AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
November 17, 2026
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/86888022140

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

ARTICLE 2. Approval of the Agenda

ARTICLE 3. Approval of the October 20, 2026 Meeting Minutes

ARTICLE 4. Amend Site Improvement Grant Application

ARTICLE 5. Review 2027 Meeting Schedule

ARTICLE 6. Staff Updates

ARTICLE 7. Any Other Business

ARTICLE 8. Acknowledge visitors wishing to speak regarding any agenda or non-agenda items *(Comments are limited to five minutes per speaker)*

ARTICLE 9. Adjournment

MINUTES
Cascade Charter Township
Downtown Development Authority
October 20, 2026, at 5:30pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ARTICLE 1. Chair Kleyla called the meeting to order at 5:30pm.

Members Present: Bingham, Carlson, Kleyla, Lesperance, Preston, Stephan, Vogel
Members Absent: Makkar
Others Present: DDA Manager Ryan Sennett, Planning Administrative Assistant Nick Govan

ARTICLE 2. Approval of the Agenda

Motion was made by Member Vogel to approve the agenda. Supported by Member Bingham. Motion carried 7 to 0.

ARTICLE 3. Approval of the Minutes of the August 18, 2026 Meeting

Motion was made by Member Vogel to approve the minutes as written. Supported by Member Carlson. Motion carried 7 to 0.

ARTICLE 4. Approve Site Improvement Grant Application

Manager Sennett presented the revised Site Improvement Grant guidelines, application, and evaluation checklist. The program was suspended pending the zoning ordinance amendment and has been updated to tie eligibility to the Village District and overlay standards, add a minimum scoring threshold, and place greater weight on long-term project benefit. Maximum grant amounts, the matching structure, and the three-year application limit are unchanged. If approved, the program would take effect January 1, 2027.

Members discussed whether applications should be reviewed on a first-come, first-served basis or within defined application periods, how awarded funds should be held across fiscal years, the two-year completion timeframe, and the wording of the grant match table.

Motion was made by Member Vogel to approve the Site Improvement Grant guidelines, application, and evaluation checklist as presented, with direction to staff to revise the grant match requirement language and return with recommendations on the grant review period and process. Supported by Member Bingham. Motion carried 7 to 0.

ARTICLE 5. Staff Updates

Tassell Park Phase One construction began the week of September 18, following the groundbreaking ceremony on September 17.

Thornapple River Drive is targeted to reopen to through traffic by the end of the first week of November.

Staff delivered construction notices to nearby businesses and posted signage indicating the parking lot remains open.

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Utility poles at the park will not be buried but will be relocated to the new median.

The first DDA newsletter was mailed to district businesses and property owners in early October.

A DDA business survey is available in the newsletter and on the Township website.

The Sheriff's Office confirmed that the Kent Safety Network retains footage for up to 72 hours and has no association with Flock cameras.

Deputy Chelsea Schaap has replaced Deputy Dieppa as one of the community policing officers. Deputy Zackery Jackson being the other still with the Township.

Tutor Time on Old 28th Street has closed.

The DDA held a ribbon cutting for the reopening of First Wok and assisted with a joint ribbon cutting for Simply the Best Esthetics and SweLL PeakX.

Seasonal banners are now displayed on the bridge, with Veterans Day banners featuring Cascade veterans to follow.

Holiday lighting will be provided again by West Michigan Holiday Lighting, with lights from Tassell Park relocated to the museum garden this year.

The Halloween Hustle will take place on October 29.

ARTICLE 6. Any Other Business

Supervisor Lesperance reported that the Township partnered with Grand Rapids Township and Ada Township to purchase two e-bikes for the community policing officers.

Supervisor Lesperance reported that the inflatable pumpkin was stolen from the Friendship Park pavilion.

ARTICLE 7. Acknowledge Visitors & Public Comment

There were no visitors who wished to comment at that time.

ARTICLE 8. Adjournment

The meeting adjourned at 6:27 p.m.

Respectfully submitted,

Scott Vogel, Secretary

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MINUTES
Cascade Charter Township
Downtown Development Authority
October 20, 2026
Immediately Following the Regularly Scheduled Meeting
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ARTICLE 1. Chair Kleyla called the meeting to order at 6:30pm.

Members Present: Bingham, Carlson, Kleyla, Lesperance, Preston, Stephan, Vogel
Members Absent: Makkar
Others Present: DDA Manager Ryan Sennett, Planning Administrative Assistant Nick Govan

ARTICLE 2. Approval of the Agenda

Motion was made by Member Vogel to approve the agenda. Supported by Member Bingham. Motion carried 7 to 0.

ARTICLE 3. Review of 2026 Projects Q1 through Q3 & Future Plans

Manager Sennett presented a PowerPoint on private investment in the district, the Tassell Park and Village Improvements Project, DDA grant programs, communication efforts, and recent and upcoming events.

ARTICLE 4. Acknowledge Visitors & Public Comment

There were no visitors who wished to comment at that time.

ARTICLE 5. Adjournment

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Scott Vogel, Secretary

DRAFT

CASCADE CHARTER TOWNSHIP
5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION

MEETING DATE: November 17, 2026

Amend DDA Site Improvement Grant Program Application

PRESENTER: Ryan Sennett, DDA Manager

INDIVIDUAL PRESENT: N/A

EXECUTIVE SUMMARY: At its October 20, 2026 meeting, the Cascade Township Downtown Development Authority (DDA) approved the revised Site Improvement Grant Guidelines, Application, and Evaluation Checklist, with the direction that staff return with a proposed process for establishing defined periods during the year for reviewing and considering grant applications.

The approved grant guidelines allow applications to be submitted throughout the year, but do not establish a defined schedule for when applications will be brought before the DDA Board for consideration. The proposed amendment establishes two (2) annual Board review cycles, providing applicants and staff with a more predictable process while still allowing flexibility to adjust the timing of reviews based on application volume and administrative needs.

Under the proposed process, applications may be submitted throughout the year. Staff will conduct preliminary reviews for completeness and eligibility as applications are received. To be considered during a particular review cycle, applications must be submitted at least 30 days before the designated DDA Board meeting for that cycle. Applications received after the cutoff will be carried forward to the next review cycle. The specific Board meeting dates may be adjusted based on the number of applications received, additional applications expected, and the time needed to complete staff review. This allows the DDA to delay a review when few or no applications have been received, rather than requiring the Board to consider applications at a predetermined meeting regardless of application volume. DDA Board review meeting dates and associated deadlines will be communicated on the Cascade Township website.

STRATEGIC PLANS/GOALS: Village Character and Development

BUDGET IMPLICATIONS: The proposed amendment does not impact the current grant funding structure. Grant funding is provided through DDA funds allocated during the annual budget approval process.

IMPLEMENTATION PLAN: Upon approval, Township staff will update the grant guidelines, application, and evaluation checklist to implement the changes, as approved.

RECOMMENDATION:
Staff recommends amending the Site Improvement Grant Guidelines, Application, and Scoring Checklist to reflect the following:

1. Two Annual Board Review Cycles
Applications are accepted throughout the year. Staff conduct preliminary reviews for completeness and eligibility as applications are received, but eligible applications are brought before the DDA Board during two designated award meetings each fiscal year.

Application and Review Timeline

Step	Timing	Process
1. Applications accepted	Year-round	Businesses and property owners may submit applications at any time.
2. Application cutoff	Established by staff, to be no later than 30 days prior to the designated Board meeting	To be considered for the next review cycle, an application must be submitted by the established deadline, which is to be no later than 30 days prior to the designated meeting date for the given review cycle. Applications received after the cutoff date can be considered for the next review cycle.
3. Preliminary staff review	Upon receipt of application	Staff reviews applications for completeness and basic eligibility, requests missing information, and scores the application based on the evaluation checklist.
4. First review cycle	Target: February-March	Staff present eligible, ready-to-review applications to the DDA Board. Timing may be adjusted based on application volume, additional applications expected, and/or review needs.
5. Continued application intake	Throughout year	Staff continue accepting and reviewing applications for the next review cycle
6. Second review cycle	Target: June-July	Staff presents eligible, ready-to-review applications to the DDA Board. Timing may be adjusted based on application volume, additional applications expected, and/or review needs.
7. Project Completion and reimbursement	Following Board approval	Approved applicants complete their projects, submit required documentation, undergo final inspection, and receive reimbursement.

- ❖ Applications received after the cutoff for a review cycle are carried forward to the next award cycle, provided the applicant wishes to continue with the application.
- ❖ If a deadline falls on a weekend or holiday, the deadline moves to the next business day.

- ❖ If the designated DDA Board Meeting is cancelled, the consideration and vote for that review cycle will be postponed to the next regular DDA Board Meeting, unless a special meeting before that date is deemed necessary.

Application and Review Process

Application Submission

Businesses may submit applications throughout the year, which must include:

- Completed Site Improvement Grant application.
- Contractor estimates or quotes
- Project description and scope of work.
- Photographs of the existing property or improvements.
- Rendering, sketch, or other visual representation of the proposed improvements, when applicable.
- Property owner authorization for tenant applicants, if applicable.

Preliminary Staff Review

The DDA Manager and applicable Township Staff review applications for completeness and compliance with the program requirements. This includes:

- Verifying applicant and property eligibility.
- Determining if proposed improvements qualify under the grant program.
- Ensuring all supporting documents have been submitted.
- Determining whether the project has already begun or been completed.
- Scoring the project based on the evaluation checklist and providing the project score to the DDA Board as a part of it's review.

Incomplete applications or projects that do not meet program requirements are returned to the applicant with an explanation of the issues that need to be addressed. Applicants may correct deficiencies and resubmit. If the initial application was submitted prior to the cutoff for the next review cycle, a revised submission addressing all deficiencies must be submitted no later than 2 weeks before the designated Board meeting date to be considered for that review cycle.

Formal Board Review and Award

Eligible applications are presented to the DDA Board at two (2) regular DDA Board meetings each fiscal year. Township Staff provide the DDA Board with the project score based on the evaluation checklist. The Board may approve, deny, or modify the application based on the number of applications received and funds available, subject to the program's matching requirements.

Project Completion and Reimbursement

Approved applicants must:

- Complete the project within two (2) years of the award.
- Submit for reimbursement within 90 days of completing the awarded project.
- Have obtained all required permits and approvals before beginning work.
- Submit invoices and proof of payment.
- Provide before-and-after photographs.
- Complete a final inspection with DDA staff.

Once the work is verified and all required documentation is received, the DDA reimburses the approved grant amount, subject to the program's matching requirements.

2. Applicant Matching Requirement

Staff recommend editing the Project Grant Funding Match Requirement Section of the evaluation checklist to state the following:

Applicant Grant Funding Match Requirement:

The applicant's required matching contribution is determined by the total points earned on the Evaluation Checklist within the applicable grant category. Higher-scoring projects qualify for a lower required applicant match, while projects scoring below the minimum threshold are ineligible for DDA funding consideration. The funding match requirement for applicants is based on the following:

Category 1. Building Improvement Grant (Total Possible Points – 112/110)

- Applicant 0% Match: 80 points or greater
- Applicant 50% Match: 55-79 points
- Applicant 75% Match: 35-54 points
- Applicant is Ineligible for Grant Funding: less than 35 points

Category 2. Site Improvement Grant (Total Possible Points – 95/93)

- Applicant 0% Match: 60 points or greater
- Applicant 50% Match: 40-59 points
- Applicant 75% Match: 25-39 points
- Applicant is Ineligible for Grant Funding: less than 25 points

Category 3. Decorative Improvement Grant (Total Possible Points – 68/66)

- Applicant 0% Match: 45 points or greater
- Applicant 50% Match: 35-44 points
- Applicant 75% Match: 15-34 points
- Applicant is ineligible for Grant Funding: less than 15 points

3. Other Guideline Clarifications

Staff recommend including the following clarifications within a consolidated section of the guidelines:

- A property can be awarded a Site Improvement Grant every three (3) years.
- The project must be completed within two (2) years of funds being awarded. If it is not completed within this timetable, the DDA may withdraw its funding commitment.
- After being awarded funds, an applicant may submit to receive reimbursement if the activity has been completed within 90 days, and in accordance with all funding award requirements.

ACTION REQUESTED: Motion to approve amending the DDA Site Improvement Grant Guidelines, Application, and Evaluation Checklist as presented in the request for board action.

Attachments:

1. Site Improvement Grant Guidelines
2. Site Improvement Grant Application
3. Site Improvement Grant Evaluation Checklist



Site Improvement Grant Guidelines

The Cascade Charter Township Downtown Development Authority (DDA) has determined that a portion of their revenue should be used to enhance and support building and site improvements for nonresidential properties within the DDA District (see attached for District boundary).

CASCADE TOWNSHIP SITE IMPROVEMENTS GRANT PROGRAM

The program was established by the DDA to encourage improvements to businesses and nonresidential properties within the DDA boundary. The grants awarded by the DDA are intended to provide financial incentives for high-quality building and site conditions that go above and beyond regular maintenance and upkeep. Available funds for the Site Improvement Grant Program are established within the annual budget for each fiscal year.

The primary goals for eligible improvement projects within the DDA District are to:

- Enhance pedestrian safety through appropriate pedestrian and roadway modifications.
- Support beautification that will enhance the streetscape and create character, identity and attract shoppers and businesses alike.
- Support the growth of existing businesses while encouraging new businesses to locate in the DDA area.
- Enhance community and consumer experience.

APPLICATION ELIGIBILITY

To be eligible to apply for a grant, you must be an owner of nonresidential or mixed-use property within the DDA District. Individual tenants may be applicants with written approval from the owner of the property.

REQUIRED CONDITIONS

Site Improvement Grant applications will be considered if the application meets the following base conditions:

- The Site Improvement Grant application has been correctly filled out and submitted to the Township with all required supplemental documentation.
- Property taxes and all other applicable Township fees must be current and paid in full.
- The property cannot have an outstanding, current, or ongoing violation of any Township ordinance.
- Project components must have a useful life of at least 10 years.
- Projects will be evaluated based on merit and funded to the extent that budgeted DDA funds are available.
- The proposal has received site plan and/or special land use approval from the Cascade Township Planning Commission (if applicable).
- All funding is at the discretion of the DDA Board. The DDA may determine that a project is ineligible if it materially conflicts with any applicable Village District standards, applicable overlay district standards, or undermines the intended village character.
- Based on the overall project scoring, project match requirements vary. For higher scoring projects, the DDA may waive matching fund requirements. For lower scoring projects, the DDA may require a 50% or 75% match. Scoring is based on consistency with the funding priorities outlined in this application.

FUNDING PRIORITIES

Applications containing the following characteristics will receive priority funding based on the attached criteria:

- Projects that are consistent with identified priority improvements as described in the Cascade Township DDA Development Plan and TIF Plan.
- Projects that are located within the Cascade Village area.
- Projects that demonstrate consistency with the standards of the Township's Village Districts and overlay districts as outlined in the Zoning Ordinance.
- Projects that demonstrate a significant impact to promote the following activities:
  - Retail diversity and supporting commercial businesses
  - Entertainment businesses
  - Dining opportunities
  - Walkability, bikeability, and enhanced accessibility
- Projects designed to resolve deteriorated or unsightly conditions that have existed for many years and include long-term or permanent improvement(s) to existing conditions.
- Projects designed to remove inappropriate design elements that are inconsistent with the district in which they are located



- Projects that include new (or renovated) building frontage(s) that are consistent with the DDA's preferred aesthetic design and character.
- Projects consistent with the architectural and design requirements of the Village District or the overlay district where the property is located.
- Projects that restore historic (approximately 50 years and older) architectural elements of the building or are consistent with the architectural features of the Village District.
- Projects that call for the removal of significant nonconforming elements of the building.
- Projects that involve the reoccupation of a currently vacant or underutilized building.
- Projects that include enhanced site design, such as additional landscaping, above and beyond what is required by zoning.
- Construction or relocation of parking to the rear or side of the building and not between the building and the adjacent street.
- Projects that enhance the aesthetic design and character of a building or site with frontage on 28th Street or Cascade Road.
- Projects that include collective participation from adjacent property owners, by means of cross-access agreements for parking, or other applicable conditions.

ELIGIBLE PROJECTS

Site Improvement Grant awards will fund the following activities:

- Repair or replacement of windows, doors, walls, or other appropriate architectural elements
- Exterior lighting
- Decorative landscaping improvements
- Masonry restoration
- Restoration of historic elements
- Patios and other hardscape improvements
- Awning replacement that is part of a larger façade enhancement project
- Sign replacement and existing sign structure improvements that are part of a larger site improvement
- Murals and public art, depending on public visibility
- Sidewalks or trails and connections to existing sidewalks or trails
- Removal of non-contributing facades
- Significant façade repair and treatment
- Burying overhead utilities (if applicable)
- Exterior painting or staining
- Parking lot reallocation to the side or rear of a building
- Other site improvements consistent with the DDA Development Plan

INELIGIBLE PROJECTS

Site Improvement Grant awards *cannot* be used to fund the following activities:

- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan and permit fees
- Appraiser, attorney, interior decorator, architectural, and engineering costs
- Wages paid to the 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 the contractor in merchandise or in-kind services
- Fencing and screening
- Routine building or site maintenance
- Roof repair/replacement
- Dumpster enclosures
- Mechanical, heating, cooling systems, or ductwork

For sites located within the applicable zoned districts, Site improvements *not* consistent with the Village District Standards and applicable overlay districts are ineligible. This may include the following:

- Drive-through additions or auto-oriented site features within Village Districts
- Improvements that reinforce nonconforming setbacks or parking-forward layouts
- Projects that introduce or expand features prohibited in Village Districts or the applicable overlay district
- Façade improvements that are purely cosmetic changes and do not improve building form, transparency, pedestrian orientation, or architectural compatibility consistent with the Village District or applicable overlay district.

MAXIMUM GRANT AMOUNTS

Applications for Site Improvement Grants may be eligible for funding based on one or all of the following three categories, subject to the following maximum amounts:

- **Building Improvements**– Including façade improvements, redevelopment, additions, restoration, undergrounding of utility lines, etc.: **$100,000**
- **Site Improvements** – Including landscaping, signage, sidewalks, lighting, patios, etc.: **$50,000**
- **Decorative Improvements** – Including decorative finishes, awnings, murals, public art, benches, pedestrian and bike infrastructure, etc.: **$25,000**

The DDA reserves the right, at its discretion, to increase or decrease the amount of funds allocated to a project.

Funding is based on a match by the applicant. Certain projects may be eligible for a 0% match based on the project's compliance with funding priorities, while others may require a funding match of either 50% or 75%. Matching funds are determined following a project's scoring based on its compliance with the DDA's funding priorities. For example, a grant is applied to install decorative improvements with a total project cost of $25,000. This grant would be potentially eligible for up to $25,000 in funding. If the project met the scoring for a 0% match, then it would be eligible to receive the entire $25,000 in funding. On the other hand, if it scored to require a match of 50%, then it would be eligible to receive $12,500.

ADDITIONAL INFORMATION

The following additional information will need to be considered by prospective applicants:

- An applicant may apply for reimbursement of eligible activities if the activity has been completed within 12 months. Proof of work and payment shall be provided.
- A property can be the recipient of a Site Improvement Grant every three (3) years.
- The "front façade" shall include the parts and components of a site that directly face a public street or public parking lot.
- Site Improvement Grants apply to external improvements only.

GRANT AWARD PROCESS

The Site Improvement Grant Program is a reimbursement program. Grant applications may be submitted throughout the year, subject to program funding availability and the requirements of these guidelines.

The grant process is as follows:

1. **Application Submission.** Submit a complete application with all required documentation.
2. **Staff Review.** Staff reviews the application for completeness, eligibility, and consistency with applicable zoning and design standards.
3. **DDA Review and Scoring.** Eligible applications are scored by the DDA using the evaluation checklist.
4. **Grant Award.** The DDA determines the grant amount and required applicant match based on the project score, grant limits, and available funding.
5. **Grant Agreement.** The applicant and property owner execute the required grant agreement before proceeding with the approved project. All required zoning, site plan, and design approvals are obtained.
6. **Project Completion:** Applicant obtains all required approvals and completes the project as approved.
7. **Reimbursement.** Submit itemized receipts and proof of payment for eligible project costs. Staff verify the completed work and eligible expenses. The DDA reimburses the applicant up to the approved grant amount and applicable match.

SITE IMPROVEMENT GRANT APPLICATION

Each Site Improvement Grant application will be evaluated and weighed against specific criteria as determined by the DDA Board. Projects that achieve a higher score will receive higher priority funding. Each proposal is scored based on the type of grant requested and its consistency with the funding priorities established by the DDA. The Cascade Township DDA reserves the right to amend the scoring at any time.

The DDA cannot guarantee funding, as funding is allocated based on availability.

REQUIRED DOCUMENTATION

The following information is required to be submitted for consideration of a Site Improvement Grant. Missing information may cause your application to be deemed incomplete and ineligible for consideration of a grant application.

- ☐ Completed application form
- ☐ Separate written narrative comprehensively describing the project
- ☐ Detailed cost estimate with a breakdown of improvements
- ☐ Photos of existing conditions
- ☐ Plans and renderings of the proposed improvements

PROJECT INFORMATION

Type of grant requested:

- ☐ Building Improvements (funding up to $100,000)
- ☐ Site Improvements (funding up to $50,000)
- ☐ Decorative Improvements (funding up to $25,000)

Brief description of proposed improvements:_____

_____

_____

_____

Reason for the grant request:_____

_____

_____

_____

Total overall project budget:_____

Total amount of funding assistance being requested:_____

Description of project financing:_____

Proposed start date:_____ Estimated completion date:_____

PROPERTY OWNER

Name:_____

Company (if applicable):_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____Email:_____

APPLICANT (if other than property owner)

Name:_____

Company (if applicable):_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____Email:_____

ACKNOWLEDGEMENT

By submitting of an application for a Site Improvement Grant, the following information is acknowledged by the owner and applicant by signature below.

- I (we) have read and understand the conditions of the Cascade Township Site Improvements Grant Program and agree to abide by its conditions and guidelines.
- I (we) authorize the Cascade Township DDA to promote an approved project, including but not limited to, displaying of a DDA grant program sign or sticker at the site during and after construction as well as the use of photographs and descriptions of the project in DDA and Cascade Township communications and materials.
- I (we) understand that in the event this application is awarded, a binding letter of commitment must be signed by the owner(s) and applicant in a format approved by the Cascade Township Attorney.
- I (we) understand that upon completion of the project, itemized receipts detailing the installation or construction of proposed improvements will need to be submitted to and approved by the DDA prior to the reimbursed payment of the awarded grant funds.
- I (we) understand that if this application is approved, any changes, alterations, or modifications to the approved design must be approved by the DDA as an amendment to this application.
- If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.
- I (we) understand that if this project is not completed within the 2-year timetable, the DDA may withdraw its funding commitment.
- I (we) understand that I (we) can apply for one grant every three (3) years, however, the application will be subject to funding availability at the time of the application.

OWNER(S) AND APPLICANT CERTIFICATION

I (we) hereby depose and state under the penalty of perjury that all statements, proposals, and information submitted with or contained in this application are true and correct and the application is complete to the best of my (our) knowledge.

Applicant Signature:_____ Date:_____

Owner Signature:_____ Date:_____

SITE IMPROVEMENT GRANT
Evaluation Checklist

Project Name: _____

Evaluator: _____

The scoring for each Site Improvement Grant application shall take into account the following scoring criteria.

A. COMMUNITY IMPACT CRITERIA		
The project is consistent with priority improvements outlined in the Cascade Township DDA Development Plan and TIF Plan.	IF YES: 3	
The project represents a significant financial investment in a property and overall enhances the DDA area (based on contribution to long-term village form and architecture—not solely total project cost).	RANGE: 0-5	
There is a demonstrated need for the proposed improvements that provide a benefit to the community.	IF YES: 3	
The proposal will bring new jobs to the DDA area.	IF YES: 5	
The proposal demonstrates a significant impact to expanding retail businesses, commercial businesses, or retail diversity in the DDA boundary area.	IF YES: 5	
The proposal expands or enhances dining opportunities within the DDA boundary.	IF YES: 3	
The proposal expands entertainment options for the community.	IF YES: 3	
The proposal will bring new housing to the DDA area in accordance with the Master Plan	IF YES: 3	
The project demonstrates consistency with the purpose and intent of the Village District or the applicable Overlay District.	IF YES: 5	
The proposal is designed to resolve deteriorated or unsightly conditions that have existed for many years or provides long-term or permanent improvements that enhance a deteriorated or unsightly condition.	RANGE: 0-5	
Total Points:	***Possible: 40***	
B. LOCATION CRITERIA		
Property is located within a Village District.	IF YES: 5	
Property is located within an Overlay District.	IF YES: 3	
Property has frontage directly on Cascade Road or 28th Street.	IF YES: 3	
Project site is adjacent to or across from a park, trail, or other public space.	IF YES 3	
Total Points:	***Possible: 11/9***	
TOTAL OF A&B COMBINED	***Possible: 51/49***	

CATEGORY 1: BUILDING IMPROVEMENT SIGNIFICANCE CRITERIA		
The proposal includes sustainable building materials, construction techniques, LEED Design, or other similar sustainable elements.	IF YES: 3	
The proposal significantly improves the façade of the building(s).	RANGE: 0-10	
Architectural improvements to the building are aligned with requirements of the Village District and Overlay standards.	RANGE: 0-10	
The proposal will restore historic elements of a building or if in the Village will incorporate architectural design elements outlined in the Village District that contribute to the creation of a Village.	RANGE: 0-10	
The proposal includes the re-occupation of a vacant or abandoned building or tenant space.	IF YES: 3	
The proposal is designed for the removal of visual clutter or inappropriate design elements.	RANGE: 0-5	
The proposal removes significant nonconforming elements of a building.	RANGE: 0-5	
The proposed landscaping improves the curb appeal of the property and provides a benefit to the community.	RANGE: 0-10	
The proposal includes the burial of power lines and/or overhead utility lines.	IF YES: 5	
Total Points:	***Possible: 61***	

CATEGORY 2: SITE IMPROVEMENTS SIGNIFICANCE CRITERIA		
The proposal includes landscaping along the street frontage that enhances the property's streetscape.	RANGE: 0-5	
The project includes landscaping elsewhere on the property that contributes to beautification of the site.	RANGE: 0-5	
Improvements are incorporated into signage that are compatible with the Village District or Overlay District.	RANGE: 0-5	
Parking lot and/or building lighting are proposed that enhance the architecture of the building and are compatible with the Village District or Overlay District.	RANGE: 0-5	
The project provides connectivity to an existing sidewalk or trail or improvements to a sidewalk or trail.	IF YES: 3	
The proposal provides new patio space for outdoor seating and/or dining opportunities.	IF YES: 3	
The proposal includes a significant amount of tactical urbanism (ie. Outdoor patio or plaza areas, gathering places, etc.).	RANGE: 0-5	
The proposal includes enhanced site design above and beyond what is required by zoning that demonstrates enhancement to the customer experience.	RANGE: 0-5	
The proposal includes parking areas to the side or rear of a building within the Village District or along 28th Street in the Overlay District.	IF YES: 5	
The project improves cross-access between multiple properties.	IF YES: 3	
Total Points:	***Possible: 44***	

CATEGORY 3: DECORATIVE IMPROVEMENTS SIGNIFICANCE CRITERIA		
Installation of decorative building elements that enhance the façade of the building and are consistent with the Village District or Overlay District.	IF YES: 5	
The project provides site amenities that enhance the walkability or bikeability of the area.	IF YES: 3	
The proposal includes elements that will enhance universal design (ie. ADA infrastructure, accessibility enhancements, etc.).	IF YES: 3	
The project provides public art or a mural in a location visible and interactive with the community.	IF YES: 3	
The proposal includes benches and trash bins in a quality consistent with those in the DDA District.	IF YES: 3	
Total Points:	***Possible: 17***	

Scoring:

Grant Category	Score of A&B	Scoring of Grant Category	Total Score (A&B+Category)
Category 1: Building Improvements Grant			
Category 2: Site Improvements Grant			
Category 3: Decorative Improvements Grant			

Project Grant Funding Match Requirement:

Category 1.
Building Improvement Grant (Total Possible Points – 112/110)

- 0% Match: 80 points or greater
- 50% Match: 55-79 points
- 75% Match: 35-54 points
- Ineligible for Grant Funding: less than 35 points

Category 2.
Site Improvement Grant (Total Possible Points – 95/93)

- 0% Match: 60 points or greater
- 50% Match: 40-59 points
- 75% Match: 25-39 points
- Ineligible for Grant Funding: less than 25 points

Category 3.
Decorative Improvement Grant (Total Possible Points – 68/66)

- 0% Match: 45 points or greater
- 50% Match: 35-44 points
- 75% Match: 15-34 points
- Ineligible for Grant Funding: less than 15 points

CASCADE CHARTER TOWNSHIP
5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION

MEETING DATE: November 17, 2026

Recommend Approval of 2027 Meeting Schedule

PRESENTER: Ryan Sennett, DDA Manager

INDIVIDUAL PRESENT: N/A

EXECUTIVE SUMMARY: At the end of each year, the Cascade Township Board establishes the Township's regular meeting schedule for the upcoming year, including the regular meeting schedule for the Downtown Development Authority (DDA). In preparation for establishing the 2027 meeting schedule, the DDA Board has an opportunity to review its current meeting schedule and provide direction on whether any changes should be considered.

Currently, the DDA Board meets on the third Tuesday of each month at 5:30 p.m. In 2026, three (3) DDA meetings were cancelled or postponed due to lack of quorum. In July 2026, staff provided the Board with a memorandum comparing the meeting schedules of several neighboring Downtown Development Authorities, which is attached with this RBA for reference. The information showed that many DDAs in the surrounding area conduct their regular meetings during morning hours, generally between 7:00 a.m. and 9:00 a.m. During the discussion, DDA Board members expressed an openness to considering a morning meeting time.

As the 2027 schedule is prepared, staff is presenting two time options for consideration:

- **Option 1 – Maintain Current Schedule:** Third Tuesday of each month at 5:30 p.m.
- **Option 2 – Morning Schedule:** Third Tuesday of each month at 8:00 a.m.

In addition to considering meeting time, the Board may also wish to consider frequency. An alternative option to the current meeting frequency is shifting to every other month. An example would be meetings scheduled for January, March, May, July, September, and November. Communities that follow this structure include Allendale Township DDA and Hudsonville DDA. If the DDA were to shift to every other month, there would still be the ability to call special meetings on “off” months if needed.

If changes are made, the Board may elect to treat the 2027 meeting schedule as a trial period, with the schedule to be reevaluated at the end of the year to determine whether to continue with the new meeting schedule or return to the previous schedule.

Staff encourages the DDA Board to consider if a change in meeting time and/or frequency would better serve the DDA board members, local businesses, and residents within the district.

BUDGET IMPLICATIONS: N/A

IMPLEMENTATION PLAN: The recommendation of the DDA Board will be considered by the Township Board when setting the 2027 Township meeting schedule.

ACTION REQUESTED: Motion to recommend approval of the 2027 DDA Board meeting schedule.

Attachments:

1. DDA Staff Memo 7/17/2026

DDA STAFF MEMORANDUM

TO: Cascade Charter Township DDA Board Members
FROM: Ryan Sennett, DDA Manager
SUBJECT: DDA Meeting Schedule
DATE: July 17, 2026

DDA Board Members,

The purpose of this memorandum is to provide information for the DDA Board's consideration regarding the current meeting schedule. Currently, the DDA meets on the third Tuesday of each month at 5:30 p.m. While the current meeting schedule has served the DDA Board well, staff conducted research to understand the schedule of other DDA's in the area and whether an alternative meeting time may offer additional benefits.

As part of this research, staff found that many downtown development authorities in the immediate area hold their regular meetings during morning hours, with some meeting in the evening. The information included in the table below is intended solely to provide context and facilitate discussion should the DDA Board wish to evaluate whether its current meeting schedule continues to best serve its members, local businesses, and residents within the district.

Community	Regular Meeting Schedule	Meeting Time
Cascade Township DDA	Third Tuesday of each month	5:30 PM
Comstock Park DDA	Third Tuesday of each month	8:00 AM
Lowell DDA	Third Thursday of each month	9:00 AM
Allendale Township DDA	Bi-monthly (Jan., Mar., May, etc.)	7:00 AM
Walker DDA	Third Tuesday of each month	7:30 AM
Ada Township DDA	Third Monday of each month	8:00 AM
Grandville DDA	Second Thursday of each month	8:00 AM
Wyoming DDA	Second Tuesday Quarterly (Jan., April, July, Oct.)	7:30 AM
Hudsonville DDA	Bi-monthly (Jan., Mar., May, etc.)	3:30 PM

No recommendation is being made. If the Board is satisfied with its current meeting time, no action is necessary. The information provided is intended only to facilitate discussion and assist the DDA Board should it wish to consider whether a different meeting time may be beneficial.

Sincerely,



Ryan Sennett
DDA Manager
Cascade Charter Township

TOWNSHIP STAFF UPDATE

DDA Meeting

November 17, 2026

REIMAGINING TASSEL PARK: PROJECT UPDATES

- Work on Thornapple River Drive has concluded, with through access restored on 11/6/26.
- Paving of the new parking lot along Thornapple River Drive is underway.
- Demolition of the former Verburg's building begins on 11/16 and is expected to be complete within 2-3 days. The former Doctors Office within Tassell Park is awaiting utility disconnection and permitting.
- Phase 2 was advertised for bids on 11/10/26. A pre-bid conference will be held on 11/19/26 and bids will be received until 2:00 PM on December 15, 2026. Phase 2 will consist of all other elements of the project that were not completed within Phase 1.

VILLAGE LIGHTING & DECOR

- Holliday lighting in the village area was installed the week of 11/9/26.
- Banners of Cascade Veterans have been installed on the Cascade Pedestrian Bridge.

BUSINESS UPDATES

- Clean Juice – 5563 28th St. SE – Location has permanently closed.

UPCOMING EVENTS

- Christmas in Cascade – December 4, 2026 – 5:30pm to 7pm.
    - Will be held next to the Cascade Historical Museum.
    - This year will include hot cocoa, cookies, music, and crafts.