

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, August 9, 2023

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

*Public may access the meeting via video conference software Zoom*

<https://us02web.zoom.us/j/81664603678>

**Meeting ID:** 816 6460 3678

**By Phone:** 1 312 626 6799

**Expected Meeting Procedures**

1. During public comments you may speak on any item not noted on the agenda for a public hearing.
2. Please limit comments to 3 minutes per person and the Board may or may not choose to respond.
3. Please limit your comments to a specific issue.
4. Please turn OFF cellular phones.

**Article 1. Call to Order, Roll Call**

**Article 2. Pledge of Allegiance to the Flag**

**Article 3. Approval of Agenda**

**Article 4. Presentations**

**Article 5. Public Comments - Anything on the Agenda not scheduled for a public hearing. (Limit comments to 3 minutes)**

**Article 6. Approval of Consent Agenda**

- a. Receive and File Minutes
  1. Township Board Meeting – 7/26/23
- b. Receive and File Reports
  - 1.
- c. Receive and File Education Requests
  - 1.
- d. Receive and File Communication
  - 1.

**Article 7. Financial Actions**

**Article 8. Unfinished Business**

**Article 9. New Business**

**065-2023 Consider Resolution to Approve AT&T's Five-Year Metro Act Permit Extension** *(Roll Call)*

**066-2023 Consider Approval of Outdoor Gathering Permit for the Cascade Heritage Festival**

**067-2023 Consider Resolution for Special License Permit for Cascade Heritage Festival** *(Roll Call)*

**068-2023 Consider Resolution for Road Closures for Cascade Heritage Festival** *(Roll Call)*

**Article 10. Discussion**

**1.**

**Article 11. Public Comments – Any comments...whether it is on the agenda or not. (Limit comments to 3 minutes)**

**Article 12. Manager Comments**

**Article 13. Board Member Comments**

**Article 14. Adjournment**

**MINUTES OF THE  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, July 26, 2023

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: Treasurer Korstange (excused)  
Also Present: Interim Township Manager Andrzejewski, Captain Stevenson, Planning Director Hilbrands, Assessor Genter, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**  
Motion by Trustee Shipley, seconded by Trustee Koessel to approve the agenda. Motion carried unanimously.
- Article 4. Presentations**
1. **Kent County Sustainability Project/Park – Jack Brown, Republic Waste**
  2. **Kent County Sustainability Project/Park – Darwin Baas, Kent County Director of Public Works**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Scot VanSolkema-2570 Orange Ct-Metro Cruise Warm-Up has already been announced on Facebook, yet the Board is voting on it during this meeting. In favor of Wormies-composting is a natural process.
  2. Ken Van Der Kolk-7200 Leyton-During this heatwave, emergency calls have increased. Is the Township being reimbursed for emergency calls to hotels?
  3. Rod Schultz-2562 Orange Ct- Re Wormies: If you own the land, you should be able to do what you want if it's zoned for it.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
    1. Township Board Meeting – 7/12/23
    2. Planning Commission Meeting – 6/5/23 & 6/19/23
  - b. Receive and File Reports
    1. Treasurer's Department – May 2023
  - c. Receive and File Education Requests  
None
  - d. Receive and File Communication
    1. DIRECTV, LLC (DIRECTV) Annual Video Report

Township Board Minutes

July 12, 2023

Motion by Trustee Koessel, seconded by Trustee McDonald to approve the Consent Agenda. Motion carried unanimously.

**Article 7. Financial Actions**

**a.** Consider Approval of June 2023 Payables, Payroll and Transfers  
Motion by Trustee McDonald, seconded by Trustee Koessel to approve the Financial Actions. Motion carried unanimously.

**Article 8. Unfinished Business**

**052-2023 Consider Approval of Type II Special Use Permit for a Commercial Composting Operation at 5745 Whitneyville Avenue**

Motion by Trustee Koessel, seconded by Trustee McDonald to remove item from table. Motion carried unanimously.

Motion by Trustee Noordhoek, seconded by Trustee McDonald to send item back to Planning Commission. Motion carried unanimously.

**Article 9. New Business**

**060-2023 Consider Resolution to Approve the Levy of the 2023 Millage Rates (Roll Call)**

Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously by roll call vote.

**061-2023 Consider Approval of the Furniture Bid for Fire Station #1**

Motion by Trustee Koessel, seconded by Trustee Shipley to approve Custer's bid. Motion carried unanimously.

**062-2023 Consider Resolution to Approve Rezoning of Approximately 10 Acres from PUD to R-1 Residential for 7540 & 7550 Alaska Ridge (Roll Call)**

Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously by roll call vote.

**063-2023 Consider Approval of Outdoor Gathering Permit for the Cascade Metro Cruise Warmup**

Motion by Clerk Slater, seconded by Trustee Shipley to approve. Motion carried unanimously.

**064-2023 Consider Resolution to Amend Ordinance No. 1B of 2020 (Roll Call)**

Motion by Trustee McDonald, seconded by Trustee Noordhoek to extend the moratorium to October 1, 2023. Motion carried unanimously by roll call vote.

**Article 10. Discussion**

None

**Article 11. Public Comments**

1. Terri Riggle-2765 Orange Ave (Gaylord House)-Re Go Bus: Since it has been discontinued, residents who used the service only have Hope Network and Ride Link, which run Monday through Friday during business hours. Go Bus ran during the off hours. Asked the Board to reconsider contract or other options.

2. Frances Foley-2765 Orange Ave (Gaylord House)-Re Go Bus: Senior Citizens and those with disabilities should be taken care of. Grand Rapids is behind the times.
3. Jane Scholtens-2765 Orange Ave (Gaylord House)-Re Go Bus: Appreciated the service. It was not just a ride; it was a way to connect with others. Hopes the Board will reconsider.
4. Steve Faber-1845 Meadowfield Dr-Re Kent County Sustainability Project/Park: Works for Kent County Department of Public Works. Quoted Vern Ehlers. Supports the project and noted that Charlevoix does not have flow control.
5. Luis Chen-5745 Whitneyville-Re Wormies: Requested the Board resolve the issue quickly. Wormies helps the environment.
6. Rod Schultz-He hasn't received a response from Zoning Administrator Smith-Jacoby about Property Code 299-5.
7. Jarret Jakubowski-19 White Hills Ave-Re Parade Float Contest during Ada/Cascade Township Fourth of July Parade: Thinks the judges picked the wrong float.
8. Daniel Schoonmaker-Grand Rapids-Re Wormies: In support. Impressed with the diligence of the Board and Planning Commission. No one has anything bad to say about Wormies; it can also be a learning opportunity for elementary students. The State of Michigan has resources to support.
9. Kerry Gorsuch-3044 Thornapple River Dr-In support of traffic control on Thornapple River Drive. Please get more junk out of the river.
10. Scot VanSolkema-Who is responsible for the upkeep of sidewalks? Re Wormies: Why is it taking so long? Re Pathways on Peace Street: Extreme wash-out when it rains.
11. Chandler Michalsky-5745 Whitneyville-Re Wormies: There is very little traffic compared to the subdivisions. Spoke of the benefits of composting.

**Article 12. Manager Comments**

1. Personnel/Finance Committee is doing well.
2. The Rapid: They are very resistant to the Township's recommendations. The Township wants to find a solution and help workers, elderly and the disabled.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked those in attendance for coming to the meeting and sharing ideas.
2. Supervisor Lesperance-Thanked everyone for attending. Thanked the Planning Commission and the Downtown Development Authority for their work.

**Article 14. Adjournment**

Motion by Clerk Slater, seconded by Trustee Shipley to adjourn. Motion carried unanimously.

Meeting adjourned at 9:08 pm.

Krissi Brott  
Deputy Clerk

Approved by:

\_\_\_\_\_  
Grace Lesperance, Supervisor

\_\_\_\_\_  
Susan B. Slater, Clerk

DRAFT

**CHARTER TOWNSHIP OF CASCADE  
KENT COUNTY**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO APPROVE AT&T'S  
FIVE-YEAR METRO ACT PERMIT EXTENSION**

At a meeting of the Township Board of the Charter Township of Cascade, Kent County, Michigan, held at the Kent District Library-Wisner Center in said Township on the 9th day of August, 2023, at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, Michigan Bell Telephone Company, d/b/a AT&T ("AT&T"), by the attached letter agreement dated July 1, 2023, has requested a five year extension of its current Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Public Act 48 of 2002 ("METRO Act") Right of Way Permit, effective through December 31, 2028; and

**WHEREAS**, pursuant to the METRO Act, a provider using or seeking to use public rights-of-way for its facilities must obtain a permit from the Township; and

**WHEREAS**, AT&T has submitted a completed extension letter and the documentation required under the METRO Act; and

**WHEREAS**, the Township Board believes that the extension is in the best interest of the public health, safety, and welfare;

**NOW, THEREFORE**, the Township Board of the Charter Township of Cascade, Kent County, resolves as follows:

1. The Township approves AT&T's five-year METRO Act permit extension in the form provided, and such approval is subject to all terms and conditions set forth in the Permit, the Township Code of Ordinances, and this Resolution.
2. The approval is conditioned upon AT&T obtaining the necessary construction or

engineering permits from any state, county, village or township agency, including but not limited to the Road Commission for Kent County; naming and maintaining the Charter Township of Cascade as an additional insured on all insurance policies and keeping the Township updated with certificates of insurance evidencing such coverage related to any project ongoing or arising from this Permit.

3. The Township Supervisor is authorized to approve the METRO Act Permit Extension in the form it was presented.

4. The Clerk shall notify the METRO Authority of the Township's approval of the extension after AT&T returns a fully executed copy of the extension letter.

5. All actions by the Township inconsistent with this Resolution are hereby rescinded to the extent necessary to give this Resolution full force and effect.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )  
  )  
COUNTY OF KENT        )

I, the undersigned, the duly qualified and acting Clerk of the Township of Cascade, County of Kent, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a meeting held on the 9th day of August, 2023.

\_\_\_\_\_  
Susan Slater, Township Clerk

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## Township Board Memorandum

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To: Cascade Charter Township Board

From: Jessica Stine, Management Office Administrative Assistant

Subject: Consider Approval of Outdoor Gathering Permit for the Cascade Heritage Festival

Meeting Date: August 9, 2023

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The Cascade Heritage Festival is an event open to the public and is being held Saturday, September 16 2023. The event will take place at Cascade Christian Church, Cascade Historical Museum, and Virgil Nishimura Westdale Memorial Park, similar to the event in 2022.

The event will consist of a cornhole tournament, beer tent, musical entertainment, food trucks, children's games, and an opportunity to explore the Cascade Historical Museum.

The Building and Grounds crew will assist with setup prior to the event and the committee will secure volunteers to help with the event.

Attached is information addressing the requirements of the Outdoor Gathering permit.

## **Outdoor Gathering Permit - Cascade Heritage Festival**

Cascade Heritage Festival is an event open to the public that will be held at Cascade Christian Church, Cascade Historical Museum, and Virgil Nishimura Westdale Memorial Park. Brad Anderson, a Forest Hills Public School teacher, is heading up the committee along with township staff, Cascade Christian Church Pastor, Jill Forton, and members of the Cascade Historical Committee.

The event's location worked very well last year and everyone involved thought we had chosen the right venue; it was perfect for the attention it brought Cascade Historical Museum and the newly renamed Virgil Nishimura Westdale Memorial Park.

The event will consist of a cornhole tournament, beer tent, musical entertainment, food trucks, children's games, and an opportunity to explore the Cascade Historical Museum.

Festivities are slated to start at 5:00 p.m. and end at 9:00 p.m, though setup will occur throughout the day.

Both Deputy Dieppa and Chief Magers are aware of the event and the layout. KCSD will have a few deputies onsite to help with traffic control and street crossing.

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

Cascade Christian Church has two (2) parking lots on Hurley St, which accommodate approximately 100 vehicles. Hurley St. will be closed from Thornapple River Dr. to the first parking lot; vehicles can access the lots from Orange Ave.

Buildings and Grounds crew and volunteers will provide clean up after the festival. There will be trash cans on site for waste disposal. A band will play from 5-9 p.m., which is well within the confines of Cascade noise ordinance regulations.

The Township insurance policy covers this event.





# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

## OUTDOOR GATHERING APPLICATION

1. Name of Applicant: Cascade Township      2. Name of Property Owner: Cascade Christian Church & Cascade Township
3. Address of Event: 2829 Thornapple River Dr., 6895 Cascade Rd.
4. Type of Event to be Held: Cascade Heritage Festival - Cornhole Tournament, Beer Tent, Music, Food Trucks  
Kids Activities, Museum Tours
- 
5. Date of Event: 9/16/23      6. Hours of Event: 5pm-9pm
7. Number of Attendants: 300+

Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective licensee's plans to provide for the following:

- a. Police and Fire Protection
- b. Food and Water Supply and Facilities
- c. Health and Sanitation Facilities
- d. Medical Facilities and Services, including Emergency Vehicles and Equipment
- e. Vehicle Access and Parking
- f. Camping and Trailer Facilities
- g. Illumination Facilities
- h. Communications Facilities
- i. Noise Control and Abatement
- j. Facilities for Clean up and Waste Disposal
- k. Insurance and Bonding Arrangements

In addition, the application shall be accompanied by a map or maps of the overall site of the proposed outdoor assembly.

Signature of Applicant/Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Township Board:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

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## Township Board Memorandum

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To: Cascade Charter Township Board

From: Jessica Stine, Management Office Administrative Assistant

Subject: Consider Resolution for Special License Permit for Cascade Heritage Festival

Meeting Date: August 9, 2023

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A beer tent will be part of the Cascade Heritage Festival on September 16. In order to serve beer at the event, the Township needs to obtain a Special License Permit from the Michigan Liquor Control Commission (MLCC).

A Special License is a limited term license, generally only for one day, that can be issued to a nonprofit organization for fundraising purposes. It can be issued for beer, wine, and spirits sales and consumption, and for a wine auction with wine donated by private individuals. An organization may only be issued twelve (12) Special Licenses each calendar year.

Unlike last year, the Township will contract with Thornapple Brewing Company to source the beer and trained servers will help with prevention of sales to minors and overserving of visibly intoxicated persons.

Attached is the application and resolution for your review and consideration. The application has also been submitted to the Kent County Sheriff Department for their review and approval.



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: P.O. Box 30005, Lansing, MI 48909  
 Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
 (For MLCC Use Only)

### Special License Application

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

#### Part 1 - Applicant Organization Information

Applicant organization name: Cascade Charter Township		
Applicant address: 5920 Tahoe Drive SE		
City: Grand Rapids		Zip Code: 49546
Contact name: Grace Lesperance	Phone: 616-949-1500	Email: glesperance@cascadetwp.com
Alternate contact name: Jessica Stine	Phone: 616-949-1500	Email: jstine@cascadetwp.com
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No		<i>Leave Blank - MLCC Use Only</i>
<i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division.</i>		
<i>Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Date the applicant organization was established (month/day/year): _____ 1848		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

#### Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 2829-2839 Thornapple River Dr. SE, & 6895 Cascade Rd. SE (Lots are adjacent)	
City, township, or village where event will be held: Cascade Township	County: Kent
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: <b>Submit a clear diagram of the outdoor service area with your application form.</b>	
161 Width	feet X 420 Length
feet = 67,620 square feet	
Describe type and height of the barrier that will be used to enclose the outdoor area: Snow Fencing, Saw Horses, Brick Retaining Wall, Landscaping/Treeline	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Kent County Sheriff Deputies will be on site to help ensure liquor barriers are in place and not breached. The staff being utilized to serve beer has been trained to prevent sales to minors and over-serving visibly intoxicated persons.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory?  Yes  No  
 If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license?  Yes  No  
 If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine?  Yes  No  
 If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed?  Yes  No

11. Is the event location within the commons area of a Social District?  Yes  No  
 If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Sep 16, 2023		Describe event being held:			
	Date					
	5:00 pm	9:00 pm	Special License will be used for:	<input checked="" type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

2			Describe event being held:			
	Date					
			Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

3			Describe event being held:			
	Date					
			Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

4			Describe event being held:			
	Date					
			Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

5			Describe event being held:			
	Date					
			Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

6			Describe event being held:			
	Date					
			Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	<input type="radio"/> Yes <input type="radio"/> No

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		
8	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		
LCC-110 (01-23)					
9	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		
10	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		
11	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		
12	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

**Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4**

**For Organizations established less than one year or are municipalities** - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

**For Organizations established one year or more** - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.



**Part 5 - Local Law Enforcement Approval\***

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Kent County Sheriff Department	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
<b>I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.</b>	
_____ Signature of Reviewing Officer	_____ Date

**Part 6 - Church/School Consent (If Applicable)\***

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: Cascade Christian Church	
Address of church or school: 2829 Thornapple River Dr. SE	
City: Grand Rapids	Zip Code: 49546
Phone number: 616-949-1360	Email: jforton@cascadecatholic.com
Name of clergy member or superintendent: Pastor Jill Forton	
<b>I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.</b>	
_____ Signature of Clergy Member or Superintendent	_____ Date

***\*Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

**Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)**

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
<b>I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.</b>	
_____ Signature of Authorized Signer for Licensee	_____ Date



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: P.O. Box 30005, Lansing, MI 48909  
 Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
 (For MLCC Use Only)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**  
 (Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a  Regular  Special meeting of the  Membership  Board of Directors

called to order by Supervisor Lesperance on 8/9/2023 at 7:00 p.m.  
(Date) (Time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Cascade Charter Township  
(Name of Organization)

for a Special License to serve alcohol on Saturday, September 16, 2023  
(Event Date or Dates)

to be located at 2829-2839 Thornapple River Dr. S.E. & 6895 Cascade Rd. SE, Grand Rapids, MI 49546 (Lots are adjacent)  
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.  
(Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership  Board of Directors at a  Regular  Special meeting held on 8/9/2023  
(Date)

\_\_\_\_\_  
 Print Name & Title of Authorized Officer                      Signature of Authorized Officer                      Date





Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\*

\*\* DO NOT EMAIL OR MAIL THIS FORM \*\*

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\*

Name on Card: Cascade Charter Twp

Payment Amount: \$50.00

Billing Address: 5920 Tahoe Drive SE

Card Number:

City: Grand Rapids State: MI Zip Code: 49546

Check One:

Phone: 616-949-1500

MasterCard Visa Discover

Email:

Security Code/CW Code:

Applicant/Licensee Name: Request or Business ID #:

Expiration Date:

Payment is for:

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s) (checked), Temporary Authorization Fee, License Renewal Fee(s), etc.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



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## Township Board Memorandum

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To: Cascade Charter Township Board

From: Jessica Stine, Management Office Administrative Assistant

Subject: Consider Resolution for Road Closure for Cascade Heritage Festival

Meeting Date: August 9, 2023

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The Township is holding Heritage Festival on Saturday, September 16, 2023. The beer tent and band will open starting at 5:00 p.m.

Road closures are required for the festival. There is a road closure request for a portion of Hurley St. from noon – 10:00 p.m on September 16<sup>th</sup> to allow for setup before the event and clean up after.

The event committee has been working with the Cascade Fire Department and the Kent County Sheriff Department to make sure we run a safe and smooth event.

While the Kent County Road Commission (KCRC) is responsible for road closures, they require a resolution from the Township Board before they will consider the request.

**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution #\_\_\_ of 2023

The Cascade Charter Township Board Hereby Resolves:

Whereas, Cascade Charter Township would like to hold the Cascade Heritage Festival on Saturday, September 16, 2023; and

Whereas, they will need to close the following street from approximately noon to 10:00 p.m.:

- Hurley St. from Thornapple River Drive to approximately 110 feet east/north

Whereas, Hurley St. is a local road; and

Whereas, Cascade Charter Township is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore, Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on Saturday, September 16, 2023 from noon to 10:00 p.m.

Be It Further Resolved, that the Cascade Township Board hereby directs the Clerk to forward this request to the Kent County Road Commission for the necessary permit.

The foregoing Resolution was offered by Board Member \_\_\_\_\_, supported by Board Member \_\_\_\_\_. The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Susan Slater  
Township Clerk

**CERTIFICATION**

I hereby certify the above to be a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held on the 9th day of August, 2023, at 7:00 p.m., pursuant to the required statutory procedures.

Dated:

By: \_\_\_\_\_

Susan Slater  
Township Clerk