

**Minutes**

Cascade Charter Township  
Planning Commission  
Monday, June 5, 2023  
7:00 pm  
2870 Jacksmith Ave SE

**ARTICLE 1.** Chair Noordyke called the meeting to order at 7:00 P.M.  
Members Present: Noordhoek, Rissi, Noordyke, Richardson, Bruneau, Rowland  
Members Absent: Moxley and Engel  
Others Present: Planning Director Hilbrands, Zoning Administrator Smith-Jacoby, Leslie Abdoo with Foster Swift, 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 Rowland. Motion carried 6 to 0.**

**ARTICLE 4. Disclose any conflict of interest**

Member Richardson disclosed he lives near the property being discussed in Article 7 and he believed there could be a slight bias. Members did not see this as a concern.

Member Rissi said his company does non-related work for the applicants in Article 9. Members did not see this as a concern.

**ARTICLE 5. Approve the Minutes of the May 15, 2023 Meeting**

Member Bruneau made a correction to page 4 of the packet stating “an existing rain garden” should be clarified that they are going to add a rain garden.

Member Bruneau said page 5, paragraph 6, should be reworded since it made little sense.

Member Bruneau also pointed out in the last paragraph of Article 9 that “members of the club” should be changed to “those at the neighboring school”.

**Motion was made by Member Bruneau to approve the May 15, 2023 meeting minutes with the proposed amendments. Supported by Member Rowland. Motion carried 6 to 0.**

**ARTICLE 6. Acknowledge visitors and those wishing to speak**

There was no one that wished to speak.

**ARTICLE 7. Case #23-3763/Fitzgibbon**

**Property Address:** 5283 Whitneyville Ave

**Requested Action:** Seeking a Type II Special Use Permit to operate a Bed & Breakfast.

Zoning Administrator (ZA) Smith-Jacoby presented the case and explained the applicants are seeking a recommendation to the Township Board for opening a Bed and Breakfast. The house was constructed in 1853 and had previously served as a Bed and Breakfast, which inspired their current endeavor. There will be approximately 500 sqft of the home utilized for the B&B.

The fire department and building officials have requested the installation of smoke detectors and carbon monoxide detectors in each room, along with an ABC fire extinguisher on the main floor. The Kent County Health Department was contacted as well and they require no license for this operation.

ZA Smith-Jacoby said this is the first application of its kind and has detailed operational conditions that are specified within the packet.

Staff felt comfortable recommending approval with conditions listed in the packet since the applicant has complied with the zoning requirements.

Member Rowland wanted clarification on the number of parking spaces. ZA Smith-Jacoby confirmed there are two parking spaces allocated for guests and the driveway is used for overflow parking.

Member Bruneau expressed confusion on varying details between the application and report regarding the number of available rooms and the necessary amount of parking spaces to accommodate all the guests. ZA Smith-Jacoby clarified there is only one reservable unit which includes 2 bedrooms and holds space for 5 guests with 2 parking spaces.

Member Noordhoek thought this would be a nice fit for the community but mentioned how hotels on 28<sup>th</sup> Street continue to have illegal activity. He wanted to ensure there was a limit on the length of stays.

Heidi Fitzgibbon (5283 Whitneyville) is the applicant and commented on a few points brought up by members. She made it clear that the sitting room does not have any beds, but it does have seats, a desk, and kitchen amenities. In the past, she has typically only encountered married couples who occasionally bring children.

Member Rissi inquired about the typical duration of rentals, to which Fitzgibbon replied that it is usually around 2 nights with the longest being 7.

**Motion was made by Member Rissi to open public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

There was no one that wished to speak.

**Motion was made by Member Rissi to close public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Member Rowland wanted building officials to check the handicapped accessibility of the property. He also was not in favor of adding additional signage.

**Motion was made by Member Rissi to recommend approval of the Bed and Breakfast to the Township Board subject to the conditions listed in the packet along with ensuring handicap accessibility, visitors are limited to a maximum of 10 consecutive nights, only 2 bedrooms allowed in the rental, and no additional signage. Supported by Member Bruneau. Motion carried 6 to 0.**

**ARTICLE 8. Case #23-3764/Jipping**

**Property Address:** 7779 Silverthorne Dr

**Requested Action:** Seeking a Type I Special Use Permit for an accessory building exceeding 832 sqft.

ZA Smith-Jacoby presented the case and stated the applicants are requesting a Special Use Permit to replace a building that exceeds 832 sqft. The setbacks have been met and they were granted a variance at the May 9<sup>th</sup> Zoning Board of Appeals meeting for the placement of the barn. They are presenting a 2,500 sqft barn with a maximum height of 22ft that will have access off of Buttrick Ave.

Staff recommended approval with the conditions listed in the packet.

Member Rissi wanted clarification that there was only one residence on the property. Planning Director Hilbrands said that the other accessory building has been removed as a part of the previous variance approval.

Member Bruneau questioned why there appeared to be a living space with a full bathroom. ZA Smith- Jacoby made it clear that the applicants are fully aware that having a living space is not allowed, but having a restroom is acceptable.

Sam Kilbert (39577 Woodward Ave) is the applicant's representative who stated they have been working on this project for over a year. He said they were intending to keep the existing barn for the historic aspect, but upon inspections, the structure is not salvageable. The proposed barn is being created to replicate barns that fit in the ARC district and won't impact neighbors. Kilbert mentioned there is an existing gravel driveway that will service the barn as well.

John and Lisa Jipping (7779 Silverthorn) are the applicants and attended the meeting to answer any questions. They explained that the bathroom is to be used for cleaning up, as it's a decent walk to the home.

**Motion was made by Member Rissi to open public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

There was no one that wished to speak.

**Motion was made by Member Rissi to close public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Member Rowland would like a drawing submitted of the proposed driveways.

Member Richardson inquired about the bathroom in the accessory building and asked if it would be using city water or septic. Chair Noordyke clarified that it would be utilizing both.

**Motion was made by Member Rissi to approve the accessory building with Staff's conditions listed in the packet and the applicant must submit a drawing and construct the driveway as shown on the north and east side for access to the building. Supported by Member Rowland. Motion carried 4 to 2.**

**ARTICLE 9. Case #23-3739/Northpointe Bank**

**Property Address:** 5303 28<sup>th</sup> St Ct

**Requested Action:** Consider recommendation to the Township Board for PUD Ordinance amendment.

Planning Director Hilbrands drafted an amendment to the PUD ordinance regarding the preliminary plan that was approved last meeting. The amendment changes the permitted building size from 90,000 sqft to 98,000 sqft.

Member Richardson expressed concern about the potential increase in traffic due to the increase in employees at this facility. Member Noordhoek agreed that 28<sup>th</sup> St Court is becoming too congested and that there should be some investigation into the intersection and road function. He suggested that any future applications in the area be put on hold until the traffic issue is resolved.

**Motion was made by Member Bruneau to recommend that the Township Board approves the PUD Ordinance amendment as written. Supported by Member Rowland. Motion carried 6 to 0.**

**ARTICLE 10. Cascade Township**

**Requested Action:** Consider recommendation to the Township Board for proposed amendments to the Master Plan.

Planning Director Hilbrands explained that the Township Board had approved the Master Plan amendment for distribution at the April 12 meeting. The 42-day review period had ended so as a requirement, the Planning Commission must hold a public hearing before making a recommendation to the Township Board.

Two letters were received during the review period - one from the airport and the other from the Michigan Department of Public Transportation (MDOT). Legal Counsel Abdo explained that the letter received from MDOT talked specifically about the process which the Planning Commission and township go through to adopt amendments to the Master Plan. She confirmed the Planning Commission has gone through the appropriate steps in order to consider the Master Plan amendments.

Member Rissi, upon viewing the future land use map, did not believe it made much sense to allow an industrial designation to remain on airport property while changing the designation to rural residential right next to it.

**Motion was made by Member Rowland to open public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Chad Antuma, an attorney representing DEG Development and Visser Development, explained that Visser owns an approximately 80-acre parcel at 5111 Thornapple River Drive. They purchased this land in 2021 planning on using the parcel for industrial use and relied heavily on the Master Plan and zoning ordinance. He states there is a designation in the zoning ordinance that specifically says this parcel is intended to be used as an industrial property. Antuma distributed a petition form signed by residents, highlighting the number of people who would be affected and expressed their desire for the current situation to remain unchanged. He further explained that industrial properties are at an all-time low.

**Motion was made by Member Rissi to close public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Chair Noordyke discussed the possibility of extending the area to be redesignated to also include an area north of the airport, between 36<sup>th</sup> Street and the railroad, that extends west to the boundary of the parcels on Kraft Avenue that have existing industrial uses. The other Planning Commission members agreed that this area should also be included. The Michigan Planning and Enabling Act was discussed by legal counsel.

**Motion was made by Member Rowland to recommend the approval of the proposed amendment to the future land use map to change the designation from industrial to rural residential as shown on the map included in the packet, and also to extend this area west to include the area between 36<sup>th</sup> Street and the railroad up to the parcels on the east side of Kraft Avenue. Supported by Member Noordhoek. Motion carried 5 to 1.**

Casey Ries, a representative of the Airport Authority, said that the airport and township have similar developmental goals. He explained that there is concern about converting the land to residential use.

**ARTICLE 11. Closed Session – Pursuant MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.**

**Motion was made by Member Rissi to enter closed session pursuant to MCL 15.268 (h) to consider material exempt from discussion or disclosure by state or federal statute. Supported by Member Noordhoek. Motion carried unanimously by roll call vote. Planning Commission entered Closed Session at 8:43.**

**Motion was made by Member Rissi to reconvene Open Session. Supported by Member Noordhoek. Motion carried 6 to 0. Planning Commission resumed Open Session at 9:15 PM.**

**ARTICLE 12. Old Business**

There was no old business to discuss.

**ARTICLE 13. Any Other Business**

There was no other business to discuss.

**ARTICLE 14. Acknowledge visitors and those wishing to speak**

There was no one that wished to speak.

**ARTICLE 15. Adjournment**

**Motion was made by Member Rissi to adjourn the meeting. Supported by Member Noordhoek. Motion carried 6 to 0. The meeting adjourned at 9:16 P.M.**

Respectfully submitted,

Joe Engel, Secretary