

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON AUGUST 29, 2017**

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The Downtown Development Authority met Tuesday, August 29, 2017 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Harry Ammon, Kim Cosgrove, Tim Fauser, John Hayhoe, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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A late agenda item was added: Realize Cedar Phase II: Proposal for Professional Engineering Services.

**APPROVAL OF MINUTES**

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**Miller moved, Ammon supported, to approve the regular meeting minutes of June 27, 2017.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**Miller moved, Leighton supported, to approve the regular Brownfield meeting minutes of June 27, 2017.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**PRESENTATION – Cedar Street Block: Scott Gillespie, The Gillespie Company, LLC**

Scott Gillespie gave a brief presentation on the proposed development for the 2000 block of Cedar Street, Esker Square. The development includes two three-story mixed-use buildings, built in phases, with commercial space on the first floor and one- and two-bedroom apartments on the second and third floors. The buildings will be mirror images of each other with a plaza in between. Parking for 160-170 vehicles will be located behind the buildings with access off Veterans Drive and Bond Avenue.

Dawn and Gary Sherman, 4325 Bond Avenue, asked about the parking area and what type of privacy would be afforded their home, located directly behind the proposed development. Mr. Gillespie responded that ample parking would be available and that a landscaping strip with evergreen trees would be used along the rear edge of the property.

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**BUSINESS**

**APPROVE TRANSFER/DEVELOPMENT AGREEMENT – 2000 CEDAR, LLC**

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**Hayhoe moved, Fauser supported, to approve the Transfer/Development Agreement between the Delhi Township Downtown Development Authority and 2000 Cedar, LLC for the transfer of a 2.14 acre parcel of real property on Cedar Street between Veterans Drive and Bond Avenue.**

Executive Director Haas explained that the agreement was drafted by Delhi Township and 2000 Cedar, LLC attorneys. Kim Cosgrove asked what would happen if the project doesn't move forward. Mr. Haas responded that the property would be returned to the DDA if the project doesn't commence before July 1, 2018.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, House, Leighton, Marvin, Miller, Olson

**MOTION CARRIED**

**REALIZE CEDAR PHASE II: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES**

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**Fauser moved, Ammon supported, to approve the Proposal for Professional Engineering Services for the Realize Cedar – Corridor Redesign Phase II project from Hubbell, Roth & Clark, Inc. in the amount of \$313,200.00**

Mr. Haas reviewed his memorandum dated August 28, 2017. Phase I of the project was approved in January and is nearing completion. Phase II will take the project through the bidding process. A third phase will cover construction management.

James Burton, Hubbell, Roth & Clark, Inc. (HRC) explained the progress on the project to date. The project is set to bid this winter with construction beginning in January of 2018. Tonia Olson asked if all Phase I goals were complete. Mr. Burton responded that the Township will be in receipt of all deliverables by the end of September. John Hayhoe stressed that communication with the public regarding the construction schedule is critical. Mr. Burton stated that HRC is working with Blohm Creative Partners and Byrum & Fisk to establish a communication plan. Meetings with business and property owners along Cedar Street is part of the plan. A website detailing the construction plan will be established so the public is aware of planned closures.

Concern was raised over the capital spent on the infrastructure along Cedar Street. Mr. Burton stated that every effort to use what is already in place is part of their plan. Key elements of the plan include a realignment of Keller Road to make it a 90 degree intersection to reduce timing and phases of the stop lights at Cedar Street and a reduction in lanes on Cedar Street from four to three. Tim Fauser asked if many easements were necessary for the project. Mr. Burton replied that very few permanent easements would be required, however temporary easements during the construction phase would be needed.

Steven Marvin asked how the on-street parking would impact the proposed bike lanes and why it was important. Mr. Burton replied that the on-street parking would be intermittent throughout the corridor and outside of the bike lanes and bus lanes. On-street parking provides a downtown feel. The overall goal is to reduce speeds calm traffic along Cedar Street.

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---

Mike Hamilton, 4341 Sycamore, stated that residents were unhappy about the planned lane reduction on Cedar Street.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, House, Leighton, Marvin, Miller, Olson

**MOTION CARRIED**

**REVENUE SHARING – SUMMER/WINTER TAX 2016**

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The Summer/Winter 2016 Tax Sharing figures were discussed. Ms. Olson asked which taxing jurisdictions had signed new Revenue Sharing Agreements. Mr. Haas responded that all except Capital Area District Library had signed new agreements.

**APPROVE MCS PROPOSAL – 4410 HOLT ROAD**

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**Ammon moved, Leighton supported, to approve the bid from MCS Excavating LLC for earthwork at 4410 Holt Road in preparation for the new parking lot in the amount of \$24,000.00.**

Mr. Haas explained that the proposed parking lot would be slightly smaller than originally planned to save several large trees that will serve as a buffer between the Tamarack Apartments and the new Community Center. Mr. Hayhoe asked if the parking lot located to the west of the Community Center was available for use. Mr. Haas responded in the negative.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, House, Leighton, Marvin, Miller, Olson

**MOTION CARRIED**

**2018 BUDGET – REVIEW AND DISCUSSION**

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Lori Underhill highlighted several items in the Proposed 2017 Budget and 2018 Requested Budget. The public hearing will be set at the September meeting and held at the October meeting. The DDA will formally adopt the budget in November.

**CHANGE IN OCTOBER MEETING DATE**

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**Olson moved, Marvin supported, that the regular October DDA meeting be changed from October 31<sup>st</sup> to October 24<sup>th</sup>.**

Ms. Underhill explained that due to the regular meeting falling on Halloween this year, the DDA would like to change it to October 24.

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

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**REPORTS**

**Executive Director**

Mr. Haas reported that interest is spiking on DDA owned properties. We closed on 2064 Cedar in mid-August. The building will be retained for Township storage. There is a tank underneath the building and it is a LUST site.

Several meetings with the owner of Holt Products have occurred. The Phase I Environmental Assessment is complete. The Phase II study is underway. Costs are being split between the DDA and the property owner.

Tree removal and clean-up has taken place on the Cedar & Hancock property. The tree stumps will be removed and fill dirt will be brought in to level the property.

Brian Houser asked if the DDA was actively trying to buy additional properties along Cedar Street. Mr. Haas replied that there is one property he is interested in, however the price desired by the owner is too high.

**Holt Farmers Market**

Ms. Underhill reported that token sales continue to be strong. The Market is now an approved vendor for both the WIC and Senior Project FRESH programs. The second Food Frenzy is scheduled for Wednesday, September 13<sup>th</sup> from 5:00 – 8:00 p.m.

**Advertising & Marketing Committee**

David Leighton reported that the Holt Now is experiencing competition from other electronic advertising opportunities. The Committee will be reviewing a web-based portal for use with the Volunteer Bureau.

**Planning Commission**

Ms. Olson reported that the Capital Improvement Plan was approved on June 26. The final site plan was approved for the Pratt & Whitney facility on July 10. A Special Use Permit for Cottonwood Campground was approved covering a rezoning issue. The final preliminary plat was approved for phases 7-10 of Meadow Ridge Subdivision. The final site plan was approved for Aspen Gardens.

**Supervisor**

John Hayhoe reported the Holt Hometown Festival was a success. The Ram II Trail is complete. The repaving of Holt Road from College Road to Depot is almost complete. The Homecoming Parade will take place Friday, September 15<sup>th</sup> on the grounds of Holt High School this year instead of the usual parade route through town. A Brush Drop Off is scheduled for September 21<sup>st</sup> and 23<sup>rd</sup> at the Wastewater Treatment Plant. The Maker Expo will take place on September

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30<sup>th</sup>. The Esker Square announcement will take place on Wednesday, August 30 at 10:00 a.m. under the tent on Cedar Street between Veterans Drive and Bond Avenue.

**Treasurer**

There was no report.

**Members**

Chairperson Leighton reminded members that the next three DDA Board meeting were critical. Action will be taken on the budget and a quorum is required. September 26, October 24, and November 28 are the dates.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL