

AGENDA
Cascade Charter Township Zoning Board of Appeals
Tuesday, February 14, 2023
5:30 pm
2870 Jacksmith Ave

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Approve the minutes of the November 15, 2022 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 #23-3749/ Jim & Kim Stubbart
Public Hearing
Property Address: 1749 River Oaks Dr. SE
Requested Action: The applicant is requesting a variance to approve a deck within
the side yard setback.**
- ARTICLE 7. Case #23-3750/ Lance Korhorn.
Public Hearing
Property Address: 8185 36th St
Requested Action: The applicant is requesting a variance to approve a sign larger
than the permissible size.**
- ARTICLE 8. Election of Officers**
- ARTICLE 9. 2022 Annual Report**
- ARTICLE 10. 2022 May-December Enforcement Report**
- ARTICLE 11. Rules of Conduct**
- ARTICLE 12. Planning Principles**
- ARTICLE 13. 2023 Calendar**
- ARTICLE 14. Any other business**
- ARTICLE 15. Adjournment**

Meeting format

- 1. **Staff Presentation** *Staff report and recommendation*
- 2. **Project presentation-** *Applicant presentation and explanation of project*
 - a. **PUBLIC HEARINGS**
 - i. *Open Public Hearing. Comments are limited to five minutes per speaker; exception may be granted by the chair for representative speakers and applicants*
 - ii. *Close public hearing*
- 3. **Commission discussion -** *May ask for clarification from applicant, staff or public*
- 4. **Commission decision - Options**
 - a. **Table the decision**

Minutes
Cascade Charter Township
Zoning Board of Appeals
Tuesday, November 15, 2022
4:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Vice Chair Moxley called the meeting to order at 4:30 P.M.
Members Present: Tom McDonald, Ralph Moxley, Lou Berra, Valerie Milliken, Jennifer Puplava (Alternate)
Members Absent: Aaron Mead (Excused)
Others Present: Planning Director Hilbrands and those listed on the sign-in sheet.

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current agenda

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

ARTICLE 4. Approve the minutes from the September 13, 2022 Meeting

Motion was made by Member Berra to approve the September 13, 2022 Meeting Minutes as written. Supported by Member McDonald. Motion carried 5 to 0.

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

There was no one that wished to speak.

ARTICLE 6. Case #22-3744/Heiden

Planning Director Hilbrands presented the case and stated that the applicant is seeking a lot line reconfiguration. There will be approximately 4,000sqft from one parcel being added and roughly 5,000sqft from another neighboring parcel. This change is being requested to fit the flow of the natural terrain and use of the properties. Both of the lots will continue to meet the minimum lot size requirement. Since the boundaries of the condominium units are being altered, they are required to record an amendment to the master deed.

Staff recommended approval of the reconfiguration as proposed with the condition that the amendment to the master deed is recorded within 60 days.

Motion was made by Member McDonald to move into public hearing. Supported by Member Berra. Motion carried 5 to 0.

Paula Lewison, the representative of both properties, attended the meeting to answer any questions. The main reasons for the split included topography, drainage, and how residents are using their properties. She also mentioned that the property owners signed a settlement agreement.

Motion was made by Member McDonald to approve the reconfiguration of the lots proposed with the staff condition. Supported by Member Berra. Motion carried 5 to 0.

ARTICLE 7. Any Other Business

The next meeting is scheduled for December 13th.

Members agreed to continue with the second Tuesday of each month schedule for 2023.

ARTICLE 8. Adjournment

Motion was made by Member McDonald to adjourn the meeting. Supported by Member Berra. Motion carried 5 to 0.

Respectfully submitted,
Ralph Moxley, Secretary

DRAFT

STAFF REPORT

STAFF REPORT: Case # 22-3749
REPORT DATE: February 8, 2023
PREPARED FOR: Cascade Charter Township Zoning Board of Appeals
MEETING DATE: February 14, 2023
PREPARED BY: Madison Smith-Jacoby

APPLICANT

Jim & Kim Stubbart

STATUS

OF APPLICANT: Property Owner

REQUESTED ACTION: Seeking Variance to approve a deck expansion within the side yard setback.

EXISTING ZONING OF SUBJECT PARCEL: R1

GENERAL LOCATION: Along east side of the Thornapple River, west of Buttrick Avenue, North of Bolt Drive.

PARCEL SIZE: 1.48 acres

PROPERTY LOCATION: 1749 River Oaks Drive SE

EXISTING LAND USE ON THE PARCEL: Residential

ADJACENT AREA LAND USES:

N: Residential
E: Residential
S: Residential
W: Water

ZONING ON ADJOINING PARCELS:

N: R1
E: R1
S: R1
W: R1

STAFF COMMENTS:

- A. The applicant is requesting a variance of Section 18.05 of the Zoning Ordinance. This section requires a minimum setback of 10 feet on the sides with the total of both sides

being not less than 25 feet. The existing home has a deck setback 15.7 feet from the north side yard and the home is 11 feet at the closest point from the south property line.

- B. The proposed variance is to approve a deck built 6.3 feet from the north side property line. The total setback for both sides would be 17.3 feet. The minimum setback for the deck by-right is 14 feet. The requested variance then, is 7.7 feet.
- C. The existing, submitted survey was provided from the legal description. The applicant has notified the Zoning Administrator that a new survey is being made using stakes. They have indicated this will be ready for the February 14th meeting.
- D. The proposed project is a family room addition enclosing the existing deck. This 362sqft. of finished living space will meet the setback requirements. The proposed deck is attached to this family room, on the second level, measuring about 260sqft.
- E. The proposed addition would approach the southeast side of the neighbor's garage to the north. The proposed deck would be approximately 46 feet from the north neighbor's home.
- F. Previously granted variances for side yards were for legally nonconforming buildings preventing applicants from being in compliance if they tried.

STAFF COMMENTS:

- A. 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:

<i>Findings of Fact</i>	<i>Comment</i>
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.	This lot shape is irregular and the situation could be considered exceptional in that the home is built near the narrowest part of the parcel, limiting possibilities for additions to the home. On the site plan you can see the proximity of the home to the buildable area's boundaries. The applicant bought the home as it is now.
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 owners bought the home as it is built and have added the accessory building. The placement of the home it out of their control.

<p>That such variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.</p>	<p>The plans submitted have been the same since notice of variance for approval has been given. This is the minimum variance required for the project plans as presented.</p>
<p>That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.</p>	<p>The granting of this variance would not be injurious to the public welfare, but does approach the neighbors' side yard and reduces the distance between principal residences. This doesn't prove to be injurious as easements on the property still allow river access by the parcel to the north and doesn't obstruct their river view.</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 lot shape prevents the applicant from building by right. It would not be practical to amend the ordinance for this lot.</p>

RECOMMENDATIONS

I recommend the foot variance be APPROVED with the following conditions:

1. The deck cannot become an enclosed/finished space in the future. This must remain a deck, considered an accessory structure on the principal building
2. Proper building permits for the deck and family room must be obtained prior to construction.



CASCADE CHARTER TOWNSHIP

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

PLANNING & ZONING APPLICATION

APPLICANT:

Name: Jim & Kim Stubbart

Address: 1749 River Oaks Dr. SE

City & Zip Code: Ada 49301

Telephone: 616-516-1250

Email Address: stubbart1@comcast.net

Designer for project
Lisa Keller
616-560-3777

OWNER: * (If different from Applicant)

Name: _____

Address: _____

City & Zip Code: _____

Telephone: _____

Email Address: _____

↓
contact for follow up info

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

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

We would like to turn our current deck into a 4-season space, and then add a deck onto that. We may need a variance with regard to its proximity to our property line. The project will approach the side of our neighbor's garage and will not alter (**Use Attachments if Necessary) -SEE OTHER SIDE- their view.

LEGAL DESCRIPTION OF PROPERTY**:

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 03-326-043

ADDRESS OF PROPERTY: 1749 River Oaks Dr. SE

PRESENT USE OF THE PROPERTY: residential

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)

Kim Stubbart
Applicant – Print or Type Name

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

Kim Stubbart 1-10-2023
Applicant’s Signature & Date

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

SITE PLAN

FOR: Bob Moelker
 Robert Moelker Builder
 6295 Wynestone Ct
 Hudsonville, MI 49426

Feenstra & Associates, Inc.
 CIVIL ENGINEERS & SURVEYORS
 3145 Prairie St. SW
 Grandville, MI 49418
 Phone: 616.457.7050
 www.feenstrainc.com

Proj 230034

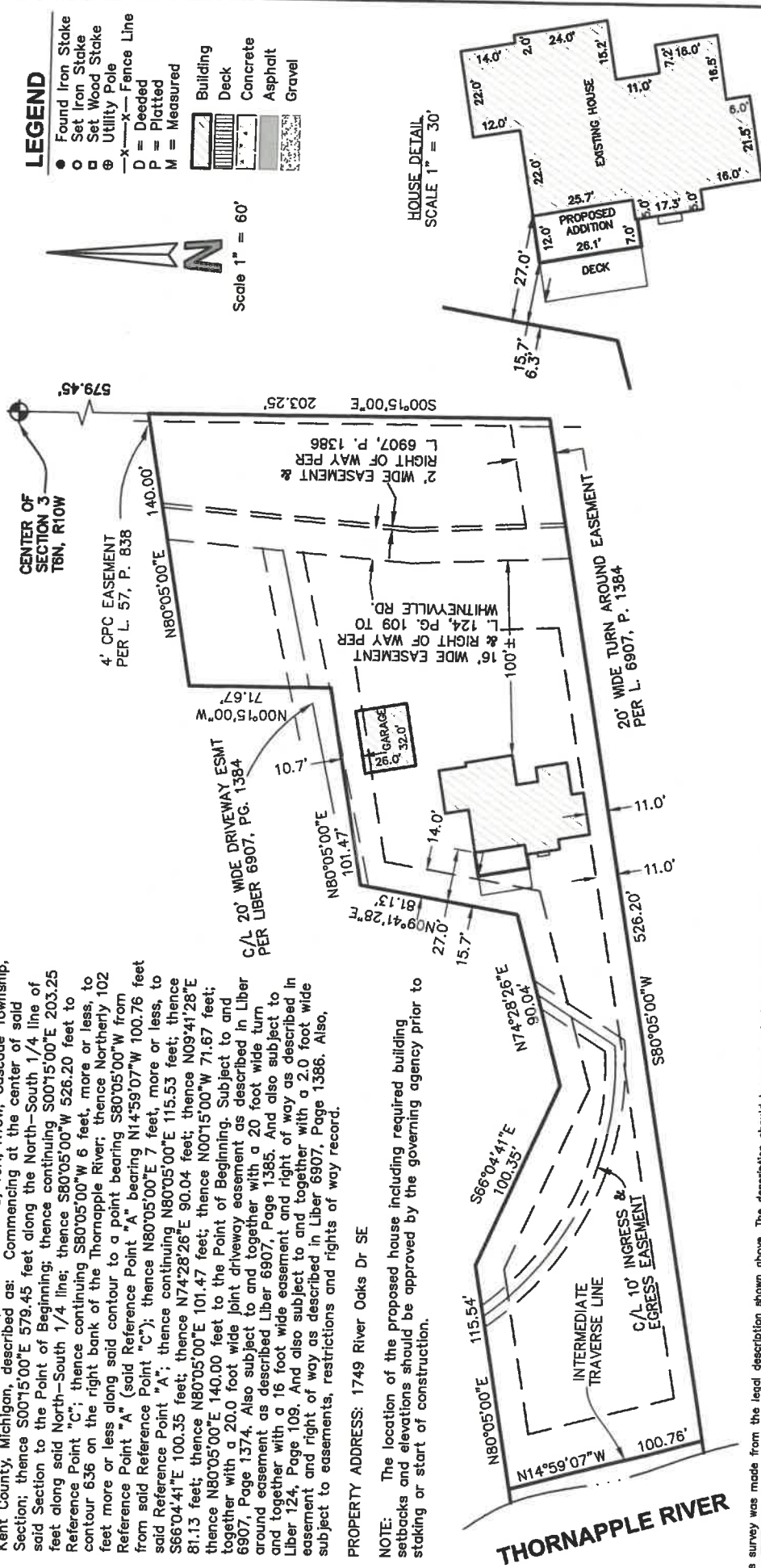
File 3-6-10

Date 01/19/2023

DESCRIPTION: Part of the SW 1/4 of Section 3, T6N, R10W, Cascade Township, Kent County, Michigan, described as: Commencing at the center of said Section; thence S00°15'00"E 579.45 feet along the North-South 1/4 line of said Section to the Point of Beginning; thence continuing S00°15'00"E 203.25 feet along said North-South 1/4 line; thence S80°05'00"W 526.20 feet to Reference Point "C"; thence continuing S80°05'00"W 6 feet, more or less, to contour 636 on the right bank of the Thornapple River; thence Northerly 102 feet more or less along said contour to a point bearing S80°05'00"W from Reference Point "A" (said Reference Point "A" bearing N14°59'07"W 100.76 feet from said Reference Point "C"); thence N80°05'00"E 7 feet, more or less, to said Reference Point "A"; thence continuing N80°05'00"E 115.53 feet; thence S66°04'41"E 100.35 feet; thence N74°28'26"E 90.04 feet; thence N09°41'28"E 81.13 feet; thence N80°05'00"E 101.47 feet; thence N00°15'00"W 71.87 feet; thence N80°05'00"E 140.00 feet to the Point of Beginning. Subject to and together with a 20.0 foot wide joint driveway easement as described in Liber 6907, Page 1374. Also subject to and together with a 20 foot wide turn around easement as described Liber 6907, Page 1385. And also subject to and together with a 16 foot wide easement and right of way as described in Liber 124, Page 109. And also subject to and together with a 2.0 foot wide easement and right of way as described in Liber 6907, Page 1386. Also, subject to easements, restrictions and rights of way record.

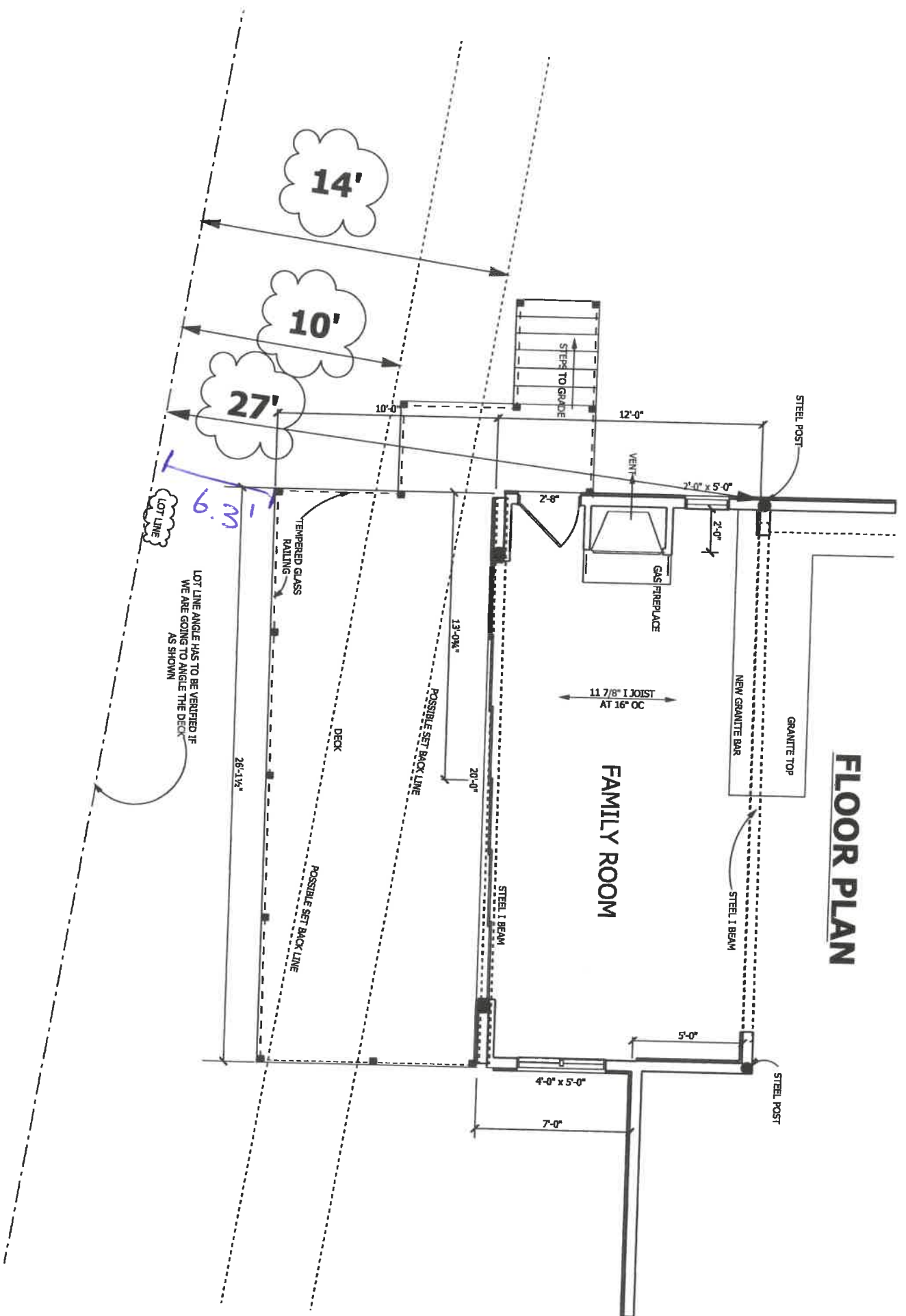
PROPERTY ADDRESS: 1749 River Oaks Dr SE

NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction.



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

FLOOR PLAN



14'

10'

27'

LOT LINE

LOT LINE ANGLE HAS TO BE VERIFIED IF WE ARE GOING TO ANGLE THE DECK AS SHOWN

6'-3"

TEMPERED GLASS RAILING

DECK

POSSIBLE SET BACK LINE

POSSIBLE SET BACK LINE

STEEL I BEAM

FAMILY ROOM

11 7/8" I JOIST AT 16" OC

NEW GRANITE BAR

GRANITE TOP

STEEL POST

GAS FIREPLACE

VENT

STEEL TO GUIDE

STEEL POST

4'-0" x 5'-0"

7'-0"

5'-0"

2'-0" x 5'-0"

12'-0"

10'-0"

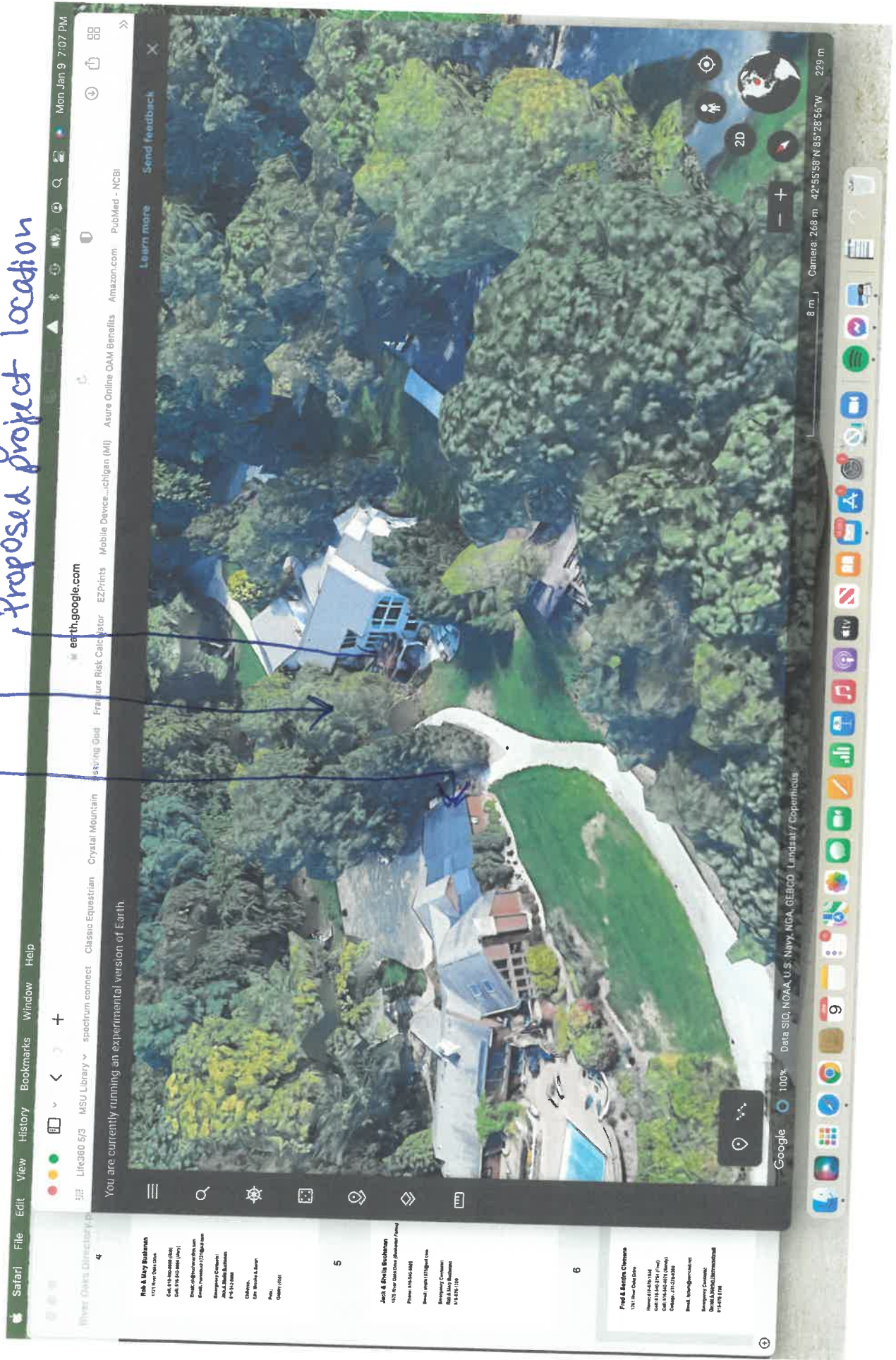
13'-0 1/4"

20'-0"

28'-1 1/2"

Side of neighbor's garage

Trees already removed / Proposed project location



Rob & Mary Burdick
 1171 Four Oaks Drive
 Call 616-866-9900 (local)
 Fax 616-866-9901 (local)
 Email: rob@burdick.com
 Email: mary@burdick.com
 Email: burdick@burdick.com
 616-866-9900

4

Just & Sheila Epifanio
 1123 Four Oaks Drive (Parkway) / Farm
 Phone: 616-866-9901
 Email: just@epifanio.com
 Email: sheila@epifanio.com
 Emergency Contact:
 616-866-9900
 616-866-9900

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Fred & Brenda Chismore
 1121 Four Oaks Drive
 Home 616-866-9900
 Cell 616-866-9901 (local)
 Cell 616-866-9902 (local)
 Cell 616-866-9903 (local)
 Cell 616-866-9904 (local)
 Email: fred@chismore.com
 Email: bren@chismore.com
 Emergency Contact:
 David & Wendy Chismore
 616-866-9900

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Kent County Web Map

February 08, 2023



STAFF REPORT

STAFF REPORT: Case # 22-3750
REPORT DATE: February 8, 2023
PREPARED FOR: Cascade Charter Township Zoning Board of Appeals
MEETING DATE: February 14, 2023
PREPARED BY: Madison Smith-Jacoby

APPLICANT

Lance & Claire Korhorn
3480 Buttrick Avenue SE

STATUS
OF APPLICANT:

Property Owner

REQUESTED ACTION:

Seeking a Sign Variance to approve a permanent sign larger than the permissible size for a residential property.

EXISTING ZONING OF
SUBJECT PARCEL:

ARC

GENERAL LOCATION:

The North side of 36th Street between Buttrick Ave and Cherry Lane.

PARCEL SIZE:

2 acres

PROPERTY LOCATION:

8185 36th Street SE.

EXISTING LAND USE
ON THE PARCEL:

Residential

ADJACENT AREA
LAND USES:

N: golf course
E: golf course
S: residential/agricultural
W: residential

ZONING ON
ADJOINING PARCELS:

N: PUD-61
E: PUD-61
S: ARC
W: PUD-61

STAFF COMMENTS:

- A. The applicant is requesting to keep an illegally erected ground sign on the property. This sign exceeds the permissible dimensions. A variance of 15sqft is required to permit a 20sqft. sign where a 5sqft. sign is permitted.
- B. The applicant was notified of the violation and the Planning Director gave the applicant recommendations for bringing the sign into compliance or seeking special approval. The applicant proceeded to apply for a variance.
- C. In the ARC district, on a residential parcel, the Cascade Township Sign Ordinance only allows this property to obtain a permit for an address sign not exceeding 5sqft., one nameplate not exceeding 8sqft., municipal signs up to 64 square feet, and temporary signs not requiring a permit, and one non-illuminated sign for a lawful home occupation not to exceed 5sqft, (Section 6.02 of Sign Ordinance).
- D. The sign built is 62 inches wide by 45 inches tall, coming in just under 20sqft. The sign faces painted on the bricks measure 50 inches by 38 inches, or about 13 square feet.
- E. The existing sign is made of bricks on a concrete slab with a painted graphic labeling the property as "Gove School". Both sides are painted as well as the address on the south-facing side. The applicant's narrative explains with further detail.
- F. The brick sign sits 13 feet from the roadway's edge and 37 feet from the principal building. The existing home is legally nonconforming, situated about 23 feet from the road's edge, where a 43ft. front yard setback is required for new principal buildings on Collector Streets in the ARC district.
- G. The Kent County Road Commission has been contacted to verify if this setback placement will be an issue for their Right-Of-Way standards.
- H. This sign doesn't fall into any categories allowing it to be built by-right with a permit. If this were to be considered a non-residential use, the property would be permitted one freestanding sign, not to exceed 64sqft, a minimum of 25ft. from adjacent road's pavement.
- I. The use of this property is residential and any use of the property will need to be limited to what is permitted in the ARC district. The applicant has indicated that potential tours and meetings would be happening at the old schoolhouse, as well as renting of the property. I refer to the applicant for further explanation of property use intentions.
- J. Similar sign variances have not been granted in Cascade Township. The Township does not have an ordinance for historical landmark signage.
- K. **According to section 9.07 of the Sign Ordinance, a variance may be granted by the Zoning Board of Appeals where the literal application of the Ordinance would create a Genuine hardship for the sign user and the following criteria are met. Before the**

Zoning Board of Appeals reaches a decision, they shall consider the following findings of fact:

Section 4-2 of the Zoning Procedures

Findings of Fact	Staff Evaluation
The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.	The surrounding uses are mixed, with larger parcels of residential and agricultural use, and so I do not see the sign as being detrimental to property owners in the vicinity. No public comments from noticed neighbors have been submitted as of 2/8.
The literal interpretation of the Sign Ordinance causes undue hardship to the sign user. The hardship is due to the conditions unique to that property and does not apply generally to other properties in the Township.	The historic schoolhouse, Gove Schoolhouse, is being restored and remodeled by the property owner to highlight and celebrate its history. A typical residential property would not need such a sign erected however, in this unique circumstance, a sign could be seen as necessary.
The granting of the variance would not be contrary to the general objectives of the Sign Ordinance.	The historical status of the property can still be signified with a complying sign. The general objectives encouraging approval would be to protect character in Cascade and to identify establishments.

RECOMMENDATION

Staff recommends that this variance be DENIED.

If APPROVED, staff recommends this be done with the following conditions:

1. A building permit is required to be reopened to inspect the sign for code compliance. Building Official, Brian Wilson, indicated that a permit still needs to be issued.
2. The property's continued use is compliant with ARC uses.
3. The Kent County Road Commission approves the placement.



CASCADE CHARTER TOWNSHIP

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

PLANNING & ZONING APPLICATION

APPLICANT: Name: LANCE + CLAIRE KORHORN
 Address: 8185 36TH ST SE
 City & Zip Code: ADA, 49301
 Telephone: 616 723-2466
 Email Address: LANCEBIZZ@GMAIL.COM

OWNER: * (If different from Applicant)

Name: _____
 Address: _____
 City & Zip Code: _____
 Telephone: _____
 Email Address: _____

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

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

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

BRIEFLY DESCRIBE YOUR REQUEST:**

WE ARE REQUESTING TO KEEP OUR BRICK SIGN
RECOGNIZING THE HISTORIC (OLD SCHOOLHOUSE)

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY**:

PART OF SW 1/4 COM 1335.21 FT N B&D 27M OIS W. ALONG S SEC LINE 4
357.72 FT N 10 1/4M S75 E ALONG W 1/4 LINE THRU S 1/4 COR TH 5 10 1/4M S75
W ALONG W 1/4 LINE 357.73 FT TO S SEC LINE TH N B&D 27M OIS W ALONG
S SEC LINE 200 FT TO W LINE OF 200 FT OF SW 1/4 TH 3 10 1/4M S75 E ALONG
SD W LINE 525.0 FT TO A LINE BEARING N40P 37.4 S45 W FROM BEG TH
S46D 37.4 S45 E 261.22 FT TO COR. SEC 4 (**Use Attachments if Necessary)
T&D ROW 2.02A

PERMANENT PARCEL (TAX) NUMBER: 41-19 - 14-300-017

ADDRESS OF PROPERTY: 8185 36th ST SE

PRESENT USE OF THE PROPERTY: RESIDENTIAL

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.)

LANE KORNORN

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

The Gove Schoolhouse

In 1842, Edmond Gove established the first one room schoolhouse within Cascade Township. This schoolhouse operated from its inception, until it was closed in the 1960's due to consolidation with the Lowell school district.

Throughout its life, there is no telling how Cascade Township was shaped as a result of the education that was conducted within these 4 walls. Some of the early graduates, Buttricks, Quiggles, and Timmers would go on to help craft the community we all enjoy today. Prior to our ownership, My great great uncle, Frank Timmer stood on the board of the Gove school and was later acquired by his son Jay, who operated the 300 acre farm surrounding this structure now known as Quail Ridge Golf Course.

While the Gove schoolhouse structure has since been converted to a residence, my wife and I have made it our mission throughout the restoration of this project, to highlight the significance of one of only a handful of historic structures that remain standing in our township. The sign standing was crafted from bricks collected from Wealthy street, and was hand painted by a local artist using "ghost lettering".

The sign constructed in front of this one room schoolhouse was built with the intention to bring awareness to a time long forgotten.

Sign dimensions

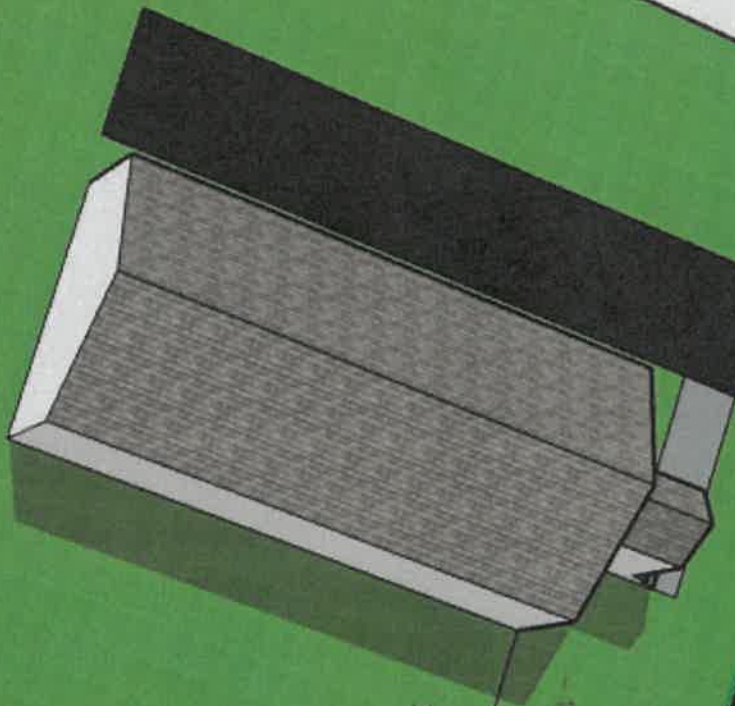
The sign stands 62" wide and 45" off of the ground. The painted portion, (50"x38") and is 12" wide and the poured slab located 12' from the roadway.

-The front door of the schoolhouse stands 16' from the edge of the roadway.

Speed reduction

When we began renovating this structure, we immediately noticed that the traffic speed on 36th street (55mph) was being broken on a regular basis. Since the sign was installed on the property, we have noticed a drastic reduction in the amount of cars racing by, and have had dozens of residents pull into the driveway, excited to see the structure being restored, unaware of the historical significance prior to seeing the sign.

District	Name	Established
No. 1	Paddy's College	1849
No. 2	Strong School	1846
No. 3	Gove School	1842
No. 4	Cascade School	1847
No. 5	Cook School	1860
No. 6	Thomas School	1861
No. 7	Snow School	1859
No. 9	Schuman School	1847
No. 10	Whitneyville School	1847



37' 4" from house

13' 2" From roadway

36th Street



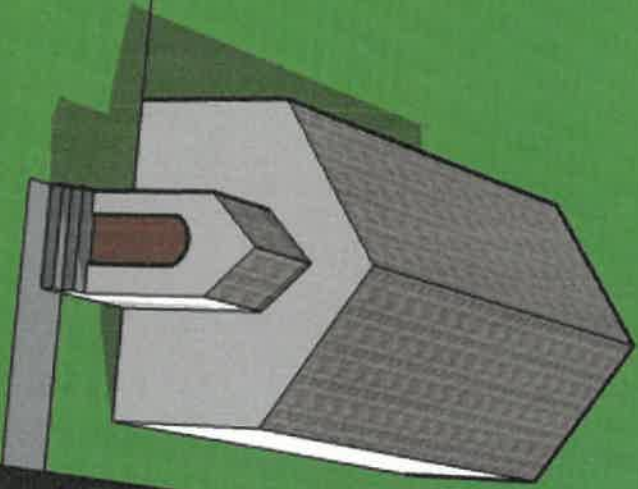
GOVE
SCHOOLHOUSE

DIST. No. 3
EST. 1852

36th Street

13' 2" From roadway

37' 4" from house



Kent County Web Map

February 08, 2023



PLANNING
DEPARTMENT

2022

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2022

TOWNSHIP BOARD

Grace Lesperance, Supervisor
Sue Slater, Clerk
Ken Peirce, Treasurer
Jim Koessel, Trustee
Tom McDonald, Trustee
Timmy Noordhoek, Trustee
John Shipley, Trustee

PLANNING COMMISSION

Chris Noordyke, Chair
Ralph Moxley, Vice Chair
Deidre Deering, Secretary
Joe Engel
Windy Korstange
Timmy Noordhoek, Trustee
Ben Rapin
Scott Rissi
Alan Rowland

ZONING BOARD OF APPEALS

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

PLANNING STAFF

Brian Hilbrands, Planning Director
Madison Smith-Jacoby, Zoning Administrator
Madi Dodge, Administrative Assistant

January 4, 2023


The Cascade Charter Township Planning Department is pleased to present our annual year in review in the form of the **2022 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 2022.

The Planning Department consists of the Planning and Zoning Administration and also assists the Parks Committee. In addition, we will continue to work closely on economic development initiatives with the Economic Development and DDA Director, Sandra Korhorn.

In addition to the information contained in this report, the Planning Department also performs many important duties on a daily basis that are not normally recognized.

While there continue to be supply chain and market uncertainties, we continue to see a robust number of inquiries, permits and requests for new projects, and it is expected that this will continue into 2023. Should you have any questions or comments relating to this report or the Planning Department, do not hesitate to call us at 616-949-0224.

Sincerely,

A handwritten signature in cursive script that reads "Brian Hilbrands".

Brian Hilbrands
Planning Director

Cascade Charter Township Planning Department 2022 Annual Report

ACCOMPLISHMENTS

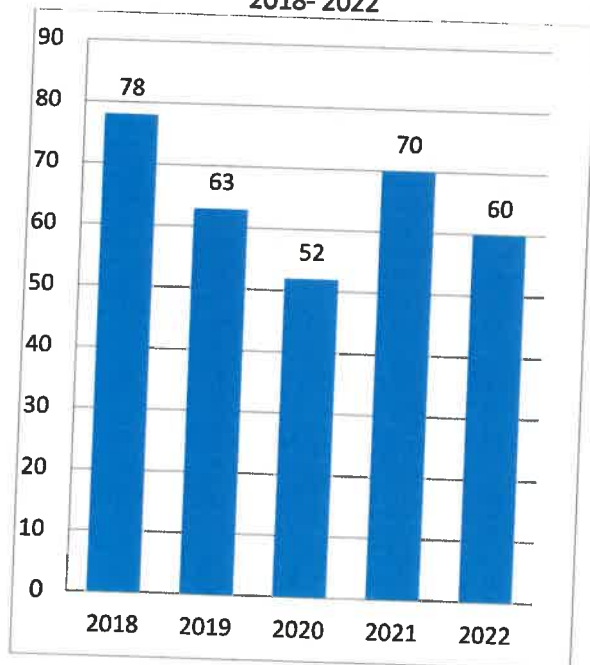
Development Reviews

In 2022, the Planning Department reviewed a total of 60 new development requests. Several of the 2021 requests were also carried over into 2022 and consumed additional staff time. Similarly, many of the projects initiated in 2022 will still be active in 2023. 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
2018 - 2022

Activity/Year	2018	2019	2020	2021	2022
Planning Commission					
Planned Unit Developments	4	4	2	4	2
Rezoning	1	0	0	0	0
Site Plan Reviews	9	3	5	6	7
Administrative Site Plan Reviews	5	7	3	10	8
Special Use Permits	19	11	10	15	13
Plat/Site Condo Reviews	0	1	1	0	0
Other Activities	3	3		3	2
Subtotals	41	29	21	38	32
Zoning Board of Appeals					
Variations and other requests	10	11	16	17	18
All Board and Commissions					
Other Requests	0	0	0	0	0
Planning Department					
Lot Split (Cases)	27	23	15	15	10
TOTALS	78	63	52	70	60

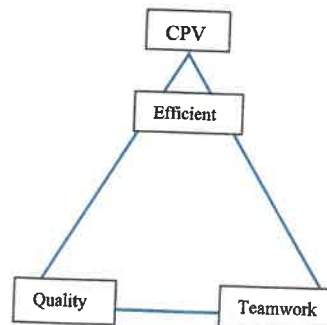
DEVELOPMENT ACTIVITY TOTALS
2018- 2022



In addition to reviewing all of the development proposals submitted to the township, the Planning Department's days are filled with numerous other activities. Highlighted activities are summarized below.

Department Vision

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

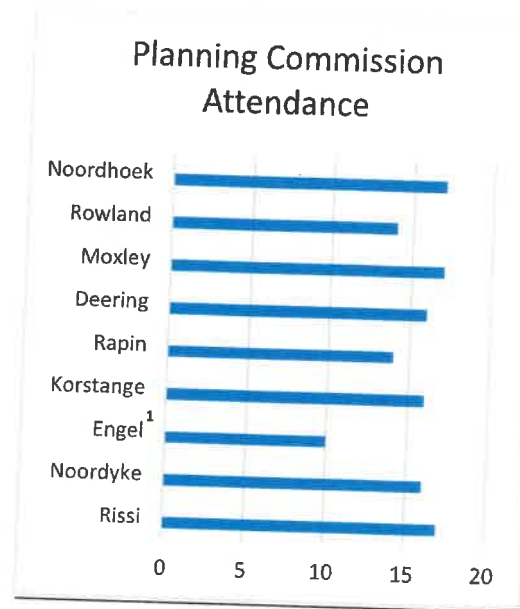


Staff Changes

Some of the most notable change for the year came with staff changes. The Department has added the position of Zoning Administrator by hiring Madison Smith-Jacoby. Madison will be assisting the Department with development reviews, code enforcement, and numerous other activities.

Former Administrative Assistant Jessica Stine left our Department to join the Manager's office. As a result, Madi Doge was hired to fill that role. With new staff members joining the Department combined with the high number of development requests, 2022 was another busy year for the Planning Department.

Planning Commission attendance was as follows

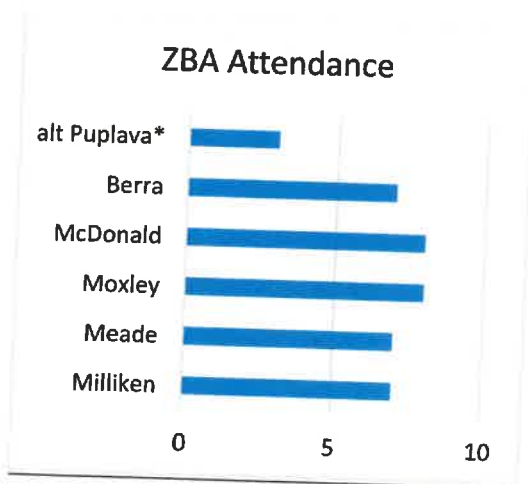


¹ Joined in January

Attendance

In 2022 the Planning Commission had a total of 18 meetings and the Zoning Board of Appeals had a total of 8 meetings. *The alternate for the Zoning Board only attends when needed.

Zoning Board attendance was as follows:



Regional Planning

Staff continued its involvement with regional planning issues in 2022. Staff continues to meet with GVMC/REGIS and other.

Storm water

A significant amount of staff time continues to be dedicated to storm water related issues. A new Stormwater Ordinance was adopted by the Township Board in early 2022. In late 2022 a staff Township Engineer was hired, who will be able to assist with development reviews as well as resident stormwater complaints.

Parks

In 2022, with staff assistance, the Parks Committee finalized the creation of an updated 5-Year Parks, Recreation and Open Space Plan. Staff will continue to assist with the implementation of that plan. The Parks Committee is currently developing a job description for a Parks Director, with the goal of filling that position by summer of 2023.

Pathway Maintenance

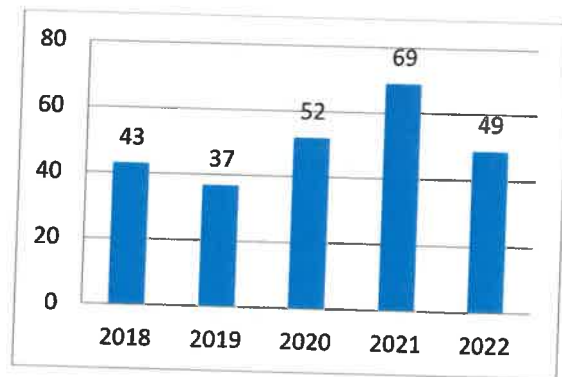
A Pathways Committee was formed in 2022, and with the assistance of the Township Engineer, created a maintenance plan for the existing pathway system. The maintenance plan would see the entire pathway system repaired within the next 5 years, beginning with approximately 5.3 miles of pathway being repaired in 2023.

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/>

Building permits

Below is a chart showing the number of new residential building permits for the last 5 years. The Planning Department is responsible to check to make sure that every building permit complies with zoning regulation. While the graph only shows new residential construction, it does indicate trends for all permits.



Case Summaries

The following pages provide a brief synopsis for each type of development request that was reviewed in 2022.

2022

Planned Unit Developments

Case	Applicant	Request	Location	Preliminary	Final
22-3701	Woods Builders Homes INC	PUD amendment to accommodate a 24-unit apartment project	6105 Charlevoix Woods SE		
22-3739	Northpoint Bank	PUD amendment to accommodate an addition to the existing office building	5303 28th St Ct		

Site Plan review

Case	Applicant	Proposed Land Use	Location	Planning Commission Action
22-3694	Geerlings	100,000sqft building addition	5784 Kraft Ave	Approved
22-3696	Luminar Technologies INC.	26,520sqft building addition	4300 Thornapple River Dr	Approved
22-3697	Ridges of Cascade	Constructing a 35' x 70' dog park	5985 Cascade Ridge SE	Tabled
22-3717	GDP Properties LLC	55,000sqft addition/parking lot renovation	5251 36th St SE	Approved
22-3729	MPM Interiors	New two-story, 10,000sqft building and parking lot	6660 Old 28th St	Approved
22-3735	Koennes Trust Properties	16,846sqft addition connecting two buildings	5100 Patterson Ave SE	Approved
22-3738	GDP Properties LLC	Amendment to approved site plan for 55,000 sq ft addition/parking lot renovation	5251 36th St SE	Approved

Special Use Permits

Case	Applicant	Request	Location	Zoning	Action
22-3695	Downey	Accessory building larger than 832 sq ft	3030 Wood Duck Lane	ARC	Approved
22-3699	D. Carpenter Homes LLC	Accessory building larger than 832 sq ft	2011 Devonwood Lane	Residential	Approved
22-3702	Underwood	Accessory building larger than 832 sq ft	7675 Sudbury Lane	R-1	Approved
22-3703	Matthews	Accessory building larger than 832 sq ft	8320 45th St SE	R-1	Approved
22-3707	Harwood	Accessory building larger than 832 sq ft	8189 Ashwood Dr SE	PUD 89	Approved
22-3708	Albright	Build a 6-foot-tall fence in the front yard	2970 Thorncrest Dr SE	R-2, Residential	Approved
22-3720	Ward	Temporary fenced enclosure in the front yard	1896 Country Brook Dr	R-1	Approved
22-3722	Postma	Accessory building larger than 832 sq ft	5479 Ranger Hills Dr	R-1	Approved
22-3725	Lash	Accessory building larger than 832 sq ft	9070 52nd St SE	ARC	Approved
22-3732	Level 10 Builders	Accessory building larger than 832 sq ft	6927 Oak Brook St	R-2	Approved
22-3793	Wright	6-foot-tall fence in the front yard (temporary)	7269 Thorncrest Dr	R-2	Approved
22-3737	Postma	Amendment to approved accessory building.	5479 Ranger Hills Dr	R-1	Approved
22-3746	Chen	Type II Special Use for Commercial Composting Operation	5745 Whitneyville Ave	ARC	Approved

Administrative Site Plan Review

Case	Applicant	Proposed Land Use	Location	Action
22-3691	Target	Relocation of drive-up parking stalls	5120 28th St SE	Approved
22-3692	Unity Church	Porch entryway addition	2965 Wycliff	Approved
22-3698	Kowenes Auto Body INC.	Parking lot addition and access drive	5085 Kendrick CT	Approved
22-3711	Scooters Coffee	Alteration of the interior service drives location around	6420 + 6432 28th St	Approved
22-3723	Edward Rose Development Company	Relocation of storage building and entry sign	5794 Boradmore Ave	Approved
22-3736	Northpointe Bank	Approximately 600sqft addition	5303 28th St SE	Approved
22-3741	Fowling Warehouse	Temporary use of food truck	6797 Cascade Rd	Withdrawn
22-3743	Erhardt Construction	Addition of exterior concrete pad for equipment.	3498 Kraft Ave	Approved

Zoning Board of Appeals

Case	Applicant	Location	Zoning	Request	ZBA Action
22-3689	Mayton	1468 Buttrick Ave SE	R-1, Residential	Variance for an additional accessory building than what's permitted.	Approved
22-3689	Meddirect Inc.	5251 36th St SE	T1 (Transitional Industrial)	Variance to allow for a lot spill resulting in a smaller side yard setback than permitted.	Approved
22-3700	Harwood	8189 Ashwood Dr SE	PUD 89	Variance to allow for construction of an accessory building with a smaller side yard setback than permitted.	Withdrawn
22-3704	Albright	2970 Thorncrest Dr SE	R2, Residential	Variance for a pool to be located in the front yard within the front yard setbacks	Approved
22-3705	D. Carpenter Homes LLC	4826 Sequoia Dr SE	R-1	Variance for an attached car port to be constructed with smaller side yard setback than permitted	Approved
22-3706	Cascade Charter Township	2865 Thornhills Ave SE	B2	Requesting approval for the construction of a new fire station	Approved
22-3709	Jipping	2637 Buttrick Ave	R1	Variance to allow the home located on the property to be removed while an accessory building remains	Approved
22-3710	Goehring	6389 Burton St SE	R1	Extension of previous variance for use of a temporary building during garage construction	Approved

22-3714	Walmart	5859 28th St SE	B2	Variance to allow for temporary outdoor storage	Approved
22-3716	Vandeburg	3295 Snow Ave	ARC	Temporary use permit to allow a greenhouse to be used as a event venue	Approved
22-3721	Meijer	5531 28th St SE	PUD-69	Temporary storage of 14 trailers during construction	Approved
22-3724	Dionne	2984 Thornapple River Dr	R-2	Build an addition within the front yard setbacks	Approved
22-3726	Lash	9070 52nd St SE	ARC	Building an accessory building within the side yard setbacks	Approved
22-3727	Wolverine-Target	5120 28th St SE	PUD-76	Allow for temporary storage of trailers during construction	Approved
22-3734	Koenes Trust Properties	5100 Patterson Ave	I (Industrial)	Building a firelane within the required buferyard	Approved
22-3742	Fowling Warehouse	6797 Cascade Rd	B2	variance to allow for temporary outdoor food truck	Withdrawn
22-3744	Heiden, Mabbit & Bhimani	1410 & 1474 Ballybunion Ct	PUD 3	Reconfigure the boundary between two condominium units	Approved
22-3745	Walmart	5859 28th St SE	B2	zoning variance extension	withdrawn
Lot Split	Applicant	Parcel No (s)	Address	Number of parcels created	Action
22-3693	Gunderson	41-19-22-226-015	3777 Butterick Ave	2	Approved
22-3712	Meddirect INC	41-19-18-470-007	5251 36th St	2	Approved
22-3713	Cutting Edge Builders	41-19-09-276-001	2265 Thornapple River Dr	2	Approved
22-3715	Campbell	41-19-15-226-034	2853 Buttrick Ave SE	2	Approved
22-3718	Burket	41-19-27-427-017 & 41-19-27-427-035	7802 & 7804 Thornapple Bayou	Reconfiguration	Approved
22-3728	Hetu Properties LLC	41-19-18-300-024 & 41-19-18-300-020	5185 & 5141 36th St	Reconfiguration	Approved
22-3730	DeVos	49-19-07-276-014, 49-19-07-276-013 & 49-19-08-100-040	5393, 5525 & 5649 Burton St	Reconfiguration	Approved
22-3731	Engelsma Homes LLC	41-19-14-200-032 & 41-19-14-200-033	8750 & 8752 28th St SE	10	Reconfiguration
22-3740	Red Cedar Properties	41-19-17-476-025 & 41-19-17-428-023	3525 Thornapple Dr & 3415 Glenstone Ct	Reconfiguration	Approved
22-3747	Postma	41-19-23-200-012	8494 36th St	5	Approved

Other		Request	Location	PC Action	TB Action	
Case	Applicant					
22-3719	Cascade Township	Amend the zoning ordinance to allow commercial composting.		Approved	Approved	
22-3748	Cascade Township	Amend the zoning ordinance to allow for revisions to the major street plan				
Carried over from 2021						
Case	Applicant	Proposed Land Use	Review Type	Location	PC Action	TB Action
21-3688	Chick-fil-A	Modification of drive through lanes to accommodate two lanes from entry to pickup	Site Plan	5528 28th St SE	Approved	n/a
21-3681	Patterson Ice Center	Amend existing PUD of Patterson Ice Center to lift some use and development restrictions, and allow sale of alcohol	PUD	2550 Patterson Dr	Approved	Approved
Plat/Site Condo Review						
Case	Applicant	Plat/Site Condo Name	Location	Tentative Preliminary	Final Preliminary	Final
Case	Applicant	From/To	Acres	Location	PC Action	TB Action

May – December 2022: Code Enforcement Report

Summary:

For the past six months, since reinstating a code enforcement employee for the Township, there have been 59 recorded complaints from Cascade Township residents. The process for code enforcement has been on a complaint basis. Violations and complaints are recorded when a resident calls one in.

The Zoning Administrator was directed in October to reinstate the sign ordinance for Cascade Township. This involved removal of signs in the right-of-way's (save political signs) and working within the business corridor to remove all temporary signs approved during 2020-2022 for the Covid-19 Pandemic. The concern was that the business corridor was getting congested with signs and new businesses or tenants were becoming increasingly unaware of permitted signs in Cascade Township.

The majority of violations can be organized into five main categories:

1. **Landscaping:**
overgrowth, hazardous trees, compost, noxious weeds
2. **Vehicles:**
improper placement of recreational/commercial vehicles, noise violations, inoperable or junked vehicles.
3. **Property Use:**
home occupation, special use, signs, zoning issues, multi-family residence.
4. **Unapproved buildings/structures:**
tall fences in front yard, improper placement leading to unapproved plans being reviewed by Planning and Building Departments.
5. **Right-of-Way:**
leaves and trash, pathway issues, utility concerns

Included in this report is Figure 1, a pie chart comparing the prevalence of each type of violation and a detailed spreadsheet report for each complaint filed. The analysis of complaints resulted in the following findings:

- Landscaping problems are most prevalent in the warmer months (for obvious reasons). This is most commonly overgrown grass in a yard.
- There seems to be a general concern of residents along Thornapple River Drive to be in the know about work happening on pathways, what structures are allowed closer to the road, and remediation of any destruction.
- Proper storage of recreational vehicles, commercial vehicles, and trailers seems to be a common concern for residents, especially campers and motorhomes.
- The third most common complaint was for property usage concerns. This type of complaint was happening in our denser neighborhoods, where neighbors are in closer proximity to one another.

Figure 1.



**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.
 - 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.
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:
 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 2023 MEETING SCHEDULE

	TOWNSHIP BOARD	TOWNSHIP BOARD	PLANNING COMMISSION	PLANNING COMMISSION	PLANNING COMMISSION	ZONING BD. OF APPEALS	PARKS	DDA	HISTORICAL COMMITTEE	TWP STANDING COMMITTEES	PATHWAYS COMMITTEE	TR SAD COMMITTEE	PFAS COMM.	STRAT PLAN IMP COMM.
JANUARY	11	25	9*	30*	10	17	17	5	TBD	5	9*	5	20	
FEBRUARY	8	22	6	13*	14	21	21	2	TBD	2	6	2	17	
MARCH	8	22	6	20	14	21	21	2	TBD	2	6	2	17	
APRIL	12	26	-	17	11	18	18	6	TBD	6	3	6	21	
MAY	10	24	1	15	9	16	16	4	TBD	4	1	4	19	
JUNE	14	28	5	19	13	20	20	1	TBD	1	5	5	16	
JULY	12	26	10*	17	11	18	18	3	TBD	3	7	7	18	
AUGUST	9	23	7	21	8	15	15	7	TBD	7	11*	11*	15	
SEPTEMBER	13	27	11*	18	12	19	19	5	TBD	5	2	2	20	
OCTOBER	11	25	2	16	10	17	17	2	TBD	2	7	7	17	
NOVEMBER	1*	15*	6	20	14	21	21	7	TBD	7	4	4	15	
DECEMBER	13	-	4	18	12	-	-	7	TBD	7	7	7	15	

* Indicates a change in the regular meeting date

Township Board:

2nd & 4th Wednesday of each month, or as indicated above

Planning Commission:

1st & 3rd Monday of each month, or as indicated above

Zoning Board of Appeals:

2nd Tuesday of each month, or as indicated above

Parks Committee:

3rd Tuesday of the month, or as indicated above

Pathways Committee:

1st Thursday of the month, or as indicated above

DDA:

3rd Tuesday of the month, or as indicated above

PFAS Committee:

1st Thursday of the month, or as indicated above

Infrastructure Committee: 1st week of the month, Day/Time TBD

Finance & Personnel Committee: 2nd week of the month, Day/Time TBD

Public Safety Advisory Committee: 3rd week of the month, Day/Time TBD

Governance Committee: 4th week of the month, Day/Time TBD

Strategic Plan Implementation Committee: 3rd Friday of each month, or as indicated above

Historical Society: 1st Thursday of each month, or as indicated above

TR SAD Committee: 1st Monday of the month, or as indicated above

♦ Special meetings are on the call of the Chairperson.

♦ All regular meetings which fall on an official legal holiday are usually held on the next business day or as rescheduled by the Chairperson.

♦ All Parks Committee meetings are held at the Township Offices, located at 5920 Tahoe Drive SE at 8:00 a.m.

♦ All Pathways Committee meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 10:00 a.m.

♦ All Strategic Planning Implementation Committee meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 10:00 a.m.

♦ All Zoning Board of Appeals meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 7:00 p.m.

♦ All DDA meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 5:30 p.m.

♦ All Township Board meetings are held at the Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 5:30 p.m.

♦ All Township Board Committee meetings are held at Township Hall, located at 5920 Tahoe Drive SE at a TBD time.

♦ All Historical Society meetings are held at the Township Museum Building, located at 2839 Thornapple River Drive at 9:30 a.m.

♦ All TR SAD Committee Meetings are held at Cascade Public Library – Wisner Center, located at 2870 Jacksmith Drive at 4:00 p.m.

♦ Any meeting changes to the above schedule (time/date/location, etc) will be posted at the Township Hall at least 18 hours prior to the meeting.

ON-SITE WORKSHOPS

**Can't make the scheduled workshops?
Interested in another topic?**

MAP's on-site workshops are a flexible and affordable way to bring training to your community. You pick the topic, date, location, and attendees - MAP finds an AICP-certified instructor and provides the materials. Collaborating with neighboring communities provides added value to the workshop, and also helps cover costs.

MAP's menu of workshops covers everything from broad topics like Planning and Zoning Essentials to niche subjects like accessory dwelling units or capital improvement programming. Check out all of the offerings at www.planningmi.org/on-site-workshops

For more information, or to schedule an on-site workshop, please contact Amy Vansen at (734)913-2000 or avansen@planningmi.org.

ABOUT MAP

The Michigan Association of Planning (MAP) is a 501(c)3 non-profit organization dedicated to promoting quality community planning through statewide education, information and advocacy.

Membership benefits are valuable:

- Subscription to Michigan Planner magazine.
- Discounts on MAP events & publications.
- Part of nation-wide network of planners.
- Access to tools and resources to help you make better decisions.
- And more!

For more information, contact Rachel Goldstein at (734) 913-2000 or rgoldstein@planningmi.org.

COVID-19 Policy: Check MAP's website for the most up-to-date information.
www.planningmi.org

CALENDAR OF EVENTS

February 11, 2023

Student Conference
9:00 AM - 4:30 PM | EMU

February 22, 2023

Transportation Bonanza
9:00 AM - 4:30 PM | Virtual

March 1, 2023

Site Plan Review
11:00 AM - 3:30 PM | Mt. Pleasant

March 1, 2023

Master Planning Process
4:00 PM - 8:30 PM | Mt. Pleasant

March 2, 2023

Planning for Broadband
1:00 PM - 3:00 PM | Virtual

March 14, 2023

Advanced ZBA: Beyond the Fundamentals
6:00 PM - 8:30 PM | Virtual

March 16, 2023

Planning & Zoning Essentials
11:30 AM - 4:30 PM | Frankenmuth

March 16, 2023

Making Good Decisions Together
5:00 PM - 8:00 PM | Frankenmuth

March 21, 2023

Zoning Administration 2.0
1:00 PM - 3:30 PM | Virtual

March 21 and 22, 2023

Planning & Zoning Essentials
6:00 PM - 8 PM | Virtual

May 17, 2023

Spring Institute | East Lansing

October 4-6, 2023

Planning Michigan Annual Conference
Grand Traverse Resort

MAIL OR EMAIL FORMS TO:

1919 West Stadium Blvd., Suite 4, Ann Arbor,
MI 48103 | info@planningmi.org
P: (734) 913-2000 | www.planningmi.org

REGISTRATION POLICY

For cancellations received in writing 7 business days prior to the workshop, a refund (minus a \$25 fee) will be given if materials have not been mailed. Cancellations received less than 7 days prior will not be refunded.

Students: This discount is intended to make the workshops affordable for all full-time student members.

PLANNING & ZONING TRAINING WORKSHOPS

For Elected and Appointed Officials



MAP
MI

WORKSHOP
REGISTRATION &
INFORMATION

Michigan Association of Planning
A Chapter of the American Planning Association

Non-Profit
U.S. Postage
PAID
Permit # 388
Detroit, MI

Michigan Association of Planning
1919 W. Stadium Blvd.,
Suite 4
Ann Arbor, MI 48103



OFFICIALS TRAINING

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make better land use decisions. Our knowledgeable and experienced instructors enable new elected and appointed officials to better understand their roles and responsibilities, and reacquaint experienced ones with innovative planning tools and techniques. We make it easy for you to receive the education and training necessary to keep up with the ever-changing land use landscape. In person workshops include a meal and refreshments. All sessions *except Planning for Broadband* include a *guidebook*.

Planning and Zoning Essentials *The most requested training product we offer.*

In Person March 16, 11:30 AM - 4:30 PM, Frankenmuth, Bavarian Inn Lodge, Instructors: Caitlyn Habben, AICP and Jason Ball, AICP
Virtual March 21 and 22, 6 - 8 PM, Instructor: Jill Bahm, AICP

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more!

This program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered.

Site Plan Review

3.5 Master Citizen Planner CEUs

March 11 | 11 AM - 3:30 PM
Mt. Pleasant City Hall | Instructor: Andy Moore, AICP

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. This hands-on workshop includes an engineering scale, turning template, and a site plan to evaluate.

Planning for Broadband

New Offering!

2 Master Citizen Planner CEUs

March 21 | 1 PM - 3 PM
Virtual | Instructor: Eric Frederick, AICP

A well designed community broadband roadmap documents a community's strategic vision and goals, analyzes existing community resources and needs, and guides the tactical plans to realize this vision. This workshop will take you through the process from start to finish.

Making Good Decisions Together

New Offering!

2 Master Citizen Planner CEUs

March 16 | 5 PM - 8 PM
Frankenmuth, Bavarian Inn Lodge
Instructor: Leah DuMouchel, AICP

This workshop delves into how the various local boards and commissions in understanding their respective roles and intentionally interacting with each other will yield more successful outcomes. Transparency and accountability mandates will be reviewed along with recent court findings.

Master Planning Process

3.5 Master Citizen Planner CEUs

March 11 | 4 PM - 8:30 PM | Mt. Pleasant City Hall
Instructor: John Iacangelo, FAICP

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan.

Advanced ZBA: Beyond The Fundamentals

New Offering!

2.5 Master Citizen Planner CEUs & 2.5 AICP CM

March 14 | 6 PM - 8:30 PM | Virtual
Instructor: Vidya Krishnan

You requested and we listened! A high level, interactive session for ZBA members, where recent court cases and statutes are reviewed and where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate.

Zoning Administration 2.0

New Offering!

2.5 Master Citizen Planner Credits & 2.5 AICP CM

March 21 | 1 PM - 3:30 PM | Virtual
Instructor: Megan Masson-Minock, AICP

In 2018, MAP debuted an intro Zoning Administration course. Our 2.0 workshop is a fast paced, interactive session. The following topics will be reviewed: roles, laws other than zoning that affect land use, enforcement, court cases, and trends in zoning. Participants should be experienced zoning administrators.

REGISTRATION FORM

Complete one form per registrant.

CONTACT INFORMATION:

NAME _____

AFFILIATION _____

EMAIL (confirmations and directions will be sent via email) _____

PHONE (with area code) _____

BILLING ADDRESS (include apt. or suite #) _____

CITY _____ STATE _____ ZIP _____

Please list any special needs (dietary, barrier free access, etc.) _____

REGISTRATION INFORMATION:

- I'm a MAP Member
 Join MAP now for \$65 and receive the member discount. As a bonus, you will receive membership through June 2024.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	Site Plan Review Mar. 1 Mt. Pleasant
<input type="checkbox"/> \$120	<input type="checkbox"/> \$150	Master Planning Process Mar. 1 Mt. Pleasant
<input type="checkbox"/> \$75	<input type="checkbox"/> \$105	Planning for Broadband Mar. 2 Virtual
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Advanced ZBA Mar. 14 Virtual
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	Planning & Zoning Essentials Mar. 16 Frankenmuth
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Advanced ZBA Mar. 14 Virtual
<input type="checkbox"/> \$120	<input type="checkbox"/> \$150	Making Good Decisions Together Mar. 16 Frankenmuth
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Zoning Administration 2.0 Mar. 21 Virtual
<input type="checkbox"/> \$25 in person <input type="checkbox"/> \$10 virtual		Student (full time) Member Rate Workshop & Date:

PAYMENT INFORMATION: TOTAL:

- Check enclosed Invoice Me Visa Master Card
(Make checks payable to: Michigan Association of Planning)

CARD # _____

EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER'S NAME _____ BILLING ZIP CODE _____