Permit.

Pursuant to the statute, with some restrictions, qualified licensees include holders of Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, and Brewpub licenses as well as licensees with on-premises and off-premises tasting rooms.



Upon receiving a Social District Permit, and upon additional approvals that may or may not be required by the municipality, a licensee may sell alcohol on its licensed premises in approved containers for customers to remove and consume in the commons area. A licensee is not permitted to sell alcohol in a commons area.

Approved containers must be glass free and not more than 16 oz., must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol as well as a logo or mark unique to the commons area.

This Fact Sheet was provided by Sarah J. Gabis of the law firm of Foster Swift Collins & Swift, P.C.

Tecumseh documents:

Resolution

Map

Qualified licensees

Common Areas Management and Maintenance Plan

Commons Area Use Application



CITY OF TECUMSEH  
CITY COUNCIL

## Resolution R-16-20

### Resolution #16-20 - Establishing Social Districts

**WHEREAS**, Michigan Public Act 124 of 2020 was signed into law on July 1, 2020; and

**WHEREAS**, the law allows Michigan municipalities to establish Social Districts that allow for Commons Areas where two or more contiguous licensed establishments could sell alcoholic beverages in special cups to be taken into the Commons Areas for consumption; and

**WHEREAS**, the Tecumseh Social District would be created and managed by the City through a collaboration with its Downtown Development Authority; and

**WHEREAS**, the Tecumseh Social District boundaries are generally Logan Street, Ottawa Street, Pottawattamie Street, and Pearl Street; and

**WHEREAS**, the Commons Areas boundaries incorporate the City-owned parking lots in the downtown area as well as the adjoining sections of North and South Evans Street. The Commons Areas include the sidewalks and streets along with the public parking lots within the boundaries that are not included in the qualified licensees' premises; and

**WHEREAS**, the City of Tecumseh will follow all stipulations of Michigan Public Act 124 of 2020 and follow established best practices in the creation and maintenance of the Social District; and

**WHEREAS**, the creation of the Tecumseh Social District will assist our downtown businesses in adapting to the social distancing requirements of the COVID-19 crisis as well as attract customers for enhanced outdoor dining and entertainment experiences in downtown Tecumseh.

**NOW, THEREFORE, BE IT RESOLVED**, that the Tecumseh City Council does hereby approve the creation of the Tecumseh Social District as depicted in the attached map (Exhibit A) for consideration by the Michigan Liquor Control Commission.

**Motion for adoption by:** Naugle

**Supported by:** Harmon


**AYES** Harmon, Naugle, Riddle, See, Wimple, Baker, Fox

**NAYS**

**ABSENT**

This is to certify that this resolution was duly adopted at the meeting of the City Council on **Sep 8, 2020**.


  
Jackson L. Baker  
Mayor

  
Tonya A. Miller  
Tecumseh City Clerk

**CERTIFICATION**

I, the undersigned, the duly qualified City Clerk for the City of Tecumseh, County of Lenawee, Michigan do hereby certify that the foregoing constitutes a true and complete copy of a motion adopted by the City Council of the City of Tecumseh, on **September 8, 2020**, the original of which is in my office, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the full set of minutes from said meeting will be made available, as required by said Act.

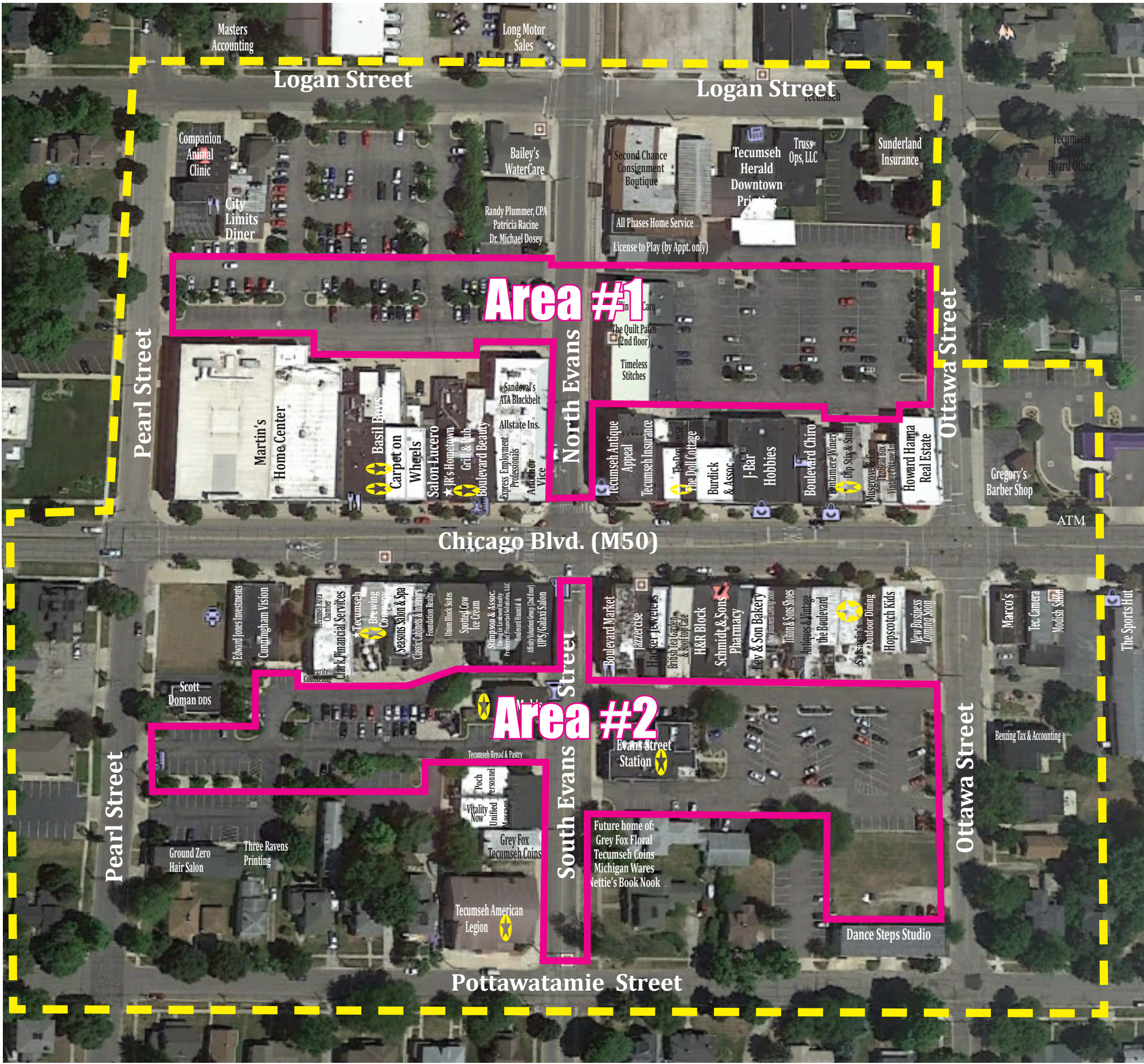
Dated: 9/10/2020

  
Tonya A. Miller  
Tecumseh City Clerk





# Downtown Tecumseh Social District Commons Area



Social District Commons Area

Qualified Licensees



City of Tecumseh  
Social District  
Qualified Licensees

<b>LARA ID</b>	<b>Account Name</b>	<b>DBA</b>	<b>Address</b>
2098	Wrong Way Pub Inc.	Wrong Way Pub	107 S. Evans St. Tecumseh 49286
8127	American Legion Memorial Home Assn. of Tecumseh	American Legion Memorial Home Assn. of Tecumseh	101 W. Pottawatomie St. Tecumseh 49286
133417	Pentamere Winery, LLC	Pentamere Winery	131 E. Chicago Blvd. Tecumseh 49286
134702	Evans Street Station LLC	Evans Street Station	110 S. Evans St. Tecumseh 49286
153852	The Tecumseh Club	The Tecumseh Club	123 W. Chicago Blvd. Tecumseh 49286
215099	Devniks, Inc.	Basil Boys	125 W. Chicago Blvd. Tecumseh 49286
226011	LRS Restaurant Holdings, LLC	JR's Hometown Grill & Pub	111 W. Chicago Blvd. Tecumseh 49286
227486	The Dog House Restaurant, LLC	The Doghouse Restaurant	107 E. Chicago Blvd. Tecumseh 49286
235137	Salsaria's LLC	Salsarias	146 E. Chicago Blvd. Tecumseh 49286
237108	Tecumseh Brewing Company, LLC	Tecumseh Brewing Co	128 W. Chicago Blvd. Tecumseh 49286



P.O. Box 396, Tecumseh, MI 49286 • [www.mytecumseh.org](http://www.mytecumseh.org)

## **Commons Areas Management and Maintenance Plan**

### **Overview**

In an effort to support local restaurants, microbreweries, bars, and similar food service businesses, the City of Tecumseh has established a permitting process for temporary outdoor social districts and commons areas ("Commons Areas"). 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 the Michigan Liquor Control Commission (MLCC) guidelines and Public Act 58 of 1998 as amended by Public Act 124 of 2020.

The Commons Areas are proposed to be administered through the City's Developmental Services Office and permits from both the MLCC and the City are required prior to utilization by any qualified establishment(s).

### **Intent**

Commons Areas are intended provide extra outdoor space for dining and consumption of alcoholic beverages while ensuring sufficient separation between unrelated parties. This is in response to the social distancing requirements necessitated by the COVID-19 crisis. The areas will accommodate tables, chairs, barriers, boundaries, and accessory materials related to the offered services. Qualified establishments, as defined by PA 124 of 2020 may apply to utilize **certain specifically designated places within** the established Commons Areas:

1. City owned parking lots in the Central Business District.
2. The North and South Evans Street road right-of-way.
3. In accordance with the MLCC guidelines, all Commons Areas must be "contiguous to the premises of at least 2 qualified licensees."

It is also intended that Commons Areas may be shared by multiple businesses, so long as the shared use is defined by the City authorization and joint operation and maintenance guidelines are established.

However, public spaces immediately in front of or behind a business establishment will be reserved solely for that business (exp. public sidewalks and parking spaces).

All designated spaces will be subject to review by Tecumseh Police and Fire Departments for traffic and safety considerations.

**City of Tecumseh**  
**Commons Areas Management and Maintenance Plan**

Page 2 of 5

### **Other Options for Outdoor Dining and Alcoholic Beverage Consumption**

The establishment of the Commons Areas in accordance with the new MLCC provisions in no way negates the ability of businesses to establish sidewalk cafes for outdoor dining and alcoholic beverage consumption in accordance with the pre-existing MLCC guidelines and City ordinances. The Commons Areas are intended to be supplemental and in addition to these previous provisions.

### **Signage and Barriers**

The City will prepare generic signs as required by the MLCC Rules that identify the general boundaries of the Commons Areas. The individual establishments may be required to provide additional barriers to define the portion of the Commons Area they plan to utilize and provide for the safety of their customers/patrons. Additional barriers or barricades as specified by the City **will** be required when the area utilized is within a public parking lot and/or on a public street or sidewalk. The City will assist in coordination between the permitted establishments to minimize the necessary investment in additional barriers/barricades.

### **Application Process**

Commons Area permits must be requested by the business owner or an authorized representative. Applications and supplemental information must be provided in complete form for review and approval by the Building Official.

Required checklist items are the following:

1. Completed City application form.
2. Copy of Michigan Liquor Control Commission Permit. *Note: The City will conduct a preliminary review prior to the applicant submitting their MLCC permit in order to determine if the proposed use of the Commons Area is acceptable to the City.*
3. Certificate of Liability Insurance, naming the City of Tecumseh additionally insured.
4. Commons Area layout plan (drawn to-scale with dimensions noted and all information in legible form).
  - a. Lot lines, portion(s) of Commons Area intended for use, and proposed barriers/barricades.
  - b. Existing entries/exits, sidewalks, structures, and building footprints.
  - c. Proposed location of tables, chairs, tents, shelters, and other fixtures, allowing for at least 6 feet minimum between unrelated parties. *Note: The City may*



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*require the removal or relocation of these furnishings and fixtures at the end of each business day in order to facilitate access to the surrounding properties.*

- d. Outdoor service and host area(s) (if any).
- e. Proposed occupancy. *Attached is the section of the International Building Code (IBC) which has been adopted as the standard for the State of Michigan related to occupancy calculations to provide you with a starting point. This does not consider the requirements in item (c) above.*

## **General Requirements**

Commons Areas are subject to the following requirements:

1. Boundaries, structures, and materials associated with Commons Areas shall:
  - a. Not impede drivers, pedestrians, or wheelchair users. *Note: The City will consider the extended closure of sections of public parking lots and streets, subject to maintaining adequate access to the surrounding properties.*
  - b. Not block sight visibility of remaining parking lot aisles or intersections.
  - c. Not impede emergency vehicle and personnel access.
  - d. Not prevent access to nearby businesses or homes.
  - e. Be approved by City of Tecumseh Police and Fire Departments.
2. Alcohol service shall conform to all Michigan Liquor Control Commission requirements, including any Social District and Commons Areas Permit requirements. Specifically:
  - a. 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.
  - b. The serving container must prominently display a logo or some other mark that is unique to the commons area.
  - c. The serving container is not made of glass.
  - d. The serving container does not have a liquid capacity over 16 ounces.
3. **Hours of operation shall begin no earlier than 10:00 AM and food and beverage service shall discontinue in the Commons Areas no later than 11:00 PM.** However, hours shall be further restricted when adjacent to residential land uses. Service shall not extend beyond the range established in the MLCC or City permits.
4. Service shall conform to the permitted days of operation.
5. The layout of boundaries, structures, and materials shall conform to the proposed outdoor Commons Area layout plan during open hours. Tables, chairs, and temporary barriers may be permitted to remain outdoors during closed hours but must be secured. Service items, decorations, cleaning materials and equipment and other easily stored items must be removed from

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the area at the end of each business day. Solid barriers, if incorporated, may remain for the duration of the permitted timeframe.

6. Sites and surfaces shall be cleaned before service hours and upon close.
7. Tents and other temporary shelter structures shall be approved by the Fire Department and Building Official.
8. Amplified music shall be set at reasonable levels so as not to disturb owners and occupants of neighboring properties.
9. Temporary lighting shall be established to ensure safe conditions during evening hours but shall not result in excessive glare onto adjacent properties.
10. Waste receptacles shall be provided within the Commons Area and shall be emptied regularly during open hours and at close each day.
11. Heaters must be approved by the Fire Department (type and location).
12. Smoking is not permitted within designated Commons Areas.

### **Review and Approval**

The review of Commons Areas will occur in conjunction with the Developmental Services Office and Police Department and Fire Departments. The City reserves the right to request additional details and information to ensure the protection of public health, safety, and welfare.

If requirements and standards are met, the proposed outdoor social zone will be permitted for a period of time specified by the Building Official. Reasonable conditions may be applied by the City to ensure the protection of public health, safety, and welfare. Plan amendments may be considered at any time but must comply with all requirements for Commons Areas.

**Building Services Department**

P.O. Box 396, Tecumseh, MI 49286

Ph: 517-424-6544

[www.mytecumseh.org](http://www.mytecumseh.org)**COMMONS AREA USE APPLICATION**

Date of Application:

Name of Business:

Requested Date Range for Commons Area Use

From:

To:

Recurring Dates Requested:

*(Attach additional sheet if needed)*

Name of Owner / Responsible Party:

Mailing Address:

Business Address:

*(If different from above)*

Contact Person:

Phone #:

E-Mail:

Description of Commons Area Services/Uses:

Required Attachments:



Layout Plan

*(See Management Plan for Requirements)*

Proof of MLCC Approval



Proof of Liability Insurance

*(Naming City Additionally Insured)***X**

Signature of Owner/Responsible Party

Date: \_\_\_\_\_

*I verify all of the information on and attached to this application is accurate to the best of my knowledge; and I commit to adhere to the City of Tecumseh Commons Area Management Plan and the MLCC requirements for Social Districts/Commons Areas.***CITY USE ONLY BELOW THIS LINE**☐ ALL Required Attachments Provided☐ Logistics Meeting NeededDepartment Approval Needed: ☐ Police ☐ Fire ☐ Building ☐ DPW

Permit #:

☐ Approved

Date of Approval: \_\_\_\_\_

Conditions of Approval:

**X**

Signature of Building Official

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





South Lyon

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SOCIAL  
DISTRICT**









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