

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, September 14, 2022

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/88458283530>

**Meeting ID:** 884 5828 3530

**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. Parks Committee Update from Committee Chair Ginny Wanty

**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 – 8/24/22
- b. Receive and File Reports
  1. Treasurer’s Department Report – June 2022
- c. Receive and File Education Requests
  1. Madison Smith-Jacoby – Planning Michigan Conference – Mackinac Island, MI – October 12-14, 2022
  2. Brian Hilbrands – Planning Michigan Conference – Mackinac Island, MI – October 12-14, 2022
- d. Receive and File Communication
  - 1.

**Article 7. Financial Actions**

- a.

Township Board Agenda

September 14, 2022

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**Article 8. Unfinished Business**

**034-2022 Plante Moran Audit**

**Article 9. New Business**

**067-2022 Consider Resolution for Road Closure for Hidden Hills Ct.  
(Roll Call)**

**068-2022 Consider Award of Fire Station #1 Construction Bid  
Packages**

**069-2022 Consider Amendments to Parks Committee By-Laws (Roll  
Call)**

**070-2022 Consider Adoption of the Cascade Township 2022 Strategic  
Plan**

**071-2022 Consider Proposal for Consulting Services from McKenna**

**072-2022 a) Public Hearing to Consider Peace Park Hunting  
Ordinance Amendment**

**b) Consider Peace Park Hunting Ordinance and Regulations  
(Roll Call)**

**073-2022 Consider a Resolution for “Prisoner of War/Missing in  
Action Recognition Day” (Roll Call)**

**074-2022 Consider a Request to Allow Dredging of Township Owned  
Property in Thornapple River**

**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**

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

Wednesday, August 24, 2022

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, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Township Manager Swayze, DDA/Economic Development Director Korhorn, Deputy Clerk Brott, Brianne Pitchford-Triangle Associates, Inc. via Zoom, Nick Ballou-Triangle Associates, Inc. via Zoom, Mike Reese-Troyer Group, 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 Koessel to approve. Motion carried unanimously.
- Article 4.** **Presentations**  
None
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
None
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
    - 1. Township Board – 8/10/2022; 8/11/2022
  - b. Receive and File Reports
    - 1.
  - c. Receive and File Education Requests
    - 1. Tom Hanson – Code Officials Conference of MI – Bellaire, MI – September 27-30, 2022
    - 2. Dennis Rowlander – Code Officials Conference of MI – Bellaire, MI – September 27-30, 2022
    - 3. Brian Wilson – Code Officials Conference of MI – Bellaire, MI – September 27-30, 2022
  - d. Receive and File Communication
    - 1.

Township Board Minutes

August 24, 2022

Motion by Trustee Shipley, seconded by Trustee McDonald to approve the Consent Agenda. Motion carried unanimously.

**Article 7. Financial Actions**

- a. Consider Approval of July 2022 Financial Reports
  - b. Consider Approval of July 2022 Payroll, Payables and Transfers
- Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

**Article 8. Unfinished Business**

**048-2022 Consider Peace Park Hunting Ordinance and Regulations**  
**(Information added 8.23.22)**

Considerable discussion.  
Motion by Trustee McDonald, seconded by Trustee Koessel to set the Public Hearing for September 14, 2022. Motion carried unanimously.

**050-2022 Consider Compensation for Boards and Commission**

Consider discussion.  
Motion by Trustee Shipley, seconded by Trustee McDonald to approve \$90.00 per meeting for Planning Commission members, and \$100.00 per meeting for the Planning Commission Chair, as well as cost of living increases for both Planning Commission members and Zoning Board of Appeals (ZBA) members in line with Township employees. Trustee McDonald, as a member of ZBA, recused himself from the vote. Motion carried 6-0.

**Article 9. New Business**

**060-2022 Consider Use of Township Property for Library Outdoor Gardens & Activity Space**

Considerable discussion.  
Motion by Trustee McDonald, seconded by Trustee Shipley to approve the potential use of the library property according to the Friends of the Library outdoor gardens and activity space proposal with final approval by the Board. Motion carried unanimously.

**061-2022 Consider Award of Fire Station #1 Construction Fire Alarm Bid Package**

Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

**062-2022 Consider Amendment to Troyer Group Contract to Update the Parks, Recreation and Open Space Plan**

Motion by Trustee Shipley, seconded by Trustee Koessel to approve. Motion carried unanimously.

**063-2022 Consider a Contract for Fall 2022 Spongy Moth Survey**

Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.

**064-2022 Consider Resolution Recognizing Greenridge Dream Team Foundation as a Non-Profit Organization (Roll Call)**

Motion by Trustee Shipley, seconded by Trustee Koessel to approve. Motion carried unanimously by roll call vote.

**065-2022 Consider Approval of Delegates for the 2022 MERS Conference**

Motion by Trustee Shipley, seconded by Supervisor Lesperance to approve. Motion carried unanimously.

**066-2022 Consider Renaming of the Museum Gardens Park to Virgil Nishimura Westdale Memorial Park (Roll Call)**

Considerable discussion.

Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve. Motion carried 5-2 by roll call vote. In favor-Supervisor Lesperance, Trustee Koessel, Trustee McDonald, Trustee Noordhoek, and Trustee Shipley. Opposed-Clerk Slater and Treasurer Peirce.

**Article 10. Discussion**

1. Supervisor Lesperance-Re 36<sup>th</sup> Street bus service termination: Additional research and communication with businesses would have been helpful. Re pathways: It would have been helpful to know about Kentwood building a pathway on Burton Street. Pathways Committee will meet on 9/1/22 at 10 a.m. Re special Board meetings: Because of inadequate audio visual equipment at the Township Hall, future special board meetings should take place at Wisner so that residents can fully participate.

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

1. Brian Holcomb-3415 Glenstone Ct-Requested update on Egypt Creek Landscaping matter. Manager Swayze advised that the Township has unleased the full powers of our attorney and is waiting to hear what actions the Township is allowed to take.
2. Tom Richardson-3438 N Applecrest Ct-Re Strategic Plan: Concerned about safety at intersections. Re Pedestrian bridge at Burton: Board should rethink 2/23/22 decision as 2018 millage was approved by voters and the pedestrian bridge was mentioned as a proposed project. The Strategic Plan renews focus on the area.
3. Chris Noordyke via Zoom-3720 Oakbluff Ct-Page 2 of the draft resolution for Virgil Nishimura Westdale Memorial Park naming should be revised to say “Cascade Christian Church.”
4. Jeff Hughes-7250 Red Bud Lane-Re deer population: Discussed the weight of doe/buck vs. impact on vehicles. Provided pictures of deer/car collisions to the Board. Trustee Noordhoek suggested he contact the Kent County Road Commission for signage on Cascade Rd.

**Article 12. Manager Comments**

1. Metro Cruise is 8/25/22 and Heritage Day is 9/10/22. Bonds were sold today at 3.65% rate. Triangle will come before the Board with the remaining bids.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone for coming to the meeting.

**Article 14. Adjournment**

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

Meeting adjourned at 8:46 pm.

Krissi Brott  
Deputy Clerk

Approved by:

\_\_\_\_\_  
Grace Lesperance, Supervisor

\_\_\_\_\_  
Susan B. Slater, Clerk

DRAFT

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

JUNE 2022

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK AMOUNT

REGISTER AMOUNT

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX CHECKING \$3,989.49

TAX CHECKING \$3,989.49

**FLAGSTAR BANK**

**FLAGSTAR BANK**

DELINQUENT TAX \$662.84

DELINQUENT TAX \$662.84

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX WIRE ACCT \$926.02

TAX WIRE ACCT \$926.02

**GRAND TOTAL** \$5,578.35

**GRAND TOTAL** \$5,578.35

Oxana Sourine 8/30/22

Kenneth B. Peirce 8/31/22

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

Reviewed by  
KENNETH B. PEIRCE  
TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

JUNE 2022

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	154,914.77	0.15								
	FLAGSTAR MMA	374,846.08	0.80								
	KENT CTY POOL	1,182,291.79	0.69								
	MI CLASS	1,960,780.84	1.13								
	MERCANTILE			535,196.94	2.45	7/28/2022					
	ADVENTURE CU			561,348.57	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			269,648.86	0.75	1/8/2023					
	LMCU			1,044,648.34	0.90	6/2/2024					
MSUFCU			500,015.00	0.80	8/24/2022						
COMERICA SECUR						500,015.63	1.13	1/26/2026			
<b>TOTAL GENERAL FUND</b>		<b>3,672,833.48</b>	<b>0.89</b>	<b>3,979,135.61</b>	<b>1.52</b>		<b>500,015.63</b>	<b>1.13</b>		<b>8,151,984.72</b>	<b>1.21</b>
151 CEMETERY	LMCU	126,508.64	0.35	-						126,508.64	0.35
206 FIRE FUND	FLAGSTAR	738,214.95	1.13								
	MI CLASS	708,467.47	1.13								
	FIRST UNITED CU			279,704.93	1.45	10/29/2023					
	CONSUMERS CU			277,245.99	0.85	5/23/2023					
	ADVENTURE CU			517,061.41	1.95	2/27/2023					
<b>TOTAL FIRE FUND</b>		<b>1,446,682.42</b>	<b>1.13</b>	<b>1,074,012.33</b>	<b>1.11</b>		-			<b>2,520,694.75</b>	<b>1.12</b>
207 POLICE FUND	FLAGSTAR	787,946.26	1.13								
	NORTHPOINTE BANK	278,836.21	0.90								
	CIBC/ fna PRIVATE			828,328.94	1.00	3/25/2023					
	LMCU			412,762.10	1.00	3/18/2024					
<b>TOTAL POLICE FUND</b>		<b>1,066,782.47</b>	<b>0.83</b>	<b>1,241,091.04</b>	<b>1.00</b>		-			<b>2,307,873.51</b>	<b>0.92</b>
208 HAZMAT FUND	LMCU	44,186.72	0.25							44,186.72	0.25
209 OPEN SPACE	HUNTINGTON BANK	518,683.17	0.01								
	MI CLASS	381,180.53	1.13								
<b>TOTAL OPEN SPACE</b>		<b>899,863.70</b>	<b>0.48</b>	-						<b>899,863.70</b>	<b>0.48</b>
211 DAM REPAIR	MI CLASS	240,468.14	1.13								
	LMCU			348,202.46	1.00	3/10/2024					
<b>TOTAL DAM REPAIR</b>		<b>240,468.14</b>	<b>1.13</b>	<b>348,202.46</b>	<b>1.00</b>		-	-		<b>588,670.60</b>	<b>1.05</b>
216 PATHWAY FUND	MACATAWA	509,109.76	0.01								
	MI CLASS	108,950.25	1.13								
	GRAND RIVER			518,170.99	2.05	10/4/2022					
<b>TOTAL PATHWAY FUND</b>		<b>618,060.01</b>	<b>0.21</b>	<b>518,170.99</b>	<b>2.05</b>		-			<b>1,136,231.00</b>	<b>1.05</b>
220 LARAWAY LAKE IMP	FLAGSTAR	12,097.05	1.13							12,097.05	1.13
230 THORAPPLE RIVER	FLAGSTAR	110,879.93	1.13							110,879.93	1.13
243 BROWNFIELD R. A.	CONSUMERS CU	53,508.23	0.40							53,508.23	0.40
246 PUBLIC UTILITY	FLAGSTAR	396,342.44	1.13								
	IRF	853,621.91	1.13								
	COMERICA SECUR						981,915.27	1.79	4/20/2023		
<b>TOTAL PUBLIC UTILITY</b>		<b>1,249,964.35</b>	<b>0.36</b>	-			<b>981,915.27</b>	<b>1.79</b>		<b>2,231,879.62</b>	<b>0.99</b>
248 DDA FUND	FLAGSTAR	1,145,162.28	1.13								
	MI CLASS	831,567.44	1.13								
	UNION BANK			261,997.60	0.45	8/26/2022					
	ADVENTURE CU			220,919.55	1.05	10/27/2025					
<b>TOTAL DDA FUND</b>		<b>1,976,729.72</b>	<b>1.13</b>	<b>482,917.15</b>	<b>0.72</b>		-	-		<b>2,459,646.87</b>	<b>1.05</b>
249 BLDG. INSPECTION	FLAGSTAR BANK	306,279.64	1.13								
	FLAGSTARL BANK R.	328,384.25	1.13								
	MI CLASS	7,196.79	1.13								
	CONSUMERS CU	320,045.51	0.30								
	HUNTINGTON BANK			569,753.35	1.93	10/28/2022					
	FNB OF AMERICA			320,815.75	0.90	10/19/2024					
	FNB OF AMERICA			111,514.75	0.70	12/18/2022					
	FNB OF AMERICA			226,536.98	1.05	9/18/2026					
	FNB OF MI			558,974.90	2.40	3/11/2024					
	INDEPENDENT BANK			336,681.55	0.25	9/16/2022					
COMERICA SECUR						297,989.22	2.28	6/28/2024			
<b>TOTAL BLDG. INSPECT.</b>	CHEMICAL BANK	<b>961,906.19</b>	<b>0.85</b>	<b>2,124,277.28</b>	<b>1.43</b>		<b>297,989.22</b>	<b>2.28</b>		<b>3,384,172.69</b>	<b>1.34</b>
270 LIBRARY FUND	UNITED BANK	661,402.99	0.15								
	MI CLASS	467,613.19	1.13								
	WMCB	273,476.66	0.12								
	LMCU			453,604.26	1.00	3/27/2024					
	NORTHPOINTE BANK			577,172.36	0.90	4/8/2023					
<b>TOTAL LIBRARY FUND</b>		<b>1,402,492.84</b>	<b>0.45</b>	<b>1,030,776.62</b>	<b>0.94</b>		-			<b>2,433,269.46</b>	<b>0.66</b>
282 CARES ACT FUND	LMCU	1,044,785.06	0.35							1,044,785.06	0.35
701 T & A	HUNTINGTON BANK	186,832.51	0.01							186,832.51	0.01
701 JAMES TIMMONS	LMCU			12,400.00	1.10	3/22/2027				12,400.00	1.10
701 JACK SMITH INV.	HUNTINGTON BANK	23,121.48	0.01							23,121.48	0.01
701 HENRY KRAMER	HUNTINGTON BANK	15,371.93	0.01							15,371.93	0.01
<b>TOTAL</b>		<b>14,108,289.81</b>	<b>0.80</b>	<b>10,810,983.48</b>	<b>1.32</b>		<b>1,779,920.12</b>	<b>1.69</b>		<b>27,743,978.47</b>	<b>1.03</b>

*Oxana Sourine* 8/30/22  
Submitted by Oxana Sourine Deputy Treasurer Date

*Ken Peirce* 8/31/22  
Reviewed by Ken Peirce Date Treasurer

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

JULY 2022

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK AMOUNT

REGISTER AMOUNT

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX CHECKING \$1,846,766.14

TAX CHECKING \$1,846,766.14

**FLAGSTAR BANK**

**FLAGSTAR BANK**

DELINQUENT TAX \$16,051.85

DELINQUENT TAX \$16,051.85

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX WIRE ACCT \$729,718.59

TAX WIRE ACCT \$729,718.59

**GRAND TOTAL** \$2,592,536.58

**GRAND TOTAL** \$2,592,536.58

Oxurine 8/30/22

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

Kenneth B. Peirce 8/31/22

Reviewed by  
KENNETH B. PEIRCE  
TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

JULY 2022

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS			
		\$	%	\$	%	DATE	\$	%	DATE	\$	%		
101 GENERAL FUND	FLAGSTAR	725,403.60	0.30										
	FLAGSTAR MMA	125,004.60	1.14										
	KENT CTY POOL	1,183,140.11	0.87										
	MI CLASS	1,963,530.11	1.13										
	MERCANTILE				2.45	7/26/2022							
	ADVENTURE CU			561,348.57	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			269,648.86	0.75	1/8/2023							
	LMCU			1,044,648.34	0.90	6/2/2024							
	MSUFCU			500,015.00	0.80	8/24/2022							
	COMERICA SECUR						500,015.63	1.13	1/26/2026				
	<b>TOTAL GENERAL FUND</b>		<b>3,997,078.42</b>	<b>0.90</b>	<b>3,443,938.67</b>	<b>1.37</b>				<b>500,015.63</b>	<b>1.13</b>	<b>7,941,032.72</b>	<b>1.12</b>
	151 CEMETERY	LMCU	126,546.14	0.35								126,546.14	0.35
206 FIRE FUND	FLAGSTAR	524,598.96	1.13										
	MI CLASS	709,460.83	1.65										
	FIRST UNITED CU			279,704.93	1.45	10/29/2023							
	CONSUMERS CU			277,245.99	0.65	5/23/2023							
	ADVENTURE CU			517,061.41	1.95	2/27/2023							
<b>TOTAL FIRE FUND</b>		<b>1,234,059.79</b>	<b>1.43</b>	<b>1,074,012.33</b>	<b>1.11</b>						<b>2,308,072.12</b>	<b>1.28</b>	
207 POLICE FUND	FLAGSTAR	726,653.77	1.13										
	NORTHPOINTE BANK	279,111.59	1.25										
	CIBC/ fna PRIVATE			828,328.94	1.00	3/25/2023							
	LMCU			412,762.10	1.00	3/18/2024							
<b>TOTAL POLICE FUND</b>		<b>1,005,765.36</b>	<b>0.82</b>	<b>1,241,091.04</b>	<b>1.00</b>						<b>2,246,856.40</b>	<b>0.92</b>	
208 HAZMAT FUND	LMCU	46,196.20	0.25								46,196.20	0.25	
209 OPEN SPACE	HUNTINGTON BANK	518,423.87	0.01										
	MI CLASS	381,714.98	1.65										
<b>TOTAL OPEN SPACE</b>		<b>900,138.85</b>	<b>0.71</b>								<b>900,138.85</b>	<b>0.71</b>	
211 DAM REPAIR	MI CLASS	240,803.66	1.65										
	LMCU			348,202.46	1.00	3/10/2024							
<b>TOTAL DAM REPAIR</b>		<b>240,803.66</b>	<b>1.65</b>	<b>348,202.46</b>	<b>1.00</b>						<b>589,006.12</b>	<b>1.27</b>	
216 PATHWAY FUND	MACATAWA	509,121.74	0.20										
	MI CLASS	109,103.00	1.65										
	GRAND RIVER			518,170.99	2.05	10/4/2022							
<b>TOTAL PATHWAY FUND</b>		<b>618,224.74</b>	<b>0.46</b>	<b>518,170.99</b>	<b>2.05</b>						<b>1,136,395.73</b>	<b>1.18</b>	
220 LARAWAY LAKE IMP	FLAGSTAR	12,108.66	1.65								12,108.66	1.65	
230 THORAPPLE RIVER	FLAGSTAR	110,986.34	1.13								110,986.34	1.13	
243 BROWNFIELD R. A.	CONSUMERS CU	255,556.40	0.40								255,556.40	0.40	
246 PUBLIC UTILITY	FLAGSTAR	401,125.27	1.13										
	MI CLASS	854,818.81	1.65										
	COMERICA SECUR								981,915.27	1.79	4/20/2023		
<b>TOTAL PUBLIC UTILITY</b>		<b>1,255,944.08</b>	<b>0.36</b>						<b>981,915.27</b>	<b>1.79</b>	<b>2,237,859.35</b>	<b>0.99</b>	
248 DDA FUND	FLAGSTAR	1,149,626.41	1.13										
	MI CLASS	832,733.41	1.65										
	UNION BANK			261,997.60	0.45	8/26/2022							
	ADVENTURE CU			220,919.55	1.05	10/27/2025							
<b>TOTAL DDA FUND</b>		<b>1,982,359.82</b>	<b>1.35</b>	<b>482,917.15</b>	<b>0.72</b>						<b>2,465,276.97</b>	<b>1.23</b>	
249 BLDG. INSPECTION	FLAGSTAR BANK	367,593.54	1.13										
	FLAGSTARL BANK R.	304,452.90	1.13										
	MI CLASS	7,206.88	1.13										
	CONSUMERS CU	320,045.51	0.30										
	HUNTINGTON BANK			569,753.35	1.93	10/28/2022							
	FNB OF AMERICA			320,815.75	0.90	10/19/2024							
	FNB OF AMERICA			111,514.75	0.70	12/18/2022							
	FNB OF AMERICA			226,536.98	1.05	9/18/2026							
	FNB OF MI			558,974.90	2.40	3/11/2024							
	INDEPENDENT BANK			336,681.55	0.25	9/16/2022							
	COMERICA SECUR								297,989.22	2.28	6/28/2024		
<b>TOTAL BLDG. INSPECT.</b>	CHEMICAL BANK	<b>999,298.83</b>	<b>0.86</b>	<b>2,124,277.28</b>	<b>1.43</b>				<b>297,989.22</b>	<b>2.28</b>	<b>3,421,565.33</b>	<b>1.34</b>	
270 LIBRARY FUND	UNITED BANK	651,409.90	0.15										
	MI CLASS	468,268.86	1.65										
	WMCB			273,476.66	2.15	7/27/2023							
	LMCU			453,604.26	1.00	3/27/2024							
	NORTHPOINTE BANK			577,172.36	0.90	4/8/2023							
<b>TOTAL LIBRARY FUND</b>		<b>1,119,678.76</b>	<b>0.78</b>	<b>1,304,253.28</b>	<b>1.20</b>						<b>2,423,932.04</b>	<b>1.00</b>	
282 CARES ACT FUND	LMCU	2,065,022.22	0.35								2,065,022.22	0.35	
701 T & A	HUNTINGTON BANK	186,848.38	0.01								186,848.38	0.01	
701 JAMES TIMMONS	LMCU			12,400.00	1.10	3/22/2027					12,400.00	1.10	
701 JACK SMITH INV.	HUNTINGTON BANK	23,123.45	0.01								23,123.45	0.01	
701 HENRY KRAMER	HUNTINGTON BANK	15,373.23	0.01								15,373.23	0.01	
<b>TOTAL</b>		<b>14,130,091.11</b>	<b>0.95</b>	<b>10,549,263.20</b>	<b>1.28</b>				<b>1,779,920.12</b>	<b>1.69</b>	<b>28,524,296.65</b>	<b>1.05</b>	

*Oxana Sourine* 8/30/22  
Submitted by Oxana Sourine Deputy Treasurer Date

*Ken Pelce* 8/31/22  
Reviewed by Ken Pelce Treasurer Date



## Cascade Charter Township Seminar/Conference Attendance Request Form

*This form must be filled out if the employee is requesting Township payment or reimbursement for the employee's attendance to a seminar or conference.*

### **Conditions:**

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over \$1,000 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$1,000 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

*This form must be completed by the employee and approved by the Township Manager and/or Township Board before the seminar/conference is attended.*

Name: MADISON SMITH-JACOBY Application Date: 09/08/2022

Name of Proposed Seminar/Conference: MICHIGAN ASSOCIATION OF PLANNING

Seminar/Conference Date(s): OCTOBER 12-14

Location of Seminar/Conference: MACKINAC ISLAND

Description of Seminar/Conference: (may also be attached)

How will the Seminar/Conference benefit the employee and the township?

continued education and improving knowledge on up-to-date planning and zoning trends/info networking among other Michigan communities

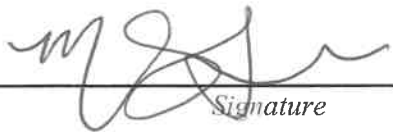
**Cost of the Seminar/Conference:**

Registration \$ 435

Lodging \$ 723.06

Travel \$ 176.00


Account # 101721724000

Applicant:   
*Signature*

**Approvals:**

Department Head:   
*Signature*

9/8/22  
*Date*

Township Manager:   
*Signature*

9/8/22  
*Date*

Clerk: \_\_\_\_\_  
*(Signature Indicates Township Board Approval)*

\_\_\_\_\_  
*Date*

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting

# REGISTRATION

*please complete both pages, one form for each attendee*

Forms may be faxed to (734) 913-2061, sent via email to [info@planningmi.org](mailto:info@planningmi.org), or mailed to 1919 West Stadium Boulevard, Suite 4, Ann Arbor, Michigan, 48103 | Questions? Call MAP at (734) 913-2000

Register online at [www.planningmi.org/planning-michigan-conference](http://www.planningmi.org/planning-michigan-conference)

## Registrant Information:

Name (to appear on name badge): MADISON SMITH-JACOBY Credentials (AICP, PE): \_\_\_\_\_  
 Title: ZONING ADMINISTRATOR Agency/ Municipality: CASCADE TOWNSHIP  
 Address: 5920 TAHOE DRIVE City: GRAND RAPIDS Zip Code: 49546 State: MI  
 Daytime Phone: 616-285-2327 Email: msmith-jacoby@cascadetwp.com  
 Please indicate if any special accommodations are needed (i.e. vegan meal, barrier-free access): N/A

MAP does not offer sessions/meals as separate purchases To attend the conference, you must register using one of the following options:

	Early bird 9/12	Regular rate 9/13 - 9/30	Late rate After 9/30	
<b>Full Conference Registration - Wednesday through Friday</b> Includes conference handout materials, educational sessions, refreshment breaks, Wednesday reception, Thursday keynote luncheon and virtual content following the conference (MSU Extension Citizen Planner program are additional charges). Virtual conference is only included with full conference registration.	<input checked="" type="checkbox"/> Member	\$435	\$485	\$535
	<input type="checkbox"/> Non-member*	\$535	\$585	\$635
	<input type="checkbox"/> Student Member	\$75	\$100	\$150
<b>Wednesday Only Registration</b> Includes conference handout materials, educational sessions and refreshment breaks and reception on Wednesday.	<input type="checkbox"/> Member	\$200	\$260	\$335
	<input type="checkbox"/> Non-member*	\$260	\$310	\$350
	<input type="checkbox"/> Student Member	\$65	\$100	\$125
<b>Thursday Only Registration</b> Includes conference handout materials, educational sessions and refreshment breaks on Thursday.	<input type="checkbox"/> Member	\$275	\$335	\$450
	<input type="checkbox"/> Non-member*	\$335	\$385	\$435
	<input type="checkbox"/> Student Member	\$65	\$100	\$125
<b>Virtual Planning Michigan Option</b> Live sessions available 9:00 a.m. – 12:30 p.m. November 15 and November 16 with bonus additional recorded content. 12 CM credits. Virtual is included with full conference registration.	<input type="checkbox"/> Member	\$285		
	<input type="checkbox"/> Non-member*	\$325		
	<input type="checkbox"/> Student Member	\$50		
<b>Join MAP Now!</b> Individuals can join and pay the discounted member rate. Student membership is free: contact the American Planning Association: <a href="http://www.planning.org">www.planning.org</a> or 312-431-9100	MAP Membership		\$65	
<b>Michigan State University Extension Citizen Planner Program</b> Six Citizen Planner sessions and handouts; lunch Wednesday and Friday, Keynote lunch Thursday (the program runs Wednesday through Friday). Sessions only open to individuals that sign up for the MSUE Citizen Planner Program. Only available with the in person option October 12-14.	(This fee is in addition to the conference registration fee)		\$125	

## Payment Information

Method of Payment:  Check Enclosed  Visa  MasterCard  Please Invoice Me

TOTAL \$ 435

Credit Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Make checks payable to Michigan Association of Planning | 1919 W. Stadium, Suite 4, Ann Arbor, Mi 48103 • Fax to (734) 913-2061

\*By registering for the Planning Michigan Conference as a non-member, MAP will provide you with a complimentary one-year MAP membership. If you are not interested in a complimentary MAP membership, please check this box  | **Student Member Rate:** The purpose of this discount is to make the conference affordable for full-time student members. MAP recognizes the importance of the conference to give students a jump-start on their career. | **Disclaimer:** By registering for the Planning Michigan Conference, you are consenting to the use of your photo and on the [www.planningmi.org](http://www.planningmi.org) website and Association publications.



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*This form must be completed by the employee and approved by the Township Manager and/or Township Board before the seminar/conference is attended.*

Name: Brian Hilbrands Application Date: 9/8/2022

Name of Proposed Seminar/Conference: Planning Michigan Conference

Seminar/Conference Date(s): October 12-14

Location of Seminar/Conference: Mackinac Island

Description of Seminar/Conference: *(may also be attached)*

Michigan Association of Planning annual conference.

How will the Seminar/Conference benefit the employee and the township?

Continuing education, professional development, and networking opportunities with other planning professionals.

**Cost of the Seminar/Conference:**

Registration \$ 435.00

Lodging \$ 598.02

Travel \$ 176.00

Account # 101721724000

Applicant: *Ben Hill*  
*Signature*

**Approvals:**

Department Head: *Ben Swamy*  
*Signature*

9-8-22  
*Date*

Township Manager: *Ben Swamy*  
*Signature*

9-8-22  
*Date*

Clerk: \_\_\_\_\_  
*(Signature Indicates Township Board Approval)*

\_\_\_\_\_  
*Date*

➤ Original to Personnel File

➤ 1 Copy to Applicant

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Register online at [www.planningmi.org/planning-michigan-conference](http://www.planningmi.org/planning-michigan-conference)

## Registrant Information:

Name (to appear on name badge): Brian Hilbrands Credentials (AICP, PE): \_\_\_\_\_  
 Title: Planning Director Agency/ Municipality: Cascade Charter Township  
 Address: 5920 Tahoe Dr City: Grand Rapids Zip Code: 49508 State: MI  
 Daytime Phone: 616-949-0224 Email: bhilbrands@cascaadetwp.com  
 Please indicate if any special accommodations are needed (i.e. vegan meal, barrier-free access): \_\_\_\_\_

MAP does not offer sessions/meals as separate purchases To attend the conference, you must register using one of the following options:

	Early bird 9/12	Regular rate 9/13 - 9/30	Late rate After 9/30	
<b>Full Conference Registration - Wednesday through Friday</b> Includes conference handout materials, educational sessions, refreshment breaks, Wednesday reception, Thursday keynote luncheon and virtual content following the conference (MSU Extension Citizen Planner program are additional charges). Virtual conference is only included with full conference registration.	<input checked="" type="checkbox"/> Member	\$435	\$485	\$535
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	<input type="checkbox"/> Student Member	\$50		
<b>Join MAP Now!</b> Individuals can join and pay the discounted member rate. Student membership is free: contact the American Planning Association: <a href="http://www.planning.org">www.planning.org</a> or 312-431-9100	MAP Membership	\$65		
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Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

TOTAL \$ 435

Make checks payable to Michigan Association of Planning | 1919 W. Stadium, Suite 4, Ann Arbor, Mi 48103 • Fax to (734) 913-2061

\*By registering for the Planning Michigan Conference as a non-member, MAP will provide you with a complimentary one-year MAP membership. If you are not interested in a complimentary MAP membership, please check this box  | **Student Member Rate:** The purpose of this discount is to make the conference affordable for full-time student members. MAP recognizes the importance of the conference to give students a jump-start on their career. | **Disclaimer:** By registering for the Planning Michigan Conference, you are consenting to the use of your photo and on the [www.planningmi.org](http://www.planningmi.org) website and Association publications.

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## TOWNSHIP BOARD MEMORANDUM

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To: Cascade Charter Township Board

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

Subject: Consider Resolution for Road Closure for Hidden Hills Ct.

Meeting Date: September 14, 2022

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The Township received a request from the Hidden Hills neighborhood to close Hidden Hills Ct. for a block party. The neighborhood party will be held Sunday, September 18, 2022 from 3:00 p.m. – 6:00 p.m.

While the Kent County Road Commission (KCRC) is responsible for road closures, they require a resolution from the Township Board before they will consider the request.

Both Chief Magers and Deputy Dieppa have reviewed the request and do not have any concerns with the road closure. The road closure should not affect any traffic movements through the neighborhood.

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN**

**RESOLUTION # of 2022**

**RESOLUTION TO APPROVE A REQUEST FOR A ROAD CLOSURE**

The Cascade Charter Township Board Resolves:

**WHEREAS**, the Hidden Hills neighborhood wishes to hold a block party on Sunday, September 18, 2022; and,

**WHEREAS**, they will need to close Hidden Hills Ct. between Hidden Hills Ave. to the end of the cul-de-sac between 3:00 pm and 6:00 pm to facilitate the block party; and,

**WHEREAS**, the Kent County Sheriff's Department and Cascade Fire Department have reviewed and approved the request; and,

**WHEREAS**, Hidden Hills Ct. is a local street.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT**, the Cascade Charter Township Board approves the request for Hidden Hills Ct. to be closed for the purpose of a block party on Sunday, September 18, 2022 from 3:00 pm until 6:00 pm; and,

**BE IT FURTHER RESOLVED THAT**, the Cascade Township Board hereby directs the Clerk to forward this request to the Kent County Road Commission for the necessary permit.

The foregoing Resolution was offered by Board Member, supported by Board Member.

The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED

---

Susan B. Slater, Township Clerk

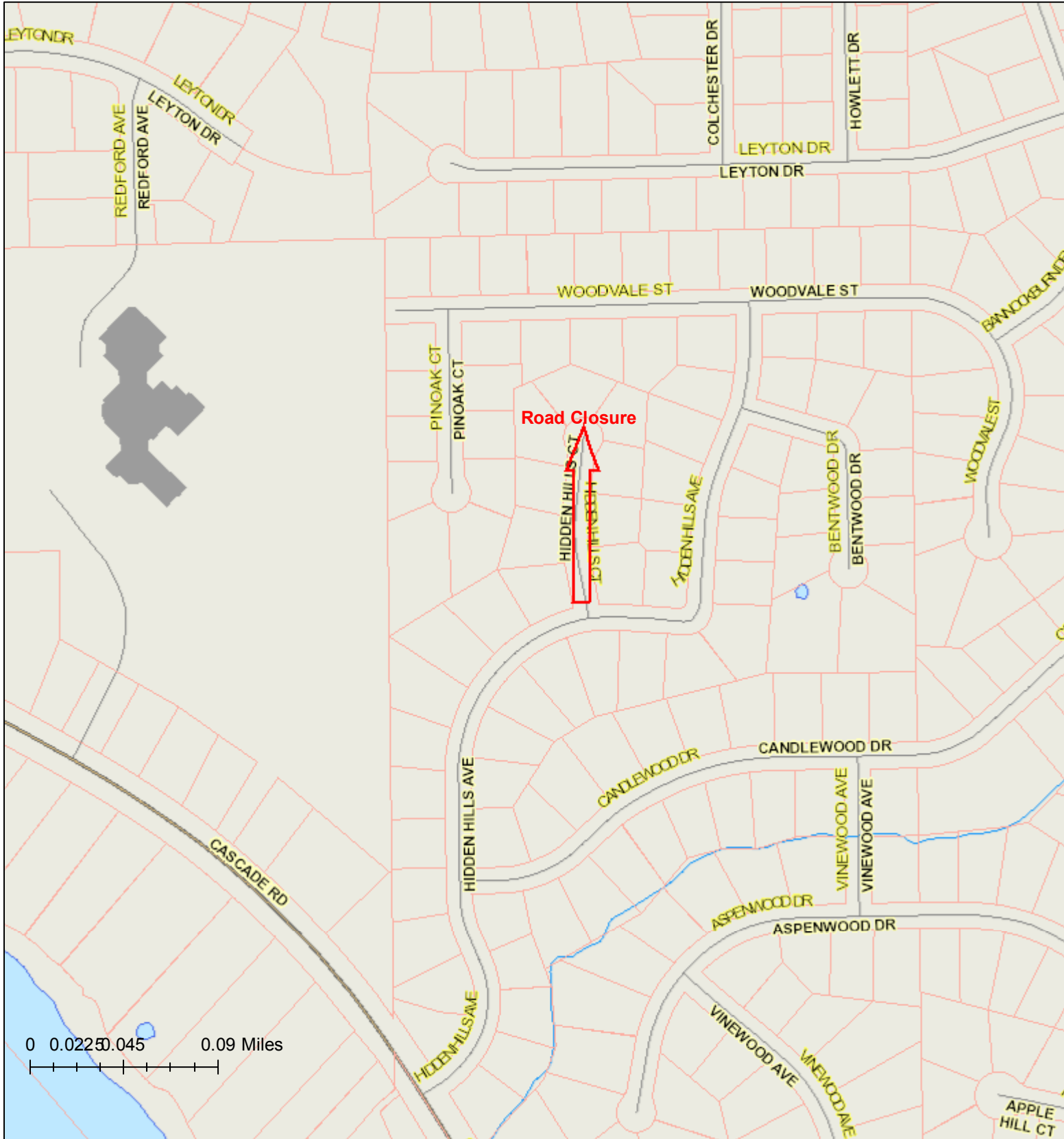
I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on September 14, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: September 14, 2022

---

Susan B. Slater, Township Clerk

# TITLE



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Printed 6/3/2021 12:35:57 PM

**To:** [Sandra](#)  
**Subject:** Hidden Hills Neighborhood block party  
**Date:** Tuesday, August 30, 2022 3:42:17 PM

---

Hello Sandra,

I'm not sure if someone else from our neighborhood association board already contacted you, but we are considering a block party next month so I am reaching out about a permit.

It would be on Sunday, Sept. 18 from 3:00 to 6:00 p.m., and take place on Hidden Hills Court. Is there enough time for a permit to be discussed at the next township meeting?

I look forward to your reply. Thank you!

Best regards,

Kristina Choura



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

**Date:** September 14, 2022  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Fire Station #1 – Construction Bid Packages Award

---

## **FACTS:**

Triangle Associate's Inc has concluded bid packaging, bidding and buyout of bid package for the Cascade Fire Station #1 construction project. Bids were let in early August and due Monday August 29<sup>th</sup>. Bids were opened by the project team, including Chief Magers, and bid interviews were conducted August 30<sup>th</sup> – September 1<sup>st</sup>. Based on the project pricing and bid interviews, Triangle has submitted the proposed bid awards, which are detailed in the attached documents. It should be noted that there are a few instances where the apparent low bidder on bid day was not recommended for award. This may have occurred because of an incomplete bid, a modified bid, a poor experience with a bidder or a bidder that failed to pre-qualify with Triangle as required. Nick Ballou and Brianne Pitchford from Triangle Associates will be in attendance to review bid documents and answer any questions the Board may have.

Attached for your review are:

- Overall Bid Recommendation to Award Letter
- Updated project budget based on bid recommendations
- Individual bid package result tabulations

## **ANALYSIS & CONCLUSIONS:**

Given the overall bidding climate in the construction industry, Triangle and the project team were please with the bid results. Nearly all bid packages received multiple bids, and for the ones that didn't the bid was in-line with the engineers estimate.

Overall, the bids brought the cost of the project to \$10.9 million. Nearly all of the increase in price can be attributed to masonry costs, which were estimated at \$1.4 million during design development and came in just shy of \$2 million. However, other bids for masonry were \$2.8 and \$3.9 million. Other bid packages typically fluctuated within a few percentage points of the engineers estimate.

There is one alternative bid the Board will need to consider. Concrete bidders did provide an alternative bid to do all drive surfaces in concrete, rather than having just garage aprons in concrete and other drive surfaces in asphalt. The alternate bid (going with all concrete) would add \$194,218 to the project. The Triangle team and Chief Magers will address the pros/cons of the alternate bid at the Board meeting.

**FINANCIAL CONSIDERATIONS:**

Current total project estimates are \$10. million. The project is being paid through a combination of Bond proceeds (with debt to be serviced by increases in constitutional revenue sharing) and cash on hand.

**RECOMMENDED ACTION:**

To consider the recommended bid awards for the Fire Station #1 project.



Construction · Commitment · Unparalleled

September 8, 2022

Ben Swayze  
Township Manager  
Cascade Charter Township  
5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

**RE: Cascade Fire Station No. 1  
BP 02 Recommendation to Award**

Dear Ben,

Triangle Associate's Inc. has concluded bid packaging, bidding and buyout of bid package 02 for the Cascade Fire Station No.1. The project documents were titled as follows.

- Williams Architects Plans – Cascade Charter Township Fire Station No. 1 – Bid Release -2, dated August 4, 2022
- Williams Project Manual – Bid Release – 2, dated August 4, 2022.
- Addendum #1, dated August 23, 2022
- Addendum #2, dated August 25, 2022 (includes William's Addendum No. 1)
- Triangle Associates Front Ends.

Below is a summary of our post bid notes and clarifications for the work categories in Bid Package - 02 as well as our recommendation to award.

020 Building Demolition:

- Number of proposals received = 3
- Apparent low bidder on bid day = **Pitsch Companies**
- Budget Value = \$91,104.00
- Bid Value = **\$57,550.00**

033 Concrete:

- Number of proposals received = 7
- Apparent low bidder on bid day = **Proline Concrete**
- Budget Value = \$492,106.00
- Bid Value = **\$558,510.00**

034 Precast Concrete:

- Number of proposals received = 1
- Apparent low bidder on bid day = **Fabcon Precast**
- Budget Value = \$24,775.00
- Bid Value = **\$25,000.00**

042 Masonry:

- Number of proposals received = 3
- Apparent low bidder on bid day = **JK Masonry**
- Budget Value = \$1,422,087.00
- Bid Value = **\$1,999,800.00**



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051 Steel:

- Number of proposals received = 2
- Apparent low bidder on bid day = **Van Dellen Steel**
- Budget Value = \$637,963.00
- Bid Value = \$605,300.00
- Post bid notes:
  - \$20,000.00 credit received for dumpster gate. This was scoped with WC 061 General Trades (Revised Bid Value = **\$585,300.00**)

061 General Trades:

- Number of proposals received = 3
- Apparent low bidder on bid day = Nugent Builders (Incomplete)
- Budget Value = \$1,034,400.00
- Bid Value = \$920,000.00 (Incomplete, with added exclusions = \$942,000.00)
- Post bid notes:
  - Apparent Low Bidder did not include dumpster gate (\$16,000.00) or specified door hardware/warranty (\$6,000.00). After adding these scope items, they were no longer the low bidder.
- Complete low bidder on bid day = **IntegraCore**
- Complete low bidder value = **\$932,400.00**

088 Aluminum, Glass & Glazing:

- Number of proposals received = 1
- Apparent low bidder on bid day = **Lakeshore Glass & Metals**
- Budget Value = \$112,035.00
- Bid Value = **\$93,475.00**

092 Drywall:

- Number of proposals received = 4
- Apparent low bidder on bid day = **Phoenix Interiors**
- Budget Value = \$563,214.00
- Bid Value = **\$692,000.00**

096 Flooring:

- Number of proposals received = 4
- Apparent low bidder on bid day = **River City Flooring**
- Budget Value = \$214,014.00
- Bid Value = **\$259,912.00**

099 Painting:

- Number of proposals received = 3
- Apparent low bidder on bid day = Vork Brothers Painting
- Budget Value = \$93,570.00
- Bid Value = \$59,779.00
- Post bid notes:
  - Triangle's Qualification process must be complete prior to Triangle's approval to proceed with the apparent low bidder. After the post bid interviews, Triangle recommends award to second bidder.
- 2<sup>nd</sup> low bidder on bid day = **Halligan Painting**
- 2<sup>nd</sup> low bidder value = **\$86,700.00**



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210 Fire Protection:

- Number of proposals received = 3
- Apparent low bidder on bid day = **Brigade Fire Protection**
- Budget Value = \$86,426.00
- Bid Value = **\$55,800.00**

220 Plumbing:

- Number of proposals received = 4
- Apparent low bidder on bid day = **Gale Plumbing & Hydronics**
- Budget Value = \$451,494.00
- Bid Value = \$336,996.00
- Post bid notes:
  - Added compressed air line and hose reels per Triangle request (missed scope in bid documents). This item was specifically excluded on proposal and is an add of \$14,975.00. (Revised Bid Value = **\$351,971.00**)

230 HVAC & Mechanical:

- Number of proposals received = 4
- Apparent low bidder on bid day = **Advantage Mechanical**
- Budget Value = \$542,982.00
- Bid Value = **\$623,000.00**

260 Electrical:

- Number of proposals received = 2
- Apparent low bidder on bid day = **Excel Electric**
- Budget Value = \$685,451.75
- Bid Value = **\$782,400.00**

310 Sitework:

- Number of proposals received = 6
- Apparent low bidder on bid day = Affordable Excavating
- Budget Value = \$779,503.00
- Bid Value = \$670,000.00
- Post bid notes:
  - Triangle's Qualification process must be complete prior to Triangle's approval to proceed with the apparent low bidder. After the post bid interviews, Triangle recommends award to second bidder.
- 2<sup>nd</sup> low bidder on bid day = **Thornapple Excavation**
- 2<sup>nd</sup> low bidder value = **\$770,000.00**

321 Asphalt Paving:

- Number of proposals received = 3
- Apparent low bidder on bid day = **Michigan Paving & Materials**
- Budget Value = \$103,558.00
- Bid Value = **\$115,402.43**

329 Landscaping:

- Number of proposals received = 3
- Apparent low bidder on bid day = Horrocks Nursery (Incomplete)
- Budget Value = \$208,894.00
- Bid Value = \$105,041.00 (Incomplete, with added exclusions = \$110,041.00)
- Post bid notes:
  - Apparent Low bid did not include Allowance (\$5,000.00). After adding these scope items, they were no longer the low bidder.
- Complete low bidder on bid day = **Landscape Design**



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- Complete low bidder value = \$109,800.00
- Post bid notes:
  - \$1,530.00 credit received for gravel maintenance strip. This was scoped with WC 310 Sitework. (Revised Bid Value = **\$108,270.00**)

After post bid interviews, we have concluded that above listed contractors and those noted on the attached bid tab have included the full scope of work for the listed work categories and Triangle recommends them for this project. Your signature below will authorize Triangle Associates, Inc. to issue a subcontract for this work. Upon board approval, Triangle will prepare the GMP amendment for final contract cost.

**APPROVED:**

\_\_\_\_\_  
*Ben Swayze, Township Manager*

\_\_\_\_\_  
*Date*



Cascade Township Fire Department  
Fire Station No. 1

Recommendation to Award  
September 8, 2022

Project Area		18,300sf	Drawing Date:	DD/Recommendation
WORK CATEGORIES		Recommendation to Award	4/20/2022 DD Budget	Variance Over/(Under)
024	Demolition	\$57,550	\$91,104	-\$33,554
033	Concrete	\$558,510	\$492,106	\$66,404
034	Precast Concrete	\$25,000	\$24,775	\$225
042	Masonry	\$1,999,800	\$1,422,087	\$577,713
051	Steel Framing & Miscellaneous Metals	\$585,300	\$637,963	-\$52,663
061	Carpentry & General Trades	\$932,400	\$1,034,400	-\$102,000
075	Membrane Roofing	\$271,200	\$288,004	-\$16,804
088	Glass, Glazing & Aluminum	\$93,475	\$112,035	-\$18,560
092	Metal Trusses, Drywall & Acoustics	\$692,000	\$563,214	\$128,786
096	Carpet & Resilient Flooring	\$259,912	\$214,014	\$45,898
099	Painting	\$86,700	\$93,570	-\$6,870
113	Appliance Allowance	\$14,500	\$24,675	-\$10,175
210	Fire Suppression	\$55,800	\$86,426	-\$30,626
220	Plumbing	\$351,971	\$451,494	-\$99,523
230	Mechanical	\$623,000	\$542,982	\$80,018
260	Electrical	\$782,400	\$824,578	-\$42,178
260-1	Electrical Switchgear	\$29,000	\$0	\$29,000
260-2	Generator	\$94,700	\$0	\$94,700
280	Fire Alarm	\$25,664	\$0	\$25,664
310	Earthwork & Site Utilities	\$770,000	\$779,503	-\$9,503
321	Asphalt Paving	\$115,402	\$103,558	\$11,844
329	Landscaping & Irrigation	<u>\$108,270</u>	<u>\$208,894</u>	<u>-\$100,624</u>
<b>Trade Cost Total</b>		<b>\$8,532,554</b>	<b>\$7,995,382</b>	<b>\$537,172</b>
ALT 1: Quartz Countertop at Kitchen 138		\$15,600	\$0	\$15,600
Design Contingency		2.5% \$0	\$199,885	-\$199,885
Construction Contingency		5.0% <u>\$427,408</u>	<u>\$399,769</u>	<u>\$27,639</u>
<b>Trade Cost + Contingencies Total</b>		<b>\$8,975,562</b>	<b>\$8,595,036</b>	<b>\$380,526</b>
<b>TRIANGLE FEES</b>				
General Liability Insurance		\$67,317	\$64,463	\$2,854
Preconstruction		\$24,000	\$24,000	\$0
Project Personnel		\$298,100	\$279,500	\$18,600
Construction Support		\$186,340	\$158,300	\$28,040
Overhead & Profit		<u>\$238,783</u>	<u>\$228,032</u>	<u>\$10,750</u>
<b>General Conditions Total</b>		<b>\$814,540</b>	<b>\$754,295</b>	<b>\$60,244</b>
<b>BONDS</b>				
Payment & Performance Bond		<u>\$59,546</u>	<u>\$57,121</u>	<u>\$2,424</u>
<b>Bonds Total</b>		<b>\$59,546</b>	<b>\$57,121</b>	<b>\$2,424</b>
<b>PERMITS</b>				
Building Permit		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Permits Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRIANGLE PROPOSED GMP</b>		<b>\$9,849,647</b>	<b>\$9,406,453</b>	<b>\$443,194</b>



**OTHER FEES & PROFESSIONAL SERVICES**

AE Fees	<u>\$822,718</u>	<u>\$776,824</u>	<u>\$45,894</u>
Other Fees & Professional Services Total	<u>\$822,718</u>	<u>\$776,824</u>	<u>\$45,894</u>

**OWNER ALLOWANCES**

Turnout Gear Washer and Dryer - Universal Laundry Quote	\$27,267	\$27,267	\$0
Turnout Gear Lockers and Conference Table - GearGrid Quote	\$11,700	\$11,700	\$0
Recliners - Firestationfurniture.com Quote	\$5,500	\$5,500	\$0
Beds and Chests - Norix Quote	\$8,000	\$8,000	\$0
Dining Room Table and Fire Chief Conference Table - By Owner	\$0	\$0	\$0
Turnout Gear Locker Installation - Allowance	\$2,000	\$2,000	\$0
Hazardous Material Abatement - Allowance	\$26,000	\$2,000	\$24,000
Williams Furniture Budget - Allowance	\$82,400	\$82,400	\$0
Exterior Grill - Allowance	\$1,000	\$1,000	\$0
IT/Network Equipment - Allowance	\$15,000	\$15,000	\$0
Exercise Equipment - Allowance	\$0	\$0	\$0
Outdoor Patio Furniture - Allowance	\$5,000	\$5,000	\$0
Emergency Alert System - Dispatch - US Digital Design Allowance	\$54,178	\$54,178	\$0
Emergency Alert System - Station - US Digital Design Allowance	\$0	\$65,784	-\$65,784
Flammable Cabinet - Allowance	\$2,500	\$2,500	\$0
Builder's Risk Insurance - Owner to Supply	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Owner Allowances Total	<u>\$240,545</u>	<u>\$282,329</u>	<u>-\$41,784</u>

<b>TOTAL PROJECT BUDGET</b>	<b><u>\$10,912,910</u></b>	<b><u>\$10,465,606</u></b>	<b><u>\$447,304</u></b>
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**PENDING ALTERNATES**

ALT 2: All Exterior Pavement to be Concrete	\$194,218	\$74,835	\$119,383
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## Cascade Fire Station No. 1 (BP 02) BID TABULATION

BID DATE: August 29th, 2022 (2:00 PM)													
LOCATION: Cascade Township													
CH JOB#: 21006-00													
ARCH. JOB#: 2021-033													
WORK CATEGORY NUMBER	WORK CATEGORY TITLE	BUDGET VALUE	APPARENT LOW BIDDER	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE ALT. 01 Quartz Counters	ALTERNATE ALT. 02 Concrete ILO Asphalt	NOTES					
020	DEMOLITION	\$ 91,104.00	Pfisch Companies	Y	\$ 57,550.00	\$ -	\$ -	\$ -					
033	BUILDING CONCRETE	\$ 492,106.00	Prolline Concrete	Y	\$ 558,510.00	\$ -	\$ 309,620.00	\$ -					
034	PRECAST CONCRETE	\$ 24,775.00	Fabcon Precast	Y	\$ 25,000.00	\$ -	\$ -	\$ -					
042	MASONRY	\$ 1,422,087.00	JK Masonry	Y	\$ 1,999,800.00	\$ -	\$ -	\$ -					
051	STRUCTURAL STEEL	\$ 637,963.00	Van Dellen Steel	Y	\$ 585,300.00	\$ -	\$ -	\$ -					
061	GENERAL TRADES	\$ 1,034,400.00	IntegraCare	Y	\$ 932,400.00	\$ 15,600.00	\$ -	\$ -	Credit back for Dumpster Gate (by WC 061) = \$20,000.00				
075	MEMBRANE ROOFING	\$ 288,004.00	MIKALAN ROOFING	Y	\$ 271,200.00	\$ -	\$ -	\$ -					
088	ALUMINUM GLASS AND GLAZING	\$ 112,035.00	Lakeshore Glass & Metals	Y	\$ 93,475.00	\$ -	\$ -	\$ -					
092	DRYWALL	\$ 563,214.00	Phoenix Interiors	Y	\$ 692,000.00	\$ -	\$ -	\$ -					
096	FLOORING	\$ 214,014.00	River City Flooring	Y	\$ 259,912.00	\$ -	\$ -	\$ -					
099	PAINTING AND WALLCOVERINGS	\$ 93,570.00	Halligan Painting	Y	\$ 86,700.00	\$ -	\$ -	\$ -					
113	APPLIANCE ALLOWANCE	\$ 24,675.00	ALLOWANCE	-	\$ 14,500.00	\$ -	\$ -	\$ -	Allowance minus items included in CD bid documents: chain fall and kitchen hood				
210	FIRE PROTECTION	\$ 86,426.00	Brigade Fire Protection	Y	\$ 55,800.00	\$ -	\$ -	\$ -					
220	PLUMBING	\$ 451,494.00	Gale Plumbing & Hydronics	Y	\$ 351,971.00	\$ -	\$ -	\$ -	Added \$14,975.00 for Compressed Air per Triangle's Request				
230	MECHANICAL	\$ 542,952.00	Advantage Mechanical	Y	\$ 623,000.00	\$ -	\$ -	\$ -					
260	ELECTRICAL	\$ 685,451.75	Excel Electric	Y	\$ 782,400.00	\$ -	\$ -	\$ -					
260-1	ELECTRICAL SWITCHGEAR	\$ 38,000.00	EXCEL ELECTRIC	Y	\$ 29,000.00	\$ -	\$ -	\$ -					
260-2	GENERATOR	\$ 67,500.00	EXCEL ELECTRIC	Y	\$ 94,700.00	\$ -	\$ -	\$ -	Includes \$1,500.00 for 38 week lead time in lieu of 54+ weeks				
280	FIRE ALARM	\$ 33,626.25	RIVERSIDE	Y	\$ 25,664.00	\$ -	\$ -	\$ -	Low responsive bidder.				
310	SITWORK	\$ 779,503.00	Thornapple Excavation	Y	\$ 770,000.00	\$ -	\$ -	\$ -					
321	ASPHALT PAVING	\$ 103,558.00	Michigan Paving & Materials	Y	\$ 115,402.00	\$ -	\$ (115,402.00)	\$ -					
329	LANDSCAPING	\$ 208,894.00	Landscapa Design Services	Y	\$ 108,270.00	\$ -	\$ -	\$ -	Credit back for gravel maintenance strip (by WC 310) = \$1,530.00				
<b>TOTALS</b>		\$ 7,995,382.00			\$ 8,532,554.00	\$ 15,600.00	\$ 194,218.00	\$ -					



**020 - DEMOLITION**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete ILO Asphalt	
020	DEMOLITION	\$ 91,104.00					
	Leno, Inc.		Y	\$ 99,600.00			
	Pitsch Companies		Y	\$ 57,550.00			
	Specialized Demolition		1 only	\$ 59,800.00			
APPARENT LOW BIDDER	Pitsch Companies	\$ -	Y	\$ 57,550.00	\$ -	\$ -	\$ -



### 033 - BUILDING CONCRETE

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete ILO Asphalt	
033	BUILDING CONCRETE	\$ 492,106.00					
	Burgess Concrete		Y	\$ 620,600.00		\$ 370,133.00	
	Schepers Concrete		Y	\$ 684,760.00		\$ 253,065.00	
	Choice Concrete Construction		Y	\$ 635,494.00		\$ 339,700.00	
	Proline Concrete		Y	\$ 558,510.00		\$ 309,620.00	
	Cannon Concrete		Y	\$ 926,467.00		\$ 420,100.00	
	Epic Excavating		Y	\$ 761,928.00		\$ 463,551.00	
	RLE Concrete		Y	\$ 701,510.00		\$ 305,062.00	
APPARENT LOW BIDDER	Proline Concrete	\$ -	Y	\$ 558,510.00	\$ -	\$ 309,620.00	\$ -



**034 - PRECAST CONCRETE**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete ILO Asphalt	
034	PRECAST CONCRETE	\$ 24,775.00					
	Fabcon Precast		Y	\$ 25,000.00			
<b>APPARENT LOW BIDDER</b>	Fabcon Precast	\$ -	Y	\$ 25,000.00	\$ -	\$ -	\$ -



**042 - MASONRY**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
					Quartz Counters	Concrete ILO Asphalt	
042	MASONRY	\$ 1,422,087.00					
	JK Masonry		Y	\$ 1,999,800.00			
	Adam Baker Masonry		Y	\$ 3,889,789.00			
	Schiffer Masonry		Y	\$ 2,831,777.00			
APPARENT LOW BIDDER	JK Masonry	\$ -	Y	\$ 1,999,800.00	\$ -	\$ -	\$ -



## 051 - STRUCTURAL STEEL

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete ILO Asphalt	
051	STRUCTURAL STEEL	\$ 637,963.00					
	FCC, Inc.		Y	\$ 615,000.00			Credit back for Dumpster Gate (by WC 061) = \$20,000.00
	Van Dellen Steel		Y	\$ 585,300.00			
APPARENT LOW BIDDER	Van Dellen Steel	\$ -	Y	\$ 585,300.00	\$ -	\$ -	Credit back for Dumpster Gate (by WC 061) = \$20,000.00



**061 - GENERAL TRADES**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete I/O Asphalt	
061	GENERAL TRADES	\$ 1,034,400.00					
	IntegraCore		Y	\$ 932,400.00	\$ 15,600.00		Incomplete - added \$22,000 for excluded scope on proposal form  Voluntary Alternate  Did Not Open - Late Bid
	Nugent Builders		Y	\$ 942,000.00	\$ 15,500.00		
	D & D Building JKB		Y	\$ 1,007,200.00	\$ 13,000.00		
APPARENT LOW BIDDER	IntegraCore	\$ -	Y	\$ 932,400.00	\$ 15,600.00	\$ -	\$ -



**088 - ALUMINUM, GLASS AND GLAZING**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
088	ALUMINUM GLASS AND GLAZING	\$ 112,035.00			Quartz Counters	Concrete I/O Asphalt	
	Lakeshore Glass & Metals		Y	\$ 93,475.00			
<b>APPARENT LOW BIDDER</b>	Lakeshore Glass & Metals	\$ -	Y	\$ 93,475.00	\$ -	\$ -	\$ -



**092 - DRYWALL**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
092	DRYWALL	\$ 563,214.00			Quartz Counters	Concrete ILO Asphalt	
	Halyard		Y	\$ 727,950.00			
	Phoenix Interiors		Y	\$ 692,000.00			
	Ritsema Associates, Inc.		Y	\$ 908,000.00			
	Schepers Brothers Co.		Y	\$ 805,881.00			
APPARENT LOW BIDDER	Phoenix Interiors	\$ -	Y	\$ 692,000.00	\$ -	\$ -	\$ -



**096 - FLOORING**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete ILO Asphalt	
096	FLOORING	\$ 214,014.00					
	River City Flooring		Y	\$ 259,912.00			
	Phoenix Interiors		Y	\$ 288,400.00			
	Lansing Tile & Mosaic		Y	\$ 289,825.00			
	Ritsema Associates, Inc.		Y	\$ 288,800.00			
APPARENT LOW BIDDER	River City Flooring	\$ -	Y	\$ 259,912.00	\$ -	\$ -	\$ -



**099 - PAINTING AND WALLCOVERINGS**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
					Quartz Counters	Concrete ILO Asphalt	
099	PAINTING AND WALLCOVERINGS	\$ 93,570.00					
	H&H Painting		Y	\$ 110,651.00			
	Halligan Painting		Y	\$ 86,700.00			
	Vork Brothers Painting		Y	[\$59,779.00]			
<b>APPARENT LOW BIDDER</b>	Halligan Painting	\$ -	Y	\$ 86,700.00	\$ -	\$ -	\$ -



## 210 - FIRE PROTECTION

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
210	FIRE PROTECTION	\$ 86,426.00			Quartz Counters	Concrete ILO Asphalt	
	Total Fire Protection		Y	\$ 63,000.00			
	Brigade Fire Protection		Y	\$ 55,800.00			
	Triad Fire Protection		Y	\$ 79,300.00			
APPARENT LOW BIDDER	Brigade Fire Protection	\$ -	Y	\$ 55,800.00	\$ -	\$ -	\$ -



## 220 - PLUMBING

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
220	PLUMBING	\$ 451,494.00			Quartz Counters	Concrete ILO Asphalt	
	DHE Plumbing & Mech.		Y	\$ 589,400.00			Added \$14,975.00 for Compressed Air per Triangle's Request
	Mahlon Mechanical Services		Y	[\$345,560.00]			
	Gale Plumbing & Hydronics		Y	\$ 351,971.00			
	Advantage Mechanical		Y	\$ 484,000.00			
APPARENT LOW BIDDER	Gale Plumbing & Hydronics	\$ -	Y	\$ 351,971.00	\$ -	\$ -	Added \$14,975.00 for Compressed Air per Triangle's Request



**230 - MECHANICAL**

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
230	MECHANICAL	\$ 542,982.00			Quartz Counters	Concrete I/O Asphalt	
	DHE Plumbing & Mech.		Y	\$ 649,400.00			Withdrawn bid
	Advantage Mechanical		Y	\$ 623,000.00			
	Lamphear Service Company		Y	[\$577,425.00]			
	Mahlon Mechanical Services		Y	\$ 675,135.00			
APPARENT LOW BIDDER	Advantage Mechanical	\$ -	Y	\$ 623,000.00	\$ -	\$ -	\$ -



## 260 ELECTRICAL

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
260	ELECTRICAL	\$ 685,451.75			Quartz Counters	Concrete I/O Asphalt	
	Excel Electric		Y	\$ 782,400.00			
	Frontier Electrical		Y	\$ 1,198,028.00			
APPARENT LOW BIDDER	Excel Electric	\$ -	Y	\$ 782,400.00	\$ -	\$ -	\$ -



### 310 - SITEWORK

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01	ALT. 02	
310	SITEWORK	\$ 779,503.00					
	John W. Potter		Y	\$ 962,800.00		\$ (55,000.00)	
	Fischer Idema Excavating		Y	\$ 1,063,500.00		\$ (44,200.00)	
	D. Teunessen Excavating		Y	\$ 923,348.00			
	Affordable Excavating		Y	[\$670,000.00]		\$ (40,000.00)	\$40k Allowance added to base bid
	Thornapple Excavation		Y	\$ 770,000.00			
	Epic Excavating		Y	\$ 1,586,186.00		\$ (115,769.00)	
APPARENT LOW BIDDER	Thornapple Excavation	\$ -	Y	\$ 770,000.00	\$ -	\$ -	\$ -



### 321 - ASPHALT PAVING

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 <i>Quartz Counters</i>	ALT. 02 <i>Concrete ILO Asphalt</i>	
321	ASPHALT PAVING	\$ 103,558.00					
	Michigan Paving & Materials		Y	\$ 115,402.00		\$ (115,402.00)	
	A1 Asphalt		Y	\$ 180,210.00		\$ (180,210.00)	
	Superior Asphalt Inc.		Y	\$ 154,470.00		\$ (154,470.00)	
APPARENT LOW BIDDER	Michigan Paving & Materials	\$ -	Y	\$ 115,402.00	\$ -	\$ (115,402.00)	\$ -



### 329 - LANDSCAPING

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	ALTERNATE		NOTES
					ALT. 01 Quartz Counters	ALT. 02 Concrete ILO Asphalt	
329	LANDSCAPING	\$ 208,894.00					
	Twin Lakes Nursery		Y	\$ 119,550.00			Incomplete - added \$5,000 not included in base bid Credit back for gravel maintenance strip (by WC 310) = \$1,530.00
	Horrocks Nursery		Y	\$ 110,041.00			
	Landscape Design Services		Y	\$ 108,270.00			
APPARENT LOW BIDDER	Landscape Design Services	\$ -	Y	\$ 108,270.00	\$ -	\$ -	Credit back for gravel maintenance strip (by WC 310) = \$1,530.00



# CASCADE CHARTER TOWNSHIP NEW FIRE STATION



## FRONT PERSPECTIVE





# CASCADE CHARTER TOWNSHIP NEW FIRE STATION



**EAST ELEVATION PERSPECTIVE**



**WEST ELEVATION PERSPECTIVE**





# CASCADE CHARTER TOWNSHIP NEW FIRE STATION



**SOUTH ELEVATION PERSPECTIVE**



**NORTH ELEVATION PERSPECTIVE**





WALL SECTION / MONUMENT SIGN  
SCALE: 3/4" = 1'-0"

WALL SECTION / SIGNAGE WALL  
SCALE: 3/4" = 1'-0"

NORTH ELEVATION  
SCALE: 3/4" = 1'-0"

WEST ELEVATION  
SCALE: 3/4" = 1'-0"

ENL. ELEV. / SIGNAGE WALL EAST  
SCALE: 1/2" = 1'-0"

DETAIL / WEEP ELEVATION  
SCALE: 1/2" = 1'-0"

ENL. ELEV. / APPARATUS BAY WINDOW  
SCALE: 1/2" = 1'-0"

ENL. ELEV. / SIGNAGE WALL WEST  
SCALE: 1/2" = 1'-0"

ENL. ELEV. / SIGNAGE WALL EAST  
SCALE: 1/2" = 1'-0"

ENL. ELEV. / SIGNAGE WALL WEST  
SCALE: 1/2" = 1'-0"

PROJECT: FIRE STATION NO. 1  
2865 THORNHILLS AVENUE S.E.  
GRAND RAPIDS, MICHIGAN 49546

DATE: 11/20/2023  
DRAWN: JLL  
CHECKED: JLL

WILLIAMS ARCHITECTS  
ARCHITECTURE | PLANNING | INTERIORS | INTERIORS  
PHONE: 616-221-1212 | FAX: 616-221-1250  
1000 W. GRAND AVENUE, SUITE 1000, GRAND RAPIDS, MI 49503

EXTERIOR ELEVATIONS  
A4.2

**Cascade Charter Township**

**Resolution \_\_ of 2022**

**WHEREAS**, the Cascade Charter Township Board had established a Cascade Charter Township Park Board by Resolution #1 of 1977, consisting on six citizens to advise the Township on matters related to the Cascade Charter Township Park;

**WHEREAS**, the Cascade Charter Township Board adopted Resolution #71 of 1993 to rescind Resolution #1 of 1977, and to rename the Park Board the Cascade Charter Township Parks Committee, and transfer all powers and duties of the Park Board to the Parks Committee in accordance with the by-laws and rules of procedure adopted with the resolution;

**WHEREAS**, since its existence, the Parks Committee has met on a regular basis to address the recreational needs of the residents of Cascade Charter Township;

**WHEREAS**, the current membership of the Parks Committee has developed a set of amended by-laws and rules of procedure to handle its administrative functions and advisory duties to the Cascade Charter Township Board;

**WHEREAS**, the Parks Committee has requested that the Township Board adopt the recommended by-laws and rules of procedure to assure the efficient operations of this advisory body;

**WHEREAS**, the Parks Committee also requested that the Township Board reorganize the Parks Committee with a membership consisting of six (6) regular members, and one (1) ex-officio member who will be a member of the Township Board, as stated in the proposed by-laws;

**THEREFORE BE IT RESOLVED**, that Resolution #71 of 1993 is hereby rescinded and the amended by-laws and rules of procedure for the Cascade Charter Township Parks Committee are adopted and attached to this resolution.

The foregoing Resolution was offered by Trustee \_\_\_\_\_ supported by Trustee \_\_\_\_\_.

The roll call was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Sue Slater  
Cascade Charter Township Clerk

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board on the 14<sup>th</sup> day of September 2022.

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Sue Slater  
Cascade Charter Township Clerk

## CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

### BY-LAWS AND RULES OF PROCEDURE (As amended, \_\_\_\_\_, 2022)

#### 1. AUTHORITY

- 1.1. These rules of procedures are adopted by the Cascade Charter Township Parks Committee ("The Committee") pursuant to Public Act 267 of 1976, as amended, the Open Meetings Act, MCL 15.261 et seq. ("Open Meetings Act")

#### 2. OFFICERS

- 2.1 *Selection.* At the January meeting The Committee shall select officers from its membership, including a chair, vice-chair and secretary. Each shall serve for a twelve-month period. The vice-chair may also hold the position of secretary.
- 2.2 *Duties.* The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules referenced in section 4.9 of these bylaws. In the absence of the chair, the vice-chair shall act in the capacity of the chair. The secretary may execute documents in the name of The Committee and perform such other duties as The Committee may determine. The Cascade Township Planning Director shall serve as the recording secretary and shall be responsible for preparation of minutes, keeping of pertinent public records, delivering notices of public hearings, working with the chair on the preparation of meeting agendas, and performing related administrative duties to assure efficient and informed Committee operations.
- 2.3 *Tenure.* The officers shall take office immediately following their election. They are eligible for re-election one year after their selection, but may retain their office until successors are elected and assume office.
- 2.4 *Succession.* In the event of a vacancy in the office of the chair, the vice-chair shall succeed to the office of chair and will serve in that position until The Committee selects a new chair and vice-chair at the earliest practicable time.

#### 3. MEMBERSHIP

- 3.1 *Membership.* The Committee shall consist of seven voting (7) members. All voting members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be on The Committee, with their term of service running concurrent with his/her service on the Township Board.

A representative of the Forest Hills Schools administration may serve as an ex-officio member of The Committee, for purposes of communicating common recreation needs to the township. This representative shall not have any voting privileges on The Committee.

- 3.2 *Terms.* Members of The Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for three (3) years and may extend only to one additional consecutive three (3) year term if reappointed by the Township Supervisor and Township Board. Members shall be appointed with

staggered terms, but members may continue to serve until their successors have been appointed.

- 3.3 *Vacancies.* In the event a member of The Committee can no longer serve because of health or any other reason, the Township Supervisor shall appoint, upon Township Board approval, another person to The Committee for that unexpired term. Should the unexpired term be two (2) years or longer it shall be considered a full term.

If a member moves outside of the jurisdictional boundaries of the Township, that shall constitute a resignation from The Committee, effective upon the date of such move.

- 3.4 *Member Attendance.* In the event a member cannot attend a meeting they shall inform the chair or recording secretary before 5:00 p.m. the day prior to the meeting. If a member has three (3) consecutive absences from regularly scheduled meetings or misses at least fifty (50) percent of the meetings within any twelve (12) month period, the member will be deemed inactive and removed from The Committee in accordance with section 3.5. The removal will be communicated to the member in writing by the chair, with notice to the planning director and township supervisor.

3.5 *Removal.*

a. Reason for Removal – On recommendation of The Committee, members may be removed by the Township Board for 1.) non-performance of duty or misconduct in office or on written charges and after public hearing or, 2.) failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest as set forth in section 3.5 b.

b. Conflict of Interest- A member may be excused from voting on a particular issue by majority vote of the remaining members present for reasons of a conflict of interest if:

- 1) The member has a direct financial interest in the outcome of the matter at issue; or
- 2) The matter at issue involves the member's business or place of employment; or
- 3) The member has such close personal ties to the applicant/issue that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
- 4) Any other personal conflict of interest perceived by the Committee not listed above.

#### **4. MEETINGS**

- 4.1 *Meeting Notices.* All meetings shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. The notice shall include the date and time of the meeting.

- 4.2 *Regular Meeting.* Regular meetings of The Committee shall be held in accordance with the meeting schedule adopted by The Committee. At The Committee meeting in November the chair and the recording secretary shall submit to The Committee a proposed meeting schedule for the upcoming calendar year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by The Committee. The dates and times shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, The Committee may select alternate dates in the same month, in accordance with the Open Meetings Act.
- 4.3 *Special Meetings.* A special meeting may be called by two members of The Committee upon request to the secretary or to the chair. The business which The Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the recording secretary shall send written notice of a special meeting to members not less than 48 hours in advance of the meeting.
- 4.4 *Quorum.* For The Committee to conduct business or take any official action, a quorum consisting of a majority of the voting members shall be present. When a quorum is not present, no official action except for closing of the meeting may take place. The members of The Committee may discuss matters of interest but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is stated at the meeting.
- 4.5 *Public Hearings.* Public hearings shall be scheduled when required by law, noticed, and conducted in accordance with the provisions of the Open Meetings Act.
- 4.6 *Motions.* Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- 4.7 *Voting.* An affirmative vote of a majority of The Committee shall be required for the approval of any requested action or motion placed before The Committee. Voting shall ordinarily be voice vote; provided however that a roll call shall be required if requested by any member or directed by the Chair. All members including the chair shall vote on all matters, but the Chair shall vote last. Any member will be excused from voting if that person has a conflict of interest as described in section 3.4 and as recognized by the majority of the remaining members present. Any member abstaining from a vote shall not participate in the discussion of that item.
- 4.8 *Order of Business.* A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:

Call to order  
Roll Call

Approval of Agenda  
Approval of Minutes  
Public Comments and Communications  
Old Business  
New Business  
Any Other Business  
Adjournment

A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

- 4.9 *Rules of Order.* All meetings of The Committee may be conducted in accordance with generally accepted parliamentary procedure, and as otherwise governed by “Robert’s Rules of Orders”.

## **5. MINUTES**

- 5.1 The Committee minutes shall be prepared by the recording secretary. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the Township Clerk.

## **6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

- 6.1 All meetings of The Committee shall be opened to the public and held in a place available to the public, in accordance with the Open Meetings Act.
- 6.2 All deliberations and decisions of The Committee shall be made at a meeting open to the public, in accordance with the Open Meetings Act.
- 6.3 A person shall be permitted to address The Committee in accordance with the Open Meetings Act and under the rules established by the Township for public comment at meetings. Public comment will be limited to three (3) minutes per person.
- 6.4 In accordance with the Open Meetings Act, a person shall not be excluded from a meeting of The Committee except for breach of the peace, committed at the meeting. This determination will be made by the chair or other officer presiding at the meeting.
- 6.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act, MCL 15.231 et seq.

## **7. BYLAWS AMENDMENTS**

- 7.1 Recommendations for amendments to these bylaws may be made by The Committee pursuant to Section 4.7, and are subject to final approval by the Cascade Charter Township Board of Trustees.

THESE AMENDED BY-LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE CASCADE  
CHARTER TOWNSHIP BOARD THIS \_\_ DAY OF \_\_\_\_\_, 2022.

---

Sue Slater  
Cascade Charter Township Clerk



# Cascade Township Strategic Plan 2022

Scheduled for Adoption September 14, 2022





# Cascade Township Strategic Plan 2022

Scheduled for Adoption September 14, 2022

Prepared with the assistance of:



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## Cascade's Commitment:

*"Provide the resources, staffing, and organizational structure to execute the desires of residents to preserve the natural beauty and community character of Cascade."*

# Acknowledgments

## Township Board

Supervisor Grace Lesperance\*  
Clerk Susan Slater  
Treasurer Ken Peirce  
Trustee Tom McDonald  
Trustee John Shipley\*  
Trustee Timmy Noordhoek  
Trustee Jim Koessel

## Planning Commission

Chris Noordyke, Chairman\*  
Ralph Moxley, Vice Chair  
Diedre Deering, Secretary  
Scott Rissi  
Windy Korstange  
Ben Rapin  
Alan Rowland  
Joe Engel  
Timmy Noordhoek  
Parks Committee:  
Ginny Wanty, Chairman  
Joe Engel, Vice Chair  
Mike Reese\*  
Grace Lesperance  
Matthew Douglas  
Windy Korstange

## Downtown Development Authority

Jennifer Pupilava, Chairman  
Steve Stephan, Vice Chair  
Rene Growney, Secretary  
Richard Siegle  
Rishi Makkar  
Scott Vogel  
Michelle Kleyla\*  
Grace Lesperance\*  
Gordon Reynolds

## Other Key Contributors

Ben Swayze, Township Manager\*  
Craig Meurlin, Resident\*  
Jessica Stine, Administrative Assistant  
Amy Snow-Buckner, SaboPR  
Hunter Zuk, SaboPR

*\*Indicates Strategic Plan Advisory Committee Member*

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# Introduction






Welcome the Cascade Township 2022 Strategic Plan. The purpose of this document is to serve as a roadmap that describes the guiding principles, priorities, and proposed actions of the Township's Boards, Commissions, Committees, and Staff. Final actions will be contingent on resource availability, financial evaluation, and approval by a majority vote of the Township Board.

The Strategic Plan was developed over the course of a year, using a public process. The process included two online surveys, a series of public focus groups, and workshops with the Township Board, Planning Commission, Downtown Development Authority, Parks Committee and Township Staff. In total, nearly 2,000 people were engaged in the Strategic Planning process.

It is the intent of this document to begin implementation immediately, with a multi-pronged process. The Board, Planning Commission, DDA, Parks Committee, newly created Pathways Committee, and other entities all have tasks assigned to them, in order to create on-the-ground quality of life improvements for residents.

# Color Code Key

## Category

	Parks and Trails
	Land Use and Economic Development
	Village Character and Development
	Preservation of the Thornapple River
	Transportation and Safety

## Responsible Entities

	TS	Township Staff
	TB	Township Board
	DDA	Downtown Development Authority
	PC	Planning Commission
	ParkCom	Parks Commission
	PathCom	Pathways Commission
	ZBA	Zoning Board of Appeals
	TRSAD	Thornapple River Special Assessment District Committee

## Timeline

Immediately (Within 1 Year)

5+ Years

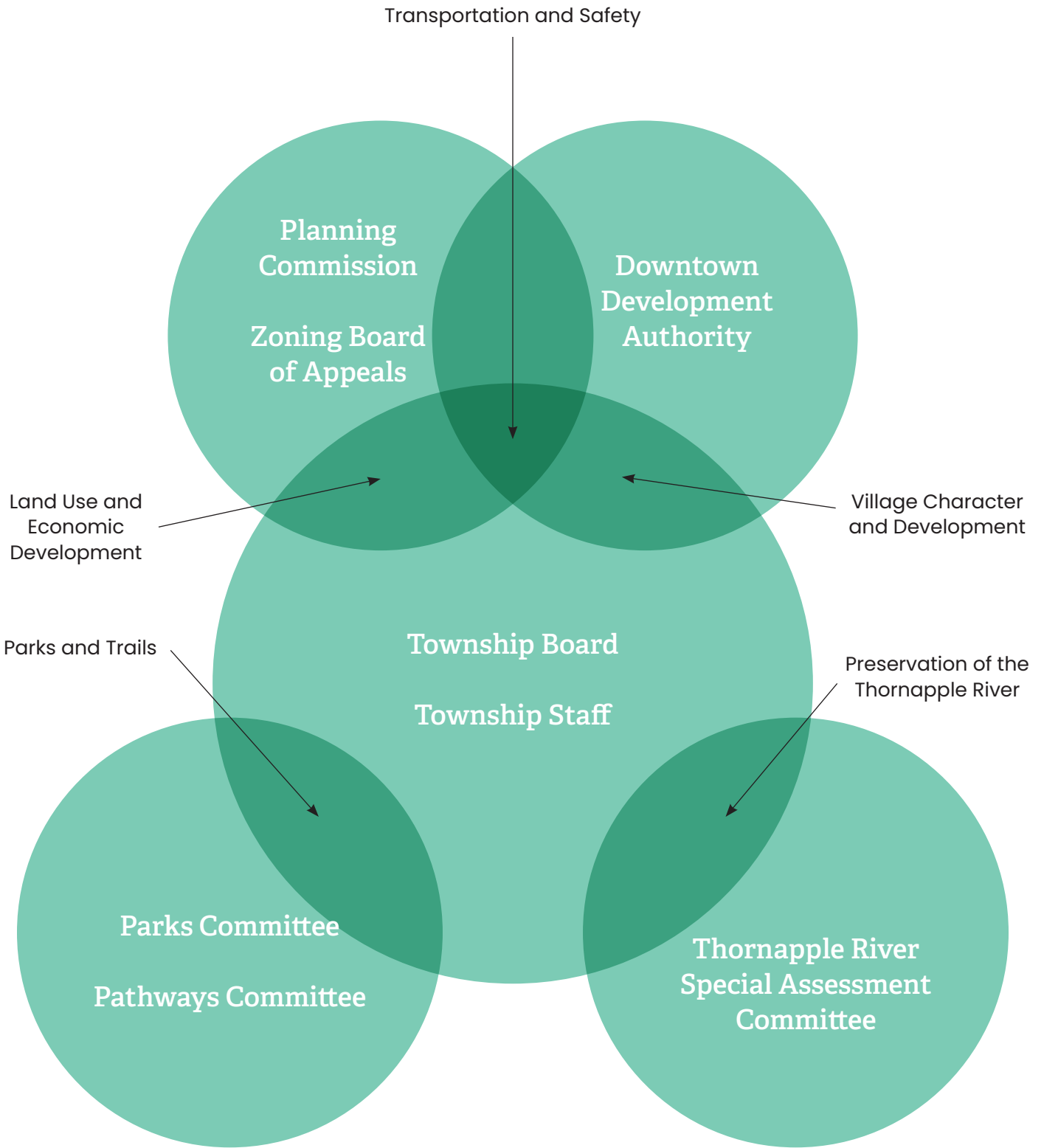


## Relationship to Other Plans

This **Strategic Plan** is designed to implement the **Township 10-Year Master Plan** by way of actions and tasks of Boards, Commissions, Committees, and Staff. The Master Plan provides the long-term vision for the community—it is the endpoint. The Strategic Plan provides the roadmap to get there.

Similarly, this plan provides a roadmap to the implementation of the vision of the Downtown Development Authority. However, that vision has not been updated as recently as the Township Master Plan, which is why this Strategic Plan recommends the creation of a **DDA Strategic Plan** to more clearly define the future of Cascade Village.

Finally, this plan was developed in conjunction with an ongoing update to the **5-Year Parks and Recreation Plan**. The priorities and tasks of this plan are intended to be consistent with that plan.



# Priorities and Tasks by Category

01

# Parks and Trails

## Priority 1. Ensure that existing parks meet the needs of the portion of the community that they serve.

**Task 1-1.** Complete the updated 2023-2027 5-Year Parks and Recreation Plan and Submit to MDNR.

**Time Frame:**  <1 year

**Responsible Entities:**  TS  ParkCom  TB

**Task 1-2.** Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.

**Time Frame:**  <1 year

**Responsible Entities:**  TS  ParkCom  TB

**Task 1-3.** Implement parks and recreation capital improvements program and other projects listed in the 2023-2027 5-Year Parks and Recreation Plan.

**Time Frame:**  1 year

**Responsible Entities:**  TS  ParkCom  TB

## Priority 2. Create a central gathering place for the Township.

**Task 2-1.** Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Time Frame:**  1 year

**Responsible Entities:**  TS  ParkCom  DDA  
 PC  TB

**Task 2-2.** Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Time Frame:**  1 year

**Responsible Entities:**  TS  ParkCom  DDA  
 PC  TB

**Task 2-3.** Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

**Time Frame:**  2-3 years

**Responsible Entities:**  ParkCom  DDA  TB

**Task 2-4.** Present the consensus vision for the central gathering place.

**Time Frame:** ■ 2-4 years

**Responsible Entities:** ■ TS ■ ParkCom ■ DDA  
 ■ PC ■ TB

**Task 2-5.** Implement consensus for central gathering place.

**Time Frame:** ■ 3-4 years

**Responsible Entities:** ■ ParkCom ■ DDA ■ TB

### Priority 3. Create new parks to serve the community as it grows and preserve natural features for sustainability and natural character.

**Task 3-1.** Develop a land acquisition template and designate target zones for new parks and incorporate them in the Township’s 10-Year Master Plan and 5-Year Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

**Time Frame:** ■ <1 year

**Responsible Entities:** ■ TS ■ ParkCom ■ PC ■ TB

**Task 3-2.** If land is designated for recreation, develop new amenities for those areas. If land is designated for open space or greenspace, develop a preservation plan for those areas.

**Time Frame:** ■ 3-5 years

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

### Priority 4. Refine the Township’s Parks and Recreation organizational structure.

**Task 4-1.** Establish and adopt bylaws and utilize the newly created Pathways Committee to identify funding opportunities and requirements for trail development, establish trail maintenance priorities and schedule, prioritize key trail connections and routes, and assist in parks and recreation program outreach.

**Time Frame:** ■ <1 year

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

**Task 4-2.** Appoint residents to the Parks Committee and Pathways Committee who represent the geographic and knowledge-base diversity of the community, when feasible.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ ParkCom  
 ■ PathCom ■ TB

**Task 4-3.** Explore hiring additional Township staff to assist with routine tasks for parks and recreation activities including:

- A parks director
- A nature program director / conservationist
- Maintenance staff

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

**Task 4-4.** Explore programming and education opportunities for the Township’s Parks and Recreation facilities.

**Time Frame:** ■ 3 years

**Responsible Entities:** ■ ParkCom ■ TS ■ TB

**Task 4-5.** Allow community members to rent the Historic Township Hall and increase the availability of the Wisner Center for community rental.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ TB

**Priority 5. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.**

**Task 5-1.** Assess and allocate adequate resources to the Parks Committee and Pathways Committee to implement the 2023-2027 5-Year Parks and Recreation Plan as well as the Strategic Plan.

**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB

**Task 5-2.** Consider a new dedicated millage for parks upgrades, recreational programming, pathways, and new parks.

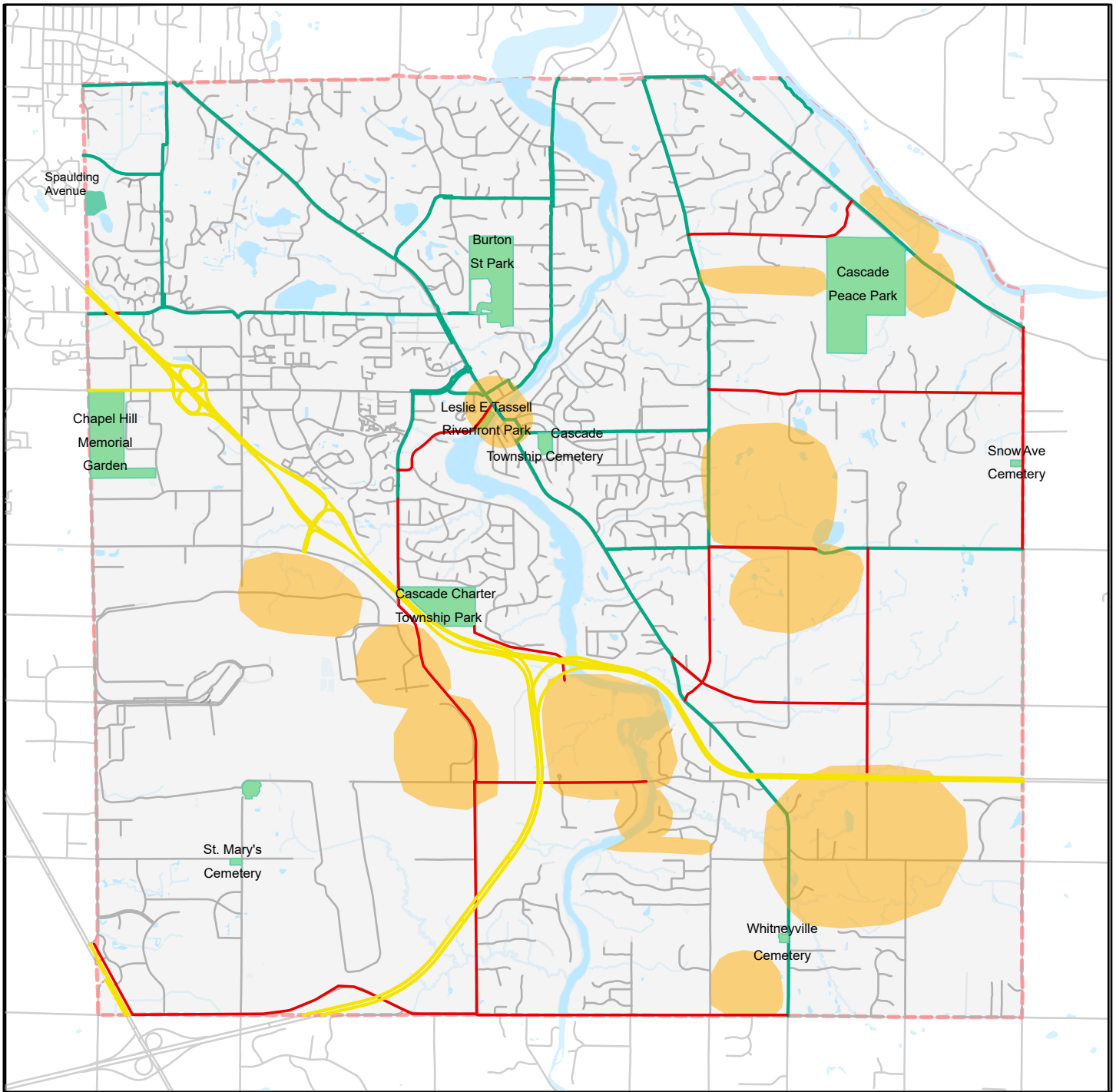
**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB

**Task 5-3.** Approach private businesses and individuals to solicit philanthropic funding of parks facilities, pathways, and recreational programming.

**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB

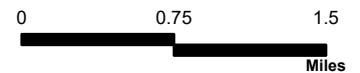


# Future Parks Target Areas

Cascade Charter Township, Kent County, Michigan  
September 14, 2022

## LEGEND

- Proposed Trail Extensions
- Existing Non Motorized Trails
- Proposed Park Acquisition Areas
- Existing Parks - Modified selection



Data Source: Michigan Geographic Data Library 2022. Grand Valley Metropolitan Council REGIS 2022. McKenna 2022.

# Land Use and Economic Development

**Priority 1. Populate Boards and Commissions with residents who represent the diversity of the Township and ensure that those that serve on Boards and Commission receive training and support to be effective in their roles.**

**Task 1-1.** Provide training opportunities for members of the Planning Commission and Zoning Board of Appeals.

**Time Frame:**  <1 year

**Responsible Entities:**  TS  ZBA  PC

**Task 1-2.** Appoint residents to the Planning Commission who represent the geographic and knowledge-base diversity of the community, when feasible.

**Time Frame:**  1-3 years depending on vacancies

**Responsible Entities:**  TS  PC  TB

**Task 1-3.** Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

**Time Frame:**  1 year

**Responsible Entities:**  TS  DDA  PC  TB

**Priority 2. Ensure that zoning processes are clear, efficient, and promote both economic development and Township planning goals.**

**Task 2-1.** Instruct the Planning Director and Zoning Administrator to make written recommendations to the Planning Commission of possible inefficiencies with zoning processes.

- Include specific provisions (Section 21.08) in which modifications to a site plan can be deemed minor and therefore not subject to another review and approval by the Planning Commission but can be approved by the Planning Director. Examples of minor modifications may include:
  - » Revisions to landscaping design.
  - » The addition or re-location of any sidewalks, refuse containers, lighting, interior driveways, and/or signs.
  - » Decrease in building size.

- » Moving a proposed building by no more than 10 feet or 5% of the distance to the closest property line.
- » An increase in building size that does not exceed 5,000 square feet or 5% of the approved floor area.
- » A new building that does not exceed 5,000 square feet and will not contain a use requiring a Special Use permit.
- » Modification of parking lots within 10% of the approved size.
- Develop provisions to establish distinct separation between the Planning Director roles and the newly created Zoning Administrator position (Section 24.02). Some of the roles for the Zoning Administrator may include (but are not limited to):
  - » Fielding general zoning ordinance inquiries from the public
  - » Administering permits and staff approvals for accessory structures (i.e., fences and sheds)
  - » Enforcement activities and case logs
  - » Authority to issue cease and desist orders.
- Evaluate creating a Civil Infractions Bureau and refine the civil infractions system as needed, which may include a definitive fine structure for zoning ordinance violations (such as a warning period, a base fine for first offense, secondary offenses, repeat offenses, and cost per day when the offense is not reconciled).
- Allow the Planning Director or Zoning Administrator (with oversight from the Township Manager) to review and approve temporary uses, as defined in the Zoning Ordinance (to lessen the workload of the ZBA and streamline processes).

**Time Frame:** ■ 1 year

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 2-2.** Ensure sufficient staff and professional support for the Planning Commission by reviewing workloads of current staff and finding areas where support may be needed.

**Time Frame:** ■ 1 year

**Responsible Entities:** ■ TS ■ PC ■ TB

**Priority 3. Review the zoning ordinance to ensure it reflects Township priorities and market realities.**

**Task 3-1.** Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance a Township priority. Specifically, review the dimensional, landscaping, lighting, parking, and signage sections for unnecessary regulations and address impediments to business expansions and/or additions by means of:

- Allowing the Planning Commission jurisdiction to approve a lesser number of parking spaces than required, provided that proper justification for a different standard is given by the applicant.
- Allowing the Planning Commission jurisdiction to approve a different standard pertaining to landscaping, fencing, and screening, provided that adequate justification is provided by the applicant.
- The Planning Commission and Zoning Administrator should make written recommendations to the Planning Commission for review, and the Planning Commission will make its final recommendations to the Township Board for approval by a vote of the majority of the Township Board.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-2.** Draft and adopt amendments to the Zoning Ordinance reflecting the key policy items identified during the Strategic Planning Process:

- Architectural Standards in Cascade Village, including whether current standards meet Township and DDA goals.
- Architectural Standards along 28th Street
- Landscaping Requirements
- Office Parks and their Potential for Mixed Use
- Outdoor Dining, including Year-Round Options

**Time Frame:** ■ 1 year

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-3.** Enhance and strengthen the B-1, Village Business District (or another district chosen to implement the Lower Village vision) provisions to include high-quality building and architectural and use standards considering:

- Permitted uses and special land uses
- Minimum/maximum parking requirements (including electric vehicles)
- Allowable building types and corresponding schedule of regulations

- Landscaping and lighting
- Outdoor dining

**Time Frame:** ■ 2-3 years

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-4.** Review the 2018 10-Year Master Plan’s Zoning Recommendations and implement amendments that have not yet been implemented (if they still reflect Township goals). These amendments include:

- Create and adopt the community mixed-use and transitional mixed-use zoning districts as outlined in the 10-Year Master Plan to realize the vision of the Upper and Lower Village area and mixed-use areas surrounding the airport.
- Develop and adopt Form-Based regulations where appropriate, such as within the Upper and Lower Village areas.
- Amend the Zoning Map to reflect new mixed-use zoning district classifications.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ PC ■ TB

#### Priority 4. Update the 10-Year Master Plan and, subsequently, the Zoning Ordinance, to position to Township for the 2020s and 2030s.

**Task 4-1.** Amend the “utility service area” boundary on the Township’s Future Land Use map to guide growth. Consider allowing utility extensions along Cascade Road as far as Quiggle Road, to the area near Ada Bible Church, with associated Future Land Use changes to allow housing development in that area. Increase protections for farmland and natural space in the areas remaining outside the utility service area boundary.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 4-2.** Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area, including criteria for structures and uses appropriate in those areas.

**Time Frame:** ■ <1 year

**Responsible Entities:** ■ TS ■ DDA ■ PC ■ TB

**Task 4-3.** Amend the Future Land Use Map to identify areas that may be conducive to small local commercial and mixed-use hamlets.

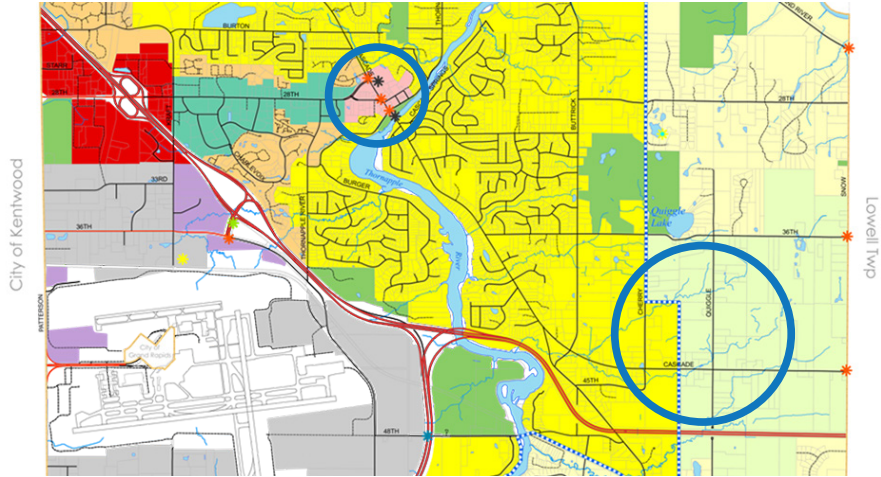
**Time Frame:** ■ 1 year

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 4-4.** Identify redevelopment programs, such as with the Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities (RRC) Program, Kent County Economic Development Department, and other applicable organizations to reduce vacancies within the Township’s future Upper and Lower Village area, commercial centers, and industrial centers.

**Time Frame:** 3-4 years

**Responsible Entities:** TS DDA PC TB



**Future Land Use Update Areas**

**Priority 5. Assess the Township’s current infrastructure to support business-friendliness.**

**Task 5-1.** Inventory cell service and broadband “dead zone” areas to ensure that commercial and industrial centers have adequate access to high speed and reliable phone and internet services.

**Time Frame:** 1-2 years

**Responsible Entities:** TS TB

**Task 5-2.** Inventory and prioritize segments along commercial and industrial corridors for sidewalk maintenance activities and upgrades.

**Time Frame:** 3-4 years

**Responsible Entities:** TS TB

**Task 5-3.** Develop a road maintenance plan for streets within (and connecting to) commercial and industrial developments.

**Time Frame:** 4 years

**Responsible Entities:** TS TB

**Task 5-4.** Inventory and address areas within commercial and industrial centers to ensure adequate access to water and sewer services and well as to prevent PFAS concerns.  
**Time Frame:** 5+ years  
**Responsible Entities:** TS PC TB

**Priority 6. Establish formal and consistent communication with representatives from the airport.**

**Task 6-1.** Actively participate in the Airport Access Study, as headed by the GVMC.  
**Time Frame:** 1 year  
**Responsible Entities:** TS PC TB

**Priority 7. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.**

**Task 7-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan, zoning ordinance, and other applicable Township documents and visions.  
**Time Frame:** 1-5 years  
**Responsible Entities:** TS PC TB

**Priority 8. Evaluate the Township’s brand (including logos, website, social media, marketing and promotional materials, etc.) to ensure that the brand accurately reflects the consensus vision and direction for the future of the Township.**

**Task 8-1.** Evaluate the need to update the Township’s logo and supplemental materials. Ensure that the brand update is consistent with the DDA’s marketing and branding plan, as completed in 2017.  
**Time Frame:** 2-3 years  
**Responsible Entities:** TS DDA TB

# Village Character and Development

**Priority 1.** Appoint residents to the Downtown Development Authority who represent the geographic and knowledge base diversity of the DDA District, and ensure that DDA Board members receive training and support to be effective in their roles.

**Task 1-1.** Provide training opportunities for members of the DDA.

**Time Frame:** ■ <1 year

**Responsible Entities:** ■ TS ■ DDA

**Priority 2.** Establish the official boundary for the Upper and Lower Village District, to be utilized in the 10-Year Master Plan, Zoning Ordinance, and DDA Plan, as well as any other relevant Township processes and procedures.

**Task 2-1.** Utilize the recommendations of this Plan and the public engagement summary to determine the Upper and Lower Village Boundary.

**Time Frame:** ■ <1 year

**Responsible Entities:** ■ DDA ■ TB

**Priority 3.** Update the Cascade Township Downtown Development Authority (DDA) Development Plan, Tax Increment Financing (TIF) Plan, and/or Strategic Plan to establish the short, mid, and long-term projects and programs for the DDA to implement (in compliance with PA 57 of 2018).

**Task 3-1.** Identify funds within the DDA budget to hire out the DDA and TIF Plan and/or Strategic Plan and work alongside a hired consultant to identify the specific short-, mid-, and long-term projects and programs in the DDA and TIF Plan, for all Development Area parcels within the DDA boundary.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ DDA ■ TB

**Task 3-2.** As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues:

- Redevelopment of the Thornapple Center shopping plaza.

- Design, program, and enhance the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including proposed expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River
- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Task 3-3.** As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.
- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ DDA ■ PC ■ TB

## Priority 4. Implement the Upper and Lower Village sub-area plans, and the 28th Street Corridor Plan.

**Task 4-1.** Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

**Time Frame:** ■ 2-3 years

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Task 4-2.** Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

**Time Frame:** ■ 3-4 years

**Responsible Entities:** ■ DDA ■ PC ■ TB

- Task 4-3.** Rezone appropriate properties as applicable to achieve the desired result for the Upper and Lower Village and the 28th Street corridor.

**Time Frame:** ■ 3-4 years

**Responsible Entities:** ■ PC ■ TB
- Task 4-4.** Work with the Kent County Road Commission to develop a road diet and pedestrian/bicycle safety plan for Cascade Road.

**Time Frame:** ■ 3-4 years

**Responsible Entities:** ■ DDA ■ PC ■ TB
- Task 4-5.** Implement the planned uses for the Upper Village green space surrounding the library, including programming and recreational upgrades, as well as potential sale of a portion for development.

**Time Frame:** ■ 2-4 years

**Responsible Entities:** ■ DDA ■ PC ■ TB
- Task 4-6.** Implement the 28th Street Corridor Plan using zoning amendments, DDA investments, and partnerships with MDOT, the Kent County Road Commission, the Rapid, and private entities.

**Time Frame:** ■ 2-4 years

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Priority 5. Identify and establish opportunities for public/private partnerships to assist with project implementation.**

- Task 5-1.** Develop a definitive list of large employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

**Time Frame:** ■ 4-5 years

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Priority 6. Enhance local community spirit by means of planning and implementing various community events, festivals, business showcases, and other happenings.**

- Task 6-1.** Develop a schedule of event and festival ideas (such as holiday events, live music, art fairs, and more) and designate a point of contact to be responsible for primary event planning tasks.

**Time Frame:** ■ 2 years

**Responsible Entities:** ■ DDA ■ TB

**Task 6-2.** Develop potential cost estimates for each desired event and partner with local businesses, large employers, developers, and others to secure sponsorships (or operational support) for the various event activities.

**Time Frame:** ■ 2-3 years

**Responsible Entities:** ■ DDA ■ TB

**Task 6-3.** Implement the various planned community events as applicable.

**Time Frame:** ■ 3 years

**Responsible Entities:** ■ DDA ■ TB

**Priority 7. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.**

**Task 7-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.

**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ DDA ■ PC ■ TB



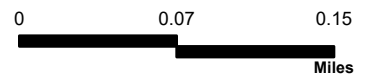
# Cascade Village Area

Cascade Charter Township, Kent County, Michigan

## LEGEND

### Layer

-  Village Area
-  Parks
-  Bodies of Water
-  Rivers & Streams
-  Kent County Roads
-  Private Roads



Data Source: Michigan Geographic Data Library 2022. Grand Valley Metropolitan Council REGIS 2022. McKenna 2022.

# Preservation of the Thornapple River

## Priority 1. Expand the Sustainability and Environment section of the 10-Year Master Plan to describe actionable steps for Thornapple River preservation.

- Task 1-1.** Consider various steps for river preservation efforts that may include (but are not limited to):
- Partner with an engineering firm specializing in environmental sustainability to develop a river preservation plan
  - Limit (or prohibit) development in flood hazard and wetland areas
  - Plan for strategic land acquisitions along the river to preserve as future parkland or greenspace
  - Prioritize targeted areas for water/sewer hookups
  - Create and enforce robust zoning ordinance provisions relating to fill and tree removal

**Time Frame:**  4-5 years

**Responsible Entities:**  TS  TRSAD  PC  TB

## Priority 2. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

- Task 2-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan and other various preservation projects.

**Time Frame:**  1-5 years

**Responsible Entities:**  TS  PC  TB

# Transportation and Safety

## Priority 1. Enhance road safety and streetscapes in the Cascade Village area to promote a safe, well-connected, walkable, and bikeable village environment.

**Task 1-1.** Continue partnerships and communications with the Kent County Road Commission to determine applicable streetscape and safety aspects (or alternatives) to implement the Upper and Lower Village area vision, as determined by the subarea plans.

**Time Frame:** ■ 3 years

**Responsible Entities:** ■ TS ■ DDA ■ TB

**Task 1-2.** Work with an engineering and/or planning firm to create a priority list and tentative schedule for the road improvements that will need to take place to implement the Upper and Lower Village vision.

**Time Frame:** ■ 3-4 years

**Responsible Entities:** ■ TS ■ DDA ■ TB

**Task 1-3.** Update the Township’s Complete Streets Plan to reflect the vision for the Upper and Lower Village Area.

**Time Frame:** ■ 4-5 years

**Responsible Entities:** ■ TS ■ DDA ■ TB

## Priority 2. Continue partnerships with the Kent County Road Commission to prioritize various bike facilities along specific corridors of the Township.

**Task 2-1.** Assess the Road Commission’s strategic road improvements schedule to collaborate on including new bike facilities in conjunction with road resurfacing or repaving projects. Bike projects can include expanded paved road shoulders (4 feet or wider), separated bike lanes, or on-street bike lanes.

**Time Frame:** ■ 3-4 years

**Responsible Entities:** ■ TS ■ PC ■ TB

### Priority 3. Continue partnerships with the Kent County Road Commission to address safety concerns at key intersections and corridors.

**Task 3-1.** Prioritize intersection enhancements at key locations where traffic accidents occur most frequently. Some of these intersections may include:

- 28th Street and Thornapple River Drive
- Buttrick Avenue and Cascade Road
- Whitneyville Avenue and Cascade Road
- 28th Street and Cascade Road
- Cascade Road and Burton Street
- Burton Street and Spaulding Avenue
- 28th Street and Kraft / Burton & Kraft
- Burton (between Patterson and Kraft)

**Time Frame:** ■ 1-3 years

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-2.** Determine the most appropriate enhancement(s) for each key intersection identified in the analysis process in task 1 above. Some examples of enhancements may include:

- Traffic signal timing
- Implementing green arrows for left turns
- Additional speed limit signage along key corridors
- Working alongside the Kent County Road Commission to implement their complete streets policy

**Time Frame:** ■ 1-3 years

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-3.** Identify and set aside potential sources for funding (or allocate resources) for the implementation of other intersection enhancements based on resident priorities:

**Time Frame:** ■ 4-5 years

**Responsible Entities:** ■ TB

Priority 4. Partner with The Rapid and potentially a private transportation company to replace Route 29 with a more flexible, innovative, and efficient mode of public transportation to connect riders to jobs, dining, shopping, entertainment, and housing in Cascade, as well as to Ford Airport and Woodland Mall/the Kentwood Transit Center.

**Task 4-1.** Determine alternative transportation partnership opportunities as needed.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ DDA ■ TB

**Task 4-2.** Implement the vision as established with the Rapid and a private transportation company to enhance Cascade’s public transportation opportunities.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ TS ■ DDA ■ TB

Priority 5. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

**Task 5-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement road safety and public transportation projects.

**Time Frame:** ■ 1-5 years

**Responsible Entities:** ■ TS ■ PC ■ TB

# Board and Commission Action Lists

02

# Township Board

## Parks and Trails Task 1-1

Complete the updated 2023–2027 5-Year Parks and Recreation Plan and Submit to MDNR.

**Time Frame:**  <1 year

**Other Responsible Entities:**  TS  ParkCom

## Parks and Trails Task 1-2

Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.

**Time Frame:**  <1 year

**Other Responsible Entities:**  TS  ParkCom

## Village Character and Development Task 2-1

Utilize the recommendations of this Plan and the public engagement summary to determine the Upper and Lower Village Boundary.

**Time Frame:**  >1 year

**Other Responsible Entities:**  DDA

## Parks and Trails Task 3-1

Develop a land acquisition template and designate target zones for new parks and incorporate them in the Township's 10-Year Master Plan and 5-Year Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

**Time Frame:**  >1 year

**Other Responsible Entities:**  TS  ParkCom  PC

## Parks and Trails Task 4-1

Establish and adopt bylaws and utilize the newly created Pathways Committee to identify funding opportunities and requirements for trail development, establish trail maintenance priorities and schedule, prioritize key trail connections and routes, and assist in parks and recreation program outreach.

**Time Frame:**  >1 year

**Other Responsible Entities:**  TS  ParkCom

### Land Use and Economic Development Task 4-2

Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area, including criteria for structures and uses appropriate in those areas.

**Time Frame:** ■ <1 year

**Other Responsible Entities:** ■ TS ■ DDA ■ PC

### Parks and Trails Task 1-3

Implement parks and recreation capital improvements program and other projects listed in the 2023–2027 5–Year Parks and Recreation Plan.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ ParkCom

### Parks and Trails Task 2-1

Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ ParkCom ■ DDA ■ PC

### Land Use and Economic Development Task 1-3

Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ DDA ■ PC

### Land Use and Economic Development Task 2-1

Instruct the Planning Director and Zoning Administrator to make written recommendations to the Planning Commission of possible inefficiencies with zoning processes.

- Include specific provisions (Section 21.08) in which modifications to a site plan can be deemed minor and therefore not subject to another review and approval by the Planning Commission but can be approved by the Planning Director. Examples of minor modifications may include:
  - » Revisions to landscaping design.
  - » The addition or re-location of any sidewalks, refuse containers, lighting, interior driveways, and/or signs.
  - » Decrease in building size.
  - » Moving a proposed building by no more than 10 feet or 5% of the distance to the closest property line.

- » An increase in building size that does not exceed 5,000 square feet or 5% of the approved floor area.
- » A new building that does not exceed 5,000 square feet and will not contain a use requiring a Special Use permit.
- » Modification of parking lots within 10% of the approved size.
- Develop provisions to establish distinct separation between the Planning Director roles and the newly created Zoning Administrator position (Section 24.02). Some of the roles for the Zoning Administrator may include (but are not limited to):
  - » Fielding general zoning ordinance inquiries from the public
  - » Administering permits and staff approvals for accessory structures (i.e., fences and sheds)
  - » Enforcement activities and case logs
  - » Authority to issue cease and desist orders.
- Evaluate creating a Civil Infractions Bureau and refine the civil infractions system as needed, which may include a definitive fine structure for zoning ordinance violations (such as a warning period, a base fine for first offense, secondary offenses, repeat offenses, and cost per day when the offense is not reconciled).
- Allow the Planning Director or Zoning Administrator (with oversight from the Township Manager) to review and approve temporary uses, as defined in the Zoning Ordinance (to lessen the workload of the ZBA and streamline processes).

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ PC

■ **Land Use and Economic Development Task 2-2**

Ensure sufficient staff and professional support for the Planning Commission by reviewing workloads of current staff and finding areas where support may be needed.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ PC

■ **Parks and Trails Task 2-2**

Work in partnership with Kent District Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ ParkCom ■ DDA ■ PC

■ **Land Use and Economic Development Task 3-2**

Draft and adopt amendments to the Zoning Ordinance reflecting the key policy items identified during the Strategic Planning Process:

- Architectural Standards in Cascade Village, including whether current standards meet Township and DDA goals.
- Architectural Standards along 28th Street

- Landscaping Requirements
- Office Parks and their Potential for Mixed Use
- Outdoor Dining, including Year-Round Options

**Time Frame:** ■■■ 2-3 years

**Other Responsible Entities:** ■■■ TS ■■■ PC

### ■ Land Use and Economic Development Task 4-3

Amend the Future Land Use Map to identify areas that may be conducive to small local commercial and mixed-use hamlets.

**Time Frame:** ■■■ 1 year

**Other Responsible Entities:** ■■■ TS ■■■ PC

### ■ Land Use and Economic Development Task 6-1

Actively participate in the Airport Access Study, as headed by the GVMC.

**Time Frame:** ■■■ 1 year

**Other Responsible Entities:** ■■■ TS ■■■ PC

### ■ Village Character and Development Task 3-1

Identify funds within the DDA budget to hire out the DDA and TIF Plan and/or Strategic Plan and work alongside a hired consultant to identify the specific short-, mid-, and long-term projects and programs in the DDA and TIF Plan, for all Development Area parcels within the DDA boundary.

**Time Frame:** ■■■ 1-2 years

**Other Responsible Entities:** ■■■ DDA

### ■ Land Use and Economic Development Task 3-1

Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance a Township priority. Specifically, review the dimensional, landscaping, lighting, parking, and signage sections for unnecessary regulations and address impediments to business expansions and/or additions by means of:

- Allowing the Planning Commission jurisdiction to approve a lesser number of parking spaces than required, provided that proper justification for a different standard is given by the applicant.
- Allowing the Planning Commission jurisdiction to approve a different standard pertaining to landscaping, fencing, and screening, provided that adequate justification is provided by the applicant.

- The Planning Commission and Zoning Administrator should make written recommendations to the Planning Commission for review, and the Planning Commission will make its final recommendations to the Township Board for approval by a vote of the majority of the Township Board.

**Time Frame:** ■ 1-2 years

**Other Responsible Entities:** ■ TS ■ PC

### Village Character and Development Task 3-2

As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues:

- Redevelopment of the Thornapple Center shopping plaza.
- Design, program, and enhance the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including proposed expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River
- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ DDA ■ PC

### Village Character and Development Task 3-3

As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.
- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

**Time Frame:** ■ 1-2 years

**Responsible Entities:** ■ DDA ■ PC

### Land Use and Economic Development Task 3-4

Review the 2018 10-Year Master Plan's Zoning Recommendations and implement amendments that have not yet been implemented (if they still reflect Township goals). These amendments include:

- Create and adopt the community mixed-use and transitional mixed-use zoning districts as outlined in the 10-Year Master Plan to realize the vision of the Upper and Lower Village area and mixed-use areas surrounding the airport.
- Develop and adopt Form-Based regulations where appropriate, such as within the Upper and Lower Village areas.
- Amend the Zoning Map to reflect new mixed-use zoning district classifications.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS PC

### Transportation and Safety Task 4-1

Determine alternative public transportation partnership opportunities as needed.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS DDA

### Land Use and Economic Development Task 4-1

Amend the "utility service area" boundary on the Township's Future Land Use map to guide growth. Consider allowing utility extensions along Cascade Road as far as Quiggle Road, to the area near Ada Bible Church, with associated Future Land Use changes to allow housing development in that area. Increase protections for farmland and natural space in the areas remaining outside the utility service area boundary.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS PC

### Transportation and Safety Task 4-2

Implement the vision as established with the Rapid and/or a private transportation company to enhance Cascade's public transportation opportunities.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS DDA

### Parks and Trails Task 4-2

Appoint residents to the Parks Committee and Pathways Committee who represent the geographic and knowledge-base diversity of the community, when feasible.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS ParkCom PathCom

**Parks and Trails Task 4-3**

Explore hiring additional Township staff to assist with routine tasks for parks and recreation activities including:

- A parks director
- A nature program director / conservationist
- Maintenance staff

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS ParkCom

**Parks and Trails Task 4-5:**

Allow community members to rent the Historic Township Hall and increase the availability of the Wisner Center for community rental.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS

**Village Character and Development Task 4-4**

Work with the Kent County Road Commission to develop a road diet and pedestrian/ bicycle safety plan for Cascade Road.

**Time Frame:** 1-2 years

**Other Responsible Entities:** DDA PC

**Land Use and Economic Development Task 1-2**

Appoint residents to the Planning Commission who represent the geographic and knowledge-base diversity of the community, when feasible.

**Time Frame:** 1-3 years depending on vacancies

**Other Responsible Entities:** TS

**Transportation and Safety Task 3-1**

Prioritize intersection enhancements at key locations where traffic accidents occur most frequently. Some of these intersections may include:

- 28th Street and Thornapple River Drive
- Buttrick Avenue and Cascade Road
- Whitneyville Avenue and Cascade Road
- 28th Street and Cascade Road
- Cascade Road and Burton Street
- Burton Street and Spaulding Avenue
- 28th Street and Kraft / Burton & Kraft
- Burton (between Patterson and Kraft)

**Time Frame:** 1-3 years

**Other Responsible Entities:** TS PC

### Transportation and Safety Task 3-2

Determine the most appropriate enhancement(s) for each key intersection identified in the analysis process in task 1 above. Some examples of enhancements may include:

- Traffic signal timing
- Implementing green arrows for left turns
- Additional speed limit signage along key corridors
- Working alongside the Kent County Road Commission to implement their complete streets policy

**Time Frame:** 1-3 years

**Other Responsible Entities:** TS PC

### Parks and Trails Task 5-1

Assess and allocate adequate resources to the Parks Committee and Pathways Committee to implement the 2023-2027 5-Year Parks and Recreation Plan as well as the Strategic Plan.

**Time Frame:** 1-5 years

**Other Responsible Entities:** TS ParkCom PathCom

### Transportation and Safety Task 5-1

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement road safety and public transportation projects.

**Time Frame:** 1-5 years

**Other Responsible Entities:** TS PC

### Land Use and Economic Development Task 7-1

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan, zoning ordinance, and other applicable Township documents and visions.

**Time Frame:** 1-5 years

**Other Responsible Entities:** TS PC

### Village Character and Development Task 7-1

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.

**Time Frame:** 1-5 years

**Other Responsible Entities:** TS DDA PC

**■ Preservation of the Thornapple River Task 2-1**

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan and other various preservation projects.

**Time Frame:** ■ 1-5 years

**Other Responsible Entities:** ■ TS ■ PC

**■ Land Use and Economic Development Task 5-1**

Inventory cell service and broadband “dead zone” areas to ensure that commercial and industrial centers have adequate access to high speed and reliable phone and internet services.

**Time Frame:** ■ 2 years

**Other Responsible Entities:** ■ TS

**■ Village Character and Development Task 6-1**

Develop a schedule of event and festival ideas (such as holiday events, live music, art fairs, and more) and designate a point of contact to be responsible for primary event planning tasks.

**Time Frame:** ■ 2 years

**Other Responsible Entities:** ■ DDA

**■ Parks and Trails Task 2-4**

Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

**Time Frame:** ■ 2-3 years

**Other Responsible Entities:** ■ ParkCom ■ DDA

**■ Land Use and Economic Development Task 3-2**

Draft and adopt amendments to the Zoning Ordinance reflecting the key policy items identified during the Strategic Planning Process:

- Architectural Standards in Cascade Village, including whether current standards meet Township and DDA goals.
- Architectural Standards along 28th Street
- Landscaping Requirements
- Office Parks and their Potential for Mixed Use
- Outdoor Dining, including Year-Round Options

**Time Frame:** ■ 2-3 years

**Other Responsible Entities:** ■ TS ■ PC

### Land Use and Economic Development Task 3-3

Enhance and strengthen the B-1, Village Business District (or another district chosen to implement the Lower Village vision) provisions to include high-quality building and architectural and use standards considering:

- Permitted uses and special land uses
- Minimum/maximum parking requirements (including electric vehicles)
- Allowable building types and corresponding schedule of regulations
- Landscaping and lighting
- Outdoor dining

**Time Frame:** 2-3 years

**Other Responsible Entities:** TS PC

### Land Use and Economic Development Task 8-1

Evaluate the need to update the Township's logo and supplemental materials. Ensure that the brand update is consistent with the DDA's marketing and branding plan, as completed in 2017.

**Time Frame:** 2-3 years

**Other Responsible Entities:** TS DDA

### Village Character and Development Task 4-1

Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

**Time Frame:** 2-3 years

**Responsible Entities:** DDA PC

### Village Character and Development Task 6-2

Develop potential cost estimates for each desired event and partner with local businesses, large employers, developers, and others to secure sponsorships (or operational support) for the various event activities.

**Time Frame:** 2-3 years

**Other Responsible Entities:** DDA

### Parks and Trails Task 2-3

Present the consensus vision for the central gathering place.

**Time Frame:** 2-4 years

**Other Responsible Entities:** TS ParkCom DDA PC

**Village Character and Development Task 4-5**

Implement the planned uses for the Upper Village green space surrounding the library, including programming and recreational upgrades, as well as potential sale of a portion for development.

**Time Frame:** 2-4 years

**Other Responsible Entities:** DDA PC

**Village Character and Development Task 4-6**

Implement the 28th Street Corridor Plan using zoning amendments, DDA investments, and partnerships with MDOT, the Kent County Road Commission, the Rapid, and private entities.

**Time Frame:** 2-4 years

**Other Responsible Entities:** DDA PC

**Transportation and Safety Task 1-1**

Continue partnerships and communications with the Kent County Road Commission to determine applicable streetscape and safety aspects (or alternatives) to implement the Upper and Lower Village area vision, as determined by the subarea plans.

**Time Frame:** 3 years

**Other Responsible Entities:** TS DDA

**Parks and Trails Task 4-4**

Explore programming and education opportunities for the Township’s Parks and Recreation facilities.

**Time Frame:** 3 years

**Other Responsible Entities:** ParkCom TS

**Village Character and Development Task 6-3**

Implement the various planned community events as applicable.

**Time Frame:** 3 years

**Other Responsible Entities:** DDA

**Transportation and Safety Task 1-2**

Work with an engineering and/or planning firm to create a priority list and tentative schedule for the road improvements that will need to take place to implement the Upper and Lower Village vision.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TS DDA

### Transportation and Safety Task 2-1

Assess the Road Commission's strategic road improvements schedule to collaborate on including new bike facilities in conjunction with road resurfacing or repaving projects. Bike projects can include expanded paved road shoulders (4 feet or wider), separated bike lanes, or on-street bike lanes.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TS PC

### Parks and Trails Task 2-5

Implement consensus for central gathering place.

**Time Frame:** 3-4 years

**Other Responsible Entities:** ParkCom DDA

### Village Character and Development Task 4-2

Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

**Time Frame:** 3-4 years

**Other Responsible Entities:** DDA PC

### Village Character and Development Task 4-3

Rezone appropriate properties as applicable to achieve the desired result for the Upper and Lower Village and the 28th Street corridor.

**Time Frame:** 3-4 years

**Other Responsible Entities:** PC

### Land Use and Economic Development Task 4-4

Identify redevelopment programs, such as with the Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities (RRC) Program, Kent County Economic Development Department, and other applicable organizations to reduce vacancies within the Township's future Upper and Lower Village area, commercial centers, and industrial centers.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TS DDA PC

### Land Use and Economic Development Task 5-2

Inventory and prioritize segments along commercial and industrial corridors for sidewalk maintenance activities and upgrades.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TS

**Parks and Trails Task 3-3**

If land is designated for recreation, develop new amenities for those areas. If land is designated for open space or greenspace, develop a preservation plan for those areas.

**Time Frame:** 3-5 years

**Other Responsible Entities:** TS ParkCom

**Land Use and Economic Development Task 5-3**

Develop a road maintenance plan for streets within (and connecting to) commercial and industrial developments.

**Time Frame:** 4 years

**Other Responsible Entities:** TS

**Transportation and Safety Task 1-3**

Update the Township’s Complete Streets Plan to reflect the vision for the Upper and Lower Village Area.

**Time Frame:** 4-5 years

**Other Responsible Entities:** TS DDA

**Preservation of the Thornapple River Task 1-1**

Consider various steps for river preservation efforts that may include (but are not limited to):

- Partner with an engineering firm specializing in environmental sustainability to develop a river preservation plan
- Limit (or prohibit) development in flood hazard and wetland areas
- Plan for strategic land acquisitions along the river to preserve as future parkland or greenspace
- Prioritize targeted areas for water/sewer hookups
- Create and enforce robust zoning ordinance provisions relating to fill and tree removal

**Time Frame:** 4-5 years

**Other Responsible Entities:** TS TRSAD PC

**Transportation and Safety Task 3-3**

Identify and set aside potential sources for funding (or allocate resources) for the implementation of other intersection enhancements based on resident priorities:

**Time Frame:** 4-5 years

**Other Responsible Entities:** None

**Village Character and Development Task 5-1**

Develop a definitive list of large employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

**Time Frame:** 4-5 years

**Other Responsible Entities:** DDA PC

**Land Use and Economic Development Task 5-4**

Inventory and address areas within commercial and industrial centers to ensure adequate access to water and sewer services and well as to prevent PFAS concerns.

**Time Frame:** 5+ years

**Other Responsible Entities:** TS PC

# Downtown Development Authority (DDA)

## Village Character and Development Task 1-1

Provide training opportunities for members of the DDA.

**Time Frame:**  <1 year

**Other Responsible Entities:**  TS

## Village Character and Development Task 2-1

Utilize the recommendations of this Plan and the public engagement summary to determine the Upper and Lower Village Boundary.

**Time Frame:**  >1 year

## Land Use and Economic Development Task 4-2

Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area, including criteria for structures and uses appropriate in those areas.

**Time Frame:**  <1 year

**Other Responsible Entities:**  TS  PC  TB

## Land Use and Economic Development Task 1-3

Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

**Time Frame:**  1 year

**Other Responsible Entities:**  TS  PC  TB

## Parks and Trails Task 2-1

Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Time Frame:**  1 year

**Other Responsible Entities:**  TS  ParkCom  PC  TB

### Parks and Trails Task 2-2

Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Time Frame:** 1 year

**Other Responsible Entities:** TS ParkCom PC TB

### Village Character and Development Task 3-1

Identify funds within the DDA budget to hire out the DDA and TIF Plan and/or Strategic Plan and work alongside a hired consultant to identify the specific short-, mid-, and long-term projects and programs in the DDA and TIF Plan, for all Development Area parcels within the DDA boundary.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TB

### Village Character and Development Task 3-2

As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues:

- Redevelopment of the Thornapple Center shopping plaza.
- Design, program, and enhance the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including proposed expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River
- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

**Time Frame:** 1-2 years

**Other Responsible Entities:** PC TB

**Village Character and Development Task 3-3**

As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.
- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

**Time Frame:** 1-2 years

**Other Responsible Entities:** PC TB

**Village Character and Development Task 4-4**

Work with the Kent County Road Commission to develop a road diet and pedestrian/bicycle safety plan for Cascade Road.

**Time Frame:** 1-2 years

**Other Responsible Entities:** DDA TB

**Transportation and Safety Task 4-1**

Determine alternative transportation partnership opportunities as needed.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS TB

**Transportation and Safety Task 4-2**

Implement the vision as established with the Rapid and a private transportation company to enhance Cascade’s public transportation opportunities.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS TB

**Village Character and Development Task 7-1**

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.

**Time Frame:** 1-5 years

**Other Responsible Entities:** TS PC TB

### Village Character and Development Task 6-1

Develop a schedule of event and festival ideas (such as holiday events, live music, art fairs, and more) and designate a point of contact to be responsible for primary event planning tasks.

**Time Frame:** 2 years

**Other Responsible Entities:** TB

### Village Character and Development Task 4-1

Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

**Time Frame:** 2-3 years

**Other Responsible Entities:** PC TB

### Parks and Trails Task 2-4

Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

**Time Frame:** 2-3 years

**Other Responsible Entities:** ParkCom TB

### Village Character and Development Task 6-2

Develop potential cost estimates for each desired event and partner with local businesses, large employers, developers, and others to secure sponsorships (or operational support) for the various event activities.

**Time Frame:** 2-3 years

**Other Responsible Entities:** TB

### Land Use and Economic Development Task 8-1

Evaluate the need to update the Township's logo and supplemental materials. Ensure that the brand update is consistent with the DDA's marketing and branding plan, as completed in 2017.

**Time Frame:** 2-3 years

**Other Responsible Entities:** TS TB

### Parks and Trails Task 2-3

Present the consensus vision for the central gathering place.

**Time Frame:** 2-4 years

**Other Responsible Entities:** TS ParkCom PC TB

**Transportation and Safety Task 1-1**

Continue partnerships and communications with the Kent County Road Commission to determine applicable streetscape and safety aspects (or alternatives) to implement the Upper and Lower Village area vision, as determined by the subarea plans.

**Time Frame:** 3 years

**Other Responsible Entities:** TS TB

**Village Character and Development Task 6-3**

Implement the various planned community events as applicable.

**Time Frame:** 3 years

**Other Responsible Entities:** TB

**Transportation and Safety Task 1-2**

Work with an engineering and/or planning firm to create a priority list and tentative schedule for the road improvements that will need to take place to implement the Upper and Lower Village vision.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TS TB

**Parks and Trails Task 2-5**

Implement consensus for central gathering place.

**Time Frame:** 3-4 years

**Other Responsible Entities:** ParkCom TB

**Village Character and Development Task 4-2**

Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

**Time Frame:** 3-4 years

**Other Responsible Entities:** PC TB

**Land Use and Economic Development Task 4-4**

Identify redevelopment programs, such as with the Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities (RRC) Program, Kent County Economic Development Department, and other applicable organizations to reduce vacancies within the Township’s future Upper and Lower Village area, commercial centers, and industrial centers.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TS PC TB

**Transportation and Safety Task 1-3**

Update the Township’s Complete Streets Plan to reflect the vision for the Upper and Lower Village Area.

**Time Frame:** 4-5 years

**Other Responsible Entities:** TS TB

**Village Character and Development Task 5-1**

Develop a definitive list of large employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

**Time Frame:** 4-5 years

**Other Responsible Entities:** PC TB

# Planning Commission

## Land Use and Economic Development Task 1-1

Provide training opportunities for members of the Planning Commission and Zoning Board of Appeals.

**Time Frame:** ■ <1 year

**Other Responsible Entities:** ■ TS ■ ZBA

## Parks and Trails Task 3-1

Develop a land acquisition template and designate target zones for new parks and incorporate them in the Township's 10-Year Master Plan and 5-Year Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

**Time Frame:** ■ >1 year

**Other Responsible Entities:** ■ TS ■ ParkCom ■ TB

## Land Use and Economic Development Task 4-2

Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area, including criteria for structures and uses appropriate in those areas.

**Time Frame:** ■ <1 year

**Other Responsible Entities:** ■ TS ■ DDA ■ TB

## Land Use and Economic Development Task 1-3

Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ DDA ■ TB

## Land Use and Economic Development Task 2-1

Instruct the Planning Director and Zoning Administrator to make written recommendations to the Planning Commission of possible inefficiencies with zoning processes.

- Include specific provisions (Section 21.08) in which modifications to a site plan can be deemed minor and therefore not subject to another review and approval by the Planning Commission but can be approved by the Planning Director. Examples of minor modifications may include:
  - » Reconfiguration of parking lots, involving 20 spaces or less
  - » Modifications to landscaping (provided landscaping still meets general ordinance requirements)

- » Change of use to a permitted use without exterior alterations other than signage (provided it still meets building code requirements)
- » Modifications to lighting (provided lighting still meets general ordinance requirements)
- » Other similar minor modifications
- Develop provisions to establish distinct separation between the Planning Director roles and the newly created Zoning Administrator position (Section 24.02). Some of the roles for the Zoning Administrator may include (but are not limited to):
  - » Fielding general zoning ordinance inquiries from the public
  - » Administering permits and staff approvals for accessory structures (i.e., fences and sheds)
  - » Enforcement activities and case logs
  - » Authority to issue cease and desist orders.
- Evaluate creating a Civil Infractions Bureau and refine the civil infractions system as needed, which may include a definitive fine structure for zoning ordinance violations (such as a warning period, a base fine for first offense, secondary offenses, repeat offenses, and cost per day when the offense is not reconciled).
- Allow the Planning Director or Zoning Administrator the authority to review and approve temporary uses (to lessen the workload of the ZBA and streamline processes).

**Time Frame:** ■ 1 year

**Responsible Entities:** ■ TS ■ TB

### ■ Land Use and Economic Development Task 2-2

Ensure sufficient staff and professional support for the Planning Commission by reviewing workloads of current staff and finding areas where support may be needed.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ TB

### ■ Parks and Trails Task 2-1

Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ ParkCom ■ DDA ■ TB

### ■ Parks and Trails Task 2-2

Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ ParkCom ■ DDA ■ TB

**Land Use and Economic Development Task 4-3**

Amend the Future Land Use Map to identify areas that may be conducive to small local commercial and mixed-use hamlets.

**Time Frame:** 1 year

**Other Responsible Entities:** TS TB

**Land Use and Economic Development Task 6-1**

Actively participate in the Airport Access Study, as headed by the GVMC.

**Time Frame:** 1 year

**Other Responsible Entities:** TS TB

**Land Use and Economic Development Task 3-1**

Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance a Township priority. Specifically, review the dimensional, landscaping, lighting, parking, and signage sections for unnecessary regulations and address impediments to business expansions and/or additions by means of:

- Allowing the Planning Commission jurisdiction to approve a lesser number of parking spaces than required, provided that proper justification for a different standard is given by the applicant.
- Allowing the Planning Commission jurisdiction to approve a different standard pertaining to landscaping, fencing, and screening, provided that adequate justification is provided by the applicant.
- The Planning Commission and Zoning Administrator should make written recommendations to the Planning Commission for review, and the Planning Commission will make its final recommendations to the Township Board for approval by a vote of the majority of the Township Board.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS TB

**Village Character and Development Task 3-2**

As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues:

- Redevelopment of the Thornapple Center shopping plaza.
- Design, program, and enhance the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including proposed expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River

- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

**Time Frame:** 1-2 years

**Other Responsible Entities:** DDA TB

### Village Character and Development Task 3-3

As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.
- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

**Time Frame:** 1-2 years

**Other Responsible Entities:** DDA TB

### Land Use and Economic Development Task 3-4

Review the 2018 10-Year Master Plan's Zoning Recommendations and implement amendments that have not yet been implemented (if they still reflect Township goals). These amendments include:

- Create and adopt the community mixed-use and transitional mixed-use zoning districts as outlined in the 10-Year Master Plan to realize the vision of the Upper and Lower Village area and mixed-use areas surrounding the airport.
- Develop and adopt Form-Based regulations where appropriate, such as within the Upper and Lower Village areas.
- Amend the Zoning Map to reflect new mixed-use zoning district classifications.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS TB

### Land Use and Economic Development Task 4-1

Amend the "utility service area" boundary on the Township's Future Land Use map to guide growth. Consider allowing utility extensions along Cascade Road as far as Quiggle Road, to the area near Ada Bible Church, with associated Future Land Use changes to allow housing development in that area. Increase protections for farmland and natural space in the areas remaining outside the utility service area boundary.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS TB

**Village Character and Development Task 4-4**

Work with the Kent County Road Commission to develop a road diet and pedestrian/ bicycle safety plan for Cascade Road.

**Time Frame:** 1-2 years

**Other Responsible Entities:** DDA TB

**Land Use and Economic Development Task 1-2**

Appoint residents to the Planning Commission who represent the geographic and knowledge-base diversity of the community, when feasible.

**Time Frame:** 1-3 years depending on vacancies

**Other Responsible Entities:** TS TB

**Transportation and Safety Task 3-1**

Prioritize intersection enhancements at key locations where traffic accidents occur most frequently. Some of these intersections may include:

- 28th Street and Thornapple River Drive
- Buttrick Avenue and Cascade Road
- Whitneyville Avenue and Cascade Road
- 28th Street and Cascade Road
- Cascade Road and Burton Street
- Burton Street and Spaulding Avenue
- 28th Street and Kraft / Burton & Kraft
- Burton (between Patterson and Kraft)

**Time Frame:** 1-3 years

**Other Responsible Entities:** TS TB

**Transportation and Safety Task 3-2**

Determine the most appropriate enhancement(s) for each key intersection identified in the analysis process in task 1 above. Some examples of enhancements may include:

- Traffic signal timing
- Implementing green arrows for left turns
- Additional speed limit signage along key corridors
- Working alongside the Kent County Road Commission to implement their complete streets policy

**Time Frame:** 1-3 years

**Other Responsible Entities:** TS TB

### ■ Preservation of the Thornapple Task 2-1

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan and other various preservation projects.

**Time Frame:** ■ 1-5 years

**Other Responsible Entities:** ■ TS ■ TB

### ■ Land Use and Economic Development Task 7-1

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan, zoning ordinance, and other applicable Township documents and visions.

**Time Frame:** ■ 1-5 years

**Other Responsible Entities:** ■ TS ■ TB

### ■ Village Character and Development Task 7-1

Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.

**Time Frame:** ■ 1-5 years

**Other Responsible Entities:** ■ TS ■ DDA ■ TB

### ■ Land Use and Economic Development Task 3-2

Draft and adopt amendments to the Zoning Ordinance reflecting the key policy items identified during the Strategic Planning Process:

- Architectural Standards in Cascade Village, including whether current standards meet Township and DDA goals.
- Architectural Standards along 28th Street
- Landscaping Requirements
- Office Parks and their Potential for Mixed Use
- Outdoor Dining, including Year-Round Options

**Time Frame:** ■ 2-3 years

**Other Responsible Entities:** ■ TS ■ TB

### ■ Land Use and Economic Development Task 3-3

Enhance and strengthen the B-1, Village Business District (or another district chosen to implement the Lower Village vision) provisions to include high-quality building and architectural and use standards considering:

- Permitted uses and special land uses
- Minimum/maximum parking requirements (including electric vehicles)
- Allowable building types and corresponding schedule of regulations
- Landscaping and lighting

- Outdoor dining

**Time Frame:** ■ 2-3 years

**Other Responsible Entities:** ■ TS ■ TB

■ **Village Character and Development Task 4-1**

Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

**Time Frame:** ■ 2-3 years

**Other Responsible Entities:** ■ DDA ■ TB

■ **Parks and Trails Task 2-3**

Present the consensus vision for the central gathering place.

**Time Frame:** ■ 2-4 years

**Other Responsible Entities:** ■ TS ■ ParkCom ■ DDA ■ TB

■ **Village Character and Development Task 4-5**

Implement the planned uses for the Upper Village green space surrounding the library, including programming and recreational upgrades, as well as potential sale of a portion for development.

**Time Frame:** ■ 2-4 years

**Other Responsible Entities:** ■ DDA ■ TB

■ **Village Character and Development Task 4-6**

Implement the 28th Street Corridor Plan using zoning amendments, DDA investments, and partnerships with MDOT, the Kent County Road Commission, the Rapid, and private entities.

**Time Frame:** ■ 2-4 years

**Other Responsible Entities:** ■ DDA ■ TB

■ **Transportation and Safety Task 2-1**

Assess the Road Commission’s strategic road improvements schedule to collaborate on including new bike facilities in conjunction with road resurfacing or repaving projects. Bike projects can include expanded paved road shoulders (4 feet or wider), separated bike lanes, or on-street bike lanes.

**Time Frame:** ■ 3-4 years

**Other Responsible Entities:** ■ TS ■ TB

**Village Character and Development Task 4-2**

Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

**Time Frame:** 3-4 years

**Other Responsible Entities:** DDA TB

**Village Character and Development Task 4-3**

Rezone appropriate properties as applicable to achieve the desired result for the Upper and Lower Village and the 28th Street corridor.

**Time Frame:** 3-4 years

**Other Responsible Entities:** TB

**Preservation of the Thornapple River Task 1-1**

Consider various steps for river preservation efforts that may include (but are not limited to):

- Partner with an engineering firm specializing in environmental sustainability to develop a river preservation plan
- Limit (or prohibit) development in flood hazard and wetland areas
- Plan for strategic land acquisitions along the river to preserve as future parkland or greenspace
- Prioritize targeted areas for water/sewer hookups
- Create and enforce robust zoning ordinance provisions relating to fill and tree removal

**Time Frame:** 4-5 years

**Other Responsible Entities:** TS TRSAD TB

**Village Character and Development Task 5-1**

Develop a definitive list of large employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

**Time Frame:** 4-5 years

**Other Responsible Entities:** DDA TB

**Land Use and Economic Development Task 5-4**

Inventory and address areas within commercial and industrial centers to ensure adequate access to water and sewer services and well as to prevent PFAS concerns.

**Time Frame:** 5+ years

**Other Responsible Entities:** TS TB

# Parks Committee

## Parks and Trails Task 1-1

Complete the updated 2023–2027 5-Year Parks and Recreation Plan and Submit to MDNR.

**Time Frame:** ■ <1 year

**Other Responsible Entities:** ■ TS ■ TB

## Parks and Trails Task 1-2

Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.

**Time Frame:** ■ <1 year

**Other Responsible Entities:** ■ TS ■ TB

## Parks and Trails Task 3-1

Develop a land acquisition template and designate target zones for new parks and incorporate them in the Township’s Master Plan and 5-Year Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

**Time Frame:** ■ >1 year

**Other Responsible Entities:** ■ TS ■ PC ■ TB

## Parks and Trails Task 4-1

Establish and adopt bylaws and utilize the newly created Pathways Committee to identify funding opportunities and requirements for trail development, establish trail maintenance priorities and schedule, prioritize key trail connections and routes, and assist in parks and recreation program outreach.

**Time Frame:** ■ >1 year

**Other Responsible Entities:** ■ TS ■ TB

## Parks and Trails Task 1-3

Implement parks and recreation capital improvements program and other projects listed in the 2023–2027 5-Year Parks and Recreation Plan.

**Time Frame:** ■ 1 year

**Other Responsible Entities:** ■ TS ■ TB

### Parks and Trails Task 2-1

Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Time Frame:** 1 year

**Other Responsible Entities:** TS DDA PC TB

### Parks and Trails Task 2-2

Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Time Frame:** 1 year

**Other Responsible Entities:** TS DDA PC TB

### Parks and Trails Task 4-2

Populate the Parks Committee and Trails Committee with residents who represent the diversity of the Township.

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS PathCom TB

### Parks and Trails Task 4-3

Explore hiring additional Township staff to assist with routine tasks for parks and recreation activities including:

- A parks director
- A nature program director / conservationist
- Maintenance staff

**Time Frame:** 1-2 years

**Other Responsible Entities:** TS TB

### Parks and Trails Task 2-4

Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

**Time Frame:** 2-3 years

**Responsible Entities:** DDA TB

### Parks and Trails Task 4-4

Explore programming and education opportunities for the Township's Parks and Recreation facilities.

**Time Frame:** 3 years

**Other Responsible Entities:** TS TB

**Parks and Trails Task 2-5**

Implement consensus for central gathering place.

**Time Frame:** 3-4 years

**Other Responsible Entities:** DDA TB

**Parks and Trails Task 3-3**

If land is designated for recreation, develop new amenities for those areas. If land is designated for open space or greenspace, develop a preservation plan for those areas.

**Time Frame:** 3-5 years

**Other Responsible Entities:** TS TB

# Pathways Committee

## Parks and Trails Task 4-2

Appoint residents to the Parks Committee and Pathways Committee who represent the geographic and knowledge-base diversity of the community, when feasible.

**Time Frame:**  1-2 years

**Other Responsible Entities:**  TS  ParkCom  TB

## Parks and Trails Task 5-1

Assess and allocate adequate resources to the Parks Committee and Pathways Committee to implement the 2023-2027 5-Year Parks and Recreation Plan as well as the Strategic Plan.

**Time Frame:**  1-5 years

**Other Responsible Entities:**  TS  ParkCom  TB

# Thornapple River Special Assessment District Committee

## ■ Preservation of the Thornapple River Task 1-1

Consider various steps for river preservation efforts that may include (but are not limited to):

- Partner with an engineering firm specializing in environmental sustainability to develop a river preservation plan
- Limit (or prohibit) development in flood hazard and wetland areas
- Plan for strategic land acquisitions along the river to preserve as future parkland or greenspace
- Prioritize targeted areas for water/sewer hookups
- Create and enforce robust zoning ordinance provisions relating to fill and tree removal

**Time Frame:** ■ 4-5 years

**Other Responsible Entities:** ■ TS ■ PC ■ TB

# Zoning Board of Appeals

## ■ Land Use and Economic Development Task 1-1

Provide training opportunities for members of the Planning Commission and Zoning Board of Appeals.

**Time Frame:** ■ <1 year

**Other Responsible Entities:** ■ TS ■ PC

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# Timeline of Tasks

03

# Immediately (Within 1 Year)

## Parks and Trails

### Priority 1. Ensure that existing parks meet the needs of the portion of the community that they serve.

**Task 1-1.** Complete the updated 2023–2027 5-Year Parks and Recreation Plan and Submit to MDNR.

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

**Task 1-2.** Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

### Priority 3. Create new parks to serve the community as it grows and preserve natural features for sustainability and natural character.

**Task 3-1.** Develop a land acquisition template and designate target zones for new parks and incorporate them in the Township’s 10-Year Master Plan and 5-Year Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

**Responsible Entities:** ■ TS ■ ParkCom ■ PC ■ TB

### Priority 4. Refine the Township’s Parks and Recreation organizational structure.

**Task 4-1.** Establish and adopt bylaws and utilize the newly created Pathways Committee to identify funding opportunities and requirements for trail development, establish trail maintenance priorities and schedule, prioritize key trail connections and routes, and assist in parks and recreation program outreach.

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

## Land Use and Economic Development

**Priority 1.** Populate Boards and Commissions with residents who represent the diversity of the Township and ensure that those that serve on Boards and Commission receive training and support to be effective in their roles.

**Task 1-1.** Provide training opportunities for members of the Planning Commission and Zoning Board of Appeals.

**Responsible Entities:**  TS  ZBA  PC

**Priority 4.** Update the 10-Year Master Plan and, subsequently, the Zoning Ordinance, to position to Township for the 2020s and 2030s.

**Task 4-2.** Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area, including criteria for structures and uses appropriate in those areas.

**Responsible Entities:**  TS  DDA  PC  TB

## Village Character and Development

**Priority 1.** Appoint residents to the Downtown Development Authority who represent the geographic and knowledge base diversity of the DDA District, and ensure that DDA Board members receive training and support to be effective in their roles.

**Task 1-1.** Provide training opportunities for members of the DDA.

**Responsible Entities:**  TS  DDA

**Priority 2.** Establish the official boundary for the Upper and Lower Village District, to be utilized in the 10-Year Master Plan, Zoning Ordinance, and DDA Plan, as well as any other relevant Township processes and procedures.

**Task 2-1.** Utilize the recommendations of this Plan and the public engagement summary to determine the Upper and Lower Village Boundary.

**Responsible Entities:**  DDA  TB

# Ongoing Processes and Policies, Starting Now

## Parks and Trails

Priority 5. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

**Task 5-1.** Assess and allocate adequate resources to the Parks Committee and Pathways Committee to implement the 2023-2027 5-Year Parks and Recreation Plan as well as the Strategic Plan.

**Responsible Entities:** ■ TS ■ ParkCom  
 ■ PathCom ■ TB

## Land Use and Economic Development

Priority 1. Populate Boards and Commissions with residents who represent the diversity of the Township and ensure that those that serve on Boards and Commission receive training and support to be effective in their roles.

**Task 1-2.** Appoint residents to the Planning Commission who represent the geographic and knowledge-base diversity of the community, when feasible.

*Time frame dependent on vacancies*

**Responsible Entities:** ■ TS ■ PC ■ TB

Priority 7. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

**Task 7-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan, zoning ordinance, and other applicable Township documents and visions.

**Responsible Entities:** ■ TS ■ PC ■ TB

## Village Character and Development

### Priority 3. Continue partnerships with the Kent County Road Commission to address safety concerns at key intersections and corridors.

**Task 3-1.** Prioritize intersection enhancements at key locations where traffic accidents occur most frequently. Some of these intersections may include:

- 28th Street and Thornapple River Drive
- Buttrick Avenue and Cascade Road
- Whitneyville Avenue and Cascade Road
- 28th Street and Cascade Road
- Cascade Road and Burton Street
- Burton Street and Spaulding Avenue
- 28th Street and Kraft / Burton & Kraft
- Burton (between Patterson and Kraft)

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-2.** Determine the most appropriate enhancement(s) for each key intersection identified in the analysis process in task 1 above. Some examples of enhancements may include:

- Traffic signal timing
- Implementing green arrows for left turns
- Additional speed limit signage along key corridors
- Working alongside the Kent County Road Commission to implement their complete streets policy

**Responsible Entities:** ■ TS ■ PC ■ TB

### Priority 7. Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

**Task 7-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.

**Responsible Entities:** ■ TS ■ DDA ■ PC ■ TB

## Preservation of the Thornapple River

**Priority 2.** Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

**Task 2-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the 10-Year Master Plan and other various preservation projects.

**Responsible Entities:** ■ TS ■ PC ■ TB

## Transportation and Safety

**Priority 5.** Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

**Task 5-1.** Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement road safety and public transportation projects.

**Responsible Entities:** ■ TS ■ PC ■ TB

# 1 Year

## Parks and Trails

**Priority 1. Ensure that existing parks meet the needs of the portion of the community that they serve.**

**Task 1-3.** Implement parks and recreation capital improvements program and other projects listed in the 2023-2027 5-Year Parks and Recreation Plan.

**Responsible Entities:**  TS  ParkCom  TB

**Priority 2. Create a central gathering place for the Township.**

**Task 2-1.** Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

**Responsible Entities:**  TS  ParkCom  DDA  PC  TB

**Task 2-2.** Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

**Responsible Entities:**  TS  ParkCom  DDA  PC  TB

## Land Use and Economic Development

**Priority 1. Populate Boards and Commissions with residents who represent the diversity of the Township and ensure that those that serve on Boards and Commission receive training and support to be effective in their roles.**

**Task 1-3.** Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

**Responsible Entities:**  TS  DDA  PC  TB

## Priority 2. Ensure that zoning processes are clear, efficient, and promote both economic development and Township planning goals.

- Task 2-1.** Instruct the Planning Director and Zoning Administrator to make written recommendations to the Planning Commission of possible inefficiencies with zoning processes.
- Include specific provisions (Section 21.08) in which modifications to a site plan can be deemed minor and therefore not subject to another review and approval by the Planning Commission but can be approved by the Planning Director. Examples of minor modifications may include:
    - » Revisions to landscaping design.
    - » The addition or re-location of any sidewalks, refuse containers, lighting, interior driveways, and/or signs.
    - » Decrease in building size.
    - » Moving a proposed building by no more than 10 feet or 5% of the distance to the closest property line.
    - » An increase in building size that does not exceed 5,000 square feet or 5% of the approved floor area.
    - » A new building that does not exceed 5,000 square feet and will not contain a use requiring a Special Use permit.
    - » Modification of parking lots within 10% of the approved size.
  - Develop provisions to establish distinct separation between the Planning Director roles and the newly created Zoning Administrator position (Section 24.02). Some of the roles for the Zoning Administrator may include (but are not limited to):
    - » Fielding general zoning ordinance inquiries from the public
    - » Administering permits and staff approvals for accessory structures (i.e., fences and sheds)
    - » Enforcement activities and case logs
    - » Authority to issue cease and desist orders.
  - Evaluate creating a Civil Infractions Bureau and refine the civil infractions system as needed, which may include a definitive fine structure for zoning ordinance violations (such as a warning period, a base fine for first offense, secondary offenses, repeat offenses, and cost per day when the offense is not reconciled).
  - Allow the Planning Director or Zoning Administrator (with oversight from the Township Manager) to review and approve temporary uses, as defined in the Zoning Ordinance (to lessen the workload of the ZBA and streamline processes).

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 2-2.** Ensure sufficient staff and professional support for the Planning Commission by reviewing workloads of current staff and finding areas where support may be needed.

**Responsible Entities:** ■ TS ■ PC ■ TB

**Priority 4. Update the 10-Year Master Plan and, subsequently, the Zoning Ordinance, to position to Township for the 2020s and 2030s.**

**Task 4-3.** Amend the Future Land Use Map to identify areas that may be conducive to small local commercial and mixed-use hamlets.

**Responsible Entities:** ■ TS ■ PC ■ TB

**Priority 6. Establish formal and consistent communication with representatives from the airport.**

**Task 6-1.** Actively participate in the Airport Access Study, as headed by the GVMC.

**Responsible Entities:** ■ TS ■ PC ■ TB

# 1-2 Years

## Parks and Trails

### Priority 4. Refine the Township's Parks and Recreation organizational structure.

**Task 4-2.** Populate the Parks Committee and Trails Committee with residents who represent the diversity of the Township.

**Responsible Entities:** ■ TS ■ ParkCom  
■ PathCom ■ TB

**Task 4-3.** Explore hiring additional Township staff to assist with routine tasks for parks and recreation activities including.

- A parks director
- A nature program director / conservationist
- Maintenance staff

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

## Land Use and Economic Development

### Priority 3. Review the zoning ordinance to ensure it reflects Township priorities and market realities.

**Task 3-1.** Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance a Township priority. Specifically, review the dimensional, landscaping, lighting, parking, and signage sections for unnecessary regulations and address impediments to business expansions and/or additions by means of.

- Allowing the Planning Commission jurisdiction to approve a lesser number of parking spaces than required, provided that proper justification for a different standard is given by the applicant.
- Allowing the Planning Commission jurisdiction to approve a different standard pertaining to landscaping, fencing, and screening, provided that adequate justification is provided by the applicant.

- The Planning Commission and Zoning Administrator should make written recommendations to the Planning Commission for review, and the Planning Commission will make its final recommendations to the Township Board for approval by a vote of the majority of the Township Board.

**Responsible Entities:** ■ TS ■ PC ■ TB

**Task 3-4.** Review the 2018 10-Year Master Plan’s Zoning Recommendations and implement amendments that have not yet been implemented (if they still reflect Township goals). These amendments include.

- Create and adopt the community mixed-use and transitional mixed-use zoning districts as outlined in the 10-Year Master Plan to realize the vision of the Upper and Lower Village area and mixed-use areas surrounding the airport.
- Develop and adopt Form-Based regulations where appropriate, such as within the Upper and Lower Village areas.
- Amend the Zoning Map to reflect new mixed-use zoning district classifications.

**Responsible Entities:** ■ TS ■ PC ■ TB

#### Priority 4. Update the 10-Year Master Plan and, subsequently, the Zoning Ordinance, to position to Township for the 2020s and 2030s.

**Task 4-1.** Amend the “utility service area” boundary on the Township’s Future Land Use map to guide growth. Consider allowing utility extensions along Cascade Road as far as Quiggle Road, to the area near Ada Bible Church, with associated Future Land Use changes to allow housing development in that area. Increase protections for farmland and natural space in the areas remaining outside the utility service area boundary.

**Responsible Entities:** ■ TS ■ PC ■ TB

## Village Character and Development

### Priority 3. Update the Cascade Township Downtown Development Authority (DDA) Development Plan, Tax Increment Financing (TIF) Plan, and/or Strategic Plan to establish the short, mid, and long-term projects and programs for the DDA to implement (in compliance with PA 57 of 2018).

**Task 3-1.** Identify funds within the DDA budget to hire out the DDA and TIF Plan and/or Strategic Plan and work alongside a hired consultant to identify the specific short-, mid-, and long-term projects and programs in the DDA and TIF Plan, for all Development Area parcels within the DDA boundary.

**Responsible Entities:**  DDA  TB

**Task 3-2.** As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues.

- Redevelopment of the Thornapple Center shopping plaza.
- Design, program, and enhance the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including proposed expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River
- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

**Responsible Entities:**  DDA  PC  TB

**Task 3-3.** As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.
- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

**Responsible Entities:**  DDA  PC  TB

## Transportation and Safety

Priority 4. Partner with The Rapid and potentially a private transportation company to replace Route 29 with a more flexible, innovative, and efficient mode of public transportation to connect riders to jobs, dining, shopping, entertainment, and housing in Cascade, as well as to Ford Airport and Woodland Mall/the Kentwood Transit Center.

**Task 4-1.** Determine alternative transportation partnership opportunities as needed.

**Responsible Entities:** ■ TS ■ DDA ■ TB

**Task 4-2.** Implement the vision as established with the Rapid and a private transportation company to enhance Cascade's public transportation opportunities.

**Responsible Entities:** ■ TS ■ DDA ■ TB

## 2–3 Years

### Parks and Trails

#### Priority 2. Create a central gathering place for the Township.

**Task 2-4.** Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

**Responsible Entities:**  ParkCom  DDA  TB

#### Priority 8. Update the Township's brand (including logos, website, social media, marketing and promotional materials, etc.) to ensure that the brand accurately reflects the consensus vision and direction for the future of the Township.

**Task 8-1.** Evaluate the need to update the Township's logo and supplemental materials. Ensure that the brand update is consistent with the DDA's marketing and branding plan, as completed in 2017.

**Responsible Entities:**  TS  DDA  TB

### Land Use and Economic Development

#### Priority 3. Amend the zoning ordinance to ensure it reflects Township priorities and market realities.

**Task 3-2.** Draft and adopt amendments to the Zoning Ordinance reflecting the key policy items identified during the Strategic Planning Process:

- Architectural Standards in Cascade Village, including whether current standards meet Township and DDA goals.
- Architectural Standards along 28th Street
- Landscaping Requirements
- Office Parks and their Potential for Mixed Use
- Outdoor Dining, including Year-Round Options

**Responsible Entities:**  TS  PC  TB

**Task 3-3.** Enhance and strengthen the B-1, Village Business District (or another district chosen to implement the Lower Village vision) provisions to include high-quality building and architectural and use standards considering:

- Permitted uses and special land uses
- Minimum/maximum parking requirements (including electric vehicles)
- Allowable building types and corresponding schedule of regulations
- Landscaping and lighting
- Outdoor dining

**Responsible Entities:** ■ TS ■ PC ■ TB

## Priority 5. Assess the Township's current infrastructure to support business-friendliness.

**Task 5-1.** Inventory cell service and broadband "dead zone" areas to ensure that commercial and industrial centers have adequate access to high speed and reliable phone and internet services.

**Responsible Entities:** ■ TS ■ TB

## Village Character and Development

### Priority 4. Implement the Upper and Lower Village sub-area plans, and the 28th Street Corridor Plan.

**Task 4-1.** Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

**Responsible Entities:** ■ DDA ■ PC ■ TB

### Priority 6. Enhance local community spirit by means of planning and implementing various community events, festivals, business showcases, and other happenings.

**Task 6-1.** Develop a schedule of event and festival ideas (such as holiday events, live music, art fairs, and more) and designate a point of contact to be responsible for primary event planning tasks.

**Responsible Entities:** ■ DDA ■ TB

**Task 6-2.** Develop potential cost estimates for each desired event and partner with local businesses, large employers, developers, and others to secure sponsorships (or operational support) for the various event activities.

**Responsible Entities:** ■ DDA ■ TB

## 3-4 Years

### Parks and Trails

#### Priority 2. Create a central gathering place for the Township.

**Task 2-3.** Present the consensus vision for the central gathering place.

**Responsible Entities:**  TS  ParkCom  DDA  
 PC  TB

**Task 2-5.** Implement consensus for central gathering place.

**Responsible Entities:**  ParkCom  DDA  TB

#### Priority 4. Refine the Township's Parks and Recreation organizational structure.

**Task 4-4.** Establish a nature education program with the following elements:

- Invasive species education
- Nature education (native vegetation and animals, etc.)
- Tree planting program

**Responsible Entities:**  ParkCom  PathCom  TB

#### Priority 5. Assess the Township's current infrastructure to support business-friendliness.

**Task 5-2.** Inventory and prioritize segments along commercial and industrial corridors for sidewalk maintenance activities and upgrades.

**Responsible Entities:**  TS  TB

## Land Use and Economic Development

**Priority 4. Update the 10-Year Master Plan and, subsequently, the Zoning Ordinance, to position to Township for the 2020s and 2030s.**

**Task 4-4.** Identify redevelopment programs, such as with the Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities (RRC) Program, Kent County Economic Development Department, and other applicable organizations to reduce vacancies within the Township's future Upper and Lower Village area, commercial centers, and industrial centers.

**Responsible Entities:** ■ TS ■ DDA ■ PC ■ TB

## Village Character and Development

**Priority 4. Implement the Upper and Lower Village sub-area plans, and the 28th Street Corridor Plan.**

**Task 4-2.** Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Task 4-3.** Rezone appropriate properties as applicable to achieve the desired result for the Upper and Lower Village and the 28th Street corridor.

**Responsible Entities:** ■ PC ■ TB

**Task 4-4.** Work with the Kent County Road Commission to develop a road diet and pedestrian/bicycle safety plan for Cascade Road.

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Task 4-5.** Implement the planned uses for the Upper Village green space surrounding the library, including programming and recreational upgrades, as well as potential sale of a portion for development.

**Responsible Entities:** ■ DDA ■ PC ■ TB

**Task 4-6.** Implement the 28th Street Corridor Plan using zoning amendments, DDA investments, and partnerships with MDOT, the Kent County Road Commission, the Rapid, and private entities.




**Responsible Entities:** ■ DDA ■ PC ■ TB




**Priority 6. Enhance local community spirit by means of planning and implementing various community events, festivals, business showcases, and other happenings.**

**Task 6-3.** Implement the various planned community events as applicable.  
**Responsible Entities:**  DDA  TB

## Transportation and Safety

**Priority 1. Enhance road safety and streetscapes in the Cascade Village area to promote a safe, well-connected, walkable, and bikeable village environment.**

**Task 1-1.** Continue partnerships and communications with the Kent County Road Commission to determine applicable streetscape and safety aspects (or alternatives) to implement the Upper and Lower Village area vision, as determined by the subarea plans.  
**Responsible Entities:**  TS  DDA  TB

**Task 1-2.** Work with an engineering and/or planning firm to create a priority list and tentative schedule for the road improvements that will need to take place to implement the Upper and Lower Village vision.  
**Responsible Entities:**  TS  DDA  TB

**Task 2-1.** Assess the Road Commission’s strategic road improvements schedule to collaborate on including new bike facilities in conjunction with road resurfacing or repaving projects. Bike projects can include expanded paved road shoulders (4 feet or wider), separated bike lanes, or on-street bike lanes.  
**Responsible Entities:**  TS  PC  TB

**Priority 2. Continue partnerships with the Kent County Road Commission to prioritize various bike facilities along specific corridors of the Township.**

**Task 2-1.** Assess the Road Commission’s strategic road improvements schedule to collaborate on including new bike facilities in conjunction with road resurfacing or repaving projects. Bike projects can include expanded paved road shoulders (4 feet or wider), separated bike lanes, or on-street bike lanes.  
**Responsible Entities:**  TS  PC  TB

# More Than 4 Years

## Parks and Trails

**Priority 3.** Create new parks to serve the community as it grows and preserve natural features for sustainability and natural character.

**Task 3-3.** If land is designated for recreation, develop new amenities for those areas. If land is designated for open space or greenspace, develop a preservation plan for those areas.

**Responsible Entities:** ■ TS ■ ParkCom ■ TB

## Land Use and Economic Development

**Priority 5.** Assess the Township's current infrastructure to support business-friendliness.

**Task 5-3.** Develop a road maintenance plan for streets within (and connecting to) commercial and industrial developments.

**Responsible Entities:** ■ TS ■ TB

**Task 5-4.** Inventory and address areas within commercial and industrial centers to ensure adequate access to water and sewer services and well as to prevent PFAS concerns.

**Responsible Entities:** ■ TS ■ PC ■ TB

## Village Character and Development

**Priority 5.** Identify and establish opportunities for public/private partnerships to assist with project implementation.

**Task 5-1.** Develop a definitive list of large employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

**Responsible Entities:** ■ DDA ■ PC ■ TB

## Preservation of the Thornapple River

**Priority 1.** Expand the Sustainability and Environment section of the 10-Year Master Plan to describe actionable steps for Thornapple River preservation.

- Task 1-1.** Consider various steps for river preservation efforts that may include (but are not limited to):
- Partner with an engineering firm specializing in environmental sustainability to develop a river preservation plan
  - Limit (or prohibit) development in flood hazard and wetland areas
  - Plan for strategic land acquisitions along the river to preserve as future parkland or greenspace
  - Prioritize targeted areas for water/sewer hookups
  - Create and enforce robust zoning ordinance provisions relating to fill and tree removal

**Responsible Entities:** ■ TS ■ TRSAD ■ PC ■ TB

## Transportation and Safety

**Priority 1.** Enhance road safety and streetscapes in the Cascade Village area to promote a safe, well-connected, walkable, and bikeable village environment.

- Task 1-3.** Update the Township's Complete Streets Plan to reflect the vision for the Upper and Lower Village Area.

**Responsible Entities:** ■ TS ■ DDA ■ TB

**Priority 3.** Continue partnerships with the Kent County Road Commission to address safety concerns at key intersections.

- Task 3-3.** Identify and set aside potential sources for funding (or allocate resources) for the implementation of other intersection enhancements based on resident priorities:

**Responsible Entities:** ■ TB

# Public Input Appendix

044



# Cascade Township Strategic Plan Survey #1 Results

**1,887** Total Respondents



**97%**  
live in Cascade Township



**79%**  
are property owners



**57%**  
work full-time or part-time

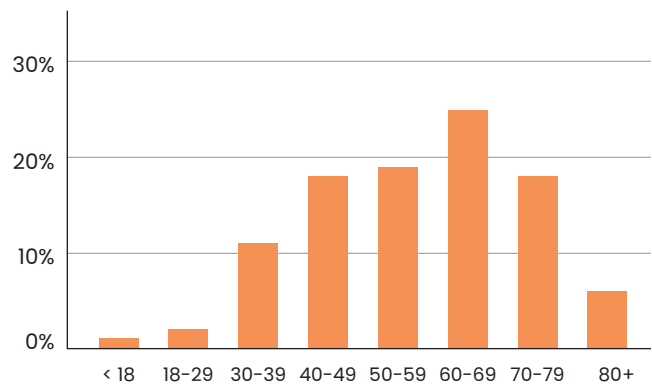


**32%**  
are retired

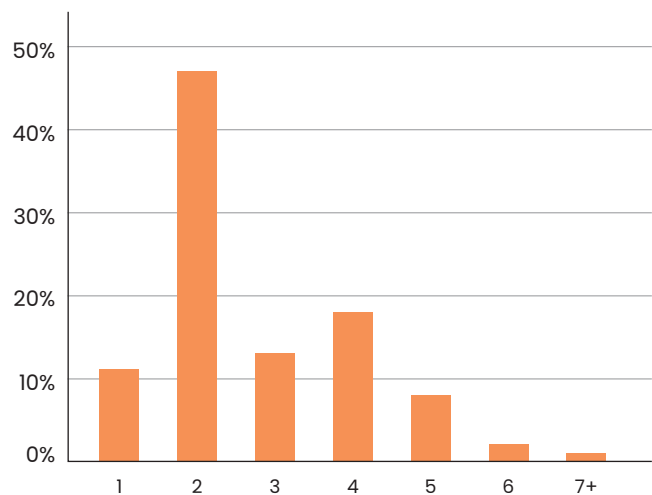


**7%**  
are business owners

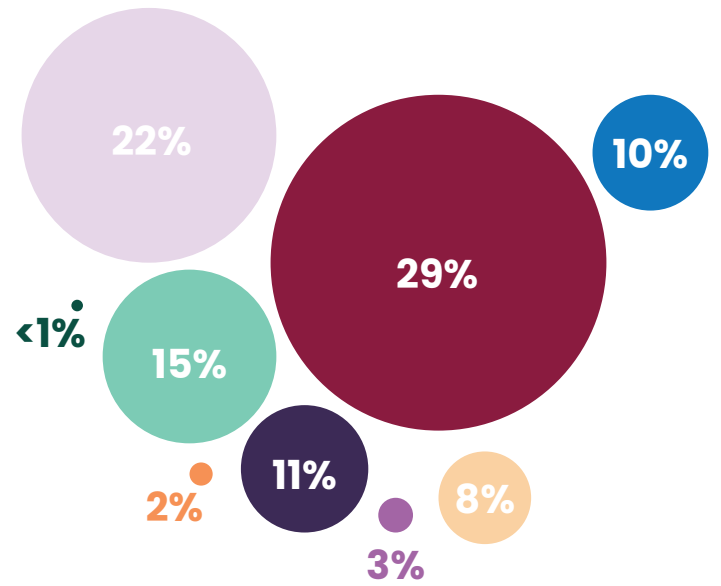
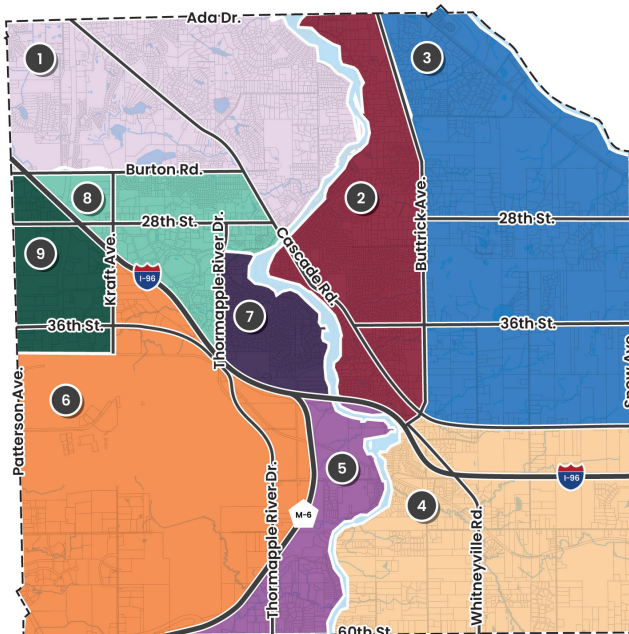
## Age Range



## Household Size



## Where Respondents Live



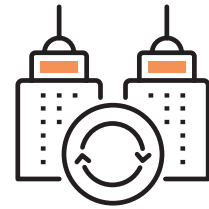
## Cascade's Top Assets



### 1. Natural Scenery



### 2. Safety (from Crime)



### 3. Proximity to Most Areas with Greater Grand Rapids

4. The Thornapple River
5. Bike Paths/Walking Trails
6. Green Spaces
7. Suburban Setting
8. Parks and Outdoor Recreation
9. Schools
10. Rising Home Values

# Cascade's Top Issues of Concern

1. Too Much Traffic Speeding on Major Roads
2. Lack of a Village Area
3. Too Much Traffic Speeding in Neighborhoods/Residential Areas
4. Lack of River/Lake Preservation Efforts
5. Too Much Congestion along Township's Major Roads
6. Decreased Personal Safety
7. Not Enough Parks/Natural Areas
8. Loss of Character Due to Rapid Growth
9. Lack of Pathway Maintenance
10. Too Much Traffic Congestion in Neighborhoods/Residential Areas

## Top Issues of Concern by Age

Issue	18-29	30-49	50-69	70+
Too Much Speeding (Major Roads)	7	2	1	1
Lack of a Village	3	1	2	4
Too Much Speeding (Neighborhoods)	5	3	3	3
Lack of River/Lake Preservation	1	5	5	2
Too Much Congestion (Major Roads)	4	6	6	5
Decreased Safety	2	7	4	7
Not Enough Parks	6	4	8	8
Loss of Character	9	9	7	6
Pathway Maintenance	8	8	9	10
Too Much Congestion (Neighborhoods)	10	10	10	9

## Top Issues of Concern by Geography

Issue	1	2	3	4	5	6	7	8	9
Too Much Speeding (Major Roads)	1	1	1	1	2	2	4	3	1
Lack of a Village	2	2	2	2	3	5	1	1	2
Too Much Speeding (Neighborhoods)	3	3	7	3	5	3	3	2	N/A
Lack of River/Lake Preservation	5	4	3	8	1	4	2	7	N/A
Too Much Congestion (Major Roads)	6	6	5	7	7	8	7	4	N/A
Decreased Safety	4	7	8	5	9	1	5	5	N/A
Not Enough Parks	7	5	6	4	4	9	9	9	N/A
Loss of Character	8	8	4	6	6	7	6	6	N/A
Pathway Maintenance	9	9	10	10	11	6	8	8	N/A
Too Much Congestion (Neighborhoods)	10	10	9	9	10	10	10	10	N/A

# Cascade's Top Priorities

1. Creating a "Downtown" Village
2. Not Raising Taxes
3. Allocating and Planning Residential Growth in Appropriate Areas
4. Creating a Community Gathering Space
5. Improving Existing Parks
6. Encouraging and Supporting Commercial Development in Appropriate Areas
7. Investing Resources into Improving and Enhancing Streetscapes
8. Cleaning up the Thornapple River
9. Creating More Parks
10. Pedestrian Facilities

## Top Priorities by Age

Issue	18-29	30-49	50-69	70+
Creating a Village	2	1	1	2
Not Raising Taxes	1	2	2	1
Planning Residential Growth	7	9	3	3
Community Gathering Space	4	4	4	4
Improving Existing Parks	5	3	7	8
Encouraging Commercial Development	9	5	5	7
Streetscapes	6	8	6	5
Cleaning up the Thornapple	3	10	8	6
More Parks	8	6	10	9
Pedestrian Facilities	10	7	9	11

## Top Priorities by Geography

Issue	1	2	3	4	5	6	7	8	9
Creating a Village	1	1	2	1	1	1	1	2	1
Not Raising Taxes	2	2	1	2	4	3	2	1	2
Planning Residential Growth	3	6	3	7	6	4	3	3	N/A
Community Gathering Space	7	4	5	8	2	2	5	4	N/A
Improving Existing Parks	4	5	4	3	7	6	9	6	N/A
Encouraging Commercial Development	6	7	6	6	8	9	4	5	N/A
Streetscapes	5	3	8	4	11	5	10	7	N/A
Cleaning up the Thornapple	10	9	10	5	3	8	6	8	N/A
More Parks	9	8	9	9	10	7	8	9	N/A
Pedestrian Facilities	8	10	7	10	5	10	10	10	N/A

# Focus Groups

The following public focus groups were held as part of the Strategic Planning Process:

**Downtown/Village (March 24, 2022):** Participants discussed the boundaries of the “Cascade Village”, and how the Village area could be enhanced. Key topics included redevelopment, beautification, complete streets, bicycle and pedestrian safety, community events, and business attraction and retention.

**Parks and Trails (March 29, 2022):** Participants discussed the recreation and preservation needs of the Township, including new parks amenities that are desired, the need for additional recreational programming, and opportunities to develop new parks as the Township grows.

**Growth Management and Preservation (April 14, 2022):** Participants discussed how to accommodate growth pressure while preserving the natural features of the Township. Specific areas were identified for future growth, and we as areas to be protected from future growth.

**Roads and Streets (April 21, 2022):** Participants discussed the safety and efficiency of the Township’s transportation system. Dangerous or congested intersections were identified, as were places where pedestrian or bicycle infrastructure is needed. Representatives of the Kent County Road Commission were on hand to answer questions and provide context.

# Survey #2 Results

A second survey was launched on June 6th, 2022 and closed on July 5th, 2022. The purpose was to validate the Priorities and Tasks developed during the rest of the process. The Township received 355 responses to the online survey.

For each task, respondents were given choices to rate in terms of how important they were to them. The options were "Not Important", "Neutral/No Opinion", "Somewhat Important", and "Very Important". In compiling the results, a score was assigned to each option (Not Important = 1, Very Important = 4), and averaged the score to determine the popularity of each statement.

## The top 5 priorities overall were:

- Keep up on parks and trail maintenance responsibilities. – **3.7/4**
- Ensure that existing parks have facilities that match residents' needs. – **3.5/4**
- Improve pedestrian and bicycle safety along Cascade Road in the "Village area". – **3.5/4**
- Work with the Kent County Road Commission to address safety concerns at key intersections, such as 28th/Kraft, Cascade/Spaulding, and others. – **3.4/4**
- Make it safer and easier to cross the Thornapple River (near the "Village") on a bicycle or on foot. – **3.3/4**

## Priorities – Parks And Trails

Keep up on parks and trail maintenance responsibilities. – **3.7**

Ensure that existing parks have facilities that match residents' needs. – **3.5**

Establish a Pathways Committee to assist with trails funding, maintenance, planning, and other activities. – **3.1**

Create new parks and/or nature preserves as the community grows. **3.1**

Increase Township staffing for parks maintenance and operations. – **2.8**

Find a location for a community gathering space. – **2.4**

Construct facilities and hold events at a designated community gathering space. – **2.3**

Establish a nature education program. – **2.2**

## Priorities – Land Use And Economic Development

Promote high-quality building and architectural standards with provisions in the Zoning Ordinance. – **3.0**

Assess and inventory the Township's broadband "dead zone" areas for better infrastructure. – **3.0**

Inventory and prioritize segments along commercial and industrial roads and businesses for sidewalk improvements. – **2.9**

Increase protections and tools for farmland preservation. – **2.9**

Develop a road maintenance plan for commercial and industrial streets. – **2.9**

Update the 10-Year Master Plan to guide residential growth to targeted areas, such as Quiggle Road near Ada Bible Church. – **2.6**

Update the 10-Year Master Plan to accommodate small/local mixed-use nodes in targeted areas, such as the corner of Cascade Road and Whitneyville Avenue. – **2.6**

Update the Township’s brand (including logos, website, social media, and other items). – **1.9**

## Priorities – Village Character And Development

Improve pedestrian and bicycle safety along Cascade Road in the “Village area.” – **3.5**

Make it safer and easier to cross the Thornapple River (near the “Village”) on a bicycle or on foot. – **3.3**

Attract and retain businesses along 28th Street. – **3.2**

Attract new businesses to the “Village” area. – **3.2**

Redesign Cascade Road in the “Village” area for slower speeds. – **3.1**

Improve pedestrian and bicycle safety along 28th Street. – **3.1**

Partner with private developers to construct additional mixed use development in the “Village” area. – **2.9**

Revise the zoning along 28th Street to improve aesthetics. – **2.9**

Redesign 28th Street for safer turns and more efficient access to businesses. – **2.9**

Revise the zoning along 28th Street to promote mixed-use development. – **2.8**

Revise the zoning along 28th Street to restrict auto-centric land uses (gas stations, car washes, etc). – **2.8**

Create an outdoor park space near the library. – **2.6**

Enhance local community spirit by means of community events, festivals, business showcases, and others. – **2.6**

Construct new development around the library to create an “Upper Village”. – **2.6**

## Priorities – Preservation Of The Thornapple River

Identify actionable steps for Thornapple River preservation (such as developing a river preservation plan, limiting development in flood hazard areas, land acquisitions along the river, etc.) – **3.2**

## Priorities – Travel And Safety

Work with the Kent County Road Commission to address safety concerns at key intersections, such as 28th/Kraft, Cascade/Spaulding, and others. – **3.4**

Continue working with the Kent County Road Commission to prioritize bike facilities in the Township. – **3.2**

Target busy commercial and industrial roadways for maintenance and improvements. – **2.9**

Partner with The Rapid (and potentially a private transportation company) to replace Route 29 with a more efficient mode of public transportation to connect riders to important community destinations. – **2.4**

## Priorities – Township Processes And Organization

Ensure that zoning processes are clear, efficient, and promote both economic development and Township planning goals. – **3.2**

Populate Boards and Commissions with residents who represent the diversity of the Township. – **3.1**

Allocate resources to Township Management Staff to assist with Township daily functions, such as clear defined employee roles, assuring departments have adequate staffing, and others. – **2.8**

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**F:** 248-596-0930  
**[www.mcka.com](http://www.mcka.com)**

John Jackson, AICP . . . . . President  
Chris Khorey, AICP . . . . . Project Director  
Danielle Bouchard, AICP . . Project Manager  
Erin Raine . . . . . Graphic Designer



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

**Date:** September 14<sup>th</sup>, 2022  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** McKenna Proposal to Facilitate Strategic Plan Implementation

---

## **FACTS:**

The Township Board will be considering the final approval of the 2022 Strategic Plan. At the request of Supervisor Lesperance, McKenna has submitted a proposal to assist in the ongoing implementation of the Strategic Plan through a Strategic Plan Implementation Committee. The idea behind the proposal would be that McKenna would assist in communication and coordinating efforts between the Township's Boards, Commissions, Committees and staff to ensure the implementation of the strategic plan. As part of the efforts, McKenna would coordinate a monthly meeting and provide monthly reporting on strategic plan progress. The proposed rate for the services is a flat retainer of \$1000 per month as well as an additional fee schedule for services outside the scope of the proposal.

Attached for your review are:

- Proposal from McKenna for professional services.

## **ANALYSIS & CONCLUSIONS:**

With the Strategic Plan (tentatively) approved, it is important that the Township keep the momentum from the development of the plan moving forward. To that end, the DDA has also engaged McKenna to assist them in their projects and strategic direction resulting from the Strategic Plan. Chris Khoury and Danielle Bouchard from McKenna have developed a good rapport with the boards, commissions, committees and staff of the Township which would help to move seamlessly from the development of the strategic plan to implementation.

As part of the process, the Township Board would need to reauthorize the Strategic Plan Advisory Committee to transition to the Strategic Plan Implementation Committee. The idea would be for the committee to meet monthly and month reports to be developed for all Boards, Commissions and Committees. Twice a year, all Board, Commission and Committee members would be invited to attend.

Chris Khoury from McKenna will be in attendance at the Township Board meeting to answer any questions you may have.

## **FINANCIAL CONSIDERATIONS:**

The proposal calls for a flat \$1,000 per month retainer for the services outlined in the proposal. If additional services are requested, an hourly rate chart is provided. If approved by the Township Board, consideration should be given to a requested length of service.

**RECOMMENDED ACTION:**

Consider the proposal from McKenna for Facilitate Strategic Plan Implimentation.



**MCKENNA**

August 2, 2022

Cascade Charter Township  
5920 Tahoe Road SE  
Grand Rapids, MI 49546

**Subject: Proposal to Provide Professional Assistance to the Strategic Plan Implementation Committee**

Dear Board Members,

As requested, we are pleased to submit a proposal to provide the Strategic Plan Implementation Committee with professional assistance as it works to coordinate the efforts of the Township's staff, boards, and commissions in the wake of the Strategic Plan. **We're delighted by the prospect of working with the Township**, and look forward to continuing to work cooperatively with local officials and the public in one of Kent County's premier communities.

**Purpose of Implementation Committee:** Township leadership has identified the need for a standing committee to coordinate the efforts of various bodies that will be working on different aspects of the strategic plan. It is our understanding that the Strategic Plan Advisory Committee will form the core of the new Implementation Committee, with some additional members added.

**Monthly Meetings:** We anticipate that the Committee will meet monthly. McKenna will plan to attend these meetings and provide professional assistance, as well as updates on tasks that McKenna is working on. McKenna will schedule the meetings, and provide an agenda for each meeting.

**Monthly Report:** Following the monthly meeting, McKenna will provide a report, which will be distributed to the Township Board, Planning Commission, DDA, Parks Committee, Pathways Committee, and Township Staff (as well as any other body or entity that requests it). This will keep all bodies informed about what the others are working on.

**FEES AND INVOICING**

McKenna proposes to prepare the agenda, attend the monthly meeting (with up to two professionals), and prepare the monthly report each month for a flat retainer of **\$1,000 per month**.

**HOURLY RATES**

For services not include in the lump sum fees above, including meetings, **McKenna's professional hourly rates are as follows**. No hourly invoicing will occur unless McKenna is specifically requested, by the Township, to undertake a task not specifically described above.

<u>Professional Classification</u>	<u>Rate Per Hour*</u>
President	\$150.00
Executive or Senior Vice President	\$140.00
Vice President	\$135.00
Director	\$130.00
Senior Principal or Manager	\$125.00
Principal	\$120.00
Senior	\$110.00

**GRAND RAPIDS**  
124 East Fulton Street  
6th Floor, Suite B  
Grand Rapids, Michigan 49503

☎ 616.226.6375  
F 248.596.0930  
**MCKA.COM**

**Communities for real life.**



Associate	\$100.00
Assistant	\$90.00

**PROFESSIONAL TEAM**

**Christopher Khorey, AICP, West Michigan Manager, and Danielle Bouchard, Senior Planner** will continue to be the primary professionals providing services to Cascade Township.

Please let me know if you have any questions. Our team is available to start immediately upon receiving a signed copy of this proposal. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**

Christopher Khorey, AICP  
West Michigan Manager

**AUTHORIZATION TO PROCEED  
CASCADE CHARTER TOWNSHIP, KENT COUNTY, MICHIGAN**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

**Date:** September 14, 2022  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Peace Park Hunting Regulations – Ordinance Amendment Introduction and Setting of Public Hearing – Regulations Discussion

---

## **FACTS:**

Earlier this summer the Township Board discussed reworking the Peace Park hunting regulations. Archery hunting is currently allowed in Cascade Township as an artifact of the Michigan Department of Natural Resources (MDNR) trust fund grant that was received for the purchase of the property.

After reviewing options with Township legal counsel, we believe the best option for the Township Board to consider is removing the Peace Park hunting regulations from the ordinance and replacing them with the ability of the Township Board to adopting hunting rules and regulations by Resolution.

The first step in the process will be to hold the public hearing for the ordinance amendment, which the Township Board set for Wednesday September 14 at the regular Township Board meeting. Once the public hearing is set, the Township Board will be able to adopt the ordinance amendment at the meeting, or at any future meeting of the Board. A draft Administrative Policy for hunting regulations in Peace Park has been drafted as well, and is subject to revision based on conversation of the Board at the meeting.

Attached for your review is:

- Draft Peace Park Hunting Ordinance Amendment
- Draft Peace Park Hunting Regulations Administrative Policy

## **ANALYSIS & CONCLUSIONS:**

Based on the conversations that were held at the previous Township Board meeting, the following edits were made to the proposed ordinance and administrative rules:

### **Ordinance**

- Change was based to utilize the terminology “archery” rather than defining specific types of bows that can be used

### **Administrative Rules**

- Extend the conclusion of the 3<sup>rd</sup> hunting period to “...the end of the MDNR established archery hunting season”
- Establish one-time rules for 2022 permit issuance process

- Remove “Blaze Orange” requirement and replace with rule that all equipment must meet the established MDNR Regulations
- Added Reporting requirement

If the Township Board wishes to consider any additional administrative rules or changes to the proposed rules, they may do so at the Board meeting prior to adoption. The administrative rules can be changed by simple resolution at any future Township Board meeting.

**FINANCIAL CONSIDERATIONS:**

The adoption of the new Peace Park Hunting ordinance amendment itself comes with minimal costs, including staff time, printing and publishing.

**RECOMMENDED ACTION:**

Hold the Public Hearing and consider amendments to the Peace Park Hunting Ordinance and Administrative Rules

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_**

Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, moved the adoption of the following ordinance:

**AN ORDINANCE TO AMEND THE CASCADE CHARTER TOWNSHIP CODE OF ORDINANCES TO AMEND CHAPTER 282, ARTICLE III, SECTION 282-24 ENTITLED “HUNTING.”**

CASCADE CHARTER TOWNSHIP OF ORDAINS:

Section 1. Amendment of Chapter 282 to Amend Article III, Section 282-24. That the Cascade Charter Township Code of Ordinances is amended to modify Chapter 282, Article III, Section 282-24 entitled “Hunting” as follows:

**§ 282-24 Hunting.**

~~The following shall apply within the park:~~

- ~~A. Only ~~bow hunting or archery~~ hunting ~~with a crossbow~~ shall be permitted. Firearm hunting is prohibited.~~
- ~~B. No person shall hunt within the park unless he/she has first obtained a hunting permit from the Township. In order to receive a hunting permit, an applicant must fill out a hunting permit application form, file it with the Township, and present a valid State of Michigan hunting license to the Township.~~
- ~~C. ~~and a~~All state hunting laws and regulations must be followed.~~
- ~~D. A maximum of 15 hunting permits will be issued by the Township per year for the park, and such permits are issued on a first come first served basis. No applications will be accepted by the Township until your state hunting license has been issued for the following November hunting season.~~
- ~~E. Hunting will only be permitted from November 1 to November 21.~~
- ~~F. No equipment may be left in the park. Anything found left in the park will be removed and confiscated by the Township (and will become Township property).~~
- ~~G. Only portable blinds or portable tree stands are permitted.~~
- ~~H. Target practice is prohibited.~~
- ~~I. Baiting and littering are prohibited.~~
- ~~J. No motorized vehicles are allowed beyond designated areas.~~
- ~~K. No snowmobile, ATV, UTV, four wheeler, off road motorcycle, or similar off road vehicle shall be used or driven in the park.~~
- ~~L. The park will be open to nonhunters during hunting season.~~

- ~~M. Hunters under 17 years of age must be accompanied by an adult. A school identification card, birth certificate, or other identification card is required to be carried by any hunter under 17 years of age while in the park.~~
- ~~N. The Township retains the ability to revoke a hunting permit based on a trespass or the violation of any park rules or this article.~~
- Ø. Every hunter must comply with all **Administrative Rules for Hunting in Cascade Peace Park** and regulations of the Township that are applicable within the park, attached as "Exhibit A," as may be amended from time to time by resolution of the Township Board.

Section 2. Effective Date. This ordinance shall be effective ~~thirty days from upon~~ publication in a newspaper of general circulation or as otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_ ADOPTED

\_\_\_\_\_  
Grace Lesperance, Supervisor

\_\_\_\_\_  
Susan Slater, Clerk

I, Susan Slater, the Township Clerk for Cascade Charter Township hereby certify that the foregoing is a true and accurate copy of an ordinance adopted by the Township Board of Trustees for the Cascade Charter Township at a regular meeting held on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Susan Slater, Clerk

**EXHIBIT A: ADMINISTRATIVE RULES**

**CASCADE CHARTER TOWNSHIP**

**Administrative Policy**

Policy No.: \_\_\_\_\_

Date Originally Enacted: \_\_\_\_\_

Revisions: \_\_\_\_\_

**SUBJECT:** Hunting in Cascade Township's Peace Park

**PURPOSE:** To regulate the activity of hunting within Peace Park, to provide guidance and rules for safe, equitable, and enjoyable use of Peace Park by all Township residents, and to promote the health, safety, and general welfare of all Township residents.

**POLICY:** All rules or regulations implemented as part of this Administrative Policy (the "Policy") must conform to Michigan law in all respects. This Policy may be amended as necessary by resolution of the Cascade Township Board to conform to changes in local, state, or federal law or to respond to new or developing information.

1. **Hunting Periods.** There are three separate and distinct periods during which hunting will be permitted within Peace Park, collectively the "Peace Park Hunting Season." No hunting of any kind is permitted outside of the Peace Park Hunting Season. The period October 1 to October 31 is "Period 1," November 1 to November 30 is "Period 2," and December 1 to ~~January~~the end of the MDNR established archery hunting season is "Period 3."
2. **Permits.** Every hunter within Peace Park must possess a Cascade Township permit ("Permit") for the Period in which the hunting occurs. All Permits are specific to a single Period and cannot be transferred to another Period, subsequent seasons, or any another hunter. A Permit to hunt in Peace Park are valid for a single Period per applicant per season. Permits will be issued pursuant to the application process described in Section 3 herein.
3. **Applications.** To receive a Permit, all eligible hunters must apply to the Township ~~Clerk~~ using a form available in the Township Hall or online. Only one application per eligible hunter may be submitted per season and must include proof of a valid Michigan hunting license for the upcoming

season. Applications for a Permit must be submitted between September 1 and September 11.

Within one week of the application deadline, the Township will issue 15 permits, for each period, through lottery drawing of all timely-received applications. For the 2022 season only, applications will be accepted through September 29<sup>th</sup>. Additional, for the 2022 season only, permits issued through the previous permit system will be honored if those permittees are not awarded a permit through the lottery system.

Formatted: Superscript

4. Eligibility. Only eligible hunters may apply for a Peace Park Hunting Permit. Eligibility requires the hunter to be at least 17 years of age and must possess an active license to hunt in the State of Michigan. Eligible hunters born after January 1, 1960, must also submit an active Hunter's Safety Certificate issued from the State of Michigan. Any animal for which a tag is required may not be hunted or killed unless the hunter possesses the appropriate tag in advance.
5. Only Archery Permitted. Only recurve bows, longbows, compound bows and crossbows may be discharged in Peace Park. Metal broadheads must be at least 7/8 of an inch wide and must be affixed to an arrow or bolt intended for the weapon from which it is being fired. Under no circumstance may any other type of weapon or projectile be discharged in Peace Park for any reason.
6. Firearms Prohibited. Firearms of any kind are expressly prohibited from use while hunting in Peace Park. Use of a prohibited weapon may invoke criminal penalties.
7. Prohibited Conduct. The following conduct is prohibited within Peace Park:
  - a. Trapping;
  - b. Setting up blinds more than 24 hours in advance of a hunt;
  - c. Permanently or semi-permanently affixing a blind to any tree;
  - d. Baiting of any kind;
  - e. Target practice or "sighting in" bows;
  - f. Utilizing motorized vehicles outside of designated roadways;

- g. Using snowmobiles, ATV, UTV, four-wheeler, off-road bike, side-by-side of other similar vehicles anywhere within Peace Park;
  - h. Littering, including but not limited to, leaving equipment, supplies, or trash behind;
  - i. Discharging a projectile in the direction of any other person, within 500 feet of a public roadway or an occupied structure, or without a safe backstop.
8. Negligence. Hunters must be aware of their surroundings at all times and must be cognizant of the location of all hiking trails, roadways, or obstacles in the path of any discharged projectile.
9. Tags. Any animal harvested within Peace Park must be immediately affixed with a tag if Michigan law requires tagging for that particular animal.
10. Processing. Any animal harvested within Peace Park must be processed and removed within 24 hours of the kill. All processing, except basic field dressing, must be completed off-site whenever possible.
11. Blaze-Orange Equipment Regulations. Hunters in Peace Park must ~~be wearing blaze orange clothing sufficient to be identifiable to other hunters and park users~~ abide by all state and local equipment regulations, including apparel.
12. Michigan Species Seasons, Size and Bag Limitations Apply. Only animals which are in season in the State of Michigan at the time of the hunt may be harvested from Peace Park. Any size restrictions or bag limits which apply in the State of Michigan must be followed.
13. Park Remains Open to Public. During the Peace Park Hunting Season, Peace Park will remain open for use by any and all Township residents. Hunters must respect the use and enjoyment of all park-users and may not harass, threaten, intimidate, or restrict movement of any park user.
14. Revocation. Failure to adhere to this Administrative Policy may result in a civil penalty of up to \$500 and/or revocation of Permit rights. Some violations may result in criminal prosecution.
- 14.15. Reporting. ~~All Peace Park hunters are required to fill out the supplied post-hunt report each year. Failure to complete and return the post-hunt report will result in being ineligible for future Peace Park hunting permits.~~

Last Amended: ~~August~~ September 2022

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# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. Grand Rapids, Michigan 49546

**Date:** September 14th, 2022  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Resolution for “Prisoner of War/Missing in Action Recognition Day”

---

## **FACTS:**

The Township has received a request from the Michael J. Bost Chapter 18 of the Vietnam Veterans of America that the Township, along with other communities, issue a resolution declaring September 16, 2022 as “Prisoner of War/Missing in Action Recognition Day.” The request has also been made that the resolution be provided to the Michael J. Bost Chapter 18 of the Vietnam Veterans of America for a ceremony they will be conducting at 2:00pm in the chapel of the Michigan Home for Veterans in Grand Rapids.

Attached for your review is:

- Letter of request from the Michael J. Bost Chapter 18 of the Vietnam Veterans of America.
- Proposed Resolution to Provide for the Designation of September 16, 2022 as Prisoner of War/Missing in Action Recognition Day

## **ANALYSIS & CONCLUSIONS:**

The Township has approved similar resolutions in previous years. The Michael J. Bost Chapter 18 of the Vietnam Veterans of America is one of three in West Michigan that is working to increase awareness of the servicemen unaccounted for in the Vietnam and Gulf Wars. Currently there are 1,584 Vietnam-era American servicemen and civilians unaccounted for in Southeast Asia, including 48 from the State of Michigan.

## **FINANCIAL CONSIDERATIONS:**

Adoption of the proposed resolution will not have any financial considerations.

## **RECOMMENDED ACTION:**

Adopt the Resolution recognizing September 16, 2022 as “Prisoner of War/Missing in Action Recognition Day” in Cascade Township.

VIETNAM VETERANS OF AMERICA  
Michael J. Bost Chapter 18  
P. O. Box 1766  
Grand Rapids, MI 49501  
616-644-2787

July 14, 2022

Supervisor Grace Lesperance  
Township of Cascade  
5920 Tahoe Dr SE  
Grand Rapids, MI 49546-7192

Dear Supervisor Lesperance;

The Michael J. Bost Chapter 18 of the Vietnam Veterans of America will observe Prisoner of War/Missing in Action Recognition Day on Friday, September 16, 2022. We will have a brief ceremony at **2:00 PM** in the chapel in the new building of the Michigan Home for Veterans in Grand Rapids.

We would like the Township of Cascade, with other communities, issue a proclamation declaring September 16, 2022 as Prisoner of War/Missing in Action Day. This resolution would then be presented to the Michael J. Bost Chapter of the Vietnam Veterans. A sample is included for your convenience.

Your presence is requested at this ceremony to make the presentation to the Vietnam Veterans of America Chapter 18. Out of respect for those who are present, we would appreciate dignitaries being present for the entire ceremony.

If you or your representative are able to attend this ceremony, please let us know.

Covid regulations will apply.

For further questions, please call Betty Pike 616-644-2787.

Thank you for your consideration.

Sincerely,

Tom Sibley  
President  
Michael J. Bost  
Chapter 18  
Vietnam Veterans of America

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN**

**RESOLUTION \_\_\_ of 2022**

**RESOLUTION TO PROVIDE FOR THE DESIGNATION OF SEPTEMBER 16, 2022 AS  
“PRISONER OF WAR / MISSING IN ACTION RECOGNITION DAY”**

Minutes of a regular meeting of the Township Board of Cascade charter Township, County of Kent, State of Michigan, held at the Wisner Center in said Township on September 14, 2022 at 7:00 o'clock p.m., Eastern Daylight Time

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Board Member \_\_\_\_\_ and supported by Trustee \_\_\_\_\_.

**WHEREAS**, the United States has fought in many wars, one of the longest of which was the Vietnamese Conflict; and

**WHEREAS**, Friday, September 16, 2022 is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and,

**WHEREAS**, although cooperation has increased within the past few years, there are still 1,584 American servicemen and civilians, including 48 from the State of Michigan, missing and unaccounted for in Indochina. The uncertainty surrounding their fates has caused their families to suffer great hardship; and,

**WHEREAS**, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Trustees of Cascade Charter Township shall designate **Friday, September 16, 2022** as:

**“PRISONER OF WAR / MISSING IN ACTION RECOGNITION DAY”**

We urge all of our citizens to take note of this important issue and remember those servicemen and civilians who were prisoners of war and those who are still missing and to commemorate the day with appropriate activities.

YEAS: Board members: \_\_\_\_\_

NAYS: Board members: \_\_\_\_\_

ABSTAIN: Board members: \_\_\_\_\_

ABSENT: Board members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Susan B. Slater, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on September 14, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Susan B. Slater, Township Clerk



**CASCADE CHARTER TOWNSHIP**  
5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

**Date:** September 14<sup>th</sup>, 2022  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Request for Dredging Permission on Township Floodway Property

---

**FACTS:**

The Township is in receipt of a request from Robert Norris, on behalf of resident Todd Stacy, to allow for dredging of the Township floodway property at the bayou adjacent to Mr. Stacy's property, located at 7156 Placita Ct. SE.

The Township has a policy for the use of floodway property by the adjoining property owners. The Policy states that:

*Adjoining private property owners who wish to use the floodway properties for their use and enjoyment must receive approval from the Township Board before they make any land changes to the floodway properties. The following guidelines shall be followed unless modified by the Township Board.*

- (a) No trees or earth moving activities shall be done on the floodway property without the written consent of the Township Board.*
- (b) No trees larger than 2" in diameter shall be removed from the floodway properties. Dead or diseased trees may be removed only after receiving approval by the Township Manager.*
- (c) The use of fertilizers and herbicides is prohibited on the floodway properties.*
- (d) Permanent structures, including decks, patios, basketball courts tennis courts and other similar uses is prohibited on the floodway properties.*

Mr. Stacy is proposing dredging the bayou to provide boat access from his boatlift to open water on the Thornapple River. The dredge will consist of removing 140 cubic yards of material from an area 115 feet by 8 feet to a depth of 4 feet. Dredge material will be placed on the applicant's property and the area will be protected with a silt curtain.

Attached for your review are:

- Pictures of the proposed project and project location.
- Submitted EGLE/USACE Joint Permit Application for the Project
- Copy of the *Policies Regarding Township Riverfront/Floodway Properties*

**ANALYSIS & CONCLUSIONS:**

The request from Mr. Stacy meets the guidelines for approval as set by the Township policies. Homeowners along the Thornapple River have previously applied to and received permits from EGLE to dredge various areas of the Thornapple River to improve boat access

Construction activities in the floodway/river are governed by EGLE. Even with Township permission, Mr. Stacy will need to obtain an EGLE permit before dredging activities can commence. While Mr. Stacy has applied to EGLE for a permit, they indicated to him that permission from the Township would be required before the permit could be considered

**FINANCIAL CONSIDERATIONS:**

There are no direct financial ramifications of approving the request.

**RECOMMENDED ACTION:**

Approve the request for dredging activities in the bayou adjacent to 7156 Placita Ct, pending the receipt of an EGLE permit.

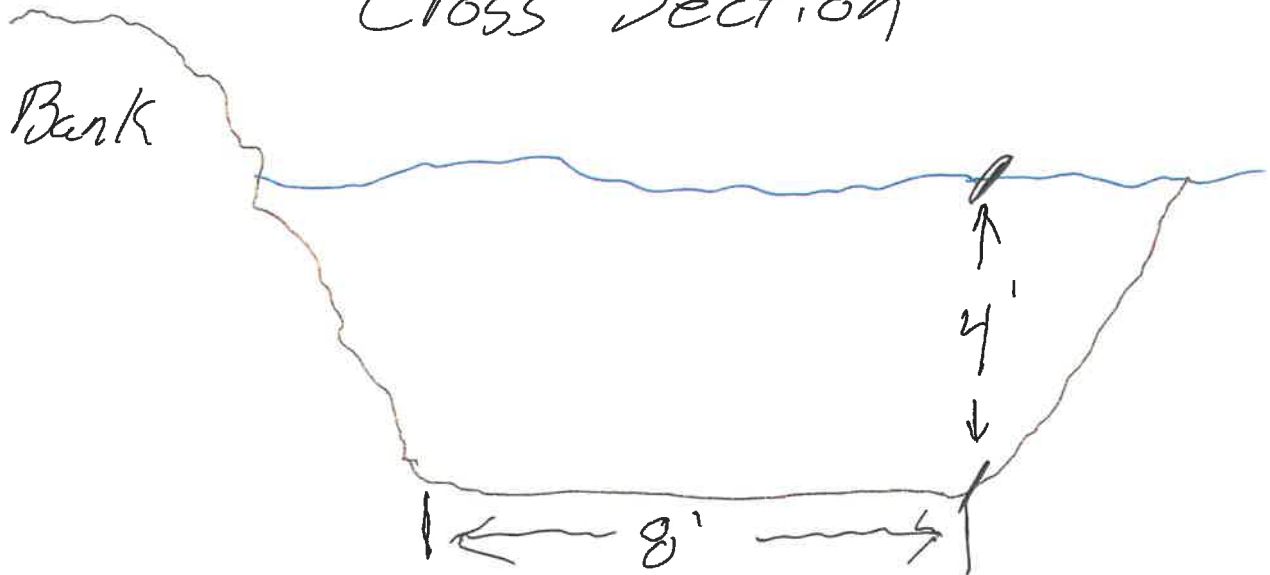


From boat lift dredge a, 8' wide by 4' deep 115' long, channel out to open water.



Cross Section

Bank



Kent County Web Map

July 12, 2022



# Digital EGLE/USACE Joint Permit Application (JPA) for Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams, Environmental Areas, High Risk Erosion Areas and Critical Dune Areas

version 1.30

(Submission #: HPK-0DDX-JTD5X, version 2)

## Details

---

<b>Submission ID</b>	HPK-0DDX-JTD5X
<b>Submission Reason</b>	New
<b>Status</b>	Draft

## Fees

---

<b>Fee</b>	\$100.00
<b>Payments/Adjustments</b>	(\$100.00)
<b>Balance Due</b>	\$0.00 (Paid)

## Form Input

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### Instructions

[To download a copy or print these instructions. Please click this link \(recommended\).](#)

## Contact Information

### Applicant Information (Usually the property owner)

**First Name**      **Last Name**  
Todd                Stacy

**Organization Name**  
NONE PROVIDED

**Phone Type**    **Number**            **Extension**  
Mobile            6164601683

**Email**  
robertjnorris@hotmail.com

**Address**  
7156 Placitacourt  
Grand Rapids, MI 49316

**Is the Property Owner different from the Applicant?**

No

**Has the applicant hired an agent or cooperating agency (agency or firm assisting applicant) to complete the application process?**

No

**Are there additional property owners or other contacts you would like to add to the application?**

No

## Project Location

**DEQ Site Reference Number (Pre-Populated)**  
-1289495778504144333

**Project Location**  
42.89751054339932, -85.49048866542893

**Project Location Address**  
7156 Placita Court  
Grand Rapids, Mi 49546

**County**  
Kent

**Is there a Property Tax ID Number(s) for the project area?**

Yes

**Please enter the Tax ID Number(s) for the project location**

411921228021

**Is there Subdivision/Plat and Lot Number(s)?**

No

**Is this project within Indian Lands?**

No

**Local Unit of Government (LUG)**

Cascade Township

**Directions to Project Site**

Cross streets Goodwood and Placita Ct.

Driveway access in cul-de-sac south side. Access to river through back yard.

## **Background Information**

**Has the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and/or United States Army Corps of Engineers (USACE) conducted a pre-application meeting/inspection for this project?**

No

**Has the EGLE completed a Wetland Identification Program (WIP) assessment for this site?**

No

**Environmental Area Number (if known):**

NONE PROVIDED

**Has the United States Army Corps of Engineers (USACE) completed either an approved or preliminary jurisdictional determination for this site?**

No

**Were any regulated activities previously completed on this site under an EGLE and/or USACE permit?**

No

**Have any activities commenced on this project?**

No

**Is this an after-the-fact application?**

No

**Are you aware of any unresolved violations of environmental law or litigation involving the property?**

No

**Is there a conservation easement or other easement, deed restriction, lease, or other encumbrance upon the property?**

No

**Are there any other federal, interstate, state, or local agency authorizations associated with this project?**

No

## **Permit Application Category and Public Notice Information**

**Indicate the type of permit being applied for.**

Individual Permit for all other projects

**This type of permit application requires that you include contact information for the adjacent landowners to this project. If you are only entering in a small number of bordering parcel owners contact information, please select "Enter list of recipients". If there is a rather large number of affected property owners such as a project that significantly affects lake levels, please upload a spreadsheet of the property owners. Please include names and mailing addresses.**

NONE PROVIDED

## **Project Description**

**Project Use: (select all that apply - Private, Commercial, Public/Government/Tribal, Receiving Federal/State Transportation Funds, Non-profit, or Other)**

Private

**Project Type (select all that apply):**

Private Residence

**Project Summary (Purpose and Use): Provide a summary of all proposed activities including the intended use and reason for the proposed project.**

This project is to provide the homeowner with boat access from his boatlift to open water on the Thornapple River. In the early 2000s the homeowner had waterfront access and use. But due to Upland development activities and poor to non erosion control during construction, the bayou filled up with sand and sediment.

Dredge 140 cubic yards of material from an area 115 feet by 8 feet to a depth of 4 feet by . All dredge material shall be disposed of at an upland location above the failed dam. This will be above the ordinary high water mark and above of the floodplain. This area will be protected with a silt curtain.

**Project Construction Sequence, Methods, and Equipment: Describe how the proposed project timing, methods, and equipment will minimize disturbance from the project construction, including but not limited to soil erosion and sedimentation control measures.**

This project is estimated to be a two week project. Start date is dependent on approval. Install turbidity curtain across bayou to protect the main river from silt and sediment. Install silt curtain along bank to protect runoff back into the water. All dredging activities will be done mechanically from shore. Using an excavator remove dredged materials. These materials will be piled up on shore, to drain the water. With a loader, the spoils will then be moved to an upland location above the failed dam. This will be above the ordinary high water mark and above of the floodplain. This area will be protected with a silt curtain.

**Project Alternatives: Describe all options considered as alternatives to the proposed project, and describe how impacts to state and federal regulated waters will be avoided and minimized. This may include other locations, materials, etc.**

The Township of Cascade has been notified of these problems. We are currently in negotiations on how to mitigate this problem, from reoccurring. There are no public access for boats on this part of the river. There is a small access point right next to the Cascade dam just big enough for canoes and kayaks. We could reduce the dredge length by moving the boatlift closer to the property line This option would be adding a lot of cost in moving boatlift location and adding walkway/decking. This option might save 10-15 feet of dredging.

It is our hope that the Cascade Township takes action to prevent this from happening again, by repairing the dam next to the property line. The Dam was compromised in the early 2000's and silt and sediment has continued to fill the bayou ever since.

**Project Compensation: Describe how the proposed impacts to state and federal regulated waters will be compensated, OR explain why compensatory mitigation should not be required for the proposed impacts. Include amount, location, and method of compensation (i.e., bank, on-site, preservation, etc.)**

As stated before we are currently in contact with Cascade Charter Township, to come up with a plan and financial resources to keep this from happening again.

**Upload any additional information as needed to provide information applicable to your project regarding project purpose sequence, methods, alternatives, or compensation.**

NONE PROVIDED

Comment

NONE PROVIDED

## **Resource and Activity Type**

**SELECT THE ACTIVITIES from the list below that are proposed in your project (check ALL that apply). If you don't see your project type listed, select "Other Project Type". These activities listed require additional information to be gathered later in the application.**

Other Project Type

**The Proposed Project will involve the following resources (check ALL that apply).**

Stream or River

Wetland

**Major Project Fee Calculation Questions**

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**Is filling of 10,000 cubic yards or more proposed (cumulatively) within wetlands, streams, lakes, or Great Lakes?**

No

**Is dredging of 10,000 cubic yards (cumulatively) or more proposed within streams, lakes, or Great Lakes? (wetlands not included)**

No

**Is new dredging or adjacent upland excavation in suspected contamination areas proposed by this application?**

No

**Is a subdivision, condominium, or new golf course proposed?**

No

**Wetland Project Information and Impacts**

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**Has a professional wetland delineation been completed for this site?**

NONE PROVIDED

**Total acres of wetland affected by this project.**

Category	Affected area (acres)
Permanent	NONE PROVIDED
Temporary	NONE PROVIDED

**Is filling or draining of 1 acre or more (cumulatively) of wetland proposed?**

NONE PROVIDED

**Select all wetland types that will be affected by this project:**

NONE PROVIDED

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**If your project includes placing fill in wetland then select the proposed activities from the following list. If your activity is not shown, then select "None of the Above" and move to the next question. Only enter an impacted area in one of the impact tables (do not duplicate impact entries).:**

NONE PROVIDED

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**Select from the following list for Excavation/Dredge Activities (if your proposed project is primarily a structure enter the impact as a structure. Only enter an impacted area in one of the impact tables in one impact section):**

NONE PROVIDED

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**If your project includes STRUCTURES IN WETLAND then select all of the proposed activities in the following list. If your activity is not shown, then select "None of the Above" and move to the next question. Only enter an impacted area in one of the impact tables (do not duplicate impact entries):**

NONE PROVIDED

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**If your project includes Other Activities in WETLAND not listed in this section, then select from the proposed activities in the following list. If your activity in Wetland has not been listed in this Wetland Section, then select "Other" and enter a description of your activity. Only enter an impacted area in one of the impact tables (do not duplicate impact entries). If you selected a Fill, Excavation/Dredging, or Structure activity above in this section, but do not have an activity listed as Other, then select None of the Above for this question.**

NONE PROVIDED

**Is Wetland Mitigation being proposed as part of this proposed project?**

NONE PROVIDED

### **Stream Project Information (1 of 1)**

**Please provide a name for the stream, river, channel:**

Thornapple River

**Stream Water elevation reference\* (show elevation on plans with description):**

NAVD 88

**Ordinary High Water Mark (OHWM) elevation (feet):**

3.68

**Date of observation (M/D/Y)**

7/11/2022

**What length (feet) does the project activity(ies) extend waterward of the OHWM?**

8

**What length (feet) does the project activity(ies) extend landward of the OHWM?**

115

**Is the drainage area upstream of the proposed project area greater than 2 sq. miles?**  
 Unsure

**What is the the width (feet) of the stream where the water begins to overflow its banks. This is called the Bankfull width.**  
 NONE PROVIDED

**Will a turbidity curtain be used during the proposed project?**  
 Yes

**Inland Lakes, Great Lakes and Stream Impacts (1 of 1)**

The following impact description applies to: (select only one at a time, duplicate this entire section if there are impacts to multiple waterbody types):  
 Inland Lake

**Acres of Inland lake/Great Lake affected by your project below the Ordinary High Water Mark:**

Category	Acres
Permanent	.5
Temporary	0
	Sum: 0.5

**Select from the following list all Fill Activities (select all that apply to this waterbody impacted):**  
 No fill

**Activities Involving Dredging or Excavation: Select from the following list for Excavation/Dredge Activities (select all that apply to this waterbody impacted):**  
 General Dredging New (lakes, stream, Great Lakes below OHWM)

**Projects involving Excavation/Dredging below the Ordinary High Water Mark:**

Activity	Length (feet)	Width (feet)	Depth (feet)	Area (square feet)	Volume (cubic feet)	Volume (cubic yards)	Corrected value for complex impact Areas (square feet)
Dredging	115	8	4	920	3680	136	NONE PROVIDED
				Sum: 920	Sum: 3680	Sum: 136	Sum: NaN

**Has this area been previously dredged?**  
 No

**Is long-term maintenance dredging proposed?**

No

**What is the method used to be dredged?**

Mechanical

**Has the dredge material been tested?**

No

**Bottom dredge elevation determined by?**

Water level

**Height difference between surface of water and bottom dredge elevation?**

4

**Date water elevation was used?**

NONE PROVIDED

### **Spoils Disposal**

**Will the excavation/dredge spoils be disposed of on site or off site?**

On site

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**If your project includes STRUCTURES then select all of the proposed activities in the following list. If your activity is not shown, then select "None of the Above" and move to the next question. Only enter an impacted area in one of the impact tables (do not duplicate impact entries):**

None of the above

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**If your project includes Other Activities not listed in this section, then select from the proposed activities in the following list. If your activity has not been listed in this Section, then select "Other" and enter a description of your activity. Only enter an impacted area in one of the impact tables (do not duplicate impact entries). If you selected a Fill, Excavation/Dredging, or Structure activity above in this section, but do not have an activity listed as Other, then select None of the Above for this question.**

None of the above

**Does the proposed project include mitigation?**

none

### **Upload of Proposed Site Plans**

**Required on all Site Plan uploads. Please identify that all of the following items are included on your plans that you upload with this application.**

Site Plan Features	Existing and Proposed Plan Set
Scale, Compass North, and Property Lines	Yes
Fill and Excavation areas with associated amounts in cubic yards	Yes
Any rivers, lakes, or ponds and associated Ordinary High Water Mark (OHWM)	Yes
Exterior dimensions of Structures, Fill and Excavation areas associated with the proposed project	Yes
Dimensions to other Structures and Lot Lines associated with the project	Yes
Topographic Contour Lines from licensed surveyor or engineer when applicable	N/A

**Upload Site Plans and Cross Section Drawings for your Proposed Project**

Note Jul 12, 2022 11\_01\_29 AM.pdf - 07/12/2022 11:59 AM

**Comment**  
NONE PROVIDED

**Additional Required and Supplementary Documents**

NONE PROVIDED  
**Comment**  
NONE PROVIDED

**Fees**

<b>Individual Permit Fee:</b>
+\$500.00

**Total Fee Amount:**  
\$500.00

**Is the applicant or landowner a State of Michigan Agency?**  
No

**Attachments**

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Date	Attachment Name	Context	User
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<b>Date</b>	<b>Attachment Name</b>	<b>Context</b>	<b>User</b>
7/12/2022 11:59 AM	Note Jul 12, 2022 11_01_29 AM.pdf	Attachment	Robert Norris

**Policies Regarding Township Riverfront / Floodway Property**  
(adopted June 26, 1996)

Township - owned riverfront property that is part of the floodway for the Cascade Dam may be used by the adjoining private property owners subject to the following conditions:

1. The floodway properties may not be developed in a manner that is contrary to the "established and prevailing neighborhood standards" of the area in which the subject property is located. For the purposes of this policy, "established and prevailing neighborhood standards" is defined as the accepted yard and lawn maintenance practices of all property within 500 feet of the subject property in question.
2. Adjoining private property owners to the floodway properties shall not prevent township officials or its citizens from walking on the floodway properties. (This statement is not meant in any way to allow township officials and its citizens the right to trespass on private property to gain access to these floodway properties.)
3. The construction of docks for watercraft on the floodway properties is permitted provided the dock is lawfully constructed in accordance with the laws of the State of Michigan and with all ordinances of the township.
4. Adjoining private property owners who wish to use the floodway properties for their use and enjoyment must receive approval from the Township Board before they make any land changes to the floodway properties. The following guidelines shall be followed unless modified by the Township Board.
  - (a) No trees or earth moving activities shall be done on the floodway property without the written consent of the township board.
  - (b) No trees larger than a 2- inch diameter shall be removed from the floodway properties. Dead or diseased trees may be removed only after receiving approval by the Township Manager.
  - (c) The use of fertilizers and herbicides is prohibited on the floodway properties.
  - (d) Permanent structures, including decks, patios, basketball courts, tennis courts and other similar uses is prohibited on the floodway properties.