

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
February 21, 2017  
5:30 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
  
- ARTICLE 2.** Approval of the Agenda
  
- ARTICLE 3.** Approval of the Minutes of January 17, 2017 Meeting
  
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
  
- ARTICLE 5.** Consider Cascade Community Gathering Space Plan
  
- ARTICLE 6.** Discuss and Consider Holiday Decorations for the Village and Tassell Park
  
- ARTICLE 7.** Introduce Redevelopment Ready Communities Program
  
- ARTICLE 8.** Election of Officers
  
- ARTICLE 9.** Any Other Business
  - a. Update on Planning Activities
  - b. DDA Business/Property Owner meeting – Village area
  
- ARTICLE 10.** Adjournment

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, January 17, 2017  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Vice Chairman Puplava called the meeting to order at 5:30 P.M.  
Members Present: Puplava, Beahan, Ridings, Rowland, Siegle and Stephan  
Members Absent: Huhn, Kingsland and Smith  
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.

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

**Motion was made by Member Rowland to approve the Agenda. Supported by Member Ridings. Motion carried 6 to 0.**

**ARTICLE 3. Approve the Minutes of the November 15, 2016 Meeting.**

**Motion was made by Member Beahan to approve the Minutes as presented. Support by Member Stephan. Motion carried 6 to 0.**

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

No one came forward.

**ARTICLE 5. Review of 2017 DDA Budget**

Director Korhorn presented the Board with a copy of the 2017 DDA budget.

Discussion followed.

**ARTICLE 6. Discuss and Consider Sponsorship for the 2017 Metro Cruise Warmup Event.**

Director Korhorn gave a review of the 2016 Metro Cruise Warmup Event. The event was a two-night (Thursday and Friday) event and the DDA donated \$5,000 for the event and was the title sponsor.

The Metro Cruise Warmup Committee (“MCWC”) is again requesting \$5,000 for sponsorship of the 2017 event. The MCWC has been meeting and is working on the schedule of events/activities, as well as talking with business owners within the DDA to generate more involvement. After receiving feedback this year from the car owners and because of so many other activities occurring on Friday night, the MCWC has decided to hold the event on Thursday evening only.

Director Korhorn is recommending the DDA sponsor the event again for 2017.

Discussion followed.

**Motion was made by Member Siegle to approve the \$5,000 donation by the DDA for the Metro Cruise Warmup Event. Supported by Member Rowland.  
Motion carried 6-0.**

**ARTICLE 7. Discuss Potential 2017 Projects**

Director Korhorn brought for discussion a potential list of projects for 2017:

1. Lighting of Tassell Park;
2. Village area Holiday Decorations; and
3. Logo and Marketing/Branding Initiative for the downtown area.

**ARTICLE 8. Discuss DDA Business Owners Meetings**

Director Korhorn presented an idea to the Board to put together meetings with businesses owners (possibly a breakfast/coffee meeting or lunch-n-learns) within the DDA to let them know what the DDA is and how we can help them. Discuss with them issues within their particular district and to keep them informed of events and happenings within DDA.

**ARTICLE 9. Election of Officers**

Director Korhorn let the Board know it was time to elect officers for the DDA for 2017. The Board needs to vote on the positions of Chair, Vice Chair and Secretary.

With Chairman Huhn and Secretary Kingsland not present at this meeting, it was agreed by the six members that were present tonight to table the election until such time that they were present.

**ARTICLE 10. Any other business.**

- a. Contact list for Board Members.
- b. Cascade Community & Library Gathering Space Open House. Tuesday, January 24, 2017 from 5:30 – 7:00 p.m. at Wisner Center.
- c. Update on Planning Activities.

**ARTICLE 11. Adjournment.**

**Motion was made by Member Beahan to adjourn. Supported by Member Siegle.  
Motion carried 6 to 0. The meeting was adjourned at 6:45 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary

---

---

## DDA MEMORANDUM

---

---

**To:** Cascade Township DDA Board

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

**Subject:** Consider Cascade Community Gathering Space Plan

**Meeting Date:** February 21, 2017

---

If you recall, the DDA made a positive recommendation to the Township Board regarding this Cascade Community Gathering Space Plan at their September meeting. The Township Board, at their meeting, felt that additional public input was needed and requested staff put together a public meeting.

A public meeting was held January 24 to gather additional comments on the plan. Approximately 100 people attended the meeting. People who attended the meeting were asked to provide comments on the plan and whether they felt it was a good use of the property.

The Township Board is once again looking for a recommendation from the DDA regarding this project. The project will then be presented to the Infrastructure Committee (along with the DDA recommendation) for a recommendation which will then be passed on to the board at a Township Board meeting.



Transform.  
Activate. Gather.

CASCADE GATHERING PLACE



# Cascade Downtown Development Authority

What is the Cascade Downtown Development Authority (DDA)?

Authorized by the State of Michigan (PA 197 of 1975)

Purpose:

- Halt property value deterioration and increase property tax valuation where possible
- Eliminate the causes of deterioration
- To promote economic growth.

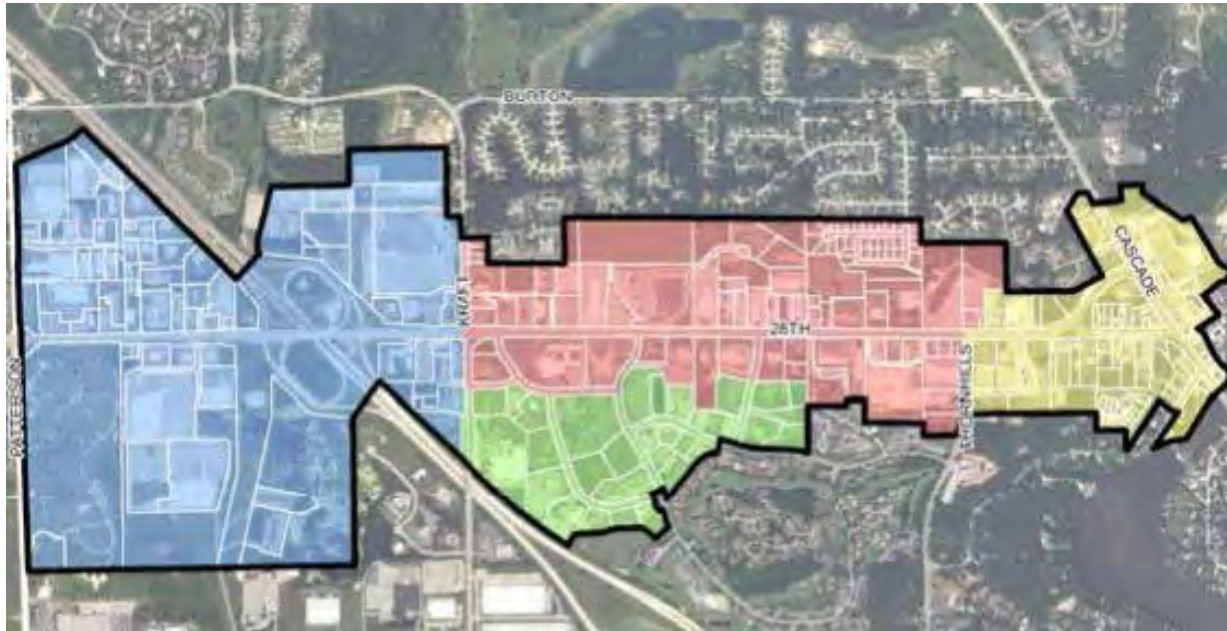
Cascade Township DDA

- Established in 1993
- Expanded in 2003 (Interchange Area)
- Expanded in 2004 (Centennial Business Park)

DDA is governed by a Board of Directors (9 members) appointed by the Township Board

- Mixture of Township representatives, Business owners, DDA residents and at-large residents

# Cascade Downtown Development Authority



# Cascade Downtown Development Authority

How is a Downtown Development Authority Funded?

- Donations
- Millage (up to 2 mills) Cascade does not levy millage
- Bond Proceeds
- Revenue From Properties
- Other Sources (Grants, Special Assessment, GF Contributions, etc...)
- Tax Increment Financing

# Cascade Downtown Development Authority

## What is “Tax Increment Financing?”

- The DDA can capture the taxes generated by subsequent growth in the district.
- Taxing jurisdictions always receive the tax revenues from the base taxable value.
- DDA receives tax revenues generated from any taxable value growth from the base year, for the duration of the Tax Increment Financing Plan.
- Local school millages and State Education Tax is not subject to capture – they continue to receive tax revenues on growth.

# Cascade Downtown Development Authority

## How Does Tax Increment Financing Work?

### Base Year

Joe's Trinkets and Widgets

Taxable Value = \$100,000

Millage = 10 mills

Base TV = \$100,000

Increment TV = \$0

Taxes = \$1000

Township = \$100

County = \$500

Library = \$100

College = \$300

DDA = \$0

### Year One

Joe's Trinkets and Widgets

Taxable Value = \$103,000

Millage = 10 mills

Base TV = \$100,000

Increment TV = \$3,000

Taxes = \$1030

Township = \$100

County = \$500

Library = \$100

College = \$300

DDA = \$30

# Cascade Downtown Development Authority

What can Tax Increment Financing revenues in the DDA be spent on?

- DDA Act has a comprehensive list of the things a DDA can partake in.

TIF funds in general —

- Must be spent on infrastructure/projects/programs within or directly benefitting the DDA development area
- Must be spent on infrastructure/projects or program that are identified in the DDA Development Plan and Tax Increment Financing Plan

Cascade Plan was adopted by the Cascade DDA and Cascade Township Board in November 2011

Available online at [www.cascadetwp.org/Business/DDA/TIFPlan.aspx](http://www.cascadetwp.org/Business/DDA/TIFPlan.aspx)

# Cascade Downtown Development Authority

## What has the DDA invested in?

- Sidewalks
- Streetlighting
- Old 28<sup>th</sup> Street Streetscape
- Museum Garden Park
- Cascade/28<sup>th</sup> Interchange
- Cascade/TRD Interchange
- Mid-Block Crossing
- Project Maintenance
- Utility Costs
- Special Events
- Transportation
- Trees/Landscaping
- Studies/Plans
- Administration

# Cascade Downtown Development Authority

This project appears in the Village Area section of the  
Development Plan

“Create community gathering places along 28<sup>th</sup> Street and near the library, such as a community center, skate park, rock climbing, sound park, amphitheater, nature area, trails, baseball fields, and/or other public facilities.”

# Project Overview



# Community Input

---



- 1. 2009 Comprehensive Plan**
- 2. 2011 Downtown Development Plan**
- 3. 2014 Parks & Recreation Plan**
- 4. Stakeholder Meetings (KCRC, Library Staff, Friends of Library, 4th of July Committee, Community Foundation)**
- 5. Public Survey**
- 6.2 Public Input Sessions**

# Consistent Input

---

- Skate and climbing plaza with shelter
- Walking paths with seating and overlook areas
- Amphitheater flexible for intimate events
- Recirculating Water Feature
- Restroom/storage to minimize use of library facilities
- Native planting enhancements
- Improve on-street parking, visual appeal, and pedestrian connectivity along Jacksmith Ave.
- Protect and preserve existing tree grove
- Consider future Library expansion
- Flexible open areas for library outdoor programming
- Village gateway beautification and stormwater improvements at “triangle lot” (old 28th Street)

## LEGEND

### EXISTING

- A** CASCADE LIBRARY
- B** PARKING LOT
- C** NOTO'S RESTAURANT
- D** TREE GROVE
- E** STORMWATER DETENTION BASIN
- F** MEMORIAL TREES

### PROPOSED

- A** RECIRCULATING CASCADE FOUNTAIN STARTING AT TREE GROVE AND TERMINATING AT BANDSHELL OVERLOOK
- B** CHILDRENS SOUND AND DISCOVERY GARDEN (+/- 8,000 SF)
- C** AMPHITHEATER AREA (+/- 9,000 SF)
- D** ACCESSIBLE LOOP WALKS AND TRAILS (2,200 LF)
- E** FLEXIBLE OPEN GREEN SPACE
- F** ENTRY IMPROVEMENTS: DEFINED ON-STREET PARKING LANDSCAPED BUMP-OUTS, CROSSWALKS, ADDITIONAL STREET LIGHTING AND STREET TREES
- G** SKATE AND CLIMBING PLAZA (+/- 15,000 SF)
- H** PICNIC SHELTER (20'X40')
- I** OVERLOOK/VIEWING AREA
- J** BIKE PARKING WITH AIR AND TOOL STATION
- K** VILLAGE GATEWAY IMPROVEMENTS WITH NEW SIGN AND RAIN GARDEN
- L** RAIN GARDEN AND BIOSWALE
- M** NATIVE PLANTING AREA
- N** FUTURE LIBRARY EXPANSION
- O** RESTROOM, STORAGE, AND EVENT KIOSK (20'X20')







VILLAGE GATEWAY - EXISTING



VILLAGE GATEWAY - PROPOSED



JACKSMITH STREETSCAPE - EXISTING



JACKSMITH STREETScape - PROPOSED



**LEGEND**

- VILLAGE GATEWAY IMPROVEMENTS  
\$175,000
  - TRAIL LOOP, NATURAL LANDSCAPING  
AND CHILDREN'S DISCOVERY GARDEN  
\$400,000
  - AMPHITHEATER AREA  
\$1,400,000
  - STREETScape IMPROVEMENTS  
\$250,000
  - SKATE AND CLIMBING PLAZA  
\$470,000
- MULTI-PHASE TOTAL COST**  
\$2,695,000
- ENTIRE PROJECT (ONE PHASE) COST  
\$2,200,000



# Financing of the Project



This has been planned to be a DDA project from the beginning. The DDA captures a portion of the tax dollars generated by growth in the district to fund public improvements within the DDA district.

This project would have NO tax implications to residents if solely funded by the DDA, by public/private partnerships or private donors.

1. DDA
  - a. Cash - The DDA would phase the project.
  - b. Bond - The project could be done in its entirety at one time.
  
2. Private/Public Partnership
  - a. Cascade Community Foundation
  - b. Friends of the Library
  
3. Private Donors

# In Summary...



- 1. This project fits the Master Plan and DDA Plan and their priorities**
- 2. Serves as an economic driver for businesses and spotlights the village**
- 3. Serves the entire Cascade community**
- 4. Draws people from outside Cascade**
- 5. Expands the Library and its programs**
- 6. DDA Financed**

---

---

## DDA MEMORANDUM

---

---

**To:** Cascade Township DDA Board

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

**Subject:** Discuss and Consider Holiday Decorations for the Village and Tassell Park

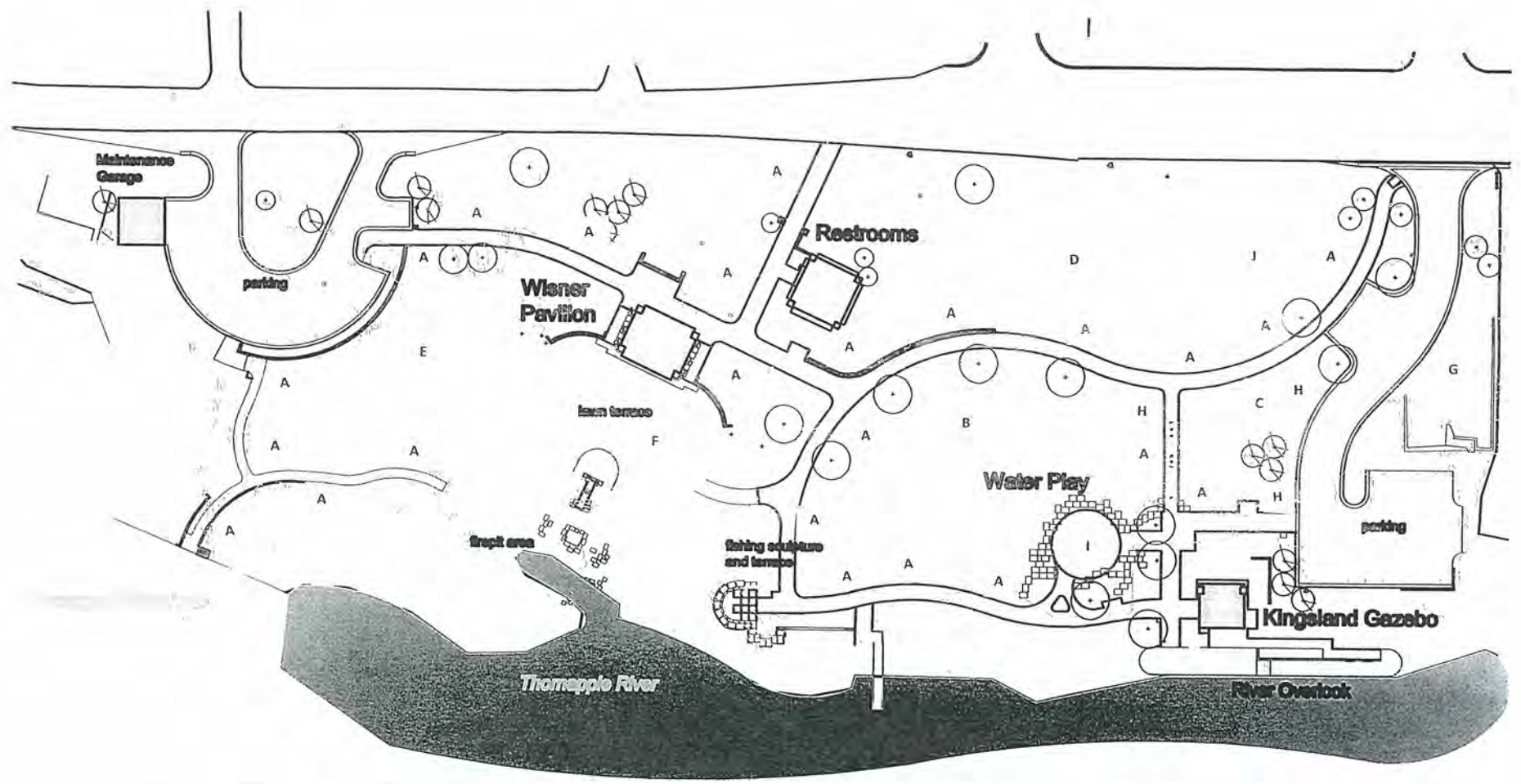
**Meeting Date:** February 21, 2017

---

As I mentioned at the January meeting, I met with a representative from Bronner's at Leslie E. Tassell Park late last year. He put together a sketch of the park along with some ideas for decorating and lighting the park during the holidays.

Bronner's has their sale on holiday decorations in January/February. We should review his proposal and see if we are interested in any of the decorations and/or lighting options. This will likely have to be a multi-year project due to the cost. We also need to make some decisions on decorations along the streetscape in the district.

The DDA budgeted \$15,000 and the Parks Committee budgeted \$7,500 to partner with us on the project. We can also explore other partnerships for funding of the project (CCF, private business partners, etc.).



**From:** Craig Fick  
**To:** Sandra  
**Subject:** RE: Cascade Township -Tassell Park  
**Date:** Thursday, February 2, 2017 4:43:27 PM  
**Attachments:** image009.png  
image014.png  
image015.png  
image018.png  
image019.png  
image021.png  
DC-45810163.pdf

---

Hi Sandra,

Please see the above attachment (last one after fiberglass ornaments) showing the rough layout of the decorations proposed below for Tassell Park. We wanted to use as many displays as possible that would allow you to keep them up into the winter months well beyond the holiday season. This would allow you to get more bang for your buck and also brighten up the riverfront area during the winter months. The other advantage of these decorations is they are very mobile which will allow you to change their location from year to year if you wish to give it a fresh appearance. Based on our conversation during my visit, I didn't want to put too many displays close to the riverfront, but didn't want to completely ignore this area since it has tremendous visibility from the bridge.

Hopefully this will give a better idea of the proposed layout that could be implemented over a period of time.

Please let me know if you have any questions, would like an onsite visit, or how I can help. As always I can be reached via email or at TOLL FREE 1-800-544-6635.

Have a good day, Sandra!

Best regards,

**Craig Fick**  
Display Consultant  
**Phone:** 989.652.9935 ext. 436  
**Phone:** 800.544.6635  
**Fax:** 989.652.8678  
**Email:** [cfick@bronner.com](mailto:cfick@bronner.com)

**BRONNER'S COMMERCIAL DISPLAY**  
25 Christmas Lane, PO Box 176  
Frankenmuth, MI 48734-0176 U.S.A.  
[www.bronnerscommercial.com](http://www.bronnerscommercial.com)

---

**From:** Craig Fick  
**Sent:** Wednesday, January 25, 2017 4:27 PM  
**To:** Sandra (Sandra@cascadetwp.com)  
**Subject:** Cascade Township -Tassell Park

Hi Sandra,

I didn't want to delay getting info to you any longer with the actual layout, so please see the items we are suggesting for Tassell Park – we will get the layout to you next week. I've include our **"After Christmas Sale" (ACS) discounted pricing in BOLD RED** which is good on all orders placed through February 28, 2017. As mentioned, please let me know if you need an extension and I will contact the plant for approval. The pricing in **BOLD BLUE is the list price after March 1** which would still have applicable discounts, but not to the level as the ACS pricing.

To help you stretch your dollars a little further, I've also calculated our **"U-Lamp" pricing** on most of the items for you to consider. Basically all this would entail is us shipping the LED lamps separately and your crew supplying the labor to screw them into the sockets on site. **This pricing is indicated in BOLD GREEN.**

Pricing is quoted F.O.B. Factory and includes LED lighting and all of the necessary hardware and brackets required for a quick and easy installation. If you would like pricing for incandescent lighting, please let me know and I will be happy to follow up.

I realize this is a lot of information to go over, so please take as much time as needed to review everything and let me know any questions you have or additional information you may require and I will be happy to be of assistance. As always I can be reached via email or at TOLL FREE 1-800-544-6635.

Have a good day, Sandra!

Best regards,

Craig

**Craig Fick**  
Display Consultant  
**Phone:** 989.652.9935 ext. 436  
**Phone:** 800.544.6635  
**Fax:** 989.652.8678  
**Email:** [cfick@bronner.com](mailto:cfick@bronner.com)

**BRONNER'S COMMERCIAL DISPLAY**  
25 Christmas Lane, PO Box 176  
Frankenmuth, MI 48734-0176 U.S.A.  
[www.bronnerscommercial.com](http://www.bronnerscommercial.com)



10' x 11' LED Celestial Walk Archway - also available in 9' wide (1114701)

Locations: A (multiple locations throughout park)

LED lighting: 85

\$585/ea (pricing after 03/01)

\$439/ea (ACS)

\$395 /ea "U-Lamp" pricing (U)



22' x 15' Animated LED Old Man Winter (1109332)

Location: B

LED lighting:

\$10950 (pricing after 03/01)

\$8195 (ACS)

\$7895 "U-Lamp" pricing (U)



17' x 12' LED Waving Snowman Under the Arch 17'x12' 600 C7 lamps (1139770)

Location: C

LED lighting:  
\$5275 (03/01)

\$3954 (ACS)

\$3597 "U-Lamp" pricing (U)



12' x 6' 3-D LED Silhouette Tree (1038787)

Location: D

LED lighting:  
\$2545(03/01)

\$1895(ACS)

\$1695 "U-Lamp" pricing (U)

10' x 5' 3-D LED Silhouette Pine Tree (1074736)

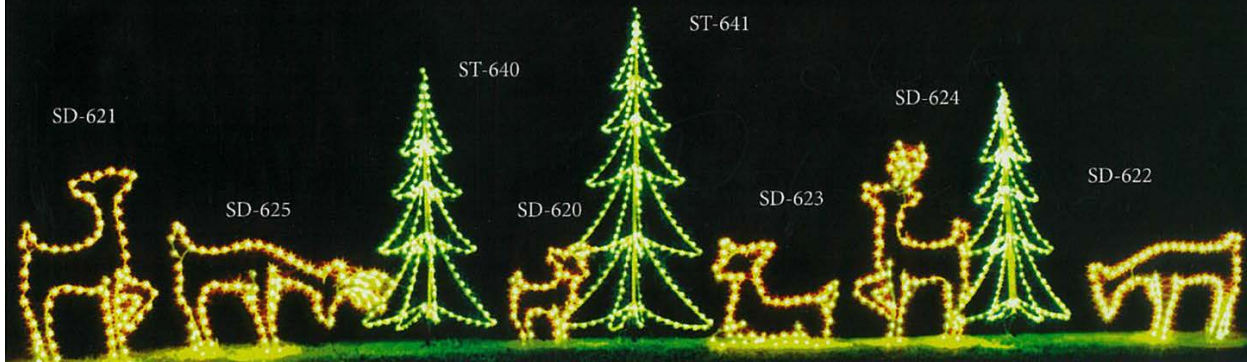
Location: D X 2

LED lighting:  
\$1545 (03/01)

\$1150 (ACS)

\$1029 "U-Lamp" pricing (U)

Woodland Deer Scene



LEFT TO RIGHT:  
 6' LED Standing Doe  
 Location: D  
 LED lighting:  
 \$505 (03/01)  
 \$377 (ACS)  
 \$329 "U-Lamp" pricing (U)

8' LED Grazing Buck  
 Location: D  
 LED lighting:  
 \$585 (03/01)  
 \$435 (ACS)  
 \$379 "U-Lamp" pricing (U)

4' LED Fawn  
 Location: D  
 LED lighting:  
 \$400 (03/01)  
 \$299 (ACS)  
 \$268 "U-Lamp" pricing (U)

5' LED Laying Doe  
 Location: D  
 LED lighting:  
 \$485 (03/01)  
 \$359 (ACS)  
 \$320 "U-Lamp" pricing (U)

8' LED Standing Buck  
 Location: D  
 LED lighting:  
 \$585 (03/01)  
 \$435 (ACS)  
 \$379 "U-Lamp" pricing (U)

6' LED Grazing Doe  
 Location: D  
 LED lighting:  
 \$500 (03/01)  
 \$369 (ACS)  
 \$319 "U-Lamp" pricing (U)



13' x 10' LED Igloo (1053642)  
 Location: E  
 LED lighting:  
 \$7195 (03/01)  
 \$5395 (ACS)  
 \$5085 "U-Lamp" pricing (U)

18' x 16' LED Animated Sliding Penguins (1074735)  
 Location: E  
 LED lighting:  
 \$4695 (03/01)  
 \$3510 (ACS)  
 \$3307 "U-Lamp" pricing (U)



4' x 6' LED Penguin w/ Fancy Scarf (1125749)  
Location: E  
LED lighting  
\$1100 (03/01)  
~~\$825 (ACS)~~  
\$745 "U-Lamp" pricing (U)



7' x 7' LED Animated Fishing Penguin (1125750)  
Location: E  
LED lighting:  
\$3195 (03/01)  
~~\$2376 (ACS)~~  
\$2225 "U-Lamp" pricing (U)



20' x 8' LED Animated Ice Fountain (1074671)

Location: F

LED lighting

\$6300 (03/01)

\$4723 (ACS)

\$4395 "U-Lamp" pricing (U)

\*\*\*\*OR\*\*\*\*

NON - ANIAMTED LED Ice Fountain

Location: F

\$4800 (03/01)

\$3223 (ACS)

\$2895 "U-Lamp" pricing (U)



9' x 8' Animated LED Swan – 2 shown (1039698)

Location: F

LED lighting

\$2900 /ea (03/01)

\$2175 /ea (ACS)

\$2049 /ea "U-Lamp" pricing (U)

20' Ice Fountain (see above pricing)



15' Animated LED Starburst Fountain (1123144)

LED lighting:

\$ (03/01)

\$ (ACS)

\$ "U-Lamp" pricing (U)



11' x 7' LED Polar Bear Cubs Playing (1134069)

Location: G

LED lighting

\$2395 (03/01)

\$1775 (ACS)

\$1667 "U-Lamp" pricing (U)

LED Mother Polar Bear Sitting (1134072)

Location: G

LED lighting

\$2475 (03/01)

\$1830 (ACS)

\$1695 "U-Lamp" pricing (U)



LED Garland Candy Cane (3 different sizes / you choice of colors)

Location: H (multiple locations around the park)

LED lighting

10' LED Garland Candy Cane

\$750/ea (03/01)

\$525 /ea (ACS)

\$445 /ea "U-Lamp" pricing (U)

8' LED Garland Candy Cane

Location: H (multiple location around the park)

\$580 /ea (03/01)

\$395 /ea (ACS)

\$350 /ea "U-Lamp" pricing (U)

6' LED Garland Candy Cane

Location: H (multiple locations around the park)

\$500 /ea (03/01)

\$340 /ea (ACS)

\$299 /ea "U-Lamp" pricing (U)



25' x 8' LED Garland Tree w/ Star Topper

Location: I

\$4000 (03/01)

\$2999 (ACS)

\$N/A pricing (U)



6' Fiberglass Triple Ornament Stack\*

(Your choice of colors. Custom message or logo also available.)

Location: J

\$3175/ea (03/01)

\$2855/ea (ACS)

\*\*\*\*OR\*\*\*\*

4' Fiberglass Triple Ornament Stack\*

(Your choice of colors. Custom message or logo also available.)

Location: J

\$1575/ea (03/01)

\$1259/ea (ACS)

\*See other colors/finishes and logos in above attachments.

**Craig Fick**

Display Consultant

Phone: 989.652.9935 ext. 436

Phone: 800.544.6635

Fax: 989.652.8678

Email: [cfick@bronner.com](mailto:cfick@bronner.com)

**BRONNER'S COMMERCIAL DISPLAY**

25 Christmas Lane, PO Box 176

Franklin, MI 48734-0176 U.S.A.

[www.bronnerscommercial.com](http://www.bronnerscommercial.com)

---

---

## DDA MEMORANDUM

---

---

**To:** Cascade Township DDA Board

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

**Subject:** Introduce Redevelopment Ready Communities Program

**Meeting Date:** February 21, 2017

---

The Michigan Economic Development Corporation (MEDC) offers a state-wide certification program that allows communities to become Redevelopment Ready. Redevelopment Ready Communities (RRC) is a voluntary, no cost certification program promoting effective redevelopment strategies through a set of best practices. The program measures and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that a community has a vision for the future and the fundamental practices in place to get there.

The RRC program enhances opportunities for municipalities to encourage business attraction and retention, offer superior customer service, and have a streamlined development approval process. The foundation of the program is the RRC Best Practices. Each best practice must be evaluated and then the community must explain how it is being met or how it will be met to achieve certification. The best practices are as follows:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites
- Community Prosperity

There are currently ten municipalities that have been certified as Redevelopment Ready Communities. Receiving certification can be a lengthy process and involves the various boards and commissions as well as the public to be involved.

I have included information from the MEDC regarding the program. Township staff would like to begin going through the best practices and submit for certification.

## MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program is a state-wide certification program that supports communities to become development ready and competitive in today's economy. It encourages communities to adopt innovative redevelopment strategies and efficient processes which build confidence among businesses and developers. Through the RRC program, local municipalities receive assistance in establishing a solid foundation for development to occur in their communities – making them more attractive for investments that create places where people want to live, work and play.

Once engaged in the program, communities commit to improving their redevelopment readiness by undergoing a rigorous assessment, and then work to achieve a set of criteria laid out in the RRC Best Practices. Each best practice addresses key elements of community and economic development, setting the standard for evaluation and the requirements to attain certification. The program measures and then certifies communities that actively tap the vision of local residents and business owners to shape a plan for their future while also having the fundamental practices in place to be able to achieve that vision. The six RRC best practices include:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites®
- Community Prosperity

Through the RRC best practices, communities build deliberate, fair and consistent development processes from the inside out. RRC provides the framework and benchmarks for communities to strategically and tactically ask “What can we do differently?” By shifting the way municipalities approach development, they're reinventing the way they do business – making them

more attractive for investments that create places where talent wants to live, work and visit.

The RRC program also has an advisory council consisting of public and private sector experts to assist in guiding the development of the best practices, provide feedback and recommendations on community assessments, and consider new opportunities to enhance the program. In addition to Michigan Economic Development Corporation (MEDC) assistance, communities receive comments from multiple perspectives from experts working in the field, tapping into a broader pool of talent.

RRC certification formally recognizes communities for being proactive and business friendly. Certified communities clearly signal they have effective development practices such as well-defined development procedures, a community-supported vision, an open and predictable review process and compelling sites for developers to locate their latest projects. Through the program, MEDC provides evaluation support, expertise and consultation, training opportunities, and assist certified communities market their top redevelopment sites. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and broad community support.

For more information email [RRC@michigan.org](mailto:RRC@michigan.org) or contact the MEDC at 517.373.9808.

# SELF-EVALUATION FORMS



A tool for Michigan communities  
seeking RRC certification

# RRC SELF-EVALUATION FORMS

The Redevelopment Ready Communities® (RRC) best practices self-evaluations are a tool for communities seeking RRC certification. Any community looking to formally engage in the program must completely fill out<sup>1</sup> all six of the self-evaluations to demonstrate that they are taking proactive steps to achieve certification. Communities who do not plan to pursue RRC certification can also use the self-evaluation documents as a guide to measure and improve local development processes.

This tool should be used to determine which of the [RRC best practices](#) are being met, and those that are not. It can act as a guide to identify action items, and as a work plan to assign tasks and deadlines to accomplish evaluation criteria. Though the self-evaluation guide does assist communities to measure themselves to the RRC best practices, a community can only receive RRC certification through a formal evaluation by RRC staff.

Ideally, the self-evaluation is completed with input from all parties involved in development. A successful approach often involves an internal team including the manager or supervisor and staff from the planning, building, zoning, and economic development departments.

The following are instructions for completing the self-evaluations;

- Collaborate with all necessary departments to ensure the self-evaluation process goes smoothly.
- Review each criteria and check the box designating completion.
- Add a description in the comment box explaining how the criteria is being met, or if it is not, how the community plans to meet it.
- For completed tasks, provide a link and/or documentation of the work in the comments section. Attaching documents to an email is also acceptable.
- Identify next steps, key stakeholders and timelines to complete missing criteria.

The self-evaluation guide is broken up for each of the six best practices. Please refer to the [RRC best practices](#) document and follow along for maximum efficiency. If during the self-evaluation process something is unclear or a question arises, contact your [CA Team specialist](#).

## Guide to Resources:

[Capital Improvements Plan Guide](#)  
[Master Plan Update Guide](#)  
[Guide to Development](#)  
[Economic Development Strategy Guide](#)  
[Marketing and Branding Strategy Guide](#)  
[Public Participation Strategy Guide](#)

<sup>1</sup>Self-evaluations should be thoroughly completed and as detailed as possible. Completing a self-evaluation indicates that the community has filled out all sections in the self-evaluation. It does not mean that the community has to meet all of the criteria prior to formal engagement in the program.

# BEST PRACTICE ONE: Community plans and public outreach

Community name:			
Name of person completing self-evaluation:			
<b>MASTER PLAN</b>			
<b>1</b>	Date <a href="#">master plan</a> last updated:		
<b>2</b>	Master plan web link:		
<b>3</b>	Does the master plan include the following components?		
		Additional comments/info/links	
		<i>Example: The Bridge Street Corridor is listed as a priority subarea for further evaluation. Corridor specific plan RFP scheduled for spring 2017.</i>	
	Redevelopment strategy		Yes <input type="checkbox"/>
	Zoning plan		No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Complete streets		Yes <input type="checkbox"/>
	Implementation table with priorities, responsible parties, time lines		Yes <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>4</b>	Does the master plan include priority redevelopment sites?		
	If yes, briefly describe their location and redevelopment goals:		
	Location	Description	
	<i>Example: Former GM site at 123 Main Street</i>	<i>Example: We have taken the first steps of evaluating the GM site but need to follow up with a more detailed action plan.</i>	
	If no, what are your plans for identifying and planning priority redevelopment sites?		
<b>5</b>	Do you annually report on the master plan's progress to the governing body?		Yes <input type="checkbox"/>
			No <input type="checkbox"/>
<b>6</b>	In conclusion, what are key next steps to make sure your master plan meets the best practice criteria?		
<b>7</b>	Key stakeholders for master plan update:		
<b>8</b>	Timeframe for master plan update:		



BEST PRACTICE ONE: Community plans and public outreach

DOWNTOWN PLAN AND CORRIDOR PLAN <i>(if applicable)</i>					
		Downtown plan		Corridor plan	
9	Is the plan included in the master plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	What are the development area boundaries?				
11	Does it identify projects and include estimated project costs and a time line for completion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Does it include mixed-use development elements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Does it include pedestrian oriented development elements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	Does it address transit oriented development, if applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	How does it coordinate with the master plan and capital improvements plan?				
16	Downtown plan web link:				
17	Corridor plan web link:				
18	In conclusion, what are key next steps to make sure your downtown and/or corridor plans meet the criteria?				
19	Key stakeholders for downtown plan update:				
20	Timeframe for downtown plan update:				
21	Key stakeholders for corridor plan update:				
22	Timeframe for corridor plan update:				

CAPITAL IMPROVEMENTS PLAN					
23	Has the governing body adopted a <a href="#">capital improvements</a> plan detailing a minimum of six years of projects and improvements?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
24	Is the CIP reviewed annually? When?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
25	CIP web link:				
26	How are projects coordinated to minimize construction costs and impacts?				

# BEST PRACTICE ONE: Community plans and public outreach

27	How does the capital improvements plan coordinate with the master plan and budget?
28	In conclusion, what are key next steps to make sure your capital improvements plan meets the best practice criteria?
29	Key stakeholders for capital improvements plan:
30	Timeframe for capital improvements plan update:

## PUBLIC PARTICIPATION

31	Does the community have a <a href="#">public participation strategy</a> for engaging a diverse set of community stakeholders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
32	Does the strategy identify key stakeholders, including those not normally at the visioning table?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
33	Does the strategy describe different public engagement methods and when to use each one?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
34	Are third party consultants required to follow the public participation strategy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
35	What basic and proactive community engagement methods has your community used?																						
	<p><b>Basic methods</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Open Meetings Act</td> <td><input type="checkbox"/> Local cable notification</td> <td><input type="checkbox"/> Flier posting on community hall door</td> </tr> <tr> <td><input type="checkbox"/> Newspaper posting</td> <td><input type="checkbox"/> Postcard mailings</td> <td><input type="checkbox"/> Announcements at governing body meetings</td> </tr> <tr> <td><input type="checkbox"/> Website posting</td> <td><input type="checkbox"/> Attachments to water bills</td> <td></td> </tr> </table> <p><b>Proactive methods</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Individual mailings</td> <td><input type="checkbox"/> Focus groups</td> <td><input type="checkbox"/> One-on-one interviews</td> </tr> <tr> <td><input type="checkbox"/> Charrettes</td> <td><input type="checkbox"/> Social networking</td> <td><input type="checkbox"/> Crowdsourcing</td> </tr> <tr> <td><input type="checkbox"/> Community workshops</td> <td><input type="checkbox"/> Canvassing</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </table>			<input type="checkbox"/> Open Meetings Act	<input type="checkbox"/> Local cable notification	<input type="checkbox"/> Flier posting on community hall door	<input type="checkbox"/> Newspaper posting	<input type="checkbox"/> Postcard mailings	<input type="checkbox"/> Announcements at governing body meetings	<input type="checkbox"/> Website posting	<input type="checkbox"/> Attachments to water bills		<input type="checkbox"/> Individual mailings	<input type="checkbox"/> Focus groups	<input type="checkbox"/> One-on-one interviews	<input type="checkbox"/> Charrettes	<input type="checkbox"/> Social networking	<input type="checkbox"/> Crowdsourcing	<input type="checkbox"/> Community workshops	<input type="checkbox"/> Canvassing		<input type="checkbox"/> Other	
<input type="checkbox"/> Open Meetings Act	<input type="checkbox"/> Local cable notification	<input type="checkbox"/> Flier posting on community hall door																					
<input type="checkbox"/> Newspaper posting	<input type="checkbox"/> Postcard mailings	<input type="checkbox"/> Announcements at governing body meetings																					
<input type="checkbox"/> Website posting	<input type="checkbox"/> Attachments to water bills																						
<input type="checkbox"/> Individual mailings	<input type="checkbox"/> Focus groups	<input type="checkbox"/> One-on-one interviews																					
<input type="checkbox"/> Charrettes	<input type="checkbox"/> Social networking	<input type="checkbox"/> Crowdsourcing																					
<input type="checkbox"/> Community workshops	<input type="checkbox"/> Canvassing																						
<input type="checkbox"/> Other																							
36	How does the community track the success of community engagement efforts?																						
37	How does the community share outcomes of public participation processes?																						
38	In conclusion, what are key next steps to make sure your public participation process meets the best practice criteria?																						
39	Key stakeholders for public participation:																						



# BEST PRACTICE ONE: Community plans and public outreach

40	Timeframe to complete public participation plan:
41	Additional explanation/comments:



# RRC SELF-EVALUATION FORMS

## BEST PRACTICE TWO: Zoning regulations

<b>Community name:</b>				
<b>Name of person completing self-evaluation:</b>				
<b>1</b>	Date zoning ordinance last updated:			
<b>2</b>	Goal for next update:			
<b>3</b>	Zoning ordinance web link:			
<b>RELATIONSHIP TO MASTER PLAN</b>				
<b>4</b>	Does the adopted zoning ordinance align with the goals of the master plan?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5</b>	Has the community reviewed the master plan's zoning plan to determine if changes to the zoning map or ordinance text are necessary to implement master plan vision?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6</b>	Has the community reviewed the zoning district intent statements to ensure they reflect master plan land-use recommendations?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>MIXED-USE</b>				
		Section reference		
<b>7</b>	Does the zoning ordinance provide for areas of concentrated development and encourage the type and form of development desired?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>8</b>	Does the community allow mixed use in areas of concentrated development by right? What districts?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>9</b>	Does the ordinance include form-based code elements?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>10</b>	Does the ordinance provide standards for flexible development and preservation of sensitive historic and environmental features? What tools are included?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>11</b>	Are special land use and conditional zoning approval procedures and requirements clearly defined?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>12</b>	Do commercial and industrial districts permit compatible uses that serve new economy-type businesses?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>13</b>	Which of the following placemaking elements are included in the zoning ordinance? <input type="checkbox"/> Build-to lines <input type="checkbox"/> Ground floor transparency requirements <input type="checkbox"/> Streetscape elements <input type="checkbox"/> Outdoor dining <input type="checkbox"/> Open store fronts			
<b>14</b>	Does the zoning ordinance allow for these forms of non-traditional housing types? Check all that apply. <input type="checkbox"/> Stacked flats <input type="checkbox"/> Attached single-family units <input type="checkbox"/> Accessory dwelling units <input type="checkbox"/> Live/work <input type="checkbox"/> Corporate temporary housing <input type="checkbox"/> Residential units above non-residential uses <input type="checkbox"/> Co-housing <input type="checkbox"/> Cluster housing <input type="checkbox"/> Micro units			

# RRC SELF-EVALUATION FORMS

## BEST PRACTICE TWO: Zoning regulations

TRANSPORTATION				
		Section reference		
<b>15</b>	Does the zoning ordinance include standards to improve non-motorized transportation?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>16</b>	Does the ordinance includes requirements that encourage pedestrian activity in and around development?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>17</b>	Does the ordinance address any of these walkable and transit oriented development standards? <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Traffic calming <input type="checkbox"/> Pedestrian lighting <input type="checkbox"/> Public realm standards			
<b>18</b>	Does the zoning ordinance include any of these flexible parking standards? <input type="checkbox"/> Reduction or elimination of required parking when on street and public parking is available <input type="checkbox"/> Connections between parking lots <input type="checkbox"/> Shared parking agreements <input type="checkbox"/> Parking maximums <input type="checkbox"/> Parking waivers <input type="checkbox"/> Electric vehicle charging stations <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Payment in lieu of parking <input type="checkbox"/> Reduction of required parking for complementary mixed-uses			
GREEN INFRASTRUCTURE				
<b>19</b>	Does the ordinance include any of these green infrastructure standards? <input type="checkbox"/> Rain gardens, bioswales and other low-impact development techniques <input type="checkbox"/> Green roofs <input type="checkbox"/> Pervious pavement <input type="checkbox"/> Native, non-invasive landscaping <input type="checkbox"/> Preservation of existing trees			
		Section reference		
<b>20</b>	Does the ordinance addresses street trees and parking lot landscaping to mitigate the impacts of heat island effects?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
USER-FRIENDLY				
<b>21</b>	Is the zoning ordinance user friendly, portraying clear definitions and requirements?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>22</b>	Is the zoning ordinance available in electronic format at no cost and accessible online?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>23</b>	Is the zoning ordinance available in hard copies at convenient locations?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>24</b>	<b>In conclusion, what are key next steps to make sure your zoning ordinance meets the best practice criteria?</b>			
<b>25</b>	<b>Key stakeholders for zoning ordinance update:</b>			
<b>26</b>	<b>Timeframe for zoning ordinance update:</b>			
<b>27</b>	<b>Additional explanation/comments:</b>			

**BEST PRACTICE THREE: Development review process**

Community name: waef		
Name of person completing self-evaluation: waef		
<b>3.1 DEVELOPMENT REVIEW PROCESS</b>		
1	What sections of the zoning ordinance articulate the site plan review process?	
2	What sections of the zoning ordinance outline responsibilities of the governing body, staff, zoning board of appeals, planning commission, and other reviewing bodies?	
3	How are internal development review roles, responsibilities and timelines documented?	
4	What departments/representatives engage in joint site plan reviews? <input type="checkbox"/> Planning department <input type="checkbox"/> Building department <input type="checkbox"/> Police <input type="checkbox"/> County <input type="checkbox"/> Community manager or supervisor <input type="checkbox"/> Economic development <input type="checkbox"/> Department of Public Works <input type="checkbox"/> Fire <input type="checkbox"/> Transportation <input type="checkbox"/> Assessor <input type="checkbox"/> Historic District Commission	
5	Does the community define and offer conceptual site plan review meetings for applicants? Where is this outlined?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Does the community have clearly defined expectations posted online, and an internal requirements checklist to be reviewed at conceptual meetings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Does the community encourage a developer to seek input from neighboring residents and businesses at the onset of the application process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	How does the community assist the developer in soliciting input on a proposal before site plan approval?	
9	Site plans for permitted uses are approved: <input type="checkbox"/> administratively or by the <input type="checkbox"/> planning commission? Please explain:	
10	How does community development staff coordinate with permitting and inspections staff to ensure a smooth and timely development process?	
11	What kind of tracking mechanism does the community use for development projects during the site plan review process and permitting/inspections process?	
12	Does the community annually review the successes and challenges with the site plan review process and approval procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Does the community obtain customer feedback on the site plan approval and permitting and inspections process and integrates changes where applicable?	Yes <input type="checkbox"/> No <input type="checkbox"/>



**BEST PRACTICE THREE: Development review process**

14	Does the joint site plan review team, including permitting and inspections meet to capture lessons learned and amend the process if necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Who has your community identified and trained as the project point person and performs intake responsibilities? <i>Responsibilities include: receiving and processing applications and site plans; maintaining contact with the applicant; facilitating meetings; processing applications after approval; and coordinating projects with permitting and inspections staff</i>		
16	How does staff demonstrate excellent customer service?		
<b>3.2 GUIDE TO DEVELOPMENT</b>			
17	How are development review standards clearly articulated? <i>Provide section reference.</i>		
18	Does the community follow its documented development review procedures and timelines? How?		
19	Does the community have flowcharts of the development process that include timelines?		
20	Does the community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21	Does the online guide to development include the following:		
	<input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts of development processes, including timelines <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission <input type="checkbox"/> Site plan review requirements and application applications <input type="checkbox"/> Clear explanation for site plans that can be approved administratively	<input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and	
Fee schedule			
22	Does the community annually review the fee schedule?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23	Is the fee schedule updated to cover the community's true cost to provide services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24	Does the community accept credit card payment for fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25	<b>In conclusion, what are key next steps to make sure your development review process meets the best practice criteria?</b>		



**BEST PRACTICE THREE: Development review process**

26	Key players for development review process updates:
27	Timeframe for updates to development review process:
28	Additional explanation/comments:



# RRC SELF-EVALUATION FORMS

## BEST PRACTICE FOUR: Recruitment and education

<b>Community name:</b>			
<b>Name of person completing self-evaluation:</b>			
<b>NEW APPOINTED/ELECTED OFFICIALS</b>			
<b>1</b>	Does the community outline expectations and desired skill sets for open board and commission seats?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>2</b>	Are the applications for board and commission positions accessible online? Provide link:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>3</b>	Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>4</b>	What information is included in the orientation packets?		
<b>TRAINING</b>			
<b>5</b>	Does the community have an annual training budget allocated for elected and appointed officials and staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6</b>	How does the community track attendance of the governing body, boards, commissions and staff?		
<b>7</b>	How does the community identify training needs and trainings that assist in accomplishing stated goals and objectives?		
<b>8</b>	How does the community encourage elected and appointed officials and staff to attend trainings?		
<b>COLLABORATION</b>			
<b>9</b>	How does the community share information between elected and appointed officials and staff?		
<b>10</b>	Does the community conduct collaborative work sessions and joint trainings on development topics?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>11</b>	How is information shared with those not in attendance?		
<b>12</b>	Does the planning commission prepare an annual report for the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>13</b>	<b>In conclusion, what are key next steps to make sure your recruitment and education process meets the best practice criteria?</b>		
<b>14</b>	<b>Key stakeholders for recruitment/education:</b>		
<b>15</b>	<b>Timeframe for updates to recruitment/education policies and information:</b>		
<b>16</b>	<b>Additional explanation/comments:</b>		

**BEST PRACTICE FIVE: Redevelopment Ready Sites®**

<b>Community name:</b>						
<b>Name of person completing evaluation:</b>						
<b>REDEVELOPMENT READY SITES®</b>						
<b>1</b>	Does the community maintain an updated list of priority sites to be redeveloped?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>2</b>	Does the community gather basic information for prioritized redevelopment sites, as found in the best practices?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>3</b>	Has the community developed a vision for the priority redevelopment sites that include outcomes and specific development criteria?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>4</b>	Has the community identified champions for the redevelopment site?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>5</b>	Has the community deemed their priority redevelopment sites controversial? If so, how has the community required or provided additional public engagement?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>6</b>	Has the community identified negotiable development tools, resources and financial incentives for prioritized redevelopment sites?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>7</b>	Has the community assembled a “Property Information Package” for at least one of the priority sites that includes or identifies the criteria listed in the Best Practices?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>8</b>	How is the property information package(s) actively marketed?					
<b>9</b>	Is the property information package(s) accessible online?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
<b>10</b>	<b>In conclusion, what are key next steps to make sure your Redevelopment Ready Sites® meet the best practice criteria?</b>					
<b>11</b>	<b>Key stakeholders for RRsites:</b>					
<b>12</b>	<b>Timeframe to complete a property information package for at least one RRSite:</b>					
<b>13</b>	<b>Additional explanation/comments:</b>					



# RRC SELF-EVALUATION FORMS

## BEST PRACTICE SIX: Community prosperity

<b>Community name:</b>			
<b>Name of person completing evaluation:</b>			
<b>ECONOMIC DEVELOPMENT STRATEGY</b>			
<b>1</b>	Does the community have an approved economic development strategy? If yes, is it: <input type="checkbox"/> A stand-alone document <input type="checkbox"/> Part of the master plan <input type="checkbox"/> Part of the annual budget	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>2</b>	How does the economic development strategy coordinate with the master plan and capital improvements plan?		
<b>3</b>	What economic opportunities and challenges are identified?		
<b>4</b>	Does the economic development strategy incorporate recommendations for implementation, including goals, actions, timelines and responsible parties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>5</b>	How does the economic development strategy coordinate with a regional economic development strategy?		
<b>6</b>	Is the economic development strategy accessible online? If yes, provide link:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>7</b>	Does the community annually report progress made on the economic development strategy to the governing body?		
<b>8</b>	In conclusion, what are key next steps to make sure your economic development strategy meets the Best Practice criteria?		
<b>9</b>	Key stakeholders for economic development:		
<b>10</b>	Timeframe for economic development:		
<b>11</b>	Additional explanation/comments:		
<b>MARKETING AND PROMOTION</b>			
<b>12</b>	Has the community developed a marketing strategy? If yes, please provide link:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>13</b>	What marketing opportunities and specific strategies to attract businesses, consumers, and real estate development to the community have been identified?		
<b>14</b>	How does the marketing strategy create or strengthen an image for the community?		
<b>15</b>	What approaches have been identified to market priority development sites?		

# RRC SELF-EVALUATION FORMS

## BEST PRACTICE SIX: Community prosperity

<b>16</b>	How does the community coordinate marketing efforts with local, regional, and state partners?														
<b>17</b>	Is the community's municipal website updated regularly and easy to navigate?		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>								
Yes	No														
<input type="checkbox"/>	<input type="checkbox"/>														
<b>18</b>	<p>Does the community's website contain or link to the following planning, zoning and development information?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Master plan and amendments</td> <td style="width: 33%;"><input type="checkbox"/> Zoning ordinance</td> <td style="width: 33%;"><input type="checkbox"/> Board and commission applications</td> </tr> <tr> <td><input type="checkbox"/> Downtown plan</td> <td><input type="checkbox"/> Guide to development</td> <td><input type="checkbox"/> Property information packages</td> </tr> <tr> <td><input type="checkbox"/> Corridor plan</td> <td><input type="checkbox"/> Online payment option</td> <td><input type="checkbox"/> Economic development strategy</td> </tr> <tr> <td><input type="checkbox"/> Capital improvements plan</td> <td><input type="checkbox"/> Partner organizations</td> <td></td> </tr> </table>			<input type="checkbox"/> Master plan and amendments	<input type="checkbox"/> Zoning ordinance	<input type="checkbox"/> Board and commission applications	<input type="checkbox"/> Downtown plan	<input type="checkbox"/> Guide to development	<input type="checkbox"/> Property information packages	<input type="checkbox"/> Corridor plan	<input type="checkbox"/> Online payment option	<input type="checkbox"/> Economic development strategy	<input type="checkbox"/> Capital improvements plan	<input type="checkbox"/> Partner organizations	
<input type="checkbox"/> Master plan and amendments	<input type="checkbox"/> Zoning ordinance	<input type="checkbox"/> Board and commission applications													
<input type="checkbox"/> Downtown plan	<input type="checkbox"/> Guide to development	<input type="checkbox"/> Property information packages													
<input type="checkbox"/> Corridor plan	<input type="checkbox"/> Online payment option	<input type="checkbox"/> Economic development strategy													
<input type="checkbox"/> Capital improvements plan	<input type="checkbox"/> Partner organizations														
<b>19</b>	<b>In conclusion, what are key next steps to make sure your marketing and promotional strategy meet the best practice criteria?</b>														
<b>20</b>	<b>Key stakeholders for marketing/promotion:</b>														
<b>21</b>	<b>Timeframe for marketing/promotion:</b>														
<b>22</b>	<b>Additional explanation/comments:</b>														



# RRC SELF-EVALUATION FORMS

I certify that the RRC self- evaluations have been completed accurately.

*Signature*

Now that you have completed all six of the RRC self-evaluations, here are the next steps to become formally engaged in the program:

- Representative from your community attends all six of the RRC best practice training series sessions.
- Email this completed form to your CATeam specialist.
- Governing body adopts a resolution of intent to participate in the RRC program.

---

## DDA MEMORANDUM

---

**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director  
**Subject:** Election of Officers  
**Meeting Date:** February 21, 2017

SKK

---

We held off on electing officers at the January meeting because 3 board members were absent. If we have a full board, we can elect officers at this meeting.

The Board needs to vote on the following positions: Chair, Vice Chair and Secretary. Currently, David Huhn serves at the Chairman; Jennifer Pupilava serves as the Vice Chair and Diana Kingsland as the secretary.