AGENDA
Planning Commission
Monday, July 19, 2021 – 7:00 p.m.

I. Call to Order

II. Roll Call

III. Pledge to the Flag

IV. Approval of the July 6, 2021 Planning Commission Meeting Minutes

V. Correspondence
   • Russ Doane – 13462 Hidden Creek Court – Outdoor Storage Hearing

VI. Brief Public Comments & Questions (Limited to 3 minutes)

VII. Public Hearing
   A. Text Amendment – Minimum Dwelling Unit Sizes
   B. Text Amendment – Outdoor Storage

VIII. Old Business
   A. Text Amendment – Minimum Dwelling Unit Sizes
   B. Text Amendment – Outdoor Storage
   C. Site Plan Review – Southtown Market – Addition + Conceptual Gas Station

IX. New Business
   A. Information Packet – Eastbrook Homes – Comparable Housing Developments

X. Reports
   A. Attorney Report
   B. Staff Report
   C. Commissioner Comments

XI. Extended Public Comments & Questions (Limited to 4 minutes)

XII. Adjournment
MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
July 6, 2021

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, Reenders, Hesselsweet, Wagenmaker, Mesler
Members absent: Taylor, Lemkuil
Also present: Community Development Director Fedewa

Without objection, Cousins instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the June 21, 2021 meeting were approved with the correction.

V. CORRESPONDENCE
- Laura Newman – 10574 168th Avenue
  o Knows the area will develop at some point in the future. Believes the RP district is still better suited than RR with the conditional rezoning.

VI. PUBLIC COMMENTS – None

VII. OLD BUSINESS
A. Conditional Rezoning – Stillwater Development – Winans Street – AG to RR

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

The applicant, Kelly Kuiper of Stillwater Development, was present to answer any questions and provided the following information:
- Submitted the written proposal for a conditional rezoning.
- The overall density is less with the agreement than it would be with a strict RP zoning.
- Anticipates the driveway easement between Lots B and C and is willing to add the condition to the proposal because the Development group intended to place it in that location.
- The understanding of item 4 is a prohibition of a crossing over the creek. Is willing to modify the language in the proposal to make it clearer.
The Planning Commission noted the following points of discussion:

- Best location for the driveway easement is between Lots B and C. Would have least impact on adjacent property owners. Inquired if applicant would be willing to incorporate this condition.
  - Fedewa reiterated the applicant is not obligated to revise the proposal.
  - Applicant verbally agreed to incorporate this provision into a revised proposal.
- Inquired about the “paved crossing” reference in item 4. Concerned it could be misinterpreted to mean any non-paved crossing is allowed. Asked if the applicant would be willing to clarify the language to establish a prohibition on all crossings.
  - Fedewa reiterated the applicant is not obligated to revise the proposal.
  - Applicant verbally agreed to incorporate the revised language into an updated proposal.

**Motion** by Chalifoux, supported by Hesselsweet, to recommend the Township Board **approve** the Stillwater Development Conditional Zoning Agreement for Parcel No. 70-07-27-300-003 from Agricultural (AG) to Rural Residential (RR). The recommendation is subject to the applicant’s verbal approvals and representations that two items in the written proposal would be modified prior to the Board meeting: 1) any form of vehicular access over Little Pigeon Creek is prohibited; and 2) the driveway easement will be located between Lots B and C. **Which motion carried unanimously.**

VIII. **NEW BUSINESS**

A. **Discussion – Text Amendment – Two-Family SLU – Minimum Lot Width**

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

The Planning Commission noted the following points of discussion:

- Appears the previous R-2 special land use standards were intended to prohibit two-family dwellings in platted subdivisions. As well as prohibiting the conversion of a single-family dwelling to a two-family.
- Consensus that varying housing types such as two-family are acceptable in PUDs.
- Restrictive Covenants expire and want to prevent the mixing of housing types without scrutiny by the Planning Commission first.
- Master-planning areas for R-3 may be the next step to allow more housing types.
- Residents will be upset with changes regardless if a two-family dwelling is built next door via special land use, or whether new areas are master-planned for R-3 and allows two-family and multi-family by right.
- Fedewa suggested a combination of items be incorporated into new special land use requirements for consideration at a future meeting:
  - Wider side yard setback.
  - Design to appear as a single unit.
o Garages to be recessed or located rear of dwelling.
o Identify key streets to allow the use.
o Location for garbage can storage must be shown on site plan.

**Motion** by Reenders, supported by Hesselsweet, to direct staff to draft a zoning text amendment ordinance for review at a future meeting. The contents of which are reflected in the meeting minutes. **Which motion carried unanimously.**

B. **Training Video – Roles & Responsibilities** (16 minutes)

C. **Training Video – Housing** (30 minutes)

IX. **REPORTS**
A. Attorney’s Report – None
B. **Staff Report**
   ➢ Upcoming agendas likely to include—Eastbrook pre-application, American Dunes pre-application, and Southtown Market addition.
C. Commissioner Comments – None

X. **EXTENDED PUBLIC COMMENTS** – None

XI. **ADJOURNMENT**

**Without objection,** the meeting adjourned at 8:36 pm.

Respectfully submitted,

Stacey Fedewa, AICP
Acting Recording Secretary
Please forward this correspondence to the Grand Haven Charter Township Planning Commission for the upcoming July 19, 2021 Public Hearing regarding the proposed zone ordinance text amendment.

On May 3, 2021 there was a remote electronic meeting of the Grand Haven Charter Township Planning Committee. On the agenda, Roman Numeral VII indicates a Public Hearing regarding A. Special Land Use-Outdoor Storage/Open Air Business-Vandenberg Excavating, B. Zoning Text Amendment-Open Air Business.

On Monday, July 19, 2021 the Grand Haven Charter Township Planning Committee will be holding a Public Hearing regarding the proposed Zoning Ordinance text amendment.

Spot Zoning and Text Amendments have been in the courts for the last several decades. Courts require evidence to support the government's claim that the zoning decision is in the PUBLIC INTEREST.

Attorney Bultije has stated that a Special Land Use Application is not an example of spot zoning because the land is not being rezoned. He also stated a text amendment does not rezone property.

LET’S BE CLEAR, what is being proposed is a change in this zoned area (text amendment). This change WILL HAVE A NEGATIVE IMPACT on the residential area, specifically Hidden Creek subdivision, which is located directly across the street from this Commercially Zoned area. IT IS VERY CLEAR THAT THIS PROPOSAL IS NOT IN THE PUBLIC INTEREST.

The Planning Commission has an obligation and legal responsibility to protect the Hidden Creek subdivision. If you were to approve this proposal, the value of homes in the subdivision would decrease because of increased noise, odor, dust vibrations, number of people likely to gather on sight, traffic generation, scale, massing, impact on natural features, and the views from neighboring properties.

The Grand Haven Charter Township Zoning Ordinance states in Chapter 1 (Title and Purpose), section 1.02 (Purpose and Intent), A. Protect the property rights from negative externalities and encroachments by neighboring uses.

Chapter 2 (Zoning Districts), section 2.11 (Table of Permitted Uses) states in determining the "character and intensity" of a use, the Zoning Administrator shall determine that the use is consistent with the uses permitted in the district in terms of the following: noise, odor, dust, vibration, number of people likely to gather on site, traffic generation, scale, massing, impact on nature features, and view from nearby residents.”

I am not an attorney or a developer, and I have not studied Public Administration, but I would sincerely appreciate it if you would vote no on this proposal and protect the residents/citizens of the Hidden Creek subdivision.

As I have stated before, if you lived across the street from this proposed change you would vote NO. Have you drove by the area we are speaking of and noticed the junk behind the trees? We are talking about a "junk yard". It is questionable if it meets the standards of a "junk yard" according to the township zoning ordinance.

Sincerely,
Russ Doane
13462 Hidden Creek Court
COMMUNITY DEVELOPMENT MEMO

DATE: July 13, 2021
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Public Hearing – Text Amendment – Minimum Dwelling Sizes

BACKGROUND

The Township has spent about 4 months discussing the topic of minimum floor areas of dwelling units. Below is a summary of those meetings.

April 19th Special joint meeting with Board and Planning Commission. Split positions.

April 26th Township Board meeting, Committee Reports. Majority want larger sizes.

May 3rd Planning Commission discussion. Draft text amendment included the 1999 minimums. Through the discussion, a potential compromised was reached. Staff was directed to schedule the public hearing.

June 7th Public hearing. Tabled, staff directed to increase sizes for R-1 and R-2.

June 21st Discussion. By a vote of 2-6, staff was directed to schedule the public hearing on the latest draft of the floor area schedule.

July 19th Public hearing.

PROPOSED MINIMUM FLOOR AREAS

The following screenshot of the text amendment ordinance lists the final configuration of sizes based on zoning district.
If the Planning Commission finds the text amendment acceptable, the following motion can be offered:

*Motion* to recommend the Township Board **approve** the proposed Zoning Text Amendment Ordinance with draft date 7/13/2021, concerning the Minimum Floor Area for Dwelling Units.

If the Planning Commission finds the text amendment is in need of revisions before a recommendation can be made, the following motion can be offered:

*Motion* to **table** the text amendment, and direct staff to make the following revisions:

1. *List the revisions…*

Please contact me if this raises questions.
ORDINANCE NO. _______

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE GRAND HAVEN CHARTER TOWNSHIP ZONING ORDINANCE (THE “ZONING ORDINANCE”) TO ADDRESS MINIMUM RESIDENTIAL UNIT SIZES.

THE CHARTER TOWNSHIP OF GRAND HAVEN, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

Section 1. Minimum Residential Unit Size. Section 2.12 of the Zoning Ordinance shall be restated in its entirety as follows.

Section 2.12 MINIMUM RESIDENTIAL UNIT SIZE.

(A) The minimum floor area for residential dwelling units shall be:

(1) In the AG district, 1,100 square feet;
(2) In the RP district, 1,100 square feet;
(3) In the RR district, 1,100 square feet;
(4) In the R-1 district, 1,100 square feet;
(5) In the R-2 district, 960 square feet;
(6) In the R-3 and R-4 districts:
   (a) Single family dwelling – 800 square feet;
   (b) Two family dwelling – 500 square feet plus 100 square feet per bedroom;
   (c) Multiple family dwelling – 500 square feet plus 100 square feet per bedroom.

(B) Residential dwelling units with more than one story shall have a minimum ground floor area of at least 800 square feet, which may include an attached garage.

(C) Residential dwelling units shall have at least 24 feet in width.

Section 2. Effective Date. The foregoing amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on ____________, 2021, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended, and after a first reading of the

Draft Date
07/13/2021
amendment by the Township Board on ____________, 2021. This Ordinance shall be effective on ____________, 2021, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor
Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on ____________, 2021. The following members of the Township Board were present at that meeting: ____________________________. The following members of the Township Board were absent: ____________________________. The Ordinance was adopted by the Township Board with members of the Board ________________ voting in favor and members of the Board ________________ voting in opposition. The Ordinance or a summary of the Ordinance was published in the Grand Haven Tribune on ____________, 2021.

________________________________________
Laurie Larsen, Clerk
Grand Haven Charter Township
Community Development Memo

DATE: July 14, 2021

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Public Hearing – Text Amendment – Outdoor Storage

BACKGROUND

May 3rd  
Hearings for the vandenBerg application and a text amendment for Open Air Businesses. Application tabled. Text Amendment recommended for Board approval.

May 10th  
Township Board returns the text amendment to the Planning Commission citing concerns raised by nearby residents.

June 7th  
Revised text amendment for discussion purposes. Resident concerns addressed with new land use known as Outdoor Business Uses. Tabled and staff directed to address the issue of heavy equipment passing through customer areas and provide discretion for placement in conjunction with the main building and existing screening.

June 21st  
Discussion. Staff directed to schedule public hearing.

July 19th  
Public hearing.

PROPOSED OUTDOOR STORAGE

The following screenshot of the text amendment ordinance lists the regulations being recommended by the Planning Commission.
SAMPLE MOTION

If the Planning Commission finds the above text amendments acceptable, the following motion can be offered:

Motion to recommend the Township Board approve the proposed Zoning Text Amendment Ordinance with draft date 7/14/2021, concerning Outdoor Storage.

If the Planning commission finds the text amendment is in need of revisions before a recommendation can be made, the following motion can be offered:

Motion to table the text amendment, and direct staff to make the following revisions:

1. List the revisions...

Please contact me if this raises questions.
ORDINANCE NO. ______

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE GRAND HAVEN CHARTER TOWNSHIP ZONING ORDINANCE (THE “ZONING ORDINANCE”) TO ADDRESS OUTDOOR STORAGE FOR CONSTRUCTION MATERIALS AND LANDSCAPE CONTRACTOR’S OPERATIONS.

THE CHARTER TOWNSHIP OF GRAND HAVEN, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

Section 1. Special Land Use – Outdoor Storage. Section 12.32A of the Zoning Ordinance shall be restated in its entirety as follows.

Section 12.32A Construction Material Storage and/or Landscape Contractor’s Operation

(1) All materials and equipment must be stored within an enclosed building(s) or within an area completely enclosed by a sight obscuring fence at least eight (8) feet in height, lined with evergreen trees planted three feet on center. Materials may not be stacked or piled so be visible above the fence. Equipment (including vehicles) may only be visible above the fence if the equipment is greater than eight (8) feet tall and cannot be dis-assembled for storage. The Planning Commission has discretion to limit or waive, some or all, of the screening requirements if the existing site has natural features that can adequately substitute.

(2) The area in which vehicles, material, or equipment is stored must be kept in a smooth, dust free condition. The area must be swept daily to keep it free of loose materials.

(3) Materials shall be stored in a manner that prevents the material from blowing outside of the storage area or onto adjacent premises.

(4) A permanent Main Building of at least five hundred (500) square feet must be constructed on the property.

(5) Whenever possible, the storage areas shall be located in the rear yard behind Main Buildings. The Planning Commission has discretion to adjust the location based on the conditions of the site, unique circumstances, better alternative exists, part of a multi-phased project, and similar reasons.

(6) The storage area shall meet setback requirements applicable a Main Building in the District.

(7) Storage areas shall be setback at least one hundred (100) feet from any R-1, R-2, R-3, or R-4 district.
Section 2. Effective Date. The foregoing amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on ______________, 2021, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended, and after a first reading of the amendment by the Township Board on ______________, 2021. This Ordinance shall be effective on _____________, 2021, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor
Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on ______________, 2021. The following members of the Township Board were present at that meeting: _______________________. The following members of the Township Board were absent: _______________________. The Ordinance was adopted by the Township Board with members of the Board ______________________ voting in favor and members of the Board ______________________ voting in opposition. The Ordinance or a summary of the Ordinance was published in the Grand Haven Tribune on ______________, 2021.

Laurie Larsen, Clerk
Grand Haven Charter Township
Community Development Memo

DATE: July 14, 2021

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Site Plan Review – Southtown Market – Addition & Phase 2 Outline

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**PROPERTY INFORMATION**

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Parcel Number</th>
<th>Parcel Size</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>15191 168th Ave</td>
<td>70-03-33-200-059</td>
<td>1.3-acres</td>
<td>Site Plan Review</td>
</tr>
</tbody>
</table>

**Existing Zoning**

<table>
<thead>
<tr>
<th>Existing Land Use</th>
<th>Existing Infrastructure</th>
<th>Existing Site Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>Municipal Water</td>
<td>Retail Market</td>
</tr>
<tr>
<td></td>
<td>Private Septic</td>
<td>Food Truck</td>
</tr>
<tr>
<td></td>
<td>Paved Road</td>
<td></td>
</tr>
</tbody>
</table>

**Master-Planned Zoning**

<table>
<thead>
<tr>
<th>Direction</th>
<th>Surrounding Zoning &amp; Land Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Office/Service (City)</td>
</tr>
<tr>
<td>S</td>
<td>Office Building</td>
</tr>
<tr>
<td>E</td>
<td>Auto Repair</td>
</tr>
<tr>
<td>W</td>
<td>Funeral Home</td>
</tr>
<tr>
<td></td>
<td>Ice Cream &amp; Mini Storage</td>
</tr>
</tbody>
</table>

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[Maps and diagrams not transcribed]
On June 7th the Planning Commission discussed an application with Southtown Market regarding an addition, permanent food truck area, and future gas station. General support for the project was expressed, but it was tabled and requested the applicant address the following:

1. **Provide a full site plan including the following details:**
   - a) Include food truck, building addition, and future gas pumps. This may be shown in development phases.
   - b) Provide loading area information and location.
   - c) Provide dumpster enclosure location and details.

2. **Provide curb details for the site.**

3. **Provide occupancy information for staff to review for restroom requirements.**

**PROJECT RECAP & UPDATE**

Southtown is proposing two improvements along with a future phase of a gas station. First, a **994 sqft addition to expand the beer cave.** Second, establishing a **permanent location for a food truck.** Third, the owner wants to **add a gas station in the near future.**

The Planning Commission requested an updated site plan that shows a general layout of the site when then gas station is incorporated. In addition, staff was directed to provide information on food truck regulations. The aforementioned is ready for your review and discussed in more detail below.

**Phased Site Plan**

The applicant proposes a future phase of a gas station with four pump islands. This will require the existing curb cut on 168th Avenue to be relocated farther south to accommodate the turning movements of the tanker trucks needed to replenish the fuel tanks.

As such, the applicant is requesting certain aspects be considered a **phase 2 requirement.** Clearly, there are concerns on how the Township would guarantee the improvements. An option to consider is to establish an agreement that if the gas station is not making meaningful progress in 2 years the Township will
provide written notice that the carry-forward site plan regulations must be completed within 6 months and an implementation schedule due within 60 days of receipt. If the property owner fails to comply the Township will perform the work. The costs will be billed to the owner. Failure to pay will result in the amount being assessed against the property taxes.

➢ Curbs – Retail v. Gas Station.

- The addition to the building kicks in a curb requirement, but only mountable or rolled.
- The special land use standards require a gas station to have 6-inch high back curbs.
  - The provision does provide the Planning Commission discretion to waive a portion if it improves stormwater disposition or snow removal.

➢ Parking Lot Perimeter Landscaping. Pursuant to Section 4.03.B, landscaping on previously developed sites must be brought into compliance in 3 circumstances—(1) main building is expanded; (2) impervious surface expands more than 50%; or (3) a new special use is approved.

- Perimeter landscaping must be 10-feet wide and surround the parking lot on all sides. Must be a continuous screen at least 36-inches above street grade and consist of shrubs, hedges, berm, wall or a combination.

➢ Dumpster Enclosure. Shall be screened by a wood or masonry solid wall or life conifer landscape material. Must be at least 6-feet in height, or 1-foot above the object being screened. Must include an opaque gate constructed from metal or wood, but chain link with obscuring fabric or slates is prohibited.

- Staff has suggested the applicant propose a couple temporary options to begin discussions.

<table>
<thead>
<tr>
<th>Addition</th>
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</table>

The following items are also required as part of the addition, and the applicant is requesting to have a landscaping plan be incorporated as a condition of approval. If comfortable, they prefer to have administrative approval of the landscape plan to keep the process moving forward. What is the Planning Commission’s preference?

➢ Landscaping Adjacent to Building. Walls visible from a public street or publicly-accessible area must have a 10-foot wide landscape area adjacent to them for 50% of their total width.

- Skoops drive-thru would be considered a publicly-accessible space.

- Wall lengths:
  - North = 30’
  - South = 26’
  - East/West = 103’ (≈ 38’ new addition)

➢ Loading Zone. Loading/unloading areas shall be provided to avoid traffic conflicts unless the Planning Commission determines it is unnecessary for the use.

- If required, it shall be in the rear yard, have 14-feet vertical clearance, and be ≈1,000 sqft in size (10 sqft per 103’ of building frontage).
The applicant is proposing a temporary location in front of the addition and relocating farther south in front of the dumpster enclosure during phase 2.

The applicant will stripe the lot and have the barrier-free spaces as part of phase 1.

Food Truck

In light of the above, the applicant is requesting to establish a separated area with a temporary outdoor barrier fence. Staff sent the following example for consideration (see right).

Phase 1 Food Truck Layout

Fire/Rescue requires a 10-foot setback from the building and barrier for the propane tanks to ensure they are not damaged if struck by a vehicle.

The phase 2 layout will be substantially similar, except it will be tucked in closer to the building because the area will be shifted west, and more green space added to the north.

A future meeting will contain a discussion item for food truck regulations. However, staff is hopeful the proposal for segregation from traffic via a fence will quell the concerns with vehicular conflicts.
<table>
<thead>
<tr>
<th>Section</th>
<th>Provision</th>
<th>Staff Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.02.A.2</td>
<td>1 tree per 500 sqft of non-paved area.</td>
<td>Approximately 30,500 sqft of non-paved area. 61 trees required. Proposed as Phase 2 requirement.</td>
</tr>
<tr>
<td>4.02.A.3</td>
<td>Stormwater system.</td>
<td>Applicant notified to contact the OCWRC. Will need to provide correspondence for site drainage requirements.</td>
</tr>
<tr>
<td>4.02.A.4.a</td>
<td>Parking lot perimeter screening.</td>
<td>Proposed as Phase 2 requirement.</td>
</tr>
<tr>
<td>4.02.A.4.b</td>
<td>Interior landscape islands in lot.</td>
<td>Exempt per Section 4.03.B.</td>
</tr>
<tr>
<td>4.02.A.4.c</td>
<td>Curbs—mountable or rolled concrete curbs.</td>
<td>Existing site does not have curb. Proposed as Phase 2 requirement. See above information for discussion point.</td>
</tr>
<tr>
<td>4.02.A.5</td>
<td>Screening adjacent to residential.</td>
<td>N/A</td>
</tr>
<tr>
<td>4.02.A.6</td>
<td>Visible building walls must have a 10' wide landscape area for at least 50% of the total width.</td>
<td>North wall: sidewalk, food truck, raised bed with stone, no plants South wall: new, and will need to landscape East wall: sidewalk, parking, ancillary sales West wall: raised bed with stone, no plants Proposed as Phase 1 requirement, requesting administrative approval for landscape plan.</td>
</tr>
<tr>
<td>4.02.A.7</td>
<td>Utility cabinets and mechanical equipment screening.</td>
<td>None proposed for addition. Gas station may necessitate cabinets. To be addressed in Phase 2.</td>
</tr>
<tr>
<td>4.02.B</td>
<td>Refuse container screening.</td>
<td>No enclosure for existing dumpster. Enclosure proposed as Phase 2 requirement. Applicant is aware this will be a difficult topic.</td>
</tr>
<tr>
<td>5.05</td>
<td>Barrier free parking.</td>
<td>1 van-accessible required. 2 proposed.</td>
</tr>
<tr>
<td>5.06.E</td>
<td>1 parking space per 300 sqft of gross floor area.</td>
<td>2,980 sqft GFA = 10 spaces required. Approximately 20 provided. Will be striped as part of Phase 1.</td>
</tr>
<tr>
<td>5.08.A</td>
<td>Loading zone – 14' height, rear yard, ratio to front of bldg.</td>
<td>Approximately 103’ of building frontage x 10 sqft = 1,030 sf loading zone. PC has discretion. Proposed in Phase 1 and relocated in Phase 2.</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Outdoor Lighting.</td>
<td>None proposed. Approximately 9,500 sqft of impervious surface. Total allowable lumens are 23,750 for Lighting Zone 3. Gas station will have new lighting and be reviewed as part of Phase 2.</td>
</tr>
</tbody>
</table>
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 to approve a 994 sqft (≈ 26’ x 38’) addition to the south wall of Southtown Market located at 15191 168th Avenue. A second land use of a mobile food vendor along the north wall of the Market, as shown on the approved site plan. 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. Attorney Bultje shall draft an agreement establishing that certain Phase 1 improvements are being carried-forward to Phase 2, but failure to perform within 2-years results in the Township performing the work and assessing the costs against the property taxes.
2. Annually, a copy of the food license shall be provided to the Township.
3. Plan for Landscaping Adjacent to Building shall be submitted and approved administratively prior to obtaining a certificate of occupancy.
4. Shall provide correspondence from the Ottawa County Water Resources regarding site drainage requirements.
5. List additional conditions here...

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

**Motion to deny** the Site Plan Review application for an addition to a retail commercial building and/or permanent mobile food vendor location, 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 the application is in need of revisions before a determination can be made, 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.

**REPORT OF FINDINGS (TO BE USED WITH A MOTION FOR APPROVAL)**

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. 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.
Community Development Memo

DATE: July 12, 2021
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Eastbrook Homes – Information on Comparable Housing Developments

BACKGROUND

Recall the proposed development by Eastbrook for the 40-acre parcel off Comstock Street. The Planning Commission reviewed the concept at the April 21st meeting. At that time, the Planning Commission shared concerns over density, traffic in the area, and parking. Based on the comments provided, Eastbrook has put together another site plan.

The newest concept that would have 172 units, down from the 269 units originally proposed. The density has been reduced to a similar level as the surrounding developments:

- Original Eastbrook proposal – 6.73 units per acre
- Current Eastbrook proposal – 4.3 units per acre
- Robinson Landing (City of GH development to the south) – 4.3 units per acre
- Village Green – 5.4 units per acre

During the previous meeting, it was indicated that Commissioners would like the opportunity to visit similar sites. Eastbrook shared the following development information with staff:

TOWN SQUARE – ROCKFORD, MI

This community features a mix of dwelling units. This 121-unit development features 36 townhomes, 53 patio homes, and 32 single family. The density is 4.84 units per acre. Eastbrook has an active webpage for this development which you can use to view the available house styles: Town Square | Eastbrook Homes.

Use this address to visit the site which includes a link to google maps: 6952 E Cottage Ln, Rockford

Below, please find a site layout map of the development along with a sampling of the housing types.
TANNERY BAY – WHITEHALL, MI

This Eastbrook Homes development sits on 27.7-acres and offers detached single family, attached condos, attached townhomes, and detached townhomes. The density is **4.6 units per acre**. Eastbrook has an active webpage for this development which you can use to view the available house styles: [Tannery Bay | Eastbrook Homes](#).

Use this address to visit the site which includes a link to google maps: [938 Lake, Whitehall](#).

Below, please find a site layout map of the development along with a sampling of the housing types.
COBBLESTONE AT THE RAVINES – KENTWOOD, MI

This is a Redstone Homes development. This neighborhood offers Stacked Condos and Stand-Alone Condos with a rear-loaded garage. The density is 9 units per acre. The Stacked Condos are comprised of 1- and 2-bedroom units. It appears the 1-bedroom units are 848 square feet. The Stand-Alone Condos have two base size options—1,374 sqft and 1,560 sqft.

Use this address to visit the site which includes a link to google maps: 4344 Stratton, Kentwood. 

Below, please find a site layout map of the development along with a sampling of the housing types.
Housing Next Director, Ryan Kilpatrick, recommended this development be included for your review because it has a good street feel and blends into the surrounding neighborhood.

This development is on the southeast side of downtown Grand Rapids. There are 12 homes and 14-units with two being duplexes. The density in this 1.3-acre **10.73 units per acre**. Lots are roughly 40’ x 95’ (or 3,800 sqft, which aligns to the Township’s R-3 district). Most of the homes are large compared to their lot size with the average being 2,500+ sqft.

Use this address to visit the site which includes a link to google maps: 601 Windsor Terrace SE, Grand Rapids.
NEXT STEPS

Site Visits

You have three choices for site visits:

1. By yourself
2. With 1 other PC member
3. With myself + 1 other PC member – please let me know if you would like to visit together.
   a. My availability as of 7/15:
      i. Tuesday, July 20 – 10:30 to 2pm
      ii. Friday, July 23 – all day
      iii. Monday, July 26 – all day
      iv. Tuesday, July 27 – 9:30 to 5pm
      v. Thursday, July 29 – all day
      vi. Friday, July 30 – all day

If we limit site visits to staff and 2 PC members, we do not have Open Meetings Act requirements because there are no majorities present discussing a project.
Please visit the sites in Kent County and Whitehall. Remember the Township will reimburse Commissioners for travel related to official business.

Be sure to park the car and walk around the neighborhood get a feel for the neighborhood as a resident would experience. Write down notes and take pictures if you can. Think about whether the site feels open, spacious, tight, cramped, sunshine, no sunlight because too dense, do the mix of colors and styles help, is green space in a good location, is there guest parking, how is traffic flowing through the site with rear-loaded alleys, is the site walkable and interconnected, etc.

**Community Engagement Event**

Eastbrook intends to host a community engagement event. It will likely occur in West Olive at their Macatawa Legends development. Hors d’oeuvre and drinks will be served and is likely to occur on a Tuesday or Thursday.

One event will invite property owners within 300+ feet of the site to view preliminary plans of the development, take tours of model homes (*single family, villa, townhome*) to become familiar with the product, and an opportunity to have an open dialogue about concerns and how those can be mitigated.

A second event will invite the Board and Planning Commission and may become the second pre-application presentation.

**Formal Submittal**

The developer expressed the need to be responsive to the current property owner to comply with the purchase agreement, which has been extended a couple of times to provide time to revise plans based on Township feedback.

Staff anticipates a formal submittal within the next 3 months.

Please contact me if this raises any questions.