

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
March 19, 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, Preston, Stephan, Kleyla, Lesperance, Bingham
Members Excused: Growney, Makkar
Others Present: Township Community Planning & Development Director Andrea Hendrick, 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 Preston. Motion carried 7 to 0.**
- ARTICLE 3. **Approval of the Minutes of the February 20, 2024 Meeting****
- Member Stephan stated that the minutes should reflect that Chair Kleyla called the meeting to order.
- Motion was made by Supervisor Lesperance to approve the minutes of the February 20, 2024 meeting with the correction. Supported by Member Vogel. Motion carried 7 to 0.**
- ARTICLE 4. **Acknowledge visitors wishing to speak****
- There were not any visitors who wished to speak at that time.
- ARTICLE 5. **Approval of 2024 Flowerpot Contract****
- Chair Kleyla spoke with Kevin Slosser at Harder & Warner Landscaping regarding concerns about setup and materials used for the 2023 flowerpots. The committee discussed better differentiating plantings on Old 28th St and Cascade Rd, making sure planters looked full, including more interesting plants, and their concerns with the winter plantings. Slosser appreciated the feedback and said he will make the requested changes for 2024 without increasing the fee.
- Motion was made by Supervisor Lesperance to approve the 2024 contract with Harder & Warner Landscaping. Supported by Member Preston. Motion carried 7 to 0.**
- ARTICLE 6. **Site Improvement Grant Program****

Danielle Bouchard from McKenna reviewed the grant program included in the packet. She designed a Draft Site Improvement Grant Application, Evaluation Checklist, and Grant Guidelines. The Grant Guidelines describe maximum grant award, DDA's funding priorities, a map of the Cascade Village boundaries – the Village is the highest priority and those properties will likely score highest on the evaluation, and a map of the DDA boundaries. It also describes the purpose of the Grant and the DDA's general goals in implementing the program. She reviewed the General Application Eligibility, required conditions, and ineligible projects. The DDA budgeted \$150,000 per grant cycle for potential projects. She discussed tiered grant awards, for example: front façade improvements, building, and utilities at \$100,000 and other site improvements, for example: landscaping, signage, sidewalks, lighting, patios etc. at \$50,000. Projects with a larger impact on the community would be eligible for higher grant amount. Member Stephan questioned if the highest impact on the score sheet would be considered to have the highest impact within the community. Bouchard advised projects presented that meet the highest priorities would be allowed to apply for a grant of \$100,000; updating signage may be awarded \$50,000 or less. Members discussed if businesses should contribute to the project; possibly a 50% match. Bouchard advised that a matching element was not currently included in this application but should be to ensure a partnership. Discussion was held regarding reimbursement for actual costs; applicant will have to present invoices - proof of work and costs – for improvements. There was discussion regarding when funds would be available and if funds can be rolled over from one year to the next. Discussion was held regarding project completion; the proposed plan stated that projects must be completed within 2 years after notification of approval. There was discussion on architecture designs, timeline for launch, capturing additional funds, releasing funds, project approval, requesting milestone dates, and coordinating with OHM to prioritize Old 28th St. properties and Village areas. Chair Kleyla suggested removing the word “approximately” in #15 of the Evaluation Criteria. There was discussion on establishing a value system, redevelopment receiving more points than new development, change of owner or use, and franchise developments. Bouchard suggested Members prioritize the items on the Evaluation Checklist and turn them in to her by April 8, 2024. There was discussion on contacting other municipalities who have experience with these projects for advice.

ARTICLE 7. Bylaw Discussion

Chair Kleyla advised that the DDA doesn't currently have bylaws and that a draft of new bylaws was included in the packet. Supervisor Lesperance suggested sending feedback to Planning & Development Director Andrea Hendrick. Director Hendrick agreed to email the committee after the meeting with additional information and would solicit feedback from the members.

ARTICLE 8. Calendar/Bar Chart Discussion

Chair Kleyla advised there are many activities that the DDA does on an annual basis and they should develop a calendar that tells when they should start

planning for these activities. For example, every October they should be working on the budget.

ARTICLE 9. Staff Updates

- **Cascade Rd Pedestrian Bridge**

Hendrick advised OHM has the project on their radar and the Township has the specs, but there isn't currently a rendering to share. It was confirmed to be a 2024 project. Chair Kleyla requested a schedule for this project in the next meeting packet.

- **Friendship Park**

Director Hendrik advised that this project is on schedule.

ARTICLE 8. Any Other Business

Supervisor Lesperance explained that a Ladies Garden Club has agreed to take on Virgil Nishimura Westdale Memorial Park as one of their projects.

There was discussion on the Tuffy Building Demolition as well as adding a large board that showed plans for the site.

New businesses Sakura Bubble Tea and Clean Juice are opening. Tacos El Cuñado may be reopening soon but the extent of the fire damage was more than originally expected. Members discussed building a list of new businesses that are opening.

There was discussion on crime incidents. Members requested Deputy Dieppa attend their May meeting.

The next meeting will be April 16, 2024.

ARTICLE 9. Adjournment

Motion was made by Member Vogel to adjourn the meeting. Supported by Member Stephan. Motion carried 7 to 0. The meeting adjourned at 7:36 P.M.

Respectfully submitted,

Rene Growney, Secretary