

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
DECEMBER 4, 2017

I. CALL TO ORDER

Cousins called the meeting of the Grand Haven Charter Township Planning Commission to order at 7:00 p.m.

II. ROLL CALL

Members present: Cousins, LaMourie, Taylor, Kieft, Chalifoux, Reenders, Wilson, Hesselsweet, and Wagenmaker

Members absent: None

Also present: Community Development Director Fedewa and Attorney Bultje

Without objection, Cousins instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the November 20, 2017 meeting were approved.

V. CORRESPONDENCE

- John P. Clapp – Lincoln Pines PUD Amendment

VI. PUBLIC COMMENTS – None

VII. PUBLIC HEARING

A. PUD Amendment – Lincoln Pines

Cousins opened the public hearing at 7:02pm.

Fedewa provided an overview through a memorandum dated November 30th.

The applicant, Michael McGraw of Eastbrook Homes, was present and available to answer questions:

- An outline was provided about the condominium market:
 - Condo market was weak in 2014, and only accounted for approximately 15% of the sales at Eastbrook Homes.
 - In 2016, the condominium sales at Eastbrook Homes increased to approximately 32%, and it is estimated that 2017, sales are even higher.

- In 2016, studies showed that 44% of the condo buyers are between the ages of 51-70.
- In 2017, studies show that 41% of the condo buyers are ages 52+.
- The condo market for the baby-boomer generation is expected to last an additional 7-10 years.
- There is a low inventory of condos in the real estate market, and the proposed PUD Amendment would serve a need.
- Condos make for a good neighbor because the association is responsible for most outdoor maintenance, which means lawns are always mowed, snow is shoveled, landscaping is healthy, etc.
- A letter was mailed to all property owners within Lincoln Pines, and those that are in the process of purchasing a lot to explain the PUD Amendment request. No concerns were raised.
- A presentation was provided to show the various options and amenities available within the condos and provided photographs.
 - Explained the optional floorplans that allow a bump-out, larger garage, etc. are reviewed on a case-by-case basis to ensure the remaining buildings will still follow the PUD requirements.
 - Color schemes are pre-selected to ensure the development is cohesive, but not “cookie-cutter.”

There being no further comments, Cousins closed the hearing at 7:14pm.

VIII. OLD BUSINESS

A. PUD Amendment – Lincoln Pines

The application was discussed by Commissioners and focused on:

- Reviewed the correspondence from John P. Clapp, and affirmed the future extension of Pine Bend Drive is still in place, which alleviates the concern.
- Inquired how the customization options to expand the footprint would impact the construction of future condos.
- Requested an explanation of how the color-schemes and various materials are incorporated to build a cohesive development.
- Upon request, Fedewa noted the proposed condos would fit within the same building envelope as the approved subdivision lots.
- Upon request, Fedewa noted there is not a noticeable net gain, or loss, of density because the condos will likely have fewer occupants than the single family dwellings because the buyer typically does not have children.

- Developer was encouraged to improve the Declaration of Restrictive Covenants, Master Deed, and Bylaws:
 - Relationship between the condos and subdivision is a bit confusing, particularly for subjects such as pets and dues to pay for maintenance.
 - Roads are public, and not private.
- Overall the Commission is pleased with the proposal.

Motion by Taylor, supported by Wilson, to recommend to the Township Board to **conditionally approve** the proposed PUD Amendment for Lincoln Pines to convert 27 subdivision lots to 53 condominium units. This motion is subject to, and incorporates, the following report. **Which motion carried unanimously.**

REPORT – LINCOLN PINES PUD AMENDMENT

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Planning Commission (the “Planning Commission”) concerning an application by Signature Land Development Corporation (the “Developer”) for approval of an amendment to the Lincoln Pines Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of the existing 38 platted lots in phase 1, and in phases 2 and 3 will have an additional 61 platted lots and 53 condominium units. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 11/20/2017 and is referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Planning Commission concerning the Project, the basis for the Planning Commission’s recommendation, and the Planning Commission’s decision that the amended Lincoln Pines PUD be approved as outlined in this motion. The Developer shall comply with all of the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Planning Commission makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Planning Commission finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 - B. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
 - C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the Township.

- D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
 - E. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
 - F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
 - G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
 - H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate.
 - I. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate stormwater, prevent erosion and the formation of dust.
 - J. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures to reduce light pollution and preserve the rural character of the Township.
 - K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
 - L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
 - M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
 - N. As appropriate, fencing will be installed around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.
 - O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.
2. The Planning Commission finds the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
3. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
- A. The Project will encourage the use of land in accordance with its natural character and adaptability;
 - B. The Project will promote the conservation of natural features and resources;
 - C. The Project will promote innovation in land use planning and development;
 - D. The Project will promote the enhancement of housing for the residents of the Township;
 - E. The Project will promote greater compatibility of design and better use between neighboring properties;

- F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices; and
 - G. The Project will promote the preservation of open space.
4. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
 - A. The Project meets the minimum size of five acres of contiguous land.
 - B. The Project contains two separate and distinct residential uses—single family, and attached condominiums.
 - C. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the ordinance impractical.
 - D. The PUD design includes innovative development concepts that substantially forward the Intent and Objectives of Section 17.01, and permits an improved layout of land uses that could not otherwise be achieved under normal zoning.
 5. The Planning Commission also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
 - A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff to adjacent properties, and are consistent with the Township’s groundwater protection strategies.
 - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
 - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
 - D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
 - E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
 - F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).
 - G. Street lighting will be installed in the same manner as required under the Township’s Subdivision Control Ordinance.
 - H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.
 - I. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
 - J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
 - K. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.
 - L. Exterior lighting within the Project complies with Chapter 20A for an LZ 2 zone.
 - M. Outside storage of materials shall be screened from view.
 - N. Signage is compliant with Section 24.13 of the Zoning Ordinance.

- O. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
 - P. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township before construction is commenced.
 - Q. The Project satisfies the minimum open space of 20 percent required by the Zoning Ordinance.
 - R. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.
 - S. The open space in the Project consists of contiguous land area which is restricted to non-development uses.
 - T. The open space in the Project will remain under common ownership or control.
 - U. The Open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.
 - V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
6. The Planning Commission finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 17.07.2.A of the Zoning Ordinance—Single Family Dwellings.
7. The Planning Commission also finds the Project shall comply with the below additional conditions as well.
- A. Project shall comply with all the prior conditions of the prior PUD and plat approvals, to the extent relevant.
 - B. Project shall comply with all applicable federal, state, county, and Township laws and ordinances.
 - C. Project shall comply with the revisions required by the Township Attorney’s review of the declaration of covenants, the bylaws, and the master deed, all as noted in the November 14, 2017 email from the Township Attorney.
 - D. Developer shall execute a revised PUD agreement between the Township and the Developer.

IX. NEW BUSINESS

A. Housekeeping Duties

- i. Appointment of Officers
 - o **Without objection**, Cousins was nominated and reappointed as Chair.
 - o **Without objection**, Wilson was nominated and appointed as Vice Chair.
 - o **Without objection**, Wagenmaker was nominated and reappointed as Secretary.
- ii. 2018 Meeting Date Schedule

Motion by Wilson, supported by Chalifoux, to **approve** the 2018 Meeting Date Schedule, which includes canceling the January 2nd date.
Which motion carried unanimously.

B. Presentation – Chair Cousins – Master Citizen Planner Certification

Cousins gave a 20-minute power point presentation titled “Planning Commission Meetings: Tips for Better Decisions.” The presentation touched on the following subjects:

- Commissioner Preparation (*e.g., review materials, site visit*)
- Prior to Start of Meeting (*e.g., acknowledge the public, welcome those you know*)
- Follow the Agenda (*e.g., keep a routine, declare conflicts of interest*)
- Inform Public of Participation Opportunities
- Commissioner Deliberation and Decisions (*e.g., direct questions & comments to Chair*)
- After the Meeting (*e.g., no more discussion on agenda items*)

X. REPORTS

A. Attorney Report – None

B. Staff Report

- The next Zoning Ordinance Update Committee meeting is tentatively scheduled for Thursday, January 11th @ 6pm in the Main Conference Room. Staff will send a reminder email out to the Planning Commission in case someone wants to attend.
 - May have to be rescheduled to January 4th depending on consultant’s schedule.
- The Zoning Ordinance Update Committee has requested the Planning Commission discuss the “double lot frontage” requirement for properties on main thoroughfares. That will be added as an agenda item at a future meeting.

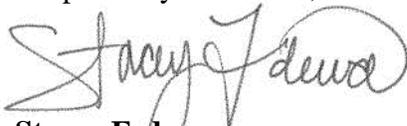
C. Other – None

XI. EXTENDED PUBLIC COMMENTS – None

XII. ADJOURNMENT

Without objection, the meeting adjourned at 8:01 p.m.

Respectfully submitted,



Stacey Fedewa

Acting Recording Secretary