

AGENDA
Cascade Charter Township Planning Commission
Monday, January 07, 2019
7:00 pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Pledge of Allegiance to the flag**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Approve the Minutes of the December 17, 2018 meeting**
- ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.
(Comments are limited to five minutes per speaker.)**
- ARTICLE 6. Case # 18-3509 Cascade Paper Convertor
Property Address: 4935 Starr St.
Requested Action: The applicant is requesting site plan approval for a 3,200 sq. ft. addition.**
- ARTICLE 7. 2018 Annual Report**
- ARTICLE 8. Rules of Conduct**
- ARTICLE 9. Planning Principles**
- ARTICLE 10. Election of Officers**
- ARTICLE 11. Calendar**
- ARTICLE 12. Any other business**
- ARTICLE 13. Adjournment**

Meeting format

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

MINUTES
Cascade Charter Township
Planning Commission
Monday, December 17, 2018
7:00 P.M.

- ARTICLE 1.** Chairman Sperla called the meeting to order at 7:00 P.M.
Members Present: Johnson, Katsma, Krieter, Lewis, Pennington, Rissi and Sperla
Members Absent: Noordyke
Others Present: Community Development Director, Steve Peterson and those 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 Agenda. Supported by Member Krieter. Motion carried 7 to 0.**
- ARTICLE 4.** **Approve the Minutes of the December 3, 2018 meeting.**
- Motion was made by Member Rissi to approve the minutes of December 3, 2018 meeting with one name change on page 3 from Rissi to Pennington. Supported by Member Pennington. Motion carried 7 to 0.**
- ARTICLE 5.** **Acknowledge visitors and those wishing to speak to non-agenda items.**
- No visitors came forward.
- ARTICLE 6.** **Case #18:3507 Buffum Builders/Thornapple Pointe**
Property Address: 7280 48th St SE
Requested Action: The Applicant is seeking tentative preliminary plan approval of a new site condominium subdivision for 20 single family detached homes.
- Director Peterson stated that this project has been changed slightly from a design they had in 2015. They will be building site condos but do not have to rezone their property. After they get this first approval the next step is to get all of the governmental approvals. The Applicant is asking for this tentative preliminary plan approval showing the layout of the subdivision and that it is meeting our requirements. The property is zoned R1 residential with well and septic. This property does not have Thornapple River access. It also has a 25% area of open space. There are a few lots that do not meet the minimum size of 40,000 sq ft and those can be adjusted. A new public road will be put in and will have to approved by the road commission. The airport has requested that the retention area be a "dry pond". We require that they have an airport recognition statement at a later date.

Director Peterson recommends approval of the tentative preliminary plan approval with the following conditions.

1. Submit the final preliminary plan approval with a copy of the deed restrictions
2. Airport recognition statement
3. The sewer and water agreement and stormwater runoff
4. Revised lot sizes to meet our minimum requirements
5. Design is in compliance with the airports concern

Chairman Sperla invited the applicant to come forward with comments.

Dave Hanco with Feenstra & Associates stated they did get the preliminary approvals from the past application and have worked hard to make sure everything is in compliance now.

Member Pennington asked if there has been conversation with the neighboring property for the road extension. There is interest for providing the road. They also stated the areas that are mapped out for septic systems are okay despite high levels of clay.

Motion was made by Member Rissi to approve the tentative preliminary plan with the 5 conditions and present to the board. Supported by Member Pennington. Motion carried 7 to 0.

ARTICLE 7. Any other business

Next meeting is January 7, 2019. Officers will be elected at this meeting. The Zoning Board has moved their future meeting time to 5:30 PM.

ARTICLE 8. Adjournment

Motion was made by Member Rissi to adjourn. Supported by Member Pennington. Motion carried 7 to 0. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Phil Johnson, Secretary

STAFF REPORT: Case # 18-3509
REPORT DATE: December 27, 2018
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: January 7, 2019
PREPARED BY: Steve Peterson, Community Development Director

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

STATUS

OF APPLICANT: owner

REQUESTED ACTION: The applicant is requesting site plan approval for a 3,200 sq ft addition.

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

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

PARCEL SIZE: 1.58 Acres

EXISTING LAND USE
ON THE PROPERTY: Manufacturing/Warehouse

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

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

STAFF COMMENTS

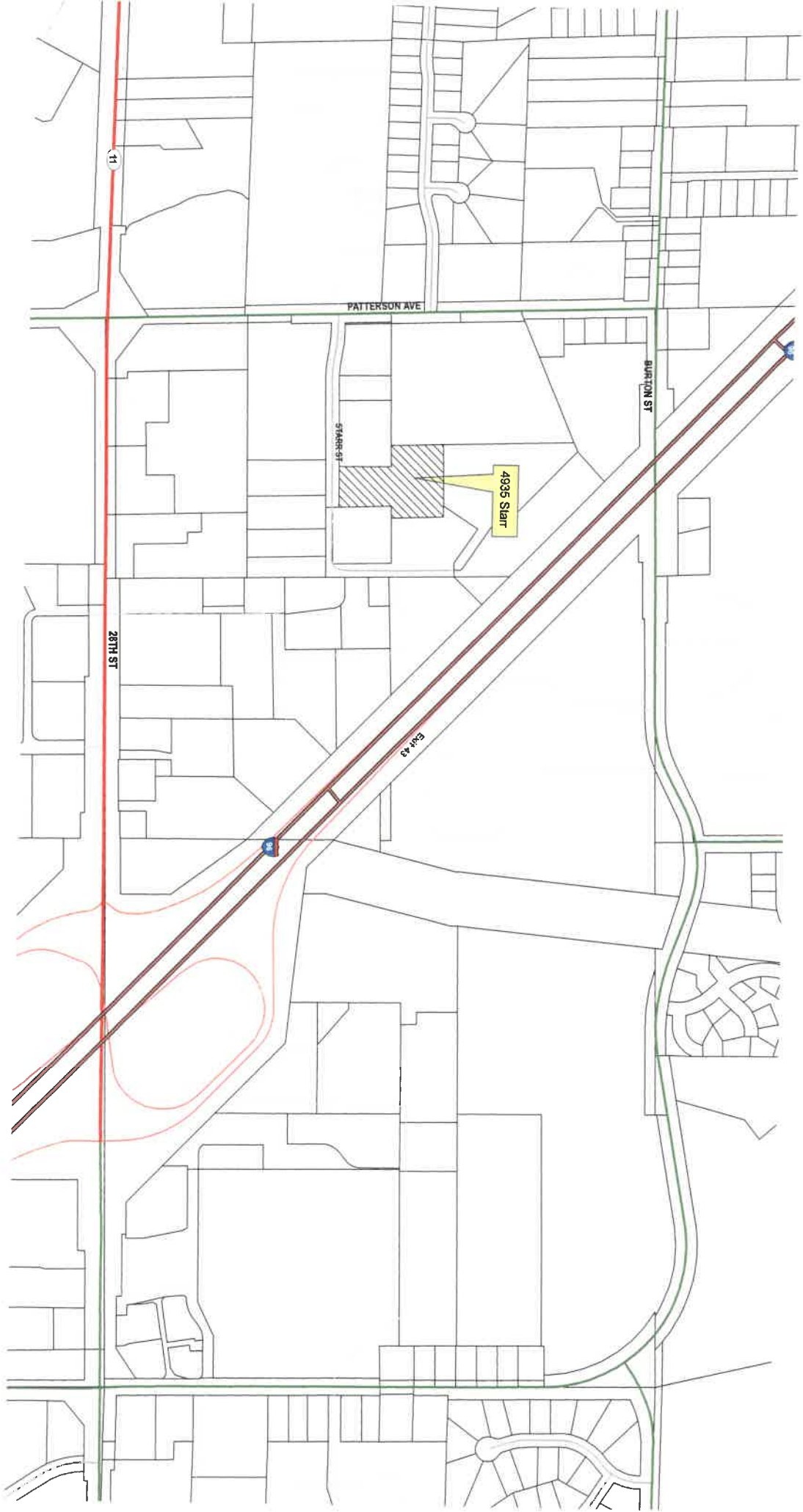
1. The applicant is requesting site plan approval a new 3,200 sq ft warehouse addition to the building.
2. The addition is located on the east side of the buildings. The addition meets the rear but does not meet the side yard setback. Because of the odd shaped lot, the side lot line is also in front of this addition. They are required to be 25 feet from the side and are only 20.
3. Normally the ZBA would go first but due to the small amount of the variance and the timing of the meetings I am having them do the site plan first.
4. Any approval by the Planning Commission will need to include the approval of the variance by the ZBA. If the ZBA does not approve the variance they can simply remove the portion of the addition that requires the variance.
5. The main reason for the addition is to add some warehouse space to the building.
6. The increase in impervious will need to meet the storm water ordinance. Our engineer has reviewed the plan and approved. They will need to make some improvements to the existing outlet structure and will need to execute the storm water agreement.
7. The Township Fire Department has reviewed and has approved the plan.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission **APPROVE** the Site Plan for the building addition under the following conditions:

1. Supply the township with the executed storm water maintenance agreement prior to construction.
2. Compliance with the Township Engineer letter.
3. Approval of the requested side yard setback variance or revise the site plan to eliminate the need for the variance.

Attachments: Application
 Site Plan





CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

PLANNING & ZONING APPLICATION

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

OWNER: * (If different from Applicant)
 Name: Rogue, LLC (Cascade Paper Converter)
 Address: 4935 Starr SE
 City & Zip Code: Grand Rapids, MI 49546
 Telephone: Contact Applicant Please
 Email Address: _____

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

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

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

BRIEFLY DESCRIBE YOUR REQUEST:**

Proposing an approximate 3,200 s.f. building addition to the existing building.

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

See Site Plan

(**Use Attachments if Necessary)

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

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

PRESENT USE OF THE PROPERTY: Cascade Paper Converter

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)

Address(es)

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)

ROGUE LLC

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

Applicant – Print or Type Name

* Thomas Natale

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

Applicant's Signature & Date

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

January 2, 2019
Project No. 170168

Mr. Steve Peterson
Cascade Charter Township
2865 Thornhills Avenue, SE
Grand Rapids, MI 49546-7192

Re: Cascade Paper Converter
Site Plan Review

Dear Steve:

We have reviewed the site plan for Cascade Paper Converter, located at 4935 Starr Street, prepared by Nederveld. The current site plan and the basis of this review are dated December 21, 2018. The proposed project includes a 3,200 square-foot building addition, stormwater and detention basin improvements.

Stormwater and Drainage

Flood Control

The Cascade Charter Township Storm Water Ordinance (SWO), Section 1.04, states the ordinance shall apply to all development that requires any permit for work which will alter the storm water drainage characteristics of the development site. The original site plan and stormwater management design for this property was approved in 1998, prior to the current SWO being adopted. The existing detention basin located onsite was sized in accordance with the Kent County Drain Commissioner (KCDC) rules at the time. The approved 25-year storage volume was 0.36 acre-feet with a site impervious area of 78%. Additional stormwater detention is not required if the site still meets the original approved design.

The applicant provided calculations showing that with the proposed building addition, the site impervious area is 75%, less than the original approved plan and therefore acceptable. A topographic survey was also provided that shows the low point in the detention basin berm is at elevation 741.2 feet. At elevation 741.2 feet, the existing detention basin provides 0.31 acre-feet of storage, less than the original approved plan and not acceptable. A spillway elevation of 741.5 feet would provide 0.43 acre-feet of storage, more than the original approved plan. Therefore, the applicant is proposing the contractor verify the top of berm is at a minimum 741.5 feet or raise the berm accordingly.

The original approved site plan also included a 4-inch restricted outlet pipe at the 12-inch outlet pipe. The applicant verified this 4-inch pipe was not installed. The proposed site plan includes a new 4-inch pipe to be grouted inside of the existing 12-inch outlet pipe.

The proposed improvements would bring the existing detention basin in accordance with the original approved plan.

Stormwater Runoff

The applicant provided stormwater calculations to size the detention basin and outlet structure. All stormwater runoff from the impervious areas of the site will be captured by the basin. Therefore, the site will not see an increase in peak flow rate of stormwater leaving the site.

Mr. Steve Peterson
Page 2
January 2, 2019



Drainage Plan

The applicant has submitted drawings, calculations, and additional documentation as required in the SWO Section 2.03, Drainage Plan. Please refer to the included checklist for items and comments on each item. A stormwater maintenance agreement is required before construction begins. The agreement should be submitted to the Township for review.

Utilities

No new utility services are proposed for the building addition. The new building will tie-in to the existing building's water and sanitary sewer services.

Soil Erosion and Sedimentation Control

Soil Erosion and Sedimentation Control (SESC) measures are provided on the plan drawings. SESC falls under the review and approval of the Kent County Road Commission and a permit is required before construction can begin. The SESC measures indicated on the drawings appear appropriate given the expected work.

Summary

The site was developed prior to the current SWO in accordance with the KCDC rules at the time. The proposed building addition and stormwater improvements meet the requirements of the original approved design. The applicant will need to apply for and obtain an SESC permit prior to beginning construction. We recommend approval of the site plan from an engineering standpoint.

If you have any questions or require additional information, please contact me at 616.464.3786 or nrtorrey@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "N. Torrey", is positioned above the printed name.

Nathan R. Torrey, PE

jlk
Attachment
By email



Cascade Charter Township

Storm Water Ordinance, Ordinance 7 of 2002, as amended by Ordinance No. 2 of 2008, May 14, 2008

Reviewing Engineer Comments are Italicized

OK - Received and Acceptable

NA - Not Applicable

NR - Not Received, Needs Follow-up, See Comments

Cascade Paper Converter

Drainage Plan Checklist

- OK (1) Location of the development site and water bodies that will receive stormwater runoff
Stormwater runoff from the site discharges to an existing onsite detention basin.
- OK (2) Existing and proposed topography of the development site, including the alignment and boundary of the natural drainage courses, with contours having a maximum interval of one foot (using USGS datum). The information shall be superimposed on the pertinent Kent County soil map.
Existing and proposed contours are indicated on the site drawing. Soil map information is not required for this project.
- OK (3) Development tributary area to each point of discharge from the development
Stormwater calculations were provided.
- OK (4) Calculations for the final peak discharge rates
Stormwater calculations were provided.
- OK (5) Calculations for any facility or structure size and configuration
Stormwater calculations were provided.
- OK (6) Drawing showing all proposed storm water runoff facilities with existing and final grades
The applicant provided a utility plan showing all proposed stormwater runoff facilities.
- NA (7) The sizes and locations of upstream and downstream culverts serving the major drainage routes flowing into and out of the development site. Any significant offsite and onsite drainage outlet restrictions other than culverts should be noted on the drainage map.
There are no culverts or significant offsite flows indicated on the site plan.
- OK (8) An implementation plan for construction and inspection of all stormwater runoff facilities necessary to the overall drainage plan, including a schedule of the estimated dates of completing construction of the stormwater runoff facilities shown on the plan and an identification of the proposed inspection procedures to ensure the stormwater runoff facilities are constructed in accordance with the approved drainage plan.



- OK (9) Plan to ensure the effective control of construction site stormwater runoff and sediment track-out onto roadways
Soil Erosion and Sedimentation Control (SESC) measures are included on the site plan. SESC falls under the review and approval of the KCRC, and a permit is needed before construction can begin. The SESC measures shown on the plan appear appropriate given the expected work.
- OK (10) Drawings, profiles, and specifications for the construction of the stormwater runoff facilities reasonably necessary to ensure stormwater runoff will be drained, stored, or otherwise controlled in accordance with this ordinance
The site plan includes sufficient detail to ensure compliance with the stormwater ordinance.
- NR (11) Maintenance agreement, in form and substance acceptable to the Township, for ensuring maintenance of any privately owned stormwater runoff facilities. The maintenance agreement shall include the developer's written commitment to provide routine, emergency, and long-term maintenance of the facilities and, in the event the facilities are not maintained in accordance with the approved drainage plan, the agreement shall authorize the Township to maintain any onsite stormwater runoff facility as reasonably necessary, at the developer's expense
Maintenance agreement was not provided and is required.
- OK (12) Name of the engineering firm and the registered professional engineer who designed the drainage plan and will inspect final construction of the stormwater runoff facilities
- NA (13) All design information must be compatible for conversion to Grand Valley Regional Geographic Information System (REGIS)
This is a privately owned system and will not be uploaded to REGIS.
- OK (14) Other information necessary for the Township to verify the drainage plan complies with the Township's design and performance standards for drains and stormwater management systems

December 20, 2018

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

RE: Cascade Paper Converter ; Parking Demand
Cascade Charter Township, Kent County, MI

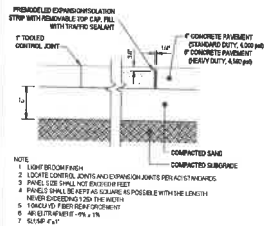
Dear Mr. Peterson:

This letter is being written to address the parking at 4935 Starr Street (Cascade Paper Converter). The existing parking at the site is sufficient for the existing building and for the proposed 3,200 sf building addition. Please note that there are 30 employees at the site, and that there are 33 viable parking spaces (or more) at the site. We have found that the ordinance requirement of 1 parking space per employee has worked well over the years and is sufficient for the site. This being said, it is our opinion that there is no need for additional parking to be provided.

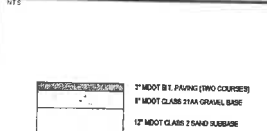
Sincerely,

A handwritten signature in black ink that reads "Thomas Natale". The signature is written in a cursive style with a large, sweeping initial "T".

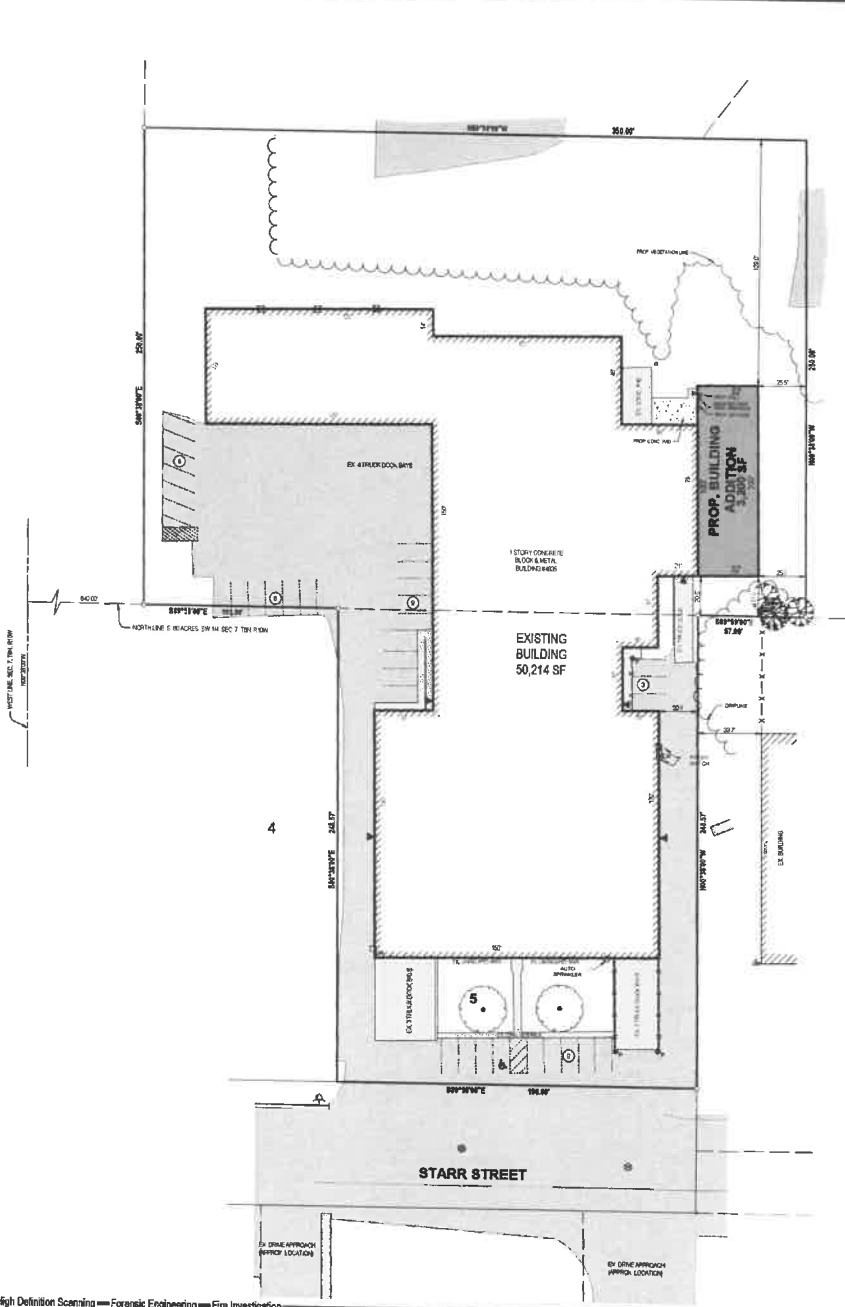
Thomas Natale
Rogue, LLC (owner)



CONCRETE PAVEMENT DETAIL



STANDARD DUTY PAVEMENT CROSS SECTION

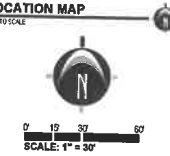


BENCHMARKS

BENCHMARK 400 ELEV = 74.00 PG 0309
 Established on the west side of Starr St, under 15' x 5.00' D.W. above ground level on center of 2 1/2 inch diameter of Gas Street and 2 1/2' from the edge of existing 1800'S Star Street

BENCHMARK 414 ELEV = 74.26 PG 0308
 Established on the west side of Starr St, under 15' x 5.00' D.W. above ground level on center of 2 1/2 inch diameter of Gas Street and 2 1/2' from the edge of existing 1800'S Star Street

BENCHMARK 414 ELEV = 74.26 PG 0308
 Established on the west side of Starr St, under 15' x 5.00' D.W. above ground level on center of 2 1/2 inch diameter of Gas Street and 2 1/2' from the edge of existing 1800'S Star Street



LEGEND

[Symbol]	EXISTING BUILDING
[Symbol]	EXISTING CONCRETE
[Symbol]	PROPOSED BUILDING
[Symbol]	PROPOSED CONCRETE
[Symbol]	PROPOSED BUILDING

GENERAL NOTES

- ZONING OF PROPERTY:** 1. INDUSTRIAL ZONING REQUIREMENTS
 MINIMUM LOT AREA = 3 ACRES
 MINIMUM LOT WIDTH = 200 FT
 MAXIMUM ALLOWED BUILDING HEIGHT = 5 STORIES / 48 FT
 MAXIMUM ALLOWED BUILDING COVERAGE = NOT APPLICABLE
 MAXIMUM ALLOWED BUILDING SETBACKS
 FRONT YARD = 100 FT
 SIDE YARD = 25 FT
 REAR YARD = 45 FT
- SUMMARY OF LAND USE:**
 A) TOTAL ACRES = 3.00 ACRES APPROX. (34,700 SF) (EXCLUDING ROAD R.I.W.)
 B) AREA OF EXISTING BUILDING = 50,214 SF
 C) AREA OF PROPOSED BUILDING ADDITION = 3,200 SF
 D) PROPOSED BUILDING HEIGHT = APPROXIMATELY 25 FT (MATCH EX-1)
 E) BUILDING LOT COVERAGE = APPROXIMATELY 34%
 F) EXISTING CONCRETE COVERAGE AREA = APPROX. 11,000 SF
 G) TOTAL IMPERVIOUS PERCENTAGE = APPROXIMATELY 42.4% (34.0% EX-1)
 H) THERE ARE APPROXIMATELY 20 EMPLOYEES AT THE SITE
 I) THE NORMAL HOURS OF OPERATION ARE 8:00 AM - 4:00 PM
 J) ZONING OF SURROUNDING PARCELS =
 ZONING OF PARCELS TO EAST, WEST, SOUTH = INDUSTRIAL
 ZONING OF PARCELS TO THE NORTH = PUD-29
 ZONING OF PARCELS TO THE NORTHWEST = PUD-29
- PARKING REQUIREMENTS:**
 A) MINIMUM PARKING SPACE = 8' x 18' ON 15' TYPICAL DRIVE WIDTHS
 B) MINIMUM PARKING FREE SPACE = 8' x 15' WITH 8' FT WIDE VAN ACC. AREAS
 C) NUMBER OF SPACES REQUIRED = 20 (BASED ON 1 PER EMPLOYEE)
 D) NUMBER OF SPACES PROVIDED = 21
- THIS PROJECT IS NOT IN THE 100 YEAR FLOOD PLAIN BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM BASE MAPS.**
- BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION** INCLUDING SEDIMENT BARRIERS, FILTERS, COMPACTION, AND TRAINING. THE OWNER OF THE EROSION PREVENTION MEASURES.
- NO NEW SIGNS ARE PROPOSED AT THIS TIME.**
 ANNUAL FUTURE SIGNS SHALL BE SUBMITTED TO THE STANDARDS AND SPECIFICATIONS OF THE CASCADE TOWNSHIP ZONING ORDINANCE.
- FUTURE SIGNS ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE RETROFITTED TO EXISTING LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.**
 A CONTRACTOR TO FIELD VERIFY ALL UTILITIES.
- NO NEW LIGHTING IS PROPOSED AT THIS TIME.**
 ANNUAL FUTURE LIGHTING SHALL COMPLY WITH THE STANDARDS OF THE CASCADE TOWNSHIP ZONING ORDINANCE.
 ANNUAL FUTURE LIGHTING SHALL BE FULLY SHIELDED FROM ALL ADJACENT PROPERTIES.
- NO NEW LANDSCAPING IS PROPOSED AT THIS TIME.**
- THE PERMANENT PARCEL NUMBER FOR THE SITE IS 14-184-52-001.**
 THE ADDRESS FOR THE SITE IS 4845 STARR STREET, SE.
- THE CONSTRUCTION OF THE SITE WILL BE COMPLETED IMMEDIATELY FOLLOWING THE APPROVAL OF PERMITS AND FINISHES.**
 IT IS ANTICIPATED THAT THE PROJECT WILL BE COMPLETED IN 2019.
 THE PROJECT WILL BE COMPLETED IN ONE PHASE.
- THE STORM WATER RUNOFF FROM THE SITE WILL CONTINUE TO BE DISCHARGED TO THE LOW AREA ON THE NORTHERN PORTION OF THE PROPERTY.**
- THE SITE SOIL IS PRIMARILY METCALF LOAMY SAND, BASED ON THE USDA SOIL SURVEY MAP INFORMATION.**
- THE SITE DOES NOT HAVE A DRAINAGE, AND NO NEW DRAINAGE AREAS ARE PROPOSED AT THIS TIME. FLOOD IS NOT BEING BY THE BUILDING UNTIL FLOOD OF DAY.**
 ANY ALL FUTURE DRAINAGE THAT ARE OUTSIDE SHALL BE DESIGNED PER TOWNSHIP STANDARDS.



811 SERVICE IS A FREE SERVICE. CALLERS ARE ADVISED THAT THE INFORMATION PROVIDED IS FOR INFORMATIONAL PURPOSES ONLY. THE INFORMATION IS NOT A GUARANTEE OF ACCURACY. THE INFORMATION IS NOT A GUARANTEE OF ACCURACY. THE INFORMATION IS NOT A GUARANTEE OF ACCURACY.

NEDERVELD
 www.nederveld.com
 800.222.1668
GRAND RAPIDS
 217 Cass Ave., Suite 302
 Grand Rapids, MI 49503
 Phone 616.951.9100

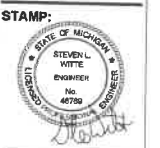
ANN ARBOR
 1500 W. WALKER
 ANN ARBOR, MI 48106
 Phone 734.769.1100

PREPARED FOR:
 A.J. VanHousen
 Attention: Doug Ritz
 5000 Kendrick Street SE
 Grand Rapids, MI 49512
 Telephone: (616) 857-0181

REVISIONS:

Rev. 1	01/15/19	V. Day	11/15/19
Rev. 2	01/15/19	C. Witte	11/15/19
Rev. 3	01/15/19	V. Day	11/15/19
Rev. 4	01/15/19	C. Witte	11/15/19
Rev. 5	01/15/19	V. Day	11/15/19
Rev. 6	01/15/19	C. Witte	11/15/19

Cascade Paper Converter
Site Layout Plan
 4005 STARR STREET
 PART OF THE NORTHWEST 1/4 OF SECTION 7, T24N, R10W,
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN



PROJECT NO:
 18401144

SHEET NO:
C-205

SHEET: 2 OF 3

**COMMUNITY
DEVELOPMENT
DEPARTMENT**

2018

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2018

TOWNSHIP BOARD

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

PLANNING COMMISSION

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

ZONING BOARD OF APPEALS

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

PLANNING STAFF

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

BUILDING AND GROUNDS

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

January 3, 2019

The Cascade Charter Township Community Development Department is pleased to present our annual year in review in the form of the **2018 Annual Report**. The following report summarizes each type of development request reviewed by the Planning Department, Planning Commission, Zoning Board of Appeals, and Township Board in 2018.

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

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

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

Sincerely,

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

Steve Peterson, AICP
Community Development Director

Cascade Township Community Development Department 2018 Annual Report

I. ACCOMPLISHMENTS

Development Reviews

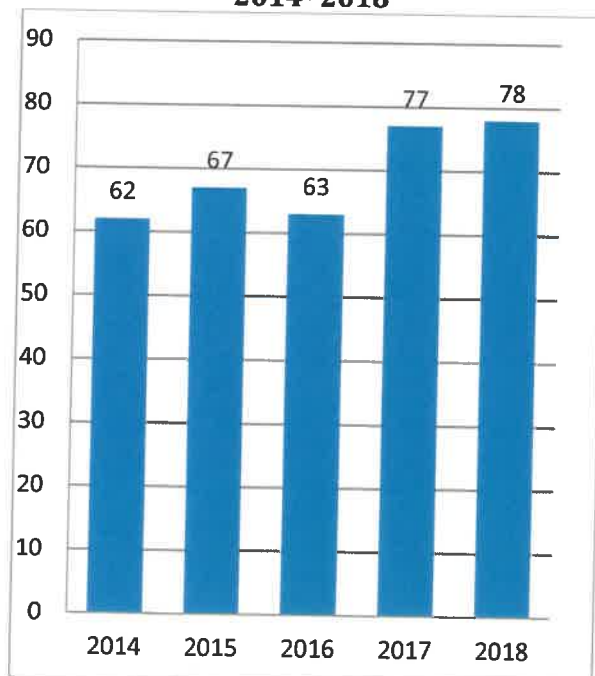
In 2018, the Planning Department reviewed a total of 78 development requests. Several of the 2017 requests were also carried over into 2018 and consumed additional staff time. Similarly, many of the projects initiated in 2018 will still be active in 2019. These reviews include those which required action by the Township Board, Planning Commission, Zoning Board of Appeals, and Planning Department, with several requiring action by more than one body. The following tables summarize the project review activities of the Planning Department over the past five (5) years:

DEVELOPMENT ACTIVITIES 2014 - 2018

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

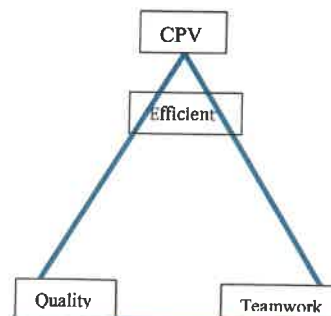
In addition to reviewing all of the development proposals submitted to the township, the Planning Department's days are filled with numerous other activities. Highlighted activities are summarized below.

DEVELOPMENT ACTIVITY TOTALS 2014- 2018



Department Vision

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



Regional Planning

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

Storm water

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

Master Plan

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

Rail

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

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

Parks

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

Pathway Committee

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

Community Development Assistant

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

Building and Grounds

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

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

Airport Master Plan

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

Pathway Maintenance

This year the Pathway bridges were all redone.

Regional Geographic Information System (REGIS)

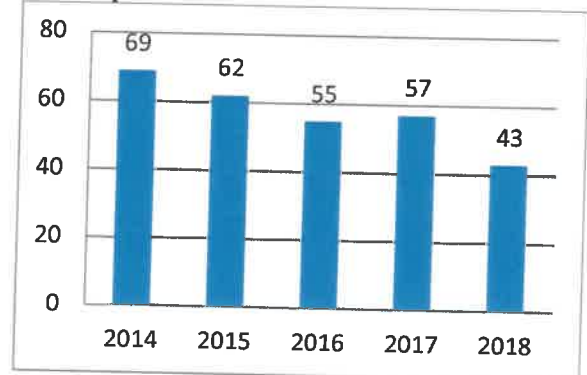
Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

Redevelopment Ready Community

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

Building permits

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



Applicant Billing

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

Case Summaries

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

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

1. POLICY AGAINST “EX PARTE” COMMUNICATIONS.

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

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

2. MEMBER DISCLOSURE

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

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

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

3. CONFLICT OF INTEREST

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

MICHIGAN SOCIETY OF PLANNING

COMMUNITY PLANNING PRINCIPLES

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

GENERAL STATEMENTS

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

PRINCIPLES

COMMUNITY

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

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

ENVIRONMENT

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

INFRASTRUCTURE

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

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

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

PLANS AND IMPLEMENTATION

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

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

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

PLANNING COMMISSION

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

ZONING BOARD OF APPEALS

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

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