

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
February 20, 2024
5:30 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/85632463498>

Meeting ID: 856 3246 3498

By Phone: 1 309 205 3325

- ARTICLE 1.** Call the Meeting to Order
- Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the January 16, 2024 Meeting
- ARTICLE 4.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** OHM Professional Services Contract
- ARTICLE 6.** Façade Grant Program: McKenna
- ARTICLE 7.** 4th of July Celebration Discussion
- ARTICLE 8.** Staff Updates
- Tuffy Demolition
 - Cascade Rd Pedestrian Bridge
 - Friendship Park
- ARTICLE 9.** Any Other Business
- a. Next Meeting:
- ARTICLE 10.** Adjournment

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
January 16, 2023
5:30 p.m.
2870 Jacksmith Ave. SE

- ARTICLE 1.** Acting Vice Chair Stephan called the meeting to order at 5:29 P.M.
Members Present: Vogel, Kleyla, Preston, Stephan, Lesperance, Bingham
Members Excused: Carlson, Growney
Members Absent: Makkar
Others Present: Township Manager Jade Smith, Mgt Office Admin Assistant Jessica Stine, and those listed on the sign-in sheet.
- ARTICLE 2. Approval of the Agenda**
- Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Vogel. Motion carried 6 to 0.**
- ARTICLE 3. Introduction of New Members**
- New Members Chris Bingham and Kristin Carlson were introduced to the DDA.
- ARTICLE 4. Approval of the Minutes of the December 19, 2023 Regular Meeting and December 19, 2023 Informational Meeting**
- Motion was made by Supervisor Lesperance to approve the minutes of the December 19, 2023 meeting as written. Supported by Member Vogel. Motion carried 6 to 0.**
- Motion was made by Member Vogel to approve the minutes of the December 19, 2023 informational meeting minutes as written. Supported by Member Kleyla. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge visitors wishing to speak**
- New member Carlson introduced herself via Zoom as she was unable to attend the meeting in person that night.
- ARTICLE 5. Election of Officers**
- Motion was made by Member Vogel to nominate Member Kleyla as DDA Chair. Supported by Member Stephan. Motion carried 6 to 0.**
- Motion was made by Supervisor Lesperance to nominate Member Stephan as DDA Vice Chair. Supported by Member Vogel. Motion carried 6 to 0.**

Motion was made by Chair Kleyla to nominate Member Growney as DDA Secretary. Supported by Supervisor Lesperance. Motion carried 6 to 0.

ARTICLE 6. McKenna Professional Services Contract

Manager Smith explained the McKenna contract, expanded to include more planning, zoning, and master plan work, that he had presented to the Township Board the previous week. The Township had yet to interview any promising candidates for the Community Planner position, so McKenna would be coming in eight hours a week to take on some of those tasks, at least until a new employee was hired. Members of the DDA asked questions about how McKenna work would be financially separated from other work they were doing in the Township. Manager Smith explained that the DDA would only cover funding for work done in the DDA; funding for everything else, including work on the zoning update, will come through other avenues of Township funding.

Manager Smith said he will begin including monthly financial statements with each packet that show the current state of the account as well as expenses compared to the amount budgeted.

Motion was made by Member Preston to approve the McKenna Professional Services Contract as written. Supported by Member Vogel. Motion carried 6 to 0.

ARTICLE 6. OHM Professional Services Contract

OHM is a business that started in Livonia, MI and eventually acquired an urban planning company out of Ohio. Manager Smith had worked with the company when he was employed in Canton and Westland. In Westland they created a park/community space, 10 to 12 years ago, and the proposed contract would see them designing an area of mixed community and green space throughout the Cascade DDA.

Member Stephan wondered if it would be worth the return on investment, since the contract was at such a high cost. Supervisor Lesperance believed that the process would be worth the price because the right people are now in place to move forward with the strategic plan. Members were concerned that designing the whole DDA wasn't included in the contract. Chair Kleyla asked if they should be putting this out as an RFP and Manager Smith said it would likely be an RFQ without many choices as this is a specialized field where most companies wouldn't have the qualifications. Member Vogel stated that the 'need' must be better defined before they could hire someone to come up with a design.

Manager Smith shared that he will be building a team that is made up of representatives from the Cascade Community Foundation, local business owners and residents, and members from other committees. Everything OHM is planning to work on would fall under the current Tiff Plan with the only

notable changes as overlays and transitions into the district. OHM and McKenna will work together and communicate with Township staff and the boards.

Additional items of concern that were addressed were the vision OHM had for the Village area after their walkthrough and if it aligned with the DDA's vision (Manager Smith said that it was a very high-level definition of a vision), the deliverables being listed more as activities than information or documents to be delivered to the DDA, and a need to tighten up the language of the contract.

To assuage some of these concerns, Manager Smith asked Chair Kleyla and Supervisor Lesperance to attend a Zoom call with him and OHM to discuss the requested changes to the contract so that they wouldn't lose a month of progress by pushing a vote to the next meeting. All members of the DDA Board were in favor of this. Member Vogel asked them to consider which areas were the highest priorities and what the cost was without slowing everything down. Manager Smith thought they should be able to drill down the scope of the project and the desired area quite easily. Member Vogel suggested they approve the contract that night with the condition that Chair Kleyla participate in the call with OHM and they can work through the concerns discussed at the meeting. Manager Smith will create a steering committee to meet and communicate in relation to this project. He will also use the Master Plan map to include the 'entire DDA district with emphasis on the village area' as the target for the project.

Chair Kleyla made a motion for approval of the OHM contract with the condition that the concerns voiced at this meeting be settled through a meeting involving herself, Supervisor Lesperance, Manager Smith, and representatives from OHM before the contract is signed. Supported by Supervisor Lesperance. Motion carried 6 to 0.

ARTICLE 7. Staff Updates

- **Cascade Rd Pedestrian Bridge**-There is now an approved plan for a 9 ft wide pedestrian path on one side of the bridge and an 8 ft wide pedestrian path on the other side with crash resistant safety barriers guarding them from the two lanes of traffic going down the middle. There is still discussion on what the outside railing and lighting will look like. Member Stephan suggested adding implements to attach banners and flags for different events throughout the year. Manager Smith agreed and said that with more for drivers to look at on the bridge, the average speed will hopefully also decrease.
- **Master Plan and Zoning Update**-This update was discussed under the McKenna contract section of the meeting.
- **Transportation Update**-The Township received the December ridership numbers from Hope Network and they were worse than the previous months. Manager Smith will further look into the contract with Hope Network and determine the next steps needed regarding the Township Board and DDA.

ARTICLE 8. Any Other Business

- Member Stephan mentioned the section of the eNews that showcased new businesses in Cascade and encouraged the Township to continue this practice. They also discussed a fire that has temporarily closed a local Mexican restaurant and Backyard Restaurant that has now opened for lunch.
- **Next Meeting:** The next DDA meeting is scheduled for February 20, 2024.
- **Township Board Minutes:** January 10, 2024 meeting minutes are available on the website.

ARTICLE 9. Adjournment

Motion was made by Member Vogel to adjourn the meeting. Supported by Member Preston. Motion carried 6 to 0. The meeting adjourned at 7:34 P.M.

Respectfully submitted,

Rene Growney, Secretary

February 12, 2024

Jade Smith
Cascade Charter Township, MI
5920 Tahoe Dr. SE
Grand Rapids, MI 49546-7123

RE: Cascade Township ‘Area Plan’

Thank you for the opportunity to provide Cascade Township with a proposal for urban planning services to create an Area Plan and Implementation Strategy for the Downtown Development Authority/Cascade Road Corridor with emphasis on the “village” area. Our team is excited to work with you, the DDA, local leadership, and elected/appointed officials on this important project. The following outlines the scope of services we will provide as part of this effort. The steps outlined in this scope of work is a ‘guide’ to our unique planning process. Developing a plan is often described as a journey of discovery. Many journeys have twists and turns that result in modifying our route with the same destination in mind. Our intent and mission is to provide Cascade the tools needed to make future decisions that will be critical in developing/redeveloping Cascade Downtown Village. This tool will also provide the private sector and understanding of where future public investment will occur to lessen the risk of private sector investment follow-up and follow-thru. This Area Plan will be that tool.

PROPOSED SCOPE OF SERVICES

Existing Conditions Inventory and Assessment

OHM will review all existing plans and documents that will guide and inform the development of the Area Plan. OHM in partnership with the Township will gather all current condition information, via Township GIS data/County data, site reconnaissance/visual/photographic survey, drone aerial photography, etc to develop base maps to prepare the plan. A technical analysis of the existing conditions may include but is not limited to the following.

- Parcel data (ownership, size, land-use)
- Roadway network
- Parking (public and private)
- Existing infrastructure
- Traffic counts
- Environmental conditions (e.g. wetlands, floodplain)
- Vacant/underutilized property
- Development character

OHM’s analysis will reveal some of the opportunities and constraints focusing on primary issues and challenges within the study area. From this analysis the project team will prepare a series of planning diagrams and explanations to outline a framework for potential ideas/solutions to be considered by the Client Team. This analysis will be presented to Township staff and the DDA where a general understanding of the issues related to underutilized property, connectivity, multi-modal transportation, land use, site design, amenities, and the regulatory framework will be outlined for discussion.



Deliverables:

1. *Base-Mapping (Composite Maps to scale 24x36 or 30x42 in both digital and print format)*
2. *Existing Conditions Analysis (report format)*
3. *Presentation and Discussion (1 meeting)*
4. *Executive Summary of Assessment Findings (report format)*

Program Development

OHM will facilitate a program development session with the Client Team - to be determined by Cascade Township. The ‘in-person’ meeting will identify elements and components of the plan to be incorporated into the final Area Plan. OHM will lead the Client Team through a series of ‘Discovery’ exercises that will identify the wants, needs, and desires that will aid in the development of the Area Plan program.

Deliverables:

1. *Area Plan Program*
2. *Executive Summary of Discovery Process and outline of next steps (report format)*

Area Plan Concept Development

OHM will create (3) ‘draft’ Area Plan concepts for presentation to the Client Team. These concepts will be grounded in previous plans such as the Cascade Comprehensive Plan and the Cascade Strategic Plan. The concepts will include recommendations for riverfront development, public space, public-private partnerships, mixed-use redevelopment, parking, amenities, land use, access, roadway/streetscape configuration, and other elements as identified in the process. These highly illustrative concepts will clearly outline potential options in order to frame discussions around a preferred development/redevelopment and land use/development strategy for the study area.

Deliverables:

1. *Preliminary DRAFT Area Plan (3 options). Each Area Plan will consist of an overall ‘plan-view’ map (30x42 print and digital format) that includes visuals to convey planning/ design intent. Each Area Plan will highlight ‘areas of focus’ for a more in-depth understanding of proposed development/ redevelopment concepts. Focus Area design/ planning intent will be illustrated by a series of character images, renderings, and massing-models.*
2. *Executive Summary of each Area Plan Concept. (report format)*

Presentation to Client Team

OHM will present the (3) Area Plan Concepts at an in-person meeting at the Township. This will serve as the framework for the “big idea”. Facilitated discussion and urban planning exercises will focus the Client Team on specific aspects of the potential development/redevelopment approaches. This meeting will serve to establish the direction of the plan by obtaining value input from the Client Team while still leaving room for course corrections and new ideas based on funding and political-will.

Deliverables:

1. *Area Plan Concepts Presentation (1 Meeting)*
2. *Executive Summary of Client Team’s feedback and outline of next steps (report format)*

Preferred Area Plan Alternative

OHM will develop the Preferred Area Plan. OHM will facilitate a discussion with the Client Team to review the preferred concept, development strategies, and general recommendations. The Preferred Area Plan will consist of the following elements:

- Overall vision, development principles, and design/buildout objectives
- Illustrative plan, graphics, and renderings



- Focus Area/Target site development strategy (detailed plan enlargements with development data for 3 strategic sites. Development data will include program elements such as parcel acreage, parking counts, building square footage, land use, green space, etc.)
- Concept-level ‘budget’ estimates for focus area development/redevelopment implementation
- Streetscape design concepts/multi-modal strategies
- Benchmarking and character images to convey design intent
- Preliminary Phasing Plan and Recommendations

Deliverables:

1. Preferred Area Plan (see elements of the plan above)
2. Executive Summary of planning process and final results (report format)

Digital 3D Model of Area Plan

As a component of the Preferred Area Plan, OHM will develop a digital 3D model of the study area. The model will be a high-quality digital representation of the plan. This model will be instrumental in conveying the intent of development/redevelopment and public sector investment to the private sector. The model will be animated to allow for fly-thru’s and marketing of specific properties and areas to target audiences through video application and high-quality graphics.

Deliverables:

1. Digital 3D Model and supporting video fly-thru

FEE

We propose to complete the above scope of services the fee structure below:

Lump Sum of \$130,000*

* (Reimbursable Expense Budget: \$5,000)

ANTICIPATED SCHEDULE:

OHM can complete the above scope of work in 14-16 weeks. (based on client schedules/holiday/etc.)

AUTHORIZATION:

If you find this proposal to be acceptable, please provide OHM with authorization to proceed by signing below and returning a copy of the signed proposal. We appreciate the opportunity to serve the Cascade Township, MI and look forward to working with you on this project. Please do not hesitate to contact me directly at 614.286.2383 with any questions or for additional information.

OHM Advisors
CONSULTANT

Cascade Township, Michigan
CLIENT

(Signature)

Tony Slanec

(Name & Title)



01-31-24

(Date)

Standard Terms & Conditions

1. THE AGREEMENT – These standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between OHM Advisors, registered in the State of Ohio, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM Advisors and the Owner and said amendments must be in written form.
2. SERVICES TO BE PROVIDED – OHM Advisors will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.
3. SERVICES TO BE PROVIDED BY OWNER –
The Owner shall at no cost to OHM Advisors:
 - a. Provide OHM Advisors’ personnel with access to the work site to allow timely performance of the work required under this Agreement.
 - b. Provide to OHM Advisors within a reasonable time frame, any and all data and information as may be required by OHM Advisors to perform the services under this Agreement.
 - c. Designate a person to act as Owner’s representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.
4. PERIOD OF SERVICE – The services called for in this agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM Advisors shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM Advisors’ reasonable control.
5. COMPENSATION – The Owner shall pay OHM Advisors for services performed in accordance with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly: based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM Advisors for reimbursable expenses for sub consultant services, equipment rental or other special project related terms at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT - Invoice(s) shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM Advisors shall include a charge at the rate of one percent per month from said thirtieth day.
7. LIMIT OF LIABILITY – OHM Advisors shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM Advisors and its Officers, Directors, Partners, employees, agents, and sub consultants, and any of them to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM Advisors or OHM Advisors’ Officer, Directors, employees, agents or sub consultants, or any of them shall not exceed the amount of \$1,000,000 or OHM Advisors’ fee, whichever is greater.



8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.
9. NO WAIVER – Failure of either party to enforce, at any time, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.
10. GOVERNING LAW – The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.
11. DOCUMENTS OF SERVICE – The Owner acknowledges OHM Advisors’ reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM Advisors, however OHM Advisors shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM Advisors. In accepting and utilizing any drawings or other data on any electronic media provided by OHM Advisors, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM Advisors and will be corrected as part of OHM Advisors’ basic Scope of Services.
12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days’ prior written notice. The Owner shall within 45 days of termination, pay OHM Advisors for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
13. OHM ADVISORS’ RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM Advisors the amount shown on any invoice within 60 days of the date of the invoice, OHM Advisors may after giving 7 days’ notice to the Owner, suspend its services until payment in full for all services and expenses is received.
14. OPINIONS OF PROBABLE COST – OHM Advisors’ preparation of Opinions of Probable Cost represent OHM Advisors’ best judgment as a design professional familiar with the industry. The Owner must recognize that OHM Advisors has no control over costs or the prices of labor, equipment or materials, or over the contractor’s method of pricing. OHM Advisors makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
15. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM Advisors agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

Special Consideration: As we submit this proposal, the world is still in the midst of the Covid-19 health crises and we believe there is an increased risk for potential schedule impacts. The Scope of Services includes a schedule that is based on operating in a normal environment. The OHM Advisors team, like the Client, is adjusting our workflow logistics and our design teams are working remotely in a very effective manner. However, be aware that schedule impacts from elements such as field services delays, permitting agencies, utility companies, and key staff illness that neither OHM Advisors or the Client have control over are more likely in the current environment. We will communicate proactively, clearly identify project issues as they arise and work with the Client staff to develop a plan to deal with the issues.

Client Initials: _____



Memorandum

TO: Cascade Township DDA
FROM: Danielle Bouchard, AICP
 Chris Khorey, AICP
SUBJECT: **DDA Site Improvement Grant Program**
DATE: November 21, 2023

The DDA is in the process of developing a strategic plan. A primary component of the strategic plan is to analyze and identify tools and resources the DDA can use to facilitate project implementation. Many DDAs around the State of Michigan utilize various tools available to them to financially assist with (re)development projects and processes to achieve a consensus vision.

It was discovered during the Townshipwide Strategic Plan process that designating a walkable “Village” area is the community’s highest priority. Now presents as an ideal time to explore the options the Township DDA has to offer (re)development incentives to private property owners.

It is also recognized that, the DDA continues to work on the overall vision for the “Lower Village” area. The strategies and tools outlined in this memorandum are simply a “menu” of options the DDA can utilize to transform the Cascade Village vision into a reality for the whole community to enjoy. Further, these strategies can be referenced while the DDA is in the process of determining the Board’s budget for upcoming years.

RECOMMENDED STRATEGY: SITE IMPROVEMENT GRANT PROGRAM

Overview Snapshot

This type of grant program functions similarly to a façade improvement grant program. A Site Improvement Grant Program can award reimbursement for various improvement activities and projects. Grants could go toward projects such as:

- Placemaking improvements
- Sidewalks and bike paths
- Utilities and infrastructure
- Signage and building facades

Note: Grant awards and other funded projects should be consistent with the DDA’s Development & TIF Plan.

How it Works

Each year, the DDA will budget a set amount for site improvement grants to businesses within the Development Area Boundary. A property owner or business owner will apply for grant funds, including conceptual drawings. The DDA will evaluate the applications, or award projects on a “first come first serve” basis. The property owner will complete the site improvement work and apply to be reimbursed by the DDA for a certain amount the DDA has predetermined.



Recommended Budget

We recommend the DDA establish a budget of **\$150,000 each year for site improvement grants**. The method for this recommended amount includes the following:

- Reviewing the amounts that other comparable communities to Cascade Township budget for façade improvements or site improvements grant programs.
- Considering the DDA's current funds.
- Considering the DDA's goal to create a walkable Cascade Village.
- Reviewing the DDA's current Development & TIF Plan and goals for DDA projects

To ensure equal opportunity for all business owners within the DDA area, **we recommend the DDA award Site Improvement Grants on a “first come first serve” basis**. Grants can continue to be awarded each year so long as there still is budget left. If multiple applications are received at once, the DDA could establish criterion to prioritize projects that are more impactful to achieving the DDA's goals.

We also recommend the DDA accept reimbursement applications for eligible projects dating back to 12 months prior to the establishment of the program. That way, business owners who have already invested into their site within the last 12 months can apply for reimbursement.

Alternatively, the DDA could establish a total budget of \$150,000 with a not-to-exceed award per application. This would ensure that the DDA would award multiple grants per year. As in, the DDA would budget \$150,000 total, with a not-to-exceed of \$50,000 per application. Thus, the DDA could award a minimum of 3 grants per year.

Implementation Steps

If the DDA would like to implement a Site Improvement Grant Program, here are the steps:

1. Approve an amount to budget for the 2024 fiscal year.
2. Approve a Resolution to officially establish the Site Improvement Grant Program.
3. Establish program parameters. This should include:
 - a. Develop a list of eligible projects.
 - b. Develop a grant award application with required attachments. We recommend the model used by the City of Grandville for the Façade Improvement Grant Program (also Hudsonville's model).
 - c. Advertisement on the DDA website (and other applicable means).
 - d. Establish a Site Improvement Grant Agreement template.
 - e. Establish a timeframe requirement for project completion.

ELIGIBLE PROJECTS FOR GRANT AWARDS – PRELIMINARY RECOMMENDATIONS

Below is a list of recommended eligible projects for the Site Improvement Grant award:

Eligible Grant Activities

- Repair or replacement of windows, doors, walls, or other appropriate architectural elements
- Exterior lighting
- Masonry restoration
- Restoration of historical elements
- Patios and other hard scape improvements
- Landscaping and other softscape improvements
- Existing sign structure improvements



- Signage or awning replacement
- Mural art
- Sidewalks
- Removal of non-contributing facades
- Significant façade repair and treatment
- Parking lot resurfacing or cross-access connections (if there is a demonstrated improvement to the overall site circulation system, enhanced connectivity to adjacent sites, or enhanced drainage patterns)
- Burying overhead utilities (if applicable)
- Other site improvements consistent with the DDA Development Plan

Ineligible Grant Activities

- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan and permit fees
- Appraiser, attorney, interior decorator, architectural and engineering fees
- Wages paid to applicant, relatives or friends for work associated with the façade improvements
- Furnishings, trade fixtures, display cases, counters or other internal items
- Reusable or portable items
- Any portion of expenses for which the applicant pays contractor in merchandise or in-kind services
- Fencing and screening
- Routine building or site maintenance
- Roof repair/replacement
- Dumpster enclosures

RESOLUTION NO. XXXX
CASCADE CHARTER TOWNSHIP, KENT COUNTY, MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
A RESOLUTION TO ESTABLISH A SITE IMPROVEMENT GRANT PROGRAM

WHEREAS. The Cascade Charter Township Downtown Development Authority (DDA) was created in June 1993 by Ordinance, thereby establishing the DDA District.

WHEREAS. The primary purpose of the DDA is to halt property value deterioration, increase property tax valuation, eliminate causes of property deterioration, and promote economic growth where possible, within the DDA District.

WHEREAS. The Cascade Charter Township Board adopted the DDA Development Plan and Tax Increment Financing (TIF) Plan in 1994 to permit the DDA to collect tax increment financing to fund eligible improvement projects within the DDA District.

WHEREAS. The primary goals for eligible improvement projects within the DDA District are to enhance pedestrian safety through appropriate roadway and traffic modifications that will enhance the shopping experience; support beautification that will enhance the streetscape and create character, identity and attract shoppers and businesses alike; support the growth of existing businesses while new businesses, offices, education, or health care industries will locate in the DDA District.

WHEREAS. The DDA Development Plan and Tax Increment Financing Plan supports DDA funding to be utilized for façade and site improvements for businesses as a matching grant program.

WHEREAS. The Cascade Charter Township DDA approves and supports the establishment of a Site Improvement Grant program to financially assist business owners and property owners to improve, enhance, and beautify eligible structures, properties, and businesses within the DDA District.

WHEREAS. The Cascade Charter Township DDA intends to establish and administer grant award criterion and application processes.

WHEREAS. The Cascade Charter Township DDA intends to budget for the reimbursement of eligible site improvement projects within the DDA District, compatible with the DDA Development and Tax Increment Financing Plan.

NOW THEREFORE LET IT BE RESOLVED. That the Cascade Charter Township Downtown Development Authority hereby establishes the DDA Site Improvement Grant Program.

Ayes: _____

Nays: _____

Signed: _____