VILLAGE OF MATTAWAN
24221 FRONT AVE
MATTAWAN, MI 49071
DDA MEETING **JUNE 16, 2026**

AGENDA

1. CALL TO ORDER ***8:30 AM***
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
7. APPROVAL OF THE AGENDA
8. APPROVAL OF THE MINUTES OF **MAY 19, 2026**
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
    A. DOWNTOWN PARKING SOLUTIONS – *Superintendent Anthony*
    B. SCULPTURE UPDATE – *Clerk Storm-Artis*
    C. MULCH UPDATE – *Clerk Storm-Artis*
    D. UPDATED BANNERS ON POLES – *Clerk Storm-Artis*
11. NEW BUSINESS
    A. DECORATIVE SIGNS FOR DDA AREA – *Superintendent Anthony*
12. COMMUNICATIONS
13. COMMENTS FROM VISITORS
14. COMMENTS FROM MEMBERS
15. ADJOURN @

DRAFT

VILLAGE OF MATTAWAN
24221 FRONT AVE
MATTAWAN, MI 49071
DDA MEETING MAY 19, 2026

MINUTES

1. CALL TO ORDER ***8:32 AM***

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE ***Brooks, Chipouras, Coy, Crooks, Kalinka, Laughlin, Moyle, Penning, Reed, Stuut***
   ABSENT ***Brininger***
   OTHERS PRESENT *Clerk Storm-Artis*
   Motion by Brooks, seconded by Moyle to excuse Brininger for a personal commitment. All members voted in favor. Motion carried.

4. WELCOME TO PUBLIC

5. ANNOUNCEMENT OF MEETING BEING RECORDED

6. ADDITIONS TO AGENDA
   Chair Brooks added new business item C – AR Civica Invoice

7. APPROVAL OF THE AGENDA
   Motion by Brooks, seconded by Coy to approve the agenda as amended. All members voted in favor. Motion carried.

8. APPROVAL OF THE MINUTES OF **APRIL 21, 2026**
   Motion by Crooks, seconded by Brooks to approve the minutes of April 21, 2026. All members voted in favor. Motion carried.

9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS ***None***

10. OLD BUSINESS

    A. MEMORIAL DAY EVENT
       Route is from the Antwerp Township Hall to the Park. End of parade traffic will be routed down Murray St. Memorial Day service will take place in the park at 11:00 AM. No action taken.

    B. CONCERT IN THE PARK
       Concert date July 23, 2026 from 6:00 PM to 8:00 PM. Vice-Chair Chipouras confirmed that the Mattawan Masonic Lodge will be hosting their cookout during the event. The Mattawan Business Association is also looking at providing popcorn.

DRAFT

11. NEW BUSINESS

A. DDA EVENT BANNER
Motion by Chipouras, seconded by Laughlin to approve the purchase of a banner and any items needed for its display for the "Concert in the Park" event in an amount not to exceed $300.00. All members voted in favor. Motion carried.

B. DOWNTOWN PARKING SOLUTION OPTIONS
Discussion took place regarding options for increased parking in the historical downtown area. It was requested for Clerk Storm-Artis to provide the previous plan for development along Front Ave. between Murray St and Main St at the next DDA meeting. It was also requested that Engineer Woodhams and Superintendent Anthony attend the next DDA meeting to discuss possible options.

C. AR CIVICA INVOICES
Discussion took place. No action taken.

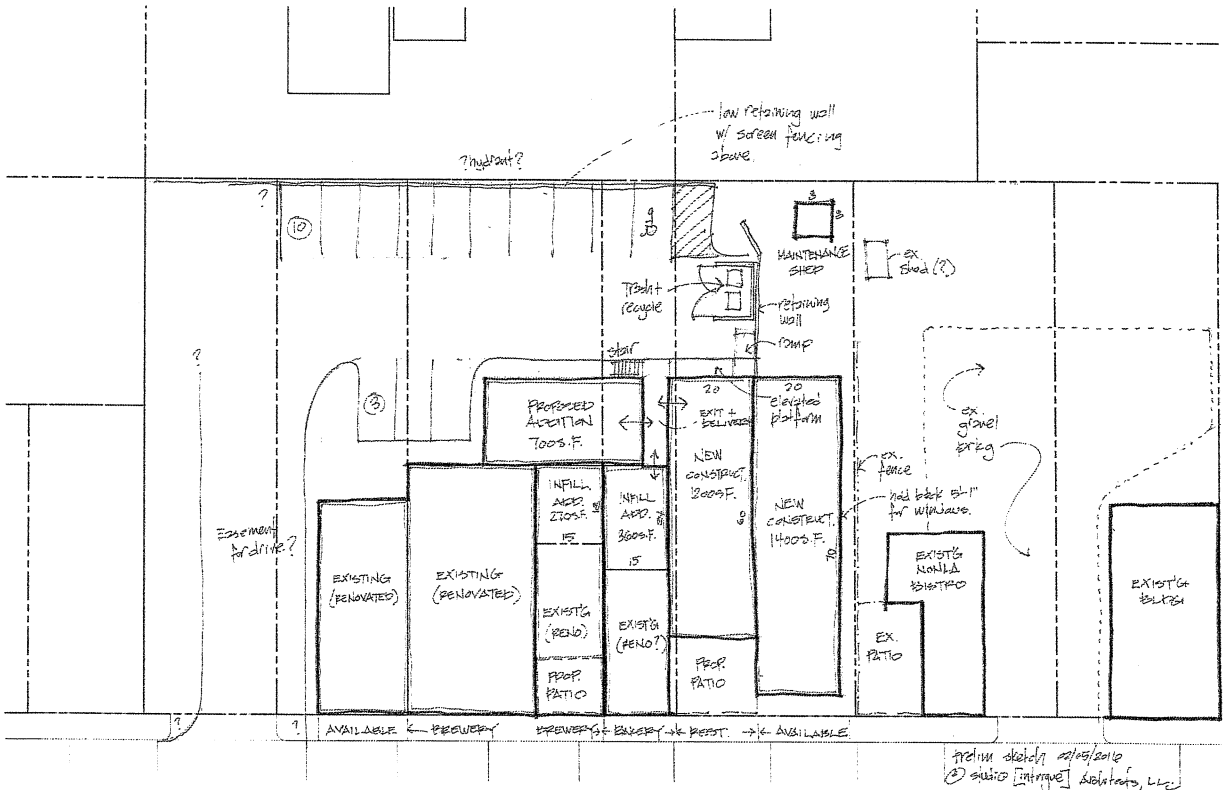
12. COMMUNICATIONS ***None***

13. COMMENTS FROM VISITORS ***None***

14. COMMENTS FROM MEMBERS ***None***

15. ADJOURN @ ***9:31 AM***
Motion by Brooks, seconded by Reed to adjourn. All members voted in favor. Motion carried.

DRAFT



prelim sketch 2/05/2016
© studio [intrigue] Architects, LLC
note – no survey or grading available – limited information from county records only!

PRELIM. SITE PLAN

VILLAGE OF MATTAWAN

REQUEST FOR PROPOSALS

Vacant Property - Front Ave
Mattawan MI 49071
2019

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SUMMARY

The Village of Mattawan (Village) invites interested qualified parties to submit Proposals for the acquisition and development of the vacant property formally addressed as 24078 to 24094 Front Ave.

The property is a centerpiece of an area targeted for redevelopment in the Village's Historic Downtown. The property is currently owned by the Village and is being made available for redevelopment purposes. The property is in the DDA district and is Zoned Historic Central Business District.

The proposed redevelopment of the sites will fit in with the Villages vision of the Historic Downtown. Furthermore, the Village recognizes that the redevelopment of the Site's will contribute to the Historic Downtown. The Village also recognizes that the redevelopment will reduce expense by the Village, increase taxable income for the DDA and create local jobs.

PROJECT SCOPE AND INTENT

In recent years, the Village has made significant investments in the downtown with abandoned building demolition, a new public parking lot and a MDOT streetscape project. The Request for Proposal reflects the Villages commitment to encourage the continuation of such investment in the downtown.

GOALS OF THE RFP INCLUDE: Select an interested private party to

I. Purchase the property and return it to the tax rolls.
II. A reasonable time line and a project acceptable to the village.

REDEVELOPMENT GOALS:

Project:

The Village is interested in receiving proposals for mixed-use residential, office or commercial development or any one or combination consistent with uses permitted under the current Historic Business District zoning. The size (in square footage or number of units) will be left to the developer's own site analysis. The developer should be able to provide information supporting the size of the proposed project.

The deed of conveyance from the Village of Mattawan to the eventual developer will contain restrictions and covenants as to the development and use of the property consistent with that ultimately agreed upon between the developer and the Village. A violation of the restrictions and/or covenants or either will result in an automatic re-conveyance of the property to the Village of Mattawan. The project will be required to comply with all local ordinances and code regulations including the Zoning Ordinance. A copy of the zoning ordinance is included with the RFP.

If the development project has not commenced within one year of the signed contract, ownership of the property will revert back to the Village of Mattawan. Also, failure to meet agreed upon timelines for progress will be cause for the

property to revert back to the Village. There will be no reimbursement of any costs to the developer.

SUBMITTAL REQUIREMENTS

In responding to this request-for-proposals, the following information is requested by Village of Mattawan. (*All information shall be provided by the developer in three sets as 8 ½ inch x 11 inch documents*):

1. List roles and responsibilities of the developer and/or individuals who will be directly involved in the development team, including any legal counsel, architectural or engineering consultants, or general contractors to the extent that these are known.

2. Provide background information on the individuals involved that demonstrates previous experience in undertaking similar projects.

3. Provide a list of references of officials or contracts for similar projects, their role, addresses and current telephone numbers.

4. A statement, with any relevant supporting documentation, regarding the capabilities of the developer to arrange financing for the proposed project.

5. Conceptual site plan in the form of colored renderings and exhibits suitable for the study. Should include, at a minimum, conceptual site plan, building elevations and floor plans.

6. The developer's schedule for commencing and completing construction.

7. A cash performance bond or letter of credit will be required for the public improvements necessary as part of the proposed project.

8. The confidentiality of the proposals submitted will be maintained until the submission deadline. Thereafter, each proposal submitted shall not be considered confidential and no information contained therein shall be

treated by the Village as either confidential, proprietary or a trade secret information.

The Village of Mattawan reserve the right to request any additional information, which might be deemed necessary after the request-for-proposals have been received. The Village of Mattawan reserves the right to request interviews with developers that have submitted a response to the request-for-proposals to provide the proposed services.

EVALUATION CRITERIA

The following process will be utilized in the selection of the developer for this project:

1. The developer shall submit its response to this request-for-proposals to the Village of Mattawan at Village Hall.

2. The Village Council or their representatives shall review and evaluate proposals as received. The developer(s) of the proposals deemed to be in the best interest of the Village of Mattawan shall be interviewed.

3. Upon completion of the interview, provided the Village finds the developer Qualified, the Village of Mattawan intends to select a "Preferred Developer" with whom it will negotiate a definitive agreement for the project. If an agreement cannot be reached with the first selection, the Village reserves the right to terminate discussions and begin negotiating with another applicant. This agreement will be executed with a single entity, but this does not preclude a joint effort.

4. Selection criteria will include, but are not limited to:

    - Demonstrated capability on similar or related projects.

    - Ability to finance the proposed project.

    - Experience and qualifications of team assigned to the project.

- Organization and structure of developer.

- Proposed redevelopment that best meets the needs and desires of the Village of Mattawan.

The Village of Mattawan is under no obligation to proceed with this project and reserves the right to reject any and all proposals, waive defects in proposals, enter negotiations with any developer, and to re-solicit for proposals. The Village of Mattawan will not be responsible for any realty fee, finder's fee or any other cost or fees associated with the preparation of a response to this request-for-proposals.

The items to be negotiated and included within the Development Agreement include but are not limited to, the following:

- Development and fees, if any, payable to the Village of Mattawan.

- Development project scope and construction timetable.

- Liquidated damages or compensatory payments for failure to satisfy the timetable.

- Remedies in event of default by respondent.

- Cost recovery for the Village of Mattawan.

- Any item required by Village Ordinance or other applicable statute.

CONTACT PERSON

The contact person for this project will be Terri McLean/ Village Manager and any and all questions regarding the proposed development project shall be directed to her.

Terri McLean
Village Manager
24221 Front Ave
Mattawan, MI 49071
terri@mattawanmi.com

SECOND AVE
SECOND AVE
SECOND AVE
SECOND AVE
MURRAY ST
MURRAY ST
MURRAY ST
FRONT AVE
FRONT AVE
FRONT AVE
SHAWNEE ST
SHAWNEE ST

ARTICLE 8 HISTORIC CENTRAL BUSINESS DISTRICT (HCBD)

Section 8.10 Purpose (pg. 78)

Section 8.20 Principal Permitted Uses (pg. 79)

Section 8.30 Special Uses (pg. 82)

Section 8.40 Development Requirements (pg. 82)

All other ordinances referred to in the following will need to be picked up at Village Hall.

Section 8.10 Purpose

The purpose of this district is to provide a concentration of retail and service establishments.

Collectively, the uses permitted in this district are intended to provide a convenient and attractive retail and service center for the Village of Mattawan and the surrounding area.

A prime characteristic of this district is the offering of a variety of goods and services directed primarily at the pedestrian shopper. This district is designed and

intended to promote the development of a pedestrian oriented and accessible central commercial district where a variety of mutually supporting retail, commercial, office, civic, and limited residential uses are permitted.

Further objectives of this Article include:

A. Encourage a lively social environment and economically viable downtown with a wide variety of uses in a pedestrian oriented setting, with share ii parking.

B. Discourage the development of separate off-street parking facilities for each individual use, and to encourage the development of off-street parking facilities designed to accommodate the needs of several individual uses.

C. Discourage uses that do not deal directly with consumers and are disruptive to pedestrian activities.

D. Promote the creation of urban places that are oriented to the pedestrian thereby promoting citizen security and social interaction.

E. Promote developments where the physical, visual, and spatial characteristics are established and reinforced through the consistent use of compatible urban design and architectural design elements that improve the visual character of downtown.

F. Discourage commercial and business uses that c ate objectionable noise, glare, odors, or other nuisances.

G. Encourage development of an urban Main Street with mixed land uses, shared parking, and continuous frontage which not only serves the needs of the immediate neighborhood, but also the Village and surrounding areas as a whole.

Section 8.20 Principal Permitted Uses

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses, unless otherwise provided in this Ordinance.

A. Adult day care and foster care facilities

B. Art Galleries

C. Bed and breakfast inns

D. Business establishments that perform services on premises such as, but not limited to: banks, savings and loans, and credit unions (excluding drive-through facilities); brokerage houses; insurance, real estate, and travel agencies; pedes ran-oriented automated teller machine facilities

E. Business service establishments, such as office machine and typewriter repair, printing, and blueprinting; provided that each occupies a total useable floor area of not more than four-thousand (4,000) square feet

F. Catering establishments

G. Data Processing and Computing Centers with up t five thousand (5,000) square feet gross floor area.

H. Essential public services when conducted within a completely enclosed building, excluding storage yards.

I. Medical Offices with up to ten-thousand (10,000) square feet gross floor area.

J. Mixed use buildings with business, commercial, or service uses on the ground floor and residential, office, or accessory warehouse uses on upper floors.

K. Offices of an executive, administrative, or professional nature with up to ten thousand (10,000) square feet gross floor area.

L. Outdoor cafes and outdoor eating areas

M. Personal fitness centers up to ten-thousand (10,010) square feet of gross floor area

N. Personal service establishments within a completely enclosed building, including but not limited to such uses as: repair shops (watches, radio, television, shoes, etc.), tailor and dressmaking shops, beauty parlors and styling salons, barber shops, dry cleaners, photographic studios, film processing outlets, cop centers, interior decorators, and postal centers, provided that each occupies a total useable floor area of not more than four-thousand (4,000) square feet

0. Public, quasi-public, and institutional uses such as, but not limited to, municipal buildings and offices, courthouses, public off-street parking facilities, libraries, museums, public safety facilities, parks and playgrounds, post offices, and civic centers, but excluding storage yards for any use.

P. Restaurants (excluding drive-in restaurants and those with drive-through facilities), where the patrons are served within the building occupied by such establishments.

Q. Retail businesses which supply commodities on the premise of up to ten-thousand (10,000) square feet of gross floor area, such as, but not limited to: groceries, meats, fruits and produce, dairy products, baked goods, candies, specialty wines, specialty food products and stores selling prescription and over the counter, dry goods, flowers, clothing, notions, books and magazines, toys, sporting goods, shoes, tobacco products, musical instruments, recorded music, video rentals and sales, gifts souvenirs, antiques, furniture and hardware.

R. Retail sales in which both a workshop and retail outlet or showroom are required, such as, but not limited to plumbing, electrician, interior decorating, upholstering, printing, photographic reproducing, radio and home appliance and similar establishments of similar character subject to the provision that not more than eighty percent (80%) of the total useable floor area of the establishment shall be used for servicing, repairing, or processing activities and further provided that such retail outlet or showroom activities area shall be provided in that portion of the building where the customer entrance is located.

S. Studios for art, music, dance, or theatrical instruction

T. Theaters, cinemas, assembly halls, community centers or similar places of assembly, when conducted completely within enclosed buildings and not more than ten-thousand (10,000) square feet gross floor area.

U. Veterinary clinics, veterinary hospitals and animal grooming, provided all activities are conducted within an enclosed building, with a maxi urn often-thousand (10,000) square feet gross floor area.

V. Churches and other facilities normally incidental thereto

W. Commercial parking lots and structures

X. Accessory structures and uses customarily incidental to the above permitted uses.

Y. Public utility buildings, telephone exchange buildings, electric transformer stations and substations, and gas regulator stations, but not including service or storage yards, when operating requirements necessitate the locating within the district in order to serve the immediate vicinity.

Z. Mortuaries and funeral homes

Section 8.30 Special Uses

The following uses shall be considered conditional and shall require a special use approval, and shall comply with any applicable special use requirements of article 21:

A. Bars, taverns, pubs, and brewpubs, cocktail lounges and nightclubs, Business schools and colleges, or private schools operated for a profit.

B. Indoor recreational centers such as, but not limited to bowling alleys, roller and ice skating rinks, pool or billiard halls, pinball and mechanical device arcades, and other general indoor recreation facilities.

C. Other commercial uses not specifically stated or implied elsewhere which, in the determination of the Planning Commission, are similar to the principal permitted uses provided herein, and in harmony with the character of the District and the purpose and intent of this Article and the Village of Mattawan Master Plan.

D. Commercial greenhouses, nurseries, and garden centers less than one thousand (1,000) square feet.

E. Veterinary hospitals and clinics, boarding, or other similar uses, with outdoor pens.

F. Automotive fueling stations including those combined with convenience stores of less than one-thousand (1,000) square feet, or automotive fueling stations and automobile service centers/stations, without accessory or combined convenience stores

G. Adult regulated use

Section 8.40 Development Requirements

The following requirements shall be met within a Historic Central Business District (HCBD):

A. Site plan approval for all permitted and special uses as specified in Article 15 of this Ordinance.

B. Off-street parking, loading, and access management standards for all uses as specified in Article 20 of this Ordinance.

C. Signs for all uses as specified in Article 19 of this ordinance.

D. Height, area, lot coverage, yard regulations, building mass, and yard regulations as specified in Article 16 of this Ordinance.

E. Landscaping requirements as specified in Article 18 of this Ordinance.

F. Design, architectural, and building material standards as specified in Article 17 of this Ordinance.

Jolie Storm

From: kvanderkley
Sent: Wednesday, June 10, 2026 3:56 PM
To: Jolie Storm
Cc: Eve Holroyd
Subject: RE: Meeting Recap

CAUTION: This email originated from outside the Village of Mattawan. Maintain caution when opening external links/attachments

Hi Joli! I am looking at the weather and thinking I can do the work on Sunday, Tuesday, and Wednesday (if needed). It really should not be extremely hot for the paint to cure and also not rainy so Tuesday is sketchy in the forecast at the moment. Next week is the plan and I'll work around the weather. Washing can be done in the rain just not good for the paint.

I can email when I'm there so you know.

-Kelly

Sent from my Galaxy

-------- Original message --------
From: Jolie Storm <jstorm@mattawanmi.com>
Date: 6/10/26 3:25 PM (GMT-05:00)
To: Kelly VanderKley <
Cc: Eve Holroyd <eholroyd@mattawanmi.com>
Subject: RE: Meeting Recap

Good day Kelly,

We have the DDA meeting on Tuesday next week and I was hoping to get an update on where we stand on this.

Thanks.

Jolie Storm-Artis

Village Clerk

Village of Mattawan

24221 Front Ave

P: 269-668-2128 option 2

F: 269-668-4324

jstorm@mattawanmi.com

From: Kelly VanderKley <
Sent: Tuesday, April 14, 2026 10:30 AM
To: Rich McGrew <rmcgrew@mattawanmi.com>; Jolie Storm <jstorm@mattawanmi.com>
Subject: Re: Meeting Recap

CAUTION: This email originated from outside the Village of Mattawan. Maintain caution when opening external links/attachments

Rich and Jolie -

I am also planning to add the shellac to the entire rest of the sculpture, not just the rocks, after the power wash. I see some of the areas I was not able to brush paint on the undersides have some rust. So, I will remove the rust via the power wash, touch up the paint, and apply the gloss coating to the entire sculpture which should help with everything.

I wanted to let you know I see it and will address as soon as there's enough of a dry weather window that aligns with the work schedule.

Have a great day!

-Kelly

On Thursday, January 22, 2026 at 08:31:19 AM EST, Kelly VanderKley

Good morning!

I am emailing a recap of my understandings following our meeting last week. It sounds like there is interest in the rocks within the "Mattawan Rocks!" sculpture obtaining a "shine" as well as the words that are part of the community and sculptural foundation being more vibrant.

My understandings are the following:

- Research and obtain a wax, varnish or shellac that can be applied to the rocks to make them "shine".
- Power wash the rocks.
- (Please note I will need assistance with both a power source and a water source - if using buckets I will need a place to refill and carry them back)
- Repaint areas affected by the power washing.
- Use a solvent to remove any overpainting on the rocks.
- Apply the above researched product to the surface of the rocks.
- Apply a metallic silver enamel paint to the surface of the four foundational words to make them more apparent from afar.

Please not that these items are weather dependent based on the requirements of the products being used.

I agree to perform these functions as weather permits and the DDA will withhold 10% of the final payment until these tasks are performed with a completion goal of June, 2026.

Thank you so much!

Sincerely,

Kelly

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Phone: (724) 537-0200
customerservice@forsite.us
www.mailboxesandsigns.com

Quotation # SS6673RREV1
Date: 06.10.26
Customer Ref # / name: Decorative Signage
Quotation prepared for: Village of Mattawan
24221 Front Avenue
Mattawan, MI 49071
1-269-668-2300
tom@mattawanmi.com
Tom Anthony
Quotation from: Scott Siegel - 1-800-537-0200x214
Contact information: scott@forsite.us
Form Name: FROC #65

BOM QTY	Drawing #	Model-BOM	Description	Finish	Unit Price	Total Price
10		SM-410	10' H x 3" O/D SMOOTH POLE	BLK	$ 144.28	$ 1,442.75
10		TSB2	BALL TOPPER FOR 3" O/D POLE	BLK	$ 36.61	$ 366.13
10		WRB-6	32" TOWN SQUARE BASE FOR 3" O/D POLE	BLK	$ 288.55	$ 2,885.50
8		BP-2424	BACK PLATE FOR 24" x 24" SQUARE SIGN BLADE	BLK	$ 121.80	$ 974.40
8		BP-1218	BACK PLATE FOR 12" x 18" RECTANGLE SIGN BLADE	BLK	$ 73.95	$ 591.60
2		BP-3636	BACK PLATE FOR 36" x 36" SQUARE SIGN BLADE	BLK	$ 242.15	$ 484.30
18		TSB1	SIGN BRACKET (SET OF 2) FOR 3" O/D ROUND POLE	BLK	$ 42.05	$ 756.90
	*3.5% surcharge applied					
	on credit card transactions					
			Subtotal			$ 7,501.58
			Shipping and Handling	PPD-to	49071	$ 659.00
			Sales Tax			$ -
			Total			$ 8,160.58

Payment Terms
-100% due at time of order

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☐ ACH - Please send me instructions

☐ Check or money order-Remit to FORSITE, 1634 Latrobe-Derry Road, Loyalhanna, PA 15661

☐ Credit card – Please complete credit card release form (attached)

The above quotation has been reviewed, agreed to and accepted by:

Ship To / Install at **Same as above unless noted**

Address _____

_____

Contact Name _____

Telephone _____

Email: _____

Quotation Number SS6673RREV1

PO No. _____

Signature _____