

**ADA TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
MINUTES OF THE NOVEMBER 16, 2015 MEETING**

The meeting was called to order at 8:08 A.M. by Vice-Chair Terry Bowersox, at the Ada Township office, 7330 Thornapple River Dr., Ada, MI.

BOARD MEMBERS PRESENT: Sarah Andro, Terry Bowersox, George Haga, Bryan Harrison, Jim Ippel, Walt VanderWulp, Ted Wright

BOARD MEMBERS ABSENT: Bob Kullgren, Devin Norman

STAFF PRESENT: Jim Ferro, Planning Director, Brent Bajdek, Planner

PUBLIC PRESENT: 3

APPROVAL OF AGENDA

Moved by Harrison, seconded by VanderWulp, to approve the agenda as presented.

Motion passed unanimously.

APPROVAL OF MINUTES OF OCTOBER 12 MEETING AND OCTOBER 22 JOINT WORK SESSION MEETING.

It was moved by Harrison, seconded by VanderWulp, to approve the minutes of the October 12 meeting and October 22 meeting as presented.

Motion passed unanimously.

DDA FINANCIAL REPORT, 10/31/15

Ferro presented the financial report for the DDA and Farmers Market for the period ending 10/31/15.

Ferro stated there is no tax revenue for the DDA year to date, since our revenues are not collected until the December tax bill is issued.

STATUS OF HEADLEY ST. PROJECT

Ferro stated items remaining to be completed include the M-21 intersection and traffic signal, street lighting and final driveway improvements. Ferro stated the traffic signal should be installed in the first week of December. Ferro stated the Kent County Road Commission is tentatively scheduled to accept the new road at its December 15 meeting. Ferro stated the Road Commission wants the signal to be operational prior to the road being completely opened.

Ferro stated the Road Commission has told us that the right-of-way abandonment will be completed in January, after Road Commission legal publication of a notice.

Ferro stated the property transfers to adjoining property owners probably wouldn't happen until mid-January, and that we would probably get our legal counsel involved in that process. Ferro stated property descriptions for these transfers have already been prepared.

Ferro stated Heidi Christine Salon will be moving to its new location near the end of the year, and the existing building will probably be demolished over the winter, in anticipation of the Headley St. extension construction starting next spring.

Steve Dertz, Amway Corp., noted that the Heidi Christine move is pending completion of condominium documents for the land they will be located on. He stated Heidi Christine's needs to sign off on the condominium documents. Dertz stated Heidi Christine's will have some dedicated parking in close proximity to their condo unit, and limited common element "dibs" on 36 parking spaces.

Ferro stated the Township will need to review those documents as well.

STATUS OF ENVISION ADA IMPLEMENTATION

Parking Study and Square Footage Projections:

Ferro stated a necessary component to completing the parking study is projecting future building square footage in the Village.

Ferro stated the revised projections contained in the Board packet is the 4th iteration of the projections since July. He stated the projections were prepared with assistance from Jim Reminga, a land planner at Rockford Construction. Ferro reviewed the current projections and compared the current data to previous projections. He also presented data showing the impact of the projected growth on the total square footage and the business mix in the Village overall. Ferro noted the projections are broken out by major land use category for three different blocks – A, B and C.

Bowersox commented there is quite an increase in restaurant space projected. Ferro stated restaurant space is projected to increase from about 27,000 square feet today to about 43,000 square feet. Ferro stated all of the projected restaurant space is projected to be in the shopping center area, with none in the Block C area north of Ada Drive. He noted that the Nonna Café annex and new coffee shop in the former Hub 301 space increases the current square footage from 27,000 square feet to 31,750 square feet. The remaining 29,000 square feet of restaurant space is projected to be in Blocks A and B.

Wright commented we need to be smart about the future land use mix. He asked whether we have considered delivery needs of restaurants and impact on parking.

Ferro reviewed the analysis of parking demand and supply that was prepared by Jim Reminga, Rockford Construction. He described the methodology used to project peak parking demand for various use categories during different time periods of the day, and combining these to come up with a peak parking need for each of the 3 blocks or subareas of the overall re-development area. He added that the projected surpluses and deficits take into account anticipated on-street parking as well as a potential 2-level parking deck in Block A.

Ferro stated there is a parking surplus of 24 spaces projected for Block A, a deficit of 40 spaces in Block B, and a deficit of 60 spaces in Block C, when treating demand and supply for each block individually.

Harrison asked whether the primary authority for review and evaluation of actual development proposals with respect to parking would rest with the Planning Commission. Ferro stated it would, and that the parking consultant would also be completing their own analysis. Ferro stated he was looking for overall input on the business mix from the DDA Board.

Ferro added that development will happen incrementally in the Village, and we will learn more about parking demand and supply as we go.

Dertz stated the analysis takes into account variations in days and hours of use, sharing of parking by different uses and seasonality. He added that there is a lot of interest by restaurants, one of which is a big space. He stated we are trying to come up with a parking structure solution that services everyone's needs.

Wright questioned why we would move forward with projections that show a parking deficit.

Ferro stated we are moving forward with providing the projections to our parking consultant for their analysis, which should take a week or two. Ferro stated that if we provide space for all of the restaurant space, it provides the opportunity to adjust that square footage downward in the future if needed to match supply and demand.

Ferro also noted that if parking demand and supply for the entirety of Blocks A, B and C is considered as a whole, with the assumption that a deficit in one block can be satisfied by a surplus in another block, the overall deficit is only 2 spaces.

Ippel questioned what authority the DDA Board has in the matter, and that it should be up to the property owner to address their needs.

Dertz stated we are going to do the best we can to predict the future conditions, and with the community, solve the issues that arise in the future.

Ippel commented this really comes down to the Planning Commission reviewing proposed development for each parcel, and its important that the Commission adhere to the parking rules in the future.

Haga commented the parking analysis will be used by the Commission as a tool in the future.

Dertz commented it's also important how the parking supply is managed, including how public parking is identified with wayfinding signage.

Headley St. Extension and River St. Plans:

Ferro stated the first phase of the River St. would likely be constructed next year, and might require demolition of a portion of the "McDonalds" wing of the shopping center.

Steve Dertz stated he has recommended that the Township work on finding a new location for the schoolhouse that is close to the alignment of the River St.

Haga stated that future use of the school building is being looked at as part of the Village amenity study.

Ada Drive Reconstruction:

Ferro noted we are looking into moving the rest of the Ada Drive reconstruction project up to 2016 instead of 2017, as was originally anticipated. Dertz stated he has encouraged moving up the Ada Drive schedule.

Haga stated we are waiting for an engineering services proposal from Moore and Bruggink for this project, and that it needs to be taken into consideration in our bond issuance schedule.

Village Amenity Study:

Ferro stated we have had an initial meeting with our stakeholder input group on the Village amenities study, including a walking tour of the future public green space sites along the river corridor and along Headley St. He stated a second meeting to review alternative plans is scheduled for early December.

Master Plan Amendment Process

Ferro stated the Planning Department is working on a draft Master Plan amendment to incorporate the Envision Ada Plan into the Township Master Plan. Ferro stated he would be presenting a draft to the Planning Commission in December.

BUILDING PROPOSAL FROM DIXON ARCHITECTURE:

Ferro presented information regarding a new commercial building proposal submitted for Planning Commission approval by Ken Dixon, for a site at the southwest corner of the new Headley St./Ada Dr. intersection. Ferro noted Dixon would have his architectural office on the upper floor, with leasable commercial space on the first floor.

Wright asked if Amway had a vetting process for selecting developers. Dertz described the internal review process at Amway.

PUBLIC COMMENT

Jim Ippel suggested that the topic of Township responsibility for snow removal be placed on the Board agenda for December. He stated he believes that uniform snow removal from sidewalks is a critical need in the Village. Board members concurred with looking into this for the 2016-17 season.

ADJOURNMENT:

It was moved by Harrison, seconded by Ippel, to adjourn the meeting at 9:04 a.m.

Motion passed unanimously.

Respectfully submitted:
