

AGENDA
Cascade Charter Township Planning Commission
Monday, January 11, 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 7, 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 # 15-3290 David Hockstra
Public Hearing
Property Address: 1350 Briarcliff Drive
Requested Action: The Applicant is requesting a Type I special use permit to
construct an accessory building over 832 sq. ft.**
- ARTICLE 7. Proposed Work Plan for 2016**
- ARTICLE 8. Planning Department 2015 Annual Report**
- ARTICLE 9. Election of Officers**
- ARTICLE 10. Planning Principles**
- ARTICLE 11. Rules of Conduct**
- ARTICLE 12. Any other business**
- ARTICLE 13. Adjournment**

Meeting format

- | | |
|---|---|
| 1. Staff Presentation | <i>Staff report and recommendation</i> |
| 2. Project presentation- | <i>Applicant presentation and explanation of project</i> |
| a. PUBLIC HEARINGS | |
| i. Open Public Hearing. | <i>Comments are limited to five minutes per speaker; exception
may be granted by the chair for representative speakers and applicants</i> |
| ii. Close public hearing | |
| 3. Commission discussion – | <i>May ask for clarification from applicant, staff or public</i> |
| 4. Commission decision - Options | |
| a. Table the decision | <i>d. Approve with conditions</i> |
| b. Deny | <i>e. Recommendation to Township Board</i> |
| c. Approve | |

MINUTES

Cascade Charter Township Planning Commission
Monday, December 07, 2015
7:00 P.M.

ARTICLE 1. Chairman Pennington called the meeting to order at 7:00 PM.
Members Present: Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Waalkes, Williams
Members Absent: Sperla (Excused)
Others Present: Community Development Director, Steve Peterson, and others listed on the sign in sheet.

ARTICLE 2. Pledge of Allegiance to the flag.

ARTICLE 3. Approve the current Agenda.

Motion by Member Mead to approve the Agenda. Support by Member Lewis. Motion carried 8-0.

ARTICLE 4. Approve the Minutes of the November 16, 2015 meeting.

Motion by Member Lewis to approve the minutes of the November 16, 2015 meeting as written. Support by Member Waalkes. Motion carried 8-0.

ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items (Comments are limited to five minutes per speaker.)

Mark Rohde, 3087 Thornapple River Drive, stated that in the meeting minutes from the November 16, 2015 meeting, you recommended for approval the new use for the old Perkins. Part of the approval for the site was increasing the green area and putting up a landscaping bond to make sure it is done. I applaud that and it is consistent with what you have asked other developers to do. I've built 30 projects for Anchor Properties over the last 20 years including the Walgreens on Cascade and 28th and we will be constructing the new Anchor Property. We look forward to making the site more purposeful. With that, I would like to note that on the current project on the agenda, there is no consideration for any landscaping on a project that is taking up three acres of old growth trees and cutting off the top of a hill. The project is also putting in 700 plus feet of retaining walls within 6 or 7 feet of adjacent properties including Cascade Township Library and the future Township Hall. It seems to be an omission and it should be looked at, as you are normally very concerned with landscaping and there is certainly going to be a major change to that land.

ARTICLE 6. Case #15-3270 Cascade Hospital for Animals

Property Address: 6730 Cascade Road

Requested Action: The Applicant is requesting site plan approval for three additions to the building totaling about 3,200 sq. ft.

Director Peterson presented the case. Cascade Hospital for Animals is located on Cascade Road and has been a part of Cascade for many years. There are three additions being added to the building for a total of 3,200 sq. ft. to the north and west side of the building. They did require and receive a variance for set-back purposes for the addition out the rear. We do allow for 7 foot set-backs in the Village area and that is what they currently have on the side. Dr. Siegle has been working with his neighbors as there have been some noise concerns from some of the neighbors. He proposed the addition to try to address those concerns by putting the dogs inside but still giving them a place to be outside as well. Currently the area is concrete and they will convert it to a building addition and the rest will be a turf field to lessen the sound. The Engineer report stated that there is actually a decrease in the amount of impervious surface as a result of the project.

Several neighbors from the Cascade Villas did voice their concerns about noise and construction at the Zoning Board of Appeals meeting. Dr. Siegle stated they would take their concerns into consideration. The Zoning Board made it clear that the Planning Commission does not get in the business of regulating how they are going to construct it from a construction code perspective but that they will meet the building codes. Dr. Siegle did meet with the neighbors prior to coming to the Planning Commission and you have comments from that meeting in the packet. I did not hear any negatives from the meetings and did not hear any further concerns. There are comments from the Fire Chief that a gate be added to the plans so that they may have access to the site from the outside of the project. I am recommending approval of the addition to the Cascade Hospital for Animals with the following conditions:

- They will be required to have a soil erosion permit
- They will have to execute the Storm Water Maintenance Agreement
- In addition to the gate which has been added, there are a few minor requirements from the Fire Chief that we see during construction that must be addressed.

Chairman Pennington asked the Applicant to come forward with any comments.

Dr. Siegle, Hospital Director for Cascade Hospital for Animals, 6730 Cascade Road, came forward as the Applicant. The Applicant stated that Cascade Hospital for Animals has been in Cascade for 60 years. The impetus for the additions is really from the desire to be a good neighbor. While the apartment complex has slowly

transformed into a condo, I have received some complaints. I have been doing the same thing for 20 years but now the community does not appreciate the barking dogs. The issue is not going to go away and I want to be a good neighbor so I am enclosing outdoor exercise yards. The reason it is built this way is that I have to stay under 19,000 sq. ft. or I have to retrofit the entire hospital with a sprinkler system. Everything within the addition and outside will be Canine Grass or Astro Turf. All of the construction will contain sound control without creating an echo chamber within the building. I have done multiple additions and I will make sure the addition is compatible with the building. I will be putting up landscape to buffer it even more for my neighbors.

Member Lewis asked if he was adding the gate that the Fire Department requested. The Applicant stated that it was already added to the plan.

Member Waalkes made a motion for Site Plan Approval for Case 15:3270 Cascade Hospital for Animals with the conditions from Staff:

- They will provide the Township with a soil erosion permit
- They will provide an executed Storm Water Maintenance Agreement
- They comply with all the Fire Department recommendations from the letter dated November 13, 2015.

Support by Member Robinson. Motion carried 8-0.

ARTICLE 7. Case #15-3229 RJV Ventures

Property Address: 3000 Thornhills Avenue SE

Requested Action: The Applicant is requesting a recommendation to the Township Board to amend the PUD #55 to permit 10 single family detached homes.

Director Peterson presented the case. The preliminary project was approved in August. The reason for the delay is that for residential projects we typically look at Master Deeds and Condo Documents to assure that there is nothing in them that would conflict with Township Ordinances. We had been waiting for those documents and our Township Attorney has now reviewed them and did not find any conflicts with our Township Ordinances. One of the things we are responsible for is the PUD Ordinance which is in your packet. This has also been reviewed by our attorney as well as by the Applicant. There was one item to revise on the plans which included the adding of drainage swales in the back. This has been addressed in the plans. At this point, it is forwarding the recommendation of the Ordinance with the plan that you approved to the Township Board. The Township Board will hold a Public Hearing to consider the matter for final approval.

Member Waalkes asked if there was a Landscape Plan in the packet. Director Peterson stated that typically we do not require a Landscape Plan for residential

projects. It's not that it never happens, but it is traditionally not required nor are there buffer yard requirements for residential projects.

Member Mead asked if Director Peterson felt that all open questions had been answered by the Applicant. Director Peterson stated that the project would not be this far if there were questions that remained.

Member Williams stated that this is a Sentinel Pointe PUD and that Sentinel Pointe has not signed off on this project. Is this unusual? Director Peterson stated that it is not unusual and we did have our Township Attorney verify that we are within Township Rights to move forward with the PUD Amendment.

Member Waalkes stated that there were two different names on the case. There is RJV Ventures and Driftwood Ventures. Director Peterson stated that they have changed their legal name to Driftwood Ventures.

Member Lewis made a motion to forward a positive recommendation to the Township Board for Case 15:3229 RJV Ventures to amend PUD #55 to permit 10 single family detached homes with the conditions by staff. Support by Member Mead. Motion carried 8-0.

ARTICLE 8. Any other business

ARTICLE 9. Adjournment

Motion made by Member Mead to Adjourn. Support by Member Williams. Motion carried 8-0. Meeting adjourned at 7:32 PM.

Respectfully submitted,
Aaron Mead, Secretary
Ann Seykora/Julie Kutchins – Planning Administrative Assistant

STAFF REPORT: Case # 15-3290
REPORT DATE: January 5, 2016
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: January 11, 2016
PREPARED BY: Steve Peterson, Community Development Director

APPLICANT:
David Hockstra
1350 Briarcliff
Ada MI 49301

STATUS
OF APPLICANT: Property Owner

REQUESTED ACTION: The applicant is requesting a Special Use Permit to allow the construction of an accessory building in excess of 832 sq ft.

EXISTING ZONING OF
SUBJECT PARCEL(S): R1

GENERAL LOCATION: South side of Briarcliff Dr just north of the Thornapple River.

PARCEL SIZE: Approximately 1 acre.

EXISTING LAND USE
ON THE PROPERTY: Residential

ADJACENT AREA
LAND USES: Residential

ZONING ON
ADJOINING PARCELS: R1

STAFF COMMENTS:

1. The applicant is requesting permission to construct a new accessory building approximately 1,232 sq ft (24 x 44) in the front yard. The building will be used for residential storage.
2. With less than 3 acres the property would only be allowed this one accessory building.
3. The building is located in the front yard, which is permitted for lots that are on the river provided they meet the required front setback of 35 feet. The building is planned to be about 12.6 feet tall. The building is planned to be setback about 85 feet from the road right of way and 40 feet to the closest side property line. This meets our setback requirements.
4. The building is being built to match the architecture of the home.
5. Any outdoor lighting will have to meet our standards, requiring it to be shielded and downcast or at a level that is exempted.
6. It should be noted that accessory buildings cannot be used for living space or to run a business.

Upon review of a Type I Special Use Permit for an accessory building, Section 17.03(1)(a) of the Zoning Ordinance requires the Planning Commission to consider several factors. I have listed those items for your consideration followed by my comments for each.

<i>Factors</i>	<i>Comments</i>
The intended use of the building.	Storage.
The proposed location, type and kind of construction and general architectural character of the building.	The building will match the home.
The size of the building in relation to the house, lot and zoning district.	The property is about 1 acre. The remodeled home will have approximately 4,000 sq. ft. of finished living space.
The type and kind of principal and accessory buildings and structures located on properties which are adjoining and in the general area.	There are only a few other detached buildings in the immediate area. The large buildings are toward the end of the road and near the old airport to the

	north. However, this size is normal, maybe a little smaller, for other accessory buildings in the R1 zone.
The topography and vegetation in the area.	Wooded slope to the river
Whether the proposed building will affect the light and air circulation of any adjoining properties.	No impact
Whether the proposed building will adversely affect the view of any adjoining property owner or occupant.	The setbacks would prevent the building from adversely affecting any views.
Points of access to the proposed building and their relationship to adjoining properties and the view from the adjacent streets.	No new access to the street will be created.

STAFF RECOMMENDATION

I recommend approval of the special use permit with the following conditions:

1. The building cannot be used for living space or to run a business.

Attachments: Application package



BUTTRICK AVE

BUTTRICK AVE

WAINFIELD LN

BRIARCLIFF DR

RIVER OAKS DR

UNNAMED

TIMBER CANYON CT

TIMBER CANYON DR

1360 Briarcliff Dr

BRIARCLIFF DR

DELBON DR

THORNAPPLE RIVER DR

GRASHENDR

THORNAPPLE PINES DR

MOUNTAINASH DR

SILVER WOODS DR

VENTURA DR

BLAITS DR

BRIDGEWATER CT

UNNAMED

RIVERTON AVE

WILSON AVE

LARAWAY WOODS DR

UNNAMED

LARAWAY LAKE DR

THE TIMBERS DR

SHADYVIEW DR

GLADWIN DR

MURFIELD CT

TURKEY DR



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: David Hockstra
 Address: 1050 Skyvale
 City & Zip Code: Ada, MI 49301
 Telephone: 616-405-3014
 Email Address: dhockstra@Informsync.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 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 checked="" type="checkbox"/> Special Use Permit | <input type="checkbox"/> Subdivision Plat Review * |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Other: _____ * |

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

BRIEFLY DESCRIBE YOUR REQUEST:**

The ability to build 3 1/2 stall detached garage with total square feet of 1332

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

Assessing
949-6176

Building
949-3765

Buildings & Grounds
682-4836

Clerk
949-1508

Fire
949-1320

Manager
949-1500

Planning
949-0224

Treasurer
949-6944

LEGAL DESCRIPTION OF PROPERTY:**

Legal Description

PART NW 1/4 COR 200 11 FT SELY ALONG SLY LINE OF BRIARCLIFF DR 150 FT WIDE FROM W SEC LINE TH SELY ALONG SLY LINE OF SD DR 150.0 FT TH SWLY PERP TO SLY LINE OF SD DR 342 FT ML TO CONT 500 FT ON E BANK OF THORNAPPLE RIVER TH NWLY ALONG SD CONT LINE TO A LINE BEARING SWLY PERP TO SLY LINE OF SD DR FROM DSG TH NELY PERP TO SLY LINE OF SD DR 210 FT ML TO BEG * SEC 1 T9N R10W 1.00 A.

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 03176021

ADDRESS OF PROPERTY: 1350 Briarcliff Dr SE, Grand Rapids, MI 495

PRESENT USE OF THE PROPERTY: none

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.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)

Owner – Print or Type Name
(*If different from Applicant)

David Hockstra
Applicant – Print or Type Name

* _____
Owner’s Signature & Date
(*If different from Applicant)

[Signature] 11-20-2015
Applicant’s Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU

Rev. 7/24/14

Steve

From: Denny Moore <dennyrmooore@kw.com>
Sent: Tuesday, January 05, 2016 9:20 AM
To: Steve
Subject: 1350 Briarcliff dr Case # 15-3290

Steve

Thanks for taking the time yesterday to show me the rendering of the proposed accessory building located at 1350.

I live just across the street from the property. (7257 Briarcliff ct)

I am in FULL support of this project. Knowing the quality of work that both the builder & designer/architecture capable of performing no doubt this outbuilding will fit in nicely with the neighborhood setting.

Denny Moore
dennyrmooore@kw.com
616-340-7680



Steve

From: blowing@aol.com
Sent: Monday, January 04, 2016 7:22 PM
To: Steve
Subject: Briarcliff Dr. permit

Mr. Steven Peterson
Cascade Charter Township

I received a notice regarding an application for a special use permit pertaining to an accessory building at 1350 Briarcliff Dr in Cascade Township. The township currently allows a generous size of up to 832 square feet for accessory buildings without a special permit. Especially if the accessory building is to be constructed in the front yard I hope the owners would not have the building exceed 832 square feet.

Thank you,
Barbara Lovinger
1390 Briarcliff Dr SE
676-2224

Steve

From: tback1@aol.com
Sent: Monday, January 04, 2016 8:23 PM
To: Steve
Subject: 1350 Briarcliff

My name is Tom Back, a resident of Cascade. I understand there is a request for a permit at 1350 Briarcliff Dr. for an accessory building. I believe the township guidelines are more than adequate. Please consider this is likely to be in the front yard of a neighborhood.



CANOPY RIVER HOUSE

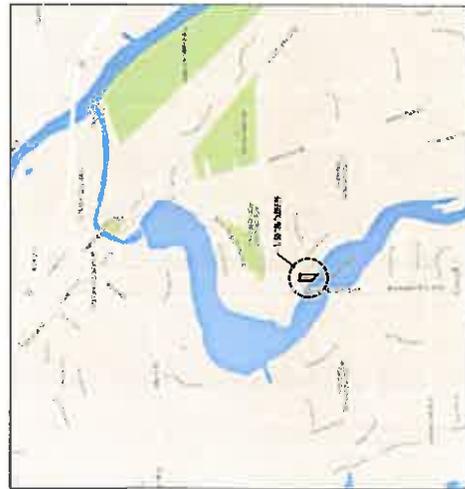
1350 BRIARCLIFF DR.
GRAND RAPIDS MI, 49546-9679

ARCHITECT
CHAD GOULD ARCHITECT LLC
1114 KENESAW SE
GRAND RAPIDS, MI 49506
616.485.3770
CHAD@CHADGOULDARCHITECT.COM

DEVELOPER
REINVENT by Rock Kauffman
6883 CASCADE ROAD SE
GRAND RAPIDS, MICHIGAN 49546
P: 616.956.3008

INTERIOR DESIGNER
ROCK KAUFFMAN DESIGN
6883 CASCADE ROAD SE
GRAND RAPIDS, MICHIGAN 49546
P: 616.956.3008

- INDEX**
- TIP - TITLE SHEET
 - 600 - GENERAL INFORMATION
 - C101 - SITE LAYOUT PLAN
 - A100 - LOWER LEVEL PLAN
 - A101 - MAIN LEVEL PLAN
 - A102 - ROOF PLAN
 - A103 - GARAGE PLAN
 - A201 - EXTERIOR ELEVATIONS
 - A202 - EXTERIOR ELEVATIONS
 - A301 - GARAGE PLAN AND ELEVATIONS



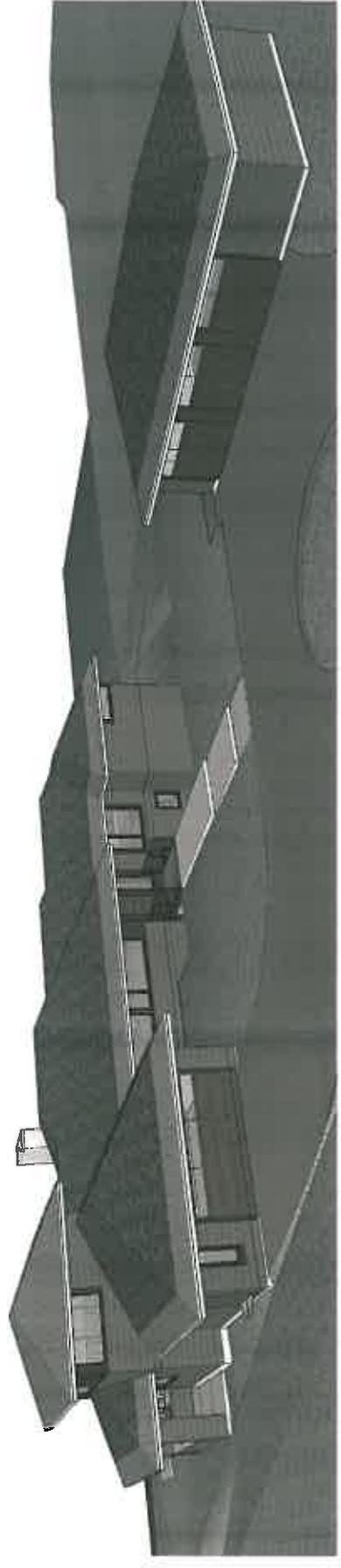
GENERAL INFORMATION

147015 REVISED

CANDY RIVER HOUSE - RENOVATION
1350 BRACKLEFORD DR. SE
GRAND RAPIDS, MI 49546-9679

ROCK KAUFMAN DESIGN
687 MADISON AVE SE
GRAND RAPIDS, MICHIGAN 49503
P: 616.951.1114

CHAD GOOD ARCHITECTS LLC



CAMPION RIVER HOUSE - REINVENT
 1350 BRANCLIFF DR. SE
 GRAND RAPIDS, MI 49546-9679

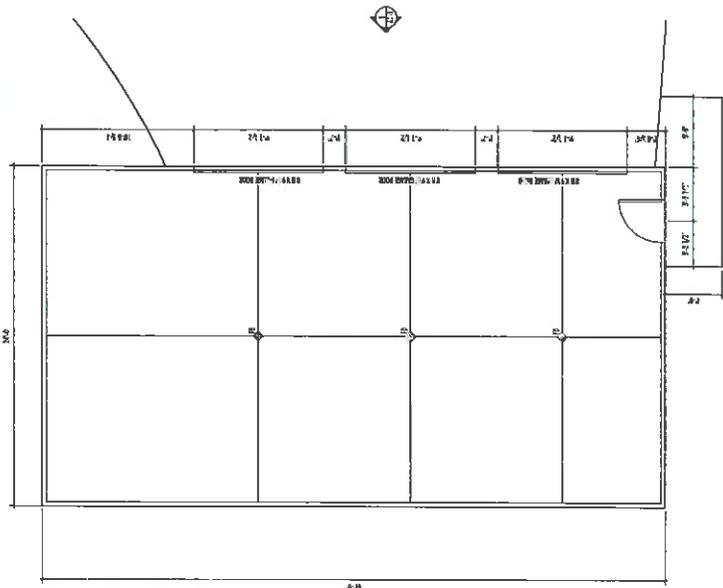
ROCK KAUFFMAN ARCHITECTS
 6641 CASCADE PARK DR.
 GRAND RAPIDS, MICHIGAN 49508
 616.455.1234

CHAD OMBAS ARCHITECT LLC
 1000 W. HAWTHORNE AVE. SE
 GRAND RAPIDS, MI 49507
 616.455.1234



13.1 GARAGE ELEVATION (ELEVATION OF THE GARAGE)

13.2 GARAGE ELEVATION (ELEVATION OF THE GARAGE)



13.3 GARAGE PLAN

ELEVATIONS MATERIAL NOTES:

- 1) ALL ROOF AND GABLE SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 2) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 3) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 4) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 5) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 6) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 7) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 8) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 9) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.
- 10) ALL SIDING TO BE 1/2" OSB SHEATHING WITH 15# FELT UNDERLAYER AND 1/2" ASPHALT/FLUTE SHINGLES.

ELEVATIONS GENERAL NOTES:

- 1) ALL MATERIALS TO BE SUPPLIED BY THE CONTRACTOR.
- 2) ALL MATERIALS TO BE SUPPLIED BY THE CONTRACTOR.
- 3) ALL MATERIALS TO BE SUPPLIED BY THE CONTRACTOR.
- 4) ALL MATERIALS TO BE SUPPLIED BY THE CONTRACTOR.
- 5) ALL MATERIALS TO BE SUPPLIED BY THE CONTRACTOR.

STAFF REPORT

TO: Cascade Charter Township Planning Commission
FROM: Steve Peterson, Community Development Director
MEETING DATE: January 11, 2016
CASE: 2016 Work Plan

The following is a table of a proposed work plan for 2016.

2016 Item
1. Review Access Management regulations. ZBA has granted a couple of variance in the past year. It appears that it is now time to study these to see if they still work.
2. Study possible Food truck regulations. This was on our list last year and was not completed.
3. Sign Ordinance. Given the recent Supreme Court decision and the business survey results it is a good time to study our regulations to see if we need any updates.
4. Accessory Building regulations review. A review of our regulations to see if any updates are needed.
5. Coast to Coast rail initiative – continue to support the passenger rail study

2015

Item	Status
1) Study the NW corner of 60 th and M-37 for possible rezoning.	Completed
2) Joint meeting with DDA to discuss items such as vision and current issues.	Completed
3) Investigate/develop economic development strategies a) Food truck regulations. b) Help initiate the Community Redevelopment Ready process	a)Incomplete b)Township not eligible for Community Redevelopment Ready process.
4) Continue to investigate options for Transit.	Completed

**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

PLANNING COMMISSION

Claude Robinson
Steve Waalkes, Vice Chair
John Sperla
Jack Lewis, Trustee
Scott Rissi
Aaron Mead, Sec.
Jeff Hammond/Bret Katsma
Al Pennington, Chair
Sue Williams

ZONING BOARD OF APPEALS

Mel Casey, Chair
Lou Berra
Jeff Hammond&Steve Waalkes/Planning Commission Rep.
TomMcDonald, 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

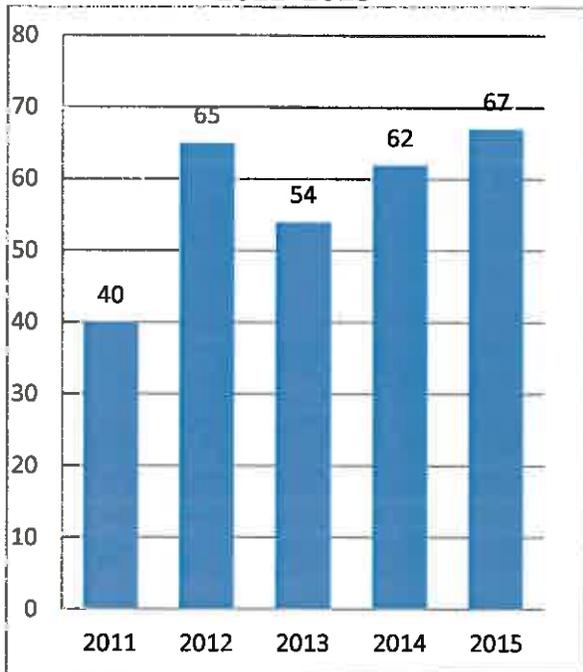
Development Reviews

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 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					
Variances 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

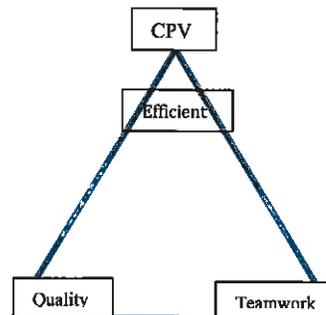
**DEVELOPMENT ACTIVITY TOTALS
2011- 2015**



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

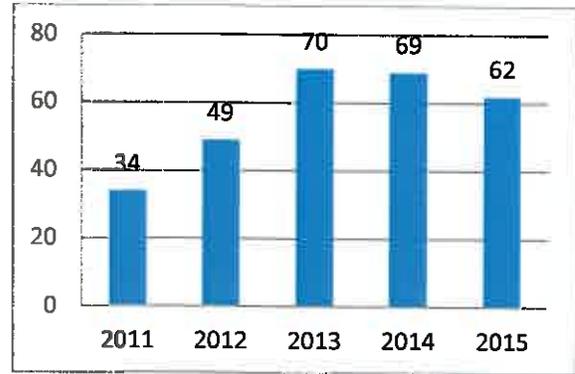
The additional staff member allows the township to assist in mediating issues in the community as they arise. This staff member has been able to gain ordinance compliance through enforcement and education.

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		Request	Location	Preliminary	Final
Case	Applicant				
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	Grooters	warehouse - Spec	4957 Kraft Ave	Approved	
15-3268	Clean Rooms Int'l	addition	4939 Siarr 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 Borisch	Pool house	5200 Dayven Dr	RI	Approved
15-3253	Derek Benedict	Residential Accessory Building	1961 Steketee Woods Lane	RI	Approved
15-3256	Robert Harmon	Residential Accessory Building	4150 Cherry Lane	ARC	Approved
15-3257	Jeff Shull	Residential Accessory Building	7500 Buttrick Park Dr	RI	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	Bodysl 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	Final 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 Steketee 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 Kiltner	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	Reconfigure	Approved	
15-3238	Jeffrey Belmont	41-19-34-130-001	5399 Buttrick	Reconfigure	Approved	
15-3244	Panera Bread	41-19-17-101-013	2828 Kraft	Reconfigure	Approved	
15-3248	Matt Smith	41-19-16-401-005	3238 Thorncrest	Reconfigure	Approved	
15-3259	Rene Growney	41-19-16-201-019	6812 Old 28th St	Reconfigure	Approved	
15-3264	Scott Christopher	41-19-11-326-014	8228 Ashwood	Reconfigure	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 Quiggle Ave	2	Approved	
15-3275	Judith Boyle	41-19-03-326-021	1835 Timber Trail	Reconfigure	Approved	
15-3276	Janice Slater	41-19-23-400-018	4001 Quiggle Ave	1	Approved	
15-3281	Brain Cavanaugh	41-19-36-400-038	5806 Cavanaugh Woods	Reconfigure	Approved	
15-3283	Chris Vanderhoff	41-19-13-251-007	3045 Pickford	Reconfigure	Approved	
15-3284	Suzanne Andre	41-19-22-126-048	7550 Cascade Rd	2	Approved	
15-3286	Robert Marsman	41-19-35-500-030	8203 60th St	Reconfigure	Approved	

MICHIGAN SOCIETY OF PLANNING

COMMUNITY PLANNING PRINCIPLES

The Michigan Society of Planning exists to promote quality community planning through education, information and advocacy, statewide. With this as its mission, MSP offers the following planning principles for consideration to all cities, villages, townships, counties and regions in Michigan. The principles define what constitutes quality community planning.

GENERAL STATEMENTS

1. The community planning decision-making process should, first and foremost, be concerned with the long-term sustainability of our communities, environment and economy.
2. The community planning process should involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals. A positive relationship between development and the making of community should be established through a citizen-based participatory planning and design process.
3. Public policy and development practices should support development of communities that are:
 - diverse in land use, population and character;
 - designed for pedestrians and non-motorized transit as well as for motorized transit;
 - shaped and physically defined by parks, open space and other natural areas;
 - structured by physically defined, accessible public space, and community institutions, and
 - based on local history, climate, ecology, and building practices.
4. Physical solutions by themselves will not solve all problems. A coherent and supportive physical framework should be established to provide economic vitality, community stability, and environmental health.
5. Common challenges that should be addressed by community planning are:
 - Increasing opportunities for reinvestment in established urban centers;
 - Encouraging appropriate intensity and location of new development served by adequate public facilities;
 - Minimizing the spread of low density, non-contiguous development;
 - Encouraging a wide range of housing opportunities which serve all segments of our diverse population;
 - Recognizing the value and encouraging the preservation of agricultural lands and natural resources;
 - Encouraging the preservation and/or restoration of our natural and built heritage environments;
 - Encouraging development in accordance with the adopted community master plan; and
 - Recognizing that land use decisions may have impacts beyond community boundaries.
6. The quality of life for the citizens of Michigan can be enhanced by developments that:
 - Support and restore existing low density, centerless communities into communities of diverse neighborhoods and districts;
 - Preserve and protect natural environments;
 - Maintain and build a positive social and strong economic climate, and
 - Improve the physical design and condition of our region, cities, villages, townships, neighborhoods, districts, corridors, parks, streets, blocks and homes.

PRINCIPLES

COMMUNITY

1. Development should be encouraged in existing city, village, and township centers.
2. Historic city, village, and township centers should be preserved.
3. New development or redevelopment in existing communities should respect local historical patterns, precedents, and boundaries.
4. Viability in established or developing downtowns and community or village centers is strengthened by street-level retail, on-street parking, downtown residential, the maintenance of an appropriate street pattern, street-level activity, the retention of historically significant building, and the provision of parking structures.
5. Civic buildings and public gathering places are important and require prominent accessible sites.
6. The scale and configuration of streets and open spaces (parks, greens, squares) should be attractive and comfortable to pedestrians.
7. The design of the streets and buildings should result in safety and security as well as be accessible and open to the public.
8. Architecture, building placement, and landscaping should result in the physical definition of streets and other places.
9. Neighborhoods should include a variety of public spaces (tot-lots, village greens, ball fields, community gardens, etc.) that are strategically distributed and physically well defined.
10. New investment along highway corridors should complement investment in existing community business centers.
11. New development should be seamlessly woven into the physical fabric of its surroundings regardless of differences in size or architectural style.
12. Design is important and should contribute to the community's safety, security, and attractiveness.
13. Complete communities have defining edges with an identifiable center. A center should consist of a full and balanced mix of residential, commercial, office, recreational, cultural, and civic uses.
14. Complete communities should contain housing alternatives available to people of all incomes.
15. Complete communities should provide convenient access to public transportation as well as non-motorized options.
16. Community planning should recognize that regions are composed of urban areas, suburban areas, farmlands, water features and natural open spaces, all contributing to their diverse character.
17. Community planning should involve balances between physical, environmental, economic, social, and cultural conditions within the region.
18. Strategies encouraging development and redevelopment of communities should include previously developed sites (brownfields), infill development, and reuse of existing facilities rather than continuing outward expansion.
19. Community planning should create an efficient and cost effective system of public services, transportation, recreation, cultural institutions and housing to achieve a viable, sustainable region.

20. Intergovernmental cooperation is necessary for achieving a viable, sustainable region.

ENVIRONMENT

1. Community planning should recognize that natural resources are system-dependent, not limited to jurisdictional boundaries.
 2. Lands with unique or sensitive resources should be preserved in their natural state.
 3. The health and quality of the natural resource base are directly related to public health, welfare, and economic growth.
 4. Natural resource areas, farmlands, and open space characterize the rural landscape. They are important and useful in shaping development and maintaining and establishing a rural community character.
 5. To preserve rural community character, site design should encourage clustering of development and preservation of open space.
 6. To preserve rural community character, site design should include desirable views and vistas across water features and farmlands.
 7. Natural resources are limited in their ability to accommodate development without incurring damage. Development within our natural environments should occur in a balanced and sustainable manner.
 8. Sensitive and fragile lands should be protected from degradation.
 9. Wildlife habitat corridors should be interwoven with development to achieve environmental balance and biodiversity.
2. Expansion and upgrading of public roads, water, and sewer services should be planned to strategically direct growth.
 3. Public transportation should connect homes to jobs, community center, cultural, recreational, educational and institutional facilities.
 4. A comprehensive transportation plan should support a unified, long-term vision of how the land is to be used.
 5. New and expanded public transportation systems should be located to attract urban reinvestment.
 6. Non-motorized transportation should be accommodated in new road corridors and strategically retrofitted into existing transit corridors and greenway linkages.
 7. The number and frequency of automobile access driveways along road corridors should be minimized.

PLANS AND IMPLEMENTATION

INFRASTRUCTURE

1. Development should be directed to areas serviced by adequate roads, water and utilities.
2. Local planning decisions which affect neighboring communities should consider multi-jurisdictional impacts.
3. Local comprehensive master plans should be reviewed periodically and updated as necessary to remain viable documents.
4. Local zoning ordinances should be reviewed periodically and updated as necessary to ensure they are consistent with the comprehensive master plan.

5. Local zoning ordinances should be consistent with the comprehensive master plan.
6. Local zoning decisions should be consistent with current local comprehensive master plans.
7. Local comprehensive master plans should be accompanied by an action strategy that specifies individual tasks, timing, and responsibilities for implementation.
8. Comprehensive master plans and zoning ordinances should include interpretive graphics conveying standards and design guidelines.
9. All communities should prepare realistic Capital Improvement Programs as a means of making municipal improvements consistent with their comprehensive master plan.
10. Communities should have an administrative structure that provides clear direction throughout the development process. This structure, including information on the status of projects, should be equally accessible to citizens, developers, and local officials.

**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.