

Minutes
Cascade Charter Township
Planning Commission
Monday, February 26, 2024
7:00 pm
2870 Jacksmith Ave SE

ARTICLE 1. Chair Moxley called the meeting to order at 7:00 pm.
Members Present: Noordhoek, Richardson, Moxley, Rissi, Engel, Noordyke
Members Absent: Bruneau (excused), Rowland (excused)
Others Present: Planning Director Andrea Hendrick, Zoning Administrator (ZA) Madison Smith-Jacoby, Laura Genovich with Foster Swift, and others listed on the sign-in sheet.

Member Bruneau attended via Zoom.

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 Noordyke. Motion carried 6 to 0.

ARTICLE 4. Disclose any conflict of interest

There were no conflicts of interest disclosed.

ARTICLE 5. Approve the Minutes of the February 5, 2024 Meeting

Member Engel noted an error in the last paragraph of Article 7 stating he should be placed in the favor column and Member Rissi should be placed in the opposed column.

Motion was made by Member Rissi to approve the February 5, 2024 meeting minutes with the proposed changes. Supported by Member Engel. Motion carried 6 to 0.

ARTICLE 6. Acknowledge visitors and those wishing to speak

There was no one wishing to speak.

ARTICLE 7. Case #24-3811 Public Hearing

Property Address: 1601 Galbraith Avenue SE

Parcel Number: 41-19-06-403-001

Requested Action: PUD Amendment to allow Childcare Centers as a permitted use.

ZA Smith-Jacoby presented the case and explained that the applicant is requesting a PUD amendment to allow for a childcare center as a permitted use. The operation hours will be from 7:30 am-6:30 pm. The proposed outdoor play area meets the minimum square footage requirements, but a more detailed site plan was requested. The applicant has stated that they will apply for state licensing once approved. There will be six employees at the facility with ample parking available for them. If the zoning

ordinance amendment gets approved, they will be required to submit a site plan and all other pertinent documents.

Staff suggested that the Planning Commission should provide a recommendation to the Township Board with the proposed conditions listed in the packet.

Member Rissi questioned if the proposed site plan would be reviewed by Staff or the Planning Commission. ZA Smith-Jacoby said the review would be completed by Staff.

Member Engel wanted clarification on the amount of parking. ZA Smith-Jacoby indicated there will be more than enough parking by utilizing parking lots to the north and south and counted over 200 spaces total throughout the whole site.

Member Noordyke expressed discomfort in recommending approval to the Township Board without legal counsel's review of the proposed PUD amendment or the Planning Commission's review of the site plan.

ZA Smith-Jacoby noted that a similar daycare center was approved in the adjacent building in 2004.

Mark DuWaal, the owner of 1601 Galbraith Suite 302, explained that this would be the location of the childcare center.

Mark Bowen, owner of Grand Rapids Gymnastics (GRG), said 865 families are using the gym, and 47 people are employed within his business. They have various programs for kids of all ages and thought this space would be a great fit for younger kids and the creation of a daycare. He expressed the immense need for childcare and felt that they could utilize this space to benefit the township.

Carrie Johnson, Senior Director of Business Operations at GRG, wanted to clarify that there will be no major renovations on the interior or change of the layout.

Motion was made by Member Noordyke to open public hearing. Supported by Member Engel. Motion carried 6 to 0.

There was no one wishing to speak.

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

Member Noordyke suggested tabling this case until legal counsel can review the proposed amendment language and more details are given. Legal Counsel Genovich stated that adding the child daycare center as a permitted use into ordinance form could be completed before the next meeting.

Planning Director Hendrick did not feel it was necessary to request a formal site plan designed by an architect. They will be meeting with the applicants to discuss fence location, street crossing, allocated parking spaces, and landscaping.

Member Rissi said for previous PUD amendments, Staff would move forward with drafting the language of the PUD amendment and present that to the Planning Commission at the next meeting for the final recommendation to the Township Board.

Legal Counsel Genovich stated that the proposed ordinance language for PUD 02 Golf View Office Park is has already been provided to the Planning Commission in the staff report. She said the same language would be presented at the next meeting with minor formatting changes. Staff's provisions were adequate for approval.

Planning Director Hendrick asked for clarification on what the Planning Commission was requesting at the next hearing. She stated that staff could work with the applicant to provide a more detailed site plan, however that would be more information than the Ordinance would require for the requested approval.

Member Rissi stated that the draft language is what is requested.

Member Noordyke stated that what the applicant had provided was sufficient.

Motion was made by Member Noordyke to table the discussion until more details are presented at the next Planning Commission meeting. Supported by Member Engel. Motion carried 6 to 0.

ARTICLE 8. Master Plan Update

Danielle Bouchard with Mckenna attended the meeting to give a Master Plan update. The organization of the plan was designed differently to include the action items, future land use, existing conditions, and demographics towards the beginning of the plan. A zoning plan and recommendations were included to ensure fewer gaps in the ordinances. Additionally, she also added processes for redevelopment, recommendations for farmland and rural preservations, content regarding densities and bonuses, a development review checklist, enhancement of the 28th St character, encouraging redevelopment, and establishing a clear utility service boundary.

Bouchard suggested that the Planning Commission formally recommend to the Township Board to open the 63-day comment period. She mentioned that the document could still be slightly edited, but any significant changes would require restarting the comment period.

Member Rissi said there used to be an annual work plan consisting of obtainable goals for the year. He believed it was necessary to ensure the completion of their work to amend and make changes. Bouchard said there are elements in the Master Plan that list criteria for various projects.

Chair Moxley expressed his excitement about several sections of the Master Plan.

Member Rissi suggested waiting to discuss further edits to the plan, particularly the Starr-Glenwood mixed-use area until all members are present. Bouchard stated that Starr and Glenwood were combined because they permitted the same things in terms of density, building height, land use, and have similar nature of existing character.

Staff will ensure the commissioners will have a hard copy and digital copy of the Master Plan for the next meeting.

Motion was made by Member Noordyke to recommend that the Township Board of Trustees open the 63-day comment period for the Master Plan. Supported by Member Engel. Motion carried 6 to 0.

ARTICLE 9. Ordinance Amendment – Chapter 23 Public Hearing

Legal Counsel Genovich explained they have a proposed amendment to the zoning ordinance to move out the Planning Commission establishment or regulation from the zoning ordinance so the Township Board can consider the adoption of a Police Power Ordinance.

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

There was no one wishing to speak.

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

Member Rissi questioned if they were completing this out of order by working through the Bylaws before knowing exactly what Chapter 23 would read. Legal Counsel Genovich clarified they can adopt the Bylaws and make any adjustments at a later date if deemed necessary.

Motion was made by Member Engel recommending that the Township Board amend Chapter 23 as outlined in the packet. Supported by Member Noordyke. Motion carried 6 to 0.

ARTICLE 10. Planning Commission Bylaws

Chair Moxley stated that Planning Commission members and staff have spent a large amount of time editing and reviewing the bylaws. Planning Director Hendrick provided members with a spreadsheet outlining changes that have been made to the Bylaws.

Motion was made by Member Richardson to approve items that were simply moved. Supported by Member Engel. Member Engel withdrew his support.

Planning Commission members approved the moved items by a consensus vote.

Member Engel suggested approving the Bylaws by addressing each of its 6 Articles individually.

Motion was made by Member Engel to adopt Article 1 of the Bylaws as drafted. There was no support for this motion. Article 1 of the Bylaws was approved by consensus vote.

Motion was made by Member Engel to approve Article 2 of the Bylaws. Supported by Member Rissi. Motion carried 6 to 0.

Member Rissi noticed that preparation of the Capital Improvement Plan (CIP) was mentioned in the Bylaws as the Planning Commission’s responsibility and felt that the duties and responsibilities vary between the Bylaws and Police Power Ordinance.

Legal Counsel Genovich recommended making mention that the CIP is at the discretion of the Township Board, as opposed to the Planning Commission.

Motion was made by Member Rissi to approve Article 3 with the opinion of the Township Board relating to the CIP. Supported by Member Noordyke. Motion carried 6 to 0.

Member Rissi noticed conflicting information in the Bylaws and Police Power ordinance regarding schedules. The schedule should have the ability to be altered for reasons other than holidays.

Legal Counsel Genovich expressed that the meeting schedule, as approved in the Planning Commission bylaws would be communicated to the Township Board for consideration.

Motion was made by Member Engel to approve Article 4 of the Bylaws. Supported by Member Rissi. Motion carried 6 to 0.

Member Engel suggested an edit to a section in Article 5 to read “No person may speak more than once during any single public comment period”.

Motion was made by Member Engel to approve Article 5 of the bylaws with the addition in section 5.2 E of the word “single” between “any” and “public”. Supported by Member Noordyke. Motion carried 6 to 0.

Motion was made by Member Noordyke to approve Article 6 of the Bylaws as written. Supported by Member Engel. Motion carried 6 to 0.

Motion was made by Member Engel to approve Articles 1 through 6 of the Bylaws as written with addition to the one proposed change. Supported by Member Noordyke. Motion carried 6 to 0.

ARTICLE 11. Acknowledge visitors and those wishing to speak

There was no one wishing to speak.

ARTICLE 12. Planning Commission Training Schedule 2024

Planning Director Hendrick presented the Planning Commission with a training schedule to review. Staff will also be applying for a grant to receive an onsite training workshop through the Michigan Association of Planning.

ARTICLE 13. Any other business

Chair Moxley said there is going to be a workshop between the Farmland Preservation Subcommittee and the Board of Trustees on March 13, 2024.

Member Noordyke said there was a previous PUD that reached approval despite the lack of details provided by Staff and the developer. He felt there was a severe lack of organization and follow-through by Staff that led to a bad situation. Two subcommittees worked diligently to mitigate damages done by the developer, and Staff chose not to follow through. He expressed frustration with the lack of details and organization.

Chair Moxley discussed documents related to process recommendations with Supervisor Lesperance and stressed the need to keep these items from being overlooked.

Planning Director Hendrick said the tabled case will be on the next meeting's agenda as well as an industrial addition to a property located in PUD 33. She made sure to request all necessary details from the developer to comply with the ordinance.

The next meeting will be on March 4, 2024.

ARTICLE 14. Adjournment

Motion was made by Member Engel to adjourn the meeting. Supported by Member Rissi. Motion carried 6 to 0. The meeting adjourned at 9:13 pm.

Respectfully submitted,

Joe Engel, Secretary