

**Draft**  
**CHARTER TOWNSHIP OF COMMERCE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Tuesday, October 17, 2023**  
**Commerce Township Hall**  
**2009 Township Drive**  
**Commerce Township, MI 48390**

**CALL TO ORDER:** The Meeting was called to order by Chairperson Gotts at 12:00pm.

**Downtown Development Authority:**

**Present:** Debbie Watson, DDA Director  
James Gotts, Chairperson  
Steve Matta, Vice Chairperson  
Larry Gray, Township Supervisor  
David Smith, Member  
Brian Winkler, Member  
Derek Tuck, Member  
Susan Spelker, Member  
Jose Mirkin, Member  
Tim Hoy, Member

**Absent:** Lt. Wendy Reyes, OCSO Substation Commander

**Also Present:** Melissa Creech, DDA Secretary  
Molly Phillips, DDA Treasurer  
Sandy Allard, DDA Assistant  
Dave Campbell, Township Planning Director  
Randy Thomas, Insite Commercial  
Matt Schwanitz, Giffels-Webster, DDA Engineer  
Chris Martella, Dawda Mann, DDA Attorney

**Item 1: Approval of Minutes**

**MOTION** by Spelker, seconded by Winkler, to approve the DDA Regular Meeting Minutes of September 19, 2023, as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

Ray Golota, 1595 Vanstone Dr, Commerce Township – One of the recent Township meetings I was at, a resident got up and thanked the Board regarding the two American flags on the Township bridge. As I went past there today, they're not there.

Supervisor Gray – We put those up between Memorial Day and Labor Day.

Dave Campbell – We thought they would get beat up over the winter by the wind.

Patricia Ingram, 2012 Portlock Ave, Commerce Township – We have a lot of vacant, abandoned, available office buildings throughout Michigan, and Oakland County. Why are we building more and more office buildings on these vacant lands? Clear-cutting land to put office buildings when we already have existing office buildings. I'm just curious. We keep cutting land down and these are habitats for animals, owls, foxes, and they're being destroyed, but we already have hundreds of office buildings vacated, and we're building more that aren't even sold. They say, "We will build to suit."

Supervisor Gray – Where are you speaking of?

Patricia Ingram – Commerce Township, West Bloomfield, White Lake; all these buildings going up. We're building on land and it says "Build to suit". Haggerty Road is one example; right there on Haggerty and 14, there's office buildings coming up, but we have existing, abandoned office buildings.

Supervisor Gray – So where you're talking about is not in Commerce, so we have no authority over that. We are just north of 14 Mile. If you're talking about the south side, that would be Novi. In Commerce, I can't think of any office buildings that are going up. There is one doctor's office going in on Martin Parkway, and we will be developing a new downtown area hopefully in the next couple of years on a vacant piece of property right here at M-5 and Pontiac Trail. Other than that, I don't know where we're building-

Patricia Ingram – What's going on at the corner of Commerce and Commerce?

Supervisor Gray – That is 32 homes going in there.

Dave Campbell – The only office building I can think of that has been approved recently is a medical office building on the east side of Martin Road, just south of Richardson. They have not started construction. They're still trying to secure tenants for it. It is zoned for that type of land use, so we can't exactly tell the private property owner that they're not allowed to sell it to someone who wants to build an office building, but we will find out if he can find tenants to actually justify him building that building.

Patricia Ingram – Why are we putting a big black fence up next door? What's all going on there?

Dave Campbell – That's for the new Sheriff's substation.

Patricia Ingram – Oh, good.

Director Watson – Dave, in the recent Master Plan review, what percentage of the Township was actually preserved land, park land, lakes and greenspace?

Dave Campbell – It's more than one-third.

Treasurer Phillips – I think it's close to 38%.

Dave Campbell – Yes. When we take into account all of the Township Parks, State preservation land, Proud Lake, all the lakes, protected wetlands, and everything else, we estimate that 38% of the Township is protected area. I think that is a pretty high percentage compared to a lot of our peer communities.

Patricia Ingram – It is. Thank you.

William Ingram – The subdivision I live in, [Muirwood] subdivision ... Well, first let me say, most all of us draw our potable water from aquifers, from what I understand, at various depths. Nonetheless, the community is prone to consistently have their areas deluged with weed killer, pesticide and fertilizer. I don't know if I'm being paranoid or over concerned, but I'm visualizing these products eventually leeching into the groundwater. Would that be a reasonable concern for

the community of Commerce Township, or would that be better elevated to a higher echelon of authority, maybe State or Federal EPA?

Chairperson Gotts – Well, that’s an EPA issue basically, and we have jurisdiction regarding Commerce Township. Anything that might be considered otherwise ...

Dave Campbell – It would be tough for us to regulate or enforce regarding fertilizers and pesticides that folks put on their private lawns and private property. You are all on private wells?

Patricia Ingram – Right.

William Ingram – Yes, most everyone is.

Engineer Schwanitz – Wellhead protection is overseen by the County, and the permit process is through the State.

Dave Campbell – We do have municipal water in Commerce Township that comes all the way from Detroit.

David Smith – But all of your wells, as a requirement, have to have a 7-foot clay barrier between the aquifer and the upper surface. So, unless someone is discharging some distillate, oil or gas or something like that, it’s probably not going to percolate into your aquifer. Your aquifer on that side actually goes toward Saginaw. It doesn’t head south. Your aquifer actually goes north. If your well was approved, you have a 7-foot clay barrier. That’s a requirement for Oakland County.

Patricia Ingram – Yes, but even if they are 40 or 50-year old wells?

William Ingram – Would it be prudent to consider having those clay barriers periodically confirmed, to see that they haven’t broken down?

David Smith – You can also take a sample of your water to the Oakland County Health Department and they will test your water for free.

Susan Spelker – And, if you have a neighborhood association, you may want to discuss with them exactly what the requirements are for lawns in your neighborhood. That might be what’s inspiring a lot of people to have spraying and things like that done. Instead of making it bigger, you might want to bring it closer to home.

Discussion continued regarding water testing by the County and other facilities, chemicals used in and around the lakes, and regulation of these chemical treatments. Chemicals used to treat the lakes have to be approved by EGLE (Department of Environment, Great Lakes and Energy).

William Ingram – Thank you.

Chairperson Gotts – Any additional public comments? Hearing none, we will revert back to the agenda.

### **Item 3: OCSO Report**

Director Watson – Lt. Reyes is at a conference today. I'll get an update from her, but I would ask, when will they be moving into the new substation?

Supervisor Gray – They will move in for their first full day on December 4<sup>th</sup>.

### **Item 4: 5 & Main Update**

Bruce Aikens of Robert B. Aikens & Associates was present to provide an update on the 5 & Main development.

Bruce Aikens – Since I last saw all of you, we've made quite a bit of progress. The residential component of 5 & Main has gotten all of the public approvals from the Township Board and the Planning Commission on October 2<sup>nd</sup>. They are proceeding forward with their engineering, architectural, construction documentation and permitting. They expect to break ground in March. That is the schedule right now.

The first part of that project would be to bring a new sanitary sewer line from the detention pond on the northeast corner, behind Walmart, across Library Drive. It will run right under Library Drive to the manhole on Martin Parkway. So, we will be able to complete the gravity flow sewer, and the Township will now be able to take down the pump station on Haggerty Road when they are ready to connect to that sewer line.

As part of the project, we're also going to put in the realigned entrance at Walmart, which we are proposing to call North Walnut Drive. That will service Walmart and the multi-family, and a stub will be put into the commercial component. We'll also build the road running north and south from that entrance drive on the west boundary of the multi-family, which will have sewer and water. We're proposing to call that Stacey Drive in honor of Mr. Mark Stacey, who put a lot of work and effort into this dream. Then Library Drive will be improved, connecting between Pontiac Trail and Martin Parkway.

We really started in earnest working on that when we met with you last. It has been a lot of work, creating the condominium docs, B-docs, et cetera. That has been accomplished over the last four months. We're truly excited to actually see ground broken and 5 & Main can move from a dream to reality.

Our leasing efforts are continuing with the same people we've talked to, the nationals, but we're also getting a lot of good leasing momentum with nail salons, a beauty salon, a dry bar, and wellness components; more normal types of tenants, not just the fancy, national tenants we use to lease these types of shopping centers. That is filling in some of the holes in our leasing efforts. They are easier deals. The idea of the town is that not only are you going to go buy apparel and fashion, but you can work out, get your nails done, get eyeglasses, and basically do all of the things you need to do in your daily life. That's what we're trying to accomplish and we're very excited about that.

We go to New York to our ICSC conference in early December and we're already making meetings for that. As this becomes more real, we will push our scheduling and marketing closer to March. We will heat up the story of 5 & Main from a PR and marketing perspective and then cut a ribbon in March.

The one ask is that we will have to run the utilities; water, sanitary sewer and stormwater sewer, three separate lines. We're working hard to run those right down the middle of Library Drive, going from Martin Parkway into the multi-family. We want to create a 20-foot easement on the DDA's Phase II property, and a 20-foot easement on our property to facilitate those utilities going in. That allows us to push the buildings as close to that road as possible, 20 feet, which is basically the setback anyway. We're very pleased that the gravity flow and logistics of the utilities allows us to do that. We're going to put about \$3 million into the infrastructure

necessary for the commercial development, which includes the new entrance, traffic signal on Pontiac Trail, construction of the ring roads, the sanitary sewer relocation, water and stormwater. We're moving. It's still a hard job. These shopping centers are very difficult, but we're getting more and more responses. We have an LOI with a hotel operator, which would not be contingent upon the commercial, so that could also move forward next year. That would allow us to buy the Library parcel from the Township and get that organized and moving. Again, the more we can show this thing is real, we feel the more it accelerates our leasing efforts. And that's a wrap.

Chairperson Gotts – Thank you. Are there any questions or comments for Bruce?

David Smith – To reiterate, since the apartments got approved this month, you're probably going to start turning dirt in the spring?

Bruce Aikens – Mid-March, right when they're able to start. I think we'll have our permitting done by February.

David Smith – For the group to understand, when mobilization of the equipment happens, there's probably a good chance you'll see progress on the Pontiac Trail side where they're expanding the Walmart Drive. Then along with that, the Board will consider granting a utility easement which would be down the main street, and that is a necessity for the project and the Township. We're moving in the right direction.

Bruce Aikens – And then the utility lines are right there in position to service both Phase I and Phase II. That's an optimal location relative to the engineering. The Phase II property really benefits from the location of the utilities. It's a great piece of dirt.

We were talking earlier, and my biggest fear has been to do the wrong thing. My dad built Rochester in 1954 and we're going on 50 years owning and running that. Hopefully my son will have the same experience with 5 & Main, but this is going to be here for a long time. We have to be sure we do the right thing there. We are very careful in the decisions we're making.

Supervisor Gray – Bruce, it's been a while since you've presented to the Township Board. Could you look at your calendar and see if you might be free November 14<sup>th</sup> or December 12<sup>th</sup>?

Bruce Aikens – I think December 12<sup>th</sup> would be great because we go to New York on the 7<sup>th</sup> and 8<sup>th</sup>.

Supervisor Gray – I'll email you a calendar invite.

Chairperson Gotts – Thank you, Bruce. I'm sure the entire community is anxious for your development so that our residential taxpayers don't have to spend their disposable income in other jurisdictions.

Bruce Aikens – We've all dreamed of this for a long time. To see it coming to reality is extremely exciting. It's a big responsibility and we take it extremely seriously.

Jose Mirkin – Bruce, I assume that your marketing strategy is not only local; it's national, and maybe international?

Bruce Aikens – Yes. If you look at the Village of Rochester, you'll see what we're after. It's driven by fashion. It's aimed at the tenants that traditionally have been in malls in the past. Outdoor centers have become very hot, since covid and before, but that was accelerated with covid. People want convenience. They don't want to do long destination trips to the mall. This site sits right on top of the customers that these tenants serve. It will be 75% populated by nationals.

Jose Mirkin – Thank you.

Bruce Aikens – But the locals are important too. I can't stress how important it is to have services and the wellness component. This kind of mix is what really makes the magic. It's not just buying a pair of pants, but you can eat dinner, work out, and do all the things in a downtown environment.

Chairperson Gotts – Thank you.

Bruce Aikens (to the Ingrams) – I would add that we live on Green Lake, and if Green Lake has fertilizer in it, it turns green. The association works very hard not to have any fertilizer in the yards. It's mandated, and that's really up to the neighborhood association to try to control it.

Patricia Ingram – Good, thank you.

#### **Item 5: Insite Commercial Report**

Randy Thomas provided an overview of the Insite report submitted in the DDA Board's packet.

- Parcels A&H – Shapiro's Barrington development; Nothing new to report.
- Parcel B1, Phase I – Aikens, 5 & Main; *Covered by Bruce.*
- Parcel B1, Phase II – Aikens, 5 & Main; The .44-acre Purchase Agreement has been signed. We will coordinate closing when the time comes. Chris, do you want to talk about the easements?

Attorney Martella – Yes, we're going to break this up into two pieces. Bruce came in to discuss where the easements are going. Marketing has seen layouts of where these easements are going. These are proposed easements for infrastructure and underground utilities and, at the moment, they go right down the middle of Library Drive, with a request of potentially 20 feet on either side for mobilization and construction purposes, or temporary construction easements. We don't know where they'll actually end up. As we know, things go in the ground and they might shift a little north or south. Where the actual location may be is subject to actual installation. Because of that, and because the DDA still owns Phase II or Unit 14, we will have to negotiate. Bruce is going to be one party to an easement, and we're going to be another party to an easement, with the eventual goal that the underground infrastructure will be dedicated to the Township. With that in mind, there are several players that have to negotiate and get involved, including the Township Attorney; he and I will discuss what we'd like these easements to look like. So, the ask that we came up with earlier today was that we propose a motion to allow the negotiation and entry into easements, licensing agreements, or whatever they might be, to facilitate the installation and further dedication of underground utilities as necessary for the development of the project. We are not saying we're approving them at this point. The ask is that the Board approves the further negotiation with Planning, Engineering, the Township Attorney, Bruce's attorney, as well as me. We quickly drafted this.

Treasurer Phillips – Do we need to bring that to our next Township Board meeting so that Hans can move forward with it?

Attorney Martella – Yes, I would say that this is something that would have to go in front of the Township Board as well because there is the issue of dedication. Although administratively, the Township can accept the dedication, I am not the Township's counsel on that, so I'll leave it up to Hans to advise you.

Engineer Schwanitz – It's a possibility that in the final design, the Township might be part of the easement.

Attorney Martella – Because of the Library parcel.

Engineer Schwanitz – Yes, with all of the easements along the frontage.

Vice Chairperson Matta – To make sure we all understand this right, we're going to be asked to give an easement so that they can install them right now, or at some point, right?

Attorney Martella – At some point.

Vice Chairperson Matta – When we do that, and we have a final easement, ultimately they're going to dedicate the installed infrastructure ...

Attorney Martella – Certain infrastructure will be dedicated to the Township.

Vice Chairperson Matta – At that point, are we going to be the recipient of an easement, or would there be some type of merger?

Attorney Martella – With the dedication, there is no merger. Part of why we have to do this with the Township is to ensure that there is no merger of title. Simple real estate law 101 is that you can't grant an easement over your own property for your own benefit. When you are both the grantor of an easement, and the beneficiary, or when the servient and dominant estates are the same, the easement evaporates. It's called merger of title, and therefore, we have to be careful in this process that the beneficiaries of this will eventually be a dedication. It will not be the DDA. As we grant this easement, it will be for the benefit of Bruce's people and the Township. The end game here is, when we know they're in the ground, all three stakeholders, which would be the Township, the DDA and Bruce, are all involved and have all agreed to it, because most of what's going to be underground will be dedicated to the Township.

Vice Chairperson Matta – In the ultimate end game, when Bruce takes title to all of that property, the dedication will be to the Township and the DDA will be out of it all together.

Attorney Martella – That is also correct. And another example is that Bruce's association will actually be the one who benefits from the road, so it benefits all of the people in the project. Therefore, there isn't a merger of title. The beneficiary is a third party, which is his association, or it should be platted with the condo association.

Chairperson Gotts – Counselor, could you succinctly propose the language for the motion?

Attorney Martella – Yes, I have prepared suggested motion language:

*A motion to approve the development and installation of franchise utilities, underground infrastructure, and ingress/egress within an area defined by the Township, DDA and developer, which is currently proposed within the area of Library Drive between Phase I and Phase II of the 5 & Main development with any easement, conveyance, or license document(s) as may be necessary to be negotiated among the stakeholders.*

Jose Mirkin – Chris, does the Township or the DDA have to pay anything? Is it going to cost us?

Attorney Martella – The development of the infrastructure is not going to cost the DDA, except for my legal time in negotiating easements. All of the infrastructure that is being discussed to be installed at the current time, which is storm, sanitary sewer, municipal water, and paving, will all be covered by Bruce and his development.

Jose Mirkin – Okay, so Bruce is not going to send us a bill.

Attorney Martella – No.

Open discussions continued regarding the utilities to be installed and the necessary easements.

**MOTION** by Smith, supported by Spelker, to approve the development and installation of franchise utilities, underground infrastructure, and ingress/egress within an area defined by the Township, DDA and developer, which is currently proposed within the area of Library Drive, between Phase I and Phase II of the 5 & Main development, with any easement, conveyance, or license document(s) as may be necessary to be negotiated among the stakeholders.

**MOTION CARRIED UNANIMOUSLY**

Randy Thomas continued his review.

- Parcel B2 – Avalon; Nothing new to report.
- Parcel C – The hard corner of Pontiac Trail and Haggerty Road; Lafontaine Automotive Group (LAG) – Nothing new to report.
- Parcels D&E – Pulte, Merrill Park; Nothing new to report.
- Parcel F – The 3.9 acres in front of the Township Hall; Last month, I reported that we had a group looking at this parcel. They were going to do some further evaluation. I have not heard from them.
- Parcel G – Wyncliff; Nothing new to report.
- Parcel I – Gilden Woods; North of the Township Hall, Nothing new to report.
- Parcel J1 – 2.38 acres on the hard corner of Oakley and Haggerty;
  - I reported last month that we did receive a full price offer.
  - The prospective buyer is proposing to put two 6,000 square foot boxes on the property, potentially with two drive-throughs.
  - They met with Dave, Paula and myself yesterday, as well as Deb, for discussion on the plans.
  - They have agreed in concept that one drive-through would be for a more intense use, and if there is a second drive-through, it would be a far less intense use.
  - You have a Letter of Intent (LOI) and the site plan in front of you. You can see, they're running along the gas easement with the alignment of the two buildings, with parking up front. They provided elevations.



- Dave was very clear. The zoning on the property is TLM and what they're proposing is not allowed under the proposed zoning, but since the property is in the Haggerty Road Corridor (HRC) Overlay, they could do what they're proposing if they do a high-quality project. Dave can expand on the enhancements, such as landscaping and building materials.
- They will be in front of the Planning Commission on November 6<sup>th</sup>.
- The LOI is non-binding and it's already prepared and ready for signatures.

**MOTION** by Smith, supported by Spelker, to approve execution of the LOI for Parcel J1 as presented.

**MOTION CARRIED UNANIMOUSLY**

Randy Thomas – So before we move forward with a purchase agreement, we should get through that Planning Commission meeting.

- Parcel J2 – Public Storage; Nothing to report.
- Parcel K – The orphan piece; The Space Shop; Nothing to report.
- Parcel L – 1.8 acres on Haggerty Road; Guidepost Montessori; Nothing new to report.
- Parcel M&N – These are the last two parcels to report on. These are the remaining parcels in 5 & Main. The good thing is that once Bruce has the infrastructure in place, for Parcel M, which is located near Walmart, we will be in a position to actively look at marketing that piece as well.

Patricia Ingram – How much is Parcel F going for, the 4 acres?

Randy Thomas – We don't have a price on Parcel F.

#### **Item 6: Attorney's Report**

Attorney Martella – We will get cracking on the Library Drive easements with the stakeholders, as well as the approval of the LOI, and we will work with their attorney on getting a purchase agreement drafted forthwith for review and approval for execution.

#### **Item 7: Director's Report –**

Director Watson reviewed highlights and updates to the written report submitted in the Board's packet, which is included here in its entirety.

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

- Aikens/5 & Main – As you heard today, Continental received site plan approval at the October 2<sup>nd</sup> Planning Commission meeting, and Bruce and his team met with the Township and the DDA on October 16<sup>th</sup> to discuss infrastructure plans, and to request the necessary easement. The 14<sup>th</sup> Amendment and the .44-acre Purchase Agreement continue to progress as we get closer to closing.
- Merrill Park – Nothing new to report.
- The Avalon of Commerce Township – Amanda Germain left Avalon after many years as director. We await the appointment of a new representative to CTPA for Unit 8 of the condominium. I continue to follow up with their management company, Life Care Services, along with Avalon staff.
- Shapiro/Barrington – Nothing new to report.
- Wyncliff – Nothing new to report.

- Public Storage – Nothing new to report.
- The Space Shop, Self-Storage – Nothing new to report.
- Parcel L, Higher Ground, Guidepost Montessori – Nothing new to report.
- Parcel C / Unit 3 – Lafontaine Automotive Group Dealership (LAG) – Construction is expected to begin in Spring 2024.
- Parcel F / Unit 7, in front of the Township Hall – Nothing new to report.
- Parcel J1, Haggerty & Oakley Park – The DDA Board has now approved execution of the LOI and the buyer will attend the November 6<sup>th</sup> Planning Commission meeting for a conceptual review.

**II. MTT Judgments** – As updates are available, a report will be distributed at the DDA meeting.

**III. Commerce Towne Place HOA Items –**

- A. **Budget** – Nothing new to report.
- B. **Dues** – All annual payments are current, and quarterly invoices were sent out on September 27<sup>th</sup> to the subdivisions.
- C. **Tax Forms & Reports** – The annual report was completed on September 21<sup>st</sup>.
- D. **Lighting/Electrical – Shaw Elec., Eric Peterson, Adam Dornton**
- The system is fully functional.
  - Our lighting inventory is verified and sufficient.
  - Shaw is always prompt to respond to staking of electrical as needed.
  - I met with DTE’s acquisitions department via Teams on Wednesday, October 11<sup>th</sup> to discuss their Community Lighting program and how they might manage our Martin Parkway lighting system. They will prepare a cost estimate for consideration and comparison. I expect to see their proposal by late November.
- E. **Landscaping & Maintenance – United Lawnscape, Angela Munroe; Bob Rousseaux’s Excavating, Mark Rousseaux**
- Fall cleanup items have been scheduled, along with replacing a couple of trees.
  - Trails are being inspected and groomed as necessary.
  - Grass cutting services will conclude at the end of October.
  - Phragmites were treated this month in the conservation area. According to our contractor at PLM, these treatments have been very successful. During his recent inspection, he did not see any new growth, and only in very dense areas was additional management needed. This is good news, both for the environment, and for our budget.
- F. **Irrigation – Michigan Automatic Sprinkler, Mike Rennie**
- The system is scheduled for winterization on October 28<sup>th</sup>.
  - Michigan Automatic is always prompt to respond to staking of utilities as needed.

**IV. Other –**

- We will be looking to fill the vacancy on our DDA Board as our Finance Chairperson and long-time DDA member, Susan Spelker, has announced her resignation. Today is her last DDA meeting and she will be dearly missed.

- The 13<sup>th</sup> annual Outrun Hunger 5K event is on track and scheduled for Saturday, November 11, 2023 at 10:00am.
  - Their goal this year is to raise \$29,000 to feed 644 families.
  - If you would like to register for the race, make a donation, or just want additional information, please visit their website: <https://www.outrunhunger.org/>.
- We have kept in touch with Cadillac Asphalt, contractor for RCOC who repaved Martin Parkway, regarding attempts to remove residual asphalt at the roundabouts. Although the outlook is bleak, Cadillac has identified a contractor to utilize for the cleanup and they will keep us informed as to scheduling. They assured us it will be completed before the end of the season.
- The Fall Adopt-a-Road for Martin Parkway was held on Saturday, September 23<sup>rd</sup>.
- Sandy has requested street sweeping from the RCOC to keep the Parkway clean.
- We are also looking into the possibility of doing some type of holiday decorations on Martin Parkway.

### **Township Board Report**

Supervisor Gray shared the following with the DDA Board:

- We've had some special budget meetings along with regular Board meetings.
- At the last meeting, October 10<sup>th</sup>, it was pretty uneventful.
- We passed the SAD's for both Fire and the Oakland County Sheriffs.
- We awarded some snow removal contracts for some of the private roads that we do SAD's for.
- Township Board has decided to renew our contract with GFL for an additional 5 years starting January 1<sup>st</sup>, 2025.
- We did sign a new concessionaire agreement for our property at 255 Wixom Road. The property will be called the Silo Ranch of Commerce. That took effect as of Tuesday. They're hoping to have a kickoff or welcoming event in the next couple of weeks.
- We discussed some improvements for Bicentennial. We approved \$48,500 to get a project plan done for that park. If you've driven by, you'll notice that the old Township Hall is pretty much gone. They're nearly complete and that will be just greenspace. We're not going to be adding anything there except maybe a few picnic tables.
- We approved a generator for the Library. That will be installed sometime next year. We will be using dollars from the 2023 and 2024 budgets to pay for that.
- Trick-or-Treat hours will be from 6:00pm-8:30pm.
- Don't forget we have the Trail-or-Treat at the Library and Scarlet's Playground on October 27<sup>th</sup>. I believe that starts at 6:00pm.
- Lastly, the Township Board sent a resolution to our State representatives in opposition of legislators trying to take away local control with regard to renewable energy.

### **Item 8: Engineer's Report**

Engineer Schwanitz – Really no efforts on my part other than a few meetings and dialogues. We will probably be getting more active, or Jason Mayer and Nancy McClain will be with their Township Engineering roles. We have already vetted some preliminary utility concepts that Bruce put forth. That is going to start cranking up.

### **Item 9: Planning Director's Report**

Dave Campbell, Township Planning Director, shared the following with the Board members:

- As has been mentioned, the residential component of 5 & Main got site plan approval from the Planning Commission on October 2<sup>nd</sup>. That's Continental Properties and they're going to develop the multi-family within 5 & Main. Along with that was a lot of discussion and a plan for how they're going to do shared infrastructure; roads, water, sewer, and which portions are going to be built as part of Continental's project.
- Also on that agenda, within the DDA district, was Home Depot. They have taken some liberties over the years with their outdoor storage as far as rental equipment, pallets of mulch and topsoil, and all of that stuff. The Planning Commission saw a site plan from Home Depot where they reeled all that in and defined where they're allowed to have it and where they're not, how they're going to screen it and so-forth. That site plan got approved so hopefully, as we go through the years with Home Depot, and every spring when materials come in, now it's understood where it can be stored and where it cannot.
- At the Planning Commission on November 6<sup>th</sup>, one of the concepts that we're going to see, in addition to the Oakley Park and Haggerty plan that you just discussed, there's another concept we're expecting to see that Randy will be involved in as well which is at the southwest corner of Pontiac Trail and Welch Road. It's three properties and there's one house there now. The owners of the property are hoping to do some sort of low intensity retail on that corner. The Planning Commission will have an opportunity to see that concept and provide preliminary feedback.
- The last thing I'll mention is that we had a meeting a couple weeks ago with the RCOC. We looked at the Bay Pointe site, which was recently purchased by the Chaldean Catholic Church who intend to put a church on the property, and also the Commerce Drive-in site which Randy is obviously very familiar with, and how development on both of those properties is going to impact traffic along the Martin/Richardson/Union Lake corridor. We had a good discussion and there are two proposals for traffic studies for those sites, relative to what they're proposing and what the traffic impacts will be.

### **Item 10: Committee Reports**

- A. Finance Committee – Finance Chair Spelker – Being as this is my last meeting, I would just like to leave you all with the knowledge that between Deb and Molly, you're in very good hands.

Chairperson Gotts – Thank you.

- B. Public Relations Committee – Jose Mirkin – Everybody in this room received an invitation for the November 7<sup>th</sup> event at the Library. A docent from the DIA will talk about the eight reproductions that have been in Commerce Township all summer. I sent the same invitation to the Trustees. If you haven't had a chance to see the reproductions of the paintings, you have until the end of October to do so. I put flyers for the event in the Richardson Community Center, and they were distributed here at the Township Hall. I sent a letter to all the art teachers at Walled Lake Schools saying please share this event with the students and teachers. I also sent a public notice. As you know, Public Notice Weekly disappeared, so I submitted to the Oakland County Legal News. I didn't see it in their paper yet. I also sent an invitation and a flyer to Oakland News, who told me that they will publish the event. After communication with the DIA, they also forwarded a press release regarding the DIA hosting a community talk, highlighting the Inside-Out

installation at Commerce Township on November 7<sup>th</sup>. It's a very long press release, and I assume this went to the Detroit News and the Detroit Free Press. I hope to see you November 7<sup>th</sup> at the Library.

- C. Marketing Committee – David Smith – Always a pleasure to listen to Public Relations. You do a nice job, Jose.  
The easements we discussed earlier are necessary for promotion of the 5 & Main project. It's a very big step forward. Once he starts the project, we feel that will facilitate the utilities and access roads. Seeing brick and mortar will be a catalyst for interest, energy and excitement.  
I'm excited to see that we're selling the corner of Oakley and Haggerty, and the project would be a nice addition to the area. We have been fortunate and things are moving forward.  
Susan, you will be missed.

Susan Spelker – Thank you.

**Item 11: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure**  
**MOTION** by Mirkin, seconded by Hoy, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report. **MOTION CARRIED UNANIMOUSLY**

**Item 12: Other Matters**

Jose Mirkin – I was surprised to hear that Larry was looking for somebody for Parks and Recreation, and also for the DDA, and I was wondering who in the DDA was leaving. Susan, you were an asset and we are going to miss you.

Tim Hoy – Absolutely.

Susan Spelker – Thank you guys.

Tim Hoy – I have a great deal of respect for what you do because I can't balance a checkbook.

- **Draft 2024 DDA Meeting Schedule**

Chairperson Gotts – In your packet, you will find the 2024 DDA meeting schedule.

Director Watson – I hope you all had a chance to review the dates. We checked the dates to ensure that we weren't interfering with any holidays. If everyone is okay with this, I just need a motion to forward it to the Township Board for approval.

**MOTION** by Mirkin, supported by Hoy, to approve the 2024 DDA Meeting Schedule.  
**MOTION CARRIED UNANIMOUSLY**

- **DDA Board Member Vacancy & Resolution**

Director Watson – As Jose just mentioned, we do have a vacancy now on the Board. Larry and I will be looking to interview people. If anyone knows of someone that you recommend, please put them in touch with me. Hopefully by November or December we can fill that vacancy. And on that note, I think Jim has something he'd like to read for us.

Chairperson Gotts – For the record, we have a Board Resolution.

Chairperson Gotts read the resolution into the record, recognizing Susan Spelker for 10 years of dedicated service to the DDA Board, and for serving in the role of Finance Chairperson for the past 2 years. Susan will be dearly missed.

**MOTION** by Gray, supported by Matta, to approve the resolution as presented.

**MOTION CARRIED UNANIMOUSLY**

- **Tablets & Electronic Agendas**

Director Watson – Sandy and I are working on getting tablets. We are planning to go electronic on our agenda packets. Everyone did a survey and all members reported that they would bring their own device to the meetings, with few exceptions. Therefore, we will be purchasing four tablets, unless anyone else needs one. Please let us know. We will be ordering soon. They will be for official Township business only.

**The next regularly scheduled DDA meeting is Tuesday, November 14, 2023, at 12:00pm, which is a DDA informational meeting. *Note that the November meeting was moved up one week due to the Thanksgiving holiday.***

**Item 12: Adjournment**

**MOTION** by Spelker, seconded by Mirkin, to adjourn the meeting at 12:58pm.

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech  
DDA Secretary

**INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP**

EXP CHECK RUN DATES 10/17/2023 - 10/17/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
<b>JA DAWDA MANN COUNSELORS AT LAW</b>			
582095	DDA	PROFESSIONAL SERVICES JUNE 30 2023	3,577.00
584789	DDA	PROFESSIONAL SERVICES THROUGH JULY 31	4,248.00
Total For: DAWDA MANN COUNSELORS AT LAW			<u>7,825.00</u>
<b>WATSON DEBORAH WATSON</b>			
SEPT/OCT 2023	DDA	DDA DIRECTOR 09/14 - 10/11/2023	4,004.00
Total For: DEBORAH WATSON			<u>4,004.00</u>
<b>DECKER DECKER AGENCY</b>			
2023/2024 INSURANCE	DDA	DDA PORTION 23/24 INSURANCE	6,799.00
Total For: DECKER AGENCY			<u>6,799.00</u>
<b>SANDYB SANDY ALLARD</b>			
SEPT/OCT 2023	DDA	DDA ASSISTANT 09/13 - 10/11/2023	409.50
Total For: SANDY ALLARD			<u>409.50</u>
Report Total:			<u>19,037.50</u>