

**Meeting Minutes
Cascade Charter Township
Downtown Development Authority
Board of Directors
March 20, 2007
Cascade Library Wisner Center
2870 Jacksmith Ave. SE**

ATTENDEES: Lori Chu, Ron Clark, David Huhn, Ray James, Julie Johnson, Diana Kingsland, Joann Noto, Dan Wallace.

Absences: Mike Julien (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 March 20, 2007 DDA Agenda. Member James motioned for approval, supported by Member Noto. All in favor of motion, with none opposed. Motion carried.

ARTICLE 3: Approval of the Minutes of January 16, 2007

Chairman Clark requested a motion of approval of the January 16, 2007 minutes.

Member James requested his name be removed from the attendees present at the meeting, he was an excused absence.

Member Chu motioned for approval of the January 16th Minutes as corrected, supported by Member Kingsland. All in favor of the January 17, 2007 DDA Minutes as corrected; none opposed. Motion carried.

ARTICLE 4: Update of Centennial Park Business Owners

Re: establishment of a Special Assessment District

Assistant to the Manager Otey said that since the last DDA Meeting, the second Public Hearing was held regarding the establishment of a Special Assessment District in Centennial Park Business District and the business owners gained approval. The business owners will receive their first bill in April with payment due in May 2007.

The Centennial Park Business Association has also formed a sub-committee that will share ideas for the Centennial Park development. The sub-committee will be holding their first meeting on April 30th at the Wisner Center and will feature a roundtable discussion regarding the direction to take with the park's development. The plan is to be completed by December 2007.

ARTICLE 5: Discussion of Upcoming Projects

Assistant to the Manager Otey referred to the itemized projects on the Board Member's computers for their review.

At the January DDA Meeting the board discussed the sidewalks on the north side of 28th Street have been completed from Thornhills Avenue to Kraft Avenue. The next project in the DDA Development Plan is slated for 2008. This project includes sidewalks, streetlights and landscaping along 28th Street from Thornhills Avenue to Charlevoix Drive. Since sidewalks on the north side of 28th Street are complete, the north side would benefit from streetlights and street trees.

The Township is moving forward with applying for the grant from Congressman Ehlers Office for the interchange. The Township would be responsible for approximately 20% (\$160,000) of the grant amount. We also discussed a pedestrian crossing at I-96 and Burton Street. Brian Vilmont, Township Engineer, indicated the cost for a pathway across the Burton Street bridge would be approximately \$400,000 if we were to move forward ourselves and not wait for MDOT and the Kent County Road Commission (KCRC). If MDOT were to reconstruct the bridge and the CKRC were to reconstruct the road, the Township cost would drop to approximately \$100,000.

The Township's Master Plan is also being reviewed and some of the projects, such as the 2014 Centennial Park project, may depend on the Master Plan. Chairman Clark asked when the Master Plan was last reviewed and Assistant to the Manager Otey said in 1994.

Chairman Clark asked if the new hotel by Drury on 28th Street is included in the DDA and Assistant to the Manger Otey said it is included within the district and is a proposed 7-story building, not sure of the hotels impact in the DDA until it is built.

The Board Members reviewed with Staff the construction projects that will be upcoming on 28th Street, Burton Street, 52nd Street and other projects.

ARTICLE 6: Any Other Business

Chairman Clark asked if there was any other business and Member Johnson asked if there was an update regarding the lighting on Kraft and 28th Street and what would be used. Assistant to the Manager Otey said the Township will entertain discussion on different types of lighting and there is discussion currently regarding the spacing of the fixtures.

Member Johnson said that she has noticed a lot of new projects within the DDA, such as the new veterinary clinic, and wonders what the vision is of downtown and what will it look like? The new veterinary clinic is too close to the road and does not look right on the site and believes the projects within

the DDA should be reviewed for their design and suggested that the Zoning Board of Appeals inform the DDA when variances are given for projects such as the veterinary clinic. The Board agreed the DDA Board should play a role in advising the design of the new construction and its location. Chairman Clark asked for this item to be placed on the May 15th DDA Agenda – define the DDA’s role with construction within the District.

Member Kingsland also asked if the Cascade Township sign on 28th Street could be landscaped as it looks like a sign that someone just stuck in the ground, there is no curb-appeal. Chairman Clark asked Assistant to the Manager Otey to provide pictures of the Cascade Township signs to the DDA Board at the May 15th Meeting.

Member James asked if Township Manager Cravens is leaving and Assistant to the Manger Otey said that he is leaving in two weeks for a new position on the east side of the state. Rob Beahan has agreed to serve as Interim Manager until the Township Board makes their decision.

ARTICLE 7. Chairman Clark requested a motion for adjournment. At 7:36 p.m. Member Huhn motioned for adjournment, supported by Member Chu.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Jay W. Cravens, Executive Director