

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE MAY 10, 2021, MEETING, 8:00 A.M.**

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, May 10, 2021, at 8:00 a.m. at the Roselle Park Resource Building, 1010 Grand River Dr. NE, Ada, MI.

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Chair, Bowersox.

BOARD MEMBERS PRESENT: Bowersox, Coe, Harrison, Idema, Knapp, Leisman, VanderWulp, Wright

BOARD MEMBERS ABSENT: Norman

STAFF AND OFFICIALS PRESENT: Buckley, Ferro, Moran, Suchy

PUBLIC PRESENT: none

II. APPROVAL OF AGENDA

Moved by Harrison, supported by Coe, to approve the agenda as presented.
Motion passed unanimously.

III. APPROVAL OF MINUTES OF THE APRIL 12, 2021 MEETING

Moved by Bowersox, supported by Coe, to approve the April 12, 2021 minutes as presented.
Motion passed unanimously.

IV. CONSIDER COMMITTEE RECOMMENDATION REGARDING DDA DIRECTOR RECRUITMENT

Suchy stated a committee of Leisman, Harrison, Bowersox, Ferro and he, interviewed four candidates for the DDA Director position. The committee discussed the candidates in comparison to the job description and the committee recommended two top candidates, either of which would be an excellent hire for the DDA. The number one choice recommended is Haley Stichman and second choice, Hannah Tyson. Suchy gave a brief background of each candidate and said that Ms. Stichman has great history and connection with Ada Township and he felt she was a better balance.

Leisman stated that he was impressed with Hannah and her resume but he felt Haley had a greater depth of experience and was overall a better fit. Harrison concurred with Leisman and listed additional qualifications in favor of candidate, Haley.

Knapp arrived at 8:11 a.m.

Suchy stated if the DDA Board approves moving forward with these two candidates, the next step would be to complete background and reference checks on candidate Haley Stichman with Hannah Tyson as the backup candidate.

Moved by Leisman, supported by Coe, to offer the DDA Director position to Haley Stichman with the backup as Hannah Tyson. Motion passed unanimously.

V. BOARD MEMBER/STAFF COMMENTS

a. LIQUOR LICENSE CLASS C STATUS MEMO

Suchy referred to the memo from Steven Hively, intern. Steven gathered information from MLCC regarding the status of liquor licenses in Ada Township. Suchy stated Ada Township has reached the local license quota (9). Of these licenses, 5 are active, 2 are escrow, and 2 have moved outside of the township and Steven's memo has the itemized list of locations with Class C licenses. The township does not currently have any approved RDA (redeveloped) licenses, but once approved the MudPenny license will be followed by Luna.

There was board discussion about the businesses with Class C vs. RDA licenses and the number of licenses allowed or issued in Ada Township. The board discussed the possibility of creating guidelines or criteria to apply to liquor license application approval decisions. Suchy explained some of the different businesses and the type of licenses they have. Ferro stated a question for the board is should we establish criteria for the number of licenses which should be issued, or allow that to be determined by the market.

Suchy will check into what ability the township/DDA has to restrict criteria that is required for the liquor application or whether we can set higher threshold that tie in specifically to the master plan so the DDA can establish criteria moving forward with the request of liquor licenses.

b. BACKGROUND INFORMATION REGARDING PARKING NEEDS

Ferro stated that at the last meeting there was discussion to have a joint work session between the DDA Board and the Township Board about parking and he referred to his memo included in the packet that has results of the parking study conducted in 2017. Ferro said in the study the parking committee suggested the township acquire land prior to the need for additional parking so that more parking can be added quickly in the future when it is needed. Ferro stated that since the study was completed the township tried to acquire a residential property on Thornapple River Drive, but failed to convince the owner to sell.

VanderWulp exit meeting at 8:45 a.m.

Leisman stated the township is well aware of a parking issue and he would like to see the new DDA Director get involved with the parking issue, review the previous study, and identify where we are at.

Ferro stated prior to 2020 there were periodic occupancy counts conducted and he thinks this year the occupancy counts, square footage inventory, and parking inventory, all needs updating.

There was board discussion on whether updated parking occupancy counts should be done, the possibility for the township to acquire land for added parking, and some concerns on the current parking requirements with new restaurants/stores coming into Ada.

Suchy stated that an updated parking analysis can be done in-house and when there is updated information they will discuss again.

c. DEVELOPMENT ACTIVITY UPDATE

Ferro stated the planning department received an application for a new office building that is 17,000 sq. ft. on vacant land between Fulton St. and Fifth Third Bank and Chase Bank.

Ferro shared an update on the high curb by Mud Penny's parking lot. Ferro said it was confirmed that there is still another layer of asphalt to be applied and the high curb should be rectified when the next layer goes down.

d. DDA FINANCIAL REPORT, 4/30/21

Ferro stated that there is not much activity to report. He said the Farmers Market registration fees are coming in.

VI. PUBLIC COMMENT - none

VII. ADJOURN MEETING

Moved by Harrison, supported by Idema, to adjourn meeting at 9:11 a.m.
Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary

rs:eb