

**NORTHFIELD TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA**

July 24, 2017 - 7:00 PM

****** 75 Barker Road, Whitmore Lake MI 48189 ******

NOTE CHANGE OF LOCATION

CALL TO ORDER
ROLL CALL
CALL TO THE PUBLIC
FINANCIAL REPORT
NEW BUSINESS

1. NORTH VILLAGE / COMMUNITY PARK AMENITIES
2. NORTH VILLAGE – REQUEST FOR PROPOSAL UPDATE
3. SEWER SERVICE CONSTRAINTS

OLD BUSINESS

1. DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

BOARD MEMBER COMMENTS
ADJOURNMENT

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

8350 Main St., Whitmore Lake, MI 48189 Telephone (734) 449-2880** Fax (734) 449-0123

Website: www.twp-northfield.org

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2016	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 06/30/2017	ACTIVITY FOR MONTH 06/30/17	% BDT & USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTH							
Expenditures							
Dept 301-OPERATING COSTS							
248-301-800	OTHER PROFESSIONAL FEES	0.00	5,000.00	5,000.00	0.00	0.00	0.00
248-301-801	PLANNER FEES	0.00	0.00	10,000.00	5,478.00	5,478.00	54.78
248-301-816	GROUNDS/CLEANG/JANITORL SERVIC	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 301-OPERATING COSTS		0.00	6,000.00	16,000.00	5,478.00	5,478.00	34.24
Dept 449-ROAD WORK							
248-449-814	ROAD IMPROVEMENTS	0.00	20,000.00	4,538.00	2,269.00	2,269.00	50.00
Total Dept 449-ROAD WORK		0.00	20,000.00	4,538.00	2,269.00	2,269.00	50.00
Dept 900-CAPITAL OUTLAY							
248-900-925	STREETSCAPING	241.64	5,000.00	5,000.00	3,317.11	467.11	66.34
Total Dept 900-CAPITAL OUTLAY		241.64	5,000.00	5,000.00	3,317.11	467.11	66.34
TOTAL EXPENDITURES		241.64	31,000.00	25,538.00	11,064.11	8,214.11	43.32
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		241.64	31,000.00	25,538.00	11,064.11	8,214.11	43.32
NET OF REVENUES & EXPENDITURES		(241.64)	(31,000.00)	(25,538.00)	(11,064.11)	(8,214.11)	43.32
BEG. FUND BALANCE		65,965.25	65,723.61	65,723.61	65,723.61	65,723.61	
END FUND BALANCE		65,723.61	34,723.61	40,185.61	54,659.50		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTH							
07/01/2016			248-301-801 PLANNER FEES		BEG. BALANCE		0.00
06/20/2017							
06/20/2017	AP	INV	MCKENNA ASSOCIATES	21719-2	3,984.00		3,984.00
			NORTHFIELD DOWNTOWN PLAN MAY 2017				
06/20/2017	GJ	JE	Reclass DDA Planner Expenses	67013	1,494.00		5,478.00
			Total for Jun		5,478.00		
06/30/2017			248-301-801	END BALANCE	5,478.00	0.00	5,478.00
07/01/2016 248-449-814 ROAD IMPROVEMENTS							
06/07/2017					BEG. BALANCE		0.00
06/07/2017	AP	INV	D & H ASPHALT COMPANY	I17-00071	2,269.00		2,269.00
			PATCHING, SEALCOATING AND STRIPING A				
			Total for Jun		2,269.00		
06/30/2017			248-449-814	END BALANCE	2,269.00	0.00	2,269.00
07/01/2016 248-900-925 STREETSCAPING							
08/11/2016					BEG. BALANCE		0.00
08/11/2016	AP	INV	LANDFORMS INC.	2486	2,500.00		2,500.00
			PLANTERS ALONG MAIN ST.				
			Total for Aug		2,500.00		
09/13/2016							
09/13/2016	AP	INV	TREETOWN MURALS	410	350.00		2,850.00
			REPAIR TO DOWNTOWN MURAL				
			Total for Sep		350.00		
06/13/2017							
06/13/2017	AP	INV	MARLENE CHOCKLEY	REIMBURSE	397.23		3,247.23
			DDA - FLOWERS FOR MAIN STREET				
06/26/2017	AP	INV	MARLENE CHOCKLEY	REIMBURSE	69.88		3,317.11
			FLOWERS FOR MAIN ST.				
			Total for Jun		467.11		
06/30/2017			248-900-925	END BALANCE	3,317.11	0.00	3,317.11

Northfield Township
 Downtown Strategic Action Plan and Design Framework
 Schedule – July 18, 2017

TASK	MONTH					
	Apr.	May.	Jun.	Jul.	Aug	Sept.
1. Project Initiation						
Meeting with DDA on (4/24/17)	*					
2. Design Framework						
Alternatives and Development Scenarios						
Development Framework						
Connectivity Framework						
Downtown Design Guidelines						
Present Preliminary Framework Concepts to DDA (6/26/17)			*			
3. Public Participation						
Goals and Objectives (5/22/17). Discuss upcoming outreach with the DDA.		*				
Four (4) Focus Group Meetings (5/24/17, 6/14/17). <ul style="list-style-type: none"> Residents, Seniors, Business Owners 		F F	F			
Online Survey / Social Media Outreach			S	S		
Community Workshop (6/20/17)			P			
Pop Up Workshop Ice Cream Social, Meet the Businesses (7/8/17)				P		
Review public engagement results and preliminary recommendations at DDA Meeting (7/24/17)				*		
4. Draft Strategic Action Plan and Design Framework						
Draft Strategic Action Plan						
Draft Design Framework						
Present Draft Strategic Action Plan and Design Framework to DDA for Review and Comment (8/28/17)					*	
5. Final Strategic Action Plan and Design Framework						
Prepare Strategic Action Plan and Design Framework						
Present Revised Strategic Action Plan and Design Framework to DDA (9/25/17)						*

* = DDA Meeting (6), Fourth Monday, April through August.

W = Pop-up Workshops

F = Focus Groups

S = Survey

DOWNTOWN DEVELOPMENT AUTHORITY

MEETING AGENDA: 7/24/17

DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

MEETING #4

DISCUSSION ITEMS:

1. Project Schedule – Update
2. Public Engagement Results Discussion
 - a. Focus Groups
 - i. Results Summary
 - b. Community Workshop 6/20 – Ice Cream Social 7/8
 - i. Discussion and feedback – Design Preferences
 - ii. Discussion and feedback – Alternatives
 - c. Survey
 - i. Results
3. Preliminary Recommendations and Report Outline
 - a. Development Framework
 - i. Priority Sites
 - ii. Development Scenarios A, B, C**
 - iii. Synthesis Plan**
 - iv. Future Land Use Map / Desirable Uses
 - v. Façade / Building Guidelines
 - b. Connectivity Framework
 - i. Connectivity Map – Gateways, Modes, Crossings, Cross Sections
 - c. Design Guidelines
 - i. Streetscape/Furnishing Palette
 - ii. Identity Palette**
 - d. Strategic Action Plan
 - i. Public Engagement Results
 - ii. Market Analysis
 - iii. Goals and Objectives
 - iv. Implementation Matrix
4. Next Steps
 - a. Draft Design Framework and Strategic Action Plan
 - b. DDA Meeting, 8/24/17
 - c. Incorporate Comments
 - d. DDA Meeting, 9/25/17