



**Downtown Development Authority Meeting of the
DDA Board of Directors**

September 23, 2025

The September 23, 2025 meeting of the DDA Board of Directors was called to order at 8:30am in City Hall Council Chambers.

ROLL CALL

Present: DJ Boyd, David Cole, Mayor Brian Turnbull, Ryan McKindles, Amy Bonser, Margene Buckhave, Aaron Cozart, Jim Long, Robert Miller

Absent: Mike Jaafar, Shawn Riley

Also Present: George Lahanas / City Manager, Kate Knight / DDA Director, Stacy Pearson / DDA Assistant Director, Al Maciag / NCFD Police Chief, Justin Quagliata / Community Development Director

AUDIENCE COMMENT None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by **McKindles**, **seconded** by **Turnbull** to approve the agenda and consent agenda with the addition of point 9.5 as New Business. **Motion carried** unanimously.

EXECUTIVE DIRECTOR REPORT

Knight gave an overview of the progression of Town Square updates to include landscaping, electrical, and general maintenance. Knight also shared that the DDA is receiving initial reports from Placer AI data for October 4, 2025 Skeletons Are Alive Launch Party showing that very early data is tracking over 6,000 people in town for that event which is well over the 2024 reports showing around 400,000 visitors to Town Square. Knight added that this data is from individual pings showing people spending 10 minutes or more in district and does not include people driving by in their cars; noting that a more expanded data set can be expected for the October meeting. Knight concluded with updates on the Detroit Institute of Arts 'Inside Out' program that would be implemented in Northville; details to come.

CONSIDERATION TO APPROVE GRISSIM METZ ANDRIESE (GMA) DESIGN DEVELOPMENT PACKAGE FOR CADY STREET CONNECTION

Knight gave a presentation and led discussion on the project and proposed partnership with the city for funding. Lahanas added that at 1.6 million there would be no bonding, the DDA would be spending fund balance and borrowing from the city. Boyd added that this type of financing structure would allow for flexibility for DDA projects. Knight noted that this was an important and relevant line of projects and improvements as it is necessary for the current downtown to meet the modernity of the new build at the Downs. Lahanas offered that the next step would be to come up with more specific numbers and a list that goes to council, and then after their approval and after all approvals with the DDA board, the projects move forward. Lahanas also laid out the financial framework as a million-dollar loan with payback in three to four years.

Motion by **McKindles**, **seconded** by **Long** to authorize DDA Executive Director to execute an agreement with Grissim Metz Andriese (GMA) for professional services for the development of a design development package for the Cady Street pedestrian corridor and streetscape. **Motion carried unanimously.**

CONSIDERATION TO APPROVE LANDSCAPE ARCHITECTURAL SERVICES FOR TOWN SQUARE FOUNTAIN

Knight presented on the current state of the twenty-year-old fountain in Town Square. Knight noted that it is worn out, and with the high level of engagement with the public it's time to renovate siting that joints are failing, cleaning is difficult on system, and tuckpointing is needed. Knight noted that the new design as presented in July with water, gas, and elevated traditional design can have a quick turnaround in March of 2026. Knight also noted that services include design, engineer, and preparation, and that this is not the implementation cost and that bidding and construction phase would be attended to after the planning phase is complete. Knight concluded that GMA would be overseeing the process with basic CA Services provided. Discussion followed.

Motion by **McKindles**, seconded by **Long** to authorize DDA Executive Director to execute an agreement with Grissim Metz Andriese (GMA) for professional landscape architectural services for the design of the Town Square Fountain. Motion carried **unanimously**.

CONSIDERATION TO APPROVE CONTRACTUAL SERVICES FOR BEGONIA BROTHERS FOR PLANTSCAPE INSTALLATION IN TOWN SQUARE

Knight gave a brief overview of the need and plan for boxwood removal in all raised tree planters in town square with a reinstallation as weather permits and Begonia Brothers directs either in late fall of early spring. Discussion followed.

Motion by **Cozart**, seconded by **Bonzer** to authorize DDA Executive Director to execute agreement with Begonia Brothers for the removal and reinstallation of platescape material in Town Square. Motion carried **unanimously**.

CONSIDERATION TO RECOMMEND STAFF EXPLORATION OF OVERLAY ORDINANCE FOR FIRST FLOOR USE DOWNTOWN

Introduction by Boyd to open discussion on the concept of a first-floor occupancy ordinance. Quagliata gave a presentation of facts and discussion points on ground floor use by non-merchant industry. Knight asking board if this is a topic they want to expand and move forward on. Discussion followed. Quagliata made note that current non-conforming businesses already in place would be allowed to continue until the new tenant is coming in, adding that an ordinance is a living doc and after a few years we can alter or pull back as needed. Quagliata further clarified the process noting that this is up for DDA discussion today, and if the board is in favor, Knight and Quagliata would take said ordinance to city council. At that time if council approves, then it goes to planning commission to develop draft language. Planning Commission would hold public hearing that would then make recommendation to council and that is the final approval. The DDA board gave unanimous call for the ordinance to come back to the DDA for robust pre-approval prior to the ordinance moving forward in any way. Boyd requested to have this before the board, post council, as a prelim document in February, as well as a presentation of neighboring community, Rochester, documents for board to review. Lahanas noted that grandfathering is important. Knight concluded that the value price per square foot is rising, along with attractive locations for higher level tenanting. Discussion followed.

Motion by **McKindles**, seconded by **Long** to authorize DDA Executive Director to move forward in partnership with Community Development Director to continue discussion and diligence toward development of a potential ordinance for street level use regulation in the central business district with the understanding that any proposed ordinance comes back to the DDA for discussion. Motion carried **unanimously**.

CONSIDERATION TO APPROVE RFP FOR PLANT MATERIAL INSTALLATION IN TOWN SQUARE

Knight presented quotes by two arborist companies, Westside and Davey, for the grooming and health maintenance for all trees in downtown. Discussion followed.

Motion by **McKindles**, seconded by **Buckhave** to authorize DDA Executive Director to execute agreement with Begonia Brothers for Town Square planting contractual services for amount not to exceed \$18,989 for treatment of downtown streetscape trees and boxwoods. Motion carried **unanimously**.

CONSIDERATION FOR HARD SCAPE MAINTENANCE, UPDATES, AND REPAIRS IN TOWN SQUARE

Knight presented a bid set on hardscape work to be down in Town Square as numbers had just come in the day prior to meeting.

Motion by McKindles, seconded by Long, to authorize Executive Director to execute proposed agreement with landscape and hardscape services for an amount not to exceed \$25,300. Motion carried **unanimously**.

COMMITTEE UPDATES

Design Committee –None

Marketing Committee – Bonser – update on Social Media workshop, great attendance and wonderful education.

Parking Committee – none

Organizational Committee – Boyd – line of credit loan issue and document review will become a regular occurrence.

Economic Development Committee – Cole – Quagliata and Knight started the dialogue on the first-floor occupancy use to the EDC.

NEW BUSINESS

Cole – Victorian Festival review.

BOARD AND STAFF COMMUNICATIONS

Knight gave an overview of Skeletons Are Alive to be held October 4, 2025.

Knight relayed that there are six new businesses in town.

ADJOURNMENT

Motion by McKindles, and seconded by Turnbull to adjourn the DDA Board meeting.

Motion carried unanimously. **Meeting adjourned at 9:48am**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director Northville DDA

