

Due to COVID-19 the April 28, 2020 Meeting of the Allendale Charter Township Downtown Development Authority (DDA) will be held both in-person at the Allendale Township Hall and via a video/conference call. The video/conference call information can be found on the following page.

Those wishing to contact the DDA prior to the meeting may do so by emailing the DDA Vice Chair / Township Supervisor at [supervisor@allendale-twp.org](mailto:supervisor@allendale-twp.org).

There will be two opportunities for public comment during the meeting. The process for public comment during the meeting is outlined in the following page.

Additionally, public comments may be submitted electronically prior to the meeting via the email address listed above.

\*Please note that electronic comments need to be submitted prior to the meeting, and are not be able to be received by the DDA during the meeting.

Allendale Township Downtown Development Authority (DDA) Meeting  
Tues, Apr 28, 2020 8:00 AM (EDT)

**You can join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/856012613>

or if you'd prefer not to download the desktop application you can use the web app by going to <https://app.gotomeeting.com/> through the Chrome internet browser and enter the access code listed below.

**You can dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 856-012-613

For Individuals with disabilities you can use this relay service: .....  
711.....

**Instructions:**

1. Dial into the number provided above.
2. You will be asked for an access code.
3. Enter the access code above.
4. Press # to confirm access code.
5. You will be asked for an audio pin. (There is no audio pin for this meeting.)
6. Press # to confirm you don't have an audio pin.

\*Once you enter the call you will be muted by the admin.

**Public Comment:**

Please note that this meeting is open to the public, but is not structured for public discussion to occur throughout the entire meeting. Instead, there are opportunities for members of the public to address the DDA during specific points in the meeting.

**Two periods of public comment will be held during the times outlined in the attached agenda.**

1. The admin for the call will unmute callers one by one.
2. When it is your turn to speak you will be notified that you have been "unmuted"
3. You will have 10 seconds to respond if you would like to speak.
  - o If you confirm that you will like to speak you will be given "the floor" and 3 minutes to speak.
  - o If you decline to speak or do not answer, the admin will move to the next caller.
4. At the end of each public comment period, the opportunity for public comment will be closed and the Meeting Chair will move the meeting forward.

**Closing the Meeting:**

1. Closing of the meeting will proceed by motion of the DDA after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants. You should hear a brief chime and then the call will be disconnected.

Downtown Development Authority  
Special Meeting  
April 28, 2020 – 8:00am

Agenda

1. Opportunity for public comment
2. Proposal for Marketing Campaign to Support Local Businesses
3. Public comment
4. Next meeting: May 17, 2020 at 7:30am
5. Adjourn