

# Agenda

## Northside Cultural Business District Authority Board of Directors



City of Kalamazoo

Thursday, January 15, 2026

6:00 PM

Kalamazoo Metro Transit Board Room/Community Room - 530 N. Rose Street

**A. CALL TO ORDER/ROLL CALL**

**B. ADOPTION OF AGENDA**

(Action: Motion to approve the agenda)

**C. APPROVAL OF MINUTES**

1. Approval of the minutes from the Northside Cultural Business District Authority Board meeting on November 20, 2025 (Action: Motion to approve)

a. 11/20/25 Draft Minutes

**D. PUBLIC COMMENTS**

**E. DIRECTOR COMMENTS**

**F. NEW BUSINESS**

1. None

**G. UNFINISHED BUSINESS**

1. Expansion of District Boundaries Steps

2. Social District Designation Steps

**H. COMMUNICATIONS AND ANNOUNCEMENTS**

**I. STAFF REPORTS AND UPDATES**

**J. ADJOURNMENT**



# NCBDA Board of Directors Staff Report

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City of Kalamazoo

**TO:** The Northside Cultural Business District Authority Board of Directors

**FROM:** Paul Thuringer, Economic Development Supervisor  
Prepared by: Jaime Marsman, Community Investment Administrative Assistant

**DATE:** January 15, 2026

**SUBJECT:** 11/20/25 Draft Minutes

**SUMMARY:**

**BACKGROUND:**

**RECOMMENDATION:**

**NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD MEETING**

**Thursday, November 20, 2025**

**Northside Association for Community Development**

**612 N Park St., Kalamazoo, MI 49007**

A meeting of the Northside Cultural Business District Authority (NCBDA) Board of Directors was held on Thursday, November 20, 2025 at 612 N Park St., Kalamazoo, MI.

**DIRECTORS PRESENT:** Mayor Anderson, Damian Henderson, Marilyn Pulley, Tami Rey, Mattie Jordan-Woods

**DIRECTORS ABSENT:** Chad Dodd, Kiar Gamsho, Ricky Thrash

**ALSO PRESENT FROM THE CITY:**

- Erin Hahn, Business Specialist
- Kevin Ford, Shared Prosperity Coordinator
- Bobby Boyd, Economic Development Supervisor

**A. CALL TO ORDER/ROLL CALL**

Director Jordan-Woods called the meeting to order at 6:00 P.M. Roll call was taken and a quorum was established.

**B. ADOPTION OF AGENDA**

**DIRECTOR REY MOTIONED TO ADOPT THE NOVEMBER 20, 2025 AGENDA AS PRESENTED. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**C. APPROVAL OF MINUTES**

**MAYOR ANDERSON MOTIONED TO APPROVE THE SEPTEMBER 11, 2025 MINUTES OF THE NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY. DIRECTOR REY SECONDED. NO OBJECTIONS. MOTION CARRIED.**

Director Jordan-Woods stated that during the September 18 meeting, Carl Rousseau of Papa's Italian Sausage presented a diagram and boundary list for the proposed social district, which was approved by the Board at that time. The Board emphasized that the diagram must be included when materials are forwarded to the City Commission, as specificity is required for approval.

**DIRECTOR PULLEY MOTIONED TO APPROVE THE SEPTEMBER 18, 2025 MINUTES OF THE NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY. DIRECTOR HENDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**D. PUBLIC COMMENTS**

A member of the public introduced themselves and stated that this was their first meeting. They shared that they recently transferred their business from Georgia and attended to learn how to get started locally. The Board congratulated the speaker.

**E. DIRECTOR COMMENTS**

Director Pulley requested that the December meeting be canceled.

**DIRECTOR PULLEY MOTIONED TO CANCEL THE DECEMBER MEETING. MAYOR ANDERSON SUPPORTED. NO OBJECTIONS. MOTION CARRIED.**

Board members exchanged holiday well-wishes and discussed the possibility of holding a social gathering in January.

Director Jordan-Woods stated that she would be contacting Board members to serve on a subcommittee to pursue future funding opportunities that require a January request, with potential funding not anticipated until 2027. She also discussed the possibility of forming a second subcommittee to explore allocation strategies related to a potential \$700,000 funding source for assisted businesses within the district. Board members expressed interest in participating.

**F. NEW BUSINESS**

**1. Social District Designation**

Director Jordan-Woods explained that although the Board had previously discussed and voted on the creation of a social district within the Northside Cultural Business District, a formal motion was required to submit a resolution to the City Commission.

**DIRECTOR REY MOTIONED TO REQUEST ESTABLISHMENT OF A SOCIAL DISTRICT AND TO AUTHORIZE THE BOARD CHAIR TO SIGN THE RESOLUTION. DIRECTOR PULLEY SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**2. Expansion of District Boundaries – Westnedge Avenue**

The Board discussed expanding the Northside Cultural Business District to include the western side of Westnedge Avenue between Willard Street and Prouty Avenue. Board

members confirmed no recollection of approving any additional boundary extensions beyond Westnedge.

**DIRECTOR REY MOTIONED TO REQUEST INCLUSION OF THE WESTERN SIDE OF WESTNEDGE AVENUE BETWEEN WILLARD AND PROUTY IN THE NORTHSIDE CULTURAL BUSINESS DISTRICT BOUNDARIES. DIRECTOR HENDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**3. Grant Application – Kalamazoo Foundation for Excellence**

The Board considered permission to submit a \$100,000 grant application to the Kalamazoo Foundation for Excellence for the Wayfinding Cultural Monuments Initiative.

**DIRECTOR HENDERSON MOTIONED TO AUTHORIZE THE BOARD CHAIR TO SUBMIT A \$100,000 GRANT APPLICATION TO THE KALAMAZOO FOUNDATION FOR EXCELLENCE FOR THE WAYFINDING CULTURAL MONUMENTS INITIATIVE. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**G. UNFINISHED BUSINESS**

None.

**H. COMMUNICATIONS AND ANNOUNCEMENTS**

None.

**I. STAFF REPORTS AND UPDATES**

Director Jordan-Woods announced that this meeting marked Erin Hahn’s last day taking minutes for the Board. Board members expressed appreciation for her work, professionalism, and collaboration.

The Board requested staff assistance in identifying grant opportunities aligned with Board initiatives and helping determine which opportunities the City could apply for on the Board’s behalf.

**J. ADJOURNMENT**

**DIRECTOR PULLEY MOTIONED TO ADJOURN. DIRECTOR HENDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

The meeting adjourned at approximately 6:48 p.m.

**NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY,  
(a Corridor Improvement Authority  
established and authorized under Part 6 of Act 57 of 2018 (the “Act”))**

**Procedure for Amending a Development Area and Designating it a Qualified Redevelopment Area Under Section 606**

Note: the governing body of the municipality may alter or amend the boundaries of the development area to include or exclude lands from the development area in the same manner as adopting the resolution creating the authority (*See MCL 125.4606(4)*).

<b>1</b>	<p><b>Draft a Resolution</b></p> <p>The governing body must provide a resolution of intent that (1) states the proposed development area meets the criteria in Section 605, (2) sets a date for a public hearing on the adoption of the proposed amendment, and (3) designates the boundaries of the development area.</p> <p><i>See MCL 125.4606(2)</i></p>	<b>DATES:</b>
<b>2</b>	<p><b>Send Notices of Public Hearing</b></p> <p>Notice of the public hearing shall:</p> <ul style="list-style-type: none"> <li>• be given by publication <b>twice</b> in a newspaper of general circulation designated by the municipality, which shall be not less than 20 days or more than 40 days before the date set for the hearing.</li> <li>• be posted in at least 20 conspicuous and public places in the development area (not less than 20 days before the hearing).</li> <li>• be mailed to all property taxpayers of record in the development area and the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax increment financing plan is approved (not less than 20 days before the hearing).</li> <li>• be mailed to the state tax commission (not less than 20 days before the hearing).</li> </ul> <p><i>See MCL 125.4606(2)</i></p>	
<b>3</b>	<p><b>Content of Notice for Public Hearing</b></p> <ul style="list-style-type: none"> <li>• The date, time, and place of hearing</li> <li>• A description of the proposed development area</li> </ul> <p><i>See MCL 125.4606(2)</i></p>	
<b>4</b>	<p><b>Hold the Public Hearing</b></p> <p>At the time set for the hearing, a citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard.</p>	

	<i>See MCL 125.4606(2)</i>	
<b>5</b>	<p><b>After the Public Hearing</b></p> <ul style="list-style-type: none"> <li>• Not less than 60 days after the public hearing, if the governing body of the municipality intends to proceed with the amendment to the development area it shall adopt, by a majority vote of its members, a resolution amending the development area.</li> <li>• The adoption of the resolution is subject to any applicable statutory or charter provisions in respect to the approval/disapproval by an officer of the municipality and the adoption of a resolution over their veto.</li> <li>• The resolution shall be filed with the secretary of state promptly after its adoption and shall be published at least once in a newspaper of general circulation in the municipality.</li> </ul> <p><i>See MCL 125.4606(3)</i></p>	

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**NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION RECOMMENDING AND REQUESTING THAT THE CITY  
COMMISSION CREATE A SOCIAL DISTRICT WITHIN THE NORTHSIDE  
CULTURAL BUSINESS DISTRICT AUTHORITY**

**WHEREAS**, the Northside Cultural Business District Authority (the “NCBDA”) was created pursuant to Part 6 of Public Act 57 of 2018 (the “Act”), for the purpose of correcting and preventing deterioration in its business district, encouraging historic preservation and promoting economic growth, and to allow for a new method of financing activities associated with the continued growth, maintenance, administration, and programming within the NCBDA development area; and

**WHEREAS**, the Michigan Liquor Control Code was recently amended to allow the governing body of a local governmental unit to designate social districts and commons areas which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (MLCC) to utilize expanded areas for the consumption of alcohol; and

**WHEREAS**, the NCBDA Board believes it is in the best interest of the NCBDA businesses and residents for the NCBDA development area to contain a social district, and recommends and requests that the City Commission move forward in its establishment; and

**WHEREAS**, the NCBDA wishes to be formally involved in the process in order to recommend the social district area and commons area, and to assist in the preparation of the local management and maintenance plans in the NCBDA development area.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The NCBDA Board of Directors recommends and requests that the City Commission take all necessary steps to create a social district within the NCBDA development area, and to formally involve the NCBDA in the process in order to recommend the social district area and commons area, and to assist in the preparation of the local management and maintenance plan in the NCBDA development area.

2. All resolutions and parts of resolutions in conflict herewith are rescinded.

YEAS: Boardmembers

NAYS: Boardmembers

ABSTAIN: Boardmembers

ABSENT: Boardmembers

RESOLUTION DECLARED ADOPTED.

Dated: \_\_\_\_\_, 2025 \_\_\_\_\_

\_\_\_\_\_, Secretary

**CERTIFICATION**

I hereby certify that the above is a true and complete copy of a resolution adopted by the Board of Directors of the Northside Cultural Business District Authority of the City of Kalamazoo at a meeting held on \_\_\_\_\_ 2025 and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_ 2025 \_\_\_\_\_

\_\_\_\_\_, Secretary



**NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY,  
(a Corridor Improvement Authority  
established and authorized under Part 6 of Act 57 of 2018 (the “Act”))**

**Procedure for Amending a Development Plan and Tax Increment Financing (TIF) Plan**

Note: A Development and/or TIF Plan may be modified if the modification is approved by the governing body upon notice and after public hearings/agreements as required for approval of the original plan. MCL 618(4). The Development Plan describes the projects and priorities of the Authority. The TIF Plan describes how the Authority intends to pay for its projects and priorities using tax increment revenues. A Development Plan and the TIF Plan are often referred to collectively, simply as “the Plan.”

Note: If the NCBDA extends its TIF Plan, it should also extend the duration of its Development Plan at the same time and as part of the same process, so that both run concurrently.

<b>1</b>	<p><b>Review Development Plan</b></p> <p>If the Board finances any projects within its district using tax increment financing as authorized in 618, it shall prepare a Development Plan.</p> <p>The Development Plan must contain all information set forth in MCL 125.4621(2).</p> <p>The Development Plan should run concurrently with the TIF Plan.</p> <p><i>See MCL 125.4621</i></p>	
<b>2</b>	<p><b>Review and Extend the TIF Plan</b></p> <p>As it reviews its TIF Plan, the Authority must determine that a TIF Plan remains necessary for the achievement of the purposes of Part 6.</p> <p>As amended, the TIF Plan must include:</p> <ul style="list-style-type: none"> <li>• a Development Plan as provided in section 621 (see step above)</li> <li>• a detailed explanation of the tax increment procedure</li> <li>• the maximum amount of bonded indebtedness to be incurred</li> <li>• the duration of the program—push out to the maximum length</li> <li>• a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located</li> </ul> <p>The TIF Plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the Authority shall be clearly stated in the TIF Plan.</p>	

	<p>Further, the TIF Plan shall be in compliance with section 619 of the Act.</p> <p><i>See MCL 125.4618(1)</i></p>	
<b>3</b>	<p><b>Submit Plan(s) to City Commission</b></p> <p>After preparation of the Amended Plan, the Authority shall submit such to the City Commission.</p> <p>Note: The Development Plan is part of the TIF Plan, so only 1 hearing and approval procedure is required for both together.</p> <p><i>See MCL 125.4618(1), (2)</i></p>	
<b>4</b>	<p><b>Inform TIF Taxing Jurisdictions</b></p> <p>Before the public hearing on an amendment to the TIF plan, the City Commission shall provide a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture to meet with the City Commission.</p> <p>The Authority shall fully inform the taxing jurisdictions of the fiscal and economic implications of the proposed development area.</p> <p>The taxing jurisdictions may present their recommendations at the public hearing on the TIF plan.</p> <p><i>See MCL 125.4618(3)</i></p>	
<b>5</b>	<p><b>Send Notices of Public Hearing</b></p> <p>Notice of the public hearing shall:</p> <ul style="list-style-type: none"> <li>• be given by publication <b>twice</b> 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.</li> <li>• be posted in at least 20 conspicuous and public places in the development area (not less than 20 days before the hearing).</li> <li>• be mailed to all property taxpayers of record in the development area and the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax increment financing plan is approved (not less than 20 days before the hearing).</li> <li>• be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax</li> </ul>	

	<p>increment financing plan is approved (not less than 20 days before the hearing).</p> <p>The Notice of Public Hearing shall contain:</p> <ul style="list-style-type: none"> <li>• The time and place of hearing</li> <li>• A description of the proposed development area in relation to highways, streets, streams, or otherwise.</li> <li>• 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.</li> <li>• A statement that all aspects of the Development Plan will be open for discussion at the public hearing.</li> <li>• Other information that the governing body considers appropriate.</li> </ul> <p><i>See MCL 125.4618(2) and MCL 125.4622(1),(2)</i></p>	
<p><b>6</b></p>	<p><b>City Commission Holds Public Hearing</b></p> <p>At the time set for the hearing, the City Commission shall provide an opportunity for interested persons to speak and shall receive and consider communications in writing.</p> <p>The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits, and for consideration of documentary evidence pertinent to the Development Plan.</p> <p>The City Commission shall make and preserve a record of the public hearing, including all data presented at the hearing.</p> <p><b>Except for a development area located in a qualified development area,</b> not more than 60 days after the public hearing on the tax increment financing plan, the governing body in a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality proposing to create the authority.</p> <p><i>See MCL 125.4622(3); MCL 125.4618(5)</i></p>	
<p><b>7</b></p>	<p><b>City Commission Considers the Amendment Plan</b></p> <p>After the public hearing, the City Commission shall determine whether the Amended Plan constitutes a public purpose.</p> <p>If it determines that the Amended Plan constitutes a public purpose, it shall by resolution approve or reject the Plan, or approve it with modification, based on the following considerations:</p>	

	<ul style="list-style-type: none"> <li>• The Plan meets the requirements under section 620(2), which pertains to the issuance and sale of tax increment bonds.</li> <li>• The proposed method of financing the development is feasible and the Authority has the ability to arrange the financing.</li> <li>• The development is reasonable and necessary to carry out the purposes of this part.</li> <li>• The land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of this part in an efficient and economically satisfactory manner.</li> <li>• The Development Plan is in reasonable accord with the land use plan of the municipality.</li> <li>• Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.</li> <li>• Changes in zoning, streets, street levels, intersections, and utilities are reasonably necessary for the project and for the municipality.</li> </ul>	
	<p><i>See MCL 125.4623</i></p>	

"Qualified development area" means a development area that meets 1 of the following:

- (i) All of the following:
  - a) Is located within a city with a population of 700,000 or more.
  - b) Contains at least 30 contiguous acres.
  - c) Was owned by this state on December 31, 2003 and was conveyed to a private owner before June 30, 2004.
  - d) Is zoned to allow for mixed use that includes commercial use and that may include residential use.
  - e) Otherwise complies with the requirements of section 605(a), (d), (e), and (g).
  - f) Construction within the qualified development area begins on or before the date 2 years after the effective date of the amendatory act that added this subdivision.
  - g) Is located in a distressed area.[or]
- (ii) Contains transit-oriented development or a transit-oriented facility.

The QDA designation helps the Authority under the following provisions:

- Sec 605 - exempts QDA's from additional Authority establishment criteria.
- Sec 611 - enumerates additional powers to the Authority Board in a QDA.
- Sec 617 - Allows revenue bond/note proceeds to be used for the reimbursement of a public or private person for the cost of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing property in connection with the implementation of a Development Plan in a QDA.
- Sec 618 - exempts QDA's from the procedural requirements that a governing body in a taxing jurisdiction levying ad valorem property taxes that need to be followed to exempt its taxes from capture.
- Sec 629 - allows a QDA Authority to request the Michigan Economic Growth Authority to expand the definition of tax increment revenues under Sec (3)(g).

**Revenue and Expenditure by Fund**  
**City of Kalamazoo**  
**Fiscal Year: 2025 Through Period: 11**

	<b>Budget</b>	<b>Actual</b>
<b>FUND: 245 NORTHSIDE CULTURAL BUSINESS DIST AUTH</b>		
<b>REVENUES</b>		
245-728-00.000-405.000 LOCAL TAX CAPTURE	20,000.00	20,171.88
<b>TOTAL REVENUES</b>	20,000.00	20,171.88
<b>EXPENDITURES</b>		
245-728-00.000-727.002 MEETING SUPPLIES	2,400.00	0.00
245-728-00.000-727.003 POSTAGE	400.00	0.00
245-728-00.000-801.000 PROFESSIONAL AND CONTRACTUAL SERVICES	10,000.00	0.00
245-728-00.000-801.004 AUDIT FEES		0.00
245-728-00.000-811.000 PROFESSIONAL DEVELOPMENT	7,588.00	538.34
245-728-00.000-830.001 ADMINISTRATIVE FEES	1,000.00	500.00
245-728-00.000-880.000 PROMOTION AND ADVERTISING	7,500.00	
<b>TOTAL EXPENDITURES</b>	28,888.00	1,038.34
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(8,888.00)	19,133.54
<b>GRAND TOTAL REVENUES</b>	20,000.00	20,171.88
<b>GRAND TOTAL EXPENDITURES</b>	28,888.00	1,038.34
<b>GRAND EXCESS OF REVENUES OVER EXPENDITURES</b>	(8,888.00)	19,133.54