

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
January 20, 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 December 2, 2014 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Discuss the Various DDA Development Improvement Areas
- ARTICLE 6.** Discuss the Street Signage for the Intersection Projects
- ARTICLE 7.** Election of Officers
- ARTICLE 8.** Any Other Business  
a. Contact List for Board Members  
b. Update on Planning Activities
- ARTICLE 9.** 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, December 02, 2014  
4:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

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

Chairman Puplava called the meeting to order at 5:30 p.m.  
Members Present: Rob Beahan, Diana Kingsland, Jennifer Puplava, Kim Ridings  
Paula Rowland, Steve Stephan  
Members Absent: David Huhn, Joanne Noto, Rick Siegle (excused)  
Others Present: Assistant to the Manager Sandra Korhorn, Township Engineer Mike Berrevoets

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Kingsland to approve the Agenda. Support by Member Stephan. Motion carried, 5-0.**

**ARTICLE 3. Approve the Minutes of the October 21, 2014 Meeting**

**Motion was made by Member Rowland to approve the minutes of the October 21, 2014 Meeting. Support by Member Kingsland. Motion carried 5-0.**

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

Member Beahan arrived.

**ARTICLE 5. Review and Consider Plans for the Enhanced Intersection at Cascade Road and 28<sup>th</sup> Street including discussion on traffic signal plans, concrete tints and traffic movements during construction.**

Assistant to the Manager Korhorn presented Articles 5, 6 and 7. At the October meeting it was decided to go with wider crosswalks with color contrast to the concrete, reuse or replace the bricks at the corners and to have three options for the intersections. The options are: plain concrete, tinted concrete or a medallion in the middle. After talking it over, it was decided that a medallion would be difficult to pour and to match due to the staging of the project. Staff is recommending that we use a tinted concrete throughout the intersection without the stamping. It will still make the intersection pop and give it a gateway feel that we are looking for. In looking into mast arms, there is nothing that matches our Lumec lights. We had some options at the October meeting that are in the packet and we can hopefully come to a consensus on the project. The Road Commission was positive on the projects and gave their nod of

approval. I am looking for a recommendation to the Township Board for these three projects so that it can go out to bid in February.

Mike Berrevoets, Township Engineer presented. One item that is driving this whole project is traffic. During the project traffic disruption will be kept to a minimum and thru traffic must be maintained over the river. A timeline was presented for the project duration and traffic adjustments.

Discussion followed regarding running the projects concurrently to limit disruptions to traffic flow and to reduce impact on businesses. Also discussed: Concrete tinting color and lighting options. The Board decided to have Pat Cornelisse of Cornelisse Designs pick a color palette for the project and revisit the color options in January.

**Motion by Member Rowland to approve the plans for the Enhanced Intersection at Cascade Road and 28<sup>th</sup> Street. Support by Member Beahan. Motion carried 6-0.**

**ARTICLE 6. Review and Consider Plans for the Enhanced Intersection at Thornapple River Drive and Cascade Road, including discussion on traffic signal plans, concrete tints and traffic movements during construction.**

Mike Berrevoets stated that at the intersection of Thornapple River Drive and Cascade Road the streetlights would be removed and lights will be mounted on the mast arm to reduce the number of light poles at the intersection.

Discussion followed regarding the design of the mast arms and lighting.

**Motion by Member Rowland to approve the Enhanced Intersection at Thornapple River Drive and Cascade Road. Support by Member Kingsland. Motion carried 6-0.**

**ARTICLE 7. Review and Consider Plans for the Mid-Block Crossing.**

Assistant to the Manager Korhorn presented. After discussion with the gas station owner, the Mid-Block crossing was shifted to alleviate his concerns. This will not impede his customer's ability to enter/exit the business. We shored up the curb cut to try to limit the speed at the entrances. This could present a problem to delivery vehicles. The Board will have to decide if we want to approve the shored up curb cut.

Discussion followed regarding the adjustment to traffic regarding the curb cuts.

**Motion by Member Beahan to approve the Plans for the Mid-Block Crossing with the curb cut into the gas station remaining at the same angle it is at the present time. Support by Member Stephan. Motion carried 6-0.**

**ARTICLE 8. Any Other Business**

- a) **Update on Planning Activities** – Assistant to the Manager Korhorn provided an update to the DDA Board on new projects throughout the district.

b) Next Meeting – Tuesday, January 20, 2015 at 5:30 PM

**ARTICLE 9. Adjournment**

**Member Rowland made a motion to adjourn. Support by Member Kingsland.  
Motion carried 6-0. Meeting Adjourned at 5:35 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Ann Seykora, Planning Administrative Assistant  
Debra W. Groendyk, Planning Administrative Assistant

DRAFT

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*  
**Subject:** Discuss the Various DDA Development Improvement Areas  
**Meeting Date:** January 20, 2015

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If you recall, when we developed the DDA Plan, the DDA was divided into 4 development areas. They are: the Village Area, the 28<sup>th</sup> Street Corridor, the Interchange Area and Centennial Park. These four improvement areas vary with different zoning districts, uses allowed, lot sizes, etc.

When we were discussing Community Enhancement Projects, the concept of way finding came up, as well as signage and lighting. There was discussion about the Cascade signs being placed in each improvement area and possibly having different lighting colors in each improvement area as well.

I want to do a little brainstorming and see if we can develop some "identities" for each improvement district. For example, I think the easy one is "The Village". I believe when someone talks about "The Village" or "Cascade Village", we know what area they are referring to.

I think this topic is a valuable one to discuss.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*  
**Subject:** Discuss the Street Signage for the Intersection Projects  
**Meeting Date:** January 20, 2015

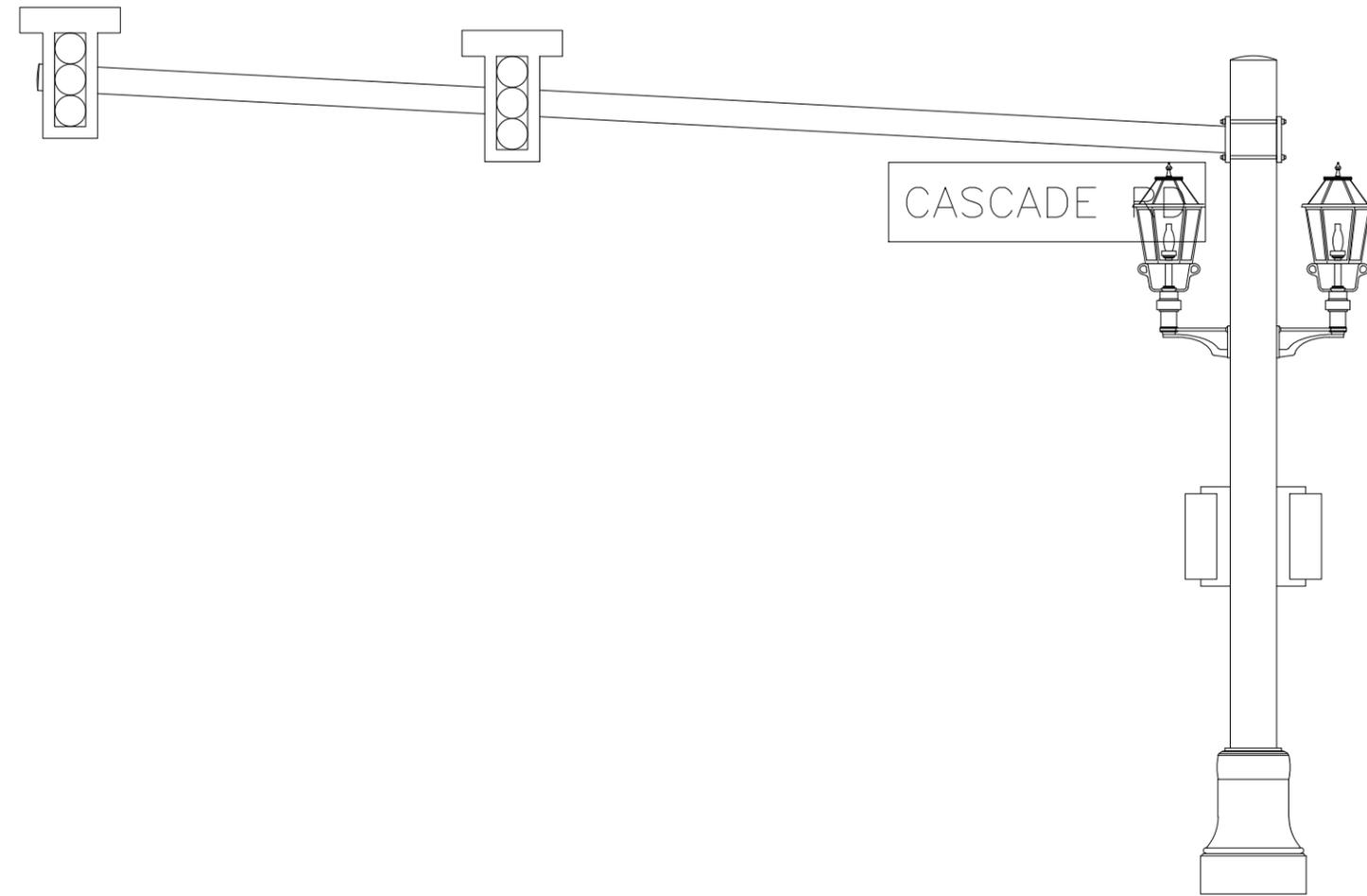
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Wade Trim has been working with FTCH on the traffic signals for the intersection projects. It was brought to my attention that we can place illuminated street signs on the mast arm poles. This was not part of the original scope of the project, but can be added if the DDA desires. The sidewalk lights would conflict with the signs, so we may need to omit the double sidewalk lights on the poles that have the illuminated street signs.

The internally illuminated street name signs are LED, and come in lengths of 6 feet or 8 feet (depending on the length of the road name). There are typically 4 signs per intersection (one on each mast arm). At the 28<sup>th</sup> Street intersection, we could probably use 3 signs, and not have one for the retail center/private drive.

The signs can be customized is by adding a city/township logo on the side, or the city/township name underneath the road name.

The signs cost about \$3,500 each.



**Cascade Charter Township**

Kent County, Michigan

2015 DDA Village Improvements

PLOT INFO: Z:\2014\140224\PREPARED\140224.DWG LAYOUT: E-1 DATE: 12/29/2014 TIME: 10:04:57 AM USER: ARK

**SYMBOL LEGEND**

- IN-GRADE FLAG POLE LUMINAIRE
- DECORATIVE STREETLIGHT LUMINAIRE AND POLE
- UNDERGROUND CONDUIT

**NOTES**

1. CONTRACTOR SHALL COORDINATE WORK WITH IRRIGATION SYSTEM WORK.
2. CONTRACTOR SHALL COORDINATE WORK WITH OTHER CONTRACTORS. DIRECTIONAL DRILL UNDER ALL DRIVEWAYS, STREETS AND WALKWAYS, THAT ARE NOT PLANNED TO BE CONSTRUCTED BY OTHER CONTRACTORS, DO NOT OPEN CUT DRIVES, STREETS OR WALKWAYS THAT ARE EXISTING TO REMAIN.
3. CONTRACTOR SHALL BE AWARE THAT THERE ARE EXISTING UTILITIES ALONG THE RIGHT-OF-WAY. UTILITIES ALONG CASCADE ROAD INCLUDE WATER MAIN, SANITARY SEWER, STORM SEWER, GAS, CABLE, TELEPHONE, ELECTRICAL AND OTHER PRIVATE UTILITIES. CONTRACTOR SHALL CONTACT MISS DIG AND PERFORM FIELD VERIFICATION OF EXISTING UTILITY LOCATIONS PRIOR TO ANY WORK.
4. ALL NEW POLES SHALL BE LOCATED A MINIMUM DISTANCE OF 5'-0" FROM THE BACK OF CURB.
5. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FROM KENT COUNTY ROAD COMMISSION TO WORK WITHIN THE RIGHT-OF-WAY OF CASCADE ROAD.
6. CONTRACTOR IS RESPONSIBLE FOR BACKFILL AND COMPACTION TO MATCH EXISTING CONDITIONS AT ALL TRENCHES.
7. CONTRACTOR SHALL BE AWARE OF, LOCATE, AND PROTECT ALL CABLING, CONDUIT, MANHOLES, ETC.
8. CONDUIT SHALL BE INSTALLED IN TRENCH AT BACK OF SIDEWALK OR DEEP ENOUGH SO AS NOT TO INTERFERE WITH TREE PLANTING. COORDINATE WITH LANDSCAPE CONTRACTOR. CONDUIT ROUTING MAY NEED TO BE ALTERED BASED ON FIELD CONDITIONS.
9. ALL NEW SPLICES SHALL BE INSTALLED IN AN ACCESSIBLE HANDHOLE.

**KEY NOTES**

1. FIELD VERIFY EXISTING UNDERGROUND CONDUIT AND CONDUCTOR ROUTING. EXISTING CONDUIT AND CONDUCTORS SHALL BE EXTENDED TO NEW POLE LOCATION.
2. FIELD VERIFY UNDERGROUND CONDUIT ROUTING. EXTEND CONDUIT AND CONDUCTORS FROM EXISTING LOCATION TO PROPOSED LOCATION OR INTERCEPT EXISTING CONDUITS AND CONDUCTORS AS REQUIRED TO FEED LUMINAIRES AT NEW LOCATIONS.
3. EXACT LOCATION OF POLE SHALL BE ALIGNED WITH EXISTING DECORATIVE STREET LIGHT POLES ON CASCADE ROAD.
4. PROVIDE NEW CONDUCTORS (3#8,#10G) IN EXISTING AND PATCHED 1" CONDUIT FROM EXISTING POLES TO NEW POLE LOCATION AS INDICATED. ALL EXISTING STREET LIGHTING LUMINAIRES SHALL BE OPERATIONAL AT CONCLUSION OF WORK.

Drawn By ARK  
Designer ARK  
Reviewer  
Manager MLB

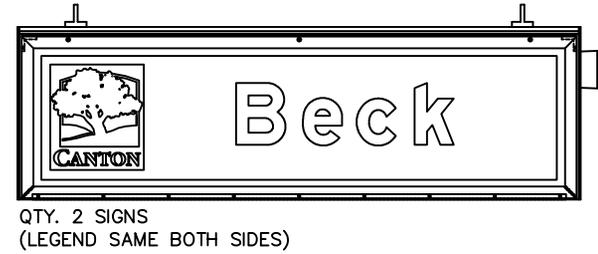
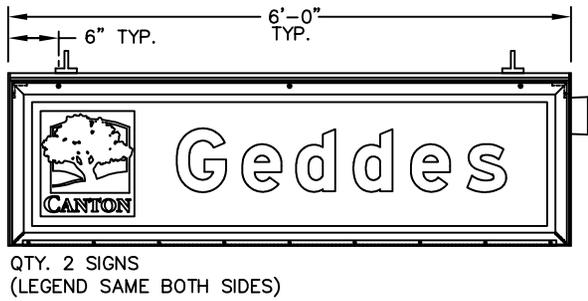
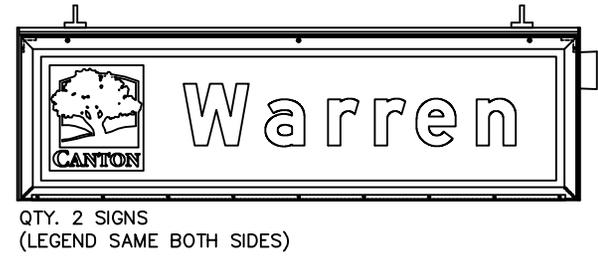
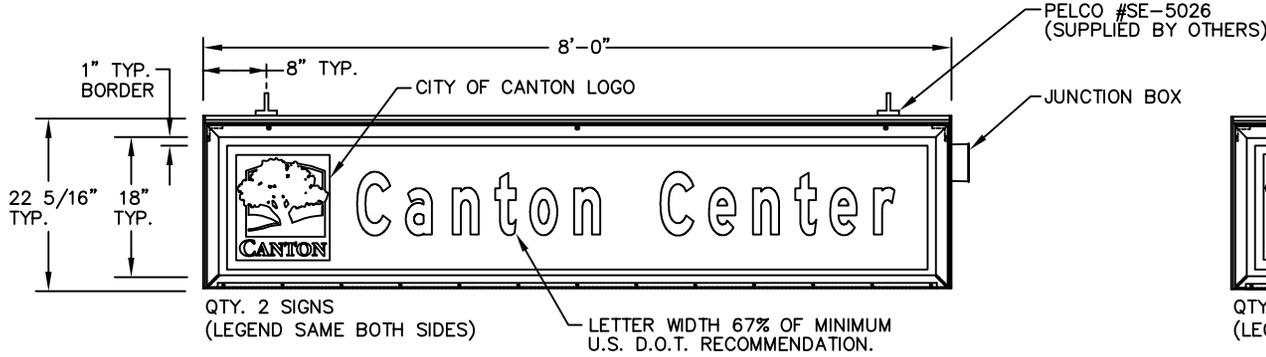
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PROJECT NO.  
**G140224**

SHEET NO.

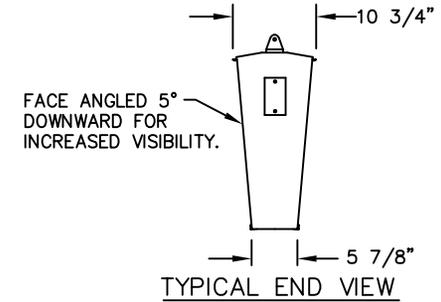
**E-1**

LTR	REVISIONS	DATE



NOTES:

1. ALL LETTERS SHALL BE 8" UPPER CASE AND 6" LOWER CASE SERIES E (MOD.). LETTERS SHALL CONFORM TO FHWA'S "STANDARD ALPHABETS FOR HIGHWAY SIGNS."
2. UNLESS OTHERWISE SPECIFIED, ALL LETTER WIDTH AND SPACING SHALL BE 100% OF U.S. D.O.T. MINIMUM RECOMMENDATION.
3. TRANSLUCENT VINYL SHEETING APPLIED OVER 1/8" THK. WHITE POLYCARBONATE.
4. SIGN HOUSINGS SHALL NOT CONTAIN ANY ELECTRICAL COMPONENTS.
5. TOP OF SIGN HOUSING SHALL BE DRILLED TO MATCH PELCO #5026 TRI-STUD HANGER BODY MOUNTED 8" IN FROM EACH END (SUPPLIED BY OTHERS). HANGER BODYS SHALL BE FACTORY INSTALLED.
6. SIGN SHALL BE FULLY GASKETED AND WATERTIGHT.
7. SIGN SHALL BE EQUIPPED WITH SIX (6) DRAIN HOLES LOCATED IN THE LOWER CORNERS OF THE HOUSING.
8. ELECTRICAL CONNECTION SHALL BE IN JUNCTION BOX MOUNTED AT END OF SIGN HOUSING.
9. FACE COLORS:  
LEGEND AND BORDER - WHITE (NON-REFLECTIVE)  
BACKGROUND - GREEN (NON-REFLECTIVE)  
LOGO - PER CITY OF CANTON SPECS.
10. EXTERIOR OF SIGN HOUSING AND TRI-STUD HANGER BODYS SHALL BE PAINTED DARK FOREST GREEN.



UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS HAVE A TOLERANCE OF: ±1/4"		 <b>NATIONAL SIGN AND SIGNAL</b> 301 S. ARMSTRONG RD BATTLE CREEK, MI 49015	
DRAWN BY:	P.H.	TITLE	8': #96SNSHOUS2W, 6': #72SNSHOUS2W
DATE:	06/30/08	8FT AND 6FT TWO-WAY STREET NAME SIGN HOUSINGS W/FACES	
OUR JOB NO.:	#7930	SCALE	REVISION
PROJECT/CUST.:	CITY OF CANTON, MI (CARRIER & GABLE #121262N)	1:18	SIZE
			B
		DRAWING NO.	S1888

**Biddle**  
CITY OF WYANDOTTE

**Eureka**  
CITY OF WYANDOTTE



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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director  
**Subject:** Election of Officers  
**Meeting Date:** January 20, 2015

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It is time to elect officers for the DDA for 2015. The Board needs to vote on the following positions: Chair, Vice Chair and Secretary. Currently, David Huhn serves at the Chairman; Jennifer Puplava serves as the Vice Chair and Diana Kingsland as the secretary.