

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Meeting No. 6

Wednesday, June 8, 2022, 4:00 pm

Cascade Township Hall - back conference room

Chair Moxley called the meeting to order at 4:00pm with all members present. (Rapin, Moxley, Rissi, Rowland, Noordhoek) Manager Swayze, Planning Director Hilbrands, and Zoning Administrator Smith-Jacobey. Building Department official Brian Wilson also attended.

Member Rissi moved to approve the Agenda, supported by Member Rowland. Motion approved.

Member Rissi made a motion to approve the minutes of the May 25th meeting. Member Rapin supported the motion and it was approved.

Final meeting of the Committee is expected to be **June 22nd**. Chair Moxley and Member Rowland will make a brief presentation and answer questions at the **July 13** CCT Board of Trustees meeting.

The Committee then had a discussion about the **BS&A software presentation** from May 25th with Brian Powell. Zoning Administrator Smith-Jacobey clarified that we have the software, we just need the training. Planning Director Hilbrands has requested the costs from BS&A and will communicate with Manager Swayze when they respond. Manager Swayze also stated that the Township has a budget for staff training. Brian Wilson said the BS&A software does all they need in the Building Department. He wants to be involved to make sure the Planning - Zoning side of the software does not mess up the Building Dept. side. Both Building

Department and Planning Department will work together on the software to ensure a smooth implementation.

Enforcement will be in the same folder the Building Department currently uses, so we need to consider that.

Brian Wilson was excused at 4:26pm. We thanked him for his input.

Member Rapin commented about the rollout being phased. Planning Director Hilbrands indicated that they may add some past cases for software practice.

Manager Swayze handed out a draft policy for **Planning Director Hiring Process** in the event it is needed in the future. All members liked the idea of a policy and accepted the draft, but did not want to use the process any time soon.

Ralph handed out a contact list for **Plan Review and Inspection Services- Responsible Organizations** he compiled with help from Wayne Harrall of Kent County Road Commission. Manager Swayze asked that we change the language to say that the Township Engineer will conduct storm water inspections, instead of FTC&H.

Member Rowland and Zoning Administrator Smith-Jacobey are working together to test the **Concern Resolution Process** and improve it. Member Rowland wants an easier to spot contact link on the Township website with a computer generated email response.

Member Rissi moved and was supported by Member Rowland to adjourn our meeting at 4:42pm.

Submitted by:

Scott Rissi