

**Meeting Minutes  
Cascade Charter Township  
Downtown Development Authority  
Board of Directors  
May 15, 2007  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE**

**ATTENDEES:** Lori Chu, Ron Clark, David Huhn, Julie Johnson, Mike Julien, Diana Kingsland, Joann Noto.

**Absences:** Ray James (expected), Dan Wallace (expected)

**Others Attending:** Assistant to the Manager Sandra Otey; Admin. Assistant Lisa Hern.

**Guests:** None.

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

Chairman Clark called the meeting to order at 7:00 p.m.

**ARTICLE 2: Approval of the Agenda**

Chairman Clark requested a motion of approval of the May 15, 2007 DDA Agenda. Member Julien motioned for approval, supported by Member Chu. All in favor of motion, with none opposed. Motion carried.

**ARTICLE 3: Approval of the Minutes of March 20, 2007**

Chairman Clark requested a motion of approval of the March 20, 2007 minutes.

Member Kingsland requested a correction on Page 2, Article 5, third paragraph, last sentence, correct the abbreviation from CKRC to: KCRC.

Member Huhn motioned for approval of the March 20<sup>th</sup> Minutes as corrected, supported by Member Kingsland. All in favor of the March 20, 2007 DDA Minutes as corrected; none opposed. Motion carried.

**ARTICLE 4: Discussion of Streetlights, Street Trees and Sidewalks along 28<sup>th</sup> Street.**

Assistant to the Manager Otey said the DDA Board needs to begin discussions regarding the streetlights, street trees and sidewalks along 28<sup>th</sup> Street. The next phase of the project is slated for 2008.

Sidewalks were constructed on the north side of 28<sup>th</sup> Street in 2006 from Thornhills Avenue to Kraft Avenue; these sidewalks are seven (7) feet wide. The Township plans to continue with seven (7) foot wide sidewalks in 2008 along the south side of 28<sup>th</sup> Street.

Streetlights and street trees will need to be discussed for both the north and south side of 28<sup>th</sup> Street. In previous DDA discussions, Thornhills Avenue was considered a good intersection to possibly change to a different type of

streetlight fixture. The Township currently uses Lumec fixtures throughout the village and the DDA will need to discuss if they want to continue with Lumec for the lighting or transition to another streetlight style.

The T.I.F. Plan discusses improvements in 2008 from Thornhills Avenue to Charlevoix Drive. If it is the desire of the DDA Board to expand the improvement area to Kraft Avenue, it can be increased.

In 2005 the DDA captured \$529,336 and in 2006 the amount captured was \$683,531. The 2007 budget shows the projected capture at \$692,665.

Member Julien asked if it would provide a better design-feel to run the lights along the sidewalk of 28<sup>th</sup> Street instead of along the road's side? Assistant to the Manager Otey believes if the lights were installed along the sidewalk, they would be out of the road's right-of-way.

Member Chu favored placing the lights along the road's right-of-way.

Member Johnson asked if Pat Cornelisse from Cornelisse Design could be asked to evaluate the streetscape and provide her creative comments regarding the trees to the DDA Board. Assistant to the Manager Otey said she would contact her.

Member Julien asked if the developers could take a photo of the area and electronically add lighting and trees to provide the Board with a visual example.

Member Kingsland said she would like to see wider spacing between the lights and Chairman Huhn said he would like to keep the lights between the sidewalk and the road.

Chairman Clark said he would like to see a drawing or an example with the current lights and proposed lights so the Board may review the differences. Member Julien said that seeing the lights placed close together and a rendering of lights spaced apart would be helpful for the Board to make some decisions.

Chairman Clark asked what the timetable is for the Board to recommend lights and trees? Assistant to the Manager Otey said the DDA Board may want to consider holding a special meeting in June or July to discuss the streetlights and trees as the next Board Meeting is not scheduled until August.

Chairman Clark asked Assistant to the Manager Otey to schedule a special meeting for the DDA Board to review and discuss the streetlights and trees. Assistant to the Manager Otey said she would also have the renderings of examples available for the Board's review at the next meeting.

Member Julien asked if the DDA Board might consider expanding the lights and trees down towards the freeway on 28<sup>th</sup> Street and Chairman Huhn supported the idea

**ARTICLE 5: Discussion of the DDA Boards' Roll in Planning**

Assistant to the Manager Otey said in follow-up to the discussion held at the March Board Meeting and the DDA's role in planning and zoning within the District, she spoke with Township Attorney, Dick Wendt. He indicated that the DDA Board has no roll in planning and zoning within the district and that power belongs to the Township through the Planning Commission and Zoning Board of Appeals. The DDA does have a member, Dan Wallace, who sits on the Village Design Committee to review site plans within the Village area. Member Noto asked if the DDA Board could hear a report from Member Wallace regarding the Village Design Committee.

**ARTICLE 6: Discussion of Entry Sign at Patterson Avenue.**

Assistant to the Manager Otey said that at the March DDA Board Meeting there was discussion regarding the Township's entry sign on 28<sup>th</sup> Street east of Patterson Avenue.

Assistant to the Manager Otey asked Planning Director, Steve Peterson, about whether landscaping had been considered for placement around the sign. He said no, landscaping had never been planned for that location. In fact, MDOT (Michigan Department of Transportation) recently contacted the Township to inform us that the sign was located in the wrong place. The sign is in the location that MDOT specified and any changes to that area, even changes as simple as landscaping, will most likely prompt them (MDOT) to ask for removal of the sign altogether.

Member Julien noted that a goal of the DDA was to have a boulevard installed on 28<sup>th</sup> Street in front of Meijer and is in the plan for 2017. Assistant to the Manager Otey said that she and Planning Director Peterson did speak with MDOT a couple of years ago regarding a boulevard in that area and they do not believe it is likely as MDOT controls most of 28<sup>th</sup> Street in that area. Chairman Clark said the boulevard is worth considering as a DDA project in the future.

**ARTICLE 7. Any Other Business**

**A. Centennial Park Meeting – May 29, 2007**

Assistant to the Manager Otey noted the last meeting regarding Centennial Park was canceled and rescheduled to May 29, 2007. The meeting will be held in a roundtable format at the Wisner Center and notices were sent to the owners, residents and surrounding public announcing the meeting.

Discussion was held regarding current DDA Board Members who fall outside of the DDA District. Assistant to the Manager Otey will clarify the DDA Board Members within and out of the District.

Member Julien asked when the pots will be planted and Assistant to the Manager Otey introduced Interim Township Manager, Rob Beahan, who said the pots will be planted in late May; earlier than last year.

**ARTICLE 8. Adjournment**

Chairman Clark requested a motion for adjournment. At 7:47 p.m. Member Noto motioned for adjournment, supported by Member Kingsland.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Sandra Otey, Assistant to the Manager

DRAFT