

**MINUTES**  
**CASCADE CHARTER TOWNSHIP PLANNING COMMISSION**  
**MONDAY, June 3, 2024**  
**7:00 PM**  
**2870 JACKSMITH AVE SE**

**ARTICLE 1. Call the meeting to order. Record the attendance.**

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

**ARTICLE 3. Approve the current Agenda**

**Motion was made by Secretary Noordyke, seconded by Rowland, to modify the agenda to move Discussion of Master Plan Comment Review & Recommendation to article 10, but leave the public comment as article 6, and move the review of meeting minutes from May 20<sup>th</sup>, 2024, Planning Commission, to article 11. Motion carried unanimously.**

**ARTICLE 4. Disclose any Conflict of Interest**

No conflicts were disclosed.

**ARTICLE 5. Acknowledge visitors and those wishing to speak.**

No public comment was received.

**ARTICLE 6. Case #24-3844 Public Hearing for  
2024 Master Plan Public Comment Review & Recommendation**

**Motion was made by Secretary Noordyke, seconded by Bruneau, to open the public hearing. Motion carried unanimously.**

Tom Richardson, 3438 North Applecrest Court, stated that the plan for redevelopment of the village was good. However, he felt the density should be higher in the redevelopment areas to protect preservation of the natural areas. He also wanted to see more specific details for road speeds.

Supervisor Grace Lesperance referenced the 2022 Strategic Plan covers all Township issues, but that the 2024 Master Plan handles Land Use and Zoning.

**Motion was made by Vice Chair Rissi, seconded by Secretary Noordyke, to close the public hearing. Motion carried unanimously.**

**ARTICLE 7. Case #24-3830**

**Applicant:** Mollers North America, Jon Frego

**Property Address:** 5215 52<sup>nd</sup> St SE

**Parcel Number:** 41-19-30-400-009

**Requested Action:** Site Plan Review for expanding an existing warehouse 5,515sqft and adding a driveway entrance.

Zoning Administrator, Madison Smith-Jacoby presented her staff review of the applicant's request. She addressed deferred parking and driveway access to the private drive, in addition to meeting the private streets ordinance construction requirements. She recommended approval for the addition with the

recommendation that the storm water maintenance agreement is submitted and registered with the county prior to construction beginning.

Trustee Noordhoek confirmed that the applicant will be required to meet the standards of the Private Streets Ordinance.

Smith-Jacoby confirmed this was addressed in her suggested conditions.

Member Rowland asked for clarification on the deferred parking.

Smith-Jacoby summarized the deferred parking allowances from the past and relation to the current parking requirements. She stated that the applicant had a previous variance to reduce the parking spots by 34. Smith-Jacoby explained that the review was conducted considering the requirement for only the addition under review. She also included the number of spaces required for the entire building.

Member Bruneau asked for clarification on the setbacks causing a loss of parking spaces. He was concerned the addition would expand past the northernmost section of the existing building footprint into the driving lane.

Smith-Jacoby clarified that the building would not be going out past the northernmost plane of the existing footprint and would still maintain the 22-foot maneuvering space required and all parking spaces.

Applicants representative Chad Mencarelli (212 13 Mile Rd) gave clarification of the building plans showing that it will not expand past the north plain of the existing footprint. He also explained the location of where the deferred parking location would be, if and when it is needed. He also explained the storm water plan for the site considering the township engineer and airports comments related to waterfowl. In response to the private drive and requirements of repaving it, he requested that the drive be complete after the construction of the addition and associated site work to prevent damage during construction.

Member Rowland asked for clarification for parking numbers from Mr. Mencarelli.

Mencarelli responded that there were currently 84 parking spots on site and that they wanted to defer 128 spots to in the future with plans showing them in the Northwest corner of the property.

Secretary Noordyke asked if the applicant anticipated large employee growth.

Tom Wagner (3930 Oakcrest Ct SE) executive vice president of Mollers North America responded that they did not expect employee growth anytime soon. This addition would just be to give them more room for manufacturing and storage.

Secretary Noordyke made a motion to approve Case Number 24-3830 with staff recommendations.

Planning Director Hendrick commented that under Section 21.09 of the Zoning Ordinance, posting of financial guarantee the Planning Commission can require a performance bond.

Secretary Noordyke amended his motion that the private drive is agreed before work starts and will be completed at the end of the project and a \$20,000

performance guarantee will be obtained before the project begins so the road is completed.

Vice Chair Rissi seconded the motion

Member Rowland commented that the deferred parking fitting should be a requirement for approval in case of a future tenant needing the required parking and it does not fit.

Vice Chair Rissi mentioned that the parking issue comes up often and there is usually asked for deferment often and that the townships formula

Planning Director Hendrick noted that deferred parking was a good way to handle parking and preventing extra impervious surface. Also stating that the next tenant would have to come in and apply for site plan review.

Member Bruneau also voiced this concern asking if the application could be tabled with the applicant providing all parking spots.

**Motion made by Secretary Noordyke, Seconded by Vice Chair Rissi to approve case number 24-3830, the construction of a 5,515 square foot building addition as shown on the site plan prepared by LRE Engineers & Surveyors and dated May 24, 2024, with the following conditions:**

- 1. A Stormwater Maintenance Agreement is submitted and registered with the county prior to construction.**
- 2. The number of parking spaces deferred is indicated on the site plan as 'reserve' or 'future parking'.**
- 3. The applicant agrees that private street is brought up to standard and approved by Township staff after completion of construction.**
- 4. The applicant provides a \$20,000 performance guarantee for the completion of the private road.**

**Supported:** Moxley, Noordhoek, Rissi, Noordyke, Richardson

**Opposed:** Bruneau, Rowland

## **ARTICLE 8.**

### **Case #24-3834**

**Applicant:** FCC, Inc., Byrne Harmon

**Property Address:** 5725 & 5755 52<sup>nd</sup> St SE

**Parcel Number:** 41-19-29-300-019, 41-19-29-300-029

**Requested Action:** Site Plan Review for a new 110,000 sf industrial building.

Planning Director Hendrick presented the applicants request which included a proposed 110,000 square foot warehouse on 52nd Street, just east of Kraft Avenue. She outlined several key issues for the Planning Commission to consider, including an unauthorized driveway installation, concerns about the proposed detention pond's impact on the nearby airport, the driveway's compliance with ordinance setbacks, and requested reductions in buffer yard landscaping. Despite these issues, Hendrick recommended approval with conditions related to working with the airport engineer on the pond design and meeting landscaping requirements on the west and north sides of the property.

Member Bruneau initiated the questioning by asking why the additional parcels were not included in the site plan, given that the detention pond encompasses those areas. Applicant representative Douglas Stalsonburg clarified that the pond

is sized to accommodate future development on all four parcels under their ownership.

Member Rowland then raised concerns about the driveway being installed without a permit and whether it could be relocated to meet the setback requirements. Applicant Representative Douglas Stalsonburg explained that prior owners had installed the driveway and believed it could remain due to the adjacent land being unbuildable and the Road Commission's verbal approval. Planning Director Hendrick provided further clarification on the location of the existing and proposed driveways. Member Rowland maintained that the driveway should be moved and properly permitted to avoid setting a bad precedent.

Member Bruneau pointed out that several standard packet items were missing, such as engineering review comments and details on utilities and water main connections including details on the lift station. Planning Director Hendrick deferred these questions to Applicant Representative Douglas Stalsonburg.

Secretary Noordyke inquired about the purpose of the berm on the north side of the property. Applicant Representative Douglas Stalsonburg clarified that it was a continuous slope rather than a berm.

Vice Chair Rissi asked about future development plans for the northeastern parcels and whether the proposed easements would accommodate those plans. Applicant representative Douglas Stalsonburg mentioned possible future plans for an additional 25,000 square foot building and that the detention pond is sized to handle that future development, but nothing was concrete.

Member Bruneau expressed surprise at the staff's recommendation for approval, given the numerous outstanding issues and incomplete information. He proceeded to list the items the applicant needs to provide and suggested tabling the discussion until those items are submitted.

Vice Chair Rissi concurred with staff's opinion that landscaping is crucial for stormwater management, not just aesthetics. Applicant Representative Douglas Stalsonburg disagreed, arguing that the site's clay soils would not allow for sufficient infiltration, making extra landscaping for stormwater management unnecessary.

Secretary Noordyke asked if the owner could attend the next meeting if the case were to be tabled, as they might be able to address many of the questions raised. Applicant representative Douglas Stalsonburg was unsure of the owner's availability in that scenario.

Planning Director Hendrick reiterated the importance of landscaping for stormwater management, even in the presence of clay soils.

Trustee Noordhoek questioned whether a smaller building footprint would be more appropriate for this challenging site. Applicant representative Douglas Stalsonburg countered that the building size is driven by the costs they would incur to extend utilities and improve the public road.

Secretary Noordyke indicated that he could potentially approve the project if the driveway were moved, and the landscaping updated per staff's recommendations.

Member Rowland agreed with the need to relocate the driveway and address all the items on the list of outstanding issues.

Vice Chair Rissi concluded that he didn't see any major problems with the overall plan, provided that the details are properly addressed.

**Motion was made by Member Bruneau, seconded by Rissi, to Table Case #24-3834 so the applicant could provide the needed missing documents in the staff report and to address the various concerns raised by staff and commissioners.**

- 1. The two (2) parcels provided in this application are combined. The Lot combination application is submitted and approved by Cascade Charter Township and recorded with the Kent County Assessing Office.**
- 2. The access drive meets the property clearance requirements of Section 19.04(4) of the Zoning Ordinance, or as close as possible, pending the findings of EGLE approval.**
- 3. All permits are obtained by the Kent County Road Commission and EGLE for the Driveway openings to public roads & all remedies are sought for previous work done without permits.**
- 4. The construction of the 30 parking spaces and associated pedestrian walkways on the north side of the building be deferred.**
- 5. All Soil Erosion & Sediment Control plans are approved by Kent County Road Commission.**
- 6. The required bufferyard plantings are added to the west and north bufferyards.**
- 7. The amount of impervious surface on the north access drive is decreased to provide for the required bufferyard planting and more gradual slopes, consistent with the current grading, on the north property line.**
- 8. All requirements of the Township Engineer are fulfilled. If the applicant is required to make changes to the site greater than the standards provided in Section 21.04 Administrative Site Plan Review, the applicant will submit an application for Site Plan Review to be reviewed and approved by the Planning Commission.**
- 9. All required easement agreements for the retention pond be recorded and submitted to the Township.**

**Motion carried unanimously.**

## **ARTICLE 9.**

### **Case #24-3838 - Public Hearing**

#### **Chapter 14 Text Amendment**

**Applicant:** Cascade Charter Township

**Requested Action:** To consider text amendments to Chapter 14 of the Zoning Ordinance – AC (Airport Commerce) District, Overlay Districts

Member Bruneau asked for clarification on removal of section of part 14.09 Planning Director Hendrick stated Legal counsel reviewed this section and found that it didn't need to be removed. It was intentional that it was not removed.

**Motion was made by Secretary Noordyke, seconded by Rissi, to open the public hearing. Motion carried unanimously.**

No public comments.

**Motion was made by Secretary Noordyke, seconded by Rissi, to close the public hearing. Motion carried unanimously.**

**Motion was made by Secretary Noordyke, seconded by Rissi, to recommend for approval to the Board of Trustees. Motion carried unanimously.**

**ARTICLE 10.**

**Case #24-3844**

**2024 Master Plan Public Comment Review & Recommendation**

**Applicant:** Cascade Charter Township

**Requested Action:** Recommend Adoption of Master Plan  
by Township Board

Member Bruneau pointed out numerous issues with the Master Plan draft, including factual errors like the incorrect number of highway ramps and misidentified parcels, grammatical mistakes, and formatting inconsistencies. He argued that the permitted density and future land use plan tables were too granular for the master plan level, suggesting they be removed to avoid conflicts with future zoning updates. Bruneau offered to work with staff to thoroughly review the plan and correct errors without altering the overall intent.

In response to Member Bruneau, Secretary Noordyke agreed that the density and land use tables were too detailed for the Master Plan and should be removed. He emphasized the importance of having the revised draft ready for the next meeting to move the process forward, aiming for plan approval before July 1st. Secretary Noordyke asked Trustee Noordhoek for input on how to proceed with the revisions from the Township Board's perspective.

Member Rowland supported Member Bruneau's proposal to collaborate with staff in reviewing and correcting errors within the Master Plan draft, emphasizing the importance of maintaining the document's intended meaning and direction.

Planning Consultant Bouchard provided context for including the density and land use tables, explaining they were meant to offer clear guidance for future zoning changes and ensure a strong connection between the Master Plan's vision and the zoning ordinance. Acknowledging concerns about the tables being too restrictive, Bouchard suggested either removing them entirely or revising them to be less specific, depending on the Planning Commission's preference. She emphasized that the ultimate decision should be based on the commission's consensus and the township's unique context and priorities.

In response to Member Bruneau's concerns about the level of detail in the tables, Consultant Bouchard explained that the intention was to provide clear direction for the Planning Commission to use as a foundation for zoning, given the township's desire to maintain a high quality of life. However, she acknowledged that if the tables were causing confusion or discomfort, they could be removed, or the level of detail reduced.

Planning Director Hendrick expressed reservations about including specific density numbers in the Master Plan tables, arguing they could hinder future efforts to update the zoning ordinance and other planning initiatives. She suggested removing the tables to provide greater flexibility for future updates, allowing the Master Plan to focus on the broader vision and guiding principles without being overly prescriptive.

Trustee Noordhoek expressed support for retaining the density tables in the Master Plan, believing they would provide a solid foundation for guiding future zoning decisions and evaluating proposed developments against the township's vision.

Vice Chair Rissi noted that the Planning Commission has never approved a building plan without landscaping between the building and the parking lot, suggesting the township's ordinance be updated to address landscaping requirements more comprehensively and ensure consistency in future development projects.

**Secretary Noordyke made a motion, seconded by Member Rowland, to table the Master Plan approval for two weeks, remove the density and land use tables, and have staff work with Member Bruneau to review and correct any grammatical or structural errors without altering the intent of the master plan.**

**Supported:** Moxley, Rissi, Noordyke, Richardson, Bruneau, Rowland

**Opposed:** Noordhoek

**ARTICLE 11. Approve the Minutes of the May 20, 2024, Meeting**

The draft minutes from the May 20<sup>th</sup> meetings were found to be error prone and erroneous. Therefore, the planning staff redrafted with Planning Commission recommendation.

Member Bruneau and Member Richardson were dismissed because they had early morning commitments.

**Member Roland made a motion to approve the revised minutes. Seconded by Rissi. Approve the Minutes of the May 20, 2024, Meeting.**

**ARTICLE 12. Acknowledge visitors and those wishing to speak.**

There was no one who wished to speak.

**ARTICLE 13. Other Business**

There was no other business.

**ARTICLE 14. Adjourn**

Vice Chair Rissi made a motion to adjourn at 10:19 p.m. Secretary Noordyke supported. Motion passed unanimously.