

Dexter, Michigan  
Downtown Development Authority

MEETING NOTICE

**MARCH 15, 2012**

**7:30 AM**

**DEXTER SENIOR CENTER  
7720 ANN ARBOR STREET  
DEXTER, MICHIGAN 48130**

# Dexter Downtown Development Authority

Meeting Agenda

March 15, 2012 <> 7:30 AM

**Dexter Senior Center**  
7720 Ann Arbor Street  
Dexter, MI 48130

1. Call to Order:
2. Roll Call

|               |                |               |
|---------------|----------------|---------------|
| Bellas, Rich  | Brouwer, Steve | Covert, Tom   |
| Darnell, Don  | Finn, Doug     | Jones, Carol  |
| Keough, Shawn | Lundy, Dick    | Model, Fred   |
| O'Haver, Dan  | Schmid, Fred   | Willis, Randy |
3. Approval of Minutes from February 16, 2012:
4. Approval of Agenda:
5. Arranged Audience Participation:
6. Non-Arranged Citizen Participation:
7. Treasurer's Report: **SENT IN SEPARATE EMAIL**
  - a) Invoices: \$9,100
  - b) Approval of Treasurer's Report:
8. Correspondence / Communications:
  - a.) Proof of publication of the annual report.
9. Action Items:
10. Discussion Updates:
  - a) Mill Creek Park Update. A copy of the Mill Creek Park construction schedule is attached.
  
  - b.) B2B/Subdivision Connector Update. A community walk and ribbon cutting ceremony will be held on Saturday, March 24, 2012 starting at 10:00 a.m. Additional details will be emailed.

c.) Old DAPCO Site Redevelopment- Meeting with ASTI Environmental to review environmental next steps for the Old DAPCO site. The Economic/Market Feasibility Analysis will be completed by the end of March. A report updating the status of leases at 3045 Broad Street will be provided at the next meeting.

d.) Street Name Signage in the Downtown.

11. Village Reports:

- a) President
- b) Staff Update

12. Chairman's Report:

13. Non-Arranged Citizen Participation:

14. Adjournment:

# Dexter Downtown Development Authority

February 16, 2012 <> 7:30 AM

**Dexter Senior Center**

7720 Ann Arbor Street

Dexter, MI 48130

## MINUTES

1. Call to Order: Called to order at 7:31 by Chairman Steve Brouwer.

2. Roll Call

|                 |                 |                |
|-----------------|-----------------|----------------|
| Bellas, Rich    | Brouwer, Steve  | Covert, Tom    |
| Darnell, Don    | Finn, Doug-ab   | Jones, Carol   |
| Keough, Shawn   | Lundy, Dick-ab  | Model, Fred-ab |
| O'Haver, Dan-ab | Schmid, Fred-ab | Willis, Randy  |

Also in attendance: Donna Dettling, Dexter Village Manager.

3. Approval of Minutes from January 19, 2012: Motion by Randy, second by Rich to approve the minutes of January 19, 2012 as presented. Motion carries.

4. Approval of Agenda: Motion by Tom, second by Rich to approve the agenda with as presented. Motion carries.

5. Arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

7. Treasurer's Report:

a) Invoices: None

b) Approval of Treasurer's Report: Motion by Don, second by Randy to accept the Treasurer's Report for February. Motion carries.

8. Correspondence / Communications: None

a) Department of Treasury-Qualifying Statement Approval

This simply means that the DDA can issue bonds.

b) Copy of Annual Report-published February 9, 2012

9. Action Items:

a) Acceptance of the 2010-2011 Audit.

Motion by Shawn, second by Randy to accept the 2010-2011 Audit.  
Motion carries.

10. Discussion Updates:

a) Mill Creek Park Update. Piling installation should be complete the week of February 6<sup>th</sup>, and the week of February 13<sup>th</sup> we will see boardwalk construction, which is anticipated to take 4 weeks. At the beginning of March (weather dependent) we will begin to see additional earth work, including excavation of the southerly rain garden and preparation for the installation of the remaining rock outcroppings and pathways. Landscaping will take place in April or May, depending on the weather and the ability to complete excavation work. The stairway from Warrior Creek Park to Alpine Street near the Library will begin in April.

b) B2B/Subdivision Connector Update. The roof and railings are installed. The project area will be cleaned up over the next few weeks and the project will be complete except for a few minor items that will be completed in the summer. A soft Grand Opening will take place on Friday, February 24, 2012 at 4 pm at the entrance of the pathway within Warrior Creek Park. The Library meeting room will be used in case of inclement weather. Please mark your calendar to join representatives from the Village and County Parks in celebrating the opening of the pathway and walking the pathway for the first time. *The ribbon cutting has been postponed. There will be a final walk through next Wednesday (Feb. 22) and should be ready to use by the 24<sup>th</sup>.*

c) Old DAPCO Site Redevelopment – Jim Carson, Shawn Keough, Allison Bishop and Donna Dettling met with Jim Houk and Rhett Gronevelt on February 1, 2012 to review and confirm the next step in this process. Work on the Economic/Market Feasibility Analysis will be completed over the next several weeks. *Question was raised if there was a date for the market study. Donna is working on the environmental study report. The next meeting will be in March. Question was also raised as to where are with the leases. Donna will put together information in March for the April meeting.*

11. Village Reports:

a) President – Shawn reminded all that today is the last day for public comment on Cityhood. He reported that Council is working on restructuring of the Rural Development loans on water and sewer projects and have passed a letter of intent; reported on the new website for the Village having met with the designers and hope to have the new look soon; and that the Wellness Center project was approved by Council.

b) Staff Support Update – Donna reported that the Main Street project will be going out for bid on Feb. 17 and that we will see some partial closures from the Main Street Bridge to Baker Road from April to May 18. There will be a public meeting regarding this. Central Street will also be done this year after school is out with a phased closing (like the Mast Road Bridge). This project should be finished just before Labor Day.

12. Chairman's Report: None

13. Non-Arranged Citizen Participation: None

14. Adjournment: Motion by Don and second by Randy to adjourn the meeting at 7:50 AM. Motion carries.

**Village of Dexter**  
*Washtenaw County, Michigan*

# INVOICE

8140 Main Street  
Dexter, MI 48130  
Phone 734-426-8303 Fax 734-426-5614

INVOICE #D0691  
DATE: MARCH 15, 2012

To: DEXTER DOWNTOWN DEVELOPMENT AUTHORITY  
c/o Tom Covert, DDA Treasurer  
8140 Main Street  
Dexter MI 48130

**EXPENDITURES FOR DEPARTMENT 442 DOWNTOWN PUBLIC WORKS**

| DESCRIPTION                   | GALLONS | RATE | AMOUNT     |
|-------------------------------|---------|------|------------|
| Downtown Public Works 2011/12 |         |      | \$9,100.00 |
| TOTAL                         |         |      | \$9,100.00 |

Make all checks payable to Village of Dexter  
Total due in 30 days.

**Thank you for your business!**





# **VILLAGE OF DEXTER**

8140 Main Street Dexter, MI 48130-1092

[ddettling@villageofdexter.org](mailto:ddettling@villageofdexter.org)

Phone (734)426-8303

Fax (734)426-5614

## **MEMO**

**To: Downtown Development Authority**  
**From: Donna Dettling, Village Manager**  
**Date: March 15, 2012**  
**Re: Decorative Street Name Signage**

During the Planning Commission review of the Central Street project they asked about Street Name Signage for this important corridor of the village. OHM was asked to put together background on the sign Retroreflectivity requirements and how the requirements might be achieved in the decorative street name signage currently used in the downtown area. Included for your review is a memo from OHM as well as an illustration.

Planning Commission discussed the information at their March meeting and supported using Alternative #2 given the signs shape and the desire to continue the streetscape theme along the major corridors in the village.

# Memorandum



Date: February 13, 2012

To: Donna Dettling, Village Manager  
Allison Bishop, Community Development Director  
Kurt Augustine, Streets, DPW

From: Rhett Gronevelt, P.E.  
Pat Droze, P.E.

Re: Downtown Development Authority Street Signs

At the January 3, 2012 meeting of the Village of Dexter Planning Commission, OHM presented the Central Street project for review and comment. During the meeting, it was recommended that the project implement decorative street signs consistent with the design present on street segments within the DDA. OHM agreed to review the current street signs and would implement them into the Central Street project if they were found to meet current requirements.

The design of street signs is subject to requirements detailed within the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) 2011 edition which provides guidance on the design and implementation of traffic control for road and non motorized facilities. The current signs which were developed in 2006 by Johnson Sign Company, were reviewed against the specific guidance provided within the manual regarding the design of traffic control devices. In summary, signs must meet the following basics:

- ✦ Devices should be designed so that features such as size, shape, color, composition, lighting or retroreflection, and contrast are combined to draw attention to the devices;
- ✦ that size, shape, color, and simplicity of message combine to produce a clear meaning;
- ✦ that legibility and size combine with placement to permit adequate time for response;
- ✦ and that uniformity, size, legibility, and reasonableness of the message combine to command respect.

After a review of the street signs it was found that several aspects of the design do not adequately fulfill the objectives of the MMUTCD.

## Sign Retroreflectivity

In 2007, the MMUTCD implemented minimum requirements for sign retroreflectivity. Based on a review of the catalogue sheets provided by the supplier, the current street signs do not fulfill these requirements. This includes the sign background which is a non-reflective dark green paint and an "Engineer's Grade" reflective vinyl for white text. Neither of these provides adequate retroreflectivity.

## Legibility

The MMUTCD provides guidance on specific text fonts and text heights to ensure visibility and legibility of street signs. The current design does not utilize the designated font, nor does the text

height meet minimum requirements.

### Uniformity

The street sign designs are unique to the Village. This includes basic sign layout on the street signs as well as significant variation from the MMUTCD regulatory sign requirements on parking and handicap parking signs. As a result, the signs do not meet the intentions of providing the uniformity required to command the respect of motorists.

### Existing Signs and Implementation

It should be noted that certain decorative signs are acceptable and can remain in place. These include village wayfinding signs as well park signs. Signs within the roadway right of way that govern vehicle movements such as parking or handicap parking do not meet requirements of the MMUTCD and should be considered for replacement.

### Potential Replacement Design

OHM explored potential replacement options. While the coloring, font and retroreflectivity of the current signs cannot be used on future projects, the general shape of the sign can be used. In addition, the addition of logos on street signs is permitted if the Village chooses to utilize this. To aid in discussion, we have provided three preliminary alternatives as an attachment to this memo.

Alternative 1 is a basic street sign that meets the requirements of the MMUTCD.

Alternative 2 is a modified street sign that includes a shape similar to the existing street signs, Alternative 3 is similar to the proposal in Alternative 3, however, this also adds a logo above the street sign text.

Each alternative includes a conventional, 12” high sign design as well as a smaller 8” design. Given the relatively slow speeds of most roads within the DDA sections of the Village, the use of the smaller 8 inch design could likely be justified if desired.

### Recommendation

Given the changes to sign requirements, it is not recommended to continue use of the sign designs present within the DDA or other portions of the Village. New construction within the village should use one of the attached alternatives. The existing fluted street sign poles can still be used; however, the design should be reviewed for compliance with roadside safety requirements to verify that the poles are not a hazard to vehicles. Existing street and handicap signs that do not comply with the current requirements of the MMUTCD may remain in place; however, it is likely that these will require replacement in the future due to pending Federal requirements for sign compliance.

