

**CASCADE CHARTER TOWNSHIP
PLANNING COMMISSION**

**MONDAY, January 6, 2025
5:30 PM**

ARTICLE 5.

Approve the Minutes of the December 16, 2024 Meeting.

MINUTES
CASCADE CHARTER TOWNSHIP PLANNING COMMISSION
MONDAY, December 16, 2024
7:00 pm
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Moxley called the meeting to order at 7:00 pm.
Members Present: Bruneau, Moxley, Richardson, Korstange
Members Absent: Rowland (excused)
Others Present: Community Planning and Development Director (CP&D Director) Andrea Hendrick, Planning Consultant Danielle Bouchard of McKenna, Legal Counsel (LC) Laura Genovich of Foster Swift, Planning Administrative Assistant Nick Govan and others listed on the sign-in sheet.
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**
Motion was made by Treasurer Korstange to approve the current agenda. Supported by Member Bruneau. Motion carried 4 to 0.
- ARTICLE 4. Disclose any Conflict of Interest**
There were no concerns voiced.
- ARTICLE 5. Approve the Minutes of the November 17, 2024 Meeting.**
Commissioners provided a list of clarifications and changes that needed addressing:
1. Article 1. changing "Vice Chair Rissi" to "Chair Moxley".
 2. Article 7. Changing "Bowls" to "Boles".
 3. Article 7. Changing "flows into" to "stays in"
 4. Article 8. Removal of "a Site Plan of"
 5. Article 9, Correcting the Requested Action to reflect the request "Request for a new truck well, loading dock and storage area for display of tiles." changed to "Request for a Type II Special Use Permit for outdoor storage of materials."
 6. Article 9. The addition of text to provide more context "Member Bruneau initiated questioning regarding fire access requirements, noting apparent discrepancies between the site plan presentation and current operations. Joel Bodbyl, representing the Lakeland Pallets, addressed these concerns by confirming their eighteen-year operational history at their previous location with annual fire department compliance inspections.
- Chair Moxley reported observations from his site visit regarding pallet stack configurations and congestion at the site. Mr. Bodbyl confirmed current stack heights of sixteen feet, he also confirmed working to accommodate the fire departments requests.
- The Commission discussed screening requirements, with Mr. Bodbyl requesting consideration of existing natural vegetation while acknowledging potential additional slat screening needs at the westside. CP&D Director

Hendrick clarified the screening recommendation specifically addressed the fences northwest corner visible from Kraft Avenue.”.

7. Article 10. Addition of text to provide more context “Member Bruneau raised concerns about the applications multiple components, suggesting the need to separate the request.”.

Motion was made by Member Bruneau to approve the Minutes of the November 17, 2024 meeting with the edits provided. Supported by Member Richardson. Motion carried 4 to 0.

ARTICLE 6. Acknowledge visitors and those wishing to speak.

Former Planning Commissioner Scott Rissi (7238 Cascade Road) commended Chair Moxley's dedication to both the Planning Commission and Zoning Board of Appeals, specifically highlighting his meticulous documentation of subcommittee proceedings.

Former Planning Commissioner Chris Noordyke (3720 Oak Bluff Drive) acknowledged Chair Moxley's consistent attendance and contributions throughout his tenure, extending congratulations on his retirement and future endeavors.

ARTICLE 7. Case #24-3868

Applicant: Joel Bodbyl (Lakeland Pallets Inc)

Property Address: 3700 Kraft Ave

Parcel Number: 41-19-20-100-015

Requested Action: Request for a Type II Special Use Permit for outdoor storage of materials.

Community Planning & Development Director Hendrick presented the tabled application for the industrial property located at the southeast corner of Kraft Avenue and 36th Street. The Director provided comprehensive background regarding the property's recent variance approval from the Zoning Board of Appeals permitting outdoor storage within setback requirements. Director Hendrick noted the completion of recent site modifications, specifically highlighting the addition of fence slating at the northwest corner of the property. The presentation included review of the complete site plan submission incorporating all administrative review elements.

Following staff presentation, the Commission engaged in detailed discussion with Joel Bodbyl, representing Lakeland Pallets. Member Korstange initiated questioning regarding future plans for the applicant's current location at 3801 Kraft Avenue. Mr. Bodbyl confirmed the property is being actively marketed for lease opportunities.

Member Bruneau raised two specific concerns regarding the application. The first addressed the proposed fire barrier and paved area planned between the parking lot and wooded section. Specifically, the inquiry sought to determine whether the applicant would agree to implement these features if they were established as conditions of approval. The applicant expressed willingness to implement immediate brush clearing activities, noting ongoing discussions with the Fire Department regarding future site expansion plans to the east. Mr. Bodbyl elaborated that Fire Marshal had indicated satisfaction with periodic four-foot gaps throughout the stacks, and the clearing of brush allowing necessary emergency access to the back of the stacks.

Member Bruneau's second inquiry was that of the periodic spacing between rows noting that eight-foot gaps had been discussed in the memo from the Fire Marshal. Mr. Bodbyl provided clarification regarding implemented fire safety measures, specifically confirming the establishment of four-foot spacing between pallet stacks at intervals ranging from 50 to 75 feet, as coordinated with and approved by the Fire Marshal. Mr. Bodbyl clarified that while the site plan does not explicitly depict access spacing due to its dynamic nature based on pallet sizes and inventory fluctuations, the operation maintains consistent four-foot minimum clearances as required by the Fire Marshal.

Member Bruneau emphasized the importance of formally recording the four-foot minimum spacing requirement, as opposed to the originally discussed eight-foot specification, to ensure clear compliance standards moving forward.

Motion was made by Member Bruneau to APPROVE Case Number 24-3868, for a Type II Special Use Permit for outdoor storage of materials for 3700 Kraft Avenue with the following conditions:

- 1. The brush be cleared to provide a four-foot buffer to the east edge of the paved lot, between the pallets and the woods.**
- 2. The applicant maintain access between pallet stacks between 50 and 75 feet long, the width of that access shall be four feet.**

Supported by Member Richardson. Motion carried 4 to 0.

ARTICLE 8.

Case #24-3866

Applicant: Bruce Wright (Shaggy Pines Dog Park)

Property Address: 3895 Cherry Lane

Parcel Number: 41-19-23-100-008

Requested Action 1: Request for Type II Special Use Permit for a "private outdoor recreational use" (Section 7.04.1) to operate a private outdoor recreation dog park.

Requested Action 2: The applicant is also requesting a Type I Special Use Permit for an accessory building over 832 sf.

Planning Consultant Danielle Bouchard presented comprehensive analysis of the application, noting two distinct components requiring Commission consideration: a Type II Special Use Permit for private outdoor recreational use in the ARC district, and a Type I approval for an accessory building exceeding 832 square feet. The subject property, comprising approximately 19.8 acres, currently operates under a 2003 special land use approval originally granted for kennel operations.

The Planning Consultant provided historical context regarding the property's 2003 approval conditions, specifically addressing preservation of existing trees and downcast lighting requirements. Ms. Bouchard noted the current zoning ordinance's absence of specific provisions for dog park facilities, elaborating on staff's analysis of appropriate use classification.

Considerable Commission discussion focused on the regulatory framework for the application. Member Korstange initiated detailed examination of the kennel classification, expressing reservations about potential implications for future operational modifications. Legal Counsel provided clarification

regarding the 2003 approval process, noting the original approval's broad characterization as a "dog park" without specific use category designation.

The applicant Bruce Wright specifically requested removal of the Type II Special Use Permit consideration from the application. Mr. Wright emphasized his desire to maintain the existing operational framework established under the 2003 approval as a kennel and that they would like to seek approval for the proposed Type I Special Use Permit.

Following Mr. Wright's clarification, the Commission redirected focus to the Type I Special Use Permit request for the accessory building.

Extensive discussion ensued regarding the regulatory relationship between the proposed primary structure and existing building. The Commission, with input from Legal Counsel, established that the new barn would serve as the primary structure, with the existing building transitioning to accessory status.

The Commission conducted thorough examination of infrastructure considerations. Member Bruneau initiated discussion regarding septic system capacity. Mr. Wright confirmed the existing system location between the parking area and proposed construction site, noting builder assessment of potential tie-in capability.

The Commission had questioned the location of the Parking lot and if a pathway would be created to connect to the new building. The Commission Deliberated on the requirements for handicap parking spaces and the distance required. Planning Consultant Bouchard provided clarification regarding ADA compliance requirements, specifically addressing parking accessibility standards requiring "shortest accessible route" without mandating specific distances.

Motion was made by Member Bruneau to APPROVE Case Number 24-3866, for a Type I Special Use Permit for an accessory building over 832 sf located at 3895 Cherry Lane with the following conditions:

- 1. All outdoor lighting shall comply with requirements of the Township ordinance.**
- 2. All stormwater runoff shall be retained on site.**
- 3. The accessory building shall only be utilized for accessory activities, incidental to the principal use, and shall not be used as a residential dwelling.**
- 4. The applicant receives permits and approvals for all required construction activities from the Township Planning Department and Building Department.**
- 5. The general rules and regulations as documented in the application regarding keying of gates, refuse pickup, and vaccinations shall be the baseline. If any of those changes including hour of operations, they must come back before the Planning Commission for approval.**
- 6. There shall be no boarding on parcel 41-19-23-100-008.**

Supported by Treasurer Korstange. Motion carried 3 to 1.

Yeas: Bruneau, Moxley, Korstange

Nays: Richardson

ARTICLE 9. 2025 Proposed Meeting Schedule

Planning Director Hendrick presented the proposed 2025 meeting schedule for Commission consideration. Member Bruneau initiated discussion regarding schedule optimization, noting the current year's extended meeting durations and expressing concern about meeting efficiency.

Member Bruneau proposed maintaining two monthly meetings while adjusting dates to accommodate national holidays, citing historical precedent from 2022. Specific attention focused on February and September scheduling, with Member Bruneau suggesting the following modifications:

For February 2025: Adding February 24, 2025

For September 2025: Adding September 22, 2025.

Member Korstange expressed preference for maintaining consistency with traditional first and third Monday scheduling, noting potential impacts on commissioner availability for long-term planning purposes.

Extensive discussion ensued regarding meeting start times, with CP&D Director Hendrick confirming prior polling of commissioners indicated majority support for a 5:30pm start time.

Following thorough deliberation, Member Korstange proposed proceeding with the date schedule as presented, deferring the meeting time discussion to the January 2025 meeting. The Commission reached consensus on this approach.

ARTICLE 10. Acknowledge visitors and those wishing to speak.

There was no one wishing to speak.

ARTICLE 11. Other Business

There was no other business.

ARTICLE 12. Adjourn

Motion was made by Member Bruneau to adjourn. Supported by Treasurer Korstange, Motion carried 4 to 0. The meeting adjourned at 8:36 pm.

Respectfully submitted,
Andrea Hendrick, Community Planning and Development Director, Recording Secretary

**CASCADE CHARTER TOWNSHIP
PLANNING COMMISSION**

**MONDAY, January 6, 2025
5:30 PM**

ARTICLE 7.

Appointment of

2025 Planning Commission

Requested Action: Select 2025 Officers

Cascade Charter Township, MI
Thursday, January 2, 2025

Chapter 44. Planning Commission

§ 44-4. Officers, procedural matters, quorum, voting, and records.

A. Officers and duties.

- (1) The Planning Commission shall elect a Chair, Vice Chair, and a Secretary from its members. No member of the Township Board shall be an officer of the Planning Commission.
- (2) The term of each officer shall be one year or until their successor(s) are selected and assume office. The term of each officer shall not extend for more than two consecutive one-year terms; there shall be no limitation on nonconsecutive terms for officers. 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.
- (3) The Chair shall preside at all meetings, appoint committees subject to Planning Commission approval, retain voting and discussion privileges, and perform such other duties as may be ordered by the Planning Commission.
- (4) The Vice Chair shall act in the capacity of the chair in his/her absence.
- (5) The Secretary (or a person designated by the Secretary) shall execute documents in the name of the Planning Commission and perform such other duties as the Planning Commission may determine. The Planning Director (or a person designated by 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. All communications, petitions, and reports addressed to the Planning Commission must be delivered or mailed to the Recording Secretary.

B. Procedural matters.

- (1) With consultation by the chair, 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.
- (2) Parliamentary procedure at Planning Commission meetings will be guided by Robert's Rules of Order, but nothing herein shall be construed to require absolute adherence to such rules.

C. Meetings.

- (1) The Planning Commission shall hold not less than four regular meetings each year with a goal of two regular meetings per month. At the Planning Commission's first meeting in December, the Recording Secretary shall submit to the Planning Commission a proposed meeting schedule, including time and place, for the upcoming year. At this meeting, the schedule shall be approved by resolution as submitted or amended to reflect any changes directed by the Planning Commission.
- (2) Special meetings may be called 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 48 hours before the meeting. Notice to the public shall be provided 18 hours in advance in a prominent and conspicuous place at the Township Hall and on the Township's website.

- (3) 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.

D. Quorum.

- (1) A quorum shall consist of a majority of the Planning Commission membership excluding vacant seats.
- (2) Official action of all matters before the Planning Commission shall be taken by a concurring vote of a majority of the quorum, unless Michigan law provides otherwise. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another meeting date. In no case shall an official action be taken without a quorum.

E. Voting.

- (1) The majority vote of the quorum present shall be required to render a decision of approval on any matter of this chapter 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.
- (3) Voting procedures.
 - (a) The following guidance should be followed prior to approval of any motion, resolution, or recommendation:
 - [1] 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.
 - [2] Motions before the Planning Commission shall be restated by the Chairperson before a vote is taken. The name of the person making the motion and its supporter shall be recorded.
 - [3] All members present are required to vote unless excused for reasons of a conflict of interest. Voting shall be by voice vote and shall be recorded as the number in support and the number in opposition. Abstentions for conflicts of interest shall be noted. Roll call votes shall only be recorded upon request by a member of the Planning Commission and shall be recorded by "yes" or "no." Members must be present to cast a vote. Voting by proxy shall not occur.
 - (b) 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.

**CASCADE CHARTER TOWNSHIP
PLANNING COMMISSION**

**MONDAY, January 6, 2025
5:30 PM**

ARTICLE 8.

2025 Planning Commission

Meeting Calendar

Requested Action:

Approve 2025 Planning Commission
Meeting Calendar.

**CASCADE CHARTER TOWNSHIP
2025 MEETING SCHEDULE AND DEADLINE DATES**

PLANNING COMMISSION

Meetings are at 5:30 PM

<u>Meeting Date</u>	<u>Deadline Date</u>
January 6	November 22, 2024
January 20	December 6, 2024
February 3	December 20
<i>February 24</i>	<i>January 10</i>
March 3	January 17
March 17	January 31
April 7	February 21
April 21	March 7
May 5	March 21
May 19	April 4
June 2	April 18
June 16	May 2
July 7	May 23
July 21	June 6
August 4	June 20
August 18	July 3
September 15	August 1
<i>September 22</i>	<i>August 8</i>
October 6	August 22
October 20	September 5
November 3	September 19
November 17	October 3
December 1	October 17
December 15	October 31

ZONING BOARD OF APPEALS

Meetings are at 5:30 PM

January 14.....	November 29, 2024
February 11.....	December 27, 2024
March 11	January 24
April 8	February 21
May 13	March 28
June 10	April 25
July 8	May 23
August 12	June 27
September 9	July 25
October 14	August 29
December 9	October 24

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