

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
July 12, 2023



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, July 12, 2023 – 1:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

1:00 PM DDA Meeting (Action to be taken by DDA on the following agenda items)

Note: Please be courteous and turn cell phones off during the meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL (Excused Absences if Any)**

4. **PUBLIC COMMENT**

5. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 – Approval of the Regular Meeting Agenda for July 12, 2023

5A.2 – Approval of the Regular DDA Meeting Minutes for June 14, 2023

5A.3 – Approval of the DACC Meeting Minutes from June 28, 2023

6. **COMMUNICATIONS TO THE DDA – PRESENTATIONS & GUESTS**

6A.1 – Presentation from McKenna (Development Plan, TIF Plan, DACC)

7. **UNFINISHED BUSINESS**

7A.1 – DACC Meeting Summary, next steps towards Development/TIF Plan finalization

7A.2 – Recap on 2nd Annual Fireworks & Food Trucks Extravaganza

7A.3 – Discussion regarding Decatur Day festival participation, volunteers, and possible vendors

7A.4 – Farmer’s Market report from staff

8. **NEW BUSINESS**

None

9. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

10. **DDA MEMBER COMMENTS**

11. **ADJOURNMENT**

PLEASE NOTE

AUDIENCE PARTICIPATION:

In addition to addressing the DDA during public hearings and under “Public Comment,” members of the audience may address the DDA, please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
 2. Verbal report provided by staff.
 3. The Chairperson asks DDA members if they have any questions for staff to clarify the staff report.
 4. Motion is made by a DDA member and seconded by another DDA member.
 5. The Chair then calls on DDA members to discuss the motion if DDA members wish to discuss.
 6. The Chair calls for a vote on the item after discussion has occurred.
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Village of Decatur
Downtown Development Authority

Wednesday, June 14, 2023 at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. Call to Order

Tapper called the meeting to order at 1:05pm

II. Pledge of Allegiance

III. Roll Call

Ali Elwaer, excused, James Creagan (First State Bank), Jay Newell (Newell Insurance), Lee Moser (Moser Financial Group), Roger Kemp (RC Automotive Supply), Elissa Zimmer (Webster Memorial Library), Mary Miller (Mousse Lodge) excused, Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law) excused, Christopher Tapper (Village Manager), Rebecca Harvey (Village Planner- McKenna), Shantel Pentland (Administrative Assistant).

IV. Public Comments

None

V. Approval of Agenda & Meeting Minutes

Creagan offered a motion to approve the agenda for June 14, 2023 and the meeting minutes from May 10, 2023, supported by Zimmer, carried unanimously 5-0.

VI. Presentation and Guest – Rebecca Harvey, McKenna & Associates, DDA Development & TIF Plan

Rebecca Harvey from McKenna & Associates shared information regarding the Development & TIF Plan. Bouchard has completed the draft copy of the document, and there was discussion on the creation of a DACC. Harvey shared the next steps moving forward, which involve public noticing requirements and scheduling the meeting for the DACC.

VII. Unfinished Business

- a. Harvey provided a brief update on the status of the drafted Development and TIF Plan, at this time the next step is to hold the DACC Meeting on June 28, 2023 at 6:00pm at Village Hall.
- b. The board discussed the newly created DACC, which will require a one-time commitment from 9 residents living within the proposed new boundary.
- c. Staff has requested that each DDA member provide two volunteers for the Decatur Day festival. Approximately 30 volunteers will be needed for the event to run smoothly, current count is 7 volunteers.

VIII. New Business

- a. Newell offered a motion to approve the request from Final Gravity to use the DDA Park and nearby DDA owned parcel for Midwest Fest on July 29, 2023, supported by Moser, carried unanimously 5-0.

IX. Public Comments- Second Opportunity

Lora Stanek- Wilson and Pam Sikkema were in attendance. They inquired about the old high school (Bergen Building), and future plans for the building. Wilson expressed she would also like to see more businesses downtown. Wilson stated that as a neighbor to Red Woolfe Park, she would like to see some form of security present.

X. DDA Member Comments

Moser shared that he would like to see the board become more involved with local businesses, such as encouraging growth by enticing new businesses to come to our Village, and would like to see a plan for how to retain the businesses we currently have.

Newell, and other board members, shared their desire to begin utilizing The Barton Group. Kemp offered a motion to engage in the services of The Barton Group for the next twelve (12) months, supported by Moser, carried unanimously 5-0. The long-term goal is to occupy the vacant storefronts with businesses that will draw people into the community for more than just a “quick stop” in the Village.

Creagan expressed concerns over traffic in the alley behind the bank, he stated that cars drive much too quickly in that short stretch and he would be interested in learning more about traffic measures that would slow them down.

XI. Adjournment

Kemp offered a motion to adjourn the meeting at 1:47pm supported by Zimmer, carried unanimously 5-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant

Village of Decatur
Development Area Citizens Council

Wednesday, June 28, 2023 at 6:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. Call to Order

Duncan called the meeting to order at 6:04pm

II. Pledge of Allegiance

III. Roll Call

Megan Richardson, Karen Creagan, Andrew Pentland, Patty Dresser, Patrick Dresser, Roger Kemp, Tim Shroyer, Tom Creagan, Harry Layman, Danielle Bouchard (McKenna), Shantel Pentland (Administrative Assistant), Megan Duncan (Clerk/Treasurer)

IV. Presentation- Danielle Bouchard (McKenna Principal Planner)

- a. Background
- b. Survey Results
- c. Development Plan Contents
- d. TIF Plan Contents
- e. Next Steps

V. DACC Member Comments

Member input was received through question & answer format. Bouchard provided answers regarding the process of capturing funds for the TIF Plan and how the Development Plan will support local businesses.

VI. Support Approval of draft Development & TIF Plan to the Village Council

Shroyer offered a motion to support approval of the draft Development & TIF Plan to the Village Council, as presented on June 28, 2023, supported by Kemp, carried unanimously 9-0.

VII. Adjournment

Duncan adjourned the meeting at 6:45pm

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Downtown Development Authority Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: July 10, 2023

SUBJECT: DACC Meeting and Next Steps for the Development/ TIF Plan

Action Requested:

Please review the minutes from the DACC Meeting on 6-28-23, and view the email attachment from Danielle Bouchard (McKenna) regarding the next steps towards finalization of the Development/ TIF Plan

Background:

Formation of a DACC (Development Area Citizen's Council) was required since the proposed DDA boundary expansion includes more than 100 residents. The DACC meeting occurred on June 28, 2023 at 6:00pm at Village Hall, and included the following nine members:

Meagan Richardson, Karen Creagan, Andrew Pentland, Patty Dresser, Patrick Dresser, Roger Kemp, Tim Shroyer, Tom Creagan, Harry Layman

Attachments:

E-mail from Danielle Bouchard (McKenna) regarding the next steps for the Development/ TIF Plan
DACC Meeting Minutes from 6-28-23

So, the next step in the process here is to schedule the public hearing and send out letters to each taxing jurisdiction. A model of that letter is attached. I have a few items highlighted in there if you could please confirm. The letter will need to be sent to:

- Library Board
- Van Buren County Board of Commissioners
- Village Council

Further, according to the Act, the public hearing shall be held not less than 90 days from the DACC meeting. So, that puts us at the October Village Council meeting to hold the public hearing on the Plan.

The public hearing noticing requirements are as follows:

- Notice of the time and place of the hearing shall be given by publication twice in a newspaper of general circulation designated by the municipality, the first of which shall be not less than 20 days before the date set for the hearing.
- Notice of the hearing shall be posted in at least 20 conspicuous and public places in the downtown district not less than 20 days before the hearing.
- Notice shall also be mailed to all property taxpayers of record in the downtown district not less than 20 days before the hearing.
- Notice of the time and place of hearing on a development plan shall contain: a description of the proposed development area in relation to highways, streets, streams, or otherwise; a statement that maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at a place designated in the notice, and that all aspects of the development plan will be open for discussion at the public hearing; and other information that the governing body considers appropriate.

I know this is a lot. If this helps, here are the steps in order:

1. Mail out the attached letter to each taxing jurisdiction mentioned above.
2. Council should approve a motion at their next meeting to set the public hearing date (I think will be October 2, 2023).
3. Begin public noticing requirements (above). These will need to be distributed no later than September 12, 2023.
4. Council adopts the Plan and ordinance (we can talk through this process when it comes)

Happy to discuss further if needed!!

Danielle Bouchard, AICP

Principal Planner

MCKENNA

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