

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
February 17, 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 January 20, 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.** Discuss the Street Signage for the Intersection Projects
- ARTICLE 6.** Discuss Space Needs Study
- ARTICLE 7.** Dates for Business Owner Meeting/Public Open House
- ARTICLE 8.** Any Other Business
- a. Museum Gardens Bid – APEX Contractors
 - b. Speed Board
 - c. Update on Planning Activities
- ARTICLE 9.** Adjournment

Please call 949-1500 or email me at sandra@cascadetwp.com if you cannot attend

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, January 20, 2015
5:30 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, Jennifer Puplava, Kim Ridings, Matt Smith, Rick Siegle
Steve Stephan
Members Absent: David Huhn, Diana Kingsland, Paula Rowland, (excused)
Others Present: DDA/Economic Development Director Sandra Korhorn

ARTICLE 2. Approve the Agenda

Motion was made by Member Beahan to approve the Agenda. Support by Member Siegle. Motion carried, 6-0.

ARTICLE 3. Approve the Minutes of the December 2, 2014 Meeting

Motion was made by Member Beahan to approve the minutes of the December 02, 2014 Meeting as written. Support by Member Siegle. Motion carried 6-0.

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 the Various DDA Development Improvement Areas

DDA/ED Director Korhorn presented. The DDA created four different development areas for the district.

1. The Village Area
2. The 28th Street Corridor
3. The Centennial Park Area
4. The Expressway/Interchange Area

We had talked about making each district distinct by the color of the signage. Do we feel we need to make these districts more distinct? Drury Hotels will be adding a distinctive wall and we will place a Township sign on it and the Village sign was lost in a storm last year. Do we want to, at that time, add the distinction of the individual districts?

Discussion Followed.

The Board decided to keep the designations as they are in the DDA/TIF plan and use them for marketing purposes, but do not feel the need to add designations to each sign or area.

ARTICLE 6. Discuss the Street Signage for the Intersection Projects

DDA/ED Director Korhorn presented. This is in conjunction with the current intersection projects that are in process. Wade Trim is working on the signal work for the intersection projects and asked if we are interested in placing illuminated street signs as part of our intersection projects. The signs cost \$3,500 each and there would be four per intersection with the exception of the 28th Street intersection that would have three. The signs can also be non-illuminated.

Discussion followed regarding the Street Signage for the Intersection Projects.

Motion by Member Beahan to proceed with the internally lit LED green and white street signs that say Cascade Charter Township and the street name in large print. Support by Member Siegle. Motion carried 6-0.

ARTICLE 7. Election of Officers.

Motion by Member Beahan to re-elect current members of the Board for 2015.

- David Huhn – Chairman
- Jennifer Puplava – Vice Chair
- Diana Kingsland - Secretary

Support by Member Siegle. Motion carried 6-0.

ARTICLE 8. Any Other Business

- a) Contact List for Board Members
- b) Update on Planning Activities
- c) Wisner Center Update

ARTICLE 9. Adjournment

Member Beahan made a motion to adjourn. Support by Member Siegle. Motion carried 6-0. Meeting Adjourned at 6:30 PM

Respectfully submitted,

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

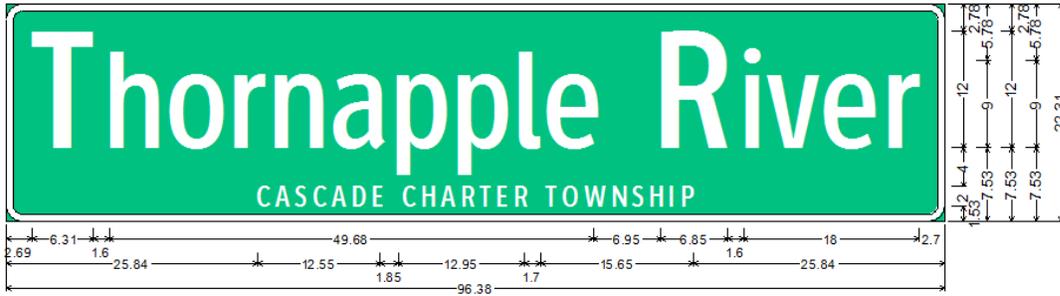
DDA MEMORANDUM

To: Cascade Township DDA Board
From: Sandra Korhorn, DDA/Economic Development Director *SKK*
Subject: Discuss the Street Signage for the Intersection Projects
Meeting Date: February 17, 2015

At the January meeting, the DDA board decided to move forward with illuminated street signage for the Cascade Rd/Thornapple River Dr. intersection as well as the Cascade Rd./28th St. intersection.

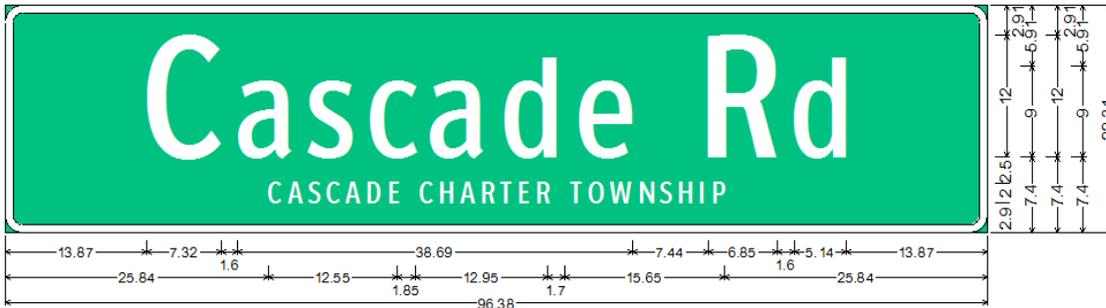
Wade Trim has been working with FTCH on the traffic signals for the intersection projects and are also working on the street signs. I have attached designs of the street signs for the intersections. As you can see, the Thornapple River Dr. sign does not include "Drive".

We need to decide what wording we want on this sign so they can proceed with the design.



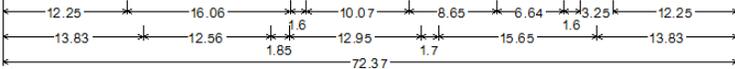
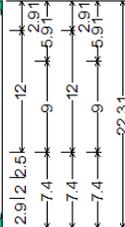
D3-2VAR; 1.63" Radius, 0.75" Border, White on Green;
 "T" ClearviewHwy-2-W; "hornapple " ClearviewHwy-2-W 50% spacing; "R" ClearviewHwy-2-W; "iver" ClearviewHwy-2-W 50% spacing;
 "CASCADE CHARTER TOWNSHIP" ClearviewHwy-2-W 200% spacing;
 Table of widths and spaces.

T	6.31	h	4.93	o	5.50	r	3.15	n	4.93	a	5.29	p	5.09	p	5.09	l	2.24	e	5.24	R	6.85
	1.60	i	1.73	v	5.29	e	5.24	r	3.15		2.69										
25.84	C	1.22	A	1.39	S	1.10	C	1.22	A	1.39	D	1.21	E	0.90							
1.85	C	1.22	H	1.15	A	1.39	R	1.14	T	1.05	E	0.90	R	1.14							
1.70	T	1.05	O	1.43	W	1.98	N	1.27	S	1.11	H	1.15	I	0.31	P	1.11					25.83



D3-2VAR; 1.63" Radius, 0.75" Border, White on Green;
 "C" ClearviewHwy-2-W; "ascade " ClearviewHwy-2-W; "R" ClearviewHwy-2-W; "d" ClearviewHwy-2-W;
 "CASCADE CHARTER TOWNSHIP" ClearviewHwy-2-W 200% spacing;
 Table of widths and spaces.

13.87	C	7.32	a	5.29	s	4.43	c	4.62	a	5.29	d	5.14	e	5.23	R	6.85	d	5.14	13.86		
25.84	C	1.22	A	1.39	S	1.10	C	1.22	A	1.39	D	1.21	E	0.90							
1.85	C	1.22	H	1.15	A	1.39	R	1.14	T	1.05	E	0.90	R	1.14							
1.70	T	1.05	O	1.43	W	1.98	N	1.27	S	1.11	H	1.15	I	0.31	P	1.11					25.83



D3-2VAR; 1.63" Radius, 0.75" Border, White on Green;
 "28" ClearviewHwy-2-W; "th" ClearviewHwy-2-W; " CASCADE CHARTER TOWNSHIP" ClearviewHwy-2-W 200% spacing;
 Table of widths and spaces.

12.25	2	6.23	2.72	7.11	1.60	t	3.26	1.88	h	4.93	8.65	S	6.64	1.60	t	3.25	12.25							
13.83	C	1.23	0.54	A	1.39	0.49	S	1.11	0.75	C	1.22	0.54	A	1.39	0.81	D	1.21	0.97	E	0.91				
1.85	C	1.22	0.84	H	1.15	0.81	A	1.39	0.82	R	1.14	0.70	T	1.05	0.81	E	0.91	0.97	R	1.14				
1.70	T	1.05	0.70	O	1.43	0.79	W	1.99	0.91	N	1.27	0.75	S	1.11	0.88	H	1.15	1.08	I	0.32	1.11	P	1.11	13.83

DDA MEMORANDUM

To: Cascade Township DDA Board

From: Sandra Korhorn, DDA/Economic Development Director *SKK*

Subject: Discuss the Township Space Needs Study

Meeting Date: February 17, 2015

Fishbeck, Thompson, Carr & Huber (FTCH) was hired to conduct a space needs study of Township facilities. Phase I is completed and consisted of FTCH sitting down with township staff to discuss current and future space needs. Based on staff input, it was determined that the Township has outgrown the current Township office space.

Phase II is in the beginning stages and will consist of FTCH meeting with staff to discuss all township facilities and properties and their current/future uses. I am bringing this to your attention because the DDA Board, in the DDA/TIF plan, is planning on using the Township property next to the library as a community gathering area. There was discussion about a skate park, rock climbing wall, sound park, amphitheater, interactive water feature, etc.

If you recall, we also had the owner of Goldfish Swim School at a DDA meeting indicate they are looking for ways to support the township. They are very supportive of the plan for the library area and were interested in some type of financial support and naming opportunities.

The DDA Board needs to decide if this is still of interest so we can pass along our desire to FTCH.

DEVELOPMENT AREA: VILLAGE

Goals for the DDA projects within the Village development area include the following:

- Enhance the Village to make it welcoming and a destination for shoppers.
- The Village will be pedestrian-friendly.
- Activities/destinations for people of all ages, including children and seniors, will be available.
- The Village will have public gathering areas.
- The Village will have improved traffic flow and traffic safety.
- The Village will have improved recognition as a place, with character, charm and quaintness.
- The Village boundaries will be reviewed.

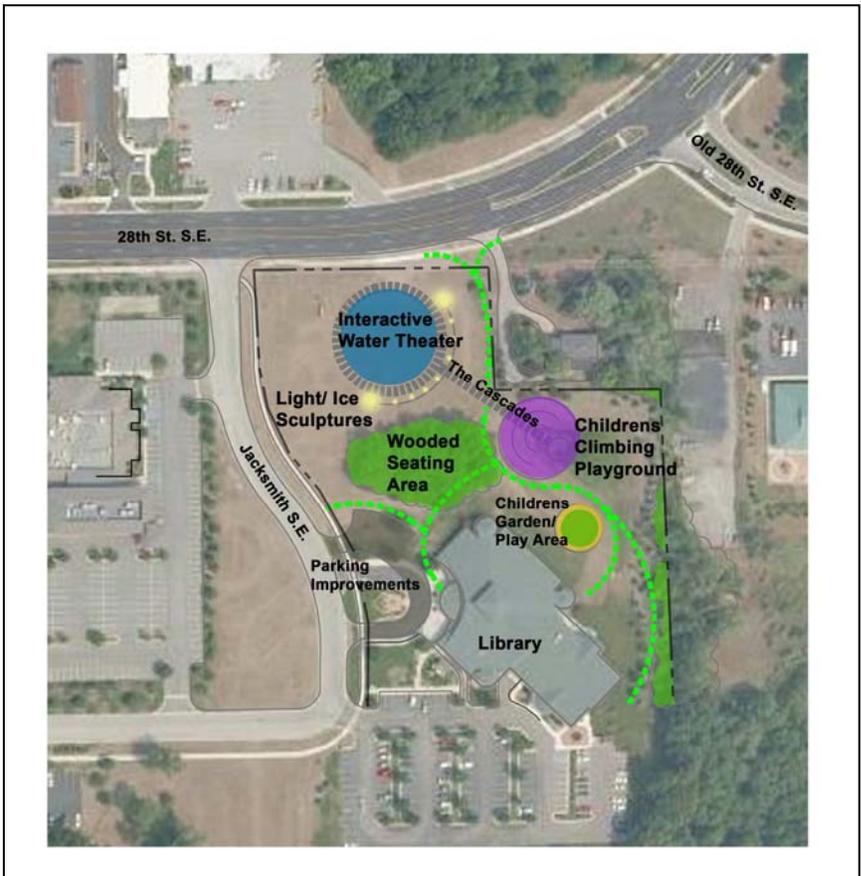
Accordingly, the projects identified for the duration of the plan are identified below in terms of priority. It should be noted that projects can be separated into phases as funds become available.

Village	Approximate Cost	Timing	Priority
Finance traffic calming measures including round-a-bouts, road diets, and other mechanisms approved by the KCRC.	\$3,600,000	2012-2017	A
Create community gathering places along 28 th Street and near the library, such as a community center, skate park, rock climbing, sound park, amphitheater, nature area, trails, baseball fields, and/or other public facilities.	Skatepark: \$350,000 Kids playground with rock wall: \$350,000 Sound Park: \$55,000 Small amphitheater: \$250,000 Support Amenities (lighting parking, site furniture, walks, landscaping, signage, fencing) \$250,000 Children's garden with small water feature: \$100,000 Interactive element: \$500,000 Total with fees: \$2,000,000	2012-2017	A



Courtesy of Progressive AE

Graphic 4.
Round-a-bout
configuration at
28th Street and
Cascade Road.



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

DDA MEMORANDUM

To: Cascade Township DDA Board
From: Sandra Korhorn, DDA/Economic Development Director *SKK*
Subject: Dates for Business Owner Meeting/Public Open House
Meeting Date: February 17, 2015

We discussed holding some meetings with business owners as well as having a public open house to inform people of the DDA projects that are taking place this summer. We have scheduled 2 meetings at this time. They are as follows:

Tuesday, March 24 – 5:00 p.m. - This meeting will be for property/business owners in the village area. They will receive a letter prior to the meeting informing them of the various projects and of the meeting.

Tuesday, April 28 – 4:00 p.m. – 6:00 p.m. – This meeting will be a public open house. We will notice it in the newsletter and on our website.

Although not scheduled at this time, we may hold another meeting late May/early June, just prior to the commencement of the projects.