

AGENDA
Cascade Charter Township Planning Commission
Monday, March 21, 2022
7:00 pm
2870 Jacksmith Ave

Public may access the meeting via video conference software Zoom
<https://us02web.zoom.us/j/87044149458>

Meeting ID: 870 4414 9458
By Phone: +1 301 715 8592

- 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. Accept the Minutes of the September 13, 2021 Round Hill Committee Meeting**
- ARTICLE 6. Approve the Minutes of the March 7, 2022 Meeting**
- ARTICLE 7. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 8. Case #22-3695/Matt Downey
Property Address: 3030 Wood Duck Ln
Requested Action: The applicant is requesting approval of a Special Use Permit
for an accessory building over 832 sq ft.**
- ARTICLE 9. Review of Draft Planning Commission Rules of Conduct**
- ARTICLE 10. Old Business**
- ARTICLE 11. Any Other Business**
- ARTICLE 12. Acknowledge visitors and those wishing to speak.
(Comments are limited to five minutes per speaker)**
- ARTICLE 13. Adjournment**

Meeting format

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

Meeting Minutes

Cascade Charter Township Round Hill Sub-Committee of the Planning Commission

MEETING OF SEPTEMBER 13, 2021

1 PM - Front Conference Room

Township Offices

5920 Tahoe St., SE

Article 1. Call the Meeting to Order

Chairman Rissi called the meeting to order at 1:02 pm.

Members Present: Chairman Rissi, and Members Meurlin, Moxley and Noordhoek

Member Absent: None

Others Present: Town Manager Swayze and Planner Brian Hilbrands.

Article 2. Approve the Agenda

Upon motion made by Member Moxley and seconded by Member Noordhoek, the Agenda was unanimously approved.

Article 3. Acknowledge Visitor and Those Wishing to Speak

There being no visitors present at this time, Mr. Rissi still wanted the public to know that the Subcommittee welcomes all visitors and their input. This process is attempting to be as transparent as possible. Each meeting of the Subcommittee is fully compliant with the Open Meetings Act, so notice will be given, citizens will have opportunities to address the Subcommittee, and minutes will be kept of each meeting.

Article 4. Process Discussion

Mr. Meurlin presented a document describing the goals of the meeting - to have Mr. Swayze provide information about the processes followed in reviewing/approving/overseeing developments in Cascade such as the Round Hill Development. Round Hill was a Planned Unit Development (actually an amendment to an existing PUD). As such it required Planning Committee involvement.

Given both the resignation of Community Development Director (his last day being Friday, September 10, as his resignation and departure were exceedingly quick and he apparently had no desire to further assist the Subcommittee) and the extent of the process problems already identified just in what had been reviewed to date by Messrs.

Moxley and Meurlin (and shared with the entire Subcommittee in previous weeks), there was a consensus among the members that the Subcommittee could at least for the time be moved to a new 'process based' approach to the Round Hill ("RH") analysis. This could then, if directed by the Planning Commission, be rolled into a broader analysis of process for distinct types of development projects.

Mr. Meurlin had distributed by email that same morning to the Subcommittee members a 6 page memo outlining some of what he believed to be necessary components of a coherent process review with goals for the meeting on the 13th (this meeting) and subsequent meetings that included the following:

- Identify the major processes used in the various planning scenarios.
- Identify all units of government (and the statutes/ordinances/building codes) involved in the overall planning process and try to determine if there is sufficient coordination and linkage occurring now.
- Outline the differences in process between PUDs and regular platted developments.
- Consider enforcement of development requirements.

Mr. Meurlin also had additional items identified (which are in his memorandum attached to these minutes). The goal was to make suggestions to the full Planning Commission on how to improve the processes to ensure that items do not get lost due to a lack of coherent interaction among departments in the township or with outside agencies where necessary. Mr. Meurlin had significant process mapping training and implementation experience while at Amway Corporation, being in the small group of senior executives who worked with an outside consultant on mapping each of Amway's major operational processes (be it Manufacturing, Product Development, Product Fulfillment at the affiliates) in the Corporation and its affiliates (even those affiliates that were publicly owned).

Mr. Meurlin commented that at the Strategic Plan Committee meeting on the previous Friday, Mr. Swayze had mentioned that the Township had process maps on development projects and that he would distribute them to the Subcommittee by email by the end of that day; he did not. Mr. Swayze did bring the basic process chart to this meeting. But they did not include steps to be taken by entities other than the Township (e.g., KCRC).

The members and Mr. Swayze discussed the development processes in the Township. This was an open discussion with Mr. Swayze being an active participant in the discussion, sometimes answering questions and sometimes making his comments about something being discussed.

Mr. Swayze noted that there were a variety of development approval processes. In the DDA areas, there was a different planning process than in non-DDA areas. The Planning

Commission was involved if a PUD was involved or if variances from existing Zoning Ordinance requirements were needed. But there was a separate design review board involved with the DDA. The new Fire Station also did not come before the Planning Commission, nor did any of the PFAS remediation work despite the major work in the streets and on the residential properties. Also, for example, the renovation of the new Township hall was done without any input from the Planning Commission because it was all interior renovation, for which only Building Department permits were needed. All of this could lead a citizen to being confused if he or she came into the Township offices to ask about building a house or doing major renovations. And unless coordinated well internally, things could get lost between Township departments.

Messrs. Meurlin and Moxley noted that they were unable to find any master computer-based process chart to ensure that each development or building construction projects were subject to the process applicable to them and to ensure that inconsistent application of rules did not occur and that key approvals were not forgotten. For example, on Round Hill, the Planning Director forgot (among other things) the performance bonds required under the PUD Ordinance, and to ensure that the Ordinance, the final project site plan, the Master Deed and the Storm Water Maintenance Agreement were executed or initialed as final and filed with the Kent County recording offices in a timely manner as required so that there was clarity as to what the Board had approved. A computerized Development Process Map, to be used with each development, with a spot for listing the items required by the Ordinance itself would have ensured those items were not forgotten on Round Hill. That computerized Process Map would also have required the Planning Director to note all the "minor changes" he had approved without notification to the Planning Commission or the Board. At Round Hill, there were some significant changes apparently approved by the Planning Director under this "minor change" provision in the Zoning Ordinance.

As explained to Members Meurlin and Moxley by Brian Wilson, the basic planning process is that all new developments or homes must start with the Planning Department. They receive all applications for building permits/developments. The Planning Department assigns a case number to every application. Once the Planning Department approves the application it then sends the application to the Building Inspection Department, which assigns a building permit number and asks for additional detail on construction plans and other more technical aspects of the development or construction. If at the end of a calendar year, the building permit application is not yet complete, that application (and its permit application number) is closed out. The applicant must then resubmit an application and get a new number in the New Year. In the case of Round Hill, that is why there were two applications and Building Permit numbers for Unit #8, one filed in late 2017 (PB17001811) that was incomplete at the end of 2017, and the other filed in February 2018 (PB18000151) that was approved.

Members Meurlin and Moxley noted that Mr. Wilson had a good computerized system to show permits, site visits and all steps of the Building Department's work. There was

discussion as to whether the Building Department was working, even in its work in Cascade Township, as too independent (in the same way they did for all the other Townships for whom they performed similar work). But that was not in the Subcommittee's scope of responsibility. Member Meurlin did note that because of that "independence" the Building Department almost had to be considered as an outside agency or contractor. They could not, under current direction, be considered as "additional eyes" for Cascade on the development as it was being completed to ensure compliance with the underlying Ordinance, or general Planning Department, or Planning Commission/Board approvals.

There was also significant discussion of the enforcement question - of how the Township ensured that the development or building was completed in accordance with the plans as approved by the Township. Mr. Swayze noted that generally, this is assumed based on a trust system (this answer is consistent with what Mr. Peterson had said in earlier meetings). In addition, the Township used citizen complaints to supplement their "trust." Townships do not have the resources to check all elements of the development for adherence to the Ordinance approving it or the Planning Department approvals. This is a major weakness of the current system, apparently for most townships, particularly with a developer who often seems not to follow the approved plans and then ask for forgiveness if caught (such as at Round Hill).

This is particularly a problem with storm water and the damage it can do. CCT has an arrangement (said to be required by State law) that allocates the permitting and enforcement powers for the Sedimentation Control and Soil Erosion (SESC) issue to the Kent County Road Commission (KCRC). Storm water issues, however, seem to be a Township responsibility and the Township does have a Storm Water Ordinance. The storm water issues are mentioned in the Ordinances applicable to the Round Hill PUD amendments, but there is no hint that CCT attempted to involve itself in any part of the erosion and wash out problems coming from Round Hill, even though both were caused by storm water.

This generalized question of enforcement led to significant discussion. Member Meurlin noted that in the CCT and Peterson Answer to the Rhode Complaint in the litigation, Defendant Peterson did not admit to being responsible for zoning enforcement. He also did not admit that he was the Planning Director. So, who is responsible and how can we ensure that a proper level of oversight occurs? Historically, enforcement rarely occurs. As evidence of that, Mr. Wilson noted that the Stop Order issued against 6538 Round Hill CT SE was the first he had issued in his 16+ years working with Cascade Township.

Article 5. Adjournment.

The meeting was adjourned at approximately 3 pm on motion by Member Noordhoek, and seconded by Member Moxley, and unanimously approved.

Minutes
Cascade Charter Township
Planning Commission
Monday March 7, 2022
7:00 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chairman Noordyke called the meeting to order at 7:00 P.M.
Members Present: Noordhoek, Moxley, Deering, Rissi, Rapin, Noordyke, Korstange, and Rowland
Members Absent: None
Others Present: Interim 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 Rissi to approve the current Agenda. Supported by Member Deering. Motion carried 8 to 0.

ARTICLE 4. Disclose any Conflicts of Interest

There weren't any conflicts of interest disclosed.

ARTICLE 5. Accept the Minutes of the September 20, 2021 and December 20, 2021 Round Hill Committee Meetings

Motion was made by Member Deering to accept the September 20, 2021 and December 20, 2021 Round Hill Committee meeting minutes with the revision that Member Rissi's name be added since Member Rissi wrote both sets of minutes. Supported by Member Moxley. Motion carried 8 to 0.

ARTICLE 6. Approve the February 7, 2022 Meeting Minutes

Motion was made by Member Rapin to approve the February 7, 2022 meeting minutes as written. Supported by Member Rissi. Motion carried 8 to 0.

ARTICLE 7. Acknowledge visitors and those wishing to speak on non-agenda items.

There weren't any visitors who wished to speak.

ARTICLE 8. Case #22-3694/Scott G, LLC

Property Address: 5784 Kraft Ave

Requested Action: The applicant is requesting site plan review for a 100,000 sq ft building addition.

Interim Planning Director Hilbrands presented the case. The applicant received a site plan approval for a 97,000 sq ft addition in 2020 but the project was never acted upon

so the approval expired. This site plan is very similar to the originally approved plan except that it has been expanded to 100,000 sq ft and the parking has been reduced from 101 spaces to 67 spaces, which still meets township regulations. The site has an agreement with the neighboring parcel to the south to allow storm water to drain into its retention pond. The parcel will require some additional grading but the property is also owned by the same person as owns the property in question. The building must be reviewed by the City of Grand Rapids for new utility requirements. There is an existing special assessment on the previous extension of the water main that must be addressed before a building permit can be issued, and the fire department and airport have both reviewed and commented on the project. The applicant has already submitted an updated photometric plan since the staff report was written and it now meets regulations. Because two of the conditions of the staff report have already been met since it was written, Staff recommend approval of the site plan with the 100,000 sq ft addition with the condition that the applicant comply with the engineering letter dated March 1, 2022 and all necessary permits are obtained before construction begins.

Member Deering asked what the comments from the airport and fire department were and Interim Planning Director Hilbrands explained that the fire department said they have to place hose drops in the building because there isn't an access road around it, and the airport requires a crane permit for construction and it must be taken down when it isn't in use.

Member Korstange clarified that the person adding on the addition is the same person who owns the land that the storm water will be draining into and asked if Interim Planning Director Hilbrands had seen the agreement. He said that he had.

Member Moxley asked about the narrative included in the packet and if the parking consisted of the 56 spaces, as listed in the narrative, or the 67 on the site plan. Interim Planning Director Hilbrands said that they originally proposed 56 spaces and he requested they bump the number of spaces up to 67 so that they would meet regulations. They increased the number of spaces on all following documents but the narrative was submitted before they had that conversation.

Chuck Hoyt of Nederveld, standing in for a co-worker who is representing the applicant, approached to answer any questions and was asked by Member Rissi if this expansion would add additional jobs to the company. He said he wasn't certain but he believed it would.

Motion was made by Member Moxley to approve the Site Plan Review with Staff recommendations and provide 67 parking spaces as shown on the site plan. Supported by Member Korstange. Motion carried 8 to 0.

ARTICLE 9. Strategic Plan Work Session

Mckenna staff led a Strategic Plan Work Session with the Planning Commission. They went through the results of the recent Strategic Plan survey and had each member write down their top three priorities for change as a Planning Commission member so they could see how closely the resident responses matched their priorities. After compiling

results, approval processes/communication/training came in first though that was not mentioned on the survey that had been sent out. This is because the members of the commission are the ones that would want/need the training and would be the most likely to bring that up. The second most mentioned topic was parks and trails, which matched the public's feedback. Third was matching ordinances to the community vision. This was specifically mentioned in terms of the current Zoning Ordinance and Master Plan. Fourth was a "downtown" village, which was very high on the list of priorities for people who took the Strategic Plan survey. Fifth was the environment, frequently mentioned in conjunction with water and water quality and sixth was traffic (in lower priority than in the survey) which also matches survey results. They also noted that the third highest priority shown in the survey was "Allocating and planning residential growth in appropriate areas," and this was not mentioned by the Planning Commissioners.

Member Rowland asked how they can build a better sense of community in Cascade in terms of comradery. Member Rissi said that they need to have a central meeting place but it may not need to be a building that is constructed, they could instead start hosting events at one specific venue and people would then see that area as a community gathering place.

Member Korstange asked if the township would be doing anything to create a cohesive style for businesses and strip malls so that the area is more visually appealing. Member Rissi said that they had done this in the past but there was an outcry from developers because this was making the buildings more expensive. Interim Planning Director Hilbrands explained that there is a Village Design Review Board with these type of requirements in place but the areas Member Korstange is talking about are zoned as B-2 and the design requirements are only for the 'downtown' area which is zoned as B-1.

Mckenna also noted that there are currently high vacancy rates for office buildings in many townships and they are working on shifting their platforms as consumer preferences change such as with businesses opening up more areas for outdoor dining.

The Planning Commission Members added up all of the different areas they live in as defined under the Strategic Planning Survey and discovered that their next member should come from area three or four for the committee to be more representative of the population.

ARTICLE 10. Old Business

Roundhill Committee Next Steps: Interim Planning Director Hilbrands, Member Moxley, Chair Noordyke, and Township Manager Swayze had met to discuss the next steps for the Roundhill Subcommittee. Member Noordyke suggested the subcommittee be chaired by Member Moxley and consist of five members. The other four Planning Commission Members, including himself, would be able to attend any meetings and share their opinions, they just wouldn't be able to vote. Chair Noordyke said he had received a request from the Governance Committee to include Member Noordhoek on the committee. Member Noordhoek asked if they need more members on the

committee to ensure a quorum and Chair Noordyke said that a quorum wasn't necessary as they will only be passing recommendations along to the Planning Commission as a whole.

Motion was made by Member Rissi for Member Moxley to chair and select members to be part of the Roundhill Subcommittee, consisting of five members, with meetings open to the public, which will report back to the Planning Commission. They will be tasked with making recommendations based on the Roundhill Report. Supported by Member Rapin. Motion Carried.

Chair Noordyke requested Member Moxley select his members, talk to them, and then report back that the committee is officially formed at the next Planning Commission meeting.

Example of Mailing Notice: At the previous meeting, Commission members requested Interim Planning Director Hilbrands provide them with a copy of the current mailing notice that goes out to residents when there is a public hearing for a case in their area. They had requested this because there had been residents who came to their meeting in recent months and they didn't seem to understand what the letter is trying to convey. The members gave suggestions on how to make this document more user friendly.

Chair Noordyke suggested adding Interim Planning Director Hilbrands email address to the bottom of the letter. Members Rapin and Korstange suggested simplifying the language used. Member Rissi suggested adding/highlighting the "if you have any questions, call" section of the letter, adding the area code to Interim Planning Director Hilbrands' phone number, and using larger/bolder text at the bottom so this information is more noticeable.

ARTICLE 11. Any Other Business

Zoning Map: A few members did not pick them up at the previous meeting but they were brought to this meeting to catch the last few commission members.

Bylaws: Bylaw discussion was pushed to the next meeting as Chair Noordyke saw that this meeting would already be a long one when making the schedule.

Email Address Update: Chair Noordyke asked if there was any update on the commission email addresses and Interim Planning Director Hilbrands said that he believed Manager Swayze had gotten the emails all set but he would have to reach out to Building Official Wilson of the Building Department to get a better answer.

Closed Session Minutes: Motion by Member Rissi to approve the minutes from the February 7th, 2022 closed session. Supported by Member Deering. Motion carried 8 to 0.

Township Office: Members Deering and Noordyke praised the passport department for their patience and assistance. Member Deering also said that it was a beautiful building and that the front desk staff were very friendly.

ARTICLE 12. Acknowledge visitors and those wishing to speak.

There were not any visitors who wished to speak.

ARTICLE 13. Adjournment

**Motion was made by Member Rissi to adjourn. Supported by Member Korstange.
Motion carried 8 to 0. The meeting was adjourned at 8:34 PM.**

Respectfully submitted,

Diedre Deering, Secretary

DRAFT

STAFF REPORT

STAFF REPORT: Case #22-3695/Downey
REPORT DATE: March 16, 2022
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: March 21, 2022
PREPARED BY: Brian Hilbrands, Interim Planning Director

APPLICANT:
Matt Downey
3030 Wood Duck Lane
Ada, MI 49503

STATUS OF APPLICANT: Property owner

REQUESTED ACTION: The applicant is requesting a special use permit to construct an accessory building larger than 832 square feet.

EXISTING ZONING OF SUBJECT PARCEL(S): ARC

GENERAL LOCATION: South side of 28th St, east of Buttrick Ave

PARCEL SIZE: Approximately 4.6 acres

EXISTING LAND USE ON THE PROPERTY: New home currently under construction

ADJACENT AREA LAND USES: All residential

ZONING ON ADJOINING PARCELS: N,W – ARC
S,E – PUD 85

STAFF COMMENTS:

1. The applicant is requesting permission to construct an accessory building on the property. The building will have a 42' x 64' storage section, a 24' x 24' heated wood shop and an 8' x 24' covered porch (3,456 sq ft).
2. The building will be 22' tall as measured to the midpoint of the roof.

3. This requires a minimum of a 60-foot setback to the side and rear property lines. The applicant shows a setback of 122' to the closest side property line and a setback of 60.5' to the rear property line.
4. With between 3-6 acres the applicant is permitted to have two accessory buildings on the property.
5. The home on the property is currently under construction. The zoning ordinance requires that if the home and the accessory building are going to be built concurrently, the home must be at least 50% complete before a building permit for the accessory building can be issued. This has typically been determined to be once the home receives approval for the rough-in inspection.
6. The applicant has indicated that the building will be used to store an RV and other vehicles, as well as be used for a hobby wood-working shop.
7. The size of the building is larger than average for the area. The average size of an accessory building in the ARC zoning district is 2,244 square feet. However, we do have a few other examples of similar sized buildings approved on similar sized parcels.
8. The building is planned to have galvalume metal siding and roof. Metal roofs and siding are not uncommon in the ARC zoning district.
9. Any outdoor lighting will have to meet our standards, requiring it to be shielded and downcast or at a level that is exempted.
10. It should be noted that accessory buildings cannot be used for living space or to run a business.

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
The intended use of the building.	The applicant has indicated that the building will be used for storage of vehicles as well as a personal workshop.
The proposed location, type and kind of construction and general architectural character of the building.	The building is planned to have galvalume metal siding and roof.
The size of the building in relation to the house, lot and zoning district.	The property is about 4.6 acres, and the home will have about 5,100 sq ft of finished living space once completed.

The type and kind of principal and accessory buildings and structures located on properties which are adjoining and in the general area.	There are other detached buildings in the general area.
The topography and vegetation in the area.	Wooded and hilly.
Whether the proposed building will affect the light and air circulation of any adjoining properties.	No impact.
Whether the proposed building will adversely affect the view of any adjoining property owner or occupant.	The location of the building would not have an adverse effect on adjoining property views.
Points of access to the proposed building and their relationship to adjoining properties and the view from the adjacent streets.	No new access to the street will be created.

STAFF RECOMMENDATION:

I recommend that you approve the special use permit as requested with the following conditions. The building should be in compliance with all applicable zoning ordinance regulations, including:

1. The building is not used for living space or to run a business.
2. Any outdoor lighting meets our regulations.
3. The home receives approval of the rough-in inspection before a building permit for the accessory building is issued.

Attachments: application package, accessory building inventory



3030 Wood Duck Ln



CASCADE CHARTER TOWNSHIP

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

PLANNING & ZONING APPLICATION

APPLICANT:

Name: Matt Downey
Address: 5948 Colon Elm Ct. SE
City & Zip Code: Grand Rapids, MI 49546
Telephone: 616 446 1771
Email Address: matt.downey@comcast.net

(Current address)

OWNER: * (If different from Applicant)

Name: Matt Downey
Address: 3030 Wood Duck Lane
City & Zip Code: Ada 49503
Telephone: 616-446-1771
Email Address: matt.downey@comcast.net

(New home address & location of proposed bldg)

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:**

42' x 64' x 16'-6" Cold storage / RV + vehicle
with attached 24' x 24' x 10'-6" Heated shop
Galvalume metal siding and roof. Brick wainscot

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

See attached survey

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 - 14-200-026

ADDRESS OF PROPERTY: 3030 Wood Duck Lane Ada 49503

PRESENT USE OF THE PROPERTY: Residential

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.)

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

Matt Dawney
Applicant – Print or Type Name

Matt Dawney 2/14/22
Owner's Signature & Date
(*If different from Applicant)

Matt Dawney 2/14/22
Applicant's Signature & Date

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



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 (Colors shown may not match actual colors.
 Refer to color samples for actual colors.)

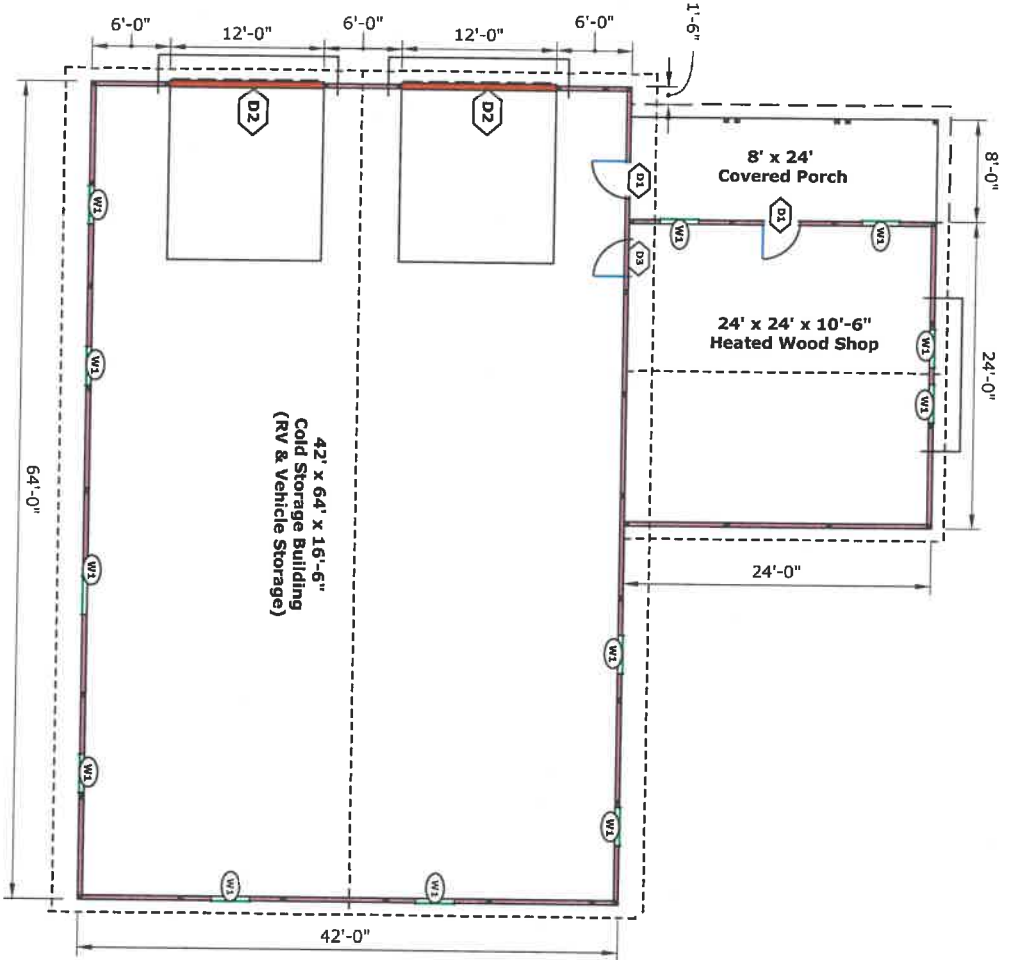
Date: 1/5/2022
 Name: Anthony
PRELIMINARY
 THESE DRAWINGS
 ARE FOR
REVIEW ONLY
 These drawings are
 not complete and
 are not to be used
 for construction.

FBI
 FBI Buildings, Inc.
 3823 W 1800 S
 Remington, IN 47977
 219-261-2157
 www.fbibuildings.com

Matt Downey
3030 Wood Duck Lane
Ada, MI 49503

X: _____	_____
Purchaser Approval	Date
X: _____	_____
Seller Approval	Date
Drawing # _____	

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 (Colors shown may not match actual colors.
 Refer to color samples for actual colors.)



General Notes:

Door Schedule:
 D1 - 3' x 6'-8" Black Steel Insulated Walk Door With 9-lite Window
 D2 - 12' x 14' Overhead Door Frame Cuts
 D3 - 3' x 6'-8" White Steel Insulated Walk Door (no windows)

Window Schedule:
 W1 - 3' x 4' Black Vinyl Insulated Hung Window With Screen & Grds

Sidewall Columns & Trusses Space at 8' O.C. Designed for 35 psf Ground Snow Load

FBI Building 42' x 64' x 16'-6" Cold Storage
 w/ 24' x 24' x 10'-6" Heated Shop

FLOOR PLAN

42' x 64' x 16'-6"
 Cold Storage Building
 (RV & Vehicle Storage)

8' x 24'
 Covered Porch

24' x 24' x 10'-6"
 Heated Wood Shop



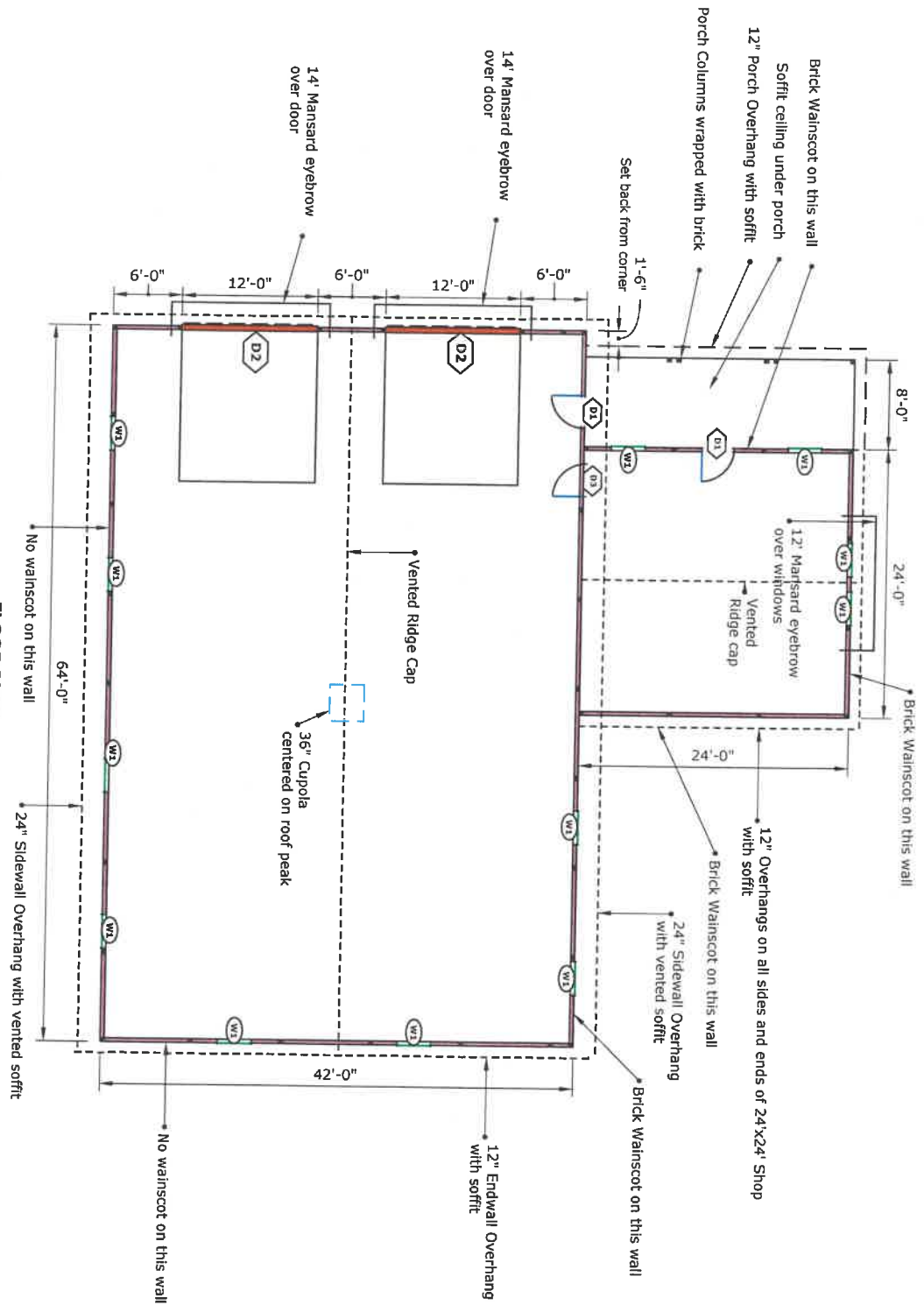
Date: 1/5/2022
 Name: Anthony
PRELIMINARY
 THESE DRAWINGS
 ARE FOR
REVIEW
ONLY
 These drawings are
 not complete and
 are not to be used
 for construction.
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Matt Downey
 3030 Wood Duck Lane
 Ada, MI 49503
 Floor Plan

X: _____ Date _____
 Purchaser Approval
 X: _____ Date _____
 Seller Approval
 Drawing # _____

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 Refer to color samples for actual colors.



GENERAL NOTES:

- Sidewall Columns & Trusses Space at 8' O.C. Designed for 35 psf Ground Snow Load
- Door Schedule:**
 D1 - 3' x 6'-8" Black Steel Insulated Walk Door With 9-lite window
 D2 - 12' x 14' Overhead Door Frame Outs
 D3 - 3' x 6'-8" White Steel Insulated Walk Door (no windows)
- Window Schedule:**
 W1 - 3' x 4' Black Vinyl Insulated Hung Window With Screen & Grds

FLOOR PLAN

FBI Building 42' x 64' x 16' I.C. w/ 24' x 24' x 10' Shop



Date: 1/5/2022
 Name: Anthony

PRELIMINARY
 THESE DRAWINGS
 ARE FOR
 REVIEW
 ONLY

These drawings are not complete and are not to be used for construction.

A-101

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 3823 W 1800 S
 Remington, IN 47977
 219-261-2157
 www.fbibuildings.com

Matt Downey
 3030 Wood Duck Lane
 Ada, MI 49503

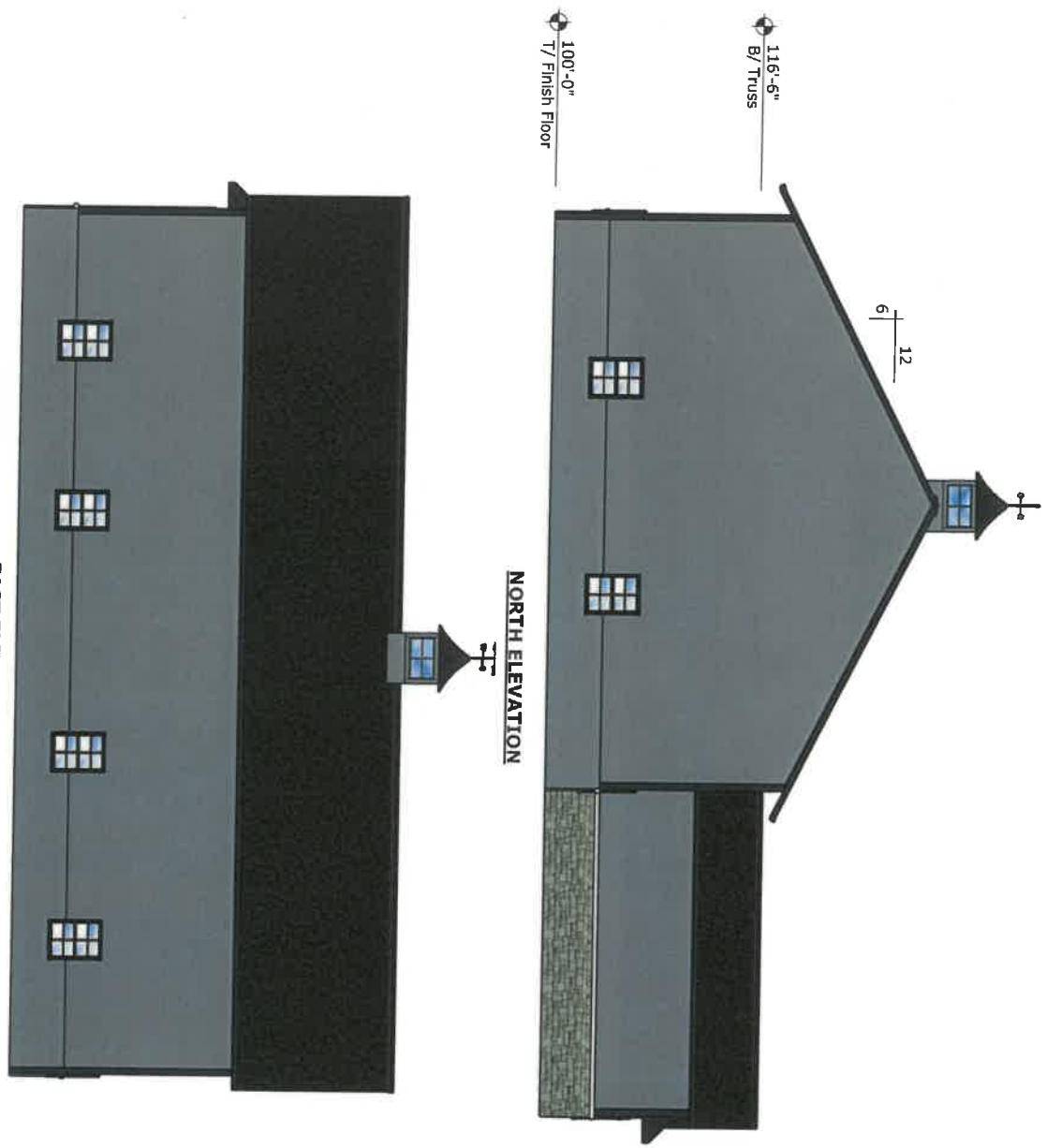
Floor Plan

X: Purchaser Approval _____ Date _____

X: Seller Approval _____ Date _____

Drawing # _____

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 (Colors shown may not match actual colors.
 Refer to color samples for actual colors.)



X: _____	_____
Purchaser Approval	Date
X: _____	_____
Seller Approval	Date
Drawing # _____	

Matt Downey
 3030 Wood Duck Lane
 Ada, MI 49503

Elevation Plan

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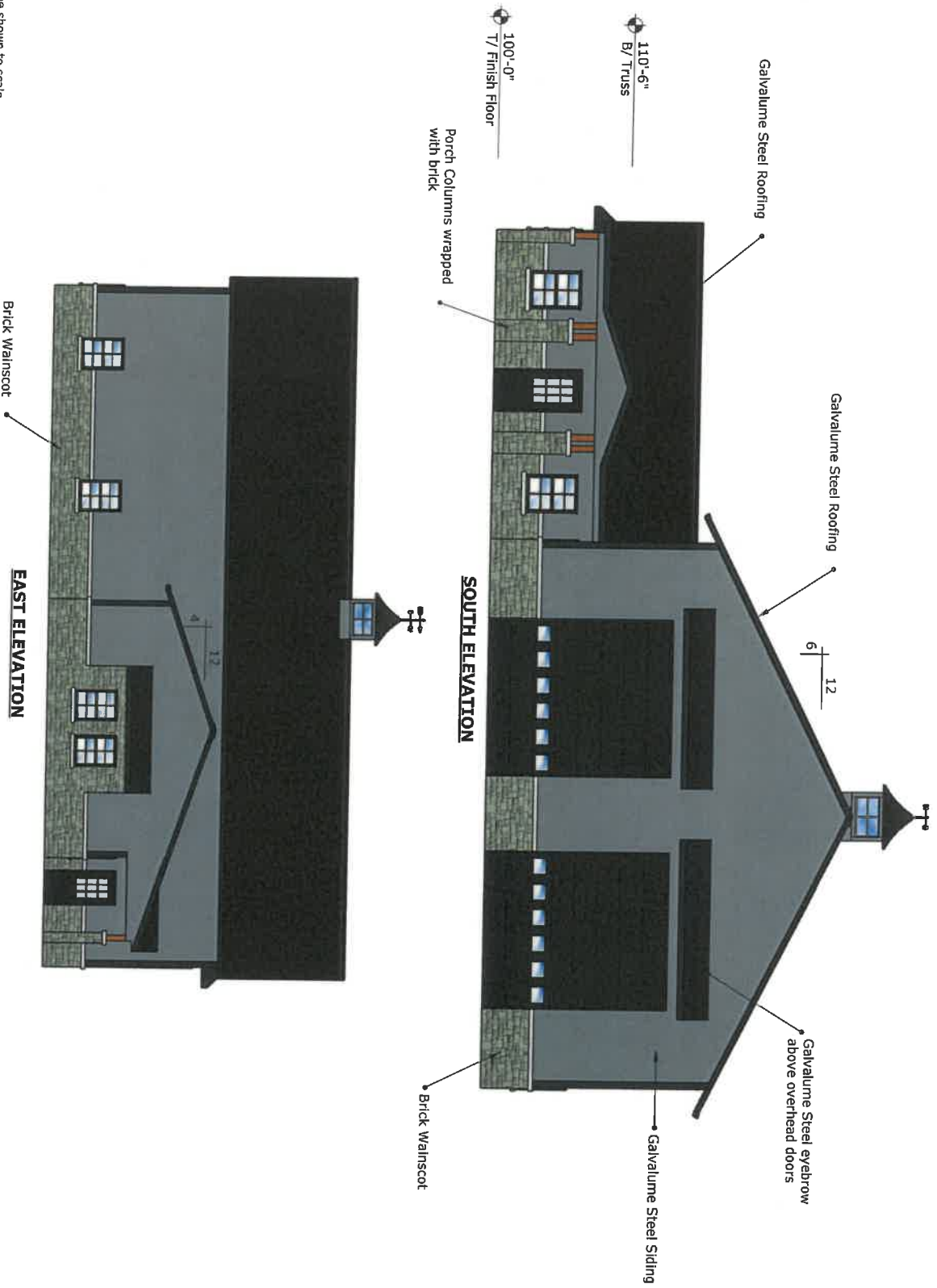
Date: 1/5/2022
 Name: Anthony

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A-201

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 Refer to color samples for actual colors.)



X: _____	_____
Purchaser Approval	Date
X: _____	_____
Seller Approval	Date
Drawing # _____	

Matt Downey
 3030 Wood Duck Lane
 Ada, MI 49503

Elevation Plan

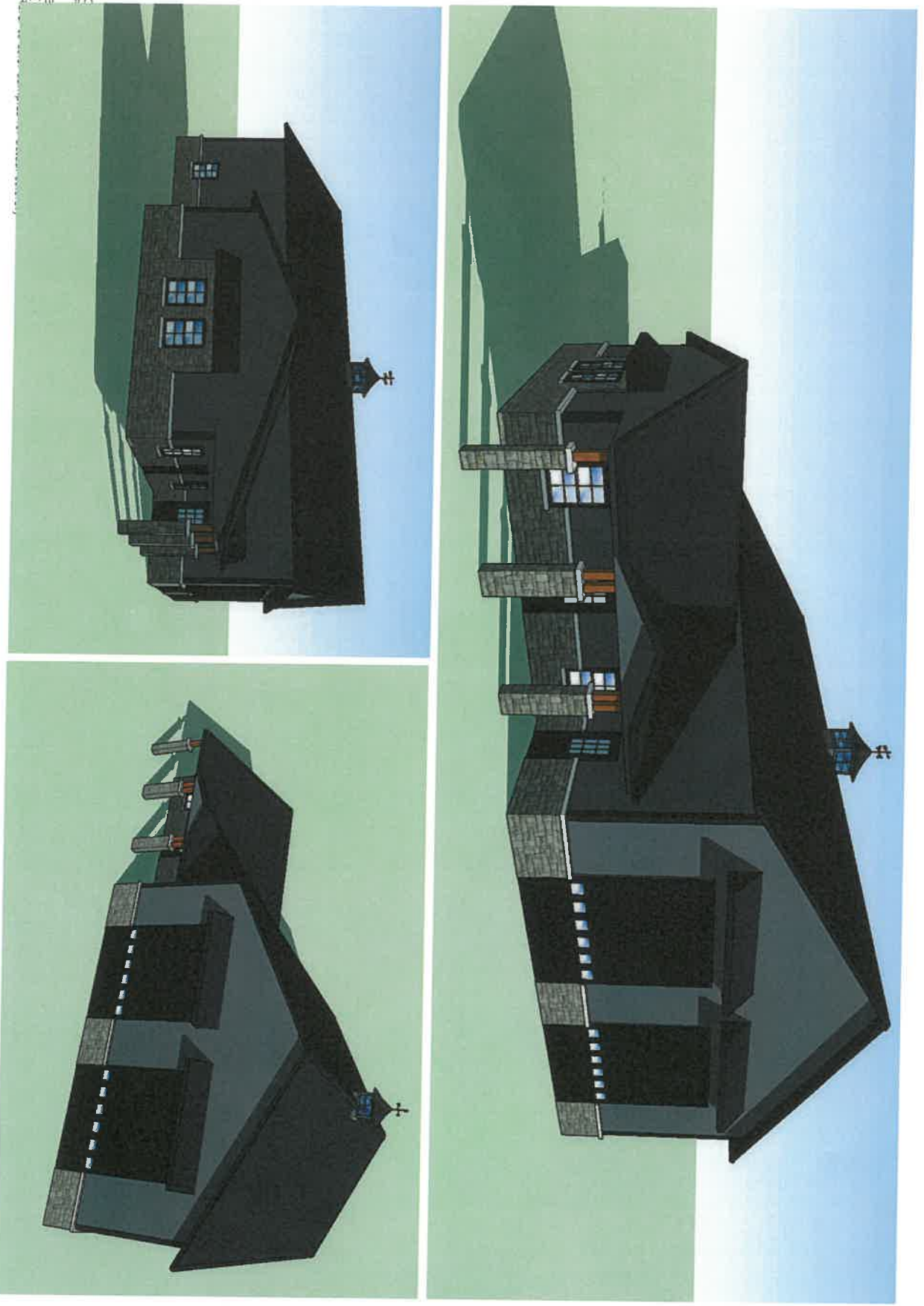
Date : 1/5/2022
 Name: Anthony

PRELIMINARY
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ONLY

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 are not to be used
 for construction.

A-202

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C
E
C

Date : 1/5/2022
 Name: Anthony
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Matt Downey
3030 Wood Duck Lane
Ada, MI 49503

3D View

X: _____	_____
Purchaser Approval	Date
X: _____	_____
Seller Approval	Date
Drawing # _____	

A-203



Height to might point of roof

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 Refer to color samples for actual colors.)

X: Purchaser Approval	Date
X: Seller Approval	Date
Drawing #	

Matt Downey
 3030 Wood Duck Lane
 Ada, MI 49503

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Date: 1/5/2022
 Name: Anthony
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 are not to be used
 for construction.

"Conceptual
Only actual
details may
vary"

X: _____	_____
Purchaser Approval	Date
X: _____	_____
Seller Approval	Date
Drawing # _____	

Matt Downey
3030 Wood Duck Lane
Ada, MI 49503

Sections and Details


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Date : 1/5/2022
Name: Anthony

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A-401

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(Colors shown may not match actual colors.
Refer to color samples for actual colors.)

Accessory Building Inventory 2010-2021 (12/7/21)

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	Dykhous	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 2010-2021 (12/7/21)

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
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 Ballyunion 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
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 Hackett	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 Biscayne 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
18-3474	Rowland	4250 Whitneyville Ave	R1	1,300	5	2,800
18-3480	Stachowiak	7871 Shadybrook	R1	1,800	2	2,200

Accessory Building Inventory 2010-2021 (12/7/21)

Case	Name	address	Zoning	accessory building sq.ft	acres	home (FLS)
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	-
11-3028	Slauer	3824 Goodwood Dr	R2	900	0.88	3,500
Avg						
Avg ARC				2,103	11.21	3,319
Avg FP				2,244	15.61	2,731
Avg PUD				1,857	6.95	2,483
Avg R1				1,786	3.16	3,603
				2,080	8.16	4,484

CASCADE CHARTER TOWNSHIP PLANNING COMMISSION

RULES OF PROCEDURE

Adopted on _____, 2022

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. 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 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. 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) The Chairperson shall identify the request and open the public hearing.
- 2) If present, the Applicant presents his/or her application to the Commission and provides the basis for the application. The Applicant may be called upon to answer questions from the Commission and staff.
- 3) The Township presents the staff recommendation and answers questions from the Commission.
- 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, through 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. Commission members should not debate

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 valued over \$10.

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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**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.

CASCADE CHARTER TOWNSHIP PLANNING COMMISSION

BYLAWS

Adopted on _____, 2022

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.

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 is 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 _____, 2022 at _____ p.m.

_____, Planning Commission Secretary

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DRAFT