

AGENDA
Cascade Charter Township Planning Commission
Monday, January 9, 2023
7:00 pm
2870 Jacksmith Ave

Public may access the meeting via video conference software Zoom
<https://us02web.zoom.us/j/85807187174>

Meeting ID: 879 8058 1366
By Phone: +1 929 205 6099

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Disclose any Conflict of Interest**
- ARTICLE 5. Approve the Minutes of the December 5, 2022 Meeting**
- ARTICLE 6. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 7. Case #22-3748/Cascade Charter Township
Public Hearing
Requested Action: Planning Commission recommendation to amend the Zoning Ordinance to allow for revisions to the Major Street Plan.**
- ARTICLE 8. Cascade Charter Township Capital Improvements Plan Presentation 2023-2028**
- ARTICLE 9. Review of Master Plan**
- ARTICLE 10. Election of Officers**
- ARTICLE 11. 2022 Planning Department Annual Report**
- ARTICLE 12. Planning Commission Bylaws**
- ARTICLE 13. Planning Principles**
- ARTICLE 14. 2023 Calendar**
- ARTICLE 15. Old Business**
- ARTICLE 16. Any Other Business**
 - **2022 Planning Commission Report**
- ARTICLE 17. Adjournment**

Meeting format

1. **Staff Presentation** *Staff report and recommendation*
2. **Project presentation-** *Applicant presentation and explanation of project*
 - a. **PUBLIC HEARINGS**
 - i. *Open Public Hearing. Comments are limited to five minutes per speaker; exception may be granted by the chair for representative speakers and applicants*
 - ii. *Close public hearing*
3. **Commission discussion –** *May ask for clarification from applicant, staff or public*
4. **Commission decision - Options**
 - a. *Table the decision*
 - b. *Deny*
 - c. *Approve*
 - d. *Approve with conditions*
 - e. *Recommendation to Township Board*

Minutes
Cascade Charter Township
Planning Commission
Monday, December 5, 2022
7:00 P.M.
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Noordyke called the meeting to order at 7:10 P.M.
Members Present: Noordhoek, Rissi, Moxley, Noordyke, Deering, Korstange, Engel
Members Excused: Rapin
Members Absent: Rowland
Others Present: Planning Director Brian Hilbrands and those listed on the sign-in sheet.
- ARTICLE 2.** **Pledge of Allegiance**
- ARTICLE 3.** **Approve the current Agenda**

Motion was made by Member Engel to approve the current agenda. Supported by Member Deering. Motion carried 7 to 0.
- ARTICLE 4.** **Approve the Minutes from the November 14, 2022 Meeting**

Member Korstange requested that Article 7 include language stating that the Parks Committee requested the Township Board set aside \$1 million for park acquisition.

Member Korstange suggested that the last paragraph of Article 9, regarding the Airport Access Study, be changed to include the Planning Commission's request for the subcommittee to come up with three options to bring back to them: the first option was to leave the area as is (future land use industrial), the second being to only allow ARC uses, and the third being a blended option. Member Rissi agreed with Member Korstange.

Motion was made by Member Korstange to approve the November 14, 2022, Meeting Minutes with the two aforementioned changes. Supported by Member Rissi. Motion carried 7 to 0.
- ARTICLE 5.** **Disclose any conflict of interest**

There were no conflicts of interest disclosed.
- ARTICLE 6.** **Acknowledge visitors and those wishing to speak**

There were no visitors that wished to speak.
- ARTICLE 7.** **Review of Proposed Amendments to Major Street Plan**

Planning Director Hilbrands provided a table of their suggested changes to summarize which streets would be reclassified from local to collector roads. This was mainly concerning industrial areas where special uses allowing trucking terminals would be permitted. He used the Kent County truck route map as a guide. Member Rissi asked if

John J Oostema Blvd and Tim Dougherty Dr should be added to the map. Planning Director Hilbrands said that they could be added, but that they are not through-roads.

Member Rissi asked if, when Whitneyville was reconstructed, it was to an 'all-weather' standard because he believed it was a class A road during the winter for a while and then he thought that was rescinded when the bridge over the river was constructed. Planning Director Hilbrands stated that it is still shown on the KCRC map to be a truck route.

Member Noordhoek did not believe it should be listed as a collector route, but Planning Director Hilbrands said it meets the definition of a collector route and is also listed as a truck route. He also pointed out that changing it to a local road rather than a collector road would make the golf course legal nonconforming.

Motion was made by Member Rissi to accept the proposed changes with the addition of John J Oostema Blvd and Tim Dougherty Dr after Patterson also be reclassified as collector roads. Supported to Member Korstange. Motion carried 7 to 0.

The Major Street Plan will be noticed and a public meeting will be held.

ARTICLE 8. Approval of 2023 Meeting Schedule

Planning Director Hilbrands presented the 2023 draft meeting schedule to the Planning Commission and pointed out the dates that would be changed due to when the holidays fell. The members requested the meeting set to take place on MLK Day be moved as it is a federal holiday, even though the township offices will still be open. Chair Noordyke and Member Rissi asked questions about what months meetings tend to be cancelled and Administrative Assistant Stine said she would find that information and pass it along.

Motion was made by Member Engle to approve the meeting schedule with the date change for the meeting that was set to take place on MLK Day. Motion carried 7 to 0.

ARTICLE 9. Old Business

There wasn't any old business to discuss.

ARTICLE 10. Any Other Business

Chair Noordyke said that there aren't any cases on the agenda for the December 19th meeting, so this meeting will be the last one of the year. A meeting cancellation notice will be posted in the coming days.

Chair Noordyke asked the commission members to go through the Strategic Plan and the Master Plan to find areas that don't align, for discussion at either the January 9th or January 30th meeting. This is at the request of Supervisor Lesperance.

The next AC Zoning subcommittee meeting will take place on December 15th.

ARTICLE 11. Acknowledge visitors and those wishing to speak.

There was no one that wished to speak.

ARTICLE 12. Adjournment

Motion was made by Member Rissi to adjourn the meeting. Supported by Member Engel. Motion carried 7 to 0. The meeting was adjourned at 7:34 P.M.

Respectfully submitted,

Diedre Deering, Secretary

DRAFT

MEMORANDUM

Meeting Date: January 9, 2023
To: Cascade Charter Township Planning Commission
From: Brian Hilbrands, Planning Director
Subject: Proposed Amendment to the Zoning Ordinance to allow for Revisions to the Major Street Plan

Included in your packet is a map showing proposed revisions to the Major Street Plan, as well as a resolution to amend the zoning ordinance to allow for the revisions. The list of streets that are to be reclassified from Local Roads to Collector Roads is the same as was presented to the Planning Commission at the December 5 meeting, with the exception that Tim Dougherty Drive and John. J Oostema Boulevard have been added, as discussed at the December 5 meeting. This brings the total number of streets being reclassified to ten.

The majority of these roads are located fully within one of the industrial zoning districts, and all of the roads are shown to be designated as an all-season road on the KCRC Truck Route map. An inventory of the streets that are proposed to have their classification changed, roughly from north to south, is included below:

Street	Segment
33 rd Street	From Patterson Ave east to Kraft Ave
Raleigh Drive	From 33 rd Street south to 36 th St
Kraft Avenue	From 36 th Street south to the end of the street
Tim Dougherty Drive	From Patterson Ave east to the end of the street
John J. Oostema Blvd (44th St)	From Patterson Ave east to the end of the street (to include Terminal Dr and Gateway Dr)
Corporate Grove Drive	From 52 nd St south to Corporate Exchange Blvd
Corporate Exchange Boulevard	From Patterson Ave east to Executive Pkwy
Kraft Avenue	From 52 nd St south to 60 th St
International Parkway	From Kraft Ave west and south to Lacks Industrial Dr
Lacks Industrial Drive	From International Parkway east to Kraft Ave

At this time the Planning Commission is requested to review the proposed revisions to the Major Street Plan and provide a recommendation to the Township Board, and staff are recommending that you pass on a favorable recommendation at this time.

Attachments: Resolution to Amend the Zoning Ordinance
Map of Streets to be Reclassified
Current Major Street Plan
KCRC Truck Route Map

CASCADE CHARTER TOWNSHIP
 KENT COUNTY, MICHIGAN
Ordinance #_ of 2023
 AN ORDINANCE TO AMEND THE CASCADE CHARTER TOWNSHIP
 ZONING ORDINANCE AS FOLLOWS:

CASCADE CHARTER TOWNSHIP ORDAINS:

Section 1. Appendix A -Major Street Plan, of the Cascade Charter Township Zoning Ordinance is amended to read as follows:

The Major Street Plan shall be amended so that the following streets are reclassified from Local Roads to Collector Roads:

Street	Segment
33 rd Street	From Patterson Ave east to Kraft Ave
Raleigh Drive	From 33 rd Street south to 36 th St
Kraft Avenue	From 36 th Street south to the end of the street
Tim Dougherty Drive	From Patterson Ave east to the end of the street
John J. Oostema Blvd (44 th St)	From Patterson Ave east to the end of the street (to include Terminal Dr and Gateway Dr)
Corporate Grove Drive	From 52 nd St south to Corporate Exchange Blvd
Corporate Exchange Boulevard	From Patterson Ave east to Executive Pkwy
Kraft Avenue	From 52 nd St south to 60 th St
International Parkway	From Kraft Ave west and south to Lacks Industrial Dr
Lacks Industrial Drive	From International Parkway east to Kraft Ave

Section 2. Effective Date

This ordinance/ordinance amendment shall become effective upon publication in the Grand Rapids Press, a newspaper of general circulation within Cascade Charter Township.

Section 3. Effect

The Cascade Charter Township Zoning Ordinance, as amended, except as otherwise expressly amended herein, shall remain in full force and effect.

The foregoing Ordinance amendment was offered by Board Member _____ supported by Board Member _____. The roll call vote being as follows:

- YEAS:
- NAYS:
- ABSENT:
- ABSTAIN:

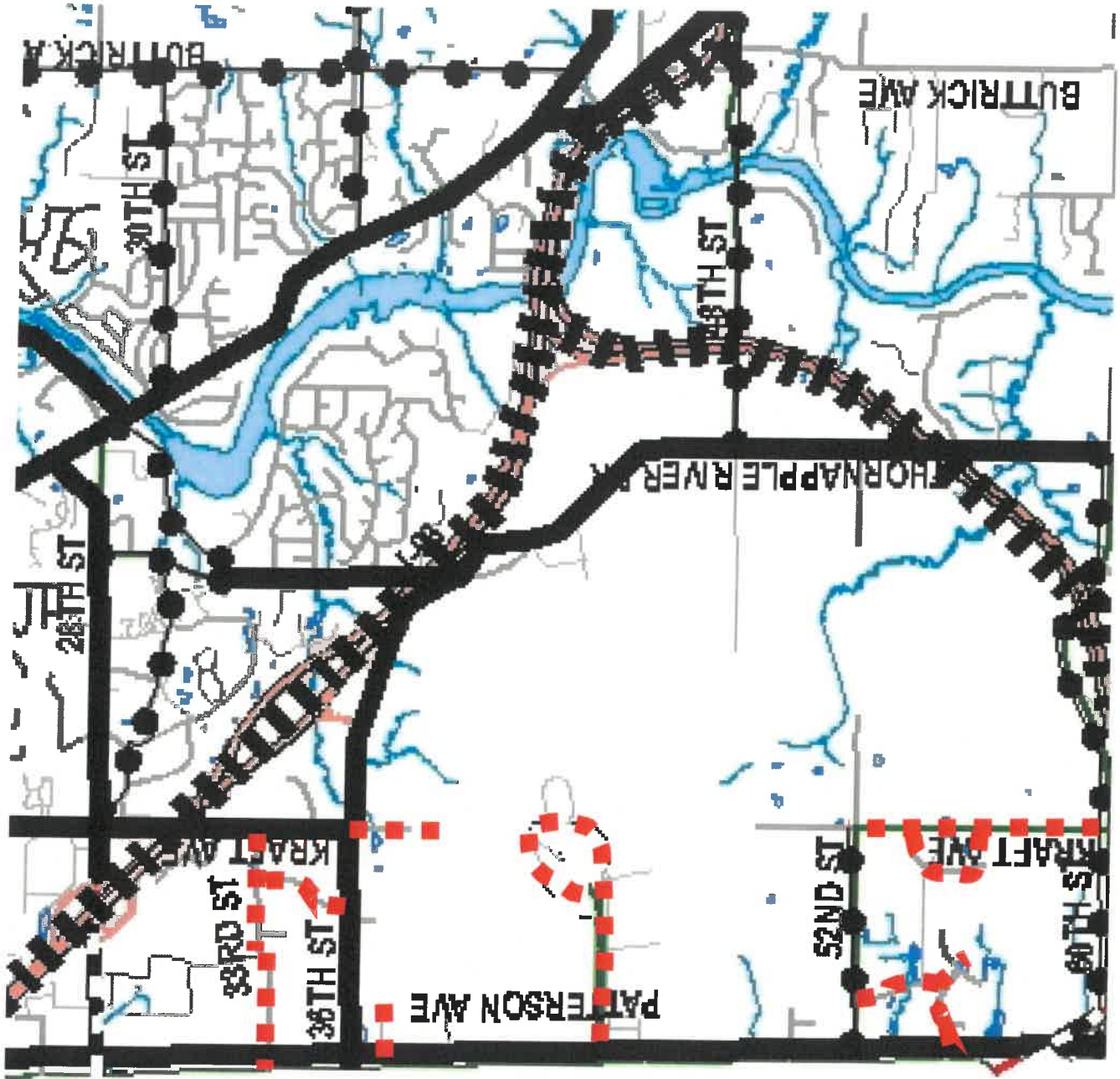
Sue Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an Ordinance adopted at a Regular Meeting of the Cascade Charter Township Board on the ___th day of _____ 2023.

Sue Slater
Cascade Charter Township Clerk




Proposed Changes to Major Street Plan

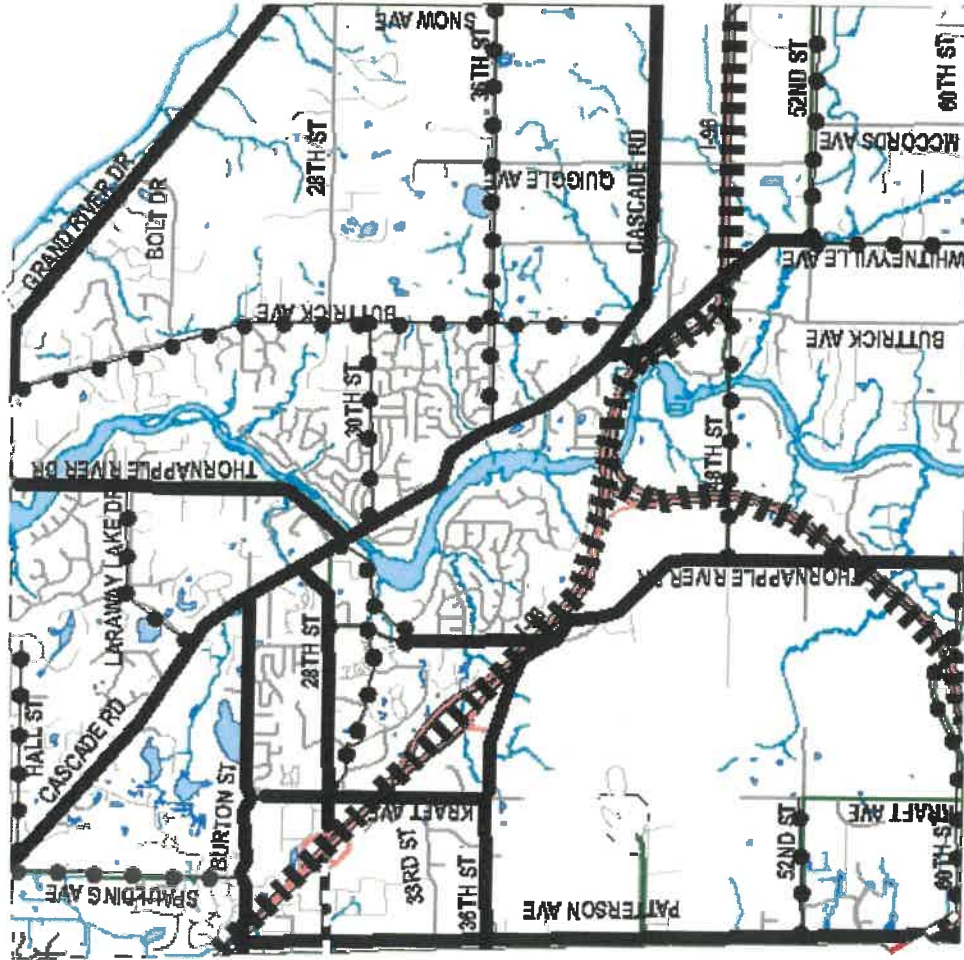


- Interstate Highway
- State Road/Highway
- Arterial Road
- Collector Road

- Change from Local Road to Collector Road

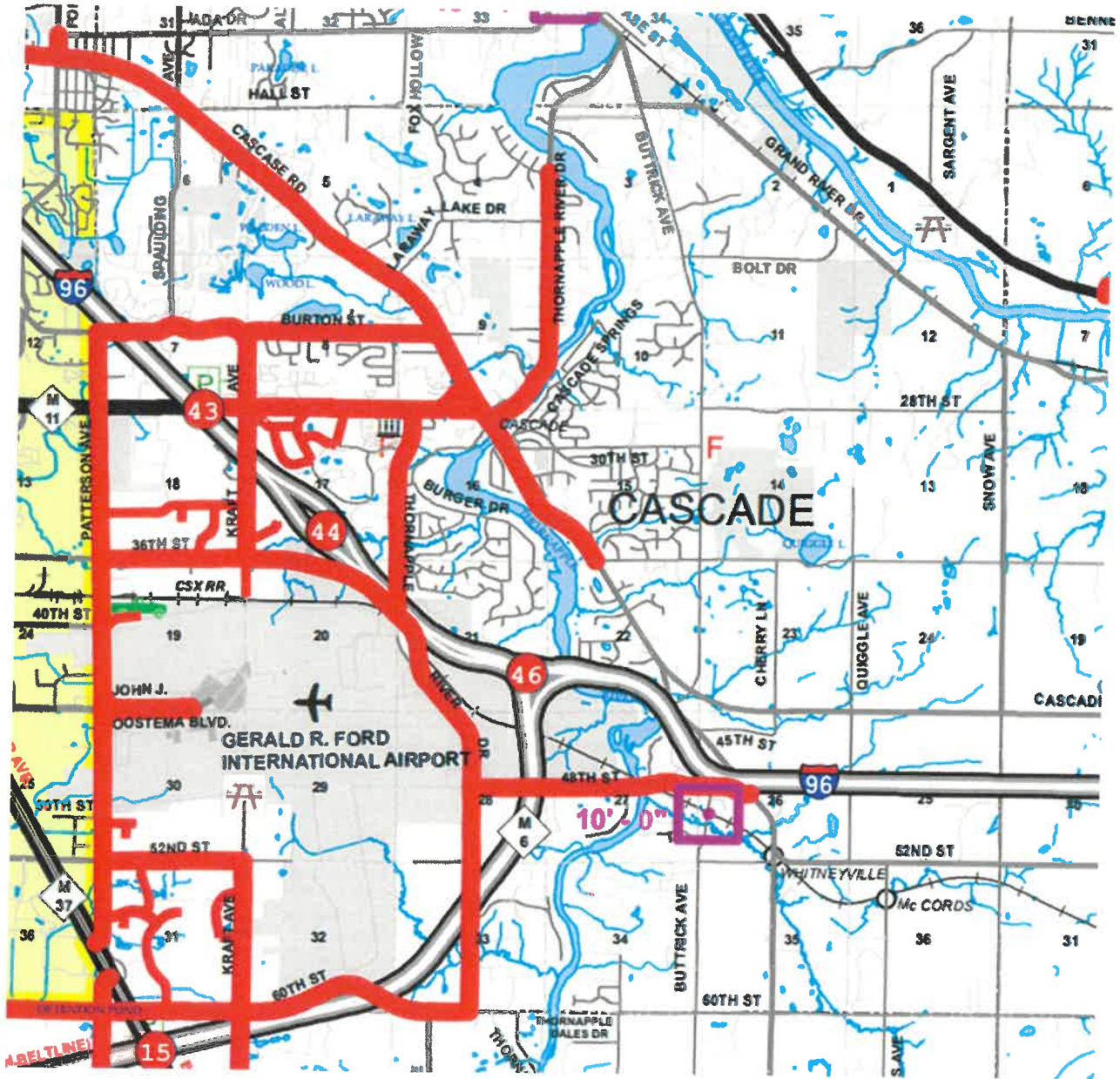
Appendix A Major Street Plan

-  Interstate Highway
-  State Road/Highway
-  Arterial Road
-  Collector Road



Map amended by Ordinance #5 of 2010
March 10, 2010

KCRC Truck Route Map



COUNTY ROADS

- All Season - Primary
- All Season - Local
- Restricted

PLANNING
DEPARTMENT

2022

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2022

TOWNSHIP BOARD

Grace Lesperance, Supervisor
Sue Slater, Clerk
Ken Peirce, Treasurer
Jim Koessel, Trustee
Tom McDonald, Trustee
Timmy Noordhoek, Trustee
John Shipley, Trustee

PLANNING COMMISSION

Chris Noordyke, Chair
Ralph Moxley, Vice Chair
Deidre Deering, Secretary
Joe Engel
Windy Korstange
Timmy Noordhoek, Trustee
Ben Rapin
Scott Rissi
Alan Rowland

ZONING BOARD OF APPEALS

Aaron Mead, Chairman
Ralph Moxley, Vice Chair/Planning Commission Rep
Lou Berra
Tom McDonald, Trustee
Valerie Milliken
Jennifer Puplava, Alternate

PLANNING STAFF

Brian Hilbrands, Planning Director
Madison Smith-Jacoby, Zoning Administrator
Madi Dodge, Administrative Assistant

January 4, 2023

The Cascade Charter Township Planning Department is pleased to present our annual year in review in the form of the *2022 Annual Report*. The following report summarizes each type of development request reviewed by the Planning Department, Planning Commission, Zoning Board of Appeals, and Township Board in 2022.

The Planning Department consists of the Planning and Zoning Administration and also assists the Parks Committee. In addition, we will continue to work closely on economic development initiatives with the Economic Development and DDA Director, Sandra Korhorn.

In addition to the information contained in this report, the Planning Department also performs many important duties on a daily basis that are not normally recognized.

While there continue to be supply chain and market uncertainties, we continue to see a robust number of inquiries, permits and requests for new projects, and it is expected that this will continue into 2023. Should you have any questions or comments relating to this report or the Planning Department, do not hesitate to call us at 616-949-0224.

Sincerely,

A handwritten signature in cursive script that reads "Brian Hilbrands".

Brian Hilbrands
Planning Director

Cascade Charter Township Planning Department 2022 Annual Report

ACCOMPLISHMENTS

Development Reviews

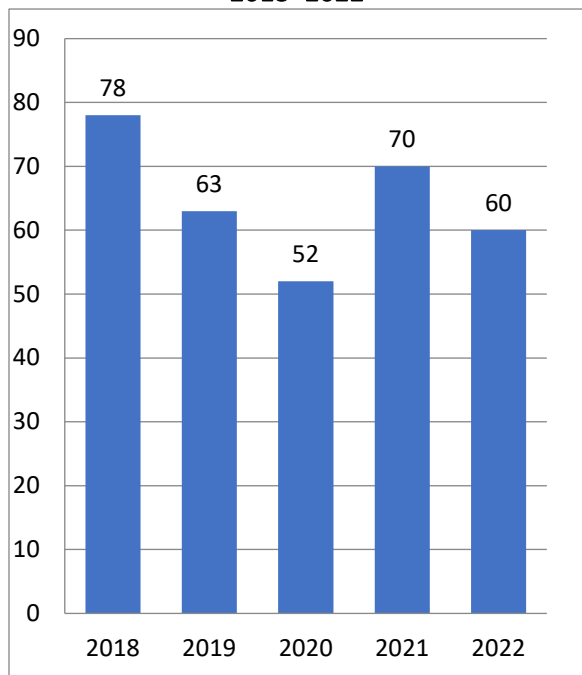
In 2022, the Planning Department reviewed a total of 60 new development requests. Several of the 2021 requests were also carried over into 2022 and consumed additional staff time.

Similarly, many of the projects initiated in 2022 will still be active in 2023. These reviews include those which required action by the Township Board, Planning Commission, Zoning Board of Appeals, and Planning Department, with several requiring action by more than one body. The following tables summarize the project review activities of the Planning Department over the past five (5) years:

DEVELOPMENT ACTIVITIES 2018 - 2022

Activity/Year	2018	2019	2020	2021	2022
Planning Commission					
Planned Unit Developments	4	4	2	4	2
Rezoning	1	0	0	0	0
Site Plan Reviews	9	3	5	6	7
Administrative Site Plan Reviews	5	7	3	10	8
Special Use Permits	19	11	10	15	13
Plat/Site Condo Reviews	0	1	1	0	0
Other Activities	3	3		3	2
Subtotals	41	29	21	38	32
Zoning Board of Appeals					
Variations and other requests	10	11	16	17	18
All Board and Commissions					
Other Requests	0	0	0	0	0
Planning Department					
Lot Split (Cases)	27	23	15	15	10
TOTALS	78	63	52	70	60

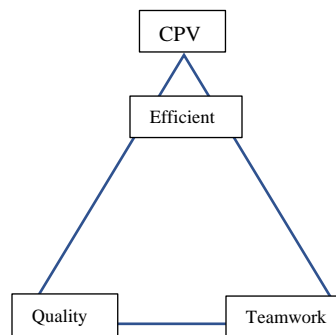
DEVELOPMENT ACTIVITY TOTALS 2018- 2022



In addition to reviewing all of the development proposals submitted to the township, the Planning Department's days are filled with numerous other activities. Highlighted activities are summarized below.

Department Vision

The Planning Department has embraced a modified "triple bottom line" approach to providing services. This modified approach is being used to allow each member of the department to use their skills to help Create Public Value.



Staff Changes

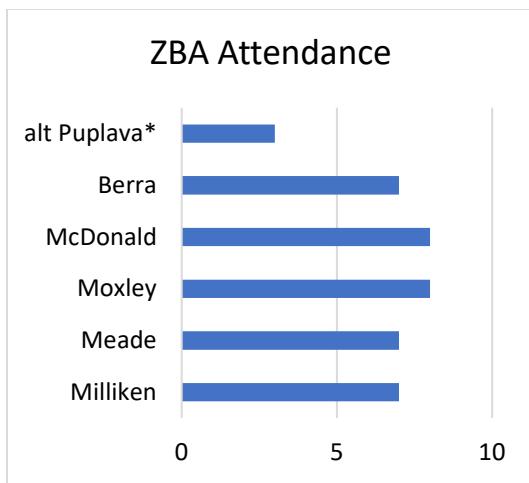
Some of the most notable change for the year came with staff changes. The Department has added the position of Zoning Administrator by hiring Madison Smith-Jacoby. Madison will be assisting the Department with development reviews, code enforcement, and numerous other activities.

Former Administrative Assistant Jessica Stine left our Department to join the Manager’s office. As a result, Madi Doge was hired to fill that role. With new staff members joining the Department combined with the high number of development requests, 2022 was another busy year for the Planning Department.

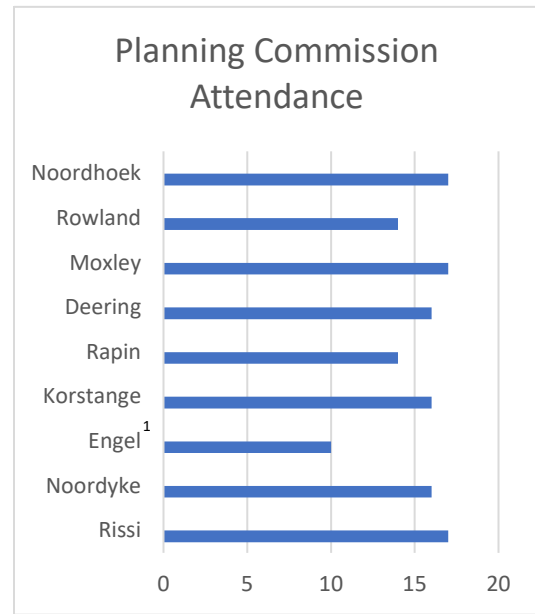
Attendance

In 2022 the Planning Commission had a total of 18 meetings and the Zoning Board of Appeals had a total of 8 meetings. *The alternate for the Zoning Board only attends when needed.

Zoning Board attendance was as follows:



Planning Commission attendance was as follows



¹ Joined in January

Regional Planning

Staff continued its involvement with regional planning issues in 2022. Staff continues to meet with GVMC/REGIS and other.

Storm water

A significant amount of staff time continues to be dedicated to storm water related issues. A new Stormwater Ordinance was adopted by the Township Board in early 2022. In late 2022 a staff Township Engineer was hired, who will be able to assist with development reviews as well as resident stormwater complaints.

Parks

In 2022, with staff assistance, the Parks Committee finalized the creation of an updated 5-Year Parks, Recreation and Open Space Plan. Staff will continue to assist with the implementation of that plan. The Parks Committee is currently developing a job description for a Parks Director, with the goal of filling that position by summer of 2023.

Pathway Maintenance

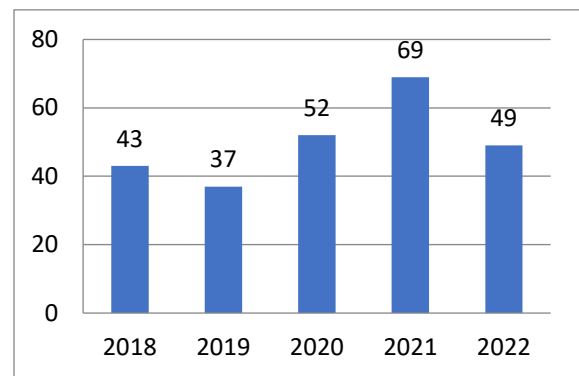
A Pathways Committee was formed in 2022, and with the assistance of the Township Engineer, created a maintenance plan for the existing pathway system. The maintenance plan would see the entire pathway system repaired within the next 5 years, beginning with approximately 5.3 miles of pathway being repaired in 2023.

Regional Geographic Information System (REGIS)

Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

Building permits

Below is a chart showing the number of new residential building permits for the last 5 years. The Planning Department is responsible to check to make sure that every building permit complies with zoning regulation. While the graph only shows new residential construction, it does indicate trends for all permits.



Case Summaries

The following pages provide a brief synopsis for each type of development request that was reviewed in 2022.

2022						
Planned Unit Developments						
Case	Applicant	Request	Location	Preliminary	Final	
22-3701	Woods Builders Homes INC	PUD amendment to accommodate a 24-unit apartment project	6105 Charlevoix Woods SE	-		
22-3739	Northpoint Bank	PUD amendment to accommodate an addition to the existing office building	5303 28th St Ct	-		
Site Plan review						
Case	Applicant	Proposed Land Use	Location	Planning Commission Action		
22-3694	Geerlings	100,000sqft building addition	5784 Kraft Ave	Approved		
22-3696	Luminar Technologies INC.	26,520sqft building addition	4300 Thornapple River Dr	Approved		
22-3697	Ridges of Cascade	Constructing a 35' x 70' dog park	5985 Cascade Ridge SE	Tabled		
22-3717	GDP Properties LLC	55,000sqft addition/parking lot renovation	5251 36th St SE	Approved		
22-3729	MPM Interiors	New two-story, 10,000sqft building and parking lot	6660 Old 28th St	Approved		
22-3735	Koenes Trust Properties	16,846sqft addition connecting two buildings	5100 Patterson Ave SE	Approved		
22-3738	GDP Properties LLC	Amendment to approved site plan for 55,000 sq ft addition/parking lot renovation	5251 36th St SE	Approved		
Special Use Permits						
Case	Applicant	Request	Location	Zoning	Action	
22-3695	Downey	Accessory building larger than 832 sq ft	3030 Wood Duck Lane	ARC	Approved	
22-3699	D. Carpenter Homes LLC	Accessory building larger than 832 sq ft	2011 Devonwood Lane	Residential	Approved	
22-3702	Underwood	Accessory building larger than 832 sq ft	7675 Sudbury Lane	R-1	Approved	
22-3703	Matthews	Accessory building larger than 832 sq ft	8320 45th St SE	R-1	Approved	
22-3707	Harwood	Accessory building larger than 832 sq ft	8189 Ashwood Dr SE	PUD 89	Approved	
22-3708	Albright	Build a 6-foot-tall fence in the front yard	2970 Thorncrest Dr SE	R-2, Residential	Approved	
22-3720	Ward	Temporary fenced enclosure in the front yard	1896 Country Brook Dr	R-1	Approved	
22-3722	Postma	Accessory building larger than 832 sq ft	5479 Ranger Hills Dr	R-1	Approved	
22-3725	Lash	Accessory building larger than 832 sq ft	9070 52nd St SE	ARC	Approved	
22-3732	Level 10 Builders	Accessory building larger than 832 sq ft	6927 Oak Brook St	R-2	Approved	
22-3733	Wright	6-foot-tall fence in the front yard (temporary)	7269 Thorncrest Dr	R-2	Approved	
22-3737	Postma	Amendment to approved accessory building.	5479 Ranger Hills Dr	R-1	Approved	
22-3746	Chen	Type II Special Use for Commercial Composting Operation	5745 Whitneyville Ave	ARC		

Administrative Site Plan Review					
Case	Applicant	Proposed Land Use	Location	Action	
22-3691	Target	Relocation of drive-up parking stalls	5120 28th St SE	Approved	
22-3692	Unity Church	Porch entryway addition	2965 Wycliff	Approved	
22-3698	Kowenes Auto Body INC.	Parking lot addition and access drive	5085 Kendrick CT	Approved	
22-3711	Scooters Coffee	Alteration of the interior service drives location around	6420 + 6432 28th St	Approved	
22-3723	Edward Rose Development Company	Relocation of storage building and entry sign	5794 Boradmore Ave	Approved	
22-3736	Northpointe Bank	Approximety 600sqft addition	5303 28th St SE	Approved	
22-3741	Fowling Warehouse	Temporary use of food truck	6797 Cascade Rd	Withdrawn	
22-3743	Erhardt Construction	Addition of exterior concrete pad for equipment.	3498 Kraft Ave	Approved	
Zoning Board of Appeals					
Case	Applicant	Location	Zoning	Request	ZBA Action
22-3689	Mayton	1468 Buttrick Ave SE	R-1, Residential	Variance for an additional accessory building than what's permitted.	Approved
22-3689	Meddirect Inc.	5251 36th St SE	TI (Transitional Industrial)	Variance to allow for a lot spil resulting in a smaller side yard setback than permitted.	Approved
22-3700	Harwood	8189 Ashwood Dr SE	PUD 89	Variance to allow for construction of an accessory building with a smaller side yard setback than permitted.	Withdrawn
22-3704	Albright	2970 Thorncrest Dr SE	R2, Residential	Variance for a pool to be located in the front yard within the front yard setbacks	Approved
22-3705	D. Carpenter Homes LLC	4826 Sequoia Dr SE	R-1	Variance for an attached car port to be constructed with smaller side yard setback than permitted	Approved
22-3706	Cascade Charter Township	2865 Thornhills Ave SE	B2	Requesting approval for the construction of a new fire station	Approved
22-3709	Jipping	2637 Buttrick Ave	R1	Variance to allow the home located on the property to be removed while an accessory building remains	Approved
22-3710	Goehring	6389 Burton St SE	R1	Extention of previous variance for use of a temporary building during garage construction	Approved

22-3714	Walmart	5859 28th St SE	B2	Variance to allow for temporary outdoor storage	Approved
22-3716	Vandeburg	3295 Snow Ave	ARC	Temporary use permit to allow a greenhouse to be used as a event venue	Approved
22-3721	Meijer	5531 28th St SE	PUD-69	Temporary storage of 14 trailers during construction	Approved
22-3724	Dionne	2984 Thornapple River Dr	R-2	Build an addition within the front yard setbacks	Approved
22-3726	Lash	9070 52nd St SE	ARC	Building an accessory building within the side yard setbacks	Approved
22-3727	Wolverine-Target	5120 28th St SE	PUD-76	Allow for temporary storage of trailers during construction	Approved
22-3734	Koenes Trust Properties	5100 Patterson Ave	I (Industrial)	Building a firelane within the required buferyard	Approved
22-3742	Fowling Warehouse	6797 Cascade Rd	B2	variance to allow for temporary outdoor food truck	Withdrawn
22-3744	Heiden, Mabbit & Bhimani	1410 & 1474 Ballybunion Ct	PUD 3	Reconfigure the boundary between two condominium units	Approved
22-3745	Walmart	5859 28th St SE	B2	zoning variance extension	withdrawn
Lot Split					
Lot Splits	Applicant	Parcel No (s)	Address	Number of parcels created	Action
22-3693	Gunderson	41-19-22-226-015	3777 Butterick Ave	2	Approved
22-3712	Meddirect INC	41-19-18-470-007	5251 36th St	2	Approved
22-3713	Cutting Edge Builders	41-19-09-276-001	2265 Thornapple River Dr	2	Approved
22-3715	Campbell	41-19-15-226-034	2853 Buttrick Ave SE	2	Approved
22-3718	Burket	41-19-27-427-017 & 41-19-27-427-035	7802 & 7804 Thornapple Bayou	Reconfiguration	Approved
22-3728	Hetu Properties LLC	41-19-18-300-024 & 41-19-18-300-020	5185 & 5141 36th St	Reconfiguration	Approved
22-3730	DeVos	49-19-07-276-014, 49-19-07-276-013 & 49-19-08-100-040	5393, 5525 & 5649 Burton St	Reconfiguration	
22-3731	Engelsma Homes LLC	41-19-14-200-032 & 41-19-14-200-033	8750 & 8752 28th ST SE	10	
22-3740	Red Cedar Properties	41-19-17-476-025 & 41-19-17-428-023	3525 Thornapple Dr & 3415 Glenstone Ct	Reconfiguration	
22-3747	Postma	41-19-23-200-012	8494 36th St	5	Approved

Other						
Case	Applicant	Request	Location	PC Action		TB Action
22-3719	Cascade Township	Amend the zoning ordinance to allow commercial composting.		Approved		Approved
22-3748	Cascade Township	Amend the zoning ordinance to allow for revisions to the major street plan				
Plat/Site Condo Review						
Case	Applicant	Plat/Site Condo Name	Location	Tentative Preliminary	Final Preliminary	Final
Rezoning						
Case	Applicant	From/To	Acres	Location	PC Action	TB Action

CASCADE CHARTER TOWNSHIP PLANNING COMMISSION

BYLAWS

Adopted on _____, 2022

ARTICLE 1: AUTHORITY AND SCOPE

These bylaws are adopted by the Cascade Charter Township Planning Commission ("Planning Commission") pursuant to the Michigan Planning Enabling Act, 2008 Public Act 33 (MCL 125.3801 et seq.), as amended. In cases where these bylaws are in conflict with the Cascade Charter Township Zoning Ordinance, the Zoning Ordinance shall prevail.

ARTICLE 2: CREATION AND MEMBERSHIP

2.1 Creation. Pursuant to the Michigan Planning Enabling Act (Act 33 of the Public Acts of 2008, as amended) and the Michigan Zoning Enabling Act (Act 110 of the Public Acts of 2006, as amended), the Cascade Charter Township Board of Trustees confirmed the establishment of the Cascade Charter Township Planning Commission by resolution and ordinance with the powers and duties set forth in the Michigan Zoning Enabling Act.

2.2 Members. The Planning Commission shall consist of nine (9) members representing major interests present in the Township. Members shall be appointed by the Township Supervisor of Cascade Charter Township with the approval of the Township Board.

- a. All members must be residents and qualified electors of the Township.
- b. One (1) member of the Township Board must be appointed to the Planning Commission.
- c. One member of the Planning Commission must be appointed to the Township Zoning Board of Appeals. However, the person who is the

Planning Commission Member-Zoning Board of Appeals member may not vote on the same matter voted on as a Planning Commission member.

2.3 Chairperson, Vice Chairperson, and Secretary. At the first meeting in January, the Planning Commission must select a chairperson, vice chairperson, and secretary from among its members, and must create and fill other offices and committees as it considers advisable by a majority of the quorum present at the meeting. The term of each office is 1 year, with eligibility for re-election for no more than 2 consecutive terms. The Township Board member is not eligible to be selected as an officer.

- a. Chairperson. The Chairperson presides at the public meetings of the Planning Commission, appoints committees, subject to Planning Commission approval, and performs other duties as may be ordered by the Planning Commission.
- b. Vice Chairperson. The vice chairperson is authorized to serve as chairperson if the chairperson is absent. If there is a vacancy in the office of chairperson, the vice chairperson shall fill the vacancy for the unexpired term and the Planning Commission shall fill the vacancy in the office of the vice chairperson the remainder of the unexpired term.
- c. Secretary. The secretary (or authorized designate) must execute all documents in the name of the Planning Commission. The Planning Director shall serve as the recording secretary and is responsible for the minutes of each meeting and must provide for permanent keeping of all documents of the Planning Commission at the Township Hall. All communications, petitions, and reports addressed to the Planning Commission must be delivered or mailed to the secretary (or the secretary's authorized designate).

2.4 Compensation. Members of the Planning Commission shall be compensated for their services as provided by the Township Board.

ARTICLE 3: TERMS OF OFFICE; VACANCIES

3.1 Terms of Office. Except for members of the Planning Commission first appointed under MCL 125.3815, Planning Commission members shall be appointed to three-year terms and shall hold office until his or her successor is appointed (except for the member representing the Township Board, whose term shall expire with his or her term on the Township Board).

3.2 Vacancies. If a vacancy occurs on the Planning Commission during a term for reasons including, but not limited to death, disability, resignation or removal, or the Planning Commissioner is no longer a resident and registered elector, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment.

3.3 Removal from Office. The Township Board may remove members from the Planning Commission for violating the Planning Commission Rules of Conduct, or for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. To initiate this action, the Planning Commission may make a recommendation for removal to the Township Board and shall specify the reasons for removal.

ARTICLE 4: RESPONSIBILITIES AND AUTHORITY

4.1 Responsibilities. The Planning Commission must perform all of the actions required by law, the Township Zoning Ordinance (including but not limited to Chapter 23), and other applicable rules and regulations.

4.2 Requirements for Action. A majority of the Planning Commission shall constitute a quorum for the transaction of ordinary business and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the Planning Commission attending any meeting where a quorum is

present, unless Michigan law provides otherwise. If a decision of approval is not obtained or in the event that the vote results in a tie, then the matter being considered shall be deemed to have been denied.

4.3 Voting Procedure.

- a. Motions before the Planning Commission may be restated by the chairperson before a vote is taken. The name of the person making the motion and its supporter shall be recorded.
- b. Voting shall be by voice vote. All motions or resolutions resulting in Township expenditures shall be by a roll call vote. All members present are required to vote unless excused for reasons of a conflict of interest, as noted in Section 23.03(5)(b) of the Zoning Ordinance and these Bylaws.
- c. Action by the Planning Commission on any matter for which a public hearing is required shall not be taken until the public has had the reasonable opportunity to address the Planning Commission.
- d. A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at the meeting. A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected.

4.4 Conflict of Interest. A conflict of interest is described in the Planning Commission Rules of Conduct exhibit.

ARTICLE 5: MEETINGS

5.1 Meeting Schedule.

- a. Regular Meetings. Regular meetings of the Planning Commission shall be held on the first and third Mondays of each month at a time and place as determined by the Recording Secretary unless cancelled or rescheduled by the Planning

Commission. When the regular meeting day falls on a legal holiday, the Planning Commission may select a suitable alternate day in accordance with the Michigan Open Meetings Act. At the Planning Commission's first meeting in December, the Recording Secretary shall submit to the Planning Commission a proposed meeting schedule for the upcoming year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by the Planning Commission.

b. Special Meetings. A special meeting of the Planning Commission may be requested by any Planning Commissioner or the Recording Secretary. The Recording Secretary shall send written notice personally, by mail (if time is sufficient), or any other electronic means, including facsimile, text or email, of a special meeting to Planning Commission members not less than 18 hours before the meeting.

5.2 Meetings. Planning Commission meetings, subcommittee meetings, and hearings will be held in compliance with the Open Meetings Act.

5.3 Notice of Meetings. Notice of all public meetings must be posted pursuant to the Open Meetings Act.

5.4 Agenda. A written agenda outlining the order of business for all regular or special meetings may be developed by the Planning Director then amended and approved by the Planning Commission Chairperson. The agenda may be supplemented or re-ordered by the Planning Commission during a meeting, provided the same does not violate any applicable law.

5.5 Public Participation. A member of the public may speak at public meetings or the public hearing part of a meeting of the Planning Commission in accordance with procedures adopted by the Planning Commission. The following procedures apply:

- a. Time for public comment must be provided at each Planning Commission meeting. Additional time for public comment may be scheduled at the end of any meeting, if necessary, in the discretion of the Planning Commission.
- b. Individuals wishing to speak are requested to provide the person's name and address.
- c. Persons must be recognized by the Chairperson before speaking and may be limited by the rules of the Planning Commission.
- d. No person may speak more than once during public comment (excluding any comments made at a public hearing).
- e. Persons addressing the topic of a scheduled public hearing are encouraged to present their remarks during the public hearing portion of the meeting.
- f. Public comments shall be directed to the Chairperson.
- g. The Planning Commission reserves the right in its sole discretion to make inquiries, correct factual errors, respond to questions in a timely manner, or provide any other information it deems appropriate.

ARTICLE 6: ATTENDANCE AND QUORUM

6.1 Quorum. A majority of the members of the Planning Commission appointed and serving constitute a quorum for purposes of transacting business of the Planning Commission and the Open Meetings Act. Each member of the Planning Commission has one vote.

6.2 Attendance. Members of the Planning Commission who are absent from more than three consecutive, regularly-scheduled Planning Commission meetings or more than 50% percent of the regularly-scheduled Planning Commission meetings in a calendar year are subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to the conduct of other business as authorized by the Planning Commission or are excused by the Planning Commission. The following procedures must apply:

- a. A member of the Planning Commission must notify the Planning Commission Chairperson of an anticipated absence as far in advance of the meeting as possible, stating the reason for such absence.
- b. The Chairperson may postpone or reschedule a meeting in the event a quorum will not be present.

ARTICLE 7: RECORDS

7.1 Meeting Records. Minutes must be maintained for all Planning Commission proceedings, including evidence, information and data relevant to each case under consideration, resolutions, transactions, findings, voting by members, determinations, and final disposition of each case.

7.2 Maintenance of Records. Minutes of each Planning Commission meeting must be filed with the Township Clerk and must be available to the public. Minutes of closed sessions must be maintained separately and not disclosed to the public, except upon court order. A writing prepared, owned, used, in the possession of, or retained by the Planning Commission in the performance of an official function must be made available to the public except where exempted by the Freedom of Information Act.

ARTICLE 8: COMMITTEES

8.1 Formation of Committees. The Planning Commission may establish committees to meet the needs and objectives of the Planning Commission and must specify the number of members, terms of appointment, functions, goals, and projected time periods for such committees. The Planning Commission may appoint advisory committees outside of its membership.

8.2 Public Notice. Notice of the formation of committees, their purpose, membership, and meeting schedule must be posted at the Cascade Charter Township Hall. All meetings and meeting records must be open to the public as required by the Open Meetings Act or the Freedom of Information Act.

8.3 Accountability and Records. Committees must be accountable to the Planning Commission. Records must be maintained for all meetings. Reports and recommendations must be submitted to the Planning Commission in writing.

8.4 Discharge of a Committee. A committee may be discharged from its responsibilities by a majority vote of the Planning Commission.

ARTICLE 9: PERSONNEL

The Township Board, in consultation with the Planning Commission, may employ a zoning administrator, planning director or other personnel or consultants, contract for services of planning and other experts and technicians, provide support staff, and pay or authorize payment of expenses within the funds budgeted for planning or zoning purposes by the Township Board.

ARTICLE 10: EX PARTE COMMUNICATION

Ex Parte communication is described in the Planning Commission Rules of Conduct exhibit.

ARTICLE 11: REVIEW AND AMENDMENT OF BYLAWS

Rules and procedures adopted by the Planning Commission may be reviewed and amended from time to time. Amendments will require an affirmative vote of a majority of the Planning Commission appointed and serving.

STATE OF MICHIGAN)
)
COUNTY OF KENT)

I the undersigned, the duly qualified and acting Secretary of the Planning Commission of Cascade Charter Township, Kent County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the Bylaws adopted by the Planning Commission at a meeting held on the _____, 2022 at _____ p.m.

_____, Planning Commission Secretary

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MICHIGAN SOCIETY OF PLANNING

COMMUNITY PLANNING PRINCIPLES

The Michigan Society of Planning exists to promote quality community planning through education, information and advocacy, statewide. With this as its mission, MSP offers the following planning principles for consideration to all cities, villages, townships, counties and regions in Michigan. The principles define what constitutes quality community planning.

GENERAL STATEMENTS

1. The community planning decision-making process should, first and foremost, be concerned with the long-term sustainability of our communities, environment and economy.
2. The community planning process should involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals. A positive relationship between development and the making of community should be established through a citizen-based participatory planning and design process.
3. Public policy and development practices should support development of communities that are;
 - diverse in land use, population and character;
 - designed for pedestrians and non-motorized transit as well as for motorized transit;
 - shaped and physically defined by parks, open space and other natural areas;
 - structured by physically defined, accessible public space, and community institutions, and
 - based on local history, climate, ecology, and building practices.
4. Physical solutions by themselves will not solve all problems. A coherent and supportive physical framework should be established to provide economic vitality, community stability, and environmental health.
5. Common challenges that should be addressed by community planning are:
 - Increasing opportunities for reinvestment in established urban centers;
 - Encouraging appropriate intensity and location of new development served by adequate public facilities;
 - Minimizing the spread of low density, non-contiguous development;
 - Encouraging a wide range of housing opportunities which serve all segments of our diverse population;
 - Recognizing the value and encouraging the preservation of agricultural lands and natural resources;
 - Encouraging the preservation and/or restoration of our natural and built heritage environments;
 - Encouraging development in accordance with the adopted community master plan; and
 - Recognizing that land use decisions may have impacts beyond community boundaries.
6. The quality of life for the citizens of Michigan can be enhanced by developments that:
 - Support and restore existing low density, centerless communities into communities of diverse neighborhoods and districts;
 - Preserve and protect natural environments;
 - Maintain and build a positive social and strong economic climate, and
 - Improve the physical design and condition of our region, cities, villages, townships, neighborhoods, districts, corridors, parks, streets, blocks and homes.

PRINCIPLES

COMMUNITY

1. Development should be encouraged in existing city, village, and township centers.
2. Historic city, village, and township centers should be preserved.
3. New development or redevelopment in existing communities should respect local historical patterns, precedents, and boundaries.
4. Viability in established or developing downtowns and community or village centers is strengthened by street-level retail, on-street parking, downtown residential, the maintenance of an appropriate street pattern, street-level activity, the retention of historically significant building, and the provision of parking structures.
5. Civic buildings and public gathering places are important and require prominent accessible sites.
6. The scale and configuration of streets and open spaces (parks, greens, squares) should be attractive and comfortable to pedestrians.
7. The design of the streets and buildings should result in safety and security as well as be accessible and open to the public.
8. Architecture, building placement, and landscaping should result in the physical definition of streets and other places.
9. Neighborhoods should include a variety of public spaces (tot-lots, village greens, ball fields, community gardens, etc.) that are strategically distributed and physically well defined.
10. New investment along highway corridors should complement investment in existing community business centers.
11. New development should be seamlessly woven into the physical fabric of its surroundings regardless of differences in size or architectural style.
12. Design is important and should contribute to the community's safety, security, and attractiveness.
13. Complete communities have defining edges with an identifiable center. A center should consist of a full and balanced mix of residential, commercial, office, recreational, cultural, and civic uses.
14. Complete communities should contain housing alternatives available to people of all incomes.
15. Complete communities should provide convenient access to public transportation as well as non-motorized options.
16. Community planning should recognize that regions are composed of urban areas, suburban areas, farmlands, water features and natural open spaces, all contributing to their diverse character.
17. Community planning should involve balances between physical, environmental, economic, social, and cultural conditions within the region.
18. Strategies encouraging development and redevelopment of communities should include previously developed sites (brownfields), infill development, and reuse of existing facilities rather than continuing outward expansion.
19. Community planning should create an efficient and cost effective system of public services, transportation, recreation, cultural institutions and housing to achieve a viable, sustainable region.

20. Intergovernmental cooperation is necessary for achieving a viable, sustainable region.

ENVIRONMENT

1. Community planning should recognize that natural resources are system-dependent, not limited to jurisdictional boundaries.
2. Lands with unique or sensitive resources should be preserved in their natural state.
3. The health and quality of the natural resource base are directly related to public health, welfare, and economic growth.
4. Natural resource areas, farmlands, and open space characterize the rural landscape. They are important and useful in shaping development and maintaining and establishing a rural community character.
5. To preserve rural community character, site design should encourage clustering of development and preservation of open space.
6. To preserve rural community character, site design should include desirable views and vistas across water features and farmlands.
7. Natural resources are limited in their ability to accommodate development without incurring damage. Development within our natural environments should occur in a balanced and sustainable manner.
8. Sensitive and fragile lands should be protected from degradation.
9. Wildlife habitat corridors should be interwoven with development to achieve environmental balance and biodiversity.

INFRASTRUCTURE

1. Development should be directed to areas serviced by adequate roads, water and utilities.

2. Expansion and upgrading of public roads, water, and sewer services should be planned to strategically direct growth.

3. Public transportation should connect homes to jobs, community center, cultural, recreational, educational and institutional facilities.
4. A comprehensive transportation plan should support a unified, long-term vision of how the land is to be used.
5. New and expanded public transportation systems should be located to attract urban reinvestment.
6. Non-motorized transportation should be accommodated in new road corridors and strategically retrofitted into existing transit corridors and greenway linkages.
7. The number and frequency of automobile access driveways along road corridors should be minimized.

PLANS AND IMPLEMENTATION

1. A broad-based citizenry should be involved during the development of local comprehensive master plans, including representation from neighboring and impacted jurisdictions. Local plans should consider and address the impacts of neighboring communities land uses, planned uses, goals, and objectives.
2. Local planning decisions which affect neighboring communities should consider multi-jurisdictional impacts.
3. Local comprehensive master plans should be reviewed periodically and updated as necessary to remain viable documents.
4. Local zoning ordinances should be reviewed periodically and updated as necessary to ensure they are consistent with the comprehensive master plan.

5. Local zoning ordinances should be consistent with the comprehensive master plan.
6. Local zoning decisions should be consistent with current local comprehensive master plans.
7. Local comprehensive master plans should be accompanied by an action strategy that specifies individual tasks, timing, and responsibilities for implementation.
8. Comprehensive master plans and zoning ordinances should include interpretive graphics conveying standards and design guidelines.
9. All communities should prepare realistic Capital Improvement Programs as a means of making municipal improvements consistent with their comprehensive master plan.
10. Communities should have an administrative structure that provides clear direction throughout the development process. This structure, including information on the status of projects, should be equally accessible to citizens, developers, and local officials.

CASCADE CHARTER TOWNSHIP 2023 MEETING SCHEDULE

	TOWNSHIP BOARD	TOWNSHIP BOARD	PLANNING COMMISSION	PLANNING COMMISSION	ZONING BD. OF APPEALS	PARKS	DDA	HISTORICAL COMMITTEE	TWP STANDING COMMITTEES	PATHWAYS COMMITTEE	TR SAD COMMITTEE	PFAS COMM.	STRAT PLAN IMP COMM.
JANUARY	11	25	9*	30*	10	17	17	5	TBD	5	9*	5	20
FEBRUARY	8	22	6	13*	14	21	21	2	TBD	2	6	2	17
MARCH	8	22	6	20	14	21	21	2	TBD	2	6	2	17
APRIL	12	26	-	17	11	18	18	6	TBD	6	3	6	21
MAY	10	24	1	15	9	16	16	4	TBD	4	1	4	19
JUNE	14	28	5	19	13	20	20	1	TBD	1	5	1	16
JULY	12	26	10*	17	11	18	18	-	TBD	6	10*	6	21
AUGUST	9	23	7	21	8	15	15	3	TBD	3	7	3	18
SEPTEMBER	13	27	11*	16	12	19	19	7	TBD	7	11*	7	15
OCTOBER	11	25	2	16	10	17	17	5	TBD	5	2	5	20
NOVEMBER	1*	15*	6	20	14	21	21	2	TBD	2	6	2	17
DECEMBER	13	-	4	18	12	-	19	7	TBD	7	4	7	15

* Indicates a change in the regular meeting date

Township Board: 2nd & 4th Wednesday of each month, or as indicated above

Planning Commission: 1st & 3rd Monday of each month, or as indicated above

Zoning Board of Appeals: 2nd Tuesday of each month, or as indicated above

Parks Committee: 3rd Tuesday of the month, or as indicated above

Pathways Committee: 1st Thursday of the month, or as indicated above

DDA: 3rd Tuesday of the month, or as indicated above

PFAS Committee: 1st Thursday of the month, or as indicated above

- ◆ Special meetings are on the call of the Chairperson.
- ◆ All regular meetings which fall on an official legal holiday are usually held on the next business day or as rescheduled by the Chairperson.
- ◆ All Parks Committee meetings are held at the Township Offices, located at 5920 Tahoe Drive SE at 8:00 a.m.
- ◆ All Pathways Committee meetings are held at the Township Offices, located at 5920 Tahoe Drive SE at 10:00 a.m.
- ◆ All Strategic Planning Implementation Committee meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 10:00 a.m.
- ◆ All Planning Commission meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ All Zoning Board of Appeals meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 5:30 p.m.
- ◆ All DDA meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ All Township Board meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ All Township Board Committee meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ All Historical Society meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ All TR SAD Committee Meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ All PFAS Committee Meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.
- ◆ Any meeting changes to the above schedule (time/date/location, etc) will be posted at the Township Hall at least 18 hours prior to the meeting.

It has been another busy and productive year for the planning commission. We had eighteen in person meetings. We continued our normal slate of plan reviews and recommendations while focusing on strategic priorities through our various subcommittees. We had a number of staff upgrades as Brian Hildibrand became our Planning Director and Madison Smith-Jacoby became our Zoning Administration.

Below is a snapshot highlights from the year:

We started the year by updating our bylaws and rules of conduct. These new changes have already had a positive impact on how we run our meetings and have driven greater transparency to our residents.

Our Round Hill Subcommittee evolved into the Round Hill Implementation Committee. The subcommittee worked with staff to make meaningful changes to the planning department's policies and a software suite to better track planning activists.

We had our first request for worm composting. To address this new land use we formed a worm composting subcommittee. The subcommittee provided guidelines and a process for regular inspections. This will allow for responsible worm composters to open for business in appropriate areas of the township.

After many years of requests, the planning commissions received official Cascade email addresses. This will provide for better transparency and allow for greater compliance around legal holds and freedom of information requests.

We approved eight Accessory buildings, four fences, four site expansions, and one new site approval.

The planning commission reviewed the airport access study and formed a Airport District Zoning Review Subcommittee. This subcommittee will review land use, storm water retention and other planning areas. We expect several reports and recommendations over the next year.

We reviewed the Major Street Plan to align to the county and better serve Cascade. We made meaningful recommendations that will go in front of the board in 2023.

Members Ben Rapin and Deirdre Deering concluded their three year terms at the end of 2022. They have been very active members and we appreciate their hard work and thank them for their service.

Respectfully Submitted,

Chris Noordyke
Chair
Cascade Township Planning Commission