

**AGENDA**  
**Cascade Charter Township Zoning Board of Appeals**  
**Tuesday, February 11, 2020**  
**7:00 pm**  
**Cascade Library Wisner Center**  
**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**
- ARTICLE 4. Approve the Minutes of the November 12, 2019 Meeting**
- ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.  
(Comments are limited to five minutes per speaker.)**
- ARTICLE 6. Case #20-3573  
Public Hearing  
Property Address: 5680 Kraft Ave SE  
Requested Action: The applicant is requesting a variance to allow a new driveway  
off from Kraft Ave that does not meet our spacing standards.**
- ARTICLE 7. Election of Officers**
- ARTICLE 8. 2019 Annual Report**
- ARTICLE 9. Rules of Conduct**
- ARTICLE 10. Planning Principles**
- ARTICLE 11. 2020 Calendar**
- ARTICLE 12. Any Other Business**
- ARTICLE 13. 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, November 12, 2019  
5:30 P.M.

**ARTICLE 1.** Vice Chairman Mead called the meeting to order at 5:30 P.M.  
Members Present: Berra, McDonald, Mead, Puplava and Moxley  
Members Absent: Chairman Milliken excused absent  
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

**ARTICLE 2.** Vice Chairman Mead led the Pledge of Allegiance.

**ARTICLE 3.** Approve the Agenda.

Motion was made by Member McDonald to approve the Agenda. Supported by Member Berra. Motion carried 5 to 0.

**ARTICLE 4.** Approve the Minutes of the October 8, 2019 Meeting.

Motion was made by Member McDonald to approve the Minutes of October 8, 2019. Supported by Member Puplava. Motion carried 5 to 0.

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

No visitors came forward.

**ARTICLE 6.** Case #19-3560 James Horman

**Public Hearing**

**Property Address: 6579 Burger Dr**

**Requested Action:** The Applicant is requesting a variance to allow an addition to the Northeast corner of the home. The addition would allow for the non-conforming setback to continue. This would allow for the existing setback of 9'8" to remain, and the total sideyard setback of 15'8" to remain.

Director Peterson states that the addition to the home would be closer than 10 feet to the property line, and the minimum required is a total of 25 feet on the sides, with no one side being less than 10. This is a legal non-conforming home; it already does not meet these requirements. Director Peterson states that if an addition to a legal non-conforming is done presently, it is expected that the addition will meet current requirements. Director Peterson states that variances have previously been granted when the existing non conformity line is maintained, not exceeded. Director Peterson states that he would describe the request as one that is maintain the existing line, with the addition being put on the side that has the larger setback.

Director Peterson recommends approving the variance as shown on the plan.

Director Peterson was asked what the addition is for, Director Peterson stated the applicant should come forward to address this question.

**Motion was made by Member Pupilava to open Public Hearing. Supported by Member McDonald. Motion carried 5 to 0.**

Vice Chairman Mead invited the Applicant to come forward with comment.

Mr. Horman came forward to explain the addition is intended to be an outdoor three season porch that will be screened in. The room will be 13x13 in size (130 sq ft), with the existing structure being a total of 3,000 sq ft without the garage.

Director Peterson stated he did not receive any response from the public notice that was sent out.

**Motion was made by Member McDonald to close Public Hearing. Supported by Member Pupilava. Motion carried 5 to 0.**

**Motion was made by Member McDonald to approve the Applicants variance as presented. Supported by Member Berra. Motion carried 5 to 0.**

**ARTICLE 7. Any other business.**

Director Peterson stated there is nothing for the December Meeting at this time, he will notify the Zoning Board if it is cancelled.

**ARTICLE 8. Adjournment**

**Motion was made by Member McDonald to adjourn. Supported by Member Berra. Motion carried 5 to 0. Meeting adjourned at 5:37p.m.**

Respectfully submitted,  
Aaron Mead, Secretary

STAFF REPORT: Case # 20-3573  
REPORT DATE: January 28, 2020  
PREPARED FOR: Cascade Charter Township Zoning Board of Appeals  
MEETING DATE: February 11, 2020  
PREPARED BY: Steve Peterson, Community Development Director

APPLICANT:  
Augusta Tower  
Ryan Mason  
3851 Model Ct #400  
Grand Rapids MI 49512

**STATUS**

OF APPLICANT: Owner

REQUESTED ACTION: The applicant is requesting a variance to allow a new driveway off from Kraft ave that does not meet our spacing standards.

EXISTING ZONING OF SUBJECT PARCEL(S): TI

GENERAL LOCATION: East side of Kraft ave between 52<sup>nd</sup> and 60<sup>th</sup> St.

PARCEL SIZE: 5 Acres

EXISTING LAND USE ON THE PROPERTY: Vacant

ADJACENT AREA LAND USES: N-Residential  
E-Vacant  
W-Industrial  
S-Vacant/Industrial

ZONING ON ADJOINING PARCELS: N, S, E, -TI  
W-PUD 50

**STAFF COMMENTS**

1. The applicant is requesting approval from the ZBA to allow for the construction of two driveways as part of the development of the property at 5680 Kraft Ave for an industrial user.
2. This site will require approval from the Planning Commission. That meeting is scheduled for February 24, 2020.

3. They are proposing two new drives to Kraft Ave as part of the development of the property. The Planning Commission will have to approve the second driveway. Because they have more than 300 feet of frontage on the road they are eligible for the second driveway (they have 313 feet of frontage).
4. The variance they are seeking would allow a new driveway less than 300 feet from a driveway on the same side of the road.
5. They have submitted a drawing showing two drives with 270' feet of separation.
6. The southern drive can't be moved since it aligns with the drive across the street. The new drive on the north side of the site is the one in question.
7. Our driveway spacing standards are as follows:

<b>Table 19-A: Minimum Driveway Spacing</b>	
<b>Legal Driving Speed Limit Spacing on the Public Road Which Adjoins or Abuts the Proposed Driveway (MPH)**</b>	<b>Minimum Feet*</b>
30 or Less	100
35	160
40	210
45 or Over	300

*\*\*These traffic speeds are based upon the limits posted in Cascade Charter Township on the effective date of this zoning ordinance amendment (see Appendix - "B"). Should the posted speed limit change on a public road in the Township, it is intended that the minimum spacing requirement effective on the adoption date of this amendment would remain in force, unless amended at a later date by the Township Board.*

*\* These spacings are based on average vehicle acceleration and deceleration rates and are considered necessary to maintain safe traffic operation. The spacing is measured from centerline of the proposed driveway to the centerline of the nearest existing driveways or the edge of the right-of-way or easement of the nearest intersecting private or public street in either direction. See Figure 19-1.*

8. Kraft Ave is listed in our zoning ordinance as a 45-mph street. The speed limit is not posted by the KCRC.
9. The ZBA can grant a variance but may only go down to the next level of spacing, which means it could not be less than 210 feet. They are asking for a separation of 270 feet.
10. The driveway location requirements have been in our zoning ordinance for years and have served us well for access management.

11. We have granted driveway spacing exceptions in the past. Usually that is in exchange for a reduction in turning movements. In other words, the drive would be limited to "right only" or "right in-right out".
12. What is critical to this request is the impact their northern drive will have on the adjacent properties to the north.
13. The properties to the North (5620 and 5640 Kraft Ave) are narrow and would not be able to meet the minimum spacing standards if the second drive is permitted.
14. While we don't know how the properties to the north will be developed, we can't assume that they will be combined with other properties further to the North for access.
15. The applicant has indicated that they would allow 5620 and 5640 Kraft Ave to use the norther driveway. However, they have not provided anything in writing from the other property owners.
16. If the variance is approved with no written formal agreement with the properties at 5620 and 5640 Kraft ave then you will be forcing those properties to get access to Kraft Ave with the properties further to their North.
17. We have granted a similar variance to DJ landscaping on 52<sup>nd</sup> St. In exchange for the variance they agreed to close their drive and share with the neighbor when the neighboring property developed. We also recently granted a variance at 5380 52<sup>nd</sup> St with a spacing of 250 feet.
18. Before the Zoning Board of Appeals can grant a variance, it must be assured that the request meets all of the findings of fact listed in the table below:

<b><i>Findings of Fact</i></b>	<b><i>Comment</i></b>
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 spacing that they are asking for is not unusual but the need for the second drive is driven by the amount of development on the site and will severely limit access for 5620 and 5640 Kraft Ave. they can have a driveway without the need for any variances.
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 situation is the result of the need for a second driveway.

<p>That such variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.</p>	<p>The property can still be used without the variance. They are asking to simply go down to our next separation requirement of 210 feet.</p>
<p>That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.</p>	<p>We have granted a couple other variances in the neighborhood, however they had different circumstances. Given the speed of the street is posted at 45 mph and the fact that it's an "industrial" road that does not lend itself to other type of traffic, going down to 210 feet of separation would not seem to cause any harm to others in the area or public. However, if shared access is not worked out with 5620 and 5640 Kraft Ave you will limit the access for those properties</p>
<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>The planning commission did review the spacing stands a few years ago and decided to keep the current standards.</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>	<p>The ZBA can allow a reduction to 210 feet. They are asking to only go down to 270 feet.</p>

**STAFF RECOMMENDATION**

Staff Recommends Approval of the variance to allow the 270-foot spacing with the following conditions"

1. The Planning Commission approves the second drive.
2. They obtain a written recorded agreement with the two immediate properties to the North (5620 and 5640 Kraft Ave) to allow access from those properties to the northern drive at 5680 Kraft.

Attachments:            Application  
                                  Site Plan



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan  
49546-7140

## PLANNING & ZONING APPLICATION

**APPLICANT:** Name: First Companies C/O Craig Baker  
Address: 4380 Brockton Drive SE #1  
City & Zip Code Grand Rapids, MI 49512  
Telephone: 616-698-5000  
Email Address: craig.baker@firstcompanies.com

**OWNER: \* (If different from Applicant)**  
Name: Augusta Tower C/O Ryan Mason  
Address: 3851 Model Court SE #400  
City & Zip Code: Grand Rapids, MI 49512  
Telephone: 616-957-0590  
Email Address: mason@augusta-tower.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
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Subdivision 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:\*\*

Requesting variance to section 19.04 (1) requiring 300' driveway spacing

(\*\*Use Attachments if Necessary)

-SEE OTHER SIDE-

**LEGAL DESCRIPTION OF PROPERTY\*\*:**

The South 1/2, NW 1/4, SW 1/4, Section 32, T6N, R10W, Cascade Township,  
Kent County Michigan. Subject to a right of way for highway purposes over  
the West 33.0 feet thereof.

(\*\*Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 32-300-014

ADDRESS OF PROPERTY: 5680 Kraft Avenue SE

PRESENT USE OF THE PROPERTY: Existing house

**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)

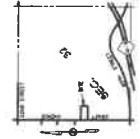
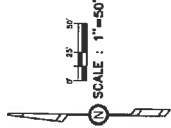
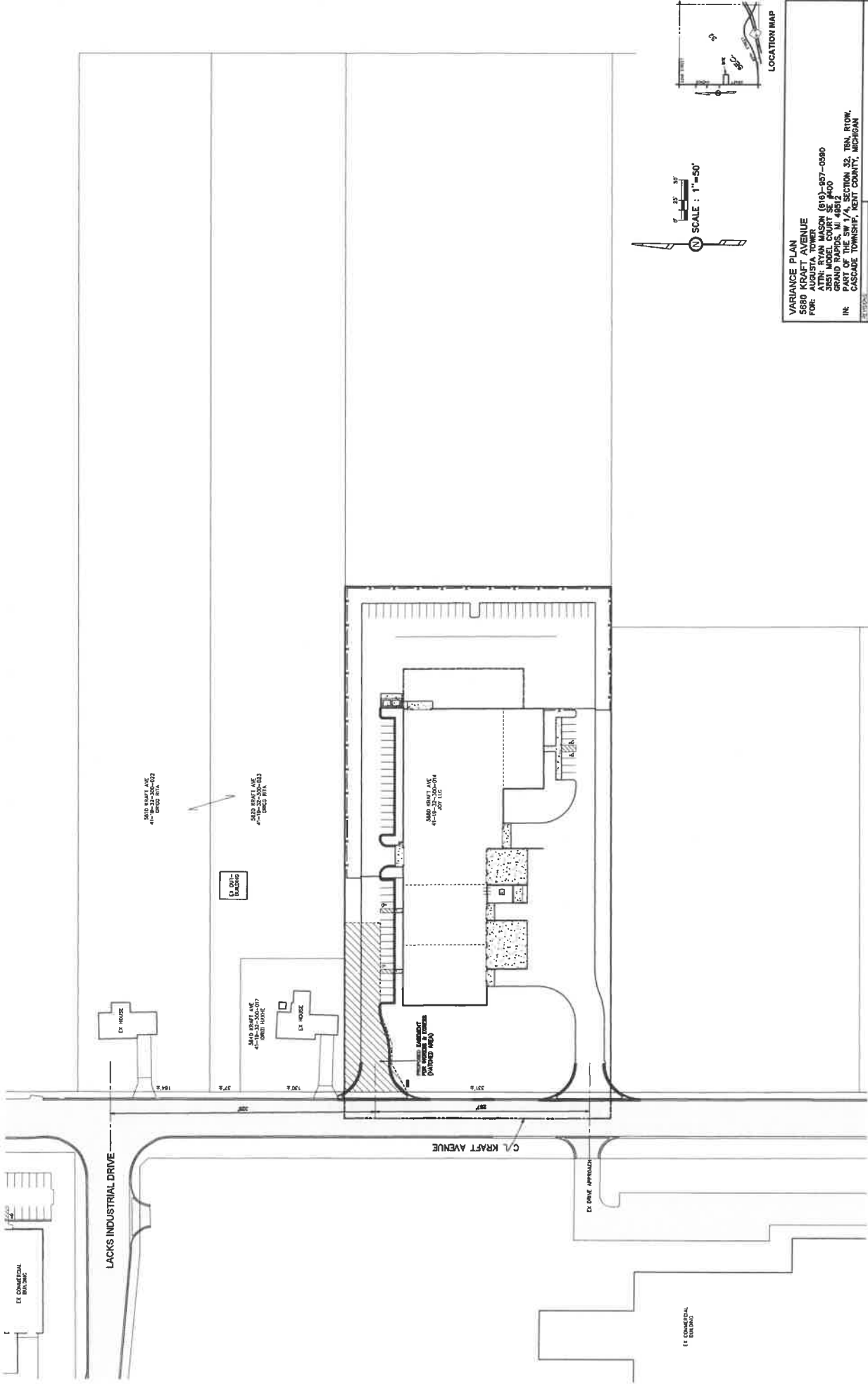
\_\_\_\_\_  
Applicant's Signature & Date

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

**Variance Request**  
**5680 Kraft Avenue SE**

Request for variance from section 19.04(1) to allow a driveway spacing of 267 feet instead of the required 300 feet.

1. The subject property has 331 feet of frontage on Kraft Avenue.
2. The Southerly drive must align with the existing Lacks drive across the street.
3. The parcel 300-017 immediately North of the Augusta Tower site has a residential driveway 15 feet North of the common property line that must remain operational. This eliminates the possibility of moving the Augusta Tower drive further North to achieve the 300' spacing.
4. It seems logical that the three parcels immediately to the North 300-017, 300-022, and 300-023 would be combined and developed as one. This would allow a driveway opposite Lacks Industrial Drive which would be 329 feet from the Augusta Tower driveway.
5. In the event this combination does not happen, the applicant is willing to grant a cross access easement to parcels 300-017 and 300-023 provide access from the Augusta Tower driveway.



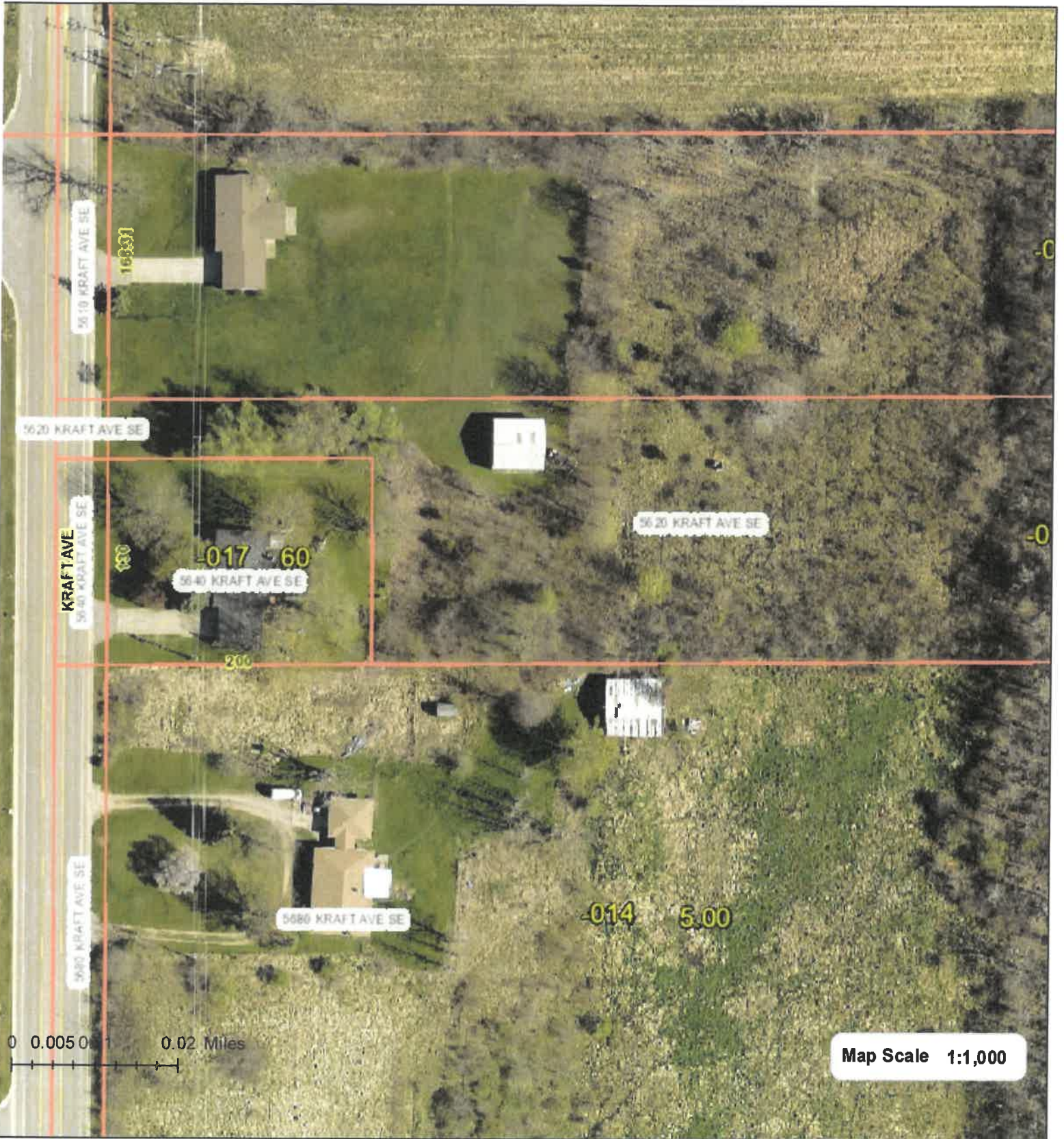
**VARIANCE PLAN**  
 5680 HEARST AVENUE  
 FOR: AUGUSTA TOWER  
 ATTN: RYAN MASON (816)-857-0380  
 8501 FOREL COURT, SE #400  
 GRAND RAPIDS, MI 49508  
 IN: CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

**excel engineering, inc.**  
 planners - engineers - surveyors  
 10000 15th Ave NW, Grand Rapids, MI 49508  
 Phone: (616) 220-3000 Fax: (616) 220-3001

DATE: 01-11-11	BY: JRM	SHEET: 1 of 1
PROJECT: AUGUSTA TOWER	SCALE: AS SHOWN	



# TITLE



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COMMUNITY  
DEVELOPMENT  
DEPARTMENT

2019

Annual Report

CASCADE CHARTER TOWNSHIP

## CASCADE CHARTER TOWNSHIP - 2019

### TOWNSHIP BOARD

Rob Beahan, Supervisor  
Sue Slater, Clerk  
Ken Peirce, Treasurer  
Tom McDonald  
Jim Koessel  
John Shipley  
Jack Lewis

### PLANNING COMMISSION

Claude Robinson  
Lisa Krieter  
John Sperla, Chair  
Jack Lewis, Trustee  
Scott Rissi, Vice Chair  
Phillip Johnson, Sec  
Bret Katsma  
Al Pennington  
Chris Noordyke

### ZONING BOARD OF APPEALS

Aaron Mead  
Lou Berra, Chair  
Al Pennington/Planning Commission Rep.  
Tom McDonald, Trustee  
Valerie Millikin, Vice Chair/Sec.  
Jennifer Puplava, Alternate

### PLANNING STAFF

Steve Peterson, AICP, Community Development Director  
Stephanie Fast, Community Development Assistant  
Cassie Lockwood, Administrative Assistant

### BUILDING AND GROUNDS

Jim McDonald, Supervisor  
Jason Beaton, Maintenance  
Josh Higgins, Maintenance  
Ryan McCarty, Maintenance  
Chuck Vander Meulen, Maintenance  
Chris Noteboom, Maintenance  
Steve Wierenga, Maintenance

January 3, 2020

The Cascade Charter Township Community Development Department is pleased to present our annual year in review in the form of the **2019 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 2019.

The Community Development Department consists of the Planning, Code Enforcement and the Buildings and Grounds departments. 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 Community Development Department also performs many important duties on a daily basis that are not normally recognized.

Based on the number of inquiries about new projects it appears that 2020 will continue the trend from 2019 and will be an equally challenging year for the Community Development Department. Should you have any questions or comments relating to this report or the Community Development Department, do not hesitate to call us at 949-0224.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Peterson".

Steve Peterson, AICP  
Community Development Director

**Cascade Township  
Community Development  
Department  
2019 Annual Report**

**I. ACCOMPLISHMENTS**

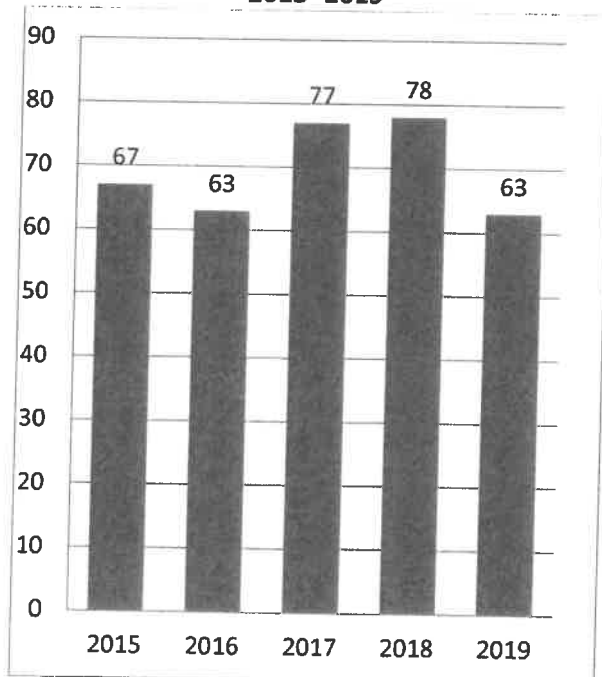
Development Reviews

In 2019, the Planning Department reviewed a total of 63 development requests. Several of the 2018 requests were also carried over into 2019 and consumed additional staff time. Similarly, many of the projects initiated in 2019 will still be active in 2020. 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  
2015 - 2019**

Activity/Year	2015	2016	2017	2018	2019
<b>Planning Commission</b>					
Planned Unit Developments	3	7	10	4	4
Rezoning	0	1	1	1	0
Site Plan Reviews	7	8	7	9	3
Administrative Site Plan Reviews	12	8	6	5	7
Special Use Permits	10	8	12	19	11
Plat Reviews	1	0	0	0	1
Other Activities	3	3	2	3	3
<b>Subtotals</b>	36	35	38	41	29
<b>Zoning Board of Appeals</b>					
Variances and other requests	16	7	14	10	11
<b>All Board and Commissions</b>					
Other Requests	0	0	0	0	0
<b>Planning Department</b>					
Lot Split (Cases)	15	21	25	27	23
<b>TOTALS</b>	67	63	77	78	63

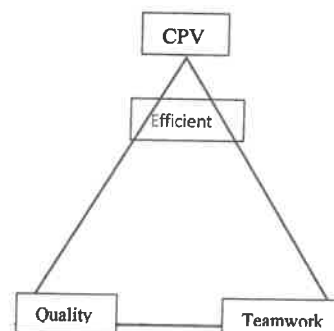
**DEVELOPMENT ACTIVITY TOTALS  
2015- 2019**



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

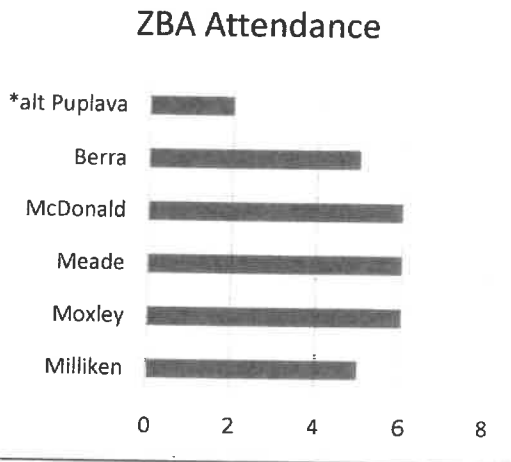
The Community Development Department has embraced a modified "triple bottom line" approach to providing services. This modified approach is being used to allow each member of the department to use their skills to help Create Public Value.



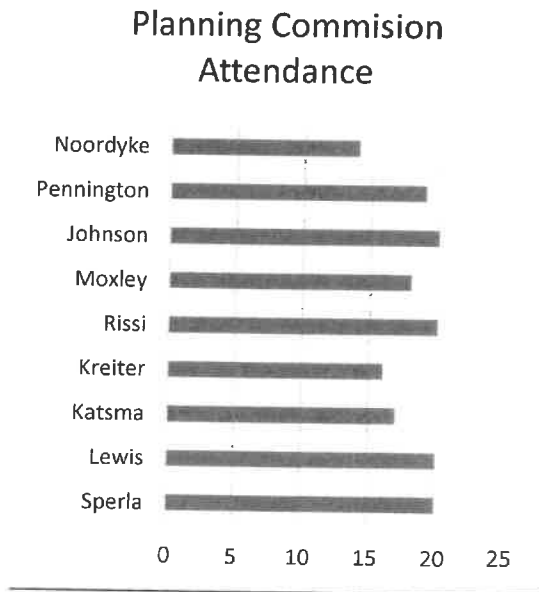
Attendance

In 2019 the Planning Commission had a total of 20 meetings and the Zoning Board of Appeals had a total of 6 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 2019. Staff

helped with the completion of the Four Corners transportation study. This study will provide some direction on growth related transportation issues in the M-37/60<sup>th</sup> area.

Storm water

More and more staff time is being dedicated to storm water related issues. In 2019, we concluded the Laraway Lake Level Special assessment. This will set a level for the lake to avoid flooding homes on the lake. Once the improvements are done the maintenance of the system will be turned over to the lake owners. The Improvements will be built in 2020.

Master Plan

The Community Development Department completed the new web-based master plan with the adoption of the plan in July of 2019.

Staff has already begun the process to assist with implementation by holding joint meetings with the ZBA, Planning Commission, DDA and Township Board.

Parks

The Parks Committee has been working to allow yoga in the park as well as working with the DDA on beautification projects at Tassell Park and the museum garden.

Pathway Committee

Pathway construction did not start in 2019 but 4 of the 5 sections of pathway were engineered in 2019. Pathway construction will take place in 2020 for all pathways except for Burton St. from Spaulding to Patterson.

### Building and Grounds

With the successful implementation of the maintenance of township property, the Township Board has expanded the staff and responsibilities. We have added two new people to the staff in order to take on the role of added pathway maintenance and in-house custodial services. The BG crew continues to show benefits to the Township by providing this service in-house.

In order to accommodate the growing department, we successfully remodeled the existing barn at Burton Park to house the crew. This had the added benefit of providing more security at Burton Park as well as more room for the Fire Dept at Station 2.

### Pathway Maintenance

Two sections of pathway were rebuilt as well as rebuilding a few small sections of retaining walls that began to deteriorate.

### Regional Geographic Information System (REGIS)

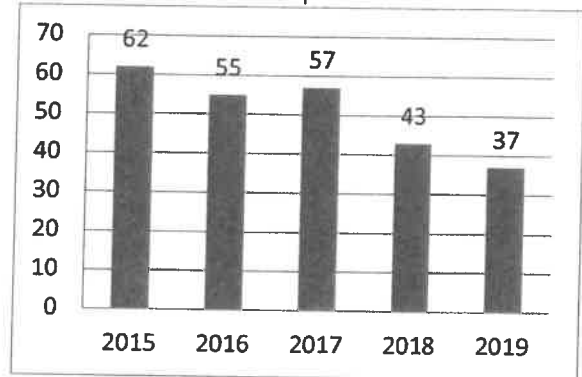
Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

### 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 Community Development 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 Community Development Department will continue to actively pursue the recovery of review costs associated with development proposals. In 2019, we were reimbursed approximately \$17,000 in engineering, planning and legal review fees spent on various development projects. 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 2019.

A	B	C	D	E	F	G
1	2019					
2	Planned Unit Developments					
3						
4	Case	Applicant	Request	Location	Preliminary	Final
5	19-3516	Glenwood Development Partners	PUD Amendment for new office	5526 Glenwood Hills Pkwy	withdrew	
6	19-3527	Tom Guisti	building envelope - grading	3000 Thornhills		
7	19-3533	Chick Fil A	drive thru restaurant	5528 28th St	7/1/2019	8/14/2019
8	19-3542	Watermark	swim center expansion	1611 Galbraith Ave	8/19/2019	10/9/2019
9						
10	Site Plan review					
11	Case	Applicant	Proposed Land Use	Location	Planning Commission Action	
12	19-3526	Grooters	distribution warehouse	5400 International Parkway	Approved	
13	19-3538	National Tire Wholesale	distribution warehouse	5784 Kraft Ave	Approved	
14	19-3570	Augusta Tower	warehouse	5680 Krat Ave		
15						
16	Special Use Permits					
17	Case	Applicant	Request	Location	Zoning	Action
18	19-3511	Arthur Doering	accessory building	5500 McCords	ARC	Approved
19	19-3524	Jeff Tolan	accessory building	8505 60th St	ARC	Approved
20	19-3529	Jack Hulst	accessory building	3717 Cherry Lane	ARC	Approved
21	19-3530	Chad Howard	accessory building	8125 45th St	R1	Approved
22	19-3531	Mark Beatson	accessory building	9100 Cascade Rd	FP	Approved
23	19-3532	Randy Carpenter	accessory building addition	8650 36th St	FP	Approved
24	19-3534	Cascade TLC	Child day care	5333 Cascade Rd	R1	Approved
25	19-3546	Jerry Swift	accessory building	8730 52nd St	ARC	Approved
26	19-3558	Sarah Hotchkiss	Dog Day Care	9051 36th St	ARC	Approved
27	19-3561	Jeff Hayes	accessory building	3570 Buttrick Ave	PUD 61	Approved
28	19-3567	Dennis Brinks	Accessory building	1596 Buttrick Ave	R1	
29						
30	Administrative Site Plan Review					
31	Case	Applicant	Proposed Land Use	Location	Action	
32	19-3512	Towncenter Inn & Suites	landscaping buffer/yard dumpsters	4888 Town Center Dr	Approved	
33	19-3514	Gaylord House	sunroom and patio	2765 Orange Ave	Approved	
34	19-3522	Thornapple Community Church	parking expansion	3260 Thornapple River Dr	Approved	
35	19-3543	Koens Automotive	parking expansion	5085 Kendrick Ct	Approved	
36	19-3548	Decade Products	concrete pad and grading	3710 Sysco Ct	Approved	
37	19-3554	Roskam Baking	parking	4855 52nd St	Approved	
38	19-3562	Brad Harmon	parking landscaping sewer connection	4910 Kraft Ave	Approved	
39						
40	Plat Review					
41	Case	Applicant	Plat Name	Location	Tentative Preliminary Plat	Final Preliminary Plat
42	19-3519	Dan Kamphuis	Golden Valley	5800 Thprnapple River Dr	7/24/2019	10/23/2019
43						
44	Rezoning					
45	Case	Applicant	From/To	Acres	Location	PC Action
46						TB Action

A		B		C		D		E		F		G	
47	Other	Applicant	Request	Location	Location	PC Action	TB Action						
48	Case												
49													
50	Zoning Board of Appeals												
51	Case	Applicant	Request	Location	Location	PC Action	TB Action						
52	19-3510	Thornapple Brewing	6262 28th St	Zoning		Request	ZBA Action						
53	19-3539	Kim Lohr	4615 Whitneyville Ave	PUD 39		temporary shelter	Approved						
54	19-3540	Kerry Gorsuch	3044 Thornapple River Dr	R1		front setback	Withdraw						
55	19-3541	Walmart	5859 28th St	R2		front setback	Approved						
56	19-3549	Rolf Ludge	4879 Buttrick Ave	B2		modify previous wall sign variance	Approved						
57	19-3550	Brad Harmon	4910 Kraft Ave	R1		accessory building on vacant lot	Approved						
58	19-3551	Nick Keeler	7385 Kilmer St	I		landscaping, nonconforming, parking	Approved/Denied						
59	19-3552	Kim Lohr	4615 Whitneyville Ave	R1		side setback	Approved						
60	19-3555	Jack Cramer	3494 Goodwood Dr	R1		front setback	Withdraw						
61	19-3556	David Teppo	3777 Cherry Lane	R2		side setback	denied						
62	19-3560	James Horman	6579 Burger Dr	ARC		front yard accessory building	Approved						
63				R2		side setback	Approved						
64	Lot Splits	Applicant	Parcel No (s)	Address	Address	Number of parcels created	Action						
65	19-3513	Dan Kamphuis	41-19-33-400-046	5800 Thornapple River Dr		reconfigure	approved						
66	19-3517	Thomas Elzinga	41-19-15-157-006	3195 Redford Ave		reconfigure	approved						
67	19-3518	Michael Kadish	41-19-10-476-007	7941 Sudbury Lane		reconfigure	approved						
68	19-3520	Ralph Clayson	41-19-10-326-029	2410 Cascade Springs Dr		reconfigure	approved						
69	19-3521	John Halland	41-19-05-480-001	6191 Cascade Rd		2 w/new private road	approved						
70	19-3523	Dan Kamphuis	41-19-33-400-052	5800 Thornapple River Dr		6 w/new private road	approved						
71	19-3525	Kirk Fuller	41-19-05-277-032	1361 Ballybunion CT			1 approved						
72	19-3528	Crowne Plaza	41-19-17-102-006	5700 28th St		reconfigure	Denied						
73	19-3535	Craig Wallace	41-19-03-126-002	7488 Winsfield		reconfigure	approved						
74	19-3536	Crowne Plaza	41-19-17-102-006	5700 28th St		reconfigure	Denied						
75	19-3537	Michael Henne	41-19-09-477-022	2727 Orange Ct		reconfigure	approved						
76	19-3544	Dave Koolstra	41-19-09-201-013	6797 Burton St		reconfigure	approved						
77	19-3545	James Smilde	41-19-16-176-009	2986 Thornapple River Dr		reconfigure	approved						
78	19-3547	David Dorner	41-19-03-354-012	2000 Thornapple River Dr		reconfigure	approved						
79	19-3553	John Halland	41-19-04-326-007	1713 Laraway Lake		reconfigure	approved						
80	19-3557	Waterfall Shoppes	41-19-18-251-005	5000 28th St		3 w/new private road	approved						
81	19-3559	Brian Esbaugh	41-19-36-126-013	5340 McCords Ave		reconfigure	approved						
82	19-3563	Alan Heemstra	41-19-11-300-070	8255 28th St		reconfigure	approved						
83	19-3564	Robert Andrews	41-19-34-151-023	7272 Kilmer St		reconfigure	1 approved						
84	19-3565	Donald Finelli	41-19-15-351-033	7378 Cascade Rd		reconfigure	approved						
85	19-3566	new day church	41-19-16-230-002	1965 Wycliffe Dr		reconfigure	approved						
86	19-3568	David Teppo	41-19-34-151-023	3777 Cherry Lane		reconfigure	approved						
87	19-3569	Trout Creek West	41-19-17-365-017	3520 Kraft Ave		reconfigure	approved						

**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  
2020 MEETING SCHEDULE AND DEADLINE DATES**

***PLANNING COMMISSION***  
*Meetings are at 7:00 PM*

<u>Meeting Date</u>	<u>Deadline Date</u>
January 6, 2020.....	December 9, 2019
January 20.....	December 23, 2019
February 3.....	January 6, 2020
February 24.....	January 27
March 2.....	February 3
March 16.....	February 17
April 20.....	March 23
May 11.....	April 13
May 18.....	April 20
June 1.....	May 4
June 8.....	May 11
July 13.....	June 15
July 20.....	June 22
August 10.....	July 13
August 17.....	July 20
September 14.....	August 17
September 21.....	August 24
October 5.....	September 7
October 19.....	September 21
November 9.....	October 12
November 16.....	October 19
December 7.....	November 9
December 21.....	November 23

***ZONING BOARD OF APPEALS***  
*Meetings are at 5:30 PM*

January 14, 2020.....	December 17, 2019
February 11.....	January 14, 2020
March 3.....	February 4
April 14.....	March 17
May 12.....	April 14
June 9.....	May 12
July 14.....	June 16
August 11.....	July 14
September 8.....	August 11
October 13.....	September 15
November 10.....	October 13
December 8.....	November 10

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