

## **AGENDA**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
July 19, 2016  
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 April 19, 2016 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Discuss and Consider 28<sup>th</sup> St. Sidewalk – Hotel Ave. to Drury Hotel
- ARTICLE 6.** Discuss the Use of Banners in Centennial Park
- ARTICLE 7.** Discuss Metro Cruise Warmup
- ARTICLE 8.** Any Other Business
- a. Update of Library Property Plan  
July 26 – 6:00 p.m.
  - b. Update on Township Hall Project
  - c. Update on Planning Activities
- ARTICLE 10.** Adjournment

*Please call 949-1500 or email me at  
[sandra@cascadetwp.com](mailto:sandra@cascadetwp.com) if you cannot attend*

**MEETING MINUTES**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, April 19, 2016  
5:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

**ARTICLE 1.      Call the Meeting to Order**

Vice Chairman Puplava called the meeting to order at 5:30 p.m.  
Members Present DDA: Rob Beahan, Diana Kingsland, Jennifer Puplava, Kim Ridings, Richard Siegle, Steve Stephan.  
Absent: David Huhn (Excused), Paula Rowland (Excused), Matt Smith (Excused)  
Others Present: DDA/ED Director Sandra Korhorn and others listed on the sign in sheet.

**ARTICLE 2.      Approve the Agenda**

**Motion was made by Member Beahan to approve the Agenda. Support by Member Ridings. Motion carried, 6-0.**

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

**Motion was made by Member Beahan to approve the minutes of the March 15, 2016 meeting as written. Support by Member Siegle. Motion carried 6-0.**

**ARTICLE 4.      Acknowledge visitors and those wishing to speak to non-agenda items. *(Comments are limited to five minutes per speaker)***

No visitors

**ARTICLE 5.      Discuss and Consider Consult for Library Property Plan**

DDA/ED Director Sandra Korhorn presented. If you remember we sent out a RFP, request for proposal, to work on the plan for the Library property. We received five proposals and interviewed three. The interview committee was Rob Beahan, Steve Peterson and myself. M.C. Smith, Progressive and Viridis were the three finalists. Viridis was the best candidate for the job and I am looking for a recommendation from you to the Township Board to hire Viridis to develop a plan to create a gathering place on the Library Property.

Discussion followed.

**Member Kingsland made a motion to recommend Viridis as consultants for developing the Library Property. Support by Member Siegle. Motion carried 6-0**

**ARTICLE 6. Discuss and Consider Using Banner Arms for Metro Cruise Warmup Event**

DDA/ED Director Korhorn presented. We talked briefly at the March meeting and we did receive a sample. There was concern about scratching the street lights. The vendor stated we could put felt on the back side of the bracket and there would not be a problem. The banners would be up for approximately two (2) weeks. They are allowed in the Township as they do not promote any one business. The banners would be in the DDA District only. We would do either 8 double sided or 16 single sided. I think that 8 total would be sufficient as a test to see if this is something we would like to invest in for future events. The Metro Cruise will pay for the banners but the DDA will keep ownership of the banners.

Discussion followed.

**Member Ridings made a motion to approve the installation of the Banner Arms for the Metro Cruise Warmup Event. Support by Member Stephan. Motion carried 6-0**

**Article 7. Any Other Business**

**a) Update on Planning Activities:**

- **Grand Coney is going into the old Sleep Doctor Store**
- **Drury Hotel is set to open in June**
- **A Microbrew will be next to Subway**
- **Bus route feedback has been very favorable**
- **Landscaping is starting at the Museum Gardens**
- **The Township voted to continue with specific drawings for the new Township Hall to be able to bid the project.**

**b) Wrought Iron Fence**

State Farm has been in contact with us about the wrought iron fence in front of their building and in front of Bridal Elegance. The same fence is across the street as well. The fence is in really poor condition and has been hit by a car. Up close you can see that the fence is rusted and deteriorating. We can choose to repair/replace the fence but it will be very costly. We could replace with a plastic product or remove it all together.

**Discussion Followed.**

**Article 8. Adjournment**

**Member Siegle made a motion to adjourn 6:10 PM. Support by Member Kingsland. Motion carried 6-0. Meeting Adjourned at 6:10 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Ann Seykora, Planning Administrative Assistant  
Julie Kutchins, Planning Administrative Assistant

---

## DDA MEMORANDUM

---

**To:** Cascade Township DDA Board

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

**Subject:** Discuss and Consider 28<sup>th</sup> St. Sidewalk – Hotel Ave. to Drury Hotel

**Meeting Date:** July 19, 2016

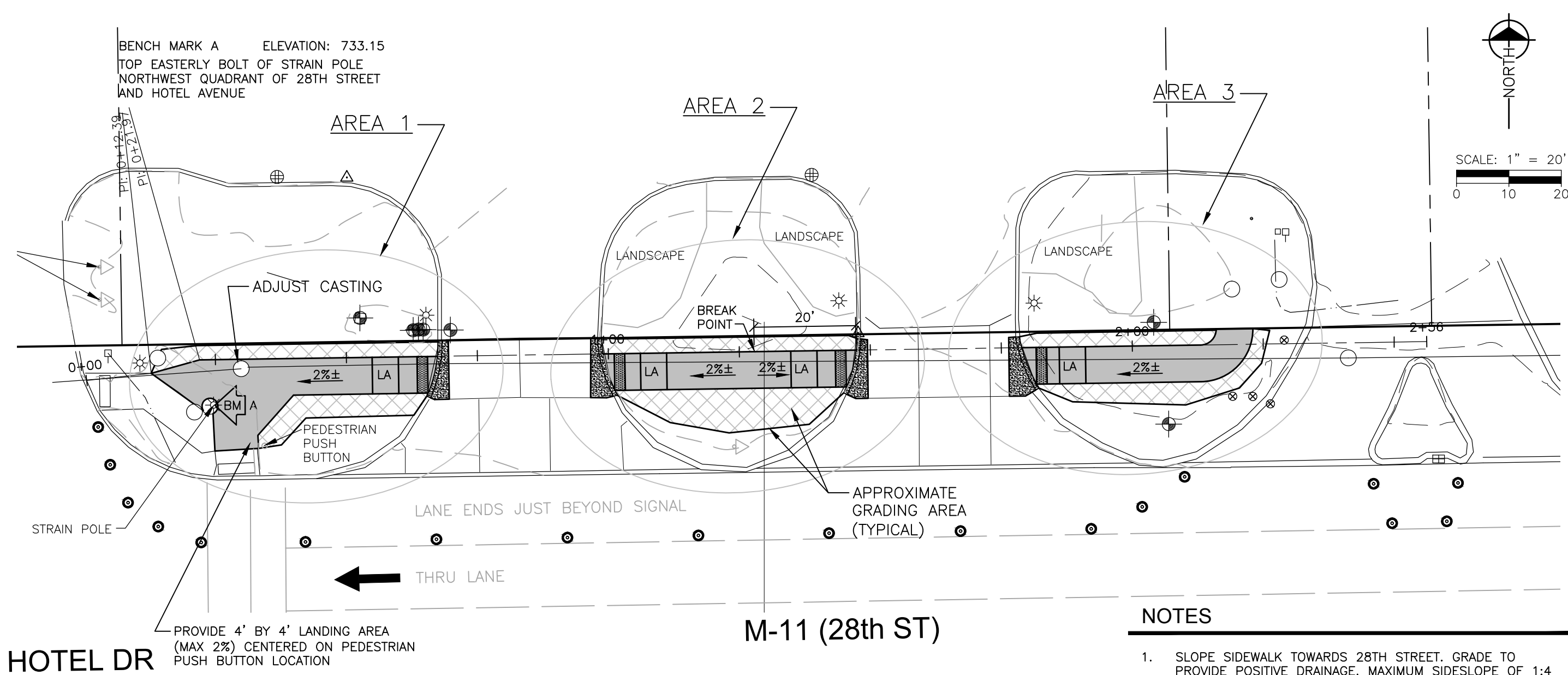
---

If you recall, we placed the extension of the 28<sup>th</sup> St. sidewalk from Hotel Ave. to Drury Hotel in the CIP for 2016, which the Township Board approved along with the budget last winter.

Mike Berrevoets, FTCH, has been working on the sidewalk plans and we have received a construction quote from Kamminga & Roodvoets (K&R) for this work. K&R recently completed the Cascade Village road projects and also construction of a small portion of the sidewalk along 28<sup>th</sup> St., west of the interchange in 2013.

In order to move forward, staff is looking for a positive recommendation to the Township Board on this project. If approved, K&R would schedule this construction sometime in September or October.

PLOT INFO: Z:\2016\160322\CADD\CD2\_PROPOSED.DWG LAYOUT1 DATE: 5/27/2016 TIME: 11:04:28 AM USER: MLB



HOTEL DR

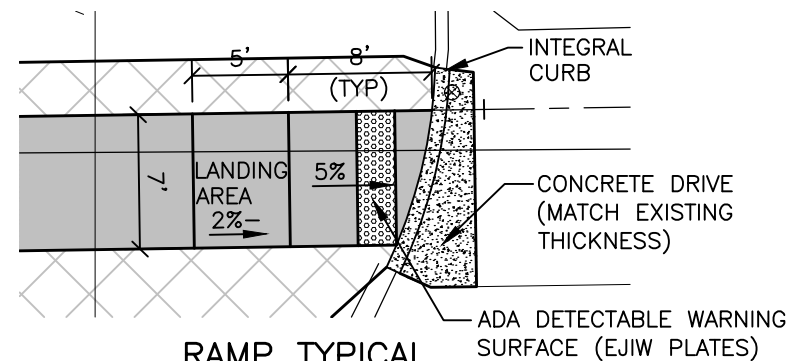
M-11 (28th ST)

### NOTES

1. SLOPE SIDEWALK TOWARDS 28TH STREET. GRADE TO PROVIDE POSITIVE DRAINAGE. MAXIMUM SIDESLOPE OF 1:4
2. MAINTAIN DRIVEWAY ACCESS TO AT LEAST ONE OF THE TWO DRIVEWAYS FOR THE GAS STATION AT ALL TIMES.
3. QUANTITIES ARE TAKEN FROM CAD WITH NO ROUNDING OR INCREASES. PLAN ACCORDINGLY.

APPROXIMATE QUANTITIES BY WORK AREA				
WORK ITEM	UNITS	AREA 1	AREA 2	AREA 3
SIDEWALK, 4-INCH	SFT	422	234	256
SIDEWALK RAMP, 6-INCH	SFT	46	92	46
ADA DETECTABLE PLATES	SFT	14	28	14
INTEGRAL CURB & DRIVE	SFT	31	36	41
GRADING AREA *	SYDS	33	45	29
ADJUST CASTING	EA	1	0	0

GRADING AREA \* INCLUDES AT LEAST 3' ALONG EDGE OF WALK PLUS ADDITIONAL AREA WHERE IT IS ANTICIPATED THE SLOPE NEEDS TO BE ADJUSTED TO MAINTAIN POSITIVE DRAINAGE. SMALLER AREAS MAY BE POSSIBLE.



**RAMP TYPICAL**  
SCALE: 1" = 10'

**PROPOSED WALK**

**fish**

engineers

scientists

architects

constructors

fishbeck, thompson,  
carr & huber, inc.

Hard copy is  
intended to be  
11"x17" when  
plotted. Scale(s)  
indicated and  
graphic quality may  
not be accurate for  
any other size.

**Cascade Charter Township**

Cascade Twp, MI

2016 DDA Sidewalk - 28th St

PROJECT NO.

G160322

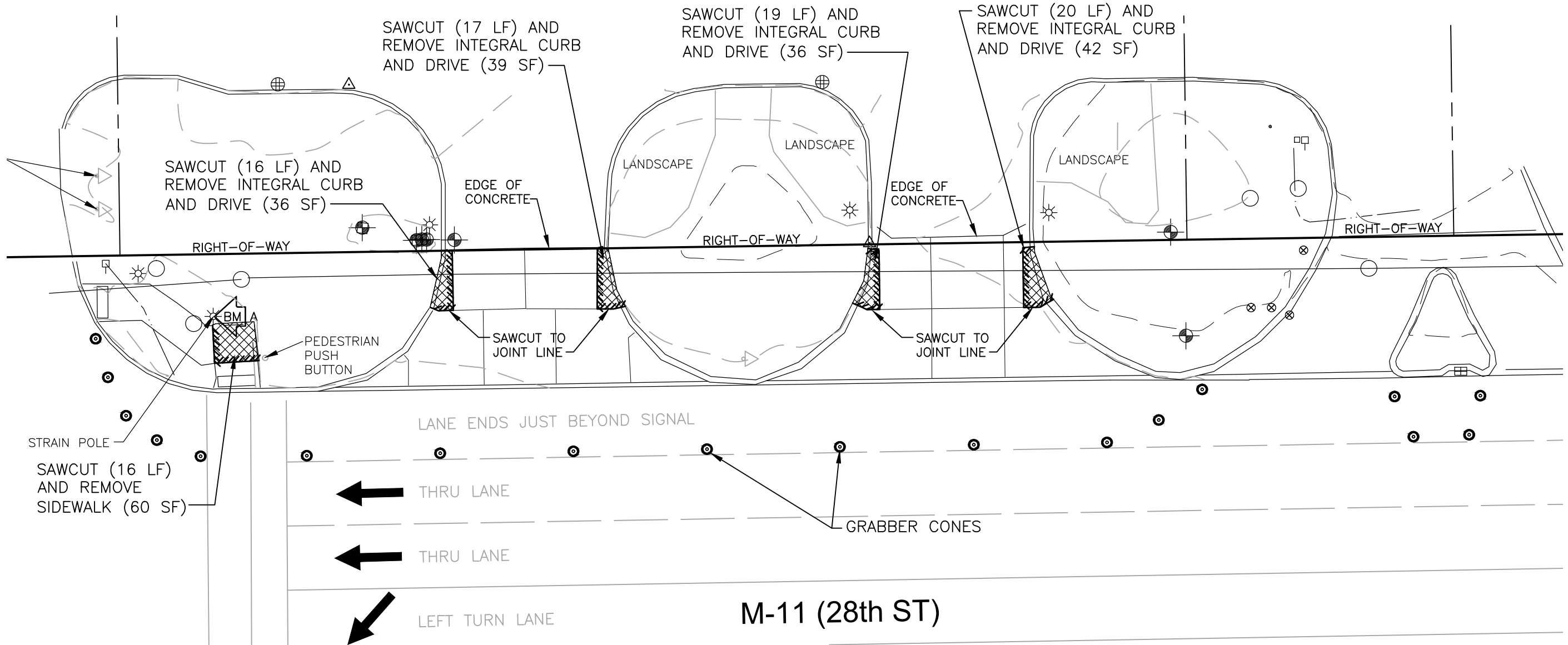
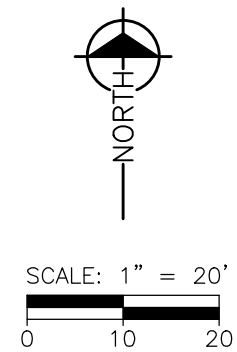
FIGURE NO.

2

PLOT INFO: Z:\2016\160322\CADD\CD1\_REMOVE.DWG LAYOUT: LAYOUT1 DATE: 5/27/2016 TIME: 11:05:02 AM USER: MLB

©Copyright 2016 All Rights Reserved

HOTEL DR



### MAINTAINING TRAFFIC NOTES

1. AUXILIARY LANE CAN BE UTILIZED FOR WORKING AREA. MAINTAIN BOTH THROUGH LANES AT ALL TIMES.
2. GRABBER CONE SPACING IS 25'
3. GRABBER CONES TO BE CONTINUED EAST TO EASTBOUND I-96 RAMP LOCATION.
4. REMOVE CONES AND LAY DOWN SIGNS DURING NON-WORKING HOURS.
5. MAINTAIN ONE DRIVEWAY ACCESS TO GAS STATION AT ALL TIMES. PROVIDE GAP IN CONES FOR ACCESS TO HOTEL DRIVE AT ALL TIMES
6. IMPLEMENT MDOT WORK ZONE SIGNING SEQUENCE M0050a ON WEST BOUND M-11 (28TH ST) AHEAD OF WORK ZONE.
7. IMPLEMENT MDOT WORK ZONE SIGNING SEQUENCE M0110a (SHOULDER CLOSURE) ON WEST BOUND M-11 (28TH ST) AHEAD OF WORK ZONE.
8. PLACE WORK ZONE AHEAD SIGN ON EASTBOUND I-96 EXIT RAMP.

## REMOVALS AND MAINTAINING TRAFFIC

fishc&h

engineers

scientists

architects

constructors

fishbeck, thompson,  
carr & huber, inc.

Hard copy is  
intended to be  
11"x17" when  
plotted. Scale(s)  
indicated and  
graphic quality may  
not be accurate for  
any other size.

Cascade Charter Township  
Cascade Twp, MI

2016 DDA Sidewalk - 28th St

PROJECT NO.

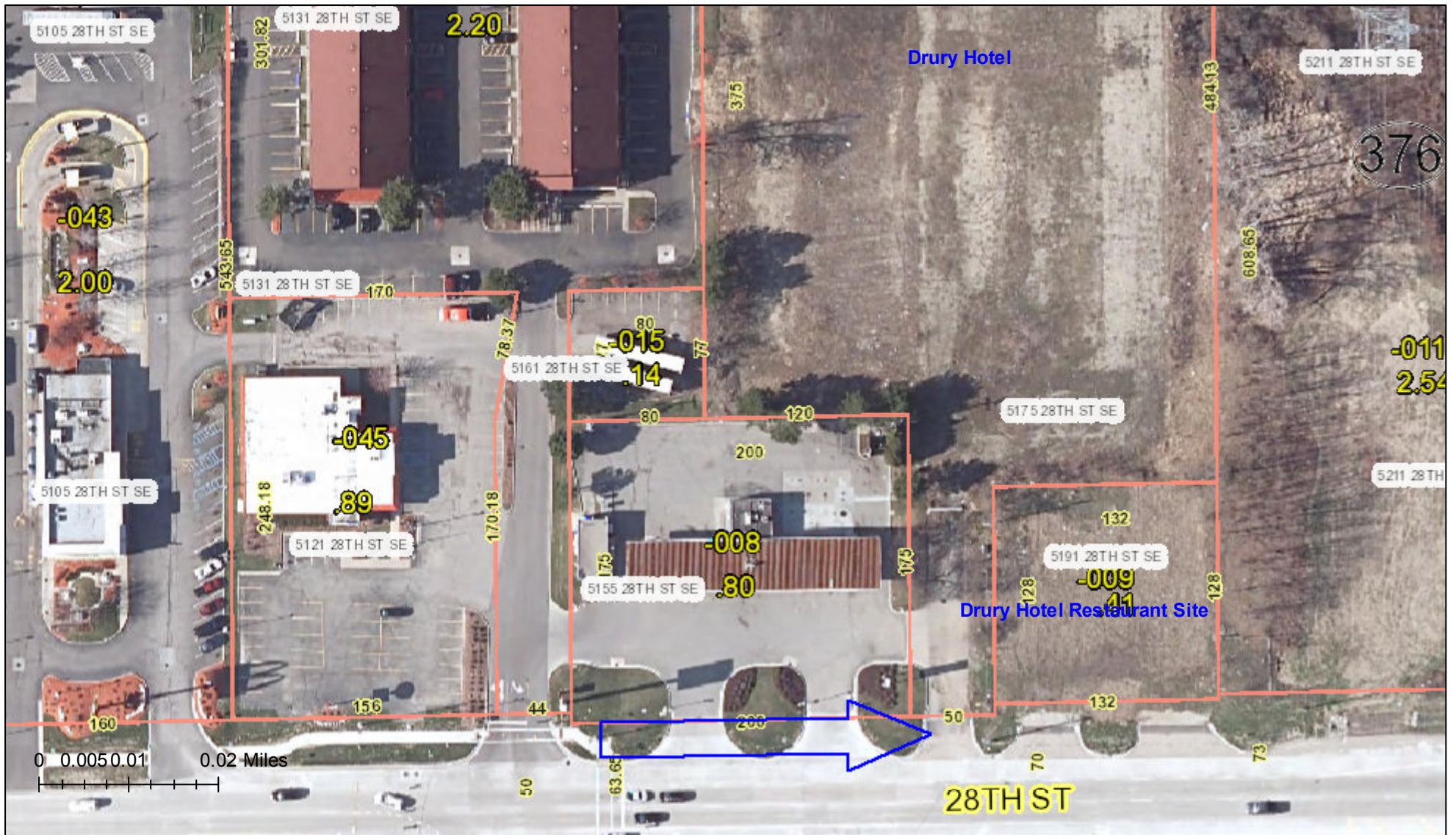
G160322

FIGURE NO.

1



# TITLE



© 2013 REGIS All Rights Reserved

This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended.

Printed 7/15/2016 9:16:31 AM

---

## DDA MEMORANDUM

---

**To:** Cascade Township DDA Board

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

**Subject:** Discuss the Use of Banners in Centennial Park

**Meeting Date:** July 19, 2016

---

I recently visited with Dialog Direct, located in Centennial Park. The Human Resource Business Partner had some questions for me and one of them was in regards to the banner arms on the streetlights throughout Centennial Park and what their purpose was.

She is interested in placing banners on the streetlight poles that are located near Dialog Direct. The banners would be used to:

1. Advertise their business – (business name or logo on the banner)
2. Advertise the Business Park – (the Centennial Park logo on the banner)
3. To use as a wayfinding sign – (the banners would be specific colors on certain loops).

I think this is an interesting idea for the park. I believe the Association has a meeting July 21 and perhaps this should be a topic of discussion at that meeting. I am interested in the thoughts of the DDA on this idea.







---

## DDA MEMORANDUM

---

**To:** Cascade Township DDA Board

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

**Subject:** Update and Discuss the Metro Cruise Warmup

**Meeting Date:** July 19, 2016

---

The Metro Cruise Warmup committee has been working hard on putting this event together. As you know, this event is open to the public. The Metro Cruise Warmup has been held in the past at the D&W Plaza, but due to space constraints, it is being moved to the Thornapple Centre.

The property and business owners in the Thornapple Center are aware of the event and are excited about the exposure and traffic that it will bring.

Both the Fire Chief and Deputy Ryan Roe sit on the committee for the Metro Cruise Warmup and are aware of the event and the layout for the event.

The Metro Cruise Warmup received permission from the Zoning Board of Appeals to have up to 6 food trucks on site. Each food truck will have to provide a copy of their current Kent County Health Dept. permit to serve food prior to the event. There will be no sale, distribution or consumption of alcoholic beverages at the event.

Restroom facilities (port a johns) and handwashing stations will be available to the public.

There will be parking on site. Committee members have also spoke with representatives of Cascade Fellowship Christian Reformed Church, Cascade Christian Church and Thornapple Evangelical Church regarding overflow parking. All three churches have no other events on their schedules for that time period and have approved the use of their lots for event parking.

Volunteers will provide clean up after the event each night. There will be trash cans on site for waste disposal. The bands will be finished performing by 9:00 p.m., which is well within the confines of the Cascade noise ordinance regulations.

While the DDA donated \$5,000 for the event, there will be no other financial obligations to the Township to hold the event. Remaining financing is covered by sponsors.





Patron/Event Parking

Patron/Event Parking

Patron Parking

Bus Route

VIP Area

Stage

Food Trucks

Bus Route

Classic Cars

Bounce House

Dunk Tank

Corvette Club

Patron Parking

Patron/Event Parking

Bus Route

Port-a-Johns  
Volunteer Parking