

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, May 17, 2016
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390
12:00 p.m.**

CALL TO ORDER:

The Meeting was called to order by Chairperson Gotts at 12:02 p.m.

Downtown Development Authority:

Present: Mark Stacey, DDA Director
James Gotts, Chairperson
Dan Lublin, Vice Chairperson
Debbie Watson, Interim DDA Secretary
Tom Zoner, Township Supervisor
Susan Spelker, Member
Tim Hoy, Member
Brian Winkler, Member
Jose Mirkin, Member
David Smith, Member
Susan Averbuch, Member

Also Present: Thomas Rauch, DDA Attorney
Molly Phillips, DDA Treasurer
Melissa Creech, Township Clerk
Matt Schwanitz, Giffels-Webster Engineer
Randy Thomas, Insite Commercial
Nate Ray, Insite Commercial
Dave Campbell, Township Planner

Item 1: Approval of Minutes

MOTION by Zoner, seconded by Mirkin, to approve the Regular Meeting Minutes of April 19, 2016 as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments

None.

Item 3: Director's Report

Director Stacey turned the floor over to Jim Galbraith, who brought the Board up to date on the status of his development.

Jim Galbraith explained that he had a pre-application meeting this morning with staff, engineers and Board members. Although his site plan is already approved, he will be filing an amended site plan that includes subtle changes and this will go before the Planning Commission for review. He is changing out the 12-plex building for more site friendly 8 and 10-unit buildings. These will be all through-units as opposed to back-to-back units. They will not be as imposing from the front. These changes affect the south end of the site. The infrastructure remains substantially the same on the south, and exactly the same on the north at the connection from the Library roundabout to Welch Road. Several permits are already in hand including MDEQ, RCOC, and the conservation easement has been recorded on the large wetland. Jim reviewed details of the overall plan and discussed the dynamic streetscape. The elevations are in process. The stacked ranch units will offer varying basement types.

Jim reviewed the timeline; clearing the site and earthwork is expected to begin September 1st. Upon completion of land balancing, they will seek permits for water and sewer. The community building will go vertical at that time. Completion is anticipated by the end of 2018.

Mark Stacey inquired about the number of units. Jim replied that it goes from 299 to 308, which is still subject to modification. The original plan had 83 ranch units, and now it is actually down to 63 which should be more manageable. These buildings are all 10-unit for the most part and all have 2-car garages. The density could have been increased with more units, but that was not Shapiro's intention.

David Smith initiated discussion regarding traffic on M5 and stacking issues. Some people will use Welch Road as there will be an outbound lane there. Smith also inquired about the pond area. Jim Galbraith stated that area will be left natural. Discussion continued regarding the location of stormwater retention which could not go into the pond per the MDEQ.

Dan Lublin asked if there were any plans yet for the frontages along Martin Parkway and Pontiac Trail. Jim Galbraith replied that they are waiting until they see Aikens plans as they want something that will be complementary to his development.

Susan Averbuch asked about the price range for the rental units. Jim Galbraith replied that these will be in the \$1500 to \$1700 a month range.

Jim discussed the easement at the pump station where a screenwall and landscaping will be developed. This screenwall might also be used for signage. Discussions continued regarding landscaping, and Smith requested that more deciduous options be used as opposed to pine trees. Susan Averbuch asked if the landscaping would be similar to other Shapiro developments such as Trillium. Jim replied yes, it will be high quality.

Jim Galbraith concluded his update and stated that he expects to go before the Planning Commission with the amended site plan on August 1st.

Director Stacey delivered the Director's Report and discussed the following with the Committee:

- Bond Refunding was finalized in April 2016. The money is in the bank account. Those bonds are eligible for refunding in about two years.
- Updates on developers:
 - Pulte is moving right along. The site has been cleared and the land balancing is in process. They're doing dewatering onsite. The next portion involves digging and making sewer connections which is anticipated in about 2 weeks once the water level is down low enough.
 - Granger has been out almost every day working hard. All their current work is underground.
 - Wycliff continues. It's looking very nice. The majority of the homes are up and are of the high quality that we were hoping for. Once landscaping is in this year, that will be an exceptional neighborhood.

Susan Averbuch discussed sidewalks and pathway connections with Director Stacey.

- Shapiro-Barrington was covered by Jim's review.
- Aikens can be deferred to Randy Thomas.
- MTT Judgments - Commerce Management LLC \$71.44

- HOA Items
 - Lighting - We've been working with CJ's Lighting and Conserva and have the lighting package ready to order. That will go out very soon and the totals should come in lower than the amount that was authorized. The light poles are on an 8 to 10-week delay for painting and shipping. If anyone inquires about the PGA roundabout lighting, please note that Pulte had to take out some light poles during construction of their entrance. Pulte will put in new bases and electrical at their entry in about 6 to 8 weeks. The poles that were taken down are being used at the Oakley Park roundabout where poles were damaged. Until Pulte has completed their construction, the PGA roundabout will only be half lit, but lighted construction barrels will be brought in for safety.
 - Irrigation - Michigan Automatic Sprinkler, Mike Rennie
 - The start-up is complete and the invoice for \$575 is in the packet. (Last year this was \$957.)
 - Also included is the list of repairs needed for the irrigation system. This quote is \$2620 for heads, valves and other parts that were broken over the winter.
 - Also note that Mike Rennie used the term "zones off, disabled due to construction". These were turned off intentionally as we anticipate that damage will occur. The system is flagged and everything will be repaired and turned back on when construction is complete.
 - This is an HOA item and the DDA is always presented with these quotes before proceeding.

MOTION by Zoner, supported by Lublin, to have the DDA Director proceed with repairs and maintenance of the irrigation system as presented.

MOTION CARRIED UNANIMOUSLY

- Landscaping - United Lawnscape, Jim Parkinson
 - United is on site and the lawns and landscape are looking better.
 - We had fertilization in April, mulch in May and Roundup has been applied, which requires the proper temperature before application.

Susan Averbuch addressed damaged reflectors on the pathways. Director Stacey replied that he will look into this and get back with her.

Item 4: Attorney's Report

DDA Attorney, Thomas Rauch, discussed the form he sent to all DDA Board Members to complete, to demonstrate compliance with requirements of the DDA Act that a majority of the members of the DDA Board have an interest in property in the DDA area as required by the Act and that at least one member of the DDA Board be a resident of the DDA area. Mr. Rauch confirmed that the responses from the DDA Board members indicate that the Board is currently in compliance with the Act.

Attorney Rauch also reviewed the Third Amendment to the Aikens Purchase Agreement which was discussed at the last Board meeting.

MOTION by Spelker, supported by Lublin, to approve the Third Amendment to the Aikens Purchase Agreement as presented.

MOTION CARRIED UNANIMOUSLY

Item 5: Engineer's Report

Matt Schwanitz, Giffels Webster, reported that they have been responding to a few informational requests and attending several meetings.

David Smith discussed dewatering with Matt. Dan Lublin inquired about obligations that remain on Martin Parkway and the roundabouts. Matt explained that the road was turned over quite some time ago to the county. The DDA is the owner of the lighting, which the association will soon be responsible for maintaining. The decorative features, stone face and rail on the bridge are also the DDA/HOA, but the bridge structure itself is the RCOC. Easements, walkways and common elements were further addressed.

Discussion continued regarding the bridge lighting which has been turned off until activity in the area increases to deter vandalism.

Susan Averbuch noted that ATVs have been an issue again recently and she has been coordinating with Lieutenant Servis at the OCSD in this regard. Director Stacey added that the OCSD will also be doing bike patrols again this summer which is effective for enforcement of these types of issues.

Item 6: Planner's Report

Dave Campbell, Township Planner, reviewed the following with the Board:

- C.A. Hull along Goldie Drive received site plan approval at the last Planning Commission meeting to do a significant addition to their facility of 8,000 square feet.
- Sedona Stone who does granite countertops bought the building at 4165 Martin Parkway. They are cleaning up the building, landscaping and moving in over the next few weeks.
- With regard to the Granger and Merrill Park projects, I would add that we've had discussions with their contractors about closing off the sidewalks and pathways for safety purposes during construction. Signage, fencing, et cetera should help prevent people from entering the active construction zone.
- You heard from Mr. Galbraith on Barrington.
- Aldi Grocery Store at Walnut Lake Road and Haggerty have a pre-construction meeting scheduled with the Township next week. You will see that project go in very soon.
- Zerbo's on the south side of Maple is working toward getting to a pre-construction meeting. They're doing some allowable site work in the meantime.
- The property next to Zerbo's to the west just submitted a site plan for a new retail plaza. This will require Special Land Use approval for a proposed drive-thru coffee shop on the end cap of the plaza.
- I met with Jeff Thompson of Aikens. We discussed process and procedure. I learned that they see this as a PUD, which should be interesting to have another PUD as there's already one there.

David Campbell also delivered a review of the M5 pedestrian bridge. He had a good meeting with representatives of MDOT. MDOT brought their team of engineers who design and build the bridge over M5, and another team which consisted of their enhancement people. They hope to make this an aesthetically pleasing bridge.

This pedestrian bridge will connect to the pathways, including portions of the Rails to Trails path which includes Wixom and Walled Lake. David elaborated on the funding for the project, the timeline for 2016-2017, the bridge alignment, and the design and appearance of the bridge as this will be a gateway into the Township. The consensus agreed that the bridge will run perpendicular to M5, a little south of the ITC lines.

Chairperson Gotts inquired about traffic disruption. David replied that most of the bridge span is pre-fab offsite and then lifted into place with a crane. Discussions continued regarding height and clearance, trailway connections and available funding.

Item 7: Committee Reports

Director Stacey stated that DDA Board members need to attend the Township Board meeting when they are up for reappointment. This is a new policy.

A. Finance Committee – Director Stacey stated that, as discussed earlier, the bond work was finished up last month. The Revenue & Expenditure report looks to be in decent shape, but he will do the work and report back in 30 days to ensure that everything is in line with spending.

B. Public Relations Committee - Jose Mirkin discussed the masterpieces located throughout the Township and the maps/brochures available for distribution. He also discussed the K-12 Art Exhibit which would take place at the Township Hall next week. This is the 4th year that the Public Relations Committee has coordinated with Walled Lake Schools on this effort. In addition, the DIA interactive art trailer will be onsite at the Township Hall on May 24th and 25th.

C. Marketing Committee – David Smith deferred to Randy Thomas.

Item 8: DDA Annual Meeting

Attorney Rauch stated that this is the time for the DDA officers to be elected or re-elected and for subcommittees to be assigned or re-assigned. Changes can be proposed, or the existing officers can be re-elected for another year, specifically the Director, Chairperson, Vice-Chairperson, Secretary and Treasurer. Director Stacey stated that unless anyone had any different opinions, he feels that the officers have done a wonderful job. Susan Averbuch asked if Debbie Watson would now be the permanent Secretary. Director Stacey replied no, she is still Interim Secretary of the DDA

MOTION by Zoner, supported by Winkler, to approve the slate as presented with the current officers continuing, Jim Gotts as Chairperson, Daniel Lublin as Vice Chairperson, Mark Stacey as Director, Debbie Watson as Interim Secretary, and Molly Phillips as Treasurer.

MOTION CARRIED UNANIMOUSLY

Attorney Rauch further discussed with the Board the advisory subcommittees of the Board. Director Stacey felt that the goals were being accomplished and he proposed that no changes be made if the Board Members were in favor. All Committee members were agreeable to continuing in their roles.

MOTION by Spelker, supported by Lublin, to continue with the current appointments to the Board sub-committees, Tim Hoy to chair Finance, Jose Mirkin to chair Public Relations and David Smith to chair Marketing.

MOTION CARRIED UNANIMOUSLY

Item 9: Insite Commercial Report

Randy Thomas provided an overview of the Insite report submitted in the DDA Board's packet. He discussed the annual ICSC event in Las Vegas, May 22nd through 25th. He has had several gas station inquiries.

Item 10: Approval of Warrants, Carry-Overs and/or Add-ons, and Revenue & Expenditure Report

MOTION by Lublin, seconded by Mirkin, to approve the Warrants, Carry-Overs and/or Add-ons and the Revenue & Expenditure Report.

MOTION CARRIED UNANIMOUSLY

Item 11: Other Matters

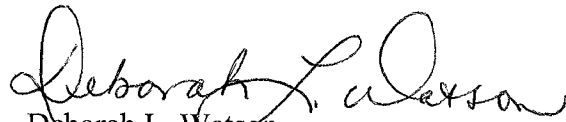
- Jose Mirkin discussed brochures which included maps of the locations throughout the Township where each DIA masterpiece reproduction could be found. He distributed them to the members and asked that everyone share the information with the community.

- The next regularly scheduled meeting of the DDA is Tuesday, June 21, 2016 at 12:00pm.

Item 12: Adjournment

MOTION by Lublin, seconded by Mirkin, to adjourn at 1:13pm.

MOTION CARRIED UNANIMOUSLY



Deborah L. Watson
Interim DDA Secretary