

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, June 16, 2020
5:30 P.M. Online Zoom Meeting

ARTICLE 1. **Chairman Puplava** called the meeting to order at 5:39 P.M. via online Zoom meeting
Members Present: Puplava, Siegle, Growney, DeWitt, Beahan
Members Absent: Kingsland, Makkar, Stephan
Others Present: DDA Director Sandra Korhorn

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

Motion was made by Member Beahan to approve the Agenda. Supported by Member DeWitt. Motion carried 5 to 0.

ARTICLE 3. **Approve the Minutes of the May 19, 2020 Meeting.**

Motion was made by Member Siegle to approve the Minutes of the May 19, 2020 Meeting. Supported by Member Beahan. Motion carried 5 to 0.

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

No one came forward.

ARTICLE 5. **Review Updated Work Scope & Preliminary Schedule for Lower Village Master Plan**

Director Korhorn stated that the Township Board, at their May 27 meeting, approved moving forward with the proposal for the Lower Village plan. Trevor (Viridis Design Group) provided an updated schedule for the work scope. Director Korhorn highlighted the dates of the Phases.

Phase 1 Site Investigation & Analysis (July 1-August 15)

Phase 2 Engagement + Site Programming (August 16- October 12)

Phase 3 Master Plan Finalization (October 13 – November 14)

ARTICLE 6. **Update – Temporary Outdoor Uses/Activities**

Director Korhorn stated that because of the Covid-19 Pandemic, the Township Board, at their June 10 meeting, passed a resolution allowing administrative site plan review for temporary outdoor food and beverage, retail, recreation and other similar uses.

Director Korhorn stated these temporary regulations will allow for restaurants, retail, recreational and other similar uses to obtain administrative site plan approval for the following and will expire November 1, 2020:

1. Temporary drive thru
2. Outdoor retail sales
3. Outdoor physical fitness/health activities
4. Temporary outdoor seating and/or expansion on private or public sidewalks, parking lots, and interior landscape areas
5. Allow for temporary tents and vehicles to be used in conjunction with their request.

The board members approved of the regulations from the Township Board to help the businesses in the district.

ARTICLE 7. Review 2019 Annual Report

Director Korhorn stated that as part of Public Act 57, the DDA is required to submit an annual report for the DDA to the State of Michigan Treasury as well as the taxing authorities. The taxing authorities include Cascade Township, Kent County, Kent District Library and Grand Rapids Community College.

Director Korhorn went through the report with the board.

ARTICLE 8. Any Other Business

- a. No other business

ARTICLE 9. Adjournment

Motion was made by Member Siegle to adjourn. Supported by Member DeWitt. Motion carried 5 to 0. The meeting was adjourned at 5:55 P.M.

Respectfully submitted,

Diana Kingsland, Secretary

The DDA held a scheduled Informational Meeting before the regularly scheduled meeting.

ARTICLE 1. Chairman Puplava called the Meeting to order at 5:31pm.

ARTICLE 2. Review the Informational Meeting Agenda

ARTICLE 3. Acknowledge visitors and those wishing to speak to non-agenda items.

No one came forward.

ARTICLE 4. Review of Projects Completed over the Last Year

Director Korhorn listed many things the DDA has completed in 2019, including:

- Sunday Afternoon Live sponsorship
- Family Nights at the Library sponsorship
- Cascade Metro Cruise Warmup sponsorship
- Bus Service
- Purchase of a Bucket Truck
- Construction of Centennial Park Streetscape, including sidewalks, streetlights and landscape
- Purchase of the Tuffy property
- Participated in the development of the Master Plan

ARTICLE 5. Overview of Future Plans

Director Korhorn briefly went over a list of expected future projects, including:

- The construction of an Outdoor Gathering Space at the Library
- Cascade Metro Cruise Warmup
- Tactical Urbanism

ARTICLE 6. Adjournment

Respectfully submitted,

Diana Kingsland, Secretary