

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY  
COMBINED GOALS, OBJECTIVES & 2021/2022 BUDGET WORKSHOP  
WEDNESDAY, APRIL 12, 2021 - 5:00 PM.  
ROMEO COMMUNITY CENTER  
361 Morton Street, Romeo, Michigan 48065**

*The purpose of the Romeo Downtown Development Authority is to correct and prevent deterioration in the Romeo Business District; to encourage historic preservation; to authorize the creation and implementation of development plans in the district and promote economic growth.*

**MINUTES**

**Call to Order/Pledge of Allegiance**

Chairman, Kelley Stephens called the meeting to order at 5: 07PM and led attendees in the Pledge of Allegiance

**Roll Call**

DDA Secretary Meagan Poznanski called the roll

*Present: Malzahn, Hayes, Parker, Rose, Poznanski, Stephens*

*Late arrival, Tarr - 5:21 PM, Brandt - 6:05 PM.*

*Absent: Humphreys*

*A quorum of the Board was present*

**Approval of Agenda**

Malzahn requested addition of Mobile Food Vendors to the agenda.

**MOTION by Malzahn second by Hayes to approve the April 12, 2021 combined goals, objectives and budget workshop agenda as amended.**

*Ayes: All in favor*

*Nay: None*

*Absent: Humphreys*

**MOTION carried.**

**New Business Discussion:**

**Flow of communication between DDA and Village of Romeo/Village Boards**

Board discussed flow of communication between the village hall and DDA in regards to anything happening in the CBD/DDA district. Who is responsible for obtaining and or sharing the information. Should there be a liaison, a proactive DDA board member or part of the executive directors duties?

**DDA Website Update**

Stephens stated Romeo Computer Company would like to come to the DDA May meeting and present a proposal.

Discussion included, local company should be offered first opportunity. Who handles village website. Goals for the website, what does DDA want out of a website? Branding ties in with the website, consider creating a subcommittee for website and branding. Consider putting out formal request for website?

### **New Board Member Orientation**

New board member orientation should be part of directors duties. Complete an orientation check sheet with new member.

### **DDA District Building Owner/Landlord Directory**

Board discussed how to go about putting the list together. Is it possible to go backward since we know many of the building owners? The tax rolls would have owner names and addresses, village office should have the info and be able to create.

Amanda Minaudo, Macomb County, we have the map for the plan updated and can pull parcel numbers and addresses from the map.

This can be worked on going forward.

### **Banners**

There needs to be an inventory completed of the banners. Determine who is responsible requesting the installation of the banners, who purchases. Need to consider where and tear banners have on poles, wind pull is significant. Also who determines banners over street at South and North end of town. South end poles are not in DDA district. Cost of banner installation – poles and over-street. Have director check with other communities, who has banners installed and who pays for banners and installation?

### **Harvest Day Discussion (keep/modify/cancel?)**

Currently spend a substantial amount on a one day event. Should it be more than one day event? Does the board like the idea of more than one day event? Canceling for 2021? Is an event planner needed

### **Presentation by Amanda Minaudo, Macomb County Results of DDA Survey**

Amanda advised the board that the plan actually expires on December 31, 2021. The December expiration allows a little more leeway for completing the plan update. Can schedule the public hearing for June. Currently the survey has been out for 2 – 3 weeks and there have been 31 responses. There have been 130 responses for the master plan survey.

The Master Plan survey addresses many different items such as infrastructure, parking, parking meters, 1<sup>st</sup> floor space, what types of business do respondents want.

### **The DDA survey results to date are as follows:**

12.9% of the respondents are village business owners.

90 % are familiar with the DDA Facebook page.

98%of respondents indicated the function of the DDA should be to promote and attract business to the village.

60%of respondents indicated the DDA should host and plan events.

65% felt the Village has a strong sense of community identity.

65% did not feel the Romeo DDA has a specific character or defining characteristic.

Do you feel the downtown businesses serve your needs – this was a 50/50 question, the half saying no, indicated they would like to see the following:

Restaurants, Retail, Bakery

### **Food trucks**

50% of the respondents indicated they should be allowed in designated areas all year

38% indicated seasonal

Attitude toward potential projects rated:

Extended Outdoor Dining about 90%

Events about 85%

Safe Crossings and Facade improvement tied at about 68%

Comments Included:

Attract more people, more restaurants, bring new business, safer crosswalks-pedestrian access.

Minaudo stated in the 2007 plan there are some projects that the board needs to review and determine if any were completed. Remove what was completed and look at remaining, are they still relevant? Keep what is relevant, add new and prioritize.

Minaudo stated she will need to work with the treasurers from the Village, Bruce Township and Washington Township to determine the tax capture for 2022 and the rest of the plan years.

Malzahn asked Minaudo to email what is needed and she will pass this on to the Village Treasurer and the accountant.

Minaudo advised she will share updates and hopes to have a more comprehensive plan completed by May. Glad we were able to push the date out a little, since not expiring until December.

Rose asked if it is possible now that there is a little more time to get a flier or something put together for the business owners in town so they can complete the survey? It seems like they would want to provide input.

Minaudo advised she could create something and send it to the board for distribution.

Board discussed taking a recess before regular meeting begins.

**MOTION by Malzahn second by Hayes to adjourn for recess at 6:34 PM and resume workshop immediately following regular meeting.**

*Ayes: All in favor*

*Nay: None*

*Absent: Humphreys*

**MOTION carried.**

***Reconvene meeting at 8:37 PM.***

**EV (Electric Vehicle) Charging Station**

Malzahn commented that since the discussion of parking this may be something that needs to be considered.

Stephens asked if anyone knows the cost?

Malzahn stated she has been advised about \$5,000.00

Justin Parker, stated the ones at the gas station that were just installed cost between \$180,000.00 and \$200,000.00, can't just do a regular service.

Malzahn stated maybe this is something Ford considered.

Hayes stated could approach Ford to do a public lot.

**CBD Maintenance (Light Poles, Curb & Parking Striping)**

Board discussed parking space striping in private lots and on roads. County stripes all spaces on the county roads, DPW does all spaces on village streets and lots. Discussed painting of fire hydrants and light poles.

Malzahn stated the banners, plants and holiday decorations all cause wear and scratching on the light poles.

Stephens stated the DDA could assist with the maintenance of the light-poles.

Hayes commented there needs to be better guidelines for the banners.

Discussion continued

**NE/NW/SE Parking Quadrant Review**

Rose asked who stripes the parking lot around the village park?

Malzahn stated the striping around the park is annual maintenance completed by the DPW.

Rose noted the NW quadrant parking often full, also noted that the parking studies show angled parking, is that something that has been considered? It looks like around the park it adds a couple of spots.

**Parking Studies Review**

Malzahn noted the parking studies provided are old and the board may want to consider an update. While the old study identifies things such as angle parking, a new study could look at the current

situation and provide a new perspective. The village has checked into the cost of a new study and it would be about \$3,600.00

Stephens noted Rose mentioned the angled parking around the park. The study also shows angle parking on Rawles and some other streets.

Tarr stated there could be a lease agreement with private property owners for parking.

Malzahn stated she could check into a new study, maybe having the old study would reduce the price of a new one. Could put this on next months meeting agenda.

Tarr commented that maybe the park could be turned into parking and the old school site on Prospect could be turned into a park.

Malzahn stated the school is not in a rush to sell the property.

Parker commented that schools often sell property.

Discussion continued.

### **Waste Hauler Services**

Malzahn stated this has been talked about at the board level. The corral in the SW quadrant was done by the DDA many years ago. Discussed Port Huron's waste hauler with Lisa. All businesses have a buy in and build a corral, share cost of removal. Our residents get waste hauler services, business pays but do not get service.

Rose stated Macomb County Health Department requires restaurants to have dumpsters.

Discussion continued.

### **DDA Branding Campaign**

Rose stated this is something that needs to be looked at, also incorporate some of the other ideas, website. Form a subcommittee. I would be willing to do this with a couple other board members.

### **Food Trucks**

Malzahn asked if the DDA would like to weigh in on food trucks? Should they be allowed anytime, seasonally. Should this be on the agenda?

Hayes commented it needs parameters.

Parker stated it brings people in!

Malzahn asked if there needs to be a location and time?

Rose stated food trucks do bring people in.

Stephens stated could continue the discussion at the next meeting.

Malzahn asked if the board is establishing subcommittees tonight?

Stephens asked when the board wants to continue the remaining items on the agenda?

Board agreed to hold second goals, objective and budget workshop at 6:00PM prior to the regular May meeting.

**MOTION by Parker second by Poznanski to adjourn meeting at 9:08 PM.**

*Ayes: All in favor*

*Nay: None*

*Absent: Humphreys*

**MOTION carried.**

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on

\_\_\_\_\_ As Presented

\_\_\_\_\_ With Amendments