

Final
CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
***Special* Meeting**
Tuesday, February 10, 2026
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390

CALL TO ORDER: The Meeting was called to order by Chairperson Matta at 12:03pm.

Downtown Development Authority:

Present: Debbie Watson, DDA Director
Steve Matta, Chairperson
Tim Hoy, Vice Chairperson
Larry Gray, Township Supervisor
David Smith, Member
Spencer Schafer, Member
Derek Tuck, Member

Absent: Brian Winkler, Member (excused)
Jose Mirkin, Member (excused)
Susan Spelker, Member (excused)
Melissa Creech, DDA Secretary, Township Clerk
Jason Mayer, Township Engineer, Giffels-Webster

Also Present: Molly Phillips, DDA Treasurer, Township Treasurer
Chris Martella, Dawda, DDA Attorney
Randy Thomas, Insite Commercial
Dave Campbell, Township Planning Director (*arrived at 12:08*)
Sgt. Matt Leggat, OCSO
Lt. Eric Hix, Substation Commander, OCSO (*arrived at 12:45*)

Item 1: Approval of Minutes

MOTION by Hoy, seconded by Tuck, to approve the DDA Meeting Minutes of January 20, 2026. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Ray Golota, 1595 Vanstone Dr, Commerce Township – I was going to wait for Dave as I know it's outside of your jurisdiction. It's a two-part question. Like a board member, I announce my vacations. I probably won't be here for the next two months. I don't want you guys to worry.

Chairperson Matta – Are you going to be somewhere warm?

Ray Golota – Yes.

Sgt. Leggat – When they came up with this date, the first question was, *who is going to let Ray know?*

Ray Golota – I was going to ask, regarding Costco, when are they going to start expanding the building?

Supervisor Gray – I haven't heard anything yet.

Ray Golota – That’s all I had.

Chairperson Matta – They’re not slow about anything so I’m sure it’s on the agenda. They don’t mess around. They put the new gas station up fast. I assume they’re tearing the other one down, right?

Treasurer Phillips – Eventually; this spring, they’ll take the canopy down.

Chairperson Matta – All right. Well, enjoy your time off. We will miss you.

Item 3: OCSO Update

Chairperson Matta – We have our undercover Sgt. Leggat with us today.

Sgt. Leggat – Yes, today is the admin day, trying to take care of AED’s and everything else. Lt. Hix is on his way here. We just have somebody coming to look at our gates.

Nothing really to report other than we’re still waiting for the traffic light to go live at Walnut Lake and Pontiac Trail. Dave reached out for us and found out that it’s going to probably be the week of February 23rd before it’s flashing yellow. I guess the Road Commission has some signage that has to be up.

So, we’re just trying to maintain a heavy presence in that area. Our traffic cars, we try to get them out there for set periods of time during the day. It’s really tough. The traffic coming out of there at rush hour is backing up all the way to that area.

Discussions continued regarding heavy traffic and noticeable slowdowns in the area, along with the water main related construction at 14 Mile, which may continue for up to another seven months.

>Dave Campbell arrived at 12:08.

Item 4: Insite Commercial Report

Randy Thomas provided an overview of the Insite report submitted in the agenda packet.

- 5 & Main, Phase I: For Aikens, we have a couple things that are happening.
 - Number one, you can see a lot of the movement of the dirt. It’s going to continue as they are balancing the pads and prepping for the initial course for the roads that are going to go in. It’s going to loop in by the Library parcel, come around by the outlots and connect to where Dort is located.
 - Dort should be going vertical anytime soon. I don't know what their schedule is, but it looks like they’re prepping to start vertical.

Dave Campbell – They’ve got their foundation in the ground.

Randy Thomas –

- Then we had a meeting last week with some of the folks in the room here and Planning in regard to the shopette which is a 12,000 square foot building adjacent to the west of where Dort is. That will be the first part of 5 & Main. The same tenants we discussed previously are still the slated tenants.
- Along with that, the tenant handbook was reviewed which encompasses the look and feel of what the buildings will be. It’s going to set the tone. There were a couple comments they will fix, and then they’re coming in for the March 9th Planning Commission.

Dave Campbell – Yes, the idea is that the 5 & Main team will be in front of the Planning Commission on March 9th to get site plan approval for Building G, aka the shopette.

Randy Thomas – So that is in motion. That should be going under construction within the next 90-120 days after approval.

Chairperson Matta – Wow, well that sounds great.

Dave Campbell – What they're telling us is that the way their leases are set up, they are supposed to hand the keys over to the tenants by the end of this year. So, hopefully that's what happens.

Randy Thomas – And that should happen. It's not that big of a building so they should be able to deliver in time.

Director Watson – Dave, could you please send me a copy of that handbook? I didn't get Cc'd.

Dave Campbell – Yes, in fact, I'll make sure it's the latest and greatest because we had a meeting with Aikens' team just yesterday and they are making some tweaks to the handbook.

Director Watson – Okay, and did you have any changes or concerns with the first version or were you good with that?

Dave Campbell – No, I think we were good with it and the tweaks they're making make sense. The tweaks just had to do with signage and how the percentages work. It wasn't anything dramatic.

Director Watson – Thank you.

David Smith – But he doesn't have sewer and water main over there yet, or roads, right? All that is going to align at once?

Director Watson – He's going to have temporary roads when he puts in the shopette.

David Smith – Well, he's got to have storm and water main.

Dave Campbell – He does. A lot of it got put in with the apartments by Continental.

Director Watson – They can tap into sewer right here on Pontiac Trail, right?

Dave Campbell – Right.

Director Watson – And water is also here and available because it goes to the apartments, so this whole area is covered for the shopette and for Dort. So Jason is not here today, but Dave, what was his comment about the shopette before we sat down with the 5 & Main team last week?

Dave Campbell – Everything is right there.

Director Watson – Yes, he said this should be a quick review, so he felt like it's definitely ready.

Discussion continued regarding connections and decommissioning the Haggerty pump station.

David Smith – This is good. It's going to be built this year.

Dave Campbell – The other thing they're going to do as part of Building G is they're going to build what they're calling Main Street, which is the east to west road that will parallel Pontiac Trail and punch out to Martin Parkway. So, there will be a new access point between the big roundabout and the Library Drive roundabout. It will be a right-in/right-out for Main Street.

Discussion took place regarding progress and details of the gourmet market negotiations.

Randy Thomas –

- 5 & Main, Phase II: Chris will get into this in a minute. Deb and I discussed this. We've got a little bit of an unknown on what's going on with the market piece in relation to the Library parcel. We're trying to tie everything together. So, our recommendation is to move it out six months until August 20th. That gives 48 hours after our August DDA meeting.
- On the remaining parcels; again, I spoke with the developer that asked about Parcel F out front. He said he remains interested, it's just not a priority yet. Other than that, I really don't have anybody knocking on the door.
- Parcel J1: Nothing to report right now.
- Parcel M: We have our new sign going back up. We're just waiting for everything to get balanced so it doesn't get torn down again. There was a group that had approached us. They wanted to know what was available in the development, so I'm steering them to that piece right now.

Derek Tuck – For Parcel J1 at Oakley Park, has anyone thought to approach the storage place to see if they want to expand?

Randy Thomas – We did. They're fine and I think we could do better.

Chairperson Matta – Was there interest from someone looking for a drive-through?

Randy Thomas – Well we did the conceptual site plan review with Planning in early January.

Chairperson Matta – But no interested buyer?

Randy Thomas – No. We have adjusted our marketing to say that it has potential for a drive-through, but until we really know what they're looking to do, it's kind of hard for the Planning Commission to comment.

Dave Campbell – They were open to the concept of a drive-through, dependent on how it circulates, how the driveways align, and things like that.

Item 5: Attorney's Report

A) Phase II Extension

Attorney Martella – Randy brought this up; the extension on the option for Phase II expires February 18th. We've had discussions regarding tying this all together and keeping it aligned with other deadlines. I believe August 20th is the recommendation.

Chairperson Matta – So you need a motion?

Attorney Martella – I need a motion to allow for the extension of the Phase II option agreement to August 20th. We have a light quorum, it would take a simple majority of the light quorum.

MOTION by Smith, supported by Hoy, to approve the Phase II option extension agreement to August 20, 2026.

Discussion –

Matta – I think what Randy reported today was really good news and I'm encouraged. I'm happy that the shopette is going forward. That's great, and it sounds like the gourmet market is online now, even more so that it was before.

Thomas – Yes, we're back and forth on the letter of intent.

Tuck – Does the market purchase agreement have something to do with the timing of the hotel though? Does he need that parking area?

Thomas – No. If this moves forward, Bruce would close on that piece. He would then have control of it to do the shared parking with the hotel.

Matta – That's the good news I was hoping to hear since the last meeting. I'm in favor of shorter extensions. Those are just my thoughts. Anybody else? Hearing none.

Gray Abstained

MOTION CARRIED

B) Potential Amendment to the PA

Attorney Martella discussed the potential amendment to the purchase agreement to include Pad A (Parcel M) in the 5 & Main condominium association.

- Keeping it in the association now seems to make legal sense, versus drafting documents for many of the issues.
- He has spoken to Dawn, Bruce's attorney, on a few occasions and a few things have come up that were interesting.
- He has relayed demands where the DDA pays nothing until the pad is sold to a third party, and she was onboard with that. However, there also happens to be an agreement with the people who have currently bought into the association for cost sharing, that is in congruence, but not exactly the same as what is in the association documents.
- There is an agreement that says, as of right now, if you are utilizing such things as roads, et cetera, you are paying the bulk of it. For example, Continental is picking up the tab for snow plowing and other common area maintenance issues because they're the only one utilizing it. Dort will be brought online in a smaller percentage when they finish their property.
- It's about utilization, and that was how they wanted to do it. It also talks about a split between voting and lot size ownership. Traditionally, in many cases, either you have voting by square footage, or as one lot equals one vote. They have it proportional to utilizable square feet.
- Dawn also explained that when the documents were drafted, the architects got involved and they set the maximum utilizable square footage. And so the denominator, as previously discussed by this board, that is actually a fixed number for them. The utilizable square footage of the complex is what they are using across the board and it does not change. So, the denominator is fixed.
- If the DDA decides to keep Pad A in the 5 & Main association, that would require an amendment, and they would have to make a one time adjustment to the numbers.

- The other issue was a drive-through for Pad A. Generally the consensus has been that there was always an existing drive-through saved for Pad A. As the 5 & Main PUD is drafted, if Pad A stays in the association, although it would be permissible, the maximum number of drive-throughs allowed in their PUD is three. In theory, Pad A is guaranteed a drive-through. However, clarifying language is needed with something in writing from the Township that states that there will be a total of four drive-throughs permitted within the PUD, with one being designated for Pad A.

Chairperson Matta – Right, so if we stay out of the association, we get a drive-through, and they get three. If we go in, we still have ours, but they still have their three.

Attorney Martella – Correct, because the association was given three.

David Smith – Who makes that decision?

Attorney Martella – We would have to get something in writing from the Township to say that the intent was to provide three drive-throughs within 5 & Main, and Pad A can keep their drive-through, totaling four within the development. Beyond that, I don't have any other issues. We will continue to negotiate restrictions.

Discussions continued regarding the Phase I development, restrictions within the association, the limit on drive-throughs, potential tenants, and Phase II being a separate development that is still an open book.

Chairperson Matta – So, counselor, you're looking at two paths right now and we don't have enough information to take any kind of action at this time, correct?

Attorney Martella – Correct, and the only thing I would say is this. It's not an immediate need and it may be something that we want to wait on until we have more members of the board here. If we do agree to keep Pad A in the association, we will have to have a vote to amend the purchase agreement, and that will have to be a majority vote. It doesn't have to be done this month. The biggest thing is that we need to consult with Planning to confirm in writing that the fourth drive-through is okay, so long as it's earmarked for Pad A, however we want to phrase that.

Chairperson Matta – Okay, that makes sense. Randy, are we in a hurry to get the deed for Pad A?

Randy Thomas – Well, there's nothing stopping us from putting a deal together.

Chairperson Matta – Okay.

Discussions continued regarding the potential amendment and association restrictions.

Item 6: Director's Report

Director Watson –

- Pretty much everything is covered in my written report.
- I just want to thank everyone here for accommodating this special date, as we wouldn't have had a quorum at next week's meeting.

- I'll let Dave elaborate more as necessary regarding the meeting we had with the 5 & Main team, but I think Randy covered all of that.
- Molly and I have been working on the cash advance request that's going to the Township Board tonight, and we're working on the tax return for Commerce Towne Place.
- Also tonight at the Township Board, Susan Spelker will be up for reappointment, and she has stated that she no longer wants to be Finance Chair.

Director Watson's written report of February 4th was included in the Board's agenda packet, and is included below, along with any relevant updates.

- *We will hold a Special DDA Meeting on February 10th at noon.*
- *The Feb. 17th meeting has been cancelled and notices are posted.*
- *There will be no Marketing Committee meeting in February.*

I. Updates on Developments – Please refer to the Insite Report and the Planning Director's Report for additional information.

- **5 & Main –**
 - *We had a productive meeting Feb. 4th between the 5 & Main team and several representatives of the Township. We discussed the shopette, aka Building G, and progress with the 5 & Main development. We expect to see the shopette proposal brought to the Planning Commission next month. This will also establish the architectural theme for the rest of the development. Leases are out to the tenants.*
 - *The entire Phase I site is being cleared, surveyed and graded. Additional road work is also planned.*
 - *The Phase II extension expires February 18th. This is on the February 10th DDA agenda for consideration.*
 - *The gourmet market continues to negotiate terms with Bruce regarding purchasing their real estate outright. The Trustees approved the Library parcel extension to Apr. 30, 2026.*
 - *Springs at 5 & Main; By mid-March, Continental should receive the final decision from MSHDA regarding their Brownfield Plan proposal.*
 - *Construction is underway at Dort Federal Credit Union. They estimate completion by Fall 2026.*
- *LaFontaine Automotive Group (LAG) – Pontiac Trail & Haggerty; Nothing new to report.*
- *Parcel F / Unit 7, in front of the Township Hall – Nothing new to report.*
- *Parcel JI, Haggerty & Oakley Park – Nothing new to report.*
- *Parcels M & N (or Pad A & Pad B) – Randy Thomas is actively marketing these parcels. Attorney Martella is working through the process to acquire the deed for Pad A and reviewing options with regard to the condominium association.*

II. MTT Judgments – As updates are available, reports are given at the DDA meeting.

III. Commerce Towne Place HOA Items –

- A. *Budget – The 2026 CTP budget was approved.*
- B. *Dues – Dues invoices were sent out Jan. 14th. Payments are due in 30 days and are beginning to arrive.*
- C. *Tax Forms & Reports – Nothing new to report.*
- D. *Lighting/Electrical – Shaw, Eric Peterson, Adam Dornton, BrightSource, Rich Walton*
 - *Our lighting order has been received and supplies should be sufficient at this time.*

- *An insurance claim is pending. Otherwise, things have been quiet for a few weeks.*
- E. *Landscaping, Maintenance & Trails – United Lawnscape, Tara Marquart; Rousseaux's Excavating, Mark Rousseaux*
 - *An insurance claim is in pending for a tree that was taken down in November.*
 - *Lake Trail, between Avalon & Walmart, remains closed until further notice. The closure is posted on the Township website.*
- F. *Irrigation – Michigan Automatic Sprinkler (MAS)*
 - *The system was winterized October 25th.*

IV. *Other*

- *Decorations on the light poles are scheduled to be taken down by the second week of February by Shawn Bailey at LeClerc.*
- *A DDA Cash Advance request is on both the DDA and Township Board agendas for February 10th.*

Township Board Update:

Supervisor Gray – We have not had a meeting since our last DDA meeting.

Item 7: Engineer's Report

Director Watson – Jason is normally here at the Township Hall on the dates of our regular meetings. When we spoke, there was nothing new to report so I told him he could take the day off.

Item 8: Planning Director's Report

Dave Campbell, Township Planning Director –

- We talked about Building G, aka the shopette. So, the idea is they will come before the Planning Commission at the March 9th meeting for site plan approval for Building G and also for approval of the overall design guidelines for 5 & Main, which they're calling their tenant handbook. The Planning Commission would potentially approve both of those things. I think that timing is important for what would then happen at the Township Board's meeting on April 14th. It's at that meeting that the Aikens' team would be seeking an extension on the Library parcel. Part of the rationale for seeking that extension will be all the positive momentum, including hopefully being able to say they've got site plan approval for Building G and that it's going to get built this year.
- Speaking of that neighborhood, so probably most of you have seen the traffic signal at Pontiac Trail and Walnut Lake Road. It's up, it's hung, it's still bagged. What has to happen before they can turn it on is the Road Commission has to put in the pavement markings, which they can only do when they have a stretch of days that are 30 degrees or more, because otherwise things won't adhere. So obviously we've had cold weather and they haven't been able to do that. They're hoping that's going to happen in the next week or so, at which point they can turn on the traffic signal. They're also going to put in advanced warning signs, *traffic signal ahead*. That's also the Road Commission's job to do. And then it's going to be a flashing yellow for about a week and then it's going to be fully operational. The electrician has done all their job. They're now just waiting on the Road Commission, and the Road Commission is waiting on Mother Nature.

Item 9: Committee Reports

A. Finance Committee –

Director Watson – Molly is taking the cash advance to the Township Board tonight. Did anyone have any questions?

David Smith – \$1.7 million?

Director Watson – Up to \$2 million; that way it gives us a cushion for any of the other estimated items.

Treasurer Phillips – Like if we don't get 98% collection by the end of this week.

Director Watson – Yes, exactly.

MOTION by Smith, supported by Hoy, to approve the future DDA cash advance, up to \$2 million. **MOTION CARRIED UNANIMOUSLY**

>Lt. Hix arrived at 12:45

- B. Public Relations Committee – Nothing new to report.
- C. Marketing Committee – David Smith – I think we have discussed everything we can.

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

MOTION by Hoy, seconded by Schafer, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report. **MOTION CARRIED UNANIMOUSLY**

Item 11: Other Matters

Director Watson – Lt. Hix, did you have anything to add?

Lt. Hix – I'm sure Matt killed it when he came in.

Director Watson – He did.

Lt. Hix – All of our cars had to go downtown for new computers, so we been trying to jockey extra bodies to drive the cars back and forth. And the gate people are here now.

Chairperson Matta – All right, guys, well thanks for being here.

Item 12: Adjournment

- Next regular meeting is March 17, 2026.

MOTION by Smith, seconded by Hoy, to adjourn the meeting at 12:50pm.

MOTION CARRIED UNANIMOUSLY



Melissa Creech
DDA Secretary

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

EXP CHECK RUN DATES 02/17/2026 - 02/17/2026
 POSTED AND UNPOSTED OPEN AND PAID
 BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
DAWDA DAWDA MANN COUNSELORS AT LAW			
632053	DDA	PROFESSIONAL SERVICES - JAN 2026	1,989.00
Total For: DAWDA MANN COUNSELORS AT LAW			<u>1,989.00</u>
WATSON DEBORAH WATSON			
JAN/ FEB 2026	DDA	DDA DIRECTOR	3,190.00
Total For: DEBORAH WATSON			<u>3,190.00</u>
Report Total:			<u>5,179.00</u>