

**AGENDA**  
**Cascade Charter Township Planning Commission**  
**Monday, November 16, 2015**  
**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 November 02, 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 # 15-3279 Anchor Properties  
Property Address: 5121 & 5161 28<sup>th</sup> Street  
Requested Action: The Applicant is requesting site plan approval for a 790 sq.  
ft. addition to the rear of the building.**
- ARTICLE 7. Case # 15-3282 Thornapple Pointe  
Property Address: 7280 48<sup>th</sup> Street SE  
Requested Action: The Applicant is requesting tentative preliminary approval  
of a new platted subdivision for 21 single family detached homes.**
- ARTICLE 8. Kent County Road Commission Five-Year Road Improvement Plan**
- ARTICLE 9. Resolution of Support to Adopt the Cascade Charter Township Capital  
Improvement Plan 2016-2021**
- 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**

## MINUTES

Cascade Charter Township Planning Commission  
Monday, November 02, 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, Sperla, Waalkes, Williams  
Members Absent: Robinson (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 Katsma to approve the Agenda. Support by Member Rissi. Motion carried 8-0.**

**ARTICLE 4.** Approve the Minutes of the October 19, 2015 meeting.

**Motion by Member Lewis to approve the minutes of the October 19, 2015 meeting as written. Support by Member Williams. 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.)

No one wished to speak on non-agenda items.

**ARTICLE 6.** Case #15-3263 Lacks Enterprises

**Public Hearing**

**Property Address: 5460 Cascade Road SE**

**Requested Action: The Applicant is requesting to amend the Golfview P.U.D. to allow an addition to the Lacks Corporate HQ Building.**

Director Peterson presented the case. I have provided a copy of the Ordinance with changes highlighted in yellow. There are two areas being amended.

From the Public Hearing there were a couple of items that required follow up.

- The packet contains the email from the Fire Chief clarifying and confirming that the additional access road is not a requirement.
- They need to sign the Storm Water Agreement which is not signed until construction begins.
- A copy of the Cascade Road prospective plans to have for the Township Board Public Hearing. They have provided this.

I am recommending that you forward a positive recommendation to the Township Board. The Board will have a Public Hearing to consider this Ordinance as well as the plan you saw at the Planning Commission Public Hearing.

Member Waalkes stated for clarification that at the last meeting it was discussed that in the original PUD there was a 10,000 sq. ft. building that was proposed on this site but due to the developer's inability to eliminate the billboard, the building had been removed from the PUD.

Member Mead asked if that site is then deemed unbuildable. Director Peterson stated that if anyone wanted to build on that site they would have to come before the Planning Commission with an Amendment to the PUD. We consider this project to be built out. All of the square footage is used which is why Lacks is here to amend the PUD.

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

Patrick Knight, Lacks Enterprises came forward as the Applicant.

Member Sperla asked if there had been any progress made on the access road. The Applicant stated that they have been in negotiations but the price is simply too high to consider.

Member Lewis asked if there would be better drawings before the Township Board Meeting. The Applicant stated that there would be elevations available before the meeting.

**Member Sperla made a motion to make a favorable recommendation to the Township Board Case 15:3263 in conjunction with the PUD draft that has been presented before us. Support by Member Williams. Motion carried 8-0.**

**ARTICLE 7. Any other business**

- The Business Survey Results will be discussed at the November 18 Township Board Meeting.

**ARTICLE 8. Adjournment**

**Motion made by Member Lewis to Adjourn. Support by Member Rissi. Motion carried 8-0. Meeting adjourned at 7:14 PM.**

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

STAFF REPORT: Case # 15-3279  
REPORT DATE: October 23, 2015  
PREPARED FOR: Cascade Charter Township Planning Commission  
MEETING DATE: November 16, 2015  
PREPARED BY: Steve Peterson, Community Development Director

APPLICANT:  
Anchor Properties  
44 Grandville Ave Suite 001  
Grand Rapids MI 49503

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STATUS  
OF APPLICANT: Developer

REQUESTED ACTION: They are requesting site plan approval for a 790 sq ft addition to the rear of the building.

EXISTING ZONING OF  
SUBJECT PARCEL(S): ES, Expressway Service

GENERAL LOCATION: The property is located on the north side of 28<sup>th</sup> st just west of I-96

PARCEL SIZE: .89 Acres- .14Acre

EXISTING LAND USE  
ON THE PROPERTY: vacant/former retail

ADJACENT AREA  
LAND USES: N – Hotel  
S – Restaurant  
E – Gas Station  
W – fast food

ZONING ON  
ADJOINING PARCELS: ES

## STAFF COMMENTS:

1. The applicant is requesting site plan approval in order to construct a 790 sq ft addition.
2. Site plan approval is required because the addition is more than a 5% building expansion.
3. The building will be used as a sit down restaurant (Coney island/Pizza). Parking is calculated at 10 spaces per 1000 sq ft. The number of parking spaces shown is 74 the number required is 68.
4. The property did recently receive approval from the ZBA to allow the change in use where a non-conforming situation exists and approval for a rear yard variance since the setback is a little less than the required 50 feet.
5. The approval was based in part on the fact that the site is not any worse (they are actually making it come closer to compliance with the redesign of the park lot) than it has been in the past and the fact that the site has been a restaurant before.
6. The variance was contingent on the service drive being open and the allowance for Drury hotel to use the directional sign.
7. With the reconfigured parking they actually have a decrease in impervious surfaces on the site.
8. The applicant has submitted a lighting plan that complies with the township regulations.
9. The Township Fire Department has reviewed and approved the plans.
10. The Township Engineer has reviewed and approved the plans, including the need for a maintenance agreement.

## STAFF RECOMMENDATION

Staff recommends that the Planning Commission **APPROVE** the Site Plan for the new building under the following conditions:

1. Submit a landscape bond of \$5,000
2. Access drive to remain open
3. Allowance for Drury hotels to use the directional sign
4. Sign and record the storm water maintenance agreement

Attachments:      Application  
                         Site Plan  
                         Twp Engineer Letter

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**FIRE DEPARTMENT MEMORANDUM**

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**TO:** STEVE PETERSON – COMMUNITY DEVELOPMENT DIRECTOR  
**FROM:** JOHN SIGG – FIRE CHIEF  
**SUBJECT:** SITE PLAN REVIEW – 5121 & 5161 28<sup>TH</sup> STREET  
**DATE:** OCTOBER 29, 2015  
**CC:** DOUGLAS POOLMAN – FIRE INSPECTOR

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Fire Department reviewed the submitted plans for 5121 & 5161 28<sup>th</sup> Street. We have no comments with the plans. If approved we will address items such as address posted, Supra Box, possible fire lanes, etc.

If there are any questions please let me know



October 22, 2015  
Project No. G080322

Mr. Steve Peterson  
Cascade Charter Township  
2865 Thornhills Avenue, SE  
Grand Rapids, MI 49546-7192

Re: 5121 28th Street  
Site Plan Review

Dear Steve:

We reviewed the site plan for 5121 28th Street, prepared by Exxel Engineering Inc. The current site plan and the basis of this review are dated October 15, 2015. The proposed project includes a 790 square-foot addition to the existing building located onsite, storm sewer improvements, and parking lot improvements.

## **Stormwater and Drainage**

### **Flood Control**

The Cascade Charter Township Storm Water Ordinance (SWO), Section 1.04, states the ordinance shall apply to all development that requires any permit for work which will alter the stormwater drainage characteristics of the development site. The site is located in Storm Water Management Zone B, which requires onsite detention or retention of the 25-year storm event.

A 790-square-foot building addition is planned for the site along with additional green space and landscaping. The result is a net decrease in impervious area for the site.

Stormwater runoff from the existing site discharges to the Patterson Drain, a 3-foot by 5-foot storm sewer that traverses the property from northeast to southwest. The Patterson Drain is under the jurisdiction of the Kent County Drain Commissioner (KCDC) and the proposed improvements will require their review and approval. The overall stormwater drainage design for the existing site is not being altered with the proposed project.

The total impervious area of the site is decreasing as a result of the project and all stormwater runoff from the site discharges to the Patterson Drain. Therefore, no additional stormwater detention is required by the SWO.

### **Water Quality Control**

The SWO requires the first 0.5 inch of stormwater runoff be detained and infiltrated where conditions permit, or released over a 24-hour period. There is a net decrease in impervious area as a result of the project, so additional water quality improvements are not required by the SWO.

### **Stormwater Runoff**

The project results in a decrease in overall impervious area, so the site will not see an increase in stormwater runoff leaving the property.



## Drainage Plan

The applicant has submitted drawings, calculations, and additional documentation as required in the SWO Section 2.03, Drainage Plan. Please refer to the included checklist for items and comments on each item. Please note a maintenance agreement is required before construction begins. The agreement should be submitted to the Township for review.

## Utilities

No new utility services are proposed for the building addition. The new building addition will tie-in to the existing building's water and sanitary sewer services.

## Soil Erosion and Sedimentation Control

Soil Erosion and Sedimentation Control (SESC) measures are provided on the plan drawings. The applicant has included silt fence along the limits of clearing and grading, silt sacks in catch basins, and seeding with mulch at all disturbed areas of the site. SESC falls under the review and approval of the Kent County Road Commission and a permit is required before construction can begin. The SESC measures indicated on the drawings appear appropriate given the expected work.

## Summary

The proposed stormwater design meets the Township SWO requirements for new developments. The applicant will need to apply for and obtain an SESC permit prior to beginning construction and gain approval from the KCDC. We recommend approval of the site plan from an engineering standpoint.

If you have any questions or require additional information, please contact me at 616.464.3786 or [nrtorrey@ftch.com](mailto:nrtorrey@ftch.com).

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "Nathan R. Torrey", is positioned above the printed name.

Nathan R. Torrey, PE, CFM

jlk  
Attachment  
By email



**Cascade Charter Township**

Storm Water Ordinance, Ordinance 7 of 2002, as amended by Ordinance No. 2 of 2008, May 14, 2008

*Reviewing Engineer Comments are Italicized*

*OK - Received and Acceptable*

*NA - Not Applicable*

*NR - Not Received, Needs Follow-up, See Comments*

**5121 28<sup>th</sup> Street**

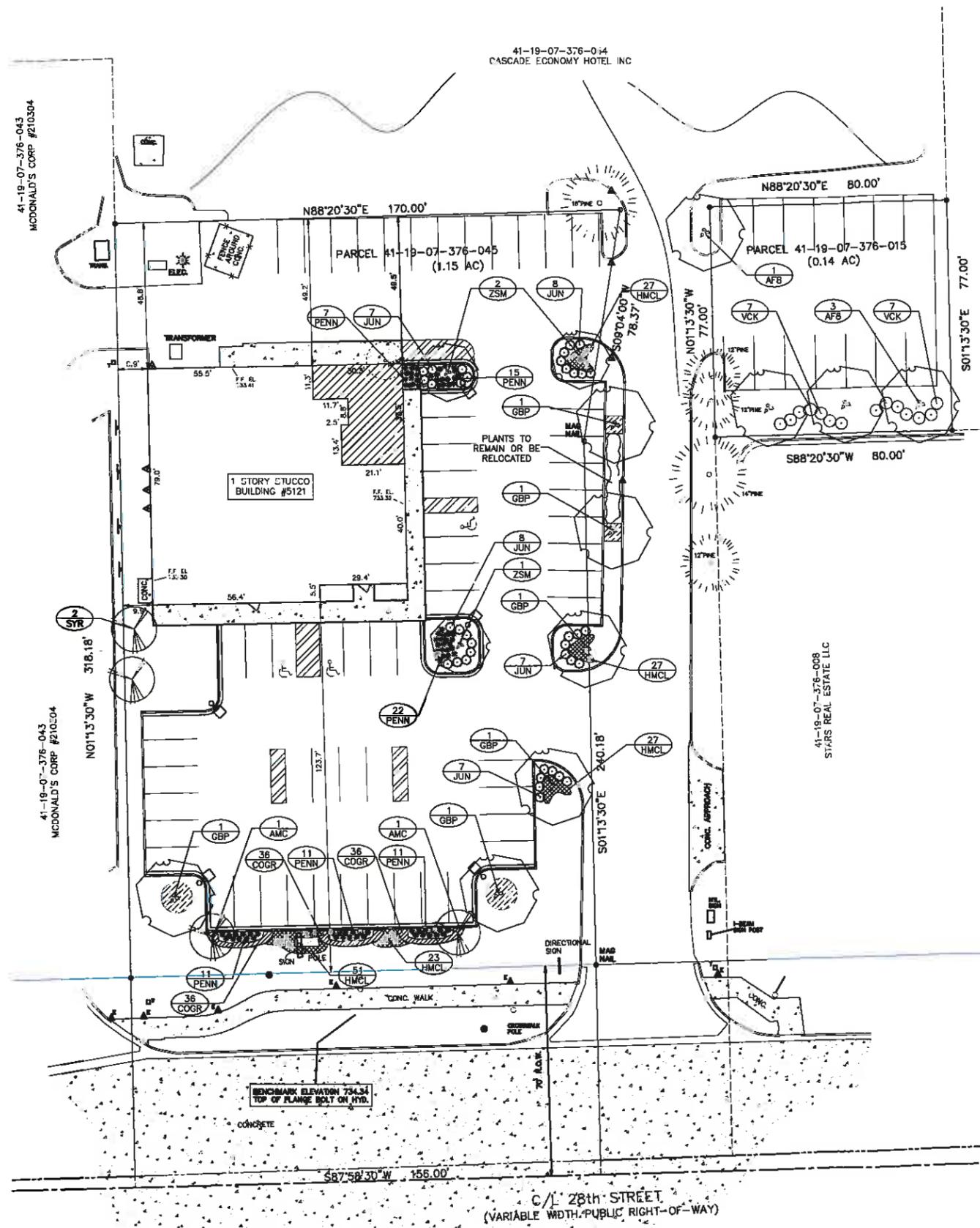
**Drainage Plan Checklist**

- OK (1) Location of the development site and water bodies that will receive stormwater runoff  
*All stormwater runoff from the building addition and site discharges to the Patterson Drain. The Patterson Drain is under the jurisdiction of the Kent County Drain Commissioner (KCDC).*
- OK (2) Existing and proposed topography of the development site, including the alignment and boundary of the natural drainage courses, with contours having a maximum interval of one foot (using USGS datum). The information shall be superimposed on the pertinent Kent County soil map.  
*Existing and proposed contours are indicated on the site drawing. Soil map information is not required for this project.*
- NA (3) Development tributary area to each point of discharge from the development.  
*The overall stormwater drainage design of the existing site is not being altered as a result of the proposed improvements, so calculations were not required.*
- NA (4) Calculations for the final peak discharge rates  
*The overall stormwater drainage design of the existing site is not being altered as a result of the proposed improvements, so calculations were not required.*
- OK (5) Calculations for any facility or structure size and configuration  
*The applicant provided size and configuration for the proposed facilities.*
- OK (6) Drawing showing all proposed storm water runoff facilities with existing and final grades  
*The site plan includes design information for the stormwater facilities including existing/final grades.*
- OK (7) The sizes and locations of upstream and downstream culverts serving the major drainage routes flowing into and out of the development site. Any significant offsite and onsite drainage outlet restrictions other than culverts should be noted on the drainage map.  
*The Patterson Drain traverses the site from northeast to southwest.*
- OK (8) An implementation plan for construction and inspection of all stormwater runoff facilities necessary to the overall drainage plan, including a schedule of the estimated dates of completing construction of the stormwater runoff facilities shown on the plan and an identification of the proposed inspection procedures to ensure the stormwater runoff facilities are constructed in accordance with the approved drainage plan.  
*A construction schedule was provided by the applicant.*



- OK (9) Plan to ensure the effective control of construction site stormwater runoff and sediment track-out onto roadways  
*Soil Erosion and Sedimentation Control (SESC) measures are included on the site plan. SESC falls under the review and approval of the KCRC, and a permit is needed before construction can begin. The SESC measures shown on the plan appear appropriate given the expected work.*
- OK (10) Drawings, profiles, and specifications for the construction of the stormwater runoff facilities reasonably necessary to ensure stormwater runoff will be drained, stored, or otherwise controlled in accordance with this ordinance  
*The site plan includes sufficient detail to ensure compliance with the stormwater ordinance.*
- NR (11) Maintenance agreement, in form and substance acceptable to the Township, for ensuring maintenance of any privately owned stormwater runoff facilities. The maintenance agreement shall include the developer's written commitment to provide routine, emergency, and long-term maintenance of the facilities and, in the event the facilities are not maintained in accordance with the approved drainage plan, the agreement shall authorize the Township to maintain any onsite stormwater runoff facility as reasonably necessary, at the developer's expense  
*Maintenance agreement was not provided and is required.*
- OK (12) Name of the engineering firm and the registered professional engineer who designed the drainage plan and will inspect final construction of the stormwater runoff facilities
- NA (13) All design information must be compatible for conversion to Grand Valley Regional Geographic Information System (REGIS)  
*This is a privately owned system and will not be uploaded to REGIS.*
- OK (14) Other information necessary for the Township to verify the drainage plan complies with the Township's design and performance standards for drains and stormwater management systems





**PLANT LIST**

KEY	BOTANICAL NAME	COMMON NAME	QUANT.	SIZE	COMMENTS
<b>DECIDUOUS TREES</b>					
AFB	<i>Acer x freemanii</i> 'Autumn Blaze'	Freeman's Maple	4	2" C/L	B. & B.
AMC	<i>Amelanchier x grandiflora</i> 'A.B.'	Autumn Brilliance Serviceberry	2	10-12' HT.	CLUMP, B. & B.
ZSM	<i>Zakova serrata</i> 'Musoashino'	Musoashino Columnar Zakova	3	2" CAL.	B. & B.
SYR	<i>Syringa reticulata</i> 'Tracy Silk'	Japanese Tree Lilac	2	2" CAL.	B. & B.
GBR	<i>Ginkgo biloba</i> 'Princeton Sentry'	Maidenhair Tree	1	2" CAL.	B. & B.
<b>SHRUBS</b>					
JUN	<i>Juniperus communis</i> var. <i>depressa</i> 'AmiXak'	Blueberry Delight Juniper	37	30" HT.	5 GAL. CONTAINER
VCK	<i>Viburnum carlesii</i>	Korean Spice Viburnum	14	30" HT.	5 GAL. CONTAINER
<b>PERENNIALS AND GRASSES</b>					
COGR	<i>Carex grandiflora</i> 'Hella'	'Hella' Carex	103	#1 CONT.	14" O.C. SPACING
HMCL	<i>Hemerocallis</i> 'Stella de Oro'	Stella de Oro Daylily	155	#1 CONT.	16" O.C. SPACING
PENN	<i>Pennisetum alopecuroides</i> 'Widescens'	Black Flowered Fountain Grass	77	#2 CONT.	30" O.C. SPACING



**LANDSCAPE PLANTING GENERAL NOTES**

- KEEP DISTURBANCE OF ALL AREAS TO A MINIMUM. CONTRACTOR SHALL NOT PARK, STORE OR OPERATE HEAVY EQUIPMENT OR MATERIALS WITHIN THE DRIPLINE OF ANY EXISTING OR PROPOSED TREES ON OR OFF SITE.
- PLACE TREE PROTECTION MEASURES IN ALL AREAS WHERE CONSTRUCTION WILL OCCUR NEAR EXISTING TREES ACCORDING TO TREE PROTECTION DETAIL. CONTRACTOR WILL REPLACE ANY TREES DAMAGED OR DISTURBED BY CONSTRUCTION OPERATIONS THAT OCCUR BEFORE AND AFTER SNOW FENCE PLACEMENT.
- CONTRACTOR IS TO SEED AND PROVIDE 4" MIN. TOPSOIL IN ALL AREAS DISTURBED AS A RESULT OF CONSTRUCTION. SEED SPECIES: STATE-CERTIFIED SEED OF GRASS SPECIES FROM RHINO SEED AND TURF SUPPLY, 577-744-6657, AS FOLLOWS:
 

PROPORTION	SEED TYPE	PURITY	GERMINATION
30%	KENTUCKY BLUEGRASS 88/80	90%	85%
25%	TURF TYPE PERENNIAL RYEGRASS	90%	85%
25%	CREeping RED FESCUE	90%	85%
10%	BARON KENTUCKY BLUEGRASS	90%	85%
10%	KENBLUE KENTUCKY BLUEGRASS	90%	85%
- DECIDUOUS SHADE TREES SHALL BE SELECTED FROM STOCK THAT HAS ITS LOWEST BRANCHES AT 6' HT. MINIMUM FROM FINISH GRADE WHEN PLANTED.
- PLANTING MIXTURE SHALL BE A WELL BLENDED COMBINATION OF THE FOLLOWING MATERIALS: 1/3 TOPSOIL, 1/3 SAND, AND 1/3 PEAT MOSS.
- UNDERGROUND SPRINKLING WILL BE INSTALLED IN ACCORDANCE TO CASCADE TOWNSHIP ORDINANCE, SECTION 20.03, 3.

**LANDSCAPE MAINTENANCE NOTES**

- ANY DAMAGED, DEAD, OR DISEASED PLANT MATERIAL SHALL BE PROPERLY PRUNED AND REMOVED.
- LANDSCAPING SHALL BE INSTALLED WITHIN NINETY (90) DAYS OF COMPLETION OF THE BUILDING OR STRUCTURE, OR UNLESS PERMITTED IN WRITING BY THE PLANNING DIRECTOR AT A LATER DATE.
- PLANTING STAKES SHALL BE REMOVED AFTER ONE GROWING SEASON AND NO LATER.
- MULCH SHALL BE REPLENISHED AND AERATED YEARLY TO PREVENT ROT. MULCH SHALL BE HELD BACK FROM TREE TRUNKS AND SHRUB STEMS 3" TO PREVENT TRUNK ROT.

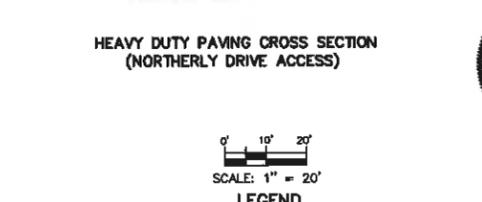
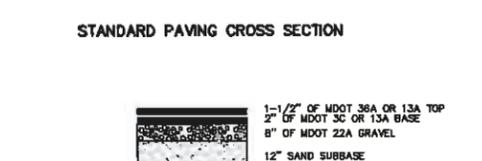
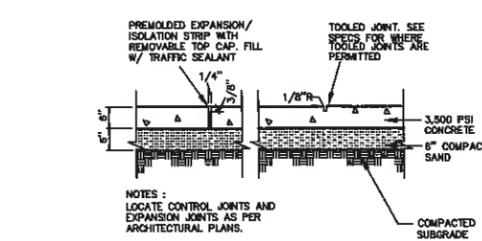
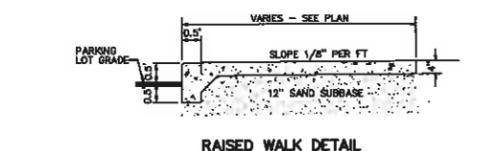
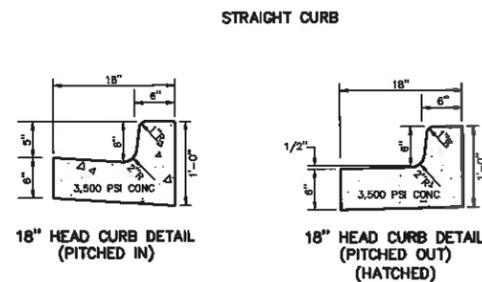
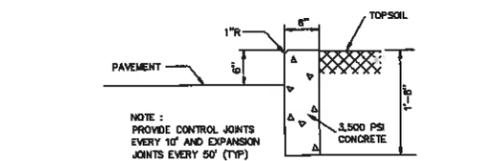
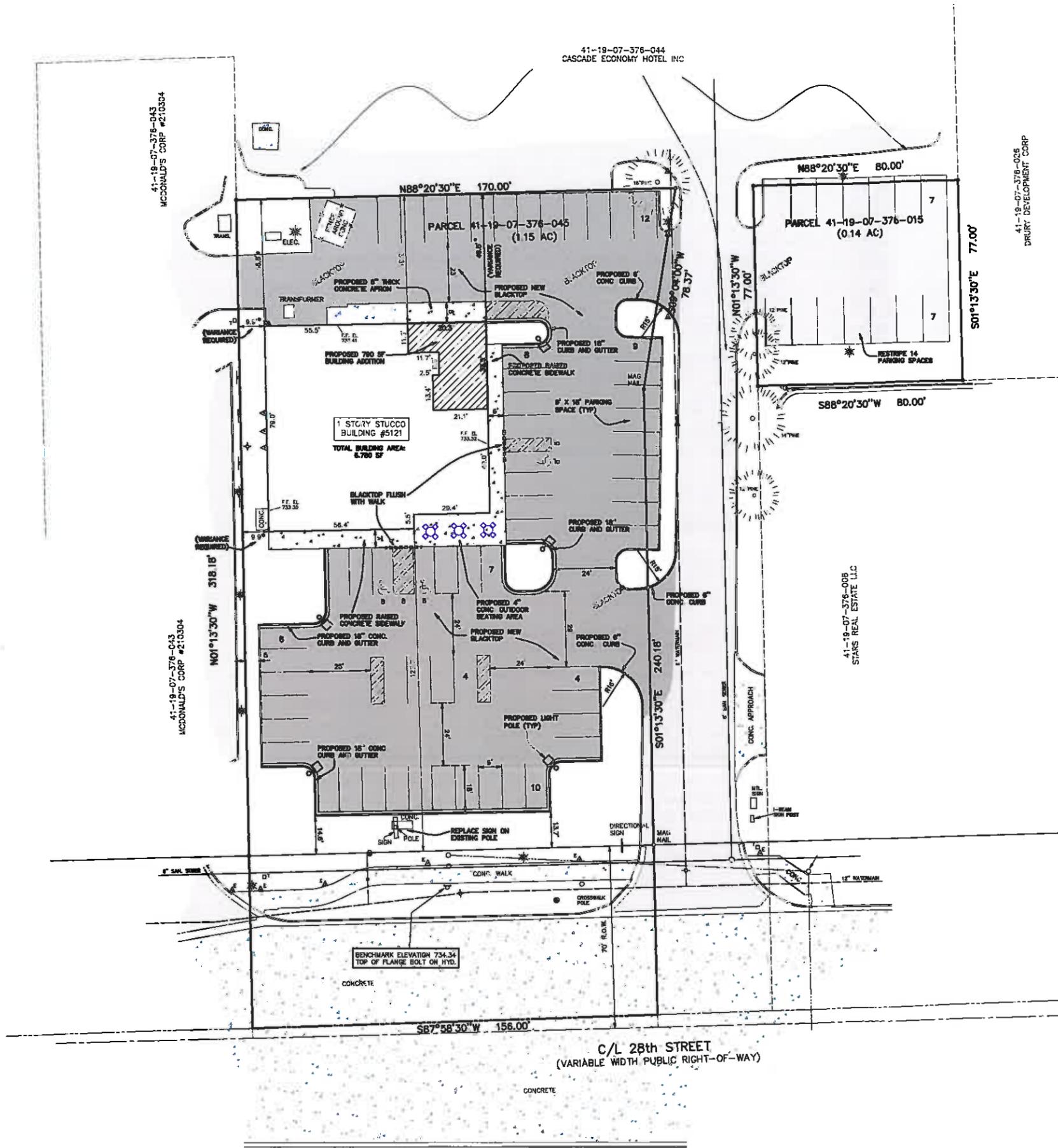
**SITE LANDSCAPE DATA**

EXISTING ZONING: ES EXPRESSWAY SERVICE  
 PARKING LANDSCAPE: REQUIRED = 90 SPACES \* 25 S.F. = 2,250 S.F.  
 PROVIDED = 1,510 S.F.

Site Landscape Plan  
**5121 & 5161 28th Street**  
 Cascade Township, Michigan

DATE: 10/20/2020	ISSUED FOR: ISSUE FOR REASON
P.I.C. P.M. DESIGN	R. JAMES MORGAN C. MARSHAM C. MARSHAM
RJM PROJECT NUMBER <b>15035</b>	
SHEET NAME <b>LANDSCAPE PLAN</b>	
SHEET NUMBER <b>L1.0</b>	





**GENERAL NOTES:**

- Property Description (as furnished from Commitment Number 8746-1). The land referred to in this Commitment, situated in the County of Kent, Township of Cascade, State of Michigan, is described as follows:  
**PARCEL 1:**  
 That part of the Southwest 1/4 of Section 7, Town 6 North, Range 10 West, Township of Cascade, Kent County, Michigan, described as: Beginning at a point on the South line of said section, which is South 87 degrees 57 minutes 30 seconds West 428.0 feet from the Southeast corner of said Southwest 1/4; thence South 87 degrees 58 minutes 30 seconds West 196.0 feet along said South line to the 1/2 line of the East 667.0 feet of said Southwest 1/4; thence North 01 degree 13 minutes 30 seconds West 318.18 feet along said West line; thence North 01 degree 13 minutes 30 seconds East 170.0 feet (parallel with the North right of way; line of 28th Street); thence South 08 degrees 04 minutes West 78.97 feet; thence South 01 degree 13 minutes 30 seconds East 240.18 feet to the Place of Beginning.  
 Tax Item No. 41-19-07-376-045
- EASEMENT PARCEL:**  
 Together with a non-exclusive easement as created, limited and defined in instrument recorded in Liber 2177, page 175, as amended by instrument recorded in Liber 2171, page 1166, Kent County Records.
- PARCEL 2:**  
 That part of the Southwest 1/4 of Section 7, Town 6 North, Range 10 West, Township of Cascade, Kent County, Michigan, described as: Beginning at a point which is South 87 degrees 56 minutes 30 seconds West 382.0 feet and North 01 degree 13 minutes 30 seconds East 133.90 feet from the Southeast corner of said Southwest 1/4; thence North 01 degree 13 minutes 30 seconds West 77.0 feet; thence North 88 degrees 20 minutes 30 seconds East 133.90 feet (parallel with the North right of way line of 28th Street); thence South 01 degree 13 minutes 30 seconds East 77.0 feet; thence South 87 degrees 20 minutes 30 seconds West 170.0 feet to the Place of Beginning.  
 Tax Item No. 41-19-07-376-015
- EASEMENT PARCEL 1:**  
 Together with a non-exclusive easement as created, limited and defined in instrument recorded in Liber 2177, page 175, and as amended by instrument recorded in Liber 3471, page 1166 and in instrument No. 0000910-0019775, Kent County Records.
- EASEMENT PARCEL 2:**  
 Together with a non-exclusive easement as created, limited and defined in instrument recorded in Liber 2177, page 175, and as amended by instrument recorded in Liber 3471, page 1166 and in instrument No. 0000910-0019775, Kent County Records.
- EASEMENT PARCEL 3:**  
 Together with a non-exclusive easement as created, limited and defined in Reciprocal Easement Agreement recorded in Liber 3621, page 1006, Kent County Records.

**2. ZONING:**  
 Current Zoning: - ES - Expressway Service  
 Site area (excluding r/w): - 1.29 Acres (Total of both parcels)

**3. RESTAURANT SITE DATA:**  
 Building Setbacks: ES  
 Front Yard: - 100'  
 Side Yard: - 25'  
 Rear Yard: - 50'  
 E.S. Building Height: - 48' (4 stories)  
 = Variance Required

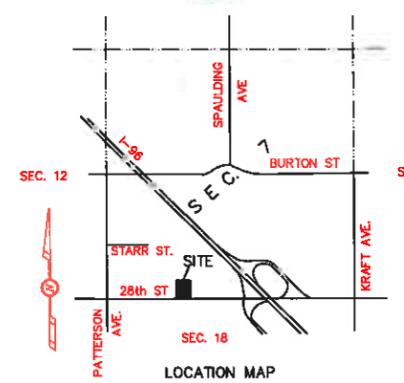
**Proposed Parking Data:**  
 Minimum Dimensions per ordinance:  
 Width: - 9'  
 Length: - 18'  
 2-way Aisle Width: - 24'  
 Total Space Area: - 162 sf

**Required Parking Spaces:**  
 Restaurant - 10 spaces/1000 sf  
 Total Required Spaces: 5,780 sf = 66 spaces  
 Total Proposed Spaces: 74 spaces

**Green area within parking:**  
 74 spaces x 30 sq. ft. = 2,220 sf  
 Proposed = 2,270 sf

**Existing site:** 0.19 ac pervious; 1.10 ac impervious  
**Proposed site:** 0.18 ac pervious; 1.08 ac impervious

- Lighting shall be in accordance with Cascade Township requirements.
- Landscaping shall be in accordance with Cascade Township requirements.
- Site signage shall be approved by Cascade Township (permit required).
- Parking areas contain curb and gutter. All driveways and parking shall be paved with bituminous paving.
- Proposed utilities shall be constructed underground in accordance with all local and state requirements. Water and sewer connections shall be built per City of Grand Rapids approvals and specifications.
- Proposed downspout collection system to be coordinated with architectural plans and connected into storm sewer system.
- Construction to be in accordance with current Cascade Township construction standards.
- Storm water management is to be reviewed by Kent County Drain Commission and Cascade Township. All site storm water is to be collected and outlet to the Patterson County Drain System.

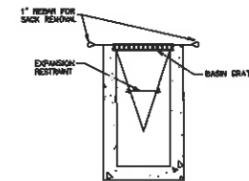
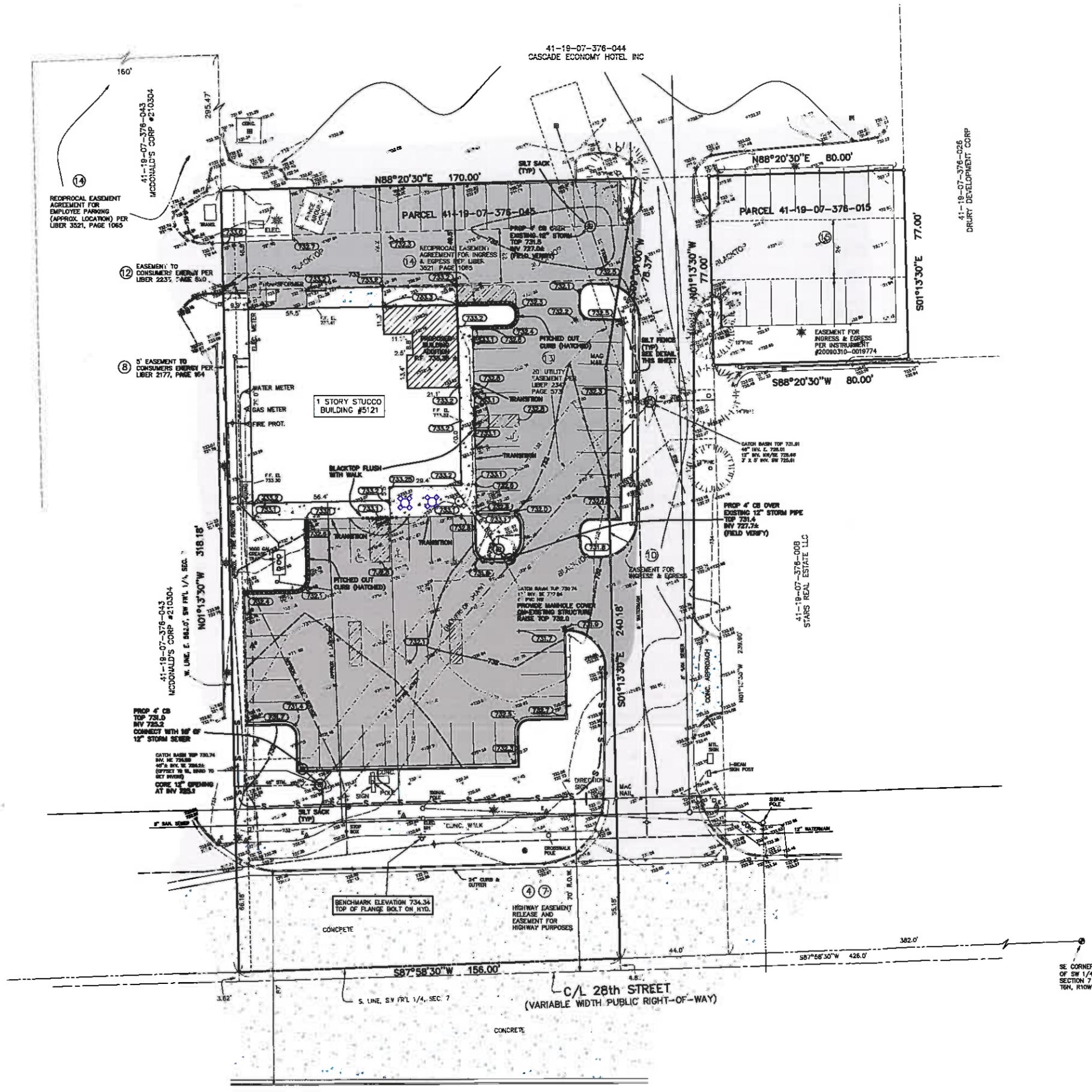


**SITE DEVELOPMENT PLAN**  
 FOR: MATT WILLIAMS  
 ANCHOR PROPERTIES  
 44 GRANDVILLE SW, SUITE 1  
 GRAND RAPIDS, MI 49503  
 RE: 5121 & 5161 28TH ST.

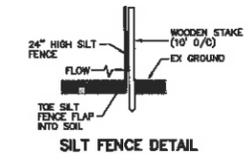
IN: PART OF THE SW 1/4, SECTION 7, T6N, R10W, CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

planners • engineers • surveyors  
 5252 Clyde Park, S.W. • Grand Rapids, MI 49509  
 Phone: (616) 531-3900 Fax: (616) 531-2121  
 www.excelengineering.com

10/15/15 REV. PER OWNER	DATE BY: RGS	F.E. NO.: 151760C
09/28/15 REV. FOR KCCDC SUBMITTAL	APPROVED BY: IRS	
08/22/15 REV. PER OWNER	DATE: 07/27/15	MEET 3 G 4



SILT SACK DETAIL



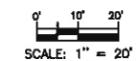
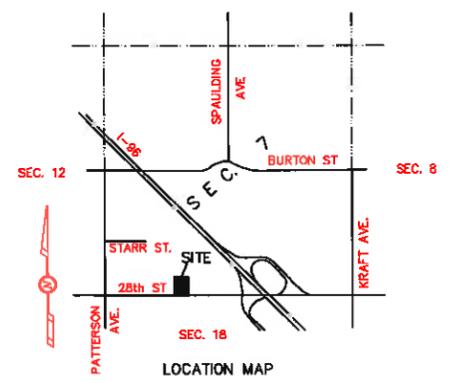
SILT FENCE DETAIL

**SOIL EROSION CONTROL NOTES:**

1. PLACE SILT FENCE AS SHOWN ON PLAN & PER DETAIL.
2. SILT FENCE IS REQUIRED ALONG ALL DOWNSTREAM EDGES OF THE GRADING LIMITS AS SHOWN & MUST REMAIN IN PLACE UNTIL VEGETATION IS UNIFORMLY RE-ESTABLISHED. THE SILT FENCE MUST BE TOED IN A MINIMUM OF 6 INCHES ALONG THE BASE.
3. ALL SOIL EROSION & SEDIMENTATION CONTROL MEASURES SHALL COMPLY WITH KENT COUNTY ROAD COMMISSION PERMIT REQUIREMENTS.
4. EXCESS DIRT IS NOT TO BE PLACED ON ANY AREAS ON OR ADJACENT TO THE SITE WHERE THE PLAN DOES NOT SHOW THE AREA BEING DISTURBED.
5. ALL SOIL EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATIONS, & SHALL BE MAINTAINED UNTIL VEGETATION IS UNIFORMLY RE-ESTABLISHED & THE SITE IS PERMANENTLY STABILIZED.
6. ALL DISTURBED NON PAVED AREAS SHALL HAVE 4\"/>
- 7. PROTECT ALL STORAGE INLETS WITH SILT BLOCKS AND REMOVE SILT SACKS WHEN SITE IS STABILIZED.
- 8. CONTRACTOR TO TAKE NECESSARY PRECAUTION TO ELIMINATE SOIL TRACKING ONTO PUBLIC STREETS. IF TRACKING OCCURS, CONTRACTOR IS RESPONSIBLE TO SWEEP PUBLIC STREETS DAILY.
- 9. ALL SOIL EROSION & SEDIMENT CONTROLS SHALL BE INSPECTED & MAINTAINED ON A DAILY BASIS & IMMEDIATELY FOLLOWING EVERY SIGNIFICANT RAINFALL EVENT.
- 10. ALL EXCESS SPOILS ARE TO BE REMOVED FROM THE SITE. OTHERWISE STOCKPILES MUST BE PROVIDED WITH TEMPORARY AND PERMANENT STABILIZATION MEASURES.
- 11. TOTAL SITE DISTURBANCE: 0.78 ACRES

**STORM SEWER NOTES:**

1. CATCH BASINS (CB) WITHIN CONC CURB & GUTTER SHALL HAVE EJIW NO. 7045 CASTING W/ M1 GRATE & 2\"/>
- 2. CATCH BASINS (CB) WITHIN BLACKTOP SHALL HAVE EJIW NO. 5105 CASTING & 2\"/>
- 3. STORM SEWER SHALL BE CONCRETE (C-7-II) OR ADS N-12 OR APPROVED EQUIV.



**LEGEND**

- = IRON STAKE FOUND
- = IRON STAKE SET
- = MONUMENT
- ⊕ = UTILITY POLE & GUY WIRE
- ⊙ = LIGHT POLE
- ⊙ = SIGN
- ⊕ = HYDRANT
- ⊕ = VALVE
- ⊕ = CATCH BASIN
- = MANHOLE
- △ = BURIED GAS LINE MARKER
- ⊕ = POST INDICATOR VALVE
- ⊕ = MONITORING WELL
- = FENCE LINE
- = OVERHEAD WIRES

<b>SITE GRADING AND SOIL EROSION CONTROL PLAN</b>		RE: 5121 & 5161 28TH ST.	
FOR: MATT WILLIAMS ANCHOR PROPERTIES 44 GRANDVILLE SW, SUITE 1 GRAND RAPIDS, MI 49503			
IN: PART OF THE SW 1/4, SECTION 7, T6N, R10W, CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN			
REV: 01	DATE: 10/15/15	BY: RCB	FILE NO: 15-700E
REV: 02	DATE: 09/28/15	BY: TWS	APPROVE: B.S.
REV: 03	DATE: 05/22/15	BY: TWS	DATE: 07/22/13
		10/15/15 REV. PER OWNER 09/28/15 REV. FOR KCCD SUBMITTAL 05/22/15 REV. PER OWNER	
SHEET 4 OF 4		1000 P. STULL ENGINEER No. 38273 LICENSED PROFESSIONAL ENGINEER	

STAFF REPORT

TO: Cascade Charter Township Planning Commission  
FROM: Steve Peterson, Community Development Director  
REPORT DATE: November 5, 2015  
MEETING DATE: November 16, 2015  
CASE: #15-3282/Thornapple Pointe Subdivision

GENERAL INFORMATION

- A. Applicant: Buffum Builders  
144 44<sup>th</sup> St SW  
Grand Rapids MI 49548  
Telephone: 538-4663
  
- B. Status of Applicant: Developer
  
- C. General Location: The property is located on the South side of 48<sup>th</sup> St just east of M-6.
  
- D. Requested Action: approval of a new platted subdivision for 21 single family detached homes.
  
- E. Existing Zoning on Subject Parcels: R1, Residential
  
- F. Zoning on Adjoining Parcels:  
  
N – ARC, Agricultural Rural Conservation  
S– R1, Residential  
E– R1, Residential  
W- ARC, Agricultural Rural Conservation
  
- G. Parcel Size: Approximately 39 Acres
  
- H. Existing Land Use on Subject Parcel: Vacant
  
- I. Adjacent Area Land Uses:  
North - Golf Course  
East - Residential  
South - Residential  
West - Vacant/M-6

## STAFF ANALYSIS

1. The applicant is requesting Tentative Preliminary Plat approval. The development would allow for a new platted subdivision for 21 single family detached homes on a new public road. A platted subdivision does not require a public hearing.
2. The development will not be seeking any deviations from our subdivision ordinance.
3. The property is zoned R1 and is Master Planned Suburban Residential, which is essentially an extension of the residential zoning district.
4. The areas is not served by water and sewer and therefore the property would have to get approval from the KCHD for on-site well and septic.
5. The site does not have access to the Thornapple River.
6. There are no projects in the Capital Improvement Plan that would be activated as a result of this project.
7. The applicant has chosen the "25% private open space" method for determining minimum lot size. This method requires a minimum lot size of 40,000 sq.ft. The open space provided is calculated after removing the non-buildable portion of the property.
8. The lots range in size from 40,000 to almost 56,000 sq ft. with an average lot size of 41,512 sq ft.
9. This plan meets our subdivision ordinance for density and lot size requirements.
10. The platting process is a little different than what you are used to seeing with the PUD rezoning process. The platting process does not require a public hearing but does require the applicant to submit more detailed information each time. For this stage you are simply providing a recommendation to the Township for their consideration.
11. The plan does include access to both neighboring properties, this will need to be approved by the KCRC.
12. They will have to enter into an agreement for maintenance of the storm water system.
13. As with all of our residential developments, the developer will be required to install an airport recognition statement in the deed restrictions.
14. The applicant has not indicated any light poles or street trees on the plan.
15. The subdivision plan is located inside the utility service area. Although utilities are not planned we have required others to enter into a SAD agreement for future service.
16. Tentative Approval of a Preliminary Plat shall guarantee that the general terms and conditions under which approval was granted will not be changed by the Township, and further, shall confer upon the subdivider approval of lot sizes, lot orientation,

and street layout for a period of one (1) year from the date of tentative approval. Such tentative approval may be extended if applied for by the subdivider and granted by the Township Board in writing.

#### STAFF RECOMMENDATION

Staff believes this project meets the requirements for tentative preliminary plat approval of our subdivision ordinance is consistent with the Master Plan. Staff Recommends approval of the plan with the following conditions:

1. Submit the required information for Final Preliminary Plat approval.
2. Copy of the proposed deed restrictions, including the airport recognition statement and sewer and water SAD agreement.
3. Show location and type of light poles.
4. Show location and type of street trees.
5. Block grading plan for storm water runoff from home sites.

If you approve the plan, the development will go before the Township Board for tentative preliminary approval. Once approved by the Township Board, it will come back to you again with the additional information for final preliminary plat approval.

Attachments: Site Plan  
Location Map  
Attachments from the applicant



7482 Main Street • Jenison, MI 49428  
Phone (616) 457-7050 • Fax (616) 457-8680

October 30, 2015

Mr. Steve Peterson  
Cascade Township  
2865 Thornhills, SE  
Grand Rapids, MI 49506

RE: Thornapple Pointe Estates

Dear Steve,

Enclosed is a set of plans as follows:

1. Site Plan
2. Steep slope plan. Note: The soils inventory map only indicates steep slopes at the South end of the project. I used the contour information to show slope areas, both moderate and steep. This was needed in order to calculate the open space development. I have included an 8-1/2 X 11 copy of the soils map for your use.
3. A wetlands inventory map. This doesn't show wetlands on the site, but indicates that soils show potential for wetlands.
4. A grading plan with limits of grading shown.

There are no floodplains that encroach on this property. (The property is well above the Thornapple River)

The plans have been submitted to the Kent County Health Department for their review.

The site will be served by on-site sewer and private wells, so no sanitary sewer or water mains are shown. Storm sewers have been added to the site plan.

No restrictions are proposed at this time, although, after the Kent County Health Department and Kent County Drain Commission finish their review, they typically have restrictions to be placed on the lots. We do not have them yet for submittal.

The trees, 4" and larger, have not yet been located. This site has been farmed in the past, and few trees are located in the interior of the site. The trees along the perimeter (East – West property lines) will not be disturbed. Most of the trees near the South end of the Site will remain, except for the area around the proposed cul-de-sac. (See Grading Plan)

Please feel free to call with any questions or concerns.

Yours Truly,

FEENSTRA AND ASSOCIATES, INC.

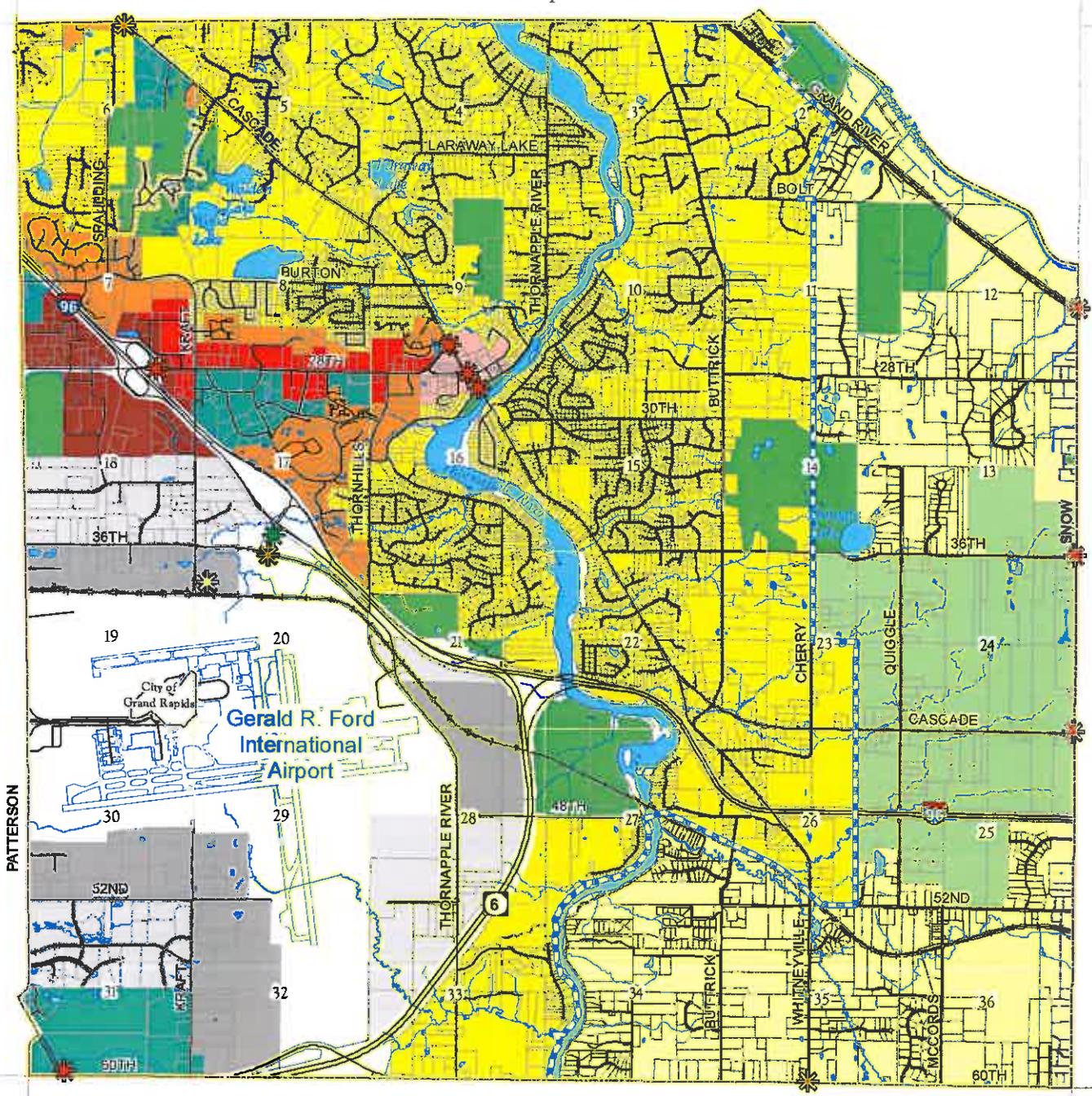
Randal D. Feenstra

Ada Twp

City of Kentwood

Lowell Twp

Caledonia Twp



Cascade Charter  
Township  
Kent County, Michigan

Map 15  
Future Land Use

Legend

- Gateway Feature
- Park 'n' Ride
- Rail Station
- Utility Service Area

- Farmland Preservation
- Rural Residential
- Suburban Residential
- Community Residential
- Village Commercial
- General Commercial
- Highway Commercial
- Mixed Use
- Heavy Industrial
- Light Industrial
- Community Facility / Golf Course



**WILLIAMS & WORKS**  
 1254 RES. All Rights Reserved  
 This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not necessarily for location and should be called through other means. Any use of this information is subject to the terms and conditions of the license agreement. For more information, contact the Office of Public Records at 1254 RES.

**Williams & Works**  
 engineers planners designers  
 414.224.1820 phone • 414.224.1891 fax  
 141 Ocean Avenue, 10th Floor • Grand Rapids, MI 49503

April 22, 2009



## OFFICE OF THE DRAIN COMMISSIONER

*William R Byl, Drain Commissioner*

October 15, 2015

David Hanko, P.E.  
Feenstra & Associates, Inc.  
7482 Main Street  
Jenison, MI 49428

**RE: Thornapple Pointe Estates  
Section 23, T6N, R10W, Cascade Township  
KCDC File No. 1880**

Dear Mr. Hanko,

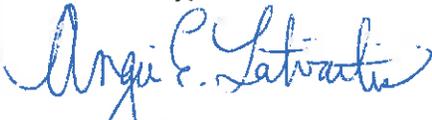
We have reviewed the preliminary plans submitted on October 14, 2015 for Thornapple Pointe Estates. Preliminary approval is granted at this time. We offer the following comments that shall be addressed with the construction submittal:

1. Construction plans and design computations shall be submitted for approval prior to construction. Construction shall NOT begin until construction approval has been granted. A profile shall be included of all storm sewer and floodways in the construction plans.
2. A county drain shall be established to provide for the future maintenance of the detention pond. Under Section .433 (5) of the Drain Code, a private drain may be established as a county drain by agreement between the landowner and the Drain Commissioner. Further, the developer shall deposit \$2,500.00 with the drain office for future maintenance of the drain.
3. The Office of the Drain Commissioner recommends that the bottoms of all detention basins have a 4% minimum cross and longitudinal slope. Installing an underdrain is an acceptable alternative to this requirement, which allows the bottom grade of the detention basin to be reduced to 2%. The underdrain shall be constructed in the following manner:
  - The underdrain shall be one of the last items to be installed to eliminate any sediment build-up that would cause the underdrain to not function properly.
  - A geotextile fabric shall be laid in the excavated trench first.
  - The perforated drain pipe shall be covered with washed stone.
  - Both stone and drain shall then be wrapped with the geotextile and backfilled with sandy porous material.

- Please see Appendix G of Subdivision Rules for a detail.
4. The following design computations shall be submitted for approval:
- Detention basin storage volume calculations. Any offsite drainage that is collected in the storm sewer shall be accounted for in the detention calculations.
  - Restricted outlet sizing
  - Spillway sizing
  - Show that the first 1/2" of runoff is being stored and released within 12-24 hours.
  - A drainage study map that shows contributing area to each component in the storm network. Include any offsite contribution. M-6 has a 30-in storm sewer that is carried to the site and only a 24-in culvert in 48<sup>th</sup> Street. If the detention outlet is being carried north through the 24-in culvert, verify that the M-6 flow doesn't cause additional restriction to the outlet.
5. Due to the natural contours, some backyard drainage will continue to drain offsite without being detained. The Drain Office will allow this under two conditions:
- All drainage from directly connected impervious area (roof and driveway) be collected within the proposed street and incorporated into the storm sewer system.
  - Provide no-net increase runoff calculations and map that compares the historical drainage area in a pre-developed state to the developed. No increase will be allowed.

If you have any questions, please contact the Drain Office.

Sincerely,



Angie E. Latvaitis  
Staff Engineer  
Office of the Kent County Drain Commissioner

- cc. file  
Platboard  
Brian Beuche, Road Commission  
Norm Buffum, Buffum Builders  
Steve Peterson, Cascade Township  
Mike Berrevoets, FTC&H



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan  
49546-7140

## PLANNING & ZONING APPLICATION

**APPLICANT:** Name: BUFFUM BUILDERS LLC  
 Address: 144 44<sup>th</sup> Street SW  
 City & Zip Code: Grand Rapids, MI 49548  
 Telephone: 538-4663  
 Email Address: norm@buffumbuilders.com

**OWNER: \* (If different from Applicant)**  
 Name: William Stouffer  
 Address: 2900 Alden Nash Ave  
 City & Zip Code: Lowell, MI 49331  
 Telephone: 616-293-2792  
 Email Address: estouffer@grar.com

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 checked="" type="checkbox"/> <del>P.U.D. - Rezoning *</del>
<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 checked="" 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:\*\*

Open Space Subdivision.

(\*\*Use Attachments if Necessary)  
-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY\*\*:

SEE PLAT MAP

(\*\*Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 - 27-301-027

ADDRESS OF PROPERTY: 7280 48th St. SE

PRESENT USE OF THE PROPERTY: Vacant

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR  
EQUITABLE INTEREST IN THE PROPERTY:

Name(s) \* SEE Attached

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.)*

Emory H. Stouffer

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

Emory H. Stouffer

Owner's Signature & Date  
(\*If different from Applicant)

NORM BUFFUM

Applicant - Print or Type Name

Norm Buffum 10-15-15

Applicant's Signature & Date

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

<input checked="" type="checkbox"/> Scale not more than (1"=200')	Location of existing wetl
<input checked="" type="checkbox"/> A vicinity map	<input checked="" type="checkbox"/> Location & type of significant existing county drains and/or manmade surface drainage properties
<input checked="" type="checkbox"/> Date site plan was prepared	<input checked="" type="checkbox"/> Zoning on adjacent properties
<input checked="" type="checkbox"/> Name, address, & professional seal of preparer	<input checked="" type="checkbox"/> Address as assigned by Kent County Road Commission
<input checked="" type="checkbox"/> North Arrow	Location of all storage sheds NA
<input checked="" type="checkbox"/> Legend	Location of all proposed accessory structures NA
<input checked="" type="checkbox"/> Legal description based on most current survey	Location of all dumpsters or trash removal areas or devices. Include provisions for screening. NA
<input checked="" type="checkbox"/> Property lines and dimensions	Locations and type of all exterior lighting NA
<input checked="" type="checkbox"/> Building setback distances	Location of all signs NA
<input checked="" type="checkbox"/> All structures and lot lines within 50 feet of site (including fire hydrants)	Location and size of any walls, fences or other screening provision NA
<input checked="" type="checkbox"/> Existing and proposed topographic elevations at 2 ft. intervals on the site. (All data needs to be shown based on USGS datum).	Fire Lanes NA
<input checked="" type="checkbox"/> Existing & proposed topographic elevations shown as dotted and solid lines respectively,	Acceleration/Deceleration lanes
Location of existing building NA	Location of proposed parking areas & access drives NA
Location of proposed building NA	Number of parking spaces & aisles NA
Intended use of proposed building NA	Dimensions of spaces & aisles NA
Length, Width, & Height of proposed building. NA	Location of parking blocks, landscape timbers, etc NA
Building facade and elevations. Including window and wall signs. NA	Location of loading areas NA
Use group for all building(s) NA	Location of handicapped spaces and access ramps NA
Construction type for all building(s) NA	Type of parking lot surface NA
Bridges NA	First floor area of each building NA
<input checked="" type="checkbox"/> Location of abutting streets. (Label Public or Private)	Square footage of proposed building(s) NA
<input checked="" type="checkbox"/> Location of curb cuts	Floor plan of proposed building(s) NA
<input checked="" type="checkbox"/> Location of Rights-of-Way	Location of all sidewalks
Location of service drives NA	Location of bike paths NA
<input checked="" type="checkbox"/> Locations of curbs	Location of other walkways NA
Location of access easements serving the site NA	Location of all existing & proposed utility poles
<input checked="" type="checkbox"/> Location of driveways opposite the site 100 feet	<input checked="" type="checkbox"/> Tree line of wooded area
Location & size of all water lines* NA	Individual trees larger than 18 inches in diameter
Location & size of sanitary sewer line* NA	<input checked="" type="checkbox"/> Area left intended to be usable open space. Label Public or private
Location & size of storm drainage lines* Include location of hook up to building if applicable NA	Designated buffer yard areas NA
<input checked="" type="checkbox"/> Direction of storm water drainage & how storm water runoff will be handled	Location of all proposed landscape materials, including size and type of planting in accordance with the Cascade Township Zoning Ordinance Chapter XX NA
Location of catch basins	Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable material or hazardous material NA

<input checked="" type="checkbox"/> Location of utility easements	Location of septic tanks :    rain fields <i>NA</i>
<input checked="" type="checkbox"/> Location and type of significant existing water courses or existing bodies of water	
I hereby certify that I have submitted all the planning and zoning review items listed above or that any missing items have been specifically waived in writing by the Planning Department. Failure to submit a complete application will result in a delay of the review of my application.	<b>PLANS WILL NOT BE ACCEPTED WITHOUT SEAL OF PREPARER</b>
Signature of person who prepared site plan:	
X <i>[Handwritten Signature]</i>	Date: <i>10-15-15</i>









## MEMORANDUM

**TO:** Cascade Township Planning Commission  
**FROM:** Steve Peterson, Community Development Director  
**DATE:** November 10, 2015  
**RE:** Kent County Road Commission Five-Year Road Improvement Plans

For your information, I have reviewed the Kent County Road Commission's five-year (2016 - 2020) road improvement plan for Cascade Township and have listed the proposed projects in Cascade Township in the following table.

<i><b>ROAD</b></i>	<i><b>PROJECT LIMITS</b></i>	<i><b>IMPROVEMENT</b></i>
<b>2016</b>		
Cascade Rd	Hall St to Burton St	Reconstruct to 5 lanes
48 <sup>th</sup> St	Whitneyville Ave to Thornapple River Dr	Sealcoating
Patterson Ave	M-37 to 60 <sup>th</sup> St	Sealcoating
Buttrick Ave	South of Bolt to 28 <sup>th</sup> St	Sealcoating
Bolt Dr	Buttrick Ave to east of gravel	Sealcoating
Local road overlays will be reviewed by KCRC maintenance department and Township Manager in the spring.		
<b>2017</b>		
28 <sup>th</sup> St	Kraft Ave Intersection	Capacity/Safety Improvement
<b>2018</b>		
Kraft Ave	36 <sup>th</sup> St to 28 <sup>th</sup> St	Resurface
<b>2019</b>		
none		
<b>2020</b>		
none		

Cascade Charter Township  
Kent County Michigan  
RESOLUTION \_\_\_ OF 2015

RESOLUTION OF SUPPORT TO ADOPT THE CASCADE CHARTER TOWNSHIP  
CAPITAL IMPROVEMENT PLAN 2016-2021

Whereas, a Capital Improvement Plan is a tool that can be used to implement the Township Master Plan.

Whereas, the Capital Improvement Plan is a budgeting process used to determine public improvement needs over a 6-year period.

Whereas, the Capital Improvement Plan will assist the Township in making decisions for Improvements to its roads, parks, utilities and public buildings.

Whereas, the Capital Improvement Plan represents sound planning and management techniques that improve the efficiency and economy of local government.

Now Therefore Be It Resolved, that the Cascade Charter Township Planning Commission adopts the 2015-2020 Capital Improvement Plan for Cascade Charter Township and that it be forwarded to the Township Board for their adoption as well.

The foregoing Resolution was offered by Member \_\_\_\_\_, supported by Member \_\_\_\_\_ . The roll call vote being as follows:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

---

Al Pennington  
Planning Commission Chairperson



**Cascade Charter Township  
Kent County, Michigan**

**2016 – 2021  
Capital Improvements Plan**

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## Chapter 1 - Executive Summary

### Overview

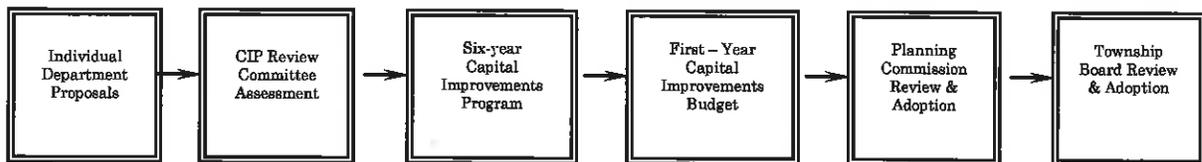
The capital improvements program (CIP) outlines a schedule of public service expenditures over the ensuing six-year period (Fiscal Years 2016-2021). The CIP does not address all of the capital expenditures for the Township, but provides for large, physical improvements which are permanent, including the basic facilities, services and installations needed for the functioning of the community. These include utilities, municipal facilities and other miscellaneous projects.

To qualify for inclusion into this initial CIP, a project must be consistent with 1) an adopted or anticipated component of the master plan, 2) a state and/or federal requirement, or 3) a Township approved policy. The minimum project cost for a CIP project is \$5,000.

Preparation of the capital improvements program is done under the authority of the Township Planning Act (PA 168 of 1959, as amended). A significant amount of informational language is included to help citizens, staff and elected officials understand the complexity of the program and guide its future development. Subsequent CIP documents will be reviewed by the Planning Commission with the goal that the CIP will help implement the Township's Master Plan.

The capital improvements program proposes project funding relative to the anticipated availability of fiscal resources and the choice of specific improvements to be achieved throughout the six-year plan.

### The Capital Improvements Program



- ❖ **Six – Year Capital Improvements Plan**
  - Mid-range planning document.
  - Describes all proposals submitted by individual departments.
  - Includes an assessment & prioritization of each project.
  - Adopted by Planning Commission.
  - Submitted to Township Board for approval.

- ❖ **First – year Capital Improvements Budget**
  - Short – range budget document.
  - Recommends which of these capital needs should be funded.
  - Identifies the expected revenue sources.
  - Submitted by the Township Manager to Township Board for adoption.

## **Organization**

The Capital Improvements Program is divided into three major sections.

- ❖ **The first section provides general information about the Township’s programming. It contains:**
  - Introduction
  - Program Summary
  - Program Policies
  - Program Funding
- ❖ **The 2016 Recommended Capital Improvements Budget provides information on projects for the first fiscal year of the plan. It contains:**
  - Project Type
  - Project Name
  - Total Project Cost
  - 2016 Funding Requirements
  - Funding Source
- ❖ **The 2016-2021 Capital Improvements Plan lists individual capital projects on separate pages within each section, divided by project types. Each project page contains:**
  - A brief description of the project.
  - Proposed scheduling.
  - A narrative assessment and justification.
  - A statement regarding the project’s anticipated impact on operating expenses.
  - Cost and funding source information.
  - Project priority ranking
  - Anticipated year of implementation

### Project Prioritization

Staff assessed all capital needs and gave each project a priority rating. The rating figure indicates whether a project is:

- ❖ **Essential:** urgent, high priority project that should be done if at all possible.
- ❖ **Desirable:** high priority project that should be done as funding becomes available.
- ❖ **Acceptable:** worthwhile project to be considered if funding is available.
- ❖ **Deferrable:** low priority project which can be postponed.

### The Totals

- ❖ The total capital need over the next six years includes 49 projects, totaling \$24,387,000.

<u>Project Type</u>	<u>Number of Projects</u>	<u>Six – Year Plan FY 2016-2021</u>
<b>GF - Administration</b>	6	\$10,541,500
<b>GF - Building &amp; Grounds</b>	2	\$115,000
<b>GF - Cemeteries</b>	3	\$860,000
<b>GF – Parks</b>	3	\$350,000
<b>GF - Planning</b>	5	\$855,000
<b>Fire Fund</b>	8	\$725,500
<b>Dam Repair Fund</b>	2	\$230,000
<b>Pathways Fund</b>	8	\$2,075,000
<b>Utility Fund</b>	4	\$2,365,000
<b>DDA Fund</b>	6	\$6,220,000
<b>Building Fund</b>	0	\$0
<b>Library Fund</b>	2	\$50,000
<b>TOTALS</b>	<b>49</b>	<b>\$24,387,000</b>

**Projects**

There are 49 projects totaling \$24,387,000 that are submitted as part of this initial Capital Improvements Program. Here are the 19 first-year projects, totaling \$3,245,000, ranked by their priority.

<i>Projects</i>	<i>Project Need*</i>	<i>Funding Prospects</i>
<b>Essential (Total - 7 Projects \$884,500)</b>		
Local Road Maintenance	\$350,000	General Fund
28 <sup>th</sup> Street/I-96 Entryway Sign	\$110,000	General Fund, DDA, Developer
Brush Truck Replacement	\$36,500	Fire Fund
Chief Response Vehicle Replacement	\$45,000	Fire Fund
Mobile Data Computers	\$23,000	Fire Fund
Georid Wall Repair	\$20,000	Dam Fund
Central Township Water Pressure	\$300,000	Infrastructure Revolving Fund
<b>Desirable (Total - 12 Project \$2,360,500)</b>		
Storm Drain Rehab Program	\$300,000	General Fund
Administrative Copier	\$15,000	General Fund
Replacement Terminal Server	\$6,500	General Fund
30 <sup>th</sup> Street Cemetery Expansion	\$800,000	General Fund
F-450 Dump Truck Replacement	\$70,000	General Fund
Cascade Rec Park ADA Playground	\$300,000	General Fund
28 <sup>th</sup> Street/Patterson Entryway Sign	\$80,000	General Fund, DDA
Replacement Physical Fitness Equip	\$11,000	Fire Fund
BulleX Digital Fire Training System	\$18,000	Fire Fund
TRD Utility Extension	\$715,000	IRF, Special Assessment
28 <sup>th</sup> Street Sidewalk – Hotel to Drury	\$20,000	DDA
Library Furniture & Fixtures	\$25,000	Library Fund
<b>Acceptable (Total - Projects \$0)</b>		
<b>Deferrable (Total - Projects \$0)</b>		

**Timing**

The proposed expenditures are distributed as follows:

**Department Highlights**

General Fund -Administration							
	Project Costs						
Project Title:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Local Road Maintenance	350,000	350,000	350,000	350,000	350,000	350,000	2,100,000*
Storm Drain Rehab. Program	300,000	100,000	100,000	100,000	100,000	100,000	800,000*
Township Hall Construction		7,540,000					7,540,000*
Township Hall/Fire Department Parking Lot Repave		80,000					80,000
Administrative Copier	15,000						15,000
Replacement Terminal Server	6,500						6,500
<b>Totals</b>	<b>671,500</b>	<b>8,070,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>10,541,500</b>

\*Project anticipated to be financed over a period of years

General Fund – Buildings & Grounds (101)							
	Project Costs						
Project Title:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
F-450 Dump Truck Replacement	70,000						70,000
F-350 Crew Cab Replacement		45,000					45,000
<b>Totals</b>	<b>70,000</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>

\*Project anticipated to be financed over a period of years

**Cascade Charter Township Capital Improvements Program 2016-2021**

<b>General Fund – Cemetery (101)</b>							
<b>Project Costs</b>							
<b>Project Title:</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>TOTAL</b>
30 <sup>th</sup> Street Cemetery Expansion	800,000						800,000
Whitneyville Cemetery Improvements			30,000				30,000
Snow Cemetery Improvements					30,000		30,000
<b>Totals</b>	<b>800,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>860,000</b>

\*Project anticipated to be financed over a period of years

<b>General Fund – Parks (101)</b>							
<b>Project Costs</b>							
<b>Project Title:</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>TOTAL</b>
Cascade Rec Park Accessible Playground	300,000						300,000
Tassel Park Fishing Pier			25,000				25,000
McGraw Park Fishing Pier			25,000				25,000
<b>Totals</b>	<b>300,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

\*Project anticipated to be financed over a period of years

<b>General Fund – Planning (101)</b>							
<b>Project Costs</b>							
<b>Project Title:</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>TOTAL</b>
28 <sup>th</sup> Street / I-96 Entryway Sign.	110,000						110,000
28 <sup>th</sup> Street / Patterson Entryway Sign	80,000						80,000
36 <sup>th</sup> Street Interchange Entryway Sign		275,000					275,000
Bus Stop – Meijer Commuter Lot (others)		30,000	30,000	30,000	30,000	30,000	150,000
Entryway Sign Program			60,000	60,000	60,000	60,000	240,000
<b>Totals</b>	<b>190,000</b>	<b>305,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>855,000</b>

\*Project anticipated to be financed over a period of years

Cascade Charter Township Capital Improvements Program 2016-2021

Fire Department Fund - 201							
	Project Costs						
Project Title:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Brush Truck Replacement	36,500						36,500
Chief Response Vehicle Replacement	45,000						45,000
Physical Fitness Equipment	11,000						11,000
BullEx Digital Fire Training System	18,000						18,000
Mobile Computers/Modems	23,000						23,000
Department Training Facility		300,000					300,000
Department Air Bottle Fill Station		42,000					42,000
Rescue Truck Replacement		250,000					250,000
<b>Totals</b>	<b>133,500</b>	<b>592,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>725,500</b>

\*Project anticipated to be financed over a period of years

Cascade Dam Repair Fund (211)							
	Project Costs						
Project Title:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Georid Wall Repair	20,000						20,000
Cascade Dam Fish Ladder/Wall Repairs		210,000					210,000
<b>Totals</b>	<b>20,000</b>	<b>210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>230,000</b>

\*Project anticipated to be financed over a period of years

Cascade Charter Township Capital Improvements Program 2016-2021

Pathway Fund (216)							
Project Costs							
Project Title:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Pathway Extension – Thornapple River Dr.		300,000					300,000
Pathway Extension – Cascade Rd (DDA) (Part II)			400,000				400,000
Pathway Extension – Cascade Road (II)				270,000			270,000
Pathway Extension – Burton Street				400,000			400,000
Pathway Extension – Thornapple Elem.					120,000		120,000
Pathway Extension – Pine Ridge Elem. (I)					150,000		150,000
Pathway Extension – Pine Ridge Elem. (II)					135,000		135,000
Pathway Extension – Cascade Road (I)						300,000	300,000
<b>Totals</b>	<b>0</b>	<b>300,000</b>	<b>400,000</b>	<b>670,000</b>	<b>355,000</b>	<b>300,000</b>	<b>2,075,000</b>

\*Project anticipated to be financed over a period of years

Utility Revolving Fund (246)							
Project Costs							
Project Title:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Central Township Water Pressure Project	300,000						300,000
Thornapple River Drive Utility Extension	715,000						715,000
Burton St. Highway Crossing - Watermain				350,000			350,000
Water/Sewer Extension – 52 <sup>nd</sup> Street					1,000,000		1,000,000
<b>Totals</b>	<b>1,015,000</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>1,000,000</b>	<b>0</b>	<b>2,365,000</b>

\*Project anticipated to be financed over a period of years

**Cascade Charter Township Capital Improvements Program 2016-2021**

<b>Downtown Development Authority Fund (248)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>TOTAL</b>
28 <sup>th</sup> Street Sidewalk – Hotel to Drury	20,000						20,000
Community Gathering Area		500,000	500,000	500,000	500,000		2,000,000*
Purchase of Riverfront Properties	TBD	TBD	TBD	TBD	TBD	TBD	3,000,000**
Pathway Extension – Cascade Rd (Part I)			400,000				400,000
Village Area Gateway Improvements				500,000			500,000
28th Street Mid-Block Crossing					300,000		300,000
<b>Totals</b>	<b>20,000</b>	<b>500,000</b>	<b>900,000</b>	<b>1,000,000</b>	<b>800,000</b>	<b>0</b>	<b>6,220,000</b>

\*Project anticipated to be financed over a period of years  
 \*\* Not all funding to come from DDA

<b>Building Department Fund (249)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>TOTAL</b>
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

\*Project anticipated to be financed over a period of years

<b>Library Fund (270)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>TOTAL</b>
Library Furniture and Fixtures	25,000						25,000
Library Carpet Replacement					25,000		25,000
<b>Totals</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>50,000</b>

\*Project anticipated to be financed over a period of years

**GRAND TOTAL BY YEAR:**

2016 -	\$ 3,245,000
2017 -	\$ 10,022,000
2018 -	\$ 1,920,000
2019 -	\$ 2,560,000
2020 -	\$ 2,750,000
2021 -	\$ 840,000
<u>TBD -</u>	<u>\$ 3,000,000</u>
<b>TOTAL -</b>	<b>\$ 24,387,000</b>

## **Chapter 2 - Introduction**

Several factors influence infrastructure management, including the type of project being considered and the financing options available to fund the project. Whether to develop a new neighborhood park or to extend sewer or water lines to an existing neighborhood is a difficult decision when a choice has to be made between them. The Township may not have enough money available for all the projects it would like to do. The challenges to retain and/or expand Township services in the midst of shrinking resources and increasing costs has put pressure on Township government to make its limited capital resources work more efficiently. Administration, elected and appointed officials, and staff have taken several steps to make its capital expenditures more closely reflect its long-range objectives. One such stride is the continuing commitment to ensure that the most needed projects are funded and that the results are those that are called out in the adopted plans and policies. The capital improvements plan accomplishes this.

### **Capital Improvements Projects**

Projects generally considered capital improvements are large, expensive and permanent in nature. They often place a continuing financial burden on the Township (planning and design, maintenance, operations, energy requirements, legal responsibilities, etc.). The capital improvements program addresses all of the capital expenditures for the Township that are valued over \$5,000. It represents the large projects in the near future.

The Capital Improvements Budget (CIB) shows projects scheduled to be funded in the upcoming fiscal year. Voting to accept the Capital Improvements Budget does *not* mean that Township Board approves all the projects that it contains. Acceptance acknowledges only that they agree with the Township Manager that these projects represent a reasonable interpretation of the upcoming needs for the Township.

### **The Relationship between the Capital Improvements Budget and the Annual Budget**

As indicated above, the capital improvements budget includes projects that anticipate funding in the first fiscal year. The annual budget itemizes the money needed for all municipal purposes during the next fiscal year. This includes the day-to-day operational expenses of the Township, such as salaries and supplies. The projects included in the capital improvements budget are directly included in the annual budget, and all funding sources required to pay for the projects are confirmed. Approving a particular project still takes place by appropriating money as individual requests come before Township Board throughout the fiscal year.

## **The Relationship between the Capital Improvements Program and the Township Planning Process**

Ideally, comprehensive land use planning influences capital improvements programming. The long-range master plan should yield the perspective on which the mid-range CIP is based. Each type of land use has different degrees of need for capital facilities. For example, a use that requires extensive parking and paving places a burden on the storm water system designed to handle the drainage from the site. The Township will need differing water system improvements and firefighting equipment if a land use plan recommends certain densities of residential development or commercial use for a certain location. These and other possible changes in the Township land use policies necessitate a linkage with the capital improvements program.

On the other hand, a capital improvements program may show that some land should not be zoned for a particular use because it is too expensive to provide the necessary infrastructure. For example, zoning land for industrial use without nearby sewer and water lines makes little sense. Many communities have over zoned the amount of land for industrial use, hoping for increases in tax base. However, often it is too expensive to install the needed services and no prospective manufacturing firm would be willing to pay for installation. Thus, a capital improvements program may help revise the zoning map.

The best strategy is to coordinate the capital improvements program with the master plan and zoning ordinances, to ensure that adequate utility and transportation services will be available in areas targeted for growth or redevelopment. Different zoning districts will need different services and infrastructure.

Many people view the long-range nature of the master plan as one of its greatest strengths. Because it is long-range, typically 20 years in the future, it provides a steady course for the community for a significant period. It contains a vision not subject to short-term obstacles. However, that strength can also be its weakness. The long-range character of the plan also has an air of unreality, which may provide little guidance for decision makers who must invest in the expansion of a water system in the next five years. Over the past few years, the correlation between the master plan components and the CIP has become stronger. In fact, recent changes to the Township Planning Act now allows for the development of a CIP and many legal and planning experts suggest the development of a CIP as a means to insure the township's master plan is legally enforceable, should it be challenged in court. Before the development of the CIP, the Township has begun to take incremental steps towards capital improvements planning. The Cascade Charter Township Park and Recreation Plan, the DDA Tax Increment Financing Plan, the Village Design Plan and the Complete Streets Plan all provide implementation recommendations that link the future vision of the community to relatively short-term actions.

The first recommended program policy in the CIP recognize the importance of the link between the Capital Improvements Plan and implementation of the master plan. In bringing most, if not all, of the decision makers together into the planning process, and by using the CIP process to reinforce the desired future land use patterns, the Township's physical future can be better shaped.

### **Legal Basis for Capital Improvements Programming**

The State of Michigan provides for the development and use of a capital improvements program in the Township Planning Act (Section 10, Act 263 of the Public Acts of 2001). The Act briefly states that, "a township may adopt a capital improvement plan." The Act does not specifically outline a procedure, however many land use planning publications provide a recommended process.

### **The Benefits of Capital Improvements Programming**

All communities need to develop a capital improvements plan. With time, public facilities need major repair, replacement or expansion. Maintaining and upgrading a community's capital stock requires significant financial investment. This investment must be weighed against other community needs and analyzed in light of community goals. Cascade Charter Township, like many communities, is under pressure to make efficient use of capital resources and must make difficult choices. There are more needs than can be satisfied at once, and the selection of one investment over another may shape the development of the community for years to come.

Capital improvements programming is a valuable tool to ensure that choices are made wisely. The Township's development goals are implemented, in part, by the careful provision of capital facilities. The benefits of this systematic approach to planning capital projects include the following:

***Focuses attention on community goals, needs, and capabilities.***

Through capital improvements, programming, capital projects can be brought into line with the Township's objectives, anticipated growth, and financial capabilities. Considered individually, a new park, water system improvements, and street widening may be great ideas. However, each project may look quite different when, in the course of the CIP process, it is forced to compete directly with other projects for limited funds.

***Optimizes use of the taxpayer's dollar.***

The capital improvements plan helps the Township Board and Township Manager make sound annual budget decisions. Careful planning of capital improvements helps prevent costly mistakes. In addition, capital planning allows the Township to save money in several other ways. For example, investors in municipal bonds tend to look more favorably on communities that have a CIP; if bond financing is selected for a capital improvement project, the Township may realize significant savings on interest. The CIP can also provide an opportunity, assuming funds are available, to purchase land at a lower cost in advance of construction.

***Guides future growth and development***

The location and capacity of capital improvements shape the growth of the Township. The Township Board can use the CIP to develop well thought out policies to guide future land use and economic development. The process can also ease political decision making by providing a rationale for approving or rejecting requests for immediate capital expenditures.

***Encourages the most efficient government***

Interdepartmental coordination of capital improvements programming can reduce scheduling conflicts and ensure that no single function receives more than its fair share of resources. In addition, the CIP can be used to promote innovative management techniques and improve governmental efficiency and effectiveness.

***Improves the basis for intergovernmental and regional cooperation.***

Capital improvements programming offers public officials of all governmental units (Cascade Charter Township, City of Grand Rapids, Kent County Road Commission, Gerald R. Ford International Airport, Kent County, Kent District Library, Caledonia Public Schools, Forest Hills Public Schools, Lowell Public Schools and the Downtown Development Authority), an opportunity to plan the location, timing, and financing of improvements in the interest of the community as a whole.

***Maintains a sound and stable financial program.***

Having to make large or frequent unplanned expenditures can endanger the financial well-being of the Township. Sharp changes in the tax structure or bonded indebtedness may be avoided when construction projects are planned and scheduled at intervals over a number of years. When there is ample time for planning, the most economical means of financing each project can be selected in advance. Furthermore, a CIP can help the

Township avoid commitments and debts that would prevent the initiation of other important projects later.

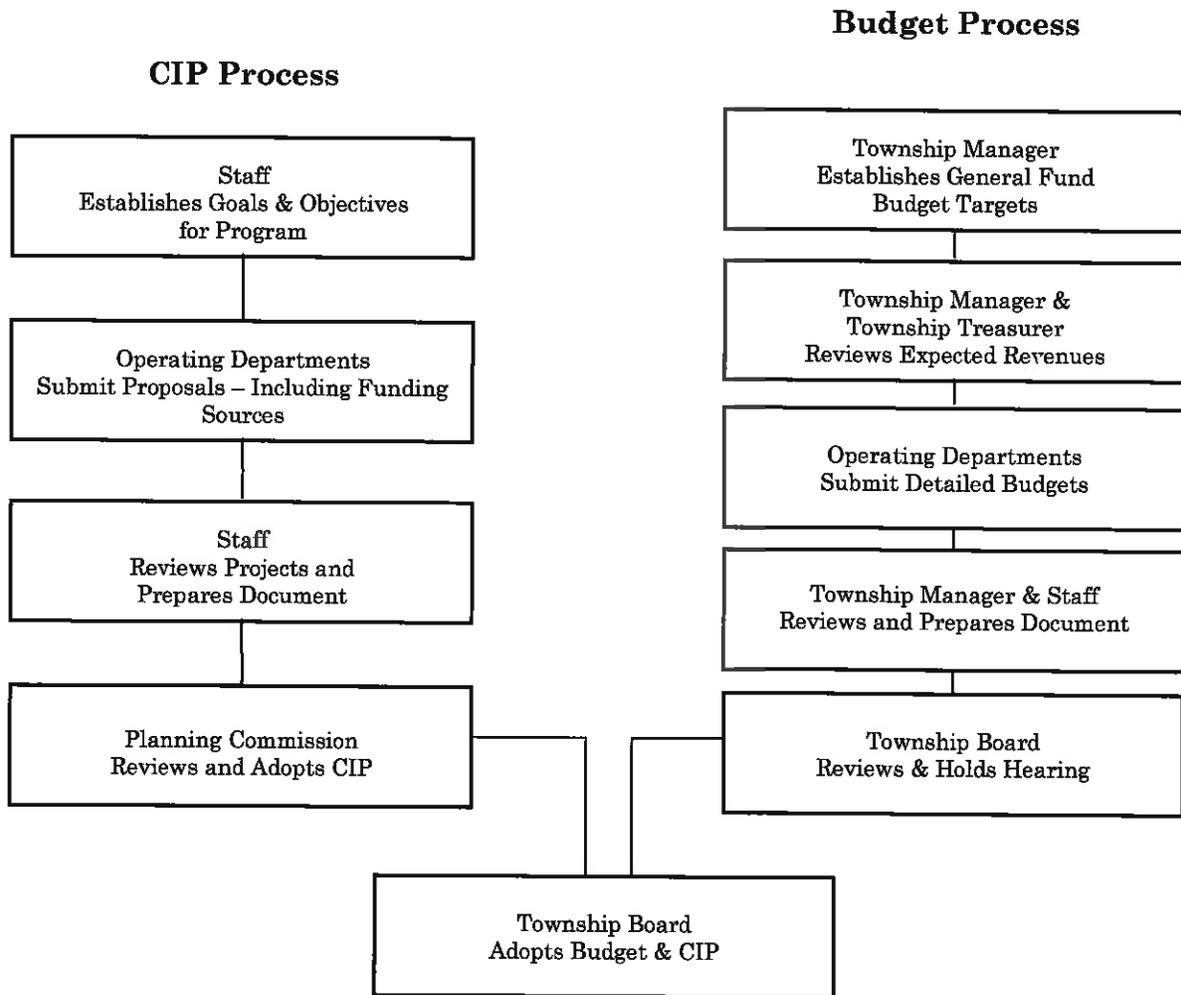
***Enhances opportunities for participation in federal or state grant-in-aid programs***

Preparing a CIP improves the Township's chance of obtaining aid through federal and state programs that provide funds for planning, construction and financing of capital improvements. There has been little activity in the federal and state grant field recently. Nevertheless, there are cyclical patterns to federal and state programs. The CIP is considered a "public works shelf that contains projects which can be started quickly by having construction, or bid, documents ready should any grants become available.

## Chapter 3 - Program Summary

### The Capital Improvements Plan Process

The capital improvements plan is a distinct element of the annual budget process that flows through the Township government in somewhat separate channels. The CIP process occurs earlier in the annual cycle than the annual budget. This initial CIP was developed through the Manager's office. The Township Manager and staff will coordinate all operating expenditures. The entire process takes several months to complete.



Cascade Charter Township used a traditional needs driven approach to develop its initial CIP. The process for developing the CIP involved the following steps

### **Step 1: Organize the Process**

Staff began meeting in August to establish the administrative and policy framework within which the CIP process would operate. Before this first step, the Township Manager met with department heads to get their input on upcoming capital purchases and to explain the CIP development process.

### **Step 2: Develop Criteria**

The second task of staff was to review different criteria for capital improvement projects. Literature from planning organizations and other communities with long established capital improvements planning programs were compared. Based upon the review staff adopted program priorities which are explained in further detail, later on in this section.

### **Step 3: Develop Project Requests**

In September, the Township Manager issued a memorandum to all department heads, requesting that they submit proposed capital improvement projects to the Manager's Office. Forms accompanied the memorandum and deadline dates. The department heads that develop project requests were given guidance by the Manager throughout August and September. The project request form is a useful tool for ensuring that proposed projects are well thought out and based on realistic assessment of need.

Because the Township may not have sufficient funding capacity to meet all the capital needs, priorities are set, based on the criteria established earlier in the process. Departments that submit proposals typically will rank their own projects. Priority rankings do not necessarily correspond to funding sequence. For example, a park improvement project ranked lower than a fire equipment purchase may have better access to funds. The fire equipment could require more funds and have to wait for grants or a voter-approved millage. A project's desirability depends on a number of factors – not only what it is, but also on how it's done, where it may be located, how much it costs and its funding potential.

### **Step 4: Present Departmental Projects**

The objective now is to pull together a CIP that was sensitive to the policies that have been adopted and contained projects that related to the master plan objectives.

## **Step 5: Screen, Evaluate and Prioritize Projects**

The most difficult task for staff normally occurs in late September and early October when it evaluated and prioritized the projects submitted for approval. This is a critical component of the CIP process. Project selection must correspond to the amount of money assumed available for capital spending. Within the limited budget, is a new park vehicle or a water line extension of greater importance? Shrinking funds and rising costs incurred in maintaining and rehabilitating deteriorating infrastructure make the process of selecting the most vital capital projects even more crucial and difficult. The merits of each project must be judged against the policies and criteria of the CIP process and the goals of each component of the master plan. Does the project conform in terms of location, size, service provided, relation to its service area, effect on land use patterns, and relation to public policy and community goals? More than merely a technical process, prioritization involves value preferences, policy choices and political actions. Throughout the examination of the proposed projects, staff attempted to overcome some inherent problems in the CIP process:

- a) Government projects are difficult to evaluate because of their diversity and the fact that many, essentially, are not comparable. Individual CIP project requests reflect the need to serve different constituencies and diverse community values. Staff must attempt to reconcile and balance conflicting community values and judgments.
- b) Staff must continually approach the decisions required in this process rationally and analytically regardless of political forces. While conflicting interests within the political process are acknowledged, staff must attempt to develop a program that provides the most benefit to the entire community.
- c) It is inevitable that the number of projects requested exceeds available funding. In the endeavor to provide better service to the community, departments often propose capital projects that, unfortunately, go un-funded. This process should not discourage departments from continuing to submit proposals, but should develop into a mechanism to help in the effort to uncover alternate sources of funding and see that higher-priority projects get implemented.

The initial review (evaluation of project impact) takes place without regard to funding availability and focuses on policies and the objectivity and judgment based on input from Township staff. In the future, staff will review the following impacts of projects:

- Fiscal consequences.
- Health and safety effects.

- Community economic effects.
- Environmental, aesthetic, and social effects.
- Disruption and inconvenience caused during construction.
- Distributional effects (who benefits, who pays).
- Feasibility
- Implications of deferring the project
- Amount of uncertainty and risk.
- Effects on inter-jurisdictional relationships.

Next, the projects are placed into the appropriate funding priority group in relation to their necessity or urgency. Although many communities have developed detailed weighted ranking systems, staff has consciously avoided this type of system. The staff has established the following classification system to prioritize proposed projects:

***Priority A - Essential***

Urgent, high-priority projects that should be done if possible. These include projects that are required to complete a major public improvement; projects that would address an emergency, or remedy a condition dangerous to public health, welfare, and safety, projects that would provide facilities for a critically needed community program; projects needed to correct an inequitable distribution of public improvements in the past and projects vital to the economic stability of the City. A special effort is made to find sufficient funding for all of the projects in this group.

***Priority B - Desirable***

High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established.

***Priority C - Acceptable***

Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

***Priority D - Deferrable***

Low-priority projects which are desirable but not essential and can be postponed without detriment to present services.

In addition, projects may be eliminated from consideration if it is determined that they pose a serious question of community need, adequate planning, or proper timing. This step is also conducted without consideration of project cost or funding.

### **Step 6: Select Projects**

In the end, the availability of funds each year, as approved by the Township Board upon the recommendation of the Township Manager, determines the number of projects that are funded.

As with the measurement of project impacts in Step 5, placing projects in priority groupings relies on the judgment of staff, and is not a completely objective process. The criteria used are not subject to precise measurement. This judgment is not arbitrary and is done within the context of the plans, policies and the goals of the master plan.

The Township Board ultimately approves the assumptions, criteria, policies, and recommendations of the staff by accepting the CIP. Depending on the policy, modifications are expected throughout the process. This is considered an essential part of the procedure, placing the burden on those who dissent to assess the policies underlying the recommendations and to advocate their differences, resulting in the necessary evolution of the entire capital planning process.

### **Step 7: Prepare and Adopt the CIP and CIB**

In Step 2 of the process, broad criteria are established to help staff plan capital improvement projects. As the process continues, and increasingly detailed information emerges, projects may be added, altered, or abandoned. Eventually, staff arrives at a final list of projects that is submitted to the Township Manager and the Planning Commission for review.

The Township Manager and Planning Commission evaluate the CIP package in light of additional information, and makes final programming decisions before sending the CIP on to Township Board. The Board accepts the CIP after its review. Acceptance is ***not*** a commitment to finance the approved projects, but is a statement of policy regarding the Township's approach to meeting its future capital needs.

## **Chapter 4 - Program Funding**

Because capital improvement projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For instance, funds raised by the Pedestrian Pathway millage must be used for the purpose that was stated when the millage was approved by the electors. The CIP has to be prepared with some assumptions as to the amount of money to be available. The following is a summary of the funding sources for projects included in the capital improvements program.

### **General Obligation (G.O.) and Revenue Bonds**

When the Township sells bonds, purchasers are, in effect, lending money to the Township. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or "floating a bond issue") for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the Township pay for them. The Township issues bonds in two forms:

#### ***General Obligation Bonds***

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the Township is pledged to pay interest and principal to retire the debt. Voter approval is required and the amount is included in the Township's state-imposed debt limits. G.O. Bonds are authorized by a variety of state statutes.

#### ***Revenue Bonds***

Revenue bonds are sold for projects, such as water and sewer systems, that produce revenues. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the Township's state-imposed debt limits because they are backed by the full faith and credit of the Township. Revenue Bonds are authorized by a variety of state statutes.

### **Tax Increment Financing (TIF)**

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that results from a redevelopment project to pay for project-related public improvements. For purposes of financing activities within the Cascade Village district,

the Downtown Development Authority adopted a 30-year TIF plan in 2011. TIF is authorized by Public Act 281 of 1986, the Local Development Finance Authority Act and Public Act 450 of 1980, the Tax Increment Financing Act.

### **Millages**

The property tax is one of the most important sources of Township revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to the taxable value of a property to determine the property tax. Millages are voter-approved taxes which are specifically earmarked for a particular purpose. The Township is authorized to utilize millages under Public Act 90 of 1976, the Charter Township Act.

### **Federal and State Funds**

The federal and state governments make funds available to townships through numerous grants and programs. Some federal and state funds are tied directly to a specific program. The Township has discretion (within certain guidelines) over the expenditure of others. For the most part, the Township has no direct control over the amount of money received under these programs.

### **Special Assessments**

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment: that is, by those who directly benefit. Local improvements often financed by this method include street improvements, sanitary and storm sewers, and water mains.

### **Developer Contributions**

Sometimes capital improvements are required to serve new development. Where funding is not available from the Township to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

## Chapter 5 - 2015 Recommended Capital Improvements Budget

The 2015 recommended Capital Improvements Budget is listed in the table below. There are a total of 19 projects at a cost of \$3,245,000. 7 projects are listed as Essential and 12 projects are listed as acceptable. Detail sheets for the individual projects listed can be found in the following section

*Table - 2016 Capital Improvement Budget*

<i>Projects</i>	<i>Project Need*</i>	<i>Funding Prospects</i>
<b>Essential (Total - 7 Projects \$884,500)</b>		
Local Road Maintenance	\$350,000	General Fund
28 <sup>th</sup> Street/I-96 Entryway Sign	\$110,000	General Fund, DDA, Developer
Brush Truck Replacement	\$36,500	Fire Fund
Chief Response Vehicle Replacement	\$45,000	Fire Fund
Mobile Data Computers	\$23,000	Fire Fund
Georid Wall Repair	\$20,000	Dam Fund
Central Township Water Pressure	\$300,000	Infrastructure Revolving Fund
<b>Desirable (Total - 12 Project \$2,360,500)</b>		
Storm Drain Rehab Program	\$300,000	General Fund
Administrative Copier	\$15,000	General Fund
Replacement Terminal Server	\$6,500	General Fund
30 <sup>th</sup> Street Cemetery Expansion	\$800,000	General Fund
F-450 Dump Truck Replacement	\$70,000	General Fund
Cascade Rec Park ADA Playground	\$300,000	General Fund
28 <sup>th</sup> Street/Patterson Entryway Sign	\$80,000	General Fund, DDA
Replacement Physical Fitness Equip	\$11,000	Fire Fund
BulleX Digital Fire Training System	\$18,000	Fire Fund
TRD Utility Extension	\$715,000	IRF, Special Assessment
28 <sup>th</sup> Street Sidewalk - Hotel to Drury	\$20,000	DDA
Library Furniture & Fixtures	\$25,000	Library Fund
<b>Acceptable (Total -Projects \$0)</b>		
<b>Deferrable (Total - Projects \$0)</b>		

## **Capital Improvement Projects**

What follows is specific details on each project submitted for the Capital Improvement project. Each department begins with a summary sheet that includes a table with the projects listed individually with the cost by year and a second table with the project listed individually under the corresponding priority ranking. After the Department Summary Sheet, each project has a two page project form that contains all of the details of the project that were considered when compiling the Capital Improvements Plan.

## FY16 – FY21 CIP – General Fund Administrative

General Fund -Administration							
Project Title:	Project Costs						TOTAL
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Local Road Maintenance	350,000	350,000	350,000	350,000	350,000	350,000	2,100,000*
Storm Drain Rehab. Program	300,000	100,000	100,000	100,000	100,000	100,000	800,000*
Township Hall Construction		7,540,000					7,540,000*
Township Hall/Fire Department Parking Lot Repave		80,000					80,000
Administrative Copier	15,000						15,000
Replacement Terminal Server	6,500						6,500
<b>Totals</b>	671,500	8,070,000	450,000	450,000	450,000	450,000	10,541,500

\*Project anticipated to be financed over a period of years

<i>Projects</i>	<i>Project Need*</i>	<i>Funding Prospects</i>
<b>Essential (Total - Projects \$2,100,000)</b>		
Local Road Maintenance Program	\$2,100,000	General Fund
<b>Desirable (Total -Project \$8,441,500)</b>		
Township Hall Construction	\$7,540,000	General Fund, Building Fund; Bonding
Storm Drain Rehabilitation Program	\$800,000	General Fund; Grants
Township Hall/Fire Dept. Parking Lot	\$80,000	General Fund, Fire Fund
Administrative Copier	\$15,000	General Fund
Replacement Terminal Server	\$6,500	General Fund
<b>Acceptable (Total -Projects \$0)</b>		
<b>Deferrable (Total - 0 Projects \$0)</b>		

\* Reflects Total Cost of Project