

AMENDED AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, April 12, 2023

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/81664603678>

Meeting ID: 816 6460 3678

By Phone: 1 312 626 6799

Expected Meeting Procedures

1. During public comments you may speak on any item not noted on the agenda for a public hearing.
2. Please limit comments to 3 minutes per person and the Board may or may not choose to respond.
3. Please limit your comments to a specific issue.
4. Please turn OFF cellular phones.

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

- a. Presentation from Dr. Keys on Burton Park Deer Study

Article 5. Public Comments - Anything on the Agenda not scheduled for a public hearing. (Limit comments to 3 minutes)

Article 6. Approval of Consent Agenda

- a. Receive and File Minutes
 1. Township Board Meeting – 3/22/23 & 3/28/23
 2. Planning Commission – 1/9/23 & 2/6/23
- b. Receive and File Reports
 1. Treasurer’s Department – February 2023
 2. Building Department – March 2023
 3. Planning Department Annual Report – 2022
- c. Receive and File Education Requests
 - 1.
- d. Receive and File Communication
 - 1.

Article 7. Financial Actions

- a.

Township Board Agenda

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Article 8. Unfinished Business

Article 9. New Business

**030-2023 Consider Resolution to Distribute Draft Amended Master Plan and to Assert Township Board’s Right to Adopt Master Plan
(Roll Call)**

031-2023 a.) Public Hearing – Snow Avenue Reconstruction Project

b.) Consider Snow Avenue Reconstruction Project

032-2023 Consider 2023 Local Street Work Orders

033-2023 Cascade Township Liquor License Ordinance

034-2023 Cascade Township Fire Alarm Ordinance

035-2023 Consider Entering Purchase Agreement for Fire Engine

036-2023 Consider Appointment of Parks and Recreation Director

Article 10. Discussion

1.

**Article 11. Public Comments – Any comments...whether it is on the agenda or not.
(Limit comments to 3 minutes)**

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

Deer Populations through Burton Park

a report for Cascade Township



Robert Keys, Ph.D.
Jacob Beke
Nhan Phan

Summary

Burton Park

Burton Park in Cascade Township, Kent County, Michigan is a biologically diverse natural area encompassing approximately 80 acres between Cascade Road and Thornapple River Ave.

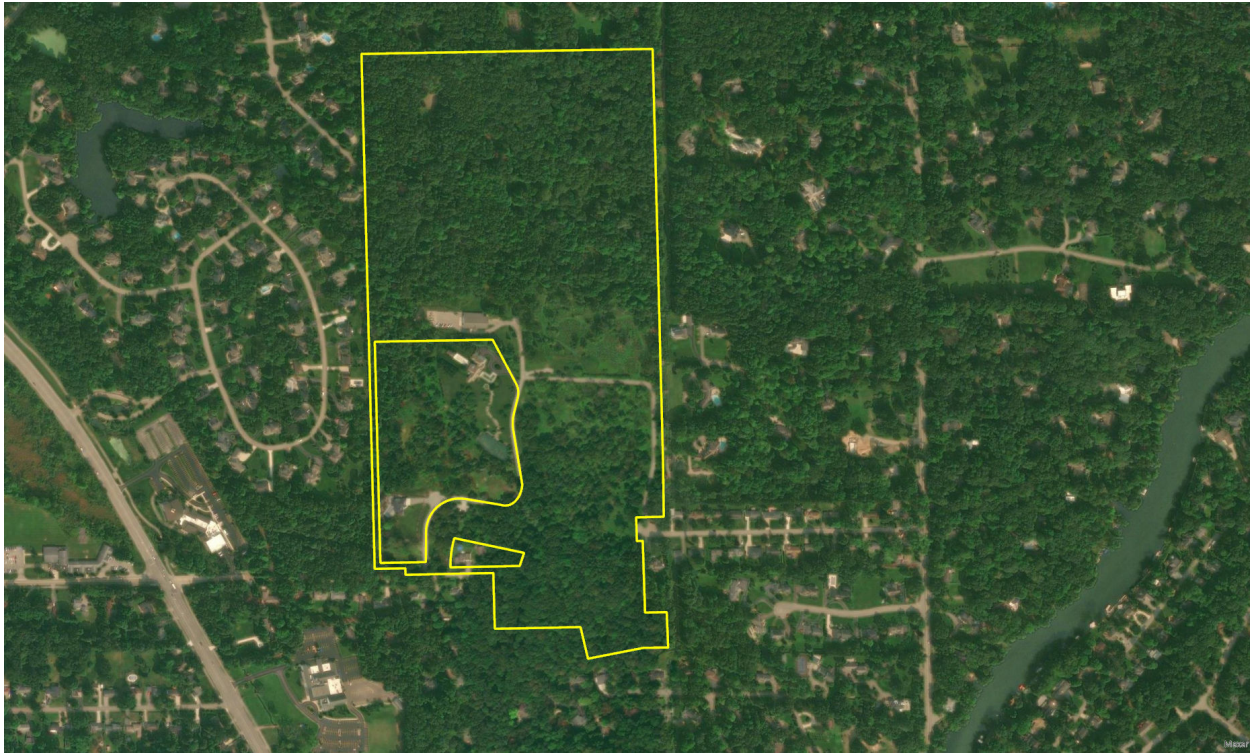
The park has natural communities of oak forest and semi-open meadow areas which are transitioning to old field habitat. The mature forest areas tend to have open understory with little herbaceous growth.

The park itself is a part of a much larger forest complex which stretches throughout the township and into neighboring townships.

Because of this forest canopy complex, Burton Park is part of a network system through which deer travel on a regular basis and creates a core area in which breeding and raising of young may be occurring.

Populations of deer within this park change continuously as they move through the forest, wetland and exurban matrix found in this part of Kent County.





RESEARCH OBJECTIVE AND METHODS

As Cascade Township begins to understand the role white-tailed deer play within Burton Park, they approached Cornerstone University and Dr. Rob Keys to complete an analysis of the potential deer population moving through the park.

When we began this project, we were very intentional in helping Cascade Township officials understand that this project **cannot** estimate the number of deer **living** in the park but can only give an estimate of deer making use of the park, most of which are **traveling** through the park along the many corridors in the woodland matrix making up the area around the park.

To build an understanding of the deer population making use of the park, we employed a mark-recapture methodology using infrared triggered game cameras. These studies are generally conducted during the fall and early winter months when deer nurturing territories begin to collapse and deer begin to go into their breeding (rut) season.

For the size of the property, we employed three cameras and placed them in random locations throughout the park as determined by a gridding system overlaid on the park. At each location we located a well-used deer

trail and positioned the camera in the best location to capture deer movement along that trail.

Cameras were placed in the park from 1 September to 31 December 2022. During this period, we identified three 2-week periods in which camera images were used to calculate deer numbers. Each 2-week period corresponded to one of three deer activities: pre-rut, rut and post-rut.

After each 2-week image capture period we collected the digital camera images and examined them for unique male deer with antlers (bucks). Using antler configurations and other characteristics we were able to determine each unique buck. We compared the images captured from each of the 2-week periods and determined which bucks were moving through the park during the indicated time period and which bucks were re-captured in images in the second and third time periods. The bucks captured in images and re-captured in images are shown in Table 1.

Table 1. Unique and re-captured bucks appearing in images from three 2-week capture periods in Burton Park, Cascade Township, Kent County, Michigan, USA; 1 September to 31 December 2022.

Time Period	Unique Bucks	Re-captured Bucks from Pre-rut	Re-captured Bucks from Post-rut
Pre-rut	5		
Rut	8	3	
Post-Rut	5	4	5

We used an analysis technique called the Lincoln-Petersen Index to analyze this data. This index uses the number of captured individuals from one time period and compares it with the number of captured individuals from another time period. We then compare the images to find the number of individuals which appear in both time periods.

Analysis showed the potential bucks in the population for each time comparison:

Pre-rut/Rut	13
Pre-rut/Post-rut	7
Rut/Post-rut	9

We then took these numbers and calculated potential deer population numbers of deer moving through the park for each comparison based on buck:doe ratios. The scientific literature for Michigan generally indicates a ratio of 3-5 does for each buck in a population (Table 2). This allows us to determine an average number of deer moving through the park.

Table 2. Total potential deer population moving through Burton Park, Cascade Township, Kent County, Michigan, USA; 1 September to 31 December 2022.

Time Period	Bucks	Total (low)	Total (high)
Pre-rut:Rut	13	40	66
Pre-rut:Post-rut	7	21	35
Rut:Post-rut	9	27	44
Average		29	48
Population	39 (+/- 10)		

It is important to again note that this population number is not a static number of deer within the park. Burton Park is a point in a much larger matrix in which deer move freely throughout Cascade Township and beyond its borders. To understand this more fully, we have illustrated the matrix of which Burton Park is a small portion in Fig. 1.

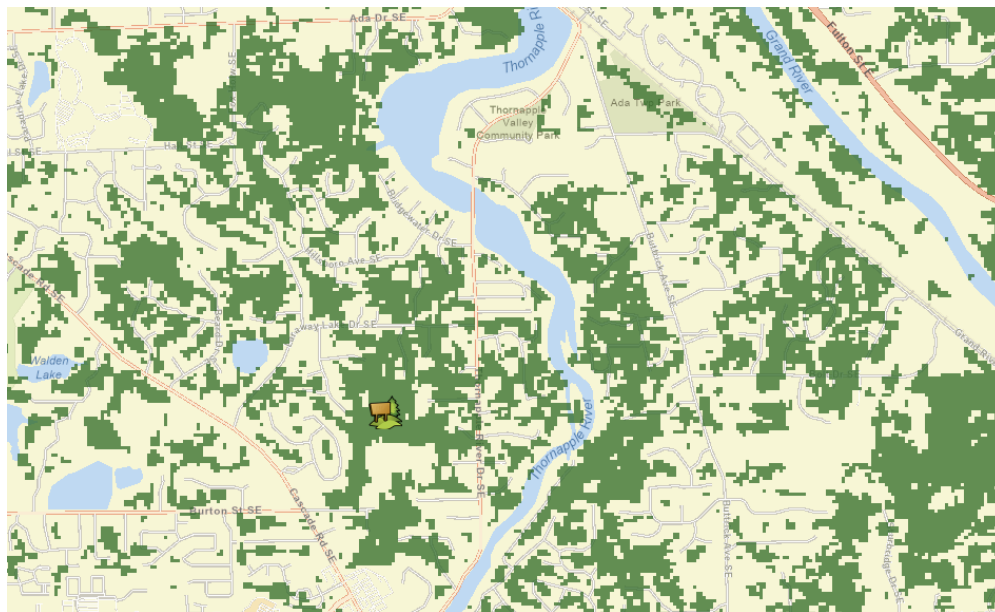


Figure 1. Forest-wetland matrix around Burton Park (denoted with symbol on map), Cascade Township, Kent County, Michigan, USA (NLCD data, 2021).

In Michigan, wildlife biologists have moved from a set number of deer per area to a more wholistic look at sites to determine the number of deer a site can support. Wildlife biologists look at the natural communities and the food availability of an area to determine what constitutes a healthy white-tailed deer population. Due to the nature of deer movements, this is complex and varies from place to place. For example, at the University of Michigan-Dearborn Environmental Study Area, it was determined that a healthy population was in the range of 5-10 deer for their 300-acre natural area. Every natural area has unique properties which help determine what constitutes a healthy population.

Management of deer populations within the Burton Park matrix is complex due to the exurban nature of the site and the multiple corridors leading into and out of the park. Careful consideration will be needed in choosing a form of management which will meet the goals of the Township and its citizens. We have supplied the management plans used at three other areas to help give a perspective of the variations used in management of deer populations in public park settings.

Respectfully submitted: Robert Keys, Ph.D., April 4, 2023

Deer Management at Other Areas:

University of Michigan Deer Management Page:

<https://umdearborn.edu/external-relations/key-issues/deer-management>

Huron-Clinton Metroparks Deer Management Plan:

https://wc4eb.files.wordpress.com/2023/02/metroparks_2022-2026-deer-management-plan_final.pdf

Cleveland Metroparks Deer Management Page

<https://www.clevelandmetroparks.com/about/conservation/current-issues/deer-management-1>

**MINUTES OF THE
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, March 22, 2023

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Trustees McDonald, Shipley and Noordhoek
Absent: Trustee Koessel (excused)
Also Present: Township Manager Swayze, Attorney Doug VanEssen, Administrative Assistant Stine, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 4. Presentations**
~~1. Introduction and Update from Representative Phil Skaggs~~
Representative Phil Skaggs will be introduced at a later meeting.
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Brian Holcomb-3415 Glenstone Ct-Requested update on Treasurer appointment process. Supervisor Lesperance responded. Asked for an update on the Egypt Creek Landscaping issue. Manager Swayze responded.
- Article 6. Approval of Consent Agenda**
a. Receive and File Minutes
1. Township Board Meeting – 3/1/23 & 3/8/23
b. Receive and File Reports
1. Treasurer’s Report – 2022 Tax Collection Report
2. Treasurer’s Report – January 2023
3. Building Department-Inspection Services – 2022 Annual Report
4. Fire Department Annual Report - 2022
c. Receive and File Education Requests
1. Krissi Brott-MAMC Summer Conference-Detroit, MI-June 12-16, 2023
d. Receive and File Communication
None
Motion by Clerk Slater, seconded by Trustee Shipley to approve the Consent Agenda.
Motion carried unanimously.

Article 7. Financial Actions

- a. Consider Approval of December 2022 Preliminary Financial Statements
 - b. Consider Approval of December 2022 Payables, Payroll, and Transfers
 - c. Consider Approval of January 2023 Payables, Payroll, and Transfers
 - d. Consider Approval of February 2023 Payables, Payroll, and Transfers
- Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

Article 8. Unfinished Business

023-2023 Consider Request from Lessee to Assign Lease of 6896 Cascade Road
Motion by Trustee McDonald, seconded by Trustee Noordhoek to remove the item from the table. Motion carried unanimously.

Motion by Trustee McDonald, seconded by Trustee Noordhoek to remove item from agenda. Motion carried unanimously.

Article 9. New Business

027-2023 Consider Amendments to the Cascade Township Water Utility Service District Map
No action taken.

028-2023 Consider the 2023-2024 Library Refresh Project
Motion by Trustee McDonald, seconded by Clerk Slater to approve. Motion carried unanimously.

029-2023 Consider Participating in the 2nd Round of the National Opioid Settlement
Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

Article 10. Closed Session

Pursuant to MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn to Closed Session. Motion carried unanimously by roll call vote. Adjourned to Closed Session at 7:34 pm.

Motion by Trustee Shipley, seconded by Clerk Slater to resume Open Session. Motion carried unanimously. Open session resumed at 7:58 pm.

Attorney VanEssen discussed the tentative PFAS settlement with the Gerald R. Ford International Airport. The Board's agreement is contingent upon General Counsel review and Airport Board approval.

Motion by Trustee McDonald, seconded by Trustee Shipley to approve the settlement agreement as outlined by Special Counsel and direct the necessary elected officials to

sign conditioned upon the Airport's signature of same and approval of the language and terms by General Counsel of the Township. Motion carried unanimously.

Article 11. Discussion

1. **Treasurer Appointment Process** - The Board reviewed the applicants' resumes and chose three candidates for Treasurer appointee: Windy Korstange, Stacey Hale, and Peggy Murphy. The Board directed Manager Swayze to schedule candidates and the Board will make the final decision at the April 12, 2023 Board meeting, or sooner.
2. **2023 Local Road Work Program** – Manager Swayze provided an overview map of places he and Engineer Thorne identified that will need work, as well as cost estimates from the Road Commission. Any project in this program is funded 50 percent by the Road Commission, and the rest of the cost is covered by the Township. Decisions will be made at the April 12, 2023 Board meeting. The Board directed Manager Swayze to begin submitting documents to repair roads on Buttrick and Abbeydale.

Article 12. Public Comments

1. Ken Van Der Kolk-7200 Leyton-Re Egypt Creek Landscaping: When will there be a resolution?
2. Walter Bujak-6639 Thornapple River Dr-Kent County Commissioner District 21 commended the Board. Well done on the PFAS settlement agreement. He hopes the Township can take advantage of ARPA funds.
3. Matt Buckhold-5776 Snow Ave-Re Snow Ave paving: Emphasized to the Board this project is important.
4. Rob Dewey-5805 Snow Ave-Re Snow Ave paving: Voiced support for the project. Thanked Manager Swayze for meeting with the residents on Snow Avenue; main motivation is bus safety.
5. Rod Schultz-2562 Orange Ct (Recently moved here from California)-Cascade Library is the best he's ever seen.
6. Scot Van Solkema-2570 Orange Ct-Hopes whomever is appointed to Treasurer is qualified, as those entrusted with public funds have a very important job. The International Beverage light is flickering like a strobe.

Article 13. Manager Comments

1. Hope Network secured funding for the rest of the year for bus riders. CBDG COVID funding is providing funding for March through June.
2. Re Deer Study: Dr. Keys will present to the Board in April.
3. An offer was made for the Parks & Recreation Director. Received a lot of interest for the Communications Specialist position, and the Economic Development Director position has been posted. Fire Marshall Poolman will retire at the end of April 2023.

Article 14. Board Member Comments

1. Trustee Shipley-Thanked those in attendance for coming to the meeting.
2. Trustee Noordhoek-Would like to have a public meeting re cones for water project.

Article 15. Adjournment

Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.
Meeting adjourned at 8:35 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

DRAFT

**MINUTES OF THE
CASCADE CHARTER TOWNSHIP
SPECIAL BOARD MEETING**

Tuesday, March 28, 2023

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

12:00 P.M.

HYBRID FORMAT

Article 1. Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Trustees Koessel, Noordhoek, and Shipley.
Absent: Trustee McDonald (excused)
Also Present: Township Manager Swayze, Deputy Clerk Brott, and those listed in the Supplement.

Article 2. Supervisor Lesperance led the Pledge of Allegiance.

Article 3. Approval of Agenda
Motion by Trustee Shipley, seconded by Clerk Slater to approve. Motion carried unanimously.

Article 4. Conduct Interviews for and possibly fill the vacant Treasurer Position

12:00 – Peggy Murphy

12:30 – Stacey Hale

1:00 – Windy Korstange

Article 5. Public Comments

1. Don Faasse-7374 Grachen-Are any Board members personal friends with any of the candidates? Board members responded.
2. Gordon Getchow-3406 Goodwood-Has municipal banking background and is passionate about the river. To take the Township through future years, someone who is very qualified in finance is needed.
3. Joe Engel via Zoom-The Treasurer is more than a figurehead. A qualified professional is needed.
4. Scot VanSolkema-2570 Orange Ct-Whoever is chosen needs to look at history and past events.

Motion by Trustee Shipley, seconded by Supervisor Lesperance to accept Windy Korstange as the new Treasurer. Motion carried 3-2 by roll call vote. In favor-Trustees Noordhoek and Shipley, and Supervisor Lesperance. Opposed-Trustee Koessel and Clerk Slater.

Article 6. Adjournment

Motion by Trustee Shipley, seconded by Trustee Noordhoek to adjourn. Motion carried unanimously.

Meeting adjourned at 1:39 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

DRAFT

Minutes

Cascade Charter Township
Planning Commission
Monday, January 9, 2022
7:00 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Noordyke called the meeting to order at 7:12 P.M.
Members Present: Noordhoek, Rissi, Moxley, Noordyke, Richardson, Korstange, Engel, Bruneau, Rowland
Members Absent: None
Others Present: Planning Director Brian Hilbrands and those listed on the sign-in sheet.

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current Agenda

Chair Noordyke explained that the Capital Improvement Plan, Article 8 of the agenda, was not yet complete and Manager Swayze will present it at a future meeting.

Motion was made by Member Rissi to approve the current agenda with the removal of Article 8. Supported by Member Moxley. Motion carried 9 to 0.

Chair Noordyke introduced the two new members of the Planning Commission, Ryan Bruneau and Rob Richardson. He thanked previous members Diedre Deering and Ben Rapin for their service to the Township.

ARTICLE 4. Disclose any conflict of interest

There were no conflicts of interest disclosed.

ARTICLE 5. Approve the Minutes from the December 5, 2022 Meeting

Member Engel requested the removal of “after Patterson” in the motion at the end of Article 7 as it was redundant. He also suggested changing “Supported to” to “Supported by” in the sentence after that and pointed out that his name was incorrectly spelled as ‘Engle’ rather than ‘Engel’ in the motion at the end of Article 8.

Motion was made by Member Korstange to approve the December 5, 2022, Meeting Minutes with the three aforementioned changes. Supported by Member Moxley. Motion carried 9 to 0.

ARTICLE 6. Acknowledge visitors and those wishing to speak

There were no visitors that wished to speak.

ARTICLE 7. Case #22-2748/Cascade Charter Township

Planning Director Hilbrands presented the amendments to the Major Street Plan as drafted at previous Planning Commission meetings. This included changing the classification of 10 streets.

There was discussion, prompted by Member Bruneau, as to if Eagle Dr should be changed to a collector road since Tim Dougherty Dr is a similar street and its classification is being changed to a collector road. Various members explained that Tim Dougherty Dr is being changed to a collector road because it is the road that the Kent County Road Commission is on and that causes large vehicles and machinery to frequently utilize that street. Planning Director Hilbrands stated that they generally try to minimize how many dead end and cul-de-sac roads are zoned as collector roads. They decided to make a note that Eagle Dr may be a road to rezone as a collector road in the future, if heavy vehicle traffic increases on it.

Motion was made by Member Rissi to open public hearing. Supported by Member Engel. Motion carried 9 to 0.

Planning Director Hilbrands shared that some of the property owners on Kraft came into the office for more information on how the change in road classification would affect their property. He explained to them that it increases the setback requirements on their property and likely results in their homes becoming legal-nonconforming. None of them provided a statement to submit for the record.

Motion was made by Member Moxley to close public hearing. Supported by Member Rissi. Motion carried 9 to 0.

Member Rowland suggested the Planning Commission come up with a more streamlined process to make these kinds of changes in the future. Planning Director Hilbrands said that he doesn't know if there's a way to do this, but he will look into it.

Motion was made by Member Rissi to recommend the amendments to the Major Street Plan, as presented, to the Township Board. Supported by Member Noordhoek. Motion carried 8 to 0 with 1 abstention.

ARTICLE 8. Cascade Charter Township Capital Improvements Plan Presentation 2023-2028

The Capital Improvements Plan Presentation 2023-2028 was tabled for a future meeting as Township Manager Swayze was not yet ready to present the report.

ARTICLE 9. Review of Master Plan

Chair Noordyke explained that, for the Planning Commission to change the future land use designation for any of the land in Cascade, they would need to make a formal amendment to the master plan. In order to begin the process of amending the master plan, notices stating the intent to amend the plan must be sent out to a number of jurisdictions and agencies.

This process will include the currently formed A.C. Zoning subcommittee bringing three potential paths that could be taken to the Planning Commission, and then the Planning Commission will recommend an option/s to the Township Board. The Board will choose which option they want the Township to pursue, and they will then ask the Planning Commission to create a draft of the zoning changes to submit back to the board.

Member Rissi asked if it would be appropriate for the Planning Commission to express their intention to amend the master plan that evening since the subcommittee has nearly completed their research and believe a change to the master plan will be recommended. It was agreed that this would be appropriate timing.

Member Korstange asked if it would be a better idea to update the whole Master Plan now, rather than changing a small portion. Member Rissi asked if they should only change the one specific area that the A.C. Zoning subcommittee is actively looking into now or if they could suggest another area that they were also considering addressing. Chair Noordyke shared that Supervisor Lesperance requested the Planning Commission complete the narrow portion of the plan the subcommittee is currently working on now and determine if there are other areas that need updating later in the year.

Motion was made by Member Rissi to send out the required notices stating the intent to amend the master plan. Supported by Member Korstange. Motion carried 9 to 0.

ARTICLE 10. Election of Officers

Motion was made by Member Korstange to nominate Member Engel as Secretary, Member Moxley as Vice Chair, and Member Noordyke as Chair. Supported by Member Rissi. Motion carried 9 to 0.

Motion was made by Member Rissi to appoint Member Moxley as the Planning Commission's delegate to the Zoning Board of Appeals (ZBA) and recommend Member Rissi be appointed to the Village Design Review Committee. Supported by Member Korstange. Motion carried 9 to 0.

ARTICLE 11. 2022 Planning Department Annual Report

Planning Director Hilbrands presented the Planning Department Annual Report to the Planning Commission. Members suggested a few minor edits and requested the meetings of subcommittees be added to the report.

Member Korstange asked why the report didn't include the second site plan review for Chick-fil-et or the PUD ordinance amendment for Patterson Ice Arena and Planning Director Hilbrands explained that it was because the case was started in 2021 and recorded with the 2021 cases. Member Korstange believed that all cases should be considered in whichever year/s the Planning Commission works on them.

Member Rowland asked if there had been any complaints about Patterson Ice Arena since their case was approved; Planning Director Hilbrands said that he was not aware of any.

Member Engel requested the attendance be fixed as it showed him missing the first few meetings of the year when he wasn't appointed to the Planning Commission until April 2022.

ARTICLE 12. Planning Commission Bylaws

The Planning Commission Bylaws are included in the packet annually so that the members can review them. Members asked why the Code of Conduct they spent a large amount of time constructing in the previous year was not included. Planning Director Hilbrands said that he would look into if the Code of Conduct was ever approved.

Member Moxley asked about section 2.2C that says members of the ZBA cannot vote on cases at the ZBA level that they have already voted on at the Planning Commission level. Member Rissi explained that was because the ZBA is the last stop for a case in the township before it precedes to legal; that is why there is an alternate appointed, to step in for these cases.

Chair Noordyke pointed out that the Planning Commission needed to make sure that they are setting a term for sub-committees when they are created as that is required in the bylaws.

ARTICLE 13. Planning Principles

The Planning Commission Principles are included in the packet annually so that members can review them. Member Bruneau asked if it would be best to add the Planning Principles to the Bylaws in future years. There was continued conversation as to if the Code of Conduct and new bylaws were ever approved and what it would take to get the Planning Principles added to them.

Member Bruneau suggested including a change memo or log in the future to denote portions of documents that are changed, added, and removed. This would make it easier to see what changes were made when a new document is released. Chair Noordyke agreed that this would be a good change in the future.

ARTICLE 14. 2023 Calendar

The full 2023 meeting calendar was included in the packet for member reference. The only change was the meeting date members requested be changed due to MLK Day.

ARTICLE 15. Old Business

There wasn't any old business to discuss.

ARTICLE 16. Any Other Business

Member Rissi shared that the AC District Zoning Committee started looking into stormwater and realized that would expand the scope of the subcommittee beyond their capacity. He believed that the committee would be able to present their findings and options at the first meeting in February.

Since Member Rapin is no longer on the Planning Commission and the AC Zoning Subcommittee has spent an extensive amount of time in deep research, the members didn't believe it made sense to replace him on the subcommittee. Member Moxley will take on the note taking for the remainder of the committee's meetings. It was determined that it would be prudent to reestablish the subcommittee, including the

term that wasn't previously established. Members Rissi, Noordyke, and Korstange explained the purpose and history of the AC Zoning Subcommittee, with additional comments from other members, to the new members.

Motion was made by Member Engel to set the term of the AC Zoning Committee to one year with Members Korstange, Rissi, and Moxley as it's members. Supported by Member Noordhoek. Motion carried 9 to 0.

Chair Noordyke said that a farmland preservation Planning Commission subcommittee may be starting in the coming months and members should consider if that is something they would like to be part of.

Member Moxley asked if any progress had been made on 4680 Cascade Rd as the property was unkempt. Planning Director Hilbrands said that Zoning Administrator Smith-Jacoby has been in contact with the property owner and they are in the process of evicting the current tenant. Chair Noordyke requested the Township consider citing the property owner for not following the zoning ordinance. Planning Director Hilbrands will have a conversation about additional measures that can be taken to bring the property into compliance if there is not a resolution by March 1st, 2023.

ARTICLE 17. Adjournment

Motion was made by Member Rissi to adjourn the meeting. Supported by Member Moxley. Motion carried 9 to 0. The meeting was adjourned at 8:32 P.M.

Respectfully submitted,

Joe Engel, Secretary

Minutes

Cascade Charter Township
Planning Commission
Monday, February 6, 2023
7:00 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Noordyke called the meeting to order at 7:00 P.M.
Members Present: Noordhoek, Rissi, Moxley, Noordyke, Richardson, Korstange, Engel, Bruneau, Rowland
Members Absent: None
Others Present: Planning Director Brian 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 Moxley to approve the agenda as written. Supported by Member Engel. Motion carried 9 to 0.

ARTICLE 4. Disclose any conflicts of interest

There were no conflicts of interest disclosed.

ARTICLE 5. Approve the Minutes from the January 9, 2023 Meeting

Member Engel pointed out three misspellings of 'principle' in Article 13.

Member Bruneau explained that Article 9 should say that the commission was starting the process to send out notices stating that they will be pursuing changes to the master plan.

Member Rissi requested it be noted that Article 8 was tabled to be brought to a meeting in the future. Chair Noordyke asked that it also say that the reason it was tabled was because Township Manager Swayze was not yet ready to present the report.

In Article 7, Member Moxley pointed out where 'it' needs to be removed and 'zoning' be changed to 'classification'.

Member Bruneau said that the vote at the end of Article 7 should say, 'Motion carried 8 to 0 with 1 abstention.' Rather than 'Motion carried 9 to 0'.

Motion was made by Member Engel to approve the January 9, 2023 Meeting Minutes with the aforementioned changes. Supported by Member Rowland. Motion carried 9 to 0.

ARTICLE 6. Acknowledge visitors and those wishing to speak

Chad Antuma, representing Visser Development who own a property at 5111 Thornapple Dr, and DEG Development, noted that his clients wanted to develop the property they own near the airport and they would be losing 'unrealized' profits from

the land if the proposed master plan changes were to take place. He recommended either not revising the Master Plan or tabling the discussion and working with the land owners. Member Rowland asked if the land owners and or himself were residents of Cascade to which he said he was not but he did not know if either of his clients were.

Cara Jansma, 5528 Whispering Timbers, said that she lives in the Kilmer neighborhood and believes that rezoning the agricultural property would remove the buffer between the residents and the airport. She believed the commission should have requested comment from her neighborhood and the other areas near the land in question.

Jennifer Murphy, 7030 Kilmer St, said she recently heard that residents hadn't left comment or shown opposition to this plan. She didn't believe the right residents were being asked and considered and said that she would much rather a restaurant or gas station near her house than industrial companies. She stated they built their house nine years ago and there are many houses that have gone up in the area over the last few years.

ARTICLE 7. Presentation by the AC Airport Commerce District Zoning Review Subcommittee

Member Rissi, Chair of the AC Airport Commerce District Zoning Review Subcommittee (AC Zoning Subcommittee), presented the subcommittee's purpose and findings. The subcommittee held 18 or 19 meetings, each about an hour long, where they researched the history and zoning of the area. Economic Development Director Korhorn provided the subcommittee with a report on local industrial properties, but the conclusion was that it is very difficult to accurately determine the availability of industrial land for sale at any point in time. The Planning Commission held a meeting on October 4, 2022 for property and stakeholders in the region between M6 and the airport, and none that attended the meeting were opposed to the area being rezoned to industrial. The portion of airport property that is directly around the airport is already zoned for industrial, hotels, and other establishments.

The committee developed three options on how to approach the topic. The first was to not change anything and allow the area to progress as it has been with the industrial future land use designation. The second was changing the Master Plan to a future land use designation of agricultural for the area. The third was a hybrid option which would introduce overlay districts. This option would allow the industrial future land use designation to remain, but would provide the Township with additional control over what uses were allowed, as well as site regulations such as lot size, setbacks, and bufferyards. Member Rissi discussed pros and cons that the subcommittee developed for each option.

Member Korstange asked Planning Director Hilbrands how the master plan for the area originally became industrial over 20 years ago. Planning Director Hilbrands said that there wasn't much information available but it appears that the area was set aside for industrial since it was adjacent to the airport.

Member Rissi stated that leaving the area as farmland would produce the least number of jobs and taxes, but that isn't a problem if that's what the residents wanted. The real

problem with that option is that it wouldn't affect the airport land where they are already beginning to see development that residents may not be in favor of. Born from this was the third option, a hybrid that would allow the township to preserve the prior plan for the area as well as preserving the land. This would allow some future industrial establishments in certain areas while still preserving some open space and also amending some of the airport's abilities to change the land. It would increase traffic and decrease agricultural land but it also wouldn't allow for heavy industrial use.

Member Korstange shared that she personally found it difficult to be on this subcommittee and see some of the possible changes that could occur in the township based on decisions made regarding this section of land. Personally, she was not in favor of increased traffic, but she knew she had to take a step back and see the situation as a subcommittee member representing Cascade Township.

Member Rissi said that one item the third option would include was required site plan review of any non-aeronautical use in the AC zoning district. Overlay A, included in the meeting packet, would also include additional requirements. This area would require larger setbacks and fewer curb cuts. Use in overlay B, also included in the meeting packet, would be more flexible and include land that is already industrial.

Chair Noordyke stated that the subcommittee will continue to refine these options once they take a recommendation to the Township Board. This will give them one of the three options to focus on and continue to refine. This will also give the Township Board a chance to make changes and tell the subcommittee what they are looking for.

Member Rissi shared that an even bigger piece of this puzzle is stormwater. While looking into AC Zoning, the subcommittee discovered that more needs to be done to protect the area, in relation to stormwater, but it is a much broader conversation that will need to be addressed by the whole Planning Commission.

Member Korstange said that Overlay B would also allow the airport to develop more hanger space to the southwest of the airport. Member Rissi also pointed out that the area that is currently zoned as AC 2 on Patterson would be rezoned to AC 1, giving the airport more potential uses for the land. Member Engel believed the third option would give the airport stronger guidance and impose more requirements than the current zoning. Member Richardson shared that he believes option three should include a requirement to request approval from the township for any changes in zoning in the AC areas and that should be included in all three options.

Member Korstange said that the subcommittee will present to the board and ask for guidance on what they want the subcommittee to further explore.

The subcommittee clarified that any requested site plan approvals pertaining to the properties affected by these potential zoning and/or master plan changes are on hold until the township reaches a decision.

Member Rissi said that his biggest concern is that in 10 years, the land will become industrial because the township didn't make changes, and they have the opportunity to

provide additional restrictions now. The committee emphasized that they don't believe residents realize what changes are already happening.

Member Richardson suggested shrinking Overlay A to the AC zoned area and recommending option two to the township board. Member Engel stated that the area has already lost a lot of its natural environment, and he believes the highway is now the real buffer.

Member Bruneau requested a topographical map of the land that showed where water flows. He believes that some of the character of the area was lost when the Paul B Henry freeway came to Cascade, but there can still be beauty alongside traffic.

Member Rowland requested more information on option 3 because, with the current zoning, they couldn't put a sports field in an agriculturally zoned area as it would be shut down to solely agricultural uses. He believes a hybrid approach would be better so the area can change as Cascade does. Member Korstange agreed and said that option 3 seems to fit what he was saying.

Member Rissi shared that over 20 years ago the master planned zoning was changed and people have planned out their lives and properties based on that information. He didn't believe it would be fair to reverse the previous decision to agricultural use only. He thought some sort of hybrid solution would be the best option. Member Bruneau didn't think it was that big of a deal because so few homes were left in the area and only a very small percentage of land owners would be harmed. Member Korstange requested they consider the residents that don't live right on the Thornapple River but would still be affected due to the traffic.

Member Richardson suggested that the access point the airport/Metro Council is considering wouldn't be beneficial if this area were to become industrial as it would cause too much traffic for an additional exit to be added and make a positive difference in traffic flow.

Motion was made by Member Korstange to recommend option 2 to the board with the understanding that it will need to come back to the Planning Commission and the subcommittee for changes to AC zoning, including Overlay B as written, and stormwater ordinance changes be made, with any changes recommended by the township engineer. Supported by Member Rissi. Motion carried 7 to 2 by roll call vote. In favor- Members Noordhoek, Rissi, Moxley, Noordyke, Richardson, Korstange, Bruneau. Opposed- Members Engel and Rowland.

ARTICLE 8. Old Business

Planning Director Hilbrands explained that the Planning Commission Rules of Conduct that they worked on in the previous year were never fully voted on and approved by the committee. They were sent to the township attorney and they never heard back. Planning Director Hilbrands has reached out and will hopefully receive feedback from them soon.

Member Moxley shared that one of the properties they had been following the ordinance enforcement process of, 6480 Cascade Rd, had been vacated.

ARTICLE 9. Any Other Business

A flyer for educational and training opportunities through the Michigan Association of Planning was included in the packet. Planning Director Hilbrands said that the township budgets money for this each year and these sessions assist in expanding the Planning Commission's knowledge base. Chair Noordyke encouraged members to attend.

Member Korstange requested the commission look into changing the name of the Roundhill/Process Implementation Committee to be affiliated with the developer rather than the name of the neighborhood. She doesn't believe it is fair to the people that live there and creates a negative association with that portion of Cascade. Member Rissi recommended this be discussed with legal counsel as it could be considered libel. Planning Director Hilbrands said he would ask them.

ARTICLE 10. Acknowledge visitors and those wishing to speak

William Lewis, 7310 Kilmer St SE, said that he has lived in Cascade since 1991 and has flown over one million miles out of the airport. He appreciates the AC Zoning subcommittee's decision and the time they have put into this subcommittee. He acknowledged the money spent by developers on the area master planned as future industrial but suggested the township or community members purchase the land for recreation. He said he is fine with industrial uses on Patterson and north west, but the rest of the township should be kept peaceful and safe. He thanked the commission for their work.

Doug Todd representing Jada Development at 6670 52nd St, pointed out that Overlay A is surrounded by hard boundaries and agriculture is now the least practical use in that area. It worked 20 years ago and was very practical then but now there aren't enough available properties for industrial use. He agreed with the report on industrial vacancies and that it is very difficult to come to any sort of conclusion on availability of land for industrial use, saying they have an urgent need for more of this type of property. He also represented the group that sold the property to Visser and worked on site selection, finding there was a great need for light industrial and there was only one group that approached the company for a recreational use. They sat with the subcommittee and talked about a hybrid approach, which they think would be the best choice, but pushed back on that section of land being a rural area. Chair Noordyke recommended Todd speak to the Township Board as the Planning Commission has already concluded voting on the matter.

Supervisor Lesperance thanked the Planning Commission and AC Zoning subcommittee for their hard work on this subject.

ARTICLE 17. Adjournment

Motion was made by Member Engel to adjourn the meeting. Supported by Member Rissi. Motion carried 9 to 0. The meeting was adjourned at 9:01 P.M.

Respectfully submitted,
Joe Engel, Secretary

TREASURER'S DEPARTMENT

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

FEBRUARY 2023

BANK BALANCES

TOWNSHIP BALANCES

BANK AMOUNT

REGISTER AMOUNT

FLAGSTAR BANK

FLAGSTAR BANK

TAX CHECKING \$213,294.76

TAX CHECKING \$213,294.76

FLAGSTAR BANK

FLAGSTAR BANK

DELINQUENT TAX \$26,149.70

DELINQUENT TAX \$26,149.70

FLAGSTAR BANK

FLAGSTAR BANK

TAX WIRE ACCT \$154,299.37

TAX WIRE ACCT \$154,299.37

GRAND TOTAL \$393,743.83

GRAND TOTAL \$393,743.83

Oxana Sourine *3/31/23*

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Reviewed by Date

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	FLAGSTAR	1,108,865.67	0.85									
	FLAGSTAR MMA	1,593,211.88	3.30									
	KENT CTY POOL	1,194,841.41	2.34									
	MI CLASS	2,005,040.85	4.73									
	ADVENTURE CU			581,348.57	1.05	9/24/2025						
	HORIZON BANK			528,044.90	2.35	6/21/2023						
	GRAND RIVER			540,233.00	2.50	12/19/2023						
	CONSUMERS CU			274,185.31	4.10	1/17/2025						
	LMCU			1,044,648.34	0.90	6/2/2024						
	MSUFCU			508,051.52	2.50	8/24/2025						
	COMERICA SECUR							500,015.63	1.13	1/28/2026		
TOTAL GENERAL FUND		5,901,959.71	3.13	3,456,511.64	1.88			500,015.63	1.13		9,858,486.98	2.59
151 CEMETERY	LMCU	133,820.21	1.00	-							133,820.21	1.00
206 FIRE FUND	FLAGSTAR	2,452,058.59	3.55									
	MI CLASS	12,130.49	4.73									
	FIRST UNITED CU			279,704.93	1.45	10/29/2023						
	CONSUMERS CU			277,245.99	0.65	5/23/2023						
	ADVENTURE CU				1.95	2/27/2023						
TOTAL FIRE FUND		2,465,089.08	3.56	556,950.92	1.05			-			3,022,040.00	3.09
207 POLICE FUND	FLAGSTAR	1,108,343.86	3.55									
	NORTHPOINTE BANK	283,647.25	3.25									
	CIBC/ fna PRIVATE			828,326.04	1.00	3/25/2023						
	LMCU			412,762.10	1.00	3/18/2024						
TOTAL POLICE FUND		1,391,990.91	0.66	1,241,091.04	1.00			-			2,633,081.95	0.82
208 HAZMAT FUND	LMCU	44,575.16	0.75								44,575.16	0.75
209 OPEN SPACE	CONSUMERS CU	810,257.14	2.40									
	MI CLASS	389,784.70	4.73									
	TOTAL OPEN SPACE	1,200,041.84	3.16	-							1,200,041.84	3.16
211 DAM REPAIR	MI CLASS	266,145.95	4.73									
	LMCU			348,202.46	1.00	3/10/2024						
	TOTAL DAM REPAIR	266,145.95	4.73	348,202.46	1.00			-	-		614,348.41	2.62
216 PATHWAY FUND	MACATAWA	1,040,984.71	0.80									
	MI CLASS	111,409.43	4.73									
	GRAND RIVER			550,710.52	3.55	10/4/2024						
	TOTAL PATHWAY FUND	1,152,374.14	1.18	550,710.52	3.55			-			1,703,084.66	1.95
220 LARAWAY LAKE IMP	FLAGSTAR	21,939.25	3.55								21,939.25	3.55
230 THORAPPLE RIVER	FLAGSTAR	204,751.62	3.55								204,751.62	3.55
243 BROWNFIELD R. A.	CONSUMERS CU	10,952.58	0.40								10,952.58	0.40
246 PUBLIC UTILITY IRF	FLAGSTAR	726,980.76	3.55									
	MI CLASS	872,890.40	4.73									
	COMERICA SECUR							981,915.27	1.78	4/20/2023		
TOTAL PUBLIC UTILITY		1,599,851.16	4.19	-			981,915.27	1.79			2,581,766.43	3.28
248 DDA FUND	FLAGSTAR	725,677.32	3.55									
	MI CLASS	850,338.01	4.73									
	UNION BANK			263,178.58	2.45	8/26/2024						
	ADVENTURE CU			220,919.55	1.05	10/27/2025						
	COMERICA SECUR							1,176,107.61	4.00	10/31/2023		
	TOTAL DDA FUND		1,576,015.33	4.19	484,098.13	1.81			1,176,107.61	4.00		3,236,221.07
249 BLDG. INSPECTION	FLAGSTAR BANK	667,551.94	3.55									
	FLAGSTARL BANK R.	97,399.97	3.55									
	MI CLASS	415,093.51	4.73									
	CONSUMERS CU	25.00	0.40									
	FNB OF AMERICA			320,815.75	0.90	10/19/2024						
	FNB OF AMERICA			113,085.55	4.40	12/18/2023						
	FNB OF AMERICA			226,536.88	1.05	9/18/2026						
	FNB OF MI			558,974.80	2.40	3/11/2024						
	INDEPENDENT BANK			337,109.88	2.80	9/16/2024						
	COMERICA TR NOTE							928,595.79	4.02	8/15/2027		
COMERICA SECUR							297,989.22	2.28	6/28/2024			
TOTAL BLDG. INSPECT.		1,180,070.42	3.96	1,556,523.06	1.52			1,226,585.01	3.59		3,963,178.49	2.89
270 LIBRARY FUND	UNITED BANK	776,203.02	0.25									
	MI CLASS	478,188.53	4.73									
	WMCB	31.47		273,476.68	2.15	7/27/2023						
	LMCU			453,604.26	1.00	3/27/2024						
	NORTHPOINTE BANK			577,172.36	0.90	4/8/2023						
TOTAL LIBRARY FUND		1,254,403.02	1.96	1,304,253.28	1.20			-			2,558,656.30	1.57
282 CARES ACT FUND	LMCU	2,074,831.30	1.00								2,074,831.30	1.00
403 FIRE ST. #1	MI CLASS	3,605,404.60	4.73								3,605,404.60	4.73
701 T & A	HUNTINGTON BANK	177,440.49	0.30								177,440.49	0.30
701 JAMES TIMMONS	LMCU			12,400.00	1.10	3/22/2027					12,400.00	1.10
701 JACK SMITH INV.	HUNTINGTON BANK	23,156.16	0.30								23,156.16	0.30
701 HENRY KRAMER	HUNTINGTON BANK	15,394.98	0.30								15,394.98	0.30
TOTAL		18,619,972.01	4.04	9,510,741.05	1.62			3,884,623.52	2.94		37,695,572.48	2.26

Submitted by Oxana Sourine Date 3/3/23
Oxana Sourine Deputy Treasurer

Reviewed by _____ Date _____
Treasurer

Building Department

March Report Summary

- 797 permits issued & 1742 field inspections performed
- Total “open permits” = \$2,604,786

March was an incredible month for permits. Large commercial projects continue to move forward and surprisingly, there has been little indication of any construction “slow-down” taking hold. Here are a few of the large permits issued for March:

Amway addition and remodel – Ada Twp

New medical office building on East Beltline - GRT

Remodel for the LMCU Ballpark – PCT

You may notice a substantial increase to the “open permits,” due mainly to these permits being issued. We will be working on those projects for the next 18 months or so.

In addition to these projects, talks continue with the Airport about the proposed CONRAC facility. We hosted an update meeting where Brian Hilbrands informed the architects of potential changes to the zoning district.

Finally, I met with all of our partners over the last couple months and I am happy to report they are happy with the services provided and appreciative of the mutually beneficial agreements.

As always, feel free to reach out with any questions!

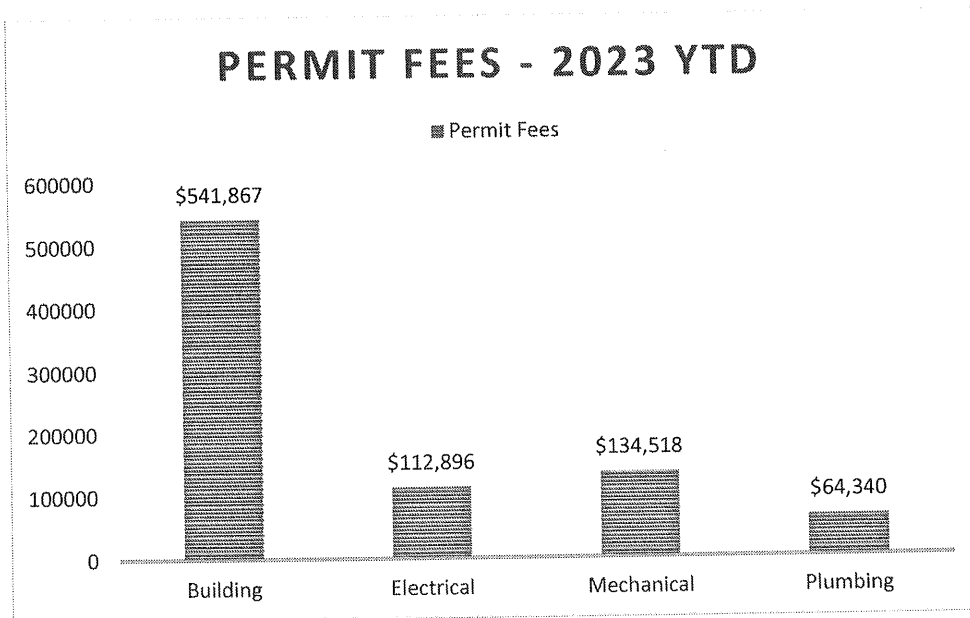
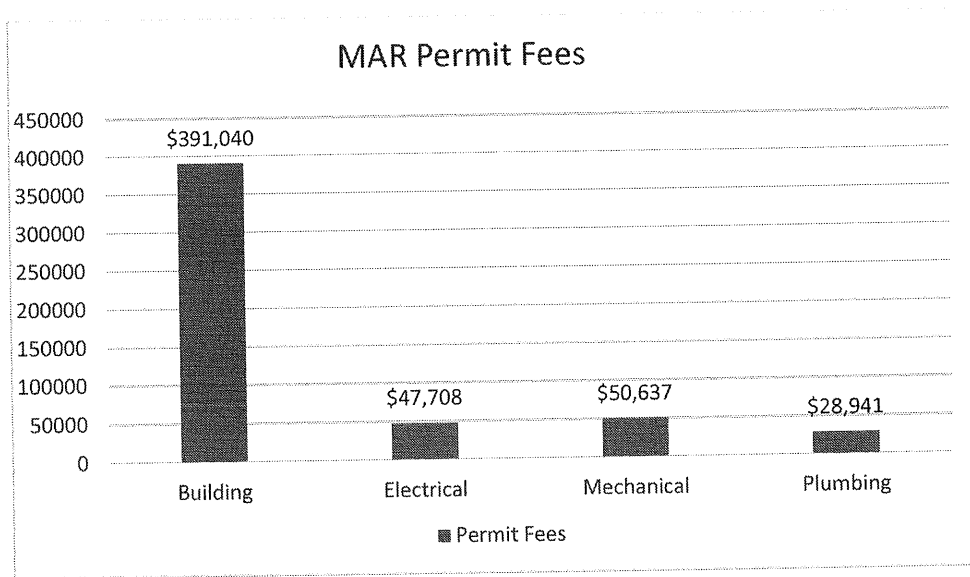
Brian Wilson

Director of Inspections

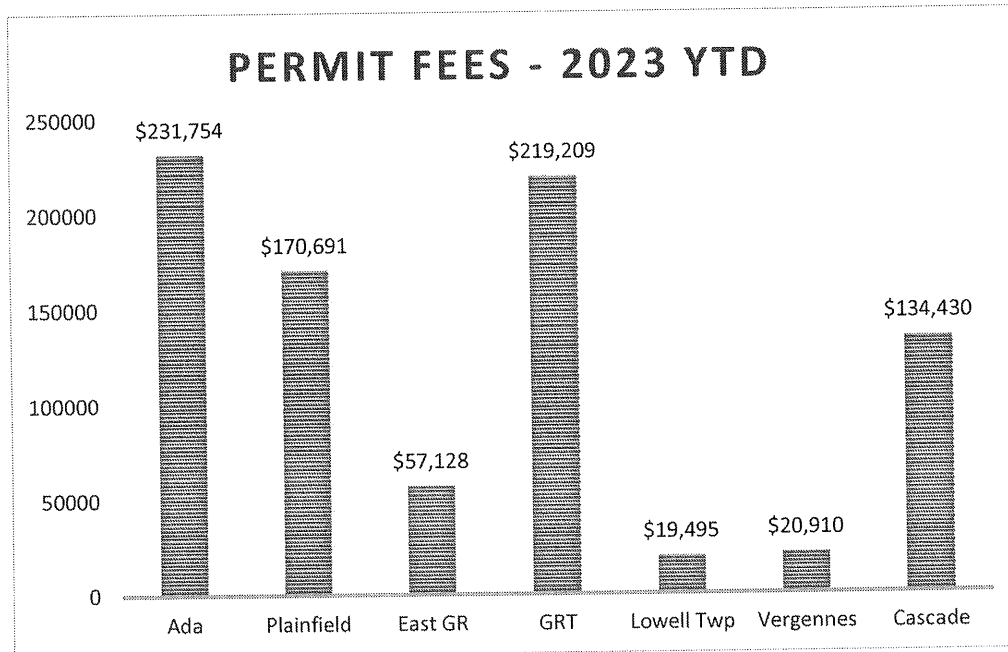
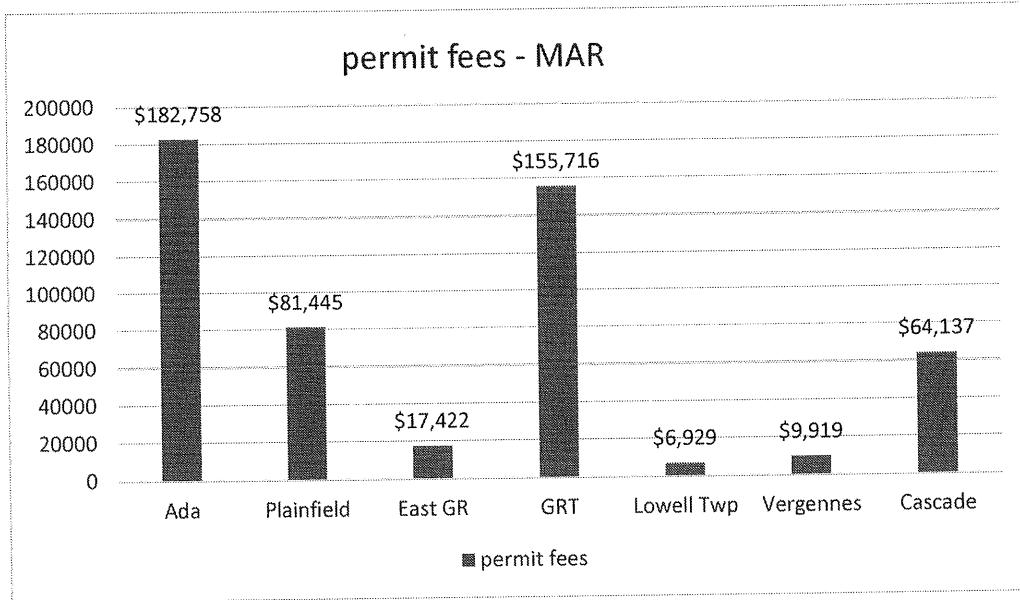
Cascade Inspection Services

MAR 2023

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	281	\$150,827.00	306	\$65,185.00	569	\$83,881.00	212	\$35,399.00	1368	\$335,292.00
MARCH										
Cascade	52	\$ 27,076.00	47	\$ 21,793.00	61	\$ 10,128.50	35	\$ 5,139.00	195	\$ 64,136.50
Lowell Twp	11	\$ 1,949.00	10	\$ 2,145.00	12	\$ 1,770.00	7	\$ 1,065.00	40	\$ 6,929.00
Ada	30	\$ 160,877.00	32	\$ 6,318.00	34	\$ 11,030.00	18	\$ 4,533.00	114	\$ 182,758.00
Vergennes	9	\$ 6,882.00	5	\$ 545.00	8	\$ 1,854.00	4	\$ 638.00	26	\$ 9,919.00
GR Twp	57	\$ 128,769.00	28	\$ 4,204.00	53	\$ 12,675.25	35	\$ 10,068.00	173	\$ 155,716.25
EGR	23	\$ 3,425.00	24	\$ 6,061.00	28	\$ 4,225.00	20	\$ 3,711.00	95	\$ 17,422.00
Plainfield	40	\$ 62,062.00	32	\$ 6,642.00	61	\$ 8,954.00	21	\$ 3,787.00	154	\$ 81,445.00
MONTH TOTAL	222	\$ 391,040.00	178	\$ 47,708.00	257	\$ 50,636.75	140	\$ 28,941.00	797	\$518,325.75

YTD - 2023	503	\$ 541,867.00	484	\$ 112,893.00	826	\$ 134,517.75	352	\$ 64,340.00	2165	\$ 853,617.75
TOTAL -2022	2778	\$1,696,765.75	2417	\$ 485,983.96	4161	\$ 614,655.90	1829	\$ 323,360.00	11185	\$ 3,120,765.61
TOTAL -2021	1974	\$ 765,878.00	2429	\$ 434,571.60	4018	\$ 509,156.00	1818	\$ 257,436.00	10239	\$ 1,967,041.60
TOTAL -2020	1628	\$ 803,244.00	2017	\$ 307,137.85	3410	\$ 403,536.80	1616	\$ 212,701.00	8671	\$ 1,726,619.65
TOTAL -2019	1675	\$ 631,143.50	2288	\$ 347,205.00	3478	\$ 406,781.95	1469	\$ 206,608.00	8910	\$ 1,591,688.45
TOTAL -2018	1705	\$ 920,876.00	2116	\$ 380,754.00	3585	\$ 456,603.00	1654	\$ 238,664.00	9060	\$ 1,996,897.00
TOTAL -2017	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL -2016	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$ 1,414,495.24
TOTAL -2015	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL -2014	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL -2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$ 1,409,673.76
TOTAL -2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$ 1,065,999.29
TOTAL -2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$ 859,303.35
TOTAL -2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$ 756,490.25
TOTAL -2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$ 571,382.75
TOTAL -2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$ 951,266.55
TOTAL -2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$ 723,879.15
TOTAL -2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$ 940,523.41
TOTAL -2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$ 967,209.45

	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	TOTAL
Township							2023						
Ada Twp	\$24,211.00	\$24,785.00	\$182,758.00										231,754.00
Permit Fees													-
Special Insp													-
Ada Total	\$24,211.00	\$24,785.00	\$182,758.00										231,754.00
Plainfield	\$52,706.25	\$36,540.00	\$81,445.00										\$170,691.25
Permit Fees													-
Special Insp													-
Plainfield Total	\$52,706.25	\$36,540.00	\$81,445.00										170,691.25
East Gr	\$21,845.00	\$17,861.00	\$17,422.00										57,128.00
Permit Fees													-
Special Insp													-
East Gr Tot	\$21,845.00	\$17,861.00	\$17,422.00										57,128.00
GR Twp	\$37,532.00	\$25,961.00	\$155,716.25										219,209.25
Permit Fees													-
Special Insp													-
GR Twp tot	\$37,532.00	\$25,961.00	\$155,716.25										219,209.25
Lowell Twp	\$5,908.00	\$6,658.00	\$6,929.00										19,495.00
Permit Fees													-
Special Insp													-
Lowell Tot	\$5,908.00	\$6,658.00	\$6,929.00										19,495.00
Vergennes	\$3,564.00	\$7,427.00	\$9,919.00										20,910.00
Permit Fees													-
Special Insp													-
Verg Total	\$3,564.00	\$7,427.00	\$9,919.00										20,910.00
Permit Fees													-
Special Insp													-
Subtotal	\$145,766.25	\$119,232.00	\$454,189.25										719,187.50
Cascade	\$35,586.50	\$34,707.25	\$64,136.50										134,430.25
Total w/ Cas	\$181,352.75	\$153,939.25	\$518,325.75										853,617.75
			2023 YTD	\$853,617.75			2022 YTD	407,938					DIFFERENCE
													\$445,680.00
GRAND TOTAL PERMIT FEE CHART													

CASCADE CONSOLIDATED FEES

YEAR 2023

MONTH	Building Comm.	Building Residential	Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$8,106.00	\$4,452.00	\$9,114.00	\$9,638.50	\$4,276.00	\$35,586.50
FEBRUARY	\$6,332.00	\$7,166.00	\$7,190.00	\$8,815.25	\$5,204.00	\$34,707.25
MARCH	\$17,660.00	\$9,416.00	\$21,793.00	\$10,128.50	\$5,139.00	\$64,136.50
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$32,098.00	\$21,034.00	\$38,097.00	\$28,582.25	\$14,619.00	\$134,430.25
PERMIT # FOR MONTH	13	39	47	61	35	195
PREV PERMIT TOTAL	14	40	72	114	62	302
PERMIT TOTAL FOR YR	27	79	119	175	97	497
YEAR TO DATE	2023	\$134,430.25				
YEAR TO DATE	2022	\$163,716.50				
UNDER	\$29,286.25					

CASCADE SINGLE FAMILY HOMES

	MAR	YTD 2023	2022	2021	2020
Number of Permits					
New Residential Homes	2	5	49	69	55
VALUE - RESIDENTIAL	\$ 1,733,187.00	\$ 3,542,448.00	\$ 35,750,549.00	\$ 36,003,102.00	\$ 36,322,102.00

Cascade Twp -Permit Report by Category/ Fe

1/1/2023 12:00:00 to 3/31/2023 12:00:00

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee
Res. Single Family					
PB23000381	T BOSGRAAF HOMES	I5923 GOLDEN HOLLOW DR SE	03/07/2023	313,187	1,236.00
PB23000439	MAKUSKI BUILDERS I	1401 BRIARCLIFF DR SE	03/15/2023	1,420,000	2,455.00
				1,733,187	3,691.00
2	Permits	Value Total		1,733,187	3,691



Planning Department

2022 ANNUAL REPORT



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 Puplava, 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. We also work closely on economic development initiatives with 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,

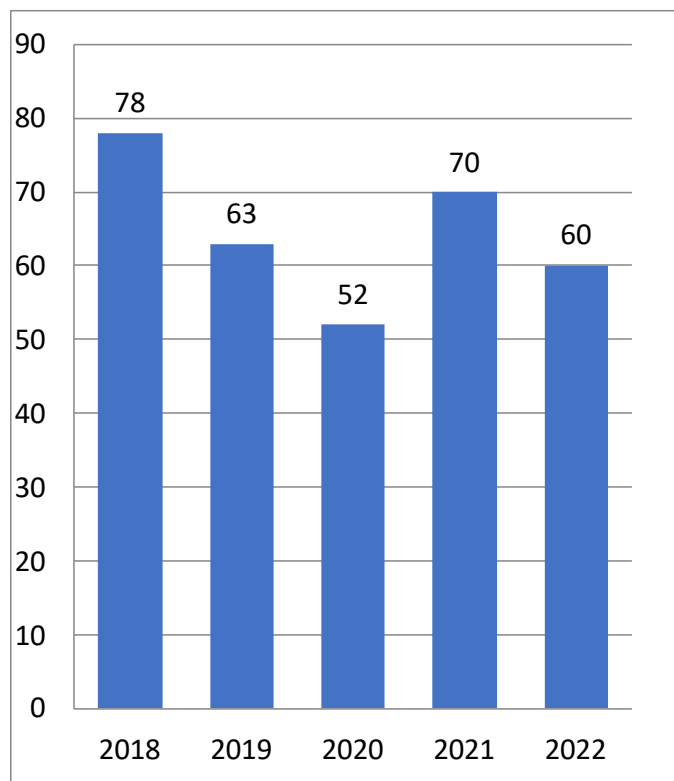
Brian Hilbrands
Planning Director

ACCOMPLISHMENTS

Development Reviews

In 2022, the Planning Department received 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 ACTIVITY TOTALS



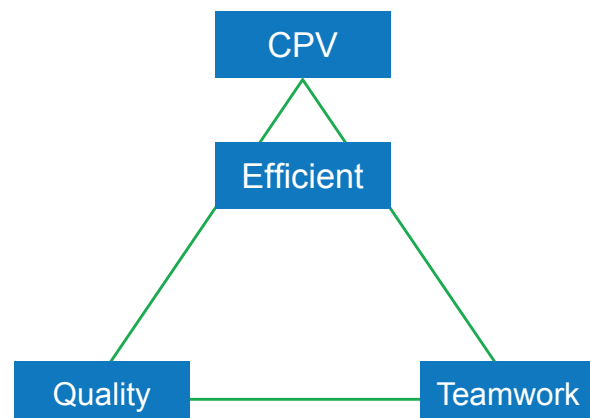
DEVELOPMENT ACTIVITIES

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

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 (CPV).



In **2022**, the Planning Department **received a total of 60 new development requests.**



Staff Changes

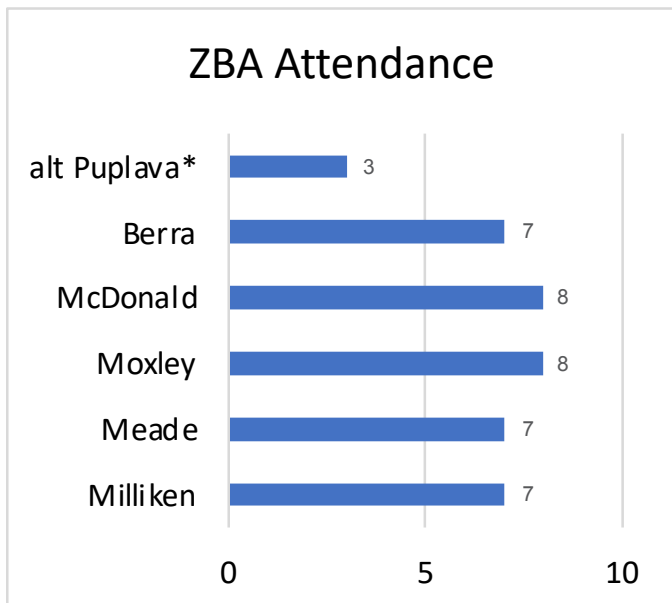
Some of the most notable change for the year came with staff changes. The Department has added the position of Zoning Administrator by hiring Madison Smith-Jacoby. Madison will be assisting the Department with development reviews, code enforcement and numerous other activities.

Former Administrative Assistant Jessica Stine left our Department to join the Manager’s office. As a result, Madi Dodge 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.

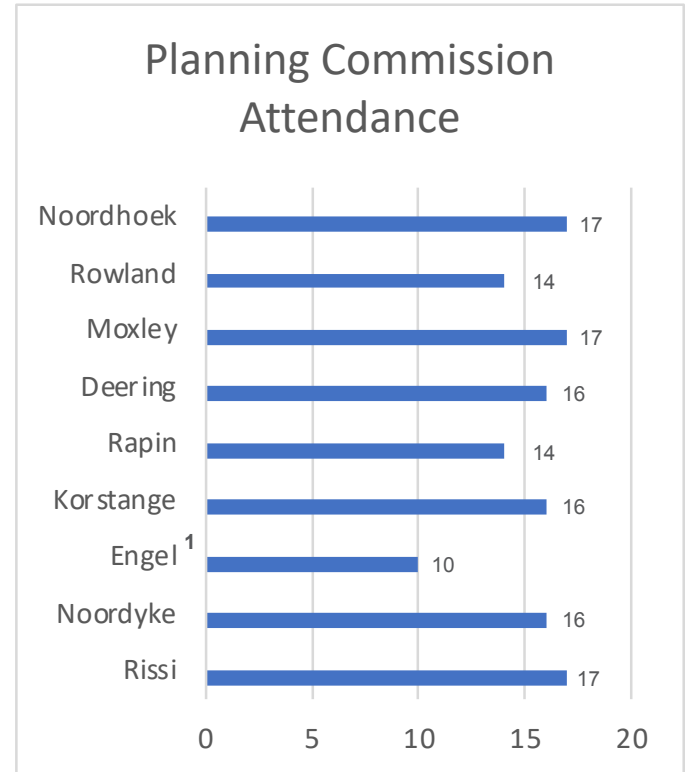
Attendance

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:



Planning Commission attendance was as follows:



¹ – Joined in April

Subcommittees

The Planning Commission had a number of subcommittees that met in 2022. These subcommittees worked diligently to dive into complex issues and provide recommendations to the full Planning Commission. The following subcommittees met in 2022:

- Process Recommendations Subcommittee (7 meetings)
- Composting Subcommittee (4 meetings)
- AC District Zoning Review Subcommittee (10 meetings. Also carried into 2023)

Regional Planning

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

Stormwater

A significant amount of staff time continues to be dedicated to stormwater-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

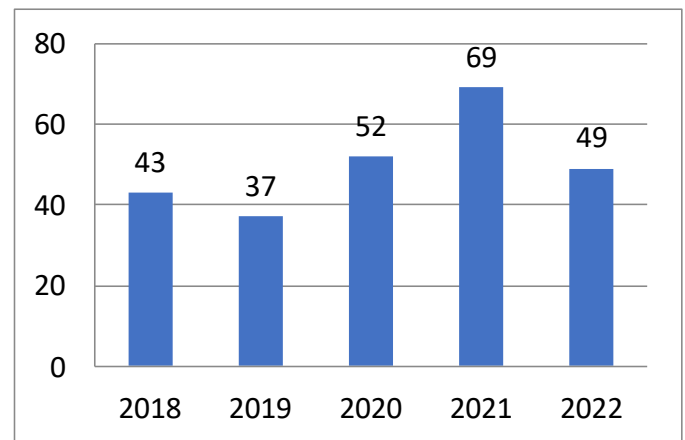
A Pathways Committee was formed in 2022, and with the assistance of the Township Engineer, created a maintenance plan for the existing pathway system. The maintenance plan would see the entire pathway system repaired within the next 5 years, beginning with approximately 5.3 miles of pathway being repaired 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	Koenes 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	
22-3733	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		

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	Approximety 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	TI (Transitional Industrial)	Variance to allow for a lot spil 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	Extention 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	Koens 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					
Lot Splits	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	
22-3731	Engelsma Homes LLC	41-19-14-200-032 & 41-19-14-200-033	8750 & 8752 28th ST SE	10	
22-3740	Red Cedar Properties	41-19-17-476-025 & 41-19-17-428-023	3525 Thornapple Dr & 3415 Glenstone Ct	Reconfiguration	
22-3747	Postma	41-19-23-200-012	8494 36th St	5	Approved

Other						
Case	Applicant	Request	Location	PC Action	TB Action	
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
Rezoning						
Case	Applicant	From/To	Acres	Location	PC Action	TB Action

MEMORANDUM

Meeting Date: April 12, 2023
To: Cascade Charter Township Board of Trustees
From: Brian Hilbrands, Planning Director
Subject: Consider Resolution to distribute proposed amendments to Master Plan and to assert the Township Board's right to adopt Master Plan

Included in your packet is a resolution for consideration and maps showing the proposed amendments to the Future Land Use map. The proposed changes are in response to the direction given by the Township Board to the Planning Commission.

The amendments would change the Future Land Use designation for an area located between the airport and M-6, which extends north to the point where Thornapple River Drive crosses I-96 and south to approximately where M-6 crosses over 60th Street. The Future Land Use designation for this area would be change from Industrial to Rural Residential. The Rural Residential designation is described as follows:

The rural residential land use designation is intended to address the need for single-family development in rural and low-density patterns and provide opportunity for agricultural activity.

The Planning Commission reviewed the proposed amendments at the March 20, 2023 meeting and recommended that they be approved for distribution by a 5-4 vote. If the Board approves of the proposed amendments, then you may adopt the attached resolution which would allow the amended plan to be distributed and begin the required review period.

As part of the distribution a notice will be sent to a number of entities as required by the Planning Enabling Act (MPEA). Those entities will 42 days to review the proposed amendment and provide comments. After the 42 day review period the Planning Commission will hold a public hearing, after which they may adopt the amended Master Plan and send it back to the Township Board for final approval.

The attached resolution provides the Board with the authority to approve the final Master Plan, as provided by the MPEA. This is the same process that the Township used for the previous Master Plan.

At this time the Township Board is being requested to approve the distribution of the proposed Master Plan amendment.

Attachments:

Amended Future Land Use Map

Current Future Land Use Map

Proposed Resolution

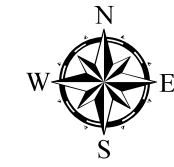
Proposed Future Land Use amendments overlayed on Zoning Map

ADA TOWNSHIP

1200

Cascade Charter Township

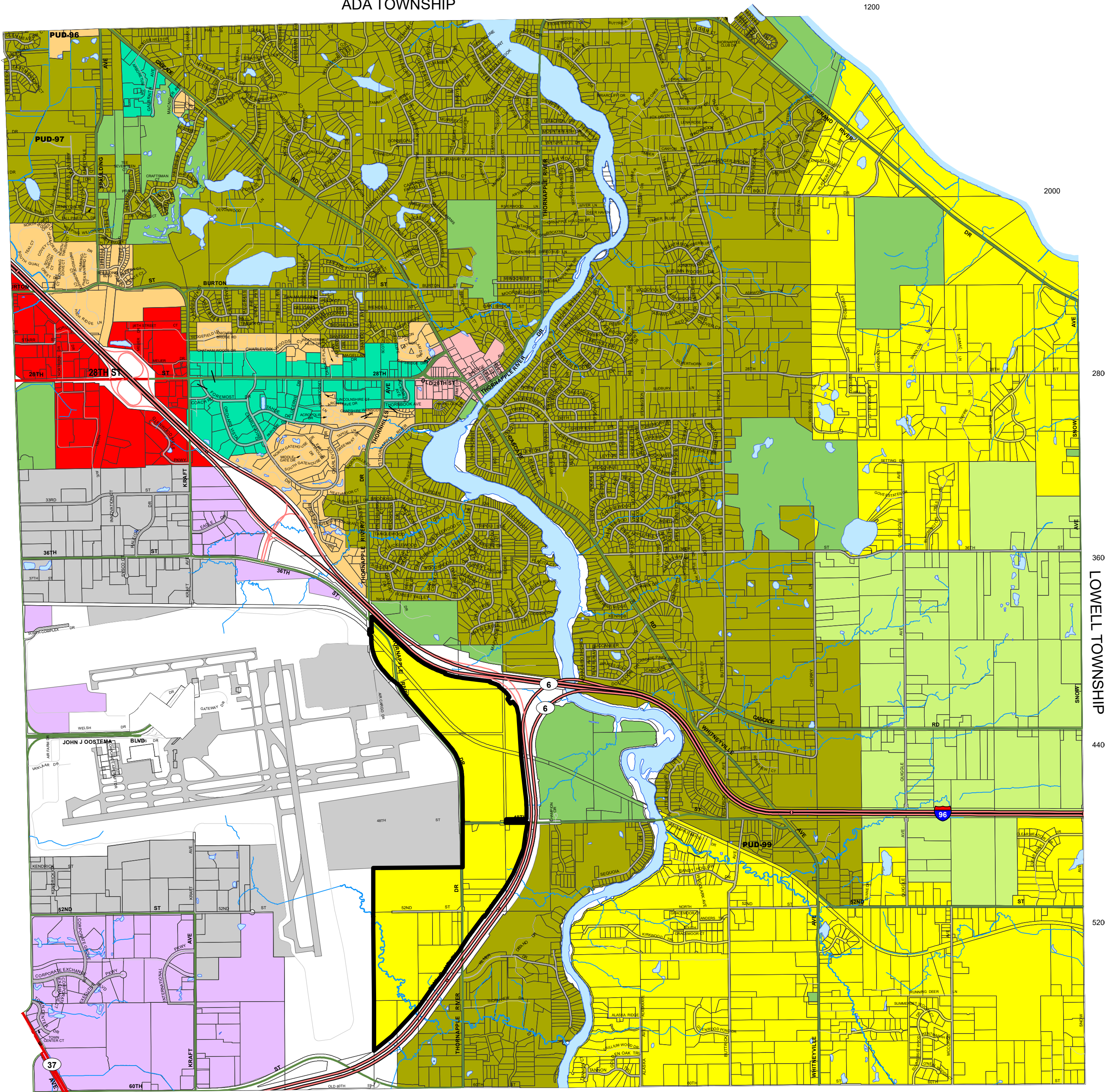
Kent County, Michigan
Future Land Use



Future Land Use Legend

- Farmland Preservation
- Rural Residential
- Suburban Residential
- Community Residential
- Cascade Village
- Community Mixed Use
- Highway Commercial
- Transitional Mixed Use
- Industrial
- Community Facility / Golf Course
- Proposed Change

CITY OF KENTWOOD

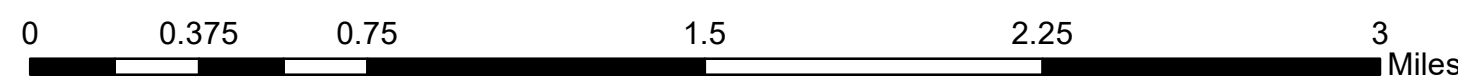


LOWELL TOWNSHIP

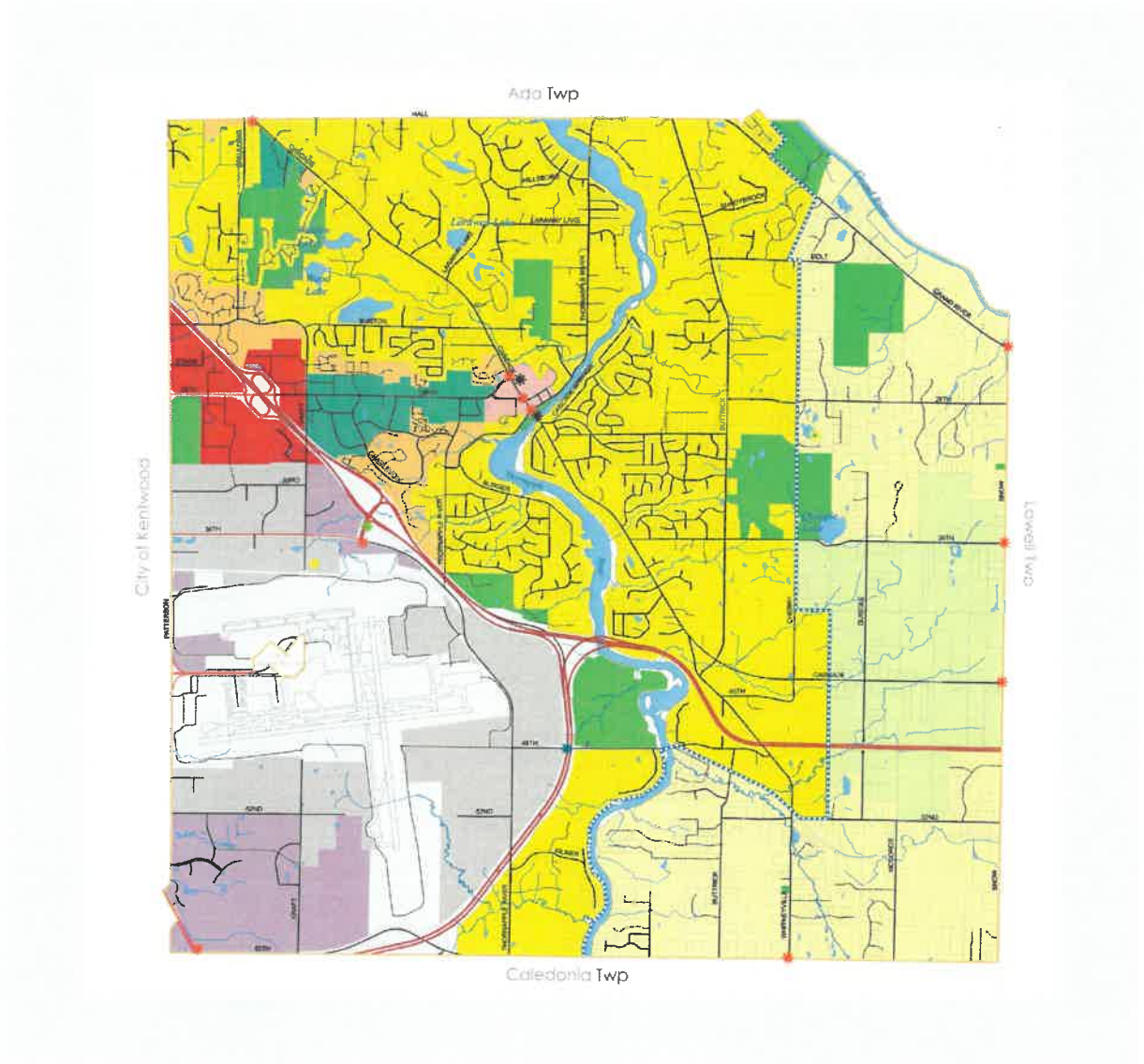
Amended Future Land Use Map

4800 5600 6400 7200 8000 8800 9600

CALEDONIA TOWNSHIP



Cascade Charter Township Future Land Use



Future Land Use Key

- | | | |
|--------------------------|-----------------------|----------------------------------|
| * GATEWAY FEATURE | FARMLAND PRESERVATION | COMMUNITY MIXED USE |
| * EXPRESSWAY INTERCHANGE | RURAL RESIDENTIAL | HIGHWAY COMMERCIAL |
| * PARK 'N' RIDE | SUBURBAN RESIDENTIAL | TRANSITIONAL MIXED USE |
| * RAIL STATION | COMMUNITY RESIDENTIAL | INDUSTRIAL |
| * REDEVELOPMENT READY | CASCADE VILLAGE | COMMUNITY FACILITY / GOLF COURSE |
| UTILITY SERVICE AREA | | |

1 IN = 1,500 FEET

0 3,000 6,000 12,000

This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended. © 2018 REGIS All Rights Reserved

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
(Resolution No. __-2023)**

At a regular meeting of the Township Board of the Charter Township of Cascade held on _____, 2023, the following Resolution was offered for adoption by Board member _____ and was seconded by Board member _____:

A RESOLUTION APPROVING THE AMENDED MASTER PLAN FOR DISTRIBUTION AND ASSERTING THE TOWNSHIP BOARD’S RIGHT TO ADOPT SUCH MASTER PLAN

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* (“MPEA”) authorizes the Planning Commission to prepare a Master Plan for the use, development and preservation of all lands in the Township; and

WHEREAS, the Cascade Charter Township Planning Commission has undertaken an effort to evaluate and update the Township’s Master Plan and has assembled a draft amended Master Plan; and

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3842, requires the Township Board to authorize distribution of the amended Master Plan to the notice group entities identified in the MPEA; and

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3843, provides the Township Board with the option to assert their right to adopt the Master Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. ***Intent to Adopt Master Plan.*** Pursuant to MCL 125.3843, the Township Board hereby asserts its right and intention to adopt the Master Plan.

2. ***Distribution of Draft Plan to Notice Group.*** Pursuant to MCL 125.3842, the Township Board hereby approves distribution of the draft amended Master Plan to the Notice Group outlined in MPEA for review and comment.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

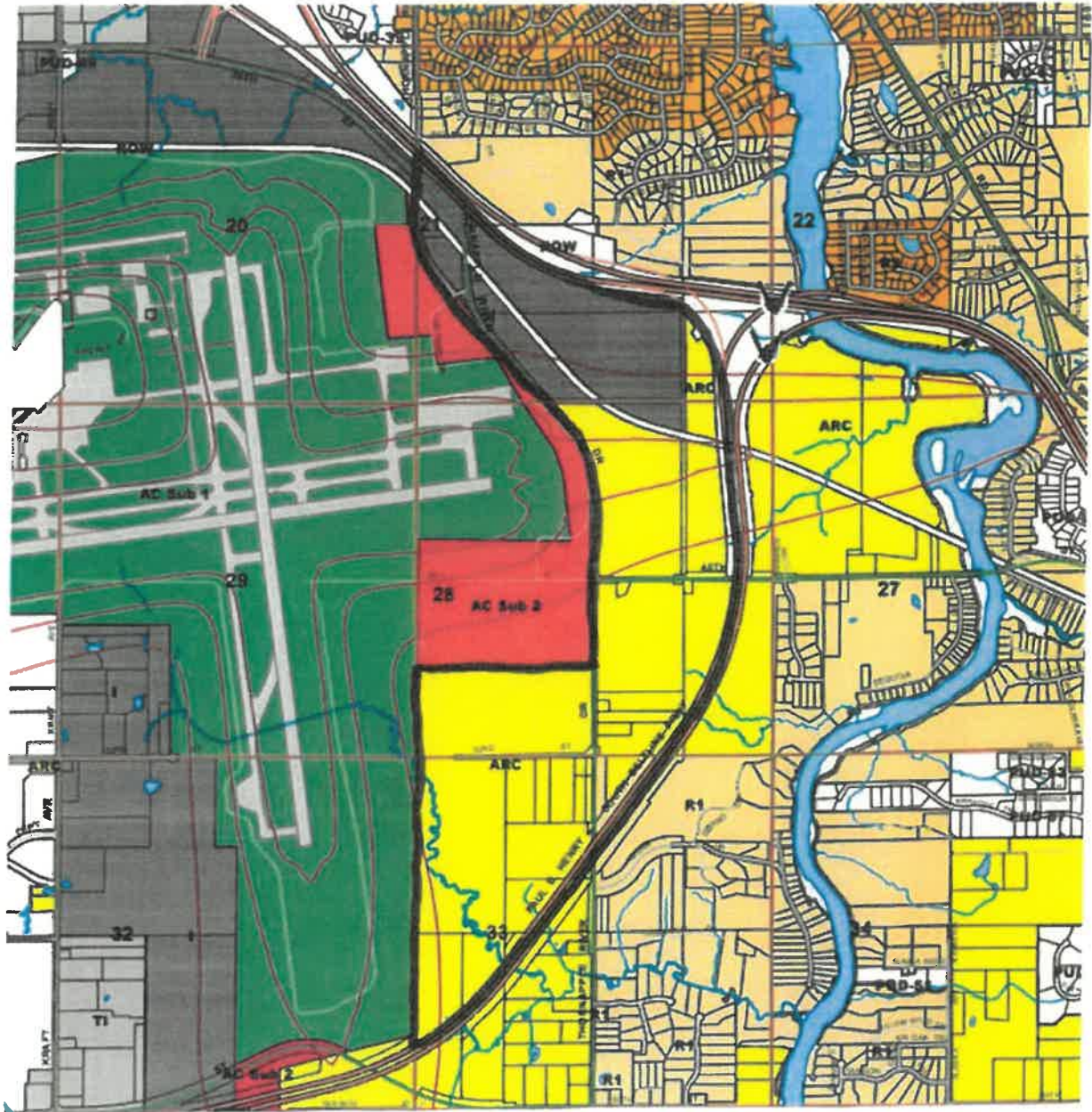
CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Cascade Charter Township Board at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Date: _____, 2023

Susan Slater
Cascade Charter Township Clerk



Proposed Future Land Use amendment overlaid on zoning map



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

Date: April 12, 2023
To: Supervisor Lesperance and Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Snow Avenue – Preliminary Engineering

FACTS:

In 2020 (just prior to the pandemic) the Township has received a petition request from the residents living along the gravel portion of Snow Avenue (from 52nd Street to 60th Street, approximately 1 mile) to conduct preliminary engineering on paving this portion of the road. After talking to the petition circulator, Dale VanDerSchaaf, the request was in response to the poor condition of the road in the late winter/early spring and the general desire to have a paved road.

In the summer of 2022, the Township Board approved a work order to conduct a survey and develop preliminary engineering for paving this section of Snow Ave. By approving this work order, the Kent County Road Commission developed plans significant enough to give the Township both a reliable cost estimate for paving the road and a survey to understand what the cross section of the road, including tree removal, may look like. It should be noted that, being a boundary road, there is a shared responsibility with Lowell Township. Cascade Township is responsible for the south half of the road while Lowell Township is responsible for the north half. Jerry Hale, Township Supervisor for Lowell Township, has indicated they do not have the funding to participate in this paving project. The KCRC has indicated that Cascade could move forward paving their portion of responsibility if they so choose.

Now that the survey and cost estimate are available, they are being presented to the Township Board to review to determine the necessity of the project and the recommended cost sharing, if any, of the Townships 55% obligation for the project (the KCRC will cover 45% of the cost of the project). Those determinations are shared with the petitioners, who must then sign another petition before the construction is considered by the Township Board. The Township has a policy dictating that it will look favorably on projects where residents are willing to commit to the project, but does not set a dollar or percentage amount. The last two projects in the Township where roads were converted from gravel to asphalt, the residents did provide between 30% and 35% of the local match.

The KCRC completed preliminary engineering and cost estimates, and shared it with the residents from the construction area at a meeting in the Wisner Center. Among the residents in attendance, the feedback received was positive. The next step in the process will be for the Board to review the project information, including budget, and provide direction on whether the Township will move forward with the project and, if so, what, if any, contribution will be required of the residents in the project area.

Attached for your review are:

- Presentation on Snow Avenue Reconstruction project from Kent County Road Commission
- Preliminary Engineered Drawings from KCRC
- Township Construction Responsibilities Map from Kent County Road Commission
- Township Local Road Policy
- Staff Reports from last two completed gravel to asphalt Township projects.

ANALYSIS & CONCLUSIONS:

The project, which was well received by the Township residents that attended the February informational meeting, calls for the southern ½ mile of road to be paved at a cost of \$600,000. Of that amount, the Kent County Road Commission will cover 45%, or \$270,000. The remaining 55%, or \$330,000, will need to be covered by the Township or other local sources. Options include:

- Township declining to move the project forward
- Township covering all \$330,000 of the local match
- Township requiring all \$330,000 of the local match be covered by the benefitting residents, either by up-front contribution or SAD
- Township requiring a % of the \$330,000 local match to be covered by the benefitting residents, either by up-front contribution or SAD

If the Township chooses to move the project forward, and to pay the local match, a work order will be created by the KCRC to be approved by the Township Board at a future meeting. Should the Township choose to move the project forward with a contribution coming from the local residents benefitting from the project, a petition will be circulated with those details for consideration of the residents, to be presented to the Township Board at a future meeting. In all instances, this would be a 2024 construction project.

KCRC staff will be at the meeting to present the project to the Board. In addition, this item has been noticed as a public hearing to allow the Board to collect feedback from the residents about the project.

FINANCIAL CONSIDERATIONS:

The project could cost the Township between \$0 and \$330,000 based on the financial contribution model chosen by the Board. The 2024 budget would be prepared with the Township contribution amount chosen by the Board.

RECOMMENDED ACTION:

To consider whether to move the Snow Avenue Reconstruction project forward and, if so, decide the local match contribution formula between the Township and/or the residents benefitting from the project.

Informational Meeting
for

Snow Ave:

60th Street to 52nd Street
(Southern Half Mile)

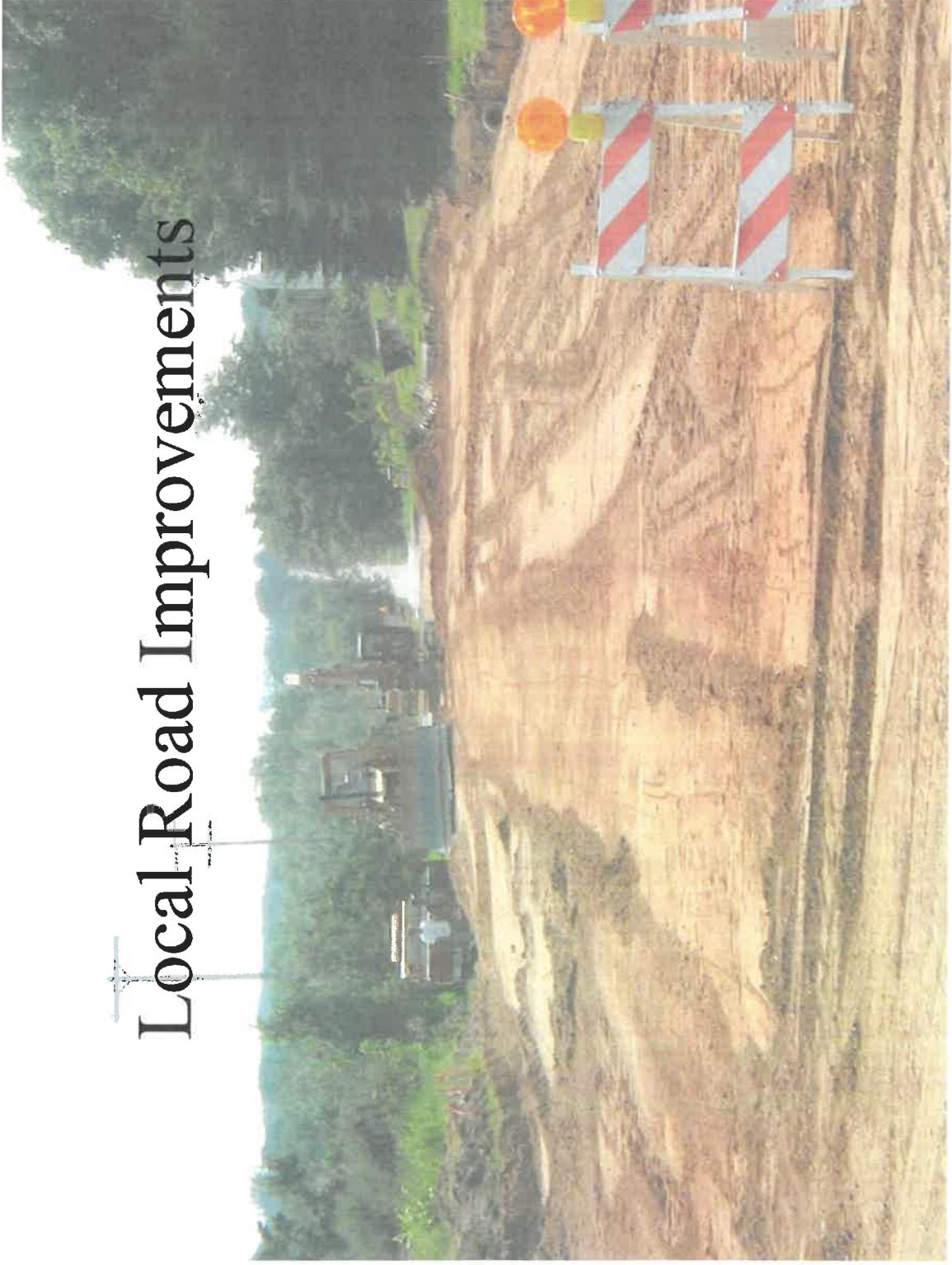
February 15, 2023

5:30 – 6:30

Agenda

- **Introductions**
- **Overview of project process**
- **Overview of Township Borderline Agreements**
- **Review Project Design**
- **Review Project Financing**
- **Project Construction**
- **Setting Speed Limits**
- **Project Feedback**
- **Next Steps**

Local Road Improvements





Overview

- Design Phase
- Construction Phase

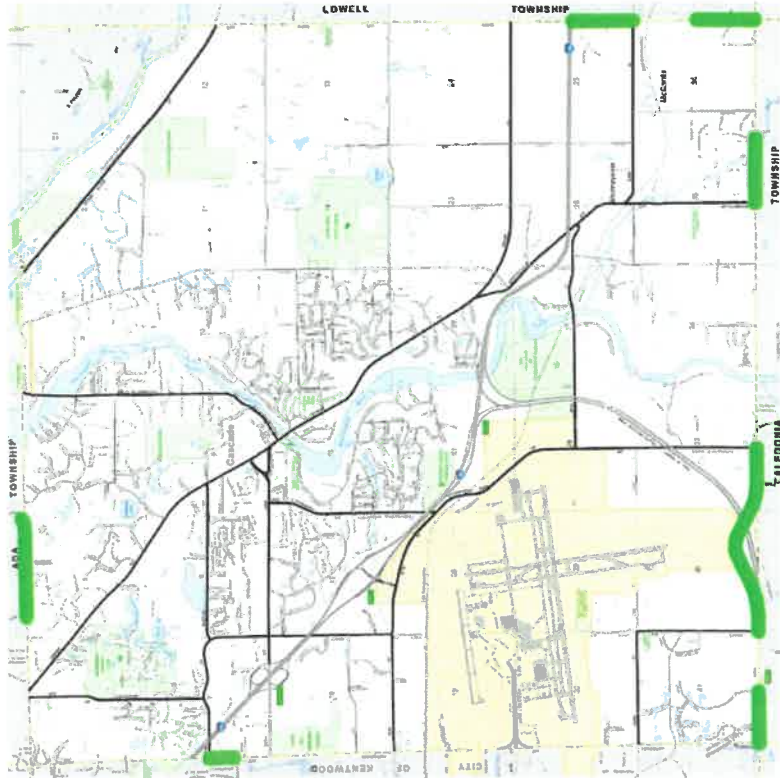


Design Phase

- Township Requests Road Improvement
- Aerial Survey
- Preliminary Plans
 - Line & Grade

Township Borderline Agreements

- Borderline agreements were made by Township Boards prior to January 1, 1931 and are referred to as “Townline Divisions”. The records which the Kent County Road Commission has in their files (20-6 Engineering Vault) are simply copies of each Townships Certification Map with “Townline Divisions” delineated. These maps (24) of each Township read as follows: “Copy of State Highway Department Map Showing Mileage as Certified by Township Board – Township Roads January 1, 1931”. In 1932 the Kent County Road Commission began taking over Local roads from the Townships under the 1931 House enrolled Act No. 107 referred to as the “McNitt – Holbeck – Smith Bill”. Twenty percent (20%) of the Local roads were taken into the County Local Road System yearly from 1932-1936 until all Township roads were taken into the County Road System.
- The 1931 “Township Division” is still valid today with the exception of minor changes made between Solon and Tyron Townships in 1965, between Caledonia and Cascade Townships in 1973, and Between Algoma and Solon Townships in 2019.



Townline Construction Responsibilities

South Townline - 60 TH STREET

- (0.46 mi.) -- Patterson Ave. East to South ¼ line Sec. 31
- (1.51 mi.) -- Kraft Ave. East to Thornapple River Dr. (N)
- (0.50 mi.) -- Whitneyville Ave. East to SE corner Sec. 35

North Townline - HALL STREET

- (0.71 mi.) -- Colner Ave. West 0.71 mi.

West Townline - PATTERSON AVENUE

- (0.25 mi.) -- Burton St. South 0.25 mi.

East Townline - SNOW AVENUE

- (0.50 mi.) -- 60 th St. North to East ¼ line Sec. 36
- (0.50 mi.) -- 52 nd St. North to turnaround

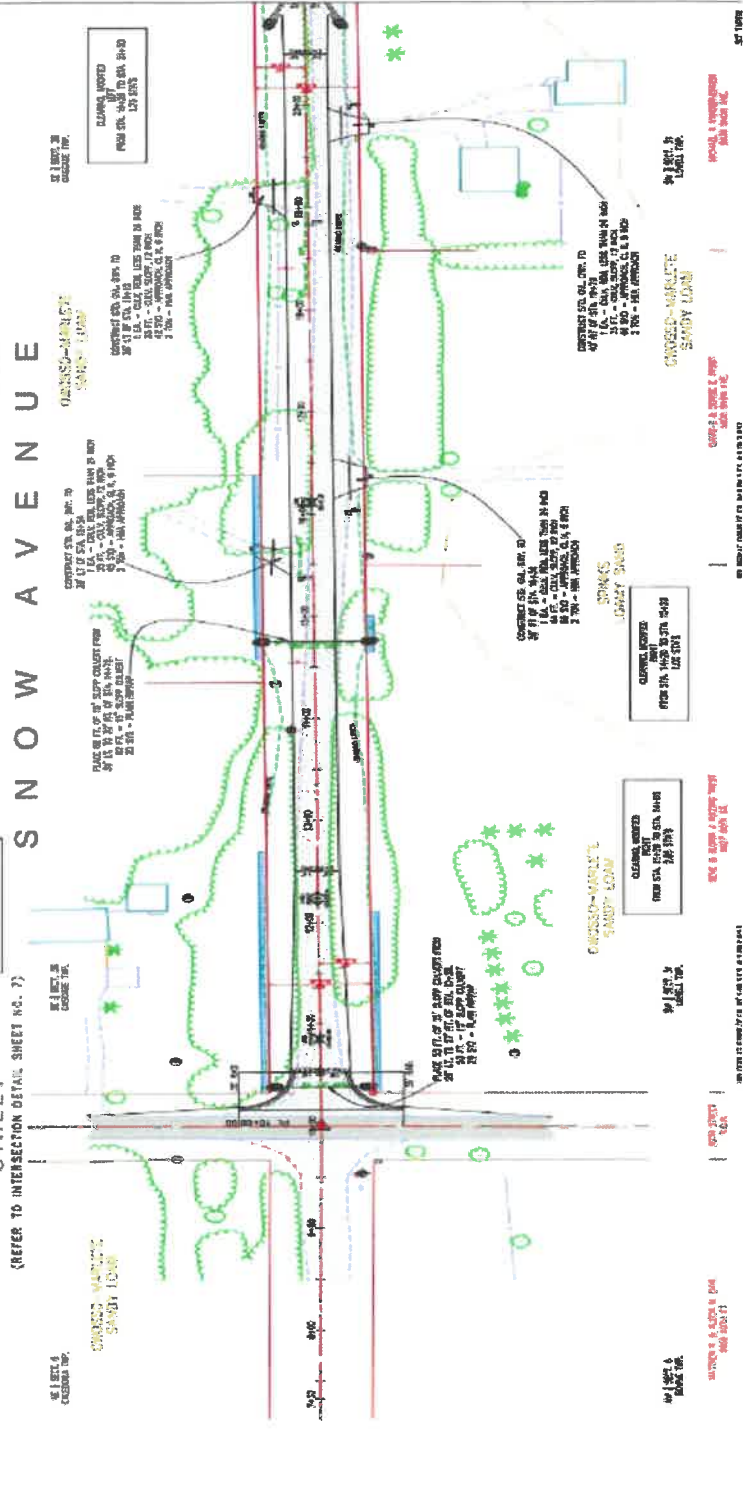
FEAS. STUDY	DATE	PROJECT	SHEET NO.	TOTAL SHEETS
6	08/14/13	SNOW AVENUE	3	3
APP. NO. 1	08/14/13	SNOW AVENUE	3	3

DESIGNED BY: [Firm Name]
 DRAWN BY: [Firm Name]
 CHECKED BY: [Firm Name]
 SCALE: 1" = 30'

60TH STREET
 (REFER TO INTERSECTION DETAIL SHEET NO. 2)

SNOW AVENUE
 (REFER TO INTERSECTION DETAIL SHEET NO. 1)

60TH STREET
 (REFER TO INTERSECTION DETAIL SHEET NO. 2)



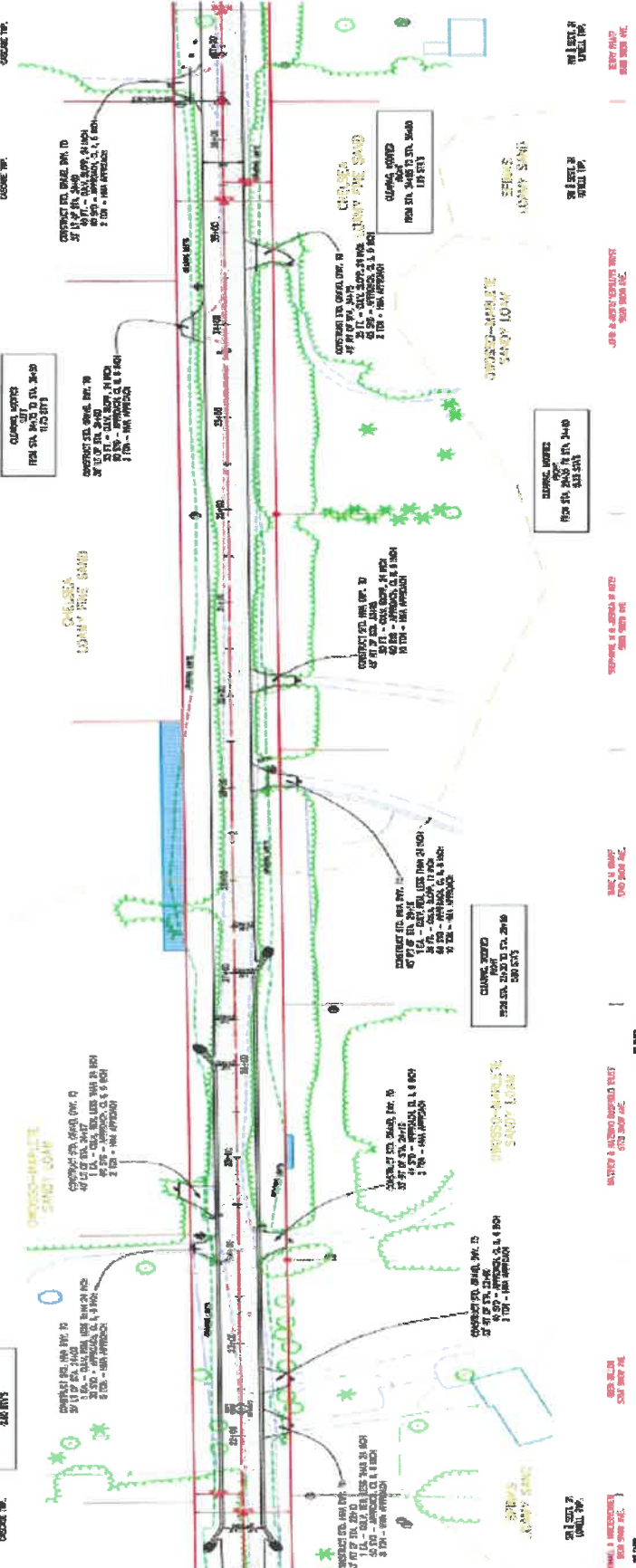
ITEM	QUANTITY	UNIT	PRICE	TOTAL
CONCRETE - MARBLE SANDY LOAM	100	SQ. YD.	1.50	150.00
SANDY LOAM	200	SQ. YD.	0.75	150.00
TOTAL				300.00

S N O W A V E N U E

PROJECT	SHEET NO.	TOTAL SHEETS
SNOW AVENUE	4	7

DATE	BY	REVISION
10/15/11	W. W. WILSON	ISSUED FOR PERMIT
08/15/11	W. W. WILSON	REVISED PER COMMENTS
07/15/11	W. W. WILSON	REVISED PER COMMENTS

NO.	DESCRIPTION	DATE
1	PREPARED BY W. W. WILSON	10/15/11
2	DESIGNED BY W. W. WILSON	10/15/11
3	CHECKED BY W. W. WILSON	10/15/11
4	APPROVED BY W. W. WILSON	10/15/11



NO.	DESCRIPTION	DATE
1	PREPARED BY W. W. WILSON	10/15/11
2	DESIGNED BY W. W. WILSON	10/15/11
3	CHECKED BY W. W. WILSON	10/15/11
4	APPROVED BY W. W. WILSON	10/15/11













Design Phase (continued)

- Cost Estimate
 - Townships pay 55% of the cost for Local Road Construction
 - KCRC pays the remaining 45% of Local Road Construction costs
- Informational Meeting
- Public Hearing

Project Costs

- Snow Avenue: 60th Street to 52nd Street
- Estimate: *\$1,200,000*

Full Distance

- Twp Share
- 55%: *\$ 660,000*
- KCRC Share
- 45%: *\$ 540,000*

Proposed Distance

- Twp Share
- 55%: *\$ 330,000*
- KCRC Share
- 45%: *\$ 270,000*



If Approved:

- Final Plan Design
- Permit Acquisition





Construction Phase

- Resident Notification
- Tree Removal
- Temporary Mailbox Installation





Construction Phase (continued)

- Drainage Improvements
- Excavation & Grading
- Sub-base Preparation



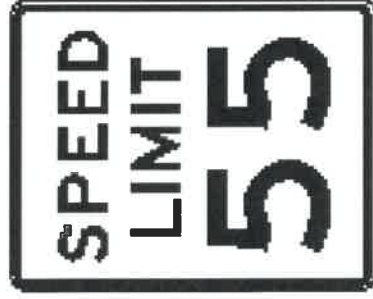


Construction Phase (continued)

- 12” Sand Sub-base
- 6” of 22A Processed Road Gravel
- 2.0” of Bituminous Base
- 1.5” of Bituminous Top
- Restoration: Topsoil and Seeding



Setting Speed Limits





Setting Speed Limits

- State law requires the Michigan State Police review speed limits.
- Michigan State Police look mainly at 85th percentile speed.
85th percentile is the speed at or below which 85% of the traffic is traveling
- A speed study will be completed the year following construction

Questions on Individual Properties

- If you have any questions regarding individual properties or would like to set up an on-site meeting, please contact:

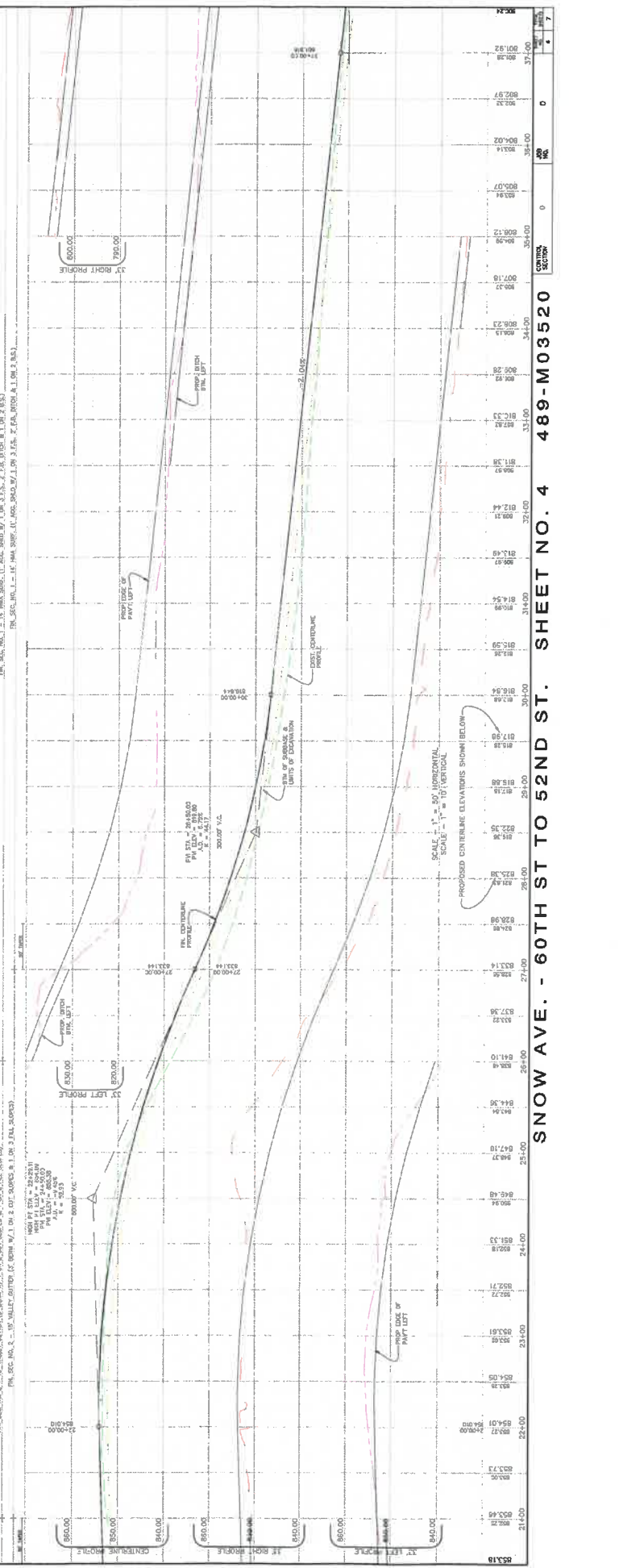
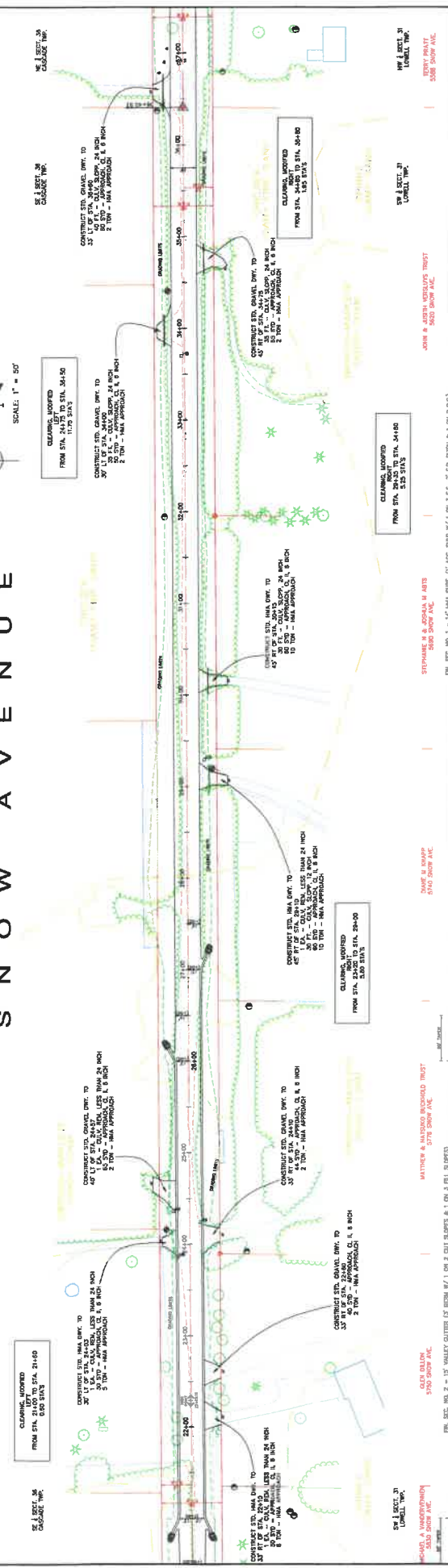
pmurphy@kentcountyroads.net

jbyrne@kentcountyroads.net

Next Steps

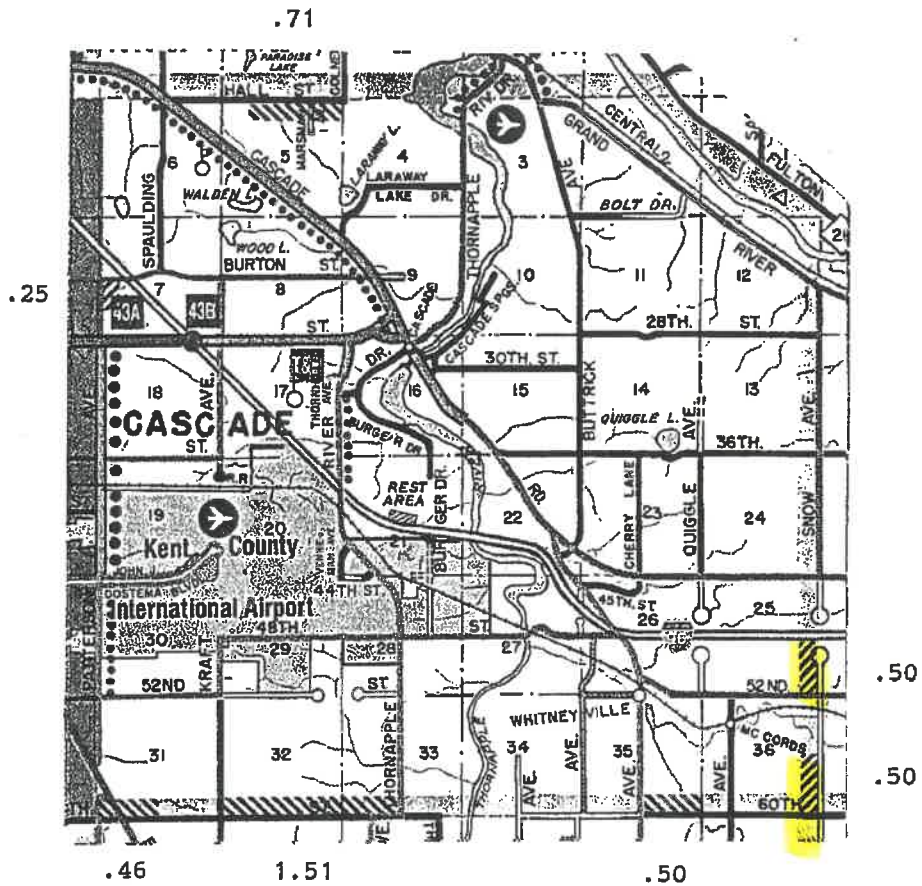
- Feedback tonight
- Decision on project/funding “request”
 - Circulation of a second petition
- Public Hearing at Township Board Meeting (March/April)

NO.	REVISION	DATE	BY	CHKD.
1	ISSUED FOR PERMIT	08/14/2018	MM	MM
2	REVISED PER COMMENTS	08/14/2018	MM	MM
3	REVISED PER COMMENTS	08/14/2018	MM	MM
4	REVISED PER COMMENTS	08/14/2018	MM	MM
5	REVISED PER COMMENTS	08/14/2018	MM	MM
6	REVISED PER COMMENTS	08/14/2018	MM	MM
7	REVISED PER COMMENTS	08/14/2018	MM	MM



SNOW AVE. - 60TH ST TO 52ND ST. SHEET NO. 4 489-M03520

STATION	ELEVATION	STATION	ELEVATION
21+00	840.00	34+00	880.00
21+20	845.00	34+20	885.00
21+40	850.00	34+40	890.00
21+60	855.00	34+60	895.00
21+80	860.00	34+80	900.00
22+00	865.00	35+00	905.00
22+20	870.00	35+20	910.00
22+40	875.00	35+40	915.00
22+60	880.00	35+60	920.00
22+80	885.00	35+80	925.00
23+00	890.00	36+00	930.00
23+20	895.00	36+20	935.00
23+40	900.00	36+40	940.00
23+60	905.00	36+60	945.00
23+80	910.00	36+80	950.00
24+00	915.00	37+00	955.00



Townline Construction Responsibilities

South Townline - 60 TH STREET

- (0.46 mi.) -- Patterson Ave. East to South $\frac{1}{4}$ line Sec.31
- (1.51 mi.) -- Kraft Ave. East to Thornapple River Dr. (N)
- (0.50 mi.) -- Whitneyville Ave. East to SE corner Sec. 35

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West Townline - PATTERSON AVENUE

- (0.25 mi.) -- Burton St. South 0.25 mi.

East Townline - SNOW AVENUE

- (0.50 mi.) -- 60 th St. North to East $\frac{1}{4}$ line Sec. 36
- (0.50 mi.) -- 52 nd St. North to turnaround

**CASCADE CHARTER TOWNSHIP
LOCAL ROAD POLICY
ADOPTED: March 11, 1998**

I. GENERAL STATEMENTS

- A. The Primary agency responsible for constructing, repairing and maintaining roads within the Township is the Kent County Road Commission.
- B. "Local roads" are defined as those roads that provide direct access to residential areas. Generally, local roads carry smaller amounts of traffic and extend less than one mile. Under current Kent County Road Commission policy, the Township must pay 55 percent of any new construction or reconstruction costs on local roads. For resurfacing projects, the Township and Road Commission split the costs evenly.
- C. Since 1992, the Township has expended funds from the General Fund to resurface local roads with bituminous overlays. The township has expended approximately \$30,000 to \$40,000 per year for these upgrades, and has not sought contribution or reimbursement from citizens who live on or near the road being resurfaced.
- D. The Township does not have a funding source for roads, but it will investigate, explore and develop a road-funding program. Currently, there are more meritorious projects (e.g., sewer, water, storm water, etc.) than there are available funds.
- E. The primary obstacle to road construction, maintenance and repair is lack of a dedicated funding source. If the Township chose to fund road projects through the General fund on an incremental basis, costly road projects would have to be broken down into manageable segments, so that they do not cause an undue burden on finances.
- F. The Township does not believe that its citizens would support a significant tax (millage) increase for road construction and maintenance. A small millage may be acceptable if presented carefully to the citizens.
- G. The township has asked/required local developers to pay for road construction in appropriate cases, and the Township intends to continue this practice.
- H. The Township acknowledges that, with few exceptions, local roads benefit a small number of local users but every road in the township benefits the township as a whole.

II. FACTORS TO BE CONSIDERED IN POLICY DEVELOPMENT

- A. The Township has developed a protocol for determining when to grant or deny a citizen's proposal for road improvements.

B. The protocol includes the following factors at a minimum:

1. The **age** of the road.
2. The **length** of the road.
3. The **condition** of the road.
4. The potential for a **sewer or water** project to tear up the road surface.
5. The **number, size and nature** of the **properties that abut** the road.
6. The **number, size and nature** of the **properties that have access** (direct and indirect) to the road.
7. The reasons for the citizen request for road construction (safety, convenience and traffic).
8. The **unanimity** of citizen attitudes regarding the requested road project.
9. The **nature and consistency of citizen opposition** to the requested project.
10. The **willingness or unwillingness** of the primary beneficiaries of the road to contribute to the project's funding.
11. **Developers**, who hope to profit from the road construction, should be considered differently from local residents, who do not expect to profit thereby.
12. The projected cost of the project.
13. **Alternative** project profiles and funding sources.
14. The projected **timing** of the project.
15. **Traffic counts** to determine the number of users and the extent to which road use is **purely local, mixed, or township-wide**.
16. The **character** of the road. The ability to work with the Road Commission to help maintain the **aesthetic quality or feel** of the affected road while undertaking the improvement.
17. The **budgetary or financial commitment** the project places on the Township.

III. ROAD IMPROVEMENT POLICIES

A. The Township has no present intention to enter the road building business and will not affirmatively seek out construction projects. If and to the extent, utility projects (e.g. sanitary sewer, water, etc.) warrant it, road reconstruction and upgrading will accompany them, as a matter of cost efficiency and fiscal responsibility.

B. The Township will, however, respond to significant citizen requests for new road construction, road maintenance road reconstruction and repair on a case-by-case basis and on a first – come first – serve basis. The Board using the “protocol factors” in II.B. above, will prioritize such projects.


C. The Township may contribute funds to **repair and maintain** local roads on an annual basis. Township staff in concert with the Road Commission will develop a five-year list showing local roads that require repair and maintenance. Before the budget preparation process, the Township Manager (with consultation by the Planning Director) will review the five-year list and develop a recommended amount of road repair and maintenance projects. During the budget approval process, the

Board will review the manager's recommendations. Only those road repair and maintenance projects, which have been approved by the Board through the budget making process, will be implemented, unless amended.

D. The Township may contribute funds to the **new construction and reconstruction** of local roads on an annual basis. The Township will take into consideration the availability of Township funds and the "protocol factors" listed in II.B above, before implementing a new construction or reconstruction project.

E. The Township may contribute funds to improve the **safety** of local roads on an annual basis. The Township should not react to a request to improve the safety of a local road because of an isolated accident. The Township should weigh the request with the "protocol factors", listed in II.B. above, and the availability of township funds. It may request a road safety report from the Road Commission regarding the safety issue raised. The Board may also hire its own traffic safety engineer to review the safety issue.

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board
From: Jay W. Cravens, Township Manager 
Subject: Consider KCRC Local Road Construction Authorization for
Buttrick Avenue – between 48th Street and 5500 Block of
Buttrick
Date: February 15, 2001

Earlier this month I received the attached work authorization form from the Kent County Road Commission (KCRC) for the proposed improvements to Buttrick Avenue. The Township share for this project is estimated by the KCRC as being \$226,773.

The Township has budgeted \$150,000 for the project, plus received \$86,077 for property owners along this road for a total of \$236,077. The project estimate provided by the KCRC is in line with funds the Township has made available for the project.

In order for this project to continue to move forward, the Township Board needs to approve the estimate and its accompanying authorization form.

Attachment: Local Road Construction Authorization form

Supp # 9

2.21.01



**KENT COUNTY ROAD COMMISSION
LOCAL ROAD CONSTRUCTION AUTHORIZATION**

Date: FEBRUARY 2, 2001

Project: BUTTRICK AVENUE

Work Order Number: _____

Township: CASCADE

Length: _____

Type of Work: TREE REMOVAL, DRAINAGE STRUCTURES, GRADING, SAND BASE,
AGGREGATE SURFACING, BITUMINOUS SURFACING AND RESTORATION.

Location: BUTTRICK FROM 48TH ST. SOUTH TO 5500 BLOCK.

Do Sanitary Sewers exist on project? ___ Yes ___ **X** No

Work Order for Sanitary Sewers # _____

System Date: _____

FINANCING

TOTAL BUDGET ESTIMATE: \$ 412,314.00

	K.C.R.C Share	Township Share		
	\$ 185,541.00	\$ 226,773.00		
Expended	\$			
Expended	\$			
Expended	\$			

Project Complete: _____ Project Carry Over: 1 _____ 2 _____ 3 _____ 4 _____

Note: Estimate Cost Valid Until December 31, 2001

At a meeting of the _____ Township Board held on _____, the above estimate was approved. The Road Commission is authorized to proceed to accomplish the work and to bill the Township for all direct costs charged to the project plus an administrative overhead charge of seven and one-half percent (7 ½%) of the total direct costs so charged, and the Township hereby agrees to pay same in full. Direct costs include any payments for engineers and other consultants, materials, force account labor and fringes, equipment rental, advertising, and printing. The overhead cost is included in the above estimate.

Remarks: Construction to be done by Kent County Road Commission Local Construction and Maintenance Division.

Approved by: _____

Date: _____

Note: For correct processing, please return this work order to the attention of the Maintenance Department of the K.C.R.C. Fax Number 242-6983.

Township Board Memorandum

To: Cascade Charter Township Board
From: Jay W. Cravens, Township Manager 
Subject: Consider Kent County Road Commission (KCRC) Work Order to Pave Quiggle Avenue – from 36th Street north to its terminus
Date: January 20, 2005

In 2003, the Township Board approved a work order from the Kent County Road Commission (KCRC) to undertake an engineering study to determine the costs of paving Quiggle Avenue north of 36th Street. The study stemmed from a request by property owners along Quiggle Avenue who requested the Township assist them in getting their neighborhood road paved.

This month, the Road Commission held two public meetings regarding the paving of Quiggle Avenue. On January 5, 2005, Road Commission staff members held an open house for Quiggle Avenue residents where they could come in and provide input on the engineering plans for this road improvement. On January 18, 2005, the Road Commission held a formal public hearing on this paving request. Sandra Otey attended this public hearing on behalf of the Township. Sandra reported to me that there was a small number attending this public hearing, which was probably indicative of the small number of residents who live along this roadway. Two property owners expressed opinions against the paving proposal, while a majority was in favor of the proposal. One expressed concern about the potential loss of wildlife and the loss of the "rural atmosphere" a gravel road provides. The other property owner expressed concern about the closeness the road would be to their house.

The proposed paving of Quiggle Avenue has a cost estimate of \$277,262 of which \$152,494, or 55 percent is the Township's share of the cost. In 1998, the Township Board adopted a policy (see attached) that addresses how the Township would participate in road paving requests. The policy lists seventeen "protocols" to take into consideration in determining whether the Township would participate in such an improvement. Staff believes that the proposal to pave Quiggle Avenue is consistent with the "protocols". A review of the "protocols" is summarized in the following points.

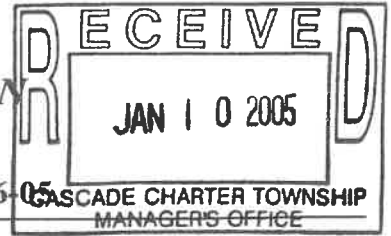
- Quiggle Avenue is about ½ mile in length and its road condition changes with the weather.
- There are no current plans to extend water and/or sewer up Quiggle Avenue. However, there is interest by a developer to extend water to property north of Quiggle Avenue, through the Quail Ridge Golf Club property.
- There are less than 30 property owners that use this portion of Quiggle Avenue to gain access to their property.
- There appears to be a distinct majority of property owners in favor of paving this road.
- Some property owners have expressed the willingness to financially support this paving project.
- The paving proposal is likely to spur interest in developing the property at the northern terminus of Quiggle Avenue into several residential lots.
- If approved, this project would be constructed during the summer of 2005.
- Because Quiggle Avenue is a dead-end unpaved road, there are no recorded traffic counts. Generally speaking, a single family home typically generates 10 trips per day. (A trip is defined as one instance of traveling from the point of origin to the desired destination.) With approximately 30 homes accessing Quiggle Avenue, there are about 300 trips per day on this road.
- Paving will change the character of the road. The road would change from an unpaved gravel road with a "rural atmosphere" to a paved road surrounded by rural estate properties.
- Residents have expressed a willingness to participate in the funding of this paving project. Residents are in the process of raising their portion of the road improvement costs (\$49,908).

The Township 2005 budget has set aside sufficient funds (\$165,000) for the paving of Quiggle Avenue. Staff believes the Board should approve this work order so this project can move forward. Residents have until March 1, 2005 to make their contributions, which I am confident will be achieved.

attachments: KCRC work order
Road Paving Policy



**KENT COUNTY ROAD COMMISSION
LOCAL ROAD CONSTRUCTION AUTHORIZATION**



Date: 1-6-05

Project: Quiggle Ave

Work Order Number: 489-8516

Township: Cascade

Length: .568 miles (3000')

Type of Work: Tree removal, drainage structures, grading, sand base, aggregate surfacing, bituminous surfacing restoration.

Location: From 36th St north 3000'.

Do Sanitary Sewers exist on project? Yes No

Work Order for Sanitary Sewers # _____ System Date: _____

FINANCING

TOTAL BUDGET ESTIMATE: \$ 277,262.00

	K.C.R.C Share	Township Share		
	\$ 124,768.00	\$ 152,494.00		
Expended	\$			
Expended	\$			
Expended	\$			

Project Complete: _____ Project Carry Over: 1 _____ 2 _____ 3 _____ 4 _____

Note: Estimate Cost Valid Until December 31, 2005

At a meeting of the _____ Township Board held on _____, the above estimate was approved. The Road Commission is authorized to proceed to accomplish the work and to bill the Township for all direct costs charged to the project plus an administrative overhead charge of seven and one-half percent (7 1/2%) of the total direct costs so charged, and the Township hereby agrees to pay same in full. Direct costs include any payments for engineers and other consultants, materials, force account labor and fringes, equipment rental, advertising, and printing. The overhead cost is included in the above estimate.

Remarks: Construction to be done by Kent County Road Commission Local Construction and Maintenance Division.

Approved by: _____ Date: _____

Note: For correct processing, please return this work order to the attention of the Maintenance Department of the K.C.R.C. Fax Number 242-6983.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 12, 2022
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Approval of 2023 Local Road Improvements

FACTS:

Each year, Cascade Township budgets general fund dollars to go towards the improvement of local roads. The process for identifying local roads for improvement typically begins in late winter and early spring when a list for potential road improvements is developed by Cascade Township staff, and provided to the KCRC for further investigation. The initial list of roads compiled by the Township is developed utilizing resources such as road PASER ratings supplied by the KCRC, complaints and requests by Township resident and businesses, and visual inspections by the Township staff.

The KCRC then takes the possible project list and provides recommendations to the Township on maintenance/repair activities and cost estimates. This list is further reviewed by Township staff to select the highest priority projects, considered within the construct of the budgeted allocation for road repair, and is presented to the Township Board for approval.

At a March 2023 Board meeting, the Township Board discussed at length several areas for proposed 2023 work. This work was discussed within the context that 2024 and 2025 will most likely be dedicated to work in the Burger-Goodwood neighborhood once watermain installation is complete.

Based on that discussion, Township staff have requested work orders for several areas in the Township. This includes a full mill and fill project in the Abbydale neighborhood, crush-and-shape work on Buttrick, as well as less invasive preservation work in areas repaved 5-6 years ago to maintain pavement integrity..

Attached for your review are:

- PASER map of the Cascade Township Local Road System
- Proposed estimates work orders for the 2023 Local Road Improvements Program

ANALYSIS & CONCLUSIONS:

Cascade Township has 73.92 miles of local paved roads. The local paved roads include both neighborhood roads and section-line roads. These are the roads that Cascade Township typically contributes funding towards (the KCRC does do 2-3 miles per year of preservation treatment on section line roads that the Township does not contribute towards.) In addition to the local paved roads network, the Township has 40.92 miles of primary roads (federal aid eligible, typically fully funded by the KCRC) and 4.91 miles of local gravel roads.

Of the 73.92 miles of local paved roads, the roads can be divided into 3 categories based on the roads PASER ratings. This is a 1 – 10 system that rates the roads “GOOD” (10-8 PASER rating), “FAIR” (7-5 PASER rating), and “POOR” (4-1 PASER rating). All of the roads being recommended for work in 2022 fall into the poor or fair categories.

The KCRC has several repair options that are available for the local paved road system. The repairs range from a full-depth mill and fill (\$300,000 per centerline mile) to micro-surfacing (\$50,000 per centerline mile). Certain treatments are appropriate for certain road conditions. Roads that are in the “Good “ or “Fair” category may be eligible for less intensive treatments, while “Poor” roads often need full depth mill and fill or similar work. It should be noted that there is also diminishing return on investments for certain treatments when they have been applied multiple times. For example, a road that is micro-surfaced may have 7 years added to its useful life. The second time that same treatment is applied to the same road, it may only extend the useful life of the road 3-4 years.

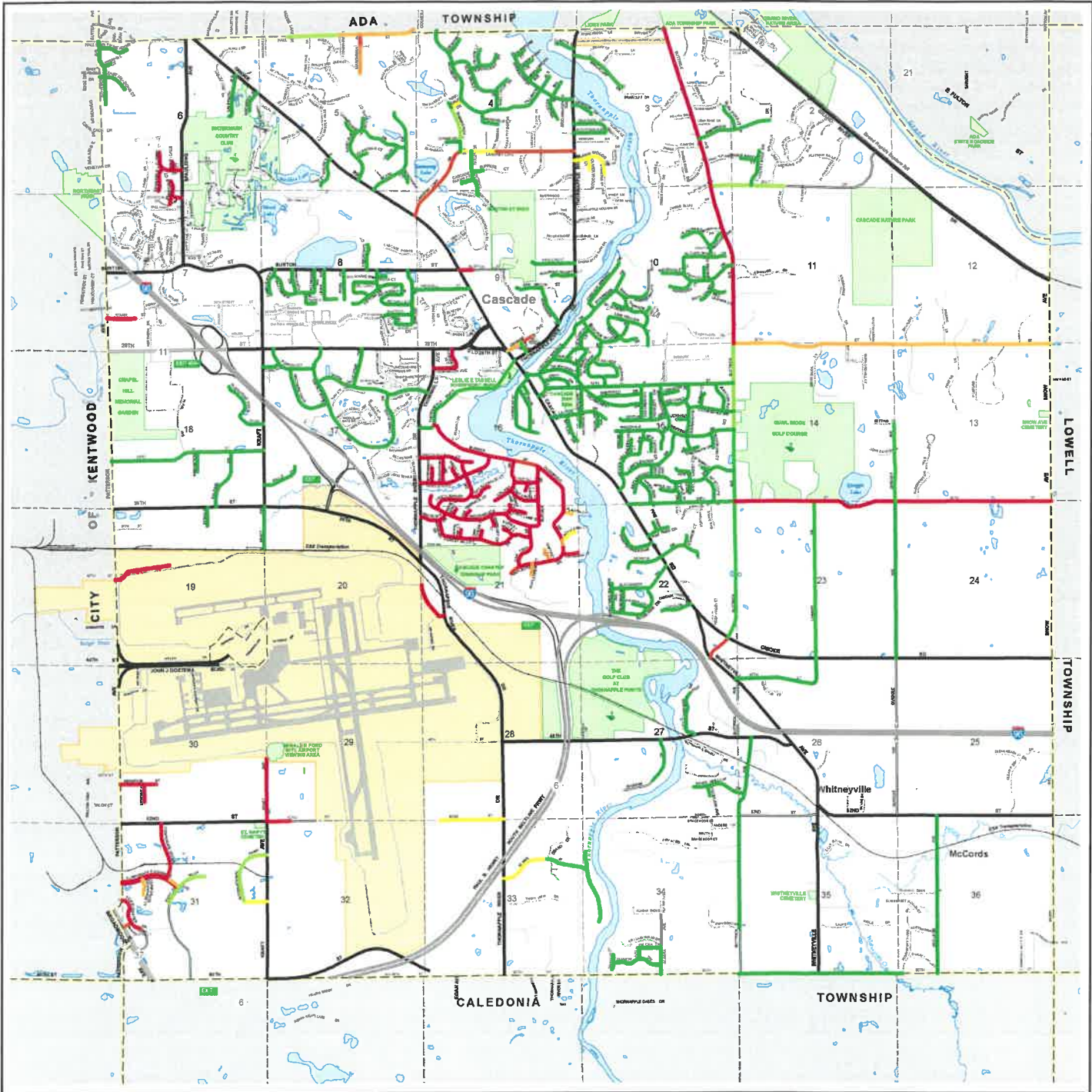
The Township staff have identified 0.63 miles of roads that have been rated poor on the PASER scale that are being recommended to be addressed with full-depth mill-and-fill. In addition, 2.00 miles are being recommended for crush and shape repair and another 2.26 miles for seal coating. The total cost of the work is approximately \$1,005,000 of which the Township would be responsible for \$502,500. Details of the roads recommended for work can be found in the attached work orders.

FINANCIAL CONSIDERATIONS:

The projected cost to the Township for the proposed local road program as recommended is \$502,500. In the FY2023 budget, the Township has budgeted \$400,000 for local road maintenance. In years past, the bidding has provided for savings of the engineers estimates, the recommendation is to wait for bidding results before determining if a budget amendment will be needed for this work.

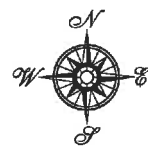
RECOMMENDED ACTION:

To approve the FY 2023 Cascade Township local road improvements program



ROAD CONDITION

- POOR (1 OR 2)
- POOR (3)
- POOR (4)
- FAIR (5)
- FAIR (6)
- FAIR (7)
- GOOD (8-10)



Updated: 11/10/2022



CASCADE CHARTER TOWNSHIP
 KENT COUNTY, MICHIGAN
 2022 LOCAL PASER MAP



**KENT COUNTY ROAD COMMISSION
WORK ORDER**

DATE 3/28/2023
WORK ORDER _____
PROJECT Local Roads Program
MUNICIPALITY Cascade Township IF OTHER: _____
ROAD TYPE Local
LENGTH 2.0 Miles
TYPE OF WORK Crush and Shape 3.5"
LOCATION Buttrick Avenue
Grand River Drive to 28th Street
CATEGORY Reconstruction
ACTIVITY 489
PROJECT YEAR 2023
UTILITIES No

BUDGET

WORK TYPE	<u>000020 - Crush and Shape</u>	<u>\$ 600,000</u>
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
		TOTAL <u>\$ 600,000</u>

ESTIMATED COST VALID UNTIL 12/31/2023

FUNDING

% KCRC	<u>50.00%</u>	<u>\$ 300,000</u>
% TOWNSHIP	<u>50.00%</u>	<u>\$ 300,000</u>
		TOTAL <u>\$ 600,000</u>

NOTES _____

TOWNSHIP SIGNATURE _____ DATE _____

FINANCE USE ONLY

CUSTOMER # _____ AR _____
PROJECT _____ REV _____

**KENT COUNTY ROAD COMMISSION
WORK ORDER**

DATE 3/28/2023
WORK ORDER _____
PROJECT Local Roads Program
MUNICIPALITY Cascade Township IF OTHER: _____
ROAD TYPE Local
LENGTH 0.63 Miles
TYPE OF WORK Full Depth Mill & Fill
LOCATION Streets in Cascade TWP
(See attached List)
CATEGORY Reconstruction
ACTIVITY 489
PROJECT YEAR 2023
UTILITIES No

BUDGET

WORK TYPE	<u>000030 - Full Depth Mill and Fill</u>	<u>\$ 270,000</u>
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
TOTAL		<u>\$ 270,000</u>

ESTIMATED COST VALID UNTIL 12/31/2023

FUNDING

% KCRC	<u>50.00%</u>	<u>\$ 135,000</u>
% TOWNSHIP	<u>50.00%</u>	<u>\$ 135,000</u>
TOTAL		<u>\$ 270,000</u>

NOTES _____

TOWNSHIP SIGNATURE _____ DATE _____

FINANCE USE ONLY

CUSTOMER # _____ AR _____
PROJECT _____ REV _____

LOCATION	LENGTH
Abbey dale Court: Abbey dale Drive to End	215
Abbey dale Drive: Spaulding Avenue to End	1250
Deerfield Court: Abbey dale Drive to End	780
Jenny dale Court: North & South of Jenny dale Drive	745
Jenny dale Drive: Spaulding Avenue to Jenny dale Court	320
0.63 Miles	3310

**KENT COUNTY ROAD COMMISSION
WORK ORDER**

DATE 3/28/2023
WORK ORDER _____
PROJECT Local Roads Program
MUNICIPALITY Cascade Township IF OTHER: _____
ROAD TYPE Local
LENGTH 2.26 Miles
TYPE OF WORK Micro Seal
LOCATION Streets in Cascade Township
(See Attached List)
CATEGORY Preservation
ACTIVITY 497
PROJECT YEAR 2023
UTILITIES No

BUDGET

WORK TYPE	<u>000108 - Micro surfacing</u>	<u>\$ 135,000</u>
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
		TOTAL <u>\$ 135,000</u>

ESTIMATED COST VALID UNTIL 12/31/2023

FUNDING

% KCRC	<u>50.00%</u>	<u>\$ 67,500</u>
% TOWNSHIP	<u>50.00%</u>	<u>\$ 67,500</u>
		TOTAL <u>\$ 135,000</u>

NOTES _____

TOWNSHIP SIGNATURE _____ DATE _____

FINANCE USE ONLY

CUSTOMER # _____ AR _____
PROJECT _____ REV _____

2023 Micro Seal

Local Road Program Cascade Township

ROAD/STREET	Feet	SQ. YARDS
Bridgewater Drive: Thornapple River Drive to End	2770	9,235
Riverton Court (N): Bridgewater Drive to End	490	2185
Riverton Court (S): Bridgewater Drive to End	760	3085
Hillsboro Court: Bridgewater Drive to End	490	2185
Middle Brook Court: Bridgewater Drive to End	440	2020
Sandy Point Court: Bridgewater Drive to End	430	1985
Springline Court: Bridgewater Drive to End	330	1650
Denison Drive: Thornapple River Drive to End	680	1835
Kilmer Drive: Thornapple Drive to End	4910	15400
Kilmer Stub: "Y" to North End	620	1600
Total 2.13 Miles	11920	41,180



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 12, 2023
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Township Liquor License Regulations – Ordinance Amendment Introduction and Setting of Public Hearing

FACTS:

The State of Michigan Liquor Control Commission is the state of Michigan agency responsible for the regulation of the sale of alcoholic beverages in the state. They accomplish this through an array of liquor licenses that are available for the specific business model the applicant is seeking. Certain licenses, primarily those that involve the consumption of alcohol on-premises, require local legislative approval before the MLCC will consider issuing the permit. Others require the “opinions” of the local legislative body to be considered prior to issuance. A chart detailing the approval requirements for each type of license is attached for your review.

The most popular type of license for on-site consumption of alcohol is referred to as a Class C license. This license allows a restaurant or bar to sell and serve beer, wine, mixed spirit drink, and spirits to customers. They may be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license. Each municipality in Michigan is assigned a quota of Class C licenses based on the formula of one license for every 1,500 residents. Based on the 2020 census, the Township was recently allocated an addition Class C license.

Class C licenses are a commoditized license at the state. Once an entity has successfully secured a Class C license, they are able to sell that license to another entity through an escrow process. That license can also be transferred to another municipality that is in a county that abuts the county the license originated in. Because of this commoditization, licenses that sell from one entity to another can fetch upwards of \$75,000 on the open market.

In an attempt to ensure that quota licenses remain in their communities, several local municipalities have instituted a requirement that the applicant for the license into an agreement with the municipality whereby if the business ceases to operate, the license will be returned to the State, rather than sold or transferred to another entity. This ensures that the license will remain available in the Township for future applicants to apply for rather than being transferred, for profit, outside of the Township.

Attached for your review is:

- Proposed Liquor License Ordinance Amendment
- MLCC Document Describing Liquor License Types
- MLCC Document Detailing Approval Requirements for License

ANALYSIS & CONCLUSIONS:

By amending the current Liquor License ordinance to include the required agreement to return the license to the State if it is no longer being used, we can ensure other current or future Township entities will have the ability to apply for the coveted Class C license or any other quota licenses of the Township. If the amendment is adopted by the Township, staff and legal counsel will amend our current application materials to solicit applications for the currently available Class C license.

If the Township Board wishes to move forward with the amendment of the Township Liquor License ordinance, a public hearing will need to be held prior to consideration. Township Staff is recommending the public hearing be set for the regular Township Board meeting on April 26, 2023 at 7:00pm at the Wisner Center. After the public hearing is held, the Township Board may choose to amend the Liquor License ordinance at that meeting, or any future meeting

FINANCIAL CONSIDERATIONS:

The repeal or amendment of the Liquor License ordinance itself comes with minimal costs, including staff time, printing and publishing.

RECOMMENDED ACTION:

Set the Public Hearing for the amendment of the Cascade Township Liquor License Ordinance for Wednesday April 26, 2023 at 7pm at the Wisner Center.

Chapter 245
LIQUOR LICENSES

[HISTORY: Adopted by the Township Board of the Charter Township of Cascade 1-12-2000 by Ord. No. 1-2000. Amendments noted where applicable.]

GENERAL REFERENCES

Parks and recreation areas — See Ch. 282.

§ 245-1. Favorable finding from Township required.

The Township Board of the Charter Township of Cascade finds and declares that in the interest of the public health, safety and general welfare of its citizens the Township shall require that any establishment seeking a liquor license from the State of Michigan for the sale and consumption of alcoholic beverages on the premises shall first obtain a favorable recommendation from the Township Board.

§ 245-2. Definitions. [Amended 11-10-2014 by Ord. No. 10-2014]

Unless the context specifically indicates otherwise, the meanings of the terms used in this chapter shall be as follows:

ACCESSORY USE — The incidental and subordinate use to the principal use within the premises.

APPLICANT — Any person who seeks a recommendation from the Township Board of the Charter Township of Cascade for an on-premises retail license as defined by the Michigan Liquor Control Commission.

ON-PREMISES RETAIL LICENSE — A liquor license issued by the Michigan Liquor Control Commission where alcoholic beverages are served on the premises. This license enables the business to sell beer, wine, and liquor for consumption on the licensed premises.

PERSON — Any individual, firm, partnership, association, corporation, business, trust, club or lodge.

PREMISES — Includes all of the areas used in carrying out the primary normal functions of the business of the licensee.

PRINCIPAL USE — The primary or predominant use of any premises.

§ 245-3. Application requirements for new license. [Amended 11-10-2014 by Ord. No. 10-2014]

- A. Applications for license to sell beer, wine or spirits shall be made to the Township Board in writing, signed by the applicant, if an individual, or by a duly authorized agent thereof, if a partnership or corporation, verified by oath or affidavit, and shall contain the following statements and information:

- (1) The name, age and address of the applicant in the case of an individual; or, in the case of a copartnership, the persons entitled to share in the profits thereof; in the case of a corporation, the objects for which organized and the names and addresses of the officers, directors and stockholders of the corporation holding more than 5% of the stock of such corporation.
 - (2) The citizenship of the applicant, his place of birth, and, if a naturalized citizen, the time and place of his naturalization.
 - (3) The length of time said applicant has been in business of that character, or, in the case of a corporation, the date when it was incorporated.
 - (4) The location and description of the premises or place of business which is to be operated under such license.
 - (5) A statement whether the applicant has made application for a similar or other license on premises other than described in this application, and the disposition of such application.
 - (6) A statement that the applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter contained in this chapter or the laws of the State of Michigan.
 - (7) A statement that the applicant will not violate any of the laws of the State of Michigan or of the United States or any ordinances of the Township in the conduct of its business.
- B. The application shall be accompanied by a building and a site plan showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and, where appropriate, adequate plans for screening and noise control in accordance with all applicable Township ordinances.

§ 245-4. Township recommendation for or against approval of state application.
[Amended 11-10-2014 by Ord. No. 10-2014]

All applications for licenses to sell alcoholic beverages for consumption on the premises shall be to the Michigan Liquor Control Commission in accordance with that body's rules and regulations, and shall be accompanied by a recommendation for approval from the Cascade Charter Township Board in the form of a resolution passed by that Board. In considering such approval the Board may require of the applicant such statements and consents as it considers to be within the scope of this chapter. The Township Board shall have the right to solicit the recommendation and comments of the Kent County Sheriff or other law enforcement authorities as to the suitability of the applicant. A recommendation against the application can be made for any reason which the Township Board judges to be adequate within the scope of this chapter.

§ 245-5. Qualifications of applicant. [Amended 11-10-2014 by Ord. No. 10-2014]

Factors which the Township Board will consider when passing on an application for a license or renewal are:

- A. A conviction of three or more liquor violations or a felony in any court or before the Michigan Liquor Control Commission, within a period of five years preceding the receipt of the application.
- B. A license which, under this chapter, has been revoked for cause.
- C. Whether all of the members of such copartnership shall qualify to obtain a license.
- D. With respect to a corporation, whether any officer, manager or director thereof, or a stock owner or stockholders owning in the aggregate more than 5% of the stock of such corporation, is not eligible to receive a license hereunder for any reason.
- E. Whether the business is conducted by a manager or agent unless such manager or agent possesses the same qualifications required of the licensee.
- F. A conviction of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance.
- G. Whether the applicant owns the premises for which a license is sought or does not have lease therefor for the full period for which the license is issued, or a person, corporation or copartnership that does not have sufficient financial assets to carry on or maintain the business.
- H. Whether the applicant is a law enforcement public official or a member of the Township Board, and whether such official is interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor.
- I. Whether there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable Township ordinance.
- J. Whether, for any new license or for the transfer of any existing license, the sale of beer, wine or spirits is shown to be an accessory use to other permitted business uses upon the site, such as but not limited to food sales, motel operations, or recreational activities.
- K. Whether the premises does not or will not soon after commencement of operations have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist.
- L. With respect to a person whose license is in escrow, whether owners of the escrowed license are in violation of any provision of this chapter, state law, other local ordinance or rule of the Michigan Liquor Control Commission, or if the license is held in escrow for more than one year.

§245-6. Prohibition on transfer as application requirement.

The township shall not approve a class C liquor license for on premise consumption until the applicant executes and records a contract with the township prohibiting the sale or transfer of such license directly or through any escrow status and requires that the license be returned to the Michigan Liquor Control Commission upon sale or transfer of the business. Such contract shall provide for liquidated damages to the township and sanctions for any violation thereof to compensate the township for any reduction in the number of such licenses available within the township. Such contract

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shall provide for the forfeiture of the full sale or transfer price paid or payable to the transferor, together with interest on any unpaid balance, until the same is paid to the township. This subsection shall only apply to any licenses issued by the Michigan Liquor Control Commission that are subject to the Township's applicable quotas.

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§ 245-76. Location requirements. [Amended 11-10-2014 by Ord. No. 10-2014]

Alcoholic beverages may not be sold for consumption on premises which are:

- A. Not in compliance with additional Township ordinances or regulations. (See Zoning Ordinance.¹)

1. Editor's Note: See Ch. 400, Zoning.

- B. In any residential zone. Golf courses, country clubs and other public or private outdoor recreational uses in any residential zone may sell alcoholic beverages for consumption on premises only.
- C. At any place where in the judgment of the Township Board the proposed use is likely to create a traffic, safety, or health hazard.

§ 245-87. Restrictions on license. [Amended 11-10-2014 by Ord. No. 10-2014²]

- A. The owner or owners, as well as agents, servants or employees of a place licensed to sell alcoholic beverages for consumption on the premises, shall at all times be responsible for the conduct of occupants and patrons.
- B. No disorderly, loud, or boisterous conduct shall be permitted, nor shall entertainment be given or permitted which is offensive or indecent in its nature.
- C. No booths shall be permitted which are completely enclosed or capable of being temporarily completely enclosed or with permanent dividers or partitions more than four feet from the floor.

§ 245-98. Township Board rights; public hearing. [Amended 11-10-2014 by Ord. No. 10-2014]

- A. No applicant shall receive a favorable recommendation while such person or his predecessor or transferor shall be in default to Cascade Charter Township or Kent County in connection with any tax or other obligation.
- B. No such applicant for a liquor license has the right to the issuance of such license to him, her or it, and the Township Board reserves the right to exercise reasonable discretion to determine who, if anyone shall be entitled to the issuance of such license. Additionally, no applicant for a liquor license has the right to have such application processed, and the Township Board further reserves the right to take no action with respect to any application filed with the Township Board. The Township Board further reserves the right to maintain a list of all applicants and to review the same when, in its discretion, it determines that the issuance of an additional liquor license is in the best interests of the Township at large and for the needs and convenience of its citizens.
- C. The Township Board shall grant a public hearing upon the license application when, in its discretion, the Board determines that the issuance of an additional liquor license is in the best interests of the Township at large and for the needs and convenience of its citizens. Following such hearing, the Board shall submit to the applicant a written statement of its findings and determination. The Board's determination shall be based upon satisfactory compliance with the restrictions set forth in this chapter.

§ 245-109. Objections to renewal and request for revocation. [Amended 3-27-2002 by Ord. No. 3-2002; 11-10-2014 by Ord. No. 10-2014]

2. Editor's Note: This ordinance also repealed former § 245-7, Additional requirements by type of liquor license, and redesignated former §§ 245-8 through 245-13 as §§ 245-7 through 245-12, respectively.

A. Procedure.

- (1) Before filing an objection to renew or a request for revocation of a license with the Michigan Liquor Control Commission, the Township Board shall serve the license holder, by first-class mail, mailed not less than 10 days prior to the hearing, with a notice. The notice shall contain the following:
 - (a) A statement introducing the proposed action.
 - (b) Reasons for the proposed action.
 - (c) A statement specifying the date, time and location of the hearing.
 - (d) A statement showing that the license holder may present evidence and testimony on his behalf.
- (2) Following the hearing, the Township Board shall submit to the license holder and the Liquor Control Commission a written statement of its findings and determination.

B. Criteria for nonrenewal or revocation. The Township Board may recommend nonrenewal or revocation of a license upon a determination by it that, based upon a preponderance of evidence presented at a hearing, the applicant or the licensee has engaged in, or has permitted to occur on or involving a licensed premises, any one or more of the following:

- (1) Violation of any of the restrictions on the license set forth in § 245-7 above.
- (2) Maintenance of a nuisance upon the premises.
- (3) Fraudulent information provided upon original application or application renewal.
- (4) The consumption of spirits, if licensed to sell only beer or wine or both beer and wine.
- (5) Dancing or live entertainment open to the public, with or without an admission charge, unless holding a valid dance or dancing entertainment permit.
- (6) Any disorderly conduct or action which disturbs the peace and good order of the neighborhood.
- (7) Any incidents of prostitution, solicitation for prostitution, or larceny.
- (8) Any gambling activity or the placing or using of any gambling apparatus or paraphernalia therein.
- (9) Any unlawful possession, sale or use of any controlled substance.
- (10) Use of interior lighting which is insufficient to enable a person with average vision to clearly see all persons within the premises.
- (11) Any violation of any other provisions of the Township Code or any violation of Michigan or federal law which is designed to protect the public health, safety or welfare, or any rule or regulation adopted pursuant to any such

provision of this Code or of such Michigan or federal law.

- (12) Any violation of the Michigan Liquor Control Act.³
- (13) Nonpayment of any federal, State of Michigan or local tax or special assessment.
- (14) Nonpayment of bills outstanding and owing to Cascade Charter Township.
- (15) Any failure by the licensee or the licensee's agent or employee to fully cooperate with any federal, state, county or Township official.
- (16) Any failure by the licensee or the licensee's agent or employee to fully cooperate with the Kent County Sheriff, or any deputy sheriff, police officer or state police officer.

§ 245-110. Sunday sales of alcoholic beverages. [Amended 11-10-2014 by Ord. No. 10-2014]

Alcoholic beverages, including beer and wine, may be sold on Sunday for consumption on the premises in duly licensed establishments in Cascade Charter Township and for consumption off the premises by duly licensed establishments in Cascade Charter Township. In all other respects, the sale of alcoholic beverages in Cascade Charter Township shall be provided by state law.

§ 245-121. Violations and penalties. [Amended 10-24-2012 by Ord. No. 7-2012; 11-10-2014 by Ord. No. 10-2014]

Any person who violates any provision of this chapter shall be responsible for a criminal misdemeanor, subject to the penalties in Chapter 40, Article IV, Penalties for Misdemeanors and Municipal Civil Infractions.

§ 245-132. Previously licensed establishments. [Amended 11-10-2014 by Ord. No. 10-2014]

Licensed establishments in operation at the time of the effective date of this chapter which do not meet the requirements hereof may be renewed at intervals required by the Liquor Control Commission, provided that the renewal is limited to the premises previously licensed. No such premises may be enlarged, without receiving the required approval (e.g., zoning, building construction permits, etc.) from the Township.

³ Editor's Note: See MCLA § 436.1101 et seq. or any rule or regulation promulgated by the Michigan Liquor Control Commission.

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BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

Supplier Tier (Often referred to as the “Manufacturer” Tier)

Suppliers - MCL 436.1603(15)(a)

- [Outstate Seller of Beer](#) – A licensee that sells beer that has been manufactured outside of Michigan to Wholesaler licensees to sell to retailers. May be a licensee located in Michigan or another state. No local legislative approval required for licensure.
- [Outstate Seller of Mixed Spirit Drink](#) – A licensee that sells mixed spirit drink products that have been manufactured outside of Michigan to Wholesaler licensees to sell to retailers. May be a licensee located in Michigan or another state. No local legislative approval required for licensure.
- [Outstate Seller of Wine](#) – A licensee that sells wine that has been manufactured outside of Michigan to Wholesaler licensees to sell to retailers. May be a licensee located in Michigan or another state. No local legislative approval required for licensure.
- [Outstate Self-Distributor](#) – A licensee that is a manufacturer located in another state that may self-distribute beer, wine, mixed spirit drink, and spirit products it manufactured directly to retailer licensees in Michigan. The beer, wine, and mixed spirit drink products cannot be distributed by Wholesaler licensees in the territory where the Outstate Self-Distributor licensee will self-distribute to retailer licensees. Spirit products to be self-distributed to retailer licensees cannot be listed in the Commission's price book.
- [Vendor of Spirits](#) – A person or company that sells spirits to the Commission to be distributed through the Authorized Distribution Agents (ADAs) to retailers. May be located in Michigan or another state. Distiller, Small Distiller, and Brandy Manufacturer licenses must be registered as a Vendor of Spirits in order to sell their products to the Commission.
- [Vendor Representative](#) – A license held by an individual person who serves as a representative between a Vendor of Spirits and the Commission. No local legislative approval required for licensure.

Manufacturers (Included in Supplier Tier) – MCL 436.1603(15)(b)

- [Brewer](#) – A manufacturer of beer which manufactures more than 60,000 barrels of beer a year. Can sell beer to Wholesaler licensees to sell to retailers. May also sell beer to consumers under an On-Premises Tasting Room Permit at the location where it manufactures beer. No local legislative approval required for licensure, if



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.

- [Micro Brewer](#) – A manufacturer of beer which manufactures 60,000 or fewer barrels of beer a year. Can sell beer to Wholesaler licensees to sell to retailers. May also sell beer to consumers under an On-Premises Tasting Room Permit at the location where it manufactures beer. May also self-distribute beer it manufactures to retailers if it sells fewer than 2,000 barrels of beer a year. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- Limited Production Manufacturer – A licensee that is manufacturer that purchases beer from Brewer or Micro Brewer licensee or out-of-state equivalent of a Brewer or Micro Brewer licensee for purposes of taking ownership of the beer and further manufacturing the beer. A Limited Production Manufacturer licensee does not brew the beer, but modifies the beer it purchases as part of the manufacturing process. The finished product is then sold to a Wholesaler or Outstate Seller of Beer licensee. A Limited Production Manufacturer license cannot be held with any other license type issued by the Commission.
- [Brandy Manufacturer](#) – A manufacturer that manufactures brandy from wine that it manufactures. The Brandy Manufacturer licensee must also be licensed as a Wine Maker or Small Wine Maker licensee. Can sell brandy to the Commission to sell through Authorized Distribution Agents to retailers. May sell brandy it manufactures to customers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Distiller \(Manufacturer of Spirits\)](#) – A manufacturer of spirit products that contain more than 10% alcohol by volume which manufactures more than 60,000 gallons of spirits a year. Can sell spirits it manufactures to the Commission to sell through Authorized Distribution Agents to retailers. May sell spirits it manufactures to consumers under an On-Premises Tasting Room Permit at the location it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Small Distiller](#) – A manufacturer of spirit products that contain more than 10% alcohol by volume which manufactures 60,000 or fewer gallons of spirits a year. Can sell spirits it manufactures to the Commission to sell through Authorized Distribution Agents to retailers. May self-distribute spirits it manufactures to retailers if it sells less than 3,000 gallons of spirits a calendar year to retailers. May sell spirits it



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

manufactures to customers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.

- [Wine Maker](#) – A manufacturer of wine which manufactures more than 50,000 gallons of wine a year. Can sell wine to Wholesaler licensees to sell to retailers. May also sell wine to consumers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. May self-distribute wine it manufactures to retailers. May hold a Farmer's Market Permit that allows the sale and sampling of its wine at a farmer's market. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Small Wine Maker](#) – A manufacturer of wine which manufactures 50,000 or fewer gallons of wine a year. Can sell wine to Wholesaler licensees to sell to retailers. May also sell wine to consumers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. May self-distribute wine it manufactures to retailers. May hold a Farmer's Market Permit that allows the sale and sampling of its wine at a farmer's market. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Mixed Spirit Drink Manufacturer](#) – A manufacturer of mixed spirit drink products that contain 10% or less alcohol by volume. Can sell mixed spirit drink products it manufactures to Wholesaler licensees to sell to retailers. May self-distribute mixed spirit drink it manufactures to retailers if it manufactures less than 31,000 gallons of mixed spirit drink a calendar year. May also sell mixed spirit drink products to consumers under an On-Premises Tasting Room Permit at the location where it manufactures them. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Off-Premises Tasting Room License](#) – A license that may be held by a Wine Maker, Small Wine Maker, Distiller, Small Distiller, or Brandy Manufacturer license at a location that is not on the manufacturer's licensed manufacturing premises. Under an Off-Premises Tasting Room license, the manufacturer may only sell the spirit, wine, or brandy products it manufactures at its licensed manufacturing premises. A manufacturer may have up to five (5) Off-Premises Tasting Room licenses (or a combination of Off-Premises Tasting Room licenses and Joint Off-Premises Tasting Room licenses) where full drinks may be sold and served for on-premises



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

consumption and unlimited Off-Premises Tasting Room licenses where limited samples only are sold or given away for on-premises consumption. The sale of spirit, wine, or brandy products to consumers for off-premises consumption is also allowed with an Off-Premises Tasting Room license. Local legislative approval required for licensure.

- [Joint Off-Premises Tasting Room License](#) – A Joint Off-Premises Tasting Room license is issued to a Wine Maker, Small Wine Maker, Distiller, Small Distiller, or Brandy Manufacturer license at a location that is not on the manufacturer's licensed manufacturing premises to be operated jointly with another Wine Maker, Small Wine Maker, Distiller, Small Distiller, or Brandy Manufacturer licensee that also holds a Joint Off-Premises Tasting Room license. Under a Joint Off-Premises Tasting Room license, the manufacturer may only sell the spirit, wine, or brandy products it manufactures at its licensed manufacturing premises. A manufacturer may have up to five (5) Joint Off-Premises Tasting Room licenses (or a combination of Off-Premises Tasting Room licenses and Joint Off-Premises Tasting Room licenses) where full drinks may be sold and served for on-premises consumption and unlimited Joint Off-Premises Tasting Room licenses where limited samples only are sold or given away for on-premises consumption. The sale of spirit, wine, or brandy products to consumers for off-premises consumption is also allowed with a Joint Off-Premises Tasting Room license. Local legislative approval required for licensure.
- Consumer Sampling Event License – A license held by a Small Distiller or Vendor of Spirits that allows the licensee to conduct consumer sampling events with spirits it manufactures on the premises of a Specially Designated Distributor licensee. No local legislative approval required for licensure.
- [Direct Shipper](#) – A license held by a Wine Maker or Small Wine Maker licensee that allows the Wine Maker or Small Wine Maker to sell and ship wine directly to a consumer in Michigan or another state. An Outstate Seller of Wine located in another state may hold this license if it is the manufacturer of the wine it ships into Michigan. No local legislative approval required for licensure.
- [Salesperson](#) – A license held by an individual person that sells, delivers, or promotes the products of a manufacturer or other supplier. A person that sells, delivers, or promotes the products of a Wholesaler licensee may also hold a Salesperson license. No local legislative approval required for licensure.
- Broker – A license held by company that operates as a corporate salesperson for a manufacturer. A Broker licensee may also employ Salesperson licensees to sell, deliver, or promote the products of a manufacturer or other supplier. No local legislative approval required for licensure.



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

- [Warehouser](#) – A license held by a person authorized to store alcoholic beverages. Can be held by a manufacturer or Wholesaler licensee. No local legislative approval required for licensure.
- [Limited Alcohol Buyer](#) – A license that allows a person or company to purchase alcohol for medicinal, mechanical, chemical, or scientific purposes. No local legislative approval required for licensure.
- [Seller of Alcohol](#) – A license that allows a person or company to sell alcohol to a distiller or wine maker for rectifying or fortifying purposes or to an industrial manufacturer. No local legislative approval required for licensure.
- [Industrial Manufacturer](#) – A license that allows a person or company to purchase alcohol for manufacturing products for non-beverage purposes. No local legislative approval required for licensure.

Wholesaler Tier

- [Wholesaler](#) – A license that allows the distribution of beer, wine, or mixed spirit drink products produced in or brought into Michigan by licensees in the supplier tier to sell to licensees in the retailer tier. Wholesaler licensees are often referred to as “distributors”. No local legislative approval required for licensure.
- [Warehouser](#) – A license held by a person authorized to store alcoholic beverages. Can be held by a manufacturer or Wholesaler licensee. No local legislative approval required for licensure.

Retailer Tier

The retailer tier consists of stores, restaurants, hotels, bars, and clubs that hold licenses which allow the sale of alcohol to consumers. The retailer tier is broken down into two groups: on-premises licensees that may sell alcohol to customers for consumption on the premises where it is sold; and off-premises licensees that may sell alcohol to customers for consumption somewhere else.

Most retailer licenses are “quota” licenses, which means that there are a limited number of specific license types allowed based on the population of a local governmental unit. Once the quota limit for a license type is met, no new licenses of that type can be issued in that local governmental unit. However, most quota licenses are transferrable by location from one local governmental unit to another. For off-premises licenses, there are exemptions from the quota if there is not another license of the same type within two miles of the location of a proposed licensed business.



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The statute also allows for special [“resort” licenses](#) that may be issued in limited numbers each year over the quota limits. On-premises resort licenses have specific investment thresholds to qualify, cannot be transferred to another location once issued, must be open a minimum number of days and hours each week, and come with a \$20,000.00 initial license fee. Off-premises resort licenses are limited to Specially Designated Distributor licenses, but those do not require any minimum investment amounts, do not have minimum days and hours of operation, and have the same license fees as other Specially Designated Distributor licenses.

[Redevelopment Area \(RDA\)](#) and [Development District \(DDA\)](#) licenses are another version of on-premises retailer licenses that can be issued over the quota limits. These licenses require a specific investment threshold to qualify, cannot be transferred to another location once issued, must be open a minimum number of days and hours each week, and come with a \$20,000.00 initial license enhancement fee. If the licensee ever goes out of business the license must be surrendered to the Commission and terminated.

In addition to all of the aforementioned license types, there are a number of individual sections of law that have created versions of on-premises licenses that can be issued in excess of the quota limits. These are referred to as “special act” licenses. These can be issued to colleges and universities, organizations hosting international and national sporting events, motorsports complexes, municipal civic centers, county or municipal airports, and for a wide array of other special purposes.

On-Premises Retailer License Types:

- [A-Hotel](#) – Allows a hotel that has a minimum of 25 rooms to sell and serve beer, wine, and mixed spirit drink products for consumption on the licensed premises. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- [B-Hotel](#) – Allows a hotel that has a minimum of 25 rooms to sell and serve beer, wine, mixed spirit drink, and spirits to customers. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- [Tavern](#) – Allows a restaurant or bar to sell and serve beer, wine, and mixed spirit drink products for consumption on the licensed premises. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.



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- [Class C](#) – Allows a restaurant or bar to sell and serve beer, wine, mixed spirit drink, and spirits to customers. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- G-1 – Allows a private, corporate golf club to sell and serve beer, wine, mixed spirit drink, and spirits to its members only. Must be reclassified from an existing quota on-premises license. Local legislative approval is required to transfer the classification to a G-1 license.
- G-2 – Allows a private, corporate golf club to sell and serve beer, wine, and mixed spirit drink products to its members only. Must be reclassified from an existing quota on-premises license. Local legislative approval is required to transfer the classification to a G-2 license.
- [Brewpub](#) – Allows a Class C, Tavern, A-Hotel, or B-Hotel licensee to manufacture, sell, and serve its own beer to its customers. May also sell beer it manufactures to customers for off-premises consumption. This is not a quota license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- Aircraft – Allows the sale and service of beer, wine, mixed spirit drink, and spirits on an airplane that has a specific route and timetable. This is not a quota license. No local legislative approval required for licensure.
- Train – Allows the sale and service of beer, wine, mixed spirit drink, and spirits on a train. This is not a quota license. No local legislative approval required for licensure.
- Watercraft – Allows the sale and service of beer, wine, mixed spirit drink, and spirits on a boat that has a specific route and timetable. This is not a quota license. No local legislative approval required for licensure.
- [Club](#) – Allows a private, nonprofit organization to sell and serve beer, wine, mixed spirit drink, and spirits to its members only. This is not a quota license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- [Special License](#) – A limited term license, generally only for one day, that can be issued to a nonprofit organization for fundraising purposes. Can be issued for beer, wine, and spirits sales and consumption and for a wine auction with wine donated by private individuals. An organization may only be issued twelve (12) Special Licenses each calendar year. This is not a quota license. No local legislative approval required for licensure, but police or sheriff approval required.



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

- [Beer Festival Special License](#) – A limited term license that allows an association comprised of Brewer, Micro Brewer, or Brewpub licensees to hold a beer festival. The association is limited to six (6) events each calendar year. The events can be more than one day, generally two to three days in a row. This is not a quota license. No local legislative approval required for licensure, but police or sheriff approval required.
- Continuing Care Retirement Center License – Allows a registered continuing care retirement center or home for the aged to sell and serve beer, wine, mixed spirit drink, and spirits for consumption by a resident or the bona fide guests accompanying the resident on the premises of the facility. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership of an existing license. Only 20 licenses may be issued to continuing care retirement centers and only 5 licenses may be issued to homes for the aged, statewide. This is not a quota license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.

Types of Special Act Licenses, As Referenced Above:

- State Owned Airport (MCL 436.1505) – Does not count against local governmental unit's on-premises retailer license quota.
- Publicly Owned Airport (MCL 436.1507) – Does not count against local governmental unit's on-premises retailer license quota.
- Municipal Civic Center or Civic Auditorium (MCL 436.1509) – May be issued for a civic center or auditorium which is operated as a municipal enterprise for scheduled events only in a city or township with a population of 5,500 or more. Does not count against local governmental unit's on-premises retailer license quota.
- Mackinac Island State Park and Presque Isle Harbor Marina (MCL 436.1511) -- Does not count against local governmental unit's on-premises retailer license quota.
- College & University Conference Center (MCL 436.1513(1)) – For scheduled events only. Does not count against local governmental unit's on-premises retailer license quota.
- College & University Golf Course (MCL 436.1513(4)) – Counts against local governmental unit's on-premises retailer license quota.
- College & University Culinary Program (MCL 436.1513a) – Does not count against local governmental unit's on-premises retailer license quota.
- University Hotel & Conference Center (MCL 436.1514) – Counts against local governmental unit's on-premises retailer license quota.
- University Hotel & Conference Center, 2nd Location (MCL 436.1514a) – Counts against local governmental unit's on-premises retailer license quota.
- Government-Owned Golf Course (MCL 436.1515) – Does not count against local governmental unit's on-premises retailer license quota.
- International Sporting Event (MCL 436.1517) – Does not count against local governmental unit's on-premises retailer license quota.



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

- National Sporting Event (MCL 436.1517a) – Does not count against local governmental unit's on-premises retailer license quota.
- Motorsports Entertainment Complex (MCL 436.1518) – Does not count against local governmental unit's on-premises retailer license quota.
- Professional Hockey & International Soccer At University Stadium (MCL 436.1531(7)) – Does not count against local governmental unit's on-premises retailer license quota.

Off-Premises Retailer License Types:

- [Specially Designated Merchant \(SDM\)](#) – Allows a convenience store, grocery store, or gas station to sell beer and wine to consumers for consumption off the premises. An on-premises retailer may also hold an SDM license to allow customers to purchase beer, wine, and mixed spirit drink products for takeout. May only be issued as a quota license with a number of exemptions from the quota requirements. No local legislative approval required for licensure.
- [Specially Designated Distributor \(SDD\)](#) – Allows a convenience store, grocery store, or gas station to sell spirits to consumers for consumption off the premises. An SDD license is almost always held in conjunction with an SDM license. The only on-premises retailers that may hold an SDD license are Class C and B-Hotel licensees. May be issued as a quota or resort license. No local legislative approval required for licensure.
- [Third Party Facilitator Service \(TPFS\)](#) – Allows a company to facilitate the sale and delivery of beer, wine, mixed spirit drink, or spirits from an SDD or SDM to a consumer using a webpage or mobile application. It is not specifically included in the retailer tier, but due to the statutory prohibitions of a supplier or wholesaler tier licensee from holding interest in a TPFS license, the Commission has determined that it is a retailer tier license. No local legislative approval required for licensure.

Permits, Permissions, and Approvals – These permits, permissions, and approvals may be held by licensees in any of the licensing tiers, as specified below.

- **Additional Bar** – A Class C or B-Hotel license may have a second or subsequent bar on the premises where drinks may be purchased at the bar. If a Class C or B-Hotel does not have an Additional Bar, it may only sell from one (1) bar on its premises but may offer table service of alcohol from service bars that only its employees utilize. No other license type requires an Additional Bar to have more than one bar on the licensed premises. No local legislative approval required for approval.
- **Banquet Facility Permit** – A special permit that allows an on-premises retailer licensee, except for a Club or Special License, to sell and serve alcohol at a banquet facility located in a different location from its licensed premises. The Banquet Facility Permit



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

can only be used for scheduled events, cannot have regular meal service, and cannot be open to the general public. Not a license type, but functions similarly to an on-premises license. Local legislative approval is required for new, previously unissued Banquet Facility Permit, but not required to transfer ownership of an existing Banquet Facility Permit.

- **Beer & Wine Tasting Permit** – Allows for beer and wine tastings on the premises of a Specially Designated Merchant licensee. An SDM may hold this permit in order to conduct beer or wine tastings on its premises. A Brewer, Micro Brewer, Wine Maker, Small Wine Maker, Outstate Seller of Beer, or Outstate Seller of Wine may also hold this permit in order for one of its Salesperson licensees to conduct beer or wine tastings on the premises of an SDM licensee. No local legislative approval required for approval.
- **Catering Permit** – Allows for the sale, deliver, and service of beer, wine, and spirits to a customer for a private event. No alcohol can be sold by the drink to guests at the event; the host must buy all the alcohol and it is served to the guests for no charge. The following license types may hold a Catering Permit: A-Hotel, B-Hotel, Class C, Tavern, SDD, SDM, a manufacturer that holds an On-Premises Tasting Room Permit, and Off-Premises Tasting Room license. No local legislative approval required for approval.
- **Dance Permit** – Allows for dancing on the premises of a licensee that has on-premises consumption. The following license types may hold a Dance Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. This permit may be combined with an Entertainment Permit as a Dance-Entertainment Permit. No local legislative approval required for approval.
- **Entertainment Permit** – Allows for monologues, dialogues, motion pictures, still slides, closed circuit television, contests, or other performances for public viewing on the premises of a licensee that has on-premises consumption. The following license types may hold a Dance Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. This permit may be combined with a Dance Permit as a Dance-Entertainment Permit. No local legislative approval required for approval.
- **Extended Hours Permit** – Allows for a holder of a Dance, Entertainment, or Dance-Entertainment Permit to remain open past the normal legal hours of sale between 7:00am to 2:00am for the express purpose of allowing dancing or entertainment. The following license types may hold an Extended Hours Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.

- Living Quarters Permit – Allows a licensee to have living quarters attached to the licensed premises. All licensees may hold this permit. No local legislative approval required for approval.
- On-Premises Public Swimming Pool Permit – Allows a licensee that has on-premises consumption to sell and serve alcohol in a swimming pool that is licensed by the Michigan Department of Agriculture and Rural Development (MDARD). The following license types may hold an On-Premises Tasting Room Permit: A-Hotel, B-Hotel, Class C, and Tavern.
- Social District Permit – Allows a licensee that has on-premises consumption to sell and serve alcohol liquor in special containers to customers that may leave the premises with the containers and consume the alcohol in the commons area of a social district approved by the local governmental unit. The following license types may hold a Social District Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room, Joint Off-Premises Tasting Room, and Banquet Facility Permit.
- [Off-Premises Tasting Room Permit](#) – Allows a manufacturer to sell alcoholic liquor it manufactures to consumers for consumption on or off the licensed premises at its licensed manufacturing premises. Local legislative approval is required for approval.
- Secondary Location Permit – A special permit that allows an SDM licensee to have a second, adjacent location where it may sell beer and wine to consumer for consumption off the premises in a gas station. Not a license type, but functions similarly to an off-premises license. No local legislative approval required for approval.
- Specific Purpose Permit – Allows a licensee that has on-premises consumption to remain open past the normal legal hours of sale between 7:00am to 2:00am for the specific purpose of listed with the permit. For example, a Specific Purpose Permit (Food), would allow the service of food outside the legal hours of alcohol sales. The following license types may hold an Extended Hours Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Brewer, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.
- Sunday Sales Permit (AM) – Allows for the sale of beer, wine, mixed spirit drink, or spirits from 7:00am to 11:59am on Sunday for applicable license types in local governmental units that allow Sunday morning sales of alcohol. The following license types may hold a Sunday Sales Permit (AM): A-Hotel, B-Hotel, Class C, Tavern, G-1,



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

G-2, SDD, SDM, Secondary Location Permit, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.

- Sunday Sales Permit (PM) – Allows for the sale of mixed spirit drink or spirits from 12:00pm on Sunday to 2:00am on Monday morning for applicable license types in local governmental units that allow Sunday afternoon and evening sales of alcohol. The following license types may hold a Sunday Sales Permit (PM): A-Hotel (mixed spirit drink only), B-Hotel, Class C, Tavern (mixed spirit drink only), G-1, G-2 (mixed spirit drink only), SDD, SDM (mixed spirit drink only), Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.
- Permission to Maintain Direct Connection to Unlicensed Premises – Allows a licensee to have a doorway from its licensed premises to another part of the same building where it is not licensed. All licensees may have this permission. No local legislative approval required for approval.
- Permission to Maintain Motor Vehicle Fuel Pumps On or Adjacent to the Licensed Premises – Allows an SDD or SDM licensee to have fuel pumps on the premises. No local legislative approval required for approval.
- Permission for Off-Premises Storage – Allows a licensee to store alcohol at a location other than the licensed premises. All licensees may have this permission. No local legislative approval required for approval.
- Authorization for Outdoor Service – Allows an on-premises licensee to sell and serve alcohol in a well-defined and clearly marked area adjacent to the licensed premises. May be held by A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.
- Topless Activity Permit – Allows an on-premises retailer licensee to conduct topless activity on its licensed premises. No local legislative approval required for approval.



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 Liquor Control Commission (MLCC)
 525 W. Allegan, P.O. Box 30005 - Lansing, Michigan 48909
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Off Premise Transactions	Is Local Legislative Body approval required?	Is Local Police approval required?	Is Local Legislative Body or Police opinions required to be considered?	MLCC Investigation required?	Inspection Fees?	Base Fees
Add Space	No	No	No	Yes	Yes	
Change status	No	No	No	No	No	
Correct address	No	No	No	Yes	No	
Drop Space	No	No	No	Yes	Yes	
New Beer & Wine Sampling Permit	No	No	Yes	No	Yes	
New Catering Permit	No	No	Yes	No	Yes	\$100.00
New Direct Connection	No	No	No	Yes	No	
New Gas Pumps	No	No	No	Yes	No	
New Living Quarters Permit	No	No	Yes	No	Yes	
New Participation Permit	No	No	Yes	No	Yes	
New Resort SDD License	No	No	Yes	Yes	Yes	\$150.00 upon licensure
New SDD License	No	No	Yes	Yes	Yes	\$150.00
New SDM License	No	No	Yes	Yes	Yes	\$100.00
New Sunday Sales Permit (AM)	No	No	Yes	No	No	\$160.00
New Sunday Sales Permit (PM)	No	No	Yes	No	No	15% of total license fee
Release license from escrow (in escrow <6 months)	No	No	No	No	No	
Release license from escrow (in escrow 6+ months)	No	No	No	Yes	No	
Transfer Location- Off Premise	No	No	Yes	Yes	Yes	



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	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Transfer of stock or transfer of interest	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Transfer owner Drive-thru/Up/in Window(w/alcohol beverage sales)	No	No	No	No	Yes	No	Yes	No	No	No	
Transfer ownership of Beer & Wine Sampling Permit	No	No	No	Yes	No	Yes	No	No	No	No	
Transfer ownership of Catering Permit	No	No	No	Yes	No	Yes	No	No	No	No	\$100.00
Transfer ownership of Direct Connection	No	No	No	No	Yes	No	Yes	No	No	No	
Transfer ownership of Gas Pumps	No	No	No	No	Yes	No	Yes	No	No	No	
Transfer ownership of Living Quarters Permit	No	No	No	Yes	No	Yes	No	No	No	No	
Transfer ownership of Participation Permit	No	No	No	Yes	No	Yes	No	No	No	No	
Transfer ownership of Resort SDD License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$150.00
Transfer ownership of SDD License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$150.00
Transfer ownership of SDM License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00
Transfer ownership of Sunday Sales Permit (AM)	No	No	No	Yes	Yes	Yes	No	No	No	No	\$160.00
Transfer ownership of Sunday Sales Permit (PM)	No	No	No	Yes	Yes	Yes	No	No	No	No	15% of total license fee



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Add Space	No	No	No	Yes	Yes	
Change Specific Purpose Permit hours	No	No	No	No	No	
Change status	No	No	No	No	No	
Correct address	No	No	No	Yes	No	
Drop Space (current licensees)	No	No	No	Yes	Yes	
New Additional Bar	No	No	No	No	Yes	\$350.00 per bar
New A-Hotel License	Yes	No	Yes	Yes	Yes	\$250.00
New Aircraft License	No	No	Yes	Yes	Yes	\$600.00
New Banquet Facility Permit	Yes	No	Yes	Yes	Yes	\$600.00
New B-Hotel License	Yes*	No	Yes	Yes	Yes	\$600.00
New Brewpub License	Yes*	No	Yes	Yes	Yes	\$100.00
New Catering Permit	No	No	Yes	No	Yes	\$100.00
New Class C issued under MCL 436.1521a(1)(a)	Yes	No	Yes	Yes	Yes	\$20,000 upon licensure
New Class C issued under MCL 436.1521a(1)(b)	Yes	No	Yes	Yes	Yes	\$20,000 upon licensure
New Class C License	Yes*	No	Yes	Yes	Yes	\$600.00
New Club License	Yes*	No	Yes	Yes	Yes	\$300.00
New Continuing Care Retirement Center License	Yes*	No	Yes	Yes	Yes	\$600.00
New Dance Permit	No	No	Yes	No	Yes	

*except in a city having a population of 600,000 or more, pursuant to MCL 436.1501(2)



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New Dance-Entertainment Permit	No	No	Yes	No	Yes	
New Direct Connection	No	No	No	Yes	No	
New Entertainment Permit	No	No	Yes	No	Yes	
New Extended Hours Permit (Dance, Topless Activity, Entertainment)	No	No	Yes	No	Yes	
New Living Quarters Permit	No	No	Yes	No	Yes	
New Outdoor Service	No	No	No	Yes	No	
New Participation Permit	No	No	Yes	No	Yes	
New Resort A-Hotel License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New Resort B-Hotel License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New Resort Class C License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New Resort Tavern License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New SDM in conj with On Premise license	No	No	Yes	Yes	Yes	\$100.00
New Specific Purpose Permit (Food, Golf, etc.)	No	No	Yes	No	Yes	
New Sunday Sales Permit (AM)	No	No	Yes	No	No	\$160.00
New Sunday Sales Permit (PM)	No	No	Yes	No	No	15% of total license fee
New Tavern License	Yes*	No	Yes	Yes	Yes	\$250.00
New Topless Activity Permit	No	No	Yes	No	Yes	
New Train License	No	No	Yes	Yes	Yes	\$100.00

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	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
New Watercraft License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	\$100.00
Release license from escrow (in escrow <6 months)	No	No	No	No	No	No	No	No	No	No	
Release license from escrow (in escrow 6+ months)	No	No	No	No	No	No	Yes	Yes	No	No	
Temporary Permit	No	No	Yes	Yes	Yes	No	No	Yes	Yes	No	
Transfer Classification Class C to Tavern	No	No	No	No	Yes	No	No	Yes	Yes	No	
Transfer Classification Class C/Tavern to G1/G2	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer Classification Class C to B Hotel	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer Classification B Hotel to Class C/Tavern	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer Classification Tavern to Class C	Yes	No	No	No	Yes	Yes	No	No	Yes	No	\$600.00
Transfer Location- On Premise	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer of stock or transfer of interest	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Upon approval by the Commission pursuant to MCL 436.1529(3)
Transfer ownership of Additional Bar	No	No	No	No	No	No	No	No	No	No	\$350.00
Transfer ownership of A-Hotel License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Aircraft License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Banquet Facility Permit	No	No	No	No	Yes	Yes	Yes	Yes	No	No	\$600.00
Transfer ownership of B-Hotel License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Brewpub License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00
Transfer ownership of Catering Permit	No	No	No	No	Yes	Yes	No	No	No	No	\$100.00

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On Premise Transactions	Is Local Legislative Body approval required?		Is Local Police approval required?		Is Local Legislative Body or Police opinions required to be considered?		MLCC Investigation required?		Inspection Fees?		Base Fees
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Transfer ownership of Class C License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$600.00
Transfer ownership of Class G-1 License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$1,000.00
Transfer ownership of Class G-2 License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$500.00
Transfer ownership of Continuing Care Retirement Center License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$600.00
Transfer ownership of Dance Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Dance-Entertainment Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Direct Connection	No	No	No	No	No	Yes	Yes	No	No	No	
Transfer ownership of Entertainment Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Extended Hours Permit(Dance,Topless,Entertain)	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Living Quarters Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Outdoor Service	No	No	No	No	No	Yes	Yes	No	No	No	
Transfer ownership of Participation Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Resort A-Hotel License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Resort B-Hotel License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Resort Class C License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Resort Tavern License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Specific Purpose Permit (Food, Golf, etc.)	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Sunday Sales Permit (AM)	No	No	No	Yes	Yes	No	No	No	No	No	\$160.00

*except in a city having a population of 600,000 or more, pursuant to MCL 436.1501(2)



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 525 W. Allegan, P.O. Box 30005 - Lansing, Michigan 48909
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

On Premise Transactions	Is Local Legislative Body approval required?				Is Local Police approval required?		Is Local Legislative Body or Police opinions required to be considered?		MLCC Investigation required?		Inspection Fees?		Base Fees
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Transfer ownership of Sunday Sales Permit (PM)	No	No	No	Yes	No	No	No	No	No	No	No	No	15% of total license fee
Transfer ownership of Tavern License	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Topless Activity Permit	No	No	No	Yes	No	No	Yes	No	No	No	No	No	
Transfer ownership of Train License	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00
Transfer ownership of Watercraft License	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 12, 2023
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Township False Alarm Regulations – Ordinance Amendment Introduction and Setting of Public Hearing

FACTS:

Cascade Township currently has a “Fire Alarms” ordinance. Originally adopted in 2010, the purpose of the ordinance was to facilitate the reduction of fire alarms and the misuse of manpower and resources of the fire department caused by the dispatch of units to the scene of a false alarm. One shortcoming of the ordinance as it is currently written is that it narrowly defines an “alarm system” as a fire alarm. Recently we have had issues with responses to other types of alarms, primarily medical alert alarms in our senior living complexes. There have been instances when our department has responded to multiple false alarm calls in a day because of the company’s failure to fix the system.

The attached ordinance amendment was drafted by legal counsel to help remedy this situation. Among the changes:

- Broaden the definition of “Alarm System” to include more than just traditional fire alarms
- Broaden definition of “False Alarm”
- Update fine structure and payment process
- Addition of appeal process

Attached for your review is:

- Proposed False Alarms Ordinance Amendment

ANALYSIS & CONCLUSIONS:

By amending the current alarm ordinance, the Township will be better positioned to recover costs associated with repeated false alarms within the Township. The progressive enforcement and fines will allow the Township to continue with our typical “compliance” enforcement model, where we utilize the ordinance and penalties to compel compliance with the ordinance, rather than immediate fines. But the ordinance also has enough “teeth” to recover significant costs should the need arise

If the Township Board wishes to move forward with the amendment of the Township False Alarm ordinance, a public hearing will need to be held prior to consideration. Township Staff is recommending the public hearing be set for the regular Township Board meeting on April 26, 2023 at 7:00pm at the Wisner Center. After the public hearing is held, the Township Board may choose to amend the False Alarm ordinance at that meeting, or any future meeting

FINANCIAL CONSIDERATIONS:

The repeal or amendment of the False Alarm ordinance itself comes with minimal costs, including staff time, printing and publishing. The amendment of the ordinance will allow the Township to recover the significant costs associated with responding to multiple false alarms at an individual address.

RECOMMENDED ACTION:

Set the Public Hearing for the amendment of the Cascade Township False Alarm Ordinance for Wednesday April 26, 2023 at 7pm at the Wisner Center.

ARTICLE I
False ~~Fire~~ Alarms
[Adopted 3-10-2010 by Ord. No. 1-2010]

§ 92-1. Title.

This article shall be known and referred to as the "False ~~Fire~~ Alarm Ordinance of the Charter Township of Cascade."

§ 92-2. Purpose.

The purpose of this article is to facilitate the reduction of false ~~fire~~ alarms and the misuse of the manpower and resources of the Fire Department, emergency personnel and other Township departments caused by the dispatch of units to the scene of a false alarm.

§ 92-3. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACT OF GOD — An unusual, extraordinary, sudden or unexpected display of the forces of nature against which the science and the skill of mankind are of no avail.

ALARM SYSTEM — Any device or piece of equipment or an assembly of equipment and devices designed or arranged to signal ~~visibly, audibly, electronically, mechanically or by any combination of these methods~~ the presence of a ~~hazard fire~~ requiring urgent attention ~~and or~~ to which the Township's Fire Department ~~or other personnel~~ is expected to respond. The term includes any system that can electronically cause an expected response by a law enforcement agency or fire/emergency services agency to a premises by means of the activation of an audible signal, visible signal, electronic notification, or video signal, or any combination of these signals. The term "alarm system" shall include, but shall not be limited to, the following types of devices: "Automatic holdup alarm," "burglar alarm," "local alarm," "intrusion alarm," "holdup alarm," "panic alarm," "personal emergency response alarm," "temperature fire alarm," "manual fire alarm," "fire alarm," "automatic sprinkler," and/or "water flow alarm." Alarm systems designed solely to alert or signal persons within the premises in which the alarm system is located shall not be regulated by this Article, unless such alarm systems employ an audible signal emitting sounds, or flashing lights or beacons, or "silent" signals to emergency officials or monitoring agencies, designed to signal persons outside the premises.

ALARM USER — Any person, whether owner, occupant or tenant, residential or commercial properties, upon whose premises an alarm system is maintained or operated within the Township, except for alarm systems on motor vehicles. In the event the premises are owned or occupied by a partnership, corporation, or other entity, each owner, officer, partner, or operator shall be deemed to be an alarm user.

FALSE ALARM — Any activation of an alarm system causing a sound or visual signal through mechanical failure, faulty equipment, malfunction, improper installations,

and/or lack of prudent maintenance, or the negligence of the alarm user or of his, her, or its employees, agents, guests, residents, or invitees, not resulting from a fire of the type which the alarm system is designed and intended to detect, except activation caused by criminal activity, acts of God or verifiable interruptions of electrical or telephonic service to an alarm user and any water surges from the City of Grand Rapids Water Department. False alarms that are intentionally activated shall not constitute a false alarm for purposes of this Article, but may be prosecuted as criminal offenses. A false alarm shall be presumed when an alarm is tested without prior written notice to the Township, and when an investigation reveals no evidence of criminal activity, or illegal entry or an attempt thereof, or no fire or potential fire, or need for medical attention, upon the activation of the alarm system, with the following exceptions: criminal activity, acts of God or verifiable interruptions of electrical or wire service, and any water surges from the City of Grand Rapids Water Department.

PERSON — Any individual, partnership, corporation, unincorporated association or any group of persons.

§ 92-4. Fines.¹

No alarm user shall maintain, use, or allow the use of an alarm system or alarm systems, which signals false alarms. Alarm users shall be jointly and severally responsible for violations of this Article. The payment of false alarm response costs, fines, or fees shall not be construed to conflict, contravene, enlarge, or reduce any civil or criminal liability of the person or entity billed for the response costs, except to the extent that such responsibility arises out of this Article. An alarm system user shall be in violation of this Code whenever any alarm system signals more than two false alarms in any three-hundred sixty five day period. Except as otherwise set forth herein, any person who violates this article shall be punishable by a civil fine determined in accordance with the following schedule:

- A. There is no fine for the first false alarm in excess of the number herein permitted within a twelve month period of time, but a warning notice will be issued, shall be no less than \$50.
- B. There is no fine for the second false alarm in excess of the number herein permitted shall within a twelve month period, but a warning notice will be issued, be not less than \$75.
- C. The fine for the third false alarm in excess of the number herein permitted within a twelve month period of time shall be not less than \$150.
- D. The fine for the fourth and each subsequent false alarm in excess of the number herein permitted within a twelve month period of time shall be not less than \$300.
- D. —

Commented [AL1]: Consider setting the fine as a portion or all of the cost of the response.

Commented [AL2]: See above.

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§ 92-5. ~~Disposition of funds~~Payment of Fines.

All false alarm fees received under this article shall be utilized only for funding the Township's Fire Department. An alarm user who is liable for the payment of the cost of the response or fine shall make payment in full to the Township within 30 days of the invoice date.

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A person or entity liable for the payment of the cost of a response or fine who fails to make payment in full to the Township within 30 days of the invoice date shall be responsible for a municipal civil infraction, and shall be responsible for fines as set forth in Chapter 40, and for full payment of the cost of the response, to reimburse the Township for a portion of its administrative costs incurred for pursuing and processing the overdue invoice. This provision shall be tolled in the event that the alarm user appeals pursuant to the appeal provisions of this Article, but such payment shall be due to the Township within 10 days of the date of the appeal decision.

The Township may commence a civil action against a person who is liable for the payment of the cost of the response and who fails to make payment in full to the Township as required by this Article. The city shall be entitled to recover the expenses, statutory interest, court costs, and reasonable attorney fees incurred for pursuing the civil action.

§ 92-6. Appeals.

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A. Alarm users or persons otherwise aggrieved by receipt of a warning letter for the occurrence of a false alarm, or by a false alarm determination that results in the imposition of a fee for the cost of a response, may submit a letter of appeal to the Township Manager for review of the determination of a false alarm occurrence. Such appeal letters must be submitted within 20 days of the date of the warning letter or fee invoice. Persons or entities who are cited for a municipal civil infraction or charged with a misdemeanor may not avail themselves of this appeal provision, but may instead defend against the charge in the district court if desired. The fees prescribed by the Township Board may not be appealed or modified by appeal; only the actual determination of a false alarm occurrence may be appealed pursuant to this section. The following appeal process shall be afforded upon receipt of an appeal letter:

(i) Upon receipt of an appeal letter, the Township Manager shall forward a copy of the letter (and supporting documentation provided with the letter, if any) to the the Fire Chief for review.

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(ii) The Fire Chief shall independently review the letter and, within 30 days, advise the Township Manager in writing whether, after reasonable investigation, the appeal should be granted. In order to recommend that an appeal be granted, the independent review must result in the conclusion that the original false alarm determination was clearly erroneous. To reach such a conclusion, irrefutable evidence must support the finding that the occurrence did not fit the definition of "false alarm" set forth in this chapter.

(iii) In the event that the Fire Chief agrees that the appeal has no merit, or that the appeal should be granted, such decision shall be final, and if fees must be paid by the alarm user pursuant to this Ordinance, such fees shall be paid within 10 days of the date the Township Manager forwards the final decision to the appellant via first class mail or personal service.

(iv) If an appeal is granted, the result shall be that the determination of a false alarm shall be overturned, and the alarm occurrence shall not be counted with future false alarm occurrences for purposes of the progressive penalties in

this ordinance. If the appeal is denied, the result shall be that the determination of a false alarm shall stand, and the false alarm occurrence may be counted with future false alarm occurrences for purposes of the progressive penalties in this Ordinance.

(v) False alarm determinations may not be appealed after a subsequent false alarm occurrence is determined to have occurred, nor may they be appealed upon the passage of 12 months from the date of the occurrence.

§ 92-76. Violations and penalties for intentional false alarms.²

Any person who knowingly or willfully initiates a false alarm shall be guilty of a municipal civil infraction and subject to the penalties in Chapter 40, Article IV, Penalties for Misdemeanors and Municipal Civil Infractions.

CASCADE TOWNSHIP  FIRE DEPARTMENT

Dedicated to Serving You

April 7, 2023

Township Board Staff Report
Engine 2 Replacement Presentation

Members of the Board,

The Fire Department is requesting the approval to enter a purchase agreement with Toyne Fire Apparatus for the replacement of Engine 2, located at the Buttrick Fire Station. Per our vehicle replacement schedule, current Engine 2 (2012 Rosenbauer) is slated for replacement in 2025 and will be moved to Station 1 as our primary Paid-On-Call response apparatus. Due to the current build times, and volatility in the manufacturing supply chain, our committee began our research more than ten months ago in order to have a truck completed within our 2025 budget year.

The process began with surveying the entire department to highlight likes and dislikes of current apparatus, and what everyone would like to see incorporated into the next truck. From there committee members attended trade shows, met with vendors, toured manufacturers, and inspected any recent deliveries at several neighboring departments. Through all our research we were able to compile a tremendous amount of data, which allowed us to create a “spec” of what should be incorporated in the next Engine 2.

Over the last 5 years fire truck pricing and build times have more than doubled. What once cost \$450-\$500,000, is now close to \$1,000,000, and the build times are out 700+ days. Manufacturers are no longer able to guarantee or lock-in pricing, and we have taken this all into consideration on the spec pricing to cover unexpected cost increases that the manufacturer cannot control. In the board presentation, we will show recent builds and prices, the spec of the new engine and costs affiliated with it.

After the presentation, we will be recommending the quote and build with Toyne to move ahead with the purchase and build for a 2025 delivery.

Thank you for time and consideration,

Cascade Fire Department
E-2 Committee



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 12, 2023
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Appointment of Parks and Recreation Director

FACTS:

The Township Board and Township Parks Committee have recently adopted an ambitious 2023 – 2027 Parks and Recreation Master Plan. Among many goals and objectives outlined in the document, the creation of a Parks and Recreation Director Position is a key action item in the plan. In the Master Plan, goal area 3 is identified as “Refine the Township’s Parks Organization Structure and Support” and action item 3.2.1 in that goal area is listed as “Hire a Parks Director that will manage all efforts related to parks.” While this is the most direct reference to the creation of this position in the Master Plan, it is clear that nearly all of the goal areas, including the exploration of a dedicated Parks millage, is predicated on knowledgeable staff dedicated to Parks and Recreation efforts in the Township. In addition, exploring the creation of a Parks and Recreation Director position is mirrored in the recently adopted Township Strategic Plan.

Based on this information, the Parks Committee recommended and the Township Board approved the creation of a Parks and Recreation Director position earlier this year. The position was created as Pay Grade 7, which is similar to other Department Heads (HR Director, Planning Director) and reflects the current market for this skill set. For 2023, the Pay Grade 7 salary range is \$67,535 - \$91,395.

The position was advertised in February/March on both Township resources (website, social media) and external sources (Indeed, MML, MPRA, NRPA) and netted nearly 30 highly qualified applicants including several sitting Parks and Recreation Directors from Michigan and other states. An interview team consisting of Township staff, Elected Officials and appointed officials conducted a first round of interviews with 5 applicants. The preferred applicant was then interviewed by a second interview team as well.

ANALYSIS & CONCLUSIONS:

It is being recommended that Melanie Manion, Natural Resources Manager with Ottawa County Parks and Recreation, be appointed as the Parks and Recreation Director. Ms. Manion has 25 years of industry experience, including the previous 12 years with Ottawa County Parks and 7 years prior to that with the Land Conservancy of West Michigan. Her extensive experience in land management is an excellent match for both our current park system as well as our ambition to expand available parkland and open space in Cascade Township. Furthermore, Ms. Manion has experience working with external funding including engaging donors and receiving grants. Her experience leading teams of both staff and volunteers will prove to be a valuable asset to the Township organization and community.

Should the Township Board approve the appointment, Ms. Manion will begin for the Township on May 1, 2023.

FINANCIAL CONSIDERATIONS:

This position is included in the FY 2023 budget.

RECOMMENDED ACTION:

To approve the appointment of Melanie Manion to the Parks and Recreation Director position