

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
March 19, 2024
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/85632463498>

Meeting ID: 856 3246 3498

By Phone: 1 309 205 3325

- ARTICLE 1.** Call the Meeting to Order
- Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the February 20, 2024 Meeting
- ARTICLE 4.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Approval of 2024 Flowerpot Contract
- ARTICLE 6.** Site Improvement Grant Program
- ARTICLE 7.** Bylaw Discussion
- ARTICLE 8.** Calendar/Bar Chart Discussion
- ARTICLE 9.** Goals/Priorities Discussion
- ARTICLE 10.** Staff Updates
- Cascade Rd Pedestrian Bridge
 - Friendship Park
- ARTICLE 11.** Any Other Business
- a. Next Meeting:
- ARTICLE 12.** Adjournment

Minutes
Cascade Charter Township
Downtown Development Authority Board of Directors
February 20, 2023
5:30 p.m.
2870 Jacksmith Ave. SE

- ARTICLE 1.** Acting Vice Chair Stephan called the meeting to order at 5:30 P.M.
Members Present: Vogel, Kleyla, Preston, Stephan, Lesperance, Bingham, Growney, Makkar
Members Excused: Carlson,
Others Present: Township Manager Jade Smith, 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 Vogel to approve the current agenda. Supported by Member Makkar. Motion carried 8 to 0.
- ARTICLE 3. Approval of the Minutes of the January 16, 2024 Meeting**

Motion was made by Supervisor Lesperance to approve the minutes of the January 16, 2024 meeting as written. Supported by Member Growney. Motion carried 8 to 0.
- ARTICLE 4. Acknowledge visitors wishing to speak**

Wes Landon from Native Edge spoke about Friendship Park progress.
- ARTICLE 5. OHM Professional Services Contract**

Manager Smith introduced the changes to the OHM contract after meeting with OHM and Chair Kleyla to clarify the scope of work and which areas of the DDA would be targeted. Tony Slanec from OHM explained that their product is a tool. Manager Smith will create a team of representatives to work on this project and report back to each of the involved boards.

Motion was made by Supervisor Lesperance to approve the contract with OHM. Supported by Member Preston. Motion carried 8 to 0.
- ARTICLE 6. Façade Grant Program: McKenna**

Danielle Bouchard from McKenna explained the zoning changes in progress by the Planning Commission and Township Board and how they may affect the façade grant program. They will create a 'form-based code' Master Plan key to articulate the township vision. When creating the requirements and priorities for the grants, they intent to be very transparent with prioritizing the downtown feel. Bouchard introduced a draft resolution to develop the grant program.

Motion was made by Member Makkar to approve the draft grant program resolution as written. Supported by Member Stephan. Motion unanimously by roll call vote.

ARTICLE 7. 4th of July Celebration Discussion

Manager Smith described the new layout for the 2024 Independence Day celebration and explained a new way that the DDA could be involved. The parcel between Old 28th St and KDL-Cascade Branch is open and could be used for businesses to set up tables and meet with residents and/or sell their products. Member Stephan wasn't interested as he finds it hard enough to staff the holiday weekend without also needing to staff an event table. Member Vogel suggested gauging business owner interest to see if other business owners wanted to participate as it could be a great idea to explore. Member Stephan agreed that putting DDA support behind it was a good idea.

ARTICLE 8. Staff Updates

- Manager Smith introduced new Planning and Community Development Director Andrea Hendrick.
- **Tuffy Demolition**-The Township is getting a new environmental study done on the property and then the building will be demolished.
- **Cascade Rd Pedestrian Bridge**-The bridge will likely be completed in 2024 after school lets out for the summer.
- **Friendship Park**-Discussed during Article 4 when Landon spoke.
- **Metro Cruise Warmup**-The name of the Metro Cruise was purchased and the new owners aren't interested in allowing the Warmup event to continue. There is a possibility this event could be combined with Heritage Day to increase the draw and funding.

ARTICLE 8. Any Other Business

There wasn't any other business to discuss.

ARTICLE 9. Adjournment

Motion was made by Member Makkar to adjourn the meeting. Supported by Member Vogel. Motion carried 8 to 0. The meeting adjourned at 7:03 P.M.

Respectfully submitted,

Rene Growney, Secretary

Cascade Charter Township DOWNTOWN DEVELOPMENT AUTHORITY
Request for Proposals for LANDSCAPE CONTRACT Downtown Cascade 2023

RFP SUBMITTAL FORM

Business Name: Harder & Warner Landscapes and Boutique Gardens
Address: 6464 Broadmoor Ave SE City, State, Zip: Caledonia, MI 49316
Contact Person: Kevin Slosser or Kyle Lacy
Phone (office): 616-698-6910 Phone (cell): Kevin - 616-291-5147
Email: ksloss1@harderandwarner.com / kyle@harderandwarner.com

	2024
1. Price for Summer planting of annual flowers *Please attached Itemized Budget and Plant Details on separate sheet	\$ 3,718.50
2. Price for Fall planting of annual flowers *Include Itemized Budget and Plant Details on separate sheet	\$ 3,155.28
3. Price for Winter planting of annual flowers *Include Itemized Budget and Plant Details on separate sheet	\$ 3,702.33

4. Qualifications:

- a. Years: # 78 in business as a professional landscaper
b. Attached one or two examples of your work
c. Include at least two landscape client references (others may be attached)

Name: Grand Rapids Airport # Years as a client: 3
Address: 5500 44th St. SE, GR Phone: David Cripps - 810-441-3948

Name: Sutton Club Apartments # Years as a client: 15
Address: 1480 Hidden Valley Dr. SE Phone: Elaine Born - 616-554-1437
Kantwood

Kyle Lacy
Contractor Signature

Kyle Lacy
Printed Name

3-7-23
Date

- Please return this entire bid proposal in a sealed envelope marked "Landscape Contract Bid"
- Please email the electronic proposal to: sandra@cascadetwp.com
- Bids will be opened Thursday, March 16, 2023 at 10:00 A.M. Local Time, Cascade Township Office
5920 Tahoe Dr. SE

ACCEPTED BY CASCADE TWP



Site Improvement Grant Guidelines

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

THE CASCADE TOWNSHIP DDA SITE IMPROVEMENTS GRANT PROGRAM

...is designed to encourage improvements to businesses in the DDA boundary. Grants are intended to provide financial incentives for high-quality building and site conditions that go above and beyond regular maintenance and upkeep.

The primary goals for eligible improvement projects within the DDA District are to enhance pedestrian safety through appropriate roadway and traffic modifications that will enhance the shopping experience; support beautification that will enhance the streetscape and create character, identity and attract shoppers and businesses alike; support the growth of existing businesses while new businesses, offices, education, or health care industries will locate in the DDA District.

GENERAL APPLICATION ELIGIBILITY

Eligible applicants must be one of the following:

- Owners of real property within the DDA District.
- Owners of business establishments within the DDA District (tenants need written approval from the property owner).

REQUIRED CONDITIONS

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

- Property taxes and all other applicable Township fees must be current and paid.
- The property cannot have an outstanding, current, or ongoing violation of any Township ordinance.
- Project components should 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.
- All funding is at the discretion of the DDA Board.

FUNDING PRIORITIES

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

- Projects that are located within the Cascade Village area (see attached map of the Cascade Village).
- Projects that demonstrate a significant impact to promote the following activities:
 - Retail businesses and retail diversity
 - Entertainment businesses
 - Dining opportunities
 - Walkability
- Projects designed to resolve deteriorated or unsightly conditions that have existed for many years.
- Projects that are consistent with "Priority A" improvements as described in the Cascade Township DDA Development Plan and TIF Plan.



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 historical elements
- Patios and other hard scape improvements
- Existing sign structure improvements
- Signage or awning replacement
- Mural art
- Sidewalks
- Removal of non-contributing facades
- Significant façade repair and treatment
- Burying overhead utilities (if applicable)
- 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 fees
- Wages paid to 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 contractor in merchandise or in-kind services
- Fencing and screening
- Routine building or site maintenance
- Roof repair/replacement
- Dumpster enclosures

MAXIMUM GRANT AMOUNTS

Applications for Site Improvement Grants are subject to the following maximum award amount. The DDA reserves the right, at their discretion, to increase or decrease the amount of funds allocated to an applicant:

- Front façade improvements – building and utilities (e.g., redevelopment, second story addition, restoration, etc.): \$100,000
- Other Site Improvements (e.g., landscaping, signage, sidewalks, lighting, patios, etc.): \$50,000
- Other: \$25,000

ADDITIONAL INFORMATION

Regarding perspective applications, please take into account the following additional requirements and information:

- An applicant may apply for reimbursement of eligible activities if the activity has been completed within the last 12 months. Proof of work and costs paid shall be provided to the DDA.
- 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 faces a public street or public parking lot.
- Site Improvement Grants apply to external improvements only.





THE GRANT PROCESS

Pre-Approval Procedures

- A Site Improvement Grant application can be obtained at Township Hall, located at 5920 Tahoe Dr. SE or online at www.cascadetwp.com.
- Applications must be submitted a minimum of thirty (30) days prior to the applicable DDA meeting.
- The application must be completed by the property owner or tenant of the building with the owner's written consent and returned to Township staff along with all requested documents:
 - A written descriptive narrative of the proposed project
 - A detailed estimated project cost breakdown
 - A photo of the existing conditions
 - A visual rendering of the new project design
- If the applicant is notified that the project has been approved, they will then need to submit all necessary permits including a site plan review from the Township, proof of insurance, and proof of contractor insurance and bonding.
- Once all forms are in place, project construction may commence.
- If the plan is inconsistent with the program's goals the application will be denied. The DDA Board may approve the application with reasonable conditions or return the application with a request for modification.
- Properties are again eligible for a Site Improvement Grant every three (3) years.
- Grant funds will be awarded at the sole discretion of the DDA Board and based on available funding.

Post Approval Procedures

- A grant agreement will be executed by the DDA Board.
- Any changes in the scope of work must be approved by the DDA prior to construction or installation.
- All approved changes in work verification shall be dated and attached to the original site plan in the form of an addendum.
- Township Staff may conduct periodic inspections to ensure compliance with the site plan and approved eligible activity. Any questions or concerns will be directed to the applicant.
- Projects must be completed within two (2) years of notification of project approval by the DDA. Under extenuating circumstances, a single six (6)-month extension may be granted by the DDA.
- Upon project completion, the applicant will provide the DDA a lien waiver to ensure all contractors and subcontractors have been paid.
- After final project inspection, the DDA Board will review and approve the project and the applicant will be reimbursed for the approved grant amount.
- The DDA Board reserves the right to approve grant awards it deems to be in the best interest of Cascade Township, the DDA district, and the Site Improvement Grant program.
- The DDA Board reserves the right to nullify grant awards that are found to be noncompliant with the conditions of this program or nullify the award if the property changes hands. Noncompliant applications may not re-apply for a period of one (1) year following the DDA's decision.
- The DDA Board reserves the right to revise or end these programs at any time and in no way guarantees availability of funding for any specific project at any given time.

Site Improvement Grant Application

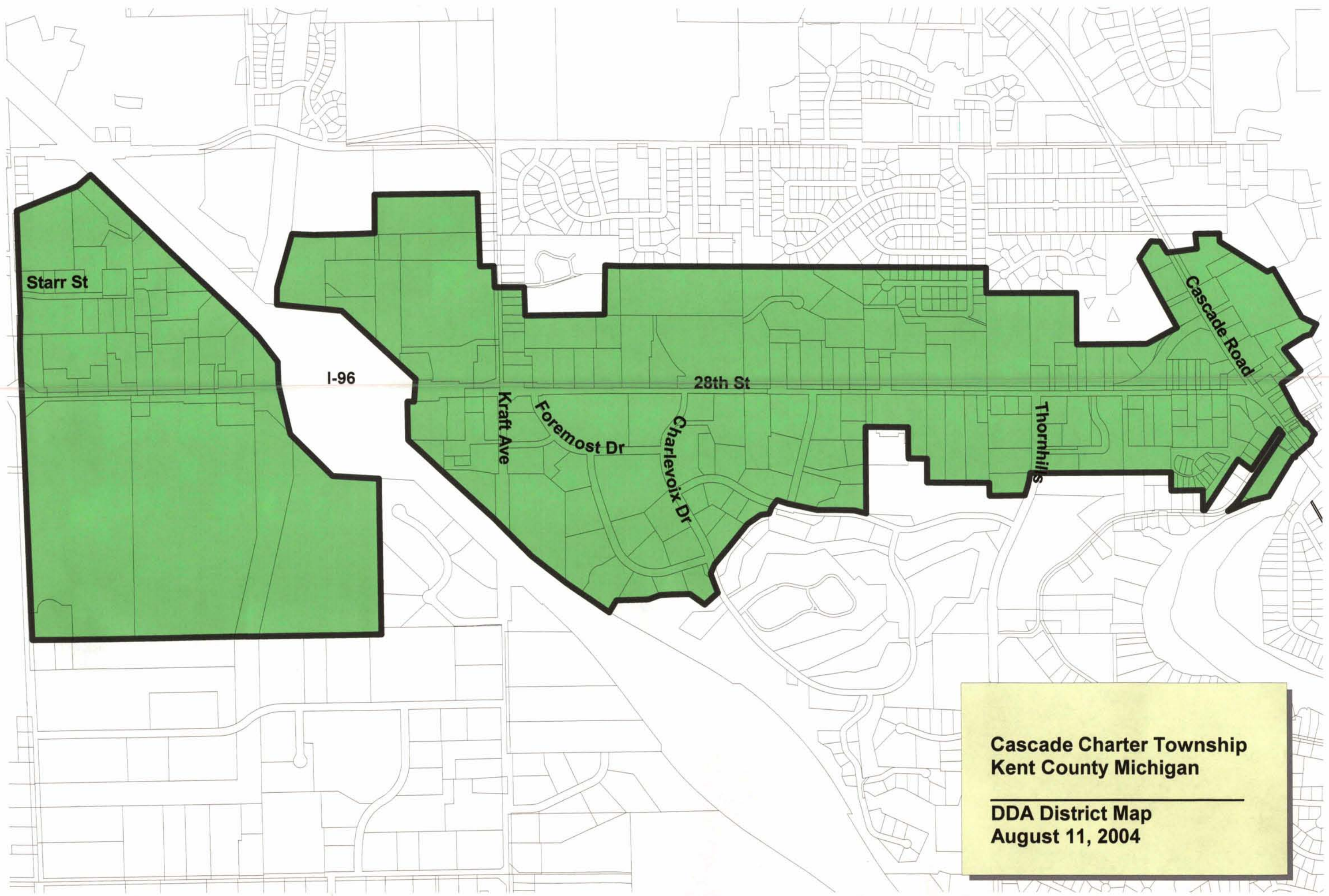
GENERAL INFORMATION	
Business Name	
Contact Person	
Mailing Address	
Is The Business Located Within The Dda Boundary?	
Project Address	
(If Different)	
Phone Number	
Email	
Building Owner's Name (If Different)	
Owner's Phone Number (If Different)	
Proposed Start Date	
Estimated Completion Date	
How Will The Project Be Financed?	
Description Of The Proposed Site Improvements	

GENERAL INFORMATION
<p>The Information submitted herein is true and accurate to the best of my (our) knowledge.</p> <ul style="list-style-type: none"> • I (we) have read and understood the conditions of the Cascade Township Site Improvements Grant Program and agree to abide by its conditions and guidelines. • I (we) understand that if this application is approved, any changes, alterations or modifications to the approved design must be approved by the DDA. • 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 with the 2 year timetable, the DDA can withdraw its funding commitment. • I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of the application.
<p>Required supplemental documentation to be submitted with this application:</p> <ul style="list-style-type: none"> • A written descriptive narrative of the proposed project • A detailed estimated project cost breakdown • A photo of the existing conditions • A visual rendering of the new project design

Applicant's Signature _____

Date _____





Starr St

I-96

Cascade Road

28th St

Kraft Ave

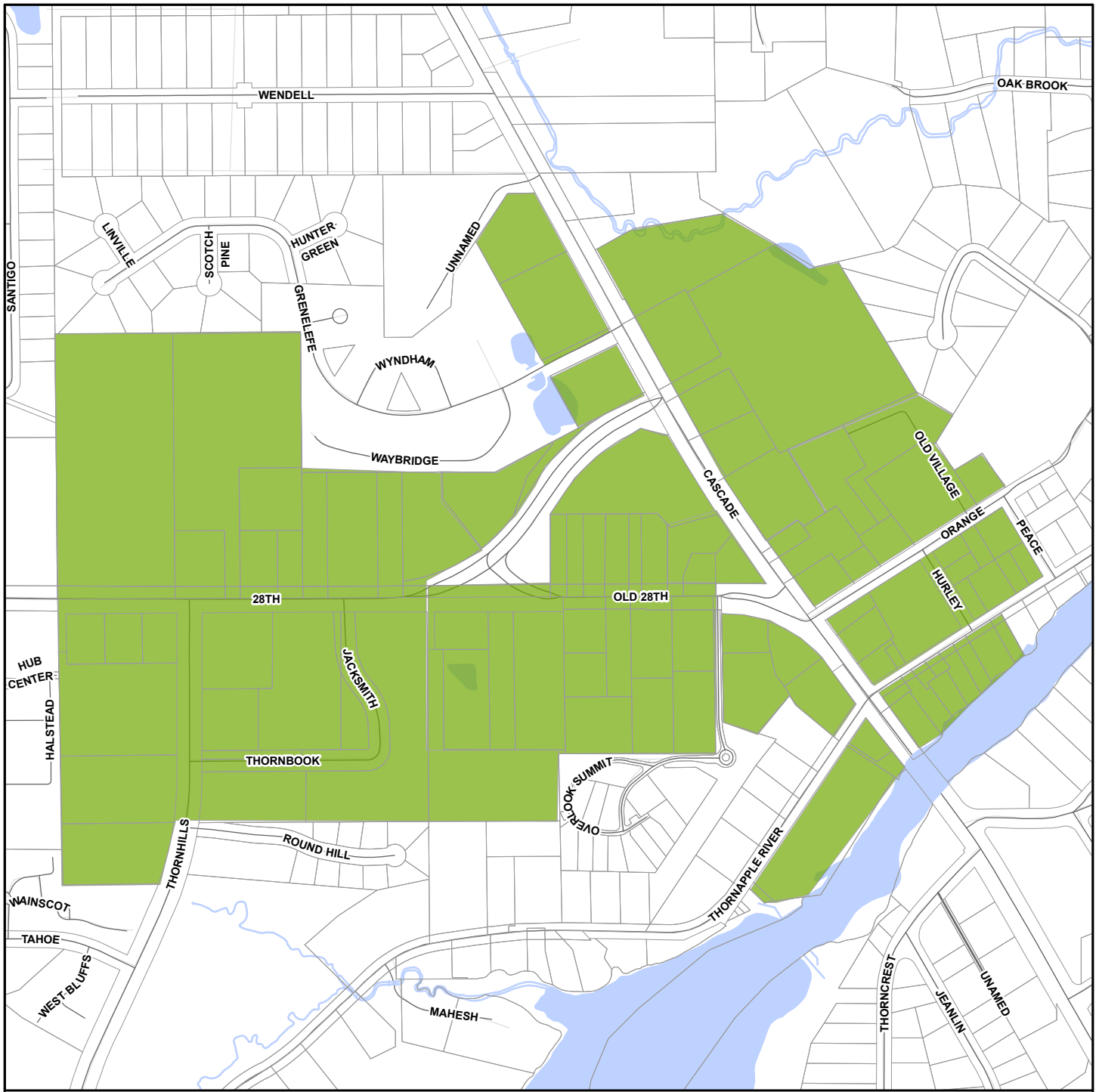
Foremost Dr

Charlevoix Dr

Thornhills

**Cascade Charter Township
Kent County Michigan**

**DDA District Map
August 11, 2004**



Cascade Village Boundary

March 12, 2024

Cascade Township, Kent County, MI

LEGEND

- Cascade Village Boundary
- Bodies of Water



Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: GVMC 2021. McKenna 2024.



Site Improvement Grant Application Evaluation Checklist

SCORING CRITERIA

Each Site Improvement Grant application will be evaluated and weighed equally against specific criteria as determined by the DDA Board. Projects that achieve a higher score will receive higher priority for funding. The Cascade Township DDA reserves the right to amend this scoring criteria at any time. Each evaluation criteria score is based upon the DDA's findings as they pertain to each proposal. It is solely at the discretion of the DDA how each evaluation criteria are scored. The DDA cannot guarantee funding.

Score key:

- 0 = The proposal **does not** meet the evaluation criteria
- 1 = The proposal **somewhat** meets the evaluation criteria
- 2 = The proposal **moderately** meets the evaluation criteria
- 3 = The proposal **fully achieves** the evaluation criteria

EVALUATION CRITERIA	SCORE (POINTS)
1. All property taxes and any other applicable Township fees are currently paid in full.	
2. The proposal has received site plan (and/or special land use) approval from the Cascade Township Planning Commission – as applicable.	
3. The Site Improvement Grant application has been correctly filled out and submitted to the Township with all required supplemental documentation.	
4. The property has not been the recipient of a Site Improvement Grant within the previous three (3) years.	
5. The proposal calls for the removal of any nonconforming elements of the building.	
6. The proposal supports a new retail, commercial, restaurant/dining, or entertainment business in the DDA boundary.	
7. The proposal will bring new jobs into the DDA boundary.	
8. The proposal will bring new housing opportunities into the DDA boundary.	
9. The proposal is located within the Cascade Village area.	
10. The proposal calls for the removal of deteriorated or unsightly conditions that have existed for many years.	

Continued on next page...



EVALUATION CRITERIA	SCORE (POINTS)
11. The proposal enhances walkability or bikeability within the DDA boundary and/or supports a connection to the Township sidewalk or bike trail network.	
12. The proposal supports and enhances accessibility.	
13. The proposal achieves any "Priority A" improvements as described in the Cascade Township DDA Development Plan & TIF Plan.	
14. The proposal includes new (or renovated) building frontage(s) that are consistent with the DDA's preferred aesthetic design and character.	
15. The proposal involves the restoration of historic architectural elements (approximately 50 years or older).	
16. The proposal involves a reoccupation of a currently vacant or underutilized building.	
17. The proposal includes enhanced site design, such as additional landscaping above and beyond what is required by zoning, or parking lot reallocation to the rear or side of a building.	
18. The proposal enhances the aesthetic design and character of a building or site with frontage on 28th Street.	
19. The proposal includes a collective participation from adjacent property owners, by means of cross-access agreements for parking, or other applicable conditions.	
20. The proposal includes a long-term or permanent improvement(s) from existing conditions.	
TOTAL SCORE	



ARTICLE I Name

Section 1. The name of this organization shall be the Cascade Charter Township Downtown Development Authority (DDA), hereinafter referred to as the DDA.

Section 2. The municipality of this organization is the Township of Cascade, hereinafter referred to as the municipality.

ARTICLE II Mission Statement/Purpose

Section 1. Mission Statement: Halt property value deterioration and increase property tax valuation where possible in a community's business district. It also strives to eliminate the causes of deterioration ... to promote economic growth.

This is the original mission statement in the existing TIF plan. Since we are creating these new bylaws and will be updating the TIF plan. Could we use a mission statement that is more proactive and positive

For example: Mission Statement: The Cascade Charter Township DDA is dedicated to the physical and economic development of the District with emphasis on preserving its historical heritage while managing new development to create a diverse and connected community. (Or something like this)

Section 2. The DDA is organized to stimulate DDA district economic development, through organization (encouraging cooperation and building leadership in the business community); promotion (creating a positive image for the district by promoting the district as an exciting place to live, shop and invest); design (improving the appearance of the "village" district); and economic strength (supporting the economic base of the district).

Section 3. To take remedial actions to eliminate any physical, economic, or social deterioration of the DDA district to promote historic preservation while contributing to its community betterment and enhance social welfare.

Section 5. To provide a forum for organizations and individuals to communicate with each other about the past, present, and future of Cascade's DDA district.

ARTICLE III Board Members

Section 1. The DDA Board is comprised of 9 members. The makeup of the Board needs to be described here.

Section 2. Pursuant to Section 204 (1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), not less than a majority of the DDA Board members shall be persons having an interest in property located in the downtown district. In addition, if the downtown district has 100 or more persons residing in it, not less than 1 of the DDA 13 Board members shall be a resident of the downtown district.

Section 3. It is the specific intent in recruiting volunteers for the DDA Board and committees to seek out a broad and diverse spectrum of points of view and interests and to include representatives from both the residential and business communities in order to insure the broadest possible participation and support from the community.

Section 4. DDA Board members shall serve four-year terms. As much as possible, these terms shall be staggered.

Section 5. If a vacancy is created by the death, resignation or removal of a Board member, a successor shall be appointed by the municipality for the remainder of the unexpired term.

Section 6. DDA Board members are required to attend all meetings of the DDA Board. The DDA Board of Directors shall recommend that the municipality replace any member that misses three or more meetings during a calendar year. (I don't know if we have ever had this "rule")

Section 7. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax 32 Increment Financing Act), members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses approved by the DDA.

Section 8. All new DDA Board members shall participate in an orientation program to familiarize them with the objectives, responsibilities, and procedures of the Cascade Township DDA Board within the first three months of their term.

Section 9. All DDA Board members shall abide by the DDA job descriptions of their positions on the Board.

Section 10. By appointment of the DDA, ex-officio members shall serve as a non-voting member. The following members shall be ex-officio: Cascade Charter Township Manager

ARTICLE IV Officers of the Board

Section 1. The DDA shall elect from its membership a chairperson and vice chairperson. The chairperson manages and focuses the DDA Board's responsibilities, oversees the Board's interactions, and handles administrative matters related to policy set by the DDA Board while the vice chairperson works closely with the chairperson, providing support through shared responsibilities, and, when the chairperson is absent, assumes the duties of same. See Appendix B, Job Descriptions, for more details on the responsibilities and duties of the chairperson and vice chairperson. (I don't know if we have these???)

Section 2. The DDA shall elect from its membership a secretary and treasurer. The secretary is the primary record keeper of the DDA Board, and the treasurer is responsible for all financial and budgetary matters relating to the operation of the DDA. (The Township Mgr has played the role of Treasurer but this may need review?) Alternatively, and in accordance with Sections 205(2) and 205 (3) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), the DDA may also employ and fix the compensation of a treasurer and a secretary who are not members of the DDA 18 Board.

Section 3. No member shall hold more than one office at a time.

Section 4. Officers of the Board serve 1-year terms and may serve no more than two consecutive terms as an officer. (This has not been the case with us and should we have term limits???)

ARTICLE V Regular Meetings

Section 1. Regular meetings of the Cascade Charter Township DDA shall be held on the third Tuesday of each month at 5:30pm. In the case that this conflicts with a legal holiday, the regular meeting of the DDA shall be rescheduled by a vote of the Board. The meeting location is designated by the Executive Board and will be publicly posted.

Section 2. All regular meetings and special meetings of the DDA shall be open to the public and held in compliance with Act No. 267 of the Public Acts of 1976.

Section 3. Each agenda of the regular and special meetings of the DDA shall provide for "Public Comment." Under this item, citizens shall have a reasonable opportunity to be heard. Any person may address the DDA, with permission of the Chairperson. At a regular meeting of the DDA any matter brought up from the citizens may be referred to another time or referred for study and recommendation upon request of the DDA Board. If a majority of the DDA Board present agrees, said matter may be acted upon immediately. At a special meeting of the DDA, any matter brought up from a citizen may be deferred to another time or referred for study and recommendation upon the request of the DDA. The Chairperson may allow inquiries or comments to be made at such time as the related subject appears on the prepared agenda.

Section 4. A majority roll call vote of members appointed and serving shall be required to call a closed session, except for closed sessions permitted under Section 8 of Act 267 4 of 1976 dealing with the dismissal, suspension, or disciplining of or to hear complaints or charges brought against an employee or staff member or individual agents when the named person requests a closed hearing.

Section 5. The DDA shall have the power to adjourn any regular or special meeting to a date and time which shall not be beyond the time of the next regular meeting. The adjourned meeting shall be considered as a continuation of the same regular or special meeting. Any business which would have been proper for the DDA to consider at such meeting may be considered and acted upon at the adjourned meeting.

Section 6. The majority of the DDA shall constitute a quorum for the transaction of business at all meetings, but in the absence of a quorum two or more members may adjourn any regular or special meetings to a later date.

Section 7. Draft minutes of any meeting of the DDA will be distributed to all members of the DDA for their review prior to the next regularly scheduled meeting. Minutes of the proceedings of regular or special meetings shall be prepared at the request of and provided to any member of the DDA or the municipality. Minutes of closed meetings shall be maintained in conformity with and shall be subject to the provisions of the Open 23 Meetings Act, Act 267 of the Public Acts of 1976, as amended.

ARTICLE VI Special Meetings

Section 1. Special meetings of the DDA Board may be called upon written request of the Chairperson or any three members of the Board on 24-hours written notice to each member of the DDA Board. The written notice shall designate the purpose of such meeting. Any special meeting at which all members of the DDA are present or have waived notice in writing shall be a legal meeting for all purposes.

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

ARTICLE VII 41 Annual Meeting

An annual meeting of the DDA Board shall be held in the month of September each year. The purpose of the meeting is to add Board member appointments, vote on the Board of Directors (Chairperson, Vice Chairperson, Secretary, Treasurer), assess yearly goals and accomplishments, and alignment with Cascade Charter Township strategic planning for the upcoming year. We do not do this but left it in for consideration or not...

ARTICLE VII Committees

Section 1. The DDA shall have the authority to establish standing committees for specific projects which need more focused attention outside of regular meetings. Each committee will have at least 2 members from the DDA board. Committee members shall serve on no more than one (1) committee simultaneously. (This would be like the transit committee that was formed but for long term ongoing interests.)

Section 2. The duties of the committees are to notify the DDA Chairperson of all meeting times, dates and locations; keep written minutes of each meeting to be filed with the DDA; fulfill charges of and answer to the DDA; present monthly minutes, reports and recommendations at DDA meetings; act in the best interest of the DDA at all times.

Section 3. The Design Committee shall focus on public spaces, building improvements, design education, technical assistance, and design regulations and enforcement. There may be something that should be in DDA Bylaws that pertains to the Architectural/Design Review committee since all of that is focused within the DDA district.

Section 4. A Promotions Committee shall include marketing, image building, retail and business promotions, and special events. This committee will work with Cascade Township staff and Marketing Consultants involved in projects to enhance and elevate the opportunities within the DDA district. (Something to think about for more proactive promotion of both the DDA board and district.)

Section 5. The DDA Board, by resolution adopted by a majority of Board Members in office, may designate or appoint one or more committees, in addition to the above-named standing committees. Each of these additional committees shall consist of one or more DDA Board Members, and which shall, to the extent provided in said resolution, have and exercise the authority of the DDA Board in the management of the DDA. Other committees, not having and exercising the authority of the DDA in the management of the DDA, may be designated and appointed by a resolution adopted by a majority of the DDA appointed at a meeting in which a quorum is present. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the DDA, or any individual Board Member, of any responsibility imposed upon them by law.

Section 6. All committee members shall abide by the DDA **job description** for their positions on the committee(s). The committee members shall have no authority for decision-making but will report findings and suggestions to the Board.

ARTICLE VIII Fiscal Year

Section 1. The fiscal year of the DDA shall begin on the first day of January and end on the last day of December each year.

ARTICLE IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the DDA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the DDA may adopt.

Adopted by the Downtown Development Authority on March 31, 2024.

Chairperson

Vice-Chairperson

Date

Date



DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Downtown Development Authority (DDA), Public Act 57 of 2018, is designed to be a catalyst in the development of a community's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district and the ability to levy a limited millage to address administrative expenses.

Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.

WHO IS ELIGIBLE?

Any city, village or township, that has an area in the downtown zoned and used principally for business, is eligible to create an authority.

HOW DOES IT WORK?

Once established, the DDA is required to prepare a tax increment financing plan and may create a development plan to submit for approval to the local municipality. A development plan describes the costs, location and resources for the implementation of the public improvements that are projected to take place in the DDA district. A tax increment financing plan includes the development plan and details the tax increment procedure, the amount of bonded indebtedness to be incurred, and the duration of the program.

WHAT IS THE PROCESS?

1. The governing body finds that it is necessary for the best interests of the public to do the following related to the defined business district:
 - To halt property value deterioration
 - Increase property tax valuation
 - Eliminate the causes of deterioration
 - Promote economic growth
 - Create and provide for the operation of the DDA
2. The governing body sets a public hearing, based upon its resolution of intent, to create a DDA.
3. Notice is given of a public hearing by publication and mail to taxpayers within a proposed district and to the governing body of each taxing jurisdiction levying taxes that would be subject to capture of tax increment revenues.
4. The governing body takes comments at the public hearing.
5. Within 60 days, the governing body of another taxing jurisdiction may, by resolution, exempt its taxes from capture and file the resolution with the clerk of the municipality.

6. Not less than 60 days following the hearing, the governing body may adopt proposed ordinance creating the DDA and designating the boundaries of the DDA district.
7. The ordinance must be published at least once in a local newspaper and filed with the Secretary of State.
8. The governing board of the DDA shall be appointed or may, for municipalities of less than 5,000, be the same as the planning commission. Otherwise the authority will be supervised by a board that includes the municipality's chief executive officer and 8–12 members appointed by the governing body. A majority of the board must be individuals with an ownership or business interest in property in the district and one member must reside in the district if there are more than 100 residents in the district.

If the DDA board anticipates the need for capturing tax increments or using revenue bonds to support a project, a development plan and a tax increment financing plan must also be adopted by the DDA board and the municipality.

WHY WOULD A COMMUNITY WANT TO ESTABLISH A DDA?

The DDA tax increment financing mechanism allows for the capture of the incremental growth of local property taxes over a period of time to fund downtown development activities. A community can capture future tax increment and additional millage, and focus their investment in targeted areas. By borrowing against the future tax increments, the DDA is able to fund large-scale projects, which can lead to new development opportunities within the downtown. In addition to the financing mechanism, the DDA structure results in the creation of a public board dedicated solely to the improvement of the downtown.

SUPPORTING STATUTE

[Public Act 57 of 2018: Recodified Tax Increment Financing Act](#)

CONTACT INFORMATION

For more information on downtown development authorities, contact the [community development manager](#) assigned to your territory or visit www.miplace.org.

- GOAL: Develop a strategy framework for the DDA that aligns with Strategic Plan initiatives
 - Define Vision Statement
 - Articulate the community's aspiration for the DDA district
 - Data from SP surveys
 - Future strategic plan workshops and focus groups (Business Leaders workshop, Downtown & Village Focus Group)
 - Specific questions added to future SP surveys? Expectations of village area vs. 28th St corridor.
 - Define Mission Statement
 - What role will the DDA take to meet the aspiration of the community
 - Develop a Statement of Intent to guide DDA decisions on activities
 - Prioritizes critical issues over a 5-year period
 - Identifies short-term/high priority, mid-term/medium priority and long-term/lower priority criteria
 - Identify Focus areas that support Mission and Vision
 - Design
 - Economic Vitality
 - Promotion
 - Business Development/Marketing
 - Organization
- GOAL: Build identify of the DDA as a strong entity that supports economic development
 - Develop outreach efforts to the community
 - Enhance visibility of DDA's mission
 - Develop consistent public facing communications
 - goal statements reflecting priorities
 - tactics for addressing critical issues within DDA district
 - updates on projects
 - call to action for getting involved (committees, focus groups, board positions, business leader forum)
- GOAL: Develop structured process for project initiatives that aligns with Statement of Intent
 - Define project categories that align with Township strategic plan (Parks, Traffic, Streetscaping, Growth & Development)
 - Determine projects including specific actions and programs needed to achieve the community Vision
 - Confirm projects within short-term, mid-term and long-term timeframe (one, three & five year/small, medium and large scope/cost)
 - Develop cost/benefit analysis protocols where appropriate

- Communicate with public stakeholders (residents/businesses) – identify communication platforms and messaging
- Connect with related boards & township to communicate vision and potential benefits – gain consensus where needed (identify role)
- Quarterly updates with annual reporting on projects and financials