



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

## NOTICE OF PUBLIC MEETING VIA VIDEO CONFERENCE

In accordance with Public Act 228 of 2020, which declares that public bodies subject to the Open Meetings Act can use telephone and/or video conferencing technology to meet and conduct business during the ongoing COVID-19 pandemic, the Cascade Charter Township Board of Trustees will conduct a regular meeting on Wednesday, Wednesday February 24 at 7:00pm utilizing the Zoom video conferencing platform, for the purpose of conducting official business while complying with the Michigan Department of Health and Human Services orders and recommendations designed to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

## INSTRUCTIONS FOR ACCESS AND PARTICIPATION

**Meeting ID:** 851 1294 0495

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85112940495>

### **iPhone one-tap :**

US: +13017158592,,85112940495#

or

+13126266799,,85112940495#

### **Telephone:**

*(for higher quality, dial a number based on your current location):*

US: +1 301 715 8592

or +1 312 626 6799

or +1 929 205 6099

or +1 253 215 8782

or +1 346 248 7799

or +1 669 900 6833

International numbers available: <https://us02web.zoom.us/j/85112940495>

*\*\*Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Deputy Clerk, Padley Gallagher, at [pgallagher@cascadetwp.com](mailto:pgallagher@cascadetwp.com) or 616-949-1500 at least 24 hours prior to the meeting\*\**

## **PUBLIC PARTICIPATION**

Members of the public will be able to listen to and view all discussion by the Township Board and all official materials for this meeting prepared for the Township Board will be included in the meeting packet and available to the public on the Township website [www.cascadetwp.com](http://www.cascadetwp.com) Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Cascade Township Board about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Supervisor Grace Lesperance: [glesperance@cascadetwp.com](mailto:glesperance@cascadetwp.com)

Clerk Sue Slater: [sslater@cascadetwp.com](mailto:sslater@cascadetwp.com)

Treasurer Ken Peirce: [kpeirce@cascadetwp.com](mailto:kpeirce@cascadetwp.com)

Trustee Jim Koessel: [jkoessel@cascadetwp.com](mailto:jkoessel@cascadetwp.com)

Trustee Timmy Noordhoek: [tnoordhoek@cascadetwp.com](mailto:tnoordhoek@cascadetwp.com)

Trustee Tom McDonald: [tmcdonald@cascadetwp.com](mailto:tmcdonald@cascadetwp.com)

Trustee John Shipley: [jshipley@cascadetwp.com](mailto:jshipley@cascadetwp.com)

Manager Ben Swayze: [bswayze@cascadetwp.com](mailto:bswayze@cascadetwp.com)

**AGENDA**  
**CASCADE CHARTER TOWNSHIP**  
**REGULAR BOARD MEETING**  
Wednesday, February 24, 2021  
7:00 P.M.

**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**
- 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 Minutes – February 10, 2021
    2. DDA Minutes – January 19, 2021
    3. Public Safety Advisory Committee Meeting–January 20, 2021
    4. Personnel & Finance Committee Meeting–January 13, 2021
  - b. Receive and File Reports
    1. Treasurer’s Report – July 2020
    2. Treasurer’s Report – August 2020
    3. Treasurer’s Report – September 2020
    4. Treasurer’s Report – October 2020
- Article 7. Financial Actions**
- Article 8. Unfinished Business**
- Article 9. New Business**
- 017-2021 a) Hold Public Hearing for Amendment to East Imports PUD Ordinance for the Construction of a New Car Dealership at 6115 28<sup>th</sup> Street.**
- b) Consider Approval of Amendment to East Imports PUD Ordinance for the Construction of a New Car Dealership at 6115 28<sup>th</sup> Street. (roll call)**
- 018-2021 Consider Appointments to the Brownfield Redevelopment Authority (BRA) Board.**
- 019-2021 Consider Resolution for a Streetlight Replacement at 28th Street SE and WB I-96 Ramp. (roll call)**

- 020-2021**      **Consider Resolution for a Streetlight Replacement at Kraft and 36<sup>th</sup> Street. (roll call)**
- 021-2021**      **Consider the issuance of an RFP for Township Legal Services.**
- 022-2021**      **Consider Parks Committee Recommendation for Property Purchase at 2965 Wycliff.**

- Article 10.**      **Closed Session**  
**Pursuant to Opens Meeting Act 15.268(e) – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.**
- 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, February 10, 2021

7:00 P.M.

**Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, Shipley, McDonald and Noordhoek.  
Absent: None  
Also Present: Township Manager Swayze, Assistant Township Manager Fast, and DDA Director Korhorn.

**Article 2.** Supervisor Lesperance led the Pledge of Allegiance.

**Article 3. Approval of Agenda**  
Motion was made by Trustee Shipley and supported by Trustee Koessel to approve the Agenda as presented. Motion carried unanimously.

**Article 4. Presentations**

**Article 5. Public Comments**  
Lisa Schmitz – 1306 Glen Allen Drive – Expressed her concern about the snow and ice removal on the sidewalks on Hall Street.  
Craig Meurlin – 6333 Thornhills – Expressed his concern of the Closed Session meeting from January 27, 2021 and the openness of the Board Meetings.  
Kenneth Clapp – 6800 Tricklewood - Objected to the Special Assessment District.

**Article 6. Approval of Consent Agenda**

- a. Receive and File Minutes
  - 1. Planning Commission Minutes – January 18, 2021
  - 2. Township Board Minutes – January 27, 2021
  - 3. DDA Minutes – November 17, 2020
- b. Receive and File Reports
  - 1. CDD Annual Report - 2020
  - 2. Inspectors Report – January 2021
- c. Receive and File Communication
  - 1. Right Place Annual Contribution
- d. Receive and File Education Requests
  - 1. John Snyder – Fire 104: Fire Behavior & Combustion – Lansing Community College.

Motion was made by Trustee Shipley and supported by Trustee McDonald to approve the Consent Agenda as presented. Motion carried unanimously.

**Article 7. Financial Actions**

- a. Receive and File Financial Statements
  - 1. Payables, Payrolls, and Transfers – January 2021

Motion was made for approval of Financial Actions by Trustee Koessel and supported by Clerk Slater. Motion carried unanimously.

**Article 8. Unfinished Business**

**Article 9. New Business**

- 011-2021 Consider Supervisor Appointments to various Board and Commissions.**  
a.) Motion was made for approval of Ex-Officio Board Member Appointments by Trustee Shipley and supported by Trustee Noordhoek. Motion carried by a roll call vote of 4-3. In Favor: Supervisor Lesperance, Treasurer Peirce, Trustee Noordhoek, and Trustee Shipley. Opposed: Clerk Slater, Trustee Koessel, and Trustee McDonald.  
b.) Motion was made for approval of Regular Planning Commission Member Appointments by Trustee Noordhoek and supported by Trustee Shipley. Motion was denied by a roll call vote of 3-4. In Favor: Supervisor Lesperance, Trustee Noordhoek, and Trustee Shipley. Opposed: Clerk Slater, Treasurer Peirce, Trustee Koessel, and Trustee McDonald.
- 012-2021 Consider Resolution for Streetlight request at Cherry Lane and 36<sup>th</sup> Street.**  
Motion was made for approval by Clerk Slater and supported by Trustee Shipley. Motion denied unanimously by roll call vote.
- 013-2021 Consider Resolution to adopt the Cascade Charter Township 2021-2026 Capital Improvement Plan.**  
Motion was made for approval by Trustee McDonald and supported by Trustee Shipley. Motion carried unanimously by roll call vote.
- 014-2021 Consider Fire Dispatch Agreement with Kent Count – Amendment.**  
Motion was made for approval by Trustee Shipley and supported by Trustee Noordhoek. Motion carried unanimously.
- 015-2021 a) Hold Second Public Hearing for Laraway Lake Special Assessment District No. 1 for the purposes of reviewing the special assessment roll and for hearing all persons interested in the special assessment and any objections to the roll.**  
Motion was made to open public hearing by Trustee Koessel and supported by Trustee Shipley. Motion carried unanimously.  
Motion was made to close public hearing by Trustee McDonald and supported by Trustee Koessel. Motion carried unanimously.  
**b) Consider Resolution of “Confirmation of the Special Assessment Roll; Liens; Payment and Collection of Special Assessments” for Laraway Lake Special Assessment District #1.**  
Motion was made for approval by Trustee Koessel and supported by Trustee McDonald. Motion carried unanimously by roll call vote.

016-2021

**a) Hold Second Public Hearing for Thornapple River Special Assessment District No. 1 for the purposes of reviewing the special assessment roll and for hearing all persons interested in the special assessment and any objections to the roll**

Motion was made to open public hearing by Trustee McDonald and supported by Trustee Shipley. Motion carried unanimously.

Manager Swayze read public comments he received prior to the meeting into the record.

Those in favor of the Special Assessment District:

Kathy & Steve Plakmeyer – 3115 Thorncrest Dr. SE - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Ronald & Michele Miller – 4581 Little Harbor Dr. SE- expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Robert D. Andrews III - 7272 Kilmer Dr. SE - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Nick & Kathy Keeler – 7385 Kilmer St. SE- expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district with other stipulations.

Jodi Kortman -4555 Little Harbor Dr. SE - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Charles & Kathryn Whitley – 5030 Sequoia Dr. SE - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Dave & Rene Hamstra – 2777 Cascade Springs Dr. - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Scott Rissi – 7238 Cascade Rd. - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district and explained the Township benefits of the District.

Edward T Quinn – 7382 Whispering Ridge - expressed support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Those Opposed to the Special Assessment District:  
Dawn VanHamm – 9705 108<sup>th</sup> St. Middleville, MI for property at 3059 Thorncrest Ave. SE – Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Jennifer Schondelmayer – 13000 108<sup>th</sup> St. SE Freeport, MI for property at 3059 Thorncrest Ave. SE – Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Peter & Judith Kenny - 5600 Alaska Ave. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Lori & Jeffrey Gottlieb – 7100 Cascade Rd. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Tahira & Asif Azeem – 7110 Cascade Rd. - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Paul & Luanne Strauss – 7474 Alaska Ridge - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Dawn Swider – 7335 Kilmer Dr. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Peg McKeown – 7231 Kilmer Dr. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Mike & Debbie Wiegand – 7243 Kilmer Dr. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Ann & Steve Tarr – 7319 Kilmer Dr. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Robert Beahan – 3148 Thornapple River Dr. SE - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Keely Shay – 7486 Alaska Ridge - Opposed to the Special Assessment District and requested that the Board not approve resolution number four and formally establish the district.

Public Comment:

Kenneth Clapp – 6800 Tricklewood - Expressed concern over the unknown factors of the chemicals dumped into the river by the Airport and the concern of adding more.

Keely Shay – 7486 Alaska Ridge – Expressed concern of the Board in listening to the public comments as well as the transparency of the District.

Lori Gottlieb - 7100 Cascade Rd. SE – Expressed concern of the speed of the Special Assessment District and the age and validity of the signatures on the petition.

Andrew Mayer – 2990 Thornapple River Dr. SE – Expressed concern of the way that the District assesses all parcels the same regardless of the size/value of the parcel.

Jeff Carpenter – 5016 Sequoia – Addressed the board with answers to questions brought up in the public hearing on behalf of the Thornapple River Association in regards to communication with the public about the District.

Ned Quinn - 7382 Whispering Ridge – Expressed his concern of the public's safety if the water is not cleaned up and his support of the District with all of the discussion

John Vanderweele – 7788 Cascade Rd. SE - Expressed his support of the Special Assessment District and requested the Board approve resolution number four to formally establish the district.

Jim Van Hoven – 4864 Sequoia Dr. SE - Expressed his concern about the difficulty of using kayaks and canoes in the water and his support of the Special Assessment District.

Craig Meurlin – 6333 Thornhills Ct. SE – Expressed his concern about the process of the Special Assessment District.

Scott Rissi - 7238 Cascade Rd – Stated that the water upstream and downstream from the Cascade area have been treated for the past decade with no issues.

Paul Strauss - 7474 Alaska Ridge – Asked the board if multiple people from one parcel were counted on the petition. He also expressed concern over the total amount of money that it costs the District.

Hazel Rissi - 7238 Cascade Rd – Addressed the board about the large cost of the cleanup of the river.

John Meyer – 3444 Goodwood Dr. SE - Addressed the board that most people he approached seemed to be in favor of the petition when collecting signatures.

Kenneth Clapp – 6800 Tricklewood - Addressed the board about the liability of the taxpayer in the future harm of others.

Keely Shay - 7486 Alaska Ridge – Asked the board about the chemicals being used to clean the river.

Motion was made to close public hearing by Trustee Koessel and supported by Trustee Shipley. Motion carried unanimously.

**b) Consider Resolution of “Confirmation of the Special Assessment Roll; Liens; Payment and Collection of Special Assessments” for Thornapple River Special Assessment District #1**

Motion was made for approval by Trustee McDonald and supported by Trustee Koessel. Motion carried by a roll call vote of 4-3. In Favor: Clerk Slater, Treasurer Peirce, Trustee Koessel, and Trustee McDonald. Opposed: Supervisor Lesperance, Trustee Noordhoek, and Trustee Shipley.

**Article 11. Public Comments – Any comments...whether it is on the Agenda or not.**  
Kristine White – 6633 Brookhills Ct. SE – Addressed the board about the testing of the water in Cascade.

**Article 12. Manager Comments**  
Manager Swayze made the following comments:  
- The emergency order from the State of Michigan requires that the Board meet virtually until the end of March.

**Article 13. Board Member Comments**  
Trustee Shipley offered the following comments:  
- Thanked the residents for attending the meeting and appreciates their input.

**Article 14. Adjournment**  
Motion was made by Trustee McDonald and supported by Clerk Slater to adjourn. Motion carried unanimously.  
Meeting adjourned at 10:08p.m.

Respectfully submitted,

Padley Gallagher  
Deputy Clerk

Approved by:

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Susan B. Slater, Clerk

DRAFT

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, January 19, 2021  
Virtual Meeting

**ARTICLE 1.** Chairwoman Puplava called the meeting to order at 5:00 P.M.  
Members Present: Kleyla, Vogel, Puplava, Growney, Stephan, Siegle, DeWitt, Makkar,  
and Lesperance  
Members Absent: None  
Others Present: DDA Director Sandra Korhorn

**ARTICLE 2. Approve the current Agenda.**

**Motion was made by Member Growney to approve the Agenda. Supported by Member DeWitt. Motion carried 8 to 0.**

**ARTICLE 3. Approve the Minutes of the November 17, 2020 meeting.**

**Motion was made by Member DeWitt to approve the Minutes as presented. Supported by Member Siegle. Motion carried 8 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

There were no visitors.

**ARTICLE 5. Review the 2021 Budget**

Director Korhorn began reviewing the 2021 budget with special projects. There is \$15,000 for holiday decorations, \$15,000 for events, \$15,000 for marketing, and money that was carried over from last year's budget for the synthetic ice rink. The engineering budget has been increased to \$75,000 in anticipation for the Outdoor Gathering Space or Lower Village Plan moving forward, there is \$20,000 for potential tactical urbanism projects, and money carried over for potential Rapid bus projects.

Conversation followed regarding the future of the Rapid bus service or expansion into Cascade Township, and it was agreed that this will be added to a future meeting agenda.

**ARTICLE 6. Discuss 2021 Projects and Events**

Director Korhorn stated that the sidewalk extension project that was started in 2020 is wrapping up this year, with a few light fixtures that need to be installed.

Member Makkar joined the meeting.

The streetlight conversion to retrofit led lights will happen this spring.

The Community Gathering Space, Lower Village Plan, holiday lighting, and bus stop improvements are all things that Director Korhorn stated need future discussion. Director Korhorn stated that Township Manager Ben Swayze asked if the DDA believes the Outdoor Gathering Space or Lower Village Plan will be completed first. Chairwoman Pupilava asked Director Korhorn to clarify the timeline for the Tuffy property tenants lease, as that may impact decision making. Director Korhorn replied that the tenants current lease expires in 2022, but they do have two, five-year extensions available to them. Director Korhorn stated that the Lower Village Plan would likely be a phased project with development happening first on the lower area if it is started soon, and then completed once access to the Tuffy building is gained.

Supervisor Lesperance asked for clarification of the Outdoor Gathering Space location being at the library. Director Korhorn stated that is the correct location. Conversation followed regarding the location of a gathering space for the community, and the communities want for such a space. Chairwoman Pupilava suggested this subject be added to a future meeting agenda.

Member Siegle asked if the house purchased in the Lower Village is vacant, and when/if it will be demolished. Director Korhorn stated that the house is currently vacant and secure, and that Manager Swayze stated that funds for demolishing the house may also come from the dam fund budget, not solely DDA funds.

#### Upcoming Events:

Director Korhorn stated that it is unclear at this point if events will be happening in the Township in 2021, but that there is money in the budget to do so. Events that have been supported in the past by the DDA are the Sunday Afternoon Live Concert Series, Family Nights at the library, the Cascade Metro Cruise Warm-Up, and the tree lighting ceremony.

#### Marketing Tools and The Business Guide:

Director Korhorn stated that these will need to be updated for residents and visitors.

Chairwoman Pupilava asked Director Korhorn if she needed a decision regarding holiday lights tonight. Director Korhorn stated that can be added to the February agenda for further discussion if desired. Member Kleyla asked if this would be for expansion or replacement of current decorations. Director Korhorn stated that most decorations are fairly new, so it would likely be for additional decorations.

Chairwoman Pupilava asked if LED replacement lights need a decision, Director Korhorn stated that decision has been made, and the lights have been ordered.

Supervisor Lesperance asked if any local businesses have reached out to the DDA lately. Director Korhorn stated that she sent out need-based grant opportunity for businesses recently, and information a couple of weeks ago regarding the Paycheck Protection Plan, and has kept in contact with them as much as possible. Member Siegle asked if any

more businesses have gone out of business lately, Director Korhorn stated she has not heard of any.

Supervisor Lesperance asked if businesses know that the temporary sign ordinance is not currently being enforced, Director Korhorn stated that she believes many do know this.

**ARTICLE 7. Election of Officers**

All Officer positions are available for election.

**Motion was made by Member Siegle to reelect Chairwoman Pupilava to Chair. Supported by Member DeWitt. Motion carried 9 to 0.**

**Motion was made by Chairwoman Pupilava to reelect Member Stephan to Vice Chair. Supported by Member DeWitt. Motion carried 9 to 0.**

**Motion was made by Chairwoman Pupilava to nominate Member Growney to Secretary. Supported by Member Siegle. Motion carried 9 to 0.**

2021 Positions are as follows:

Chair – Jennifer Pupilava  
Vice Chair – Steve Stephan  
Secretary – Rene Growney

**ARTICLE 8. Any Other Business**

a. Contact List for Board Members

Director Korhorn stated that she emailed the contact list to Members, and that they should make any needed changes with her before a final copy is sent out.

b. Update on Planning Activities

Director Korhorn stated there is no new information to report at this time.

Director Korhorn stated that an informational meeting will hopefully be scheduled immediately following the regularly scheduled February meeting.

**Article 9. Adjournment**

**Motion was made by Member DeWitt to adjourn. Supported by Member Siegle. Motion carried 9 to 0. The meeting was adjourned at 5:42 p.m.**

Respectfully submitted,  
Rene Growney, Secretary

**CASCADE CHARTER TOWNSHIP**  
**PUBLIC SAFETY ADVISORY COMMITTEE MEETING**  
January 20, 2021 at 9:00am  
Held via Zoom Remote Conferencing Software &  
Large Conference Room at Township Hall  
2865 Thornhills SE, Grand Rapids, MI 49546

**Members Present:** Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

**Others Present:** Township Manager (TM) Ben Swayze, Fire Chief Adam Magers

**Call to Order:** Treasurer Peirce called the meeting to order at 9:00 a.m.

**Business:** The Public Safety Advisory Committee discussed the following items:

**1. Officers of the Committee**

TM Swayze explained that per the committee policy, the committee is responsible for electing a Chair and a Vice Chair.

*Motion by Trustee Shipley Peirce, supported by Trustee Noordhoek to appoint Treasurer Peirce as Chair. Motion carried.*

*Motion by Trustee Noordhoek, supported by Treasurer Peirce to appoint Trustee Shipley as Vice Chair. Motion carried.*

**2. Medic 1 & Chief Vehicle Replacement**

Chief Magers reviewed the memo that was prepared for the purchase of the two vehicles. These two items were included in the FY2021 budget and also the 21-26 Capital Improvements Plan. Chief Magers explained that the vehicles would be purchased (...utilizing state purchasing pricing) and then outfitted for service. It is anticipated aal costs would be below the budgeted amounts. Chief Magers reviewed the plan for the current vehicles, which would be reallocated to other services. Then vehicles come out of the “bottom” of the program and go to auction.

Discussion ensued. Question was asked about why pickup trucks instead of SUVs. Chief Magers indicated that this allows for the separation of possibly contaminated equipment and gear from the cab that firefighters are riding in. Trustee Shipley indicated that the program helps keep the department world class.

*Motion by Trustee Shipley, supported by Trustee Noordhoek to recommend the Township Board approve the purchase of replacement vehicles for Medic 1 and the Chief’s Vehicle. Motion carried.*

**3. Fire Station #3 Study**

TM Swayze began the conversation regarding the public input session that was held the previous evening. Overall, the project seemed to be positively received by the public, comments and questions were appropriate. TM Swayze indicated that the public comment period was open and that the committee would receive those comments at the next meeting. In addition to the PSAC reviewing the project, the Personnel and Finance Committee will be discussing funding options.

Discussion ensued. The following points were raised:

- Should we be looking at 5 bays? Chief indicated that while 5 bays were a possibility, he didn't think it would be necessary at this point given the proposal for the proposal for the out building as well. In addition, the Township may be looking at Station #3 somewhere down the line.
- Committee indicated that the outbuilding at Station 2 is a necessary whether the Township pursues Station 1 or not. Recommendation from the committee that we look at that separately at the next meeting and consider starting the project soon.

*No action – discussion only*

**Adjournment:** Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:30 am

**Approved by the Public Safety Advisory Committee on 2.18.21**

**CASCADE CHARTER TOWNSHIP**  
**PERSONNEL & FINANCE COMMITTEE MEETING**  
January 13, 2021 at 9:00am  
Held via Zoom Remote Conferencing Software &  
Large Conference Room at Township Hall  
2865 Thornhills SE, Grand Rapids, MI 49546

**Members Present:** Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

**Others Present:** Township Manager (TM) Ben Swayze

**Call to Order:** Trustee Koessel called the meeting to order at 9:00 a.m.

**Business:** The Personnel & Finance Committee discussed the following items:

**1. Officers of the Committee**

TM Swayze explained that per the committee policy, the committee is responsible for electing a Chair and a Vice Chair.

*Motion by Treasurer Peirce, supported by Supervisor Lesperance to appoint Trustee Koessel and Chair and Treasurer Peirce as Vice Chair. Motion carried.*

**2. 2021 Salary Recommendations**

TM Swayze reviewed the compensation policy language that says that salaries are developed by the Township Manager, in compliance with the budget set by the Township Board, but subject to review by the Personnel & Finance Committee. TM Swayze reviewed the salary spreadsheet, which includes all cost-of-living, step and merit-based increases. The overall compensation increase for the organization was set at 4.04%, and the proposal is well within those parameters. Discussion ensued.

*Motion by Treasurer Peirce, supported by Supervisor Lesperance to confirm the 2021 salary recommendations proposed by TM Swayze. Motion carried.*

**3. 2021 Capital Improvements Financing.**

TM Swayze reviewed the major projects proposed for FY 2021 – 2022 where the committee will need to recommend financing mechanisms to the Township Board. The projects reviewed include:

- **Fire Station #1 Build** – \$5.2 million to \$6.3 million (absent contingency)
- **Buttrick Pathway Bridge** - \$500k to \$1 million (township share)
- **Centennial/Foremost Roads** - \$1.2 million - \$1.4 million (township share)

TM Swayze also reviewed the fund balance information from the funds that would be supporting these projects:

<u>Fund</u>	<u>2019 (Audited)</u>	<u>2020 (Estimated)</u>	<u>2021 (Budgeted)</u>
General	\$8,011,844	\$6,475,072	\$6,435,209
Fire	\$2,389,618	\$2,141,658**	\$1,878,821**
Pathway	\$2,018,101	\$775,665	\$1,162,390

\*\* Fund balance prior to COVID funds transfer

Discussion ensued. The general consensus is that some type of bond financing will more than likely be needed, but more information would be needed before the committee could make a recommendation to the Board. Direction was given to TM Swayze to develop bond financing scenarios for various funding levels. Indication was also given that cash flow projections would be helpful to better understand the minimum fund balance needs of the individual departments.

*No action – staff direction only*

**Adjournment:** Motion by Treasurer Peirce, supported by Supervisor Lesperance to adjourn the meeting. Motion carried. Meeting adjourned at 9:39 am

**Approved by Personnel & Finance Committee 2.10.21**

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

JULY 2020

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$1,063,341.76

REGISTER	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$1,063,341.76

<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$1,218.12

<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$1,218.12

<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$1,803.23

<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$1,803.23

<b>GRAND TOTAL</b>	<b><u><u>\$1,066,363.11</u></u></b>
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<b>GRAND TOTAL</b>	<b><u><u>\$1,066,363.11</u></u></b>
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*Oxana Sourine* *1/26/21*

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

*Kenneth B. Peirce* *1/27/21*

Reviewed by  
KENNETH B. PEIRCE  
TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

JULY 20

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101	GENERAL FUND										
	FLAGSTAR	320,758.72	0.25								
	FLAGSTAR MMA	536,271.56	0.40								
	KENT CTY POOL	1,170,911.73	1.00								
	MI CLASS	1,506,435.04	0.30								
	MERCANTILE			535,196.94	2.45	7/26/2022					
	COMERICA BANK			546,167.21	1.80	3/23/2021					
	HORIZON BANK	527,139.07	0.80		2.80	3/9/2020					
	GRAND RIVER			515,629.42	2.75	12/19/2020					
	CONSUMERS CU			262,175.00	2.00	1/8/2021					
	LMCU			1,031,066.34	1.25	6/2/2021					
	MACATAWA				2.80	5/21/2020					
	COMERICA SECUR./WF						500,000.00	2.80	8/17/2020		
	COMERICA SECUR./WF						500,000.00	1.75	2/28/2023		
	<b>TOTAL GENERAL FUND</b>	<b>4,061,516.12</b>	<b>0.47</b>	<b>2,890,234.91</b>	<b>1.91</b>		<b>1,000,000.00</b>	<b>2.28</b>		<b>7,951,751.03</b>	<b>1.22</b>
151	CEMETERY										
	LMCU	116,917.16	0.50								
	<b>TOTAL CEMETERY</b>	<b>116,917.16</b>	<b>0.50</b>							<b>116,917.16</b>	<b>0.50</b>
206	FIRE FUND										
	FLAGSTAR	326,757.73	0.40								
	MI CLASS	1,306,061.83	0.30								
	COM CHOICE CU			261,290.23	3.05	4/18/2021					
	LEVEL ONE			272,368.49	2.00	11/21/2020					
	ADVENTURE CU			517,064.41	1.95	2/27/2023					
	COMERICA SECUR./JPM						500,000.00	2.00	9/30/2022		
	<b>TOTAL FIRE FUND</b>	<b>1,632,819.56</b>	<b>0.32</b>	<b>1,050,723.13</b>	<b>2.24</b>		<b>500,000.00</b>	<b>2.00</b>		<b>3,183,542.69</b>	<b>1.22</b>
207	POLICE FUND										
	FLAGSTAR	267,914.53	0.40								
	FLAGSTAR			400,000.00	1.50	8/25/2020					
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021					
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022					
	LMCU			257,609.64	2.00	3/13/2021					
	<b>TOTAL POLICE FUND</b>	<b>267,914.53</b>	<b>0.40</b>	<b>1,719,803.47</b>	<b>1.70</b>					<b>1,987,718.00</b>	<b>1.53</b>
208	HAZMAT FUND										
	LMCU	32,707.66	0.35								
	<b>TOTAL HAZMAT FUND</b>	<b>32,707.66</b>	<b>0.35</b>							<b>32,707.66</b>	<b>0.35</b>
209	OPEN SPACE										
	CHEMICAL	454,039.56	0.01								
	MI CLASS	375,979.13	0.30								
	CHEMICAL				1.62	4/17/2020					
	<b>TOTAL OPEN SPACE</b>	<b>830,018.69</b>	<b>0.14</b>							<b>830,018.69</b>	<b>0.14</b>
	DAM REPAIR										
	MI CLASS	421,680.21	0.30								
	LMCU			341,374.61	1.15	9/10/2021					
	<b>TOTAL DAM REPAIR</b>	<b>421,680.21</b>	<b>0.30</b>	<b>341,374.61</b>	<b>1.15</b>					<b>763,054.82</b>	<b>0.68</b>
216	PATHWAY FUND										
	MACATAWA	546,484.35	0.05								
	MI CLASS	308,511.35	0.30								
	CIBC/ fna PRIVATE			503,000.00	2.05	10/17/2020					
	GRAND RIVER			518,170.99	2.05	10/4/2022					
	ADVENTURE CU			563,499.08	1.25	7/9/2021					
	<b>TOTAL PATHWAY FUND</b>	<b>854,995.70</b>	<b>0.14</b>	<b>1,584,670.07</b>	<b>1.77</b>					<b>2,439,665.77</b>	<b>1.20</b>
246	PUBLIC UTILITY										
	IRF										
	FLAGSTAR	668,505.92	0.40								
	MI CLASS	850,925.93	0.30								
	CHEMICAL BANK			532,500.72	1.75	7/5/2021					
	<b>TOTAL PUBLIC UTILITY</b>	<b>1,519,431.85</b>	<b>0.34</b>	<b>532,500.72</b>	<b>1.75</b>					<b>2,051,932.57</b>	<b>0.71</b>
248	DDA FUND										
	FLAGSTAR	78,900.49	0.40								
	MI CLASS	828,941.59	0.30								
	UNION BANK			250,000.00	2.70	8/26/2020					
	ADVENTURE CU			213,640.41	2.00	10/27/2021					
	<b>TOTAL DDA FUND</b>	<b>907,842.08</b>	<b>0.31</b>	<b>463,640.41</b>	<b>2.38</b>					<b>1,371,482.49</b>	<b>1.01</b>
249	BLDG. INSPECTION										
	FLAGSTAR BANK	54,897.90	0.40								
	FLAGSTARL BANK R.	82,933.96	0.40								
	MI CLASS	107,120.87	0.30								
	CONSUMERS CU	315,725.81	1.00			1.00	3/10/2020				
	CHEMICAL BANK			569,753.35	1.93	10/28/2022					
	CHEMICAL BANK			307,919.91	2.50	4/30/2021					
	FNB OF AMERICA			301,649.26	1.80	10/19/2020					
	FNB OF AMERICA			105,533.99	1.85	12/18/2020					
	FNB OF AMERICA			219,121.47	2.50	9/18/2020					
	FNB OF MI			548,201.80	1.80	12/11/2020					
	INDEPENDENT BANK			321,327.11	2.25	6/19/2021					
	<b>TOTAL BLDG. INSPECT.</b>	<b>560,678.54</b>	<b>0.16</b>	<b>2,373,506.89</b>	<b>2.05</b>					<b>2,934,185.43</b>	<b>1.69</b>
270	LIBRARY FUND										
	UNITED BANK	533,213.54	0.25								
	MI CLASS	466,136.62	0.30								
	LMCU			445,585.17	1.80	3/27/2021					
	WMCB			272,563.93	0.25	12/1/2020					
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021					
	<b>TOTAL LIBRARY FUND</b>	<b>999,350.16</b>	<b>0.27</b>	<b>1,288,182.74</b>	<b>1.12</b>					<b>2,287,532.90</b>	<b>0.75</b>
701	T & A										
	CHEMICAL BANK	184,239.05	0.01								
	<b>TOTAL T &amp; A</b>	<b>184,239.05</b>	<b>0.01</b>							<b>184,239.05</b>	<b>0.01</b>
701	JAMES TIMMONS										
	CHEMICAL BANK			12,400.00	2.00	3/21/2022					
	<b>TOTAL JAMES TIMMONS</b>			<b>12,400.00</b>	<b>2.00</b>					<b>12,400.00</b>	<b>2.00</b>
701	JACK SMITH INV.										
	CHEMICAL BANK	23,137.09	0.01								
	<b>TOTAL JACK SMITH INV.</b>	<b>23,137.09</b>	<b>0.01</b>							<b>23,137.09</b>	<b>0.01</b>
701	HENRY KRAMER										
	CHEMICAL BANK	15,389.01	0.01								
	<b>TOTAL HENRY KRAMER</b>	<b>15,389.01</b>	<b>0.01</b>							<b>15,389.01</b>	<b>0.01</b>
	<b>TOTAL</b>	<b>12,428,637.41</b>	<b>0.33</b>	<b>12,257,036.95</b>	<b>1.82</b>		<b>1,500,000.00</b>	<b>2.18</b>		<b>26,185,674.36</b>	<b>1.14</b>

*Oxana Sourine* 1/26/21  
Submitted by Oxana Sourine Deputy Treasurer Date

*Ken Peirce* 1/27/21  
Reviewed by Ken Peirce Date Treasurer

**TREASURER'S DEPARTMENT**  
**CASCADE CHARTER TOWNSHIP**  
**TAX ACCOUNTS**  
**AUGUST 2020**

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$10,489,063.80
<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$1,290.70
<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$335.55
<b>GRAND TOTAL</b>	<b><u><u>\$10,490,690.05</u></u></b>

REGISTER	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$10,489,063.80
<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$1,290.70
<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$335.55
<b>GRAND TOTAL</b>	<b><u><u>\$10,490,690.05</u></u></b>

Oxana Sourine 2/4/21

Submitted by  
 OXANA SOURINE  
 DEPUTY TREASURER

Date

Kenneth B. Peirce 2/14/21

Reviewed by  
 KENNETH B. PEIRCE  
 TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

AUGUST 20

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	FLAGSTAR	410,331.71	0.25									
	FLAGSTAR MMA	236,397.58	0.35									
	KENT CTY POOL	1,171,820.39	0.90									
	MI CLASS	1,506,679.11	0.20									
	MERCANTILE											
	COMERICA BANK			535,196.94	2.45	7/26/2022						
	HORIZON BANK			546,167.21	1.80	3/23/2021						
	GRAND RIVER	527,206.24	0.80									
	CONSUMERS CU			515,629.42	2.75	12/19/2020						
	LMCU			262,175.00	2.00	1/8/2021						
	MACATAWA			1,031,066.34	1.25	6/2/2021						
	MSFCU											
	COMERICA SECUR./WF			500,015.00	0.80	8/24/2022						
	COMERICA SECUR./WF								2.80	8/17/2020		
TOTAL GENERAL FUND		3,852,436.03	0.40	3,390,249.91	1.75			500,000.00	1.75	2/29/2023	7,742,684.94	1.08
151 CEMETERY	LMCU	117,991.96	0.50								117,991.96	0.50
206 FIRE FUND	FLAGSTAR	92,768.25	0.35									
	MI CLASS	1,306,273.44	0.20									
	COM CHOICE CU			261,290.23	3.05	4/18/2021						
	LEVEL ONE			272,368.49	2.00	11/21/2020						
	ADVENTURE CU			517,064.41	1.95	2/27/2023						
	COMERICA SECUR./JPM								500,000.00	2.00	9/30/2022	
TOTAL FIRE FUND		1,399,041.69	0.21	1,050,723.13	2.24			500,000.00	2.00		2,949,764.82	1.24
207 POLICE FUND	FLAGSTAR	506,438.51	0.35									
	FLAGSTAR					1.50	8/25/2020					
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021						
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022						
	LMCU			257,609.64	2.00	3/13/2021						
TOTAL POLICE FUND		506,438.51	0.35	1,319,803.47	1.76						1,826,241.98	1.37
208 HAZMAT FUND	LMCU	32,717.35	0.35								32,717.35	0.35
209 OPEN SPACE	CHEMICAL	453,762.10	0.01									
	MI CLASS	376,040.02	0.20									
	CHEMICAL					1.62	4/17/2020					
TOTAL OPEN SPACE		829,802.12	0.10								829,802.12	0.10
DAM REPAIR	MI CLASS	421,748.51	0.20									
TOTAL DAM REPAIR	LMCU	421,748.51	0.20	341,374.61	1.15	9/10/2021					763,123.12	0.62
216 PATHWAY FUND	MACATAWA	343,480.56	0.05									
	MI CLASS	308,561.33	0.20									
	CIBC/ fna PRIVATE			503,000.00	2.05	10/17/2020						
	GRAND RIVER			518,170.99	2.05	10/4/2022						
	ADVENTURE CU			563,499.08	1.25	7/9/2021						
TOTAL PATHWAY FUND		652,041.89	0.12	1,584,670.07	1.77						2,236,711.96	1.29
246 PUBLIC UTILITY	FLAGSTAR	675,392.50	0.35									
	IRF	851,063.78	0.20									
	CHEMICAL BANK			532,500.72	1.75	7/5/2021						
TOTAL PUBLIC UTILITY		1,526,456.28	0.27	532,500.72	1.75						2,058,957.00	0.65
248 DDA FUND	FLAGSTAR	41,961.02	0.35									
	MI CLASS	829,075.89	0.20									
	UNION BANK			260,171.62	0.70	8/26/2021						
	ADVENTURE CU			213,640.41	2.00	10/27/2021						
TOTAL DDA FUND		871,036.91	0.21	473,812.03	1.29						1,344,848.94	0.59
249 BLDG. INSPECTION	FLAGSTAR BANK	50,663.65	0.35									
	FLAGSTARL BANK R.	90,010.46	0.35									
	MI CLASS	107,138.21	0.20									
	CONSUMERS CU	315,725.81	1.00									
	CHEMICAL BANK			569,753.35	1.93	10/28/2022						
	CHEMICAL BANK			307,919.91	2.50	4/30/2021						
	FNB OF AMERICA			301,649.26	1.80	10/19/2020						
	FNB OF AMERICA			105,533.99	1.85	12/18/2020						
	FNB OF AMERICA			219,121.47	2.50	9/18/2020						
	FNB OF MI			548,201.80	1.80	12/11/2020						
	INDEPENDENT BANK			321,327.11	2.25	6/19/2021						
TOTAL BLDG. INSPECT.	CHEMICAL BANK	563,538.13	0.13	2,373,506.89	2.05						2,937,045.02	1.68
270 LIBRARY FUND	UNITED BANK	521,430.40	0.25									
	MI CLASS	466,212.18	0.20									
	LMCU			445,585.17	1.80	3/27/2021						
	WMCB			272,563.93	0.25	12/1/2020						
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021						
TOTAL LIBRARY FUND		987,642.58	0.23	1,288,182.74	1.12						2,275,825.32	0.73
701 T & A	CHEMICAL BANK	176,283.68	0.01								176,283.68	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022					12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,137.26	0.01								23,137.26	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,389.12	0.01								15,389.12	0.01
TOTAL		11,975,701.02	0.27	12,367,223.57	1.75			1,000,000.00	1.88		25,342,924.59	1.06

*Oxana Sourine* 2/4/21  
Submitted by Oxana Sourine Deputy Treasurer

*Ken Peirce* 2/10/21  
Reviewed by Ken Peirce Treasurer

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

SEPTEMBER 2020

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK AMOUNT

REGISTER AMOUNT

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX CHECKING \$344,699.46

TAX CHECKING \$344,699.46

**FLAGSTAR BANK**

**FLAGSTAR BANK**

DELINQUENT TAX \$1,851.83

DELINQUENT TAX \$1,851.83

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX WIRE ACCT \$499.35

TAX WIRE ACCT \$499.35

**GRAND TOTAL** \$347,050.64

**GRAND TOTAL** \$347,050.64

*Sourine* *2/10/21*

*Kenneth B. Peirce* *2/10/21*

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

Reviewed by  
KENNETH B. PEIRCE  
TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

SEPTEMBER 20

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	479,124.51	0.15								
	FLAGSTAR MMA	236,448.61	0.25								
	KENT CTY POOL	1,172,550.63	0.76								
	MI CLASS	1,506,815.57	0.11								
	MERCANTILE			535,196.94	2.45	7/26/2022					
	COMERICA BANK			546,167.21	1.80	3/23/2021					
	HORIZON BANK	527,271.25	0.80								
	GRAND RIVER			515,629.42	2.75	12/19/2020					
	CONSUMERS CU			262,175.00	2.00	1/8/2021					
	LMCU			1,031,066.34	1.25	6/2/2021					
	MACATAWA				2.80	5/21/2020					
	MSFCU			500,015.00	0.80	8/24/2022					
	COMERICA SECUR./WF							2.80	8/17/2020		
	COMERICA SECUR./WF							500,000.00	1.75	2/28/2023	
<b>TOTAL GENERAL FUND</b>		<b>3,922,210.57</b>	<b>0.30</b>	<b>3,390,249.91</b>	<b>1.75</b>		<b>500,000.00</b>	<b>1.75</b>		<b>7,812,460.48</b>	<b>1.02</b>
151 CEMETERY	LMCU	118,040.35	0.50							118,040.35	0.50
206 FIRE FUND	FLAGSTAR	879,061.37	0.25								
	MI CLASS	806,348.17	0.11								
	COM CHOICE CU			261,290.23	3.05	4/18/2021					
	LEVEL ONE			272,368.49	2.00	11/21/2020					
	ADVENTURE CU			517,064.41	1.95	2/27/2023					
COMERICA SECUR./JPM							2.00	9/30/2022			
<b>TOTAL FIRE FUND</b>		<b>1,685,409.54</b>	<b>0.18</b>	<b>1,050,723.13</b>	<b>2.24</b>					<b>2,736,132.67</b>	<b>0.97</b>
207 POLICE FUND	FLAGSTAR	449,349.78	0.25								
	FLAGSTAR				1.50	8/25/2020					
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021					
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022					
LMCU			257,609.64	2.00	3/13/2021						
<b>TOTAL POLICE FUND</b>		<b>449,349.78</b>	<b>0.25</b>	<b>1,319,803.47</b>	<b>1.76</b>					<b>1,769,153.25</b>	<b>1.38</b>
208 HAZMAT FUND	LMCU	38,727.02	0.35							38,727.02	0.35
209 OPEN SPACE	CHEMICAL	423,758.57	0.01								
	MI CLASS	376,074.08	0.11								
	CHEMICAL				1.62	4/17/2020					
<b>TOTAL OPEN SPACE</b>		<b>799,832.65</b>	<b>0.06</b>							<b>799,832.65</b>	<b>0.06</b>
DAM REPAIR	MI CLASS	431,787.20	0.11								
	LMCU			341,374.61	1.15	9/10/2021					
<b>TOTAL DAM REPAIR</b>		<b>431,787.20</b>	<b>0.11</b>	<b>341,374.61</b>	<b>1.15</b>					<b>773,161.81</b>	<b>0.57</b>
216 PATHWAY FUND	MACATAWA	940.13	0.05								
	MI CLASS	308,589.30	0.11								
	CIBC/ fna PRIVATE			503,000.00	2.05	10/17/2020					
	GRAND RIVER			518,170.99	2.05	10/4/2022					
ADVENTURE CU			563,499.08	1.25	7/9/2021						
<b>TOTAL PATHWAY FUND</b>		<b>309,529.43</b>	<b>0.11</b>	<b>1,584,670.07</b>	<b>1.77</b>					<b>1,894,199.50</b>	<b>1.49</b>
246 PUBLIC UTILITY	FLAGSTAR	696,413.10	0.25								
	IRF	851,140.87	0.11								
	CHEMICAL BANK			532,500.72	1.75	7/5/2021					
<b>TOTAL PUBLIC UTILITY</b>		<b>1,547,553.97</b>	<b>0.17</b>	<b>532,500.72</b>	<b>1.75</b>					<b>2,080,054.69</b>	<b>0.58</b>
248 DDA FUND	FLAGSTAR	470,425.34	0.25								
	MI CLASS	829,150.99	0.11								
	UNION BANK			260,171.62	0.70	8/28/2021					
	ADVENTURE CU			213,640.41	2.00	10/27/2021					
<b>TOTAL DDA FUND</b>		<b>1,299,576.33</b>	<b>0.16</b>	<b>473,812.03</b>	<b>1.29</b>					<b>1,773,388.36</b>	<b>0.46</b>
249 BLDG. INSPECTION	FLAGSTAR BANK	34,201.71	0.25								
	FLAGSTARL BANK R.	84,578.13	0.35								
	MI CLASS	107,147.92	0.11								
	CONSUMERS CU	316,713.25	1.00								
	CHEMICAL BANK			569,753.35	1.93	10/28/2022					
	CHEMICAL BANK			307,919.91	2.50	4/30/2021					
	FNB OF AMERICA			301,649.26	1.80	10/19/2020					
	FNB OF AMERICA			105,533.99	1.85	12/18/2020					
	FNB OF AMERICA			224,621.60	0.85	9/18/2021					
	FNB OF MI			548,201.80	1.80	12/11/2020					
	INDEPENDENT BANK			321,327.11	2.25	6/19/2021					
<b>TOTAL BLDG. INSPECT.</b>		<b>542,641.01</b>	<b>0.09</b>	<b>2,379,007.02</b>	<b>1.90</b>					<b>2,921,648.03</b>	<b>1.56</b>
270 LIBRARY FUND	UNITED BANK	511,108.88	0.25								
	MI CLASS	466,254.40	0.11								
	LMCU			445,585.17	1.80	3/27/2021					
	WMCB			272,563.93	0.25	12/1/2020					
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021					
<b>TOTAL LIBRARY FUND</b>		<b>977,363.28</b>	<b>0.18</b>	<b>1,288,182.74</b>	<b>1.12</b>					<b>2,265,546.02</b>	<b>0.71</b>
701 T & A	CHEMICAL BANK	185,605.97	0.01							185,605.97	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022				12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,137.45	0.01							23,137.45	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,389.25	0.01							15,389.25	0.01
<b>TOTAL</b>		<b>12,346,153.80</b>	<b>0.20</b>	<b>12,372,723.70</b>	<b>1.72</b>		<b>500,000.00</b>	<b>1.75</b>		<b>25,218,877.50</b>	<b>0.98</b>

*Oxana Sourine* 2/10/21  
Submitted by Oxana Sourine Deputy Treasurer Date

*Ken Peirce* 2/10/21  
Reviewed by Ken Peirce Treasurer Date



FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	354,459.49	0.15								
	FLAGSTAR MMA	86,492.53	0.25								
	KENT CTY POOL	1,173,252.71	0.69								
	MI CLASS	1,506,949.16	0.10								
	MERCANTILE			535,196.94	2.45	7/26/2022					
	COMERICA BANK			546,167.21	1.80	3/23/2021					
	HORIZON BANK	527,316.04	0.50								
	GRAND RIVER			515,629.42	2.75	12/19/2020					
	CONSUMERS CU			262,175.00	2.00	1/8/2021					
	LMCU			1,031,066.34	1.25	6/2/2021					
	MACATAWA				2.80	5/21/2020					
	MSFCU			500,015.00	0.80	8/24/2022					
	COMERICA SECUR./WF							2.80	8/17/2020		
	COMERICA SECUR./WF							1.75	2/28/2023		
<b>TOTAL GENERAL FUND</b>		<b>3,648,469.93</b>	<b>0.28</b>	<b>3,390,249.91</b>	<b>1.75</b>		<b>500,000.00</b>	<b>1.75</b>		<b>7,538,719.84</b>	<b>1.04</b>
151 CEMETERY	LMCU	118,090.38	0.50							118,090.38	0.50
206 FIRE FUND	FLAGSTAR	599,519.60	0.25								
	MI CLASS	806,419.67	0.10								
	COM CHOICE CU			261,290.23	3.05	4/18/2021					
	LEVEL ONE			272,368.49	2.00	11/21/2020					
	ADVENTURE CU			517,061.41	1.95	2/27/2023					
	COMERICA SECUR./JPM							2.00	9/30/2022		
<b>TOTAL FIRE FUND</b>		<b>1,405,939.27</b>	<b>0.16</b>	<b>1,050,720.13</b>	<b>2.24</b>					<b>2,456,659.40</b>	<b>1.05</b>
207 POLICE FUND	FLAGSTAR	449,444.93	0.25								
	FLAGSTAR				1.50	8/25/2020					
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021					
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022					
	LMCU			257,609.64	2.00	3/13/2021					
<b>TOTAL POLICE FUND</b>		<b>449,444.93</b>	<b>0.25</b>	<b>1,319,803.47</b>	<b>1.76</b>					<b>1,769,248.40</b>	<b>1.38</b>
208 HAZMAT FUND	LMCU	38,303.29	0.35							38,303.29	0.35
209 OPEN SPACE	CHEMICAL	398,564.14	0.01								
	MI CLASS	376,107.41	0.10								
	CHEMICAL				1.62	4/17/2020					
<b>TOTAL OPEN SPACE</b>		<b>774,671.55</b>	<b>0.05</b>							<b>774,671.55</b>	<b>0.05</b>
DAM REPAIR	MI CLASS	431,825.47	0.10								
	LMCU			341,374.61	1.15	9/10/2021					
<b>TOTAL DAM REPAIR</b>		<b>431,825.47</b>	<b>0.10</b>	<b>341,374.61</b>	<b>1.15</b>					<b>773,200.08</b>	<b>0.56</b>
216 PATHWAY FUND	MACATAWA	423,471.68	0.05								
	MI CLASS	308,616.67	0.10								
	CIBC/ fna PRIVATE				2.05	10/17/2020					
	GRAND RIVER			518,170.99	2.05	10/4/2022					
	ADVENTURE CU			563,499.08	1.25	7/9/2021					
<b>TOTAL PATHWAY FUND</b>		<b>732,088.35</b>	<b>0.07</b>	<b>1,081,670.07</b>	<b>1.63</b>					<b>1,813,758.42</b>	<b>1.00</b>
246 PUBLIC UTILITY IRF	FLAGSTAR	716,381.74	0.25								
	MI CLASS	851,216.30	0.10								
	CHEMICAL BANK			532,500.72	1.75	7/5/2021					
<b>TOTAL PUBLIC UTILITY</b>		<b>1,567,598.04</b>	<b>0.17</b>	<b>532,500.72</b>	<b>1.75</b>					<b>2,100,098.76</b>	<b>0.57</b>
248 DDA FUND	FLAGSTAR	356,536.02	0.25								
	MI CLASS	829,224.47	0.10								
	UNION BANK			280,171.62	0.70	8/26/2021					
	ADVENTURE CU			213,640.41	2.00	10/27/2021					
<b>TOTAL DDA FUND</b>		<b>1,185,760.49</b>	<b>0.15</b>	<b>473,812.03</b>	<b>1.29</b>					<b>1,659,572.52</b>	<b>0.47</b>
249 BLDG. INSPECTION	FLAGSTAR BANK	56,791.34	0.25								
	FLAGSTARL BANK R.	74,895.89	0.35								
	MI CLASS	107,157.44	0.10								
	CONSUMERS CU	316,713.25	1.00			1.00	3/10/2020				
	CHEMICAL BANK			569,753.35	1.93	10/28/2022					
	CHEMICAL BANK			307,919.91	2.50	4/30/2021					
	FNB OF AMERICA			318,262.02	0.80	10/19/2021					
	FNB OF AMERICA			105,533.99	1.85	12/18/2020					
	FNB OF AMERICA			224,621.60	0.85	9/18/2021					
	FNB OF MI			548,201.80	1.80	12/11/2020					
	INDEPENDENT BANK			321,327.11	2.25	6/19/2021					
<b>TOTAL BLDG. INSPECT.</b>		<b>555,557.92</b>	<b>0.09</b>	<b>2,395,619.78</b>	<b>1.76</b>					<b>2,951,177.70</b>	<b>1.45</b>
270 LIBRARY FUND	UNITED BANK	517,276.64	0.25								
	MI CLASS	466,295.72	0.10								
	LMCU			445,585.17	1.80	3/27/2021					
	WMCB			272,563.93	0.25	12/1/2020					
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021					
<b>TOTAL LIBRARY FUND</b>		<b>983,572.36</b>	<b>0.18</b>	<b>1,288,182.74</b>	<b>1.12</b>					<b>2,271,755.10</b>	<b>0.71</b>
701 T & A	CHEMICAL BANK	173,140.54	0.01							173,140.54	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022				12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,137.65	0.01							23,137.65	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,389.38	0.01							15,389.38	0.01
<b>TOTAL</b>		<b>12,102,989.55</b>	<b>0.19</b>	<b>11,886,333.46</b>	<b>1.68</b>		<b>500,000.00</b>	<b>1.75</b>		<b>24,489,323.01</b>	<b>0.94</b>

*Oxana Sourine* 2/11/21  
Submitted by Oxana Sourine Deputy Treasurer Date

*Ken Peirce* 2/11/21  
Reviewed by Ken Peirce Date  
Treasurer

## MEMORANDUM

**To:** Cascade Charter Township Board  
**From:** Brian Hilbrands, Planner  
**Subject:** Consider amendment to East Imports PUD Ordinance for the construction of a new car dealership at 6115 28<sup>th</sup> Street.  
**Meeting Date:** February 24, 2021

The applicant is requesting final plan approval in order to amend the existing Planned Unit Development to accommodate the construction of a car dealership. The proposed building would be approximately 37,800 square feet with 367 parking spaces. Attached to this memo is the Planning Commission staff report for changes to the East Imports PUD. The East Imports PUD was created in 2004 and has previously gone through three amendments.

Since the application appears to meet the standards for a PUD as listed in Section 16.03 of the Zoning Ordinance and included in the Staff Report, staff have recommended approval of the plan with the following conditions:

1. The applicant complies with the Township Engineer's letter dated December 28, 2020, and all necessary permits are obtained before construction begins.
2. Record the stormwater maintenance agreement.
3. Submit a landscape bond of \$27,000.
4. The applicant complies with any additional comments received from the Kent County Road Commission.
5. Submit a revised photometric plan that incorporates the most recent site plan.
6. The lot combination is completed.

It should be noted that since the Planning Commission recommendation, the applicant has submitted the revised photometric plan and completed the lot combination.

The Planning Commission held a public hearing on this matter at their December 7, 2020 meeting and has recommended approval of the site plan along with the amendment to the PUD Ordinance.

**Attachments:** Planning Commission Staff Report  
Application package and site plan  
Township Engineer Letter  
Proposed PUD Ordinance Amendment

**STAFF REPORT**

STAFF REPORT: Case #20-3599/Green Castle Properties  
REPORT DATE: December 29, 2020  
PREPARED FOR: Cascade Charter Township Planning Commission  
MEETING DATE: January 4, 2020  
PREPARED BY: Brian Hilbrands, Planner

APPLICANT:  
Green Castle Properties, LLC  
200 Ottawa Ave NW, Ste 800  
Grand Rapids, MI 49503

STATUS  
OF APPLICANT: Owner

REQUESTED ACTION: The applicant is requesting preliminary plan approval to amend the existing PUD to accommodate a new car dealership.

EXISTING ZONING OF  
SUBJECT PARCEL(S): B-2

GENERAL LOCATION: North side of 28<sup>th</sup> St, across from Lucerne Dr.

PARCEL SIZE: Approximately 5.9 acres

EXISTING LAND USE  
ON THE PROPERTY: Commercial – Cascade Business Center

ADJACENT AREA  
LAND USES: N – Commercial  
S – Commercial  
E – Commercial – Cascade Business Center  
W – Commercial – Fox Subaru

ZONING ON  
ADJOINING PARCELS: N – PUD 58  
S – B-2, PUD 88  
E – PUD 33  
W – PUD 67

**STAFF COMMENTS:**

1. The applicant is requesting Preliminary Plan Approval to amend the existing Planned Unit Development to allow for the development of a new 37,803 sq ft car dealership.

2. This application was first introduced to the Planning Commission at the September 21, 2020 meeting for a Basic Plan Review. It was then brought back for preliminary plan approval and a public hearing at the December 7, 2020 meeting. The public hearing was held, but any decision on the application was tabled until additional information had been submitted. The applicant has now submitted that additional information.
3. The parcels are currently zoned B2. These parcels would be added to PUD 67 which is immediately to the west and includes the existing Porsch/Audi and Subaru dealerships. This site was rezoned to PUD in 2001 and amended to the current PUD in 2004 to permit new and used car sales and service.
4. The site was location of three buildings of the Cascade Business Center.
5. The developer is proposing a 37,803 sq ft building for a car dealership, with 367 parking spaces. 44 of these spaces are designated for customer parking. The building height will be approximately 27 feet.
6. The proposed plan allows for cross-access to all the neighboring parcels. The basic plan that you reviewed at your September meeting included an additional driveway access in the northeast corner to the parcel to the east, but that has now been removed. It still maintains a driveway access to that parcel in the southeast corner.
7. The plan provides for two driveway access to 28<sup>th</sup> Street. The existing site had four driveways accessing 28<sup>th</sup> Street, so the plan is eliminating two of those drives. Initial comments from the KCRC were that the eastern driveway will need to be moved to line up with Lucerne Drive across 28th Street. The plans have been revised to address those comments. The applicant will need to comply with any additional comments received from the KCRC.
8. A revised lighting photometric plan was received that shows illumination levels below 5.0 foot-candles as required. However, the plan was based off the original site plan and does not include the most recent revisions. A revised photometric plan is needed that incorporates the revised site plan.
9. The application includes a number of proposed wall signs and a ground sign for the project. Sign permits are approved using a separate application that can be applied for at a later time.
10. The applicant is proposing to combine the four parcels involved with the project as requested by staff. A survey showing the combined resultant parcel has been submitted along with a lot combination application.
11. The township engineer has reviewed and approved the plans, and their comments are included in your packet. The plans have also been approved by the Kent County Drain Commissioner. The applicant will need to apply for and obtain several permits such as

SESC, KCRC and water and sanitary sewer from the city before beginning construction, along with submitting a stormwater maintenance agreement to the Township.

12. The Zoning Ordinance requires a 25' wide bufferyard along the west property line between the proposed building and the existing Subaru building, also located in PUD 67. The bufferyard shown in the plan is narrower than the required width. However, what they are requesting is consistent with what currently exists on the site and there is extensive landscaping included. The narrow bufferyard can be addressed in the PUD amendment.
13. The application includes an extensive landscaping plan with plantings around the perimeter of the site as well as islands in the parking lot. A landscape bond in the amount of \$27,000 will be required prior to obtaining a building permit.
14. If Preliminary Plan Approval is given, then a PUD amendment will be written and brought back before the Planning Commission for a recommendation to the Township Board.

**15. Standards**

Section 16.03 of the Zoning Ordinance requires that a Planned Unit Development must demonstrate that:

Standard	Staff Comment
Granting of the Planned Unit Development rezoning will result in a recognizable and substantial benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved.	PUD 67 already includes the existing Porsch/Audi and Subaru dealerships. Adding these additional parcels to the PUD allows for the same standards and requirements to be applied to the new dealership.
In relation to underlying zoning, the proposed type and density of use shall not result in a material increase in the need for public services, facilities and utilities, and shall not place a material burden upon the subject or surrounding land or property owners and occupants or the natural environment.	The proposed use would not result in an increase in the need of public services.
The proposed development shall be compatible with the General Development Plan of the Township and shall be consistent with the intent and spirit of this Chapter.	The proposed use is consistent with the master plan.
In relation to the underlying zoning, the proposed development shall not result in an	The proposed use should not result in an unreasonable economic impact.

unreasonable negative economic impact upon surrounding properties.	
The proposed development shall contain at least as much green area and usable open space as would otherwise be required by this Ordinance with respect to the most dominant use in the development.	Met
The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance. This provision shall not prohibit a transfer of ownership or control, upon due notice to the Planning Director of the Township.	Met

**Staff Recommendation**

Staff recommends approval of the preliminary plan with the following conditions:

1. The applicant complies with the Township Engineer’s letter dated December 28, 2020, and all necessary permits are obtained before construction begins.
2. Record the stormwater maintenance agreement.
3. Submit a landscape bond of \$27,000.
4. The applicant complies with any additional comments received from the Kent County Road Commission.
5. Submit a revised photometric plan that incorporates the most recent site plan.
6. The lot combination is completed.

**ATTACHMENTS:**

- Application
- Site Plan
- Architectural Plans
- Photometric Plan
- Township Engineer Letter
- Current PUD Ordinance East Imports #1 of 2004



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan  
49546-7140

## PLANNING & ZONING APPLICATION

**APPLICANT:** Name: Green Castle Properties, LLC

Address: 200 Ottawa Avenue, NW; Ste 800

City & Zip Code Grand Rapids, MI 49503

Telephone: 616-774-4044

Email Address: cschiefler@dpfox.com

**OWNER: \* (If different from Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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 checked="" 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:\*\***

Demolition of existing buildings and construction of new car dealership and supporting customer parking and inventory parking.

(\*\*Use Attachments if Necessary)  
-SEE OTHER SIDE-

**LEGAL DESCRIPTION OF PROPERTY\*\*:**

See Attachment

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(\*\*Use Attachments if Necessary)

**PERMANENT PARCEL (TAX) NUMBER:** 41-19 08-451-054, -031, -032, -052

**ADDRESS OF PROPERTY:** ~~6095, 6115, 6143~~ 28th Street, SE & 6120 Charlevoix Woods Court SE

**PRESENT USE OF THE PROPERTY:** Miscellaneous Retail & Business

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

Name(s)

Address(es)

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**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.)*

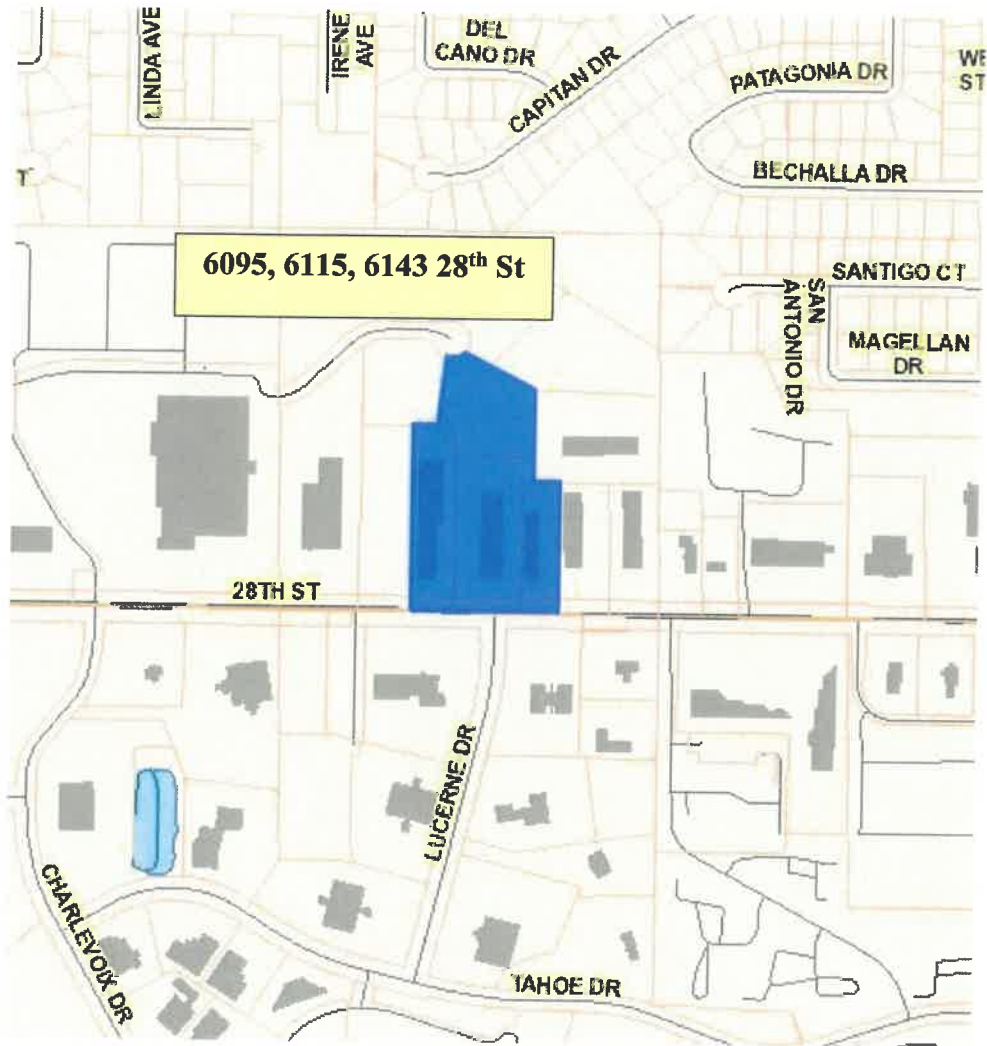
\_\_\_\_\_  
Owner – Print or Type Name  
(\*If different from Applicant)

Green Castle Properties, LLC  
\_\_\_\_\_  
Applicant – Print or Type Name

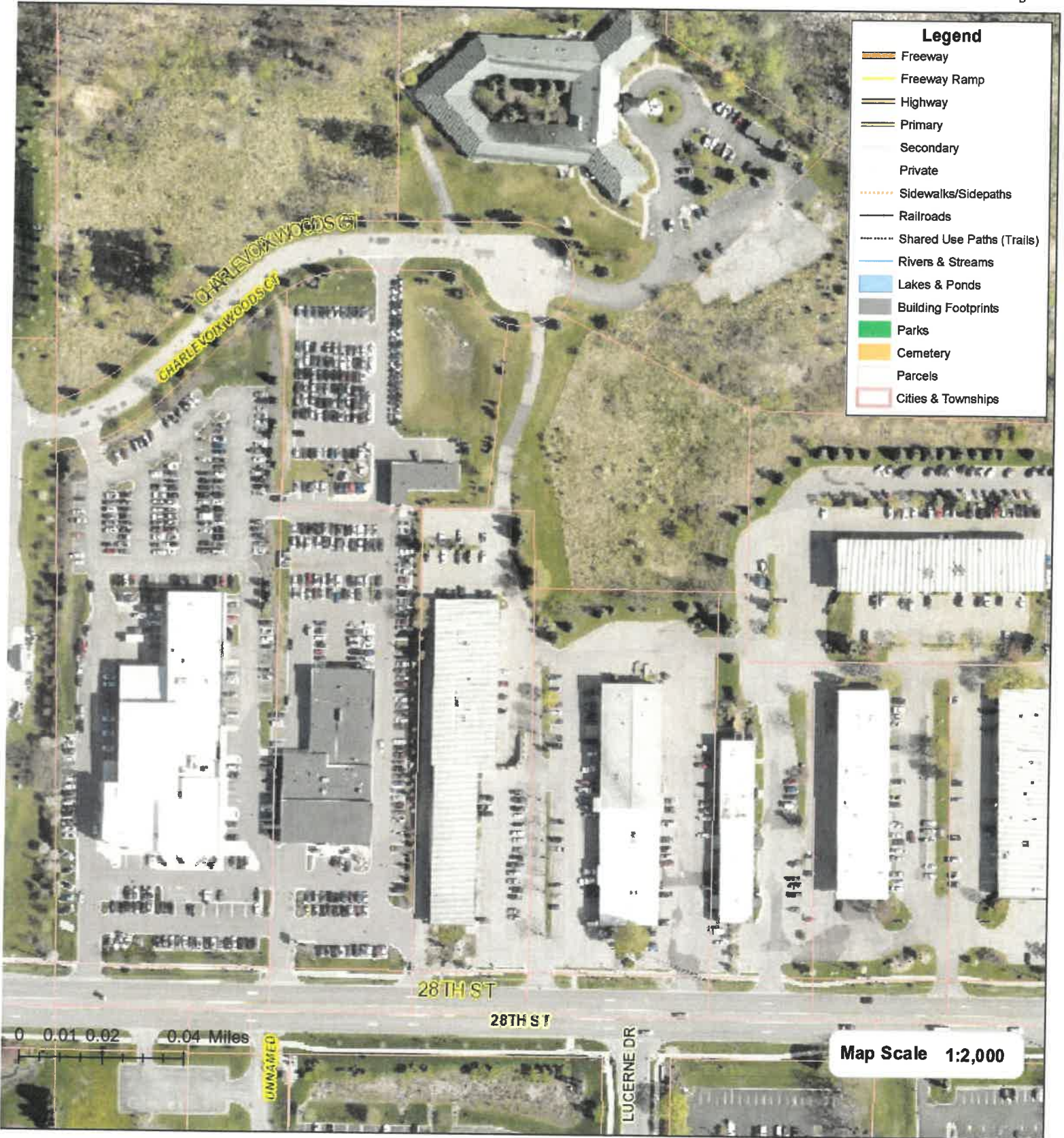
\*\_\_\_\_\_  
Owner's Signature & Date  
(\*If different from Applicant)

*Colin Schiefler* 08/05/2020  
\_\_\_\_\_  
Applicant's Signature & Date

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



# TITLE



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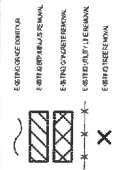


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**REMOVAL / DEMOLITION NOTES**

1. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.
2. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.
3. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.
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7. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.
8. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.
9. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.
10. ALL EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.

**LEGEND**



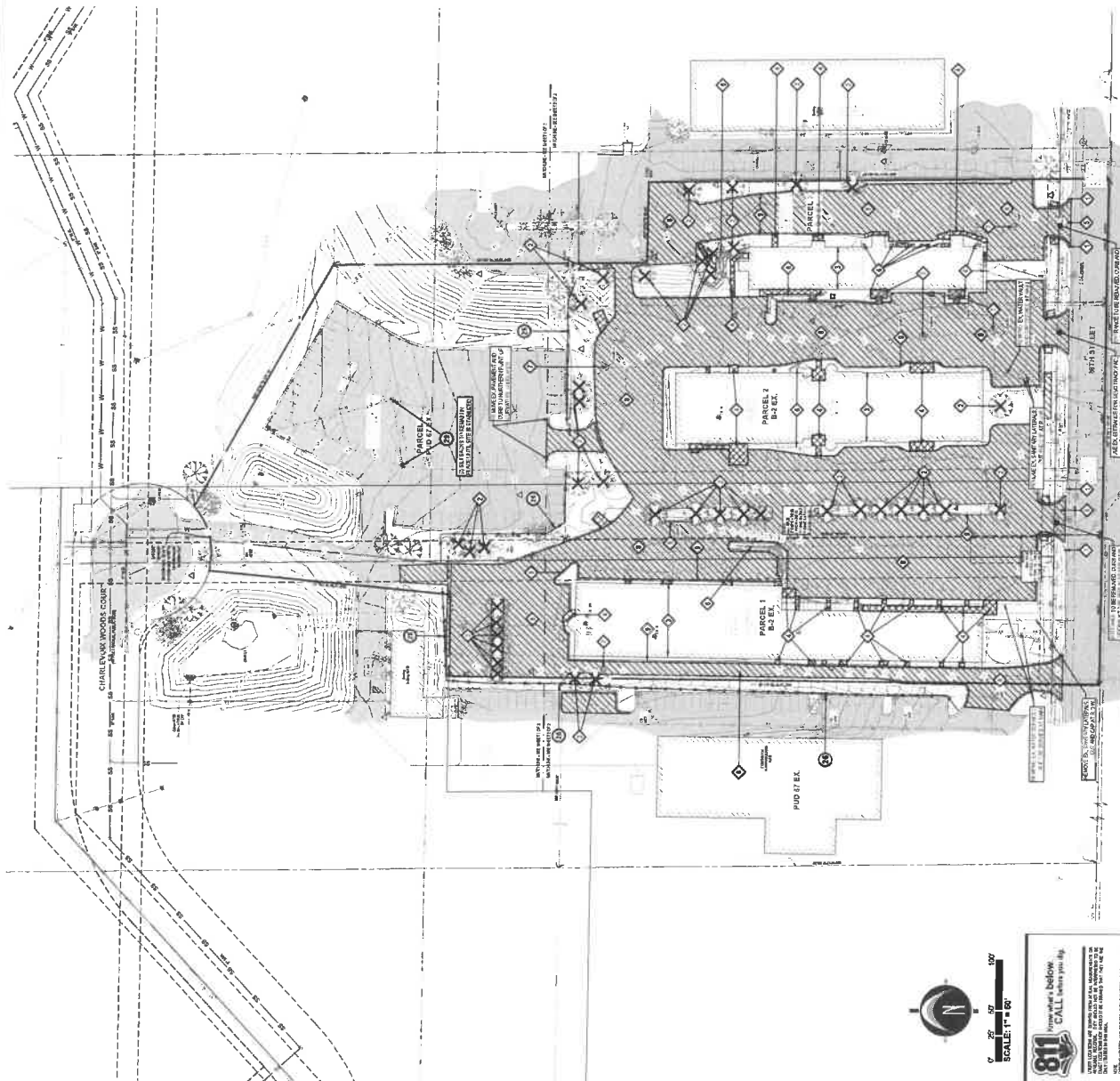
**REMOVAL / DEMOLITION NOTES**

1. REMOVE EXISTING STRUCTURE.
2. REMOVE EXISTING STRUCTURE.
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8. REMOVE EXISTING STRUCTURE.
9. REMOVE EXISTING STRUCTURE.
10. REMOVE EXISTING STRUCTURE.

**SOIL EROSION AND SEDIMENTATION CONTROL NOTES**

1. CONTROL EROSION AND SEDIMENTATION.
2. CONTROL EROSION AND SEDIMENTATION.
3. CONTROL EROSION AND SEDIMENTATION.
4. CONTROL EROSION AND SEDIMENTATION.
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10. CONTROL EROSION AND SEDIMENTATION.

NOTE: EXISTING STRUCTURES, SANITARY SEWER LATERALS TO BE CUT AND CAPPED AT THE POINT OF WAY, EXISTING STRUCTURE WATER / FIRE LINES TO BE CUT AND CAPPED AT THE MAIN.



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 Fax: 616.222.1669  
 www.nederveld.com

**PREPARED FOR:**  
 Grand Rapids, MI 49503

**REVISIONS:**

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	05/17/2009
2	REVISED PER COMMENTS	06/17/2009
3	REVISED PER COMMENTS	07/15/2009
4	REVISED PER COMMENTS	08/11/2009
5	REVISED PER COMMENTS	09/01/2009
6	REVISED PER COMMENTS	10/01/2009
7	REVISED PER COMMENTS	11/01/2009
8	REVISED PER COMMENTS	12/01/2009
9	REVISED PER COMMENTS	01/01/2010
10	REVISED PER COMMENTS	02/01/2010
11	REVISED PER COMMENTS	03/01/2010
12	REVISED PER COMMENTS	04/01/2010
13	REVISED PER COMMENTS	05/01/2010
14	REVISED PER COMMENTS	06/01/2010
15	REVISED PER COMMENTS	07/01/2010
16	REVISED PER COMMENTS	08/01/2010
17	REVISED PER COMMENTS	09/01/2010
18	REVISED PER COMMENTS	10/01/2010
19	REVISED PER COMMENTS	11/01/2010
20	REVISED PER COMMENTS	12/01/2010

**28TH STREET PARCELS**  
**Demolition & SESC Plan**

**STAMP:**

PROJECT NO: 19410962  
 SHEET NO: C-203









Experiences... the Difference

PROJ.	REV.	DESCRIPTION	DATE	BY	CHK.	APP.
101	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
102	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
103	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
104	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
105	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
106	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
107	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
108	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
109	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
110	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
111	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
112	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
113	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
114	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
115	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
116	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
117	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
118	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
119	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML
120	1.00	24" DIA. 10' LONG	10/10/10	JL	ML	ML

NO.	DESCRIPTION	DATE	BY	CHK.	APP.
1	24" DIA. 10' LONG	10/10/10	JL	ML	ML
2	24" DIA. 10' LONG	10/10/10	JL	ML	ML
3	24" DIA. 10' LONG	10/10/10	JL	ML	ML
4	24" DIA. 10' LONG	10/10/10	JL	ML	ML
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19	24" DIA. 10' LONG	10/10/10	JL	ML	ML
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20	24" DIA. 10' LONG	10/10/10	JL	ML	ML

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 GRAND RAPIDS  
 1000 1st Ave. S.E.  
 Grand Rapids, MI 49509  
 Phone: 616.222.1688  
 Fax: 616.222.1689

**NEDERVELD**

Prepared For:  
 Crown Castle Property, LLC  
 Celia Schiller  
 200 Ottawa Avenue NW  
 Grand Rapids, MI 49503

PROJECT NO: 1640982  
 SHEET NO: C-401

STAMP:

Utility Plan - Sanitary Laterals  
 28TH STREET PARCELS

6025, 6115 and 6143 28th Street and 6120 Cascade Woods Court SE  
 PART OF THE SOUTHEAST 1/4 OF SECTION 16 T6N R10W,  
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

DATE: 10/10/10  
 DRAWN BY: JL  
 CHECKED BY: ML  
 APPROVED BY: ML

Experiences... the Difference



NEDEVELD  
 10000 W. 130th Ave.  
 Grand Rapids, MI 49506  
 Phone: 616-222-1888  
 Fax: 616-222-1889  
 Website: www.nedeveld.com

PREPARED FOR:  
 City of Grand Rapids  
 200 Ottawa Avenue NW  
 Grand Rapids, MI 49503

REVISIONS:

NO.	DATE	DESCRIPTION
1	08/11/2010	ISSUED FOR PERMIT
2	08/11/2010	REVISED TO ADD NOTES
3	08/11/2010	REVISED TO ADD NOTES
4	08/11/2010	REVISED TO ADD NOTES
5	08/11/2010	REVISED TO ADD NOTES
6	08/11/2010	REVISED TO ADD NOTES
7	08/11/2010	REVISED TO ADD NOTES
8	08/11/2010	REVISED TO ADD NOTES
9	08/11/2010	REVISED TO ADD NOTES
10	08/11/2010	REVISED TO ADD NOTES

PROJECT NO: 1940982  
 SHEET NO: C-500

28TH STREET PARCELS  
 DETAILS & SPECIFICATIONS  
 8000 E. 15th and 81st Street, Kent County, Michigan  
 PART OF THE SOUTH EAST 1/4 SECTION 9 TOWNSHIP 36 N. RANGE 18 E. CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

CONCRETE PAVEMENT DETAIL

72"x9" PRECAST OUTLET CONTROL STRUCTURE - M.H. 102

CONCRETE PAVEMENT WITH SNOWMELT DETAIL

TEMPORARY CRUSHED ROCK TRACKING PAD

UNDER DRAIN AT CURB DETAIL

ORIFICE DETAIL

WER WALL DETAIL

SPILL CURB

24" CONCRETE ROLLED CURBS DETAIL

CONCRETE PAVEMENT DETAIL

STANDARD DUTY BITUMINOUS PAVEMENT CROSS SECTION DETAIL

CONCRETE CURB AND GUTTER DETAIL

EROSION CONTROL BLANKET DETAIL

INTEGRAL CURB AND WALK DETAIL

WATER MAIN TRENCH AND BACKFILL DETAIL

STORM SEWER TRENCH AND BACKFILL DETAIL

SANITARY SEWER TRENCH AND BACKFILL DETAIL

WATERMAIN AND SANITARY SEWER

CONSTRUCTION NOTES

GENERAL

WATERMAIN INLET FILTER DETAIL

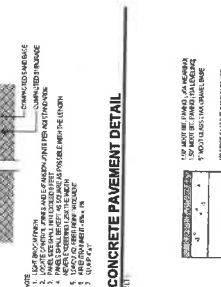
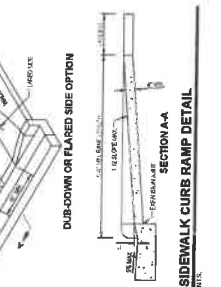
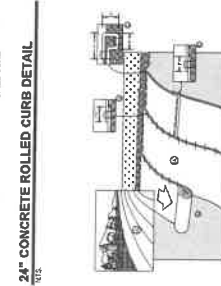
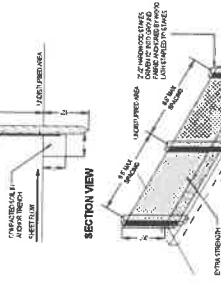
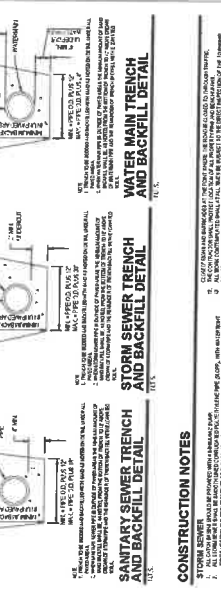
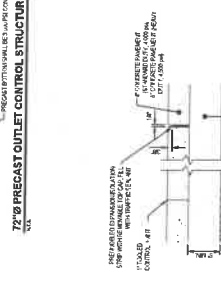
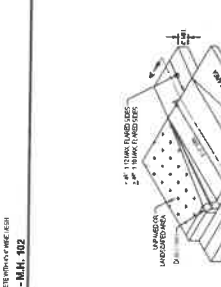
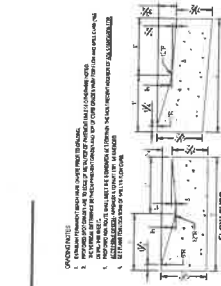
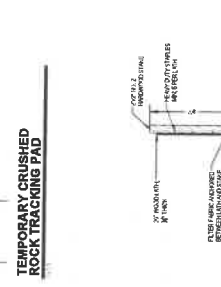
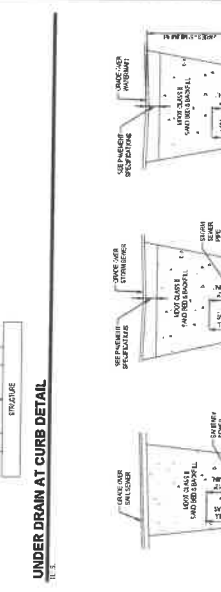
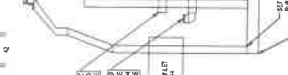
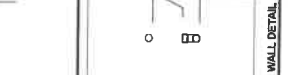
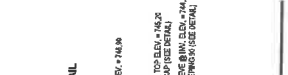
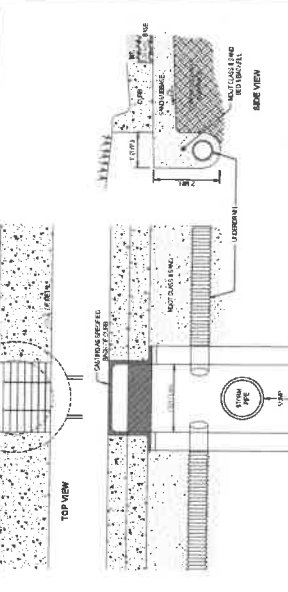
CONCRETE CURB AND GUTTER DETAIL

CONCRETE CURB AND GUTTER DETAIL

CONCRETE CURB AND GUTTER DETAIL

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CONCRETE CURB AND GUTTER DETAIL



CONSTRUCTION NOTES

1. ALL CURBS SHALL BE FINISHED WITH A MAXIMUM 1/8" FINISH.
2. ALL CURBS SHALL BE FINISHED WITH A MAXIMUM 1/8" FINISH.
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GENERAL

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GENERAL

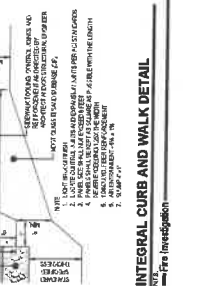
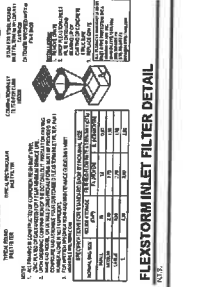
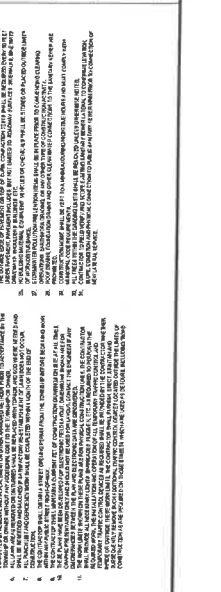
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**FOX SUBARU**  
 2841 28th St SE  
 Grand Rapids, MI 49508

**GHAFARI**  
 88 MONROE CENTER & FIRST AVE  
 GRAND RAPIDS, MI 49503-2000 USA  
 TEL: +1 616 771 5800  
 www.ghafari.com

NOT FOR CONSTRUCTION

NO.	DATE	DESCRIPTION
1	10/20/20	REVISED
2	11/15/20	REVISED
3	12/10/20	REVISED
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6	03/10/21	REVISED
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319	04/10/47	REVISED
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DP Fox / Fox Motor Group

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SUITE 400  
GRAND RAPIDS, MI 49503-2004  
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CONSTRUCTION

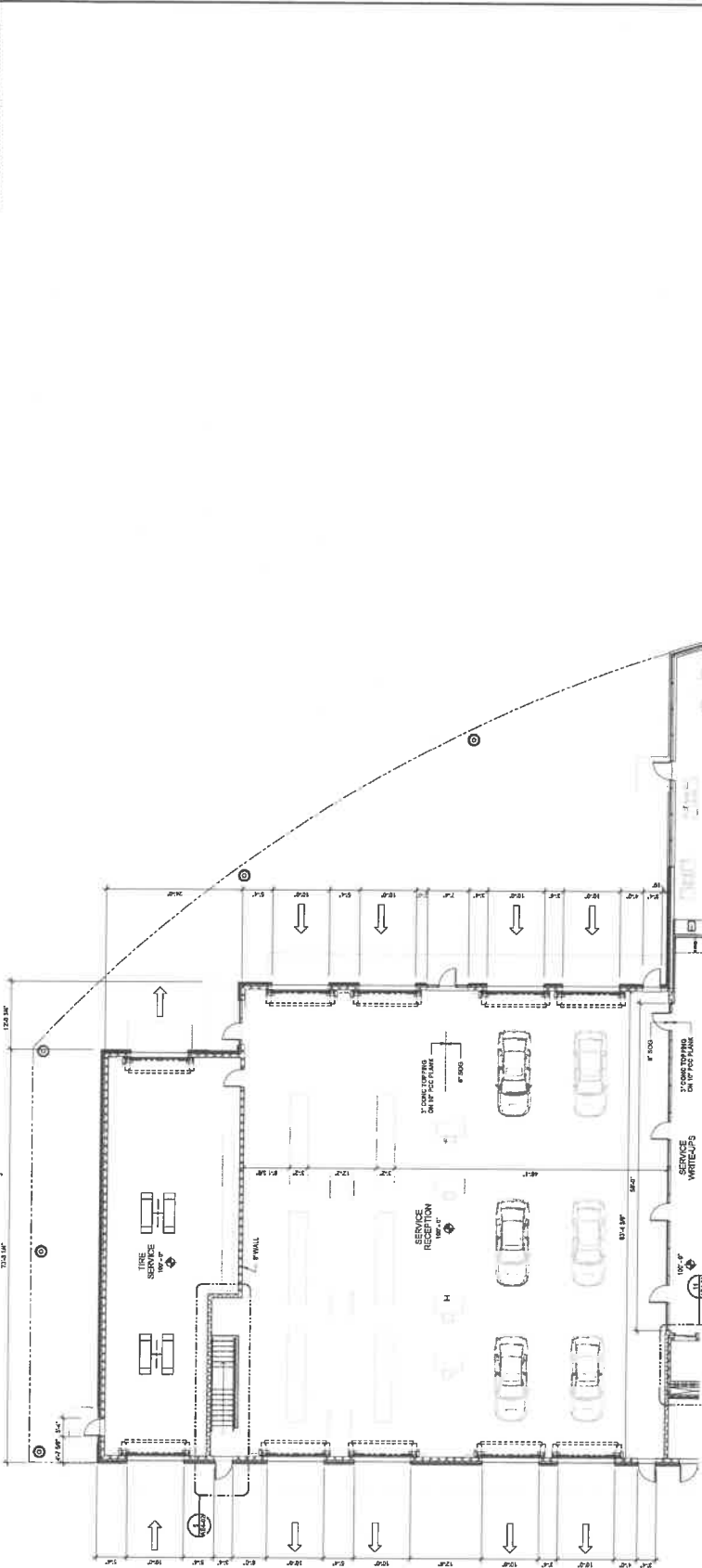
NOT FOR CONSTRUCTION

PROJECT #	
PROJECT MANAGER	D. HANDEL
DESIGNED BY	A. HANDEL
DRAWN BY	A. HANDEL
CHECKED BY	A. HANDEL
DATE	10/15/14
SCALE	AS SHOWN

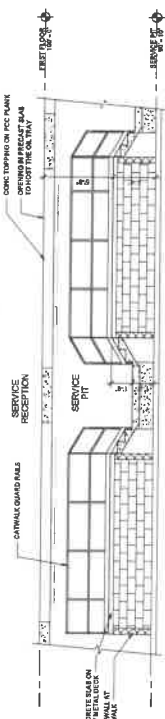
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FIRST FLOOR PLAN  
AREA B  
AE1-02  
SHEET NUMBER

GENERAL NOTES

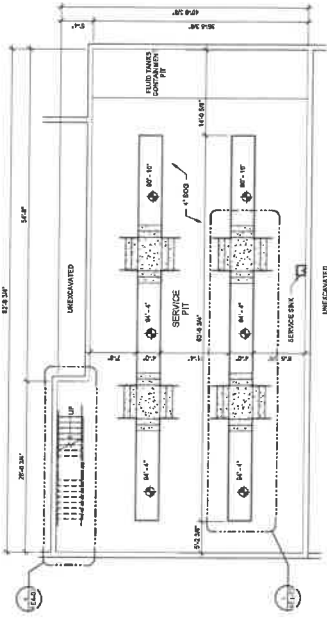
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ARCHITECTURAL FIRST FLOOR PLAN AREA B  
SCALE 1/8\"/>

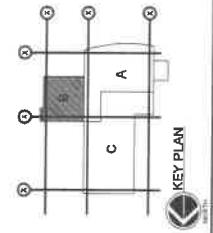


2 ENLARGED CATWALK SECTION AT PIT LEVEL  
SCALE 1/4\"/>



ARCHITECTURAL SERVICE PIT FLOOR PLAN  
SCALE 1/8\"/>

1 SERVICE RECEPTION PIT CATWALK AT PIT LEVEL  
SCALE 1/4\"/>



KEY PLAN

FOX MOTORS

DP Fox / Fox Motor Group

FOX SUBARU

2000 S. Grand Blvd

Grand Rapids, MI 49504

GHAFARI

15 MONROE CENTER STREET NW  
GRAND RAPIDS, MI 49503-2900 USA  
TEL: 616.455.1100  
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CONSULTANT INFORMATION

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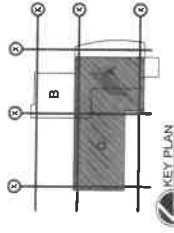
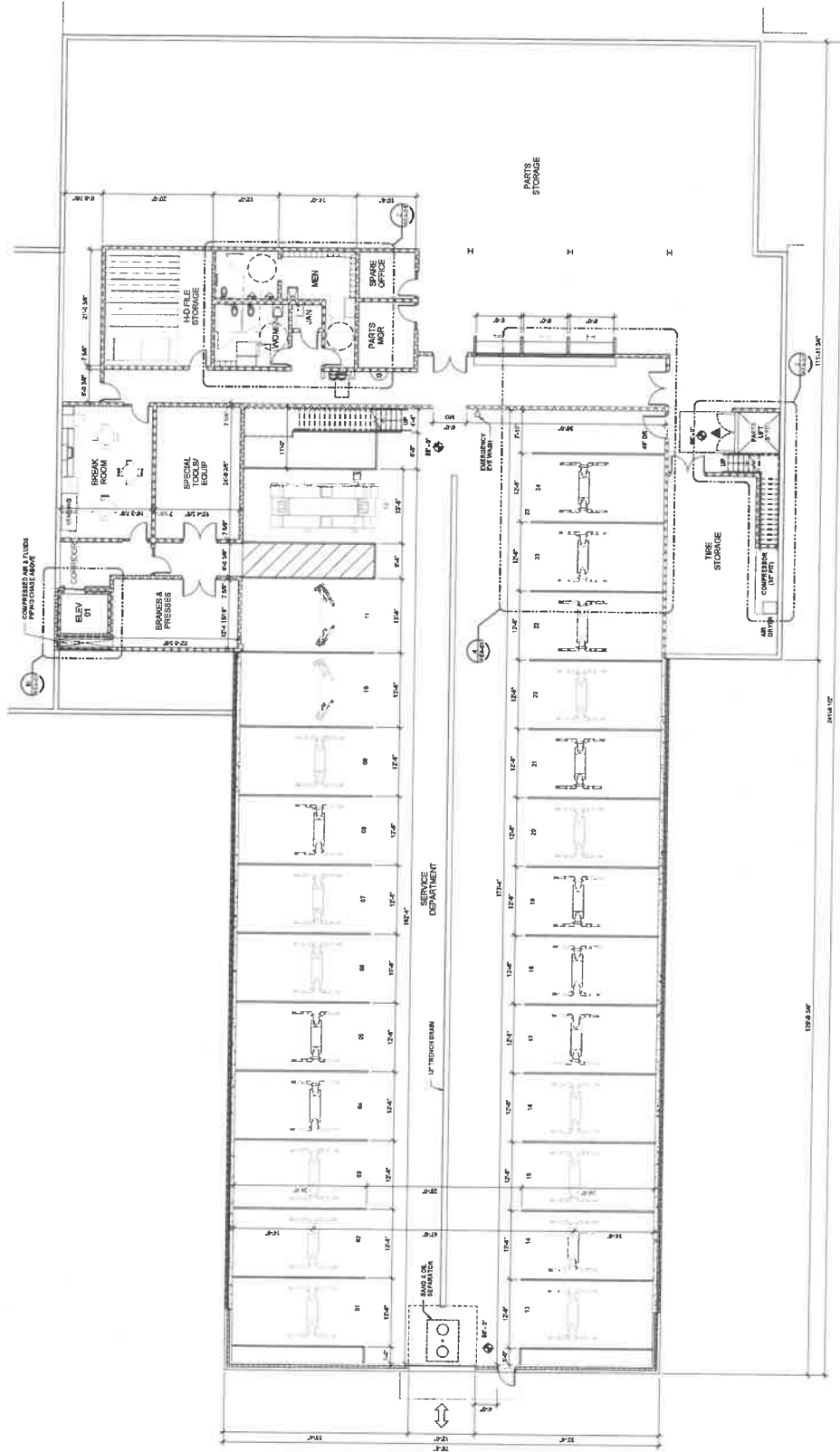
PROJECT: FOX MOTORS  
PROJECT MANAGER: J. GARDNER  
DESIGNED BY: J. GARDNER  
CHECKED BY: J. GARDNER  
DATE: 11/11/11

ARCHITECTURAL LOWER FLOOR PLAN AREA C

AE1-03

GENERAL NOTES

1. REFER TO SHEET AE1-01 FOR GENERAL NOTES.



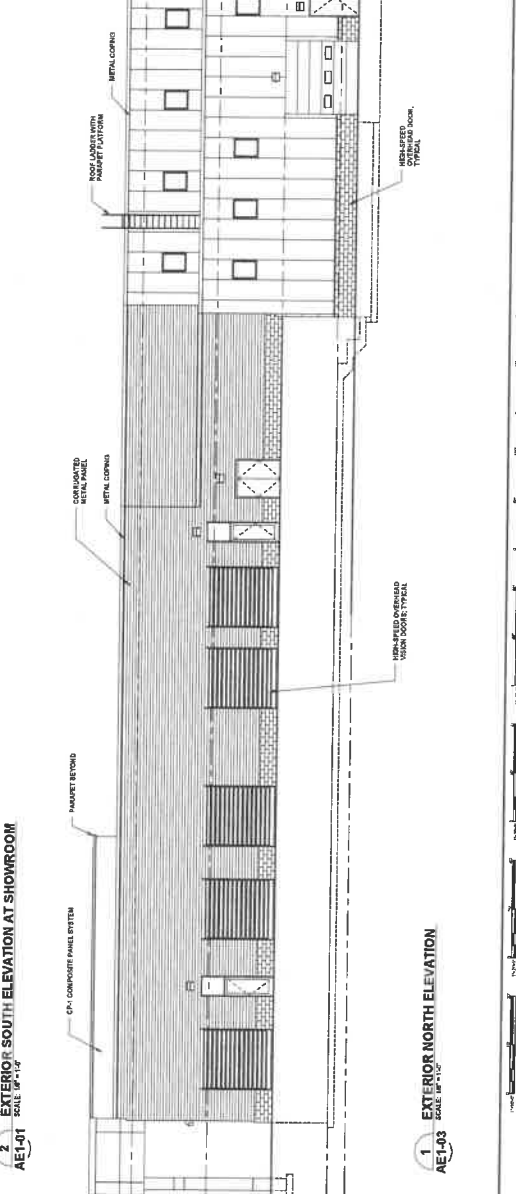
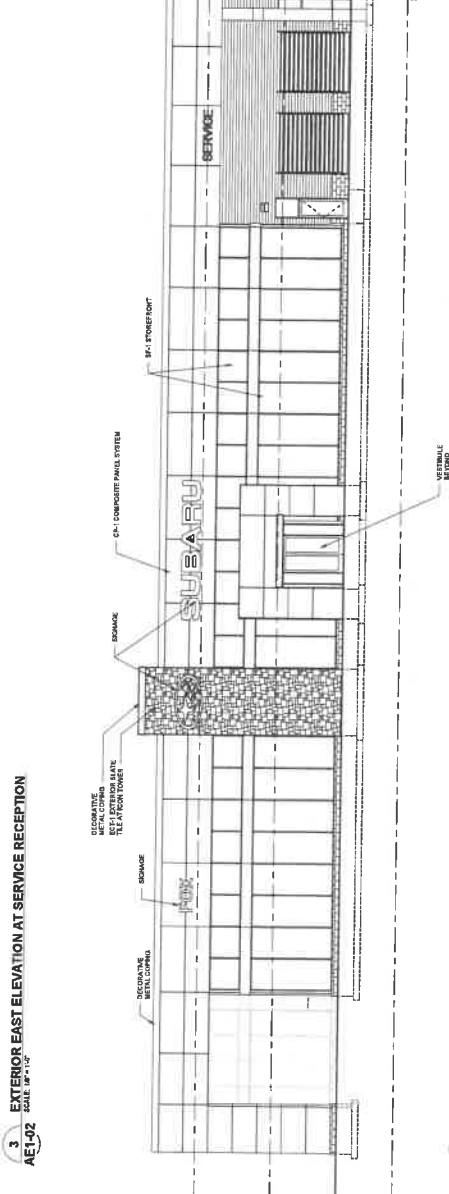
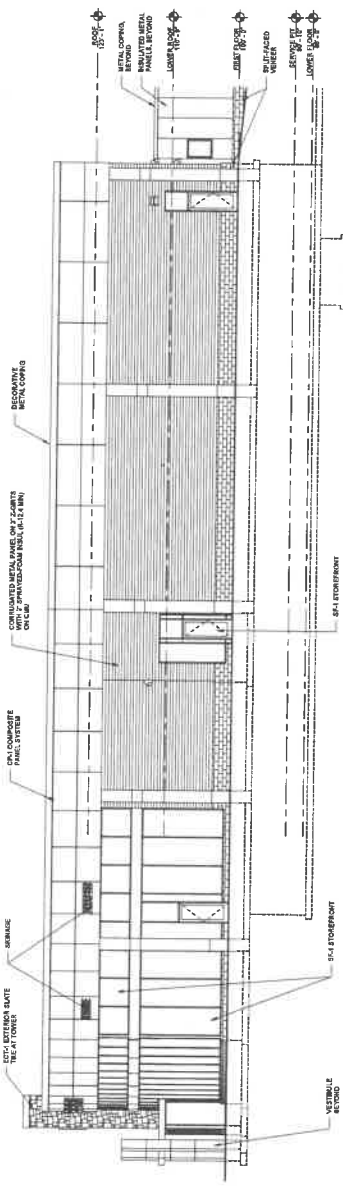
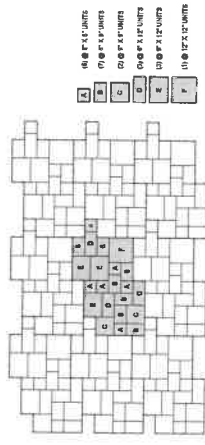
ARCHITECTURAL LOWER FLOOR PLAN





**PRODUCT INFORMATION**

ITEM NO.	DESCRIPTION	MANUFACTURER	FINISH
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102	INSULATED METAL PANEL SYSTEM	SPAL	SPAL
103	ROOFING	SPAL	SPAL
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Citrus Tidy & Assoc., Inc.  
 1000 West River Center Dr  
 Cornsbrook Park, NJ 08921  
 PH: 610-567-2400  
 www.citrus.com

DESIGNED FOR:  
 TOWN & COUNTRY  
 1000 West River Center Dr  
 Cornsbrook Park, NJ 08921  
 PH: 610-567-2400  
 www.townandcountry.com



ADDRESS  
**FOX SUBARU**

SALES	T MCBRIDE
DATE	11.6.2020
DESIGNER	JEN YONKERS
REVISIONS	
DATE	NAME
12112020	MCBRIDE
1142021	T&C

SHEET

**1**



**PHOTOMETRIC PLAN**

SCALE: NTS



December 28, 2020

Project No. 170168

Brian Hilbrands  
Planner  
Cascade Charter Township  
2865 Thornhills Avenue, SE  
Grand Rapids, MI 49546

**Fox Subaru  
Site Plan Review**

Dear Brian:

We have reviewed the site plan for Fox Subaru, prepared by Nederveld. The development is located across three parcels; 6095, 6115, and 6143 – 28th Street. The current site plan and basis of this review are dated December 8, 2020. The proposed project is the demolition of three existing buildings and the construction of a new 37,800 square-foot building to be used as a car dealership. The site is in the Thornapple River watershed, subdrainage district Schoolhouse Creek.

## 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 stormwater drainage characteristics of the development site. The site is located in Stormwater Management Zone A, which requires retention of the 100-year storm event and infiltration where possible. Where soil conditions or other factors do not allow for adequate infiltration, the SWO requires detention of the 25-year storm event with a controlled release and a direct connection for stormwater runoff for the 100-year storm event, or detention of the 100-year storm event. The SWO also requires the first 0.5-inch of stormwater runoff be detained and released over a 24-hour period (Water Quality Control) and the 2-year storm event release rate be limited to 0.05 cfs/acre (Bank Erosion Control).

The applicant provided the results of a soils investigation including soil borings and infiltration tests at the location of a proposed underground retention system. Soils were found to be primarily poorly graded sand (SP) and clayey sand (SC) with some clayey fines and traces of gravel. Infiltration tests results at the retention basin were 8 inches/hour and 5.5 inches/hour. The infiltration tests were taken at the bottom of the proposed retention basin, as required by the SWO. The soils investigation revealed that the soils at the retention basin may be suitable for stormwater infiltration. Therefore, the underground retention system shall be designed to infiltrate the 100-year storm event.

The proposed stormwater management design is to infiltrate the 100-year storm event in an underground retention system. The retention system was sized using an infiltration rate of 2.5 inches/hour, one-half of the lowest infiltration test result, in accordance with the SWO. An outlet control structure will be constructed with the retention system; however, the outlet orifices will be capped. In the future, in the event the retention system

does not infiltration as designed, the caps on the outlet orifices can be removed and stormwater discharged to the storm sewer system. The proposed stormwater management design is in accordance with the SWO.

### **Water Quality Control and Bank Erosion Control**

The SWO requires the first 0.5 inch of stormwater runoff be detained and released over a 24-hour period. The proposed underground retention system will infiltrate all stormwater from the site up to the 100-year storm event. The design is in accordance SWO.

### **Stormwater Runoff**

The applicant provided stormwater calculations to size the retention system and onsite storm sewer system. All stormwater runoff from the site will discharge to the retention system. Therefore, the site will not see an increase in rate of stormwater leaving the site.

### **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 attached checklist for items and comments on each item. Please note a maintenance agreement is required before construction begins. The agreement should be submitted to the Township for review. The maintenance agreement and plan should include at a minimum maintenance of the retention system and cleaning of catch basin sumps.

### **Utilities**

The new building will be serviced by a new 6-inch fire line and 4-inch domestic water service. The new water services will tap into the existing 8-inch water main adjacent to 28th Street. A new 6-inch sanitary sewer lateral is proposed at the north end of the building. The sanitary sewer lateral extends north to an existing sewer lateral near Charlevoix Woods Court. City of Grand Rapids permits will be required for the water and sanitary sewer connections prior to construction taking place.

### **Soil Erosion and Sedimentation Control**

Soil Erosion and Sedimentation Control (SESC) measures are provided on the plan drawings. The applicant has included silt fence along the limits of clearing and grading, silt sacks in catch basins, and construction tracking control. SESC falls under the review and approval of the Kent County Road Commission and a permit is required before construction can begin. If the disturbed area on the site exceeds five acres, a Notice of Coverage is required with EGLE. The SESC measures indicated on the drawings appear appropriate, given the expected work.

### **Summary**

The proposed stormwater management design meets the Township SWO requirements for new developments. The applicant will need to apply for and obtain several permits (SESC, KCRC, water and sanitary sewer from the City) prior to beginning construction. We recommend approval of the site plan from an engineering standpoint.

Sincerely,



**Nathan R. Torrey, PE**  
Senior Civil Engineer

Attachment

By email

Copy: Michael L. Berrevoets, PE – Fishbeck

**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*

**Fox Subaru**

Drainage Plan Checklist

- OK (1) Location of the development site and water bodies that will receive storm water runoff  
*All stormwater runoff from the site is collected in an underground retention system.*
- 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 have been provided.*
- OK (3) Development tributary area to each point of discharge from the development  
*Stormwater calculations and tributary areas were provided by the applicant.*
- OK (4) Calculations for the final peak discharge rates  
*The applicant provided calculations for design of the onsite storm sewer system and retention system.*
- OK (5) Calculations for any facility or structure size and configuration  
*Stormwater runoff calculations were provided by the applicant.*
- 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.*
- OK (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 off-site and on-site drainage outlet restrictions other than culverts should be noted on the drainage map  
*Offsite drainage areas were not indicated by the applicant.*
- OK (8) An implementation plan for construction and inspection of all storm water runoff facilities necessary to the overall drainage plan, including a schedule of the estimated dates of completing construction of the storm water runoff facilities shown on the plan and an identification of the proposed inspection procedures to ensure that the storm water runoff facilities are constructed in accordance with the approved drainage plan  
*A construction schedule was included on the plans.*
- OK (9) Plan to ensure the effective control of construction site storm water runoff and sediment track-out onto roadways  
*The SESC measures shown on the plan appear appropriate given the expected work. SESC falls under the review and approval of the Kent County Road Commission, a permit is needed before construction can begin.*

- OK (10) Drawings, profiles, and specifications for the construction of the storm water runoff facilities reasonably necessary to ensure that storm water runoff will be drained, stored, or otherwise controlled in accordance with this ordinance  
*The applicant provided calculations and design details for construction of the onsite storm sewer system and retention system.*
- NR (11) Maintenance agreement, in form and substance acceptable to the Township, for ensuring maintenance of any privately owned storm water 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 that the facilities are not maintained in accordance with the approved drainage plan, the agreement shall authorize the Township to maintain any on-site storm water 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 that designed the drainage plan and that will inspect final construction of the storm water 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 that the drainage plan complies with the Township's design and performance standards for drains and storm water management systems

OFFICE OF THE DRAIN COMMISSIONER

William R. Byl, Drain Commissioner  
1500 Scribner NW, Grand Rapids, Michigan 49504-3233  
Telephone: (616) 336-3688 Fax: (616) 336-3575



APPLICATION AND PERMIT

Project Name: Fox Subaru

Permit No. \_\_\_\_\_  
(Office use only)

APPLICANT INFORMATION:

Contact Name: Colin Schiefler

Email Address: cschiefler@dpfox.com

Agency Name: Green Castle Properties, LLC

Phone No. Home: \_\_\_\_\_

Address: 200 Ottawa Ave NE Suite 800

Phone No. Work: 616-540-4988

City: Grand Rapids

State: MI Zip: 49503

CONTRACTOR INFORMATION:

Name: To Be Determined

Phone No. Work: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

ENGINEER INFORMATION:

Name: Brandon Simon, PE

Phone No. Work: 616-575-5190

Agency Name: Nederveld, Inc.

Email Address: bsimon@nederveld.com

Address: 217 Grandville Ave SW Suite 302

City: Grand Rapids

State: MI Zip: 49503

LOCATION:

Drain Name: Foremost

City/Township: Cascade Township

Section 8, T6 N, R10W

Property Address: 6095, 6115, 6143 28th St SE

Parcel #: 41-19-08-451-052

Is there an access road to the project? Yes  No

If yes, type of road: Private  Public  Gravel  Paved

Name of closest road intersections: 28th and Lucerne

Is there a house/building or address visible from the road? (If so describe)

Fox Subaru car dealership signs and storefront visible from 28th street.

OFFICE OF THE DRAIN COMMISSIONER  
William R. Byl, Drain Commissioner  
1500 Scribner NW, Grand Rapids, Michigan 49504-3233  
Telephone: (616) 336-3688 Fax: (616) 336-3575



Describe the best and nearest visible landmark to the project site:

760 due East of Walmart Supercenter on 28th street

**PROJECT DESCRIPTION:**

Provide a general description of the project (attach extra sheets if necessary) demolition of existing structures and construction of new parking and new dealership building for Fox Subaru

**PROJECT CONDITIONS:**

1. A **PERMIT FEE** in the amount of \$50.00 must accompany the application. This fee does not guarantee a permit. Make checks payable to KENT COUNTY DRAIN COMMISSION.
2. The crossing/connection/relocation shall be constructed at the location, elevation, and manner shown on the drawing attached hereto, which is, hereby, made a part of this agreement.
3. All work done in connection with said construction shall be done in a good and workmanlike manner, and said drain shall be left in a good condition. Upon the completion of said construction, the contour shall be, as near as possible, the same as that which existed prior to the start of construction.
4. Care shall be exercised such that the drain shall be maintained and left unobstructed during construction so as to prevent the backing up of water which would cause flooding of adjacent land.
5. In the event that work on the Drain causes damage to or an increase in the costs of maintenance or improvement of said Drain in any way, the applicant agrees to pay for all costs associated with the additional costs for maintenance, repair, and improvement of the Drain. Any unpaid costs associated with maintenance, repair, and improvement will act as a lien on the Property.
6. The applicant agrees that within 30 days after completion of the work described herein, the applicant will deliver to the Drain Commissioner a certificate stating that the work has been performed in accordance with the terms thereof.
7. The applicant agrees to notify the Drain Commissioner when the work described herein will commence so an inspector may be present, if necessary.
8. Authority granted by this permit does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, Public Act of 1994, or the need to acquire applicable MDEQ permits.

I certify, as applicant, I am the legal owner of the property for which this permit will serve/or I am the owner's authorized agent or I am the agency responsible for the proposed connection/crossing/ construction within the County Drain.

Signature: Colin Schiefler

Date: 12/08/2020

(Office use only below this line)

Approved

Approved as noted

Revise and Resubmit

Not Approved

Comments: Notify when connection is made

Signature: [Signature]

Date: 12/14/2020

**Cascade Charter Township  
Ordinance #\_\_ of 2021**

An Ordinance to amend the

**EAST IMPORTS PLANNED UNIT DEVELOPMENT PROJECT**

as follows:

**Cascade Charter Township Ordains:**

**Section 1**

Section II. – Legal Description. Section II is amended to include the additional legal descriptions:

Subaru Site Legal Description – 6095 28<sup>th</sup> Street

411908451054 PART OF SW 1/4 COM 454.25 FT E ALONG S SEC LINE FROM S 1/4 COR TH E ALONG S SEC LINE 148.75 FT TH N 0D 43M 11S W 642.0 FT TH N 89D 32M 03S W 135.10 FT TH S 0D 29M 57S W 641.86 FT TO BEG \* SEC 8 T6N R10W 2.09 A. SPLIT ON 12/10/2004 FROM 41-19-08-451-043, 41-19-08-451-046; SPLIT/COMBINED ON 02/20/2017 FROM 41-19-08-451-047, 41-19-08-451-048, 41-19-08-451-049, 41-19-08-451-021, 41-19-08-451-027

Subaru Site Legal Description – 6115 28<sup>th</sup> Street

PART OF SE 1/4 COM 603.0 FT E ALONG S SEC LINE FROM S 1/4 COR TH E ALONG S SEC LINE 230.23 FT TH N PAR WITH N&S 1/4 LINE 530.39 FT TO N LINE OF S 530.38 FT OF SW 1/4 SE 1/4 TH W ALONG SD N LINE 230.88 FT TO A LINE BEARING N PAR WITH N&S 1/4 LINE FROM BEG TH S PAR WITH N&S 1/4 LINE 530.88 FT TO BEG \* SEC 8 T6N R10W 2.81 A.

Subaru Site Legal Description – 6143 28<sup>th</sup> Street

PART OF SE 1/4 COM 833.23 FT E ALONG S SEC LINE FROM S 1/4 COR TH E ALONG S SEC LINE 122.0 FT TO A PT 30 FT W FROM /MEAS PERP TO/ E LINE OF W 1/2 E 1/2 SW 1/4 SE 1/4 TH N PAR WITH SD E LINE 455.0 FT TO N LINE OF S 455 FT OF SW 1/4 SE 1/4 TH W ALONG SD N LINE 80.0 FT TO A PT 110 FT W FROM /MEAS PERP TO/ E LINE OF W 1/2 E 1/2 SW 1/4 SE 1/4 TH N PAR WITH SD E LINE 75.38 FT TO N LINE OF S 530.38 FT OF SW 1/4 SE 1/4 TH W ALONG SD N LINE 42.0 FT TO A LINE BEARING N PAR WITH N&S 1/4 LINE

FROM BEG TH S PAR WITH N&S 1/4 LINE 530.39 FT TO BEG \* SEC 8 T6N R10W  
1.34 A.

## **Section 2**

Section IV. – Purpose. Section IV is amended to read as follows:

The Project occupies approximately 18.0 acres of land. The Project is proposed to be expanded to allow for a new (Subaru) new and used automobile sales and related uses. The Planned Unit Development technique has been chosen by the Developer to provide more control over the Project's aesthetics and appearance. This development technique provides the Developer with the ability to develop the Project in a manner to meet market expectations and develop the project in a unified manner with the existing East Imports PUD (Porsche and Audi) new and used automobile dealership.

The regulations contained herein are established to define the procedures necessary to ensure high quality development in the Project. Additionally, they are designed to achieve integration of this development with adjacent land uses.

## **Section 3**

Section VI. – Permitted Uses. Section VI is amended to read as follows:

### **1. New and Used Car sales.**

- A. One (1) 34,600 square foot building. This building will be constructed as shown on the approved site plan dated 12/23/03 as drawn by Concept Design Group (the approved site plan).
- B. One (1) 20,000 square foot building. This building will be constructed as shown on the approved site plan dated 1/2/14.
- C. One (1) 3,200 square foot single story detail building as shown on the approved site plan dated 1/2/14.

This site will also be able to utilize the following uses associated with the new and used automobile sale business on site:

- Normal repair and servicing associated with automotive sales.
  - Display of vehicles outside the building.
  - The display of vehicles for sale or lease inside and outside the building for periods in excess of 72 hrs.
  - Normal retail sales of parts as related to new and used automotive vehicle brands sold on-site.
  - Washing and detailing of vehicles both inside and outside the building.
- D. One (1) 37,803 square foot building. This building will be constructed as shown on the approved site plan dated 12/29/20.

#### **Section 4**

Section VII. – Site Plans & Design Guidelines, Requirements and Limitations.  
Subsection B is amended to read as follows:

**B. Parking**

1. A total of 1,005 parking spaces are provided. A minimum of 82 spaces must be reserved for customer parking with the rest of the parking allowed to be used for display of vehicles for sale. No vehicles are allowed to be displayed anywhere on the site except for an approved parking space as shown on the approved site plan.

#### **Section 5**

Section VIII. – Landscaping. Section VIII is amended to read as follows:

The project shall provide landscaping according to the approved landscape plans as drawn by Concept Design Group dated 1/02/14, the parking expansion plans drawn by Nederveld dated 7/25/17 and the approved landscape plans drawn by Nederveld dated 12/29/20. The developer shall be required to deposit a Performance guarantee for landscaping prior to obtaining a building permit.

#### **Section 6**

Section IX. – Signs. Section IX is amended to include the additional sign information:

SUBARU (new dealership 6115 28 <sup>th</sup> St)	
Star Cluster Oval Logo	36
"Subaru" Letter Sign	77
"FOX" Dealer Name	11.3
<u>Pylon Sign</u>	<u>98</u>
Total	222.3 sq ft

SUBARU DIRECTIONAL WALL MOUNTED	
Subaru "Service"	10
<u>Subaru "Express"</u>	<u>10</u>
Total	20 sq ft

SUBARU DIRECTIONAL OTHER	
Site Sign 1	10
<u>Site Sign 2</u>	<u>10</u>
Total	20 sq ft

#### **Section 7**

Section XI. – Land Splits. Section XI is amended to read as follows:

This project involves a portion of a larger parcel to the north; this parcel is currently identified as (6065 28th St. (41-19-08-451-037). Per the approval of the project this land division is already considered approved by Cascade Township provided it is completed as shown on the approved site plan.

This expanded project involves a land split and combination with two different properties to the north and east. The property to the north (6120 Charlevoix Woods Ct) will be split creating two parcels, the western piece will be combined with the Subaru parcel (6045 28th St). The eastern half will stand on its own.

In addition, the 6097 28th St will be split to create two parcels. The western half will be combined to the Subaru parcel and the eastern half will be combined to 6095 28th St.

The new Subaru building at 6115 28<sup>th</sup> Street will involve the combination of four parcels. 6095 28<sup>th</sup> Street, 6115 28<sup>th</sup> Street, 6143 28<sup>th</sup> Street and 6120 Charlevoix Woods Court will be combined into one parcel.

### **Section 8**

Section XIV. – Lighting. Section XIV is amended to read as follows:

The required lighting section of the Zoning Ordinance as amended shall regulate lighting for the project. The lighting at this project is limited to only those lights and those types of lights as indicated on the approved photometric lighting plan as drawn by Concept Design Group dated 11/10/03, the updated lighting plan dated 12/30/13 for the Subaru site and the parking expansion plan dated 7/25/17, and the updated lighting plan drawn by Crites, Tidey & Assoc. Inc for the Subaru site at 6115 28th Street dated 12/11/20. Furthermore, the total height of individual light poles is limited to the height indicated on the plan as well. All lights on the site are to be downcast or “shielded” type lights. If the developer chooses to utilize LED lights the new plan will be reviewed administratively by the Planning Department for compliance with our lighting regulations.

### **Section 9**

This Ordinance shall become effective 30 days after publication in the Grand Rapids Press, a newspaper of general circulation within Cascade Charter Township

The following Ordinance was offered by Board Member \_\_\_\_\_, Supported by Board Member \_\_\_\_\_. The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

ORDINANCE DECLARED ADOPTED

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Susan Slater  
Cascade Charter Township Clerk

CERTIFICATION

I certify the forgoing to be a true copy of an Ordinance adopted at a regular meeting of the Cascade Charter Township Board on the \_\_\_\_\_.

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Susan Slater  
Cascade Charter Township Clerk

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## TOWNSHIP BOARD MEMORANDUM

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To: Cascade Charter Township Board  
From: Grace Lesperance, Township Supervisor  
Subject: Consider Appointments to the Brownfield Redevelopment Authority (BRA) Board  
Meeting Date: February 24, 2021

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Under the Brownfield Redevelopment Act PA 381 of 1996, a municipality may create a brownfield Redevelopment Authority (BRA) to develop and implement brownfield projects. As part of the process, the governing body must approve appointments to the BRA board.

The Act requires that not less than 5 nor more than 9 persons be appointed by the chief executive officer of the municipality subject to the approval of the governing body. Of the initial members appointed, an equal number, as near as practicable, shall be appointed for 1 year, 2 years, and 3 years. This step can be worked out administratively with the BRA members after they are appointed.

Following the board appointments, an organizational meeting should be held by the BRA and local jurisdiction staff to elect officers, adopt bylaws and rules governing the BRA's procedures, and establish a meeting schedule.

The supervisor is recommending the following appointments to the BRA board:

1. Aaron Mead – Aaron is the Facility Solutions Group Director at Erhardt Construction. He currently serves as a member of the Zoning Board of Appeals as well.
2. Chris Noordyke – Chris is the Vice President of Business Development and Alliances at Diamanti. He also currently serves as a member of the Planning Commission.
3. Michelle Kleyla – Michelle has worked for over twenty years in strategy development, planning, and design for different areas throughout the country. She has experience in long-range master planning and pre-architectural programming. As a consultant, she also worked on transit-oriented development,

urban planning, and placemaking (using strategic tools to enhance peoples' experiences in their own communities). Michelle is also a new member to the DDA Board.

4. Kathy DeVries – Kathy is a business consultant/commercial realtor with Keller Williams and has a lot of experience in site acquisition and sales as well as some redevelopment background.
5. Grace Lesperance

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## TOWNSHIP BOARD MEMORANDUM

---

To: Cascade Charter Township Board

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

Subject: Consider Resolution for a Streetlight Replacement at 28<sup>th</sup> Street SE and WB I-96 Ramp

Meeting Date: February 24, 2021

---

We received information from Consumers Energy that they will be replacing all the center suspension streetlighting in the township to bracketed LED cobraheads over the next few years. They will be doing this at no charge to the township.

They sent three (3) locations that are considered a priority on their schedule. 28th Street SE and WB I-96 Ramp is one of these locations.

Consumers Energy gave us the options of removing the lights completely or replacing the center span with either 1 or 2 LED cobra's. We opted for the "1 for 2" program where they will replace the center span light with 2 cobrahead lights at this intersection.

The new lights will be installed on 28<sup>th</sup> Street SE, West of the I-96 ramp. One light will be installed on the north side of the street and the other on the south side.

The design is included in the packet along with 2 resolutions for your consideration. These resolutions address the removal of the center span and installation of the cobraheads.



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103034062978

Consumers Energy Company is authorized as of \_\_\_\_\_, by the Township of CASCADE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of CASCADE, dated 10/23/2018.

Lighting Type:  
General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):  
1055944009

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/23/2018 shall remain in full force and effect.

Township of CASCADE

By: \_\_\_\_\_  
(Signature)

Susan B. Slater  
(Printed)

Its \_\_\_\_\_  
Clerk  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of CASCADE, dated 10/23/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Kent

I, Susan B. Slater, Clerk of the Township of CASCADE, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on February 24, 2021.

Dated:

Municipal Customer Type: Township

\_\_\_\_\_

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	28TH ST SE - WEST OF I96 RAMP - NORTH SIDE OF RD, GRAND RAPIDS
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	28TH ST SE - WEST OF I96 RAMP - SOUTH SIDE OF RD, GRAND RAPIDS



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000373306

Consumers Energy Company is authorized as of \_\_\_\_\_, by the Township of CASCADE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of CASCADE, dated 4/1/2012.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1055944009

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 4/1/2012 shall remain in full force and effect.

Township of CASCADE

By:

\_\_\_\_\_  
(Signature)

Susan B. Slater

(Printed)

Its

Clerk

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of CASCADE, dated 4/1/2012, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Kent

I, Susan B. Slater, Clerk of the Township of CASCADE, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on February 24, 2021.

Dated:

Municipal Customer Type: Township

\_\_\_\_\_

## GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>100</u>	<u>HPS</u>	<u>Center Suspension</u>	<u>NA</u>	<u>Remove</u>	28TH ST SE AND WB I96 RAMP - NORTH SIDE
1	<u>100</u>	<u>HPS</u>	<u>Center Suspension</u>	<u>NA</u>	<u>Remove</u>	28TH ST SE AND WB I96 RAMP - SOUTH SIDE

NORTHERN DR SE



**NO DIGGING**  
**POSSIBLE CONTAMINATED SITE**  
 Address: 5155 28th St. SE  
 For further information call:  
 Brian Trent-517-788-2160

**JOB PURPOSE STATEMENT**  
 REPLACE CENTER-SUSPENDED STREETLIGHTS  
 WITH NEW BRACKET MOUNTED LED STREETLIGHTS

KENT CO  
 CASCADE TWP  
 T06 R10 SEC.18

1-96

28TH ST SE/M-11

28TH ST SE/M-11

TRS 061007

TRS 061018

1

**REMOVE**

(2) 100W HPS C/S LUMINARIES  
 CENTER-SUSPENDED STREETLIGHT ASSEMBLY  
 11K-1P-12'-RS

**INSTALL**

6DX DE AT HEIGHT OF SOUTH SPAN  
 130' 6DX SECONDARY  
 16' STREETLIGHT BRACKET MOUNTED AT 25'0"  
 54W LED LUMINARY  
 BOND STREETLIGHT TO NEUTRAL  
 STREETLIGHT MOLDING

FIGURE 23-302-1 DETAIL A  
 FIGURE 42-103-1  
 FIGURE 42-105-1 DETAIL B

NOTE: TRANSFORMER ON POLE TO SOUTH  
 IS FED BY FOOT HILLS CIRCUIT 03

2

**REMOVE**

CENTER-SUSPENDED STREETLIGHT STRAND  
 11K-1P-7'-RS  
 35-6

**INSTALL**

6DX DE AT 12" BELOW POLE TOP  
 6' STREETLIGHT BRACKET MOUNTED AT 25'0"  
 54W LED LUMINARY  
 BOND STREETLIGHT TO NEUTRAL  
 STREETLIGHT MOLDING

**INSTALL**

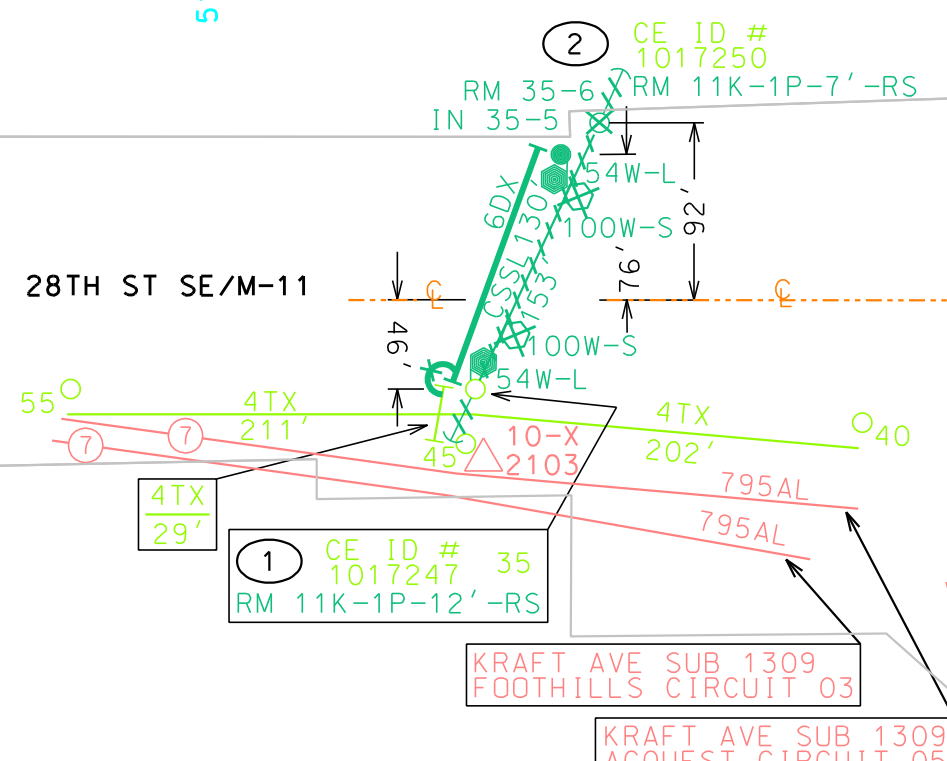
CE ID TAG

FIGURE 23-302-1 DETAIL A  
 FIGURE 42-103-1  
 FIGURE 42-105-1 DETAIL B

NOTE: NEW POLE IS TO BE SET 25' SW OF  
 EXISTING POLE TO ALLOW BRACKET MOUNTED  
 STREETLIGHT TO BE INSTALLED

**CONSUMERS ENERGY CONTACTS**

DEPARTMENT	NAME	NUMBER	ALTERNATE
DESIGNER	KAITLYN SMITH	214-288-3834	N/A
COORDINATOR	KRISTEN GREENWOOD	269-969-8521	269-986-7352



FOOTHILLS CIRCUIT 03  
 PROTECTIVE DEVICE  
 RECLOSER (SUB/1200A)  
 LOCATED AT SUBSTATION

ACQUEST CIRCUIT 05  
 SWITCHING DEVICE  
 SWITCH (501/DS/600A)  
 LOCATED AT SUBSTATION

NOTIFICATION	ORDER NUMBER
1055944009	

STAKED  YES  NO  
 TREES  YES  NO



TLM NUMBER	# OF RODS	OHMS
06101821		
06100734		

DESIGNED BY KSMITH4 DATE 01/25/21  
 APPROVED BY DATE  
 SHEET 01 OF 01 SCALE 1"=100'

28TH ST SE & WB I96 RAMP ESIC STV		
For: CASCADE TOWNSHIP 28TH ST SE AND WB I96 RAMP		CM NO. 100006155812
SUBSTATION KRAFT AVENUE	WD NO. 1309	ORDER TYPE ESIC
CIRCUIT FOOTHILLS	CKT NO. 03	MAINTENANCE ACTIVITY TYPE STV
	LCP NO.	DESIGN NUMBER 11219629

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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 a Streetlight Replacement at Kraft and 36<sup>th</sup> Street  
Meeting Date: February 24, 2021

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We received information from Consumers Energy that they will be replacing all the center suspension streetlighting in the township to bracketed LED cobraheads over the next few years. They will be doing this at no charge to the township.

They sent three (3) locations that are considered a priority on their schedule. 36<sup>th</sup> Street and Kraft Ave. is one of these locations.

Consumers Energy gave us the options of removing the lights completely or replacing the center span with either 1 or 2 LED cobra's. We opted for the "1 for 2" program where they will replace the center span light with 2 cobrahead lights at this intersection.

One of the lights will be installed on the northwest corner and the other on the southeast corner of the intersection.

The design is included in the packet along with 2 resolutions for your consideration. These resolutions address the removal of the center span and installation of the cobraheads.



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000373306

Consumers Energy Company is authorized as of \_\_\_\_\_, by the Township of CASCADE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of CASCADE, dated 4/1/2012.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1055944003

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 4/1/2012 shall remain in full force and effect.

Township of CASCADE

By:

\_\_\_\_\_  
(Signature)

Susan B. Slater

\_\_\_\_\_  
(Printed)

Its

Clerk

\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of CASCADE, dated 4/1/2012, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Kent

I, Susan B. Slater, Clerk of the Township of CASCADE, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on February 24 2021.

\_\_\_\_\_

Dated:

Municipal Customer Type: Township

\_\_\_\_\_

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>100</u>	<u>HPS</u>	<u>Center Suspension</u>	<u>NA</u>	<u>Remove</u>	KRAFT AVE SE & 36TH ST SE



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103034062978

Consumers Energy Company is authorized as of \_\_\_\_\_, by the Township of CASCADE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of CASCADE, dated 10/23/2018.

Lighting Type:  
General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):  
1055944003

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/23/2018 shall remain in full force and effect.

Township of CASCADE

By: \_\_\_\_\_  
(Signature)

Susan B. Slater  
\_\_\_\_\_  
(Printed)

Its Clerk  
\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of CASCADE, dated 10/23/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Kent

I, Susan B. Slater, Clerk of the Township of CASCADE, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on February 24, 2021.

\_\_\_\_\_

Dated:

Municipal Customer Type: Township

\_\_\_\_\_

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	KRAFT AVE SE & 36TH ST SE - SE CORNER
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	KRAFT AVE SE & 36TH ST SE - NW CORNER





# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** February 24th, 2021  
**To:** Supervisor Lesperance & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Legal Services RFP

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## **FACTS:**

Cascade Township is currently served by Varnum LLP to provide general counsel legal services to the Township, as well as some specialized services. Attorney John Huff has served as the Township Attorney, while various other Varnum attorneys have represented the Township in their areas of expertise. We have also utilized other firms in the past in cases of specialized needs. Most recently we have utilized Dickenson Wright for DDA and Bond Counsel work and we have utilized Bloom Sluggett for a planning/land use lawsuit where Varnum has had to recuse itself due to a conflict in the case and for special Counsel in relation to the Laraway Lake and Thornapple River SAD projects due to their subject matter expertise.

Law Weathers/Varnum has served as Township general legal counsel for a considerable amount of time. In 2010, when attorneys Cliff Bloom and Crystal Morgan, who had done a significant amount of work with the Township, left Law Weathers to form Bloom Sluggett Morgan the Personnel Committee considered recommending issuing an RFP at that time, but chose not to. In 2016 when Law Weathers was consolidated into Varnum, the Township did issue a legal services RFP. At that time the Township received 7 responses from 10 invitations to bid. Ultimately the Township chose to remain with Varnum. The initial costs for services was \$190 per hour. In 2020 the Township Board approved a request from Varnum to increase the hourly rate to \$200 per hour

At the February 2020 Personnel and Finance Committee meeting, the committee reviewed the legal services RFP that was issued in 2016 and made a recommendation to the Township Board that a new RFP be issued.

Attached for your review is:

- Proposed RFP for Legal Services

## **ANALYSIS & CONCLUSIONS:**

At the request of the Personnel Committee an RFP was prepared for consideration. The proposed schedule for issuing the RFP, should it be approved by the Township Board, and considering the received bids is outlined as follows:

- Issue request for proposals
  - Proposals due
- March 1st, 2021  
April 8th, 2021

- Personnel Committee evaluates proposals April 14th, 2021
- Follow-up Calls or Interviews Week of April 19<sup>th</sup>, 2021
- Township Board approves contract April 28th, 2021
- Begin contract work (\*\*overlap w/current firm) May 3rd, 2021
- Township Attorney May 31st, 2021

\*\*Should the contract be awarded to a firm that does not currently represent the Township, it is anticipated that there will be one month overlapping work to bring the new firm up-to-speed on current issues in the Township

The Personnel and Finance Committee of the Cascade Township Board will be responsible for evaluating the submitted proposals and submitting a recommendation of contract award to the full Township Board for consideration. Though there are no formal evaluation criteria, the Personnel and Finance Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Experience and qualifications of the Township Attorney and all team member attorneys identified.
5. Experience and results in performing the services desired by the Township.
6. Cost proposal that is advantageous to the Township.

The Personnel and Finance Committee has recommended that the Township Board approve the issuance of the RFP for Township Legal Services.

**FINANCIAL CONSIDERATIONS:**

The issuance of the RFP will have no direct cost to the Township, only staff time related to the issuance of the RFP. In the current fiscal year, the Township has budgeted approximately \$50,000 over all departments for legal services. Actual costs for legal services during a fiscal year can fluctuate greatly depending on the activities of that year. In addition, some of these funds are utilized for special counsel outside the scope of general counsel.

**RECOMMENDED ACTION:**

To approve the issuance of the Cascade Charter Township Request For Proposals for Township Legal Services.

**CASCADE CHARTER TOWNSHIP  
REQUESTS FOR PROPOSALS  
Cascade Charter Township / Township Legal Services**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing **Legal Services** for the Cascade Charter Township Board.

Proposals shall be due April 8<sup>th</sup>, 2021 at 10:00 a.m. Please mark the sealed envelope as "Cascade Township Legal Services." A complete Request for Proposal document may be obtained at:

Cascade Charter Township  
ATTN: Benjamin Swayze  
Township Manager

***(prior to 3/15/21)***  
2865 Thornhills SE  
Grand Rapids, MI 49546

***(3/15/21 or after)***  
5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

**Phone:** 616-949-1500  
**Email:** bswayze@cascadetwp.com

Or on the Web at:  
[www.cascadetwp.com](http://www.cascadetwp.com)



## Cascade Township Request for Proposals 2021 Legal Services

Cascade Charter Township hereby requests proposals from qualified firms interested in providing comprehensive legal services to the Township.

These specifications describe the conditions, requirements and responsibilities accepted by consultants when bidding on providing these services to Cascade Charter Township (Cascade *or* the Township).

### I. INTRODUCTION

#### 1.1 Background

Cascade is a full-service Charter Township that offers the following services:

- Township Administrative Services
- Clerk
- Treasurer
- Assessing
- Community Development (Planning, Zoning, Economic Development)
- Buildings and Grounds
- Parks, Pathways and Cemeteries
- Emergency Services (Fire, Medical, Accident)
- Building Inspections (Including contracted services with neighboring communities)
- Library (In partnership with Kent District Library)
- Police (In partnership with the Kent County Sheriff's Department)
- Water/Sewer (In partnership with The City of Grand Rapids)
- Downtown Development Authority

This **Request for Proposal** is intended to solicit and secure proposals from consultants with experience working with diverse interests within municipalities of a size similar to Cascade. The Township seeks services encompassing the traditional scope of work including legal counsel, opinions, consultation, and coordination with special counsel. Attendance at a variety of meetings will be required, including Township Board, Planning Commission, Zoning Board of Appeals and Downtown Development Authority meetings as requested. A detailed scope of services follows in *Section 4*.

## 1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

- A. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
- B. Each attorney in the proposed team must be a member in good standing of the Michigan State Bar Association.
- C. The proposed designated Township Attorney must have a minimum of ten years' experience in the field of municipal law with particular experience in land use.
- D. Standard Insurance Requirements:
  1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
  2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
  3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.

4. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.
  5. Cancellation: Cancellation clause of insurance not less than thirty (30) days.
  6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.
- E. The successful bidder will be required to enter into a professional service contract with the Township.

### **1.3 Funding**

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

### **1.4 Period of Performance**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about May 3<sup>rd</sup>, 2021 and conclude December 31<sup>st</sup>, 2025. The final negotiated contract shall contain a clause that allows for the termination of the contract, without cause, with a predetermined amount of notice.

## **II. GENERAL INFORMATION FOR CONSULTANTS**

### **2.1 Project Administrator**

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Benjamin Swayze  
Township Manager

(Prior to 3/15/21)  
2865 Thornhills SE  
Grand Rapids, MI 49546

(3/15/21 and After)  
5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

Telephone: (616) 949-1500  
E-mail: [bswayze@cascadetwp.com](mailto:bswayze@cascadetwp.com)

Prospective bidders are to rely on written statements issued by the Project Administrator.

Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

## **2.2 Estimated Schedule of Procurement Activities**

- Issue request for proposals March 1st, 2021
- Proposals due April 8th, 2021
- Personnel Committee evaluates proposals April 14th, 2021
- Follow-up Calls or Interviews Week of April 19<sup>th</sup>, 2021
- Township Board approves contract April 28th, 2021
- Begin contract work (\*\*overlap w/current firm) May 3rd, 2021
- Township Attorney May 31st, 2021

\*\*Should the contract be awarded to a firm that does not currently represent the Township, it is anticipated that there will be one month overlapping work to bring the new firm up-to-speed on current issues in the Township

## **2.3 Submission of Proposals**

Responding firms are required to submit four (4) copies of their proposal, which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 10:00 a.m., local time, on Tuesday, April 8<sup>th</sup>, 2021.

***Proposals must include all information as outlined in Section 4 of this document.***

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked “Cascade Township Legal Services” and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

## **2.4 Proprietary Information and Public Disclosure**

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

## **2.5 Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

## **2.6 Acceptance Period**

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

## **2.7 Responsiveness**

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

## **2.8 Most Favorable Terms**

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

## **2.9 Costs of Proposal**

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

## **2.10 No Obligation Contract**

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

## **2.11 Rejection of Proposals**

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

## **2.12 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

## **2.13 Commitment of Funds**

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## **2.14 Signatures**

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

# **III. SCOPE OF WORK**

## **3.1 General Counsel**

1. Provides legal advice, counsel, services, training, consultation, and opinions to the Township Board, Staff, Commissions, Boards and Authorities, and all levels of the Township government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, condemnation, purchasing and procurement, leasing, purchase and sale of property, employment legal matters, public disclosure issues, and tort law. The Township Attorney's advice includes methods to avoid civil litigation.
2. Furnishes legal representation at all Township Board and other meetings when requested.

3. Appears before courts and administrative agencies to represent the Township's interests including prosecuting ordinance violations when requested/required.
4. Prepares and/or reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
5. Works cooperatively with special legal counsel retained by the Township for special projects.
6. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assists Township officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
8. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
9. Provides the Township Supervisor and Board with guidance as to Robert's Rules of Orders and related procedural matters relating to Board meetings.
10. Prepares legal opinions at the request of the Township Board or Manager
11. Provides the Township Board and Staff a legal perspective and advice on various governmental issues.
12. Performs other legal services and tasks as assigned by the Township Board and Township Manager

### **3.2 Bond Counsel**

1. On an as needed basis, prepares, reviews and opines on bond ordinances related to capital projects.
2. Assists in reviews and updates of official statements associated with debt issuances.
3. Attends bid openings and assists in analyzing bids to determine final award.
4. Assists in relationship management with rating agencies.

5. Provides advice on legal and financial matters to ensure Township's fiscal strengths.
6. Provides legal opinions on sale of bonds and notes.
7. Performs other legal services and tasks as assigned by the Township Board and Township Manager

### **3.3 Prosecution Services**

1. Represent the Township as Prosecutor in the District Court for ordinance violations and municipal civil infractions.
2. Represent the Township as Prosecutor in all appeals of convictions.
3. Recommend and draft ordinances and amendments based on cases prosecuted.
4. Coordinate work with the Kent County Sheriff's Department, as necessary, at the direction of the Township Manager.
5. Provide monthly time records to the Township Manager for work performed and statistics on the cases opened and pending.

### **3.4 Additional Services**

1. The appointed Township Attorney (or appropriate team member) must attend any and all Township Board meeting at the request of the Township Board or Township Manager. ***Regular attendance is not required unless requested.*** Such meetings are ordinarily held on Wednesday evenings in accordance with an annually adopted schedule. Requests may be made to attend any other Township Board, Commission or Committee and representation is required.
2. The Township Attorney (or appropriate team member) must be available by phone, cell phone, fax and e-mail during business hours, evenings and weekends. Township Manger must be notified of whom to contact in the absence of the Township Attorney
3. Timeliness of response and accessibility to the Township Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated Township Attorney is of greatest importance, although these elements will also be considered in relation to Team Member Attorneys as well.
4. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone. The Township does not provide space on Township property for the Township

Attorney and team members. A successful applicant must demonstrate an ability to provide services promptly.

#### **IV. PROPOSAL CONTENT**

##### **4.1 Business Organization**

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. Provide proof or certification of license to operate in the State of Michigan.

##### **4.2 Applicable Experience**

Provide a narrative description of the firm, its operating principles, its divisions or departments and any matters that the firm specializes in.

Provide a general history of the firm, specifically identifying any services provided to Cascade Charter Township in the past.

Provide the name and address and contact information for the primary point of contact for any municipal clients in the State of Michigan.

For representative sample of municipal clients identified similar to Cascade Township (but no more than 3), provide:

1. Information, including dates and jurisdiction, relating to the scope of work identified above, including without limitation, land use, zoning, growth management, election law, Tax Increment Financing, Environmental Law, Inter-Local Agreements, Municipal Authority Agreements, Public Works, Employment Law and other Municipal matters.
2. Copy of any contract for services between that client and the firm
3. A billing synopsis of all work completed for said client over the past three years. Billing synopsis should, at a minimum, include hours billed and total billed amounts.

##### **4.3 Attorney Identification**

Identify each attorney who is proposed to provide services to the Township during the term of the Contract and identify the attorney who will be the appointed Township Attorney.

Each attorney identified must possess the following minimum qualifications:

1. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
2. Each attorney in the proposed team must be a member in good standing of the Michigan State Bar Association.

The appointed Township Attorney must have a minimum of ten years of experience in the field of municipal law with particular experience in land use and general municipal operations. Membership in the Public Corporation Law Section of the State Bar of Michigan and the Michigan Association of Municipal Attorneys is not required but will be considered.

In identifying each attorney, the applicant must provide the name, residence address, Bar number, date of graduation from an accredited Law School, name of the Law School, and date of admission to the Michigan Bar.

#### **4.4 Assigned Attorneys**

Provide a resume for the Township Attorney and each team member Attorney, detailing the experience and qualifications of each attorney. Including a summary of each attorney's body of work involving the scope of services identified in this RFP for the previous three years.

Identify all departments or divisions of your firm by specialty and whether the firm has attorney(s) who specialize in matters not within the scope of work identified above. Also identify any other additional resources available through your firm to meet special or unusual needs.

Accessibility and Responsiveness:

Identify the accessibility of the proposed designated Township Attorney, and the response time that the individual offers to the Township. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings. Identify how quickly the Township Attorney can arrive in person to attend an unscheduled, urgent meeting.

#### **4.5 Facilities**

Describe the office space available to provide Municipal services, including support staff, equipment, resource materials, and library and conference rooms, if any.

#### **4.6 Authorized Negotiations**

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the Township.

#### **4.7 References**

Provide permission for the Township to contact and interview personnel at any location

that the firm has provided Municipal services by contract or otherwise and include three professional references for the designated Township Attorney.

Provide permission for the Township to contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating the Proposal. The Township retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the Township may contact and utilize such information.

#### **4.8 Conflicts of Interest**

The firm should state its policy on conflicts of interest and how it proposes to handle situations where a conflict might occur. The firm should identify all situations in the past three years where the firm has had to recuse itself from participating in an issue with a municipal client due to a conflict of interest.

#### **4.9 Cost Proposal**

The information requested in this section is required to support the reasonableness of your quotation. The proposal submitted must be separated by duty, including any separate fee, as follows:

1. General Counsel
2. Bond Counsel
3. Prosecution Services

Should the firm have a fee for service not inclusive of the above three categories, or a separate fee for a subservice of the above three categories, it should be noted accordingly.

A proposed compensation package must be inclusive of all service costs. The proposal should provide fixed hourly rates in each of the categories identified above. The Township will select its finalist(s) by considering proposed compensation as a "best and final offer."

Though, the Township reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Township. Do not include the cost of any special litigation services as they will be contracted for on an as needed basis.

In addition to hourly rates for services described above, the proposal must also provide that supplies and other materials will be billed monthly in an itemized manner at actual cost.

#### **4.10 Additional Information**

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

### **IV. EVALUATION CRITERIA**

#### **5.1 Evaluation Subcommittee**

The Personnel and Finance Committee of the Cascade Township Board will be responsible for evaluating the submitted proposals and submitting a recommendation of contract award to the full Township Board for consideration. Though there is no formal evaluation criteria, the Personnel and Finance Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Experience and qualifications of the Township Attorney and all team member attorneys identified.
5. Experience and results in performing the services desired by the Township.
6. Cost proposal that is advantageous to the Township.

#### **5.2 Subcommittee Recommendation**

The Personnel and Finance Committee will be responsible for making recommendations on the choice of a proposal to the full Cascade Township Board. The Cascade Township Board remains the sole body responsible for awarding a contract. The Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Personnel and Finance Subcommittee or the Cascade Township Board, they will receive a minimum of five (5) days' notice.

**Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.**



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** February 24, 2021  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Parks Committee Recommendation for Property Purchase at 2965 Wycliff

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## **FACTS:**

The Township Parks Committee met on 02/16/21 to discuss the idea of purchasing 2965 Wycliffe for a future park. The property is 3.86 acres and is partially developed with a former church facility and associated amenities (parking lot, etc...). The southern approximate 2.2 acres of property are undeveloped and wooded. The Property is bounded by Cascade Road to the west, Thorncrest Dr. to the north and Wycliffe Dr. to the east and south. There is another homesite on the block to the south of the subject property, approximately 0.53 acres.

Though the building on the property has not been inspected, the Township used to hold elections in the building and it is understood to be in adequate condition. It is being marketed as a "6,120 sq ft ranch style former church."

The current property owner is 2965 Wycliffe LLC, located at 580 W Parkway SE, Grand Rapids, MI 49505. Previously it was owned by New Day Community Church. The property was sold to 2965 Wycliffe LLC by New Day Community Church on January 21, 2020 for \$349,000. Because it was previously tax-exempt property, there is no current state equalized value (SEV) or Taxable Value (TV) on the property, though this will be established for the 2021 tax roll in March 2021. The property is listed for sale by SVN Commercial Real Estate Advisors for \$699,900.

At their 2/16/21 meeting the Parks Committee unanimously supported the purchase of the property and requested that the recommendation be forwarded to the Township Board for consideration

Attached for your review are:

- Memo from Community Development Direction Peterson to Township Manager Swayze regarding the recommendation from the Park Committee
- Agenda from the 2/16/21 Parks Committee meeting regarding the subject property
- Memo prepared by Township Manager Swayze regarding the subject property

## **ANALYSIS & CONCLUSIONS:**

As mentioned previously, the Park Committee unanimously recommended the Township Board pursuing the purchase of this property. In doing so they identified several pros and cons of the Township acquiring the property:

### **PROS**

- Could serve as a neighborhood park to the immediate area

- Could fulfill many objectives in the Park and Rec Master Plan such as increase neighborhood parks and convenient neighborhood location
- Located along and is connected to the existing pathway system
- Has existing bathrooms
- Has existing parking lot

## **CONS**

- Steep topography of property will make some of it unusable
- Concern that price is too high
- Some low areas near the south end of the site
- Immediate neighbors could be concerned about introducing a park
- Building may need to be removed

Some ideas the Committee had for future use included:

- Trailhead for pathway system
- Shelter
- Small playground
- Neighborhood/Pocket Park
- Educational park, where the Township could use green ideas, such as permeable paving, green building techniques, solar power, etc.
- Possibility of grant funding from Wege or the Fry Foundation

In both the Parks agenda memo and the TM Property memo would will find references to the plans of the Township that the purchase of this property would address.

If the Township Board should approve the pursuit of this property, it is recommended that the Board go into closed session to discuss negotiation. If the Board votes against the pursuit of the property, the closed session is not necessary.

## **FINANCIAL CONSIDERATIONS:**

The listed purchase price of the subject property is \$699,900, and the property last sold in January 2020 for \$349,000. As outlined in the property memo drafted by Township Manager Swayze there are several funds that could be utilized for the purchase of the property. This includes the General Fund, the Open Space Funds (...only if the property is utilized in accordance with the open Space Fund ballot language) and the Pathways Fund (...only if the property is utilized in accordance with the Pathway Fund ballot language.) Should the Township Board ultimately approve a purchase agreement, a budget amendment would need to be made to reflect the purchase.

## **RECOMMENDED ACTION:**

Consider the Parks Committee Recommendation for Property Purchase at 2965 Wycliff

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**INTEROFFICE MEMORANDUM**

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**TO:** BEN SWAYZE  
**FROM:** STEVE PETERSON  
**SUBJECT:** 2965 WYCLIFF DR  
**DATE:** FEBRUARY 17, 2021

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The Parks Committee met on 2/16/21, to discuss the idea of purchasing 2965 Wycliff Dr. for a future park. This property has historically been a church but has recently been purchased by a real estate person who has been attempting to flip it. As you are aware Supervisor Lesperance is interested in purchasing the property so the Parks Committee discussed the idea and came up with the following:

Pros	Concerns
Could serve as a neighborhood park to the immediate area	Steep topography of property will make some of it unusable
Could fulfil many objectives in the park and rec plan such as increase neighborhood parks, convenient neighborhood location	Committee concerned that price could be too high
Located along and is connected to the existing pathway system	Some low areas near the south end of the site
Has existing bathrooms	Immediate neighbors could be concerned about introducing a park
Has existing parking lot	Building may need to be removed

The Committee was unanimous in the support that the Township should pursue purchasing this property for a future park. Some of the ideas that the Committee had included:

1. Trailhead
2. Shelter
3. Small playground
4. Neighborhood/Pocket park
5. Educational park, where the township could use green ideas, such as permeable paving, green building techniques, solar power, etc.
6. Possibility of grant funding from Wege or the Fry Foundation

The decision to recommend this property is also consistent with previous Park Committee recommendation when they did not want to pursue the AYSO property in lieu of smaller neighborhood parks such as this.

The Parks Committee recognized that it will be up to the Township Board to decide if they want to acquire the property as well as determine what the process will be to develop a plan for the property. The Parks Committee of course would like to be involved in the process should the Township Board purchase the property.

## MEMORANDUM

To: Parks Committee  
From: Steve Peterson, Community Development Director  
Meeting Date: February 16, 2021

### Agenda Item 1

**1. Recommendation to Township Board for possible property purchase at 2965 Wycliff for new park.**

The Township Manager has provided you with a memo that he has prepared for the Supervisor about the possibility of purchasing the property at 2965 Wycliff for a new park.

2965 Wycliff is located at the corner of Wycliff, 30<sup>th</sup> and Thorncrest. It has been the location of a church for years. The property is a little over 3 acres and is connected to the pathway.

As we have done with other properties in the past, the Parks Committee is being asked to recommend whether or not they think the Township Board should pursue the purchase of 2965 Wycliff for a park. This recommendation should be based on the Park and Recreation plan. Once the Township Board considers the recommendation, the Township will either drop the idea or begin the process of developing a plan to purchase the property as well as a plan for the new park.

I am attaching the link to our park plan and appendix that is on our website so that you can review it before the meeting.

<https://www.cascadetwp.com/community/parks/parks-and-recreation-plans>

The Township Manager provided in his memo highlights from several township plans that may assist you. I would like to highlight several areas of the Parks and Recreation plan that I thought would help you in your review.

- Page 27 of the parks plan shows that we are deficient in neighborhood park land area.
- Pages 32 and 33 include some of the “voting” that was done which provides some thoughts on priorities for parks.
- Page 34 includes a list of amenities that families were interested in.

- Page 50 provides an implementation plan for our parks plan.

In addition to these pages in the plan, the appendix is also a good tool to review. highlights include:

- Question 8 has new parks as the second highest priority
- Question 9 has the lack of convenient location of our parks as a reason some were not using them.
- Question 12 has small neighborhood parks as the second biggest need.
- Question 13 has the ages of 10-18 as the most underserved by our parks.

After review of our Parks Plan it appears to me that the pursuit of this property would be consistent with several objectives of the plan to acquire small neighborhood parks that could include amenities like a shelter, bike path trailhead, bathrooms and/or a small playground. I recommend a positive recommendation to the Township Board. It will be up to the Township to decide what is the right amount to pay for the property and what the process will be to develop a park plan if they choose to pursue it.

## **2. Park and Recreation plan update**

The current Park and Recreation plan is up for an update. I would like the Committee to start thinking about how we're going to do public input. In the past we have used a combination of public meetings, surveys, open house and of course the required public hearing. We are not under any kind of timeline so we have time. Our next meeting is scheduled for April 20 and I would like to make a decision at that meeting on the process.



## CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** February 5, 2021  
**To:** Grace Lesperance – Township Supervisor  
**From:** Benjamin Swayze – Cascade Township Manager  
**Subject:** Property at 2965 Wycliff

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You have requested some research in regards to the property located at 2965 Wycliffe Drive, below you will find summary of the information that you have requested. Where appropriate, information has been attached to the memo that corresponds with information found below.

### **Property Information**

The property is 3.86 acres and is partially developed with a former church facility and associated amenities (parking lot, etc...). The southern approximate 2.2 acres of property are undeveloped and wooded. The Property is bounded by Cascade Road to the west, Thorncrest Dr. to the north and Wycliffe Dr. to the east and south. There is another homesite on the block to the south of the subject property, approximately 0.53 acres.

Though the building on the property has not been inspected, the Township used to hold elections in the building and it is understood to be in adequate condition. It is being marketed as a “6,120 sq ft ranch style former church.”

The current property owner is 2965 Wycliffe LLC, located at 580 W Parkway SE, Grand Rapids, MI 49505. Previously it was owned by New Day Community Church. The property was sold to 2965 Wycliffe LLC by New Day Community Church on January 21, 2020 for \$349,000. Because it was previously tax-exempt property, there is no current state equalized value (SEV) or Taxable Value (TV) on the property, though this will be established for the 2021 tax roll in March 2021.

The property is listed for sale by SVN Commercial Real Estate Advisors for \$699,900  
<https://svn.com/find-properties/?propertyId=754203-sale>

### **Potential Sources of Funds**

The Township has a total of 12 funds in its operating budget. In order for funds to be spent on this acquisition, they must relate to the purpose of the fund. In the case of funds associated with voter approved millages, the purpose must tie back to the original millage language.

### ***General Fund***

The General Fund is the fund through which the Township Board has the most discretionary authority to spend funds. Projects funded through the general fund must serve a public purpose, and the Township has used general funds in the past for property acquisition. Most recently the

Township Board in 2015 utilized \$243,000 in general fund money to purchase property at 2800 and 2804 Thornapple River Drive.

At the end of FY 2019 the General Fund had a fund balance of \$8,011,844. It is anticipated that the FY2020 year end fund balance will be between \$6.5 and \$7 million.

### ***Open Space Fund***

The Open Space Fund is a voter approved millage that was approved in 2008. The language on the ballot was:

*Shall Cascade Charter Township be authorized to levy a new additional tax annually upon the taxable value of all property subject to ad valorem taxation within the Township in an amount not to exceed .23 mills (\$0.23 for each \$1,000 of taxable value) for a period of 20 years, 2008 through 2027, inclusive, to be used for the purchase, acquisition, improvement and operation of open space land, minimally improved public parklands, environmentally sensitive properties, and/or nature preserves, which lands include, but are not necessarily limited to, the approximately 80-acre "Tassell property" (6803 and 6805 Burton Street (parcel #s 41-17-09-201-005 and 41-17-09-201-006)) and the approximately 195-acre "Fase property" (8630 Bolt and 8900 Grand River (Parcels # 41-19-11-200-004 and 41-19-12-100-001))? (If approved and levied, this millage would raise an estimated \$328,942 in the first calendar year of the levy.)*

The purchase of this property would be appropriate with Open Space funds, so long as the property remained "open space" or "minimally approved parkland." If Open Space funds are to be used, it would be recommended that the building be removed or otherwise repurposed solely for uses related to the park (restrooms, warming area, etc...)

At the end of FY 2019 the Open Space Fund had a fund balance of \$754,310. It is anticipated that the FY2020 year end fund balance will be approximately \$774,000. It should be noted that approximately \$370,000 of that is reserved as the remaining portion of the Homeyer Fund, which was moved into the Open Space Fund at the recommendation of our auditors. When this transfer occurred, the Township Board committed by resolution to:

*...the Township Board will seek input from the executors of the Homeyer Trust prior to utilizing any of the Homeyer Open Space committed funds for the purchase of open space in the Township;*

### ***Pathway Fund***

The Pathway Fund is a voter approved millage that was approved in 2018. The language on the ballot was:

*Shall the previously voted increase in the constitutional tax rate limitation of general ad valorem taxes within Township of Cascade of 0.4000 mills, reduced to 0.3985 mills (39.85 cents per \$1,000 of taxable value) by required millage rollbacks, be renewed at 0.3500 mills for a period of ten (10) years, 2018 through 2027, inclusive, for the purpose of continuation of funding of the Construction and Maintenance of the Cascade Township Public Pathway System.*

The subject property is situated on the Township pedestrian pathway system. The Township has in the past explored options for a “trailhead” park for the pathway system. This would be a place where pathway users who don’t have direct access to the pathway system could drive to and park, and then utilize the system. If the subject property is developed as a trailhead park for the pathway system, the use of Pathway Fund funds would be appropriate.

At the end of FY 2019 the Pathways Fund had a fund balance of \$2,018,101. It is anticipated that at the end of FY 2020 the fund balance will be approximately \$775,000. Furthermore, it should be noted that this fund balance may also be used for the Burton Street pedestrian bridge project, which is scheduled for construction in 2021-2022 and was part of the projects demonstrated to the public that would be completed as part of the millage renewal.

### **Township Planning Document References**

There are several planning documents of the Township that contain goals and objectives relative to parks, pathways and open space.

#### ***Cascade Township Parks, Recreation and Open Space Plan (2014-2019)***

***(pg 38)***

***Goal 3*** – Continue to develop a system of non-motorized paths which will connect the Township’s residential neighborhoods with schools, parks, commercial centers and destination points and which will link to township adjacent communities

***Objective A*** – Integrate existing pedestrian path segments within the village business district, business corridors, parks, destinations and adjacent community pedestrian pathways.

***(pg 38)***

***Goal 4*** – Assure that adequate land is available for the appropriate use and improvement of park and recreation facilities in the Township

***Objective D*** – Explore other land acquisition in the residential portions of the Township

***Objective E*** – Acquire available land adjacent to existing parks for improved access, parking and expansion of green space and enhanced use areas and facilities.

***Objective F*** – Acquire land...to provide for and assure access to nearby open space, water frontage or access points, parks and trail systems that provide expanded leisure time opportunities for members of the community.

***Objective I*** – Explore acquisition of land for development of Community Center in the Village area, connected to other public leisure and cultural opportunities.

#### ***Cascade Charter Township Comprehensive Master Plan***

**<http://cascadetwpvision.com/our-vision/neighborhoods-partnerships/projects/#project-1>**

Provide permeable edges to parks and natural areas by increasing the number of access points. Participants in the Community Design Day indicated that some parks in the community were difficult to access by foot or bicycle from surrounding neighborhoods.

**<http://cascadetwpvision.com/our-vision/transportation-mobility/projects/#project-3>**

Connect trail and pathway system to all Township Parks. 61% of survey respondents “strongly agree” or “agree” with the following statement: “My neighborhood needs pedestrian connections to and between schools, trails and shops”

***Township Strategic Plan – 2014 – 2016***

*(pg. 6)*

**Goal Area 3:** Maintain and Continue to Develop Recreation Opportunities the Support Cascade Residents and Attract Visitors to the Community

**Objective 2:** Add/Improve Recreational Opportunities within the Township

**Objective 3:** Add to Existing Pedestrian Pathways

**Previous Comparable Projects and Costs**

You’ve requested the cost of previous township property purchases and development projects similar in nature to the possible purchase and development of the subject property.

<b>Project</b>	<b>Year</b>	<b>Fund</b>	<b>Amount</b>
Purchase of Burton/Peace Parks (including development costs)	2009	Open Space Fund	\$3,955,000
		Homeyer Fund	\$1,000,000
		DNR grant	\$1,200,000
Purchase of 2800 & 2804 TRD	2014	General Fund	\$243,000
Purchase of Tuffy Muffler	2019	DDA	\$800,000
Cascade South & TRD Paths	2020	Pathways Fund	\$663,275
Cascade North & DDA Paths	2020	Pathways/DDA	\$1,087,850
Purchase of 2894 TRD	2020	Dam Fund	\$274,900

# 2965 Wycliff - 3.86 Acres



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Printed 2/1/2021

11:31:14 AM

**2965 WYCLIFFE DR SE** GRAND RAPIDS, MI 49546 (Property Address)

Parcel Number: 41-19-16-230-004



Item 1 of 2

1 Image / 1 Sketch

**Property Owner: 2965 WYCLIFF LLC**

**Summary Information**

> Residential Building Summary

- Year Built: 1965
- Full Baths: 0
- Sq. Feet: 3,168
- Bedrooms: 0
- Half Baths: 1
- Acres: 3.880

> Assessed Value: \$0 | Taxable Value: \$0

**Owner and Taxpayer Information**

<b>Owner</b>	2965 WYCLIFF LLC 580 W PARKWAY SE GRAND RAPIDS, MI 49505	<b>Taxpayer</b>	SEE OWNER INFORMATION
--------------	--	-----------------	-----------------------

**General Information for Tax Year 2020**

<b>Property Class</b>	RESIDENTIAL - IMPROVED	<b>Unit</b>	18 CASCADE
<b>School District</b>	FOREST HILLS PUBLIC SCHOOLS	<b>Assessed Value</b>	\$0
<b>MAP #</b>	No Data to Display	<b>Taxable Value</b>	\$0
<b>USER NUMBER IDX</b>	0	<b>State Equalized Value</b>	\$0
<b>USER ALPHA 1</b>	Not Available	<b>Date of Last Name Change</b>	01/26/2021
<b>USER ALPHA 3</b>	Not Available	<b>Notes</b>	Not Available
<b>Historical District</b>	Not Available	<b>Census Block Group</b>	Not Available
<b>USER ALPHA 2</b>	Not Available	<b>Exemption</b>	No Data to Display

**Principal Residence Exemption Information**

**Homestead Date** No Data to Display

<b>Principal Residence Exemption</b>	June 1st	Final
2020	100.0000 %	100.0000 %

**Land Information**

<b>Zoning Code</b>	Not Available	<b>Total Acres</b>	3.880
<b>Land Value</b>	\$0	<b>Land Improvements</b>	\$0
<b>Renaissance Zone</b>	Not Available	<b>Renaissance Zone Expiration Date</b>	Not Available
<b>ECF Neighborhood</b>	Not Available	<b>Mortgage Code</b>	No Data to Display
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No

<b>Lot(s)</b>	<b>Frontage</b>	<b>Depth</b>
No lots found.	<b>Total Frontage: 0.00 ft</b>	<b>Average Depth: 0.00 ft</b>

**Legal Description**

411916230004 BLKS 8 & 9 & THAT PART OF VACATED PORTION OF 30TH ST LYING BETWEEN SD BLKS EX COM 10 FT S 90D 01M 59S W ALONG FORMER CL OF 30TH ST & 37.48 FT S 2D 29M 42S W FROM EXT E LINE OF LOT 1 OF BLK 9 TH S 2D 29M 42S W 183.23 FT TO SELY LINE OF LOT 3 OF BLK 9 AT A PT 96.7 FT SWLY ALONG SD SELY LOT LINE FROM MOST ELY COR OF SD LOT 3 TH NLY 292.53 FT ALONG WLY LINE OF WYCLIFFE DR /60 FT WIDE/ TO A PT 15.0 FT N OF SD FORMER CL TH S 69D 32M 37S W 156.91 FT TO BEG \* CASCADE TERRACE SPLIT/COMBINED ON 01/10/2020 FROM 41-19-16-230-003, 41-19-16-230-002;

**Land Division Act Information**

<b>Date of Last Split/Combine</b>	01/26/2021	<b>Number of Splits Left</b>	Not Available
<b>Date Form Filed</b>	No Data to Display	<b>Unallocated Div.s of Parent</b>	0
<b>Date Created</b>	01/26/2021	<b>Unallocated Div.s Transferred</b>	0
<b>Acreege of Parent</b>	0.00	<b>Rights Were Transferred</b>	Not Available
<b>Split Number</b>	309	<b>Courtesy Split</b>	Not Available
<b>Parent Parcel</b>	41-19-16-230-003		

## Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
01/21/2020	\$349,000.00	WD	NEW DAY COMMUNITY CHURCH	2965 WYCLIFF LLC	G - GOVERNMENT/CHURCH	202001270008046
12/21/2019	\$0.00	WD	GIDDENS JOHN & JILL	NEW DAY COMMUNITY CHURCH	S - SPLIT	202001090002867

## Building Information - 3168 sq ft RANCH (Residential)

### General

<b>Floor Area</b>	3,168 sq ft	<b>Estimated TCV</b>	\$207,499
<b>Garage Area</b>	0 sq ft	<b>Basement Area</b>	3,168 sq ft
<b>Foundation Size</b>	Not Available	<b>Year Remodeled</b>	0
<b>Year Built</b>	1965 (Actual)	<b>Class</b>	Not Available
<b>Occupancy</b>	Single Family	<b>Tri-Level</b>	No
<b>Effective Age</b>	30 yrs	<b>Heat</b>	Forced Hot Water
<b>Percent Complete</b>	100%	<b>Wood Stove Add-on</b>	No
<b>AC w/Separate Ducts</b>	No	<b>Water</b>	Not Available
<b>Basement Rooms</b>	0	<b>Sewer</b>	Not Available
<b>1st Floor Rooms</b>	0	<b>Style</b>	RANCH
<b>2nd Floor Rooms</b>	0		
<b>Bedrooms</b>	0		

### Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area Heated
1 Story	Basement	Siding	3,168 sq ft 1 Story

### Basement Finish

<b>Recreation</b>	2,851 sq ft	<b>Recreation % Good</b>	0%
<b>Living Area</b>	0 sq ft	<b>Living Area % Good</b>	0%
<b>Walk Out Doors</b>	1	<b>No Concrete Floor Area</b>	0 sq ft

### Plumbing Information

<b>2 Fixture Bath</b>	1	<b>Extra Toilet</b>	4
<b>Extra Sink</b>	4		

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# Properties

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Log I

## Wycliff Residential Development

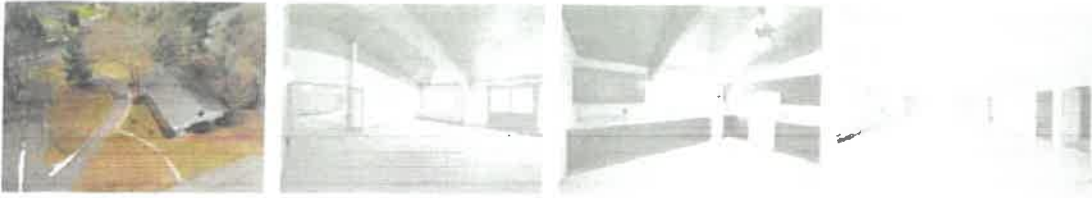
2965 Wycliff Drive, SE | Grand  
Rapids, MI 49546

41-19-16-230-004

**\$699,900**

Sale Price

 [Overview](#) 



## Property Details

<b>Price</b>	<b>\$699,900</b>	<b>Property Type</b>	<b>Land</b>
<b>Total Lot Size</b>	<b>3.86 Acres</b>		

## Description

A great opportunity for a residential developer or home builder or a growing church. Hard to find 3.86 acre parcel in the heart of Cascade. A 6,120 ranch style former church is on site and ready to be remodeled into a home. Located in the Forest Hills School District. Beautiful wooded views of the Thornapple River and Cascade.

## Highlights

- Hard to find 3.86 acre parcel in the heart of Cascade.
- 6,120 square foot, ranch style former church that could easily be converted into a home.
- Forest Hills Public Schools.
- Walking distance to shops and restaurants.
- Community bike path and walking trail system.

## Map





Pine Ridge Elementary School

CASCADE HILLS

RMap data ©2021

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