

AGENDA
Cascade Charter Township Planning Commission
Monday, January 22, 2024
7:00 pm
2870 Jacksmith Ave

Public may access the meeting via video conference software Zoom

Meeting ID:
By Phone:

- ARTICLE 1. Call the meeting to order. Record the attendance**
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Disclose any Conflict of Interest**
- ARTICLE 5. Approve the Minutes of the December 18, 2023 Meeting**
- ARTICLE 6. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 7. Election of Officers**
- ARTICLE 8. 2023 Planning Department Annual Report**
- ARTICLE 9. 2024 Calendar**
- ARTICLE 10. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 11. Any other business**
- ARTICLE 12. Adjourn**

Meeting format

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

Minutes
Cascade Charter Township
Planning Commission
Monday, December 18, 2023
7:00 pm
2870 Jacksmith Ave SE

- ARTICLE 1.** Vice Chair Moxley called the meeting to order at 7:00 pm.
Members Present: Noordhoek, Richardson, Bruneau, Moxley, Engel, Rissi, Rowland
Members Absent: Noordyke (excused)
Others Present: Zoning Administrator (ZA) Madison Smith-Jacoby, Mike Homier with Foster Swift, and others listed on the sign-in sheet.
- ARTICLE 2. Pledge of Allegiance**
- ARTICLE 3. Approve the current Agenda**
Motion was made by Member Rissi to approve the current agenda. Supported by Member Engel. Motion carried 7 to 0.
- ARTICLE 4. Disclose any conflict of interest**
There were no conflicts of interest disclosed.
- ARTICLE 5. Approve the Minutes of the December 4, 2023 Meeting**
Chair Moxley said that the minutes had an incorrect date listed.
Member Bruneau noted in the last paragraph of Article 7 that the applicant's comment was inaccurate and needed to be reworded.
Member Engel suggested rewording the last sentence in paragraph 3 of Article 9 due to an editing error.
Member Bruneau wanted Article 8 to include information regarding the applicant's need for 30 parking spaces before configuring that 23 spaces would be sufficient.
Motion was made by Member Engel to approve the December 4, 2023 meeting minutes with the proposed changes. Supported by Member Rissi. Motion carried 7 to 0.
- ARTICLE 6. Acknowledge visitors and those wishing to speak**
There was no one wishing to speak.
- ARTICLE 7. Case #23-3801 Epique Homes/Schrotenboer**
Property Address: 3660 Cherry Lane
Requested Action: Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

ZA Smith-Jacoby explained that this item was tabled at the previous meeting pending some revisions to their plans. They reduced the size of the accessory building to 2,560 sqft, including a lean-to of 64 sqft, bringing the total to 2,624 sqft. The design will be in alignment with the home currently being built.

Member Rissi asked if the enclosed building footprint was the same as previously presented and if the applicants just eliminated most of the large overhang. ZA Smith-Jacoby confirmed that was accurate.

ZA Smith-Jacoby noted the neighbors to the north are no longer concerned about any negative impacts due to standards set in the variance approval.

Staff recommended approval of the accessory building with the condition listed in the packet.

Vice Chair Moxley asked if their water diversion plan had been reviewed by the township engineer and if they completed a survey. ZA Smith-Jacoby stated that they have not yet submitted a building application, which would trigger a review to ensure that all criteria have been met before approval.

Scott Schrottenboer said they have met much of the criteria talked about during the past few meetings and they are hopeful to move forward with the project. He stated the neighbors to the north are fine with the plans since there will be a water diversion plan and evergreen trees planted.

Member Rissi asked the applicant if they were comfortable with the changed plans. Schrottenboer said he was looking forward to the extra space for storage, but wanted to ensure agreeance with everyone.

Motion was made by Member Rissi to approve the accessory building up to 2,800 sqft with the conditions listed in the packet and any conditions set by the Zoning Board of Appeals. Supported by Member Noordhoek. Motion carried 5 to 2.

ARTICLE 8. Ordinance Amendment

Mike Homier, legal counsel at Foster Swift, explained why the Planning Commission was proposed to be removed from the Township's Zoning Ordinance and transferred to the Michigan Planning Enabling Act (MPEA). The MPEA allows local governments to create and continue a planning commission, provide regulations, and the commission will have the ability to create new bylaws without the need for Township Board approval. As a result of an ordinance amendment, a public hearing notice must be provided 15 days before the meeting.

Member Bruneau expressed concern about the Planning Commission operating without a guiding document for a period of time between the removal of bylaws from the Zoning Ordinance and the adoption of new bylaws. Member Bruneau wanted clarification on what it means to strip the Planning Commission of their bylaws. Homier explained that there will be roughly 30 days for the commission to create and adopt new bylaws. The process involves a 15-day public hearing notice period followed by

consideration by the Planning Commission. The Commission will then recommend to the Township Board, which will then be considered for adoption. The ordinance will become effective 7 days after publication.

Member Engel questioned if there was a way to create bylaws before removing the Planning Commission from Chapter 23 of the zoning ordinance to eliminate any voids in governance. Homier gave reassurance that there should be adequate time to consider and adopt the bylaws. Homier explained the possibility of doing both alongside each other to prevent that gap.

Member Rissi suggested finalizing the bylaws in the upcoming meetings and then initiating the public hearing.

Homier explained that the organizational part of the Planning Commission is formed and adopted by the Township Board using their police power ordinance; everything else procedurally will be in the bylaws created by the Planning Commission.

Members discussed with legal counsel some potential revisions they wanted to make within the bylaws, the history of the bylaw preparation process, and general planning and zoning questions in relation to due process.

Vice Chair Moxley suggested that legal counsel prepare the bylaws, including the code of conduct, for the January 15 meeting.

Motion was made by Member Bruneau to schedule a public hearing on February 5 regarding the removal of the Planning Commission portion from Chapter 23 of the zoning ordinance. Supported by Member Rissi. Motion carried 7 to 0.

ARTICLE 9. Farmland Preservation Subcommittee Update

Member Rissi provided the commission with documents containing updates and goals on the Farmland Preservation Subcommittee. They have been discussing uses and special rights allowed in agricultural rural preservation and farmland preservation, navigating how to incentivize farmers to utilize a preservation program, and are hoping to incorporate a preservation system inspired by Grattan Township. Member Rissi questioned if McKenna or legal counsel should be involved with drafting a new ordinance to ensure alignment with the master plan.

Member Bruneau elaborated further on the preservation system which consisted of developers needing to allocate a certain amount of open space to receive a density bonus.

The subcommittee would like to work with McKenna moving forward.

ARTICLE 10. Acknowledge visitors and those wishing to speak

There was no one wishing to speak.

ARTICLE 11. Any other business

Member Rissi had noticed increased tabled cases and wanted to explore alternative solutions for the Planning Commission to remain efficient.

Vice Chair Moxley thanked ZA Smith-Jacoby for the extra work she has been doing in the absence of a planning director.

ARTICLE 12. Adjournment

Motion was made by Member Rissi to adjourn the meeting. Supported by Member Engel. Motion carried 7 to 0. The meeting adjourned at 9:09 pm.

Respectfully submitted,

Joe Engel, Secretary

DRAFT



**PLANNING
DEPARTMENT**

**ANNUAL
REPORT**

2023

MEMBERS

TOWNSHIP BOARD

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

PLANNING COMMISSION

Chris Noordyke, Chair
Ralph Moxley, Vice Chair
Scott Rissi
Joe Engel, Secretary
Alan Rowland
Timmy Noordhoek, Trustee
Rob Richardson
Ryan Bruneau
Windy Korstange (left 5/23)

ZONING BOARD OF APPEALS

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

PLANNING STAFF

Brian Hilbrands, Planning Director (until 10/31/2023)
Madison Smith-Jacoby, Zoning Administrator
Madi Dodge, Administrative Assistant

January 4, 2024

The Cascade Charter Township Planning Department is pleased to present our annual year in review in the form of the 2023 Annual Report. The following report summarizes each type of development request reviewed by the Planning Department, Planning Commission, Zoning Board of Appeals, and Township Board in 2023.

The Planning Department consists of Planning and Zoning Administration. This past October our Planning Director left the Township and so the remaining staff works to maintain the ongoing projects and daily proceedings within the department until the position is filled. The Department continues to work alongside DDA, the Building Department, and other Township Staff.

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

With the pandemic-related supply issues mostly behind us we continue to see a robust number of inquiries, permits, and requests for new projects, and it is expected that this will continue into 2024. Should you have any questions or comments relating to this report or the Planning Department, do not hesitate to call us at 616-949-0224.

Sincerely,

MADISON SMITH-JACOBY
ZONING ADMINISTRATOR

ACCOMPLISHMENTS

Development Reviews

In 2023, the Planning Department reviewed a total of 45 new development requests and 9 lot split or boundary adjustment requests for a grand total of 54 cases. Some of the projects initiated in 2023 will still be active in 2024. These reviews include those which required action by the Township Board, Planning Commission, Zoning Board of Appeals, and Planning Department, with several requiring action by more than one body. The following tables summarize the project review activities of the Planning Department over the past five (5) years

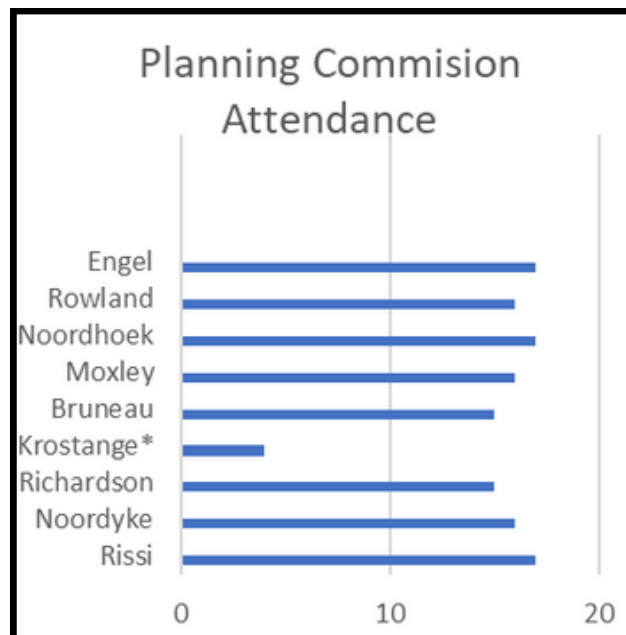
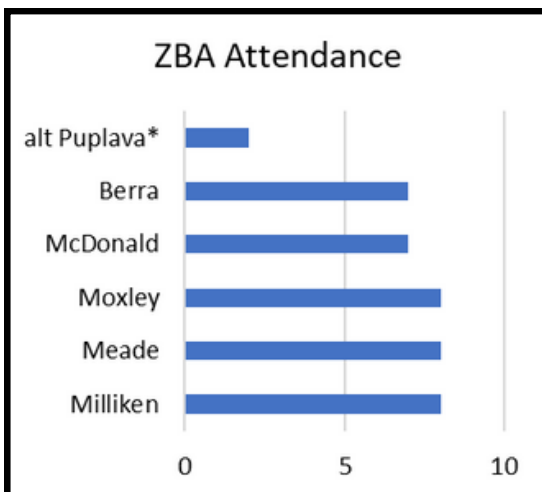
Activity/Year	2019	2020	2021	2022	2023
Planned Unit Developments	4	2	4	2	2
Rezoning	0	0	0	0	1
Site Plan Reviews	3	5	6	7	5
Administrative Site Plan Reviews	7	3	10	8	4
Special Use Permits	11	10	15	13	17
Plat/Site Condo Reviews	1	1	0	0	0
Other Activities	3		3	2	2
Subtotals	29	21	38	32	31
Variances and other requests	11	16	17	18	14
Other Requests	0	0	0	0	
Lot Split (Cases)	23	15	15	10	9
TOTALS	63	52	70	60	53

STAFF CHANGES:

Some of the most notable updates for the year came with staff changes. In October of 2023 the Planning Director, Brian Hilbrands, resigned from his role with the Township. Existing Staff have been working closely with our planning & design consultant, McKenna, and Manager Jade Smith to continue operations as normal. The position is in the works of being filled. Additionally, the Planning Department has passed off parks work to our new Parks Director, Melanie Manion, to implement the Master Parks Plan and manage both the Parks & Pathway Committees.

ATTENDANCE:

In 2023 the Planning Commission met a total of 18 times and the Zoning Board of Appeals met 8 times. Member Korstange of the Planning Commission was appointed to the Board of Trustees as the Treasurer and so her seat has been vacant since May 2023. The charts below summarize overall attendance at both the Zoning Board of Appeals and Planning Commission meetings. *The alternate for the Zoning Board of Appeals only attends when needed or required.



*left in May

COMMITTEES AND PARTNERS

Farmland Preservation Subcommittee

The Planning Commission created a Farmland Preservation Subcommittee to research methods for saving farmland from development, supporting farmers, and ordinances that support these goals. This committee is expected to complete their work in 2024.

Master Plan Committee

The Planning Commission and Township Board is working to support Staff and Planning and Design consultants at McKenna in the review of the Township's existing 2019 Master Plan. This work is based on Strategic Planning findings and future Township priorities. An updated Master Plan and Zoning Ordinance are scheduled to be adopted later in 2024.

Regional Planning

The Planning Department continues regional planning efforts with the county, GVMC and other organizations.

Regional Geographic Information System (REGIS)

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

Village Design Review Committee

The VDRC was reactivated this year as new plans and applications were presented to the B-1 Village District. The committee is made up of a Planning Commission member, staff, and board members. The goals are to help implement the design standards for a walkable village.

2023					
Planned Unit Developments					
Case	Applicant	Request	Location	Preliminary	Final
23-3789	Kraft & 60th East LLC	Basic Plan Review for the creation of a proposed PUD for a light industrial development project	5880, 5950 & 5980 Kraft Ave + 5737 & 5795 60th St	9/13/23	
23-3765	Redwater Group	PUD amendment to allow a cigar bar	5500 Cascade Rd	6/19/23	8/23/23
Site Plan review					
Case	Applicant	Proposed Land Use	Location	Planning Commission Action	
23-3806	Thornapple Excavating	Site Plan Review for a 3,437sqft addition	4190 Thornapple River Dr	cancelled/unapproved	
23-3795	Josh Baker	Site plan review for a 12,000sqft addition	5441 36th St	Approved	
23-3758	Scott Geerlings	Expansion of an existing parking lot	5784 Kraft Ave	Approved	
23-3755	Steve Plakmeyer	4,000sqft building addition	5500 Cascade Rd	Approved	
23-3754	UFP Real Estate, LLC	A 29,334 sqft addition and parking lot	5575 Executive Parkway SE	Approved	
Special Use Permits					
Case	Applicant	Request	Location	Zoning	Action
23-3801	Schrock	Type I Special Use permit to build an accessory building over 832sqft	3660 Cherry Ln	FP	Approved
23-3800	Islamic Masque & Religious Institute	Type II Special Use permit for a cemetery	6670 52nd St	ARC/Rural Conservation	Tabled
23-3798	Salmon	Type I Special Use permit to build an accessory building over 832sqft	6390 Cascade Rd	R-1	Approved
23-3793	Doezema	Type I Special Use permit to build an accessory building over 832sqft	5407 Buttrick Ave	R-1	Approved
23-3791	Marfil	Type I Special Use permit to build an accessory building over 832sqft	2568 Linda Ave	R-2	Tabled
23-3787	King	Type I Special Use permit for an 8ft fence in the rear yard	6820 Burton St	R-1	Approved
23-3786	Deppe	Type I Special Use permit for an 8ft fence in	1878 Country Brook Dr	R-1	Approved
23-3785	Kluce	Renewal of a previously granated Type I	8189 Ashwood Dr SE	PUD-89	Approved
23-3784	Tsaturov	Type I Special Use Pemrit for an accessory	3680 Buttrick Ave	ARC	Approved
23-3774	DeMeester	Type I Specail Use permit for an accessory	2511 Sugar Creek Ln	ARC	Approved
23-3771	Achterhof	Seeking a Special Land Use approval for a	5830 Burton St	R-1	Approved
23-3770	Vanderschaaf	Type I Specail Use permit for an accessory	3671 Cherry Ln	ARC	Approved
23-3767	Bartlett	Type I Special Use permit for an accessory	1400 Buttrick Ave	R-1	Approved
23-3764	Jipping	Accessory building larger than 832sqft	7779 Silverthorne	R-1	Approved
23-3763	Fitzgibbon	Type II Special Use permit to operate a Bed &	5283 Whitneville Ave SE	ARC	Recommended
23-3756	Fleet Quest Logistics LLC	Type II Special Use permit for a trucking	3056 Eastern Ave	TI	Recommended

23-3753	Jeff Visser/ J. Visser Design	Type I Special Use permit for a boat house	910 Cherry Street	R-2	Approved
Administrative Site Plan Review					
Case	Applicant	Proposed Land Use	Location	Action	
23-3782	Edward Rose Development	A dumpster enclosure in the parking lot	5794 Boradmoor Ave	Approved	
23-3772	Michael Cooper	An addition of a 48'x14' canopy and screen wall	6479 28th St	Approved	
23-3752	Patricia Hall	An addition of new concrete near the	1331 N Eifert Rd	Approved	
23-3751	Mike Judy	An addition of two exterior concrete slabs for	4045 Barden SE	Approved	
Zoning Board of Appeals					
Case	Applicant	Location	Zoning	Request	Action
23-3799	Epique Homes	3660 Cherry Ln	FP	Requesting variance to build within the side yard setback	Approved
23-3797	Hampton Inn by Hilton	5200 28th St	PUD-76	Requesting approval for temporary outside storage	Approved
23-3796	Springhills Suites	5250 28th St	PUD-76	Requesting approval for temporary outside storage	Approved
23-3792	Singleton Construction	5859 28th St SE	B2	Requesting approval for temporary outside storage of 18 storage containers	Approved
23-3788	Blue Water Pools	5824 Golden Hollow Drive	R-1	Seeking a variance to build a pool house within the required side	Approved
23-3783	Alex Tsaturov	3680 Buttrick Ave	ARC	Seeking a variance to build in the	Approved
23-3778	Jerry Silver	6717 60th St	ARC	Seeking a variance to build an	Withdrawn
23-3777	Harold Goehring	6389 Burton St	R1	Seeking a variance to build in the side yard of a corner lot	Approved
23-3769	Dale Vanderschaaf	3671 Cherry Ln	ARC	Seeking a variance to build an addition to an accessory building	Approved
23-3766	Nicholas + Kristin Bartlett	1400 Buttrick Ave	R-1	Seeking a variance to build an addition onto an accessory building in the front yard	Approved
23-3761	Spencer Goorley	2495 Sugar Creek Ln	ARC	Seeking a variance to build an accessory building prior to the principal residence	Approved
23-3760	Jon + Lisa Jipping	7779 Silverthorne Dr	R1	Seeking a variance to replace n existing accessory building in the front yard	Approved
23-3759	Ron Dykstra	2768 Thornapple River Dr	R2	Seeking a variance to build a boat	Denied

23-3757	Jon Achterhof	5830 Burton St SE	R2	Seeking a variance to build an accessory building in the front	Approved
Other					
Case	Applicant	Request	Location	PC Action	
23-3781	Cascade Township	Amendment to the Centennial Park Overlay Zone District pertaining to permitted density	Centennial Park	Recomneded approval 8/7/2023	Approved 8/23/23
23-3780	Cascade Township	Amend the zoning ordinance pertaining to the AC zoning district, revisions to the	Gerald R. Ford International Airport	Approved	Approved

**CASCADE CHARTER TOWNSHIP
2024 MEETING SCHEDULE AND DEADLINE DATES**

PLANNING COMMISSION

Meetings are at 7:00 PM

<u>Meeting Date</u>	<u>Deadline Date</u>
January 22, 2024.....	December 18, 2023
February 5.....	January 8
February 26.....	January 29
March 4.....	February 5
March 18.....	February 19
April 1.....	March 4
April 15.....	March 18
May 6.....	April 8
May 20.....	April 22
June 3.....	May 6
June 17.....	May 20
July 1.....	June 3
July 15.....	June 17
August 5.....	July 8
August 19.....	July 22
September 16.....	August 19
October 7.....	September 9
October 21.....	September 23
November 4.....	October 7
November 18.....	October 21
December 2.....	November 4
December 16.....	November 18

ZONING BOARD OF APPEALS

Meetings are at 5:30 PM

January 9, 2024.....	December 12, 2023
February 13.....	January 17, 2023
March 18.....	February 19
April 9.....	March 12
May 14.....	April 16
June 11.....	May 14
July 9.....	June 11
August 13.....	July 16
September 10.....	August 13
October 8.....	September 10
November 12.....	October 15
December 10.....	November 12

**Meetings will be held at the Cascade Library
Wisner Center located at 2870 Jacksmith Ave SE.**