

**AGENDA**  
**CASCADE CHARTER TOWNSHIP PLANNING COMMISSION**  
**SPECIAL MEETING**  
**MONDAY, March 10, 2025**  
**5:30 PM**  
**2870 JACKSMITH AVE SE**

*Public may access the meeting via video conference software Zoom*

Webinar ID: 841 0379 0598

<https://us02web.zoom.us/j/84103790598>

- 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. Disclose any Conflict of Interest
- ARTICLE 5. Approve the Minutes of the January 20, 2025, Meeting.
- ARTICLE 6. Acknowledge visitors and those wishing to speak.  
(Comments are limited to five minutes per speaker)
- ARTICLE 7. Set Public Hearing for 1701 Spaulding Zoning Map Amendment  
Applicant: Cascade Charter Township  
Requested Action: Set date for Public Hearing on Zoning Map Amendment.
- ARTICLE 8. Acknowledge visitors and those wishing to speak.  
(Comments are limited to five minutes per speaker)
- ARTICLE 9. Other Business
- MSU Extension Training
- ARTICLE 10. Adjourn

**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. *Postpone the decision*
  - b. *Deny*
  - c. *Approve*
  - d. *Approve with conditions*
  - e. *Recommendation to Township Board*

**CASCADE CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MONDAY, March 10, 2025  
5:30 PM**

**ARTICLE 5.**

**Approve the Minutes of the January 20, 2025 Meeting.**

**MINUTES**  
**CASCADE CHARTER TOWNSHIP PLANNING COMMISSION**  
**MONDAY, January 20, 2025**  
**6:00 pm**  
**2870 Jacksmith Ave SE**

- ARTICLE 1.** Chairman Rowland called the meeting to order at 6:15 pm.  
Members Present: Korstange, Kraemer, Rowland, Richardson  
Members Absent: Bruneau  
Others Present: Community Planning and Development Director (CP&D Director) Andrea Hendrick, Zoning Administrator Ryan Sennett, Legal Counsel (LC) Laura Genovich of Foster Swift (via Zoom).
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**  
**Motion was made by Treasurer Korstange to approve the current agenda. Supported by Vice Chair Kraemer. Motion carried 4 to 0.**
- ARTICLE 4. Disclose any Conflict of Interest**  
Treasurer Korstange disclosed living on the street that is the subject of the public hearing, though noted being outside the notice area. The Commission determined no conflict existed.
- ARTICLE 5. Approve the Minutes of the January 6, 2025 Meeting.**  
**Motion was made by Vice Chair Kraemer to approve the Minutes of the January 6, 2025 meeting. Supported by Treasurer Korstange. Motion carried 4 to 0.**
- ARTICLE 6. Acknowledge visitors and those wishing to speak.**  
There was no one wishing to speak.
- ARTICLE 7. Case #24-3877 – Public Hearing**  
**Applicant:** Englesman Homes  
**Property Address:** 7320 Whispering Ridge Dr SE  
**Parcel Number:** 41-19-08-351-031  
**Requested Action:** Special Use Permit for an accessory building over 832 square feet.  
  
Community Planning and Development Director Hendrick presented the application for 7320 Whispering Ridge Drive, explaining that the property owner wishes to demolish the existing home and accessory building, rebuild another home, and construct a new larger accessory building over 832 square feet. Director Hendrick noted the property has an irregular shape, making determination of front, side, and rear yards challenging. She clarified that waterfront properties have different regulations for placement of accessory buildings, allowing them in the front yards.  
During preliminary discussion of the application, Treasurer Korstange expressed concerns regarding the two-story nature of the proposed accessory building. She

noted the Commission had historically not allowed second stories in accessory structures when the second story square footage was included in the total size calculation. Treasurer Korstange questioned how the underground portion of the structure should be considered in the square footage calculations and expressed concerns about setting precedent for future applications. Director Hendrick acknowledged during the discussion that the question of floor area versus footprint was not clarified in former Planning Commission Decisions. She stated her interpretation of the Zoning Ordinance was that the calculation should use floor area.

Jason Engelsman of Engelsman Homes, the applicant, presented their application. Mr. Engelsman addressed the concerns raised by the Commission regarding the two-story design, explaining that height restrictions would prevent this from becoming a true multi-story structure, as the design would not allow for a full bottom level. Mr. Engelsman stated that the underground portion would have concrete walls and floor with a lower ceiling height of approximately eight feet, intended strictly for storage purposes. Mr. Engelsman confirmed the accessory building would include a toilet and sink, but no shower.

Treasurer Korstange expressed that the structure as presented appeared to be more compatible in scale and esthetics to a barn in an agricultural area. She felt the proposed building would have a negative impact on surrounding neighbors because it didn't meet the residential character of the neighborhood.

Member Richardson agreed that the character of this structure was more consistent with fields and farms and not the neighborhood it was proposed to be constructed. He felt like the allowed accessory structure size by right was more appropriate for this property.

**Motion was made by Treasurer Korstange to open public hearing. Supported by Vice Chair Kraemer. Motion carried 4 to 0.**

Ron Stacilauskas (7334 Whispering Ridge), expressed concerns regarding visual impact on his property from three rooms of his residence, potential noise from a proposed golf simulator, the existing tree line between properties, and the overall size and scale of the structure.

**Motion was made by Treasurer Korstange to close public hearing. Supported by Vice Chair Kraemer. Motion carried 4 to 0.**

During discussion, Member Richardson questioned the placement of an accessory building in what appeared to be a front yard. Treasurer Korstange explained that waterfront properties typically consider the water side as the front, which affects placement considerations. Director Hendrick clarified that if the structure was 832 square feet or smaller, it would be permitted by right in this location.

Chairman Rowland questioned why the new structure couldn't be placed in the same location as the existing accessory building. Mr. Engelsman explained that setback requirements and grading issues necessitated the proposed placement. Following this clarification, several Commission members expressed concerns regarding the two-story nature of the building and its overall size of approximately 2,200 square feet total between both levels on a 1.6-acre lot.

The Commission then engaged in a discussion regarding how they would calculate

the area of the proposed structure, ultimately determining that the lower level's square footage should be included in the total area calculation for purposes of evaluating this application.

**Motion was made by Member Richardson to Deny Case Number 24-3877 for a Special Use Permit for an accessory building over 832 square feet. Supported by Treasurer Korstange. Motion carried 4 to 0.**

Jason Engelsman offered to modify the proposal to eliminate the lower level, which would result in roughly 1,358 square feet total including the porch. Following additional discussion regarding modified square footage and concerns about the reapplication process, the Commission maintained the denial of the original application. Staff and legal counsel clarified that a new application would require a new application since it had been denied, per ordinance requirements.

**ARTICLE 8. Annual Report: Draft from the Planning Department.**

Director Hendrick presented the annual report from the planning department, highlighting key projects including Master Plan and zoning ordinance work, hotel licensing development and implementation for 16 hotels in the township, consistent volume of planning and zoning reviews, added detail on the department's involvement in other reviews beyond formal Planning Commission cases, improved coordination with the building department, and implementation of final zoning reviews. Commission members had no major questions or concerns about the report.

**ARTICLE 9. Acknowledge visitors and those wishing to speak.**

There was no one wishing to speak.

**ARTICLE 10. Other Business**

Chairman Rowland requested Commissioners compile lists of important items for consideration for the Ordinance Amendment process. Director Hendrick confirmed a deadline of January 27th for comments, with materials to be compiled for the February 3rd meeting.

**ARTICLE 11. Adjourn**

**Motion was made by Treasurer Korstange to adjourn. Supported by Vice Chair Kraemer, Motion carried 4 to 0. The meeting adjourned at 7:38 pm.**

Respectfully submitted,  
Andrea Hendrick, Community Planning and Development Director, Recording Secretary

**CASCADE CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MONDAY, March 10, 2025  
5:30 PM**

**ARTICLE 7.**

**Set Public Hearing for**

**1701 Spaulding Zoning Map Amendment.**

**Applicant:** Cascade Charter Township

**Requested Action:** Set date for Public Hearing on  
Zoning Map Amendment.



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE • Grand Rapids, MI 49546

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## PLANNING STAFF MEMORANDUM

**TO:** Cascade Charter Township Planning Commission  
**FROM:** Andrea Hendrick, Planning Director  
**SUBJECT:** Zoning Map Amendment for 1701 Spaulding Avenue (PUD-97)  
**MEETING DATE:** March 3, 2025

Commissioners,

At the February 26<sup>th</sup> meeting, the Board of Trustees passed a resolution to initiate a rezoning of PUD-97. This PUD is comprised of one 32.2-acre parcel that was comprised of 31 single-family residential units and designated open space. The history of this parcel is further explained in the attached confidential memo from Foster Swift and the February 26<sup>th</sup> request for Board action. The memo also addresses the reasoning behind choosing this route, based on the complicated history of approval. Basically, the initiation of the rezoning is a response to the developer's lack of action that has left the parcel in a state of zoning limbo that is not conducive for future planning of the site. Furthermore, rezoning the property to its original Zone District will help to re-align the property with the Township's Master Plan goals by promoting managed growth.

### **Requirements of the Zoning Enabling Act:**

Rezoning of a property may be owner initiated or initiated by the municipality in which the property is located. Regardless which route is taken, the rezoning is required to follow the notice requirements of Section 103(1) MCL 110 of 2006, commonly referred to as the [Michigan Zoning Enabling Act](#).

### **Proposed Timeline:**

The proposed schedule will provide adequate time for noticing and public engagement.

- March 3, 2025: Planning Commission sets the Public Hearing for April 7<sup>th</sup>, 2025
- April 7, 2025: Planning Commission Public Hearing & Recommendation
- April 23, 2025: Introduce Ordinance to Amend the Zoning Map
- May 14, 2025: Adopt the Ordinance to Amend the Zoning Map
- Zoning Map Amendment is effective seven (7) days after the Ordinance is published.

### **Attachments:**

- 1) Township Board request for board action
- 2) Resolution to initiate Zoning Ordinance Map amendment

### **Reference Documents:**

- 1) [March 6, 2017](#), Planning Commission Minutes



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE • Grand Rapids, MI 49546

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- 2) [September 11, 2017](#), Planning Commission Minutes
- 3) [November 1, 2017](#), Board of Trustees Minutes
- 4) [November 11, 2024](#), Planning Commission packet
- 5) *Foster Swift Memo (Not included in public packet)*

Additionally, a representative from Foster Swift will be in attendance to answer any questions.

Thank you,

Andrea Hendrick, Cascade Charter Township Community Planning & Development Director





# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

**REQUEST FOR BOARD ACTION**  
**MEETING DATE: February 26, 2025**

**ITEM: Request that the Township Board Initiate a Zoning Map Amendment for 1701 Spaulding Avenue to Rezone to Agricultural Rural Conservation**

**PRESENTER:** Andrea Hendrick, Community Planning & Development Director

**INDIVIDUAL PRESENT:** Mike Homier, Foster Swift

**EXECUTIVE SUMMARY:**

In November 2017, the Township approved PUD-97 for 1701 Spaulding, rezoning the 32.2-acre parcel from Agricultural Rural Conservation (ARC) to Planned Unit Development (PUD). The original developer never completed construction or fulfilled required approvals. The PUD has now expired under Township Zoning Ordinance §16.08(2).

In November 2024, the Planning Commission heard a request from JTB Homes and KRG Acquisitions (the "Applicants") to amend the development of PUD-97, 15.6 acres of a currently vacant 32.2-acre site.

- Modification of the Abbeydale Drive connection to Spaulding Avenue.
- Reduction from two public cul-de-sacs to one with a shared driveway.
- Implementation of a two-phase construction plan.
- Increase from 31 to 34 residential lots.
- Incorporation of public pathway connections and bridge.

Following the Applicants' presentation in of their proposed amendments and a public hearing, the Planning Commission unanimously moved to reject the application/amendments.

After the hearing, the Planning Department requested a legal opinion to determine the status of the Planned Unit Development in question. Attached you will find the legal opinion provided by Foster Swift and a resolution to amend the subject property back to Agricultural Rural Conservation. Please review and consider. This proactive approach by the Township will create an orderly process for addressing the expired PUD status and considering any future development proposals for the property.

**STRATEGIC PLANS/GOALS:**

**Land Use and Economic Development: Priority 2**

Ensure that zoning processes are clear, efficient, and promote both economic development and

Township planning goals.

- Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance Township priority.

**BUDGET IMPLICATIONS:** No budget implications.

**IMPLEMENTATION PLAN:**

The Township must follow the Michigan Zoning Enabling Act for Public Notice. The proposed schedule will provide adequate time for noticing and public engagement.

- March 3, 2025: Planning Commission sets the Public Hearing for April 7<sup>th</sup>, 2025
- April 7, 2025: Planning Commission Public Hearing
- April 23, 2025: Introduce Ordinance to Amend the Zoning Map
- May 14, 2025: Adopt the Ordinance to Amend the Zoning Map
- Zoning Map Amendment is effective seven (7) days after the Ordinance is published.

**DIRECTOR'S RECOMMENDATION:** Yes

**MANAGER'S RECOMMENDATION:** Yes

**ACTION REQUESTED:** Motion to pass the Resolution to Direct the Planning Commission to Consider an Ordinance to Amend the Zoning Ordinance Map as presented.

**CASCADE CHARTER TOWNSHIP**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION TO DIRECT THE PLANNING COMMISSION TO CONSIDER AN  
ORDINANCE TO AMEND THE ZONING ORDINANCE MAP**

At a meeting of the Township Board of Cascade Charter Township (the “Township”), Kent County, Michigan, held at the Wisner Center, 2870 Jacksmith Avenue SE, Grand Rapids, Michigan 49546 on the \_\_\_\_ day of \_\_\_\_\_ 2025, at \_\_\_\_ P.M.

PRESENT: \_\_\_\_\_

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

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, pursuant to the Michigan Zoning Enabling Act (“MZEA”), 2006 PA 110, the Township has authority to adopt and amend zoning ordinances regulating the use of land in the Township; and

WHEREAS, the Township desires to amend its Zoning Map to rezone certain real property described in the proposed Ordinance to Amend the Zoning Map (“Proposed Ordinance”), which is attached as **Exhibit A**; and

WHEREAS, pursuant to the MZEA, the Township’s Planning Commission, after holding a public hearing, may make recommendations on zoning ordinance amendments to the Township Board; and

WHEREAS, the Township Board directs the Planning Commission to schedule a public hearing to consider the Proposed Ordinance and make a recommendation to the Township Board.

**NOW, THEREFORE**, the Township Board of the Cascade Charter Township, Kent County, Michigan, resolves as follows:

1. The Township Board directs the Planning Commission to schedule a public hearing to consider the Proposed Ordinance attached to this resolution as **Exhibit A** and make a recommendation to the Township Board.

2. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

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

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

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

**THE RESOLUTION WAS DECLARED ADOPTED.**

STATE OF MICHIGAN     )  
  )  
COUNTY OF KENT        )

I, Susan Slater, the duly elected Clerk of Cascade Charter Township do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a meeting held on the \_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ P.M.

\_\_\_\_\_  
Susan Slater  
Township Clerk

**EXHIBIT A**

**CASCADE CHARTER TOWNSHIP**

**ORDINANCE NO. 25-\_\_\_\_\_**

**AN ORDINANCE TO AMEND THE ZONING MAP**

**CASCADE CHARTER TOWNSHIP ORDAINS:**

**Section 1. Amendment to Township Zoning Map.**

The Township Zoning Map is amended to rezone the following real property:

Parcel No. 41-19-06-327-016

1701 Spaulding Ave. SE, Grand Rapids, Michigan, 49546

Commencing at the Northwest corner of said SW 1/4; thence S02°51'20" E 646.86 feet along the West line of said SW 1/4; thence N88°38'54"E 500.17 feet along the North line of the South 12.00 feet of the North 1/2 of the North 1/2 of said SW 1/4 to the point of beginning; thence N88°38'54"E 2164.63 feet; thence S01°27'49"E 66.00 feet along the N-S 1/4 of said Section 6; thence S88°38'54"W 300.00 feet along the South line of the North 54.0 feet of the South 1/2 of the North 1/2 of said SW 1/4; thence S01°27'49"E 607.22 feet along the West line of the of the East 300.00 feet of said SW 1/4; thence S88°38'32"W 2,348.43 feet along the South line of the North 1/2 of said SW 1/4; thence N02°51'18"W 273.70 feet along the west line of said SW 1/4; thence N88°38'54"E 500.17 feet; thence N02°51'20"W 400.00 feet to the point of beginning.

from Planned Unit Development 97 ("PUD-97") to Agricultural Rural Conservation ("ARC"). Corresponding ARC regulations and land uses are hereby established for the above described property.

**Section 2. Validity and Severability.**

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

**Section 3. Repealer.**

Any ordinances in conflict with the Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 4. Effective Date.**

This Ordinance is effective seven (7) days after publication.

**CASCADE CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MONDAY, March 10, 2025  
5:30 PM**

**ARTICLE 9.**

**Other Business**

MSU Extension Training



# Governing Essentials Series

The Governing Essentials Series is designed for local elected and appointed officials looking to sharpen their skills and promote good governance practices. The webinars can be taken individually or as a 3-part series.

## 1. Open Meetings Act

The Michigan Open Meetings Act (OMA) furthers government transparency by requiring elected and appointed boards to provide notice and make decisions in an open public meeting. Participants will learn the requirements of the Act as well as answers to frequently asked questions.

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Parliamentary Procedure based on Roberts' Rules of Order, is the most widely used parliamentary authority. This session will focus on parliamentary principles, motions, and debate and decorum during meetings. Participants will explore scenarios and practice skills.

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The Components of Extraordinary Governance draws the best ideas together for a thorough overview of board governance. This session will help your board apply the Components to positively impact your community. Better board governance, leading to more effective organizations, that improve our communities. That's a goal we can all share!

### CONTACT:

**Mary Reilly**  
reillym8@msu.edu

**Bethany Prykucki**  
prykucki@msu.edu

To learn  
more  
or register:



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**Cost:** \$20 per session, \$50 for the 3-course series. The webinars can be taken individually or as a 3-part series. For the \$50 series rate, applicants must register for either the spring, summer, or winter series.

**Time/Date:** noon to 1:00 pm (ET) (see below for dates)

1 Master Citizen Planner (MCP) credit per session

2 County Commissioner Academy credits for completion of the series

To find out more or to register: <https://events.anr.msu.edu/goodgov/>

Session	Spring Series	Summer Series	Winter Series
Open Meetings Act	March 6	August 5	December 3
Parliamentary Procedure	March 13	August 12	December 10
Components of Extraordinary Governance	March 20	August 19	December 17

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