

*John Koets, Chair
Sandra Katje, Vice Chair
Jeffrey Townsend, Secretary/Treasurer
Randy Thompson, Township Supervisor
Roger Tuinier, County Commissioner*



*Ryan Davis
Maurice Golliday
Bill Howson
Jaspreet Nannan
Scott Smelker
Serih Smelker
Amy Dyer Taylor*

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING

NOTICE AND AGENDA

MAY 22, 2019 at 5:00 p.m.

Lower Level of the Township Hall

1. Approval of Agenda
2. Public Comment
3. Approval of April 22, 2019 Meeting Minutes
4. Discuss strategies to implement Downtown Development Plan
 - a. Identify steps: immediate, midterm and long-term
 - b. Form subcommittee(s)
 - c. Other
5. Any Other Business
6. Adjourn

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COMSTOCK CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF MEETING HELD APRIL 22, 2019

10 A meeting of the Comstock Charter Township Downtown Development Authority was held
11 on Thursday, April 22, 2019 at the Comstock Township Hall, beginning at 5:45 p.m.

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Members Present: Ryan Davis
Bill Howson
Sandra Katje, Vice Chair
Jon Koets, Chair
Scott Smelker
Serih Smelker
Amy Dyer Taylor
Randy Thompson, Township Supervisor
Jeffrey Townsend, Secretary/Treasurer
Roger Tuinier, County Commissioner

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Members Absent: Maurice Golliday
Jaspreet Nannan

24 Also present were Township Planning & Zoning Administrator Jodi Stefforia and Planning
25 Consultant John Iacoangeli.

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Call to Order

28 The meeting commenced at 5:45 p.m.

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Public Comment

31 There was no public comment.

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Approval of Minutes

34 The minutes of the April 11, 2019 meeting were considered. Motion by Vice Chair Katje
35 with support of Member Townsend to approve the minutes as drafted; motion passed.

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Development and TIF Plan

38 Ms. Stefforia introduced John Iacoangeli of Beckett & Raeder. Mr. Iacoangeli presented
39 the results of the online survey taken by the Board members to prioritize the projects in
40 the Development and TIF Plan and then rank high, medium or low priority. He said that
41 the Plan has been modified to its final version to reflect the Board's priorities.

42
43 He noted that the survey results put streetscape projects and predevelopment services
44 as the highest priority, medium priority given to landscaping, wayfinding signs and
45 intersection realignment and low priority to land acquisition, infrastructure and Wenke
46 park improvements. He added that future grants and other opportunities may move up

1 a lower priority project and that the Board is not tied to undertaking projects in order of
2 priority.

3
4 Mr. Iacoangeli noted that the Plan shows a low TIF Capture but that there are over 300
5 DDAs in Michigan and they all start the same but as redevelopment occurs, properties
6 are sold, etc., the capture grows beyond the current forecast as it is very conservative
7 reflecting an increase in property values due to inflation only.

8
9 Mr. Iacoangeli he noted that the sand and gravel mining looks to be nearing completion
10 and that area could transition to residential in the future. He added that the old high
11 school has redevelopment potential. He said that there are some sites in the district that
12 could qualify as a brownfield and be redeveloped with incentives available to
13 developers.

14
15 Mr. Iacoangeli stated that the next step for the Board is to make a recommendation to
16 the Township Board that the Plan be adopted.

17
18 Mr. Iacoangeli described the market study results and the two sites where a future
19 development vision were prepared, as part of the Comstock Center Place Plan for
20 Prosperity and Redevelopment, in a manner to reflect what could be supported.

21
22 Member Katje noted that the input received at the workshop last May is reflected in the
23 place plan. She added that the two sites do not have to develop as reflected as they are
24 just visions based upon what the market study indicated could be supported as it will be
25 up to a private investor to move forward with redevelopment.

26
27 Mr. Iacoangeli stated that it will be up to the DDA Board to actively market and promote
28 the business area. He suggested that some easy projects be tackled first such as large
29 flower pots and banners on utility poles.

30
31 Supervisor Thompson stated that there used to be banners in the downtown area.

32
33 Ms. Stefforia suggested that the high school be approached about a possible design
34 contest for a logo for Comstock Center for the banners.

35
36 Member Serih Smelker suggested that the Board could collaborate with a Master
37 Gardener on some projects as well as with some of the larger companies in the
38 Township.

39
40 Ms. Stefforia suggested that the DDA Board coordinate with the Park Board on the
41 ribbon cutting for Merrill Park and dedication of the Fire Fighter Memorial.

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43 Commissioner Tuinier stated that he believes that the greenhouse industry will donate
44 flowers and to address maintenance concerns, an adopt-a-bed program could be
45 established.

1 Member Howson suggested that local business owners be asked to sponsor and
2 maintain a pot of flowers on their property. Possibly the DDA could provide the pot.

3
4 The use of social media to promote the downtown district and activities of the DDA was
5 discussed as was the creation of business cards for the Board members to hand out as
6 they talk to individuals about the district.

7
8 There being no more discussion on the Plan, motion by Member Dyer-Taylor with
9 support of Member Townsend to recommend to the Township Board that the
10 Development and Tax Increment Financing Plan be adopted; motion passed
11 unanimously.

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13 Ms. Stefforia stated that she will put together a list of local greenhouses and local
14 businesses with contact information. She offered to put together ideas of quick projects
15 for discussion at the next meeting.

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17 **Future Meeting Dates**

18 The Board determined that they would meet on the 4th Monday of each month at 5:00
19 p.m.

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21 **Adjournment**

22 The meeting adjourned at 6:39 p.m.

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25 Prepared by: Jodi Stefforia, Planning & Zoning Administrator

26 Minutes prepared: April 29, 2019

27 Minutes approved: _____, 2019