AGENDA
Planning Commission
Monday, January 3, 2022 – 7:00 p.m.

I. Call to Order

II. Roll Call

III. Pledge to the Flag

IV. Approval of the November 15, 2021 Planning Commission Meeting Minutes and November 23rd Planning Commission Special Meeting Minutes.

V. Correspondence

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

VII. New Business
   A. Platted Lot Division – Butler
   B. Housekeeping Duties
      a. Appointment of Officers
      b. 2022 Meeting Date Schedule

VIII. Reports
   A. Staff Report
   B. Commissioner Comments

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

X. 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.
MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 23, 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, Mesler, Taylor Hesselsweet, Reenders, Lemkuil, Chalifoux, Wilson
Members absent: Wagenmaker
Also present: Manager Cargo

Without objection, Cousins instructed Cargo to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the October 18, 2021 meeting were approved.

V. CORRESPONDENCE – None

VI. PUBLIC COMMENTS – None

VII. PUBLIC HEARING
A. Text Amendment and Overlay Zone Map – Short-Term Rentals (STRs)

Cousins opened the hearing at 7:03pm.

Cargo provided an overview through a memorandum dated November 18th and noted the following:
- STRs are not an allowable use under the Zoning Ordinance.
- STRs are defined by the Michigan Supreme Court as commercial enterprises.
- STRs negatively impact both the availability and cost of housing – and there is already a defined shortage of housing in the Township.
- STRs can change the character of residential neighborhoods because of their commercial nature.
- The Township Board had planned to move ahead with a three-prong approach to regulate STRs – but, the COVID-19 pandemic limited large public gatherings and delayed the approval of the drafted ordinances.
- Township staff will be providing recommendations to the Board regarding existing STR properties and which properties should be included in the STR Overlay Zone.
- The STR ordinance will allow all property owners the opportunity to lease their properties as STRs for a maximum of two weeks each year.
Attorney Bultje noted that property owners that are not included in the STR Overlay Zone will be required to seek both a rezoning and a SLU to operate an STR.

Public comments included the following:

1. Marcie Barber (384 Burgess Drive, Galesburg, Michigan) owns a STR property at 11840 Lakeshore Drive and believes that the number of complaints regarding STRs does not justify the proposed regulations. She also feels the approval process is being rushed.

2. Chad Aerts (13171 Rich Street in Robinson Township) owns a rental property at 17784 Brucker Street and wants to use this parcel for a STR and wants to be included in the Overlay Zone.

3. Jenna Wenger (16044 Robbins Road) noted the pending STR legislation and did not believe the Township should adopt STR regulations.

There being no further public comments, Cousins closed the hearing at 7:31pm.

VIII. OLD BUSINESS

Planning Commissioner Taylor noted a possible conflict of interest because she has rented an STR from one of the persons that provided public comment and recused herself, leaving the table.

Hesselsweet did not believe that Terry Trails development should not be included in the STR Overlay Zone since their covenants restrict rentals to 29 days or more. Cargo noted that if the Terry Trails Association wishes to be removed from the STR Overlay Zone, a request should be emailed to his attention.

The Planning Commission members requested certain clarifications on the STR ordinance. But, no changes were recommended.

Motion by Chalifoux, supported by Hesselsweet, to recommend to the Township Board approval of the Zoning Text Amendment and Map addressing an Overlay Zone for Short-Term Rentals with the understanding that the elected officials will be considering the addition of certain existing STR properties to the Overlay Zone map. Which motion carried unanimously.

Planning Commissioner Taylor returned to the table.

IX. EXTENDED PUBLIC COMMENTS – None

X. ADJOURNMENT

Without objection, the meeting adjourned at 7:55 p.m.
Respectfully submitted,

[Signature]

William D. Cargo
Acting Recording Secretary
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, Mesler, Taylor, Reenders, and Chalifoux
Members absent: Wilson, Wagenmaker, Hesselsweet and Lemkuil,
Also present: Community Development Director Fedewa, Manager Cargo, and Associate Planner Hoisington

Attorney Bultje arrived at 7:06pm and joined the meeting.

Without objection, Cousins instructed Hoisington to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the November 1, 2021 meeting were approved.

V. CORRESPONDENCE – None

VI. PUBLIC COMMENTS – None

VII. PUBLIC HEARING
A. Text Amendment – Two-Family Dwelling Special Use Standards

Cousins opened the hearing at 7:05pm.

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

There being no further public comments, Cousins closed the hearing at 7:06pm.

B. Major PUD Amendment – Lincoln Pines – Incorporate Additional Land

Cousins opened the hearing at 7:10pm.

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

There being no public comments, Cousins closed the hearing at 7:13pm.

C. Master Plan Update with Future Land Use Map Amendments
Cousins opened the hearing at 7:13pm.

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

There being no public comments, Cousins closed the hearing at 7:18pm.

VIII. OLD BUSINESS
A. Text Amendment – Two-Family Dwelling Special Land Use Standards

The Planning Commission provided the following feedback:

- Compared draft language to requirements for two-family dwellings in the previous version of the zoning ordinance.
  - Municipal water requirement matches previous ordinance and ensures two-family dwellings will be built in an appropriate environment.
- Confirmed standards discussed in previous meetings are included in current draft text ordinance language.

  Motion by Reenders, supported by Chalifoux, to recommend the Township Board approve the proposed Zoning Text Amendment Ordinance with draft date 11/04/2021, concerning Special Land Use regulations for Two-Family Dwellings. Which motion carried unanimously.

B. Major PUD Amendment – Lincoln Pines – Incorporate Additional Land

The Planning Commission provided the following feedback:

- The proposed setback reduction is consistent with the setbacks currently used in the existing subdivision.
- The proposed road layout does not comply with the Township’s Private Road Ordinance due to a stub street being used on the southeastern road segment instead of a cul-de-sac.
- The request for reduced road width is consistent with existing roads in the subdivision and with Ottawa County Road Commission standards.
- Noted visitor parking needs to be included in the submitted plans.

  Motion by Chalifoux, supported by Mesler, to table the Lincoln Pines PUD expansion and direct the applicant to provide a complete set of civil drawings. Which motion carried unanimously.

C. Master Plan Update with Future Land Use Map Amendments

The Planning Commission provided the following feedback:
• Change the language for “Rural Residential” designation to “Rural Preservation” to avoid confusion with Rural Residential zoning district which corresponds with “Low Density Residential” designation.

Motion by Taylor, supported by Chalifoux, to conditionally approve the 2021 Future Land Use Map and associated Future Land Use and Zoning Plan, which replaces Chapter 9 of the Resilient Master Plan, pursuant to the Michigan Planning Enabling Act of 2008, as amended. Approval shall be conditioned upon the following revisions that must be completed prior to sending the documents to the Township Board for final approval.

1. Change language for future land use classification from “Rural Residential” to “Rural Preservation.”

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

Ayes: Cousins, Mesler, Taylor, Reenders, and Chalifoux
Nays: None
Absent: Wilson, Wagenmaker, Hesselsweet and Lemkuil,

IX. REPORTS
A. Staff Report
   ➢ A special public hearing regarding a draft text amendment for short-term rentals is to be held on November 23rd.

B. Commissioner Comments
   ➢ This being her last meeting, the Commissioners noted their appreciation for Fedewa’s seven years of service to the Township.

X. EXTENDED PUBLIC COMMENTS – None

XI. ADJOURNMENT

Without objection, the meeting adjourned at 7:31pm.

Respectfully submitted,

Cassandra Hoisington
Acting Recording Secretary
Community Development Memo

DATE:   December 20, 2021

TO: Planning Commission

FROM: Cassandra Hoisington, Associate Planner

RE: Platted Lot Division – Butler

---

**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>15596 Mercury Dr.</td>
<td>70-03-35-199-015</td>
<td>.91 Acres (39,645 sqft)</td>
<td>Platted Lot Division</td>
</tr>
</tbody>
</table>

**Existing Zoning**

- R-2

**Existing Land Use**

- Single Family Residential

**Existing Infrastructure**

- Paved Roadway
- Private Well
- Private Septic Tank

**Existing Site Improvements**

- Single Family Dwelling
- 1 Accessory Building

**Master-Planned Zoning**

**Surrounding Zoning & Land Uses**

- **Direction**
  - N
  - S
  - E
  - W

- **Zoning**
  - R-1
  - R-2
  - R-1

- **Land Use**
  - Single Family

**BACKGROUND**

There are two types of land divisions— unplatted and platted. All unplatted (*i.e., metes and bounds legal description*) land divisions are processed by the Township Assessor, and must meet the requirements of the Land Division Act. A platted lot division occurs when a subdivision has already been created, and a property owner wants to further subdivide a lot.

The applicant owns the subject property which was purchased in 2020. The property is comprised of Lots 1, 2, and 3 of Peach Plains...
Subdivision #1 and part of Lot 16 of Waverly Road Subdivision. Peach Plains Subdivision #1 was originally platted in 1941. Waverly Road Subdivision was originally platted in 1942. The lots in Peach Plains Subdivision were combined with the part of Lot 16 of the Waverly Road Subdivision in 2003.

The applicant is proposing to divide these platted lots into two child parcels. Only two child parcels are possible because new lots have to conform with current zoning requirements.

The two child parcels are proposed to be:

A. 24,325 sqft or 0.56-acres
B. 15,230 sqft or 0.35-acres

**SUBDIVISION CONTROL ORDINANCE**

Platted lot divisions are governed by Section 4.10 of the Township’s Subdivision Control Ordinance, which includes eight requirements:

<table>
<thead>
<tr>
<th>No.</th>
<th>Regulation</th>
<th>Requirement</th>
<th>Compliant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conform to Zoning</td>
<td>Must meet all design requirements for R-2</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Lot Lines</td>
<td>Must avoid oddly shaped lots</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Depth Related to Width</td>
<td>1:4 ratio limitation</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Uninhabitable Areas</td>
<td>Cannot create unbuildable lots due to floodplain, wetland, critical dune, etc.</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Outlot</td>
<td>If present, must describe restrictions</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Back-Up Lots</td>
<td>Lots cannot front on intense land uses; if backed-up to said uses uses a landscape screen is required</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Lot Division</td>
<td>Application process followed</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Frontage</td>
<td>Must front on public roads</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**SAMPLE MOTIONS**

If the Planning Commission finds the application meets the required standards, the following motion can be offered:

*Motion* to recommend the Township Board **conditionally approve** the Platted Lot Division for 15596 Mercury Drive with current Parcel No. 70-03-35-199-015,
based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance and Zoning Ordinance. Approval is conditioned upon:

1. Any future residential dwellings shall connect to municipal water.

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

**Motion** to recommend the Township Board *deny* the Platted Lot Division 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 the applicant must make revisions, the following motion can be offered:

**Motion** to *table* the Platted Lot Division 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.
GRAND HAVEN CHARTER TOWNSHIP

PLATTED LOT DIVISION APPLICATION

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
<th>Escrow*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platted Lot Division</td>
<td>$125</td>
<td>$300</td>
</tr>
</tbody>
</table>

Applicant Information

Name (as listed on Deed) Ford Michael Butler
Phone 231-730-1273
Address 15596 Mercury Drive, Grand Haven, 49417
Email Address ford1245@gmail.com

Owner Information (If different from applicant)

Name
Phone
Fax
Address

Property Information

Address/Location 15596 Mercury Drive, 49417
Current Zoning R2
Parent Parcel Number 70 - 03 - 35 - 199 - 015
Master-Planned Zoning
Size (acres) 1
Legal Description of Parent Parcel (attach extra sheets if needed) Attached

Other Information

Total Number of New Parcels Requested (parent parcel + splits) 2
Intended Use of Property (residential, commercial, etc.) residential

Each Parcel Created by this Division will be provided with Public Access as follows (check one):

(✓) Each Parcel will have 89.5 Feet of Frontage on an existing public roadway
(   ) Each Parcel will have _________ Feet of Frontage on a new public roadway
Proposed Road Name
Legal Description of Proposed Access by a New Roadway (attach extra sheets if needed)

Will any of the New Parcel(s) be Serviced by Municipal Water? Yes
(   ) Yes, the Service Line(s) will be Located (indicate on map) Sharon Ave
(   ) No
Legal Description for Each Proposed New Parcel (attach extra sheets if needed) attached per Survey dated 10/7/2021

Last Revised 12/31/18
Required Application Materials

1. Survey, sealed by a professional surveyor, which includes the following information:
   a. Lot Boundaries
   b. Proposed Division(s), including Dimensions
   c. Any Existing Improvements (buildings, wells, septic, driveways, etc.)
   d. Distance of Buildings from Lot Lines
   e. Means of Access to the Property
   f. Existing and Proposed Road Rights-of-Way
   g. Easements of Public Utilities (from each parcel to existing public utility facilities)
   h. Municipal Water and/or Sewer Services (if available)

2. History of Previous Splits of the Parent Parcel (note: no lot may be divided more than four times)

3. Indication of Approval, or Permit, from the Ottawa County Road Commission, Michigan Department of Transportation, or Respective Township Private Road Administrator, for each Proposed New Roadway.

4. Evidence of all Interest of Ownership or Land Contract.

5. Narrative Describing Compliance with Section 4.10 of the Grand Haven Charter Township Subdivision Control Ordinance.

AFFIDAVIT AND RELEASE FORM

The undersigned has applied for a Platted Lot Division. The undersigned hereby grants permission for municipal, county, and state officials to enter the property for inspections. The undersigned agrees the statements made above are true, and if found not to be true this application and any approval will be void. Further, the undersigned understands this is only a parcel division which conveys only certain rights under the applicable local Subdivision Control Ordinance, the local Zoning Ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1966, amended by P.A. 87 of 1997), MCL 560.101, et seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Further even, if this division is approved the undersigned understands the zoning, local ordinances, and State Acts change from time-to-time, and if changed the divisions made herein must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds, or the division is built upon before the changes are made to the laws.

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

[Signature]
Applicant’s Signature

[Date]

[Signature]
Owner’s Signature (if different from applicant)

[Date]

15596 Mercury Dr, Grand Haven, MI 49417

Property Address

* To cover cost of legal and consulting fees, may be increased as necessary
ACTION TAKEN BY PLANNING COMMISSION

( ) Application approved
Number of Divisions Requested ______
Number of Divisions Approved ______
Conditions of Approval, if any ____________________________________________
_____________________________________________________________________

( ) Application Denied. Reasons (cite §) ____________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature of Planning Commission Chair ___________________________________
Date _____________________________________________________________________

ACTION TAKEN BY TOWNSHIP BOARD

( ) Application approved
Number of Divisions Requested ______
Number of Divisions Approved ______
Conditions of Approval, if any ____________________________________________
_____________________________________________________________________

( ) Application Denied. Reasons (cite §) ____________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature of Township Supervisor ___________________________________________
Date ____________________________________________________________________
CERTIFICATE OF SURVEY

SPACE RESERVED FOR REGISTER OF DEEDS

THIS PROPOSED PARCEL DIVISION IS SUBJECT TO MUNICIPAL APPROVAL, PURSUANT TO THE "LAND DIVISION ACT", P.A. 591 OF 1986, AS AMENDED.

PARCEL A
0.56 ACRES±
±24325 SQ FT

PARCEL B
0.35 ACRES±
±15230 SQ FT

SCALE: 1" = 40'
Septic REPAIR/REPLACE Existing Private Single Family

Permanent Parcel #

70-03-35-199-015

15596 MERCURY DR GRAND HAVEN GRAND HAVEN TOWNSHIP
RECORD OF FINAL INSPECTION SEWAGE DISPOSAL SYSTEM

Permanent Parcel #: 70-03-35-199-015  Water Supply: Private
Address: 15596 MERCURY DR, GRAND HAVEN, 49417  Township: GRAND HAVEN TOWNSHIP
Lot: 2  Plat: PEACH PLAINS SUB NO 1

Send to Owner/Builder: Installer - Ryan Lubbers Email: ryan@teambusschers.com  Telephone: 616-836-2016
Installed By: Busschers Septic

Primary Treatment: New 1000g Septic Tank
Secondary Treatment: 10’ by 60’ = 600 Sq. Ft. Drainfield area. Three Laterals

ADDITIONAL REMARKS:
- See GIS Plan dated 12/3/2020
- Two lines exit home, (Kitchen sink and main) They exit opposite sides but both connect to tank.
- System location moved, Soils checked at final inspection to verify consistent as boring location.
- Old tank/dry well pumped/crushed/filled.
- Basement shower was removed.
- Sump in place is for non-wastewater use and does not discharge to septic tank.

☑ APPROVED  ☐ DISAPPROVED

Inspected By: [Signature] Ryan McCarthy  Date Issued: 12/3/2020  Issuing Agency: OCDPH

IMPORTANT INFORMATION
- Do not plant shrubs and trees on or close to the sewage disposal system.
- The finished grading of the area over the sewage disposal system must be sloped to prevent water ponding over the sewage disposal system and must divert runoff away from the system.
- Use light topsoil over the disposal area.
- Only very light irrigating is suggested over the disposal area.
- Footing drains, downspouts, and water treatment systems must not be connected to the sewage disposal system.
- Do not place structures, paving, driveways, or swimming pools over the sewage disposal area.
- The septic tank should be pumped every 3 to 5 years.
- This record is not a guarantee of performance. Water use should always be minimized.
Community Development Memo

DATE: December 20, 2021
TO: Planning Commission
FROM: Cassandra Hoisington, Associate Planner
RE: 2022 Housekeeping Duties

<table>
<thead>
<tr>
<th>APPOINTMENT OF OFFICERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>As required by the Planning Commission Bylaws the officers must be appointed annually. The current appointments are:</td>
</tr>
<tr>
<td>• Chairperson Cousins</td>
</tr>
<tr>
<td>• Vice Chairperson Wilson</td>
</tr>
<tr>
<td>• Secretary Chalifoux</td>
</tr>
</tbody>
</table>

**Motion** to nominate _______ for the position of _______.

- or -

**Motion** to reappoint current members

<table>
<thead>
<tr>
<th>2022 MEETING DATE SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additionally, the 2022 meeting date schedule must be approved. The typical schedule holds regular meetings on the first and third Mondays of each month. However, 2022 is a busy election cycle and typically meetings are not scheduled the day before. The election dates are:</td>
</tr>
<tr>
<td>• Tuesday, May 3rd</td>
</tr>
<tr>
<td>• Tuesday, August 2nd</td>
</tr>
<tr>
<td>• Tuesday, November 8th</td>
</tr>
</tbody>
</table>

The following date has been adjusted due to a holiday, and will meet on the following Tuesday:
| • September 6th – Labor Day |

**Motion** to approve the 2022 Meeting Date Schedule.
All meetings will be held at the Township Hall, 13300 168th Avenue, Grand Haven, and will begin at 7:00 p.m. The agenda and associated documents can be found online at www.ght.org.

Planning Commission meetings will not be held prior to these election dates:
- Tuesday, May 3, 2022
- Tuesday, August 2, 2022
- Tuesday, November 8, 2022

The Charter Township of Grand Haven will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) business days’ notice to the Charter Township of Grand Haven. Individuals with disabilities requiring auxiliary aids or services should contact the Charter Township of Grand Haven by writing or calling the following:

HR Director
13300 168th Avenue
Grand Haven, MI 49417
(616) 842-5988