



DDA Board Meeting
8:00AM Wednesday, September 3, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES

The Meeting was called to order by Todd Craft at 8:07 AM.

1. Roll Call

- **Present:** Karlyn Cassidy, Johnna Balk, Sean Murphy, Todd Craft, Tom Pascaris, Shawn Kavanagh, Donovan Singleton.
- **Absent:** James McLaughlin, Claire Perko
- **Others Present:** Jess Westendorf, Jenny Gray

2. Approval of Consent Agenda

- Minutes: August 5, 2025 DDA Promo Committee Meeting
- Minutes: August 6, 2025 DDA Board Regular Meeting
- Minutes: August 7, 2025 DDA Design Committee Meeting
- Minutes: August 21, 2025 DDA Public Art Committee Meeting
- Minutes: August 28, 2025 DDA Design Committee Meeting

Motion by Pascaris, seconded by Murphy, to approve the consent agenda. Motion passes unanimously.

3. Approval of Regular Agenda

Motion by Singleton, seconded by Balk to approve the regular agenda. Motion passes unanimously.

4. Public Comment

Opened and closed at 8:08am. There were no public comments.

5. Executive Director Update

- **Harvest Moon:** The event is scheduled for September 18-20. A Volunteer Call for set-up (corn stalks, straw bales) is scheduled for the evening of September 15th. Board member help is needed for cash boxes and a new Fired & Fused pop-up during the festival.
- **Community Glass Mural:** The DDA is partnering with Fired & Fused to host a pop-up where patrons can make a glass tile for a donation to the Art Park. The tiles will be

assembled into a community glass mural for the Promenade, designed to resemble a wave/the Rouge River.

- Art Park Promenade: Construction on Warner and Thomas Street is nearly complete, and the contract for Art Park construction has been sent to the contractor.
- DIA Inside Out: The program will bring eight art pieces to the downtown area, with three to five pieces placed in the Art Park.
- Parking/Master Planning: OHM is providing studies, including drone studies, to the Parking Committee. Two Master Plan Steering Committee meetings are scheduled for the month.
- North Lot Vision: OHM presented study for the North Lot to City Council at the last meeting. The Design Committee has been involved in design and review. The project is on pause to assess parking ramifications.

6. OHM Proposal for Construction Engineering Services

The Executive Director presented a contract with OHM Advisors for Construction Engineering and Contract Oversight for the Art Park Promenade project, filling a gap in the original design and landscape architect contracts.

MOTION by Sean Murphy, SECONDED by Donovan Singleton, to approve the construction engineering contract with OHM Advisors for the Art Park Promenade project, and authorize the Executive Director to execute necessary documents.

Motion passed unanimously via roll call.

- **Aye: 7**, Karlyn Cassidy, Johnna Balk, Sean Murphy, Todd Craft, Tom Pascaris, Shawn Kavanagh, Donovan Singleton.
- **Nays: 0**
- **Absent: 2**

7. Committee Updates

- **Promotions Committee:** Committee has not met, but focus is on promoting Harvest Moon through social media, print materials, and the use of the "**How do you Farmington**" banner, which was recently used at the Main Street rally. The next meeting will be scheduled soon.
- **Business Development Committee:** The committee scheduled its next meeting for 8:15 AM Tuesday September 9th at Ground Control.
- **Design Committee:** The committee has met twice since the last board meeting to discuss the Art Park project (updates covered in the Executive Director's Report).
- **Public Art Committee:** The committee met and is attempting to encourage members to take the lead on organizing a February "Heart the Art" event.

- **City Parking Committee:** The recent meeting focused on the findings of a three-phase parking study by OHM Advisors, which was spurred by a proposed Castle Dental mixed-use project that initially suggested using zero on-site parking. The completed data collection phase, which included drone studies of parking usage during peak events, revealed a significant finding: Farmington has stricter parking requirements than its neighboring communities and national standards. For instance, the requirement of two parking spaces per residential unit is higher than the standard 1.5 spaces seen elsewhere. The consensus is that Farmington has "a lot of room to play with" its parking numbers to accommodate denser, more modern developments like the four-story project planned between the Chase Bank and CVS. The study is ultimately intended to inform whether the city's existing public parking can flex to meet the needs of such developments, potentially leading to a broader initiative to revise Farmington's parking ordinances to be more "redevelopment ready."
- **Harvest Moon Committee:** Highlighted the need for some more volunteers, but otherwise in good shape for the festival and hoping we have good crowds. The week before we have several volunteer calls for decorating and then have openings for cash box management volunteers.
- **Grand Raven Committee:** The Strut will kick off Grand Raven October 2nd at 6:00 pm with the Gabriel Brass Band. We have a story slam scheduled at the Civic Theater and rehearsals for Thrill the World set up. We are hoping to incorporate the swing dancers into rehearsals and the event on October 25th.

8. Other Business

None

9. Board Comment

Board members offered congratulations and thanks for the successful Main Street Rally and the GAMSА semifinalist status.

10. Adjournment

Motion by Balk, seconded by Singleton to adjourn. Motion passes unanimously. Meeting adjourned at approximately 9:02 AM.