

AGENDA
Cascade Charter Township Planning Commission
Monday, March 20, 2017
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 March 06, 2017 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 # 17-3362 Grooters Land Development
Property Address: 5357 52nd Street SE
Requested Action: The Applicant is requesting site plan approval for a 195,000 sq. ft. warehouse addition.**
- ARTICLE 7. Case # 17-3363 Christian Brothers Automotive – Meijer PUD Amendment
Property Address: 5411 28th Street SE
Requested Action: The Applicant is requesting to amend the existing PUD to allow for a new auto repair facility.**
- ARTICLE 8. Introduce Redevelopment Ready Communities Program**
- ARTICLE 9. Any other business**
- ARTICLE 10. 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
Planning Commission
Monday, March 6, 2017
7:00 P.M.

ARTICLE 1. Chairman Waalkes called the meeting to order at 7:00 P.M.
Members Present: Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Sperla and Williams
Members Absent: none
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Pledge of Allegiance.

ARTICLE 3. Approve the current Agenda.

Motion was made by Member Robinson to approve the Agenda. Supported by Member Lewis. Motion carried 9 to 0.

ARTICLE 4. Approve the Minutes of the February 6, 2017 Meeting.

Motion was made by Member Sperla to approve the Minutes. Supported by Member Pennington. Motion carried 9 to 0.

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

No one came forward.

ARTICLE 6. Case #17:3367 Cascade One LLC

Property Address: 1701 Spaulding Ave SE

Requested Action: The Applicant is requesting a Basic Plan Review to Rezone the P.U.D. to allow for a 31 lot plat.

Director Peterson stated that Applicant is requesting a Basic Plan Review in order to rezone approximately 36 acres for a new Planned Unit Development called Cascade One. This rezoning request is for 31 single-family lots.

This project is similar to the project they applied for in 2014. At that time, the project was proposed for 27 single-family lots. Due to the increase in the number of lots and the numerous layout changes, it was determined this should move forward as a new project rather than just an update of the old one. The developer will be required to provide all new information for this new project.

The Applicant is requesting to cluster the homes in an open space concept with the development on the upland areas of the property.

The subdivision includes the use of new private roads. This is a change from the old project. The main reason for the change is the Kent County Road Commission ("KCRC") design standards could not be met while still meeting the drainage requirements (However, as late as March 1, 2017, the KCRC still thinks that their design can be met.). The Township's private road design standards will still have to be met. There is a section of the road that exceeds the 6% limit. Our engineer has the ability to recommend up to 8% grade. The road names will need to be approved by KCRC.

The development is proposed to be served by both public sewer and public water. The utility plans will need to be approved by the Township Engineer.

The Township Engineer will also need to review and approve the storm water plan for this project.

This project does include access to Spaulding and Abbeydale. As a private street development, Cascade Township does require a second access point to a public street after 19 home sites. With private streets, the new development may wish to use gates to restrict access. A connection from Abbeydale to Spaulding is desirable for not only the new subdivision, but also those in the existing subdivision. It would make sense to restrict the ability of the developer to cut off access and allow access from Abbeydale to Spaulding Avenue.

The plan does include a pedestrian connection to our path from Spaulding using the new private roads. It will need to be decided whether or not to allow the connection using the private roads or if a new sidewalk should be built. This connection is important, but discussion is needed about the best way to make the connection and the long term maintenance plan for the path. According to the City of Kentwood, the Kent County Drain Commission ("KCDC") and the designing engineers of the subdivision in Kentwood, the stub street was designed to connect to this property in Cascade. This would provide an excellent connection from Cascade into Kentwood.

The plans do not include sidewalks, which is a requirement of our subdivision ordinance. A separated sidewalk similar to Manchester/Stoneshire and Watermark that would connect from Spaulding Avenue to the walk going to Kentwood should be included.

The path crosses Martin Beek Drain. The KCDC will have to permit the work in the drainage easement. Their input will be needed to ensure that they would allow the sidewalks.

The Applicant is also proposing to connect to the Abbeydale subdivision to the south. This was contemplated when Abbeydale was constructed in the late 80's and early 90's. Due to the topography issue, the developer does not plan to connect the north for future development of that area.

The developer is choosing to develop the project under our subdivision ordinance using the 25% open space method. This allows lot sizes as small as 25,000 sq. ft. with public sewer and water. Since they are seeking approval with lots less than that they are requesting P.U.D. rezoning. The developer will need to submit a test plan showing how

they could do the same 31 lots without needing P.U.D. rezoning approval. This plan will need to be evaluated to ensure that the number of lots they are proposing is actually possible.

The site is impacted by some small wetland areas which should be evaluated for need of any MDEQ permits.

The Applicant is attempting to use the 25% open space development technique for this project. The open space or common areas need to be clearly identified on the plan, along with a plan showing how they calculated the density to make sure it fits with the township subdivision ordinance.

The plan includes an area about 3.8 acres in size that they are leaving out of the project. This area has direct connection to Cavalcade Drive in Kentwood. This area would be able to accommodate two parcels. Similar to the subdivision portion, it appears that the connection is being made using a driveway rather than a separated sidewalk. Staff would prefer a connected sidewalk.

Given the topography and the fact that the property is close to wetlands areas, the soil erosion control plan will be very critical.

The Applicant has indicated the subdivision will have light poles and street trees in the development. The Township subdivision ordinance requires them in every subdivision.

Director Peterson recommends the following from the Applicant before proceeding to the Preliminary Development Plan Review:

1. Review by KCRC, including the possibility of utilizing public streets;
2. Provide a test plan;
3. Revise the plans to show a sidewalk connecting from Spaulding Avenue to the walk going to Kentwood, including the exception area;
4. Address storm water, sanitary sewer and public water supply issues with the Township Engineer;
5. Have plans reviewed by the KCDC;
6. Provide comments from MDEQ regarding the need for any permits from the State of Michigan; and
7. Provide comments from the City of Kentwood regarding your connection to Cavalcade.

Chairman Waalkes asked the Applicant to come forward with any comments.

Mr. Ed Pynnunen, the developer, came forward and addressed several of the concerns outlined by staff.

Discussion followed.

As no action is required of the Planning Commission at this time, Chairman Waalkes advised Applicant to work with Staff on the issues as outlined by Staff to get to the next step in the process.

ARTICLE 8. Any other business.

No other business was presented.

Next meeting of the Planning Commission will be March 20, 2017.

ARTICLE 9. Adjournment.

Motion was made by Member Mead to adjourn. Supported by Member Rissi. Motion carried 9 to 0. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Scott Rissi, Secretary

STAFF REPORT: Case # 17-3362
REPORT DATE: March 8, 2017
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: March 20, 2017
PREPARED BY: Steve Peterson, Community Development Director

APPLICANT:
Grooters Land Development
4460 44th St Suite C200
Grand Rapids MI 49512

STATUS
OF APPLICANT: owner

REQUESTED ACTION: Site plan approval for 195,000 sq ft warehouse addition.

EXISTING ZONING OF
SUBJECT PARCEL: I, Industrial

GENERAL LOCATION: North Side of 52nd St west of Kraft Ave.

PARCEL SIZE: approximately 26 acres

EXISTING LAND USE
ON THE PARCEL: Vacant

ADJACENT AREA
LAND USES: Industrial
Gerald R Ford Airport

ZONING ON ADJOINING
PARCELS: Industrial
Airport Commerce Subzone 1

STAFF COMMENTS:

1. The applicant is requesting site plan approval in order to construct a 195,000 sq ft addition to the building that you just recently approved to be built.
2. We awarded site plan approval in January for the initial 149,000 sq ft to be built. The building permit was issued and they are under construction now.
3. The site was designed to accommodate this addition.
4. The building conforms to the setback, building height and parking regulations of the Industrial zoning district. Originally 214 parking spaces were being deferred now they are deferring 159. They have also revised the location of the deferred spaces, now being located on the north end of the building. They have indicated that if the deferred spaces were built they would move the landscaping along the north side of the building.
5. The property has no frontage on Kraft Ave or 52nd St. They are obtaining access by easements through the properties to the east and south. The property to the south has an existing easement and the property to the east has created a new easement for access. If you remember the easement did require that they notify the neighbor of the project.
6. The site has been designed to meet our storm water ordinance and has been reviewed and approved by the township engineer. A maintenance agreement was done with the original project. Since no new storm water system is needed the original maintenance agreement will suffice.
7. The applicant has not submitted a new lighting plan. As a result of additional lights being added they will need to submitted an updated lighting plan.
8. The Township Fire Department has reviewed and approved the plans.
9. The Gerald R Ford Airport staff has been made aware of the project and has indicated only the need for construction permits.
10. The applicant will need to obtain a SESC permit from the KCRC prior to grading.

11. Section 21.07: Criteria For Site Plan Approval:

The Planning Commission shall use the following criteria in evaluating a site plan submittal:

1. Whether the required information has been furnished in sufficiently complete and understandable form to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation.

2. Whether there are ways in which the configuration of uses and structures can be changed which would improve the impact of the development on adjoining and nearby properties, persons, and activities, and on the community, while allowing reasonable use of the property within the scope of district regulations and other regulations of this Ordinance that are applicable to the property and proposed use and structures.

3. The extent to which natural features and characteristics of the large trees, natural groves, watercourses, and similar will be preserved; the regard given to existing natural features that would add attractiveness to the property and environs if they were preserved; the preservation of natural drainage systems the dedication and/or provision, where appropriate, of scenic easements, natural buffering, and other techniques for preservation and enhancement of the physical environment.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission Approve the site plan with the condition

1. A new lighting pan is submitted and approved by staff.
2. Compliance with the Township engineer report
3. Provide the revised landscape plan to accommodate the deferred parking.

Attachments: Application
 Site Plan
 Twp Engineer Letter



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: Robert Grooters Development Company
Address: 4460 44th Street, Suite C-200
City & Zip Code Grand Rapids, Michigan 49512
Telephone: 616-776-0033
Email Address: bob@rgdc.com

OWNER: * (If different from Applicant)
Name: SAME
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 checked="" type="checkbox"/> | Site Plan Review * | <input type="checkbox"/> | Sign Variance Subdivision |
| <input 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:**

Construct 195,000 sft. building addition to 5357 52nd Street SE, Cascade Township

(**Use Attachments if Necessary)
-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

SEE SITE PLAN

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 -30-400-020

ADDRESS OF PROPERTY: 5357 52ND Street SE

PRESENT USE OF THE PROPERTY: Vacant

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

Name(s)

Address(es)

Robert Grooters

4460 44th Street, Suite C-200

Grand Rapids, Michigan 49512

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)

Robert Grooters
Applicant – Print or Type Name

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


Applicant’s Signature & Date

2-20-17

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



March 14, 2017
Project No. G080322

Mr. Steve Peterson
Cascade Charter Township
2865 Thornhills Avenue, SE
Grand Rapids, MI 49546-7192

Re: Robert Grooters Development Co.
5357 - 52nd Street
Site Plan Review

Dear Steve:

We have reviewed the site plan for Robert Grooters Development Co., located at 5357 - 52nd Street, prepared by Moore & Bruggink, Inc. The current site plan and the basis of this review is dated February 24, 2017. The proposed project is a 344,500 square-foot distribution warehouse and associated parking lot, driveways, and utilities.

The first phase of this project was reviewed and approved in a letter dated January 12, 2017. The first phase was a proposed 149,500 square-foot distribution warehouse with plans for a 198,250 square-foot addition. The current site plan is for full buildout of the site, a 344,500 square-foot warehouse.

Stormwater and Drainage

Flood Control

The proposed project is a new development, so all improvements shall comply with the requirements of the Cascade Charter Township (Township) Stormwater Ordinance (SWO). The site is located in Stormwater Management Zone B, which requires detention of the 25-year storm event. The SWO also requires the first 0.5-inch of stormwater runoff be detained and released over a 24-hour period.

The proposed stormwater management design is unchanged from the site plan review letter dated January 12, 2017. It includes a stormwater detention basin sized to maximize the space available and provides more storage capacity than the required 25-year storm event. The required 25-year storage volume for the proposed development is 2.2 acre-feet while the proposed detention basin provides 2.8 acre-feet. The stormwater calculations, and the resulting 2.2 acre-feet of storage, includes the entire 344,500 square-foot warehouse and paved surfaces.

The south half of the property is not being developed at this time and was not included in sizing the stormwater detention basin. When the south half of the site is developed, a separate onsite stormwater detention basin will be required.

The stormwater detention basin discharges through an outlet control structure at 0.13 cfs/acre to an existing Michigan Department of Environmental Quality conservation easement located along the west side of the property.

Summarized in the January 12, 2017 review letter, the proposed development is located at the boundary of two sub-drainage districts, the Kendrick and Gerald R. Ford International Airport (GRFIA) Southwest. The two sub-drainage districts drain to the west and enter the Heintzelman County Drain just upstream of Broadmoor



Avenue in the City of Kentwood. The stormwater management design will divert stormwater runoff from the GRFIA Southwest sub-drainage district and discharge it to the Kendrick sub-drainage district. The applicant provided stormwater calculations showing the proposed detained 25-year discharge from the site will be less than the existing 25-year discharge to the Kendrick drainageway, thus not negatively impacting the existing drainageway.

Water Quality Control

The SWO requires the first 0.5-inch of stormwater runoff be detained and released over a 24-hour period. The stormwater detention basin outlet structure is designed to meet this requirement. The applicant provided calculations and design details for the detention basin and outlet structure and they were found to be in accordance with the SWO.

Stormwater Runoff

The applicant provided stormwater calculations to size the onsite detention basin. All stormwater runoff from the impervious areas of the site will discharge to this basin. Therefore, the site will not see an increase in rate of stormwater leaving the site.

Drainage Plan

The applicant has submitted drawings, calculations, and additional documentation as required in the SWO Section 2.03, Drainage Plan. Please refer to the included checklist for items and comments on each item. Please note a maintenance agreement is required before construction begins. The agreement should be submitted to the Township for review. The maintenance agreement and plan should include at a minimum, cleaning of catch basin sumps, sediment and debris removal from the detention basin, and landscape maintenance of the detention basin to maintain the design volume and ensure the system is operating as it was designed.

Utilities

The applicant coordinated the water and sanitary sewer design with the City of Grand Rapids (City). A Preliminary Utility Plan was submitted to the City and was approved as noted. New public water and sanitary sewer main will extend from 52nd Street north along the new access drive and then east along the south side of the proposed warehouse. The water main will tie in with an existing water main at the east side of the property. City permits will be required for the water and sanitary sewer connections prior to construction taking place.

Soil Erosion and Sedimentation Control

Soil Erosion and Sedimentation Control (SESC) measures are provided on the plan drawings. The applicant has included silt fence along the limits of clearing and grading, silt sacks in catch basins, and seeding with mulch at all disturbed areas of the site. SESC falls under the review and approval of the Kent County Road Commission and a permit is required before construction can begin. The SESC measures indicated on the drawings appear appropriate given the expected work.

Mr. Steve Peterson
Page 3
March 14, 2017



Summary

The proposed stormwater design meets the Township SWO requirements for new developments. The applicant will need to apply for and obtain a number of permits (SESC, water and sanitary sewer from the City, KCRC for the new driveway) prior to beginning construction. We recommend approval of the site plan from an engineering standpoint.

If you have any questions or require additional information, please contact me at 616.464.3786 or nrtorrey@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read 'N. Torrey', is positioned above the printed name.

Nathan R. Torrey, PE

jlk

Attachment

By email

cc: Michael L. Berrevoets, PE – FTCH



Cascade Charter Township

Storm Water Ordinance, Ordinance 7 of 2002, as amended by Ordinance No. 2 of 2008, 5/14/2008

Reviewing Engineer Comments are Italicized

OK – Received and Acceptable

NA – Not Applicable

NR – Not Received, Needs Follow-up, See Comments

Robert Grooters Development Co.

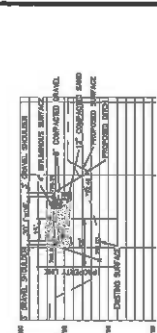
5357 52nd Street

Drainage Plan Checklist

- OK (1) Location of the development site and water bodies that will receive storm water runoff
All stormwater runoff from the site is collected in an onsite detention basin and discharges to an existing MDEQ conservation easement
- OK (2) Existing and proposed topography of the development site, including the alignment and boundary of the natural drainage courses, with contours having a maximum interval of one foot (using USGS datum). The information shall be superimposed on the pertinent Kent County soil map
Existing and proposed contours have been provided.
- OK (3) Development tributary area to each point of discharge from the development
A stormwater site plan was provided by the applicant and included tributary areas for the site.
- OK (4) Calculations for the final peak discharge rates
Applicant provided calculations in design of the detention basin and outlet control structure.
- OK (5) Calculations for any facility or structure size and configuration
Stormwater runoff calculations were provided by the applicant.
- OK (6) Drawing showing all proposed storm water runoff facilities with existing and final grades
The applicant provided a utility plan showing all proposed stormwater runoff facilities.
- OK (7) The sizes and locations of upstream and downstream culverts serving the major drainage routes flowing into and out of the development site. Any significant off-site and on-site drainage outlet restrictions other than culverts should be noted on the drainage map
The applicant did not indicate any significant offsite drainage patterns into the site.
- OK (8) An implementation plan for construction and inspection of all storm water runoff facilities necessary to the overall drainage plan, including a schedule of the estimated dates of completing construction of the storm water runoff facilities shown on the plan and an identification of the proposed inspection procedures to ensure that the storm water runoff facilities are constructed in accordance with the approved drainage plan
A construction schedule was included on the plans.
- OK (9) Plan to ensure the effective control of construction site storm water runoff and sediment track-out onto roadways
SESC falls under the review and approval of the KCRC and a permit is needed before construction can begin. The SESC measures indicated on the drawings appear appropriate given the expected work.

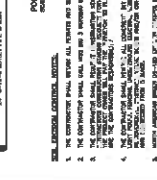


- OK (10) Drawings, profiles, and specifications for the construction of the storm water runoff facilities reasonably necessary to ensure that storm water runoff will be drained, stored, or otherwise controlled in accordance with this ordinance
The applicant provided calculations and design details for construction of the onsite storm sewer system.
- NR (11) Maintenance agreement, in form and substance acceptable to the Township, for ensuring maintenance of any privately owned storm water runoff facilities. The maintenance agreement shall include the developer's written commitment to provide routine, emergency, and long-term maintenance of the facilities and, in the event that the facilities are not maintained in accordance with the approved drainage plan, the agreement shall authorize the Township to maintain any on-site storm water runoff facility as reasonably necessary, at the developer's expense
Maintenance agreement was not provided and is required.
- OK (12) Name of the engineering firm and the registered professional engineer that designed the drainage plan and that will inspect final construction of the storm water runoff facilities
- NA (13) All design information must be compatible for conversion to Grand Valley Regional Geographic Information System (REGIS)
This is a privately owned system and will not be uploaded to REGIS.
- OK (14) Other information necessary for the Township to verify that the drainage plan complies with the Township's design and performance standards for drains and storm water management systems



- UTILITIES GENERAL NOTES:**
1. ALL UTILITIES SHALL BE SHOWN AS EXISTING UNLESS NOTED OTHERWISE.
 2. ALL UTILITIES SHALL BE SHOWN AS EXISTING UNLESS NOTED OTHERWISE.
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 9. ALL UTILITIES SHALL BE SHOWN AS EXISTING UNLESS NOTED OTHERWISE.
 10. ALL UTILITIES SHALL BE SHOWN AS EXISTING UNLESS NOTED OTHERWISE.

- GENERAL NOTES:**
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF CHICAGO.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF CHICAGO.
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8.5.2 & GRADING PLAN
FOR
5357 52ND STREET
CHICAGO, ILL. 60630

MOORE & BRUGGINK, INC.
Consulting Engineers
100 West Madison Street, Suite 200
Chicago, Illinois 60602
Phone (312) 247-2000 Fax (312) 247-2001

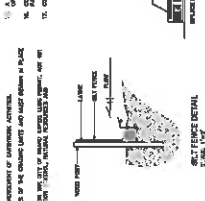
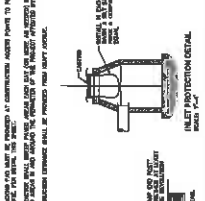
NO.	DATE	DESCRIPTION
1	10/15/03	ISSUED FOR PERMIT
2	11/10/03	REVISED PER CITY COMMENTS
3	12/15/03	REVISED PER CITY COMMENTS
4	01/15/04	REVISED PER CITY COMMENTS
5	02/15/04	REVISED PER CITY COMMENTS
6	03/15/04	REVISED PER CITY COMMENTS
7	04/15/04	REVISED PER CITY COMMENTS
8	05/15/04	REVISED PER CITY COMMENTS
9	06/15/04	REVISED PER CITY COMMENTS
10	07/15/04	REVISED PER CITY COMMENTS

PROJECT SCHEDULE

NO.	DATE	DESCRIPTION
1	10/15/03	ISSUED FOR PERMIT
2	11/10/03	REVISED PER CITY COMMENTS
3	12/15/03	REVISED PER CITY COMMENTS
4	01/15/04	REVISED PER CITY COMMENTS
5	02/15/04	REVISED PER CITY COMMENTS
6	03/15/04	REVISED PER CITY COMMENTS
7	04/15/04	REVISED PER CITY COMMENTS
8	05/15/04	REVISED PER CITY COMMENTS
9	06/15/04	REVISED PER CITY COMMENTS
10	07/15/04	REVISED PER CITY COMMENTS

CONSTRUCTION SCHEDULE

NO.	DATE	DESCRIPTION
1	10/15/03	ISSUED FOR PERMIT
2	11/10/03	REVISED PER CITY COMMENTS
3	12/15/03	REVISED PER CITY COMMENTS
4	01/15/04	REVISED PER CITY COMMENTS
5	02/15/04	REVISED PER CITY COMMENTS
6	03/15/04	REVISED PER CITY COMMENTS
7	04/15/04	REVISED PER CITY COMMENTS
8	05/15/04	REVISED PER CITY COMMENTS
9	06/15/04	REVISED PER CITY COMMENTS
10	07/15/04	REVISED PER CITY COMMENTS



811
Call before you dig
1-800-4-A-SAFE

UNITS: ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE NOTED.
SCALE: 1" = 20'

DATE: 07/15/04

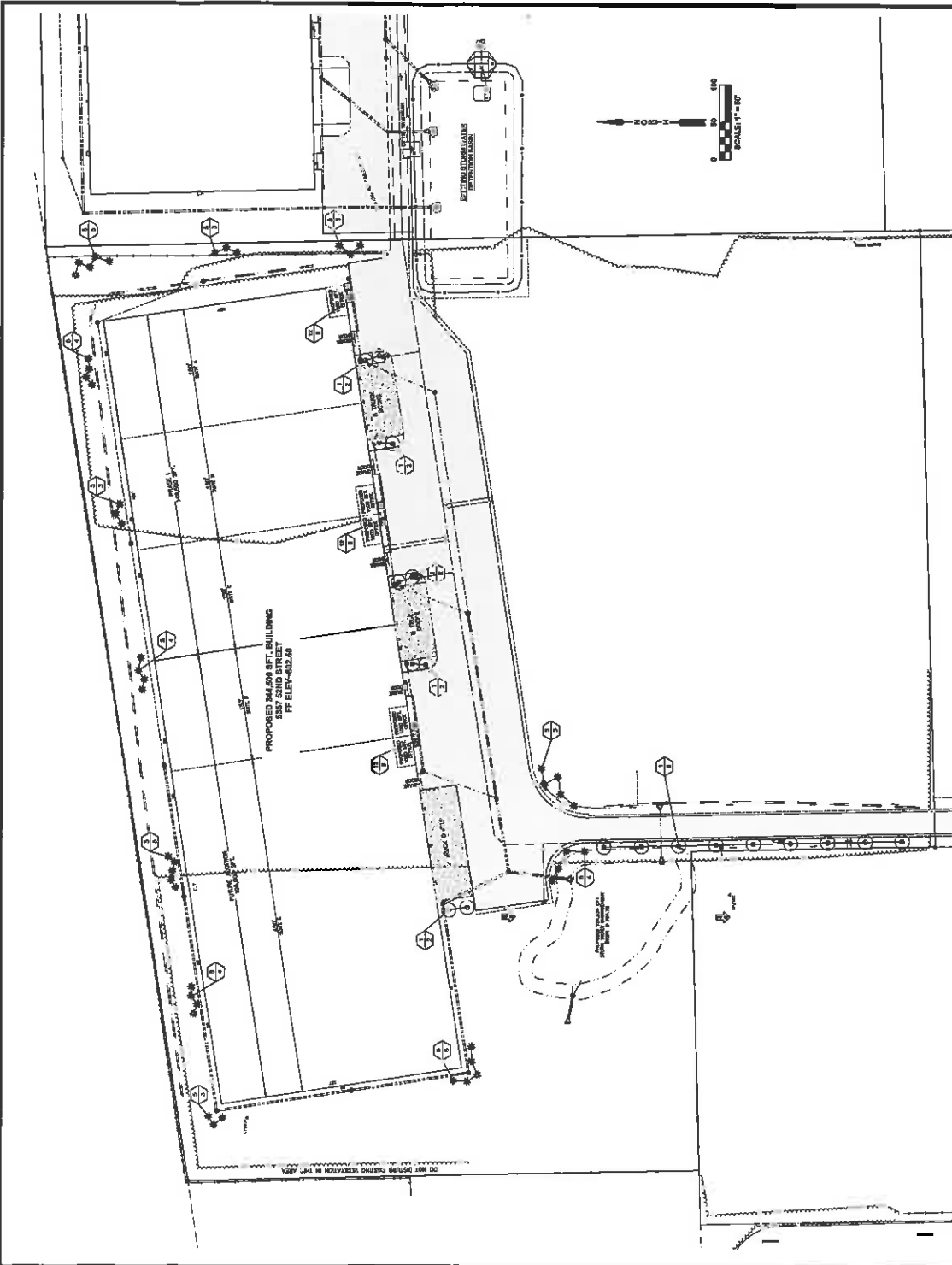
PROJECT: 5357 52ND STREET

CLIENT: MOORE & BRUGGINK, INC.

DESIGNER: MOORE & BRUGGINK, INC.

CHECKED: [Signature]

DATE: 07/15/04



GENERAL NOTES:

1. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO.
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PLANTING SCHEDULE:

NO.	PLANTING	QUANTITY	DATE
1	1" Caliper Tree	100	10/15/11
2	2" Caliper Tree	100	10/15/11
3	3" Caliper Tree	100	10/15/11
4	4" Caliper Tree	100	10/15/11
5	5" Caliper Tree	100	10/15/11
6	6" Caliper Tree	100	10/15/11
7	7" Caliper Tree	100	10/15/11
8	8" Caliper Tree	100	10/15/11
9	9" Caliper Tree	100	10/15/11
10	10" Caliper Tree	100	10/15/11

**PROPOSED 344,000 SFT. BUILDING
5357 52ND STREET
FF ELEVATION 402.60**

EXISTING EXTERIOR LIGHTING FIXTURES

SCALE: 1"=50'

MOORE & BRUGGIE, INC.
2500 Lawrence Avenue, Suite 100
Chicago, IL 60641
Phone: (773) 452-2000 Fax: (773) 452-2001

LANDSCAPE PLAN

FOR
5357 52ND STREET
CHICAGO, ILLINOIS 60641

MOORE & BRUGGIE, INC.
2500 Lawrence Avenue, Suite 100
Chicago, IL 60641
Phone: (773) 452-2000 Fax: (773) 452-2001

DATE: 10/15/11
PROJECT NO.: 11-001
CLIENT: MOORE & BRUGGIE, INC.
SCALE: 1"=50'

REVISIONS:

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	10/15/11
2	ISSUED FOR PERMITS	10/15/11
3	ISSUED FOR PERMITS	10/15/11
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5	ISSUED FOR PERMITS	10/15/11
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9	ISSUED FOR PERMITS	10/15/11
10	ISSUED FOR PERMITS	10/15/11

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GENERAL NOTES:

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**PROPOSED 344,000 SFT. BUILDING
5357 52ND STREET
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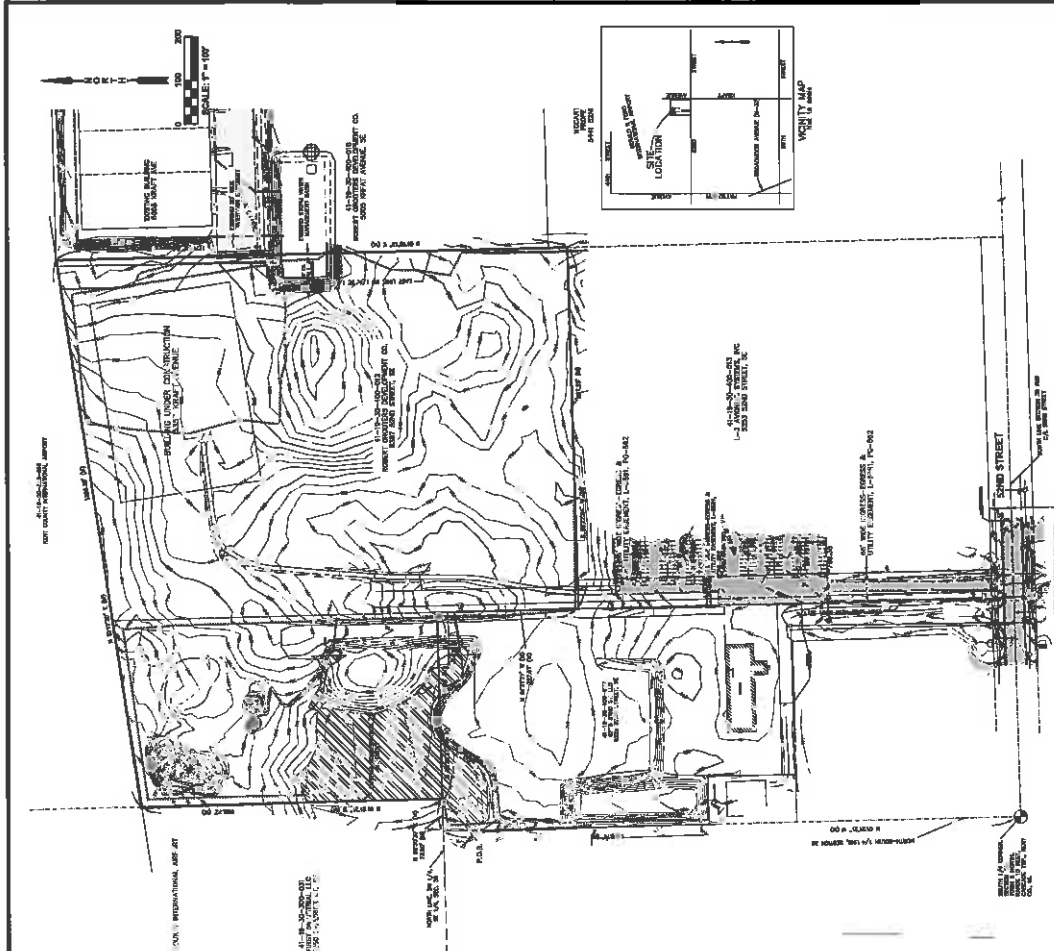
EXISTING EXTERIOR LIGHTING FIXTURES

SCALE: 1"=50'

MOORE & BRUGGIE, INC.
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MOORE & BRUGGIE, INC.
2500 Lawrence Avenue, Suite 100
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PROPERTY DESCRIPTION
 PARCEL 30

This plan and the description are prepared in accordance with the provisions of the Public Utility Act of 1935, Chapter 108, Laws of the State of New York, and the provisions of the Public Utility Act of 1935, Chapter 108, Laws of the State of New York, and the provisions of the Public Utility Act of 1935, Chapter 108, Laws of the State of New York.

UNDERGROUND UTILITIES DATA

Water Mains	12" dia. C.I. = 784.85
Sanitary Sewers	12" dia. C.I. = 784.85
Storm Sewers	12" dia. C.I. = 784.85
Gas Mains	12" dia. C.I. = 784.85
Telephone	12" dia. C.I. = 784.85
Electric	12" dia. C.I. = 784.85
Other	12" dia. C.I. = 784.85

PROPOSED CONSTRUCTION

1. BUILDING FOOTPRINTS
 2. UTILITY LINES
 3. DRIVEWAYS

NOTES:

1. ALL DIMENSIONS ARE IN FEET.
2. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
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MOORE & BRUGGEMAN, INC.
 120 Hudson Street, New York, N.Y. 10014
 Phone: (212) 362-2000, Telex: 250000 MBI

SURVEY PLAN
5357 52ND STREET
MOORE & BRUGGEMAN, INC.

1 of 2

STAFF REPORT

TO: Cascade Charter Township Planning Commission
FROM: Steve Peterson, Community Development Director
REPORT DATE: March 7, 2017
MEETING DATE: March 20, 2016
CASE: #17-3363/Christian Brothers Automotive – Meijer PUD Amendments

GENERAL INFORMATION

- A. **Applicant:** Christian Brothers Automotive
17725 Katy Freeway Suite 200
Houston TX 77094

- B. **Status of Applicant:** Developer

- C. **General Location:** West side of the Meijer Store.

- D. **Requested Action:** Amend the existing PUD to allow for a new auto repair facility.

- E. **Existing Zoning on Subject Parcels:** PUD 69

- F. **Zoning on Adjoining Parcels:**
 - N – PUD 26
 - S – PUD 69
 - E – PUD 69
 - W – ES, Expressway Service

- G. **Parcel Size:** Approximately .84 acres

- H. **Existing Land Use on Subject Parcel:** Portion of existing parking lot

- I. **Adjacent Area Land Uses:**
 - North - retail store
 - East - retail store
 - South - vacant
 - West - hotel

STAFF ANALYSIS

- A. The applicant is requesting Basic Plan Review in order to develop a new auto repair business in a portion of the existing parking lot for the Meijer store.
- B. The new business is to the south and east of the new hotel that was just permitted and is now under construction.
- C. The Meijer property was put into a PUD in 2002 to accommodate the development along 28th St. The underlying zoning district is B2, general business. This designation requires a minimum of 3 acre parcels. With approximately 36 acres in total the development could accommodate as many as 12 parcels. This development would be the 10th project in the Meijer PUD.
- D. The new auto use is seeking the PUD amendment not only to add the use, but because it does not meet some of the underlying zoning regulations. These deviations from the ordinance are:

	Underlying zoning	Proposed	Comments
Parcel Size	Minimum of 3 acres	.84 acres	We have allowed the other outlots on smaller than 3 acres, if satisfied with the rest of the development.
Setbacks	100 foot front 50 foot rear 25 foot side	60 foot front 100 foot rear 40 foot side	The proposed front setback from the service drive is similar to the existing hotel as well as the hotel that was recently approved.
Bufferyards	20 feet	0 feet	They are incorporating some additional landscape islands on their parcel but do not have the traditional bufferyard since they will be in the current parking lot.

- E. The Master Plan designation for this property is General commercial. This designation is in line with the B2 zoning district.
- F. They have similar set up at the Meijer store in Grand Rapids at Kalamazoo and 28th st.
- G. This development would be taking about 84 parking spaces from the Meijer store. 33 of those parking spaces would remain but would be on the new auto repair parcel. According to our regulations the auto repair would be required to have 15 spaces.
- H. According to our records the Meijer retail store is about 248,000 sq ft and would require about 1,000 parking spaces. Currently they have about 1,200. We should get an updated plan and count from Meijer to verify but it would seem that they could afford to give up a few parking spaces and still accommodate the new business in the parking lot.

- I. We should discuss whether or not to require a traffic study given the change in the project. In general for projects that are compliant with the master plan we have not required traffic studies. However, if you feel that a traffic study is warranted due to the changes they are seeking we need to identify what type of study they need to do. Staff does not believe one is appropriate for this project. The Township Board has already asked the KCRC to address the paving issues on Kraft ave and the KCRC is already looking into possible changes to the timing of the lights at the Kraft and 28th St intersection.
- J. The applicant has not indicated any signage deviations.
- K. As a result of the split for the new business they will create a small irregular shaped area to the south of the service road. As a result they have agreed to record a restriction that would not allow this piece to be developed.
- L. The applicant has indicated that the storm water from the site will be addressed and improved to comply with our storm water ordinance. This area is handled by regional storm water system that will need to be approved by the KCDC.
- M. The applicant has submitted this package as required by Section 16.05 (2) of the Zoning Ordinance for Basic Plan Review.
- N. If you find that all of the procedural information has been provided, this application should proceed to a public hearing and consideration of a Preliminary Development Plan. It will be at that stage of the review process that the *merits* of the request will be considered and the detailed site plans will be required and reviewed.

Before proceeding to the Preliminary Development plan review (Public Hearing), I would recommend that the Planning Commission address the following:

1. The need for a traffic study
2. Have the applicant provide the required site plan information.
3. Approval from the KCDC for storm water information plan.
4. Provide an updated site plan showing that Meijer has adequate parking according to our regulations
5. Approval from the Township engineer.

Attachments: Application
 Site plan



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: Christian Brothers Automotive Corporation
 Address: 17725 Katy Freeway, Suite 200
 City & Zip Code Houston, TX 77094
 Telephone: 281-675-6120
 Email Address: jwakefield@cbac.com

OWNER: * (If different from Applicant)
 Name: Meijer Realty Company
 Address: 2929 Walker Avenue NW
 City & Zip Code: Grand Rapids, MI 49544
 Telephone: 616-791-3909
 Email Address: ~~meijer@meijer.com~~ matt.levitt@meijer.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 type="checkbox"/> Zoning Variance	<input checked="" type="checkbox"/> Other: <u>PUD</u> *
	Amendment

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

BRIEFLY DESCRIBE YOUR REQUEST:**

Amend PUD 69 - Meijer/Romano #11 of 2002 to allow for an automotive repair facility within a portion of the PUD that is currently used for Meijer parking lot.

(**Use Attachments if Necessary)
-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

Commencing at the Southeast corner of Section 7, Town 6 North, Range 10 West; thence along the south line of said Section 7, South 88 deg. 05' 02" West, 277.97 feet; thence North 01 deg. 39' 55" West, 56.93 feet to the northerly right of way line of 28th Street (Highway M-11); thence along said northerly right of way line, South 88 deg. 20' 05" West, 161.82 feet to the northeasterly right of way line of Highway I-96; thence along said northeasterly right of way line, North 01 deg. 39' 55" West, 25.00 feet; thence along said northeasterly right of way line, South 88 deg. 20' 05" West, 300.00 feet; thence along said northeasterly right of way line, North 01 deg. 39' 55" West, 20.00 feet; thence along said northeasterly right of way line, South 88 deg. 20' 05" West, 155.40 feet; thence along said northeasterly right of way line, North 47 deg. 05' 25" West, 224.30 feet; thence North 01 deg. 39' 55" West, 190.60 feet to the point of beginning of this description; thence South 88 deg. 20' 14" West, 82.22 feet; thence North 69 deg. 22' 37" West, 31.86 feet; thence North 46 deg. 42' 50" West, 9.53 feet; thence North 01 deg. 41' 33" West, 292.51 feet; thence North 88 deg. 20' 43" East, 118.58 feet; thence South 01 deg. 39' 55" East, 311.30 feet to the point of beginning.

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 07-476-005

ADDRESS OF PROPERTY: 5411 28th Street SE

PRESENT USE OF THE PROPERTY: Parking lot for Meijer

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.)

Matt Witt, R.E. Mgr.
Owner -- Print or Type Name

(*If different from Applicant)

*Matthew Smith 2/20/17
Owner's Signature & Date

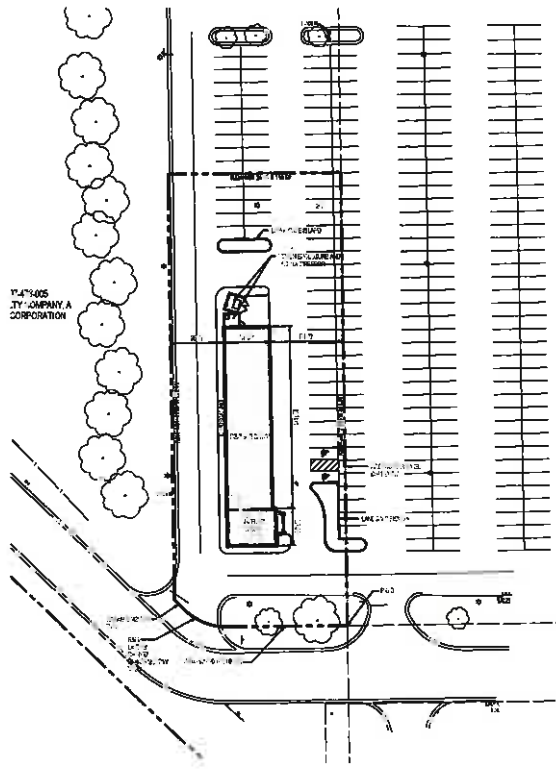
(*If different from Applicant)

Jonathan Wakefield
Applicant -- Print or Type Name Director

[Signature] 2/16/17
Applicant's Signature & Date

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

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
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ZONING AND LAND USE NOTES

ZONING DISTRICT: COMMERCIAL
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PROPOSED SERVICE CENTER
CHRISTIAN BROTHERS
 1000 S. STATE ST.
 COLUMBIA, MISSOURI 65201

NOT FOR CONSTRUCTION

REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		

DATE: 10/15/2010
 TIME: 10:00 AM

progressive ap

PROPOSED SERVICE CENTER
 CHRISTIAN BROTHERS
 1000 S. STATE ST.
 COLUMBIA, MISSOURI 65201

SITE DEVELOPMENT PLAN
C200



Christian Brothers

AUTOMOTIVE

This finished store is 100% representative of our standard prototype.



Hours of Operation and Standard Procedures

Unlike most other light automotive service facilities, Christian Brothers keep a more conservative schedule. We open at 7 am and close no later than 7 pm, Monday through Friday. Saturday for the first 180 days of operation. Most vehicles left overnight are stored within our secure bays for customer peace of mind and insurance parameters. We do not do tire recapping or body repair. These two activities are major noise and storage generators and are not a component of our scope of work.

Additionally, repairs designated as Heavy Vehicle Services are not a major component of our scope of work, comprising less than 1% of all tasks performed. Typically this level of service is only offered if a vehicle is brought to us in an unsafe or otherwise terminal condition. In the majority of cases, the customer will be referred to a specialist engine / transmission repair / replacement facility.

Nice difference.®



Christian Brothers

AUTOMOTIVE

The business is manned by 3 to 4 employees and the owner / franchisee.

Cascade Township will find we operate our stores to the highest possible standards. Our shop floors are cleaned with a Zamboni style machine and no pollutants are ever released into the environment. All automotive fluids are contained in federal EPA and state compliant, double hulled, above ground containment vessels.

Working Interior Photos



Nice difference.®

17725 KATY FREEWAY, SUITE 200, HOUSTON, TX 77094 • 281.675.6100 • CHRISTIANBROTHERSAUTO.COM



Christian Brothers

A U T O M O T I V E

From: Christian Brothers Automotive Corporation
17725 Katy Freeway, Suite 200
Houston, TX 77094

To: Cascade Township

RE: Letter of Intent - Christian Brothers Automotive

Following your review, it is our hope we will be granted permission to continue the development process. Thank you for your time and consideration.

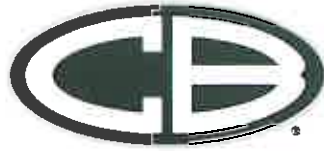
Architecture:

All plans, specifications, and uses will be in compliance with local code, ordinances and are in keeping with the neighboring developments or higher in standard. Variances will be addressed on case by case basis with City Staff and Reviewing Agencies.

The artist's rendering below is an exact representation of our standard prototype.



Nice difference.®



Christian Brothers

A U T O M O T I V E

Office Interior



Summary:

Based on architecture alone, we are essentially a small cottage with a nine car garage. Our footprint is very non-intrusive and fits well with any neighboring residential community. We truly believe our development brings a unique experience to the automotive repair arena and enhances quality of life. Since our lobby and reception more closely resemble something you would find in a doctor's office, the maintenance and repair process becomes less threatening to people of all walks of life.

It is our hope Cascade Township can truly appreciate our presence and will find us to be a valued member of the community.

Thank you,

Jonathan Wakefield
CBAC Director, New Store Development

Nice difference.®

TITLE



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Printed 3/14/2017 10:20:54 AM

PLANNING COMMISSION MEMORANDUM

To: Cascade Township Planning Commission

From: Sandra Korhorn, DDA/Economic Development Director *SKK*

Subject: Introduce Redevelopment Ready Communities Program

Meeting Date: March 20, 2017

The Michigan Economic Development Corporation (MEDC) offers a state-wide certification program that allows communities to become Redevelopment Ready. Redevelopment Ready Communities (RRC) is a voluntary, no cost certification program promoting effective redevelopment strategies through a set of best practices. The program measures and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that a community has a vision for the future and the fundamental practices in place to get there.

The RRC program enhances opportunities for municipalities to encourage business attraction and retention, offer superior customer service, and have a streamlined development approval process. The foundation of the program is the RRC Best Practices. Each best practice must be evaluated and then the community must explain how it is being met or how it will be met to achieve certification. The best practices are as follows:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites
- Community Prosperity

There are currently ten municipalities that have been certified as Redevelopment Ready Communities. Receiving certification can be a lengthy process and involves the various boards and commissions as well as the public to be involved.

I have included information from the MEDC regarding the program. Township staff would like to begin going through the best practices and submit for certification.

MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program is a state-wide certification program that supports communities to become development ready and competitive in today's economy. It encourages communities to adopt innovative redevelopment strategies and efficient processes which build confidence among businesses and developers. Through the RRC program, local municipalities receive assistance in establishing a solid foundation for development to occur in their communities – making them more attractive for investments that create places where people want to live, work and play.

Once engaged in the program, communities commit to improving their redevelopment readiness by undergoing a rigorous assessment, and then work to achieve a set of criteria laid out in the RRC Best Practices. Each best practice addresses key elements of community and economic development, setting the standard for evaluation and the requirements to attain certification. The program measures and then certifies communities that actively tap the vision of local residents and business owners to shape a plan for their future while also having the fundamental practices in place to be able to achieve that vision. The six RRC best practices include:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites®
- Community Prosperity

Through the RRC best practices, communities build deliberate, fair and consistent development processes from the inside out. RRC provides the framework and benchmarks for communities to strategically and tactically ask “What can we do differently?” By shifting the way municipalities approach development, they're reinventing the way they do business – making them

more attractive for investments that create places where talent wants to live, work and visit.

The RRC program also has an advisory council consisting of public and private sector experts to assist in guiding the development of the best practices, provide feedback and recommendations on community assessments, and consider new opportunities to enhance the program. In addition to Michigan Economic Development Corporation (MEDC) assistance, communities receive comments from multiple perspectives from experts working in the field, tapping into a broader pool of talent.

RRC certification formally recognizes communities for being proactive and business friendly. Certified communities clearly signal they have effective development practices such as well-defined development procedures, a community-supported vision, an open and predictable review process and compelling sites for developers to locate their latest projects. Through the program, MEDC provides evaluation support, expertise and consultation, training opportunities, and assist certified communities market their top redevelopment sites. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and broad community support.

For more information email RRC@michigan.org or contact the MEDC at 517.373.9808.



redevelopment ready
communities™

BEST PRACTICES



redevelopment ready
communities®
BEST PRACTICES

Program overview..... 3

Best Practice One: Community Plans and Public Outreach

 1.1—The plans..... 4

 1.2—Public participation..... 6

Best Practice Two: Zoning Regulations

 2.1—Zoning regulations 7

Best Practice Three: Development Review Process

 3.1—Development review procedures..... 10

 3.2—Guide to Development..... 13

Best Practice Four: Recruitment and Education

 4.1—Recruitment and orientation 14

 4.2—Education and training 15

Best Practice Five: Redevelopment Ready Sites®

 5.1—Redevelopment Ready Sites® 16

Best Practice Six: Community Prosperity

 6.1—Economic development strategy..... 18

 6.2—Marketing and promotion 19

Conclusion 20





If your community plans for future investment, invites public input, and offers superior customer service, then Redevelopment Ready Communities certification® is for you!

The Michigan Economic Development Corporation's Redevelopment Ready Communities® (RRC) program works with Michigan communities seeking to streamline the development approval process by integrating transparency, predictability and efficiency into their daily development practices. RRC is a statewide program that certifies communities who actively engage stakeholders and plan for the future. RRC empowers communities to shape their future by assisting in the creation of a solid planning, zoning and development foundation to retain and attract businesses, investment and talent.

Through RRC, communities commit to improving redevelopment readiness by agreeing to undergo a rigorous assessment, and work to achieve a set of criteria as described in this document. Developed by public and private sector experts, the RRC best practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Evaluations are conducted by the RRC team through interviews, observation and data analysis. After the evaluation, a community is presented

with a report of findings that highlights successes and outlines recommended actions for implementation of missing best practice criteria. The expectations listed with each evaluation criteria are what a community is measured against to determine if that criteria is being accomplished. A community must demonstrate how the expectations are being achieved, and when applicable, may propose alternative approaches. To be awarded certification, a community must meet all RRC best practice criteria.

Redevelopment Ready Communities certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process and compelling sites for developers to locate their latest projects. Once certified, the MEDC will assist in the promotion and marketing of up to three Redevelopment Ready Sites®. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and the broad community support needed to get shovels in the ground.

In this document, parts of the best practices will have further explanation. If a word is in **orange**, hover your mouse over it and a yellow box will appear with more information. If a word is orange and **underlined**, it contains a hyperlink. Contact the RRC team at RRC@michigan.org with questions.



Best Practice One: Community plans and public outreach

1.1 — THE PLANS

Best Practice 1.1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, downtown plan and corridor plan. Comprehensive planning documents are a community's guiding framework for growth and investment. Information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic and environmental development of the community.

The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision making tool. The plan sets expectations

for those involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community to achieve its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan, capital improvements plan, downtown plan and corridor plan is essential. It is important that planning documents incorporate recommendations for implementation, including goals, actions, timelines and responsible parties.

EVALUATION CRITERIA 1

The governing body has adopted a master plan in the past five years.

EXPECTATIONS

- The **master plan** reflects the community's desired direction for the future.
- The master plan identifies strategies for priority redevelopment areas.
- The master plan addresses land use and infrastructure, including **complete streets** elements.
- The master plan includes a **zoning plan**.
- The master plan incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- Progress on the master plan is **annually reported** to the governing body.
- The master plan is accessible online.

EVALUATION CRITERIA 2

The governing body has adopted a **downtown plan**.

EXPECTATIONS

- The downtown plan identifies development area boundaries.
- The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.
- The downtown plan includes mixed-use and pedestrian oriented development elements.
- The downtown plan addresses transit oriented development, if applicable.
- The downtown plan coordinates with the master plan and capital improvements plan.
- The downtown plan is accessible online.

Best Practice One: Community plans and public outreach

1.1—THE PLANS *continued*

EVALUATION CRITERIA 3

The governing body has adopted a **corridor plan**.

EXPECTATIONS

- The **corridor plan** identifies development area boundaries.
- The corridor plan identifies projects, and includes estimated project costs and a timeline for completion.
- The **corridor plan** includes mixed-use and pedestrian oriented development elements.
- The corridor plan addresses transit oriented development, if applicable.
- The corridor plan coordinates with the master plan and capital improvements plan.
- The corridor plan is accessible online.

EVALUATION CRITERIA 4

The governing body has adopted a **capital improvements plan**.

EXPECTATIONS

- The **capital improvements plan** details a minimum of six years of public structures and improvements and is reviewed annually.
- The capital improvements plan coordinates projects to minimize construction costs.
- The capital improvements plan coordinates with the master plan and budget.
- The capital improvements plan is accessible online.



Best Practice One: Community plans and public outreach

1.2—PUBLIC PARTICIPATION

Best Practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation strategy is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being intentionally inclusive, and the goal

of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The best plans and proposals have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than only soliciting input during the master plan update and public hearings.

EVALUATION CRITERIA 1

The community has a **public participation strategy** for engaging a diverse set of community stakeholders.

EXPECTATIONS

- The strategy identifies **key stakeholders**, including those not normally at the visioning table.
- The strategy describes public participation methods and the appropriate venue to use each method.
- If a third party is consulted, they adhere to the public participation strategy.

EVALUATION CRITERIA 2

The community demonstrates that public participation efforts go beyond the basic methods.

EXPECTATIONS

- Basic practices:**
 - **Open Meetings Act**
 - Website posting
 - Postcard mailings
 - Local cable notification
 - Newspaper posting
 - Flier posting on community hall door
 - Attachments to water bills
 - Announcements at governing body meetings
- Proactive practices:**
 - Individual mailings
 - Community workshops
 - Social networking
 - One-on-one interviews
 - Charrettes
 - Canvassing
 - Focus groups
 - **Crowd-sourcing**

EVALUATION CRITERIA 3

The community shares outcomes of public participation processes.

EXPECTATIONS

- The community tracks success of various outreach methods.
- The community participation results are communicated in a consistent and transparent manner.

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS

Best Practice 2.1 evaluates a community's zoning ordinance and how well it regulates for the goals of the master plan.

Zoning is a key tool for plan implementation. Inflexible or obsolete zoning regulations can discourage development and investment. Outdated regulations can

force developers to pursue rezoning or variance requests, extending project timelines, increasing costs and creating uncertainty. Communities should look to streamline ordinances and regulate for the kind of development that is truly desired. In addition, zoning is an essential tool for shaping inviting, walkable, vibrant communities.

EVALUATION CRITERIA 1

The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.

EXPECTATIONS

- The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.

EVALUATION CRITERIA 2

The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.

EXPECTATIONS

- The ordinance allows mixed-use by right in designated areas of concentrated development.
- The community has reviewed the ordinance to consider how **form-based zoning** could help achieve community goals.
- The ordinance requires one or more of the following **elements** in areas of concentrated development:
 - Build-to lines
 - Open store fronts
 - Outdoor dining
 - Minimum ground floor transparency
 - Streetscape elements (trees, seating, pedestrian-scale lighting and signage)
- The ordinance allows for preservation of sensitive historic and environmental features.

EVALUATION CRITERIA 3

The zoning ordinance includes flexible tools to encourage development and redevelopment.

EXPECTATIONS

- Special land use and conditional zoning approval procedures and requirements are clearly defined.
- Commercial and industrial districts allow for related compatible uses that serve **new economy-type** businesses.

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS *continued*

EVALUATION CRITERIA 4

The zoning ordinance allows for a variety of housing options.

EXPECTATIONS

- The ordinance allows for two or more of the following non-traditional housing types:
 - Accessory dwelling units
 - Attached single-family units
 - Stacked flats
 - Live/work
 - Residential units above non-residential uses
 - Co-housing
 - Corporate temporary housing
 - Cluster housing
 - Micro units

EVALUATION CRITERIA 5

The zoning ordinance includes standards to improve non-motorized transportation.

EXPECTATIONS

- The community understands the benefits of walkable and transit oriented development and has standards for the following elements where appropriate:
 - Bicycle parking
 - Traffic calming
 - Pedestrian-scale lighting
 - Public realm standards
- The community understands the benefits of **connectivity** and has **ordinance requirements** that accommodate pedestrian activity within and around development.

EVALUATION CRITERIA 6

The zoning ordinance includes flexible parking standards.

EXPECTATIONS

- The ordinance includes regulations for two or more of the following:
 - Reduction or elimination of required parking when on-street and public parking is available
 - Connections between parking lots
 - Shared parking agreements
 - Parking maximums
 - Parking waivers
 - Electric vehicle charging stations
 - Bicycle parking
 - Payment in lieu of parking
 - Reduction of required parking for complementary mixed-uses

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS *continued*

EVALUATION CRITERIA 7

The zoning ordinance includes standards for green infrastructure.

EXPECTATIONS

- The ordinance includes regulations for one or more of the following:
 - Rain gardens, bioswales and other **low impact development techniques**
 - Green roofs
 - Pervious pavement
 - Landscaping that encourages or requires use of native, non-invasive species
 - Preservation of existing trees
- The community recognizes the benefits of street trees and parking lot landscaping to mitigate the impacts of heat island effects.

EVALUATION CRITERIA 8

The zoning ordinance is **user friendly**.

EXPECTATIONS

- The ordinance portrays clear definitions and requirements.
- The ordinance is available in an electronic format at no cost. Hard copies are available for review at convenient locations.
- The ordinance is accessible online.

Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES

Best practice 3.1 evaluates the community's development review policies and procedures, project tracking and internal/external communication.

The purpose of the development review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Streamlined, well-documented development policies and procedures ensure a smooth and predictable experience when working with a community. It is essential for a community's development review team to also coordinate with permitting and inspections staff.

Unnecessary steps or unclear instructions increase time

and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this, sound internal procedures need to be in place and followed. Tracking projects internally across multiple departments can alleviate potential delays. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove development barriers and cut down on unexpected time delays.

EVALUATION CRITERIA 1

The zoning ordinance articulates a thorough site plan review process.

EXPECTATIONS

- The responsibilities of the governing body, planning commission, zoning board of appeals, other reviewing bodies, and staff are clearly documented.

EVALUATION CRITERIA 2

The community has a qualified intake professional.

EXPECTATIONS

- The community identifies a project point person and trains staff to perform intake responsibilities including:
 - Receiving and processing applications and site plans
 - Documenting contact with the applicant
 - Explaining procedures and submittal requirements
 - Facilitating meetings
 - Processing applications after approval
 - Excellent customer service

EVALUATION CRITERIA 3

The community defines and offers conceptual site plan review meetings for applicants.

EXPECTATIONS

- The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.



Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

EVALUATION CRITERIA 4

The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.

EXPECTATIONS

- The community **assists the developer** in soliciting input on a proposal early in the site plan approval process as detailed in the public participation strategy.

EVALUATION CRITERIA 5

The appropriate departments engage in **joint site plan reviews**.

EXPECTATIONS

- The joint site plan review team consists of the following representatives, as appropriate:
 - Planning department
 - Public works department
 - Building department
 - Transportation department
 - Fire
 - Police
 - Assessor
 - Community manager or supervisor
 - Economic development
 - Historic District Commission
 - Consultant
 - Attorney
 - County soil erosion and sedimentation
 - County drain commissioner
 - County health department
 - County road commission
 - Outside agencies

EVALUATION CRITERIA 6

The community has a clearly documented internal staff review policy.

EXPECTATIONS

- The internal review process articulates clear roles, responsibilities and timelines.
- Development review standards are clearly defined.

EVALUATION CRITERIA 7

The community promptly acts on **development requests**.

EXPECTATIONS

- Site plans for permitted uses are approved administratively or by the planning commission.
- The community follows its documented procedures and timelines.
- The community has easy to follow flowcharts of development processes that include timelines.
- Community development staff coordinates with permitting and inspections staff to ensure a smooth and timely approval process.

Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

EVALUATION CRITERIA 8

The community has a method to track development projects.

EXPECTATIONS

- The community uses a **tracking mechanism** for projects during the development process.
- The community uses a tracking mechanism for projects during the permitting and inspections process.

EVALUATION CRITERIA 9

The community annually reviews successes and challenges with the development review process.

EXPECTATIONS

- The community **obtains customer feedback** on the site plan approval and permitting and inspections process and integrates changes where applicable.
- The joint site plan review team, including permitting and inspections staff, meets to capture lessons learned and amends the process accordingly.

Best Practice Three: Development review process

3.2—GUIDE TO DEVELOPMENT

Best Practice 3.2 evaluates the accessibility of a community's planning and development information.

Development information and applications must be assembled to help citizens, developers and public officials gain a better understanding of how the development

process in the community works. Documents should be updated regularly and provide a general overview of development processes, steps necessary to obtain approvals and be readily available online.

EVALUATION CRITERIA 1

The community maintains a **guide to development** that explains policies, procedures and steps to obtain approvals.

EXPECTATIONS

- The guide includes:
 - Relevant **contact information**
 - Relevant **meeting schedules**
 - Easy-to-follow **step-by-step flowcharts** of development processes, including **timelines**
 - **Conceptual meeting** procedures
 - Relevant ordinances to review prior to site plan submission
 - Site plan review **requirements and application**
 - Clear explanation for site plans that can be approved administratively
 - **Rezoning request** process and application
 - **Variance request** process and application
 - **Special land use** request process and application
 - **Fee schedule**
 - **Special meeting** procedures
 - Financial assistance **tools**
 - **Design guidelines** and related processes
 - **Building permit** requirements and applications
- The guide to development is accessible online.

EVALUATION CRITERIA 2

The community annually reviews the **fee schedule**.

EXPECTATIONS

- The fee schedule is updated to cover the community's true cost to provide services.
- The community accepts credit card payment for fees.

Best Practice Four: Recruitment and education

4.1—RECRUITMENT AND ORIENTATION

Best practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members.

Diversity on boards and commissions can ensure a wide range of perspectives are considered when making

decisions on development and financial incentives. Communities should seek applicants with desired skill sets and establish expectations prior to new officials and board members becoming active.

EVALUATION CRITERIA 1

The community sets expectations for board and commission positions.

EXPECTATIONS

- The community outlines expectations and **desired skill sets** for open seats.
- Board and commission applications are available online.

EVALUATION CRITERIA 2

The community provides orientation packets to all appointed and elected members of development related boards and commissions.

EXPECTATIONS

- The **orientation packet** includes all relevant planning, zoning and development information.

Best Practice Four: Recruitment and education

4.2—EDUCATION AND TRAINING

Best practice 4.2 assesses how a community encourages ongoing education and training and tracks training needs for appointed or elected officials, board members and staff.

Planning commissioners, zoning board of appeals members, the governing body and staff make more informed development decisions when they receive

adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of a community's development processes.

EVALUATION CRITERIA 1

The community has a dedicated source of funding for training.

EXPECTATIONS

- The community has a training budget allocated for elected and appointed officials and staff.

EVALUATION CRITERIA 2

The community identifies training needs and tracks attendance for elected and appointed officials and staff.

EXPECTATIONS

- The community manages a simple tracking mechanism for logging individual training needs and attendance.
- The community identifies trainings that assist in accomplishing their stated goals and objectives.

EVALUATION CRITERIA 3

The community encourages elected and appointed officials and staff to attend trainings.

EXPECTATIONS

- The community consistently notifies its elected and appointed officials and staff about training opportunities.

EVALUATION CRITERIA 4

The community shares information between elected and appointed officials and staff.

EXPECTATIONS

- The community holds collaborative work sessions, including joint trainings on development topics.
- Training participants share information with those not in attendance.
- The planning commission prepares an annual report for the governing body.

Best Practice Five: Redevelopment Ready Sites®

5.1 — REDEVELOPMENT READY SITES®

Best practice 5.1 assesses how a community identifies, visions for and markets priority redevelopment sites. A redevelopment ready site is a site targeted by the community and ready for investment.

Identifying and marketing priority sites can assist a community to stimulate the real estate market for obsolete, vacant and underutilized property. Communities that have engaged the public and determined desired outcomes for priority sites create a predictable environment for development projects. A community which takes steps to reduce the risk of

rejected development proposals will entice hesitant developers to spend their time and financial resources pursuing a project in their community. If a development proposal on a priority site is deemed controversial, additional public participation opportunities should be held to ensure community support. To encourage development, it is essential that communities actively package and market sites prioritized for redevelopment. Developers look to invest in places that have an overall vision for the community and priority sites.

EVALUATION CRITERIA 1

The community identifies and prioritizes redevelopment sites.

EXPECTATIONS

- The community maintains an updated list of priority sites to be redeveloped.

EVALUATION CRITERIA 2

The community gathers basic information for prioritized redevelopment sites.

EXPECTATIONS

- Required information to include:
 - Photo of the site and/or rendering
 - Lot size
 - Desired development outcomes for the site
 - Building size
 - Owner contact information
 - State equalized value
 - Community contact information
 - Utilities on site: Water, sewer, electricity, natural gas
 - Zoning
 - Wired broadband infrastructure: DSL, cable, fiber

EVALUATION CRITERIA 3

The community has developed a vision for the priority redevelopment sites.

EXPECTATIONS

- The vision includes desired development outcomes.
- Community champions for redevelopment of the site are identified.
- High controversy redevelopment sites may require additional public engagement.

Best Practice Five: Redevelopment Ready Sites®

5.1—REDEVELOPMENT READY SITES® *continued*

EVALUATION CRITERIA 4

The community identifies **potential resources and incentives** for prioritized redevelopment sites.

EXPECTATIONS

- The community identifies negotiable development tools, financial incentives and/or in-kind support, based on the project meeting the community's vision and desired development outcomes.

EVALUATION CRITERIA 5

Property information packages for prioritized sites are assembled.

EXPECTATIONS

- The property information package includes basic information and the following as applicable:
 - Available financial incentives
 - Deed restrictions
 - Property tax assessment information
 - Property survey
 - Previous uses
 - Existing conditions report
 - Known environmental and/or contamination conditions
 - Soil conditions
 - Demographic data
 - Surrounding amenities
 - Planned infrastructure improvements as identified in CIP
 - GIS information including site location and street maps
 - Natural features map
 - Traffic studies
 - Target market analysis or feasibility study results
 - Market studies

EVALUATION CRITERIA 6

Prioritized redevelopment sites are actively marketed.

EXPECTATIONS

- The property information packages are accessible online.

Best Practice Six: Community prosperity

6.1—ECONOMIC DEVELOPMENT STRATEGY

Best practice 6.1 assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the

overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community.

EVALUATION CRITERIA 1

The community has an approved **economic development strategy**.

EXPECTATIONS

- The economic development strategy is part of the master plan, annual budget or a separate document.
- The economic development strategy connects to the master plan and capital improvements plan.
- The economic development strategy identifies the economic opportunities and challenges of the community.
- The economic development strategy incorporates **recommendations for implementation**, including goals, actions, timelines and responsible parties.
- The economic development strategy coordinates with a regional economic development strategy.
- The economic development strategy is accessible online.

EVALUATION CRITERIA 2

The community annually reviews the economic development strategy.

EXPECTATIONS

- Progress on the economic development strategy is reported annually to the governing body.

Best Practice Six: Community prosperity

6.2—MARKETING AND PROMOTION

Best practice 6.2 assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning and economic development documents on the community's website.

Community marketing and promotion can take many forms. Communities must develop a positive, promotional strategy through marketing campaigns,

advertising and special events to encourage investment. Marketing campaigns can assist with sharing the established community vision, values and goals.

Developing a brand to promote a consistent identity can position a community for future success. A community's website is an important marketing tool and must be well-designed to provide information to the public and build a positive image.

EVALUATION CRITERIA 1

The community has developed a **marketing strategy**.

EXPECTATIONS

- The marketing strategy identifies opportunities and outlines specific steps to attract businesses, consumers and real estate development to the community.
- The marketing strategy strives to create or strengthen an image for the community.
- The marketing strategy identifies approaches to market priority development sites.
- The community coordinates marketing efforts with local, regional and state partners.

EVALUATION CRITERIA 2

The community has an updated, user-friendly municipal website.

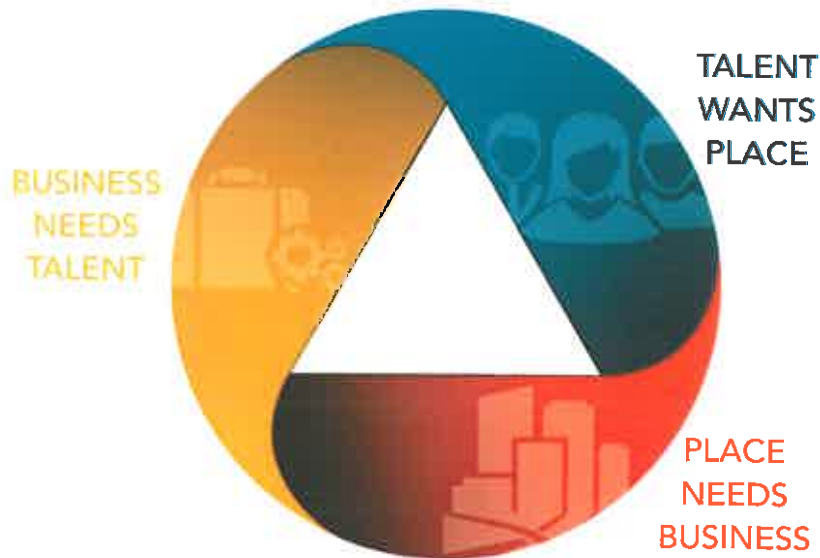
EXPECTATIONS

- The community's website is easy to navigate.
- The community's planning, zoning and development information is grouped together with links to the following:
 - Master plan and amendments
 - Downtown plan
 - Corridor plan
 - Capital improvements plan
 - Zoning ordinance
 - Guide to development
 - Online payment option
 - Partner organizations
 - Board and commission applications
 - Property information packages
 - Economic development strategy

Conclusion

The Redevelopment Ready Communities* program looks to foster communities that creatively reuse space, embrace economic innovation and proactively plan for the future, making them more attractive for investments that create places where talent wants to

live, work and play. RRC certification signals to business owners, developers and investors that the community has removed barriers by building deliberate, fair and consistent processes.



Communities not formally engaged in the RRC program, but wanting to work toward certification are encouraged to compare their current policies and procedures to the best practice standards by completing RRC self-evaluations. The self-evaluations are available to assist any community interested in being more redevelopment ready. Completion of the self-evaluation documents does not replace the formal evaluation process conducted by the RRC team. In addition to the self-evaluations, guides have been developed to act as resources for communities working on RRC best practice components. Each guide is a tool describing recommended processes and sample language. Every community has different needs and capacities, so the process and document can be tailored to fit individual community requirements.

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment, identifying assets and opportunities and focusing limited resources. Communities must **create** the types of places where talent and businesses want to locate, invest and expand.

Certified Redevelopment Ready Communities* signal that locating a new business or growing an existing one is straightforward. Certified communities have removed barriers to development including eliminating uncertainties surrounding project timelines and approvals by implementing and executing the RRC best practices.

Contact the RRC team at rrc@michigan.org or your CATeam specialist with questions.