

AGENDA
Cascade Charter Township Planning Commission
Monday, March 6, 2023
7:00 pm
2870 Jacksmith Ave

Public may access the meeting via video conference software Zoom
<https://us02web.zoom.us/j/85807187174>

Meeting ID: 879 8058 1366
By Phone: +1 929 205 6099

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Disclose any Conflict of Interest**
- ARTICLE 5. Approve the Minutes of the February 6, 2023 Meeting**
- ARTICLE 6. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 7. Case #23-3753/J. Visser Designs
Public Hearing
Property Address: 1550 Thornapple River Drive
Requested Action: Seeking a Type I Special Use permit for a boat house
exceeding 832sqft.**
- ARTICLE 8. Case #23-3755/Watermark Property LLC
Property Address: 1600 Galbraith Ave
Requested Action: Site Plan Review for an approximately 4,000 sq ft addition to
the existing clubhouse building.**
- ARTICLE 9. Old Business**
- Planning Commission Rules of Conduct and Bylaws
- ARTICLE 10. Any Other Business**
- ARTICLE 11. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 12. Adjournment**

Meeting format

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

- a. *Table the decision*
- b. *Deny*
- c. *Approve*

- d. *Approve with conditions*
- e. *Recommendation to Township Board*

Minutes

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

ARTICLE 1. Chair Noordyke called the meeting to order at 7:00 P.M.
Members Present: Noordhoek, Rissi, Moxley, Noordyke, Richardson, Korstange, Engel, Bruneau, Rowland
Members Absent: None
Others Present: Planning Director Brian Hilbrands and those listed on the sign-in sheet.

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current Agenda

Motion was made by Member Moxley to approve the agenda as written. Supported by Member Engel. Motion carried 9 to 0.

ARTICLE 4. Disclose any conflicts of interest

There were no conflicts of interest disclosed.

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

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

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

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

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

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

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

ARTICLE 6. Acknowledge visitors and those wishing to speak

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 8. Old Business

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

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

ARTICLE 9. Any Other Business

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

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

ARTICLE 10. Acknowledge visitors and those wishing to speak

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

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

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

ARTICLE 17. Adjournment

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

Respectfully submitted,
Joe Engel, Secretary

DRAFT

STAFF REPORT

STAFF REPORT: Case # 22-3753
REPORT DATE: February 23, 2023
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: March 6, 2023
PREPARED BY: Madison Smith-Jacoby

APPLICANT

Jeff Visser | J. Visser Designs
910 Cherry Street

STATUS

OF APPLICANT: Architect/Applicant

REQUESTED ACTION: Seeking a Type I Special Use permit for a boat house exceeding 832sqft.

EXISTING ZONING OF
SUBJECT PARCEL:

R2

GENERAL LOCATION:

On the south side of the Thornapple River, east of Thornapple River Drive and north of Denison Dr.

PARCEL SIZE:

1.15 acres

PROPERTY LOCATION:

1550 Thornapple River Drive. Grand Rapids, MI 49546

EXISTING LAND USE
ON THE PARCEL:

Residential

ADJACENT AREA
LAND USES:

N: River
E: Residential
S: Residential
W: Thornapple River Drive.

ZONING ON
ADJOINING PARCELS:

N: Water
E: R2
S: R2
W: R2

STAFF COMMENTS:

- A. The applicant is requesting a Special Use permit to put an addition onto an existing boathouse for an overall square footage exceeding the 832sqft. by right size.
- B. The existing boat house is 670sqft. The proposed addition is 825sqft. for a total of 1,495sqft.
- C. The existing portion of the boathouse would be a woodshop and storage and the addition would be the boathouse with a roof deck.
- D. Staff have reviewed the application and determined that although a tunnel connects the existing building/boat house, the building is considered to be an accessory building, separate from the principal residence because there is not an above-grade physical connection that is in view from the street. If there is a disagreement on how staff have interpreted the application, then the staff interpretation can be appealed to the Zoning Board of Appeals.
- E. The Assessor’s department has verified this to be an accessory building as there is not a shared common wall to classify as attached.
- F. The Building Department permits also confirm this to be an existing detached accessory building, with a separate permit number from the house plans.
- G. Chapter 4 of the Zoning Ordinance allows boat houses at or near the water’s edge provided that the required side yard placement is maintained and all other applicable local and state permits are obtained prior to construction.
- H. Side yard building standards requiring a 25-foot setback for the addition are met and the proximity to the water is permitted per item G, above.
- I. Well & Sewer look to be undisturbed according to the well map from KCHD. See attached map for reference.
- J. Observed on the west side of the property is a shed. This accessory building was not approved for the property. The parcel size does not allow for 2 accessory building. This shed needs to be removed regardless of approval for the new addition.
- K. In recent years there looks to be only one application in the R2 district for accessory buildings larger than 832sqft. I have attached the Accessory Building Inventory for the past few years for you to compare this project to previously approved buildings or boathouses.

Conditions for Special Use Permit Approval

Upon review of a Type 1 Special Use Permit for an accessory building, Section 17.03(1)(a) of the Zoning Ordinance requires the Planning Commission to consider several factors. I have listed those items for your consideration followed by my comments for each.

Factors	Comment
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The intended use of the building.	The building as a whole will be used for storage, wood shop, boat storage, and a roof deck.
The proposed location, type and kind of construction and general architectural character of the building.	The proposed addition is on the east side of the existing boat house, at the water's edge. The design is in the style of the existing building, continuing the stone veneer façade to match.
The size of the building in relation to the house, lot and zoning district.	The existing home is about 2,800sqft. with 650sqft. of acc. building on the property. In relation to the home and surrounding area, this would not appear out of character. The location of the addition is behind the existing building and will not appear to crowd the open space left on the lot in a significant way. The addition is built into the natural slope of the property.
The type and kind of principal and accessory buildings and structures located on properties which are adjoining and in the general area.	Homes along the river are similar in size but this will be the biggest boat house in the area. Similar homes have docks or smaller boathouses.
The topography and vegetation in the area.	Relatively flat property on the Thornapple river's edge. Natural sloping on property edge.
Whether the proposed building will affect the light and air circulation of any adjoining properties.	No negative impact observed by staff.
Whether the proposed building will adversely affect the view of any adjoining property owner or occupant.	No adverse effects to adjoining properties observed. Tree screening already exists.
Points of access to the proposed building and their relationship to adjoining properties and the view from the adjacent streets.	Access via existing driveways off of Thornapple River Drive and Denison. Access to boathouse entrance via the Thornapple River

RECOMMENDATION

Staff recommends that this application be APPROVED with the following conditions:

1. Proper permits are obtained for work being done at the water's edge.
2. The accessory building is not used as a living space/dwelling or to run a business.
3. The existing shed on the property must be removed.

ALL RIGHTS RESERVED. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF J. VISSER DESIGN.

DATE	DESCRIPTION	DRAWN BY
7/27/23	PRELIMINARY FOR DISCUSSION & REVIEW	STEVE

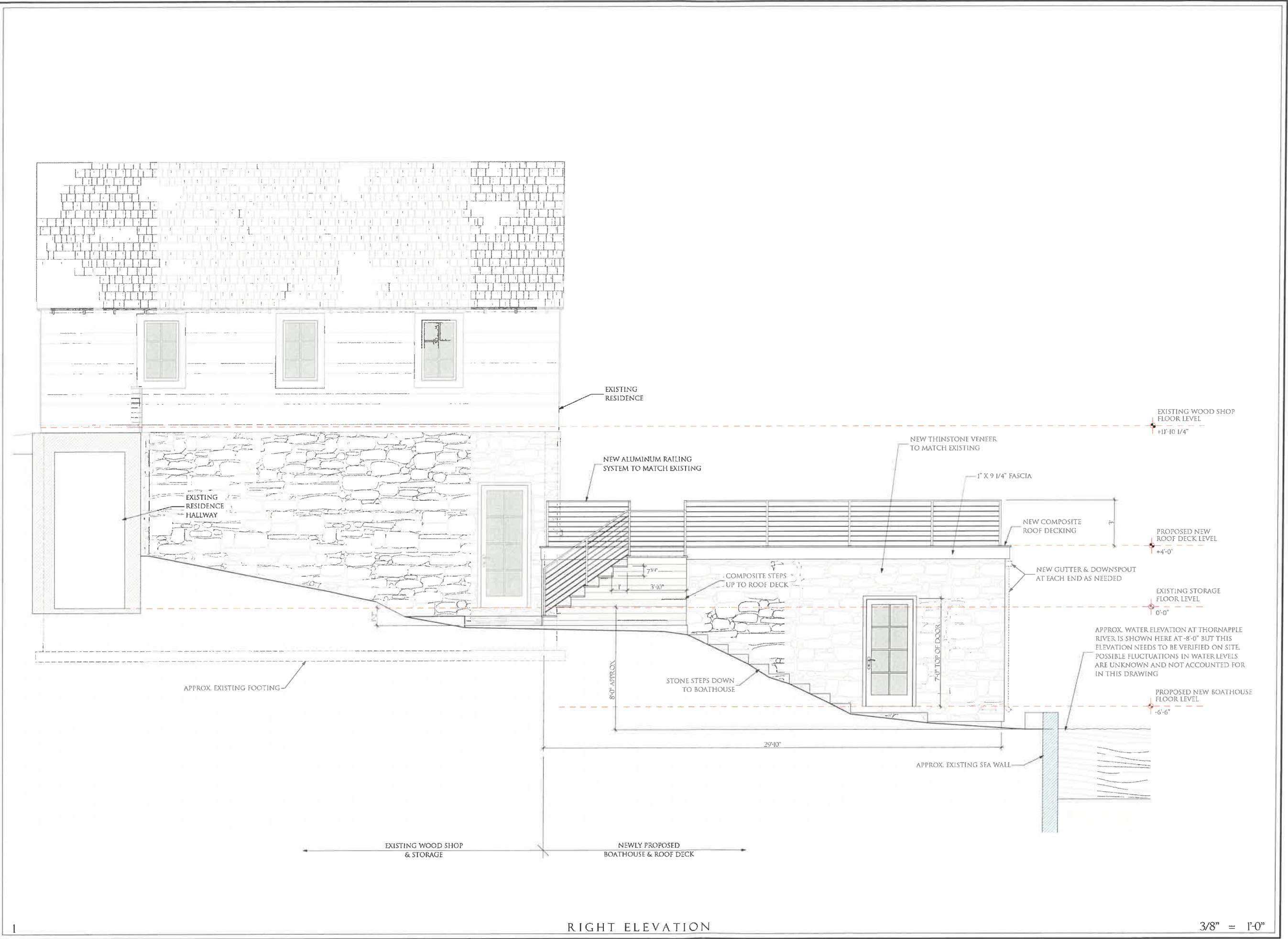


AABERG BOATHOUSE

1550 THORNAPPLE RIVER DRIVE
 GRAND RAPIDS, MICHIGAN

RIGHT ELEVATION

A-4



RIGHT ELEVATION

3/8" = 1'-0"

ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN INCHES.
 UNLESS OTHERWISE SPECIFIED, ALL MATERIALS SHALL BE OF THE BEST QUALITY AVAILABLE.
 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL RESIDENTIAL CODE BOOK (IRC) AND THE INTERNATIONAL BUILDING CODE (IBC).
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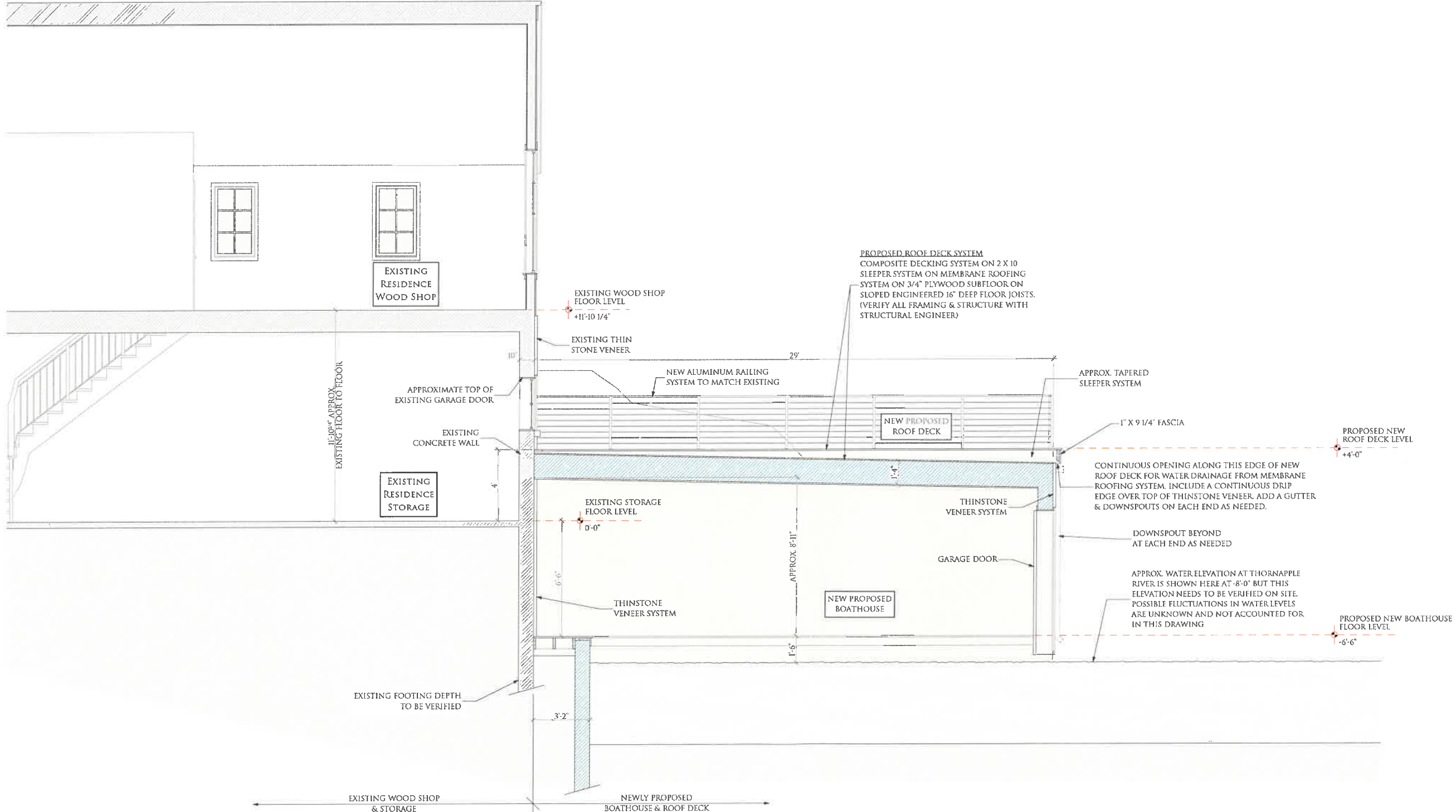
**Insignia
Homes**

**AABERG
BOATHOUSE**

1550 THORNAPPLE RIVER DRIVE
 GRAND RAPIDS, MICHIGAN

BUILDING
SECTION

A-7



BUILDING SECTION THROUGH EXISTING WOOD SHOP & NEW PROPOSED BOATHOUSE

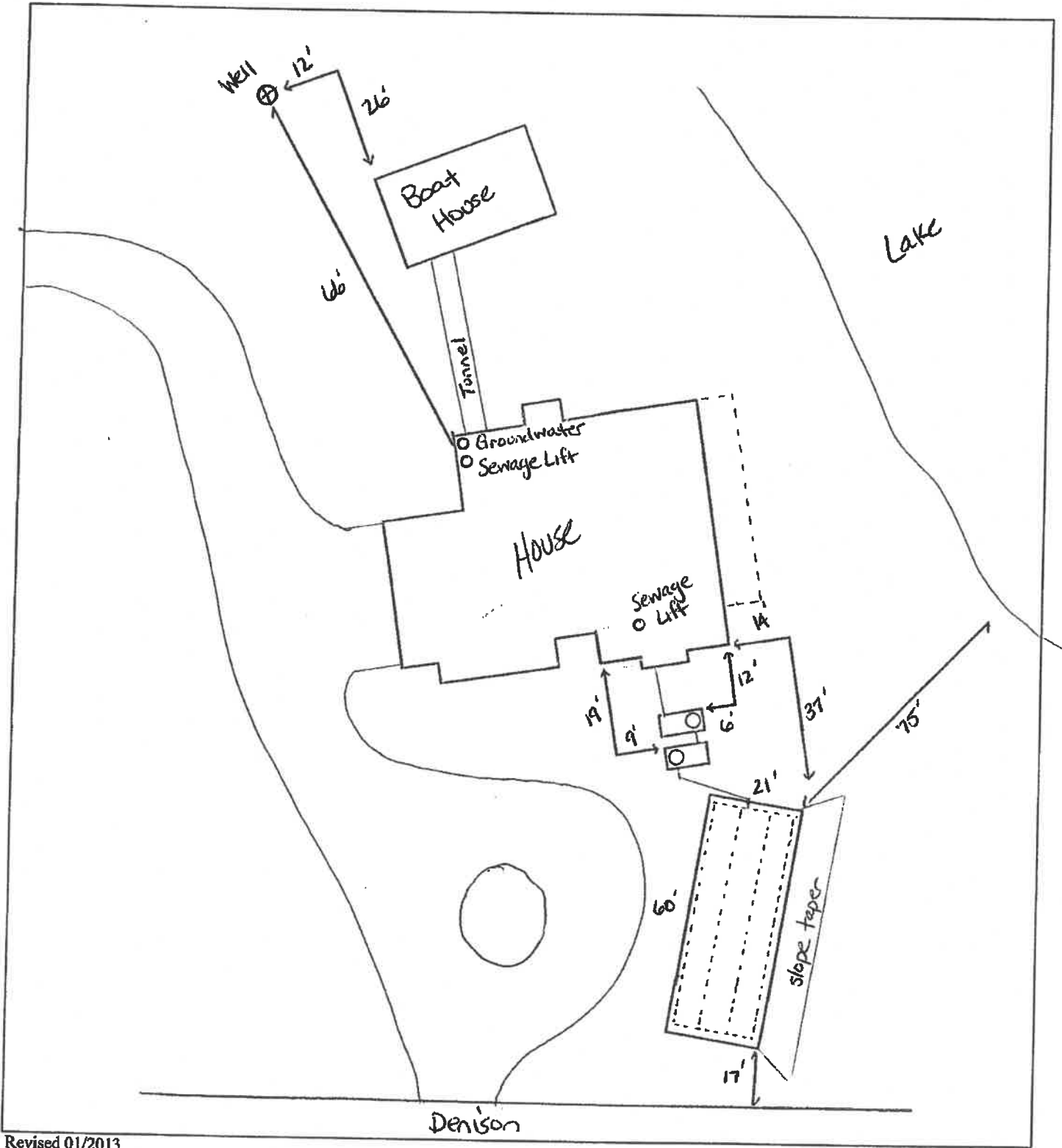
3/8" = 1'-0"

KENT COUNTY HEALTH DEPARTMENT

Water Supply / Waste-Water Disposal Facility Permits
Environmental Health Division (616) 632-6900 FAX (616) 632-6892
700 Fuller Ave NE, Grand Rapids, MI 49503

Address: 1550 Thornapple River Dr SE Date: _____

Drawing of Installed Facility (top view with dimensions and isolation distances noted):



Accessory Building Inventory 2010-2022 (5/10/22)

Case	Name	address	Zoning	accessory building sq.ft	acres	home (FLS)
11-3029	Korhorn	3480 Buttrick Ave	ARC	900	2.5	1,800
11-3052	Buckius	4900 Streamside Point	ARC	2,304	4.5	3,500
10 2999	Downing	1400 Windy Ridge	ARC	1,728	5.6	2,600
10 3010	Pepin	5640 McCords	ARC	2,400	10	3,000
10 3017	Halfmann	4590 Quiggle Ave	ARC	1,020	3.6	3,000
12-3070	Thornapple Pointe GC	7211 48th St	ARC			
12-3073	Burd	5630 Buttrick Ave	ARC	1,200	4.9	2,700
12-3077	Morris	5225 Buttrick Ave	ARC	2,432	5	2,000
12-3101	Hilbrands	6482 52nd St	ARC	1,536	80	1,500
13-3145	harold Cornelisse	8773 Running Deer Lane	ARC	1,440	10	2,200
14-3216	Gary Jehnke	5766 Buttrick Ave	ARC	1,920	7.6	1,800
15-3239	Chad Weldy	9575 52nd St	ARC	1,728	2.3	2,400
15-3256	Robert Harmon	4150 Cherry Lane	ARC	1,536	7.8	3,100
15-3260	Jay Nehls	3100 Foxfire Lane	ARC	1,575	5	4,000
15-3267	Paul Kucharczyk	9150 52nd St	ARC	1,728	2.9	1,500
16-3315	Roelofs	9554 52nd St	ARC	4,864	4.4	3,700
17-3379	Shaffer	8665 28th st	ARC	1,066	2.5	2,500
17-3404	Teppo	3777 Cherry Lane	ARC	2,720	8.3	3,000
17-3411	Ruby	8358 28th St	ARC	2,192	1.9	2,500
18-3439	McConnell	5470 McCords	ARC	15,120	160	1,600
18-3448	Van note	8233 28th St	ARC	1,800	4.3	2,500
18-3482	Seeley	9404 28th St	ARC	1,680	17	2,800
18-3483	Hillman	8790 52nd St	ARC	2,688	4	2,800
18-3486	DeMeester	9478 Grand River Dr	ARC	3,136	12	3,300
18-3496	Eisen	7233 60th	ARC	1,728	4.4	2,300
19-3511	Doering	5500 McCords Ave	ARC	1,200	160	1,600
19-3524	Tolan	8505 60th St	ARC	1,600	11	2,100
19-3529	Hulst	3717 Cherry Lane	ARC	1,600	8	3,300
19-3530	Howard	8125 45th St	ARC	1,200	2.9	2,900
19-3546	Swift	8730 52nd St	ARC	1,344	2.5	2,600
20-3589	Dykhouse	2645 Meadow Crossing	ARC	1,634	13	7,900
20-3598	Maslowski	9585 60th St	ARC	1,296	2	1,900
20-3601	Poolman	6667 60th St	ARC	4,288	4.5	3,800
20-3616	Staples	5288 Buttrick Ave	ARC	1,300	2.3	4,500
21-3637	Seely	4200 Cherry Ln	ARC	1,224	0.97	1,100
21-3638	Davis Flia Construction	6541 60th St	ARC	4,000	14.7	2,900

Accessory Building Inventory 2010-2022 (5/10/22)

21-3659	Lange	9205 28th St	ARC		1,600	3.4	2,800
21-3664	Eggleston	9091 36th St	ARC		1,680	9.2	2,900
21-3677	Elliott	6870 48th St	ARC		1,536	0.9	1,400
21-3682	Warren	5650 McCords Ave	ARC		1,561	2.9	2,700
22-3695	Downey	3030 Wood Duck Ln	ARC		3,456	4.6	5,100
12-3076	Lash	8951 Cascade Rd	FP		1,680	2.4	1,800
15-3265	Randy Gaskin	3505 Snow Ave	FP		1,536	2	1,400
18-3443	Carpenter	8650 36th St	FP		1,560	15	3,400
19-3531	Beatson	9100 Cascade Rd	FP		3,200	15	2,600
20-3600	Grzywacz	8683 Cascade Rd	FP		1,440	3.7	4,000
21-3625	Randall Burri Builder	4670 Quiggle Ave	FP		1,728	3.6	1,700
13-3161	Epique Homes	1415 Ballybunion Dr	PUD		4,500	6	6,600
16-3314	Reynolds	5701 Buttrick Ave	PUD 52		1,256	2.2	2,500
18-3494	Stibitz	3494 Bloomington Hills	PUD 66		1,500	1.39	2,200
10 3008	Koetje/Proos	8091 Ashwood Dr	PUD 89		1,120	2.5	4,520
19-3561	Hayes	3570 Buttrick Ave	PUD 61		1,200	2.2	2,600
21-3619	Krause	2439 Sturbridge Dr	PUD 65		1,728	6.6	4,000
21-3631	Bigger	4983 Clear Ridge Dr	PUD 72		1,200	1.2	2,800
22-3707	Harwood	8189 Ashwood Dr	PUD 89		1,260	1.9	4,550
10 3001	Ike	4390 Whitneyville	R1		1,200	3.8	1,000
10 3014	Borisch	5333/5200 Dayenu	R1		2,304	44	6,000
12-3082	DeVos	2020 Devonwood Lane	R1		8,500	35	17,000
14-3184	Jon DeGraff	6960 Thornview	R1		1,520	4.6	3,500
14-3185	James Hacket	1547 Briarcliff Dr	R1		1,400	2.2	7,500
14-3190	Aaron Schaap	1910 Laraway Lake Dr	R1		2,604	13	8,200
14-3197	John Shipley	7373 Biscyane Way	R1		1,000	2.6	3,200
15-3241	John Borisch	5200 Dayenu Dr	R1		3,000	9	6,000
15-3253	Derek Benedict	1961 Steketee Woods Lane	R1		1,936	2.9	6,900
15-3257	Jeff Shull	7500 Buttrick Park Dr	R1		1,440	3.03	3,600
15-3290	Hockstra	1350 Briarcliff	R1		1,232	1	4,000
16-3301	Keeler	8100 45th st	R1		1,504	1.2	2,500
16-3311	Borisch	5292 Dayenu	R1		5,000	3.8	5,000
16-3337	Romence	5752 Hall St	R1		1,200	1.7	2,200
16-3352	Rise	8200 48th st	R1		1,600	1.05	3,000
17-3383	Popp	1360 Briarcliff	R1		1,200	1.16	4,800
17-3417	Salmon	6350 Cascade Rd	R1		1,440	4.6	1,300
18-3452	Kortman	4555 Little Harbor Dr	R1		1,296	0.95	3,000

Accessory Building Inventory 2010-2022 (5/10/22)

18-3474	Rowland	4250 Whitneyville Ave	R1	1,300	5	2,800
18-3480	Stachowiak	7871 Shadybrook	R1	1,800	2	2,200
18-3481	Doezema	5625 Alaska Ave	R1	1,944	5	2,000
19-3567	Brinks	1596 Buttrick Ave	R1	1,296	1.5	2,700
20-3595	Mayton	1468 Buttrick Ave	R1	1,326	1.8	4,700
21-3621	Engler	7080 Hidden Ridge	R1	3,312	4.4	7,000
21-3652	Waugh	7630 Cascade Rd	R1	1,200	1.8	2,000
21-3685	Renucci	5175 Buttrick	R1	2,520	55	
22-3699	D. Carpenter Homes	2011 Devonwood	R1	1,320	3.3	9,700
22-3702	Underwood	7675 Sudbury Ln	R1	1,292	2.4	3,100
22-3703	Matthews	8320 45th St SE	R1	1,200	1.3	1,550
11-3028	Slauer	3824 Goodwood Dr	R2	900	0.88	3,500
Case	Name	address	Zoning	accessory building sq.ft	acres	home (FLS)
Avg				2,079	10.70	3,448
Avg ARC				2,274	15.33	2,790
Avg FP				1,857	6.95	2,483
Avg PUD				1,721	3.00	3,721
Avg R1				1,996	7.55	4,516

SUBMIT BY 2/6
20 - FEE



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: JEFF VISSER / J. VISSER DESIGN
 Address: 910 CHERRY ST SE
 City & Zip Code: GRAND RAPIDS, MI 49506
 Telephone: 616-954-2509
 Email Address: JEFF@JVISSER.COM

OWNER: * (If different from Applicant)
 Name: TOM & MELISSA AABERG
 Address: 1550 THORNAPPLE RIVER DR
 City & Zip Code: GRAND RAPIDS, MI 49546
 Telephone: 616 308-2608
 Email Address: aaberg3@comcast.net

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

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

ADD BOAT HOUSE

LEGAL DESCRIPTION OF PROPERTY**:

ATTACHED ON ORIGINAL SURVEY

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19-03-151-006

ADDRESS OF PROPERTY: 1550 THORNAPPLE RIVER DR. GRAND RAPIDS, MI 49546

PRESENT USE OF THE PROPERTY: SINGLE FAMILY RESIDENCE - PRIMARY

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

Name(s)

Address(es)

SIGNATURES

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

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

Melissa Meldrum Arberg

Owner - Print or Type Name

(*If different from Applicant)

*Melissa Meldrum Arberg

Owner's Signature & Date

(*If different from Applicant)

JEFF VISSER

Applicant - Print or Type Name

Applicant's Signature & Date

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

STAFF REPORT

STAFF REPORT: Case # 23-3755
REPORT DATE: March 1, 2023
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: March 6, 2023
PREPARED BY: Brian Hilbrands, Planning Director

APPLICANT

Redwater Group
5500 Cascade Road SE, Suite 100
Grand Rapids, MI 49546

STATUS

OF APPLICANT: Owner Representative

REQUESTED ACTION: Site plan review for an approximately 4,000 sq ft clubhouse addition.

PROPERTY ADDRESS: 1600 Galbraith Ave

EXISTING ZONING OF
SUBJECT PARCEL: PUD 15

GENERAL LOCATION: Southern terminus of Galbraith Ave, south of Cascade Rd

PARCEL SIZE: Approximately 60 acres.

EXISTING LAND USE
ON THE PARCEL: Golf Course/Country Club

ADJACENT AREA
LAND USES: N,W – Office
S,E – Golf course

ZONING ON ADJOINING
PARCELS: N – Golfview PUD 2
S,W,E – Watermark PUD 15

STAFF COMMENTS:

1. The applicant is requesting site plan approval in order to construct an approximately 4,000 sq ft addition to the east side of the clubhouse building to accommodate additional banquet/dining space.

2. The property is part of a Planned Unit Development that regulates, among other things, the size of the clubhouse building. The PUD was approved in 1997 and amended 6 times since then. The size of the clubhouse building is limited to 30,000 sq ft. In the PUD ordinance it is not totally clear what areas of the building are meant to be included when calculating the allowed size. In 2013 an addition was approved for the west side of the building, and as part of that site plan approval the mechanical and cart storage areas in the lower level were not counted towards the allowed building size. This was because those areas are not “useable” spaces and therefore do not generate additional people/parking needs.
3. If the same approach is taken for this review, the existing building has approximately 25,400 sq ft of “usable” space. This would allow for an additional 4,600 sq ft of “usable” space to be added without amending the PUD ordinance. The site plan shows the addition to include 4,057 sq ft of “usable” space, resulting in a total size of 29,473 sq ft.
4. Parking for the site has to accommodate several uses, including the clubhouse, golf course, and swim center. Current uses on site require 324 parking spaces according to the requirements of Chapter 19 of the Zoning Ordinance. The new addition would result in the need for 22 additional spaces, for a total of 346 spaces. Currently the site holds a total of 297 spaces, and also includes an additional 49 deferred spaces. The property owner also has an agreement to use up to 50 spaces on the adjacent property. The deferred parking would only need to be constructed if the sharing parking agreement were to end.
5. In reviewing the 2013 site plan approval for the addition on the west side of the clubhouse, staff found that one of the conditions of approval was that the approximately one-acre parcel immediately west of the clubhouse must be combined with the larger golf course parcel. It appears that this was required because of setback issues. After reviewing County records, it does not appear that this combination was completed. The two parcels will need to be combined before a new building permit can be issued.
6. The Township engineer has reviewed and approved the site plan, and their letter is included in your packet. A stormwater maintenance agreement will need to be recorded.
7. The Fire Department has reviewed the plans and did not express any concerns.

Section 21.07: Criteria For Site Plan Approval:

The Planning Commission shall use the following criteria in evaluating a site plan submittal:

1. Whether the required information has been furnished in sufficiently complete and understandable form to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation.
2. Whether there are ways in which the configuration of uses and structures can be changed which would improve the impact of the development on adjoining and nearby properties, persons, and activities, and on the community,

while allowing reasonable use of the property within the scope of district regulations and other regulations of this Ordinance that are applicable to the property and proposed use and structures.

3. The extent to which natural features and characteristics of the large trees, natural groves, watercourses, and similar will be preserved; the regard given to existing natural features that would add attractiveness to the property and environs if they were preserved; the preservation of natural drainage systems the dedication and/or provision, where appropriate, of scenic easements, natural buffering, and other techniques for preservation and enhancement of the physical environment.

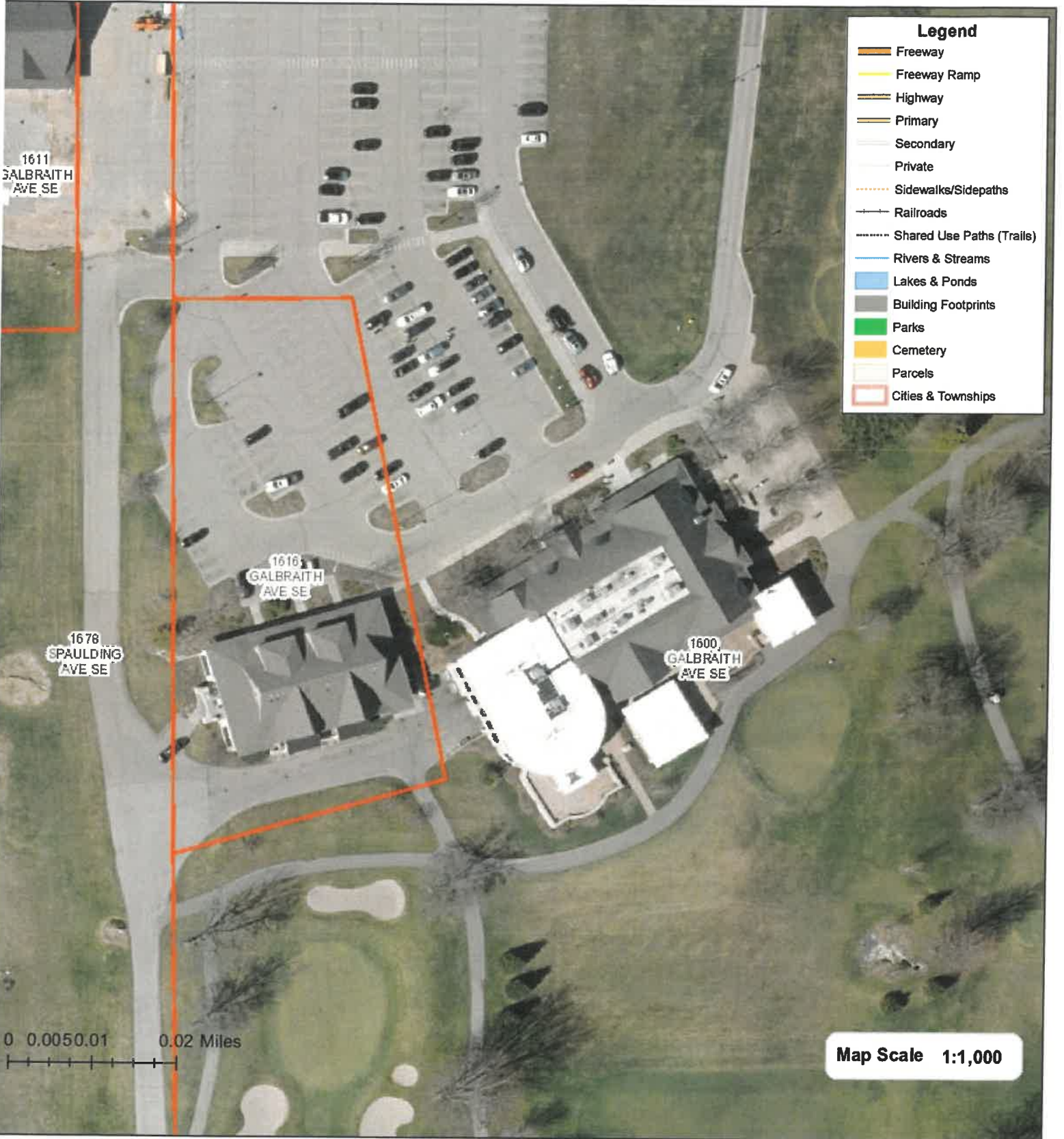
STAFF RECOMMENDATION

Staff recommends approval of the site plan for the approximately 4,000 sq ft addition to the clubhouse with the following conditions:

1. The applicant complies with the Township Engineer letter dated February 10, 2023, and all necessary permits are obtained before construction begins.
2. Record the stormwater maintenance agreement.
3. Confirmation that the parking agreement is still in place and active.
4. Combine the lot at 1616 Galbraith Ave with 1600 Galbraith Ave.

ATTACHMENTS: Application
 Site plan
 Township Engineer letter

TITLE



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Printed 3/2/2023 12:48:01 PM



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids,
Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: Redwater Group
Address: 5500 Cascade Road, SE, Suite 100
City & Zip Code Grand Rapids, MI 49546
Telephone: 616-949-0570
Email Address: splakmeyer@redwatercollection.com

OWNER: * (If different from Applicant)

Name: Watermark Property LLC
Address: 5500 Cascade Road, SE, Suite 200
City & Zip Code: Grand Rapids, MI 49546
Telephone: 616-949-0570
Email Address: splakmeyer@redwatercollection.com

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

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

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

See attached

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 06-426-023

ADDRESS OF PROPERTY: 1600 Galbraith Avenue, SE, Grand Rapids, MI 49546

PRESENT USE OF THE PROPERTY: Country Club

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

Name(s)

Address(es)

SIGNATURES

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

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

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

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

Steve Plakmeyer

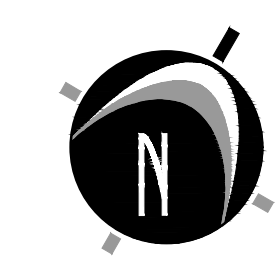
Applicant – Print or Type Name

 1/26/2023
Applicant’s Signature & Date

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



LOCATION MAP
NOT TO SCALE



0' 100' 200' 400'
SCALE: 1" = 200'

NEDERVELD
 www.nederveld.com
 800.222.1868
GRAND RAPIDS
 217 Grandville Ave., Suite 302
 Grand Rapids, MI 49503
 Phone: 616.575.5190
 ANN ARBOR
 CHICAGO
 COLUMBUS
 HOLLAND
 INDIANAPOLIS

PREPARED FOR:
 Redwater Group
 5500 Cascade Road SE
 Suite 200
 Grand Rapids, MI 49546
 Phone: 616.698.1100

REVISIONS:
 Title: Site Plan Review
 Drawn: Brad M. Checked: Rob B. Date: 01.31.2023

WATERMARK CLUBHOUSE EXPANSION

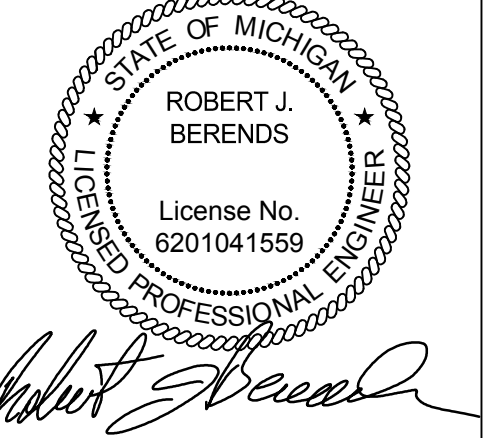
Cover Sheet

1600 Galbraith Ave. SE
PART OF SECTION 6, T8N, R10W,
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

SHEET INDEX

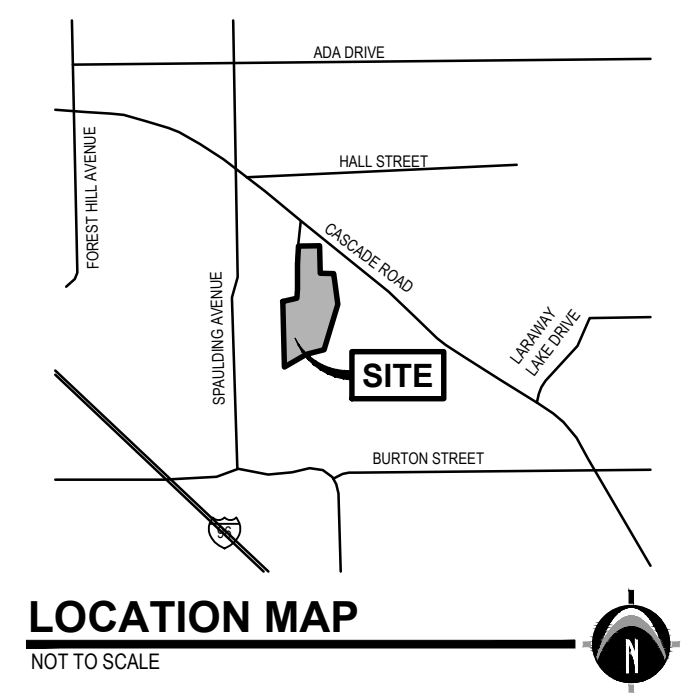
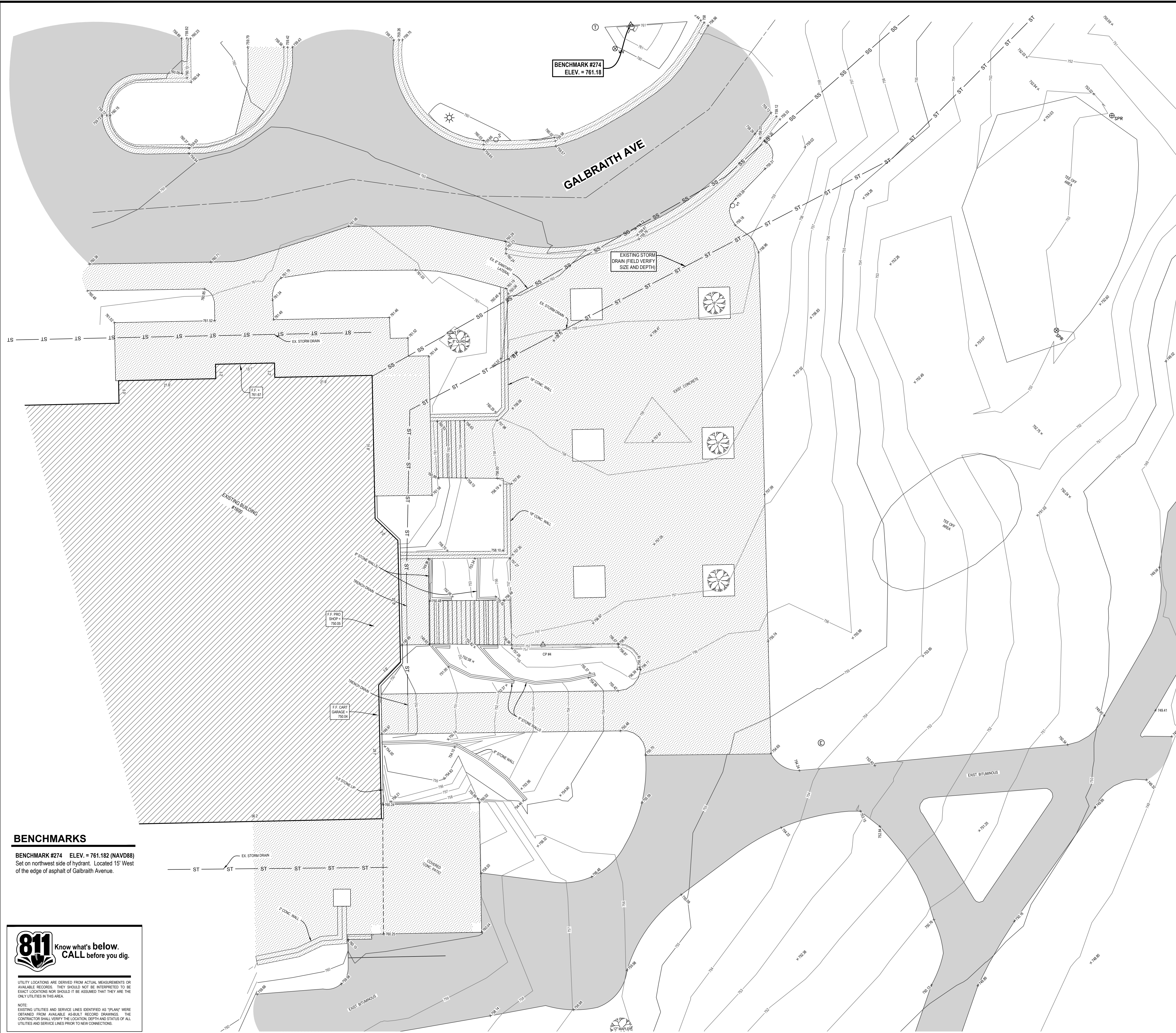
Cover Sheet	C-100	Page 1
Existing Site Conditions Plan	C-201	Page 2
Demolition Plan	C-203	Page 3
Site Layout Plan	C-205	Page 4
S.E.S.C., Grading & Utility Plan	C-300	Page 5
Details and Specifications	C-500	Page 6
Landscape Plan	L-101	Page 7

STAMP:



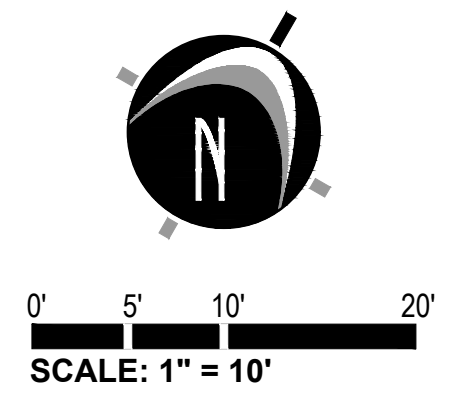
PROJECT NO:
22400833

SHEET NO:
C-100



LEGEND

	Benchmark / Control Point
	Deciduous Tree
	Hydrant
	Water Valve
	Iron - Set
	Iron - Found
	Light Pole
	Sign
	Telephone Manhole
	Asphalt
	Concrete
	Existing Building



DESCRIPTION

411906426023 PART OF E 1/2 COM AT E 1/4 COR TH S 1D 10M 33S W ALONG E SEC LINE 71.50 FT TH S 36D 32M 33S W 161.10 FT TH S 1D 52M 05S W 42.24 FT TO WATERS EDGE OF A POND & TO BEG OF THIS DESC - TH WLY & NWLY ALONG SD POND TO A PT BEING 250.0 FT S FROM S LINE OF LOT 154 CASCADE GARDENS & 265.0 FT W FROM E SEC LINE TH NWLY 138 FT MIL TO A PT 360.0 FT WLY FROM E SEC LINE & 150.0 FT S FROM SE COR OF LOT 1 OF AMENDED PLAT OF LOTS 1 THROUGH 16, INCLUSIVE, & LOTS 97 THROUGH 102, INCLUSIVE, & PART OF VACATED GARDEN DRIVE, CASCADE GARDENS SD PT BEING EXT WLY LINE OF MACNIDER AVE 160 FT WIDE/ TH N 150.0 FT TO SE COR OF SD LOT TH W ALONG S LINE OF SD LOT TO ELY LINE OF GALBRAITH AVE TH SWLY ALONG SD ELY LINE TO S LINE OF LOT 32 OF CASCADE GARDENS EXT ELY TH WLY ALONG SD EXT LINE TO E 1/8 LINE TH S ALONG E 1/8 LINE TO N LINE OF S 246.40 FT OF N 574.90 FT OF SW 1/4 SE 1/4 TH N 80D 22M 52S W ALONG SD N LINE 64.15 FT TH S 1D 28M 25S E 805.93 FT TH S 41D 21M 03S E 95.41 FT TH N 52D 41M 32S E 75.29 FT TH N 13D 02M 21S E 405.67 FT TH S 80D 10M 15S E 420.63 FT TH S 84D 07M 23S E 58.0 FT TH S 75D 48M 36S E 52.58 FT TH S 80D 10M 15S E 110.29 FT TH N 52D 06M 29S E 112.12 FT TH N 7D 50M 14S E 397.26 FT TH N 15D 07M 49S E 463.27 FT TH N 30D 54M 07S E 366.27 FT TH N 60D 12M 37S W 166.13 FT TH N 1D 29M 10S W 239.46 FT TH N 32D 04M 27S E 111.80 FT TH N 47D 03S 01S W 25.49 FT TH N 25D 41M 51S E 177.19 FT TH S 53D 23M 00S E TO A LINE BEARING S 1D 52M 05S W FROM BEG TH N 1D 52M 05S E TO BEG EX COM 1309.28 FT N 88D 31M 00S W ALONG E&W 1/4 LINE & 185.03 FT S 1D 19M 46S W FROM E 1/4 COR TH S 88D 31M 00S E 293.43 FT TO SWLY LINE OF GALBRAITH AVE TH ELY 142.53 FT ALONG SD SWLY LINE ON A 55.0 FT RAD CURVE TO LT ALONG CHORD BEARS N 81D 49M 16S E 105.86 FT TO ELY LINE OF SD AVE TH N 7D 34M 59 E ALONG SD ELY LINE 55.72 FT TH NWLY ALONG SD ELY LINE ON A 480.0 FT RAD CURVE TO LT TO S LINE OF LOT 32 OF CASCADE GARDENS EXT ELY TH WLY ALONG SD EXT LINE TO E 1/8 LINE TH S ALONG E 1/8 LINE TO A LINE BEARING N 88D 31M 00S W FROM BEG TH S 88D 31M 00S E TO BEG & EX COM AT S 1/4 COR TH S 88D 14M 45S E ALONG S SEC LINE 827.84 FT TH N 1D 16M 48S E 57.26 FT TH N 38D 59M 54S E 216.64 FT TH S 72D 30M 04S E 133.96 FT TH S 72D 11M 50S E 66.20 FT TH N 85D 14M 10S E 150.75 FT TO BEG OF THIS EX - TH S 41D 21M 03S E TO E LINE OF W 1/2 SE 1/4 TH N 1D 16M 48S E ALONG SD E LINE TO N LINE OF S 246.40 FT OF N 574.90 FT OF SW 1/4 SE 1/4 TH S 1D 23M 49S E 162.36 FT TH S 88D 36M 11S W 159.88 FT TH S 10D 36M 16S W 120.97 FT TO BEG & EX COM AT SE COR OF SD LOT 1 TH N 0D 00M 34S W ALONG E LINE OF SD LOT 165.34 FT TH NLY 116.0 FT ON A 265.69 FT RAD CURVE TO RT ALONG CHORD BEARS N 12D 29M 54S E 115.08 FT TO BEG OF THIS EX - TH NELY 70.69 FT ON A 265.69 FT RAD CURVE TO RT ALONG CHORD BEARS N 32D 37M 41S E 70.47 FT TH N 40D 15M 00S E 240.60 FT TH NLY 47.12 FT ON A 30.0 FT RAD CURVE TO LT ALONG CHORD BEARS CURVE N 4D 45M 00S W 42.43 FT TO SWLY LINE OF CASCADE RD 1100 FT WIDE/ TH N 49D 45M 00S W ALONG SD SWLY LINE 294.0 FT TH S 40D 15M 00S W 175.0 FT TH S 49D 45M 00S E 50.0 FT TH S 8D 10M 00S E 240.0 FT TH S 49D 45M 00S E 109.50 FT TO BEG * AMENDED PLAT OF LOTS 1 THROUGH 16, INCLUSIVE, AND LOTS 97 THROUGH 102, INCLUSIVE, AND PART OF GARDEN DRIVE, CASCADE GARDENS SPLIT ON 12/20/2010 FROM 41-19-06-026-021

BENCHMARKS

BENCHMARK #274 ELEV. = 761.182 (NAVD88)
Set on northwest side of hydrant. Located 15' West of the edge of asphalt of Galbraith Avenue.

811 Know what's below. CALL before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

NEDERVELD
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Grand Rapids, MI 49503
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ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS

PREPARED FOR:
Redwater Group

5500 Cascade Road SE
Suite 200
Grand Rapids, MI 49546
Phone: 616.698.1100

REVISIONS:

Title: Site Plan Review	Drawn: Brad M.	Checked: Rob B.	Date: 01.31.2023

WATERMARK CLUBHOUSE EXPANSION

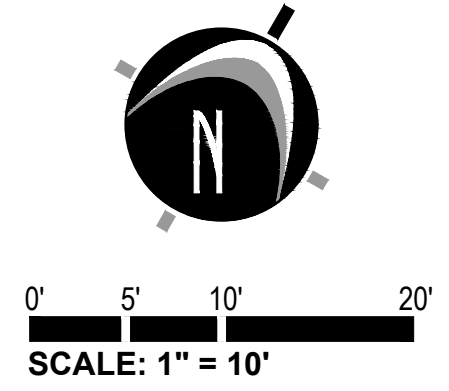
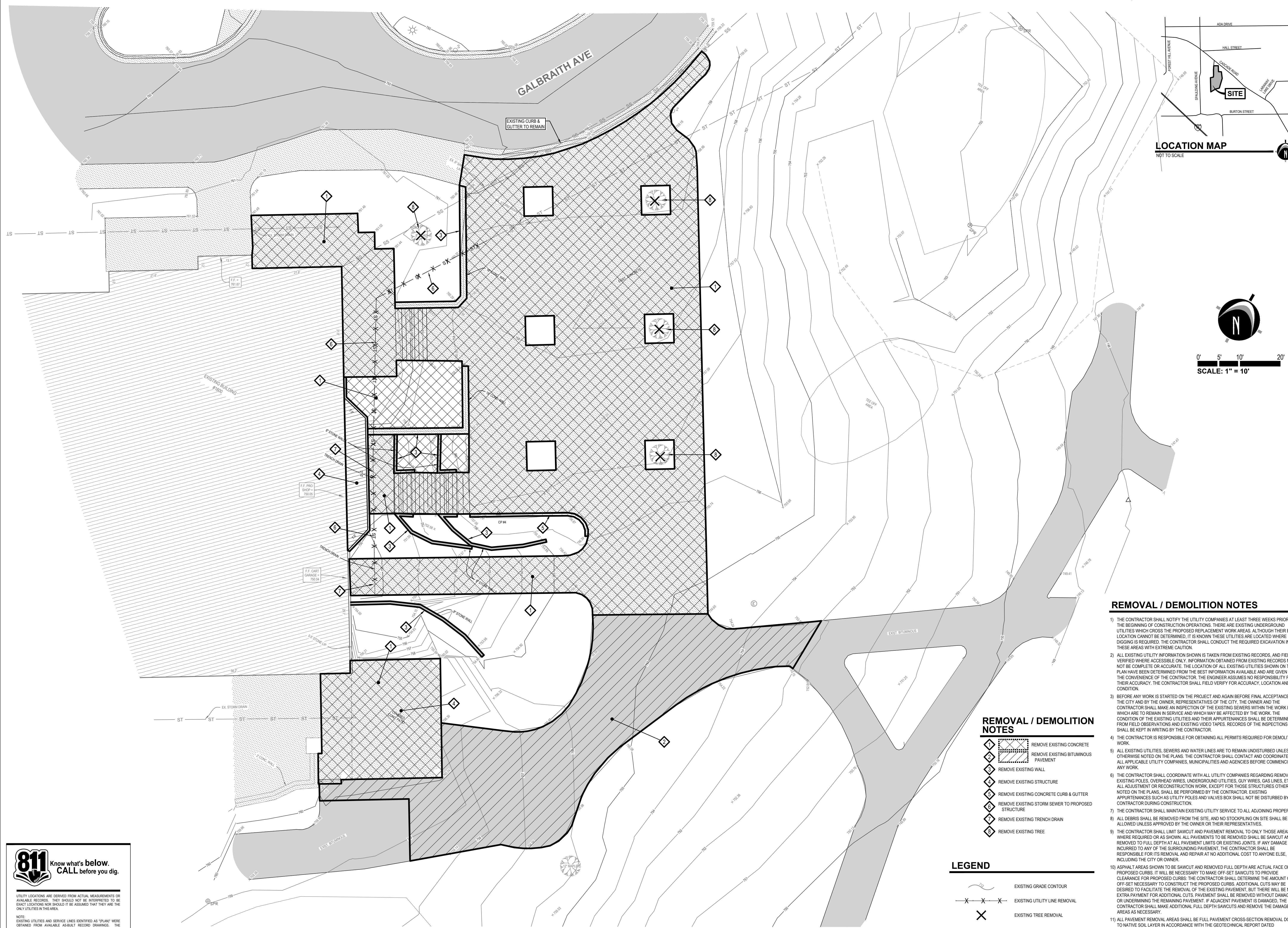
Existing Site Conditions Plan

1600 Galbraith Ave. SE
PART OF SECTION 6, T6N, R10W,
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

PROJECT NO:
22400833

SHEET NO:
C-201



REMOVAL / DEMOLITION NOTES

- 1. REMOVE EXISTING CONCRETE
- 2. REMOVE EXISTING BITUMINOUS PAVEMENT
- 3. REMOVE EXISTING WALL
- 4. REMOVE EXISTING STRUCTURE
- 5. REMOVE EXISTING CONCRETE CURB & GUTTER
- 6. REMOVE EXISTING STORM SEWER TO PROPOSED STRUCTURE
- 7. REMOVE EXISTING TRENCH DRAIN
- 8. REMOVE EXISTING TREE

LEGEND

- - - - - EXISTING GRADE CONTOUR
- X - X - X - EXISTING UTILITY LINE REMOVAL
- X EXISTING TREE REMOVAL

REMOVAL / DEMOLITION NOTES

- 1) THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AT LEAST THREE WEEKS PRIOR TO THE BEGINNING OF CONSTRUCTION OPERATIONS. THERE ARE EXISTING UNDERGROUND UTILITIES WHICH CROSS THE PROPOSED REPLACEMENT WORK AREAS. ALTHOUGH THEIR EXACT LOCATION CANNOT BE DETERMINED, IT IS KNOWN THESE UTILITIES ARE LOCATED WHERE DIGGING IS REQUIRED. THE CONTRACTOR SHALL CONDUCT THE REQUIRED EXCAVATION IN THESE AREAS WITH EXTREME CAUTION.
- 2) ALL EXISTING UTILITY INFORMATION SHOWN IS TAKEN FROM EXISTING RECORDS, AND FIELD VERIFIED WHERE ACCESSIBLE ONLY. INFORMATION OBTAINED FROM EXISTING RECORDS MAY NOT BE COMPLETE OR ACCURATE. THE LOCATION OF ALL EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN DETERMINED FROM THE BEST INFORMATION AVAILABLE AND ARE GIVEN FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THEIR ACCURACY. THE CONTRACTOR SHALL FIELD VERIFY FOR ACCURACY, LOCATION AND CONDITION.
- 3) BEFORE ANY WORK IS STARTED ON THE PROJECT AND AGAIN BEFORE FINAL ACCEPTANCE BY THE CITY AND BY THE OWNER, REPRESENTATIVES OF THE CITY, THE OWNER AND THE CONTRACTOR SHALL MAKE AN INSPECTION OF THE EXISTING SEWERS WITHIN THE WORK LIMITS WHICH ARE TO REMAIN IN SERVICE AND WHICH MAY BE AFFECTED BY THE WORK. THE CONDITION OF THE EXISTING UTILITIES AND THEIR APPURTENANCES SHALL BE DETERMINED FROM FIELD OBSERVATIONS AND EXISTING VIDEO TAPES. RECORDS OF THE INSPECTIONS SHALL BE KEPT IN WRITING BY THE CONTRACTOR.
- 4) THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED FOR DEMOLITION WORK.
- 5) ALL EXISTING UTILITIES, SEWERS AND WATER LINES ARE TO REMAIN UNDISTURBED UNLESS OTHERWISE NOTED ON THE PLANS. THE CONTRACTOR SHALL CONTACT AND COORDINATE WITH ALL APPLICABLE UTILITY COMPANIES, MUNICIPALITIES AND AGENCIES BEFORE COMMENCING ANY WORK.
- 6) THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES REGARDING REMOVAL OF EXISTING POLES, OVERHEAD WIRES, UNDERGROUND UTILITIES, GUY WIRES, GAS LINES, ETC. ALL ADJUSTMENT OR RECONSTRUCTION WORK, EXCEPT FOR THOSE STRUCTURES OTHERWISE NOTED ON THE PLANS, SHALL BE PERFORMED BY THE CONTRACTOR. EXISTING APPURTENANCES SUCH AS UTILITY POLES AND VALVES BOX SHALL NOT BE DISTURBED BY THE CONTRACTOR DURING CONSTRUCTION.
- 7) THE CONTRACTOR SHALL MAINTAIN EXISTING UTILITY SERVICE TO ALL ADJOINING PROPERTIES.
- 8) ALL DEBRIS SHALL BE REMOVED FROM THE SITE, AND NO STOCKPILING ON SITE SHALL BE ALLOWED UNLESS APPROVED BY THE OWNER OR THEIR REPRESENTATIVES.
- 9) THE CONTRACTOR SHALL LIMIT SAWCUT AND PAVEMENT REMOVAL TO ONLY THOSE AREAS WHERE REQUIRED OR AS SHOWN. ALL PAVEMENTS TO BE REMOVED SHALL BE SAWCUT AND REMOVED TO FULL DEPTH AT ALL PAVEMENT LIMITS OR EXISTING JOINTS. IF ANY DAMAGE IS INCURRED TO ANY OF THE SURROUNDING PAVEMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ITS REMOVAL AND REPAIR AT NO ADDITIONAL COST TO ANYONE ELSE, INCLUDING THE CITY OR OWNER.
- 10) ASPHALT AREAS SHOWN TO BE SAWCUT AND REMOVED FULL DEPTH ARE ACTUAL FACE OF PROPOSED CURBS. IT WILL BE NECESSARY TO MAKE OFF-SET SAWCUTS TO PROVIDE CLEARANCE FOR PROPOSED CURBS. THE CONTRACTOR SHALL DETERMINE THE AMOUNT OF OFF-SET NECESSARY TO CONSTRUCT THE PROPOSED CURBS. ADDITIONAL CUTS MAY BE DESIRED TO FACILITATE THE REMOVAL OF THE EXISTING PAVEMENT, BUT THERE WILL BE NO EXTRA PAYMENT FOR ADDITIONAL CUTS. PAVEMENT SHALL BE REMOVED WITHOUT DAMAGING OR UNDERMINING THE REMAINING PAVEMENT. IF ADJACENT PAVEMENT IS DAMAGED, THE CONTRACTOR SHALL MAKE ADDITIONAL FULL DEPTH SAWCUTS AND REMOVE THE DAMAGE AREAS AS NECESSARY.
- 11) ALL PAVEMENT REMOVAL AREAS SHALL BE FULL PAVEMENT CROSS-SECTION REMOVAL DOWN TO NATIVE SOIL LAYER IN ACCORDANCE WITH THE GEOTECHNICAL REPORT DATED MONTH/DAY/YEAR.
- 12) ALL TREES WITHIN THE GRADING LIMITS SHALL BE REMOVED UNLESS OTHERWISE NOTED.

811 Know what's below. CALL before you dig.

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NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

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ANN ARBOR
 CHICAGO
 COLUMBUS
 HOLLAND
 INDIANAPOLIS

PREPARED FOR:
 Redwater Group

5500 Cascade Road SE
 Suite 200
 Grand Rapids, MI 49546
 Phone: 616.698.1100

REVISIONS:

Title: Site Plan Review
 Drawn: Brad M. Checked: Rob B. Date: 01.31.2023

WATERMARK CLUBHOUSE EXPANSION

Demolition Plan

1600 Galbraith Ave. SE
 PART OF SECTION 6, T8N, R10W,
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

STATE OF MICHIGAN
 ROBERT J. BERENDS
 License No. 6201041559
 LICENSED PROFESSIONAL ENGINEER

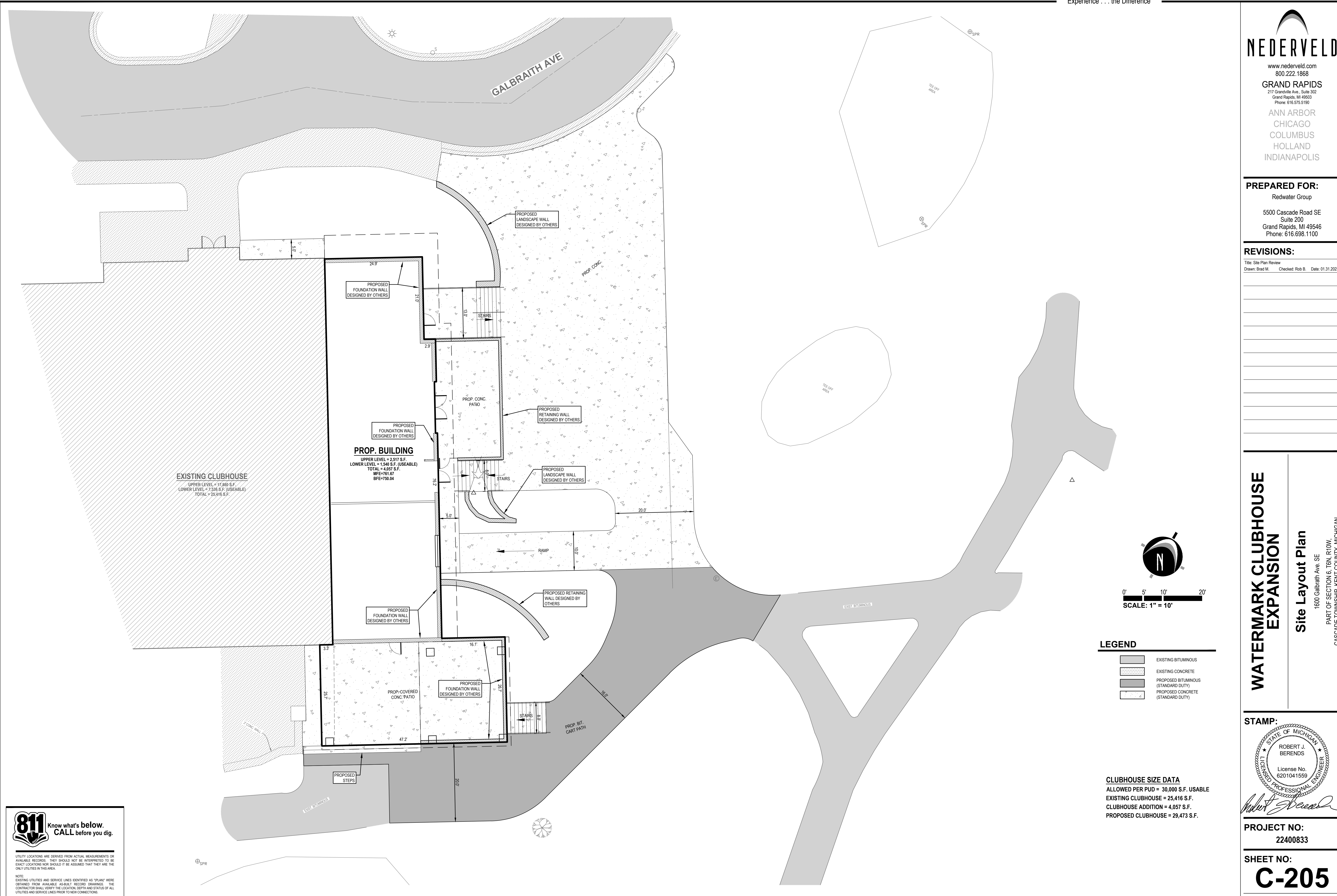
Robert J. Berends

PROJECT NO:
 22400833

SHEET NO:
C-203

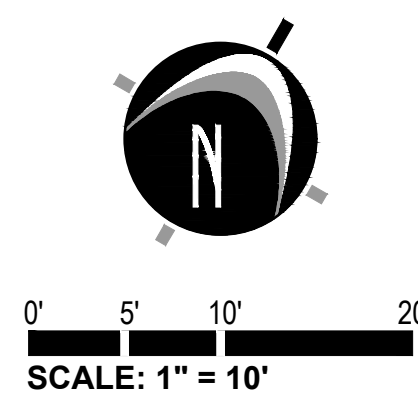
PREPARED FOR:
 Redwater Group
 5500 Cascade Road SE
 Suite 200
 Grand Rapids, MI 49546
 Phone: 616.698.1100

REVISIONS:
 Title: Site Plan Review
 Drawn: Brad M. Checked: Rob B. Date: 01-31-2023



EXISTING CLUBHOUSE
 UPPER LEVEL = 17,860 S.F.
 LOWER LEVEL = 7,336 S.F. (USABLE)
 TOTAL = 25,416 S.F.

PROP. BUILDING
 UPPER LEVEL = 2,517 S.F.
 LOWER LEVEL = 1,540 S.F. (USABLE)
 TOTAL = 4,057 S.F.
 BFE=750.04



LEGEND

[Symbol]	EXISTING BITUMINOUS
[Symbol]	EXISTING CONCRETE
[Symbol]	PROPOSED BITUMINOUS (STANDARD DUTY)
[Symbol]	PROPOSED CONCRETE (STANDARD DUTY)

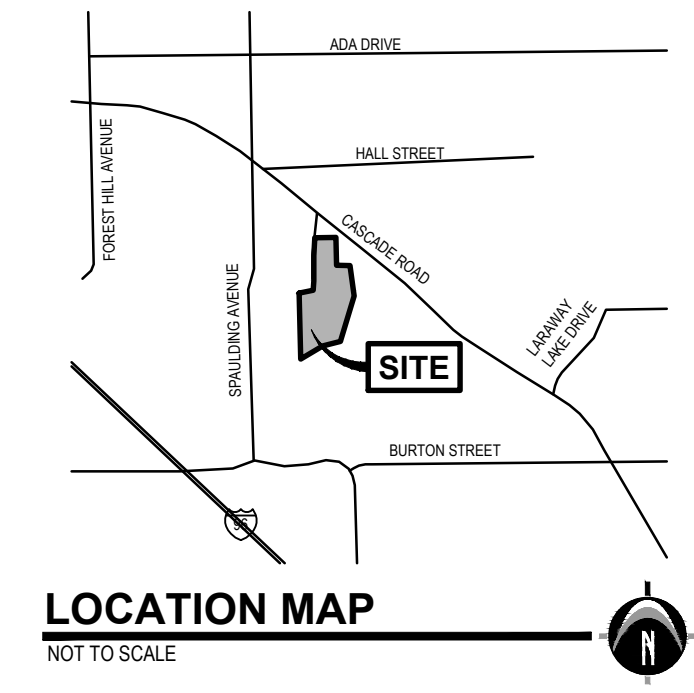
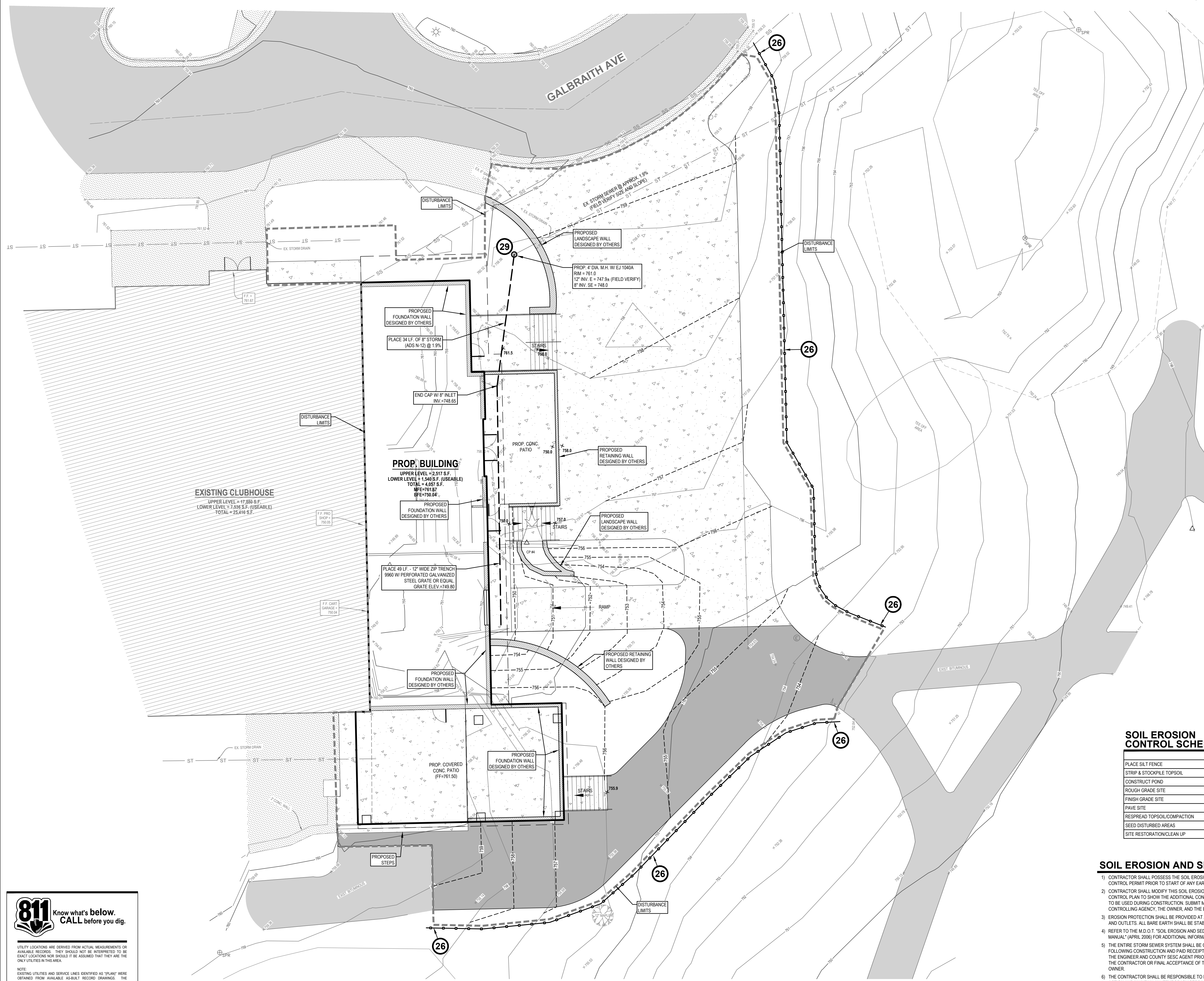
CLUBHOUSE SIZE DATA
 ALLOWED PER PUD = 30,000 S.F. USABLE
 EXISTING CLUBHOUSE = 25,416 S.F.
 CLUBHOUSE ADDITION = 4,057 S.F.
 PROPOSED CLUBHOUSE = 29,473 S.F.

WATERMARK CLUBHOUSE EXPANSION
Site Layout Plan
 1600 Galbraith Ave. SE
 PART OF SECTION 6, T8N, R10W,
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:
 STATE OF MICHIGAN
 ROBERT J. BERENDS
 License No. 6201041559
 LICENSED PROFESSIONAL ENGINEER

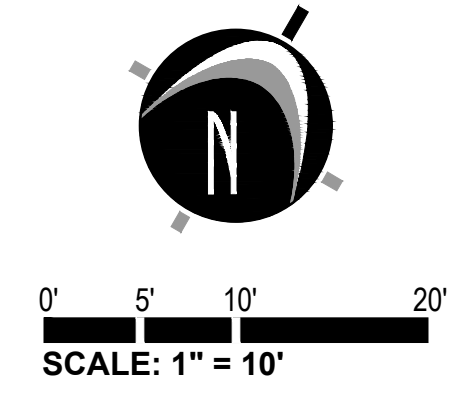
PROJECT NO:
 22400833
SHEET NO:
C-205

811 Know what's below.
CALL before you dig.
 UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.
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LEGEND

	EXISTING BITUMINOUS
	PROPOSED BITUMINOUS
	EXISTING GRADE CONTOUR (INDEX)
	EXISTING GRADE CONTOUR (INTERMEDIATE)
	EXISTING WATERMAIN
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED WATERMAIN
	PROPOSED STORM SEWER
	PROPOSED ELEVATION
	PROPOSED GRADE CONTOUR
	LIMITS OF DISTURBANCE (14.7 ACRES)
	SILT FENCE

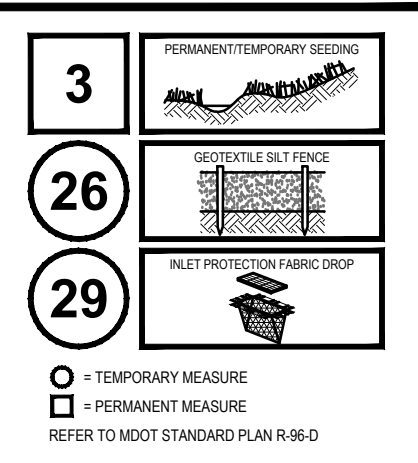


SOIL EROSION CONTROL SCHEDULE 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PLACE SILT FENCE												
STRIP & STOCKPILE TOPSOIL												
CONSTRUCT POND												
ROUGH GRADE SITE												
FINISH GRADE SITE												
PAVE SITE												
RESPREAD TOPSOIL/COMPACTION												
SEED DISTURBED AREAS												
SITE RESTORATION/CLEAN UP												

SOIL EROSION AND SEDIMENTATION CONTROL NOTES

- CONTRACTOR SHALL POSSESS THE SOIL EROSION AND SEDIMENTATION CONTROL PERMIT PRIOR TO START OF ANY EARTH WORK.
- CONTRACTOR SHALL MODIFY THIS SOIL EROSION AND SEDIMENTATION CONTROL PLAN TO SHOW THE ADDITIONAL CONTROL MEASURES INTENDED TO BE USED DURING CONSTRUCTION. SUBMIT MODIFICATIONS TO THE CONTROLLING AGENCY, THE OWNER, AND THE ENGINEER.
- EROSION PROTECTION SHALL BE PROVIDED AT ALL STORM SEWER INLETS AND OUTLETS. ALL BARE EARTH SHALL BE STABILIZED WITH SEEDING.
- REFER TO THE M.D.O.T. "SOIL EROSION AND SEDIMENTATION CONTROL MANUAL" (APRIL 2006) FOR ADDITIONAL INFORMATION.
- THE ENTIRE STORM SEWER SYSTEM SHALL BE CLEANED AND FLUSHED FOLLOWING CONSTRUCTION AND PAID RECEIPT THEREOF PROVIDED TO THE ENGINEER AND COUNTY SESS AGENT PRIOR TO FINAL PAYMENT TO THE CONTRACTOR OR FINAL ACCEPTANCE OF THE CONSTRUCTION BY THE OWNER.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO INSPECT, TAKE CORRECTIVE ACTION AND MAINTAIN ALL TEMPORARY SESS MEASURES DAILY AND AFTER EACH RAIN EVENT UNTIL FINAL COMPLETION AND ACCEPTANCE OF THE PROJECT.



811 Know what's below. CALL before you dig.

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NEDERVELD
 www.nederveld.com
 800.222.1868
GRAND RAPIDS
 217 Grandville Ave., Suite 302
 Grand Rapids, MI 49503
 Phone: 616.575.5190
ANN ARBOR
 CHICAGO
 COLUMBUS
 HOLLAND
 INDIANAPOLIS

PREPARED FOR:
 Redwater Group
 5500 Cascade Road SE
 Suite 200
 Grand Rapids, MI 49546
 Phone: 616.698.1100

REVISIONS:
 Title: Site Plan Review
 Drawn: Brad M. Checked: Rob B. Date: 01.31.2023

WATERMARK CLUBHOUSE EXPANSION
S.E.S.C., Grading & Utility Plan
 1600 Galbraith Ave. SE
 PART OF SECTION 6, T8N, R10W,
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

Robert J. Berends

PROJECT NO:
 22400833
SHEET NO:
C-300

PLANT SCHEDULE

SHRUBS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	QTY
	Ba	Baptisia x 'American Goldfinch'	American Goldfinch Wild Indigo	2 gal.	20
	Cm	Calamintha nepeta 'Montrose White'	Montrose White Lesser Calamint	1 gal.	20
	Cv	Coreopsis verticillata 'Moonbeam'	Moonbeam Tickseed	1 gal.	13
	Ha	Hydrangea arborescens 'Annabelle'	Annabelle Hydrangeas	3 gal.	17
	Ha2	Hosta x 'Blue Angel'	Blue Angel Hosta	1 gal.	42
	Hr	Hemerocallis x 'Ruby Spider'	Ruby Spider Daylily	1 gal.	38
	Hw	Hydrangea quercifolia 'Pee Wee'	Pee Wee Oakleaf Hydrangea	3 gal.	24
	Is	Ilex virginica 'Sprich'	Little Henry® Sweetspire	3 gal.	26
	Jg	Juniperus procumbens 'Green Mound'	Green Mound Japanese Garden Juniper	3 gal.	5
	Mg	Miscanthus sinensis 'Gracillimus'	Eulalia Grass	3 gal.	16
	Pk	Pennisetum orientale 'Karley Rose'	Karley Rose Fountain Grass	2 gal.	28
	Pm	Pinus mugo	Mugo Pine	3 gal.	9
	Pn2	Picea abies 'Nidiformis'	Bird's Nest Norway Spruce	3 gal.	15
	Rk	Rudbeckia fulgida 'Blov'	Viette's Little Suzy Coneflower	1 gal.	8
	Sa	Sedum spectabile 'Autumn Fire'	Autumn Fire Showy Stonecrop	1 gal.	10
	Sm	Salvia nemorosa 'May Night'	May Night Sage	1 gal.	25

LANDSCAPE NOTES

PLANTING NOTES:

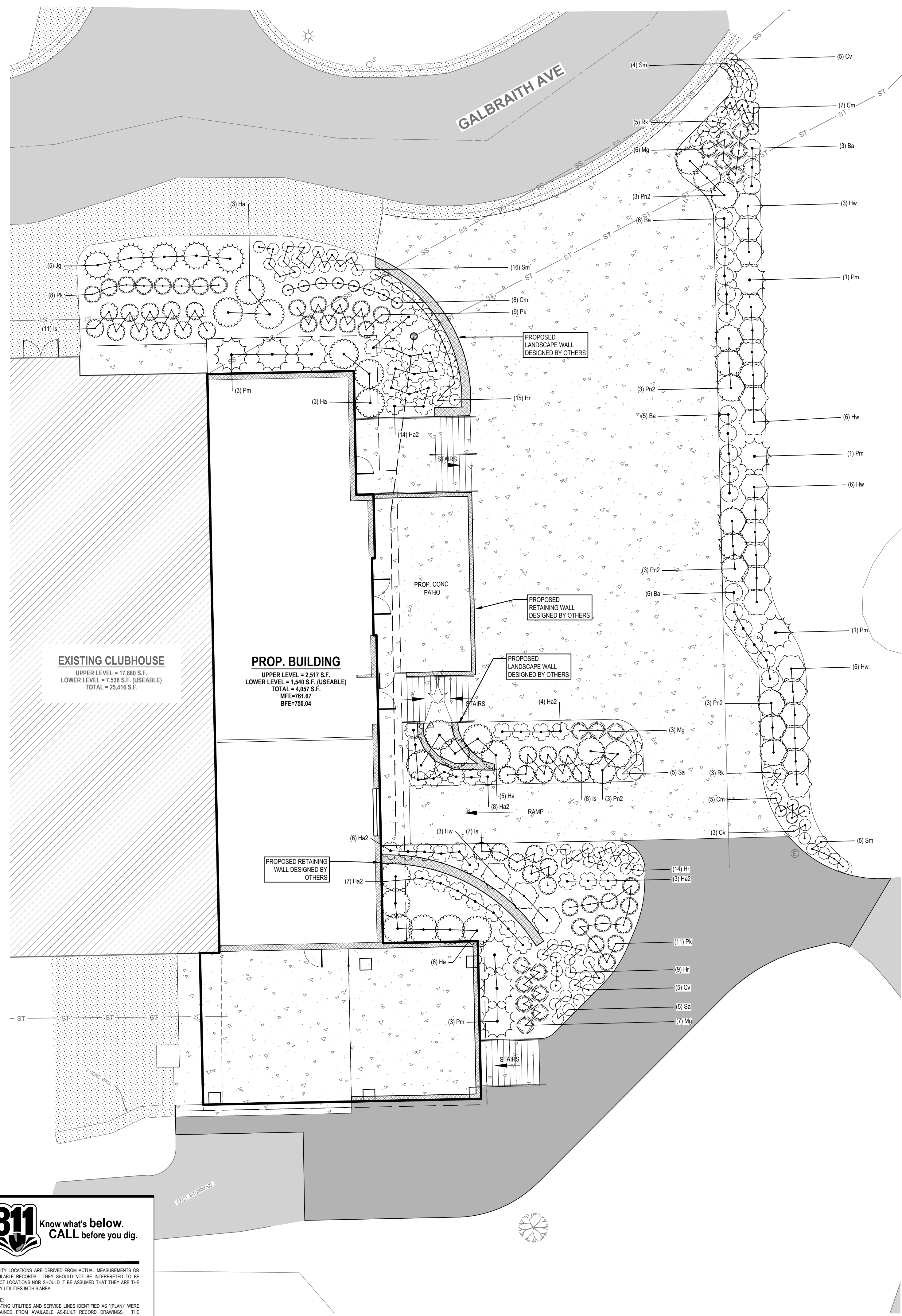
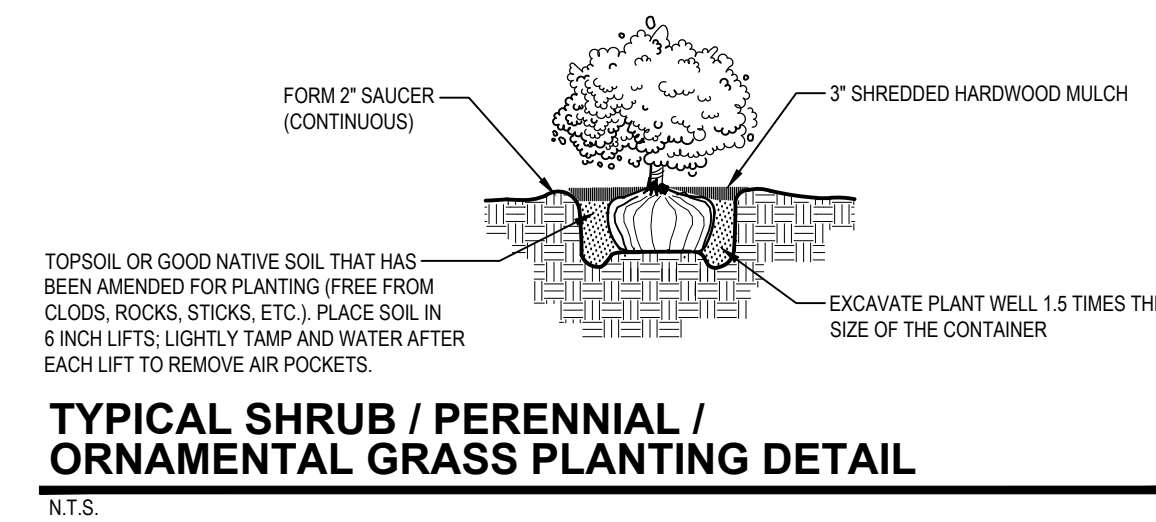
- ALL PLANT MATERIAL SHALL BE LOCALLY NURSERY GROWN NO.1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS. DO NOT PLANT MATERIALS UNTIL DIRECTED BY OWNER, LANDSCAPE ARCHITECT, AND/OR CONSTRUCTION MANAGER. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL, FOR ANY REASON BEFORE OR AFTER IT IS INSTALLED.
- SIZES SPECIFIED ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE INSTALLED.
- ANY PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT.
- MAINTENANCE OF LANDSCAPING ITEMS, TREES, AND PLANTS SHALL BE PERFORMED BY THE PROPERTY OWNER OR A QUALIFIED PROFESSIONAL. ALL LANDSCAPING SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE MUNICIPAL STANDARDS AND IN ACCORDANCE WITH CURRENT INDUSTRY STANDARDS IN A NEAT, HEALTHY AND WEED FREE CONDITION. ANY DEAD, DISEASED OR DAMAGED PLANT MATERIALS ARE TO BE REPLACED IMMEDIATELY AFTER NOTIFIED TO DO SO.
- PLANT TREES AND SHRUBS IN ACCORDANCE WITH PLANTING DETAILS. DIG TREE PITS PER DETAILS. PLANT TREES AND SHRUBS AT THE SAME GRADE LEVEL AT WHICH THEY WERE GROWN AT THE NURSERY. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS HIGHER, APPROX. 1/4 OF THE ROOT BALL ABOVE GRADE, AND BACKFILL TO TOP OF ROOT BALL.
- REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS AND INORGANIC MATERIAL FROM ROOT BALLS. REMOVE THE TOP 1/3 OF BURLAP FROM EARTH BALLS AND REMOVE BURLAP FROM AROUND TRUNK.
- FINELY SHREDDED HARDWOOD BARK MULCH, NATURAL COLOR (NON-COLORED), IS REQUIRED FOR ALL PLANTINGS AND PLANTING BEDS. MULCH PER PLANTING DETAILS. MULCH IN PLANT BEDS SHALL BE 3" THICK AT TIME OF INSPECTION AND AFTER COMPACTED BY RAIN OR IRRIGATION. ALL PLANTING BEDS SHALL BE EDGED WITH 6" X 12 GAUGE STEEL LANDSCAPE EDGING.
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL UNDERGROUND AND OVERHEAD UTILITIES. IF A CONFLICT WITH UTILITIES EXISTS, NOTIFY OWNER/CONSTRUCTION MANAGER PRIOR TO PLANTING.
- PLANT MATERIAL SHALL BE GUARANTEED FOR ONE YEAR AFTER PLANTING AND ACCEPTANCE.

TOPSOIL AND TURF NOTES:

- WHEREVER GROUND IN ITS NATURAL STATE HAS BEEN DISTURBED, APPROVED LANDSCAPING OR GRASS SHALL BE FULLY INSTALLED AND ESTABLISHED WITHIN A REASONABLE PERIOD OF TIME, BUT NO LONGER THAN ONE GROWING SEASON (UNLESS OTHERWISE NOTED AND APPROVED).
- DURING EXCAVATION, GRADING, AND INSTALLATION OF REQUIRED LANDSCAPING, ALL SOIL EROSION AND SEDIMENTATION CONTROL REGULATIONS SHALL BE STRICTLY FOLLOWED AND COMPLIED WITH.
- ALL LAWN AREAS SHALL RECEIVE SOD OR HYDROSEED. TURF SHALL BE INSTALLED ON TOPSOIL UNLESS APPROVED OTHERWISE. DO NOT PLANT UNTIL ACCEPTANCE OF FINISH GRADE.
- SOD SHALL BE GROWN ON TOPSOIL UNLESS APPROVED OTHERWISE. SOD SHALL BE 2 YEARS OLD AND STRONGLY ROOTED. PLACE SOD TIGHTLY WITH NO GAPS AND WITH GRAIN IN SAME DIRECTION. SEAMS OF SOD SHALL BE STAGGERED IN A RUNNING BOND PATTERN. SOD SHALL BE WATERED IMMEDIATELY TO AVOID DRYING OUT. DO NOT INSTALL SOD UNTIL ACCEPTANCE OF FINISH GRADE AND IRRIGATION SYSTEM IS OPERATING PROPERLY UNLESS DIRECTED IN WRITING TO DO OTHERWISE. FINISH ROLL SOD WITH A WATER FILLED LAWN ROLLER. ROLL PERPENDICULAR TO LENGTH OF SOD.
- TURF SHALL BE INSTALLED ON A MIN. OF 3" OF LIGHTLY COMPACTED APPROVED TOPSOIL. TOPSOIL SHALL BE FERTILE, SCREENED, FRIABLE TOPSOIL FREE OF STONES 1/2" IN DIA. AND LARGER, ROOTS, STICKS, OR OTHER EXTRANEIOUS MATERIAL INCLUDING NOXIOUS PLANTS. PH BETWEEN 6.0 AND 6.5, SALTS 500 PARTS PPM, ORGANIC CONTENT 3% MIN. DO NOT INSTALL TOPSOIL UNTIL APPROVED BY OWNER/C.M. TOPSOIL SHALL BE FINE GRADED TO A SMOOTH FINISH, FREE OF LUMPS AND DEPRESSIONS.

IRRIGATION NOTES:

- ALL PLANTING AREAS, LAWN AREAS AND LANDSCAPE ISLANDS SHOWN ARE TO HAVE A COMPLETE IRRIGATION SYSTEM. THE G.C. SHALL BE RESPONSIBLE FOR RETAINING A QUALIFIED FIRM FOR THE DESIGN OF THE IRRIGATION SYSTEM. THE DESIGN MUST SHOW HOW THE SYSTEM TIES INTO THE BUILDING AND MUST SHOW ALL OF THE NECESSARY EQUIPMENT FOR A COMPLETE SYSTEM. THE G.C. SHALL SUBMIT THE IRRIGATION SYSTEM DESIGN TO THE ARCHITECT/OWNER FOR APPROVAL PRIOR TO COMMENCEMENT OF WORK.



EXISTING CLUBHOUSE
 UPPER LEVEL = 17,880 S.F.
 LOWER LEVEL = 7,536 S.F. (USEABLE)
 TOTAL = 25,416 S.F.

PROP. BUILDING
 UPPER LEVEL = 2,517 S.F.
 LOWER LEVEL = 1,540 S.F. (USEABLE)
 TOTAL = 4,057 S.F.
 MFE=761.67
 BFE=750.04

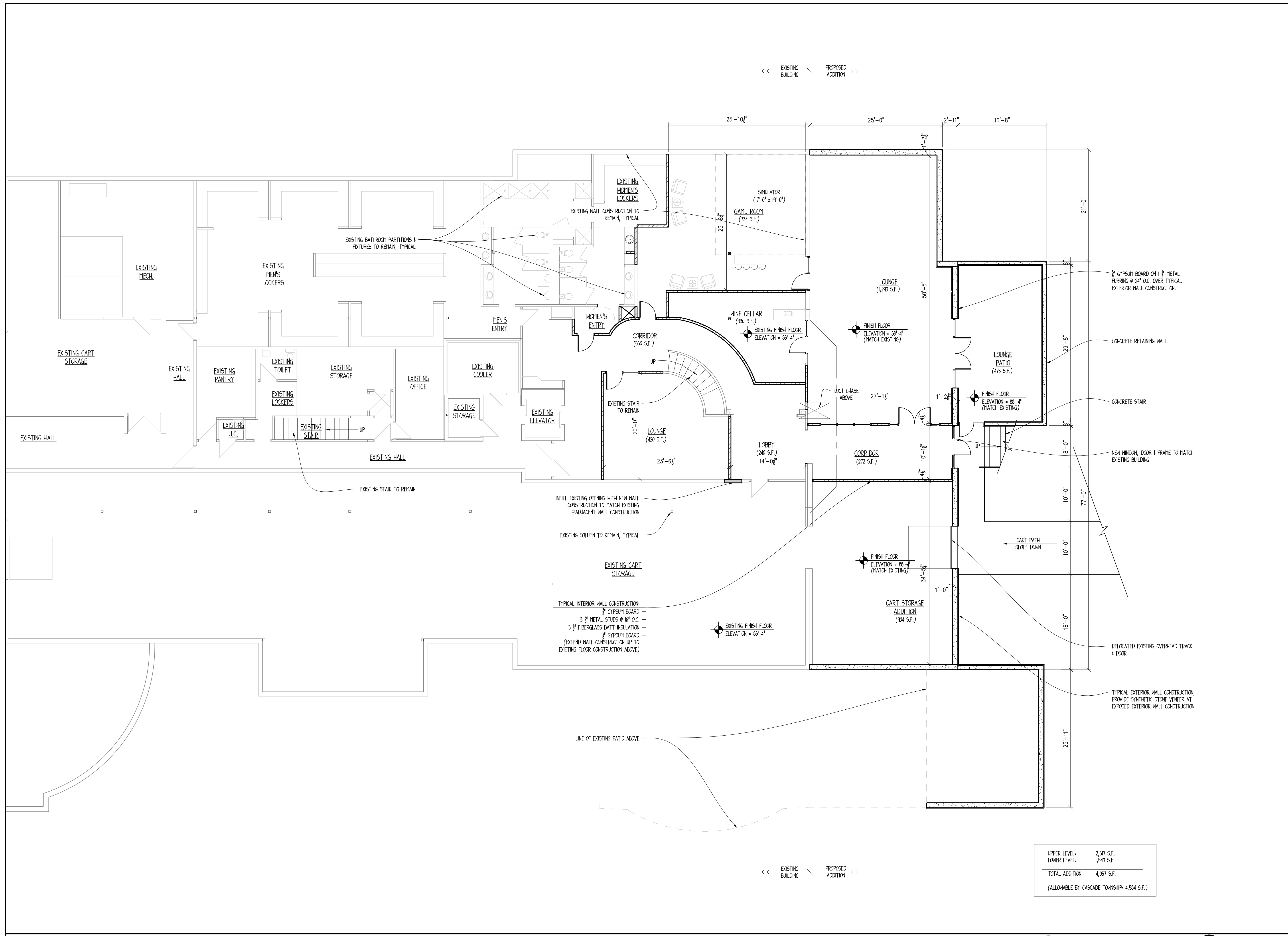
LEGEND

	EXISTING BITUMINOUS
	EXISTING CONCRETE
	PROPOSED BITUMINOUS (STANDARD DUTY)
	PROPOSED CONCRETE (STANDARD DUTY)

CLUBHOUSE SIZE DATA
 ALLOWED PER PUD = 30,000 S.F. USABLE
 EXISTING CLUBHOUSE = 25,416 S.F.
 CLUBHOUSE ADDITION = 4,057 S.F.
 PROPOSED CLUBHOUSE = 29,473 S.F.



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**PRELIMINARY
NOT FOR CONSTRUCTION**

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DATE	REVISION
11-11-2022	FOR REVIEW
11-16-2022	FOR REVIEW
11-21-2022	FOR REVIEW
12-02-2022	FOR REVIEW
01-30-2023	SITE PLAN REVIEW

PROPOSED BUILDING
ADDITION FOR:



5500 CASCADE ROAD S.E.
GRAND RAPIDS, MI 49546



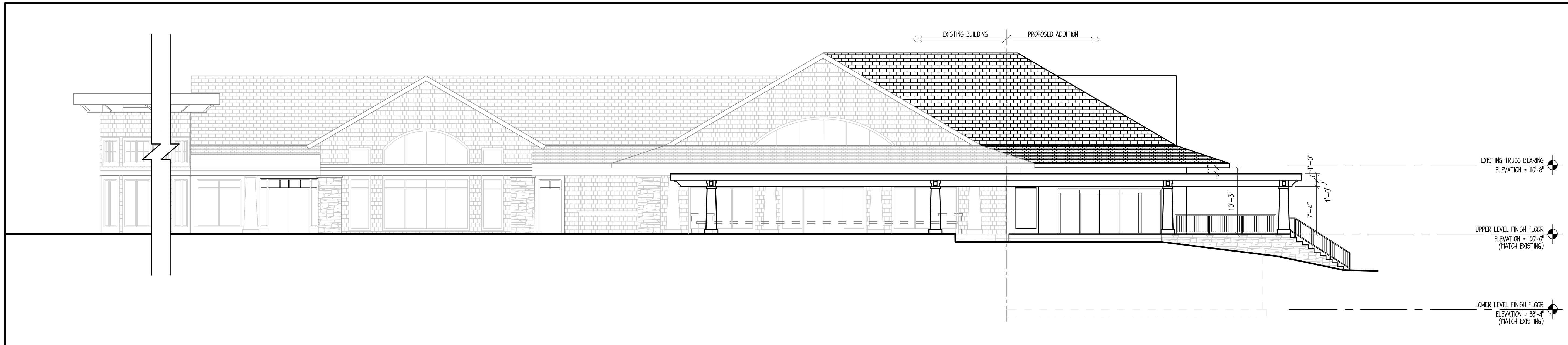
ARCHITECTURE
PLANNING
ENGINEERING
6650 CROSSING DRIVE, S.E.
GRAND RAPIDS, MI 49508
(616) 554-1222

DATE JULY 14, 2022	PROJECT No. 22-10
-----------------------	----------------------

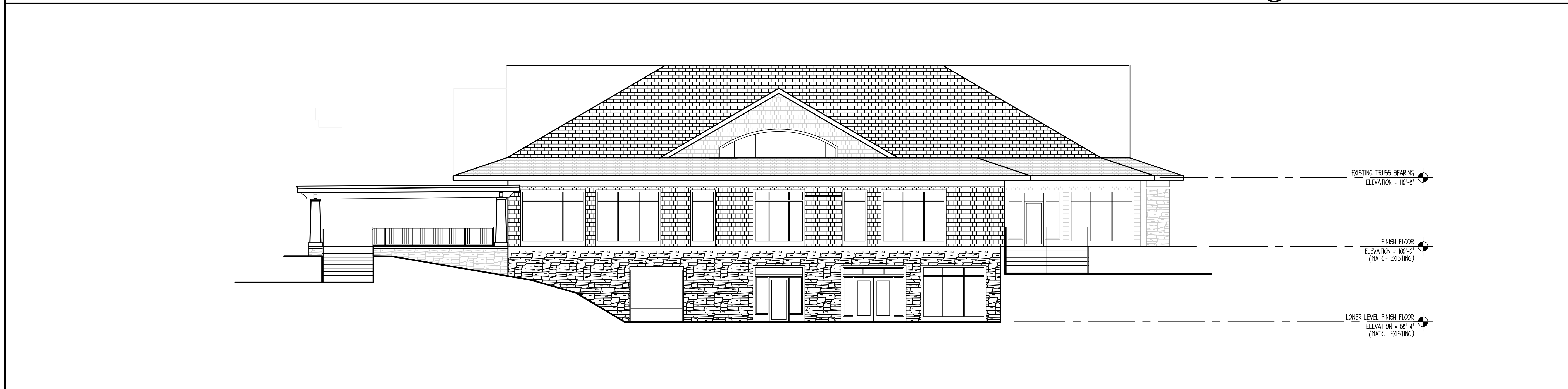
SHEET No.	A-1
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UPPER LEVEL:	2,517 S.F.
LOWER LEVEL:	1,540 S.F.
TOTAL ADDITION:	4,057 S.F.
(ALLOWABLE BY CASCADE TOWNSHIP: 4,584 S.F.)	

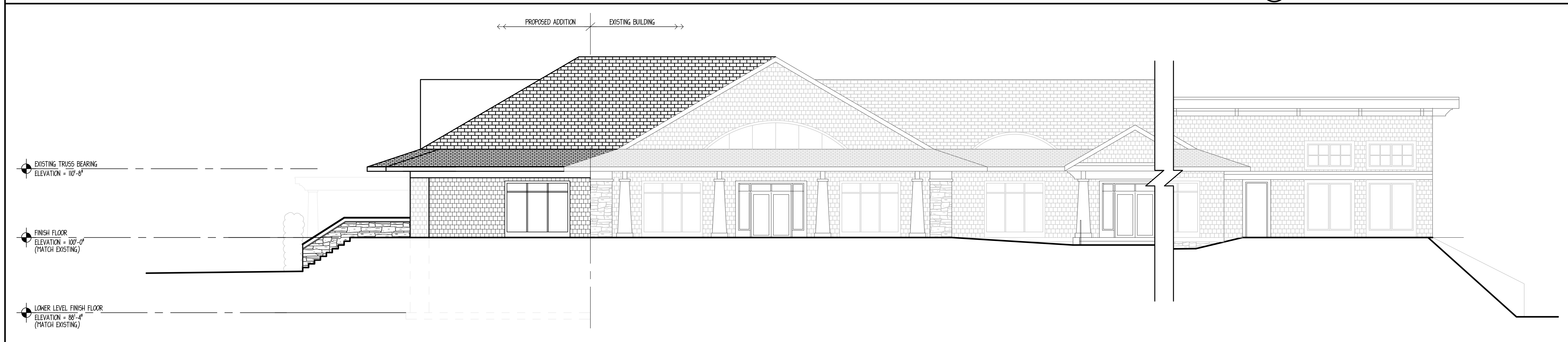
1 LOWER LEVEL FLOOR PLAN
A-1 SCALE: 1/8" = 1'-0"



3 SOUTH ELEVATION
A-3 SCALE: 1/8" = 1'-0"



2 EAST ELEVATION
A-3 SCALE: 1/8" = 1'-0"



1 NORTH ELEVATION
A-3 SCALE: 1/8" = 1'-0"

**PRELIMINARY
 NOT FOR CONSTRUCTION**

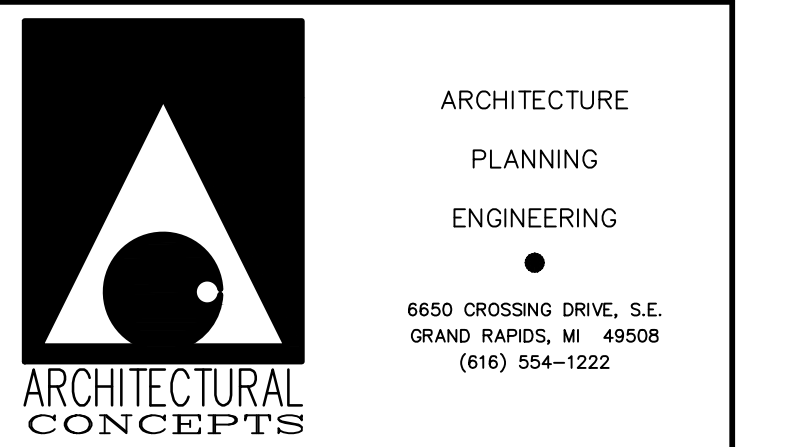
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DATE	REVISION
07-14-2022	FOR REVIEW
11-16-2022	FOR REVIEW
11-21-2022	FOR REVIEW
01-30-2023	FOR SITE PLAN REVIEW

**PROPOSED BUILDING
 ADDITION FOR:**



**WATERMARK
 COUNTRY CLUB**
 5500 CASCADE ROAD S.E.
 GRAND RAPIDS, MI 49546



DATE: JULY 14, 2022 PROJECT No. 22-10

SHEET No. **A-3**



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

Date February 10, 2023
To Brian Hilbrands
From Aric Thorne, PE
Subject Site Plan Review: Watermark Country Club, 1600 Galbraith Ave SE

I have reviewed the site plan for Watermark Country Club prepared by Nederveld. The applicant is proposing an addition to the existing building and exterior improvements including a patio.

Stormwater and Drainage

The proposed project is being reviewed under the 2022 Stormwater Ordinance and the criteria in the Stormwater Standards Manual revised March 2021.

The project site is in Flood Control Zone 1 and critical subwatershed Schoolhouse Creek. The addition to the existing building and exterior improvements will increase impervious area by approximately 1,600-square feet. The proposed stormwater control is primarily infiltration. Resultant runoff is expected to flow overland or be captured in an existing storm sewer to be tapped as part of construction. This storm sewer outlets to a natural on-site basin.

Flood Control

I discussed storm water runoff impacts with the Engineer Rob Berends and Planning Director Brian Hilbrands on January 17, 2023. Runoff from the site currently flows over open space (grass cover) toward a natural on-site basin. There is a trench drain along the northeast side of the existing building that ties into a storm sewer. This trench drain is being removed and replaced as part of the building addition and a 4-foot diameter manhole is being installed on the storm sewer.

I requested and the applicant provided runoff calculations for existing and proposed site conditions. The increased runoff is expected to add less than 0.5-inches to the high-water elevation of the existing basin.

Water Quality and Channel Protection

Water quality may be provided through infiltration. The applicant provided calculations and I have reviewed.

Drainage Plan

The applicant submitted a plan with contours and existing storm water facilities. These include trench drain and storm sewer. An additional plan sheet as part of the stormwater calculations provides basin, storm sewer connection, and outlet locations and elevations.

Utilities and General Comments

The applicant proposes replacement of existing trench drain, addition of a manhole, and connection to existing storm sewer.

Soil Erosion and Sedimentation Control

The Kent County Road Commission (KCRC) must review and approve plans and issue a soil erosion and sedimentation control permit before construction may begin if any earth change activity disturbs one or more acres of land or is within 500-feet of a lake or stream. This site plan does not appear to meet these conditions, but the applicant has provided a plan sheet for control devices. I have reviewed and accept it to be sufficient as far as the Township is concerned.

Summary

The proposed stormwater management design meets Township Stormwater Ordinance requirements for the site location. I recommend approval from an engineering standpoint.

Let me know if you have any questions or concerns.

MEMORANDUM

To: Cascade Charter Township Planning Commission
From: Brian Hilbrands, Planning Director
Subject: Planning Commission Bylaws and Rules of Conduct
Meeting Date: March 6, 2023

Included in your packet are updated drafts of the proposed Planning Commission Bylaws and Rules of Conduct. I will try and provide a brief recap of where we had left off with these documents. As a reminder, currently Chapter 23 of the Zoning Ordinance is used in lieu of bylaws for the Planning Commission.

The bylaws were last reviewed at the February 7, 2022 meeting. At that meeting the Planning Commission agreed on the language as written for the proposed bylaws. The bylaws were not adopted because the rules of conduct still needed to be finalized, which are referenced in the bylaws.

The rules of conduct were last reviewed at the March 21, 2022 meeting. At that meeting the Planning Commission made a few edits to the document, and asked for Legal Counsel to provide more definition of a conflict of interest and ex parte communication. With a lack of staffing in the Planning Department at the time as well as a number of new issues arising, the bylaws fell to the wayside.

We have now received a response from Legal Counsel, and the updated bylaws and rules of conduct are included in your packet. Legal Counsel recommended that the definition of conflict of interest be included directly in the bylaws because that is how it is described in the Planning Act. I have also added a line to Section 3.2 of the bylaws to better describe how unexpired terms are filled. Those are the only changes that have been made to the bylaws.

The rules of conduct have been updated to include additional definitions for conflict of interest and ex parte communication that were provided by Legal Counsel. Those changes can be found in Sections II and III, and are the only changes made. Legal Counsel also clarified that the Planning Act provides planning commissions with the authority to create their own bylaws, so adoption of the bylaws and rules of conduct do not require any approvals from the Township Board.

Attachments: Updated Planning Commission Bylaws and Rules of Conduct
Chapter 23 of the Zoning Ordinance
Original Planning Commission Rules of Conduct

CASCADE CHARTER TOWNSHIP PLANNING COMMISSION
BYLAWS

Adopted on _____, 2023

ARTICLE 1: AUTHORITY AND SCOPE

These bylaws are adopted by the Cascade Charter Township Planning Commission ("Planning Commission") pursuant to the Michigan Planning Enabling Act, 2008 Public Act 33 (MCL 125.3801 et seq.), as amended. In cases where these bylaws are in conflict with the Cascade Charter Township Zoning Ordinance, the Zoning Ordinance shall prevail.

ARTICLE 2: CREATION AND MEMBERSHIP

2.1 Creation. Pursuant to the Michigan Planning Enabling Act (Act 33 of the Public Acts of 2008, as amended) and the Michigan Zoning Enabling Act (Act 110 of the Public Acts of 2006, as amended), the Cascade Charter Township Board of Trustees confirmed the establishment of the Cascade Charter Township Planning Commission by resolution and ordinance with the powers and duties set forth in the Michigan Zoning Enabling Act.

2.2 Members. The Planning Commission shall consist of nine (9) members representing major interests present in the Township. Members shall be appointed by the Township Supervisor of Cascade Charter Township with the approval of the Township Board.

- a. All members must be residents and qualified electors of the Township.
- b. One (1) member of the Township Board must be appointed to the Planning Commission.
- c. One member of the Planning Commission must be appointed to the Township Zoning Board of Appeals. However, the person who is the

Planning Commission Member-Zoning Board of Appeals member may not vote on the same matter voted on as a Planning Commission member.

2.3 Chairperson, Vice Chairperson, and Secretary. At the first meeting in January, the Planning Commission must select a chairperson, vice chairperson, and secretary from among its members, and must create and fill other offices and committees as it considers advisable by a majority of the quorum present at the meeting. The term of each office is 1 year, with eligibility for re-election for no more than 2 consecutive terms. The Township Board member is not eligible to be selected as an officer.

- a. Chairperson. The Chairperson presides at the public meetings of the Planning Commission, appoints committees, subject to Planning Commission approval, and performs other duties as may be ordered by the Planning Commission.
- b. Vice Chairperson. The vice chairperson is authorized to serve as chairperson if the chairperson is absent. If there is a vacancy in the office of chairperson, the vice chairperson shall fill the vacancy for the unexpired term and the Planning Commission shall fill the vacancy in the office of the vice chairperson the remainder of the unexpired term.
- c. Secretary. The secretary (or authorized designate) must execute all documents in the name of the Planning Commission. The Planning Director shall serve as the recording secretary and is responsible for the minutes of each meeting and must provide for permanent keeping of all documents of the Planning Commission at the Township Hall. All communications, petitions, and reports addressed to the Planning Commission must be delivered or mailed to the secretary (or the secretary's authorized designate).

2.4 Compensation. Members of the Planning Commission shall be compensated for their services as provided by the Township Board.

ARTICLE 3: TERMS OF OFFICE; VACANCIES

3.1 Terms of Office. Except for members of the Planning Commission first appointed under MCL 125.3815, Planning Commission members shall be appointed to three-year terms and shall hold office until his or her successor is appointed (except for the member representing the Township Board, whose term shall expire with his or her term on the Township Board).

3.2 Vacancies. If a vacancy occurs on the Planning Commission during a term for reasons including, but not limited to death, disability, resignation or removal, or the Planning Commissioner is no longer a resident and registered elector, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. Should the unexpired term be two years or longer, it shall be considered as a full term.

3.3 Removal from Office. The Township Board may remove members from the Planning Commission for violating the Planning Commission Rules of Conduct, or for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. To initiate this action, the Planning Commission may make a recommendation for removal to the Township Board and shall specify the reasons for removal.

ARTICLE 4: RESPONSIBILITIES AND AUTHORITY

4.1 Responsibilities. The Planning Commission must perform all of the actions required by law, the Township Zoning Ordinance (including but not limited to Chapter 23), and other applicable rules and regulations.

4.2 Requirements for Action. A majority of the Planning Commission shall constitute a quorum for the transaction of ordinary business and all questions which shall arise at their meetings shall be determined by a vote of the majority of the

members of the Planning Commission attending any meeting where a quorum is present, unless Michigan law provides otherwise. If a decision of approval is not obtained or in the event that the vote results in a tie, then the matter being considered shall be deemed to have been denied.

4.3 Voting Procedure.

- a. Motions before the Planning Commission may be restated by the chairperson before a vote is taken. The name of the person making the motion and its supporter shall be recorded.
- b. Voting shall be by voice vote. All motions or resolutions resulting in Township expenditures shall be by a roll call vote. All members present are required to vote unless excused for reasons of a conflict of interest, as noted in Section 23.03(5)(b) of the Zoning Ordinance and these Bylaws.
- c. Action by the Planning Commission on any matter for which a public hearing is required shall not be taken until the public has had the reasonable opportunity to address the Planning Commission.
- d. A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at the meeting. A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected.

4.4 Conflict of Interest. A "conflict of interest" means a situation in which the private interest of a Planning Commission Member may influence the judgment of that member in the performance of his or her duties, fiduciary duties, or responsibilities. A conflict of interest is further described in the Planning Commission Rules of Conduct exhibit.

ARTICLE 5: MEETINGS

5.1 Meeting Schedule.

- a. Regular Meetings. Regular meetings of the Planning Commission shall be held on the first and third Mondays of each month at a time and place as determined by the Recording Secretary unless cancelled or rescheduled by the Planning Commission. When the regular meeting day falls on a legal holiday, the Planning Commission may select a suitable alternate day in accordance with the Michigan Open Meetings Act. At the Planning Commission's first meeting in December, the Recording Secretary shall submit to the Planning Commission a proposed meeting schedule for the upcoming year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by the Planning Commission.
- b. Special Meetings. A special meeting of the Planning Commission may be requested by any Planning Commissioner or the Recording Secretary. The Recording Secretary shall send written notice personally, by mail (if time is sufficient), or any other electronic means, including facsimile, text or email, of a special meeting to Planning Commission members not less than 18 hours before the meeting.

5.2 Meetings. Planning Commission meetings, subcommittee meetings, and hearings will be held in compliance with the Open Meetings Act.

5.3 Notice of Meetings. Notice of all public meetings must be posted pursuant to the Open Meetings Act.

5.4 Agenda. A written agenda outlining the order of business for all regular or special meetings may be developed by the Planning Director then amended and approved by the Planning Commission Chairperson. The agenda may be supplemented or re-ordered by the Planning Commission during a meeting, provided the same does not violate any applicable law.

5.5 Public Participation. A member of the public may speak at public meetings or the public hearing part of a meeting of the Planning Commission in

accordance with procedures adopted by the Planning Commission. The following procedures apply:

- a. Time for public comment must be provided at each Planning Commission meeting. Additional time for public comment may be scheduled at the end of any meeting, if necessary, in the discretion of the Planning Commission.
- b. Individuals wishing to speak are requested to provide the person's name and address.
- c. Persons must be recognized by the Chairperson before speaking and may be limited by the rules of the Planning Commission.
- d. No person may speak more than once during public comment (excluding any comments made at a public hearing).
- e. Persons addressing the topic of a scheduled public hearing are encouraged to present their remarks during the public hearing portion of the meeting.
- f. Public comments shall be directed to the Chairperson.
- g. The Planning Commission reserves the right in its sole discretion to make inquiries, correct factual errors, respond to questions in a timely manner, or provide any other information it deems appropriate.

ARTICLE 6: ATTENDANCE AND QUORUM

6.1 Quorum. A majority of the members of the Planning Commission appointed and serving constitute a quorum for purposes of transacting business of the Planning Commission and the Open Meetings Act. Each member of the Planning Commission has one vote.

6.2 Attendance. Members of the Planning Commission who are absent from more than three consecutive, regularly-scheduled Planning Commission meetings or more than 50% percent of the regularly-scheduled Planning Commission meetings in a calendar year are subject to review and possible recommendation for removal to the Township Board. Exceptions may be made if absences are due to

the conduct of other business as authorized by the Planning Commission or are excused by the Planning Commission. The following procedures must apply:

- a. A member of the Planning Commission must notify the Planning Commission Chairperson of an anticipated absence as far in advance of the meeting as possible, stating the reason for such absence.
- b. The Chairperson may postpone or reschedule a meeting in the event a quorum will not be present.

ARTICLE 7: RECORDS

7.1 Meeting Records. Minutes must be maintained for all Planning Commission proceedings, including evidence, information and data relevant to each case under consideration, resolutions, transactions, findings, voting by members, determinations, and final disposition of each case.

7.2 Maintenance of Records. Minutes of each Planning Commission meeting must be filed with the Township Clerk and must be available to the public. Minutes of closed sessions must be maintained separately and not disclosed to the public, except upon court order. A writing prepared, owned, used, in the possession of, or retained by the Planning Commission in the performance of an official function must be made available to the public except where exempted by the Freedom of Information Act.

ARTICLE 8: COMMITTEES

8.1 Formation of Committees. The Planning Commission may establish committees to meet the needs and objectives of the Planning Commission and must specify the number of members, terms of appointment, functions, goals, and projected time periods for such committees. The Planning Commission may appoint advisory committees outside of its membership.

8.2 Public Notice. Notice of the formation of committees, their purpose, membership, and meeting schedule must be posted at the Cascade Charter

Township Hall. All meetings and meeting records must be open to the public as required by the Open Meetings Act or the Freedom of Information Act.

8.3 Accountability and Records. Committees must be accountable to the Planning Commission. Records must be maintained for all meetings. Reports and recommendations must be submitted to the Planning Commission in writing.

8.4 Discharge of a Committee. A committee may be discharged from its responsibilities by a majority vote of the Planning Commission.

ARTICLE 9: PERSONNEL

The Township Board, in consultation with the Planning Commission, may employ a zoning administrator, planning director or other personnel or consultants, contract for services of planning and other experts and technicians, provide support staff, and pay or authorize payment of expenses within the funds budgeted for planning or zoning purposes by the Township Board.

ARTICLE 10: EX PARTE COMMUNICATION

Ex Parte communication is described in the Planning Commission Rules of Conduct exhibit.

ARTICLE 11: REVIEW AND AMENDMENT OF BYLAWS

Rules and procedures adopted by the Planning Commission may be reviewed and amended from time to time. Amendments will require an affirmative vote of a majority of the Planning Commission appointed and serving.

STATE OF MICHIGAN)
)
COUNTY OF KENT)

I the undersigned, the duly qualified and acting Secretary of the Planning Commission of Cascade Charter Township, Kent County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the Bylaws adopted by the Planning Commission at a meeting held on the _____, 2023 at _____ p.m.

_____, Planning Commission Secretary

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DRAFT

CASCADE CHARTER TOWNSHIP PLANNING COMMISSION

RULES OF PROCEDURE

Adopted on _____, 2023

I. PURPOSE

The Planning Commission adopts the Rules of Procedures as referenced in the Bylaws and to govern conduct and procedure of the Planning Commission.

II. CONFLICT OF INTEREST

A. Planning Commissioners are trusted to act for the good of the public. As such, Planning Commissioners must protect, advance, and promote the public interest. A "conflict of interest" means a situation in which the private interest of a Planning Commission Member may influence the judgment of that member in the performance of his or her duties, fiduciary duties, or responsibilities. A conflict of interest shall include, but is not limited to, a matter pending before the Planning Commission in which:

- 1) The member has a direct financial interest in the outcome of the matter at issue;
- 2) The matter at issue involves the member's business or place of employment;
- 3) Participation in the matter might violate the letter or spirit of a member's code of professional responsibility;
- 4) The member has such close personal ties to the applicant or other person involved in the application, including not limited to family members, that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
- 5) Participation would violate a rule or regulation adopted by the body involved.

B. Before participating in a decision, hearing, or casting a vote on a matter on which a Planning Commission member may reasonably be considered to have a conflict of

interest, the member must publicly disclose the potential conflict of interest to the Planning Commission.

C. The member is disqualified from voting on the matter if a conflict of interest exists and a majority vote of the remaining Planning Commission members concludes that a conflict exists. The member shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. The presence of the disqualified member at the meeting shall not be counted in determining the presence of a quorum for purposes of the vote on the matter presenting the conflict of interest. The member's ineligibility to vote shall be reflected in the minutes of the meeting.

D. If the member is an applicant submitting an application, contract, transaction or any other matter to the Planning Commission, the member may be present in the meeting room during the discussion to make a presentation and answer questions.

E. If a member plans not to attend a meeting at which he or she has reason to believe that the Planning Commission will act on a matter in which the member has a conflict of interest, he or she shall disclose to the chair of the meeting all facts material to the conflict of interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

F. Failure of a member to disclose a potential conflict of interest as required under these bylaws and Michigan law and disqualify himself or herself from the vote constitutes malfeasance in office, which may result in disciplinary action including censure, reprimand, removal, dismissal, or discharge.

III. EX PARTE COMMUNICATION

Members shall avoid *ex parte* contact regarding any pending agenda item before the Planning Commission whenever possible. "Ex parte communication" means any communication, direct or indirect, regarding an agenda item or any item that is before or likely to come before the Planning Commission that involves only one (or less than all) of the parties to that item. Ex Parte

communication does not include communication that takes place during a meeting or hearing If it is not possible to avoid *ex parte* contact, the member shall publicly report to the Planning Commission at a public meeting what was said and by whom, so that other members and interested persons are made aware of the same information.

IV. PUBLIC HEARING PROCEDURE

A. Planning Commission's normal order of business at regular meetings shall be as follows:

- 1) Call the meeting to order and record the attendance
- 2) Pledge of Allegiance to the Flag
- 3) Approve the current Agenda
- 4) Disclose any Conflict of Interest
- 5) Approve the Minutes
- 6) Acknowledge visitors and those wishing to speak
- 7) New Business Items
- 8) Old Business
- 10) Any Other Business
- 11) Adjournment

B. The general order of procedure for a public hearing shall be as follows:

- 1) Township staff presents the application, along with the staff report and recommendation, and answers questions from the Commission.
- 2) If present, the applicant may be called upon to answer questions from the Commission and staff.
- 3) The Chairperson shall open the public hearing.
- 4) The Chairperson shall ask for any public comments on the application. The public comment rules applicable to the Planning Commission meetings shall apply to all public comment periods in a public hearing.

- 5) The Chairperson shall then close the public hearing.
- 6) The Commission may then discuss the agenda item and may act on the application.

V. MEETING CONDUCT AND PARTICIPATION BY COMMISSIONERS

A. The Chairperson shall conduct of the meeting. Commission members or staff may, after being recognized by the Chairperson, direct questions to the applicant or other audience member. All questions or comments shall be directed to or through the Chairperson, unless otherwise permitted by the Chairperson.

B. Commission members shall never conduct private conversations at any time during the meeting.

C. Comments, opinions, and other discussion should be deferred to the times allotted for the Commission members.

D. During Commission deliberations, the Chairperson will individually recognize each member to make sure all members have been considered. While not required, it is preferred that motions be stated in the positive relative to the request. This assures that a yes vote means approval and a no vote means disapproval.

VI. WITHDRAWAL, TABLING, AND POSTPONEMENT

A. On written request from the applicant or authorized agent, an application may be withdrawn at any time before the Commission makes its decision on the case. The applicant or authorized agent may verbally withdraw the request at the public hearing.

B. On its own motion, or upon receipt of a request by an applicant or the applicant's authorized agent, the Commission may table consideration of cases indefinitely or postpone to a certain date.

VII. ACCEPTANCE OF GIFTS

A. Members shall not accept gifts from anyone connected with an agenda item before the Planning Commission. As used here, a gift shall mean cash, any tangible item or service, regardless of value, and food.

B The provision of food in connection with meetings, member training costs, and the reimbursement for mileage and similar expenses by the Township shall not be considered gifts.

C. The Planning Commission may accept grants or contributions for general or specific Planning Commission purposes but shall not accept any grants or gifts from an applicant with a pending matter.

VIII CONFLICT WITH ZONING ORDINANCE AND BYLAWS

In cases where these Rules conflict with the Cascade Charter Township Zoning Ordinance or the Bylaws, the Zoning Ordinance or Bylaws shall prevail.

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CHAPTER 23 Administrative Procedures

(Amended by Ord No 7 of 2006; 9/13/06)

Section 23.01 Title:

Administrative Procedures of the Planning Commission and Zoning Board of Appeals

Section 23.02 Establishment of the Planning Commission and the Zoning Board of Appeals:

1. **Planning Commission** - Pursuant to Section 301 (MCLA 125.3301 et. seq.) of the Michigan Zoning Enabling Act, as amended, Cascade Charter Township has transferred all zoning powers and duties provided in the Michigan Zoning Enabling Act (PA 110 of 2006), as amended, to the Cascade Charter Township Planning Commission. The Planning Commission is hereby established in accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), and the Michigan Planning Enabling Act (Public Act 33 of 2008) to undertake all planning and zoning activities within Cascade Charter Township.
2. **Zoning Board of Appeals** - The Zoning Board of Appeals is hereby established in accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), as amended, to act upon all questions as they may arise in the administration of this Zoning Ordinance, including the interpretation of the Cascade Charter Township Zoning Map.

Section 23.03 Membership and Terms of Office:

1. Membership:

- a. **Planning Commission** - The Planning Commission shall consist of nine (9) members who shall be representative of Township population and of the major interests present in the Township. All members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be a member of the Planning Commission. The Township Board member's term of service shall be concurrent with his/her service on the Township Board.
- b. **Zoning Board of Appeals** - The Zoning Board of Appeals shall consist of five (5) members and two (2) alternate members who shall be representative of the Township population and the major interests present in the Township. All members shall be residents and qualified voters

within Cascade Charter Township. One (1) member of the Township Board may be a member of the Zoning Board of Appeals and one (1) member of the Planning Commission shall be a member of the Zoning Board of Appeals, with their term of service running concurrent with his/her service on their respective board (*i.e.*, other than the Zoning Board of Appeals). The Township Supervisor may appoint up to two (2) alternate members for the same term as regular members to the Zoning Board of Appeals, upon approval by the Township Board. An alternate member may be called as specified to serve as a member of the Zoning Board of Appeals in the absence of a regular member if the regular member will be unable to attend one (1) or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. The alternate member has the same voting rights as a regular member of the Zoning Board of Appeals.

2. Terms: (Amended by Ord. No 4 of 2011; 5/11/2011)

- a. Members of the Planning Commission or Zoning Board of Appeals shall be appointed by the Township Supervisor with approval by the Township Board.
 - b. The term of each member shall be for three (3) years.
 - c. Planning Commission or Zoning Board of Appeals members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed.
3. **Vacancies:** In the event that a member of the Planning Commission or Zoning Board of Appeals can no longer serve because of health or any other reason, the Township Supervisor may appoint, upon Township Board approval, another person to the Planning Commission or Zoning Board of Appeals for that unexpired term. Should the unexpired term be two (2) years or longer, it shall be considered as a full term.

If a Planning Commission or Zoning Board of Appeals member moves outside of the jurisdictional boundaries of the Township, that shall constitute an automatic resignation from the Planning Commission or Zoning Board of Appeals and shall be effective



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upon the date a replacement is appointed by the Township Supervisor and approved by the Township Board.

4. **Member Absence:** In the event that a member cannot attend a meeting, they shall call and inform the Recording Secretary before 5:00 p.m. the day of the meeting, so that they can be excused from the meeting.

Should a member have three (3) or more consecutive unexcused absences from regularly scheduled meetings or miss at least fifty (50) percent or more of all meetings within any twelve (12) month period, it shall constitute a reasonable ground for removal. To initiate this action, the chairman shall prepare a memorandum requesting that member to resign. The memorandum of attendance or a letter of resignation shall be forwarded to the Township Supervisor, with a request that an appointment be made to fill any vacancy.

5. **Removal:**

- a. **Reason for Removal** - Members of the Planning Commission or Zoning Board of Appeals may be removed by the Township Board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.
- b. **Conflict of Interest** - A member may be excused from voting on a particular issue by majority vote of the remaining members present for reasons of a conflict of interest if:
 - 1) The member has a direct financial interest in the outcome of the matter at issue;
 - 2) The matter at issue involves the member's business or place of employment;
 - 3) Participation in the matter might violate the letter or spirit of a member's code of professional responsibility;
 - 4) The member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
 - 5) Participation would violate a rule or regulation adopted by the body involved.

Section 23.04 Officers, Procedural Matters, Meetings, Quorum, Voting and Records:

1. **Officers and Duties:** The Planning Commission and Zoning Board of Appeals shall elect a chairman, vice-chairman, and a secretary from its members. No member of the Township Board shall be an officer of the Planning Commission or the Zoning Board of Appeals.

The term of each officer shall be one (1) year or until their successor(s) are selected and assume office. The term of each officer shall not extend for more than two (2) consecutive one-year terms. The election of officers shall take place at the first meeting in January. The Planning Commission shall elect its officers by a majority vote of the members present at the time of election at a meeting where a quorum is present. The Zoning Board of Appeals shall elect officers by a majority vote of the permanent membership. Alternate Zoning Board of Appeals members may not participate in nominations or the electing of officers. (Section 23.04 amended by Ordinance #2 of 2000)

The chairman shall preside at all meetings, appoint committees subject to Planning Commission or Zoning Board of Appeals approval, retain voting and discussion privileges, and perform such other duties as may be ordered by the Planning Commission or Zoning Board of Appeals.

The vice-chairman shall act in the capacity of the chairman in his/her absence. In the event the office of the chairman becomes vacant, the vice-chairman shall succeed to this office for the unexpired term and the Planning Commission or Zoning Board of Appeals shall select a successor to the office of vice-chairman for the unexpired term. The vice-chairman may also serve as the secretary.

The secretary shall execute documents in the name of the Planning Commission or Zoning Board of Appeals and perform such other duties as the Planning Commission or Zoning Board of Appeals may determine. The Planning Director shall serve as the recording secretary, shall be responsible for the minutes of each meeting, and shall have them recorded in suitable volumes available at the Cascade Charter Township Hall.



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2. Procedural Matters:

- a. The Recording Secretary shall prepare an agenda for each meeting and whenever feasible, the agenda for each meeting shall be made available to the public in advance of the meeting.
- b. Parliamentary procedure at Planning Commission or Zoning Board of Appeals meetings shall be governed by Robert's Rules of Order.

Special meetings may be called at the request of any member or upon request by the Recording Secretary.

All meetings, subcommittee meetings, hearings, records and accounts shall be open to the public in accordance with the Michigan Freedom of Information Act and the Michigan Open Meetings Act.

3. Meetings:

- a. **Planning Commission** - Meetings of the Planning Commission shall be held on the first and third Mondays of each month at a time and place to be determined by the Recording Secretary, unless canceled or rescheduled by the Planning Commission. When the regular meeting day falls on a legal holiday, the Planning Commission may select a suitable alternate day in accordance with the Michigan Open Meetings Act. At the Planning Commission's first meeting in December, the Recording Secretary shall submit to the Planning Commission a proposed meeting schedule for the upcoming year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by the Planning Commission.

Special meetings may be called at the request of any member of the Planning Commission or upon request by the Recording Secretary.

All meetings, subcommittee meetings, hearings, records and accounts shall be open to the public in accordance with the Michigan Freedom of Information Act and the Michigan Open Meetings Act.

- b. **Zoning Board of Appeals** - Meetings of the Zoning Board of Appeals shall be held on the second Tuesday of each month at a time and place to be determined by the Recording Secretary, unless canceled or rescheduled by the Zoning Board of Appeals. When the regular meeting day falls on a legal holiday, the Zoning Board of Appeals may select a suitable alternate day in accordance with the Michigan Open Meetings Act. At the Zoning Board of Appeals meeting in December, the Recording Secretary shall submit to the Zoning Board of Appeals a proposed meeting schedule for the upcoming year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by the Zoning Board of Appeals.

4. Quorum:

- a. **Planning Commission** - A quorum shall consist of a majority of the Planning Commission membership excluding vacant seats.

Official action of all matters before the Planning Commission shall be taken by a concurring vote of a majority of the quorum. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another meeting date or hold the meeting for the purpose of hearing citizen comments or testimony regarding scheduled agenda items. In no case shall an official action be taken without a quorum.

- b. **Zoning Board of Appeals** - A quorum shall consist of at least three (3) members. Official action of all matters before the Zoning Board of Appeals shall be taken by a concurring vote of three (3) or more members of the Zoning Board of Appeals.

5. Voting:

- a. **Planning Commission** -

- 1) The majority vote of the quorum present shall be required to render a decision of approval on any matter of this Ordinance which requires action by the Planning Commission.

- 2) In the event that a decision of approval is not obtained or in the event that the vote results in a tie, then the matter being considered shall be deemed to have been denied.

- b. **Zoning Board of Appeals** - The concurring vote of at least three (3) members of the Zoning Board of Appeals shall be required to reverse any requirement, decision or determination made by the Planning Director, or grant a variance from the requirements of this Ordinance.



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c. Voting Procedures -

- 1) Motions before the Planning Commission or Zoning Board of Appeals may be restated by the chairman before a vote is taken. The name of the person making the motion and its supporter shall be recorded.
- 2) Voting shall be by voice vote. All motions or resolutions resulting in Township expenditures shall be by a roll call vote. All members present are required to vote unless excused for reasons of a conflict of interest, as noted in Section 23.03(5)(b).
- 3) Action by the Planning Commission or Zoning Board of Appeals on any matter for which a public hearing is required shall not be taken until the public has had the reasonable opportunity to address the Planning Commission or Zoning Board of Appeals.
- 4) A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at the meeting. A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected.

changes in the Comprehensive Plan as may from time to time be required;

- 4) Review proposed land development regulations, or amendments thereto, and make recommendations to the Township Board as to consistency of the proposal with the adopted comprehensive plan; and
- 5) Perform any other functions, duties and responsibilities which may be assigned to it by the Township Board or general or special ordinance or statute.

b. Zoning and Development Review Duties - The Planning Commission shall have the following prescribed duties and responsibilities:

- 1) Initiate studies and prepare recommendations for changes or amendments relating to the boundaries of the various zoning districts or to the regulations applicable thereto, to the Township Board.
- 2) Make recommendations on the following to the Township Board regarding:
 - i. Applications for rezonings, including Planned Unit Developments.
 - ii. Applications for Special Use Permits that meet the requirements of Chapter 15 of this Ordinance.
- 3) Make recommendations to the Township Board regarding the following types of development:
 - i. Regarding applications for subdivision plats pursuant to the Cascade Charter Township Subdivision Ordinance.
 - ii. Regarding applications for lot splits of subdivision lots pursuant to the Cascade Charter Township Subdivision Ordinance.
 - iii. Regarding all other development reviews which the Township Board or ordinance assigns to the Planning Commission.

Section 23.05 Functions, Considerations - Decisions, and Authority of the Planning Commission:

The Planning Commission serves a dual role as the planning advisory board and the zoning advisory board of the Township.

1. Functions:

- a. **Planning Duties** - The Planning Commission shall have the following prescribed local planning activities and responsibilities:
 - 1) The conduct of the Township's comprehensive planning program;
 - 2) Preparation of the comprehensive plan.
 - 3) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the Township Board such

2. **Considerations - Decisions:** In addition to the applicable standards contained in this Ordinance, the Planning Commission shall consider the following whenever making recommendations:
 - a. Whether there exists an error or ambiguity which must be corrected;



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- b. Whether there exists changed or changing conditions or circumstances which make approval of a proposed Zoning Ordinance amendment or rezoning appropriate;
- c. The impact of a proposed change on the intent of this Zoning Ordinance;
- d. The testimony of any applicant;
- e. The recommendation of Township Staff;
- f. The testimony of the public;
- g. Whether a proposed land use change is consistent with the goals, objectives, policies, and intent of the Cascade Township General Development Plan;
- h. Whether a proposed land use change meets or exceeds all performance and locational standards set forth for the proposed use;
- i. Whether a proposed land use change is consistent with the densities, intensities, and general uses set forth in the Cascade Township General Development Plan;
- j. Whether a proposed land use change will protect, conserve or preserve environmentally critical areas and natural resources;
- k. Whether a proposed land use change will be compatible with existing or planned uses and not cause damage, hazard, nuisance, or other detriment to persons or property;
- l. Whether the location of a proposed land use change places an undue burden upon existing transportation or other services and facilities and will be served by streets with the capacity to carry traffic generated by the development;
- m. Whether a requested use will be in compliance with all applicable General Provisions and Special Use Regulations pertaining to the use, as set forth elsewhere in this Ordinance; and
- n. Whether a change is proposed in order to rectify errors on the Official Zoning Map.

Section 23.06 Public Hearing Notice Requirements for the Planning Commission:

1. Rezoning, Special Use Permit and Planned Unit Development Requests – Public Hearing Notice to Surrounding Properties:

In accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), as amended, the Planning Department shall send by mail or personal delivery a public hearing notice of a rezoning, special use or planned unit development request as specified in Section 23.09 hereof.

2. Publication of Public Hearing Notices:

Publication of public hearing notices for rezonings, special uses, and planned unit developments shall follow the requirements of Section 23.09 hereof.

Section 23.07 Functions, Considerations - Decisions and Authority of the Zoning Board of Appeals:

1. Appeals From Administrative Action:

a. **Function** - The Zoning Board of Appeals shall hear and decide appeals where it is alleged that there is an error in any requirement, decision, interpretation, determination or action of any administrative official charged with the administration and enforcement of the provisions of this Ordinance, provided that:

- 1) No appeal to the Zoning Board of Appeals shall lie from any act by such administrative official pursuant to:
 - i. A resolution or directive of the Township Board directing him/her to perform such act; or
 - ii. Any procedure or other requirement of this Ordinance.
- 2) The appeal to the Zoning Board of Appeals shall be in writing on forms provided by the Township, and shall be duly filed with the Planning Department within thirty (30) calendar days (but not thereafter) of such act or decision by the administrative official. The appeal shall specify the grounds for the appeal.



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- 3) No appeal shall be considered by the Zoning Board of Appeals where it appears to be a circumvention of an established or required procedure.

b. Considerations

- 1) In reaching its decision and in addition to any standards specified in this Ordinance, the Zoning Board of Appeals shall consider the following criteria as well as any other issues which are pertinent and reasonable:

- i. Whether or not the appeal is of a nature properly brought to them for decision, or whether or not there is an established procedure for handling the request other than through the appeal process (i.e., a variance or Special Use, etc.).
- ii. The intent of the Ordinance.
- iii. The effect the ruling will have when applied generally to this Ordinance.

- 2) The Zoning Board of Appeals shall consider Staff recommendations, the testimony of the applicant and testimony of the general public.

- c. **Decision and Authority** - The Zoning Board of Appeals may reverse, affirm, or modify any decision or action of any administrative official charged with the administration or enforcement of this Ordinance. In order to reverse any decision or action of such administrative official, the concurring vote of at least three (3) members of the Board shall be necessary.

2. Variances:

- a. **Function** - The Zoning Board of Appeals shall hear and decide all requests for variances (except use variances) from the terms of the regulations or restrictions of this Ordinance.
- b. Nonconforming use of neighboring lands, structures, or buildings in the same zoning district, or permitted use of lands, structures, or buildings in other zoning districts shall not be considered grounds for granting a variance.
- c. **Findings** - Before granting any variance, the Zoning Board of Appeals must find that all of the following standards are met:
 - 1) That there are exceptional or extraordinary conditions or circumstances that are

inherent to the property in question and that do not apply generally to the other nearby properties in the same zoning district;

- 2) That the exceptional or extraordinary conditions or circumstances are not the result of actions of the applicant (or the applicant's predecessors) taken subsequent to the adoption of this Ordinance;
- 3) That such variance is the minimum variance that will make possible the reasonable use of the land, building, or structure;
- 4) That the granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare;
- 5) That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent nature as to make it more reasonable and practical to amend the Ordinance; and
- 6) That complying with the Ordinance presents practical difficulty.

d. Decisions and Authority

- 1) The Zoning Board of Appeals may grant or deny, wholly or partly, any request for a variance from the regulations or restrictions of this Ordinance; provided, however, that no use variance shall be applied for, heard, or granted.
- 2) The Zoning Board of Appeals shall have the authority to attach such conditions and requirements to the granting of a variance as are reasonably necessary for the protection of the health, safety, comfort, convenience, and welfare of the general public. Such conditions or requirements shall be reasonably related to the variance granted.
- 3) The Zoning Board of Appeals shall hear and decide only those matters which it is specifically authorized to hear by statute and this Ordinance and decide as provided herein.
- 4) The Zoning Board of Appeals shall not alter or change the zoning district classification of any property, or make any change in the definitions or terms of this Ordinance, and shall not take any action which results, in effect, in making such legislative changes.



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e. Voiding of a Reapplication for a Variance

- 1) Each variance granted under the provisions of this Ordinance shall become null and void unless the construction, occupancy or other actions authorized by such variance have substantially commenced within one (1) year of granting such variances, and is pursued diligently to completion. For the purpose of this Section, the commencement of construction for a building shall be the time at which a building foundation is installed.
- 2) No application for a variance which has been denied wholly or in part by the Zoning Board of Appeals shall be resubmitted, except on grounds of new evidence of proof of changed conditions found.

3. Appeal of Variances:

A decision of the Zoning Board of Appeals shall be final. However, an aggrieved party may appeal to the circuit court.

4. Temporary Uses:

Pursuance to Section 4.18(4) of this Ordinance, the Zoning Board of Appeals shall have the authority to review and approve requests for temporary uses.

Section 23.08: Public Hearing Notice Requirements for the Zoning Board of Appeals

1. Mailed or Delivered Notices – The Planning Department shall send by mail or personal delivery a notice of public hearing for a variance or zoning ordinance interpretation request as specified in Section 23.09 hereof.
2. Publication of Public Hearing Notes: The publication of a notice for a public hearing for a variance or zoning ordinance interpretation as specified in Section 23.09 hereof.

Section 23.09 Public Notices – Publication, Mailing, and Delivery

Except where expressly stated otherwise in this Ordinance, whenever a public hearing on a zoning application or matter is required by this Ordinance or by the Michigan Zoning Enabling Act, as amended, notice of the public hearing shall be published and delivered in accordance with the requirements of this Section.

1. The notice shall be published once, at least 15 days prior to the date of the public hearing, in a newspaper of general circulation in the Township.
2. For applications involving the rezoning of ten (10) or fewer adjacent properties; for applications to the Zoning Board of Appeals involving a specific parcel; and for all planned unit development and special use applications, a notice of public hearing shall be mailed by way of U.S. first class mail or be personally delivered to the following persons, at least 15 days prior to the date of the public hearing:
 - a. The applicant;
 - b. All persons to whom real property is assessed for property tax purposes within 300 feet of the property that is the subject to the application; and
 - c. The occupants of all structures within 300 feet of the property that is the subject of the application. If the above-described 300-foot radius extends outside of the Township's boundaries, then notice must be provided outside of the Township boundaries, within the 300-foot radius, to all persons in the above-stated categories.
3. The notice of the public hearing shall include the following information:
 - a. A description of the nature of the application or request.
 - b. An identification of the property that is the subject of the application or request. The notice shall also include a listing of all existing street addresses within the property; provided, however, that street addresses do not need to be created and listed if no such addresses currently exist within the property; and provided further that street addresses do not need to be listed if eleven (11) or more adjacent properties are being proposed for rezoning.
 - c. A statement of where and when the application or request will be considered.
 - d. Indicate where and when written comments will be received concerning the application or request.



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

1. POLICY AGAINST “EX PARTE” COMMUNICATIONS.

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

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

2. MEMBER DISCLOSURE

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

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

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

3. CONFLICT OF INTEREST

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