AGENDA
Planning Commission
Monday, February 1, 2021 – 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.

Zoom Meeting: go to www.zoom.us/join
Meeting ID: 944 4100 1112  |  Passcode: 267783

I. Call to Order

II. Roll Call

III. Statement on Remote Meeting

IV. Approval of the January 18, 2020 Planning Commission Meeting Minutes

V. Correspondence

VI. Brief Public Comments & Questions (Limited to 3 minutes)
If you would like to comment on an Agenda Item Only, please click “Raise Hand” at the bottom of your screen or by pressing Alt+Y. The Zoom Moderator will unmute you when it is your turn to speak.

VII. Old Business
A. Site Plan Review – Accessory Building – Lakeshore Antiques Storage Building
B. DDA Boundaries + Potential Projects – Step 2 of 3

VIII. Reports
A. Staff Report
B. Commissioner Comments

IX. Extended Public Comments & Questions (Limited to 4 minutes)
If you would like to comment on a Non-Agenda Item Only, please click “Raise Hand” at the bottom of your screen or by pressing Alt+Y. The Zoom Moderator will unmute you when it is your turn to speak.

X. Adjournment
MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
JANUARY 18, 2021
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, Chalifoux, Taylor, Reenders, Mesler, and Lemkuil  
Members absent: Hesselsweet and Wagenmaker  
Also present: Community Development Director Fedewa and Associate Planner Hoisington

Without objection, Cousins instructed Hoisington to record the minutes.

III. STATEMENT ON REMOTE MEETING
It was noted that the Planning Commission was meeting remotely on the Zoom platform because of health concerns associated with COVID-19 pandemic. Information on this remote meeting has been posted so that the public may participate. All commissioners present noted that they are meeting remotely and are located within Grand Haven Charter Township.

IV. APPROVAL OF MINUTES
Without objection, the minutes of the December 7, 2020 meeting were approved.

V. CORRESPONDENCE
Many emails were received regarding the bunkhouse project for American Dunes Golf Club:

- Letters of Support:
  - Capt. James Baas – 12728 Sanctuary

- Letters of Opposition:
  - Casey Bruhn – 12771 Sanctuary
  - Jennifer J. Conner – 12750 Sanctuary
  - Brent & Jennifer Pike – 12714 Sanctuary
  - Kevin Mesler – 12746 Sanctuary
  - Patrick Modaff – 12700 Sanctuary
  - Steve Wilson – 12743 Sanctuary

All correspondence was noted and indicated it would be reviewed again if/when the golf course is on a future agenda.

VI. PUBLIC COMMENTS – None
VII. NEW BUSINESS
A. Site Plan Review – Accessory Building – Lakeshore Antiques Storage Building
Reenders recused himself due to a conflict of interest – he has a financial interest in adjacent property.

Fedewa provided an overview through a memorandum dated January 14th.

The owner, Tressa Mills of Mills Realty, project engineers Justin Longstreth and Dennis Reaume of Moore and Bruggink, and applicant Tom Miedema of Miedema Metal Building Systems were present and available to answer questions.

- Purpose of building would be to act as warehouse for excess inventory.

- Proposed building location was revised after listening to comments from the pre-application meeting with the Planning Commission.

- Building location is designed to be more efficient for loading and require less paved surface to be added on site.

The Planning Commission noted the following points of discussion:

- If the accessory building were moved behind the existing main building, there would be fewer design and landscaping requirements for the accessory building.
  
  o Suggested location behind the main building would cut down on costs for building materials and landscaping.

- The proposed building would be in the sightline from US-31.

- Proposed location features loading doors that are visible from US-31 which is not compliant with the overlay zone requirements.
  
  o More information showing the sightlines is required if the current orientation is maintained.

Motion by Taylor, supported by Chalifoux, to table the Site Plan Review application and direct the applicant to make the following revisions:

1. Must revise the proposed accessory building location to comply with the Zoning Ordinance

2. Must provide the sightlines from US-31 to the proposed accessory building.

Which motion carried unanimously.

B. Recommendation – Closing West Warner St + Railroad Crossing @ US-31

Reenders rejoined the meeting.

Fedewa provided an overview through a memorandum dated January 14th.
Representatives from MDOT – Marc Fredrickson, Muskegon Transportation Service Center Manager and Kris Foondle, Local Grade Crossing Program Manager, were present and available to answer questions.

- Additional bonus monies are granted when multiple railroad crossings are closed.
- MDOT encourages closing passive railroad crossings, like the one at Warner Street.
  - Passive crossings lack certain safety features such as crossing bars or lights.
  - There’s a lack of storage space for vehicles when waiting for traffic to clear.
  - More access points on US-31 increase the chances of an accident occurring.
- Noted that MDOT would reach out to residents impacted by closures after decisions are made by the local municipality.
- Explained that possible money granted to Township is required to be spent on transportation-related projects.

The Planning Commission noted the following points of discussion.

- Discussed the impact of closing both access points on Warner and Pierce Street.
- Noted the road being closed could result in a longer life expectancy for the road due to reduced traffic load.
  - Result would be lower costs for residents that share 50% of the price to maintain the road with double chip and seal treatment.
- Concern the closing of the road would be an inconvenience to the affected residents.
- Questioned if the Township had contacted residents regarding the change. Concerned that the existing residents would make decisions impacting future property owners.
- Asked if the money received from MDOT could be used to extend utilities or a similar benefit to residents in the Warner Street and Pierce Street areas.

**Motion** by Reenders, supported by Wilson to recommend the Board **not close** Warner Street west of US-31 or to remove the railroad crossing, pending more information.

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

- **Ayes:** Wilson, Chalifoux, Reenders, Mesler
- **Nays:** Cousins, Taylor, Lemkuil
- **Absent:** Hesselsweet, Wagenmaker

C. **Initial Discussion – DDA Boundaries + Potential Projects**

Fedewa provided an overview through a memorandum dated January 14th.
The Planning Commission noted the following points of discussion:

- Questions about the current DDA area.
  - Fedewa clarified that the DDA may be extended outwards but needs to make sense – not having random spots in areas that are not adjacent to the boundaries.
- Noted benefits from projects the DDA has completed in the past.
- Multiple commissioners agreed it would make sense to consider expanding utilities in areas where the infrastructure is close.

A follow up discussion is to take place at the next Planning Commission meeting on February 1st after the Planning Commission has had time to brainstorm new ideas.

VIII. STATEMENTS FROM COMMISSIONERS
- Chalifoux noted that construction on a long-awaited garage addition on Mercury Drive has started and look forward to it being completed.

IX. REPORTS
A. Staff Report
   - Fedewa noted an exemption in the ordinance that does not require Grand Haven Custom Molding to add parking lot perimeter landscaping to the new addition. Applicant will be notified.
B. Other – None

X. EXTENDED PUBLIC COMMENTS – None

XI. ADJOURNMENT

Without objection, the meeting adjourned at 8:21 pm.

Cassandra Hoisington
Acting Recording Secretary
Community Development Memo

DATE: January 28, 2021

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Site Plan Review – Lakeshore Antiques Storage Building

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**PROPERTY DETAILS**

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Parcel Number</th>
<th>Parcel Size</th>
<th>Application Type</th>
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<tbody>
<tr>
<td>10300 US-31</td>
<td>70-07-35-200-015</td>
<td>4.5 Acres</td>
<td>Second Building</td>
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<table>
<thead>
<tr>
<th>Existing Zoning</th>
<th>Existing Land Use</th>
<th>Existing Infrastructure</th>
<th>Existing Site Improvements</th>
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<tr>
<td>C-2</td>
<td>Retail</td>
<td>Paved Road</td>
<td>1 Main Building</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Master-Planned Zoning</th>
<th>Surrounding Zoning &amp; Land Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Direction</td>
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<tr>
<td>Industrial</td>
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</tbody>
</table>

**Motion** to remove the Lakeshore Antiques application from the table for further consideration.

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**BACKGROUND**

The application was tabled at the January 18th meeting to address the orientation of the building because the overhead loading doors cannot face the street.

The applicant has now **re-oriented the building to the south**, so the doors face north. Landscaping abuts the building wall facing the street as well as the block veneer along the bottom of the wall.

Staff recommends approval, as the application is now **substantially compliant with the US-31 Overlay Zone** provisions.
If the Planning Commission finds the application meets the standards, the following motion can be offered:

**Motion to conditionally approve** the Site Plan Review application for an Accessory Building at Lakeshore Antiques, located at 10300 US-31. 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. Revise the landscape plan to ensure all shrubs have a minimum planting size of 30-inches.
2. The stormwater basin shall include a seed mix containing milkweed.
3. Shall provide the necessary documentation for staff to determine compliance with outdoor lighting. The lighting plan shall be approved by staff administratively prior to receiving a building permit.
4. A written cross-access agreement shall be drafted by the Township Attorney. The agreement must be executed and recorded with the Ottawa County Register of Deed prior to receiving a Final Certificate of Occupancy.

If the Planning Commission finds the applicant must make revisions, the following motion can be offered:

**Motion to table** the Site Plan Review application, and direct the applicant to make the following revisions:

1. *List the revisions...*

Please contact me if this raises questions.
1. 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.

   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 stormwater, 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 conform 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.

2. The Planning Commission also finds the Project complies with the Overlay Zone findings and statement of purpose found in Section 8.01 and 8.06 of the Zoning Ordinance.

   A. The Project accommodates a variety of uses permitted by the underlying zoning, but ensures such uses are designed to achieve an attractive built and natural environment.
B. The Project provides architectural and site design standards that are more demanding than required elsewhere in the Township in order to promote harmonious development and complement the natural characteristics in the western sections of the Township.

C. The Project promotes public safety and efficient flow of vehicular traffic by minimizing conflicts from turning movements resulting from the proliferation of unnecessary curb cuts and driveways.

D. The Project ensures safe access by emergency vehicles.

E. The Project encourages efficient flow of traffic by minimizing the disruption and conflicts between through traffic and turning movements.

F. The Project preserves the capacity along US-31 and other roads in the Overlay Zone by limiting and controlling the number and location of driveways and requires alternate means of access through service drives.

G. The Project seeks to reduce the number and severity of crashes by improving traffic operations and safety.

H. The Project requires coordinated access among adjacent lands where possible.

I. The Project provides landowners with reasonable access, although the number and location of access points may not be the arrangement most desired by the Developer.

J. The Project requires demonstration that prior to approval of any land divisions, the resultant parcels are accessible through compliance with the access standards.

K. The Project preserves woodlands, view sheds, and other natural features along the corridor.

L. The Project ensures that distractions to motorists are minimized by avoiding blight and clutter while providing property owners and businesses with appropriate design flexibility and visibility.

M. The Project implements the goals expressed in the US-31/M-45 Corridor Study.

N. The Project establishes uniform standards to ensure fair and equal application.

O. The Project addresses situations where existing development within the Overlay Zone does not conform to the standards.

P. The Project promotes a more coordinated development review process with the Michigan Department of Transportation and the Ottawa County Road Commission.
Community Development Memo

DATE: January 28, 2021
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: DDA Boundaries + Potential Projects – Step 2 of 3

BACKGROUND

At their September 25, 2020 meeting, the Grand Haven Charter Township Downtown Development Authority (DDA) Board discussed its future and whether there are other opportunities to make improvements before ending the Tax Increment Financing (TIF) Plan. As a result of the conversation, the DDA Board adopted a motion formally requesting the Planning Commission (1) review the boundaries and determine if new areas should be incorporated; and (2) determine if additional projects should be considered.

On January 18th the Planning Commission received the first task of this project—visiting the boundaries and the nearby areas to develop initial suggestions of any proposed boundary changes and project ideas.

☑ Step 1 of 3 – initial discussions – complete
☑ Step 2 of 3 – group brainstorming – in progress
☑ Step 3 of 3 = final recommendations – next

DEFINITIONS

Downtown Development Authority (DDA) is a type of tax increment finance authority available to a city, village or township. Typically, a DDA captures the growth in tax revenue within a designated development area for use in financing a variety of public improvements in the area.

Tax Increment Financing (TIF) is a public financing method used to stimulate private investment within a designated area. Usually, TIF helps pay for infrastructure improvements within the DDA boundaries. This can also include “brownfield” cleanup.

DDA BOUNDARIES

Recall, staff provided a series of maps to assist. Those same maps will be utilized in an interactive session. The map will be “screen shared” and annotation (i.e., drawing) abilities will be turned on so staff and/or the Commissioners can mark up the map with the suggestions.

Each member will have an opportunity to draw on the map (or direct staff to draw on their behalf).
After the meeting, staff will take those suggested boundary adjustments and place them on a new set of maps. Then sent out to the Planning Commission for further consideration.

**DDA PROJECTS**

In a similar fashion, each Commissioner will be given an opportunity to go through the list of projects that have been identified over the previous 2 weeks.

Staff will record those ideas and begin grouping like-projects together. The full list will be brought up on a “screen share” and a first round of editing can occur, if needed.

A final working-list will then be provided to the Planning Commission.

**NEXT STEP**

At the end of the meeting, the Planning Commission will have a number of ideas and suggestions for boundary adjustments and projects. Take the next two weeks to ruminate over the information and begin formulating the list of recommendations to share at the next PC meeting.

Be sure the **final recommendations are cohesive and supported by the Strategic Plan and/or the Goals and Objectives of the Resilient Master Plan** (copies of which were provided in the 1.18.2021 packet of materials). The recommendations should encourage the future direction of the Township’s development.

The third and final step of this project will occur at the February 15th meeting.

A condensed list of projects will be created and 5, or more, will be identified as **priority projects to recommend the DDA consider for funding**. In a similar fashion, the boundary map will be narrowed down with specific areas identified as priorities.

Staff will then prepare a report for the DDA containing the official recommendations by the Planning Commission.

Please contact me if this information raises questions.