

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
April 16, 2024
5:30 p.m.
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chair Kleyla called the meeting to order at 5:30 P.M.
Members Present: Vogel, Carlson, Stephan, Kleyla, Bingham, Makkar
Members Absent: Preston, Lesperance, Growney
Others Present: Township Manager Jade Smith, Planning and Community Development Director Andrea Hendrick, Engineer Aric Thorne, Mgt Office Admin Assistant Jessica Stine, and those listed on the sign-in sheet.
- ARTICLE 2. Approval of the Agenda**
- Motion was made by Member Stephan to approve the current agenda. Supported by Member Vogel. Motion carried 6 to 0.**
- ARTICLE 3. Approval of the Minutes of the March 19, 2024 Meeting**
- Motion was made by Member Carlson to approve the minutes of the April 16, 2024 meeting as written. Supported by Member Stephan. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge visitors wishing to speak**
- There wasn't anyone who wished to speak at that time.
- ARTICLE 5. Sidewalk Repair Discussion**
- Engineer Thorne presented on the current state of the sidewalks in the DDA. He presented a plan to fix all the current trip hazards and damaged areas. Generally, this would be done on an annual basis but it hadn't been done for multiple years, so the amount of work and total cost was higher than the board would normally expect. A company came out last year and quoted the Township \$26,000 to do half of the work that is now being proposed. There are 28 locations that need replacement. Engineer Thorne recently received three bids and they were all at or below his estimates. Manager Smith said that most municipalities have a cost sharing agreement with the property owners and the Township may move toward that model in the future.
- Member Stephan wondered if the trees the Township is requiring to be planted along the road are the cause of damage to the sidewalk. He also asked if there were large redevelopment or utility construction occurring in the village soon that would tear up the road and sidewalk. Engineer Thorne said that any locations where the road/sidewalk were torn up would require remediation by the developer. He also shared that the tree vs sidewalk problem is inevitable

but the Township can encourage certain species of trees that are most suitable for the environment and are less likely to disturb the sidewalk with their roots.

Member Stephan suggested asking the Township Board to split the cost of the sidewalk repair 50/50. Manager Smith said that he could present the request to the Township Board.

Motion was made by Member Vogel to approve \$44,000 to fix the sidewalks as described in the staff report. Supported by Member Makkar. Motion carried 6 to 0.

ARTICLE 6. VDRC Update

Manager Smith explained what the Village Design Review Committee is and the recent design they evaluated for a business that wants to rebuild. They shared information on new planning and zoning processes the Township is looking to implement and discussed how setting standards can help businesses.

ARTICLE 7. Calendar/Bar Chart Discussion

Manager Smith provided two timelines, one looking back at past events and another looking forward to events or discussions the DDA wants to hold on an annual basis. Members discussed various ways to enhance the design including color coding which part of the village events occur in or creating different calendars for each section and timelines based on goals the DDA is working towards.

Manager Smith shared images of the new 'projects' and 'Village Reimagined' pages of the website that are set to launch soon. He also showed them a mock up of the design for a 'Village Reimagined' sign that will be installed on the property that was previously Tuffy Automotive.

ARTICLE 8. Goals/Priorities Discussion

The members discussed DDA goals, onboarding, and how they can improve these processes in the future.

ARTICLE 8. Staff Updates

- **Friendship Park**-Ahead of schedule and going well.
- **Sheriff Presentation**-Will hopefully occur at the May meeting. Member Vogel requested information regarding trends in crime and initiatives.
- **Hotel Ordinance**-There is a major police presence at the many (16) hotels in Cascade and the board is looking to implement a new ordinance to license them.
- **Lions and Rabbits**-Lions and Rabbits is a group that encourages community development through art. They are interested in integrating public art into the village/DDA area. They are a well-connected

organization that focuses on placemaking. Cascade may collaborate with Ada on an art initiative as both townships are so close together.

- **Village Concept**-OHM has been collecting information and mapping out the Village area. They will be holding a stakeholder meeting in the next week. The Board of Trustees recently held a closed session about the acquisition of the Stone House property on Orange St. The Board's offer was accepted. This property is in the DDA and will be a key village property.
- **Bylaw Discussion**-The draft bylaws are not quite finished. They may be sent out prior to the May DDA meeting
- **Other**-Going forward, the staff update will be in a written format so that members get updates on the ongoing applicable projects/items each meeting.

ARTICLE 8. Any Other Business

Members discussed the State's proposed lodging tax on hotels. Staff are still looking for more input from members on the façade grants; that information will be brought to the next meeting. The Metro Cruise Warmup will be happening in 2024 and there will be pit stops at Thornapple Plaza and Friendship Park. Members suggested targeting local eateries for development in the village district.

ARTICLE 9. Adjournment

Motion was made by Member Vogel to adjourn the meeting. Supported by Member Bingham. Motion carried 6 to 0. The meeting adjourned at 7:09 P.M.

Respectfully submitted,

Rene Growney, Secretary