

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 16, 2020
Remote Electronic Meeting

I. CALL TO ORDER

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

II. ROLL CALL

Members present: Cousins, Wilson, Mesler, Taylor, Chalifoux, Lemkuil, Kieft, Hesselsweet, and Reenders

Members absent: None

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 October 19, 2020 meeting were approved.

IV. CORRESPONDENCE

William and Carol Taylor – 12191 168th Avenue – Major Home-Based Business

- Mr. Taylor had submitted a letter to the board regarding the home-based business at 12177 168th Avenue and was present at the meeting to participate in the public hearing.

V. PUBLIC COMMENTS – None

VI. PUBLIC HEARING

A. Special Land Use – VIP Outdoor Power – Propane Fueling Station

Wilson recuses himself due to a financial conflict of interest on an adjacent property.

Cousins opened the hearing at 7:09 pm.

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

The applicant and owner, Sam VanderPloeg of VIP Outdoor Power and Phil Jaglowski from Crystal Flash Propane were present and available to answer questions.

- Tanks are regularly inspected upon delivery and receive a full inspection annually.
- Leaks are rare - typically a minor leak that is easily fixed.
- Discussed minimum setbacks required for propane tank and station.
- Clarified the foundation for the filling station.

- To be located on the existing asphalt parking lot and kept as low to the ground as possible to reduce visibility.
- Prefer to minimize impact to parking area as neighboring business uses a significant portion of available parking spaces.
- Explained a smaller sized tank would not be significantly smaller and could require increased filling.

The application was discussed by the Commissioners and focused on:

- Desire to minimize impact on the surrounding area and non-motorized pathway.
 - Discussed alternate locations for the tank and filling station.
 - Decided to require screening and neutral-tone bollards.
- Expressed concern regarding increased traffic on an already busy site.
 - Directed to close easternmost driveway pursuant to the outdoor hazardous storage special land use standards,
- Discussed foundation materials and concerns about the structure moving over time.
- Suggested applicant reviews lease documents to determine if designated parking for the business is defined to increase the available parking area.
- Questioned if a smaller tank would work better with the site layout.

There being no further comments, Cousins closed the hearing at 7:21pm.

Motion by Reenders, supported by Hesselsweet, to **conditionally approve** Special Land Use application for Outdoor Hazardous Material Storage by way of a 1,000 gallon above-ground propane filling station located at 17169 Hayes. Approval is based on the application meeting the requirements of the Zoning Ordinance. This motion is subject to, and incorporates, the following report and conditions:

1. Applicant shall provide the Township with a copy of the permit for Installation of Liquified Petroleum Gas Facilities from the Storage Tank Division of the Department of Licensing and Regulatory Affairs, Bureau of Fire Services.
2. Grass and other landscaping shall be regularly maintained to ensure long-term compliance with IFC 6107.3 Clearance to Combustibles and NFPA 58 Liquid Petroleum Gas Code A6.5.3.3.
3. Bollards shall be painted a muted color to blend harmoniously with the surrounding area.
4. Filling station shall be installed pursuant to the LP Dispenser Site Guidelines dated 3/12/2013 for a 1000-gallon tank. Including a maximum concrete pad size of 6' x 24' (144 sqft) and maximum of 14 bollards, 4" wide x 4 feet tall, placed 4-feet on center, filled with cement.

5. Traffic circulation within the site shall be monitored for a period of 1 year. Should it be cause for concern, the matter will be brought back before the Planning Commission to determine an appropriate solution.
6. Signage is prohibited on tanks, except for safety signage required by a county, state or federal regulation.
7. Screening shall be required along the western edge of filling station and consist of 4 narrow evergreens with a starting height of 4' planted 3' on center.
8. The easternmost curb cut on Hayes Street shall be closed.
9. The filling station shall be located in the southernmost parking space in the western parking bank.

Which motion carried, as shown by the following roll call vote:

AYES:	Cousins, Reenders, Mesler, Hesselsweet, and Lemkuil
NAYS:	Taylor, Kieft, and Chalifoux
ABSENT:	None

REPORT – SPECIAL LAND USE – VIP OUTDOOR POWER – PROPANE FUELING STATION

1. This approval is based on the affirmative findings that all standards of the Special Land Use Criteria outlined in Section 12.04 have 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, neighboring property.
 - D. The proposed use is reasonably compatible with the natural environment of the subject premises and surrounding area.
 - 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 the water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services nor cause the Township to bear unreasonable costs to improve infrastructure.
 - G. The proposed use is such that traffic and assembly of people relating to the use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with normal traffic of the neighborhood.
 - H. The proposed use is consistent with the health, safety, and welfare of the Township.
 - I. 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.

2. The application meets the site plan review standards of Section 18.07.G 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. 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. Fences, walls, barriers, and/or 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 Township Subdivision Control Ordinance, the Ottawa County Road Commission and/or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in the codified ordinances of the Township.
 - I. Sidewalks or pathways shall be deemed to be required along all public and private roadways unless the applicant provides compelling evidence, in the opinion of the Planning Commission, that they are not necessary for pedestrian access or safety.
 - 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. Lighting is minimized to reduce light pollution and preserve the rural character of the Township.
 - 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 conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
- O. As appropriate, fencing has been required by the Planning Commission around the boundaries of the development to minimize or prevent trespassing or other adverse effects on adjacent lands.
- P. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

B. Special Land Use – Major Home-Based Business – Clothing Alterations

Wilson rejoins the Planning Commission.

Cousins opened the hearing at 7:21pm.

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

The owner and applicant, My Otero, was present and available to answer questions.

- Owns an alteration business specializing in bridal and formalwear alterations.
- COVID-19 has significantly impacted her business – a lack of formal events has reduced demand for alterations.
- Would like to run business out of home to keep business viable and accommodate the reduced workload.
- Willing to reduce hours when the business is open to the public to avoid customers during morning or night hours.
- Plans to improve the driveway area of her house to avoid customers mistakenly using neighbor’s driveways.
- No signage is proposed.
- Performing alterations herself. May expand business in future and have 1 assistant.

William Taylor – 12191 168th Avenue expressed the following:

- Shared concerns about the proposed home-based business at 12177 168th Avenue.
 - Worried that wife’s sleep schedule would be impacted by early customers.
 - Applicant has a dog that may be outside barking while customers visit the business.
 - Concerned customers may be confused and mistakenly use his driveway.
 - Believes the increased traffic in his neighborhood will take away from the residential nature of the area.
 - Fears the applicant would not continue business as proposed if approved and asked that if approval occurs the Planning Commission include restrictions to minimize impact on the neighborhood.

The application was discussed by the Commissioners and focused on:

- Discussed restrictions on hours and maximum days in the week the business should be open to reduce impact on neighboring properties.
- Questioned if approval of the special land use would run with the property if it were to be sold.
 - Staff clarified the approval applies only to the businesses and does not stay with the property upon transfer of ownership.
- Voiced support of local businesses and confirmed the desire to help businesses succeed during challenging times.

There being no further comments, Cousins closed the hearing at 7:35 pm.

Motion by Taylor, supported by Chalifoux, to **conditionally approve** the Special Land Use application to allow the Major Home Based Business for clothing alterations located at 12177 168th Avenue. 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 conditions and report:

1. Approval shall not take effect until the proposed text amendment to revise Section 12.21.B.6 of the Zoning Ordinance becomes effective, which is estimated to be December 4, 2020.
2. No more than one additional employee shall be allowed to work on site at any time.
3. The business shall not be open to the public more than four days in any week.
4. The business shall not be open to the public outside of the hours of 10:00 a.m. – 6:00 p.m.

Which motion carried unanimously, as shown by the following roll call:

AYES: Cousins, Wilson, Chalifoux, Mesler, Hesselsweet, Reenders,
Lemkuil, Taylor, and Kieft.
NAYES: None
ABSENT: None

REPORT – SPECIAL LAND USE – HOME-BASED BUSINESS – CLOTHING ALTERATIONS

1. This approval is based on the affirmative findings that each of the following standards of Section 12.04 have 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 and assembly of people relating to the use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with normal traffic of the neighborhood.
 - H. The proposed use is consistent with the health, safety, and welfare of the Township.
 - I. 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.
2. The application meets the site plan review standards of Section 18.07.G 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. 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. Fences, walls, barriers, and/or 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 Township Subdivision Control Ordinance, the Ottawa County Road Commission and/or Michigan Department of Transportation

specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in the codified ordinances of the Township.

- I. Sidewalks or pathways shall be deemed to be required along all public and private roadways unless the applicant provides compelling evidence, in the opinion of the Planning Commission, that they are not necessary for pedestrian access or safety.
- 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. Lighting is minimized to reduce light pollution and preserve the rural character of the Township.
- 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 conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
- O. As appropriate, fencing has been required by the Planning Commission around the boundaries of the development to minimize or prevent trespassing or other adverse effects on adjacent lands.
- P. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

C. Special Land Use – Group Day Care Home – Johnson

Cousins opened the hearing at 7:35pm.

Fedewa provided an overview through a memorandum dated November 10th.

The owner and applicant, Deanna Johnson, was present and available to answer questions.

- Has operated a day care for many years.
- The ongoing COVID-19 crises has increased the demand for childcare, so it makes sense to expand the business to a group day care.
- Daughter will be present at home to act as additional employee.

The application was discussed by the Commissioners and focused on:

- Acknowledged the increased need for childcare and appreciative the business is being expanded to assist the community.

There being no further comments, Cousins closed the hearing at 7:38pm.

Motion by Kieft, supported by Reenders, to **approve** the Special Land Use application to allow Group Day Care Home at 14911 Bluebird Lane. 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 report.

Which motion carried unanimously, as shown by the following roll call:

AYES:	Cousins, Wilson, Hesselsweet, Lemkuil, Taylor, Chalifoux, Mesler, Kieft, and Reenders.
NAYES:	None
ABSENT:	None

REPORT – SPECIAL LAND USE – GROUP DAYCARE

1. This approval is based on the affirmative findings that each of the following standards of Section 12.04 have 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 and assembly of people relating to the use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with normal traffic of the neighborhood.
 - h. The proposed use is consistent with the health, safety, and welfare of the Township.
 - i. 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.
2. The application meets the site plan review standards of Section 18.07.G 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. 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. Fences, walls, barriers, and/or 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 Township Subdivision Control Ordinance, the Ottawa County Road Commission and/or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in the codified ordinances of the Township.
- I. Sidewalks or pathways shall be deemed to be required along all public and private roadways unless the applicant provides compelling evidence, in the opinion of the Planning Commission, that they are not necessary for pedestrian access or safety.
- 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. Lighting is minimized to reduce light pollution and preserve the rural character of the Township.
- 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 conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
- O. As appropriate, fencing has been required by the Planning Commission around the boundaries of the development to minimize or prevent trespassing or other adverse effects on adjacent lands.
- P. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

VII. NEW BUSINESS

A. Pre-Application Presentation – American Dunes Golf Club “Bunk House”

Wilson and Mesler recuse themselves because they own property in the notice area.

Fedewa provided an overview through a memorandum dated November 12th.

Clarissa Hoskin, Robb Lamer, and Doug Bell, the project team for American Dunes Golf Club were present and available for questions.

- The proposed hotel would have 16 rooms, including ADA accessible rooms.
 - Standard rooms will be available at the same price point regardless of accessibility.
- Hotel would be open seasonally, staying open for the golf season and holidays, but not open year-round.
- The hotel bar would be open to the public but is primarily intended for hotel guests.
- New location for the hotel was proposed after initial staff comments indicated concern regarding previous location's proximity to homes in the neighboring development.
 - Maintains the required setbacks.
 - Proposed vegetation and retaining walls to mitigate impact on neighbors.
 - Proposed layout places hotel bar on the side of the building farthest from the residential neighborhood.
 - Would be difficult to move the hotel closer to the main building as it would compromise the Wall of Honor.
 - Open to exploring new locations on site for the hotel.
- Clarified that the maximum occupancy of the hotel as listed in the plans could be reduced to further minimize impact on residential development.
- Explained proposed design has military influence but can be altered to add more variety in design techniques.

The application was discussed by the Commissioners and focused on:

- Discussed the purpose of the building and if it would be open to the public.
- Questioned the maximum capacity of the building.
- Concerns over location of hotel and potential impact on residential neighborhood.
 - Significant concerns the location will negatively impact residents.
- Expressed desire to see more architectural variety used for the building.
 - Suggested steeper pitched roof to better display trademark bear logo.

Wilson and Mesler rejoin the Planning Commission.

VIII. REPORTS

A. Staff Report

- Update on upcoming projects in the Township

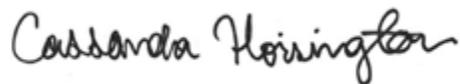
B. Other – None

IX. EXTENDED PUBLIC COMMENTS – None

X. ADJOURNMENT

Without objection, the meeting adjourned at 9:03 pm.

Respectfully submitted,

A handwritten signature in black ink, reading "Cassandra Hoisington", enclosed in a thin black rectangular border.

Cassandra Hoisington
Acting Recording Secretary