

AGENDA
Cascade Charter Township Zoning Board of Appeals
Tuesday, February 8, 2022
5:30 pm
2870 Jacksmith Ave

- 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. Approve the minutes of the December 14, 2021 meeting**
- ARTICLE 5. Approve the minutes of the December 21, 2021 meeting**
- ARTICLE 6. Acknowledge visitors and those wishing to speak to non-agenda items.
(Comments are limited to five minutes per speaker.)**
- ARTICLE 7. Case #22-3689/Mayton
Public Hearing
Property Address: 1468 Buttrick Ave
Requested Action: The applicant is requesting a variance to allow them to keep one more accessory building on their property than what is permitted.**
- ARTICLE 8. Case #22-3690/Meddirect Inc.
Public Hearing
Property Address: 5251 36th St
Requested Action: The applicant is requesting a variance to allow for a lot split that would result in a smaller side yard building setback than what is permitted.**
- ARTICLE 9. Election of Officers**
- ARTICLE 10. 2021 Annual Report**
- ARTICLE 11. Rules of Conduct**
- ARTICLE 12. Planning Principles**
- ARTICLE 13. 2021 Calendar**
- ARTICLE 14. Any other business**
- ARTICLE 15. 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
Zoning Board of Appeals
Tuesday December 14, 2021
5:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Vice Chair Moxley called the meeting to order at 5:30 P.M.
Members Present: Tom McDonald, Jennifer Puplava, Ralph Moxley, Lou Berra, Valerie Milliken
Members Absent: Aaron Mead
Others Present: Interim Planning Director 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 Puplava to approve the current Agenda. Supported by Member Berra. Motion carried 5 to 0.

ARTICLE 4. Approve the minutes of the November 9, 2021 meeting

Motion was made by Member McDonald to approve the November 9, 2021 meeting minutes as written. Supported by Member Berra. Motion carried 5 to 0.

ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.

There were not any visitors that wished to speak to non-agenda items.

ARTICLE 6. Case #21-3686/BDR Inc.

Property Address: 6921 Burger Dr

Requested Action: The applicant is requesting an extension of a previous variance to keep an accessory building on the property while the existing house is demolished, and a new house is built.

Interim Planning Director Hilbrands presented the request for a variance of Section 4.09 of the Zoning Ordinance to allow an existing accessory building to remain on the property while a new house is being built. The ZBA previously approved this variance at their 12/8/2020 meeting with conditions that the house is at least 50% complete within one year and a performance bond of \$10,000 is provided for the removal of the accessory building if the home is not at least 50% complete in one year. The bond will be released when the property is in compliance. The performance bond was provided and this is not the first project to request this kind of extension recently due to the pandemic and supply chain issues, so this isn't out of the ordinary. Staff is recommending approval of the variance with the addition of a condition granting a one-year extension (to December 2022) to the original conditions.

David Contant attended the meeting on behalf of BDR and spoke about their plans for the property. They acquired the property in 2020 and have demoed the house, cleaned up the area, and are readying it for market. The house is both being marketed as an available lot and as a ready to purchase home they have had designed.

Motion to open public hearing by Member McDonald. Supported by Member Berra. Motion carried.

There was no one who wished to make a comment.

Motion to close public hearing Member McDonald. Supported by Member Puplava. Motion carried.

Motion was made by Member McDonald to approve case #21-3686 with staff conditions. Supported by Member Berra. Motion carried 5 to 0.

ARTICLE 7. Case #21-3683/Warren

Property Address: 5650 McCords Ave

Requested Action: The applicant is requesting a variance to allow them to keep one more accessory building on the property than what is permitted.

Interim Planning Director Hilbrands presented the case requesting a variance of section 4.09 to allow one more accessory building on the property than what is permitted. They have been approved for a special use permit by the Planning Commission for an accessory building that is over 832 sq ft (1,561 sq ft in total) and they currently have an 8x10 ft shed on the property. They are requesting a variance to keep the old shed as well as the new accessory building they plan to build. This requires a variance because only one accessory building is permitted on properties under three acres and, excluding the right-of-way, this property is 2.9 acres, or 3.06 acres if the right-of-way is included. There have been a couple of similar requests in the past, most recently with case 21-3665 where the ZBA approved a request to keep two accessory buildings on a parcel under three acres as a new home with an attached garage was being built. The current shed is only 8x10 ft, coming in at less than 100 sq ft. Staff is recommending approval of the variance with a condition that, if the building is removed or damaged beyond repair, the applicant cannot rebuild it.

Justin Warren, the property owner, came forward to explain why he wanted to keep the building. He shared that he and his best friend had built the shed for his mother between 12 and 14 years ago, while they were in high school, and she passed away two years ago. He wants to keep the shed for purely sentimental reasons, in remembrance of his mother.

Vice Chair Moxley asked if the house on the property had been built and Warren said yes, it had been completed a year ago.

Motion to open public hearing by Member McDonald. Supported by Member Puplava. Motion carried.

There was no one who wished to comment.

Motion to close public hearing by Member Puplava. Supported by Member Berra. Motion carried.

Member McDonald stated that this is a very exceptional situation as the building is hidden, incredibly small, and the township doesn't require permits for buildings under 200 sq ft.

Motion was made by Member McDonald to approve case #21-3683 with the staff condition. Supported by Member Berra. Motion carried 5 to 0.

ARTICLE 8. Old Business

12/21/21 Special Meeting: Interim Planning Director Hilbrands said this meeting is to consider a time sensitive case that just missed the deadline for the 12/14/21 meeting and the applicant will be paying an extra fee for the special meeting to be held.

ARTICLE 9. Adjournment

Motion to adjourn was made by Member Berra. Supported by Member Puplava. Motion carried 5 to 0. The meeting was adjourned at 5:43 P.M.

Respectfully submitted,

Ralph Moxley, Secretary

Minutes
Cascade Charter Township
Zoning Board of Appeals
Special Meeting
Tuesday December 21, 2021
5:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Mead called the meeting to order at 5:30 P.M.
Members Present: Tom McDonald, Ralph Moxley, Aaron Mead, Lou Berra, Valerie Milliken
Members Absent: None
Others Present: Interim Planning Director 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 McDonald to approve the current Agenda. Supported by Member Moxley. Motion carried 5 to 0.

ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.

There were not any visitors that wished to speak to non-agenda items.

ARTICLE 5. Case #21-3687/Jeff Coffey/Thornapple Brewing

Property Address: 6262 28th St

Requested Action: The applicant is requesting approval to allow the placement of three seasonal temporary structures for outdoor seating.

Interim Planning Director Hilbrands presented the case. The applicant previously received a variance to allow two temporary igloo structures at Thornapple Brewing and is now requesting the approval to be amended to allow three, seasonal, temporary structures for outdoor seating. They would like to use the wooden huts that were previously located on the sidewalk and in the parking lot due to Covid-19 dining restrictions. Even though this isn't a zoning variance, it's something that requires zoning board approval, noted in 4.18 of the zoning ordinance. They have fire department approval, as long as there aren't any open flames heating the structures. The building department said that no additional permits are needed, as long as the structure is less than 120 sq ft, are up for less than 180 days, and are limited to no more than 9 people in a single structure at a time. They will need to be inspected by the building and fire departments every year. The previous variance allowed the structures to be up for 4 months a year while the new request is to have them up 179 days a year, after which they would have to be removed from the property. They would be able to go up the following year for the same amount of time. Staff is recommending approval of the applicant's request for three temporary structures, either igloos or wooden huts, to be

located in their outdoor seating area, as requested, with three staff conditions. The first condition is that they remain in good standing with the liquor control commission, the planning department, the building department, and the fire department, the second being that the structures cannot be up for more than 179 days per year, after which time they would need to be removed from the property, and the third is that they have the fire department and building department inspect the structures prior to occupancy each year.

The applicant, Eric Fouch, co-owner of Thornapple Brewing, thanked the board for their support and the special meeting time they added to hear this case.

Member Berra asked what type of heating they intended to use and the applicant said they would be heated by propane heaters that have the mushroom head on the top. He shared an image showing the heaters coming out from the middle of the tables and going up near the roof, completely away from the sidewalls, to mitigate any possible fire hazards.

Member Moxley asked if there was a big demand for this type of seating and the applicant explained that it was more of a novelty that people wanted to take pictures of pre-Covid but it became very popular last year when dining rooms were required to be closed. This year he doesn't know how popular they will be so they intend to put two up and maybe a third if there is enough demand.

Motion to open public hearing by Member McDonald. Supported by Member Moxley. Motion carried.

There was no one who wished to make a comment.

Motion to close public hearing by Member McDonald. Supported by Member Moxley. Motion carried.

Motion was made by Member McDonald to approve case #21-3687 with staff conditions. Supported by Member Moxley. Motion carried 5 to 0.

ARTICLE 6. Old Business

The next meeting will be in January, starting off the new year, but there aren't currently any cases slated for presentation so it may be cancelled.

ARTICLE 7. Adjournment

Motion to adjourn was made by Member Berra. Supported by Member Milliken. Motion carried 5 to 0. The meeting was adjourned at 5:37 P.M.

Respectfully submitted,

Ralph Moxley, Secretary

STAFF REPORT

STAFF REPORT: Case #22-3689/Mayton
REPORT DATE: February 3, 2022
PREPARED FOR: Cascade Charter Township Zoning Board of Appeals
MEETING DATE: February 8, 2022
PREPARED BY: Brian Hilbrands, Interim Planning Director

APPLICANT:

Adam and Annette Mayton
1468 Buttrick Ave SE
Ada, MI 49301

STATUS OF APPLICANT: Property Owner

REQUESTED ACTION: The applicant is requesting a variance to allow them to keep one more accessory building on their property than what is permitted.

EXISTING ZONING OF SUBJECT PARCEL(S): R-1, Residential

GENERAL LOCATION: Near the corner of Buttrick Ave and Loral Pines Dr.

PARCEL SIZE: Approximately 1.8 acres

EXISTING LAND USE ON THE PROPERTY: Residential

ADJACENT AREA LAND USES: All Residential

ZONING ON ADJOINING PARCELS: All R-1

STAFF COMMENTS:

1. The applicant is requesting a variance to allow them to keep one more accessory building on their property than what is permitted. They are requesting to keep an approximately 8' x 12' shed on the property as they also construct a 1,326 sq ft detached garage/pool house. The garage/pool house is already under construction. They are requesting a variance to be able to keep the shed after the new accessory building is completed.
2. They are in need of a variance since only one accessory building is permitted on properties under three acres. The size of the property is approximately 1.8 acres.

3. Section 4.09 of the zoning ordinance determines the number of accessory buildings as follows:

| Acreage | Number of Buildings Allowed* |
|-----------------------|-------------------------------------|
| Up to three (3) acres | 1 |
| 3-6 acres | 2 |
| 6+ acres | 3 |

4. We have had the accessory building limit based on parcel size since the late 1980's.
5. The shed was discovered by the Assessing Department when they were reviewing the property in 2021, and then brought to staff's attention.
6. The applicant received a special use permit for the construction of the garage/pool house in September of 2020. In the application that was received for the special use permit there was no indication that there was an existing accessory building on the property. If that information was included, the applicant would have been required to remove the shed before the special use permit was approved. The Building and Assessing Departments also had no record of the shed at that time.
7. Once staff were made aware of the shed, they informed the property owner that they would need to remove the shed before the garage/pool house was completed. Otherwise, they would need to receive a variance in order to keep both accessory buildings.
8. In order to be in compliance, the applicant has the following options:
 - Remove the existing 8' x 12' shed.
 - Receive a variance.
 - Purchase additional property to allow for the second accessory building.
9. In researching old variances (through 2001) I did find a couple of cases that I felt were most similar. In those cases, we did grant some relief for the number of accessory buildings. However, all the circumstances are not the same.
 - 07-2911. We allowed a lot split that resulted in a 2.29-acre lot having 5 accessory buildings. The applicant did remove the largest existing buildings. The number of buildings was due to the original property that was over 80 acres.
 - 11-3020. We allowed an additional building to accommodate a small building to be used as a pool shed. The building included some architectural elements that had openings in the roof and therefore it could be argued that it did not meet our definition of a building.
 - 12-3072. We allowed a 4th accessory building on a property that was over 6 acres. The owner had over 45 acres and owned an additional 45 of the surrounding property.

- 14-3209. We allowed a 2nd accessory building on 2.5 acres. The applicant removed one building and combined two others that had been built in the early 1980's.
- 21-3665. We allowed two accessory buildings to be kept on 1.9 acres as a new home with an attached garage is built. The ZBA viewed the boathouse on the property as a unique occurrence.
- 21-3683. We allowed two accessory buildings to be kept on 2.9 acres. The ZBA viewed the extremely small size of the building and the fact that the parcel was very close to 3 acres in size as unique occurrences.

10. If the variance request is denied the applicant would be required to remove the shed before construction of the garage/pool house is completed.

11. If the variance request is approved the applicant would still need to receive a permit for the shed from the Building Department. During a site visit, it also appeared that the shed is located within the required 10' side yard setback. It looked the shed is approximately 7' from the side property line. If the variance request is approved the applicant would also need to move the shed so that it meets the required 10' setback from the side property line.

12. Before the Zoning Board of Appeals can grant a variance, it must be assured that the request meets all the findings of fact listed in the table below:

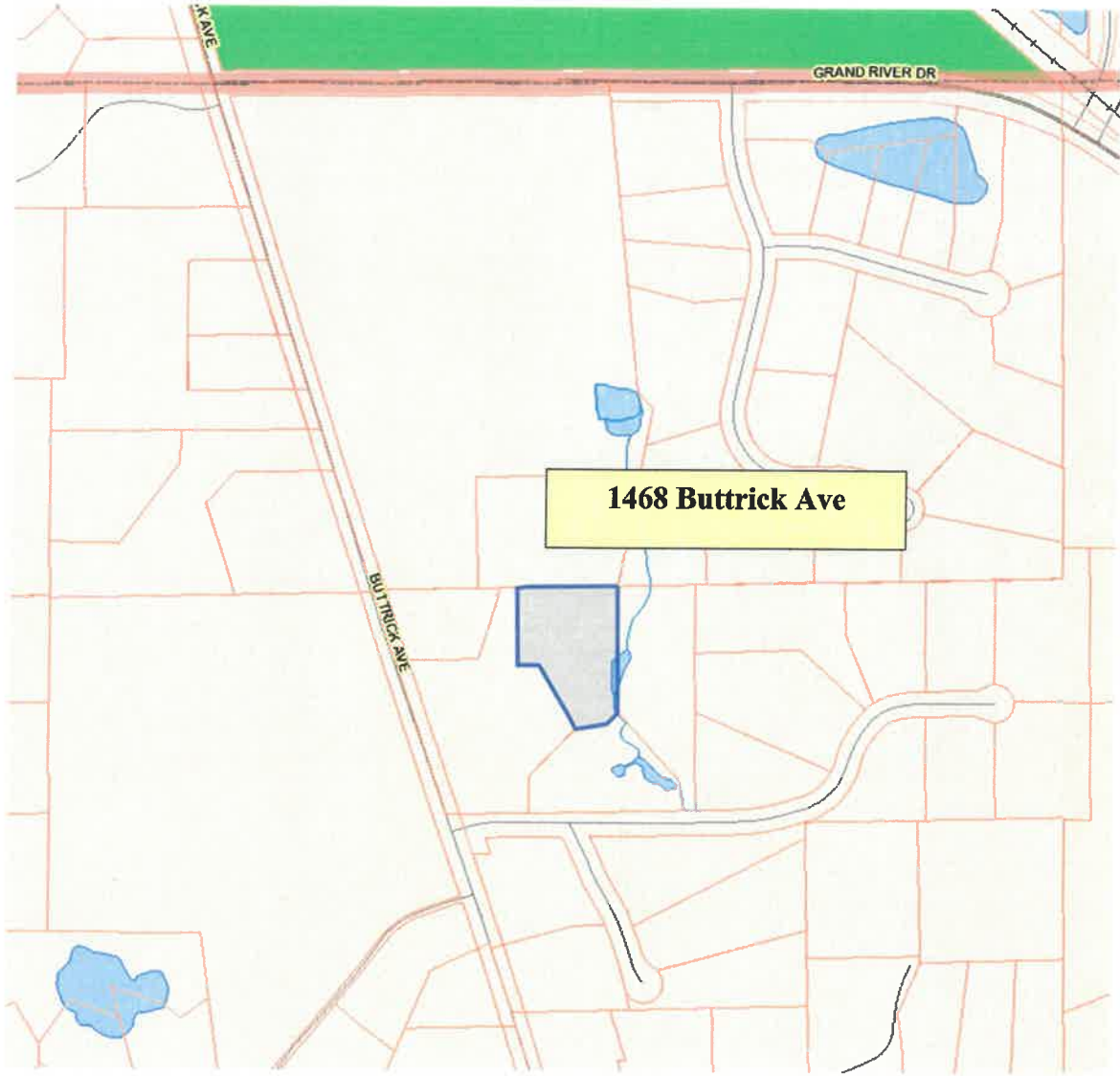
| Findings of Fact | Comment |
|--|---|
| That there are exceptional or extraordinary conditions or circumstances that are inherent to the property in question and that do not apply generally to the other nearby properties in the same zoning district. | There does not appear to be any exceptional conditions inherent to the property. |
| That the exceptional or extraordinary conditions or circumstances are not the result of actions of the applicant taken subsequent to the adoption of this Ordinance (any action taken by an applicant pursuant to lawfully adopted regulations preceding this Ordinance will not be considered self-created) | The request to keep the shed is the result of actions of the owner. |
| That such variance is the minimum variance that will make possible the reasonable use of the land, building or structure. | The property is a little over an acre short of being allowed a second accessory building. The size of the shed would still require a building permit. |
| That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare. | The building itself fits into the character of the home, but the variance may seem detrimental to other property owners who would not be allowed a second building. |

| | |
|---|--|
| <p>That the condition or situation of the specific piece of property, or the intended use of the property, for which the variance is sought is not of so general or recurrent nature as to make it more reasonable and practical to amend the Zoning Ordinance.</p> | <p>Since no unique circumstances are present a variance for this could be a recurrent situation.</p> |
| <p>The Zoning Board of Appeals shall further find that the reasons set forth in application justify the granting of the variance, and that it is the minimum variance that will make possible the reasonable use of the land, building or structure.</p> | |

STAFF RECOMMENDATION:

Staff does not support the variance since it does not appear to meet any of the standards for granting a variance, and there are no unique circumstances present. If denied it would be good to have a deadline on having this resolved. I would suggest no more than 3 months from the date of your decision or prior to a final inspection being scheduled for the garage/pool house, whichever is sooner.

Attachments: application package, site plan



1468 Buttrick Ave



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: Adam and Annette Mayton
 Address: 1468 Buttrick Ave SE.
 City & Zip Code: Ada Mi 49301
 Telephone: 616-581-0200
 Email Address: Silverstone11c@comcast.net

OWNER: * (If different from Applicant)
 Name: _____
 Address: _____
 City & Zip Code: _____
 Telephone: _____
 Email Address: _____

NATURE OF THE REQUEST: (Please check the appropriate box or boxes)

| | |
|--|--|
| <input type="checkbox"/> Administrative Appeal | <input type="checkbox"/> Administrative Site Plan Review |
| <input type="checkbox"/> Deferred Parking | <input type="checkbox"/> P.U.D. -- Rezoning * |
| <input type="checkbox"/> P.U.D. -- Site Condominium * | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Site Plan Review * | <input type="checkbox"/> Sign Variance Subdivision |
| <input checked="" type="checkbox"/> Special Use Permit | <input type="checkbox"/> Plat Review * |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Other: _____ * |

** Requires an initial submission of 5 copies of the completed site plan*

BRIEFLY DESCRIBE YOUR REQUEST:**

Would like to have your support in keeping our custom shed placed on our property previous to our detached garage

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY**:

See Survey

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 03-274-013

ADDRESS OF PROPERTY: 1468 Buttrick Ave SE

PRESENT USE OF THE PROPERTY: Storage

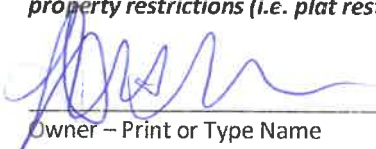
NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

| Name(s) | Address(es) |
|---------|-------------|
| _____ | _____ |
| _____ | _____ |

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)

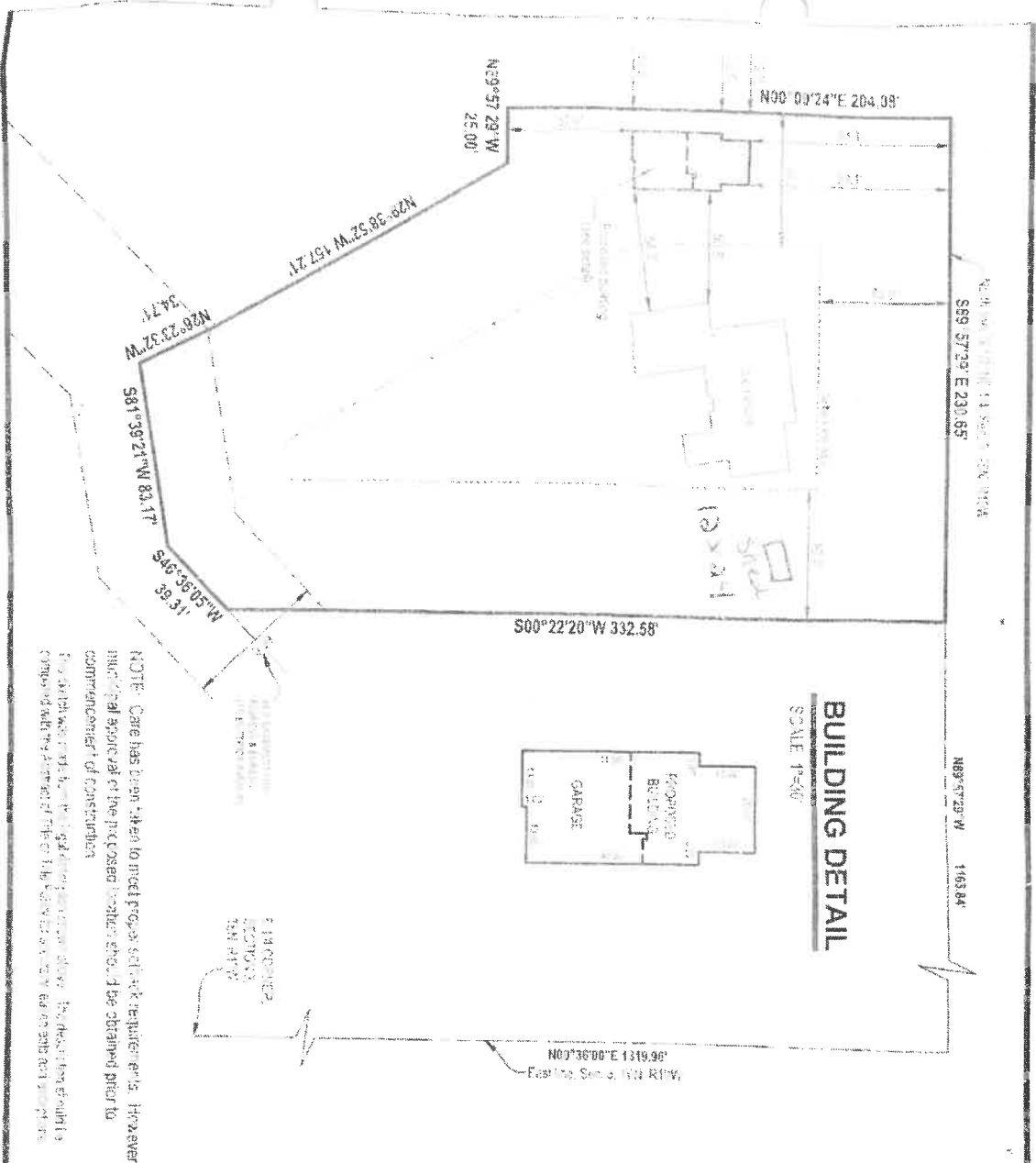

Owner – Print or Type Name
(*If different from Applicant)

Applicant – Print or Type Name

*
Owner’s Signature & Date
(*If different from Applicant)

Applicant’s Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU



NOTE: Care has been taken to meet proper setback requirements. However, final approval of the proposed location shall be obtained prior to commencement of construction.
 This sketch was prepared by the undersigned on or about the date shown and is not intended to be construed as a representation of the actual conditions of the site.

DESCRIPTION

part of the Northeast 1/4 of Section 3, Town 6 North, Range 10 West, Cascade Township, Kent County, Michigan, described as: Commencing at the East 1/4 corner, thence N00°36'00" E along the East section line 1319.96 feet to the North line of the South 1/2 of the Northeast 1/4, thence S89°57'29" W along said North line 1163.84 feet to the beginning of this description; thence S00°22'20" W 332.58 feet; thence S46°38'05" W 38.31 feet; thence S81°39'21" W 83.11 feet; thence N26°23'32" W 34.71 feet; thence N29°38'52" W 157.21 feet; thence N09°57'29" W 25.00 feet; thence S00°22'20" E 212.08 feet to the North line of the South 1/2 of the Northeast 1/4; thence S89°57'29" E along said North line 230.65 feet to the Beginning. (Kent County Tax Deed 1999)

PRELIMINARY



Address: 3377 N. Maple
 P.O. Box 507
 Mt. Pleasant, MI 49683

1400 Barton Curve SE
 Grand Rapids, MI 49508
 (616) 951-1100

PROJECT NO. 140033731
 1 OF 1

NEEDERVELD
 Civil & Survey
 1400 Barton Curve SE
 Grand Rapids, MI 49508
 (616) 951-1100

Cascade Township,

We are writing to request approval to keep our custom shed that was placed on our property before our detached garage was built. We were unaware that we would need a permit and we respectfully thought the shed we had delivered was considered personal property.

Having four teenagers, all of whom are driving vehicles, our neighbors do not oppose us having the shed for extra storage. They appreciate that all of our vehicles, lawn equipment and tools are put away and out of sight.

Below are our surrounding neighbors signatures:

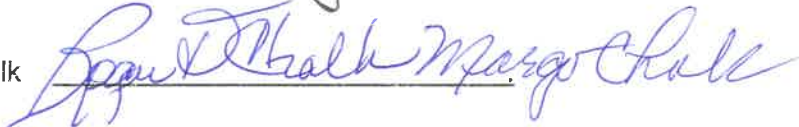
Corey and Jessica Surdam



Keith Klopocic



Roger and Margo Chalk



Marcy Beck



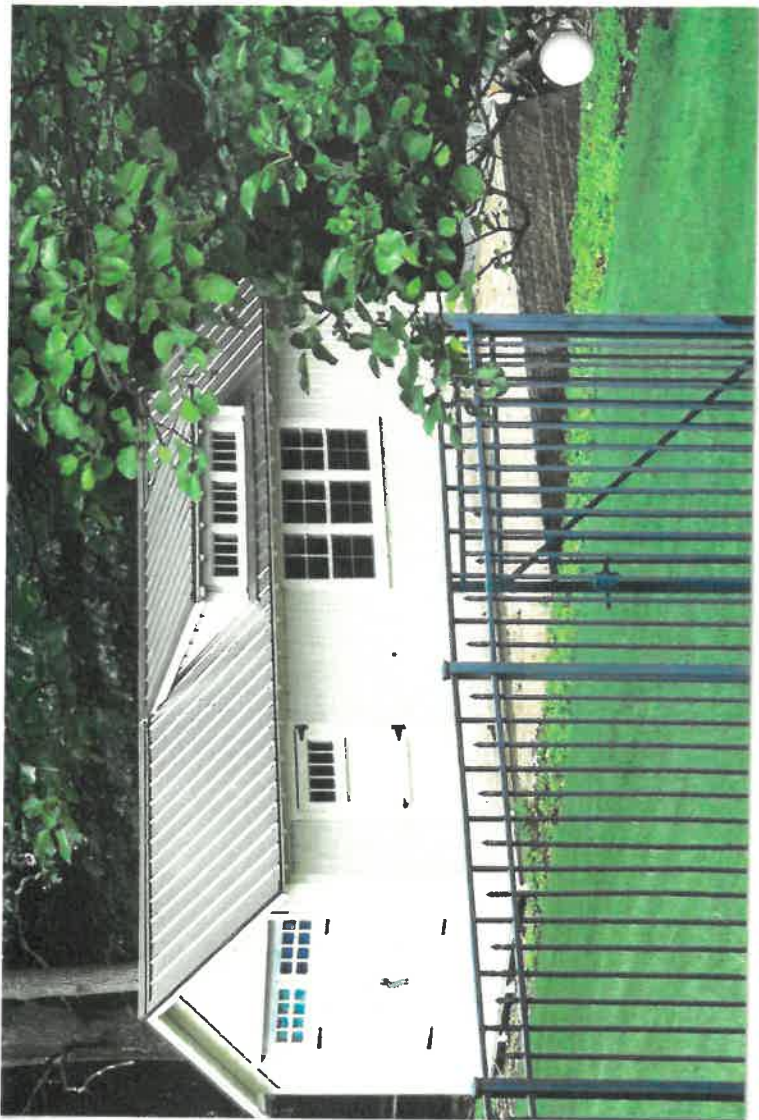
Nick and Kristen Bartlett



Thank you for your consideration,



Adam and Annette Mayton



STAFF REPORT

STAFF REPORT: Case #22-3690/Meddirect Inc.
REPORT DATE: February 3, 2022
PREPARED FOR: Cascade Charter Township Zoning Board of Appeals
MEETING DATE: February 8, 2022
PREPARED BY: Brian Hilbrands, Interim Planning Director

APPLICANT:
GDK Construction
12 West 8th St, Suite 250
Holland, MI 49423

STATUS
OF APPLICANT: Contractor for Owner

REQUESTED ACTION: The applicant is requesting a variance to allow for a lot split that would result in a smaller side yard building setback than what is permitted.

EXISTING ZONING OF
SUBJECT PARCEL(S): TI (Transitional Industrial)

PROPERTY ADDRESS: 5251 36th St

GENERAL LOCATION: The property is located on 36th St, between Patterson Ave and Kraft Ave

PARCEL SIZE: Approximately 14 acres

EXISTING LAND USE
ON THE PROPERTY: Office/Warehouse – Meddirect Inc.

ADJACENT AREA
LAND USES: All Industrial/Office

ZONING ON
ADJOINING PARCELS: S – (I) Industrial
N,E,W – TI

STAFF COMMENTS:

1. The applicant is requesting approval from the ZBA for a variance of Section 18.13 of the zoning ordinance to allow for a lot split that would result in a smaller side yard building setback than what is permitted.

2. The current site comprises of two buildings on an approximately 14-acre parcel, which are connected by an enclosed walkway. The proposed lot split would create two parcels with a new property line running between the two buildings, so that each building is located on its own parcel.
3. It would be helpful to hear from the applicant why they are interested in splitting the lot, and if they have an approximate timeline for when the building addition that is shown on the site plan might occur.
4. The two proposed parcels meet all of the width and area requirements of the TI zoning district.
5. Each of the proposed parcels would meet the minimum parking requirements. Parking lots are permitted to adjoin an adjacent parking lot without a bufferyard if the parking lots are at the same grade and no restrictions are placed on the movement of traffic from one parking lot to another. If there are restrictions placed on the movement of traffic, then a bufferyard would be required.
6. The proposed center property line is placed so that all building setback requirements on Parcel B are met. All building setback requirements on Parcel A are met, with the exception of the side yard setback along the east property line. The required side yard building setback is 25', but the lot split would result in a 17.6' setback.
7. The applicant shows plans to remove the southern section of the building on Parcel A and proposes a new building addition that would meet the 25' setback requirement. The northern section of the building would still have a 19.7' side yard setback. The enclosed walkway between the two buildings would be removed. The applicant is requesting a variance to allow for a 19.5' setback along this property line.
8. Since it is not known when the southern section of the building on Parcel A will be removed, it would seem to make the most sense to grant a variance for a setback of 17.6', since that will be what is existing on the site. Staff would recommend that if a variance is granted, language be included that requires any new construction to meet the typical setback requirements.
9. Since the enclosed walkway extends across the proposed property line and into the setback of both parcels, it would be expected that the walkway would have to be removed before a lot split can be finalized.
10. There is a deck shown on the site plan on the east side of the building on Parcel A, but there was no deck actually seen on the property during the site visit by staff. Decks are typically considered to be part of the building/structure, so they would be expected to meet the setback requirements.
11. If a variance is not approved the applicant would most likely not be able to split the parcel unless one of the buildings was completely removed. This parcel is unique in that

it essentially has two buildings located on it, but they are connected by the enclosed walkway.

12. I found four side or rear yard variances over the past 10 years for commercial/industrial property. All four were approved. They typically had a unique circumstance associated with the site, such as a large natural buffer on the neighboring property or an oddly shaped parcel.
13. Before the Zoning Board of Appeals can grant a variance, it must be assured that the request meets all the findings of fact listed in the table below:

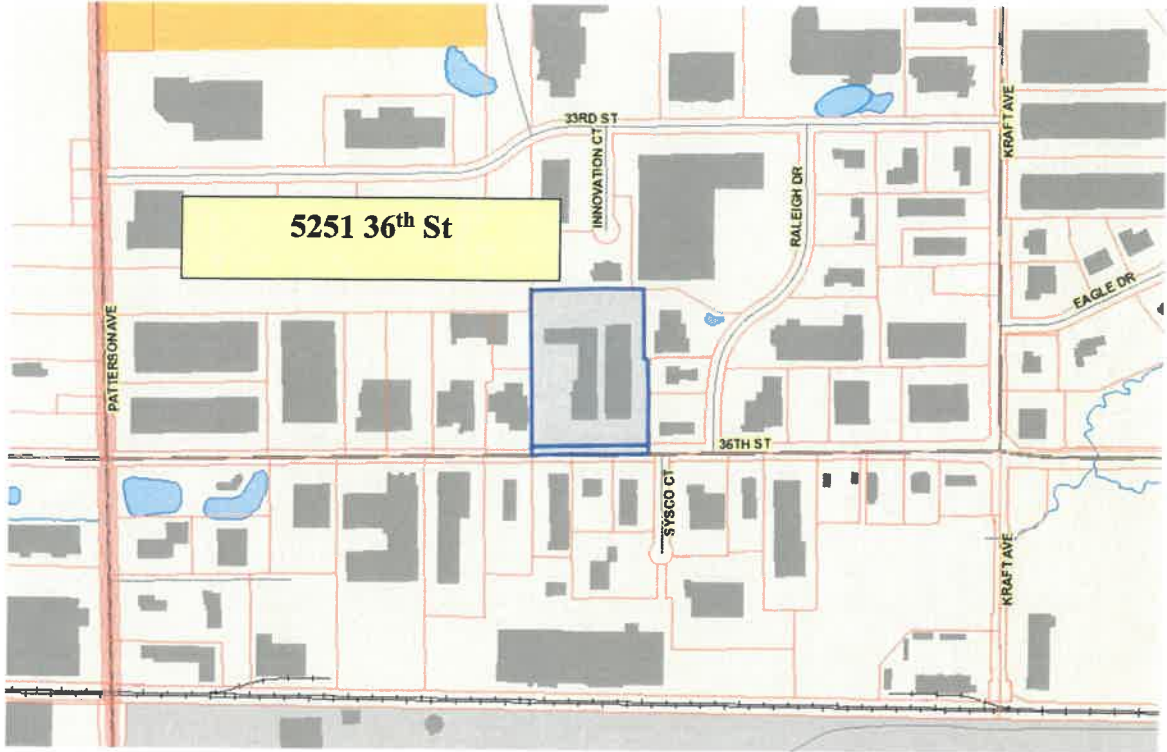
| Findings of Fact | Comment |
|--|--|
| That there are exceptional or extraordinary conditions or circumstances that are inherent to the property in question and that do not apply generally to the other nearby properties in the same zoning district. | The fact that there are essentially two buildings located on the parcel and that the parcel could not be split without a variance or removal of one of the buildings is somewhat unique. |
| That the exceptional or extraordinary conditions or circumstances are not the result of actions of the applicant taken subsequent to the adoption of this Ordinance (any action taken by an applicant pursuant to lawfully adopted regulations preceding this Ordinance will not be considered self-created) | Assessing records show that the buildings have been in place since 1986 and that the current owner purchased the property in 2017. |
| That such variance is the minimum variance that will make possible the reasonable use of the land, building or structure. | The proposed split is located so that one parcel meets all setback requirements, and the variance requested for the other parcel is the minimum possible. |
| That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare. | It does not appear that these conditions would apply to neighboring properties. |
| That the condition or situation of the specific piece of property, or the intended use of the property, for which the variance is sought is not of so general or recurrent nature as to make it more reasonable and practical to amend the Zoning Ordinance. | It would not be practical to amend the zoning ordinance as a result of this application. |
| The Zoning Board of Appeals shall further find that the reasons set forth in application justify the granting of the variance, and that it is the minimum variance that will make possible the reasonable use of the land, building or structure. | The applicant's comments should be considered before rendering a decision. |

STAFF RECOMMENDATION:

Staff recommends that you approve a variance for a side yard building setback of 17.6' along the easterly property line of the proposed Parcel A with the following conditions:

1. The enclosed walkway connecting the two buildings is removed before a lot split is finalized.
2. Any new construction or building addition shall meet the setback requirements of the zoning district.

Attachments: Application package
Site plan





January 5, 2022

Mr. Brian Hillbrands
Cascade Township
5920 Tahoe Drive SE
Grand Rapids, MI 49546

Re: 5251 – 36th Street

Dear Brian,

Please find enclosed the following in application for a variance request.

1. Application
2. Site plan
3. \$500 check

Please place this request on the February 8, Zoning Board of Appeals agenda for the required public hearing.

If you have any questions or comments, please don't hesitate to contact me.

Sincerely,

Todd Stuve
tstuive@exxelengineering.com

cc: Chuck Geenen

P:/projects/2021/212129/documents/letters/L212129



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids,
Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: GDK Construction Attn: Chuck Geenen
Address: 12 West 8th Street; Suite 250
City & Zip Code Holland, MI 49423
Telephone: 616-396-4950
Email Address: cgeenen@gdkconstruction.com

OWNER: * (if different from Applicant)
Name: Meddirect Inc.
Address: 25700 Interstate 45 N STE 300
City & Zip Code: Spring, TX 77386
Telephone: 346-268.7055
Email Address: Lisa.Lauck@meddata.com

NATURE OF THE REQUEST: (Please check the appropriate box or boxes)

| | |
|--|--|
| <input type="checkbox"/> Administrative Appeal | <input type="checkbox"/> Administrative Site Plan Review |
| <input type="checkbox"/> Deferred Parking | <input type="checkbox"/> P.U.D. – Rezoning * |
| <input type="checkbox"/> P.U.D. – Site Condominium * | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Site Plan Review * | <input type="checkbox"/> Sign Variance Subdivision |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Plat Review * |
| <input checked="" type="checkbox"/> Zoning Variance | <input type="checkbox"/> Other: _____ * |

** Requires an initial submission of 5 copies of the completed site plan*

BRIEFLY DESCRIBE YOUR REQUEST:**

Easterly side yard setback variance from 25' to 19.5' a 5.5' variance request.

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

See attached site plan

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 -18-470-007

ADDRESS OF PROPERTY: 5251 36th Street SE

PRESENT USE OF THE PROPERTY: Industrial/Offices

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

| Name(s) | Address(es) |
|---------|-------------|
| N/A | |
| | |

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)

Frank W. Stellato

Owner – Print or Type Name
(*If different from Applicant)

E-SIGNED by Frank Stellato
* on 2022-01-06 20:33:34 GMT 01/06/22

Owner’s Signature & Date
(*If different from Applicant)

DUSTIN HEMMES

Applicant – Print or Type Name

 1/7/22

Applicant’s Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU

PLANNING
DEPARTMENT

2021

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2021

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

Scott Rissi, Chairman
Chris Noordyke, Vice Chair
Deidre Deering, Secretary
Windy Korstange
Craig Meurlin
Ralph Moxley
Timmy Noordhoek, Trustee
Ben Rapin

ZONING BOARD OF APPEALS

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

PLANNING STAFF

Brian Hilbrands, Interim Planning Director
Jessica Stine, Administrative Assistant

January 11, 2022

The Cascade Charter Township Planning Department is pleased to present our annual year in review in the form of the **2021 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 2021.

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.

Although the impact of the Coronavirus has continued into 2021, it has not stopped the number of inquiries, permits and requests for new projects. It appears that 2022 will be equally challenging as the pandemic continues to bring new uncertainties. In addition to the challenges related to the pandemic we will continue to address the “normal” challenges for the Planning Department in the upcoming year. 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
Interim Planning Director

Cascade Charter Township Planning Department 2021 Annual Report

ACCOMPLISHMENTS

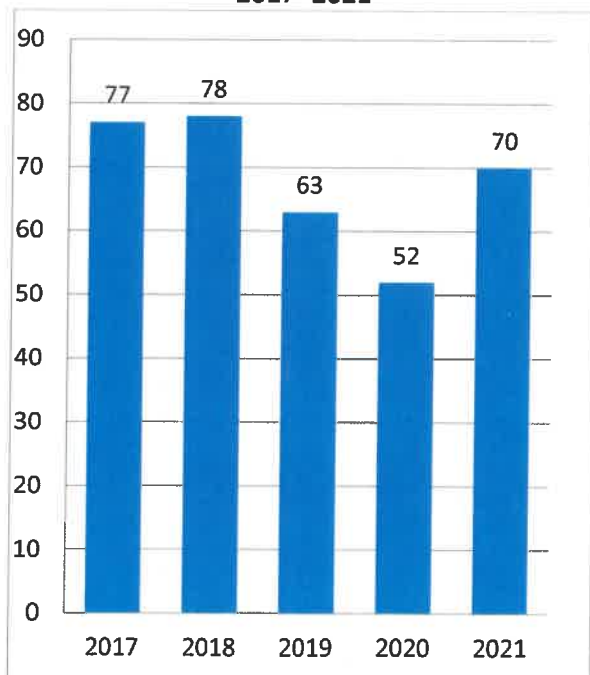
Development Reviews

In 2021, the Planning Department reviewed a total of 70 new development requests. Several of the 2020 requests were also carried over into 2021 and consumed additional staff time. Similarly, many of the projects initiated in 2021 will still be active in 2022. 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 2017 - 2021

| Activity/Year | 2017 | 2018 | 2019 | 2020 | 2021 |
|----------------------------------|------|------|------|------|------|
| Planning Commission | | | | | |
| Planned Unit Developments | 10 | 4 | 4 | 2 | 4 |
| Rezoning | 1 | 1 | 0 | 0 | 0 |
| Site Plan Reviews | 7 | 9 | 3 | 5 | 6 |
| Administrative Site Plan Reviews | 6 | 5 | 7 | 3 | 10 |
| Special Use Permits | 12 | 19 | 11 | 10 | 15 |
| Plat/Site Condo Reviews | 0 | 0 | 1 | 1 | 0 |
| Other Activities | 2 | 3 | 3 | | 3 |
| Subtotals | 38 | 41 | 29 | 21 | 38 |
| Zoning Board of Appeals | | | | | |
| Variances and other requests | 14 | 10 | 11 | 16 | 17 |
| All Board and Commissions | | | | | |
| Other Requests | 0 | 0 | 0 | 0 | 0 |
| Planning Department | | | | | |
| Lot Split (Cases) | 25 | 27 | 23 | 15 | 15 |
| TOTALS | 77 | 78 | 63 | 52 | 70 |

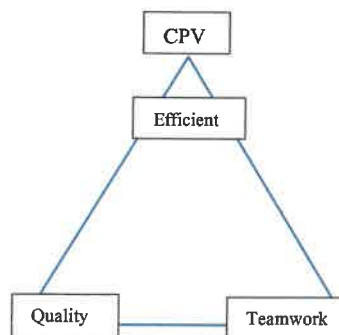
DEVELOPMENT ACTIVITY TOTALS 2017- 2021



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.



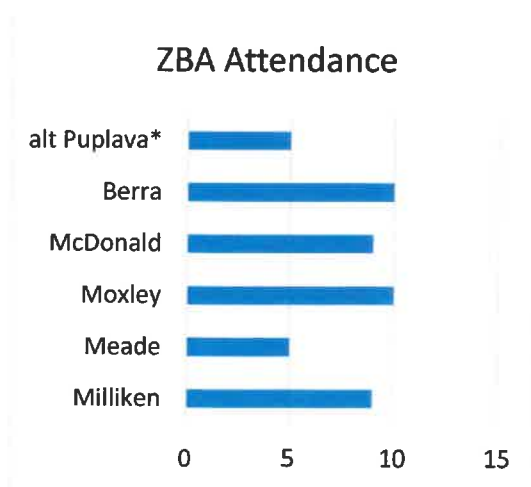
Staff Changes

Some of the most notable change for the year came with staff changes. Former Community Development Director Steve Peterson left the Township after 23 years for a position with the City of Holland. The Planning Department also lost Cassie Lockwood, who was serving as the Administrative Assistant. To fill those positions Jessica Stine was hired to fill the Administrative Assistant role, and former Planner Brian Hilbrands has been serving as the Interim Planning Director. With Planning Staff stepping into new roles combined with the high number of development requests, 2021 was a busy year for the Planning Department.

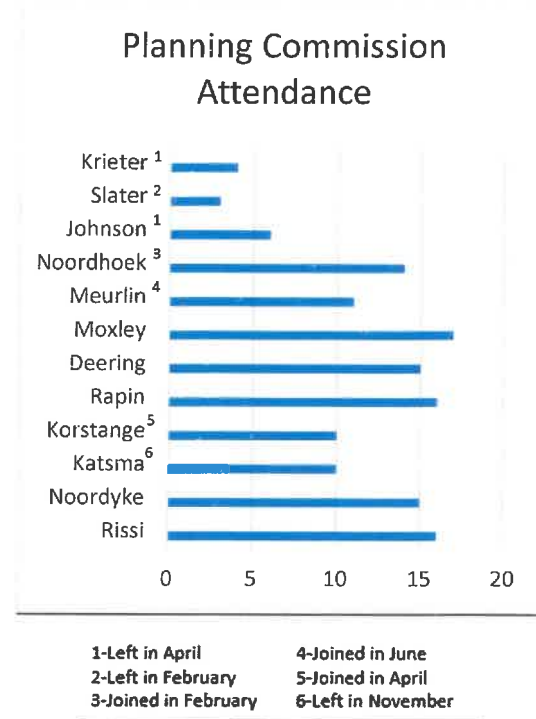
Attendance

In 2021 the Planning Commission had a total of 17 meetings and the Zoning Board of Appeals had a total of 10 meetings. *The alternate for the Zoning Board only attends when needed.

Zoning Board attendance was as follows:



Planning Commission attendance was as follows



Regional Planning

Staff continued its involvement with regional planning issues in 2021. 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. In 2021, work went on to develop and approve a new Stormwater Ordinance, as required by the Township's MS4 permit. It is expected that the new Stormwater Ordinance will be adopted by the Township Board in early 2022.

Parks

The Parks Committee has selected a consultant to assist the Township with updating the Parks, Recreation and Open Space Plan. This process will begin in early 2022 and is expected to be completed by July 2022.

Pathway Maintenance

We continued the pathway maintenance by replacing approximately 2,200 feet of pathway on Cascade Road and 950 feet of pathway along Thornapple River Drive, as well as a bridge approach on Buttrick Avenue.

Regional Geographic Information System (REGIS)

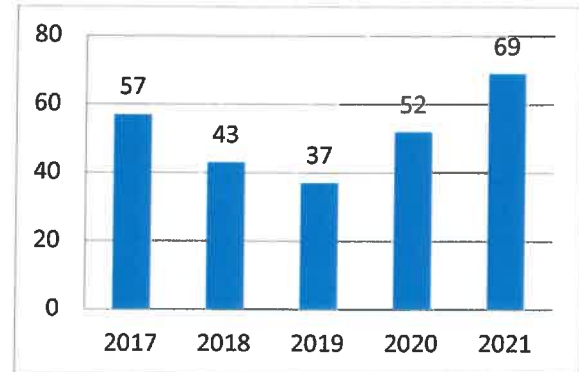
Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

Redevelopment Ready Community

The Planning Staff continued to coordinate with the Economic Development Director to ensure that we would be ready to implement the RRC program.

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.



Applicant Billing

The Planning Department will continue to actively pursue the recovery of review costs associated with development proposals. In 2021, we were reimbursed approximately \$11,500 in engineering, planning and legal review fees spent on various development projects. There are a few projects that were approved towards the end of the year that still need to be billed. Accurate records are kept so the appropriate applicant is billed for their respective fees incurred.

Case Summaries

The following pages provide a brief synopsis for each type of development request that was reviewed in 2021.

2021

Planned Unit Developments

| Case | Applicant | Request | Location | Preliminary | Final |
|---------|------------------------|---|---------------------------|-------------|------------|
| 21-3629 | Bob Morse | PUD Amendment for new car wash/coffee shop | 6390/6420 28th St | 7/19/2021 | 9/22/2021 |
| 21-3632 | Gole Dental Properties | Amend existing PUD to permit a dental office in the existing 2,500 sq ft building with 12 parking spaces | 3636 Kraft Ave | 11/15/2021 | 12/15/2021 |
| 21-3636 | Roundhill | Amend PUD to allow for retaining wall and pool within 25-foot setback for unit 4 | 3000 Thornhills Ave/Lot 4 | | |
| 21-3681 | Patterson Ice Center | Amend existing PUD of Patterson Ice Center to lift some use and development restrictions, and allow sale of alcohol | 2550 Patterson Dr | | |

Site Plan review

| Case | Applicant | Proposed Land Use | Location | Planning Commission Action |
|---------|---------------------------------|---|--------------------|----------------------------|
| 21-3620 | Med Bio | New 21,000 sq ft addition for light manufacturing/warehouse | 3677 Sysco Ct SE | Approved |
| 21-3623 | Lacks | 45,000 sq ft addition to existing distribution facility/warehouse building | 5711 Kraft Ave | Approved |
| 21-3643 | Golf Club @ Thornapple Pointe | Construct a 2,061 sq ft addition to existing clubhouse building, elevated deck, expansion of existing concrete patio, and regrading of driving range. | 7211 48th St SE | Approved |
| 21-3669 | John Rabideau Cascade Roadhouse | New 480 sq ft covered structure | 6817 Cascade Rd SE | Approved |
| 21-3680 | Quail Ridge | New 3,200 sq ft out-building | 8375 36th St SE | |
| 21-3688 | Chick-fill-A | Modification of drive through lanes to accommodate two lanes from entry to pickup | 5528 28th St SE | |

Special Use Permits

| Case | Applicant | Request | Location | Zoning | Action |
|---------|-------------------------|---|----------------------|--------|-----------|
| 21-3619 | Krause | Accessory building larger than 832 sq ft | 2469 Surbridge Dr SE | PUD 65 | Approved |
| 21-3621 | Engler | Accessory building larger than 832 sq ft | 7080 Hidden Ridge | R-1 | Approved |
| 21-3622 | DeVos | 800 square foot addition to an accessory building | 2020 Devonwood Ln SE | R-1 | Approved |
| 21-3625 | Tran-Randall Burri | Accessory building larger than 832 sq ft | 4670 Quiggie Ave | FP | Approved |
| 21-3631 | Bigger | Accessory building larger than 832 sq ft | 4983 Clear Ridge Dr | PUD 72 | Approved |
| 21-3637 | Seely | Accessory building larger than 832 sq ft | 4200 Cherry Ln | ARC | Approved |
| 21-3638 | Davis Fila Construction | Accessory building larger than 832 sq ft | 6541 60th St SE | ARC | Approved |
| 21-3652 | Waugh | Accessory building larger than 832 sq ft | 7630 Cascade Rd SE | R-1 | Approved |
| 21-3655 | Parallel Construction | Accessory building larger than 832 sq ft | 8155 36th St | PUD 61 | Withdrawn |
| 21-3656 | Fire Station | 3,300 sq ft steel building for fire department vehicle storage, construct an accessory building larger than 832 sq ft | 2990 Buttrick Ave | ARC | Withdrawn |
| 21-3659 | Lange | Accessory building larger than 832 sq ft | 9205 28th St SE | ARC | Approved |
| 21-3664 | Eggleston | Accessory building larger than 832 sq ft | 9091 36th St SE | ARC | Approved |
| 21-3677 | Elliott | Accessory building larger than 832 sq ft | 6870 48th St | ARC | Approved |
| 21-3682 | Warren | Accessory building larger than 832 sq ft | 5650 McCords Ave | ARC | Approved |

| | | | | | |
|--|---------------------------------|---|-------------------------|---|-------------------|
| 21-3685 | Renucci | Accessory building larger than 832 sq ft | 5175 Buttrick Ave SE | R-1 | Approved |
| Administrative Site Plan Review | | | | | |
| Case | Applicant | Proposed Land Use | Location | Action | |
| 21-3624 | L3 Harris Technologies | Construct 3100 sq ft addition | 5353 52nd St Se | Approved | |
| 21-3645 | Gippers | Pour concrete to add outdoor seating area at front of restaurant | 2929 Kraft Ave SE | Approved | |
| 21-3647 | Family Veterinary Real Estate | New 33-space parking lot at 6503 28th Street and redesign of existing parking lot at same address | 6555 28th St SE | Approved | |
| 21-3657 | Paradigm Design-Meijer | Renovated 14-space curbside pick-up area | 5531 28th St | Approved | |
| 21-3666 | Universal Traffic Service | New 37-space parking lot | 5500 International Pkwy | Approved | |
| 21-3667 | Green Castle Properties | Placement of 8' tall, 20' x 7.5' storage container on asphalt parking area for short-term storage of electric vehicle batteries | 6025 28th St SE | Approved | |
| 21-3671 | John Rabideau-Cascade Roadhouse | Add outdoor seating area and pergola along north side of restaurant | 6817 Cascade Rd SE | Approved | |
| 21-3675 | Lacks Enterprises | Two new parking lots | 5675 Kraft Ave SE | Approved | |
| 21-3678 | MedBio | 22-space parking lot to east of the existing parking lot | 3677 Sysco Ct SE | Approved | |
| 21-3679 | Meijer | Relocation of existing pharmacy drive thru lane to east side garden center | 5531 28th St SE | Approved | |
| Zoning Board of Appeals | | | | | |
| Case | Applicant | Location | Zoning | Request | ZBA Action |
| 21-3626 | Caulfield | 7056 Whispering Timbers Ct | R-1, Residential | Construct accessory building in front yard | Approved |
| 21-3627 | Tilley | 3694 Oak Bluff Dr | R-2 | Construct building addition and a deck within rear yard setback | Withdrawn |
| 21-3628 | Goehring | 6389 Burton St | R-1 | Use of temporary building during construction of detached garage | Approved |
| 21-3633 | Verkaik | 8934 52nd St | ARC | Construct accessory building concurrently with home | Approved |
| 21-3635 | Renucci | 5175 Buttrick Ave SE | R-1 | Construct accessory building on parcel without a home | Approved |
| 21-3642 | Woods Builders Homes | 7703 30th St SE | R-1 | Keep accessory building on property while existing home is demolished and new home is built | Approved |
| 21-3648 | Stevenson | 7007 Oak Brook St SE & 7126 Mooring Heights Ct | R-2 | Reconfigure platted lot lines | Approved |
| 21-3649 | Lamore | 5733 Summerset Woods Dr | PUD 70 | Construct accessory building in front yard | Approved |
| 21-3654 | Parallel Construction | 8155 36th St | PUD 61 | Construct accessory building in front yard | Withdrawn |
| 21-3662 | Burrows | 2383 Thornapple Dr SE | R-2 | Construct 3 separate additions to home within front yard setback | Approved |

| | | | | | |
|-------------------|----------------------------------|--|--|---|---------------|
| 21-3665 | Daniel Stephan Builders | 1721 Riveroaks | R-1 | Keep an accessory building on property while existing home is demolished and new home is built | Approved |
| 21-3670 | John Rabideau-Cascade Roadhouse | 6817 Cascade Rd SE | B-1 | Outdoor seating area closer to side and front property lines than permitted, and the addition of covered structure closer to front property line than permitted | Approved |
| 21-3672 | Goehring | 6389 Burton St SE | R-1 | Extension of previous variance for use of temporary building during construction of detached garage | Approved |
| 21-3674 | Keeler | 7385 Kilmer St SE | R-1 | Construct addition to north side of home that is closer to side property line than permitted | Approved |
| 21-3683 | Warren | 5650 McCords Ave SE | ARC | Allow to keep one more accessory building on property than permitted | Approved |
| 21-3686 | BDR Inc | 6921 Burger Dr SE | R-2 | Extension of previous variance to keep accessory building on property while existing house is demolished and new house is built | Approved |
| 21-3687 | Jeff Coffey-Thornapple Brewing | 6262 28th St SE | PUD 39 | Allow placement of 3 seasonal temporary structures for outdoor seating | Approved |
| Lot Split | | | | | |
| Lot Splits | Applicant | Parcel No (s) | Address | Number of parcels created | Action |
| 21-3630 | Elon Homes | 41-19-09-201-015 | 6797 Burton St | 2 | Approved |
| 21-3634 | Dozeman | 41-19-23-200-012 | 8494 36th St SE | 7 | Approved |
| 21-3639 | Heyes | 41-19-13-100-049 and 41-19-13-100-050 | 2985 West Locust Ln | Reconfiguration | Approved |
| 21-3646 | JMR Property 2 | 41-19-16-101-012 and 41-19-16-101-014 | 2845 Thornhills Ave Se | Reconfiguration | Approved |
| 21-3650 | Lacks | 41-19-32-300-034, 41-19-32-300-046, and 41-19-32-300-032 | 5737 60th St | Reconfiguration | Approved |
| 21-3651 | Kraft Ave Properties | 41-19-32-300-034, 41-19-32-300-046, and 41-19-32-300-032 | 5824 Kraft Ave | 2 | Approved |
| 21-3653 | Jordan | 41-19-15-351-038 and 41-19-15-351-039 | 7430 Cascade Rd | Reconfiguration | Approved |
| 21-3658 | 4920 Streamside Pointe | 41-19-26-400-058 and 41-19-26-400-059 | 4920 & 4928 Streamside Pointe Dr SE | Reconfiguration | Approved |
| 21-3660 | Schrock/Buttrick | 41-19-11-100-045 | 2150 Buttrick Ave SE | 4 | Approved |
| 21-3661 | Schrock/Kilmer | 41-19-33-200-031 and 41-19-33-200-033 | 5586 Thornapple River Dr & 6964 Kilmer Dr SE | 3 | Approved |
| 21-3663 | Eggleston | 41-19-13-002, 41-19-13-326-003, and 41-19-13-326-004 | 9091 36th St SE | 2 | Approved |
| 21-3668 | Van Strien | 41-19-13-100-043 and 41-19-13-100-005 | 8960 28th St | 2 | Approved |
| 21-3673 | Holland Homes -Doug Bouma | 41-19-05-480-023 and 41-19-05-480-024 | 1950 & 1950 Hazetline Dr SE | Reconfiguration | Approved |
| 21-3676 | Smith | 41-19-11-300-077 and 41-19-11-300-005 | 8255 28th St SE | Reconfiguration | Approved |
| 21-3684 | Unity Spiritual Community Church | 41-19-16-230-004 | 2965 Wycliff Dr SE | 2 | Approved |

| Other | | Request | Location | PC Action | TB Action |
|-------------------------------|---------------------------|--|-------------------------|-----------------------|-------------------------|
| Case | Applicant | | | | |
| 21-3640 | Temp Uses | Amend the zoning ordinance to allow temporary outdoor uses as a use permitted by right in the B1 and B2 zoning districts with administrative site plan approval. | | Tabled | |
| 21-3641 | Intersection Study | Determine which intersections in Cascade are the most dangerous and what can be done to address safety issues | | | |
| 21-3644 | Thornapple Pines Holdings | Private road exception | 7650 Timber Bluff Dr SE | Tabled | |
| 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 |

**Rules of Conduct
For
The Cascade Charter Township Planning Commission**

1. POLICY AGAINST “EX PARTE” COMMUNICATIONS.

Planning Commission Members (“members”) should avoid outside contact with applicants, developers, applicants/developer’s representatives (including planners or attorneys or interested neighbors regarding matters before the Planning Commission.

- a. The Planning Commission must act as a board and not as individual members. Advisory opinions should not be given.
- b. “Ex Parte” communication (i.e., outside of public Planning Commission meetings or hearings) by individual members of the Planning Commission with applicants, developers, applicant’s/developer’s representative or interested neighbors in person, by telephone or by visits are to be avoided, except for limited necessary contact during fact-finding site visits.
- c. Site visits – Individual members shall view sites only if they can do so without any unnecessary contact with the applicant, developer, applicant’s/developer’s representatives or interested neighbors and with the specific purpose of gathering physical facts and/or data.
- d. If a member is contacted by an applicant, developer, applicant’s/developer’s representative or an interested neighbor, the member shall promptly inform the party that he or she should not discuss the matter or have any contact whatsoever outside a Planning Commission hearing or meeting except for site visits. The member shall then immediately inform the party that they are welcome to come to Planning Commission meetings to discuss their views, wishes, etc., or to put their concerns in writing with a copy sent to the Chairperson of the Planning Commission.

2. MEMBER DISCLOSURE

In order to maintain public trust and ensure fairness, each Planning Commission member shall publicly disclose at the Planning Commission hearing or meeting involved any of the following:

- a. If the Planning Commission member is related to an applicant, developer, applicant’s/developer’s representative or any party involved.
- b. If the Planning Commission member is (or has been) in business or financially connected with the applicant or parties involved

- c. If the Planning Commission is a close friend of the applicant or parties involved.
- d. If the Planning Commission member has an unavoidable bias regarding the matter and could not be fair.

3. CONFLICT OF INTEREST

- a. A member should remove himself/herself from the hearing, discussions and decision –making process if the member has a conflict of interest or a potential conflict of interest involving the situation at hand as a conflict of interest is defined by Michigan law.
- b. While not required to do so, where a member of the Planning Commission has an actual or potential conflict of interest, it is often best if he/she move from the place where the full Planning Commission or Planning Commission subcommittee is sitting and go sit in the audience or leave the room until the matter is over. Physical removal often minimizes any public perception that the member with any conflict or potential conflict of interest is unduly influencing his or her fellow members of the Planning Commission by the member’s physical presence.
- c. If a member has abstained from a matter due to a conflict or potential conflict of interest, that member has the right to voice his or her opinion at a meeting or hearing of the Planning Commission as a member of the audience. If a Planning Commissioner has a conflict or potential conflict of interest that member shall be treated as an interested party and shall be bound by the requirements of Section 1 above. The Planning Commissioner shall not have any contact with other Planning Commissioners regarding the matter except as otherwise permitted in Section 1 hereof.
- d. A Planning Commissioner shall not represent any applicant, developer, neighbor or party directly interested in a matter before the Planning Commission. Except as otherwise prohibited by law, a Planning Commissioner’s employer, fellow employee, or partner may represent a party appearing before the Planning Commission. But in such case the Planning Commissioner involved shall be deemed to have a conflict of interest, shall publicly disclose the situation, and shall remove himself/herself from the proceedings as required by Paragraph 3.a. hereof.
- e. All Planning Commissioners should strive not to place themselves in situations where there would be even an appearance of impropriety or become involved in a hearing, discussion, or decision-making process before the Planning Commission which would place that member in a potential conflict of interest situation.

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
2022 MEETING SCHEDULE AND DEADLINE DATES**

PLANNING COMMISSION

Meetings are at 7:00 PM

| <u>Meeting Date</u> | <u>Deadline Date</u> |
|----------------------|----------------------|
| January 3, 2022..... | December 6, 2021 |
| January 17..... | December 20, 2021 |
| February 7..... | January 10, 2022 |
| February 28..... | January 31 |
| March 7..... | February 7 |
| March 21..... | February 21 |
| April 18..... | March 21 |
| May 9..... | April 11 |
| May 16..... | April 18 |
| June 6..... | May 9 |
| June 20..... | May 23 |
| July 11..... | June 13 |
| July 18..... | June 20 |
| August 8..... | July 11 |
| August 15..... | July 18 |
| September 12..... | August 15 |
| September 19..... | August 22 |
| October 3..... | September 5 |
| October 17..... | September 19 |
| November 14..... | October 17 |
| November 21..... | October 24 |
| December 5..... | November 7 |
| December 19..... | November 21 |

ZONING BOARD OF APPEALS

Meetings are at 5:30 PM

| | |
|-----------------------|-------------------|
| January 11, 2022..... | December 13, 2021 |
| February 8..... | January 10, 2022 |
| March 8..... | February 7 |
| April 12..... | March 14 |
| May 10..... | April 11 |
| June 14..... | May 16 |
| July 12..... | June 13 |
| August 9..... | July 11 |
| September 13..... | August 15 |
| October 11..... | September 12 |
| November 15..... | October 17 |
| December 13..... | November 14 |

**Meetings will be held at the Cascade Library
Wisner Center located at 2870 Jacksmith Ave SE.**