

Minutes

Cascade Charter Township
Planning Commission
Monday February 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 Deering to approve the current Agenda. Supported by Member Rissi. Motion carried 8 to 0.

ARTICLE 4. Disclose any Conflicts of Interest

There weren't any conflicts of interest disclosed.

ARTICLE 5. Approve the Minutes of the January 17, 2022 Meeting

Motion was made by Member Deering to approve the January 17, 2022 meeting minutes as written. Supported by Member Moxley. Motion carried 8 to 0.

ARTICLE 6. Acknowledge visitors and those wishing to speak on non-agenda items.

There weren't any visitors who wished to speak.

ARTICLE 7. Case #21-3681/Patterson Ice Center, LLC

Property Address: 2550 Patterson Ave

Requested Action: Consider recommendation to Township Board for PUD Ordinance Amendment

Interim Planning Director Hilbrands presented the PUD Ordinance Amendment. He drafted the amendment to match the conversation from the 1/17/2022 Planning Commission meeting. He asked commission members to look specifically at article five which is the section on allowing alcohol at the rink as this inspired the most discussion at the previous meeting.

Members Rapin and Moxley stated that they believed Interim Planning Director Hilbrands did a good job integrating the conversation from the previous meeting into the PUD Ordinance Amendment.

Motion was made by Member Moxley to recommend the PUD Ordinance Amendment to the Township Board. Supported by Member Rapin. Motion carried 8 to 0.

ARTICLE 8. Closed Session-Pursuant to MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.

Motion was made by Member Rissi to enter closed session pursuant to MCL 15.268 (h) to consider material exempt from discussion or disclosure by state or federal statute. Supported by Member Rapin. Motion carried unanimously by roll call vote. Planning Commission entered Closed Session at 7:06 PM.

Motion was made by Member Rissi to reconvene Open Session. Supported by Member Rapin. Motion carried unanimously by roll call vote. Planning Commission resumed Open Session at 8:26 PM.

ARTICLE 9. Old Business

Planning Commission Bylaws Discussion: Interim Planning Director Hilbrands sent the draft bylaws to the township attorneys who had three edits and one suggestion. They suggested the Rules of Conduct be included the Planning Commission Bylaws rather than as a second document for simplicity's sake. Interim Planning Director Hilbrands explained to the attorneys that the Planning Commission would prefer to keep the two documents separate so that the Rules of Conduct would be easier to change and the Bylaws would be more permanent. The attorneys didn't push back too hard on that.

The three recommended edits were:

Article 3.3: They changed the last sentence to say, "To initiate this action the Planning Commission may make a recommendation for removal to the Township Board."

This is because the Township Board has ultimate authority and they can start the process themselves but the Planning Commission may also begin the process. This was just changing "shall" to "may".

Article 5.5 (g): They believed the proposed wording made it too open so that the Planning Commission would be liable to having to respond.

Article 11: "Amendments will require an affirmative vote of the majority of the Planning Commission appointed and serving."

This clarifies that a majority of all Planning Commission members have to vote in the affirmative, not just the majority of those attending the meeting.

The Planning Commission all agreed on the three edits but still want to keep the Rules of Conduct outside the Bylaws, agreeing when Member Rissi said that they see the Bylaws as bumpers to guide them to make the right decisions whereas the Rules of Conduct may be more malleable and easier to change.

Interim Planning Director Hilbrands will bring this draft (with the three edits) back to the attorneys for a final review so they can verify whether or not anything in the Bylaws is in

conflict with the Zoning Ordinance. If it is not, the Planning Commission will be able to adopt their own bylaws without needing approval from the Township Board.

Member Moxley brought up the section of the Rules of Conduct on conflicts of interest as well as other sections of the Bylaws pertaining to conflicts of interest and how they are all different. He wondered if they were going to try to combine them all into one coherent section or if they would have the attorneys create a draft using this information and then the Planning Commission can edit it as they see fit. Members Korstange and Rissi voiced support for the attorneys creating a first draft, using information from the previous documents governing conflicts of interest. Chair Noordyke asked Interim Planning Director Hilbrands to provide the attorneys with this information and ask they create a first draft for the Rules of Conduct.

ARTICLE 10. Any Other Business

Minutes of the January 17, 2022: Member Rissi said that a resident who attended the last meeting had his name spelled incorrectly in the minutes. It should be spelled "Zoellmer".

Member Rissi made a motion to correct the spelling of Resident Zoellmer's name in the January 17, 2022 meeting minutes. Supported by Member Moxley. Motion carried 8 to 0.

Composting: Member Rissi made a motion to add composting to the 2022 work plan. Supported by Member Rapin. Motion carried 8 to 0.

Zoning Maps: Member Moxley asked Interim Planning Director Hilbrands if there was an update on the zoning maps and he said that he brought them to this meeting to hand out at the end of the meeting.

Planning Commission Email Addresses: Chair Noordyke asked Interim Planning Director Hilbrands if he had an update on the email addresses the Township will be issuing to Planning Commission members. Interim Planning Director Hilbrands said that he did not have any information and suggested that the 'Brian' Manager Swayze had referenced (when talking to Chair Noordyke) was actually Building Official Brian Wilson of the Buildings Department. Chair Noordyke said he will follow up with Manager Swayze.

Packets on Website: Member Korstange said that resident Zoellmer had mentioned during public comment, at the January 17, 2022 meeting, that he didn't realize the packets were online for viewing before the Planning Commission meeting. The members discussed different ways to make it clearer to residents that they can view the packet before the meeting. Suggestions included adding links on the website calendar, adding a QR code to the letter residents receive when someone in their area is bringing a case to the Planning Commission, using a shorter link to the webpage on the letter residents receive, and directing residents where to view the packet on the website. Chair Noordyke asked Interim Planning Director Hilbrands to add an example of this type of letter to the packet for the next Planning Commission meeting so they can discuss possible changes.

Roundhill Subcommittee: Member Moxley asked for an update on forming a committee for phase two of the Roundhill Subcommittee. Chair Noordyke said that two members have expressed interest in being on the subcommittee and he is going to talk to Interim Planning Director Hilbrands and Manager Swayze about the steps to form this committee. He requested that interested members reach out to him before or at the next meeting. Member Rowland stated that he was interested in joining the subcommittee. Chair Noordyke wants to get the information as to what commitment will be required of members on the subcommittee before anyone joins.

Member Rissi said that he still doesn't have the last few meetings worth of Roundhill Subcommittee minutes completed. He will work with other previous subcommittee members to have those prepared by the next meeting.

ARTICLE 11. Acknowledge visitors and those wishing to speak.

There were not any visitors who wished to speak.

ARTICLE 12. Adjournment

Motion was made by Member Rissi to adjourn. Supported by Member Rapin. Motion carried 8 to 0. The meeting was adjourned at 8:53 PM.

Respectfully submitted,

Diedre Deering, Secretary