CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, August 16, 2005
Commerce Township Hall
2840 Fisher
Commerce Township, MI 48390
12:00 p.m.

CALL TO ORDER: Chairperson Shimmin called the meeting to order at 12:25 p.m.

Downtown Development Authority

Present: E. Wynn Berry, DDA Director
Robert Shimmin, Chairperson
Frank Marotta, Member
Marina Bilopolska, Member
Sandra Motz, Member
Daniel Lublin, Member
Randall Thomas, Member
Thomas Zoner, Member

Quorum of DDA Members determined

Absent: Paul Kirkwood, Member
James Gotts, Vice-Chairperson
Douglas Lanni, Member

Also Present Patricia Paruch, DDA Attorney
Thomas Rauch, DDA Attorney
Sandra Abrams, DDA Secretary
Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Christina Michaels, Township Attorney
Deb Kirkwood, DDA Administrative Assistant
Loren Crandell, Giffels Webster

Approval of the Minutes: August 16, 2005, Regular DDA Meeting

MOTION by Lublin, second by Thomas, to approve the minutes of the July 19, 2005, Regular Meeting, as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Jim Galbraith was present and expressed his interest in negotiating for the purchase of any property that would become available in the DDA project area.

Item 2: Consent Agenda

MOTION by Zoner, second by Lublin to approve the Consent Agenda including the add on warrants as presented. **MOTION CARRIED UNANIMOUSLY**

Item 3: Director's Report

A. Web Page Update – Director Berry gave an update of the progress of the DDA Web page. Sandy Hermanoff gave a visual presentation highlighting the features

to be included on the web page. It is estimated that the web page will go live on or before September 13, 2005.

B. New Issue of the Voice – The new issue of the DDA Voice will go out prior to the next DDA meeting.
C. Welcome Signs – The Commerce Township welcome signs are complete and coordination of installation is in progress. The first sign will be up soon on Maple Road west of Haggerty.
D. McKenna Contract – The DDA is funding a project by McKenna and Associates to draft a Form Based Ordinance for the DDA area and the Township in general. Director Berry indicated that that having Vantagepoint develop a model for some of the form based components would be very helpful to the process.

MOTION by Zoner, second by Thomas to approve an amendment of the McKenna and Associates the form based ordinance contract with the DDA to include the modeling to be done by Vantagepoint, with a total cost of the amendment not to exceed $16,000.

MOTION CARRIED UNANIMOUSLY

E. JJR – Director Berry indicated that an economic analysis of the DDA would be very useful for development of the master plan for the DDA area. Economics Research Associates has submitted a proposal for such an analysis which would include total demographics and analysis of commercial area and market analysis. The cost of the proposed work would not to exceed $40,000 including travel and research, and would include two meetings with the DDA Board.

MOTION by Zoner, second by Lublin to authorize the DDA director to enter into a contract with Economic Research Associates at a cost not to exceed $40,000

MOTION CARRIED UNANIMOUSLY

F. Bus Trip – The 2005 Commerce Township Bus Tour is scheduled for Tuesday, August 30, 2005, starting from Volare Italian Restaurant at 1:00 p.m. The tour will be guided by John Jackson of McKenna Associates, Inc.
G. Leadership Forum is scheduled for August 24, 2005, at Township Hall, 6:00 p.m.
H. DDA Boundary Amendment – The proposed DDA downtown district amendment which was discussed with the Board last month has been postponed. The current plan is to expand the area of the Development Area within the Plan to include all of the area within the downtown district that lies south of Walnut Lake Road. This Development Area is primarily residential. It is the DDA's intention to capture only those taxes from the expanded Development Area necessary for funding landscaping improvements and maintenance along Haggerty Road and the M5 corridor. Director Berry intends to discuss this with the Town Board and the Oakland County Treasurer before the Plan amendment process begins.

Item 4: Engineers Update

Haggerty Road traffic report is expected by the end of the week. Giffels Webster will review and obtain comments from the Road Commission for Oakland County before proceeding further with the project. Giffels Webster is also studying roundabouts at alternative locations along Haggerty Road.

In Section 24, as it related to the Martin Road Extension and open space, ASTI's Environmental Assessment (EA) has made some recommendations including some challenging ideas for storm water and water quality. Giffels Webster is studying that area at the present time.

Based on the EA, a portion of the proposed Martin Road Extension has been realigned further to the west side of the project area in order to avoid impacting regulated wetlands. The Extension has also been designed to avoid the Commerce Township Library and related parking areas which are located at the site of the former El Dorado clubhouse. Work on these proposed realignments is in process.

A contract for the Welch Road/Maple Road intersection project has been awarded and work will begin shortly.

Item 5 – Attorney's Update

A. Closing Resolution for Sefton Property – Resolution has previously been completed. Closing on the property is scheduled for Thursday, August 25, 2005.

Item 6 – Tentative Executive Session

None

Item 7 - Other Matters

In response to an inquiry by a member of the public, Loren Crandall and Director Berry commented on the total number of acres of regulated wetlands within Section 24 and both golf courses.

MOTION by Motz, second by Lublin to adjourn. Motion carried. Meeting adjourned at 1:30 p.m.

Sandra S. Abrams, CMC
Clerk, Charter Township of Commerce
Secretary to the DDA

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