

AGENDA
Cascade Charter Township Zoning Board of Appeals
Tuesday, January 8th, 2019
5:30 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 December 11, 2018 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 #18-3508
Public Hearing
Property Address: 4935 Starr St
Requested Action: The applicant is requesting a sideyard setback variance in order to construct a 3,200 sq ft addition.**
- ARTICLE 7. 2018 Annual Report**
- ARTICLE 8. Rules of Conduct**
- ARTICLE 9. Planning Principles**
- ARTICLE 10. Election of Officers**
- ARTICLE 11. Calendar**
- ARTICLE 12. Any other business.**
- ARTICLE 13. Adjournment.**

Meeting format

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

MINUTES
Cascade Charter Township Zoning Board of Appeals
Tuesday, December 11, 2018
7:00 P.M.

ARTICLE 1. Chairman Berra called the meeting to order at 7:00 P.M.
Members Present: Berra, McDonald, Mead, Milliken
Members Absent: Pennington
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Chairman Berra led the Pledge of Allegiance.

ARTICLE 3. Approve the Agenda.

Motion was made by Member Mead to approve the Agenda. Supported by Member McDonald. Motion carried 4 to 0.

ARTICLE 4. Approve the Minutes of the October 9, 2018 Meeting.

Motion was made by Member McDonald to approve the Minutes of October 9, 2018. Supported by Member Mead. Motion carried 4 to 0.

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

No visitors came forward.

ARTICLE 6. Case #18:3503 Applied Imaging

Public Hearing

Property Address: 5555 Glenwood Hills Pkwy SE

Requested Action: The applicant is requesting a variance that would allow a sign closer to the road than permitted.

Director Peterson stated that the applicant would like to remove their current sign and put up a new sign perpendicular to Kraft Ave. The front edge of the sign would be on the right of way and would be a zero setback from the road right of way with a 10 ft setback for the Glenwood Hills right of way. This property is from a PUD done in the mid 80's so this would be a variance of that PUD. The sign ordinance has recently been changed. The 10 ft set back is in compliance and is some distance from Kraft Ave.

Director Peterson recommends approval of their setback to be at zero given the large amount of right of way. The sign itself in the PUD ordinance is limited to 32 sq ft and theirs is a little larger or that is how they calculated it. With some fine tuning it could be calculated a little smaller.

Chairman Berra invited the applicant to come forward.

Laura Keitzal from Applied Imaging stated they have requested that the sign be moved due to many customers not seeing the current placement and driving right by.

Motion was made by Member McDonald to open public hearing. Supported by Member Mead. Motion carried 4 to 0.

No members of the public wish to speak on this matter.

Motion was made by Member Mead to close public hearing. Supported by Member McDonald. Motion carried 4 to 0.

Motion was made by Member Mead to approve the variance that would allow a sign closer to the road than permitted, as requested, with the condition that the sign is no more than 32 sq ft. Supported by Member Milliken. Approved 4 to 0.

ARTICLE 7. Any other business.

Director Peterson stated that we have a meeting schedule for the January meeting.

The Board discussed moving the meeting time for the ZBA to 5:30 PM. After some discussion the Board felt that it may make it easier for people to come to the meetings and recommended to the Township Board that the meeting time change to 5:30 PM.

ARTICLE 8. Adjournment

Motion was made by Member Mead to adjourn. Supported by Member Milliken. Motion carried 4 to 0. Meeting adjourned at 7:20 p.m.

Respectfully submitted,
Valerie Milliken, Secretary

STAFF REPORT: Case # 18-3508
REPORT DATE: December 27, 2018
PREPARED FOR: Cascade Charter Township Zoning Board of Appeals
MEETING DATE: January 8, 2019
PREPARED BY: Steve Peterson, Planning Director

APPLICANT:
Cascade Paper Convertor
Tom Natale
4935 Starr St
Grand Rapids MI 49546

STATUS

OF APPLICANT: owner

REQUESTED ACTION: The applicant is requesting a sideyard setback variance in order to construct a 3,200 sq ft addition.

EXISTING ZONING OF
SUBJECT PARCEL(S): I, Industrial

GENERAL LOCATION: North side of Starr St just east of Patterson

PARCEL SIZE: 1.58 Acres

EXISTING LAND USE
ON THE PROPERTY: Manufacturing/Warehouse

ADJACENT AREA
LAND USES: N - trucking
S - industrial
E - industrial
W - ice arena

ZONING ON
ADJOINING PARCELS: N - PUD 29
S - Industrial
E - Industrial
W - PUD - 28

STAFF COMMENTS

1. The applicant is requesting approval from the ZBA to allow an expansion of the building. Because they have an odd shaped lot the south sideyard is actually in front of the addition.
2. The required setback is 25 feet and they are proposing a 20 foot sideyard setback on the south property line. The east property line will meet the 25-foot setback requirement.
3. The property is zoned Industrial and has expanded several times in the recent past. The last addition was approved and constructed in 2016.
4. The applicant will be in front of the Planning Commission for site plan approval on January 7. Staff has proposed the Planning Commission to go first given the small nature of the request and the timing of the meetings. I will be able to provide an update on the Planning Commission decision at the meeting.
5. The building to the south is located about 60 away and would not be allowed to come closer than 50 feet since it is their rear yard.
6. I found three sideyard variances over the past 10 years for commercial/industrial property. All three were approved but two were already non-conforming and the other backed up to the consumers power property.

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.	The odd shape of the lot and the fact that this side property line is the rear lot line of an adjacent lot is somewhat unique.
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 addition and the location of the addition is certainly created by the applicant. The odd shape of the lot is not.
That such variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.	This is a rather small variance request and given that it backs up to the rear property line of the adjacent property would not result in another building being too close to the adjacent building.

That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.	The granting of a variance should not be injurious to the neighbors given that they would have the rear yard setback.
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.	The odd shape and location of this sideyard would make this situation difficult to repeat.
The Zoning Board of Appeals shall further find that the reasons set forth in application justify the granting of the variance, and that it is the minimum variance that will make possible the reasonable use of the land, building or structure.	

STAFF RECOMMENDATION

Staff Recommends Approval of the requested variance.

Attachments: Application
 Site Plan



November 20, 2018

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

RE: Cascade Paper Converter ; Variance Submittal
Cascade Charter Township, Kent County, MI

Dear Mr. Peterson:

Enclosed please find the following items that are being submitted for the site plan approval for the Cascade Paper Converter Building Addition located at 4935 Starr, SE:

- Six Copies of the Site Plan Set
- Variance Application
- Variance Review Escrow Fee (\$500.00)

It would be appreciated if you would review this information and place this project on the agenda of the January 8 Zoning Board of Appeals.

If you have any questions or require additional information, please contact me at (616) 575-5190 or via email at switte@nederveld.com.

Sincerely,

Steve Witte, PE
Project Manager

Enclosures

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CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: AJ Veneklasen, Inc., attn: Doug Ritz
Address: 5000 Kendrick Street SE
City & Zip Code Grand Rapids, MI 49512
Telephone: (616) 957-0181
Email Address: doug@ajvinc.com

OWNER: * (If different from Applicant)
Name: Rogue, LLC (Cascade Paper Converter)
Address: 4935 Starr SE
City & Zip Code: Grand Rapids, MI 49546
Telephone: Contact Applicant Please
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
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Subdivision Plat Review *
<input checked="" type="checkbox"/> Zoning Variance	<input type="checkbox"/> Other: _____ *

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

BRIEFLY DESCRIBE YOUR REQUEST:**

See Attached

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

See Site Plan

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 07-352-013

ADDRESS OF PROPERTY: 4935 Starr Street SE, Grand Rapids, MI 49546

PRESENT USE OF THE PROPERTY: Cascade Paper Converter

**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.)

Rogue LLC

Owner -- Print or Type Name
(*If different from Applicant)

Applicant -- Print or Type Name

* Thomas Natale

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

Applicant's Signature & Date

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

VARIANCE REQUEST ASSOCIATED WITH CASCADE PAPER CONVERTER

PERMANENT PARCEL NUMBER 41-19-07-352-013
4935 STARR, SE

Overview: The owner is proposing a 3,200 sf building addition to the east of their existing building. The existing building is located 20.5 ft off the west portion of the south property line, where the normally required building setback is 25 ft. In other words, the existing building does not meet the required 25 ft setback. The proposed addition extends the existing south wall line 32 ft to the east. The addition therefore has a setback to the south property line ranging from 20.5 ft to 21.0 ft. Note that the proposed east wall of the building addition is 25 ft off the east property line (no variance is requested or needed there). Therefore, the variance request is simply from the south property line, and the need for the variance is a result of the location of the existing south wall line.

Following Chapter 23.07.2.c of the zoning ordinance, please note that the standards for approving a variance have been met as follows:

- 1). **There are exceptional or extraordinary circumstances or conditions that are inherent to the property in question and that do not apply generally to the other nearby properties in the same zoning district.**

The existing building line is within the required setback. The variance request is simply to allow the proposed addition to continue the same existing building line. Note that the east property line of the subject property has a 'jog' in it (south of the addition), which is unusual. The property line that is in question (from which setback variance is requested) is actually the rear yard of the adjacent parcel to the southeast. This being said, the existing building on the neighboring property is approximately 61 ft from the property line (minimum setback required for the adjacent property is 50 ft). So the proposed building addition will be quite a distance from the adjacent building.

- 2). **That the exceptional or extraordinary conditions or circumstances are not the result of actions of the applicant (or the applicant's predecessors) taken subsequent to the adoption of this Ordinance.**

The building has been existing for many years. The jog in the east property line and the lot layout of the adjacent properties were not a result of the applicant's actions.

- 3). **That such variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.**

The requested variance is simply to allow for the continuation of an existing building wall line. The building addition will not result in a greater setback encroachment than what already exists on the property. With the relatively small size of the building addition, having the building wall line 'jog' to the north is not practical or reasonable.

- 4). **That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.**

The project is in an industrial area that is mostly already developed. As mentioned above, the property line from which the variance is being request is the rear yard of the neighboring property. So the neighboring property's building is a substantial distance from the property line in question and from the proposed building addition. The proposed addition is relatively small (32 ft wide), so it will not be much different than what is already at the site. As a result of the above, granting the variance will not be injurious or detrimental to the neighborhood.

- 5). **That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent nature as to be make it more reasonable and practical to amend the Ordinance.**

The property and this situation are unique due to the irregularity of the property lines and the location of the existing building. It is not more reasonable or practical to amend the zoning ordinance, as situations like this are relatively uncommon.

- 6). **That complying with the Ordinance presents practical difficulty.**

As mentioned above, it makes practical sense to hold/extend the existing wall of the building as opposed to requiring a jog in the building line. The internal operations of the building addition would be impacted if the south wall of the addition is not allowed to line up with the existing south wall, as 'squared off', straight spaces are more productive than having jogs/corners internal to buildings. In other words, the internal workings of the building would be altered if the variance is not granted. With this being a relatively small addition, the building addition really needs to be as practical and efficient as possible for the owner.



BURTON ST

4935 Starr

PATTERSON AVE

STARR ST

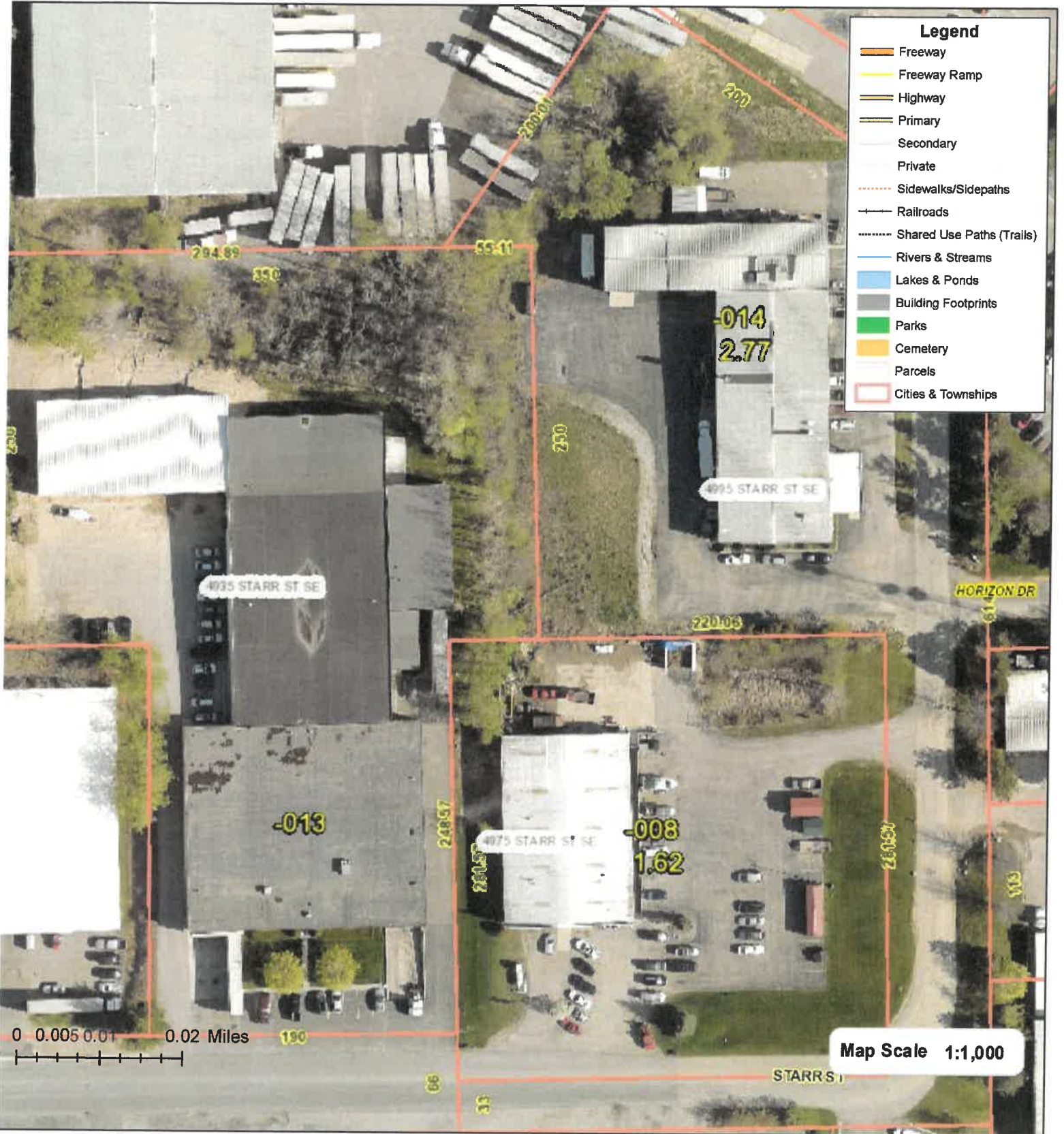
Exit 43



11

28TH ST

TITLE

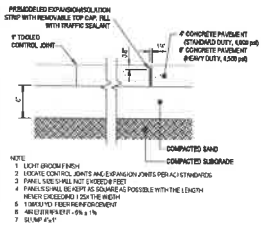


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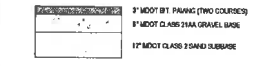


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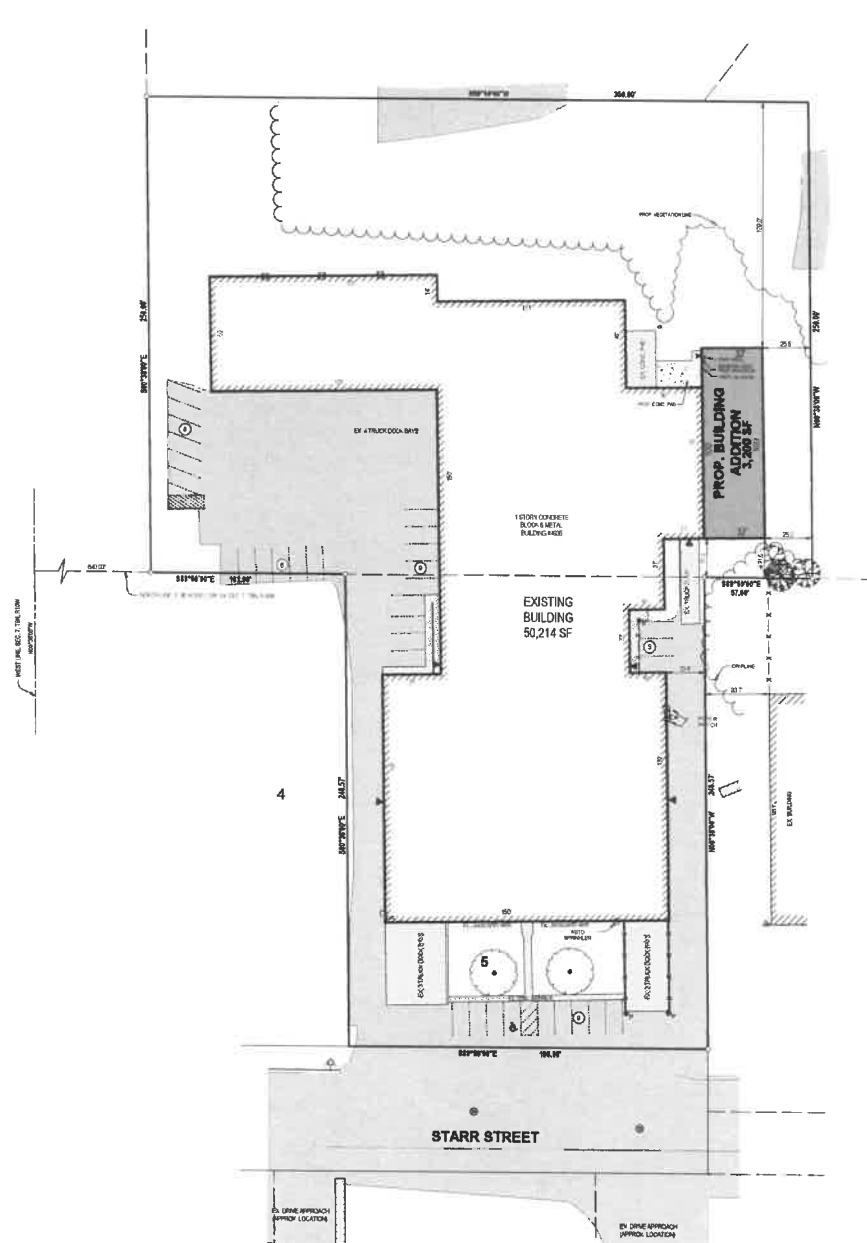
CONCRETE PAVEMENT DETAIL



STANDARD DUTY PAVEMENT CROSS SECTION

NOTE:

1. REFER TO GEOTECHNICAL REPORT FOR FINAL PRESENTED SCOUR PROTECTION PLAN
2. NO CYCLED ASPHALT PAVEMENT ALLOWED IN ANY WEARING COURSE

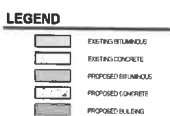


BENCHMARKS

BENCHMARK 101 ELEV. = 750.00 NGVD
 Located on the north corner of the lot at the intersection of Starr Street and the east side of the lot.

BENCHMARK 102 ELEV. = 750.00 NGVD
 Located on the south corner of the lot at the intersection of Starr Street and the east side of the lot.

BENCHMARK 103 ELEV. = 750.00 NGVD
 Located on the west corner of the lot at the intersection of Starr Street and the north side of the lot.



GENERAL NOTES

- 1) ZONING OF PROPERTY: 1 - INDUSTRIAL
- 2) SUMMARY OF LAND USE:
 - A) TOTAL ACRES: 2.99 ACRES (EXCLUDING ROAD RIGHTS)
 - B) AREA OF EXISTING BUILDING: 50,214 SF
 - C) AREA OF PROPOSED BUILDING ADDITION: 3,200 SF
 - D) PROPOSED BUILDING HEIGHT: APPROXIMATELY 25 FT (MAX 24 FT)
 - E) BUILDING LOT COVERAGE: APPROXIMATELY 30%
 - F) EXISTING ON-SITE CONCRETE PAVEMENT AREA: APPROXIMATELY 21,222 SF
 - G) TOTAL IMPERVIOUS PERCENTAGE: APPROXIMATELY 62% (BASED ON THE NORMAL HOURS OF OPERATION AND 150 FT X 150 FT)
 - H) ZONING OF SURROUNDING PARCELS:
 - ZONING OF PARCELS TO THE WEST: SOUTH - INDUSTRIAL
 - ZONING OF PARCELS TO THE NORTH: PUD 25
 - ZONING OF PARCELS TO THE NORTHWEST: PUD 25
- 3) PARKING REQUIREMENTS:
 - A) MINIMUM PARKING SPACE: 11' X 18' (24' FT TWO-WAY DRIVE ABLE)
 - B) MINIMUM DRIVEWAY: 12' X 12' (WITH 4' FT SIDE WALK ACC.)
 - C) NUMBER OF SPACES REQUIRED: 30 (BASED ON 1 PER EMPLOYEE)
 - D) NUMBER OF SPACES PROVIDED: 32
- 4) THE PROJECT IS NOT IN THE 100 YEAR FLOOD PLAIN BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAPS.
- 5) BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SOIL FENCING, SEEDING AND MULCHING, SLOTTED TRENCHES, CONSTRUCTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL PROTECTION STRUCTURES.
- 6) NO NEW SIGNS ARE PROPOSED AT THIS TIME.
- 7) ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DETERMINED FROM ACTUAL MEASUREMENTS OF AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.
- 8) CONTRACTOR TO FIELD VERIFY ALL UTILITIES.
- 9) NO NEW UTILITIES ARE PROPOSED AT THIS TIME.
- 10) ALL FUTURE LIGHTING SHALL COMPLY WITH THE STANDARDS OF THE CASCADE TOWNSHIP ZONING ORDINANCE. ALL FUTURE LIGHTING SHALL BE FULLY SHIELDED FROM ALL ADJACENT PROPERTIES.
- 11) NO NEW LANDSCAPING IS PROPOSED AT THIS TIME.
- 12) THE PERMANENT PARCELS MAP FOR THE SITE IS 44-19-00-302-011. THE ADDRESS FOR THE SITE IS 485 STARR STREET, SE.
- 13) THE CONSTRUCTION OF THE SITE WILL BEGAIN IMMEDIATELY PENDING TOWNSHIP PROJECT APPROVALS AND PERMITS. IT IS ANTICIPATED THAT THE PROJECT WILL BE COMPLETED IN 2018. THE PROJECT WILL BE COMPLETED IN ONE PHASE.
- 14) THE EROSION CONTROL PLAN FOR THE SITE WILL CONTINUE TO BE DISBURSED TO THE LOW AREA ON THE NORTHERN PORTION OF THE PROPERTY.
- 15) THE SITE IS SURVEYED BY METEX LOWMY SAND, BASED ON THE USGS SOIL SURVEY MAP INFORMATION.
- 16) THE SITE DOES NOT HAVE A DAMPSTER, AND NO NEW DAMPSTER AREA IS PROPOSED AT THIS TIME. DAMPERS TO BE LOCATED WITHIN THE BUILDING FOOTPRINT ONLY. ALL FUTURE DAMPSTERS THAT ARE OUTSIDE SHALL BE SCHEDULED PER TOWNSHIP STANDARDS.



NEDERVELD

www.nederveld.com
 800.222.9960

GRAND RAPIDS
 217 Grand Ave., Suite 302
 Grand Rapids, MI 49503
 Phone: 616.975.5102

ANN ARBOR
 COLUMBUS
 HULLLAND
 DIANA POLJE
 ST. LOUIS

PREPARED FOR:

A. J. Vondrak
 Attention: Doug Stee
 5000 Kendrick Street, SE
 Grand Rapids, MI 49512
 Telephone: (616) 957-4181

REVISIONS:

Rev.	By	Date	Description
1	DM	10/15/18	Issue for Review
2	DM	10/15/18	Issue for Review
3	DM	10/15/18	Issue for Review
4	DM	10/15/18	Issue for Review
5	DM	10/15/18	Issue for Review
6	DM	10/15/18	Issue for Review
7	DM	10/15/18	Issue for Review
8	DM	10/15/18	Issue for Review

Cascade Paper Converter
 Site Layout Plan

485 STARR STREET
 PART OF THE SOUTHWEST 1/4 OF SECTION 7, T6N, R10W,
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

STATE OF MICHIGAN
 REGISTERED PROFESSIONAL ENGINEER
 STEVEN WITTE
 No. 40700

PROJECT NO:
18401144

SHEET NO:
C-205

SHEET: 2 OF 3

**COMMUNITY
DEVELOPMENT
DEPARTMENT**

2018

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2018

TOWNSHIP BOARD

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

PLANNING COMMISSION

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

ZONING BOARD OF APPEALS

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

PLANNING STAFF

Steve Peterson, AICP, Community Development Director
Stephanie Fast, Community Development Assistant

BUILDING AND GROUNDS

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

January 3, 2019

The Cascade Charter Township Community Development Department is pleased to present our annual year in review in the form of the **2018 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 2018.

The Community Development Department consists of the Planning, Code Enforcement and the Buildings and Grounds departments. In addition, we will continue to work closely on economic development initiatives with the Economic Development and DDA Director, Sandra Korhorn.

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

Based on the number of inquiries about new projects it appears that 2019 will continue the trend from 2018 and will be an equally challenging year for the Community Development Department. Should you have any questions or comments relating to this report or the Community Development Department, do not hesitate to call us at 949-0224.

Sincerely,

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

Steve Peterson, AICP
Community Development Director

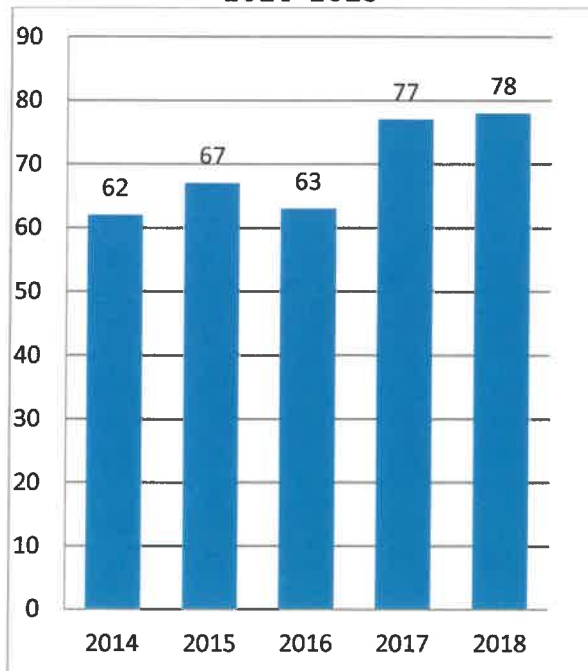
Cascade Township Community Development Department 2018 Annual Report

I. ACCOMPLISHMENTS

Development Reviews

In 2018, the Planning Department reviewed a total of 78 development requests. Several of the 2017 requests were also carried over into 2018 and consumed additional staff time. Similarly, many of the projects initiated in 2018 will still be active in 2019. 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 ACTIVITY TOTALS
2014- 2018**



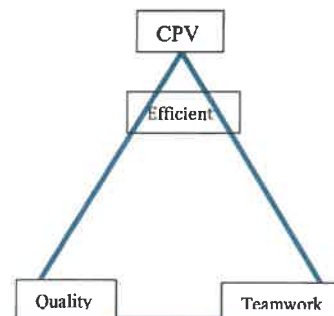
**DEVELOPMENT ACTIVITIES
2014 - 2018**

Activity/Year	2014	2015	2016	2017	2018
Planning Commission					
Planned Unit Developments	7	3	7	10	4
Rezoning	0	0	1	1	1
Site Plan Reviews	4	7	8	7	9
Administrative Site Plan Reviews	7	12	8	6	5
Special Use Permits	9	10	8	12	19
Plat Reviews	0	1	0	0	0
Other Activities	5	3	3	2	3
Subtotals	32	36		38	41
Zoning Board of Appeals					
Variations and other requests	11	16	7	14	10
All Board and Commissions					
Other Requests	0	0	0	0	0
Planning Department					
Lot Split (Cases)	19	15	21	25	27
TOTALS	62	67	63	77	78

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

Department Vision

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



Regional Planning

Staff continued its involvement with regional planning issues in 2018. Staff continues to participate in the Four Corners transportation study. This study will provide some direction on growth related transportation issues in the M-37/60th area.

Storm water

More and more staff time is being dedicated to storm water related issues. In 2018, we concluded the update of the storm water plan and continue to participate in the regional effort of updating the model storm water ordinance.

Master Plan

The Community Development Department kicked off the Master Plan update in 2018 with a goal of completing the plan in early 2019. This new plan will provide the basis for the annual work plan by the planning commission. Staff has set aside a couple of regular meetings of the Planning Commission and DDA as joint meetings for the Township Board, Planning Commission, Parks, DDA and ZBA to help coordinate the efforts of all the groups to implement the new Master Plan.

Rail

The Community Development Department participated in several meetings regarding rail transportation in 2018. We participated in a coordinated effort with the Right Place Program and the City of Kentwood to maintain the freight rail infrastructure in the SW corner of the township.

We also participated in the Coast to Coast Passenger Rail Study to establish passenger rail from Holland to Detroit. This project includes a rail stop in Cascade on the north side of the airport near the 36th St interchange.

Parks

The Parks Committee recommended that the property at 9155 Cascade Rd not be pursued for purchase. They would rather concentrate their efforts on smaller neighborhood parks if/when the opportunity arises.

Pathway Committee

The efforts of the committee led to a successful millage vote for new pathways. The pathway construction will be under the guidance of the Community Development Department with the plan to have them all built in less than 3 years.

Community Development Assistant

In addition to the Code enforcement duties we have begun to successfully implement the added duties of social media, newsletter, liquor licensing inspections, neighborhood association liaison and storm water coordination with the KCDC to the duties.

Building and Grounds

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

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

Airport Master Plan

The Staff participated in the development of the updated Airport Master Plan. The main objective was to get the airport to understand the importance of coordinating with the area around the airport so not to create gaps and to be efficient with resources. This will be especially critical when it comes to sewer and water extensions

Pathway Maintenance

This year the Pathway bridges were all redone.

Regional Geographic Information System (REGIS)

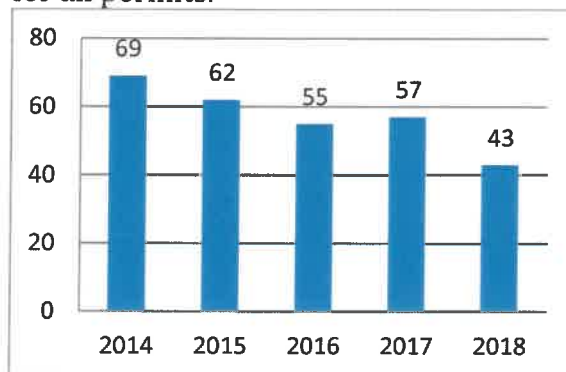
Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

Redevelopment Ready Community

The Planning Staff continued to coordinate with the Economic Development Director to ensure that we would be ready to implement the RRC program.

Building permits

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



Applicant Billing

The Community Development Department will continue to actively pursue the recovery of review costs associated with development proposals. In 2018, we were reimbursed approximately \$15,000 in engineering, planning and legal review fees spent on various development projects. Accurate records are kept so the appropriate applicant is billed for their respective fees incurred.

Case Summaries

The following pages provide a brief synopsis for each type of development request that was reviewed in 2018.

**Rules of Conduct
For
The Cascade Charter Township Planning Commission**

1. POLICY AGAINST “EX PARTE” COMMUNICATIONS.

Planning Commission Members (“members”) should avoid outside contact with applicants, developers, applicants/developer’s representatives (including planners or attorneys or interested neighbors regarding matters before the Planning Commission.

- a. The Planning Commission must act as a board and not as individual members. Advisory opinions should not be given.
- b. “Ex Parte” communication (i.e., outside of public Planning Commission meetings or hearings) by individual members of the Planning Commission with applicants, developers, applicant’s/developer’s representative or interested neighbors in person, by telephone or by visits are to be avoided, except for limited necessary contact during fact-finding site visits.
- c. Site visits – Individual members shall view sites only if they can do so without any unnecessary contact with the applicant, developer, applicant’s/developer’s representatives or interested neighbors and with the specific purpose of gathering physical facts and/or data.
- d. If a member is contacted by an applicant, developer, applicant’s/developer’s representative or an interested neighbor, the member shall promptly inform the party that he or she should not discuss the matter or have any contact whatsoever outside a Planning Commission hearing or meeting except for site visits. The member shall then immediately inform the party that they are welcome to come to Planning Commission meetings to discuss their views, wishes, etc., or to put their concerns in writing with a copy sent to the Chairperson of the Planning Commission.

2. MEMBER DISCLOSURE

In order to maintain public trust and ensure fairness, each Planning Commission member shall publicly disclose at the Planning Commission hearing or meeting involved any of the following:

- a. If the Planning Commission member is related to an applicant, developer, applicant’s/developer’s representative or any party involved.
- b. If the Planning Commission member is (or has been) in business or financially connected with the applicant or parties involved

- c. If the Planning Commission is a close friend of the applicant or parties involved.
- d. If the Planning Commission member has an unavoidable bias regarding the matter and could not be fair.

3. CONFLICT OF INTEREST

- a. A member should remove himself/herself from the hearing, discussions and decision –making process if the member has a conflict of interest or a potential conflict of interest involving the situation at hand as a conflict of interest is defined by Michigan law.
- b. While not required to do so, where a member of the Planning Commission has an actual or potential conflict of interest, it is often best if he/she move from the place where the full Planning Commission or Planning Commission subcommittee is sitting and go sit in the audience or leave the room until the matter is over. Physical removal often minimizes any public perception that the member with any conflict or potential conflict of interest is unduly influencing his or her fellow members of the Planning Commission by the member's physical presence.
- c. If a member has abstained from a matter due to a conflict or potential conflict of interest, that member has the right to voice his or her opinion at a meeting or hearing of the Planning Commission as a member of the audience. If a Planning Commissioner has a conflict or potential conflict of interest that member shall be treated as an interested party and shall be bound by the requirements of Section 1 above. The Planning Commissioner shall not have any contact with other Planning Commissioners regarding the matter except as otherwise permitted in Section 1 hereof.
- d. A Planning Commissioner shall not represent any applicant, developer, neighbor or party directly interested in a matter before the Planning Commission. Except as otherwise prohibited by law, a Planning Commissioner's employer, fellow employee, or partner may represent a party appearing before the Planning Commission. But in such case the Planning Commissioner involved shall be deemed to have a conflict of interest, shall publicly disclose the situation, and shall remove himself/herself from the proceedings as required by Paragraph 3.a. hereof.
- e. All Planning Commissioners should strive not to place themselves in situations where there would be even an appearance of impropriety or become involved in a hearing, discussion, or decision-making process before the Planning Commission which would place that member in a potential conflict of interest situation.

MICHIGAN SOCIETY OF PLANNING

COMMUNITY PLANNING PRINCIPLES

The Michigan Society of Planning exists to promote quality community planning through education, information and advocacy, statewide. With this as its mission, MSP offers the following planning principles for consideration to all cities, villages, townships, counties and regions in Michigan. The principles define what constitutes quality community planning.

GENERAL STATEMENTS

1. The community planning decision-making process should, first and foremost, be concerned with the long-term sustainability of our communities, environment and economy.
2. The community planning process should involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals. A positive relationship between development and the making of community should be established through a citizen-based participatory planning and design process.
3. Public policy and development practices should support development of communities that are:
 - diverse in land use, population and character;
 - designed for pedestrians and non-motorized transit as well as for motorized transit;
 - shaped and physically defined by parks, open space and other natural areas;
 - structured by physically defined, accessible public space, and community institutions, and
 - based on local history, climate, ecology, and building practices.
4. Physical solutions by themselves will not solve all problems. A coherent and supportive physical framework should be established to provide economic vitality, community stability, and environmental health.
5. Common challenges that should be addressed by community planning are:
 - Increasing opportunities for reinvestment in established urban centers;
 - Encouraging appropriate intensity and location of new development served by adequate public facilities;
 - Minimizing the spread of low density, non-contiguous development;
 - Encouraging a wide range of housing opportunities which serve all segments of our diverse population;
 - Recognizing the value and encouraging the preservation of agricultural lands and natural resources;
 - Encouraging the preservation and/or restoration of our natural and built heritage environments;
 - Encouraging development in accordance with the adopted community master plan; and
 - Recognizing that land use decisions may have impacts beyond community boundaries.
6. The quality of life for the citizens of Michigan can be enhanced by developments that:
 - Support and restore existing low density, centerless communities into communities of diverse neighborhoods and districts;
 - Preserve and protect natural environments;
 - Maintain and build a positive social and strong economic climate, and
 - Improve the physical design and condition of our region, cities, villages, townships, neighborhoods, districts, corridors, parks, streets, blocks and homes.

PRINCIPLES

COMMUNITY

1. Development should be encouraged in existing city, village, and township centers.
2. Historic city, village, and township centers should be preserved.
3. New development or redevelopment in existing communities should respect local historical patterns, precedents, and boundaries.
4. Viability in established or developing downtowns and community or village centers is strengthened by street-level retail, on-street parking, downtown residential, the maintenance of an appropriate street pattern, street-level activity, the retention of historically significant building, and the provision of parking structures.
5. Civic buildings and public gathering places are important and require prominent accessible sites.
6. The scale and configuration of streets and open spaces (parks, greens, squares) should be attractive and comfortable to pedestrians.
7. The design of the streets and buildings should result in safety and security as well as be accessible and open to the public.
8. Architecture, building placement, and landscaping should result in the physical definition of streets and other places.
9. Neighborhoods should include a variety of public spaces (tot-lots, village greens, ball fields, community gardens, etc.) that are strategically distributed and physically well defined.
10. New investment along highway corridors should complement investment in existing community business centers.
11. New development should be seamlessly woven into the physical fabric of its surroundings regardless of differences in size or architectural style.
12. Design is important and should contribute to the community's safety, security, and attractiveness.
13. Complete communities have defining edges with an identifiable center. A center should consist of a full and balanced mix of residential, commercial, office, recreational, cultural, and civic uses.
14. Complete communities should contain housing alternatives available to people of all incomes.
15. Complete communities should provide convenient access to public transportation as well as non-motorized options.
16. Community planning should recognize that regions are composed of urban areas, suburban areas, farmlands, water features and natural open spaces, all contributing to their diverse character.
17. Community planning should involve balances between physical, environmental, economic, social, and cultural conditions within the region.
18. Strategies encouraging development and redevelopment of communities should include previously developed sites (brownfields), infill development, and reuse of existing facilities rather than continuing outward expansion.
19. Community planning should create an efficient and cost effective system of public services, transportation, recreation, cultural institutions and housing to achieve a viable, sustainable region.

20. Intergovernmental cooperation is necessary for achieving a viable, sustainable region.

ENVIRONMENT

1. Community planning should recognize that natural resources are system-dependent, not limited to jurisdictional boundaries.
2. Lands with unique or sensitive resources should be preserved in their natural state.
3. The health and quality of the natural resource base are directly related to public health, welfare, and economic growth.
4. Natural resource areas, farmlands, and open space characterize the rural landscape. They are important and useful in shaping development and maintaining and establishing a rural community character.
5. To preserve rural community character, site design should encourage clustering of development and preservation of open space.
6. To preserve rural community character, site design should include desirable views and vistas across water features and farmlands.
7. Natural resources are limited in their ability to accommodate development without incurring damage. Development within our natural environments should occur in a balanced and sustainable manner.
8. Sensitive and fragile lands should be protected from degradation.
9. Wildlife habitat corridors should be interwoven with development to achieve environmental balance and biodiversity.

INFRASTRUCTURE

1. Development should be directed to areas serviced by adequate roads, water and utilities.

2. Expansion and upgrading of public roads, water, and sewer services should be planned to strategically direct growth.

3. Public transportation should connect homes to jobs, community center, cultural, recreational, educational and institutional facilities.
4. A comprehensive transportation plan should support a unified, long-term vision of how the land is to be used.
5. New and expanded public transportation systems should be located to attract urban reinvestment.
6. Non-motorized transportation should be accommodated in new road corridors and strategically retrofitted into existing transit corridors and greenway linkages.
7. The number and frequency of automobile access driveways along road corridors should be minimized.

PLANS AND IMPLEMENTATION

1. A broad-based citizenry should be involved during the development of local comprehensive master plans, including representation from neighboring and impacted jurisdictions. Local plans should consider and address the impacts of neighboring communities land uses, planned uses, goals, and objectives.
2. Local planning decisions which affect neighboring communities should consider multi-jurisdictional impacts.
3. Local comprehensive master plans should be reviewed periodically and updated as necessary to remain viable documents.
4. Local zoning ordinances should be reviewed periodically and updated as necessary to ensure they are consistent with the comprehensive master plan.

5. Local zoning ordinances should be consistent with the comprehensive master plan.
6. Local zoning decisions should be consistent with current local comprehensive master plans.
7. Local comprehensive master plans should be accompanied by an action strategy that specifies individual tasks, timing, and responsibilities for implementation.
8. Comprehensive master plans and zoning ordinances should include interpretive graphics conveying standards and design guidelines.
9. All communities should prepare realistic Capital Improvement Programs as a means of making municipal improvements consistent with their comprehensive master plan.
10. Communities should have an administrative structure that provides clear direction throughout the development process. This structure, including information on the status of projects, should be equally accessible to citizens, developers, and local officials.

**CASCADE CHARTER TOWNSHIP
2019 MEETING SCHEDULE AND DEADLINE DATES**

PLANNING COMMISSION

<u>Meeting Date</u>	<u>Deadline Date</u>
January 7, 2019	December 10, 2018
January 21	December 26, 2018
February 4	January 7, 2019
February 18	January 21
March 4	February 4
March 18	February 18
April 15	March 18
May 13	April 15
May 20	April 22
May 21 Joint Meeting	April 23
June 3	May 6
June 17	May 20
July 1	June 3
July 15	June 17
August 12	July 15
August 19	July 22
September 9	August 12
September 16	August 19
October 7	Sept 9
October 21 Joint Meeting	September 23
November 11	October 14
November 18	October 21
December 2	November 4
December 16	November 18

ZONING BOARD OF APPEALS

January 8, 2019	December 11, 2018
February 12	January 8, 2019
March 12	February 12
April 9	March 12
May 14	April 9
June 11	May 14
July 9	June 11
August 13	July 9
September 10	August 13
October 8	September 10
November 12	October 9
December 10	November 12

**Meetings will be held at the Cascade Library
Wisner Center located at 2870 Jacksmith Ave SE.
Meetings are at 7:00 PM**