

AGENDA
Cascade Charter Township Zoning Board of Appeals
Tuesday, January 12, 2016
7:00 pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- 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. Approve the Minutes of the December 08, 2015 meeting**
- ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.
(Comments are limited to five minutes per speaker.)**
- ARTICLE 6. Case #15:3291 Meijer
Public Hearing
Property Address: 5531 28th Street SE
Requested Action: The applicant is seeking approval from the Zoning Board to
construct a bus shelter for The Rapid.**
- ARTICLE 7. Planning Department 2015 Annual Report**
- ARTICLE 8. Election of Officers**
- ARTICLE 9. Rules of Conduct**
- ARTICLE 10. Any other business**
- ARTICLE 11. 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*

ZONING MINUTES
Cascade Charter Township
Zoning Board of Appeals
Tuesday, December 08, 2015
7:00 P.M.
Cascade Library Wisner Center
2870 Jackson Avenue SE

ARTICLE 1. Chairman Casey called the meeting to order at 7:00 P.M.
Members Present: Berra, Casey, McDonald, Milliken, Waalkes
Members Absent: None
Others Present: Community Development Director Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Chairman Casey led the Pledge of Allegiance to the flag.

ARTICLE 3. Approve the current Agenda.

Motion made to approve the Agenda as printed by Member McDonald. Support by Member Berra. Motion carried 5-0.

ARTICLE 4. Approve the Minutes of the November 10, 2015 Meeting.

Motion made by Member McDonald to approve the Minutes of the November 10, 2015 Meeting as written. Support by Member Berra. Motion carried 5-0.

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

No visitors present wished to speak to non-agenda items.

ARTICLE 6. Case #15:3287 Chad Weiss

Public Hearing

Property Address: 7024 Cascade Road

Requested Action: The Applicant is requesting a variance to construct an addition to the house that does not meet the minimum 50 foot front yard setback.

Community Development Director Peterson introduced the case. We do our residential setbacks based on the type of road you are on. Cascade Road is considered a major arterial road and requires a 50 yard setback from the right of way. What is unique about this property, is that the entire home is within the 50 foot front yard setback. Any addition they do would require a variance. What we say about nonconforming buildings is that they can have an addition as long as it meets today's requirements. As the entire structure is within the 50' setback, even an addition off the back would require a variance. We have not had a case like this before where the entire structure is nonconforming where an addition to the rear of the structure required a front yard variance. There are other homes along Cascade Road that are closer than the 50 feet and it is not that unusual in this area. The Applicant is not making the nonconformity any worse as the addition is on the rear of the structure. The home is older and built in the 1920's and conformed to the community standards at that time. As Cascade Road expanded and the Township came up with the 50' setback requirements it made it legal

nonconforming. I am recommending approval for the variance to add an addition to the rear of the home even though it is within the front yard setback. One condition that needs to be pointed out is that they must maintain at least a 10' separation between the garage and the new addition. The Applicant stated that they had planned an 8'6" separation and they have indicated that they will shift the addition to maintain the 10' separation.

Chairman Casey asked the applicant to come forward with comments.

The Applicant did not have any further comments.

Member McDonald made a motion to open the Public Hearing. Second by Member Berra. Motion passes 5-0.

Chairman Casey asked anyone with comments to come forward.

No one came forward with any comments and Director Peterson did not receive any public comments.

Member McDonald made a motion to close the Public Hearing. Second by Member Berra. Motion passes 5-0.

Member McDonald made a motion to approve the variance for Case 15:3287 allowing for the addition within the 50 foot front yard setback with the condition that the detached garage maintain at least 10' of separation from the house addition as per Staff's recommendations. Member Milliken supports. Motion passes 5-0.

**ARTICLE 7. Case #15:3288 Cascade Road House
Public Hearing**

Property Address: 6817 Cascade Road

Requested Action: The Applicant is seeking a variance to allow a sign on the roof.

Director Peterson introduced the case. They are remodeling the restaurant which is on Cascade Road in the Village area. They want a traditional road house type sign mounted to the roof. We technically do not allow signs mounted to the roof. How a lot of people have gotten around that is that they put a fake façade or front on the building and mount the sign to that. We do not allow them to be mounted directly to the roof structure. The only sign that is similar is Meijer on 28th Street and they did receive a variance. As I looked at this, in my mind what we were trying to prevent by prohibiting signs on the roof is signs above the peak. We don't have anything above a parapet wall or fake façade. They are not above the peak of the roof and that is the important distinction in my mind. I am recommending approval as it is attached to the roof below the peak of the roof and you will not see it from anywhere else just as if they had a parapet wall. I think this looks better than the fake fronts and would prefer this to some of the other options that they would be allowed to do.

Member McDonald stated that the real intent of the ordinance is to prevent people from putting a sign literally on top of the roof. Director Peterson stated this is correct. The intent was to prevent signs from hanging over the tops of buildings that you would

be able to see from great distances. We do not allow signs above the visible roof line or peak. I do not feel this decision will cause a problem in the future as the sign itself is within our size requirements. They could build a fake dormer to get around the variance but I don't think it would look any better and in fact could look worse.

I am recommending approval of the variance as it is below the peak line or roof line. I did want to note that they made the sign smaller than their original plan which I also feel is more in keeping with our Ordinance. They will be required to get a sign permit.

Member Waalkes stated that he did like the size of the newer sign as it seems to fit the building better. They really can't put it on the wall as there are too many windows. This is much cleaner than a pylon sign or a ground mounted sign in this case.

Chairman Casey asked the Applicant to come forward with comments.

Chairman Casey asked the record to show that the Applicant was not present.

Member Waalkes asked if the case should be tabled as the Applicant is not present. Director Peterson stated that as this case is not controversial as no one attended the meeting, he is comfortable with moving forward.

Member McDonald made a motion to open the Public Hearing. Second by Member Waalkes. Motion passes 5-0.

Chairman Casey asked anyone with comments to come forward. No one came forward with comments.

Member McDonald made a motion to close the Public Hearing. Second by Member Berra. Motion passes 5-0.

Member Milliken asked for clarification that if variance was approved would the Applicant be able to make any changes to the sign that we did not agree to this evening. Director Peterson stated the Zoning Board could make the condition that they use the most recent sign drawing submitted. Without that condition they could put anything up that meets our sign ordinance.

Member McDonald made a motion to approve the variance for Case 15:3288 to allow a sign on the roof under the following conditions:

- 1. The top of the sign is still below the peak of the roof.**
- 2. Any lighting will have to comply with township regulations.**
- 3. The sign must be constructed as shown on the drawing submitted and approved by the Zoning Board.**

Second by Member Waalkes. Motion passes 5-0.

ARTICLE 8. Any other business.

ARTICLE 9. Adjournment

**Motion by Member McDonald to adjourn the meeting. Support by Member Berra.
Motion Passed 5-0. Meeting adjourned at 7:19 PM.**

Respectfully submitted,

Ann Seykora/Julie Kutchins
Planning Administrative Assistant

DRAFT

STAFF REPORT

TO: Cascade Township Zoning Board of Appeals
FROM: Steve Peterson, Community Development Director
REPORT DATE: January 5, 2016
MEETING DATE: January 12, 2016
CASE: #15-3291 / Meijer

GENERAL INFORMATION

STATUS
OF APPLICANT: Owner

REQUESTED ACTION: The applicant is seeking approval from the Zoning Board to construct a bus shelter for The Rapid.

EXISTING ZONING OF
SUBJECT PARCEL: PUD 69

GENERAL LOCATION: North side of 28th St just east of I-96

PARCEL SIZE: Approximately 21 Acres

EXISTING LAND USE
ON THE PARCEL: Retail Store

ADJACENT AREA
LAND USES: N – MVP
S- Retail
E – Residential
W- Hotel

ZONING ON ADJOINING
PARCELS:
N – PUD 26
S- PUD 69
E – PUD 23
W- ES

STAFF COMMENTS:

- 1) The applicant is requesting approval from the zoning board to construct a small bus shelter on their property.
- 2) We are treating this similarly as we would a small building for a public utility.
- 3) This is not a variance so we do not have the usual standards.
- 4) The intent is to ensure that the building “fits in” and to allow for public comment on the building. This will establish the process for other bus stop shelters in the future.
- 5) This one is unique in that it is not located in the public road right of way. Instead it is actually on private property.
- 6) The bus station is being built as the result of the township deciding to extend the bus service along 28th St.
- 7) The reason for locating a stop at Meijer is because they also have a park and ride lot in the parking lot.
- 8) The bus stop will be constructed close to the store along the east side where the garden center is located.
- 9) Meijer has been a supporter of the bus line coming to Cascade and they will be paying for the installation of the bus stop.
- 10) Below are excerpts from the zoning ordinance for how we are processing this request.

Essential Services:

The erection, construction, alteration or maintenance by public utilities, municipal departments or commissions or private public utility contractors of underground or overhead gas, electrical, steam or water transmissions, or distribution systems, collections, communication, supply, or disposal systems (including towers, structures, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, telephone exchange and/or repeater buildings, electric substations, gas regulatory stations, and other similar equipment and accessories in connection therewith) reasonably necessary for the furnishing of adequate service by such public utilities or municipal departments or commissions for the public health, safety or general welfare. This definition shall not include sanitary landfills, recycling centers, or non-public utility transfer stations, or buildings not reasonably necessary to house the foregoing.

Section 4.25 Essential Public Services:

1. It shall be lawful for public utilities, municipal departments or commissions to erect, construct, alter or maintain defined essential services, but not including buildings reasonably

necessary for the furnishing of adequate services by such public utilities or municipal departments or commissions for the public health and safety, and general welfare of the public anywhere in the Township.

2. The Township Board of Appeals is granted the power to permit any public service corporation contemplated in the foregoing paragraph, to erect and use a building or an addition to an existing building or a structure for the aforesaid public utility purposes in any district and to permit such building at greater height or of a greater area than the district requirements herein established; provided such Board of Appeals shall find such use, height, area, building structure or use is designed, erected and landscaped to conform harmoniously with the general architecture and plan of such district.

11) RECOMMENDATION

Staff would recommend that the Zoning Board approve the construction of the bus stop at Meijer

Attachments: Application w/attachments



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: Meijer Inc.
Address: 2350 3 Mile Rd NW
City & Zip Code: Grand Rapids, MI 49544
Telephone: 616-791-3621
Email Address: kurt.adams@meijer.com

OWNER: * (If different from Applicant)

Name: _____
Address: _____
City & Zip Code: _____
Telephone: _____
Email Address: _____

NATURE OF THE REQUEST: (Please check the appropriate box or boxes)

- | | |
|--|---|
| <input type="checkbox"/> Administrative Appeal | <input checked="" 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 |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Subdivision Plat Review * |
| <input checked="" type="checkbox"/> Zoning Variance | <input type="checkbox"/> Other: _____ * |

*** Requires an initial submission of 5 copies of the completed site plan**

BRIEFLY DESCRIBE YOUR REQUEST:**

Install a bus shelter for the new Cascade bus service

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY**:

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 -07-476-002

ADDRESS OF PROPERTY: 5531 28th St

PRESENT USE OF THE PROPERTY: Meijer

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.



PROJECT DETAILS:

CUSTOMER: MEIJER
LOCATION: CASCADE TOWNSHIP, MI
PRODUCT: 5' x 15' TRANSIT STYLE SHELTER
JOB#: 11162-64 (16290-99)

DESIGN LOADS:

FOR KENT CO, MI
SNOW LOAD: 35 PSF
WIND LOAD: 90 MPH
SEISMIC DESIGN CATEGORY: A
CODE: 2012 IBC U.N.O.

SCOPE OF WORK:

INSTALLATION: DGI
CONCRETE PAD: DGI
STRUCTURE: DGI
GLAZING: DGI

MATERIALS: U.N.O.

ROOF GLAZING TYPE/COLOR: 6mm BRONZE PCSS
WALL GLAZING TYPE/COLOR: 1/2" CLEAR TEMP GLASS
ALUMINUM FRAME COLOR: DARK BRONZE ANOD

ABBREVIATION KEY:

B.O. = BY OTHERS
C.L. = CENTERLINE
O.C. = ON CENTER
PCSS = POLYCARBONATE STRUCTURED SHEET
T.B.D. = TO BE DETERMINED
TYP. = TYPICAL
U.N.O. = UNLESS NOTED OTHERWISE
D.O. = DAYLIGHT OPENING
DGI = DUO-GARD INDUSTRIES

CONTENTS:

1. TITLE SHEET
2. SHELTER PLAN & ELEVATIONS
3. GLAZING SASH AND INTERNAL FRAME CLIP DETAILS
4. ANCHORING AND ROOF DETAILS
5. DUO-GARD RECOMMENDED MINIMUM CONCRETE PAD SPECIFICATION

NOTES:

APPROVAL/REVIEW NOTES:

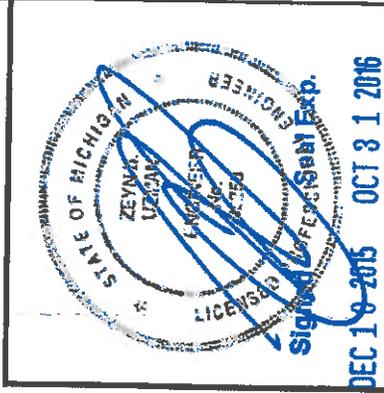
1. LEAD TIME BEGINS UPON RECEIPT OF SIGNED SHOP DRAWINGS.
2. THE DRAWINGS CONTAINED IN THIS SUBMITTAL PACKAGE ARE PROPRIETARY AND FOR THE SOLE USE OF OUR CUSTOMER AND MAY NOT BE COPIED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT FROM DUO-GARD INDUSTRIES, INC.
3. PLEASE REVIEW THESE DRAWINGS CAREFULLY.
4. THESE DRAWINGS REPRESENT THE BEST INTERPRETATION OF THE INTENT OF THE CONTRACT DOCUMENTS. DUO-GARD WILL ASSUME NO RESPONSIBILITY FOR ACCURACY OF THE CONTRACT DOCUMENTS.
5. UNLESS IT IS NOTED TO THE CONTRARY ON THESE DRAWINGS WHEN RETURNED FROM APPROVAL, IT WILL BE ASSUMED THAT ALL INFORMATION SHOWN HEREIN HAS THE AFFIRMATION OF THE APPROVAL AUTHORITY.
6. FABRICATION OF MATERIALS SHOWN ON THESE DRAWINGS WILL NOT PROCEED UNTIL ALL "VERIFIES" ARE ADDRESSED AND ALL "SUPPLY" INFORMATION IS GIVEN. FAILURE OF THE APPROVAL AUTHORITY TO PROVIDE REQUESTED INFORMATION WILL RESULT IN DELAY OF FABRICATION AND DELIVERY OF MATERIALS SHOWN ON THESE DRAWINGS.
7. SUBSEQUENT CHANGES TO INFORMATION ON THESE DRAWINGS AFTER APPROVAL WILL BE CONSIDERED AS CONTRACT CHANGES.
8. DGI CONCRETE PAD RECOMMENDATIONS ARE AS FOLLOWS: 6" MIN PAD THICKNESS, PAD LENGTH AND WIDTH MIN 6" LARGER THAN SHELTER FRAME ON ALL SIDES. NOTE: CONCRETE PAD RECOMMENDATIONS ARE MANUFACTURER RECOMMENDATION ONLY, ALL APPLICABLE STATE AND LOCAL CODES GOVERN.

GENERAL NOTES:

1. DUO-GARD ASSUMES THAT ALL SITE CONDITIONS ARE PER ARCHITECTURAL AND STRUCTURAL DRAWINGS UNLESS NOTED OTHERWISE. DUO-GARD'S DRAWINGS ARE NOT TO BE SCALED. FOLLOW WRITTEN DIMENSIONS OVER SCALED DIMENSIONS.
2. FIELD MEASUREMENTS, IF REQUIRED, WILL BE TAKEN BY OTHERS AND SUPPLIED TO DUO-GARD. (PRIOR TO FABRICATION).
3. ADDITIONAL STRUCTURE MAY BE REQUIRED FOR ADDITIONAL LOADING DUE TO SITE CONDITIONS.

JOB SPECIFIC NOTES:

P.E. STAMP



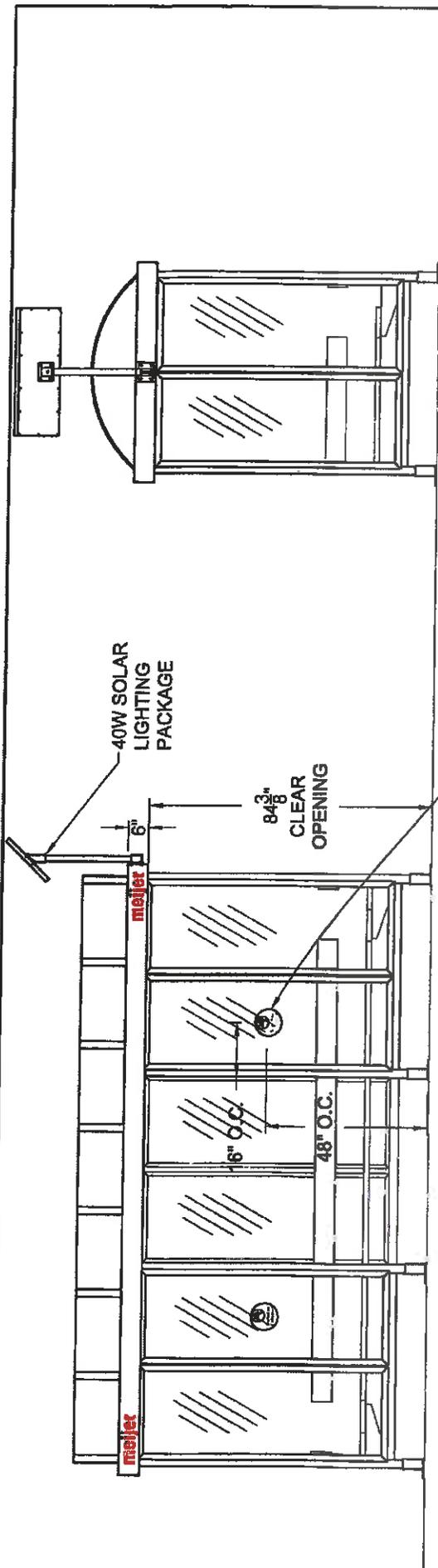
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APPROVAL SIGNATURE _____ DATE _____

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www.duo-gard.com

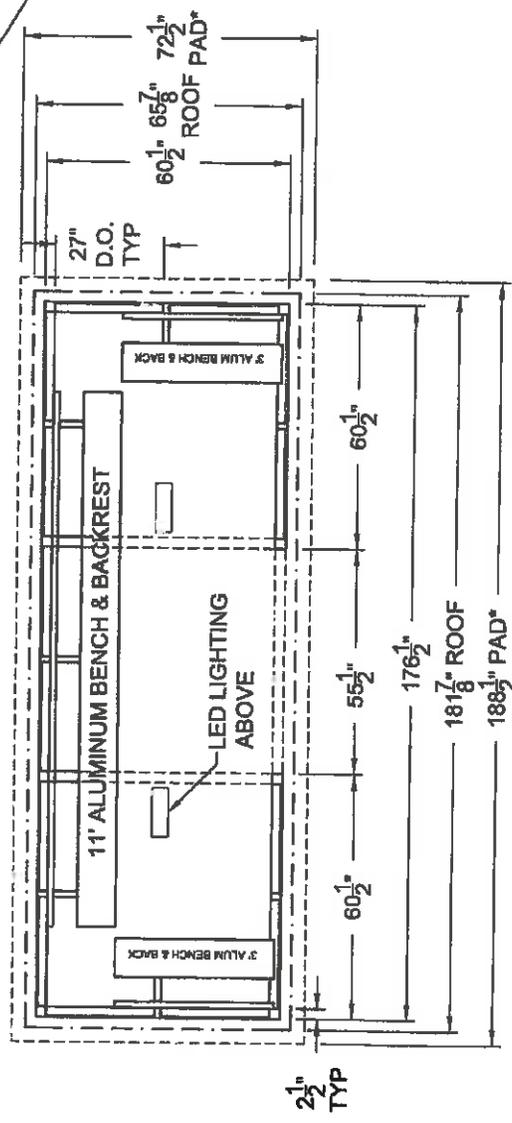
PROJECT NAME: 11162-64 (16290-99) MEIJER
DESCRIPTION: TITLE SHEET

PROJECT NO	REVZ	SCALE	PAGE	OF	DRAWING #
KK		N/A	1	5	
PRINT ENG	FRUIT HGR	DRWG DATE	REVY		
	JW	12/9/15			



FRONT ELEVATION

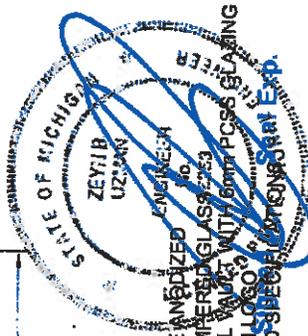
SIDE ELEVATION



PLAN VIEW



- NOTES:**
- FRAME FINISH TO BE DARK BRONZE ANODIZED ALUMINUM
 - WALL GLAZING TO BE 1/2" CLEAR TEMPERED GLASS
 - ROOF TO BE TRANSLUCENT BARREL VENT WITH 1/2" PVC GGLASSING
 - 6" FASCIA TO BE "MEIJER" RED WITH LOGO
 - SEE DRAWING FOR CONCRETE PAD SPECIFICATIONS



DEC 10 2015 OCT 31 2016

DUO-GARD
 2015 81E-40
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APPROVAL SIGNATURE: _____ DATE: _____

PROJECT NAME: 11162-64 (16280-99) MEIJER
 DESCRIPTION: 5' x 15' TRANSIT STYLE SHELTER - PLAN & ELEVATIONS

PKT BNG	PKT MGR	DRWG DATE	REV1	REV2	REV3	PAGE	OF	DRAWING #
KK	JW	11-1-11	12/9/15KK			2	5	

3/16" ALUM. RIVET, 10"-16" O.C., FINISHED TO MATCH

1/4" THICK GLAZING MATERIAL

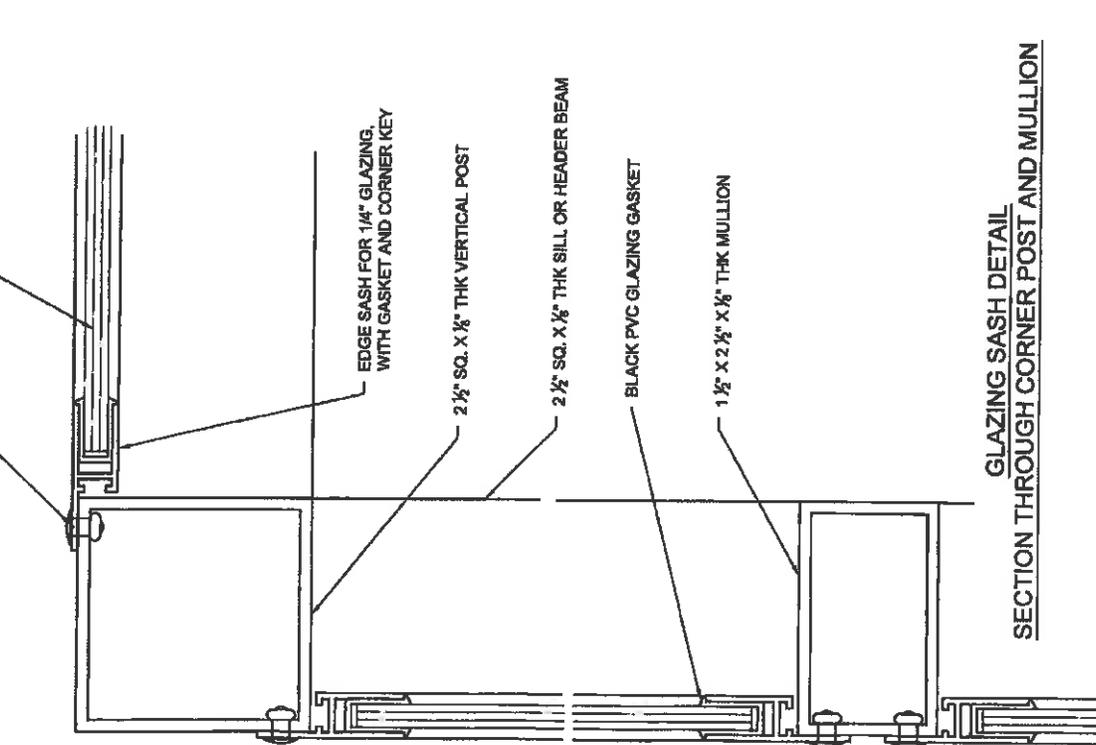
EDGE SASH FOR 1/4" GLAZING, WITH GASKET AND CORNER KEY

2 1/2" SQ. X 1/8" THK VERTICAL POST

2 1/2" SQ. X 1/8" THK SILL OR HEADER BEAM

BLACK PVC GLAZING GASKET

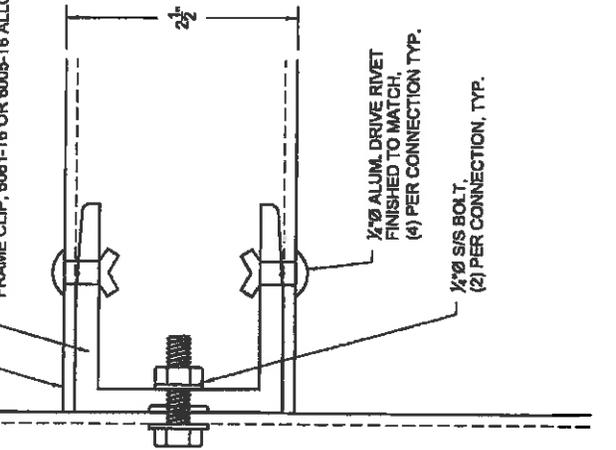
1 1/2" X 2 1/2" X 1/8" THK MULLION



GLAZING SASH DETAIL
SECTION THROUGH CORNER POST AND MULLION

2 1/2" SQ. X 1/8" THK VERTICAL POST

2 1/2" SQ. X 1/8" THK SILL OR HEADER BEAM
1/4" THK INTERNAL U-CHANNEL FRAME CLIP, 6061-T6 OR 6005-T8 ALLOY

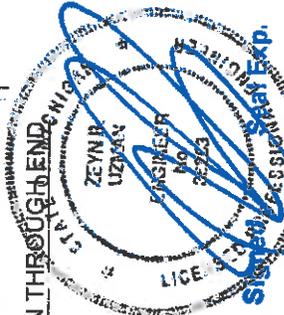


1/2" ALUM. DRIVE RIVET, FINISHED TO MATCH, (4) PER CONNECTION TYP.

1/2" S/S BOLT, (2) PER CONNECTION, TYP.

SECTION THROUGH SIDE

SECTION THROUGH END
INTERNAL FRAME CLIP DETAIL



DEC 10 2015 OCT 31 2016

PROJECT NAME

11162-64 (16290-99) MEIJER

DESCRIPTION

GLAZING SASH AND INTERNAL FRAME CLIP DETAILS

FRUIT ENGR

JW

DWG DATE

07/17/15

REV1

REV2

SCALE

6" = 1'-0"

PAGE

3

OF

5

DRAWING #

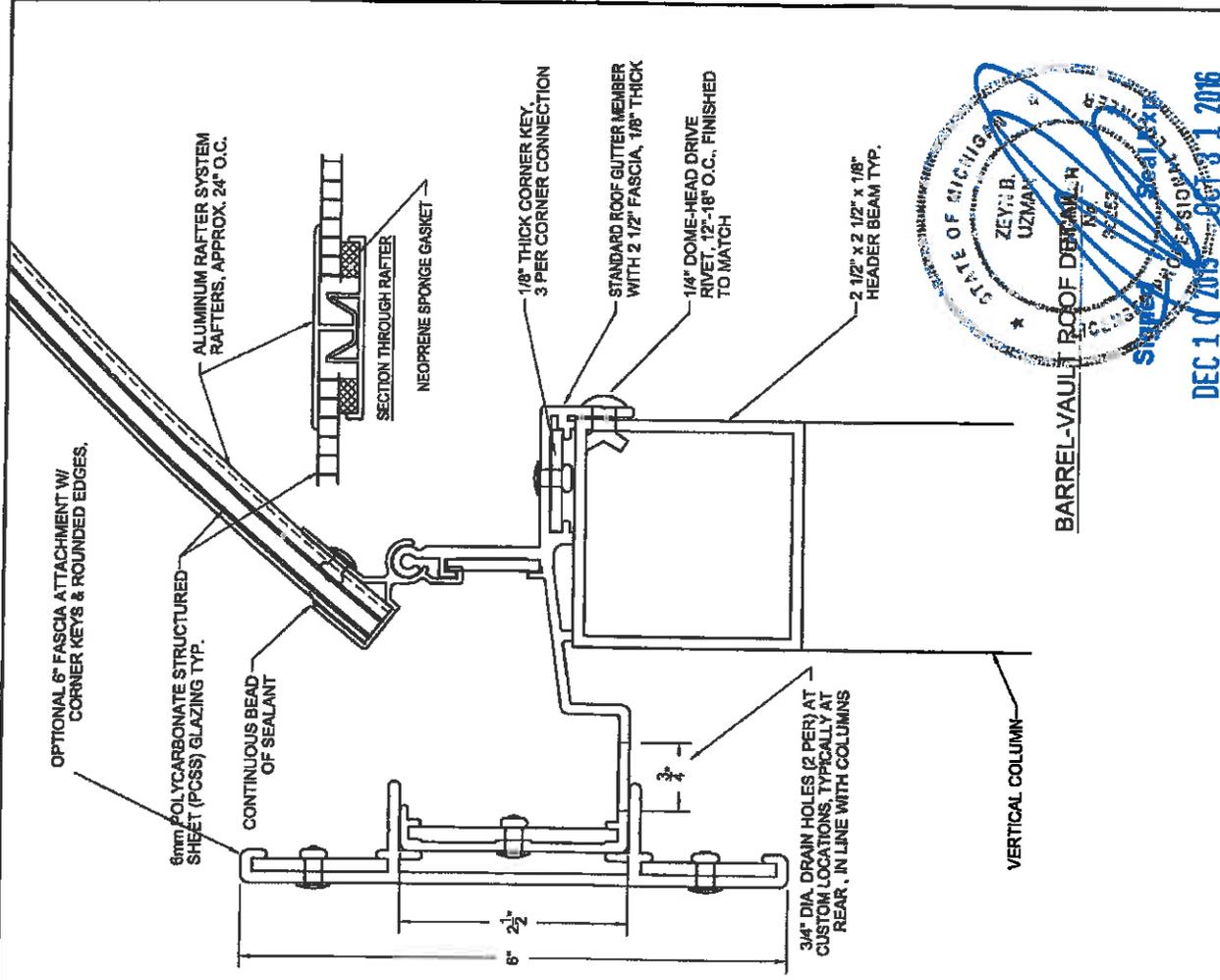
1BUSA

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APPROVAL SIGNATURE

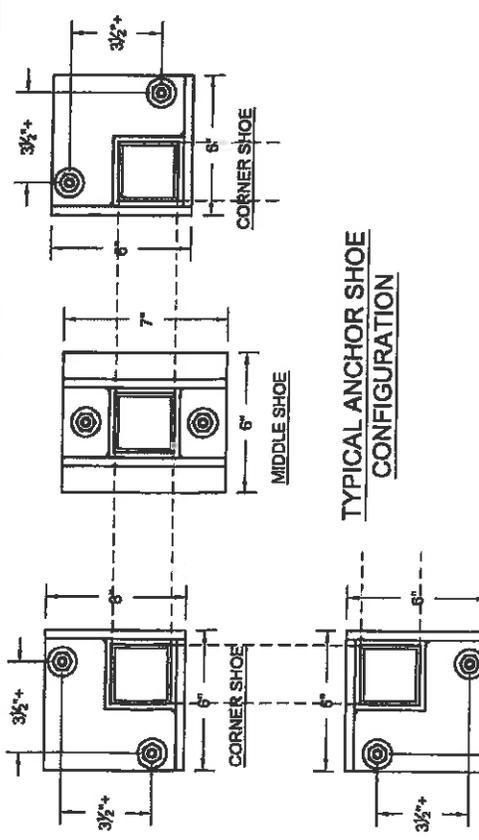
X

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FORMERLY H&B
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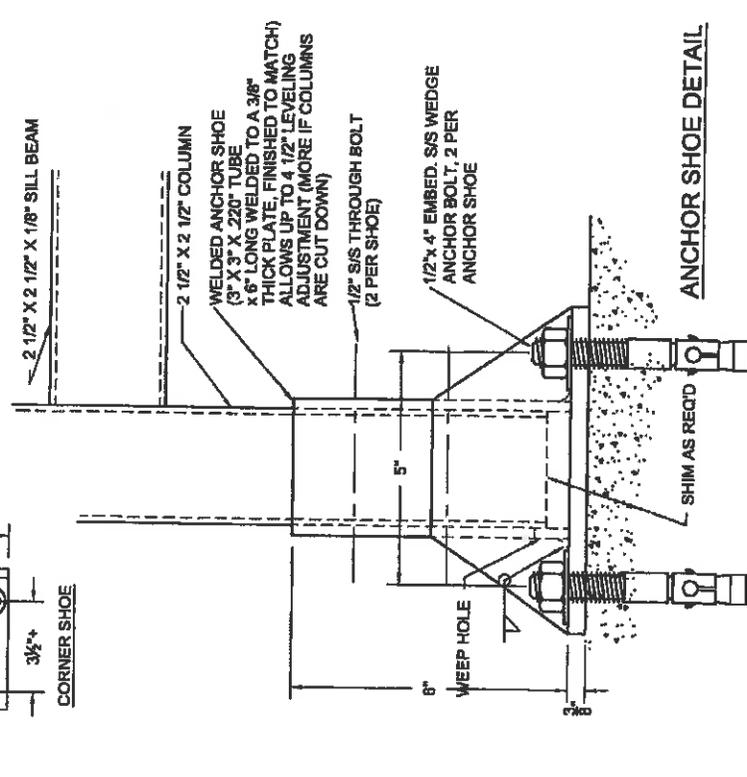


STATE OF MICHIGAN
 ZEVIN B. UZMAN
 REGISTERED PROFESSIONAL ENGINEER
 No. 24553
 EXPIRES 12/31/2016
 DEC 1 0 2015
 1 2016

BARREL-VAULT ROOF DETAIL



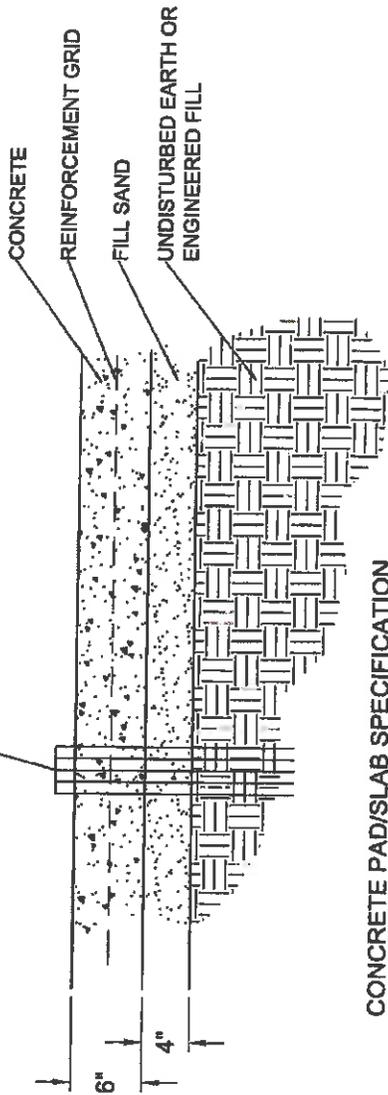
TYPICAL ANCHOR SHOE CONFIGURATION



<p>Duo-Gard Industries, Inc. Tel (734) 207-9700 Fax (734) 207-7995 www.duo-gard.com</p>		PROJECT NAME 11 162-64 (16290-99) MEIJER		DWG DATE 6-24-97		REV1 REV2		SCALE 6" = 1'-0"		DRAWING # 1BUS-BBV	
APPROVAL SIGNATURE X		DESCRIPTION ANCHORING AND ROOF DETAILS		FRUIT MGR JW		FRUIT ENGR KK		PAGE 4		OF 5	
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DUO-GARD RECOMMENDATIONS:

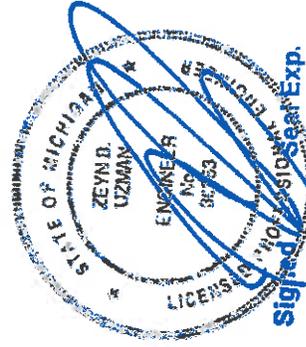
- *UNDISTURBED EARTH OR ENGINEERED FILL
- *4" OF FILL SAND
- *6" OR GREATER 3000 PSI / 6-BAG CONCRETE MIX
- *10 GA 6" X 6" REINFORCEMENT GRID (OR EQUIVALENT - MUST CONFORM TO LOCAL BUILDING CODES)



CONCRETE PAD/SLAB SPECIFICATION

NOTES:

- These recommendations are for mounting typical Duo-Gard Transit-Style shelters or similar buildings where columns are arranged around the exterior perimeter of the unit, or the unit is cantilevered on one side only. Other types of Duo-Gard products may require different specifications.
- These minimum recommendations are for sample and quoting purposes only, and may not be suitable for all project or site conditions, engineering design criteria, soil quality, or extreme snow, wind, or seismic loads, or Duo-Gard products other than those described above. Please consult local building codes and/or a licensed structural/civil engineer for design.
- Please consult the factory for minimum pad size or pier locations prior to pouring. Make sure the shelter drawing you are using to determine concrete design is the engineered plan for your exact project/product, not a Sample Drawing for use in sales. Typical pad size is min. 12" larger than the building footprint (6" perimeter margin).
- Please consult the factory if slope is greater than 1/4" per foot for a 10' wall (1/8" per foot for 20' wall, etc.). Typical slope is front-to-back, or crowned. Some products easily accommodate large slopes, some do not.
- Use 1/2" expansion material between any adjacent concrete or masonry surfaces or structures.
- If attaching product against or adjacent to an existing building, pad should have foundation apron to frost line or deeper.
- Duo-Gard strongly recommends sealing the concrete prior to shelter installation (especially for enclosed shelters).
- If embedding any aluminum structural components, concrete mix shall not have any calcium chlorides.



DEC 10 2015 OCT 31 2016

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APPROVAL SIGNATURE _____ DATE _____

PROJECT NAME: 11162-64 (16290-98) MEIJER

DESCRIPTION: DUO-GARD RECOMMENDED MINIMUM CONCRETE PAD SPECIFICATION

PROJECT ENG	PROJECT MGR	DWG DATE	REV1	REV2	SCALE	PAGE	OF	DRAWING #
KK	JW	7/21/14BDI	5/06/15BDI		3/4" = 1'-0"	5	5	CONCSPEC

DUO-GARD INDUSTRIES, INC.
Tel (734) 207-9700 Fax (734) 207-7995
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**COMMUNITY
DEVELOPMENT
DEPARTMENT**

2015

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2015

TOWNSHIP BOARD

Rob Beahan, Supervisor
Ronald Goodyke, Clerk
Ken Peirce, Treasurer
Tom McDonald
Jim Koessel
Fred Goldberg
Jack Lewis

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Steve Waalkes, Vice Chair
John Sperla
Jack Lewis, Trustee
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Aaron Mead, Sec.
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Lou Berra
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Tom McDonald, Trustee
Valerie Millikin
Jack Neal, Alternate

PLANNING STAFF

Steve Peterson, AICP, Planning Director
Stephanie Fast, Community Standards Officer

BUILDING AND GROUNDS

Jim McDonald, Supervisor
Jason Beaton, Maintenance
Josh Higgins, Maintenance
Ryan McCarty, Maintenance
Chuck Vander Meulen, Maintenance

January 3, 2016

The Cascade Charter Township Community Development Department is pleased to present our annual year in review in the form of the **2015 Annual Report**. The following report summarizes each type of development request reviewed by the Planning Department, Planning Commission, Zoning Board of Appeals, and Township Board in 2015.

The Community Development Department consists of the Planning, Code Enforcement and the Buildings and Grounds departments. In addition, we will continue to work closely on economic development initiatives with the new Economic Development and DDA Director, Sandra Korhorn.

In addition to the information contained in this report, the Community Development Department also performs many important duties on a daily basis that are not normally recognized.

Based on the number of inquiries about new projects it appears that 2016 will continue the trend from 2015 and will be an equally challenging year for the new Community Development Department. Should you have any questions or comments relating to this report or the Community Development Department, do not hesitate to call us at 949-0224.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Peterson', written in a cursive style.

Steve Peterson, AICP
Community Development Director

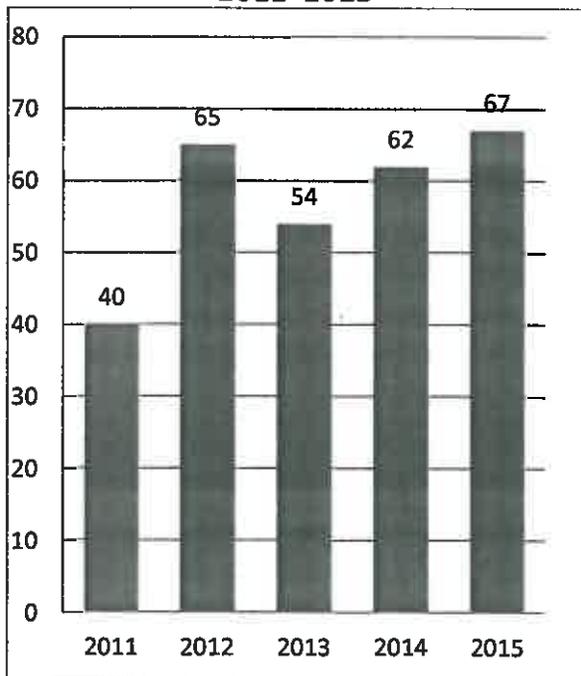
**Cascade Township
Community Development
Department
2015 Annual Report**

I. ACCOMPLISHMENTS

Development Reviews

In 2014, the Planning Department reviewed a total of 66 development requests. Several of the 2014 requests were also carried over into 2015 and consumed additional staff time. Similarly, many of the projects initiated in 2015 will still be active in 2016. These reviews include those which required action by the Township Board, Planning Commission, Zoning Board of Appeals, and Planning Department, with several requiring action by more than one body. The following tables summarize the project review activities of the Planning Department over the past five (5) years:

**DEVELOPMENT ACTIVITY TOTALS
2011- 2015**



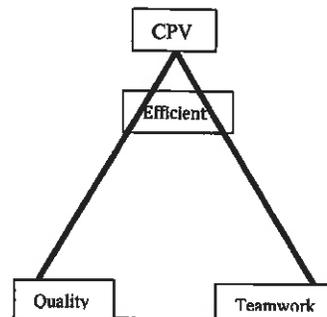
**DEVELOPMENT ACTIVITIES
2011 - 2015**

Activity/Year	2011	2012	2013	2014	2015
Planning Commission					
Planned Unit Developments	3	2	4	7	3
Rezoning	0	1	1	0	0
Site Plan Reviews	3	8	5	4	7
Administrative Site Plan Reviews	4	11	13	7	12
Special Use Permits	4	15	6	9	10
Plat Reviews	0	0	0	0	1
Other Activities	8	2	2	5	3
Subtotals	22	39	31	32	36
Zoning Board of Appeals					
Variations and other requests	12	12	5	11	16
All Board and Commissions					
Other Requests	1	5	3	0	0
Planning Department					
Lot Split (Cases)	5	9	15	19	15
TOTALS	40	65	54	62	67

In addition to reviewing all of the development proposals submitted to the township, the Planning Department's days are filled with numerous other activities. These activities are summarized below.

Department Vision

The Community Development Department has embraced a modified "triple bottom line" approach to providing services. This modified approach is being used to allow each member of the department to use their skills to help Create Public Value.



Regional Planning

Staff continued its involvement with regional planning issues in 2015. We participated in monthly transportation meetings regarding technical and policy issues.

Staff also participated on several subcommittees of the transportation group with additional work on the non-motorized and rail transportation issues.

Storm water

More and more staff time is being dedicated to storm water related issues. In 2015, we participated in the update of the model storm water ordinance. This will assist Cascade in updating our storm water ordinance after the model ordinance is completed.

Master Plan

The Community Development Department continued with the implementation of the master plan by working on the annual work plan items. The items in 2015 included:

Work item	Result
Transit	Township Board approved a three year pilot program
Joint meeting with DDA	Assisted with the prioritization of future projects
Redevelopment ready process	Currently townships are not eligible to participate in the program according to the state. However, we continue to study ways that we can become a ready community.
Study property at M-37 and 60 th	Rezoned to Office PUD

Rail

The Community Development Department participated in several

meetings regarding rail transportation in 2015. We participated in a coordinated effort with the Right Place Program and the City of Kentwood to maintain the freight rail infrastructure in the SW corner of the township.

We also participated in the Coast to Coast passenger rail study to establish passenger rail from Holland to Detroit. This project includes a rail stop in Cascade on the north side of the airport near the 36th St interchange.

Parks

Although we were unsuccessful in receiving a MDNRTF grant for improvements to the recreation park. The Township Board did go ahead and approve the dog park, basketball courts and parking and trail improvements. These improvements also required the re-routing of the disc golf course at the park.

BG Crew

Under our reorganized department the BG crew has taken a greater role in the maintenance of township property. We have in-sourced several aspects to allow for better quality control of our facilities. Most notably has been the mowing of township property in house. This has been received very well and has been a noticeable improvement from the recent past.

Community Standards Officer

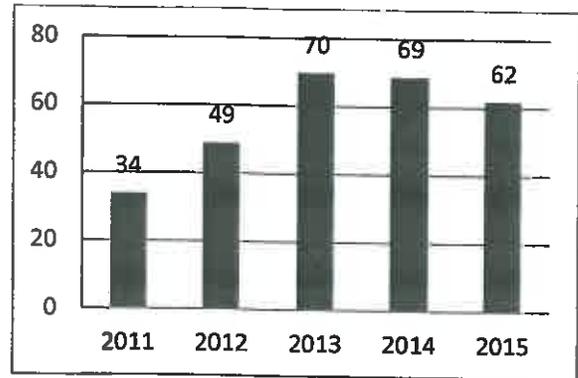
The additional staff member allows the township to assist in mediating issues in the community as they arise. This staff member has been able to gain ordinance compliance through enforcement and education.

Regional Geographic Information System (REGIS)

Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

Building permits

Below is a chart showing the number of new residential building permits for the last 5 years. The Community Development Department is responsible to check to make sure that every building permit complies with zoning regulation. While the graph only shows new residential construction it does indicate trends for all permits.



Applicant Billing

The Community Development Department will continue to actively pursue the recovery of review costs associated with development proposals. In 2015, we were reimbursed approximately \$13,000 in engineering, planning and legal review fees spent on various development projects. Accurate records are kept so the appropriate applicant is billed for their respective fees incurred.

Case Summaries

The following pages provide a brief synopsis for each type of development request that was reviewed in 2015.

2015		Planned Unit Developments							
Case	Applicant	Request	Location	Preliminary	Final				
15-3229	RJV Ventures	Amend Sentinel Pointe PUD	3000 Thornhills		8/17/2015				
15-3232	Cascade Township	PUD rezoning	5905 Broadmoor Ave		7/20/2015				8/26/2015
15-3263	Lacks	Amend Golfview PUD	5460 Cascade Rd		10/19/15				12/16/15
Site Plan review									
Case	Applicant	Proposed Land Use	Location	Planning Commission Action					
15-3243	Lacks	distribution facility	5675 Kraft Ave	Approved					
15-3252	Advantage Label	Packaging facility	5575 Executive Parkway	Approved					
15-3262	Groeters	warehouse - Spec addition	4957 Kraft Ave	Approved					
15-3268	Clean Rooms Int'l	addition	4939 Starr St	Approved					
15-3270	Siegle - Cascade Hospital for Animals	addition	6730 Cascade		12/7/2015				
15-3273	Portabella Road	Addition - Furniture store	6812 Old 28th St	Approved					
15-3279	Lobdell Enterprises LLC	addition - restaurant	5121 28th St	Approved					
Special Use Permits									
Case	Applicant	Request	Location	Zoning	Action				
15-3239	Chad Weldy	Residential Accessory Building	9575 52nd St	ARC	Approved				
15-3240	KCRC	temp cement plant	4949 South Complex Dr	PUD 48	Approved				
15-3241	John Bortsch	Pool house	5200 Dayenu Dr	R1	Approved				
15-3253	Derek Benedict	Residential Accessory Building	1961 Steketee Woods Lane	R1	Approved				
15-3256	Robert Harmon	Residential Accessory Building	4150 Cherry Lane	ARC	Approved				
15-3257	Jeff Shull	Residential Accessory Building	7500 Buttrick Park Dr	R1	Approved				
15-3260	Jay Nehls	Residential Accessory Building	3100 Foxfire Lane	ARC	Approved				
15-3265	Randy Gaskin	Residential Accessory Building	3505 Snow Ave	FP	Approved				
15-3267	Paul Kucharczyk	Residential Accessory Building	9150 52nd St	ARC	Approved				
15-3290	Hockstra	Residential Accessory Building							
Administrative Site Plan Review									
Case	Applicant	Proposed Land Use	Location	Action					
15-3228	Darlee LLC	parking, storm, landscaping, utilities	5380 52nd St	Approved					
15-3235	Bodbyl Properties (Lakeland Pallet)	addition	3801 Kraft Ave	Approved					
15-3236	Tesla Motors	charging station	5531 28th St	Approved					
15-3237	Lake Michigan Credit Union	new Bank	5701 28th St	Approved					
15-3245	Thornapple Pointe Golf Club	addition	7211 48th St	Approved					
15-3246	Ridges of Cascade	fenced in dog area	3125 Charlevoix Dr	Approved					
15-3249	Dan Damghani	parking lot addition	4880 36th St	Approved					
15-3254	Meijer	canopy for pick-up	5531 28th St	Approved					
15-3255	Darlee LLC	update of case 15-3228	5380 52nd St	Approved					
15-3258	Lacks	update of case 15-3243	5769 Kraft Ave	Approved					
15-3277	RJR Development	major remodel of roadhouse	6817 Cascade Rd	Approved					
15-3289	Yanfeng Global Auto Int	paint room addition	5050 Kendrick St	Approved					

Plat Review Case	Applicant	Plat Name	Location	Tentative Preliminary Plat	Final Preliminary Plat
15-3282	William Stouffer	Thornapple Pointe	7280 48th St	12/16/2015	
Rezoning Case	Applicant	From/To	Acres	Location	PC Action
					TB Action
Other Case	Applicant	Request	Location	PC Action	TB Action
	Cascade Township	CIP		recommend approval	Approved
	Cascade Township	Joint meeting with DDA		Assist with prioritizing projects	
	Cascade Township	Holland to Detroit passenger rail		recommend support	Approved
Zoning Board of Appeals					
Case	Applicant	Location	Zoning	Request	ZBA Action
15-3230	Harvest Health	6807 Cascade Rd	PUD 19	Sign variance	Denied
15-3231	Lake Michigan Credit Union	5701 28th St	PUD 31	change of use -nonconforming	Approved
15-3242	Patterson Ice Arena	2550 Patterson Ave	PUD 28	temporary use - alcohol	Approved
15-3247	Ridges of Cascade	3319 Charlevoix Dr	PUD 39	Signs	Denied
15-3250	Mike Distler	1989 Timberridge Dr	R1	front yard accessory building	Approved
15-3251	Derek Benedict	1961 Stokette Woods Lane	R1	side yard height accessory building	Approved
15-3261	Recycling Concepts	5015 52nd St	I	driveway spacing	Approved
15-3269	Richard Siegle	6730 Cascade Rd	B1	rear yard setback	Approved
15-3272	Anchor Properties	5121 28th St	ES	change of use -nonconforming	Approved
15-3274	Richard Olson	7349 Kilmer	R1	side yard setback - nonconforming	Approved
15-3278	Mark Benet	7690 Cascade Rd	R1	front setback - number of buildings	Approved/Denied
15-3280	Advantage Label	5575 Executive Parkway	PUD	sign setback	Approved
15-3285	Cascade Township	5211 28th St	ES	Sign setback - Sign height	Withdrawn
15-3287	Chad Weiss	7024 Cascade Rd	R2	front setback - nonconforming	Approved
15-3288	Cascade Roadhouse	6817 Cascade Rd	B1	roof sign	Approved
15-3291	Meijer	5531 28th St	PUD 69	Bus stop shelter	
Lot Splits Case	Applicant	Parcel No(s)	Address	Number of Parcels Created	Action
15-3233	Creekstone Homes	41-19-08-405-011	6206 Bechella Dr	3	Approved
15-3234	Patrick Habertag	41-19-11-200-010	8610 Bolt Dr		Approved
15-3238	Jeffrey Belmont	41-19-34-130-001	5399 Buttrick		Approved
15-3244	Panera Bread	41-19-17-101-013	2828 Kraft		Approved
15-3248	Matt Smith	41-19-16-401-005	3238 Thormerest		Approved
15-3259	Rene Growney	41-19-16-201-019	6812 Old 28th St		Approved
15-3264	Scott Christopher	41-19-11-326-014	8228 Ashwood		Denied
15-3266	John Postema	41-19-06-226-047	5503 Cascade Rd		1 Approved
15-3271	Doug McKee	41-19-23-200-021	3717 Quiggie Ave		2 Approved
15-3275	Judith Boyle	41-19-03-326-021	1835 Timber Trail		Approved
15-3276	Janice Slater	41-19-23-400-018	4001 Quiggie Ave		1 Approved
15-3281	Brain Cavanaugh	41-19-36-400-038	5806 Cavanaugh Woods		Approved
15-3283	Chris Vanderhoff	41-19-13-251-007	3045 Pickford		Approved
15-3284	Suzanne Andre	41-19-22-126-048	7550 Cascade Rd		2 Approved
15-3286	Robert Marsman	41-19-35-300-030	8203 60th St		Approved

**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.