

AGENDA
Cascade Charter Township Planning Commission
Monday, January 09, 2017
7:00 pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Pledge of Allegiance to the flag**
- ARTICLE 3. Approve the current Agenda**
- ARTICLE 4. Approve the Minutes of the December 5, 2016 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 # 16-3352 Jay Rise
Public Hearing
Property Address: 8200 48th St. SE
**Requested Action: The Applicant is requesting a Special Use Permit to
construct an accessory building in excess of 832 sq. ft.****
- ARTICLE 7. Planning Department 2016 Annual Report**
- ARTICLE 8. Election of Officers**
- ARTICLE 9. Planning Principles**
- ARTICLE 10. Rules of Conduct**
- ARTICLE 11. Any other business**
- ARTICLE 12. 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, December 5, 2016
7:00 P.M.

ARTICLE 1. Chairman Waalkes called the meeting to order at 7:00 P.M.
Members Present: Waalkes, Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Sperla and Williams
Members Absent: Rissi (absent through Article 5)
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Pledge of Allegiance.

ARTICLE 3. Approve the current Agenda.

Motion was made by Member Lewis to approve the Agenda. Supported by Member Robinson. Motion carried 8 to 0.

ARTICLE 4. Approve the Minutes of the November 14, 2016 Meeting.

Motion was made by Member Sperla to approve the Minutes as presented. Supported by Member Mead. Motion carried 8 to 0.

ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.

No visitors who were present wished to speak about non-agenda items.

ARTICLE 6. Case #16:3329 Spees

Public Hearing

Property Address: 6010 28th Street

Requested Action: The Applicant is requesting a preliminary approval to amend the existing P.U.D. to allow for two fast food restaurants.

Director Peterson stated that the Applicant is requesting preliminary approval in order to develop two fast food restaurants (Taco Bell and Freddy's Steakburger) along 28th Street.

The property has been the subject of a couple different plans that have been approved. The last plan approved was in 2007 and included a large retail strip along 28th, as well as an office in the rear of the parcel. Since the last plan was approved, the Township has changed some of the underlying zoning in the area. In 2010, the Centennial Park Overlay zoning district was created. In short, the new district allowed for more development in the park by allowing more than just offices. The current plan has been reviewed by the Centennial Park Association who provided some comments. No issues were identified by the Association but they will need to approve the signage plans before they can get a sign permit.

Applicant is showing the ability to develop three buildings on the site. Two restaurants up front and an office in the rear. The underlying zone allows for as many as 4 lots/buildings.

Applicant is providing 91 parking spaces. Parking for the two restaurants requires 90 spaces. They have provided for pedestrian access, which is a goal of the Centennial Park Overlay, as well as Master Plan.

The Township Engineer has reviewed and approved the plans. The storm water design for the site includes a detention pond that is being built to accommodate the future building in the rear of the site.

The Applicant has provided the alternative site plans that were developed. Director Peterson reviewed them and it was his evaluation that the current site plan is not that different from the originally approved P.U.D. plans. A single user site plan seems to leave the site underdeveloped which was something that the Centennial Park study also identified.

Signage has been developed to show slightly additional wall signage than what the Township allows. Freddy's proposes 100 sq. ft. of wall signage and Taco Bell proposes 108 sq. ft. They are both allowed 100 sq. ft. in total. They are also showing a pylon sign out front to accommodate the entire site. This sign is proposed at 135 sq. ft. with 280 feet of frontage they would be allowed a 56 sq. ft. pylon sign. Director Peterson feels the wall signage is fine but does not see a reason to allow triple the amount of pylon signage. 125 sq. ft. is the max for anyone so even if the Commission allowed for a bigger pylon sign, it could not be more than 125 sq. ft. Director Peterson suggested allowing up to a 70 sq. ft. pylon and reducing the height to no more than 15 feet tall and be setback at least 25 feet. This would allow all three users to have 23 sq. ft. on the pylon and reduces the height to ½ of what is allowed.

Director Peterson recommends approval of the plan. If approved, a P.U.D. Ordinance amendment would be written for the Commission's review and recommendation to the Township Board.

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

Mr. James VandenBerge, architect for Developer, came forward to discuss signage, stormwater, and landscape plans and answered questions posed by the Commission regarding traffic and elevation.

Discussion followed.

Motion was made by Member Robinson to open the public hearing. Supported by Member Sperla. Motion carried 9-0.

No one came forward.

Motion was made by Member Sperla to close the public hearing. Supported by Member Rissi. Motion carried 9-0.

Motion was made by Member Sperla to approve plan with a condition that monument signage be limited to 70 sq. ft. for all three businesses and pylon sign be no more than 15 feet in height with a setback of at least 25 feet. The wall signs can stay as planned. Supported by Member Robinson. Motion carried 8-1.

ARTICLE 7. Case #16:3348 Edward Rose/Meadowbrooke P.U.D. Amendments

Property Address: 5794 Broadmoor Avenue & 5201 60th Street

Requested Action: The Applicant is requesting basic plan review to amend the Meadowbrooke P.U.D. to allow for multifamily residential and commercial development.

Director Peterson stated that Applicant is requesting Basic Plan Review in order to amend the existing Planned Unit Development. The amendment is needed because they would like to add a residential use to the development.

Applicant's proposal is to add 492 apartments to the P.U.D. They are also reserving approximately 37 acres for commercial retail uses. Although the retail is already permitted in the P.U.D., the residential use is not, thus the need for the amendment.

With the addition of the residential use, some pedestrian connections should also occur. While they do have some internal sidewalks planned for the apartment phase, we should see that continue to and along the frontage of M-37 and 60th Street. This would provide a connection to the commercial uses, but also the areas beyond. Caledonia Township is proposing a sidewalk along Kraft Avenue to connect Davenport to 60th Street. No parks or playgrounds are being proposed. Rather than amenities in the development, a connection for pedestrians through the project and continued to areas on M-37 and 60th Street would be a better investment and would be consistent the Township's Master Plan.

The developer should provide a traffic impact statement that provides some analysis of the projected traffic and any needed improvements that are as a result of the development. The study should also provide an evaluation for the proposed location of the access to M-37 and 60th Street. And what type, if any, for additional access to 60th Street or M-37. The plan includes public roads connecting 52nd Street to 60th and M-37. The rest of the internal drives will be private. We will need approval from the Kent County Road Commission and plans showing that they meet our standards.

Given the larger road right-of-way and to facilitate good access management, it may make sense to allow the commercial building closer to the road than our typical commercial setbacks. Director Peterson suggested allowing them close enough to place parking in the rear.

The development will be served by public utilities and sewer and water will be provided by the City of Grand Rapids. Some issues remain for the developer to figure out. The

servicing of the commercial area with sewer and water needs to be addressed, as it could have an impact on how the apartment phase is completed.

The development will need to be reviewed and approved by the Township engineer before proceeding.

There are no plans yet for the commercial portion of the project. That would come in later. However, it would be nice to see some renderings now to incorporate the proposed setbacks in the ordinance, as it would be easier to allow for some exceptions now. Otherwise, we will need to adopt some setbacks without knowing how it will be developed.

Some consideration should also be given to the adjacent residential uses. Additional landscaping or storm water detention system located in the area could be used to provide some additional buffer. If possible, a vehicular connection to the adjacent lots may also be in order to help facilitate the redevelopment of the adjacent residential properties in the future.

A signage plan should be provided to show how they would tie in both phases of the project. Any exceptions to the sign ordinance would be much easier to deal with during this phase of the approval process than it would be later once developed. Some consideration to a larger monument type sign similar to the one at I-96 and 28th Street might in order given that this is a main entry point into the Township.

This plan will need to be reviewed by the Meadowbrooke Association.

Before proceeding to the Preliminary Development Plan review (Public Hearing), Director Peterson recommends the Planning Commission address the following:

1. Traffic study;
2. Proposed commercial building setbacks;
3. Approval from the Township engineer;
4. Signage plan;
5. Incorporate sidewalks along 60th and M-37 to connect project within and to adjacent uses; and
6. Consideration for buffering and connection to the current residential uses on 60th Street.

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

Ms. Kirsten Rimes, of Edward Rose, came forward and gave a presentation of the project, let the Commission know that a traffic study was due any day and answered any questions posed the Commission.

Discussion followed mostly concerning rental costs, rental clients, parking, sanitary/sewer, and wetlands delineations.

No action was required at this time by the Commission.

ARTICLE 8. Case #16:3330 Cascade Lodging – Meijer PUD Amendments

Property Address: 5411 28th Street Court.

Requested Action: The Applicant is requesting preliminary approval to amend the existing PUD to allow for a new hotel.

Director Peterson stated that at the public hearing held on September 19, 2016, the Planning Commission awarded preliminary approval of the site plan and instructed staff to write the P.U.D. amendment for the project. The Applicant has reviewed the P.U.D. Ordinance changes and has agreed with the language.

Director Peterson recommended that the Commission forward a positive recommendation to the Township Board for approval of the P.U.D. amendment and revised site plan. The Township Board will then hold an additional public hearing to consider your recommendation.

Motion was made by Member Sperla to support recommendation to the Township Board for approval of the P.U.D. amendment and revised site plan. Supported by Member Rissi. Motion carried 9-0.

ARTICLE 9. Any other business.

No other business was presented.

Next meeting of the Planning Commission will be January 9, 2016.

ARTICLE 10. Adjournment.

Motion was made by Member Lewis to adjourn. Supported by Member Mead. Motion carried 9 to 0. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Scott Rissi, Secretary

STAFF REPORT: Case # 16-3352
REPORT DATE: December 14, 2016
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: January 9, 2017
PREPARED BY: Steve Peterson, Community Development Director

APPLICANT:

Jay Ries
8200 48th st
Cascade MI 49512

STATUS

OF APPLICANT: Property Owner

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

EXISTING ZONING OF
SUBJECT PARCEL(S): R1

GENERAL LOCATION: south side of 48th st just west of Whitneyville Ave.

PARCEL SIZE: Approximately 1.05 acre.

EXISTING LAND USE
ON THE PROPERTY: Residential

ADJACENT AREA
LAND USES: Residential

ZONING ON
ADJOINING PARCELS: R1

STAFF COMMENTS:

1. The applicant is requesting permission to construct a 42' x 40' accessory building (1,200 sq ft). The building will be 13'10' feet tall as measured to the midpoint. This requires a minimum of a 10 foot setback from the side and 25 feet from the rear property lines. The applicant shows the nearest setback of 30 feet.
2. They have indicated that they want the building for personal storage of dirt bikes, jet skis and tractor, etc.
3. With less than 3 acres the property would only be allowed this one accessory building.
4. This is a meatal building with colors to match the house. A review of past accessory building in the R1 zone on lots of similar size shows that this is "normal" size.
5. Although the building is in the R1 zone the area of Whitneyville and 48th St is a little more of an agricultural area and the metal siding would not be unusual for the area.
6. Any outdoor lighting will have to meet our standards, requiring it to be shielded and downcast or at a level that is exempted.
7. It should be noted that accessory buildings cannot be used for living space or to run a business.

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

<i>Factors</i>	<i>Comments</i>
The intended use of the building.	Residential storage.
The proposed location, type and kind of construction and general architectural character of the building.	The garage will be of similar materials to others in the area.
The size of the building in relation to the house, lot and zoning district.	The property is about 1.05 acres. The home has approximately 3,000 sq. ft. of finished living space.

The type and kind of principal and accessory buildings and structures located on properties which are adjoining and in the general area.	There are a few other detached buildings in the immediate area. This size and type of building is consistent with others of similar size in the Township.
The topography and vegetation in the area.	Wooded, flat
Whether the proposed building will affect the light and air circulation of any adjoining properties.	No impact
Whether the proposed building will adversely affect the view of any adjoining property owner or occupant.	The most impacted home will be those on the private road to the west.
Points of access to the proposed building and their relationship to adjoining properties and the view from the adjacent streets.	No new access to the street will be created.

STAFF RECOMMENDATION

I would recommend that you approve the request to construct the new building under the following conditions;

1. The building is not used for living space or to run a business.
2. Any outdoor lighting meets our regulations.

Attachments: Application package



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: JAY RIES
 Address: 8200 48th STREET SE
 City & Zip Code: GRAND RAPIDS, MI 49512
 Telephone: 616-250-7854
 Email Address: riesjedrickassoc.com

OWNER: * (If different from Applicant)
 Name: N/A
 Address: N/A
 City & Zip Code: N/A
 Telephone: N/A
 Email Address: N/A

NATURE OF THE REQUEST: (Please check the appropriate box or boxes)	
<input type="checkbox"/>	Administrative Appeal
<input type="checkbox"/>	Deferred Parking
<input type="checkbox"/>	P.U.D. – Site Condominium *
<input type="checkbox"/>	Site Plan Review *
<input checked="" type="checkbox"/>	Special Use Permit
<input type="checkbox"/>	Zoning Variance
<input type="checkbox"/>	Administrative Site Plan Review
<input type="checkbox"/>	P.U.D. – Rezoning *
<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Sign Variance
<input type="checkbox"/>	Subdivision Plat Review *
<input type="checkbox"/>	Other: _____ *

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

BRIEFLY DESCRIBE YOUR REQUEST:**

POLE BARN FOR STORAGE OF DIRT BIKES, JET SKIS, AND TRACTOR.

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

LEGAL DESCRIPTION OF PROPERTY:**

411926300077 PART OF SW 1/4 COM 435.00 FT S 40D 43M
385 E ALONG CL OF WHITNEYVILLE AVE & 609.0 FT S 49D
116M 22SW PERP TO THE CL OF WHITNEYVILLE AVE FROM THE
E&W 1/4 LINE TH S 49D 116M 22S W PERP TO THE CL
OF WHITNEYVILLE AVE. 72.43 FT TO THE W LINE OF THE NE 1/4 SW 1/4 TH
(*Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19-26-300-077

ADDRESS OF PROPERTY: 8200 48th STREET SE

PRESENT USE OF THE PROPERTY: RESIDENCE

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

Name(s)

Address(es)

SHELY RIES

8200 48th STREET SE GRAND RAPIDS, MI 49512

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.)

JAY RIES

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

JAY RIES

Applicant - Print or Type Name

* 

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

* 

Applicant's Signature & Date

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

Rev. 7/24/14

TITLE



Map Scale 1:2,000



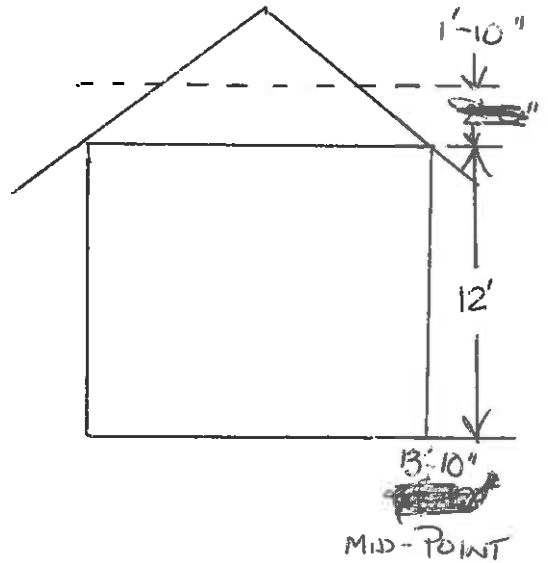
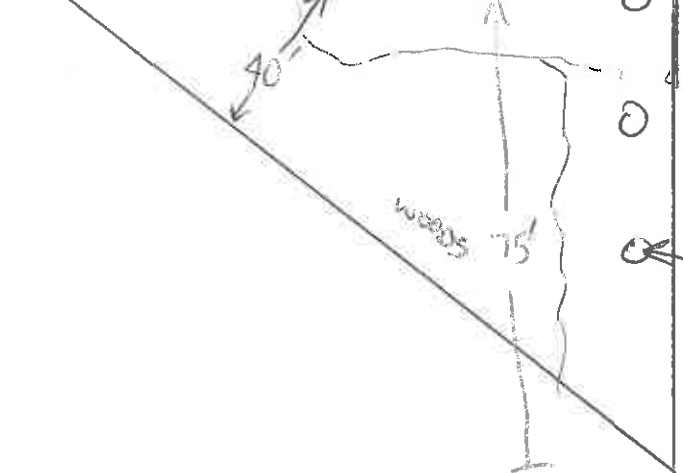
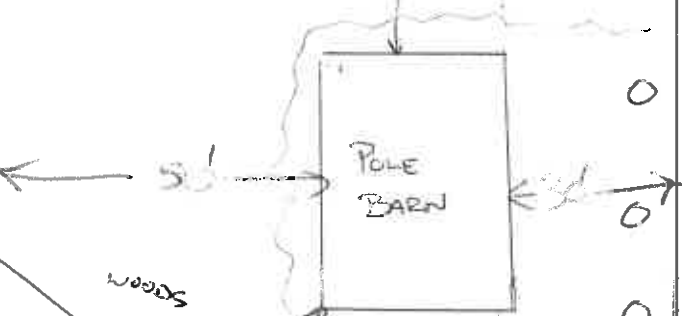
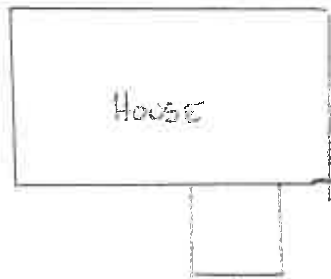
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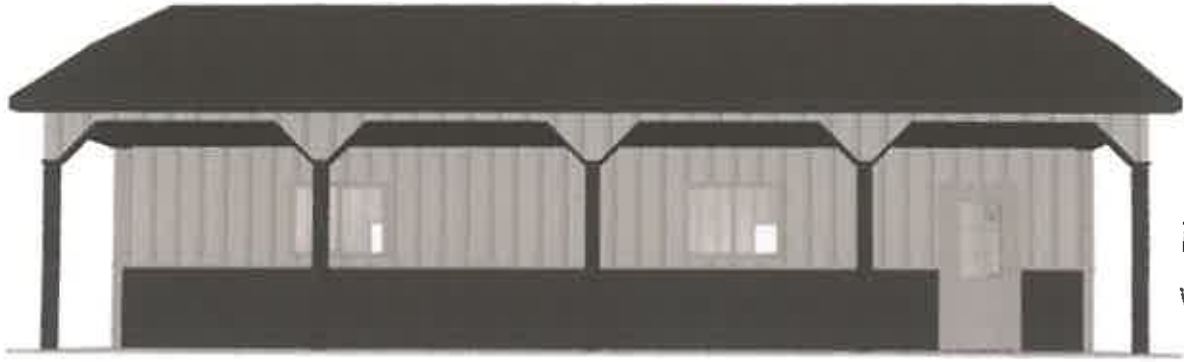
WHITNEY PINES Dr. SE

48th STREET



NEW PINE TREES AFTER CONSTRUCTION

BROWN ROOF, TAN MAIN COLOR, BROWN WAINSCOTING. WHITE WINDOWS & DOORS & TRIM. COLORS TO MATCH HOUSE.



EAST
VIEW



SOUTH
VIEW



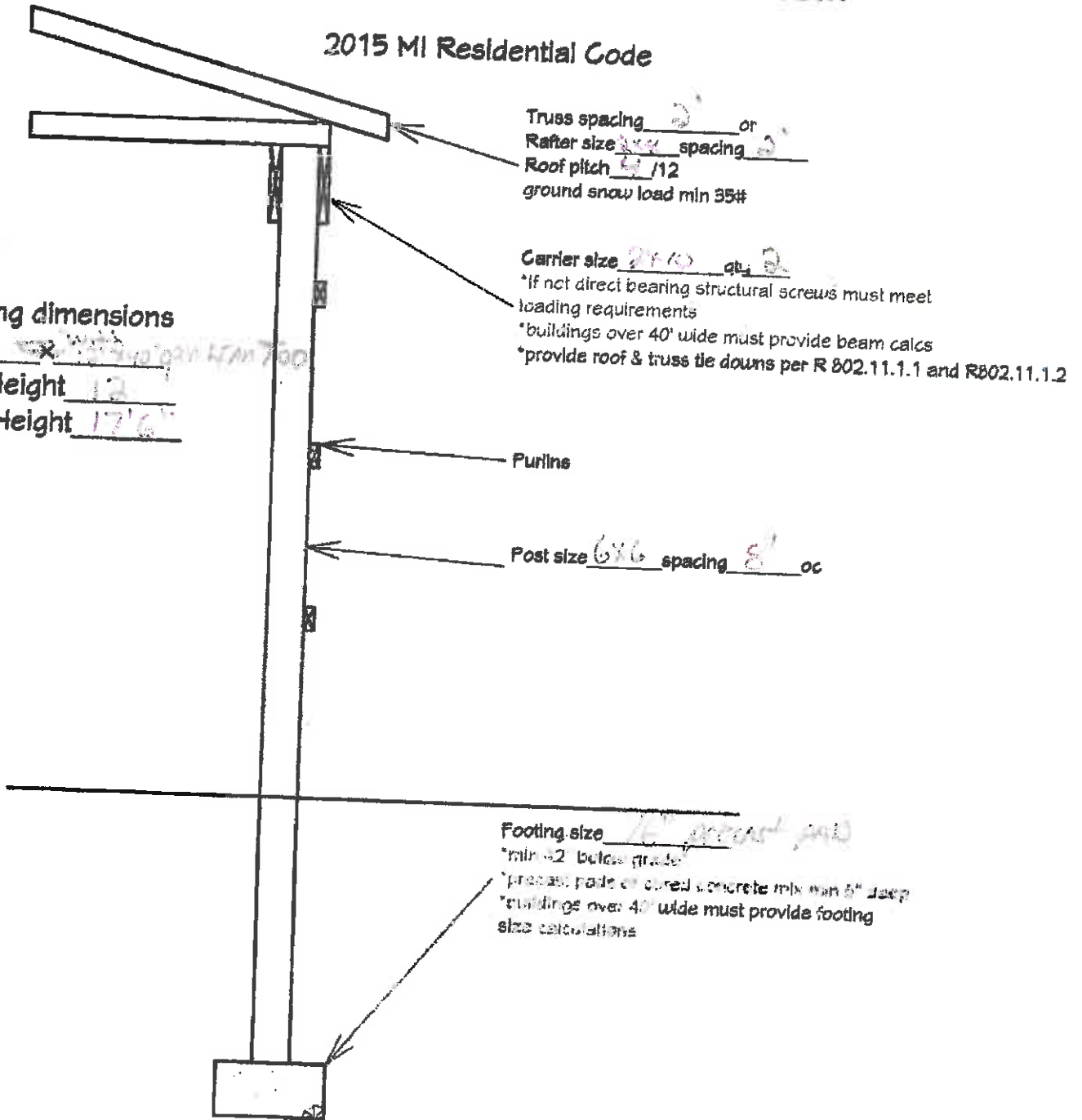
WEST
VIEW



NORTH
VIEW

Typical Pole Barn Detail

2015 MI Residential Code



Truss spacing 2' or
 Rafter size 2x4 spacing 2'
 Roof pitch 4/12
 ground snow load min 35#

Carrier size 2x10 @ 2'
 *if not direct bearing structural screws must meet loading requirements
 *buildings over 40' wide must provide beam calcs
 *provide roof & truss tie downs per R 802.11.1.1 and R802.11.1.2

Purlins

Post size 6x6 spacing 8' oc

Footing size 16" diameter
 *min #2 below grade
 *precast pipe or cured concrete mix with 5" deep
 *buildings over 40' wide must provide footing size calculations

Building dimensions
30x40
 Wall Height 12'
 Total Height 17'6"

**COMMUNITY
DEVELOPMENT
DEPARTMENT**

2016

Annual Report

CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP - 2016

TOWNSHIP BOARD

Rob Beahan, Supervisor
Ronald Goodyke, Clerk
Ken Peirce, Treasurer
Tom McDonald
Jim Koessel
Fred Goldberg
Jack Lewis

PLANNING COMMISSION

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

ZONING BOARD OF APPEALS

Mel Casey, Chair
Lou Berra
Al Pennington/Planning Commission Rep.
Tom McDonald, Trustee
Valerie Millikin
Jack Neal, Alternate

PLANNING STAFF

Steve Peterson, AICP, Community Development Director
Stephanie Fast, Community Standards Officer

BUILDING AND GROUNDS

Jim McDonald, Supervisor
Jason Beaton, Maintenance
Josh Higgins, Maintenance
Ryan McCarty, Maintenance
Chuck Vander Meulen, Maintenance

January 3, 2017

The Cascade Charter Township Community Development Department is pleased to present our annual year in review in the form of the **2016 Annual Report**. The following report summarizes each type of development request reviewed by the Planning Department, Planning Commission, Zoning Board of Appeals, and Township Board in 2016.

The Community Development Department consists of the Planning, Code Enforcement and the Buildings and Grounds departments. In addition, we will continue to work closely on economic development initiatives with the new Economic Development and DDA Director, Sandra Korhorn.

In addition to the information contained in this report, the Community Development Department also performs many important duties on a daily basis that are not normally recognized.

Based on the number of inquiries about new projects it appears that 2017 will continue the trend from 2016 and will be an equally challenging year for the new Community Development Department. Should you have any questions or comments relating to this report or the Community Development Department, do not hesitate to call us at 949-0224.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Peterson', written in a cursive style.

Steve Peterson, AICP
Community Development Director

Cascade Township Community Development Department 2016 Annual Report

I. ACCOMPLISHMENTS

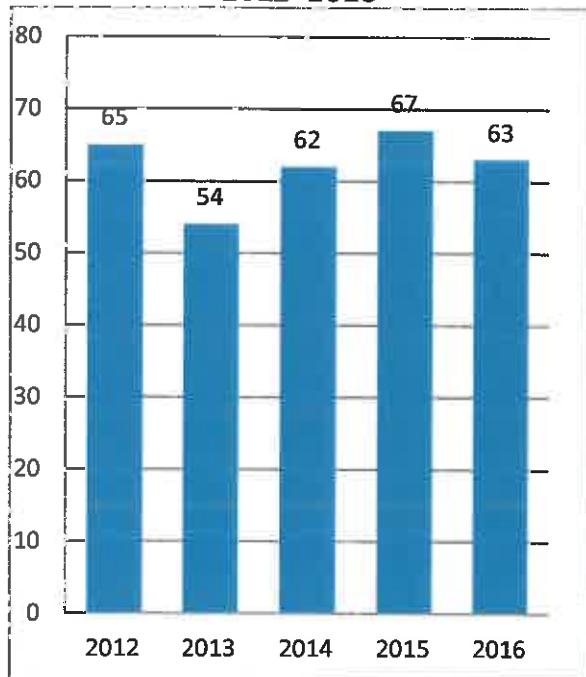
Development Reviews

In 2015, the Planning Department reviewed a total of 67 development requests. Several of the 2015 requests were also carried over into 2016 and consumed additional staff time. Similarly, many of the projects initiated in 2016 will still be active in 2017. These reviews include those which required action by the Township Board, Planning Commission, Zoning Board of Appeals, and Planning Department, with several requiring action by more than one body. The following tables summarize the project review activities of the Planning Department over the past five (5) years:

DEVELOPMENT ACTIVITIES 2012 - 2016

Activity/Year	2012	2013	2014	2015	2016
Planning Commission					
Planned Unit Developments	2	4	7	3	7
Rezoning	1	1	0	0	1
Site Plan Reviews	8	5	4	7	8
Administrative Site Plan Reviews	11	13	7	12	8
Special Use Permits	15	6	9	10	8
Plat Reviews	0	0	0	1	0
Other Activities	2	2	5	3	3
Subtotals	39	31	32	36	
Zoning Board of Appeals					
Variances and other requests	12	5	11	16	7
All Board and Commissions					
Other Requests	5	3	0	0	0
Planning Department					
Lot Split (Cases)	9	15	19	15	21
TOTALS	65	54	62	67	63

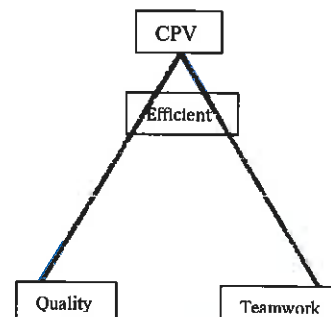
DEVELOPMENT ACTIVITY TOTALS 2012- 2016



In addition to reviewing all of the development proposals submitted to the township, the Planning Department's days are filled with numerous other activities. These activities are summarized below.

Department Vision

The Community Development Department has embraced a modified "triple bottom line" approach to providing services. This modified approach is being used to allow each member of the department to use their skills to help Create Public Value.



Regional Planning

Staff continued its involvement with regional planning issues in 2016. We participated in monthly transportation meetings regarding technical and policy issues.

Staff also participated on several subcommittees of the transportation group with additional work on the non-motorized and rail transportation issues.

Storm water

More and more staff time is being dedicated to storm water related issues. In 2016, we continued to participate in the update of the model storm water ordinance. This will assist Cascade in updating our storm water ordinance after the model ordinance is completed.

Master Plan

The Community Development Department continued with the implementation of the master plan by working on the annual work plan items. The items in 2015 included:

Work item	Result
Review Access Management	After study, the Planning Commission agreed to maintain our current access management regulations.
Study Food Truck regulations	Will be completed in conjunction with DDA
Sign Ordinance regulations	Will participate in the larger discussion with the DDA on how best to address this issue..
Accessory building review.	No changes needed.
Coast to Coast rail initiative	Continued support and had MEC in to update Planning Commission
Joint meeting with DDA	Incomplete

Rail

The Community Development Department participated in several meetings regarding rail transportation in 2016. We participated in a coordinated effort with the Right Place Program and the City of Kentwood to maintain the freight rail infrastructure in the SW corner of the township.

We also participated in the Coast to Coast passenger rail study to establish passenger rail from Holland to Detroit. This project includes a rail stop in Cascade on the north side of the airport near the 36th St interchange.

Parks

The Cascade Rec Park improvements were completed this year with the addition of the Marion and Claude Robinson accessible playground.

Library – Gathering Space

Coordinated planning effort with DDA, Parks Committee, Township to consider gathering space project consistent with all of the different township plans for the area along 28th in front of library.

BG Crew

Under our reorganized department, the BG crew has taken a greater role in the maintenance of township property. We have in-sourced several aspects to allow for better quality control of our facilities. Most notably has been the mowing of township property in house. This has been received very well and has been a noticeable improvement from the recent past. Funding for some of the additional work hours has come from the DDA. This allows the crew to spend additional time in the DDA.

Community Standards Officer

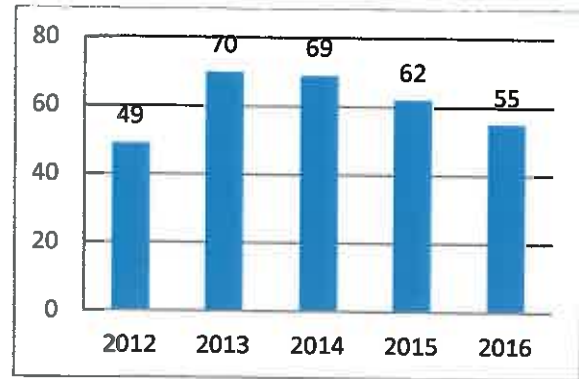
The additional staff member allows the township to assist in mediating issues in the community as they arise. This staff member has been able to gain ordinance compliance through enforcement and education.

Regional Geographic Information System (REGIS)

Staff continue to utilize the GIS system in our workday and attends regular REGIS meetings. The public has access to REGIS through staff as well as the internet. <http://ims.gvmc-regis.org:1052/website/public/>

Building permits

Below is a chart showing the number of new residential building permits for the last 5 years. The Community Development Department is responsible to check to make sure that every building permit complies with zoning regulation. While the graph only shows new residential construction it does indicate trends for all permits.



Applicant Billing

The Community Development Department will continue to actively pursue the recovery of review costs associated with development proposals. In 2016, we were reimbursed approximately \$20,000 in engineering, planning and legal review fees spent on various development projects. Accurate records are kept so the appropriate applicant is billed for their respective fees incurred.

Case Summaries

The following pages provide a brief synopsis for each type of development request that was reviewed in 2016.

2016					
Planned Unit Developments					
Case	Applicant	Request	Location	Preliminary	Final
16-3309	Riebel Development	amend plan to include apartments	6370 28th st	Tabled - Utility issues	
16-3316	Leisure Living	rezone for assisted living	5042 Cascade Rd		
16-3321	Growney Mixed Use	retial and residential	2899 Thornapple River Dr	Approved	
16-3329	Spees	add two fast food restuarants	6010 28th St	Approved with conditions	
16-3330	Cascade Lodging	add hotel	5411 28th st	Approved	
16-3341	Koetje Builders	New PUD - Oark Harbor Preserve	4580 Little Harbor Dr		
16-3348	Edward Rose	add apartments to PUD	5201 60th St		
Site Plan review					
Case	Applicant	Proposed Land Use	Location	Planning Commission Action	
16-3293	Slagboom	addition at self storage	5210 52nd St	Approved	
16-3305	Cascade Hospitality	addition for dog run	6730 Cascade Rd	Approved	
16-3310	Cascade Paper Converters	Addition	4935 Starr St	Approved	
16-3318	McCarthy Group	addition	5505 52nd St	Tabled	
16-3324	Verburg	addition	6915 Cascade Rd	Approved	
16-3334	Burkett	addition	9500 Cascade Rd	Approved	
16-3342	Paragon Die	Addition	5255 33rd St	Approved	
16-3350	Grooters	new industrial building	5357 52nd St	Approved	
Special Use Permits					
Case	Applicant	Request	Location	Zoning	Action
16-3301	Keeler	accessory building addition	8100 45th St	R1	Approved
16-3303	CTRA	Boat Ramp for association	7238 Cascade Rd	R2	Approved
16-3311	Borisch	Accecessory Building	5292 Dayenu Dr	R1	Approved
16-3314	Reynolds	Accessory Building	5701 Buttrick Ave	PUD 52	Approved
16-3315	Roelofs	Accecessory Building	9554 52nd St	ARC	Approved
16-3337	Romence	accessory building	5752 Hall St	R1	Approved
16-3352	Ries	Accessory Building	8200 48th St	R1	Approved
16-3354	Beadner	addition to accessory building	5663 Cascade Rd	R1	Approved
Administrative Site Plan Review					
Case	Applicant	Proposed Land Use	Location	Action	
16-3296	Kawasaki	Access Drive	5080 36th St	Approved	
16-3300	BPG LLC	Parking and Landscaping	5333 33rd St	Approved	
16-3302	Leo's Coney Island	Outdoor Patio	6080 28th St	Approved	
16-3312	Meijer	rebuild gas station	5555 28th St	Approved	
16-3320	Data Strategy	parking lot addition	5555 Corporate Exchange Ct	Approved	
16-3326	Foremost Cancer Center	small addition - parking access	5800 Foremost	Approved	
16-3343	Verburg Auto	carport	6915 Cascade Rd	Approved	
16-3347	Sikh Society	Addition - Priest Home	8845 Cascade Rd	Approved	
Plat Review					

Case	Applicant	Plat Name	Location	Tentative Preliminary Plat	Final Preliminary P	Final Plat
Rezoning						
Case	Applicant	From/To	Acres	Location	PC Action	TB Action
16-3299	Kamphuis	ARC/R1	75	5800 Thornapple River Dr	Approved	Approved
Other						
Case	Applicant	Request	Location	PC Action	TB Action	
16-3295	Cascade Township	review accessory buidling regs		no changes		
16-3297	Cascade Township	Access Management		no changes		
16-3298	Cascade Township	Food Truck Regulations		meeti with business owners		
Zoning Board of Appeals						
Case	Applicant	Location	Zoning	Request	ZBA Action	
16-3304	Cascade Busiess Assoc	6797 Cascade Rd	PUD 19	Sign varaince	approved	
16-3307	Roelofs	9554 52nd St	ARC	rebuild accessory building	Approved with modifications	
16-3319	Verburg	6915 Cascade Rd	B1	Setback Variances	Approved w conditions	
16-3325	McCollum	1310 Thornapple River Dr	R2	keep accessory building on vacant lot	Denied	
16-3328	Wessell	3150 Thornapple River Dr	R2	keep accessory building on vacant lot	Approved w conditions	
16-3335	Beach	2755 Shumac Lane	ARC	accessory building in front yard	Approved	
16-3351	Achterof	5830 Burton St	R1	keep accessory building on vacant lot		
Lot Splits						
Case	Applicant	Parcel No (s)	Address	Number of parcels created	Action	
16-3292	Eastbrook Homes	41-19-5-130-088	1292 Marsman	reconfiguration	approved	
16-3294	Steen Dernik	41-19-15-126-019	7474 30th St	reconfiguration	approved	
16-3306	Lacks	41-19-06-276-024	5460 Cascade Rd	split/reconfigure	approved	
16-3308	Harmon	41-19-23-400-028	4112 Cherry Lane	reconfiguration	approved	
16-3313	Lipke	41-19-26-400-054	4900 Streamside Point		1 incomplete	
16-3317	Bhima	41-19-31-302-003	5960 Glen Ellyn Ct		2 approved	
16-3322	Kooiker	41-19-35-451-009	8415 60th St		1 approved	
16-3323	Cascade Lodging	41-19-07-476-005	5411 28th St Ct	reconfiguration	approved	
16-3327	Cavanaugh	41-19-36-200-024	5480 McCords		1 approved	
16-3331	Habertag	41-19-11-200-019	8540 Bolt		1 approved	
16-3332	Glaser	41-19-10-476-022	7673 Silverthorne Dr	reconfiguration	approved	
16-3333	Frost	41-19-18-100-015	5118 28th st		1 approved	
16-3336	Turner	41-19-22-176-028	7461 Kenrob	reconfiguration	approved	
16-3338	Harmon	41-19-23-400-032	4150 Cherry Lane	reconfiguration	approved	
16-3339	Epique Homes	41-19-15-201-004	7623 30th St			
16-3340	Concierge Marketing	41-19-12-400-040	2569 Snow Ave			
16-3344	Reinholtz	41-19-26-400-055	4920 Streamside Point		1 approved	
16-3345	Pummill	41-19-08-328-029	2545 Linda Ave		1 approved	
16-3346	McCollum	41-19-16-176-008	3010 Thornapple River Dr		1 approved	
16-3349	Sneller	41-19-25-300-012	4900 Quiggle Ave	reconfiguration	approved	
16-3353	Kooistra	41-19-09-201-007	6801 Burton St		1	

MICHIGAN SOCIETY OF PLANNING

COMMUNITY PLANNING PRINCIPLES

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

GENERAL STATEMENTS

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

PRINCIPLES

COMMUNITY

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

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

ENVIRONMENT

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

PLANS AND IMPLEMENTATION

INFRASTRUCTURE

1. Development should be directed to areas serviced by adequate roads, water and utilities.
1. A broad-based citizenry should be involved during the development of local comprehensive master plans, including representation from neighboring and impacted jurisdictions. Local plans should consider and address the impacts of neighboring communities land uses, planned uses, goals, and objectives.
2. Local planning decisions which affect neighboring communities should consider multi-jurisdictional impacts.
3. Local comprehensive master plans should be reviewed periodically and updated as necessary to remain viable documents.
4. Local zoning ordinances should be reviewed periodically and updated as necessary to ensure they are consistent with the comprehensive master plan.

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

**Rules of Conduct
For
The Cascade Charter Township Planning Commission**

1. POLICY AGAINST “EX PARTE” COMMUNICATIONS.

Planning Commission Members (“members”) should avoid outside contact with applicants, developers, applicants/developer’s representatives (including planners or attorneys or interested neighbors regarding matters before the Planning Commission.

- a. The Planning Commission must act as a board and not as individual members. Advisory opinions should not be given.
- b. “Ex Parte” communication (i.e., outside of public Planning Commission meetings or hearings) by individual members of the Planning Commission with applicants, developers, applicant’s/developer’s representative or interested neighbors in person, by telephone or by visits are to be avoided, except for limited necessary contact during fact-finding site visits.
- c. Site visits – Individual members shall view sites only if they can do so without any unnecessary contact with the applicant, developer, applicant’s/developer’s representatives or interested neighbors and with the specific purpose of gathering physical facts and/or data.
- d. If a member is contacted by an applicant, developer, applicant’s/developer’s representative or an interested neighbor, the member shall promptly inform the party that he or she should not discuss the matter or have any contact whatsoever outside a Planning Commission hearing or meeting except for site visits. The member shall then immediately inform the party that they are welcome to come to Planning Commission meetings to discuss their views, wishes, etc., or to put their concerns in writing with a copy sent to the Chairperson of the Planning Commission.

2. MEMBER DISCLOSURE

In order to maintain public trust and ensure fairness, each Planning Commission member shall publicly disclose at the Planning Commission hearing or meeting involved any of the following:

- a. If the Planning Commission member is related to an applicant, developer, applicant’s/developer’s representative or any party involved.
- b. If the Planning Commission member is (or has been) in business or financially connected with the applicant or parties involved

- c. If the Planning Commission is a close friend of the applicant or parties involved.
- d. If the Planning Commission member has an unavoidable bias regarding the matter and could not be fair.

3. CONFLICT OF INTEREST

- a. A member should remove himself/herself from the hearing, discussions and decision –making process if the member has a conflict of interest or a potential conflict of interest involving the situation at hand as a conflict of interest is defined by Michigan law.
- b. While not required to do so, where a member of the Planning Commission has an actual or potential conflict of interest, it is often best if he/she move from the place where the full Planning Commission or Planning Commission subcommittee is sitting and go sit in the audience or leave the room until the matter is over. Physical removal often minimizes any public perception that the member with any conflict or potential conflict of interest is unduly influencing his or her fellow members of the Planning Commission by the member's physical presence.
- c. If a member has abstained from a matter due to a conflict or potential conflict of interest, that member has the right to voice his or her opinion at a meeting or hearing of the Planning Commission as a member of the audience. If a Planning Commissioner has a conflict or potential conflict of interest that member shall be treated as an interested party and shall be bound by the requirements of Section 1 above. The Planning Commissioner shall not have any contact with other Planning Commissioners regarding the matter except as otherwise permitted in Section 1 hereof.
- d. A Planning Commissioner shall not represent any applicant, developer, neighbor or party directly interested in a matter before the Planning Commission. Except as otherwise prohibited by law, a Planning Commissioner's employer, fellow employee, or partner may represent a party appearing before the Planning Commission. But in such case the Planning Commissioner involved shall be deemed to have a conflict of interest, shall publicly disclose the situation, and shall remove himself/herself from the proceedings as required by Paragraph 3.a. hereof.
- e. All Planning Commissioners should strive not to place themselves in situations where there would be even an appearance of impropriety or become involved in a hearing, discussion, or decision-making process before the Planning Commission which would place that member in a potential conflict of interest situation.