AGENDA
Grand Haven Charter Township Planning Commission
Monday, July 20, 2020 – 7:00 p.m.
Remote Electronic Meeting

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are monitored, and violations of statutes will be prosecuted.

I. Call to Order

II. Roll Call

III. Approval of the June 15, 2020 Planning Commission Meeting Minutes

IV. Correspondence

V. Brief Public Comments & Questions (Limited to 3 minutes)
   Please go to http://www.ght.org/boards/meeting-packets to view the complete packet for tonight's Planning Commission meeting. If you would like to comment on an Agenda Item Only, you may now submit your comments via Facebook Live stream found at https://www.facebook.com/GHTownship; email choisington@ght.org; or call (616) 260-4982 when prompted. Comments through the phone are limited to three (3) minutes.

VI. Public Hearing
   A. Rezoning – Slater (Correction on Zoning Map) – PUD to RR

VII. Old Business
   A. Rezoning

VIII. New Business
   A. Updated 2019 Planning Commission Report

IX. Reports
   A. Staff Report
   B. Other

X. Extended Public Comments & Questions (Limited to 4 minutes)
   If you would like to comment on a Non-Agenda Item, you may now submit your comments via Facebook Live stream found at https://www.facebook.com/GHTownship; email choisington@ght.org, or call (616) 260-4982 when prompted. Comments through the phone are limited to four (4) minutes.

XI. Adjournment
MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
JUNE 15, 2020
Remote Electronic Meeting

I. CALL TO ORDER
Cousins called the meeting of the Grand Haven Charter Township Planning Commission to order at 7:00pm.

II. ROLL CALL
Members present: Cousins, Wilson, Taylor, Chalifoux, Wagenmaker, Kieft, Hesselsweet, and Reenders
Members absent: LaMourie
Also present: Community Development Director Fedewa and Associate Planner Hoisington

Without objection, Cousins instructed Hoisington to record the minutes.

III. APPROVAL OF MINUTES
Without objection, the minutes of the May 28, 2020 meeting were approved.

IV. CORRESPONDENCE – None

V. PUBLIC COMMENTS – None

VI. PUBLIC HEARING
A. Special Land Use – Group Day Care Home (7-12 children) – LaMore

Cousins opened the public hearing at 7:08pm.

Fedewa provided an overview through a memorandum dated June 11th.

The owner, Kelly LaMore, was present and available to answer questions.

- LaMore currently operates a state-licensed family day care facility in her home which allows up to 6 children.
- Desire to expand the day care in order to respond to the increased demand for child care for her customers who are essential workers.
- Day care is regulated by the State, but requires SLU approval by the local municipality.
- No signs are planned to advertise business.
- Spouse will be the additional staff member, so no parking concerns.

There being no public comment, Cousins closed the hearing at 7:12pm

VII. OLD BUSINESS
A. Special Land Use – Group Day Care Home (7-12 children) – LaMore

The Commissioners had the following comments to offer:

- Questioned impact of operations on utilities.
  - LaMore indicated that the septic tanks are pumped regularly every other year.

Motion by Taylor, supported by Reenders, to conditionally approve the Special Land Use application to allow a Group Day Care Home at 12182 Lakeshore Drive. This approval is based on the application meeting the standards set forth by the Grand Haven Charter Township Zoning Ordinance. This motion is subject to, and incorporates, the following condition and report.

1. Applicant shall provide a copy of the Group Day Care license to the Township.

Which motion carried unanimously.

REPORT – LAMORE – GROUP DAY CARE HOME

1. This approval is based on the affirmative findings that each of the following Special Land Use standards has been fulfilled:

   A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.

   B. The proposed use is of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the district in which situated and of adjacent districts.

   C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair the value of, neighborhood property.

   D. The proposed use is reasonably compatible with the natural environment of the subject premises and adjacent premises.

   E. The proposed use does not unduly interfere with provision of adequate light or air, nor overcrowd land or cause a severe concentration of population.

   F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services.

   G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood, considering, among other things: safe and convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed use to main thoroughfares and to streets and intersections, and the general character and intensity of the existing and potential development of the neighborhood.

   H. The proposed use is consistent with the health, safety, and welfare of the Township.

2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.

I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.

J. 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 storm water, prevent erosion and the formation of dust.

K. 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.

L. 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.

M. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.

N. The site plans conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

VIII. NEW BUSINESS

A. 2019 Planning Commission Report
• Members were asked to provide any missing trainings to staff so the report can be updated and presented again at the next meeting.

IX. REPORTS
   A. Staff Report
      ➢ Update on the Shoreline Center
   B. Other – None

X. EXTENDED PUBLIC COMMENTS – None

XI. ADJOURNMENT

Without objection, the meeting adjourned at 7:19pm.

Respectfully submitted,

[Signature]
Cassandra Hoisington
Acting Recording Secretary
Community Development Memo

DATE: July 16, 2020
TO: Planning Commission
FROM: Cassandra Hoisington – Associate Planner
RE: Slater – Rezoning Application – PUD to RR (Correction)

BACKGROUND

This application has been initiated by the Township due to an error in the new Zoning Map. The Slaters’ property was zoned Rural Residential (RR), but the new Zoning Map designated it as a Planned Unit Development (PUD). This was missed through staff and consultant review and finalized upon adoption. Mrs. Slater brought the error to the attention of staff and the Township is pursuing the rezoning on the behalf of the Slaters.

The proposed rezoning is intended to remedy the error. Because of this, the property was not reviewed with the three Cs.

The property is surrounded by a mix of residential uses, with the Copperstone Development located directly to the east of the property.

SAMPLE MOTIONS

If the Planning Commission finds the rezoning application meets the applicable standards, the following motion can be offered:
Motion to recommend the Township Board approve the rezoning application for 13136 152nd Avenue from Planned Unit Development (PUD) to Rural Residential (RR) to correct an error on the Zoning Map.

If the Planning Commission finds the rezoning application is premature or needs revisions, the following motion can be offered:

Motion to table of the Slater rezoning application, and direct staff to address the following items:

1. *List the items*…

Please contact me prior to the meeting if you have questions.
REZONING APPLICATION

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
<th>Escrow*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning</td>
<td>$400</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Applicant Information**

Name: Grand Haven Charter Township  
Phone: 616-842-5988  
Address: 13300 160th Avenue

**Owner Information (If different from applicant)**

Name: Alan & Cheryl Slater Trust  
Phone:  
Address: 13136 152nd Avenue

**Property Information**

Address/Location: 13136 152nd Avenue  
Parcel Number: 70 - 07 - 12 - 300 - 001  
Size (acres): 19.98

Current Zoning: PUD  
Adjacent Zoning: 
North: R-2  
South: RR  
East: PUD  
West: AG, RR, PUD

Master-Planned Zoning: Consistent with Master Plan? Y

**Other Information**

Does Property Abut Township Border? No  
Present Use of the Subject Property? Residential  
Number & Type of Existing Structures? One house, one pole barn, and one shed.  
Subject Property Located on a Paved Road? Yes  
Municipal Water within 2,700 Feet of Subject Property? Yes  
Municipal Sewer within 2,700 Feet of Subject Property? Yes

**NOTE:** The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following requirements for zoning amendments and procedures as stated in Section 27.08. Please submit fourteen (14) copies of the required information with the application.

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

Signature of applicant: Cassandra Hoisington  
Date: 7/15/2020

*To cover cost of legal and consulting fees, may be increased as necessary*
NOTICE

IF I PLAN TO SPLIT THE PARCEL(S) AFTER THE ZONING APPROVALS ARE GRANTED, I REALIZE THAT I MUST APPLY FOR A LAND DIVISION WITH THE ASSESSING DEPARTMENT. ALL LAND DIVISION REQUIREMENTS MUST BE CONFORMED TO BEFORE PROCEEDING WITH FURTHER DEVELOPMENT.

Signature of applicant  Date

For Office Use Only

Date Received  Fee Paid?  Fee Waived
Materials Received:  Site Plans  Location Map
Survey  Legal Description

Dated copy of approved minutes sent to applicant?  Date Sent

PLANNING COMMISSION USE ONLY

Approval

Tabled

Denied

Conditional Approval

The following conditions shall be met for approval:

Signature of Planning Commission Chair  Date
Community Development Memo

DATE: July 16, 2020

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director


Pursuant to the Grand Haven Charter Township Planning Commission Bylaws, the following annual report is submitted to the Township Board.

ATTENDANCE

There were 15 meetings of the Planning Commission during 2019. Below is the attendance record of each member:

<table>
<thead>
<tr>
<th>Member</th>
<th>Excused Absence</th>
<th>Unexcused Absence</th>
<th>Meetings Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cousins (Chair)</td>
<td>4</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Wilson (Vice Chair)</td>
<td>2</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Wagenmaker (Secretary)</td>
<td>3</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>LaMourie</td>
<td>3</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Kieft</td>
<td>2</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Taylor</td>
<td>4</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Reenders</td>
<td>1</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>Chalifoux</td>
<td>4</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Hesselsweet</td>
<td>4</td>
<td>0</td>
<td>12</td>
</tr>
</tbody>
</table>
TRAINING

It is noted the Township Board strongly encourages members of the Planning Commission to avail themselves of training opportunities, which is a significant factor for reappointments. (i.e., two training sessions during a three year period. Training completed as part of a Commissioner’s professional career can be applied to this training requirement).

<table>
<thead>
<tr>
<th>Member</th>
<th>2019 Training Session(s)</th>
<th>2017 – 2019 Total Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cousins (Chair)</td>
<td>Master Citizen Planner CM</td>
<td>9</td>
</tr>
<tr>
<td>Wilson (Vice Chair)</td>
<td>Real Estate</td>
<td>4</td>
</tr>
<tr>
<td>Wagenmaker (Secretary)</td>
<td>Real Estate</td>
<td>5</td>
</tr>
<tr>
<td>LaMourie</td>
<td>MSPE Con Ed</td>
<td>3 + #CE*</td>
</tr>
<tr>
<td>Kieft</td>
<td>MTA Annual Expo</td>
<td>9</td>
</tr>
<tr>
<td>Taylor</td>
<td>Real Estate</td>
<td>6</td>
</tr>
<tr>
<td>Reenders</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>Chalifoux</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Hessel sweets</td>
<td>Annual P&amp;Z (x2)</td>
<td>26</td>
</tr>
</tbody>
</table>

*Profession requires a significant amount of continuing education. The actual number of credit hours is unknown but confirmed to exceed the bylaw requirements.

COMMITTEES & JOINT SESSIONS

There were three joint meetings with the Township Board and Zoning Board of Appeals regarding the updated Zoning Ordinance.

ACTIVITY

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Project</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning</td>
<td>Conditional Rezoning - AG to RR – Lincoln Farms Drive</td>
<td>Complete</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>Expand Historic Cemetery</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>The Shoreline Center</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Shape Corp – Parking Lot</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Westlake Environmental</td>
<td>Complete</td>
</tr>
<tr>
<td>Special Land Use</td>
<td>AG in RR - Old Woods Trail</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Higher Education – Muskegon Community College</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Outdoor Pond - Somers</td>
<td>Complete</td>
</tr>
<tr>
<td>Outdoor Pond - Chapel</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Expand Non-Conforming Use – Reenders Store n Lock Expansion</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Single Family Dwelling in AG - VanderSchuur</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Outdoor Ponds – Grand Haven Golf Course</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Outdoor Pond - Eveland</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Outdoor Pond - Cook</td>
<td>Complete</td>
<td></td>
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<tr>
<td>Subdivision Plat</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Stonewater Sub No. 2 – Tentative Preliminary Plat</td>
<td>Complete</td>
<td></td>
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<tr>
<td>Zoning Text Amendment</td>
<td>Complete</td>
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<tr>
<td>Setback Measurement</td>
<td>Complete</td>
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<tr>
<td>Pre-Application Presentations</td>
<td>Complete</td>
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<tr>
<td>The Shoreline Center</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Review Zoning Ordinance</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Short Term Rentals</td>
<td>Referred to Township Board for Further Discussion</td>
<td></td>
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<tr>
<td>Proposed Township-Initiated Rezonings for Zoning Map</td>
<td>Complete</td>
<td></td>
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<tr>
<td>Self-Storage Unit Regulations</td>
<td>Complete</td>
<td></td>
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<tr>
<td>Child Care Centers in R-1 District</td>
<td>Complete</td>
<td></td>
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<tr>
<td>Other</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Review Draft of Zoning Ordinance</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>New Zoning Ordinance and Zoning Map</td>
<td>Complete</td>
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### BUDGET

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<tr>
<th>Line Item Account</th>
<th>Budget Item</th>
<th>Original Budget</th>
<th>Total Expenditures</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>702, 707, 715</td>
<td>Wages, FICA, Committee Pay</td>
<td>$11,310</td>
<td>$8,225</td>
<td>73%</td>
</tr>
<tr>
<td>801</td>
<td>Legal &amp; Consulting</td>
<td>$21,000*</td>
<td>$13,400</td>
<td>64%</td>
</tr>
<tr>
<td>802</td>
<td>Training, Dues, Subscriptions</td>
<td>$1,500</td>
<td>$1,015</td>
<td>68%</td>
</tr>
<tr>
<td>861</td>
<td>Travel &amp; Mileage</td>
<td>$150</td>
<td>$125</td>
<td>83%</td>
</tr>
<tr>
<td>101-721</td>
<td>Total</td>
<td>$33,960</td>
<td>$22,765</td>
<td>67%</td>
</tr>
</tbody>
</table>

* $15,000 to complete the Zoning Ordinance Update
Please contact me with questions or concerns.