

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, April 16, 2013  
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 12:00 p.m.

**Downtown Development Authority:**

**Present:** Kathleen Jackson, DDA Director  
Jim Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
Mark Stacey, Member  
Brian Winkler, Member  
Jose Mirkin, Member  
Thomas Zoner, Supervisor

**Absent:** Christin Skikun, Member  
Pat Dohany, Member  
David Smith, Member

**Also Present:** Matt Schwanitz – Giffels Webster Engineers  
Vanessa Magner, DDA Secretary  
Susan Gross, DDA Treasurer

**Item 1: Approval of Minutes**

**MOTION** by Lublin, second by Mirkin, to approve the Regular Meeting Minutes of March 19, 2013 as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

Susan Averbuch, 9005 Campbell Creek, spoke in regards to acknowledge the death of Thomas Zoner's mother, Marion Zoner, and the tragedy in Boston.

**Item 3: Director's Report**

**Update of Activities:** Director Jackson thanked those who were involved in the successful Oakland County Adopt-A-Road along Martin Parkway. The new business, On the Dunes, located within the DDA Area, on the west side of Haggerty Road, received approval from the Planning Commission at their April 8<sup>th</sup> meeting to install ten volleyball courts on the property. Maverick Building Systems also received site plan approval at the April 8<sup>th</sup> Planning Commission meeting for their new business which will utilize the rear 11 acres of the previous Erb Lumber site. This site will have access off of Walnut Lake Court, while On The Dunes' access will be off of Haggerty Road.

The Township Board approved a rezoning of the Hampton Inn and the parcel located north of the Hampton Inn to "HOS", Hospitality. Additionally, the Township Board approved the Rotary Club's application for a special liquor license. The ITC vegetation management easement was also approved, within the DDA area, for the parcel of property located just north of the railroad tracks, east of Welch Road. At the Board meeting on April 9<sup>th</sup>, the advance of \$800,000 was approved for the DDA.

There was one MTT judgment for March, which totaled \$2,861 in refunds.

Chairman Gotts and Director Jackson met with landscaping company Your Way regarding the landscaping, fertilizing, irrigation system and lawn cutting for the DDA. Director Jackson will put together a proposal including our current costs and the proposed costs.

**Item 4: Attorney's Report**

DDA Attorney, Thomas Rauch, stated the invoice from Kemp Klein was lower than normal due to Mr. Rauch being out of the office. The Attorney's are working with the developer on the South West Quadrant, finalizing PUD agreement and condominium documents. These should be recorded by the next DDA meeting.

**Item 5: Engineer's Report**

Matt Schwanitz provided an update that he is doing work on the PUD documents and other housekeeping items. No other new updates.

**Item 6: Committee Reports**

A. Finance Committee – Stacey stated the requested advance in the amount of \$800,000.00 from the Township Board was approved that their April 9, 2013 meeting.

Stacey mentioned the DDA is planning to request the next advance from the Township Board in early Fall.

B. Public Relations Committee – Walled Lake Schools will be hosting their k-12 Art Exhibit at the Commerce Township Hall May 20-22. Next year they would like to do art and music. The Rotary Club will be having a carnival May 16-19<sup>th</sup> on the property next to the Library. They are looking for volunteers. The Optimist Club will be hosting the Run with Attitude that is scheduled for this September and Grace Church will be holding their run on November 5<sup>th</sup>.

C. Marketing Committee – No Update

**Item 7: Insite Commercial Report**

Randy Thomas was not present but did provide a written report that stated:

A conference call was held between Kathleen Jackson, Tom Rauch, Jim Galbraith, Wayne Segal and Randy Thomas concerning getting the final documents into executable form. There was discussion on the inclusion of additional land acquisition, which will be determined by the Purchaser during his initial due diligence period. Discussion was also held regarding the recording of the final condo documents and PUD agreements.

During the past month, Randy Thomas has met with two qualified development groups looking to develop single family homes on Parcel G, E, and D. He would expect to have proposals from both parties within the next 2 weeks or sooner. The proposed density for single family homes are roughly 3 – 3 ½ units per acre. Projected homes pricing at \$275K-\$300K on the low end and \$375K-\$400K on the high end. Both groups have a strong track record for closing on property and delivering good product to the marketplace.

The national multi-family group which has tendered the offer for Parcels D & E has revised plans, which have not been sent over yet and has requested a pre-meeting in the next week with Randy Thomas and Director Jackson.

Two meetings with other groups, both food users, interested in buying +/- 1 acre parcels on the land fronting Pontiac Trail, just west of Wal\*Mart. Both groups have submitted independent proposals already. Randy will submit the offers to the Marketing Committee once he coordinates an understanding of how they would develop that particular location with cost sharing for common elements.

Randy Thomas was approached by a Broker who represents a fast food casual food user, which requires a drive-thru, who is interested in Pontiac Trail and Haggerty parcel. It was explained to the Broker the potential challenge they may have both with fast food and drive-thru. Expecting an offer to be submitted for 1 - 1 ½ acres for the northernmost portion of the parcel.

Met with a retail developer who has done some major retail developments in the marketplace, who is interested in Parcel B (the retail portion of the DDA project) and has two potential larger tenants (not considered anchors) that could help start the retail development. Will be meeting again April 17<sup>th</sup> to discuss further. The same developer was interested in the project before the market crash of 2008-2009.

**Item 8: Resolution for renewal of Letter of Credit**

Renewal Letter of Credit with the DEQ for the amount \$234,750 that will come due on May 17, 2013.

**MOTION** by Stacey, second by Mirkin, to approve the letter of credit in the amount of \$237,500. **MOTION CARRIED UNANIMOUSLY**

**Item 9: Approval of Warrants and Finance Report**

**MOTION** by Stacey, second by Winkler, to approve the Warrants and Finance Report with corrections. **MOTION CARRIED UNANIMOUSLY**

**Item 10: Other Matters**

Zoner mentioned the Joint Discussion Session with the Township Board and Planning Commission on April 23, 2013 to discuss; Where we are and where we are going, how the PUD functions and Q & A session.

Chairman Gotts states this is to improve communication.

Winkler will not be able to attend this joint meeting.

**MOTION** by Stacey, second by Mirkin to adjourn at 12:30 p.m.

**MOTION CARRIED UNANIMOUSLY**



Vanessa Magner, Clerk  
DDA Secretary