

Final
CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, January 20, 2026
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390

CALL TO ORDER: The Meeting was called to order by Chairperson Matta at 12:01pm.

Downtown Development Authority:

Present: Debbie Watson, DDA Director
Steve Matta, Chairperson
Larry Gray, Township Supervisor
Brian Winkler, Member
David Smith, Member
Spencer Schafer, Member
Derek Tuck, Member
Jose Mirkin, Member

Absent: Tim Hoy, Vice Chairperson (excused)
Susan Spelker, Member (excused)

Also Present: Melissa Creech, DDA Secretary
Molly Phillips, DDA Treasurer
Chris Martella, Dawda, DDA Attorney
Dave Campbell, Township Planning Director
Randy Thomas, Insite Commercial (exited 12:34pm)
Jason Mayer, Township Engineer, Giffels-Webster
Lt. Eric Hix, Substation Commander, OCSO
Sgt. Matt Leggat, OCSO

Item 1: Approval of Minutes

MOTION by Mirkin, seconded by Tuck, to approve the DDA Meeting Minutes of December 16, 2025. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Ray Golota, 1595 Vanstone Dr, Commerce Township – I have nothing today.

Item 3: OCSO Update

Chairperson Matta – It's nice to see you gentlemen.

Lt. Hix –About the only notable thing, obviously with the weather, are that the traffic crashes are going through the roof.

Sgt. Leggat – Union Lake Road was shut down temporarily this morning. It was a sheet of ice, and the problem is that the salt only works at certain temperatures, so it doesn't do any good. It was near Flagstaff. They opened up one lane, but if cars were having to stop, they were sliding. That's how bad Union Lake was today.

Chairperson Matta – Thank you very much.

Item 4: Insite Commercial Report

Randy Thomas provided an overview of the Insite report submitted in the agenda packet.

- 5 & Main, Phase I: Nothing has really happened throughout December and January. We are at a letter of intent between Aikens and the market. That is being negotiated. We decided to take that route versus going to the purchase agreement because there were so many things lagging in the process. So hopefully in the next 60-90 days, we will have a signed purchase agreement.
- 5 & Main, Phase II: That's the parcel where we have the option with Bruce. Right now, it expires on February 18th.

Chairperson Matta – Right, and I think what we're going to do is entertain a motion at our next meeting on February 17th. We've had discussions. There are so many issues in play with the market. They don't have architectural guidelines yet. They don't have percentages of what they'll be paying for dues. All of that has to be negotiated, and then he has to close on the purchase of the Library parcel. The Township owns that, and right now, they have an extension through April 30th. Rather than extend anything today or determine the length that should be, we will do that on February 17th. We need to be thinking about giving some small extension on that option for Phase II, because once that market is in place, we will have a lot more value there. I think as the value starts to increase, then we're more likely to get the option price at that point than we are today. We want to maximize that value. I don't think our counselor is calling for a vote on this today. He has until February 18th right now, right Deb?

Director Watson – That's correct.

Chairperson Matta – We will vote on this at the next meeting, but I want you to be thinking about how you feel about extending the option.

Brian Winkler – A question for Randy; as far as the negotiations with the market, are they at a point where you think they're going to go? Or are they still up in the air?

Randy Thomas – We are in agreement on price and he does have architectural standards.

Chairperson Matta – Oh, he does? Okay.

Randy Thomas – He has architectural standards that he has provided to Tony because he had to do that for Dort, and he has to have them for the shopette. So, the market is in agreement on price and architecturals. It's more or less how to incorporate some of the things that would be nuanced to developments like this.

Chairperson Matta – Such as use restrictions on the other tenant spaces, because this involves more than just the market.

Randy Thomas – Yes, use restrictions. They've got to work out all of the easements. There will be a proposed easement on the Library site when they close on that because the market will utilize that shared parking with the hotel. There's a lot to go into it, and when we went through it, each item ended up being a 30 to 45-minute conversation. There's nothing on there that is contentious other than how the market lender will react to Bruce's desire to recapture the property. That is a nuance no one can answer except for the lender and the borrower.

Brian Winkler – Okay. And the other question I have is, how much more time will be needed before Bruce and the market come to an agreement? I'm not going to be at the February meeting, and it would seem that the timeline for getting those negotiations done is a benchmark for what the extension should be.

Chairperson Matta – That's what we were in agreement on when we discussed this in Marketing. The other side of it though is that we want it to be up and out of the ground so that value will go up even more. So, I'm willing to give a little beyond what the Township would do, but maybe not right away. Maybe just as we go. I'm just telling you my feelings. A quarterly extension is beneficial for several reasons. It's a good sign to see progress, to see dirt being moved and there are stakes in the ground. The more that keeps going on, and the more vertical that comes up out of the ground, the more value for us. I don't mind extending it as long as I keep seeing progress.

Brian Winkler – Thank you.

Derek Tuck – Randy, do they have their sign standards figured out yet?

Randy Thomas – Yes.

Dave Campbell – That got squared away with Dort.

Chairperson Matta – That's good.

Dave Campbell – And architecture is supposed to get squared away as part of the shopette.

Chairperson Matta – Because Dort has some guidelines, but they're not the final?

Dave Campbell – We had to make it up as we went with Dort. There was some urgency with Dort and so we said, okay fine, we'll approve this because it's a good looking building, but when you come back with the shopette, that's when you have to have to architectural standards.

Chairperson Matta – Okay, great. So, we are satisfied with Dort anyway, but we're going to get some more detail.

Dave Campbell – We pushed Dort for a better looking building, so it's going to be a good looking credit union. But the shopette is the trigger for all their architecturals.

Randy Thomas – Yes, so when you see the shopette design, that will drive the rest.

Director Watson – Dave, did they eliminate EIFS completely at Dort in the end?

Dave Campbell – I think they're using a little bit on the cornices over the drive-through canopy, but otherwise, yes.

Chairperson Matta – So it's not an offensive percentage.

Director Watson – Right, very small compared to what they originally proposed.

Dave Campbell – They might have gotten rid of it all.

Randy Thomas –

- Parcel F – I have nothing new to report.
- Parcel M or Pad A – That is the outlot adjacent to the Pinewood entrance and Walmart. Chris, you can give the details on that.

Attorney Martella – Yes, Pad A; As I mentioned before, we have really been pushing Dawn, Bruce's attorney, about getting Pad A separated out and deeded over to us. We had always agreed that when that pad was deeded out to the DDA, we would agree to certain use restrictions, common development schemes, easements necessary for common roads, et cetera. More or less, taking advantage of all the things that are part of the association, and giving Bruce the benefit of having a common development scheme. Our purchase agreement was very clear about what was to occur. If we decide to leave it in the association until sale, as I've talked about, then that would require an amendment to the purchase agreement, which requires a Board vote. This is a new concept and a new idea. It's buttressing kind of nicely with this potential extension on Phase II.

Further discussion ensued regarding the carving out of Pad A versus leaving it within the 5 & Main condominium.

Attorney Martella – What also came up in the same discussion was the idea of a drive-through. We have always reserved, as part of Pad A, its own drive-through, which would not count against the PUD that Bruce has in his drive-through count. So, if Bruce had four drive-throughs, if we added this Pad A to that, it wouldn't take away from his total count. At that point, he'd have four plus one, with one being dedicated to Pad A. It wouldn't harm him.

Chairperson Matta – If we stay in the condominium development, is there a seat on the board that we could negotiate? Then we would always have a voice at that table.

Attorney Martella – Are you saying the DDA or the owner of Pad A?

Chairperson Matta – No, the condo association that he's forming ...

Attorney Martella – The unit would have a vote based on their square footage.

Chairperson Matta – Right, but I mean we may also be able to be on the board.

Attorney Martella – Just a point of clarification, would you be advocating that the DDA would have a seat, in addition to the "Unit 25"?

Chairperson Matta – Or our purchaser.

Attorney Martella – Okay, so it would go with the property. I was wondering if you were asking that the DDA have a seat on the board perpetually.

Chairperson Matta – No. I want "Unit 25" to have a seat on the board if they buy the property. I'm just thinking out loud.

Attorney Martella – Arguably, if it stays in the association, then yes, they would have a seat.

Chairperson Matta – It would make sense, not just to vote, but to be able to have a representative there to have some control and discussion before decisions are made.

Discussion continued regarding keeping Pad A in the condo association.

Chairperson Matta – Okay, we will deal with that next month.

Attorney Martella – The other thing that came up was a cost-sharing statement about the traffic signal, both the installation and ongoing maintenance. The way that is being proposed to be calculated is based on the utilizable square footage of the building you can construct, which brings a little consternation to all of us because that's a bogey. It could be between 2,500 square feet and 6,000 square feet, and what does that do to this whole project? There is some discussion that has to be had to get clarity on how they're calculating load factors and cam factors for their association. It's usually either done by total square footage you own of raw dirt, or another option is buildable square footage. He's using a bogey that I don't quite agree with, which means if he only develops 20,000 square feet, and you develop 6,000, that changes the factor versus 100,000 and 6,000. It brings the denominator into a question mark phase, and I think that is an inappropriate way of calculating. That's my opinion.

Chairperson Matta – It's not just your opinion, it's a fact that we can't quantify it. We need a solid number, and from my understanding of these numbers, we're really talking about something relatively low, especially with the traffic signal. We already know that's a very small amount.

Discussion continued regarding ongoing calculations for association dues and maintenance.

Chairperson Matta – Chris, do you need something from us to continue negotiating?

Attorney Martella – No. Barring any objections at this point, I have heard everyone's comments. I will go back to Dawn and work through that, knowing that whatever is proposed I will bring it to you next month. We can vote on potential amendments for both items next month and move forward.

Chairperson Matta – Randy, anything else?

Randy Thomas – That's it.

Item 5: Attorney's Report

Attorney Martella – You've heard everything. My report stands as discussed previously.

Item 6: Director's Report

Director Watson's written report of January 15th was included in the Board's agenda packet, and is included below, along with any relevant updates.

I. *Updates on Developments – Please refer to the Insite Report and the Planning Director's Report for additional information.*

- **5 & Main –**

- *The entire Phase I site is being cleared, surveyed and graded.*
- *Bruce's engineer and architect are progressing on plans for the shopette, which will establish the architectural theme for the rest of the development. Leases have gone out to the tenants, and we anticipate plans will be presented to the Planning Commission in the near future.*

- *An extension through February 18th was executed for the Phase II option. This will allow for a few items to be addressed before any other extension or alternative is considered.*
- *The gourmet market continues to negotiate terms with Bruce regarding purchasing their real estate outright.*
- *The Trustees approved the Library parcel extension to Apr. 30, 2026.*
- *Springs at 5 & Main; By mid-March, Continental should receive the final decision from MSHDA regarding their Brownfield Plan proposal.*
- *Construction is underway at Dort Federal Credit Union. They estimate completion by Fall 2026.*
- *LaFontaine Automotive Group (LAG) – At Pontiac Trail & Haggerty; Nothing new to report.*
- *Parcel F / Unit 7, in front of the Township Hall – Nothing new to report.*
- *Parcel J1, Haggerty & Oakley Park – We had a non-binding conversation with the Planning Commission on Jan. 12th regarding the potential for a drive-through use.*
- *Parcels M & N (or Pad A & Pad B) – Attorney Martella is working through the process to acquire the deed for Pad A, while Randy Thomas is actively marketing the parcel.*

II. MTT Judgments – As updates are available, reports are given at the DDA meeting.

III. Commerce Towne Place HOA Items –

- Budget – The 2026 CTP budget was approved.*
- Dues – Dues invoices were sent out January 14th.*
- Tax Forms & Reports – Nothing new to report.*
- Lighting/Electrical – Shaw, Eric Peterson, Adam Dornton, BrightSource, Rich Walton*
 - *Our lighting order has been received, and supplies should be sufficient at this time.*
 - *Two insurance claims will be filed on recent accidents involving light poles. We await invoices from Shaw so we can submit the claims.*
- Landscaping, Maintenance & Trails – United Landscape, Tara Marquart; Rousseaux's Excavating, Mark Rousseaux*
 - *An accident in November at the Township roundabout took out a large tree. Rousseaux promptly cleaned up the tree and quoted replacement. An insurance claim is in process.*
 - *Lake Trail is still closed, between Avalon & Walmart, due to construction on the Haggerty Pump Station Abandonment project. The trail will remain closed until further notice, and the closure is posted on the Township website.*
- Irrigation – Michigan Automatic Sprinkler (MAS)*
 - *The system was winterized October 25th.*

Township Board Update:

Supervisor Gray reported the following:

- We had a Township Board meeting last Tuesday. It was very short.
- We had our 2025 Photo Contest awards. The pictures will be going up this week.
- We approved Microsoft Office for the Township for the next 5-6 years.
- We will be building a pole barn for the Maintenance Department for them to park trucks and trailers in.
- The Maintenance Department is going to be purchasing a new pickup truck for their fleet.
- We also approved some accessories for their lawnmowers to assist with plowing sidewalks.
- We approved a bid for \$233,000 for our SCADA operator agreement. This is to monitor all of our lift stations throughout the Township.

- We approved the intention resolution for our sidewalk repair program. Commerce is in the process of looking at all the sidewalks throughout the Township. We will do it in five phases. We go out to each section of the Township to look at the sidewalks and determine what needs to be repaired or replaced. We will do that annually, and it will be put on an SAD for residents who have issues in front of their residence. We are in Phase I of that program now, so in 2026, we will implement repairs and replacements.

Chairperson Matta – Where is the pole barn going in?

Supervisor Gray – Behind the Maintenance building, if you guys are familiar with where the old Township Hall was located, and old Fire Station 2. It will be behind that.

Brian Winkler – If I recall correctly, the Township Board was looking at the possibility of standards for rentals within the Township. Do you think that discussion will go any further, as far as regulating rentals in any way?

Supervisor Gray – Probably not. I still would like to see something on short-term rentals because we are the only Township in Oakland County that does not have a short-term rental ordinance. Even Wolverine Lake has it, and Walled Lake has it. I personally feel that we need to get something in place before it becomes too much of a hassle. I know one of the Township Board members sent me something that Dearborn is going through right now. They're starting to say that you can't have short-term rentals in certain areas of the city. I get a call about every other week regarding whether a home can be a short-term rental or not. My response is always that we don't have anything in place right now, but hopefully we will soon.

Chairperson Matta – It's a big issue because there are deed restriction issues with it. Whether or not there is an ordinance, if it has a deed restriction that says it can only be used for residential purposes ...

Brian Winkler – There are tons of legalities with it.

Chairperson Matta – Especially up north and on the water, on the west side; it has been litigated a lot, especially in the last few years. Basically, if it's not 6 months, it's short-term. Some have even ruled that it's a year. It's really a big issue on deed restrictions.

Supervisor Gray – And people don't buy homes to have a hotel next door.

Attorney Martella – I advise other boards as well. Make sure you work with the Township Attorney, and the Michigan Municipal League has some wonderful guidance on what to do and how to put it into place. With regard to the current, acceptable restrictions, I do warn you that those change about every six months, because they're litigating the heck out of these right now, especially waterfront up north extensively.

Chairperson Matta – Yes, and they're really coming out against short-term rentals. Most courts are against it. It all depends on the language, so how the deed restrictions are worded, how it has been enforced, and how it has been interpreted matters on a case-by-case basis, but generally speaking ordinances will help that situation.

Item 7: Engineer's Report

Engineer Mayer –

- Springs at 5 & Main – I believe they are submitting the last phase of the as-builts, so we are reviewing the as-built easements and bill of sale.
- LaFontaine – They're done with site work. The only thing left is the pathway that I'm going to be working on with Dave.
- Haggerty Pump Station Abandonment – We are looking at a revised route for the sewer. We just need to get some more geotechnical information.

David Smith and Jason Mayer discussed details of the final phase of the Haggerty Pump Station Abandonment.

David Smith inquired about the general mass grading at the 5 & Main site. Jason Mayer believes that is through the Building Department to set up grades. The utilities are mostly installed, except for on actual sites. Dave Campbell added that they're not doing anything underground.

Item 8: Planning Director's Report

Dave Campbell, Township Planning Director –

- Parcel J1 which is the southwest corner of Oakley Park and Haggerty; Randy and Deb brought a concept to the Planning Commission, Mr. Winkler and all his friends, last week Monday to have an informal, conceptual discussion of whether a retail user with a drive-through use could make sense at that corner. While the Planning Commission had a lot of questions, and maybe concerns about traffic impacts of a drive-through user at a fairly busy intersection, I think they were generally supportive of the idea. It might be user dependent as different drive-throughs have different levels of intensity. So, I think the Planning Commission was maybe more open to a lower intensity drive-through than higher intensity. But in general, there seemed to be openness to having a drive-through user there. I think that helps Randy and the DDA in terms of how best to market Parcel J1 and what could potentially be done there.
- The traffic signal at the intersection of Pontiac Trail, Walnut Lake Road, and Pinewood Avenue; you may have seen that the foundations are in. They're supposed to start setting the poles. I don't know if they're doing it on a crazy cold day like today, but the idea is that traffic signal will be energized and on a flashing yellow by the end of this month, and then hopefully operational by the first week of February.
- Moving further south, we are hearing that the United Artist Theater property sold. We haven't gotten any official word of who it is and what they want to do. We've heard rumors that the property sold for \$5.5 million. We did have a call from an architect who says he's working with the buyer, and they want to come in and talk with me, and maybe Mr. Gray, about what could be done with that property.
- Back to 5 & Main; I do have a meeting tomorrow with Jim Fielder, who you all have met. He's Mr. Aiken's construction guy. He wants to come in and talk about procedure, and I think specifically procedure for the shopette, or what I've been hearing them call Building G. So, this is the multi-tenant building just next door to the west of Dort Credit Union. Hopefully that means they're getting ready to submit something for that and get in front of the Planning Commission early spring. I hope that's what their timeline is. That's what I have, unless anybody's got any questions for me.

Spencer Schafer – Do you know how many C of O's Continental has?

Dave Campbell – Last I heard, it was about half. There are nine buildings. Last I heard, I want to say they had C of O's on four. That might have been a month ago, so they might be closer to five now. And even though they have C of O's on those buildings, not all of them are fully occupied. Each are probably at 50% occupancy.

Discussion continued regarding the sale of the United Artist Theater and the impact on the assessment.

>Randy Thomas exited the meeting at 12:34pm.

Item 9: Committee Reports

- A. Finance Committee – Nothing new to report.
- B. Public Relations Committee – Jose Mirkin – I didn't get any emails from Walled Lake Schools. I assume they are going to start in February. Hopefully I will have something to share at the next meeting.
- C. Marketing Committee – David Smith – It's good to see that the traffic signal is finally going in. I think that cost-sharing and association dues need to be based on fixed numbers. Bruce is moving out there. He's pushing dirt. He's negotiating on the market. There are different philosophies on the extension. We will defer the decision to next month. I think it's all going in a positive direction. We've got something going on.

Chairperson Matta – Yes, something's going on. It's nice.

David Smith – Yes, and I think it's going to turn out well.

Spencer Schafer – Is there a delivery or turnover date for Pad A?

Director Watson – I would defer to Chris on that, but no. We're still working through that list. I think keeping Pad A in the condo association should expedite that tremendously.

Attorney Martella discussed modifying the condo docs.

Jose Mirkin – I believe it has been difficult the past several years. It's still not easy today, but I think we can see the light at the end of the tunnel now. I am becoming more optimistic.

Open discussions continued regarding Pad A and the continued activity and progress being made onsite at 5 & Main with grading, roads, negotiations and potential tenants. In addition, Attorney Martella and Chairperson Matta further discussed potential use restrictions on Pad A.

Item 10: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure
MOTION by Mirkin, seconded by Tuck, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report. **MOTION CARRIED UNANIMOUSLY**

Item 11: Other Matters

None.

Item 12: Adjournment

- Next regular meeting is February 17, 2026.

MOTION by Mirkin, seconded by Schafer, to adjourn the meeting at 12:50pm.

MOTION CARRIED UNANIMOUSLY



Melissa Creech
DDA Secretary

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

EXP CHECK RUN DATES 01/20/2026 - 01/20/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
COMM TOWNE COMMERCE TOWNE PLACE ASSOCIATION 2026 CTPA DUES	DDA	2026 CTPA DUES - UNIT 7 & 14	9,764.70
Total For: COMMERCE TOWNE PLACE ASSOCIATION			9,764.70
DAWDA DAWDA MANN COUNSELORS AT LAW 630480	DDA	PROFESSIONAL SERVICES - DECEMBER 2025	772.00
Total For: DAWDA MANN COUNSELORS AT LAW			772.00
WATSON DEBORAH WATSON DEC/JAN	DDA	DDA DIRECTOR 12/12/25 - 1/15/26	3,933.50
Total For: DEBORAH WATSON			3,933.50
DTE DETROIT EDISON 02/04 2579 LIBRARY 02/04 2581 LIBRARY 02/04 2660 OAKLEY 02/04 3106 MARTIN	DDA	ACCT# 9100 077 1100 5 ACCT# 9100 077 1086 6 ACCT# 9100 077 1065 0 ACCT# 9100 077 1076 7	23.11 1,168.32 207.13 268.93
Total For: DETROIT EDISON			1,667.49
Report Total:			16,137.69