AGENDA
Planning Commission
Monday, February 15, 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: 979 2583 6721   |  Passcode: 134304

I. Call to Order

II. Roll Call

III. Statement on Remote Meeting

IV. Approval of the February 1, 2021 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. Public Hearing
A. Special Land Use – Two-Family Dwelling – Diekevers

VIII. Old Business
A. Special Land Use – Two-Family Dwelling – Diekevers
B. DDA Boundaries + Potential Projects – Step 3 of 3

IX. New Business
A. Discussion – Single Family Dwelling Minimum Floor Area with Ryan Kilpatrick of Housing Next

X. Reports
A. Staff Report
B. Commissioner Comments

XI. 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.

XII. Adjournment
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, Hesselsweet, Wagenmaker, and Lemkuil
Members absent: Mesler
Also present: Community Development Director Fedewa, Manager Cargo, 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 January 18, 2021 meeting were approved.

V. CORRESPONDENCE – None

VI. PUBLIC COMMENTS – None

VII. OLD 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 and applicant Tom Miedema of Miedema Metal Building Systems were present and available to answer questions.

- Acknowledged the cost of adding landscaping or screening for the previously proposed location.
- New location shields loading doors from view of US-31.
• Future expansions are more feasible with the current orientation than previous.

The Planning Commission noted the following points of discussion:

• Support for the new location.

**Motion** by Wilson, supported by Taylor, 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.

**Which motion carried, as shown by the following roll call vote**, with Hesselsweet voting against the motion because the orientation along the north property line is better suited than the south:

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

**REPORT OF FINDINGS – LAKESHORE ANTIQUES – ACCESSORY BUILDING**

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.

B. DDA Boundaries + Potential Projects – Step 2 of 3

Reenders rejoined the meeting.

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

Cargo was available for questions.

- Provided a background on the DDA.
  - Originally intended to last 25 years, currently on year 23, but may be extended if future projects are proposed.
  - Monies captured by the DDA are used locally and are not collected by the County.
  - Marketing is not a priority for the Township due to a lack of a traditional downtown or commercial center.

The Planning Commission noted the following points of discussion:

- Strong support to extend utilities down US-31 as far as M-45 or Winans Street to support commercial/industrial development.

- Questioned if the NOWS water supply and Grand Rapids Water service could be connected for more efficient water distribution.
  - Only have an emergency connection in place, should there be more?

- Interest in extending utilities to the Comstock Street area to support future development.

- Inquired about placement of picnic tables and bike racks at the Township Hall and other locations along the pathway to promote pedestrian transit.

- Suggestion to replace existing streetlights with LED bulbs for better efficiency and reduced costs.

Staff will compile ideas from the discussion by the Planning Commission in a memo. This will be reviewed at the next meeting before recommendations to the Township Board are made.

VIII. REPORTS
A. Staff Report – None
B. Commissioner Comments – None

IX. EXTENDED PUBLIC COMMENTS – None
X. ADJOURNMENT

Without objection, the meeting adjourned at 8:10 pm.

Cassandra Hoisington
Acting Recording Secretary
Community Development Memo

DATE: February 11, 2021
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Special Land Use – Two-Family Dwelling – Diekevers

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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>
</tr>
</thead>
<tbody>
<tr>
<td>15705 Comstock</td>
<td>70-03-35-190-023</td>
<td>0.6-acres (≈26,000 sf)</td>
<td>Special Land Use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Zoning</th>
<th>Existing Land Use</th>
<th>Existing Infrastructure</th>
<th>Existing Site Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-2</td>
<td>Vacant</td>
<td>Municipal Water</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paved Road</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Master-Planned Zoning</th>
<th>Direction</th>
<th>Surrounding Zoning &amp; Land Uses</th>
<th>Land Use</th>
</tr>
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<tbody>
<tr>
<td>Medium Density Residential</td>
<td>N</td>
<td>R-2</td>
<td>Single Family</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>R-1/R-2</td>
<td>Single Family</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>R-2</td>
<td>Single Family</td>
</tr>
<tr>
<td></td>
<td>W</td>
<td>R-2</td>
<td>Single Family</td>
</tr>
</tbody>
</table>

**BACKGROUND**

This previous dwelling on this property was demolished in 2017. The previous house was only 722 sqft in size. The current owner purchased the vacant land in April 2020.

**PROPOSAL**

The new owner, Bernie Diekevers, is proposing to build a two-family dwelling. Each unit would be **1,820 sqft**, **contain 3 bedrooms and 2½ baths and include a 1 stall attached garage of 252 sqft**.

The total size of the building is 3,639 sqft of dwelling. When the garages are added in, the total size is 4,144 sqft. The footprint of the building is 2,280 sqft. Proposed setbacks are: 65’ front yard, 91’ rear yard, 48’ west side yard, and 27’ east side yard, which is **92% more separation** than required.
SPECIAL LAND USE REQUIREMENTS

Section 12.04 – Special Land Use Criteria

Two-family dwellings are only subject to the Special Land Use Criteria and do not contain separate and distinct regulations such as a gas station.

<table>
<thead>
<tr>
<th>Criterion</th>
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<tbody>
<tr>
<td>The proposed use shall be consistent with and promote the intent and purpose of this Ordinance.</td>
</tr>
<tr>
<td>The proposed use shall be of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the zoning district in which it is located, as well as any adjacent zoning districts.</td>
</tr>
<tr>
<td>The proposed use shall not have a substantially detrimental effect upon, nor substantially impair the value of, neighboring property.</td>
</tr>
<tr>
<td>The proposed use shall be reasonably compatible with the natural environment of the subject premises and surrounding area.</td>
</tr>
<tr>
<td>The proposed use shall not unduly interfere with provision of adequate light or air, nor overcrowd land or cause a severe concentration of population.</td>
</tr>
<tr>
<td>The proposed use shall not interfere, with or unduly burden, the water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services, nor shall the Township bear unreasonable costs to improve infrastructure to serve the proposed use.</td>
</tr>
<tr>
<td>Traffic and assembly of people relating to the use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood.</td>
</tr>
<tr>
<td>The proposed use shall be consistent with the health, safety, and welfare of the Township.</td>
</tr>
<tr>
<td>The proposed use shall be such that traffic to, from, and on the premises and the assembly of persons relating 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.</td>
</tr>
</tbody>
</table>

The Planning Commission may, when considering an application for a Special Land Use, which includes an existing building, agree to grant a departure from access management requirements in this Ordinance if the Planning Commission finds the standards in this section can be met even if the departure is granted.

Other Requirements

There are miscellaneous items which need clarification:

1. Must include 10’ wide landscaping that abuts 50% of the front wall visible from the street.
2. Provide sewage disposal system layout, and not build reserve drain field.
3. Ensure screened location for **refuse containers** to store on non-trash days.

4. Provide copies of correspondence with the OCWRC, OCEHD and OCRC.

5. Are the **parking pad** locations acceptable? May not be aesthetically pleasing when cars are parked on the pad.

6. The adjacent property owner to the west submitted correspondence and is requesting to share the cost of installing a fence on their property line.
If the Planning Commission finds the application meets the standards, the following motion can be offered:

**Motion to conditionally approve** the Diekevers application to construct a two-family dwelling at 15705 Comstock Street because it meets the requirements set forth by the Zoning Ordinance. This motion is subject to, and incorporates, the following conditions and report.

1. Submit a landscape plan for administrative approval prior to obtaining a building permit.
2. Submit a copy of the sewage disposal system layout for administrative review.
3. The reserve drain field shall not be constructed at this time. If necessary, to construct in the future, a revised landscape plan shall be submitted for administrative review.
4. Shall provide a designated location for the storage and screening of refuse containers.
5. *List additional conditions here...*

If the Planning Commission finds the application does not meet the applicable standards, the following motion can be offered:

**Motion to deny** the Diekevers Special Land Use application, and direct staff to draft a formal motion and report for those discussion points which will be reflected in the meeting minutes. This will be reviewed and considered for adoption at the next meeting.

If the Planning Commission finds revisions are necessary, the following motion can be offered:

**Motion to table** the Diekevers Special Land Use application, and direct the applicant to make the following revisions:

1. *List the revisions.*

Please contact me prior to the meeting with questions or concerns.
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.
   
   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.
We would like to know,
what type of income he is looking to get from each apartment?
How will he be picking his tenant's?
Can we request no convictions, child molesters, etc. ?
Will he please consider putting up a privacy fence? We would be willing to go in on if that helps.
Who will be taking care of the lawn?
Please no growing of Marijuana on the property.

This is a good quite neighborhood with good family upbringing. Please have your tenants understand that so we don't have to have the cops out here all the time. We have under kids growing up around here and we don't want to worry about drugs, criminals, or police involvement.

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

Hi Rachael,

It was a pleasure speaking with you today. Attached, you will find the application and site plan provided by the property owner.

Please don't hesitate to contact me if this raises further questions.

Best,

Stacey Fedewa, AICP
Community Development Director
Grand Haven Charter Township
(616) 604-6326 Direct
(616) 260-4982 Cell
sfedewa@ght.org
Hello, We spoke on the phone about 15705 Comstock.

RACHEAL WIEWIORA
Test Lab Assistant

701 S Waverly Rd, Suite #100
Holland, MI 49423
direct 616-847-7281
mobile 616-502-4446
wiewiorr@ghsp.com

A JSJ Business

www.ghsp.com

Before printing this e-mail think if it is necessary.
Think Green, Save a Tree!

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.
SPECIAL LAND USE APPLICATION

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
<th>Escrow*</th>
<th>Utility Escrow**</th>
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<tbody>
<tr>
<td>Overlay Zone</td>
<td>$500</td>
<td>$1,000</td>
<td>Main Extension</td>
</tr>
<tr>
<td>Regular</td>
<td>$400</td>
<td>$1,000</td>
<td>Lift Station</td>
</tr>
<tr>
<td>Amendment</td>
<td>$250</td>
<td>$500</td>
<td></td>
</tr>
</tbody>
</table>

Procedural information is included with this application. The remaining provisions can be found at www.ghl.org/zoning.

Applicant Information
Name: Bervie Diekvers
Phone: 416-340-2840
Address: 1058 Godfrey Grand Rapids, MI 49507
Email Address: INFO@DiekversRoofing.com

Owner Information (If different from applicant)
Name: 
Phone: 
Email: 
Address: 

Property Information
Address/Location: 15705 Comstock Grand Haven Township
Parcel Number: 70-03-35-190-023
Current Zoning: R2 Multi Family
Size (acres): 0.61 acres
Master-Planned Zoning: 

Description of Proposed Use/Request (attach additional pages as needed)
Build a Beautiful Duplex

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following all applicable requirements, including those of Chapters 12 and 18 of the Zoning Ordinance.

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

Signature of applicant: Bervie Diekvers
Date: 1-26-21

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

** If approval of this application requires/includes the extension of a municipal utility, an additional $5,000 escrow fee shall be required, and an additional $2,000 escrow fee shall be required for the installation of a lift station.
For Office Use Only

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

Last Revised 12/31/18
Community Development Memo

DATE: February 11, 2021
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: DDA Boundaries + Potential Projects – Step 3 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.

On February 1st the Planning Commission held a group brainstorming session where numerous projects and boundary adjustments were discussed.

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

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.
**LEGAL UPDATE**

Based on discussions and questions, the Township submitted an inquiry to an attorney well versed in the DDA laws.

- DDA boundaries can be expanded
- Taxing jurisdictions can opt out of the expanded area
- Expanded boundaries must be contiguous to existing

**DDA BOUNDARIES**

In general, the Planning Commission wanted to extend municipal water and possibly sanitary sewer to Winans Street on both sides of US-31. Properties bordering the highway along with abutting parcels which may be ripe for development. Shown in “blue” on the updated map.

Staff also added another 18 properties for consideration based on their characteristics, discussions with property owners and best judgment. Shown in “pink” on the updated map.

**DDA PROJECTS**

Projects that were discussed primarily focused on extending municipal water on US-31 to Winans Street. Others included:

- Building a second emergency interconnect with the City of Grand Rapids watermain.
- Municipal water from Buchanan to Winans on US-31 (*northbound & southbound*).
  - Sanitary sewer, if feasible.
- Municipal water on 168th between Buchanan and Lake Michigan Drive.
  - Sanitary sewer, if feasible.
- Upgrade traffic signals to “box span” style on Comstock at 172nd and 168th Avenues.
- Install benches and bike racks at Township Hall and on Hayes at 172nd and 168th Avenues (*similar to the Mercury/Robbins seating area*).
- Add bike path connector from Ferris/168th intersection to strip mall.
- Replace existing streetlights with LED bulbs.

**NEXT STEP**

Staff will then prepare a report for the DDA containing the official recommendations by the Planning Commission. It will be brought back on March 1st to confirm the report prior to distribution.

Please contact me if this information raises questions.
Legend
- Other Considerations
- Proposed Additions
- City Limits
- DDA Boundaries

Date: 2/11/2021

1 in = 1,250 feet
Community Development Memo

DATE: February 11, 2021

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Discussion – Minimum Floor Area – Single Family Dwellings.

BACKGROUND

The Township Board has asked the Planning Commission to review the minimum floor area requirements for single family dwellings in 3 zoning districts—R-1, Rural Residential, and Rural Preserve.

Recall the new zoning ordinance reduced the minimum floor area of single-family dwellings to 800 sqft from 1,040-1,240 sqft depending on the zoning district. This was discussed by the Planning Commission at the July 1, 2019 meeting and the consensus was to reduce the minimum. Part of this discussion was realizing the impact affordable housing has on the local workforce. Allowing a smaller floor area would allow for more housing to be built at the “missing middle” level and allow more workers to live locally. These changes are shown in the table below:

<table>
<thead>
<tr>
<th>District</th>
<th>Minimum Dwelling Sizes in Prior Zoning Ordinances (in square feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>528</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>RP</td>
<td>-</td>
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<td>RR</td>
<td>-</td>
</tr>
<tr>
<td>R-1</td>
<td>728</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>R-2</td>
<td>528</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 single-story dwelling (i.e., ranch style home)
2 two-story dwelling – ground floor minimum
3 two-story dwelling – total combined floor area minimum
4 ground floor minimum – regardless if 1 or 2 story dwelling
Concerns were raised by some Board members that 800 sqft may be too small. These are rooted in the effect of smaller houses on neighboring property values. The Planning Commission needs to discuss a possible increase of the minimum floor area per the Board’s direction.

**POINTS TO CONSIDER:**

Staff reviewed the minimum requirements for neighboring municipalities and compiled the information in the table below:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Minimum Floor Area – Single Family (sqft)</th>
<th>Zoning District</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Ferrysburg</td>
<td>960</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Grand Haven</td>
<td>760</td>
<td>LDR &amp; NS</td>
<td>Previous minimum was 1000 or 1200 sqft dependent on zoning district.</td>
</tr>
<tr>
<td></td>
<td>570</td>
<td>MDR, MFR, DR, S, E, OT, NMU, OS, &amp; C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>400</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>City of Holland</td>
<td>576</td>
<td></td>
<td>CNR District has a 2500 sqft maximum.</td>
</tr>
<tr>
<td>Georgetown Township</td>
<td>1000</td>
<td>AR, RR, LDR, MDR, MHR, &amp; HDR</td>
<td>Additional 400 sqft minimum attached garage required.</td>
</tr>
<tr>
<td></td>
<td>850</td>
<td>LMR</td>
<td></td>
</tr>
<tr>
<td>Grand Haven Township</td>
<td>800</td>
<td>RP, RR, R-1, R-2</td>
<td></td>
</tr>
<tr>
<td>Holland Township</td>
<td>900&lt;sup&gt;1&lt;/sup&gt;/1200&lt;sup&gt;2&lt;/sup&gt;</td>
<td>R-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>645&lt;sup&gt;1&lt;/sup&gt;/864&lt;sup&gt;2&lt;/sup&gt;</td>
<td>R-2 &amp; R-2A</td>
<td></td>
</tr>
<tr>
<td>Spring Lake Township</td>
<td>900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village of Spring Lake</td>
<td>832</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notably, if you were to average the numbers of the municipalities excluding the Township you would come to an average 810 sqft. Staff are also aware that many of the lower numbers come from municipalities that have recently updated their zoning ordinance or are in the process of doing so (Spring Lake Village, City of Grand Haven, City of Holland).

The Planning Commission should consider the following:

- The average new house is far larger than the minimum, probably closer to 2,500 sqft.
  - This size would be anticipated in the NE quadrant, which is generally zoned R-2.
- What is an appropriate dwelling size in R-1, RR, and RP?
- How does a dwelling size impact property value?

**HOUSING NEXT**

To aid in the discussion, the guru, Ryan Kilpatrick of Housing Next will join the meeting and assist.