

*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
Serif Smelker
Amy Dyer Taylor*

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING

NOTICE AND AGENDA

APRIL 22, 2019 at 5:45 p.m.

Lower Level of the Township Hall

1. Introductions for new attendees
2. Public Comment
3. Approve Minutes from April 11, 2019 Meeting
4. Review final draft of Development and TIF Plan with Consultant
5. Any Other Business
 - a. Set future meeting schedule - monthly
6. Adjourn

*Office: 6138 King Highway, Kalamazoo, Michigan 49048
Mailing: P. O. Box 449, Comstock, Michigan 49041-0449
Phone (269) 381-2360 ♦ FAX (269) 381-4328*

1 **COMSTOCK CHARTER TOWNSHIP**

2 **DOWNTOWN DEVELOPMENT AUTHORITY**

3 **MINUTES OF MEETING HELD APRIL 11, 2019**

4
5
6
7 A meeting of the Comstock Charter Township Downtown Development Authority was held
8 on Thursday, April 11, 2019 at the Comstock Township Hall, beginning at 5:30 p.m.
9

10 Members Present: Sandra Katje, Vice Chair
11 Bill Howson
12 Jaspreet Nannan
13 Scott Smelker
14 Serih Smelker
15 Amy Dyer Taylor
16 Randy Thompson, Township Supervisor
17 Jeffrey Townsend, Secretary/Treasurer
18 Roger Tuinier, County Commissioner
19

20 Members Absent: Ryan Davis
21 Maurice Golliday
22 Jon Koets, Chair
23

24 Also present was Township Planning & Zoning Administrator Jodi Stefforia.
25

26 **Call to Order**

27 The meeting commenced at 5:30 p.m.
28

29 **Public Comment**

30 There was no public comment.
31

32 **Election of Officers**

33 There was a discussion of the role of the various officers. Ms. Stefforia shared that she
34 had advised John Koets that he may be elected Chair and he was agreeable. Motion by
35 Member Katje with support of Member Townsend to elect John Koets as Chair; motion
36 passed. The position of Vice Chair was next considered. Motion by Member Taylor
37 with support of Member Scott Smelker to elect Sandra Katje as Vice Chair; motion
38 passed. Vice Chair Katje took over the meeting in the absence of Chair Koets. The
39 position of Secretary/Treasurer was then discussed. Motion by Vice Chair Katje with
40 support of Member Taylor to elect Jeffrey Townsend as Secretary/Treasurer and
41 appoint Ms. Stefforia as Recording Secretary; motion passed.
42

43 **Approval of Minutes**

44 The minutes of the March 20, 2019 meeting were considered. Motion by Supervisor
45 Thompson with support of Member Taylor to approve the minutes as drafted; motion
46 passed.

1 **Bylaws**

2 Ms. Stefforia walked the members through the draft bylaws which had been handed out
3 at the previous meeting and included in the meeting packet. She said the language is
4 standard among the DDAs that she has studied. Motion by Supervisor Thompson will
5 support of Member Scott Smelker to adopt the By-Laws as presented; motion passed.
6

7 **Development and TIF Plan**

8 Ms. Stefforia explained that the development plan will list the projects that the DDA
9 would like to accomplish and programs to undertake over the next 20-30 years with the
10 TIF plan projecting the tax revenues to be captured over the same time period. She
11 then walked through the projects listed in the plan.
12

13 The Board reviewed the projects listed in Table 2D. Member Serih Smelker stated that
14 bike lanes should be included in the right-of-way improvements of the three different
15 cross-sections.
16

17 Member Nannan stated that the design of the realignment of the Michigan Avenue and
18 King Highway intersection should be kept open rather than stating in the plan that it will
19 be a T intersection.
20

21 Ms. Stefforia suggested that other pedestrian amenities be included in the streetscape
22 work such as benches and trash cans. She also stated that work at North Wenke and
23 South Wenke parks should be done in partnership with the Parks and Recreation
24 Commission and the table reworded accordingly.
25

26 Ms. Stefforia stated she will take the members' comments back to the consultant to
27 revise the plan. The DDA will then be asked to take an online survey to prioritize the
28 projects so that the development plan can be finalized along with the TIF plan for
29 presentation to the DDA Board on April 22 and then passed on to the Township Board
30 for adoption via an Ordinance.
31

32 **Future Meeting Date**

33 Ms. Stefforia reminded the Board of the next meeting scheduled April 22 at 5:30 p.m.
34

35 **Adjournment**

36 The meeting adjourned at 6:35 p.m.
37
38

39 Prepared by: Jodi Stefforia, Planning & Zoning Administrator

40 Minutes prepared: April 15, 2019

41 Minutes approved: _____, 2019