



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

NOTICE OF PUBLIC MEETING VIA VIDEO CONFERENCE

In accordance with Executive Order 2020-75, which declares that public bodies subject to the Open Meetings Act can use telephone and/or video conferencing technology to meet and conduct business during the ongoing COVID-19 pandemic, the Cascade Charter Township Downtown Development Authority will conduct a regular meeting on Tuesday, June 16, 2020 at 5:30pm utilizing the Zoom video conferencing platform, for the purpose of conducting official business while complying with Executive Order 2020-77 and the Michigan Department of Health and Human Services recommendations designed to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

INSTRUCTIONS FOR ACCESS AND PARTICIPATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85790621157>

Or iPhone one-tap :

US: +13017158592,,85790621157# or +13126266799,,85790621157#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592

or +1 312 626 6799

or +1 929 205 6099

or +1 253 215 8782

or +1 346 248 7799

or +1 669 900 6833

Webinar ID: 857 9062 1157

International numbers available: <https://us02web.zoom.us/j/kc0MCQXDAT>

Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Deputy Clerk, Padley Gallagher, at pgallagher@cascadetwp.com or 616-949-1500 at least 24 hours prior to the meeting

PUBLIC PARTICIPATION

Members of the public will be able to listen to and view all discussion by the Downtown Development Authority and all official materials for this meeting prepared for the Downtown Development Authority will be included in the meeting packet and available to the public on the Township website at www.cascadetwp.com.

Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Township about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Clerk Sue Slater: sslater@cascadetwp.com

Manager Ben Swayze: bswayze@cascadetwp.com

DDA Director Sandra Korhorn: sandra@cascadetwp.com

AGENDA
Cascade Charter Township
Downtown Development Authority Board of Directors
June 16, 2020
5:30 p.m.

- ARTICLE 1.** Call the Meeting to Order
Record the Attendance

- ARTICLE 2.** Approval of the Agenda

- ARTICLE 3.** Approval of the Minutes of May 19, 2020 Meeting

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

- ARTICLE 5.** Review Updated Work Scope & Preliminary Schedule for Lower Village Master Plan

- ARTICLE 6.** Update – Temporary Outdoor Uses/Activities

- ARTICLE 7.** Review 2019 Annual Report

- ARTICLE 8.** Any Other Business
 - a. Update - District Planning Activities

- ARTICLE 9.** Adjournment

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, May 19, 2020
5:30 P.M. Online Zoom Meeting

ARTICLE 1. **Chairman Puplava** called the meeting to order at 5:32 P.M. via online Zoom meeting
Members Present: Siegle, Puplava, Stephan, DeWitt, Beahan
Members Absent: Kingsland, Makkar, Growney
Others Present: DDA Director Sandra Korhorn and Trevor Bosworth with Viridis Design Group

ARTICLE 2. **Approve the current Agenda.**

Motion was made by Member Beahan to approve the Agenda. Supported by Member Siegle. Motion carried 5 to 0.

ARTICLE 3. **Approve the Minutes of the January 21st, 2020 Meeting.**

Motion was made by Member Beahan to approve the Minutes of the January 21st, 2020 Meeting. Supported by Member Siegle. Motion carried 5 to 0.

ARTICLE 4. **Acknowledge visitors and those wishing to speak to non-agenda items.**

No one came forward.

ARTICLE 5. **Consideration of Approval of the Proposal for the Lower Village Plan**

Director Korhorn stated that Viridis Design Group had been asked to submit a proposal for a Master Plan for the area of the Lower Village. This area consists of two parcels; the Tuffy parcel and the office building below Tuffy on the river. Director Korhorn stated that with the recent purchase of the Tuffy property and the potential purchase of the office building, it was important to consider all possible options for development of these parcels as this is a very visible and busy gateway into the Cascade Community. Director Korhorn stated that Viridis Design Group did the Outdoor Gathering Space design for the Township, so we have worked with them before.

Director Korhorn introduced Trevor Bosworth from Viridis Design Group, and stated that his proposal is in the packet for review. Services in the Master Plan include looking at and assessing existing sites, meeting with Township staff and stakeholders and

community engagement. The (not to exceed) cost to put the plan together is \$11,400 and tonight will be a recommendation to the Township Board for review at their May 27th Meeting. The proposal will be approved or denied at that time by the Township Board.

Member Stephan asked what the timeline of this process is, from the first initial meeting until public participation. Mr. Bosworth stated that there are three phases in this project and phase two will include public engagement which is projected to start in mid-July and go through September.

Chairman Puplava asked when the lease for the Tuffy property ends. Director Korhorn stated that the current lease they are in right now ends near February of 2022, but added that there are two, five-year extension options as well. Chairman Puplava asked for confirmation that the office building to potentially be purchased is the Perkins/Goldberg building and asked if there is a timetable in mind for acquiring that property in order to start moving forward. Director Korhorn stated that towards the end of this year (2020), the property will potentially be for sale.

Member Siegle asked if the Master Plan should be developed before it is known for sure if Tuffy will extend their lease at all, or before the office property is acquired. Director Korhorn stated that although it is unclear what will happen with the Tuffy property, the idea of having this plan figured out and in place is good. Chairman Puplava asked if Tuffy has been communicating with the public about this transition. Director Korhorn stated that she did not know. Chairman Puplava asks about the possibility of Tuffy claiming an adverse effect on their business by the Township asking the public for input to the Master Plan. Director Korhorn stated that the Township owns the property and is looking at future uses and ideas for that space. Member Beahan agrees that spending the money now for a conceptual plan is a good idea, even if execution is years away. Chairman Puplava states that she believes engaging with the public (phase two of the plan) should wait until confirming with the current property and business owners that doing so will not interfere with their businesses. Chairman Puplava also states that she believes having them aware of the process is a step that should be taken. Member Beahan agrees with this.

Member Siegle asks if a price has been set for the purchase of the office building. Director Korhorn and Member Beahan state that it has not. Member Siegle states that he believes a price needs to be set before the public is involved. Member Siegle also states that because of the uncertainty regarding community gathering and involvement at this time, waiting until a later time to ask for involvement and opinions might be a good idea.

Member Stephan asked if the plan potentially goes out ten years, could it be dramatically impacted if more property in the direct area is acquired in the process. Chairman Puplava states that since the plan is headed towards mostly green space, she doesn't believe it would differ much.

Chairman Puplava asks if there is a downside of waiting to start the study and development of a plan. Director Korhorn stated that if Tuffy closed and there was no plan in place, the property would be vacant. Member Siegle asked if an environmental study will need to be done once Tuffy closes and moves out. Director Korhorn stated that environmental study was done prior to the purchase of the property. There will be some remediation that will need to be covered by the DDA.

Member Beahan asked if phase one can be started on time, while waiting to start phase two until further purchase conversation can be held with the current business and property owners, and participation of public engagement is opened up more. Mr. Bosworth states that would be possible, and is part of why the plan is broken up into three phases.

Motion was made by Member Beahan to move ahead with phase one as planned with a caveat that there be a flexible time frame for phase two, and a determined price for purchase of the Goldberg/Perkins site be negotiated as soon as possible. Supported by Member DeWitt. Motion carried 5 to 0.

ARTICLE 6. Consideration of Funding for the Cascade Metro Cruise Warmup

Director Korhorn stated that because of the Covid-19 Pandemic, it is unclear at this time if this event will take place. If it does take place, it will be held Thursday, August 20th at the Thornapple Center. Director Korhorn stated that she had a meeting today with the Metro Cruise Warmup Committee and it was decided at this time event planning will move forward. Director Korhorn states this has been an annual event and a final decision to hold or cancel the event will need to be made by July 31st.

Director Korhorn states that a discussion was held to scale back the event by possibly eliminating the bounce house, face painting, balloon animals and other kids' activities, while still having a band for entertainment and food trucks. Director Korhorn states that a sponsorship from the DDA of \$5,000 is being asked for at this time. In the past there have been sponsorship from local businesses, however, Director Korhorn states that she is unsure if those will be obtained this year. The Cascade Community Foundation has provided a grant of \$2,800 for this event.

Chairman Puplava states that she is in favor of approving the sponsorship amount for this event as it is possible to modify it for people to safely attend. Member Stephan points out that the band is really the only thing needed to procure to be able to hold this event. Director Korhorn agrees, and states that it was discussed to not provide tables and chairs as usual to help keep attendees more comfortable and safer.

Motion was made by Member Stephan to approve the sponsorship request of \$5,000 for the Metro Cruise Warmup. Supported by Member Siegle. Motion carried 5 to 0.

ARTICLE 7. Any Other Business

Director Korhorn reminded Members of the next meeting on June 16th, and there will be an informational meeting held during that meeting.

ARTICLE 8. Adjournment

Motion was made by Member DeWitt to adjourn. Supported by Member Siegle. Motion carried 5 to 0. The meeting was adjourned at 6:11 P.M.

DRAFT

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Review Updated Work Scope & Preliminary Schedule for Lower Village Plan

Meeting Date: June 16, 2020

The Township Board, at their May 27 meeting, approved moving forward with the proposal for the Lower Village plan. Trevor (Viridis Design Group) and I spoke about the process he provided an updated schedule for the work scope. Please see the schedule below:

Meetings in **Red** are with Township staff, **Green** are public engagement events.

Phase 1 Site Investigation & Analysis (July 1-August 15)

1. Background Research & Base Mapping
2. **Kick-off Meeting with Township Staff (7/13 or 7/15 time TBD)**
3. Site Visit -Township Staff and Invited Stakeholders would be welcome to join
4. Site Analysis Plans
5. Preliminary Program Development Matrix/Bubble Diagram

Phase 2 Engagement + Site Programming (August 16- October 12)

1. **Public Input Session at Tassel Park (8/27 or 9/3 from 6:00-8:00 or 9/5 from 10:00-12:00)**
2. **Program Refinement Meeting with Township Staff (week of 9/7)**
3. Preliminary Development Studies
4. **Review Meeting with Township Staff (week of 9/21)**
5. Concept Revisions
6. **Public Open House at Township Hall or Library to present Concepts (week of 10/12)**

Phase 3 Master Plan Finalization (October 13 – November 14)

1. **Review Meeting with Township Staff (week of 10/19)**
2. Final Master Plan Development
3. **Presentations to DDA and Township Boards (11/16 and 11/24)**

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Update – Temporary Outdoor Uses

Meeting Date: June 16, 2020

The Township Board, at their June 10 meeting, passed a resolution allowing administrative site plan review for temporary outdoor food and beverage, retail, recreation and other similar uses due to the coronavirus pandemic.

These temporary regulations will allow for restaurants, retail, recreational and other similar uses to obtain administrative site plan approval for the following:

1. Temporary drive thru
2. Outdoor retail sales
3. Outdoor physical fitness/health activities
4. Temporary outdoor seating and/or expansion on private or public sidewalks, parking lots, and interior landscape areas
5. Allow for temporary tents and vehicles to be used in conjunction with their request.

Permits for these temporary expanded uses shall be issued by the Community Development Director according to the following criteria:

1. A site plan demonstrating that on and off-site traffic hazards are minimized.
2. Approval from Township Building Inspector
3. Approval from the township fire dept
4. Written approval from the property owner
5. No more than 50% of the required parking on the property may be used
6. Any temporary structure that is proposed it must be anchored according to manufacturer's specifications and the Township is indemnified by the property owner against all property damage or personal injury that may result from potential hazards caused by the erection and placement or failure of the structure.
7. The use is removed by November 1, 2020
8. Any event that directly or indirectly involves the sale, distribution or consumption of alcoholic beverages must provide a copy of the appropriate permits and approvals from the MLCC for the event prior to the Township signing off on the event. (amended by Ord #10 of 2018)

9. The use is part of an existing business located on or adjacent to the parcel in question.



CASCADE CHARTER TOWNSHIP



Cascade Downtown Development Authority

2019 Annual Report

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Cascade Charter Township	TIF Plan #	For Fiscal Years ending in
<small>Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.</small>	DDA	4	2019
Year AUTHORITY (not TIF plan) was created:	1993		
Year TIF plan was created or last amended to extend its duration:	2012		
Current TIF plan scheduled expiration date:	2042		
Did TIF plan expire in FY19?	No		
Year of first tax increment revenue capture:	1995		
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No		
If yes, authorization for capturing school tax:	Choose from list		
Year school tax capture is scheduled to expire:			

Revenue:	Tax Increment Revenue	\$	972,499
	Property taxes - from DDA levy	\$	-
	Interest	\$	20,151
	State reimbursement for PPT loss (Forms 5176 and 4650)		
	Other income (grants, fees, donations, etc.)	\$	805,210
	Total	\$	1,797,859

Tax Increment Revenues Received

	From counties	\$	495,153
	From municipalities (city, twp, village)	\$	241,283
	From libraries (if levied separately)	\$	88,735
	From community colleges	\$	147,328
	From regional authorities (type name in next cell)	\$	-
	From regional authorities (type name in next cell)	\$	-
	From regional authorities (type name in next cell)	\$	-
	From local school districts-operating	\$	-
	From local school districts-debt	\$	-
	From intermediate school districts	\$	-
	From State Education Tax (SET)	\$	-
	From state share of IFT and other specific taxes (school taxes)	\$	-
	Total	\$	972,499

Expenditures

	Membership & Dues/Education/Mileage/Misc.	\$	4,479
	DDA Administrative	\$	98,077
	Engineering/Legal	\$	(4,718)
	Bus Service - 28th St.	\$	147,779
	Utilities, Maintenance & Repairs	\$	73,554
	Events	\$	6,218
	Property Tax Refund	\$	150
	Special Projects	\$	31,455
	Office Equipment	\$	1,778
	Bucket Truck	\$	29,900
	Centennial Park Streetscape Project	\$	599,612
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	-
	Total	\$	988,283

Outstanding non-bonded Indebtedness

	Principal	\$	-
	Interest	\$	-

Outstanding bonded Indebtedness

	Principal	\$	1,999,984
	Interest	\$	7,209
	Total	\$	2,007,193

Bond Reserve Fund Balance

		\$	
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CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	TIF Revenue
Ad valorem PRE Real	\$ 193,713,250	\$ 109,961,113	\$ 83,752,137	11.6116306	\$972,498.88
Ad valorem non-PRE Real	\$ -	\$ -	-		\$0.00
Ad valorem industrial personal	\$ -	\$ -	-		\$0.00
Ad valorem commercial personal	\$ -	\$ -	-		\$0.00
Ad valorem utility personal	\$ -	\$ -	-		\$0.00
Ad valorem other personal	\$ -	\$ -	-		\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	-		\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	-		\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	-		\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	-		\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	-		\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	-		\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	-		\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	-		\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	-	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	-	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	-	0.0000000	\$0.00
Total Captured Value		\$ 109,961,113	83,752,137		\$972,498.88 Total TIF Revenue