

**AGENDA**  
Cascade Charter Township  
Joint Meeting of the  
Downtown Development Authority Board of Directors  
and Planning Commission  
August 18, 2015  
5:30 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of July 14, 2015 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Metro Cruise Warm-up Update – Presentation by Consumers Credit Union, Carmen Villahermosa de Cox
- ARTICLE 6.** Discuss Capital Improvement Projects
- ARTICLE 7.** Any Other Business
- a. Village Road Projects Update
  - b. Museum Gardens Update
  - c. Update on Planning Projects
- ARTICLE 8.** Adjournment

*Please call 949-1500 or email me at [sandra@cascadetwp.com](mailto:sandra@cascadetwp.com) if you cannot attend*

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, July 14, 2015  
3:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

**ARTICLE 1. Call the Meeting to Order**

Chairman Huhn called the meeting to order at 3:30 p.m.  
Members Present: Rob Beahan, David Huhn, Diana Kingsland, Jennifer Pupilava, Kim Ridings, Paula Rowland, Steve Stephan  
Members Absent: Matt Smith, Rick Siegle (excused)  
Others Present: DDA/ED Director Sandra Korhorn

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Pupilava to approve the Agenda. Support by Member Beahan. Motion carried, 7-0.**

**ARTICLE 3. Approve the Minutes of the May 06, 2015 Meeting**

**Motion was made by Member Beahan to approve the minutes of the May 06, 2015 meeting as written. Support by Member Kingsland. Motion carried 7-0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker)**

No one wished to speak to non-agenda items.

**ARTICLE 5. Discuss and Consider Test Panels and Concrete Colors**

DDA/ED Director Korhorn presented. Director Korhorn requested approval for the crosswalk color as Copper with Walnut Antique.

Discussion followed.

**Member Rowland made a motion to approve the crosswalk color as Copper with Walnut Antique. Support by member Member Pupilava. Motion carried 7-0**

**ARTICLE 6. Discuss ADA Plate Colors**

DDA/ED Director Korhorn presented the color choices for the ADA Plates.

Discussion followed.

**Member Stephans made a motion to approve the ADA color as Black. Support by Member Kingsland. Motion carried 6-1.**

**Discuss Color Choice for the Center of the Intersection.**

DDA/ED Director Korhorn presented. The discussion is for the center of the intersection to have the color of the concrete natural or a color. Member Ridings suggested that the ribbons for the crosswalk should be a different color than the natural concrete intersection. It was agreed that the intersection should be natural concrete color. It is decided that all the curbs and gutters and ribbons will be the same natural concrete balanced by the black asphalt. Director Korhorn shows overhead projection of the project. Members are trying to decide if there will be enough of a standout with just the natural concrete as opposed to asphalt. Member Beahan and Chairman Huhn suggest making a greater contrast for drivers to see better and are more aesthetically pleasing, as opposed to just the natural concrete. It is suggested that the ribbon will be even darker than the bricks which will provide a better contrast. Member Riding's states that the ribbons could be a different color, darker on the outside it will blend with the asphalt. Member Stephans agrees that the natural concrete ribbons make the most sense for color, as drivers are not looking at the color of the road.

Discussion Followed.

**Motion by Member Puplava to have the crosswalk ribbons plain concrete. Support by Member Rowland. Motion carried 7-0.**

**ARTICLE 7. Discuss and Consider Charlevoix Dr. Tree Removal**

DDA/ED Director Korhorn presented. The discussion is for the cutting of some more trees. Eighteen (18) trees were cut down last fall and some more need to be cut, as they are dead and/or dying. The Kent County Road Commission does not want to be responsible for any trees in the road right of way. We can put trees in there, but Kent County wants an understanding as to who is going to be responsible for those new trees. Director Korhorn requested approval to remove the dead trees this fall and develop a plan over the winter before replanting trees.

**Motion by Member Beahan to have the dead trees removed. Support by Member Stephan. Motion carried 7-0**

**ARTICLE 8. Discuss Capital Improvements Projects**

DDA/ED Director Korhorn presented. Every year we put together a Capital Improvement Plan that looks 6 years out to see what will come up. Basically, they are for large physical improvements and infrastructure improvements. We need to talk about projects that interest us for the future. The Township Hall feasibility study is complete and as of now it looks like the new Township Hall will be where the test panels are located. Between the Library and 28<sup>th</sup> Street is a piece of land that we need to do

something with. Now, while the momentum is going on this project, might be a good time to come up with preliminary plans to do something with that property before some other committee takes it over. I think it is an important piece of property and the sooner we move on it the better.

Discussion followed. This will be discussed further at the next meeting.

#### **Article 9. Discuss and Consider Public Transit**

Sandra Korhorn presented. At the last meeting the DDA asked me to get a feel for whether the local businesses and residents felt there was a need for public transit. What I am finding is that there absolutely is a need. Many of the businesses owners state that they have difficulty finding employees because there is no transportation. This is a big issue for local businesses. Meijer has committed to providing some funding and building a bus shelter on their property. Other businesses are making requests to see if there is any additional financial assistance that they can provide. I am looking for a positive recommendation to proceed to the infrastructure committee in August and the Township Board at some point after that. With this positive recommendation, it would include the DDA as a funding source and as a partner. In April, we talked about the Township and the DDA doing a 75/25 split with 75% of the funds from the Township and 25% from the DDA. With the DDA's 25%, any funds raised by businesses would go against the 25% of the DDA funding reducing our percentage. The route would travel east down 28<sup>th</sup> Street to Patterson to the North and continue back east on Burton to the YMCA. The route would continue to Meijer and the Library.

Discussion followed. The DDA would like to see service extended to Thornapple Center.

**Member Puplava made a motion to move forward with partnering with the Township for a three (3) year pilot study to provide bussing from the Rapid into Cascade Township. The DDA will provide 25% support of the project with any business contribution lessening the DDA contribution. Support by Member Stephans. Motion carried 7-0.**

#### **Article 10. Any Other Business**

##### **a) Streetlight Painting**

We had a company paint one of the pole bases in the District to see how it would look as they were not painting the entire pole. It looks really good and we cannot see the difference. We are moving forward with the project and it will be completed this summer. This includes washing the light fixtures as well.

##### **b) Museum Gardens Update**

Mike Berrevoets, FTCH presented. The last company that closed the sight properly closed the monitoring wells that they used. Unfortunately the companies before them did not properly close the monitoring wells that they

had used. The old wells now need to be abandoned properly. This will be done next week as per environmental specifications.

The Storm water infiltration system that we had planned cannot be done as the excavator found a lot of clay. The material that is in there will need to be tested and removed before the project can continue.

There were three underground storage tanks with pipes. The pipes have been identified and we have quotes to remove the pipes according to environmental specifications.

**c) Update on Planning Projects**

The Cascade Center strip mall has a new owner and they are in the process of cleaning it up and re-skinning the exterior. There is a new Coney Island going where the old Family Video and the Cascade Road House is being completely refurbished. The old Burger King is being renovated for Lake MI Credit Union.

**Article 11. Adjournment**

**Member Beahan made a motion to adjourn. Support by Member Kingsland. Motion carried 7-0. Meeting Adjourned at 5:35 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Ann Seykora, Planning Administrative Assistant  
Julie Kutchins, Planning Administrative Assistant

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## DDA/PLANNING COMMISSION MEMORANDUM

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**To:** Cascade Township DDA Board  
Cascade Township Planning Commission

**From:** Sandra Korhorn, DDA/Economic Development Director  
Steve Peterson, Community Development Director

**Subject:** Metro Cruise Warm-up Update – Presentation from Consumers  
Credit Union, Carmen Villahermosa de Cox

**Meeting Date:** August 18, 2015

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Carmen Villahermosa de Cox will be at the meeting to give an update on the Metro Cruise warm up event. Carmen is on the Metro Cruise warm up committee and is the office manager/loan officer for the Cascade branch of Consumers Credit Union. Consumers C.U. is located on the corner of 28<sup>th</sup> St. & Kraft Ave.

If you recall, Cascade Township DDA donated \$5,000 and is the title sponsor for this event. The Metro Cruise Warm up will be held Thursday, August 20 and Friday, August 21 in the Pal's Diner parking area from 5:30 p.m. – 8:30 p.m.

Carmen will take a few minutes to update you on the activities taking place during the 2 day event.

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## DDA/PLANNING COMMISSION MEMORANDUM

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**To:** Cascade Township DDA Board  
Cascade Township Planning Commission

**From:** Sandra Korhorn, DDA/Economic Development Director  
Steve Peterson, Community Development Director

**Subject:** Discuss Capital Improvement Projects

**Meeting Date:** August 18, 2015

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We had a brief discussion regarding the Capital Improvement Plan (CIP) at our July meeting. I mentioned I would like to have a larger conversation on this so staff is ready when this document is put together this fall.

As part of the budget process, a capital improvement budget document is put together for all departments of the Township. The document provides for large, physical projects that are permanent.

Steve Peterson, Community Development Director and I felt it was important to include the Planning Commission in as part of this discussion. The CIP is used by the Planning Commission to implement the master plan. It is also a great way to keep the PC updated on DDA projects and activities and ultimately, the PC reviews and approves a resolution of support for the adoption of the CIP.

With the budget process beginning soon, I am interested in some input from the DDA Board and Planning Commission about potential projects over the next 6 years.

I have included the DDA section of the CIP from last year. It includes projects that the DDA has expressed an interest in pursuing in the past. With the Township Hall feasibility study under way, I think it's important to discuss the potential development of the Jacksmith/28<sup>th</sup> Street parcel. I continue to receive interest from potential donors regarding the development of this parcel for a community gathering area.

**Cascade Charter Township Capital Improvements Program 2015-2020**

<b>Downtown Development Authority Fund (248)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>TOTAL</b>
Village Area Midblock Crossing	210,000						210,000
Old 28 <sup>th</sup> Street Realignment	110,000						110,000
Museum Gardens Enhancement	375,000						375,000
Enhanced Intersections (Part I)	447,000						447,000
Enhanced Intersections (Part II)	637,000						637,000
Village Area Gateway Improvements		500,000					500,000
Pathway Extension – Cascade Rd (Part I)		400,000					400,000
Pathway – Library to Tassel Park		275,000					275,000
28 <sup>th</sup> Street Mid-Block Crossing			300,000				300,000
Community Gathering Area			300,000	300,000			600,000*
<b>Totals</b>	<b>1,779,000</b>	<b>1,175,000</b>	<b>600,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>4,054,000</b>

\*Project anticipated to be financed over a period of years

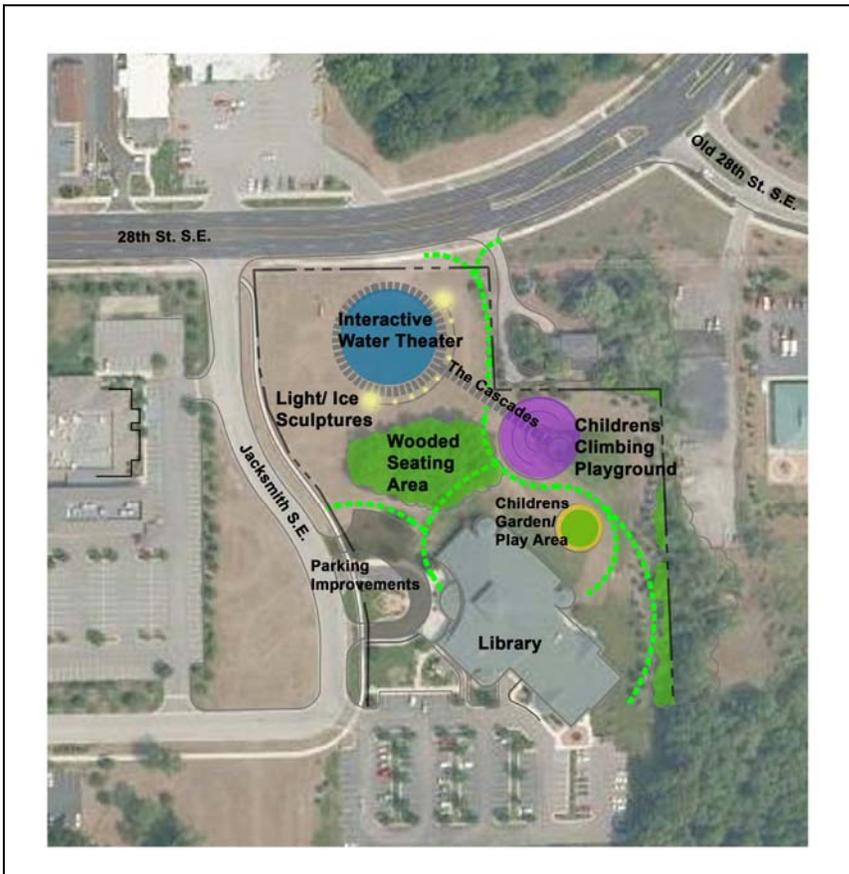
<b>Building Department Fund (249)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>TOTAL</b>
Blue Print Scanner	15,000						15,000
Department Head Vehicle	34,000						34,000
Department Inspector Vehicles (7)		154,000					154,000
<b>Totals</b>	<b>49,000</b>	<b>154,000</b>					<b>203,000</b>

\*Project anticipated to be financed over a period of years



Courtesy of Progressive AE

Graphic 4.  
Round-a-bout  
configuration at  
28<sup>th</sup> Street and  
Cascade Road.



Graphic 5.  
Community Activity  
Center concepts for  
the Township-owned  
property at Jacksmith  
and 28<sup>th</sup> Street.