AGENDA
Planning Commission
Tuesday, September 7, 2021 – 7:00 p.m.

I. Call to Order

II. Roll Call

III. Pledge to the Flag

IV. Approval of the August 2, 2021 Planning Commission Meeting Minutes

V. Correspondence

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

VII. New Business
    A. Training – DDA’s and TIF’s (35-minute video)

VIII. Old Business
    A. Future Land Use Map – Review DDA Expansion Parcels

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

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

XI. Adjournment

Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to Township Staff prior to the 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, Hesselsweet, Mesler, Lemkuil
Members absent: Reenders
Also present: Community Development Director Fedewa and Attorney Bultje

7:06pm Wagenmaker arrived and joined the meeting.

Without objection, Cousins instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the July 19, 2021 meeting were approved.

V. CORRESPONDENCE
- GHT Planning Commission – Notice of Intent to Update Future Land Use Map

VI. PUBLIC COMMENTS – None

VII. OLD BUSINESS

A. Site Plan Review – Southtown Market – Phase 1 Addition

Fedewa provided an overview through a memorandum dated July 29th.

The project architect, Gordan Julius III, and general contractor Brandon Hartel, were present to provide information:

- Client finds the Agreement acceptable. Reiterated that phase 2 will quickly follow the current application for an addition.

The Planning Commission noted the following points of discussion:

- Clarified the loading zone can fit a typical box truck but not full semi. Needs to communicate with delivery companies that a small truck must be used.
- Pursuant to Section 5.08.A of the Zoning Ordinance, the Planning Commission has discretion to determine the appropriate size of a loading zone. Current size is 845 square feet compared to the 1,030 square foot regulatory calculation. The Planning
Motion by Lemkuil, supported by Chalifoux, to conditionally approve the Site Plan Review application for a 994 sqft (≈ 26’ x 38’) addition to the south wall of Southtown Market located at 15191 168th Avenue. This approval is based on the application meeting the standards set forth by the Grand Haven Charter Township Zoning Ordinance. This motion is subject to, and incorporates, the following conditions and report:

1. The Agreement shall be executed prior to obtaining a building permit.
2. Shall provide written documentation on stormwater requirements from the Ottawa County Water Resources prior to obtaining a building permit.
3. The proposed seasonal vendor vehicle will be reviewed by the Planning Commission after staff provides the requested information.
4. Parking spaces shall be striped at 9’ x 18’.
5. Planting table shall be revised to show starting sizes. Evergreen trees shall be 6’ in height and evergreen shrubs shall be 36” in height.
6. Finds the 845 square foot loading zone size acceptable.

Which motion carried unanimously.

REPORT OF FINDINGS – SITE PLAN REVIEW – SOUTHTOWN MARKET ADDITION

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.

B. Amend Future Land Use Map – Industrial Land + DDA Expansion

Fedewa provided an overview through a memorandum dated July 28th.

The Planning Commission noted the following points of discussion:

- One Commissioner suggested the land between Lincoln Street and M-45 should all be master-planned as Rural Residential because the Township is providing municipal water through the DDA expansion. The area is ripe for development. Only a few agricultural properties to protect.

- Best location for workforce and/or affordable housing is near the land intending to be master-planned as industrial. Temporary community septic systems can be used for high-density developments until the Township provides sanitary sewer.

- Staff noted the high-density development discussions is anticipated to occur in 2022 when the full Master Plan and Future Land Use Map are reopened. Doing so will allow for community engagement to gain feedback from the citizens.
• Planning Commission directed staff to mail a letter to each property owner who may be impacted to ensure they are aware of the change and have the opportunity to discuss with the Township prior to being finalized.

Motion by Taylor, supported by Hesselsweet, to recommend the Township Board approve the draft Future Land Use Map for distribution to begin the 42-day public comment period. Which motion carried, with Chalifoux voting no because he does not support the principals of a DDA TIF capture.

VIII. REPORTS
A. Attorney’s Report – None
B. Staff Report
  ➢ Fedewa will not be available for the August 16th meeting. If one is scheduled another staff member will attend instead.
C. Commissioner Comments
  ➢ Wagenmaker inquired what limitations and leeway the Planning Commission and Township Board have with Planned Unit Developments. Fedewa and Attorney Bultje opened the Section 7.01.E of the Zoning Ordinance and identified the parameters along with density limitations in Section 7.04.D.4.

IX. EXTENDED PUBLIC COMMENTS – None

X. ADJOURNMENT

Without objection, the meeting adjourned at 7:41pm.

Respectfully submitted,

[Signature]

Stacey Fedewa, AICP
Acting Recording Secretary
Community Development Memo

DATE: September 3, 2021

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Future Land Use Map Update – DDA Expansion Parcels

BACKGROUND

On August 2nd the Planning Commission adopted a motion recommending the Board “approve for distribution” the first draft map. On August 9th the Board reviewed the draft map. This led to questions and small revisions prior to being approved for distribution.

Revisions include:

1. Two industrial parcels at Lake Michigan Drive and SB US-31 (MS Metal Solutions & NRP America) are master-planned for industrial. The parcels now reflect the correct designation.

2. Four parcels along M-45 should have been shown as Commercial instead of Industrial (motel, car repair, Botello’s, house). The parcels now reflect the correct designation.

3. Stan Boelkins property at Buchanan and NB US-31 was shown as Commercial. The parcel has now been revised to show residential in the area along Buchanan for the RP single-family development and then master-planned as commercial along US-31.

The revised map with a Draft Date of 8/11/2021 can be found on the project website at www.ght.org/MasterPlan2021.

NUANCES OF LAND USES IN THE DDA EXPANSION

Superintendent Cargo contacted Township Attorney Swets (who is handling the DDA Expansion project) to clarify the necessary composition of parcels in the expanded district.

A “downtown district” is defined as, a part of an area in a business district that is specifically designated by ordinance of the government body of the municipality. A “business district” is defined as, an area in the downtown of a municipality zoned and used principally for business.
In other words, as long as the DDA Expansion area is principally used and/or zoned for business uses then it is acceptable to have a few resident properties sprinkled into the expansion area. If there are single-family parcels that are unlikely to ever be changed to a business use, it is recommended they be removed from the expansion area.

This information has significantly informed the new map with Draft Date 9/3/2021.

**REVIEW OF DDA PARCELS**

As directed by the Planning Commission, staff is beginning the review process with the DDA parcels to ensure this update proceeds in an orderly fashion. Staff will summarize the new revisions on the map with Draft Date 9/3/2021 by going “block by block” and moving north to south.

Please note—the industrial parcels have been excluded from this memo because they will be addressed at the next meeting pursuant to the direction provided at the August 2nd meeting.

**Lincoln Street to Warner Street**

1. The first parcel is master-planned as Commercial and already included in the DDA District and is not part the discussion.

2. The next property is zoned RR and is being used as a hobby farm.
   - Staff recommends the designation be amended from AG to RR.
3. The next 9 parcels are zoned R-2. There are 4 single family homes and 5 vacant lots. Sizes range from 1.5- to 4-acres. Frontage widths for homes are about 250-feet while vacant lots are about 125-feet.
   - Staff recommends the designations be amended from AG to RR. The lots are unlikely to be used agriculturally given the current development pattern. By recommending the property down-zone from R-2 to RR it signifies the Township does not want to see these properties split and developed because having driveway access directly on US-31 is not desirable.

**Warner Street to Buchanan Street**

Each of these properties are currently zoned C-2 Regional Commercial, but master-planned as Agriculture. Due to the current zoning district, staff recommends the designations be amended to Commercial instead.

1. First parcel is a cell tower with the remainder being vacant land.
2. The next two parcels are vacant land and owned by a developer.
3. Next is the ATV/bike shop, which is owned by the same developer as the previous two lots.
4. The fifth parcel is the largest and is mostly dedicated to active agriculture. Each summer there is a roadside stand selling local fruits and veggies. Despite being zoned C-2, the
property continues to be farmed, and may continue being farmed until the property owner chooses to sell one day, if ever.

5. The last parcel is the gas station.

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1. The first two parcels are single-family homes that are zoned RR and master-planned for AG. Given their proximity to other commercial parcels and because the Township is anticipates expanding municipal water to the area it is likely these properties will be ripe for development.

2. The next 3 properties are zoned C-2, master-planned as Commercial and being used commercially. They are—Westlake Environmental (office), Crossroads Property Services (landscaping), and Stable Inn (restaurant).

3. The 6th parcel is the Stan Boelkins property, which was described in the first section of this memo. The main portion of the property is expected to develop as large-lot RP parcels. The developer is working with the Township to finalize the land divisions and an agreement to extend municipal water to the site when the infrastructure is installed in a few years. However, after speaking with the property owner he agreed that it would be advantageous to master-plan the land along US-31 as Commercial. Doing so will provide continuity between commercial sites.

4. The MDOT Roadside Park is a public use, which will not change with the DDA Expansion.

5. The industrial properties will be discussed at the next meeting.
6. Green Acres is located at the NW corner of US-31 and LMD. It is zoned C-2 and master-planned as Commercial.

7. The next 4 parcels are zoned C-2 and master-planned for Commercial. They are—Mobil and Subway (gas station + convenience store), Courtesy Motel, formerly a vehicle repair shop, and Botello’s (convenience store + food sales).

8. Next is a single-family dwelling zoned RR and master-planned as Commercial.

9. **Direction is needed from the Planning Commission on the next 5 parcels.** Currently, they are zoned RR and master-planned as AG.
   a. The two parcels with pink and green stripes could have two different futures.
      i. **Remove** from the DDA Expansion, remain in the RR district and update the designation to RR?
      ii. **Remain** in the DDA Expansion, update the designation to Commercial and continue to promote new development? It may be prudent to postpone any revisions until the next 5-year review cycle of the master plan.
   b. Staff recommends the next 3 parcels be removed from the DDA Expansion. It appears these lots fall into the guidance from Attorney Swets—if the parcels are unlikely to ever develop into a business use, they should be removed from the expansion area.

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**M-45/Lake Michigan Drive to Winans Street**

1. The group of 4 parcels within the US-31/M-45/158th Ave triangle are zoned and master-planned as Commercial.

2. The next lot to the east is vacant, zoned C-2 and master-planned as Commercial.
3. The next two parcels contain single-family dwellings, are zoned RR and master-planned as Commercial.

4. The next parcel to the south has a single-family dwelling, is zoned C-2 and master-planned as Commercial.

5. The Outdoor Adventures campground owns the next 3 parcels. The main lot contains the campground. The smaller piece along US-31 is the outdoor recreation area. They are both zoned C-2 and master-planned for the same. The third parcel to the east is mostly undeveloped but is being used as storage for RV’s and campers. This piece is zoned AG and master-planned as AG, but staff recommends the designation be revised to provide an avenue for future compliance of the storage area.

6. The single-family dwelling at the NE corner of U-31 and Winans is zoned C-2 and master-planned as Commercial.

7. The next lot is part of the Brolick landscaping operation. It is zoned C-2 but master-planned for AG. Staff recommends the designation be amended to support the use and DDA Expansion area.

8. The last parcel is located at the NW corner of US-31 and Winans. It contains a single-family dwelling and is unlikely to redevelop into a business use in the future. Pursuant to the information from Attorney Swets it is best to remove the property from the DDA Expansion area.

Winans Street to the South
1. The first lot west of US-31 is owned operated by Mattson’s Landscaping. It is zoned C-2 but master-planned as AG.

2. The next 2 lots east of US-31 contain a single-family dwelling and small storage building. The owners have been using the property to sell Christmas Trees every year. Because the property seems to be closer to an agricultural/residential use and is unlikely to become a business use in the future, staff recommends they be removed from the DDA Expansion area pursuant to Attorney Swets advice.

3. The last 3 parcels west of US-31 all contain single-family dwellings. The northern two are zoned RR and master-planned the same. The southern lot is a hobby farm, is zoned RP, and master-planned RR. For the same reasons stated above, staff is recommending these lots be removed from the DDA Expansion area.

**ITEMS FOR THE NEXT MEETING – SEPTEMBER 20TH**

At the next meeting, staff anticipates the following agenda items related to the Future Land Use map:

- Review the proposed Industrial parcels
- Review 2-4 specific requests from property owners
  - Former grocery store on Mercury Drive
  - Expansion of an existing manufacturing business
  - Divide father-in-law’s land to build new home for themselves
  - Fallow AG land desired for development

**GENERAL CONSENSUS**

At this stage, the maps are in draft format, so no formal motions are necessary as the work product continues to be revised. That said, staff does need a general consensus from the members on each item described in this memo to inform the next draft of the map.

Please contact me if this raises questions.