



**SPECIAL MEETING  
ADA TOWNSHIP PLANNING COMMISSION and DOWNTOWN DEVELOPMENT  
AUTHORITY BOARD OF DIRECTORS  
MINUTES OF THE JOINT MEETING FEBRUARY 6, 2023**

A special meeting of the Ada Township Planning Commission and the Downtown Development Authority was held on Monday, February 6, 2023, at 7:00 p.m., at the Amy Van Andel Library, Community Room #1, 7215 Headley Street SE, Ada, Michigan

**I. CALL TO ORDER**

Planning Commission Chair, Korth, called the meeting to order at 7:01 p.m.

**II. ROLL CALL**

PC Members Present: Butterfield, Easter, Korth, Moyer

DDA Members Present: Bowersox, Coe, Frost, Idema, Turan, Vogl

Staff Present: Buckley, Moran, Said, Stichman, Suchy

Others Present: 4

*Turan arrived at the meeting at 7:02 p.m.*

**III. APPROVAL OF AGENDA**

Moved by Easter, supported by Butterfield, of the Planning Commission, to approve the agenda as presented. Moved by Idema, supported by Vogl, of the DDA, to approve the agenda as presented. Motion carried.

**IV. NEW BUSINESS**

**1. Review of Downtown Development Authority, DDA Funding Structure (TIF, Millage) and Planning Commission**

DDA Director, Stichman, presented an introduction to the Downtown Development Authority. She went over a timeline that included the creation of the DDA in 2008, the DDA Development Plan and Tax Increment Financing Plan (which identifies the public improvement projects the DDA proposes to undertake), the DDA District boundaries, completed projects, ongoing projects, and the DDA sponsored community events. She concluded that the DDA was formed to focus efforts and resources on the economic vitality of Ada; it acted as a funding mechanism for the development that was being initiated by the Envision Ada process.

Township Manager, Suchy, presented information about the Downtown Development Authority TIF Capture, Millage, Budget and Debt Schedule. He explained that TIF was another municipal finance tool and the purpose of the TIFA (Tax Increment Finance Authority) is to promote economic and business development through programs and public improvement projects that create economic opportunity, provide entrepreneurial support, and preserve values.

Suchy further explained details on how the TIFA derives its funds by the assessed value of properties, how the TIF process works and why it was created, how the TIF funds are utilized by DDA's, the Ada TIF History and Revenue Sources (current plan term is 20 years, expiring 2036), and the Revenue Summary for FY 2020-2021. Suchy concluded with a brief explanation of the chart of the 2017 Envision Ada CIP Bond (Capital Improvement Bonds) with values of debt obligation by fiscal year from 2021-2022 to 2035-2036.

Planning Director, Said, presented an introduction to the Planning Commission. He went over details about the Michigan Planning Enabling Act (which provides for creation of local commissions by local governments), the Zoning Enabling Act, the Planning staff's role, and highlighted the many activities/projects reviewed by the Planning Commission since September, 2021.

## **2. Review of Planned Village Mixed-Use (PVM) Overlay District**

Said presented an outline on the PVM Overlay Zoning District covering the history, its purpose, the hierarchy (in 3 tiers of transect zones, lot types and use types), and other PVM requirements.

Said explained that the Planned Village Mixed-Use Overlay (PVM) District provides development standards and review and approval procedures to encourage development and redevelopment within the Ada Village area using 5 design principles that the district is intended to advance, and he shared the 5 principles from the outline.

Said further explained details of the Special "Overlay" Zoning District (an *optional* way to allow unique development across different underlying zoning districts based on specific standards). He went over the PVM Overlay Zoning District map and the charts with Allowed Lot Types by Transect Zone and Uses Allowed by Lot Type.

Said concluded with a brief explanation of other PVM requirements (Zoning, Off-Street Parking, and Architectural Standards), and the procedures for the Development Plan application/approval process, including allowed departures.

There was overall discussion amongst the Planning Commission, DDA members and Ada Township Staff regarding:

- DDA geographic boundaries and other possibilities of project involvement
- Shared concern that departures within the PVM do not require public notification
- PUD vs. PVM; boundaries, minimum lot size, options for use
- PVM Overlay concept allowing options of zoning restrictions
- Other projects (Village East and Mosaic) and the zoning approval process they went through

## **V. COMMISSION MEMBER / STAFF REPORTS**

### **1. Preparations for Follow-Up meeting**

Said mentioned that the second meeting set for February 22<sup>nd</sup>, 4-6 p.m., was to discuss what they like about PVM, and what they do not like and would like to see changed. Said and Korth offered to work on conversation points (Q and A format) for the next joint meeting.

## **IX. PUBLIC COMMENT**

Noelle Divozzo, 7115 Bronson Street, asked for clarification of the upcoming meetings and their purpose.

Said explained the 3 upcoming meetings:

February 9<sup>th</sup> meeting is the Master Plan workshop at 5:30 p.m. at the Library.

February 16<sup>th</sup> meeting is the Planning Commission monthly meeting at 5:30 p.m. at the Township Hall. The February 22<sup>nd</sup> meeting (to be held at the Library at 4:00 p.m.) is the #2 Special Meeting between the Planning Commission and the DDA.

## **VI. ADJOURNMENT**

Moved by Easter, supported by Butterfield, of the Planning Commission, to adjourn the meeting at 8:44 p.m. Moved by Idema, supported by Vogl, of the DDA, to adjourn the meeting at 8:44 p.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk

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Haley Stichman, DDA Interim Secretary

rs:eb