

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Agenda for Meeting No. 6

Wednesday, June 8, 2022

4:00 pm to 5:00 pm

- Article 1.** Call the meeting to order. Record the attendance, including CCT officials.
- Article 2.** Approve the Agenda for today's committee meeting.
- Article 3.** Approve the meeting minutes from **May 25**.
- Article 4.** Disclose any potential conflicts of interest.
- Article 5.** Acknowledge any visitors wishing to speak.
- Article 6.** Date of future Committee meeting: **Wednesday, June 22**.
- Article 7.** Date of Committee presentation to CCT Board of Trustees: **Wednesday, June 29**. Select those Committee representatives that will make presentation.
- Article 8.** **BS&A** software presentation that was made by **Brian Powell** on **May 25** - are there any concerns or questions on information that was presented? Software price quote from **BS&A** - status update?
- Article 9.** **Brian Wilson**, head of CCT Building Inspection Department to discuss how they have used the **BS&A** software program to monitor and record inspections and key dates of those inspections on Township

construction projects. Are there any changes he would make to the BS&A software program?

Article 10: Once the BS&A software purchase is approved by CCT, what is the future timeline for developing the software program? Best estimate by **Ben Rapin**.

Article 11. Follow up reports on the **List of Recommendations** made to the CCT Board of Trustees on January 12:

- **Item No. 3:** Establish a selection and approval process for future Planning Director. **Ben Swayze** has completed this process.
- **Item No. 5:** Establish roles and responsibilities for enforcement of Zoning Ordinances and site plans. **Brian Hilbrands** and **Scott Rissi** have completed this process. See document labeled “**Duties and Ordinance Responsibility**”.
- **Item No. 6:** Official seal to use on approved. **Brian Hilbrands** has completed this task.
- **Item No. 7:** Coordinate Kent County Road Commission with CCT Storm Water Ordinance. **Ralph Moxley** has provided key quotes from the Round Hill study. Recommendation is to use FTC&H more frequently for inspections of Storm Water Ordinance and erosion issues. Also, Ralph and Brian Hilbrands developed the document labeled “**Plan Review and Inspection Services - Responsible Organizations**”.
- **Item No. 8:** Establish and document a “Concern Resolution Process” for Cascade residents. **Alan Rowland** to follow up.

Article No. 12: Any other business or updates? Our final meeting will be in two weeks - **Wednesday, June 22**.

Article No. 13: Motion to adjourn the Committee meeting?