



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

## NOTICE OF PUBLIC MEETING VIA VIDEO CONFERENCE

In accordance with Executive Order 2020-75, which declares that public bodies subject to the Open Meetings Act can use telephone and/or video conferencing technology to meet and conduct business during the ongoing COVID-19 pandemic, the Cascade Charter Township Downtown Development Authority will conduct a regular meeting on Tuesday, May 19, 2020 at 5:30pm utilizing the Zoom video conferencing platform, for the purpose of conducting official business while complying with Executive Order 2020-77 and the Michigan Department of Health and Human Services recommendations designed to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

## INSTRUCTIONS FOR ACCESS AND PARTICIPATION

Please click the link below to join the webinar:

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or

+13126266799,,85259709303#

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Dial(for higher quality, dial a number based on your current location):

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*\*\*Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Deputy Clerk, Padley Gallagher, at [pgallagher@cascadetwp.com](mailto:pgallagher@cascadetwp.com) or 616-949-1500 at least 24 hours prior to the meeting\*\**

## **PUBLIC PARTICIPATION**

Members of the public will be able to listen to and view all discussion by the Downtown Development Authority and all official materials for this meeting prepared for the Downtown Development Authority will be included in the meeting packet and available to the public on the Township website at [www.cascadetwp.com](http://www.cascadetwp.com).

Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Township about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Clerk Sue Slater: [sslater@cascadetwp.com](mailto:sslater@cascadetwp.com)

Manager Ben Swayze: [bswayze@cascadetwp.com](mailto:bswayze@cascadetwp.com)

DDA Director Sandra Korhorn: [sandra@cascadetwp.com](mailto:sandra@cascadetwp.com)

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
May 19, 2020  
5:30 p.m.

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
  
- ARTICLE 2.** Approval of the Agenda
  
- ARTICLE 3.** Approval of the Minutes of January 21, 2020 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 Approval of Proposal for Lower Village Plan
  
- ARTICLE 6.** Consider Funding for Cascade Metro Cruise Warmup
  
- ARTICLE 7.** Any Other Business
  - a. Informational Meeting –June 16, 2020
  
- ARTICLE 8.** Adjournment

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, January 21, 2020  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 P.M.  
Members Present: Beahan, Kingsland, McNeil-Chapman, Puplava, Growney, Stephan, Siegle, Makkar  
Members Absent: DeWitt  
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 Beahan to approve the Agenda. Supported by Member Siegle. Motion carried 7 to 0.**

**ARTICLE 3. Approve the Minutes of the November 19, 2019 Meeting.**

**Motion was made by Member Stephan to approve the Minutes as presented. Supported by Member Kingsland. Motion carried 7 to 0.**

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

Mr. Kirk Driesenga (from The Hinman Company, representing the Centennial Park Assoc.) came forward to state their company has received numerous complements and comments about the improvements to the sidewalks, lights, etc. in the Centennial Park area.

**ARTICLE 5. Review the 2020 Budget**

5:35 Member Makkar arrived at this time.

Director Korhorn started with a review of the Rapid Bus service, and stated that the cost has increased from 2019. This cost will be split 50/50 between the DDA and General Fund.

The maintenance budget has gone down from 2019 after removal of a crosswalk sealing project.

The Capital Outlay Budget has increased from \$30,000 in 2019 to \$230,000 in 2020 due to encompassing the sidewalk project on Cascade Road. This was part of the approval for the Pathway Millage.

**ARTICLE 6. Discuss 2020 Projects and Events**

Director Korhorn stated that the Centennial Park Project is almost complete, and the main project for the DDA in 2020 will be the sidewalk extension on Cascade Road. Other future projects may include:

The community gathering space will not be a 2020 construction project, however discussion will continue to be held about it.

The streetlight conversion to LEDs.

Bus stop improvements such as shelters, benches, and trash cans at bus stops. This will be a DDA funded project unless grants are secured or contributions from Township businesses are received. The two current shelters are located at Mary Free Bed, and Meijer; both of whom funded their own bus stop shelters.

Upcoming Events:

Events include the Sunday Afternoon Live Series, Family Night at the Library, the Cascade Metro Cruise Warm Up, and the Tree Lighting Ceremony. Director Korhorn stated that other events are being considered, and as those come together, they will be discussed with the DDA.

Marketing Tools and The Business Guide:

Director Korhorn stated that she thinks the businesses that have responded to being included in the Business Guide is near the maximum, and will therefore not update it as often. Instead, a separate Events Guide will be created, be very similar in style, and easier to maintain.

**ARTICLE 7. Fundraising Committee**

Director Korhorn started by stating that funding the outdoor gathering space has been a recent topic of discussion, and that the Township Board suggested the DDA should not be responsible for funding the entire project. Putting together a Fundraising Committee was discussed, and invited Justin Swan (CEO of the Cascade Community Foundation) to talk about possible partnerships for fundraising efforts.

Mr. Swan came forward to introduce himself and the Cascade Community Foundation to the DDA. Mr. Swan detailed CCF's role and goals in the community, and the goal of this new Fundraising Committee.

Director Korhorn asked Members if they would like to volunteer to sit on this Committee. Focusing on strategy, direction, "behind the scenes" details will be the initial goal for this Committee. Fundraising is likely to be done by outside professionals. Chairman Puplava, Member Beahan, and Member Stephan have volunteered to help form this Committee.

**ARTICLE 8. Election of Officers**

All Officer positions are available. Current Officers stated that they would stay in their positions unless another Member would like to hold a position.

Motion was made by Member Makkar that all current position be held. Supported by Member Siegle. Motion carried 8-0.

2020 Positions are as follows:

Chair – Jennifer Puplava

Vice Chair – Steve Stephan

Secretary – Diana Kingsland

**ARTICLE 9. Closed Session - To discuss Potential Acquisition of Commercial Business**

**Motion was made by Member Behan to move into Closed Session at 6:05pm. Supported by Member Growney. Motion carried 8-0.**

Regular session resumed at 6:25pm

**ARTICLE 10. Any Other Business**

a. Contact List for Board Members

Director Korhorn stated that she will email a list to all Members, and they can email her back if they have a change to be made. She will then send the final, edited list back to all Members for their private use.

b. Update on Planning Activities

Electric Cheetah will be opening soon, starting with a soft opening.

Capriotti's Sandwich Shop (the old Dunkin' Donuts) will be opening in February.

Member Kingsland relayed a message from a resident (that used to be in charge of Township holiday decorations) that the snowflakes put up for the holidays were not to the original intent of design. Member Beahan also stated he also heard this from the same resident, and stated that this resident did offer to supervise the B&G crew during installation next winter.

Member Growney asked if there will be more winter decorations purchased this year, Director Korhorn stated that she didn't intend to, but can if there is a desire to have more.

Member Stephan asked for an update on the Chick-fil-A that will be going in where the now demolished Macaroni Grill was. Director Korhorn stated that it is scheduled for late 2020, or early 2021.

**Article 11. Adjournment**

**Motion was made by Member Siegle to adjourn. Supported by Member McNeil-Chapman. Motion carried 8 to 0. The meeting was adjourned at 6:40 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary

DRAFT

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Consider Approval of Lower Village Plan

**Meeting Date:** May 19, 2020

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Earlier this year we asked Viridis Design Group to submit a proposal for a master plan for the lower village area. This area includes the two properties at the intersection of Cascade Rd. and Thornapple River Dr. (Tuffy and the office building below Tuffy).

The lower village is an important and very visible gateway into our community. With the recent purchase of the Tuffy property and the potential purchase of the doctor office below Tuffy, staff felt it was important to consider all possible options for the redevelopment of these parcels.

Services for this project will include assessment of the existing sites, meeting with and engaging Township staff, stakeholders, and general public in preparing concept design options, cost estimates, and a recommended master plan for this important Township gateway.

As with other master plans, this process will include community engagement as part of the design process. The cost for the development of the plan is a total Not-To-Exceed Fee of \$11,400. I have included the plan in the packet for your review and consideration.





# Lower Village Site Specific Master Planning

Cascade Charter Township

February 14, 2020

PROPOSAL

February 14, 2020

Sandra Korhorn, DDA/Economic Development Director  
Cascade Charter Township  
2865 Thornhills SE  
Grand Rapids, Michigan 49546

**Re: Proposal for the Lower Village Site Specific Master Planning**

Dear Sandra,

VIRIDIS Design Group is pleased to present the following proposal to provide professional services to Cascade Charter Township for master plan development option for two parcels located near the Thornapple River at the intersection of Cascade Road and Thornapple River Drive. Individually and collectively, our talented staff assigned to this project have planned, designed, and managed the construction of numerous high profile projects over the course of our careers.

The VIRIDIS Team is committed to quality urban design with a special emphasis on client and stakeholder engagement. Our team believes the process and the stakeholders are inseparable and the quality of participation in that process is critical to the success of the overall project. We believe our process will build excitement and support through attainable design solutions. Because a high percentage of our projects are implemented, we have developed a deep understanding of innovative design that is feasible and achievable while meeting the goals of the project.

Throughout our professional careers we have advocated for the preservation, beautification and activation of quality urban and recreation spaces. This master planning effort will continue the momentum from the Township's Comprehensive Plan to re-imagine the Lower Village as a unique place for economic, social, and recreational opportunities for the community. Our team believes a successful community begins with its people whose vision is reflected in the built environment. We look forward to the opportunity you have presented.

Sincerely,  
VIRIDIS Design Group

A handwritten signature in black ink, appearing to read "Trevor J. Bosworth", with a long horizontal line extending to the right.

Trevor J. Bosworth, PLA, ASLA  
Principal



# **Lower Village Site Specific Master Planning**

**Cascade Charter Township, Michigan**

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## PROJECT UNDERSTANDING & APPROACH

### Project Understanding

As part of its ongoing commitment to invest in a community that is livable, vibrant, and accessible to its residents and guests, Cascade Township has prioritized two parcels within the “Lower Village” at the intersection of Cascade Road and Thornapple River Drive. Professional services are being sought to develop concept plan alternatives and implementation strategies that are reflective of the recently completed Comprehensive Plan.

Services for this project will include assessment of the existing sites, meeting with and engaging Township staff, stakeholders, and general public in preparing concept design options, cost estimates, and a recommended master plan for this important Township gateway.



Based on our past design and engagement experience with the Township, as well as reviewing the recently completed Comprehensive Plan, we have developed a good understanding of the goals of the Township, stakeholders, and public in this initiative and look forward to the opportunity to provide insight and direction.

### Project Approach

Our approach involves a strong commitment to provide the Township, stakeholders, and general public valuable information with which to plan for improvements for these two sites. Our Process will be rooted in the following principles:

- Engage participants in a transparent and open process that allows significant input and multiple feedback loops between VIRIDIS, the Township, stakeholders, and general public.
- Consideration of all points of view to develop a plan that addresses the vision, needs, and enhances the quality of life.
- Suggest improvements that promote good urbanism and enhance the Village’s character-defining features.
- Maximize aesthetic appeal and environmental stewardship while minimizing maintenance requirements and impact to existing infrastructure and services.
- Deliver an informed, creative, and vibrant design solution that is a catalyst to generate excitement, raise awareness, and help guide future investments.

Participant engagement is essential to generate ideas that grow from place and build local capacity. We work with stakeholders to establish a framework where the creation and development of the plans are reflective of community values. We work within a participatory design process that inherently allows citizens to see their input and feedback on the plans and designs. Projects also need sufficient administrative and governmental buy-in, so community leaders can feel confident that the conclusions of the public process will gain the political support required for implementation.

Our strength in developing support for planning projects is based on a thorough understanding of the issues related to the development process, a flexible hands-on approach to participant engagement, and the ability to listen to, and effectively communicate with all interested parties.

## PROCESS AND WORK PLAN

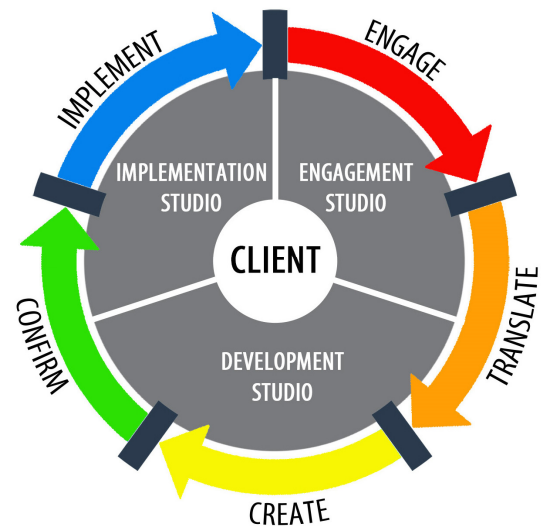
### Process

We believe that when environment, community, and education are combined in harmony with the capacity of the land and needs of society, distinctive and timeless places with significant value and enduring quality are created.

Our design process (pictured right) can be defined as the steps taken in search for form or answers to design questions. It is a process of envisioning and weighing possibilities with the aim of proposing intentional change. Continuous feedback is the cornerstone of our design process. At every phase, we engage stakeholders and discuss alternatives with clients. These methods are proven to reconcile diverse and even conflicting priorities, leading to better solutions and timely processes.

Design is a collaborative endeavor, and a clear design process allows for feedback and involvement in the process by all. We believe in an open, honest approach that allows for stakeholder involvement and feedback, as opposed to taking a top-down, expert-driven approach. In this regard, the design is open to inspection and critical examination in order to obtain the best result.

### Work Plan



## PHASE I: SITE INVESTIGATION & ANALYSIS

### **Task 1. Kickoff Meeting:**

Viridis will facilitate a kickoff meeting to review the scope of the project. We anticipate attendees of this meeting will include the Cascade Township and Viridis staff. The following topics should be discussed:

- Overall Project scope and schedule
- Establish communication procedures
- Determine available mapping and information sources
- Discuss project goals and objectives
- Community Engagement process

### **Task 2. Background Research, Base Mapping, Site Inventory & Analysis:**

Viridis will review all relevant background information as well as the Comprehensive Plan to understand the history, community context, population, trends, and potential programming needs. Additionally, we will perform a thorough documentation of the existing conditions and careful analysis of the opportunities and constraints of each site. The analysis will be developed through the examination of available mapping, surveying and historical data, an additional in-depth visual inspection of the site, and discussions with staff. The site analysis will include the following:

- Visit the sites to take photographs and document existing conditions (Staff and interested stakeholders would be welcomed to join this site walk)
- Study drainage patterns, vegetation, view sheds, pedestrian & vehicular circulation patterns and spatial relationships
- Evaluate existing public and private utilities
- Develop an understanding and list of potential regulatory issues/permits.

**Task 3. Preliminary Program Development Matrix:**

With input from the Township staff, Viridis will develop a program matrix highlighting opportunities that are existing, those that could be improved, as well as potential new activities and programs to included within the planning area based on their suitability and the site's carrying capacity

**PHASE II: ENGAGEMENT + SITE PROGRAMMING****Task 4. Community Engagement:**

Inclusion is an outcome: All people from the community must feel welcome, respected, safe, and accommodated, regardless of who they are, where they come from, their abilities, or how old they are.

Inclusion is a process: We will actively engage and cultivate trust among participants, ultimately allowing members of the community to shape, achieve, and sustain a common vision. This is a deliberate process that requires understanding of context and lived experience, among other factors.

Inclusion is a tool: As a tool, inclusion will help us and the community build an equitable space that supports and sustains the natural assets and strengths of these parks and its people.

Our team seeks to engage the community, key Township officials, and other other stakeholders in an inclusive, participatory design process. Working with the Township, we will tailor an input strategy that specifically meets the vision, character, and needs of this master plan..



**Task 5. Program Refinement Meeting:** Based on input gathered from the engagement, Viridis will meet with Township staff to review engagement input and revise/update the site programming. This program will then be used to inform and guide the preliminary development studies

**Task 6. Preliminary Development Studies:** Using the programming as a guide, our team will develop concept alternatives and cost estimates for the site. Additionally, design character sketches, elevations, sections, and other illustrative graphics will be prepared to explain design intent.

**Task 7. Review Meeting:** Viridis will meet with the Township staff and invited stakeholders to present and receive feedback for the preliminary development studies.

**Task 8. Development Study Revisions :** Based on input gathered from the staff review, our team will revise the concept plan and cost estimates and prepare preliminary master plans for the site. Additionally, design character sketches, elevations, sections, and other illustrative graphics will be revised to explain design intent.

**Task 9. Public Open House:** Viridis will facilitate a public input session with the general public to understand preferences and reactions to the preliminary master plans. We anticipate this session to be an informal "Open House" style event. Participants will be invited to review the plans and document their preferences, ideas, and concerns with Viridis and Township staff. We intend to finalize the specific input session details at the review meeting .



## PHASE III: MASTER PLAN FINALIZATION

**Task 10. Review Meeting:** Based on input gathered from the public open house, Viridis will meet with Township staff to review the plans and formulate a preferred option.

**Task 11. Final Master Plan Development:** Using the feedback from Township staff, our team will refine the plan, sketches, estimates, and prepare a final design package. Deliverables for each park will include:

- Rendered overall park master plan
- Rendered plan enlargements
- Rendered sections, details, and character sketches to illustrate design intent
- Costs opinion

**Task 12. Presentations:** Viridis will attend and present the final plan to the DDA, Township Board, and others as needed.





## FIRM PROFILE

Founded in 2006, VIRIDIS Design Group is an award-winning landscape architecture firm with offices in Grand Rapids and Kalamazoo Michigan. We are creative thinkers who have a passion for crafting distinctive outdoor environments that inspire, restore, and bring communities together. We are recognized by our ability to merge artistic vision, environmental sensitivity, and sound technical skills to create unique and dramatic places. Our work focuses on people, the environment, and connections between the two, bringing measurable value to the projects we undertake.

We place a strong emphasis on client participation and firmly believe that successful projects emerge not from preconceived notions, but from a thoughtful collaborative process. We are landscape architects devoted to design that matters, design that makes a difference, and design that contributes to the well-being of the communities we work in.

**Established:** 2006

**Entity Type:** Michigan Limited Liability Company

**Identification Number:** 801359869

**Markets Served:** Parks & Recreation, Green Infrastructure, Campus Planning, Urban Design, Non-Motorized Transportation, Athletic Facilities, Healthcare, and Private Development

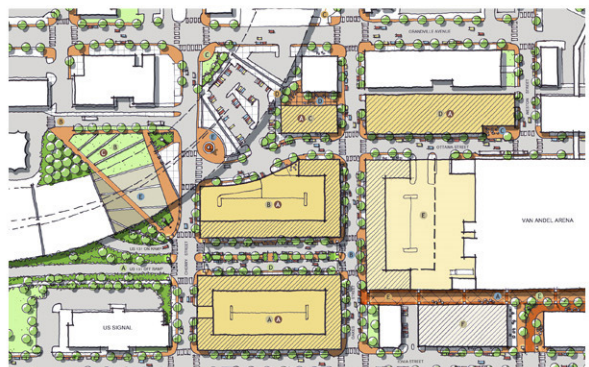
**Professional Awards:**

- 2014 Honor Award - APA Michigan Chapter - Arena South Visioning Plan
- 2016 Firm of the Year - ASLA Michigan Chapter
- 2017 Merit Award - ASLA Michigan Chapter - Arcus Center for Social Justice Leadership, Kalamazoo College
- 2018 Honor Award - ASLA Michigan Chapter - Fred Meijer Millennium Trail Network
- 2019 Build Michigan Award - Mt. Hope Park - Delta Township, Michigan

**Grand Rapids Office:** 1430 Monroe Avenue NW, #210  
Grand Rapids, MI 49505  
(616) 438-9841

**Kalamazoo Office:** 313 North Burdick Street  
Kalamazoo, MI 49007  
(269) 978-5143

**Website:** [www.virdg.com](http://www.virdg.com)





## OUR TEAM

VIRIDIS Design Group has a long history of leading many different types of collaborative planning and design projects, from large-scale regional comprehensive plans to smaller scale neighborhood rain gardens and pocket parks. Our team is uniquely suited for master planning projects like this one as we have proven over time that we will provide innovative and sustainable design solutions, connect and listen to stakeholder input, collaborate with and offer guidance to promote best management practices, and meet project deadlines and budget expectations.

### TEAM STRUCTURE

Project Personnel	Project Role	Expertise
Trevor Bosworth, PLA Principal	Principal-In-Charge	Urban Design, Charrette/Workshop Facilitation, Graphic Communication & Illustrations, Phased Implementation Processes
Sulin Kotowicz, PLA Landscape Architect	Project Manager	Project Management, Cost Estimating, Permitting and Local Agency Coordination & Compliance
Lindsey Gadbois Landscape Designer	Design Support	Community Engagement Strategies, Design, Graphic Illustration/Communication



**Trevor Bosworth, PLA, ASLA:** Trevor is a Principal of the firm and manages our Grand Rapids office. He brings over 23 years of professional landscape architecture leadership to the project. Trevor has extensive knowledge pertaining to park & recreation planning, urban design, green-infrastructure, non-motorized transportation, design guidelines, material specification, construction documentation, and public workshop & design charrette facilitation.



**SuLin Kotowicz, PLA, ASLA:** SuLin is a registered landscape architect and for the last 16 years has been designing and managing the implementation of numerous parks, open spaces, and streetscapes within West Michigan. She has extensive experience and in-depth knowledge of the construction documents, specifications, and permitting standards. SuLin sits on numerous, state and national boards, and is a tireless advocate for the profession.



**Lindsey Gadbois, ASLA:** Lindsey has an international perspective on landscape design and site planning with experience in Australia, New Zealand, and China. A Grand Rapids native, she lived in the Pacific Northwest for 15 years, before the Great Lakes called her home. Her passion lies in sharing knowledge about ecological and nature-based opportunities, unique to place, while practicing inclusive design thinking.

## PROFESSIONAL FEE

In order to complete the scope of services outlined in this proposal, VIRIDIS Design Group proposes a **Total Not-To-Exceed Fee of \$11,400**. This fee includes all costs for services including reimbursable expenses and is based on the work plan outlined in the proposal.

Additional services may be added as mutually agreed upon by Cascade Township and VIRIDIS Design Group. Fees for additional services will be based on the following rates:

### 2020 VIRIDIS Design Group Billing Rates:

Principal-in-Charge:	\$120/hour
Senior Landscape Architect:	\$100/hour
Civil Engineer:	\$100/hour
Landscape Architect:	\$95/hour
Landscape Designer:	\$85/hour
Printing:	At-Cost
Mail/Postage:	At-Cost
Mileage:	Current IRS Rate



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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Discuss and Consider DDA Sponsorship for the Cascade Metro Cruise Warmup Event

**Meeting Date:** May 19, 2020

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After a spectacular 10<sup>th</sup> anniversary event last year, the committee was geared up and ready to begin planning for the Cascade Metro Cruise Warmup for 2020. It is unclear at this point if the event will be taking place. If it does, it will be held Thursday, August 20 at the Thornapple Centre.

The committee has been discussing the 2020 event and, at this time, will continue to move forward with planning.

This event continues to be popular and bring people into the community and the business district. It increases awareness of Cascade Township and our businesses. The DDA plan does allow the board to “create, manage and support annual events occurring within the DDA district”.

The Metro Cruise Warmup committee is requesting \$5,000 for sponsorship of the event. Staff is recommending the DDA sponsor the Cascade Metro Cruise Warmup for 2020.