

**MINUTES**

Cascade Charter Township  
Planning Commission  
Monday, November 9, 2020  
7:00 P.M.  
Virtual Meeting

**ARTICLE 1.** Chairman Rissi called the meeting to order at 7:00 P.M.  
Members Present: Johnson, Katsma, Krieter, Slater, Noordyke, Rissi, Moxley, Deering, and Rapin  
Members Absent: None  
Others Present: Community Development Director, Steve Peterson, and Planner Brian Hilbrands.

**ARTICLE 2. Pledge of Allegiance.**

**ARTICLE 3. Approve the current Agenda.**

**Motion was made by Member Krieter to approve the Agenda. Supported by Member Deering. Motion carried 9 to 0.**

**ARTICLE 4. Approve the Minutes of the September 21, 2020 meeting.**

**Motion was made by Member Katsma to approve the minutes of September 21, 2020 as written. Supported by Member Rapin. Motion carried 9 to 0.**

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

No visitors came forward.

**ARTICLE 6. Case #20-3612/LiveSpace**

**Property Address:** 4995 Starr St SE

**Requested Action:** Site Plan Review for a 4,000 sq ft addition.

Chairman Rissi stated that he wished to disclose that the company he co-owns does snow plowing at this location. He does not believe this to be a conflict in any way.

Planner Brian Hilbrands stated that the applicant is requesting to build a 4,000 sq ft addition to the existing 17,000 sq ft building. Mr. Hilbrands stated that anything over a 5% increase of the building is required to come before the Planning Commission. This will include an expansion of the existing retention basin in order to accommodate the slight increase, and will require a temporary grading easement for the property to the north as there is a small amount of grading that will go over the property line. Mr. Hilbrands states that this plan has been reviewed by both the Fire Department and Township Engineer.

Mr. Hilbrands states that Staff is recommending approval of the site plan for the 4,000 sq ft addition with the following conditions:

1. The applicant provide approval from the property owner to the north for grading on that property.
2. The applicant complies with the Township Engineers letter dated November 3, 2020 and all necessary permits are obtained before construction begins.
3. The stormwater maintenance agreement is recorded.

Member Moxley asked why the temporary grading easement is needed for the north side of the property. Mr. Hilbrands stated that it is needed in order to accommodate the expansion of the retention basin for silt fencing that may cross the property line.

Member Rapin asked if that easement has been requested. Mr. Hilbrands stated that he has not seen it yet, and that the applicant will need to turn it in before a building permit is approved.

Chairman Rissi invited the applicant to comment.

Mr. Alex Miedema (from Moore & Bruggink, Engineers for this project) stated that the temporary grading easement is to help smooth out the parking lot, and is just a couple of feet over the property line.

Member Slater asked what the business occupying the building is, Mr. Miedema stated that LiveSpace is audio equipment.

Member Moxley asked why the building projects into the retention basin on the NW corner, Mr. Miedema stated that is needed for the 4,000 sq ft addition as the NE corner of the building is almost touching the setback line already. Mr. Miedema stated that the retention basin is being dug out, and will have a greater volume than it had prior to the addition.

**Motion was made by Member Johnson to approve the site plan review with the three conditions listed in the Staff report. Supported by Member Krieter. Motion carried 9 to 0.**

**ARTICLE 7. Any other business**

Discussion was held about the continuance of virtual meetings.

**ARTICLE 8. Adjournment**

**Motion was made by Member Johnson to adjourn. Supported by Member Slater. Motion carried 9 to 0. The meeting was adjourned at 7:13 p.m.**

Respectfully submitted,  
Brett Katsma, Secretary