

Minutes

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

- ARTICLE 1.** Chairman Noordyke called the meeting to order at 7:00 P.M.
Members Present: Noordhoek, Moxley, Deering, Rissi, Rapin, Noordyke, Korstange, and Rowland
Members Absent: None
Others Present: Interim 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 Rissi to approve the current Agenda. Supported by Member Deering. Motion carried 8 to 0.
- ARTICLE 4. Disclose any Conflicts of Interest**
There weren't any conflicts of interest disclosed.
- ARTICLE 5. Accept the Minutes of the September 20, 2021 and December 20, 2021 Round Hill Committee Meetings**
Motion was made by Member Deering to accept the September 20, 2021 and December 20, 2021 Round Hill Committee meeting minutes with the revision that Member Rissi's name be added since Member Rissi wrote both sets of minutes. Supported by Member Moxley. Motion carried 8 to 0.
- ARTICLE 6. Approve the February 7, 2022 Meeting Minutes**
Motion was made by Member Rapin to approve the February 7, 2022 meeting minutes as written. Supported by Member Rissi. Motion carried 8 to 0.
- ARTICLE 7. Acknowledge visitors and those wishing to speak on non-agenda items.**
There weren't any visitors who wished to speak.
- ARTICLE 8. Case #22-3694/Scott G, LLC**
Property Address: 5784 Kraft Ave
Requested Action: The applicant is requesting site plan review for a 100,000 sq ft building addition.
Interim Planning Director Hilbrands presented the case. The applicant received a site plan approval for a 97,000 sq ft addition in 2020 but the project was never acted upon

so the approval expired. This site plan is very similar to the originally approved plan except that it has been expanded to 100,000 sq ft and the parking has been reduced from 101 spaces to 67 spaces, which still meets township regulations. The site has an agreement with the neighboring parcel to the south to allow storm water to drain into its retention pond. The parcel will require some additional grading but the property is also owned by the same person as owns the property in question. The building must be reviewed by the City of Grand Rapids for new utility requirements. There is an existing special assessment on the previous extension of the water main that must be addressed before a building permit can be issued, and the fire department and airport have both reviewed and commented on the project. The applicant has already submitted an updated photometric plan since the staff report was written and it now meets regulations. Because two of the conditions of the staff report have already been met since it was written, Staff recommend approval of the site plan with the 100,000 sq ft addition with the condition that the applicant comply with the engineering letter dated March 1, 2022 and all necessary permits are obtained before construction begins.

Member Deering asked what the comments from the airport and fire department were and Interim Planning Director Hilbrands explained that the fire department said they have to place hose drops in the building because there isn't an access road around it, and the airport requires a crane permit for construction and it must be taken down when it isn't in use.

Member Korstange clarified that the person adding on the addition is the same person who owns the land that the storm water will be draining into and asked if Interim Planning Director Hilbrands had seen the agreement. He said that he had.

Member Moxley asked about the narrative included in the packet and if the parking consisted of the 56 spaces, as listed in the narrative, or the 67 on the site plan. Interim Planning Director Hilbrands said that they originally proposed 56 spaces and he requested they bump the number of spaces up to 67 so that they would meet regulations. They increased the number of spaces on all following documents but the narrative was submitted before they had that conversation.

Chuck Hoyt of Nederveld, standing in for a co-worker who is representing the applicant, approached to answer any questions and was asked by Member Rissi if this expansion would add additional jobs to the company. He said he wasn't certain but he believed it would.

Motion was made by Member Moxley to approve the Site Plan Review with Staff recommendations and provide 67 parking spaces as shown on the site plan. Supported by Member Korstange. Motion carried 8 to 0.

ARTICLE 9. Strategic Plan Work Session

Mckenna staff led a Strategic Plan Work Session with the Planning Commission. They went through the results of the recent Strategic Plan survey and had each member write down their top three priorities for change as a Planning Commission member so they could see how closely the resident responses matched their priorities. After compiling

results, approval processes/communication/training came in first though that was not mentioned on the survey that had been sent out. This is because the members of the commission are the ones that would want/need the training and would be the most likely to bring that up. The second most mentioned topic was parks and trails, which matched the public's feedback. Third was matching ordinances to the community vision. This was specifically mentioned in terms of the current Zoning Ordinance and Master Plan. Fourth was a "downtown" village, which was very high on the list of priorities for people who took the Strategic Plan survey. Fifth was the environment, frequently mentioned in conjunction with water and water quality and sixth was traffic (in lower priority than in the survey) which also matches survey results. They also noted that the third highest priority shown in the survey was "Allocating and planning residential growth in appropriate areas," and this was not mentioned by the Planning Commissioners.

Member Rowland asked how they can build a better sense of community in Cascade in terms of comradery. Member Rissi said that they need to have a central meeting place but it may not need to be a building that is constructed, they could instead start hosting events at one specific venue and people would then see that area as a community gathering place.

Member Korstange asked if the township would be doing anything to create a cohesive style for businesses and strip malls so that the area is more visually appealing. Member Rissi said that they had done this in the past but there was an outcry from developers because this was making the buildings more expensive. Interim Planning Director Hilbrands explained that there is a Village Design Review Board with these type of requirements in place but the areas Member Korstange is talking about are zoned as B-2 and the design requirements are only for the 'downtown' area which is zoned as B-1.

Mckenna also noted that there are currently high vacancy rates for office buildings in many townships and they are working on shifting their platforms as consumer preferences change such as with businesses opening up more areas for outdoor dining.

The Planning Commission Members added up all of the different areas they live in as defined under the Strategic Planning Survey and discovered that their next member should come from area three or four for the committee to be more representative of the population.

ARTICLE 10. Old Business

Roundhill Committee Next Steps: Interim Planning Director Hilbrands, Member Moxley, Chair Noordyke, and Township Manager Swayze had met to discuss the next steps for the Roundhill Subcommittee. Member Noordyke suggested the subcommittee be chaired by Member Moxley and consist of five members. The other four Planning Commission Members, including himself, would be able to attend any meetings and share their opinions, they just wouldn't be able to vote. Chair Noordyke said he had received a request from the Governance Committee to include Member Noordhoek on the committee. Member Noordhoek asked if they need more members on the

committee to ensure a quorum and Chair Noordyke said that a quorum wasn't necessary as they will only be passing recommendations along to the Planning Commission as a whole.

Motion was made by Member Rissi for Member Moxley to chair and select members to be part of the Roundhill Subcommittee, consisting of five members, with meetings open to the public, which will report back to the Planning Commission. They will be tasked with making recommendations based on the Roundhill Report. Supported by Member Rapin. Motion Carried.

Chair Noordyke requested Member Moxley select his members, talk to them, and then report back that the committee is officially formed at the next Planning Commission meeting.

Example of Mailing Notice: At the previous meeting, Commission members requested Interim Planning Director Hilbrands provide them with a copy of the current mailing notice that goes out to residents when there is a public hearing for a case in their area. They had requested this because there had been residents who came to their meeting in recent months and they didn't seem to understand what the letter is trying to convey. The members gave suggestions on how to make this document more user friendly.

Chair Noordyke suggested adding Interim Planning Director Hilbrands email address to the bottom of the letter. Members Rapin and Korstange suggested simplifying the language used. Member Rissi suggested adding/highlighting the "if you have any questions, call" section of the letter, adding the area code to Interim Planning Director Hilbrands' phone number, and using larger/bolder text at the bottom so this information is more noticeable.

ARTICLE 11. Any Other Business

Zoning Map: A few members did not pick them up at the previous meeting but they were brought to this meeting to catch the last few commission members.

Bylaws: Bylaw discussion was pushed to the next meeting as Chair Noordyke saw that this meeting would already be a long one when making the schedule.

Email Address Update: Chair Noordyke asked if there was any update on the commission email addresses and Interim Planning Director Hilbrands said that he believed Manager Swayze had gotten the emails all set but he would have to reach out to Building Official Wilson of the Building Department to get a better answer.

Closed Session Minutes: Motion by Member Rissi to approve the minutes from the February 7th, 2022 closed session. Supported by Member Deering. Motion carried 8 to 0.

Township Office: Members Deering and Noordyke praised the passport department for their patience and assistance. Member Deering also said that it was a beautiful building and that the front desk staff were very friendly.

ARTICLE 12. Acknowledge visitors and those wishing to speak.

There were not any visitors who wished to speak.

ARTICLE 13. Adjournment

**Motion was made by Member Rissi to adjourn. Supported by Member Korstange.
Motion carried 8 to 0. The meeting was adjourned at 8:34 PM.**

Respectfully submitted,

Diedre Deering, Secretary