

MINUTES

Cascade Charter Township Planning Commission

Monday, January 4, 2021

7:00 P.M.

Virtual Meeting

ARTICLE 1. Chairman Rissi called the meeting to order at 7:00 P.M.
Members Present: Noordyke, Johnson, Rissi, Slater, Deering, Rapin, Krieter, and Moxley
Members Absent: (excused) Katsma
Others Present: Community Development Director, Steve Peterson, and Planner, Brian Hilbrands

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current Agenda

Motion was made by Member Johnson to approve the Agenda. Supported by Member Moxley. Motion carried 8 to 0.

ARTICLE 4. Approve the Minutes of the December 21, 2020 meeting.

Motion was made by Member Slater to approve the minutes as written. Supported by Member Deering. Motion carried 8 to 0.

ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.

There were no visitors.

ARTICLE 6. Case #20-3599/Green Castle Properties

Property Address: 6095, 6115, 6143 28th St. SE

Requested Action: The applicant is requesting preliminary plan approval to amend the existing PUD to accommodate a new car dealership.

Planner Brian Hilbrands stated that this is a continuation of the applicants request for a preliminary plan approval to amend PUD 67 and allow the construction of a new Subaru dealership. This application was last seen December 7, 2020, during a public hearing in which a decision was tabled until additional information was submitted by the applicant. Planner Hilbrands stated that information requested from the applicant has been received, however final approval from the Kent County Road Commission has yet to be received. Planner Hilbrands believes any changes the Road Commission would request at this point are likely to be minor, and that there is a condition stating that any requested changes will need to be made by the applicant.

Planner Hilbrands states that the Township Engineer and Drain Commissioner have both reviewed and approved this plan, and that there will be permits from other agencies the applicant will need to obtain before construction; those permits are addressed in the Engineers letter. The applicant will also need to provide a stormwater maintenance

agreement. Planner Hilbrands states that the required survey showing all three parcels of the project combined into one parcel has been received, and that lot combination is currently being processed. A revised photometric plan that shows all illumination levels below 5-foot candles as required by a Township ordinance was received, however Planner Hilbrands states that was based on the prior site plan before the eastern driveway was moved, so another revised photometric plan is being requested.

Planner Hilbrands states that this plan includes a robust landscaping plan, so a \$27,000 landscaping bond is being requested.

Planner Hilbrands states that if this preliminary plan is approved, a PUD amendment will be drafted to come before the Planning Commission before going to the Township Board for a Public Hearing.

Planner Hilbrands states that Staff is recommending approval of the preliminary plan with the six conditions listed in the staff report.

Member Moxley asked if the north parking lot shown on the plan is existing, or planned. Planner Hilbrands stated that it is existing, and will be included in PUD 67.

Chairman Rissi invited the applicant to comment.

Mr. Colin Schiefler stated that he was available to answer any questions.

Member Moxley asked if the water detention from parking lot runoff will be stored underground, Planner Hilbrands stated that yes, it is underground in the NW section of the parking lot.

Chairman Rissi noted the change of location the driveway off of 28th St. to line up with Lucerne.

Motion was made by Member Moxley to approve the plan as presented and to include the Staff recommendations listed below. Supported by Member Noordyke. Motion carried 8 to 0.

- The applicant complies with the Township Engineer letter dated 12/28/2020
- All necessary permits are obtained before construction begins
- The stormwater maintenance agreement is recorded
- A landscape bond of \$27,000 is submitted
- The applicant complies with any additional comment from the KCRC
- A revised photometric plan is submitted from the most recent site plan
- The lot combination is completed

ARTICLE 7. Election of Officers

Chairman Rissi stated that although Member Katsma is not present, he did state that he is willing to serve as Secretary for another term.

Director Peterson stated that two, one-year terms can be served, and that all current positions are eligible for re-election if chosen. Member Slater is not eligible to be an Officer as she is a Township Board Member. Committee appointments to the VDRC, and a Planning Commission Member on the Zoning Board of Appeals also need to be chosen.

Motion was made by Member Slater to have Chairman Rissi remain as Chair, Member Johnson remain as Vice Chair, and Member Katsma remain as Secretary. Supported by Member Rapin. Motion carried 8 to 0.

Motion was made by Member Johnson to reappoint Member Moxley to the Zoning Board of Appeals for a second one-year term. Supported by Member Deering. Motion carried 8 to 0.

Motion was made by Member Rapin to appoint Member Krieter to the Village Design Review Committee for a second one-year term. Supported by Member Johnson. Motion carried 8 to 0.

Election of officers of the Planning Commission:

Chairman:	Member Rissi (2 nd consecutive term)
Vice-Chairman:	Member Johnson (2 nd consecutive term)
Secretary:	Member Katsma (2 nd consecutive term)

Appointment to the Zoning Board of Appeals:

Member Moxley (2nd consecutive term)

Appointment to the Village Design Review Committee:

Member Krieter (2nd consecutive term)

ARTICLE 8. 2020 Annual Report

Director Peterson presented the report to Members for review, and asked if Members had any questions.

Member Rapin asked what the Vision Zero policy is about. Director Peterson stated that Vision Zero policy is a road traffic safety project that aims to achieve zero fatalities or serious injuries involving road traffic within the Township.

Member Moxley asked about the status of the pedestrian bridge on Burton over I96. Director Peterson stated that there has been a large grant received for this project, and design is underway.

ARTICLE 9. Rules of Conduct

Director Peterson reminded Members about communication rules with other Members, applicants, neighbors, builders, and the general public. Director Peterson stated that should Members be approached by anyone when out, to inform that person/s that communication needs to take place at/during Planning Commission Meetings. Chairman Rissi added that he believes site visits are important for Members to do, so it is important to read through the rules to be familiar.

ARTICLE 10. Planning Principles

Director Peterson presented the Planning Principles to Members for review.

ARTICLE 11. 2021 Calendar

Director Peterson noted Meeting dates that are moved for holidays.

Member Moxley asked about the allowance of virtual public meetings expiring. Director Peterson stated that the expiration date at this time is January 15th, but stated that he believes it will likely be extended. Chairman Rissi asked if hybrid virtual/in person meetings are possible, Director Peterson stated that they may be in the future.

Member Noordyke asked if follow up on larger cases can be provided on a more regular basis as once a decision is made by the Planning Commission, most cases are not heard about again.

Member Noordyke asked Director Peterson for an update about the Round Hill case, Director Peterson provided an update on fines assessed, project deadlines, obtaining permits, and more related to the Round Hill case. Director Peterson stated that one singular building permit has been issued at this time. Director Peterson stated that cost incurred by the Township are being recouped by escrow policies, and other protections required of this developer.

Member Johnson agrees that regular updates on cases will be appreciated.

Member Moxley asks for an update on the Township Office moving to the new facility. Director Peterson stated the move has begun, with the Building Department moving mid-January, and remaining Staff moving in March. The Fire Department is still in the planning process for the future of Station 1, which is adjacent to the current Township Office building.

Member Slater asked for an update about a recent case on Sequoia Drive related to a fence. Planner Hilbrands stated that their deadline to bring the fence into compliance is this coming Thursday, and that the contractor is planning to have to work completed by them. Planner Hilbrands stated that he will inspect the site after the deadline.

Chairman Rissi voiced his support and appreciation in receiving Planning Commission case updates in the future.

ARTICLE 12. Any other business

There was no other business.

ARTICLE 13. Adjournment

Motion was made by Member Rapin to adjourn. Supported by Member Krieter. Motion carried 8 to 0. The meeting was adjourned at 7:41 p.m.

Respectfully submitted,
Brett Katsma, Secretary