

**Meeting Minutes
Cascade Charter Township
Downtown Development Authority
Board of Directors (Special Meeting)
July 17, 2007
Cascade Library Wisner Center
2870 Jacksmith Ave. SE**

ATTENDEES: Lori Chu, Ray James, Julie Johnson, Mike Julien, Diana Kingsland, Joann Noto.

Absences: Ron Clark (expected), Chairman, David Huhn (expected), Dan Wallace (expected)

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

Guests: Tony Kutzt from Fishbeck, Thompson, Carr & Huber (FTC&H), Pat Cornelisse from Cornelisse and Design.

ARTICLE 1: Call the Meeting to Order

In Chairman Clark's absence, Secretary Kingsland called the meeting to order at 7:06 p.m.

ARTICLE 2: Approval of the Agenda

Secretary Kingsland requested a motion of approval of the July 17, 2007 DDA Agenda. Member Julien motioned for approval, supported by Member Noto. All in favor of motion, with none opposed. Motion carried.

ARTICLE 3: Approval of the Minutes of May 15, 2007

Secretary Kingsland requested a motion of approval of the May 15, 2007 minutes.

Member Johnson requested a correction on Page 4, first paragraph, correct "Member Julien asked when the pots will be planted..." to "Member Johnson asked when the pots will be planted...."

Member Julien motioned for approval of the May 15th Minutes as corrected, supported by Member Chu. All in favor of the May 15, 2007 DDA Minutes as corrected; none opposed. Motion carried.

ARTICLE 4: Discussion of Streetlights, Street Trees and Sidewalks along 28th Street.

Assistant to the Manager Otey said the DDA Board discussed at the May Board Meeting that it is time to begin discussions regarding streetlights, street trees and sidewalks along 28th Street as the next phase of the project is slated for 2008.

The DDA Board requested pictures of the street lights and requested that both Pat Cornelisse, Cornelisse and Design, and Tony Kutzt, FTC&H, attend

tonight's meeting for their input and to answer any questions the Board may have.

At the May meeting, the Board asked for a picture showing the streetlights and spacing of the streetlights, Assistant to the Manager Otey referred to the picture within the Boards' packets.

Assistant to the Manager Otey noted that the streetlights in the Village District are approximately 85-feet apart and as you progress west up 28th Street to Thornhills Avenue, the streetlights are 120-feet apart. Assistant to the Manager Otey also noted the Board needs to discuss whether the Township should install the existing Lumec fixtures or switch to a new streetlight fixture. The picture within the Boards' packets shows the light spacing at 160-feet apart.

Street trees also need to be discussed as to the spacing and types of trees. Assistant to the Manager Otey said that Pat Cornelisse, Cornelisse and Design, is also in attendance tonight to answer any questions the Board may have.

Mr. Kuhtz noted that the Board might also want to consider utilizing 150-watt light bulbs that Lumec will support if they place the streetlights 160-feet apart. He also noted that the new fixtures would all have the black top on the glass globe to provide downcast lighting.

Secretary Kingsland said that she favors using the Lumec fixtures and supports the 160-foot spacing versus the 85-foot spacing done in the Village District.

Member James asked if there were any safety issues with the increase in wattage or in spacing the streetlights at 120-feet versus the 160-feet. Mr. Kuhtz said the main concern FTC&H had with the increased wattage was the glare above the street and with the wider spacing, this should not be a problem. Kent County Road Commission does require the streetlights be placed at least five (5) feet from the curb and the picture provided does not show this. Member Julien asked that KCRC be contacted for what they allow with streetlights and their placement.

Member Chu asked if a 150-watt bulb would provide too much glare, sometimes the glare from the lights is so much above that drivers cannot see the road and Mr. Kuhtz said the black tops will help prevent this problem.

Member Johnson feels there is too much glare now with the 100-watt bulbs and does not favor the 150-watt bulbs. She also wondered if 160-feet is too far apart for the new streetlights and suggested the lights be 150-feet apart. Mr. Kuhtz said the DDA Board could continue with the 120-foot spacing down 28th Street but this would add to the cost of the project since more streetlights would be necessary.

Ms. Cornelisse noted the DDA Board should also consider the street trees when considering the distances between each streetlight. She noted that if the Board were to place the streetlights every 150-feet, as Member Johnson suggested, she could keep a rhythm with the landscaping. Ms. Cornelisse believes if the streetlights were 160-feet apart, there would be bare areas with the street trees. Her vision is to have three (3) trees between the streetlights and she can achieve this if the streetlights are placed at either 150-feet or 120-feet. Member Julien favors spacing the streetlights 150-feet apart with plantings every 50-feet. He requested that KCRC be contacted regarding the streetlight placement and that Ms. Cornelisse review the site and recommend plantings once KCRC defines their streetlight placement requirements; some of the streetlights may have to be placed on the far side of the sidewalk. Member Julien also requested a site plan for the Boards' review at the next meeting.

Mr. Kutzt noted that on the northwest corner of Thornhills Ave. there is a power pole placed behind the sidewalk and some of the new streetlights may also have to be placed behind the sidewalk in that area due to KCRC's requirements. He noted that in that area of 28th Street and Thornhills Avenue, the Board should plan on the first couple of streetlights being placed behind the sidewalk.

Member Julien asked if the massive power poles could be painted and Ms. Cornelisse noted that a good tree canopy would help them blend into the area more.

Member Noto expressed concern with some of the tree placements and the potential of growing into the power lines and Ms. Cornelisse noted that the trees along Thornhills Ave. and in front of her building are short trees and will not grow above 50-feet tall.

Secretary Kingsland summarized that the DDA Board needs to find out KCRC's requirements in the streetlight placement prior to Ms. Cornelisse's review of street tree recommendations. Ms. Cornelisse said that if the streetlights do need to be placed 5-feet away from the curb and are behind the sidewalks, the DDA may have to obtain easement rights for plantings.

Member Johnson asked the Board if they favored the 100-watt bulbs or the 150-watt bulbs. Member Chu does not favor the 150-watt bulbs and Member Julien asked the Board if they wanted to focus the lighting on the sidewalk instead of the streets. Assistant to the Manager Otey said there would be some concern regarding right-of-way if the lighting were behind the sidewalk. Ms. Cornelisse said the focus should be on enhancing the street and not decorating the sidewalk. Member Chu suggested the Board decide upon the wattage once the placements of the streetlights is determined, 150-watt bulbs may be needed in the areas where the streetlights may need to be placed behind the sidewalk.

Member Johnson noted that if some of the streetlights have 150-watt bulbs and some have 100-watt bulbs, it would have a poor visual affect on the lighting, as some bulbs would be brighter than others. Mr. Kuhtz supported keeping the light bulbs consistent with 100-watts. Member Noto asked if a drawing could be done showing the differences between the 100-watts and 150-watts and Member Johnson asked if the Township could actually choose one light and insert a 150-watt bulb so the Board can see the difference in the lighting. Mr. Kuhtz said that cannot be done because the 150-watt bulb would need a new baluster, the current baluster does not support 150-watts.

Member Julien supported staying with the 100-watt bulbs from a maintenance aspect.

Mr. Kuhtz asked if the DDA Board wanted the double-fixtures installed at the intersections and the Board favored installing the double-fixtures at the major intersections with a traffic light (i.e. Kraft Avenue, Charlevoix Drive). Member Julien asked if the streetlights would stop at Kraft Avenue. Assistant to the Manager Otey recommended that the lighting stop at Kraft Avenue until the decision is made regarding the pedestrian walkway under the highway along 28th Street.

Member Julien noted Meijer may wish to install a sidewalk down the west side of Kraft Avenue, does the DDA Board want to consider lighting along Kraft Avenue now that the MVP Sportsplex and the Turnberry project would have a service drive that would connect to Meijer's as well? Member Johnson thought lighting would look better in front of Meijer along 28th Street and the potential of a sidewalk along 28th Street that would run along side of the 28th Street entrance and connect to the drive from that point. Member Johnson said the lighting along 28th Street would also look fine without the sidewalk if the DDA needed to wait for the highway pedestrian walkway and that project's outcome.

Mr. Kuhtz noted the DDA needs to consider when working towards Patterson Avenue, MDOT (Michigan Department of Transportation) does own part of 28th Street and if lighting were to be installed, the Township would need to base their lighting upon the specific requirements of MDOT.

Secretary Kingsland summarized the discussion by noting that the KCRC needs to be contacted regarding their curb setback requirements for streetlights along 28th Street. Once that information is obtained, the Board has agreed to the 150-foot wide streetlight placement and Ms. Cornelisse will review the site and provide street tree recommendations at the next DDA Meeting. A site plan will also be provided at the next meeting.

The DDA Board has also agreed to utilize the same Lumec fixtures with 100-watt bulbs and the black top. Double-fixtures will be installed at Charlevoix and Kraft Avenue, all four corners.

ARTICLE 5: Discussion of the DDA Board and Supervisor having Dual Status

Assistant to the Manager Otey said in follow-up to the discussion held at the May Board Meeting regarding the makeup of the DDA Board and that we may be out of compliance with State Statute, the Statute says that not less than a majority of the Board Members five (5) must be person having either an interest in property in the Downtown District or being officers, members, trustees, principals or employees of an entity having an interest in property in the Downtown District.

At the current time, five (5) of the nine (9) members do not have an interest in property within the DDA District. Assistant to the Manager Otey said she did email Dick Wendt and asked if the Supervisor could have a dual status as the Supervisor and as an Officer of Meijer and his response was that “As the Township’s Chief Executive Officer, Member Julien, by statute is a member of the board. There is nothing in the statute that says he cannot be considered when determining that there are a majority of board members that have ‘an interest’. Thus, the answer is that Member Julien as an employee/officer of Meijer which has property in the Downtown District can be counted as a part of the required majority having ‘an interest’.” Assistant to the Manager Otey also noted that Member Wallace has sold his property and the Board does not comply. Member Chu has offered to step-down to allow for a qualified member to join and has provided Staff with a potential candidate. Centennial Park is also progressing with an active Business Association and should Staff contact the Business Association to see if there is interest in a business owner serving on the DDA Board?

Member Julien supported contacting the Centennial Park Business Association for their interest in serving on the DDA Board and if there is no interest, Staff to contact Member Chu’s potential member. Member Julien also asked who’s terms will be expiring in the near future and Assistant to the Manager Otey noted that Members Clark and James will be the next to expire.

The Board agreed for Assistant to the Manager Otey approaches the Centennial Park Business Association for their involvement in the DDA and if no interest, contact Member Chu’s reference.

ARTICLE 6: Any Other Business.

Secretary Kingsland opened the meeting for any other business, there was none.

ARTICLE 7. Adjournment

Secretary Kingsland requested a motion for adjournment. At 7:55 p.m. Member Julien motioned for adjournment, supported by Member James.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Sandra Otey, Assistant to the Manager