

# Cascade Charter Township

## Planning Commission

### Process Recommendations Committee

#### Meeting No. 4

Wednesday, May 11, 2022, 4:00 pm

#### Cascade Township Hall- Back Conference Room

Chair Moxley called the meeting to order at 4:03 pm in the back conference room of the township offices. All members were present, including Manager Swayze and Planning Director Hilbrands. (Members Moxley, Rissi, Nordhoek, Rowland and Rapin)

Member Rapin moved to approve the agenda. Member Rowland supported. Agenda was approved thru a unanimous vote.

Member Rissi made a motion to approve the minutes of the April 27th meeting. Member Rapin supported the motion and all members voted in favor of the minutes.

We had no conflicts of interest reported and no visitors.

Future meetings are scheduled for May 25th (3:30pm) with BS&A to discuss and see software options they provide. Also scheduled are June 8th and June 22nd. Member Rissi will be absent and Member Rowland offered to take the minutes in member Rissi's absence.

Discussion followed about the presentation of Recommendations to the Township Board on January 12.

Sec: 21.04, item #2 - put "addition" back in, strike F., and D. to read "interior driveways".

Manager Swayze offered to work on the process for selection of new Township Planning Director, should there be a need in the future.

Member Rissi, and Planner Hilbrands will work on roles and responsibilities of staff for Ordinance enforcement and site plan follow up.

Member Moxley tested the stamp now used by the Planning Department to document approved site plans. The stamp worked and he approved it.

Ralph will follow up on Kent County Road Commission SESC requirements.

Member Rowland will review the Proposed Complaint Procedures process.

Member Rapin asked about the website citizens intake options.

Member Rissi drafted a definition for commencing construction: Infrastructure, roads, utilities. No earth moving or tree clearing, as those are property owners rights.

An Idle Project requires a review from staff, which is then brought to the PC. The PC after the staff report can require a site plan review. An "Idle Project" is defined as no new building permits or inspections in a 12 month period.

Member Rapin, with support from Member Rissi, moved to adjourn the meeting at 5:10 pm.

Submitted by:

Scott Rissi