WORK SESSION – CANCELLED

REGULAR MEETING – 7:00 P.M.

I. CALL TO ORDER

II. PLEDGE TO THE FLAG

III. ROLL CALL

IV. APPROVAL OF MEETING AGENDA

V. CONSENT AGENDA
   1. Approve April 11, 2022, Regular Board Minutes
   2. Approve Payment of Invoices in the amount of $926,068.19 (A/P checks of $817,534.41 and payroll of $108,533.78)
   3. Approve Bid for Lakeshore Non-Motorized Pathway

VI. PUBLIC HEARING

VII. OLD BUSINESS
   1. Second Reading – STR-Exclusion – Sunset Hills

VIII. NEW BUSINESS
   1. First Reading – STR-Inclusion – Polak
   2. First Reading – STR-Exclusion – Terry Trails

IX. REPORTS & CORRESPONDENCE
   1. Committee Reports
   2. Manager’s Report
   3. Other

X. PUBLIC COMMENTS – (Non-Agenda Items)

XI. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. Please complete Speaker Information Sheet. The supervisor will initiate comment time.
GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, APRIL 11, 2022

WORK SESSION 6:00 p.m.

1. Lieutenant Schweitzer presented the Fire Station Feasibility and Facility Study. The options for addressing the conditions of the existing station range from about $8.2 million to $10.8 million.

2. Public Services Director Alando Chappell presented the 2022 Water Reliability Study. The two major projects include (1) connecting a second connection to the Township’s east transmission line at Grant and Ferry – at a cost of about 5.85 million, and (2) looping the Grand Rapids connection points at Hiawatha/144th Avenue and US-31/M-45 – at a cost of about $3 million.

REGULAR MEETING

I. CALL TO ORDER
Supervisor Reenders called the regular meeting of the Grand Haven Charter Township Board to order at 7:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL
Board members present: Larsen, Redick, Wagenmaker, Kieft, Meeusen, Reenders, Behm

Board members absent:

Also present was Manager Cargo, Public Services Director Chappell, Acting Fire/Rescue Chief Schrader, Lieutenant Schweitzer, and Senior Planner Thibault.

IV. APPROVAL OF MEETING AGENDA
Motion by Trustee Meeusen and seconded by Trustee Redick to approve the meeting agenda. Which motion carried.

V. APPROVAL OF CONSENT AGENDA
1. Approve March 14, 2022, Regular Board Minutes
2. Approve Payment of Invoices in the amount of $513,208.18 (A/P checks of $272,295.20 and payroll of $240,912.98)
3. Approve Bid Specifications of the Lakeshore Pathway Renovation Projects – Ferris Street to Buchanan Street

Motion by Treasurer Kieft and seconded by Trustee Wagenmaker to approve the items listed on the Consent Agenda. Which motion carried.

VI. PRESENTATIONS
1. Manager Cargo presented a video on the history of the property where the Schmidt Heritage Park is being constructed.
2. Acting Fire/Rescue Chief Shrader presented a recognition of Fire Fighters
   i. Nathan Heuer – Completed the Field Training Orientation (FTO) for a new hire and starting his full-time fire career with the Township.
   ii. Angela Headley - Completed the FTO for a new hire and completing the EMT License
   iii. Kurt Dilley - Completed the FTO for a new hire
3. Acting Fire/Rescue Chief Shrader presented a recognition of retired Fire/Rescue Chief Brian Sipe for his service to the Township.
4. NOCHS representative Joy Gaasch (i.e., Board Director) provided a brief update on NOCHS and the proposal to join the Mercy Health and the Trinity Health System. Treasurer Kieft asked if other health systems were considered and was told that because of ongoing cooperative arrangements with Mercy Health that other health systems were not considered.

VII. PUBLIC HEARING
Motion by Clerk Larsen and seconded by Trustee Wagenmaker to open the public hearing regarding the removal of Sunset Hills from the Short-Term Rental Overlay Zone at 7:27 p.m.
1. Senior Planner Thibault gave a brief overview of the zoning request.
2. Laird Schaefer (12543 Wilderness Trail) opined that if the Township changed its zoning area for STRs based upon Association opposition that the Township would be strengthening association rules. He is opposed.

There being no further comments, Supervisor Reenders closed the public hearing at 7:35 p.m.

VIII. OLD BUSINESS
1. Motion by Trustee Redick and seconded by Treasurer Kieft to allow Trustee Wagenmaker to abstain due to a conflict of interest regarding the potential sale of land to the Township for the proposed fire/rescue station. Which motion carried, as indicated by the following roll call vote:
   Ayes: Reenders, Redick, Kieft, Wagenmaker, Meeusen, Behm, Larsen
   Nays: 
   Absent: Trustee Wagenmaker left the Board table.

2. Motion by Trustee Redick and seconded by Trustee Behm to approve the Fire Station Feasibility and Facility Study and to authorize staff to seek a purchase agreement to allow the Township to pursue Option “B” alternative “b” as delineated in the April 5, 2022, cover memo. Which motion carried.

Trustee Wagenmaker returned to the Board table.

3. Motion by Treasurer Kieft and seconded by Clerk Larsen to adopt the 2022 Water System Reliability Study for the NOWS treatment facility and the Township’s water distribution system and to instruct staff to include the proposed projects on the
Township's five-year Capital Improvement Plan. **Which motion carried.**

4. **Motion** by Trustee Wagenmaker and seconded by Trustee Behm to adopt Resolution 22-04-01, which authorizes the installation of a streetlight at the intersection of 144th Avenue and Windway Drive at an estimated cost of $2,304. **Which motion carried,** as indicated by the following roll call vote:
   - **Ayes:** Meeusen, Wagenmaker, Kieft, Redick, Reenders, Behm, Larsen
   - **Nays:**
   - **Absent:**

5. Discussion was held regarding opening the Buchanan Street road end. The Board instructed staff to open the road end for usage – starting on May 15th – during weekdays but keep the road end closed on weekends and holidays because the road end cannot yet accommodate the influx of users (i.e., up to 90) on those days. Further staff were instructed to extend the storm drain by lowering the drain to “beach” level.

6. Discussion was held on the proposed Selection Committee for the new Fire/Rescue Chief. Without objection, the Board approved Supervisor Reenders appointment of Trustee Behm to the Committee.

IX. **NEW BUSINESS**

1. **Motion** by Clerk Larsen and seconded by Trustee Redick to present and postpone the Zoning Map Amendment Ordinance for the rezoning application for Sunset Hills/Sunset Terraces Association to be removed from the Short-Term Rental Overlay Zone. Further action will be postponed until the next regularly scheduled Board meeting when the zoning map amendment ordinance will be considered for adoption. This is a first reading. **Which motion carried.**

2. **Motion** by Trustee Redick and seconded by Trustee Behm to approve an exception to the Private Road Ordinance allowing residential building permits for the seven lots depicted as the Wallace Lane residential development.

   This exception is conditioned upon the following:
   - i. The private road meeting the requirements under the Private Road Ordinance with the exception that municipal water will **not** have to be installed at the time of construction.
   - ii. The approval, execution and recording of a Water Special Assessment District (SAD) agreement wherein municipal water would be installed by the developer and/or landowners within the Wallace Lane development within sixteen months after municipal water is installed along US-31 and along the north side of the Wallace Lane development within the Buchanan Street right of way.
   - iii. The developer will extend municipal water from the intersection of Wallace Lane and Buchanan Street to the water main installed along US-31, creating a “loop” rather than a “dead end” at the Wallace Lane cul-de-sac. (A preliminary estimate of the cost of water main extension that would be covered by the SAD agreement was $282,500 in February of 2022.)
This exception is granted pursuant to the following findings:

i. That the strict application of the literal terms of the Private Road ordinance would impose an undue and substantial hardship on the owners of Wallace Lane residential development.

ii. That the aforementioned improvements to the Wallace Lane residential development system will ensure adequate access for emergency vehicles and the eventual availability of municipal water installed at the cost of the developer and/or landowners.

iii. That granting the exception would not alter the essential character of the surrounding neighborhood.

iv. That the residential units to be constructed can meet the requirements of all other applicable state and township regulations.

Which motion carried.

X. REPORTS AND CORRESPONDENCE

1. Committee Reports
   a. The NORA Board will be meeting next Thursday.

2. Manager’s Report
   1. March Building Report
   2. March Enforcement Report
   3. March Public Services Report
   4. February Legal Review
   5. Manager Cargo noted that he would be absent from the April 25th Board meeting and that it corresponds with the MTA Conference – which a number of the new staff will be attending.

3. Others
   a. The Schmidt Heritage Park groundbreaking will occur on Tuesday at 11:00 a.m.
   b. Board members wanting to attend the Chamber Dinner on May 5th should RSVP by April 25th. Contact either Cargo or DeVerney.

XI. PUBLIC COMMENTS – (Non-Agenda Items)

None

XII. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:57 p.m. Which motion carried

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor
Manager’s Memo

DATE: April 22, 2022
TO: Township Board
FROM: Acting Manager - Chappell
RE: Lakeshore Non-Motorized Pathway - Bids

As you may recall, the FY2022 Budget appropriates about $720k to repair, replace and resurface a portion of the Lakeshore Drive pathway between Ferris Street and Buchanan Street – about 1.65 miles of pathway.

Bids were received on April 21, 2022 for the 2022 Non Motorized Path Repairs project for Lakeshore Drive from Ferris Street to Buchanan Street and a repair on 168th south of Comstock Street. The low bid received for the project was from Al’s Excavating, Inc. from Hamilton in the amount of $588,180 - or about $11,820.00 under budget.

The Township had five bidders for Lakeshore Drive Pathway as shown below:

- Al's Excavating, Inc. at $588,180.00
- Ryerson Brothers at $595,120.00
- Brenner Excavating at $615,173.00
- Tiles Excavating at $699,975.00
- Curt De Jones at $780,465.00

Our recommendation is to award the project to Al’s Excavating, Inc. for their bid amount of $588,180.00. (Please see the attached letter.)

To approve the low bid and proceed with the project, the following motion can be offered:

Move to approve the low bid of $588,180.00 from Al's Excavating, Inc. for the project of Lakeshore Drive Pathway for the resurfacing of the pathway along Lakeshore Drive between Ferris Street and Buchanan Street and a repair on 168th south of Comstock Street.

If you have any questions or comments, please contact Chappell.
April 22, 2022
2211157

Mr. Alando Chappell
Grand Haven Charter Township
13300 168th Avenue
Grand Haven, MI  49417

RE: 2022 Non-Motorized Path Repairs

Dear Alando:

Bids were received on April 21, 2022 for the 2022 Non Motorized Path Repairs project for Lakeshore Drive from Ferris Street to Buchanan Street and a repair on 168th south of Comstock Street. Five bids were received as shown on the attached bid tabulation. The low bid received for the project was from Al’s Excavating, Inc. from Hamilton in the amount of $588,180. The construction budget for the project was $600,000.00.

Al’s Excavating has worked with Grand Haven Charter Township on the 2018 non-motorized path projects on Lincoln Street and 144th Avenue. They have also recently completed an MDOT non-motorized path project on M-104 in Spring Lake Township. We reviewed the project with Ted Carpenter of Al’s Excavating and he has indicated that he plans to perform the work on 168th Avenue in May, while completing the Lakeshore Drive portion of the project after the 4th of July. The project schedule has not been finalized yet by Al’s Excavating.

Our recommendation is to award the project to Al’s Excavating, Inc. for their bid amount of $588,180.00.

Please give me a call with any questions.

Sincerely,

Prein&Newhof

Kevin S. Kieft, P.E.

KSK/ksk

Enclosure(s): Bid Tabulation

cc: Bill Cargo, Grand Haven Charter Township
    Ted Carpenter, Al’s Excavating
### Bid Tabulation Summary

**Bid Date:**
- 21-Apr-22

**Bid Time (Local):**
- 10:00am

**Owner:**
- Grand Haven Charter Township

**Project Title:**
- Lakeshore Drive Non-Motorized Pathway Reconstruction-Buchanan St to Ferris St

**Project #:**
- 2211157

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Total Bid: $588,180.00  
$595,120.00  
$615,173.00  
$699,975.00  
$780,465.00  
* Denotes correction made by Engineer
Community Development Memo

DATE: April 21, 2022
TO: Township Board
FROM: Rory Thibault – Senior Planner
RE: STR Overlay – Sunset Hills

BACKGROUND

The applicant, Charles Rop, President of the Sunset Hills/Sunset Terraces Association is requesting to exclude their properties from the Short Term Rental (STR) Zoning Overlay. The Association has adopted an amendment to their bylaws restricting Short Term Rentals, effective 02/06/2022. The Township is not required to change any land use designations based on an Association’s bylaws — but can elect to do so, if the Township agrees with their decision.

The request for removal from the STR Overlay Zone is compliant with the Short Term Rental Ordinance adopted by the Board in December.

This rezoning consideration follows the first of a three-prong approach, with respect to establishing a Rental Regulation Ordinance and corresponding map. The criteria for the inclusion of properties, and accompanying provisions for the inclusion of additional properties into the STR Overlay Zone, are the according to these following points.

- STRs are not allowed in traditional neighborhoods nor subdivisions
- STRs are prohibited in areas that are not adjacent to Lake Michigan and whose members have testified against STRs
- Consideration for additional properties will be based on proving a lengthy rental history without corresponding complaints.
This Public Hearing is in alignment with all rezoning requests. Absent any public comments requesting properties to remain in the STR Overlay zone, staff are supportive of removing the properties located in the Sunset Hills/Sunset Terraces Association from the STR Overlay Zone in alignment with the newly adopted bylaws.

The Planning Commission recommended the Township Board approve the rezoning application for Sunset Hills/Sunset Terraces Association to be removed from the Short Term Rental Overlay Zone at the March 21, 2022 meeting. The first reading by the Township Board occurred on April 11, 2022.

**SAMPLE MOTIONS**

If the Township Board finds the rezoning application meets the standards, the following motion can be offered:

**Motion to approve** the Zoning Map Amendment Ordinance the rezoning application for those properties located within the Sunset Hills/Sunset Terraces Association to be removed from the Short Term Rental Overlay Zone. **This is the second reading.**

Please contact me prior to the meeting if you have questions.
TO: RORY THIBAULT

Here is application and VRBO documentation
Let me know if you need anything.

Sincerely,
Tim Polak
231-651-9543
# REZONING APPLICATION

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
<th>Escrow*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning</td>
<td>$400</td>
<td>$500</td>
</tr>
</tbody>
</table>

Zoning Ordinance can be found at [www.ght.org/zoning](http://www.ght.org/zoning)

## Applicant Information

Name: Tim Polak  
Phone: 231-651-9543  
Address: P O BOX 384 G. H. MI 49417  
Email Address: polaktim@ymail.com

## Owner Information (if different from applicant)

Name:  
Phone:  
Address:  
Email: 

## Property Information

Address/Location: 14651 Mercury Dr G H MI 49417  
Parcel Number: 70-07-01-200-047  
Current Zoning: R-1  
Master-Planned Zoning: R-1  
Zoning Requested: STR Overlay Zone  
Size (acres): 1.5

## Other Information

Reason for Rezoning Request: To be included in STR Overlay Zone  
Number & Type of Existing Structures: 3, main house and 2 detached storage garages  
Subject Property Located on a Paved Road: yes  
What Utilities are Available: water, electric, n gas, cable

**NOTE:** The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following requirements for zoning amendments and procedures as stated in Chapter 15. Please submit fourteen (14) copies of the required information with the application.

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

Signature of applicant: Tim Polak  
Date: 01-10-2022

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

IF I PLAN TO SPLIT THE PARCEL(S) AFTER THE ZONING APPROVALS ARE GRANTED, I REALIZE THAT I MUST APPLY FOR A LAND DIVISION WITH THE ASSESSING DEPARTMENT. ALL LAND DIVISION REQUIREMENTS MUST BE CONFORMED TO BEFORE PROCEEDING WITH FURTHER DEVELOPMENT.

Signature of applicant

01-10-2022

Date

For Office Use Only

Date Received

Fee Paid?

Materials Received:
Site Plans
Survey

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
Bill To:
Alt: Tim Polak
17700 Navaho dr.,
Spring Lake, MI
49456
US
Tel: 6168460588
Email: trl10@hotmail.com

If you are living in an EU member state and you have provided us a valid intra VAT number, under Art. 196 of Directive 2006/112/EC relating to the reverse-charge mechanism, this invoice is exempt from VAT. You may be required to account for VAT in your local Member State.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Duration</th>
<th>Description</th>
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<th>VAT %</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>12 MONTH</td>
<td>VRBO Classic Level Subscription 12 months (# 584798)</td>
<td>$349.00</td>
<td>0</td>
<td>$349.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Standard Page Tier Subscription</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>- Classic Search Position</td>
<td></td>
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</table>

**INVOICE TOTALS**

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<tr>
<th></th>
<th>New Charges Sub-Total Excluding VAT:</th>
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</thead>
<tbody>
<tr>
<td><strong>$349.00</strong></td>
<td>$349.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total VAT:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$0.00</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Gross Total:</th>
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</thead>
<tbody>
<tr>
<td><strong>$349.00</strong></td>
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<table>
<thead>
<tr>
<th></th>
<th>Amount Due:</th>
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</thead>
<tbody>
<tr>
<td><strong>$0.00</strong></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
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<th>Currency:</th>
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<tbody>
<tr>
<td><strong>USD</strong></td>
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</table>
Bill To:
Attn: Lisa Royce
17700 Navaho dr.,
Spring Lake, MI
49456
US
Tel: 6168460588
Email: trf10@hotmail.com

If you are living in an EU member state and you have provided us a valid intra VAT number, under Art. 196 of Directive 2006/112/EC relating to the reverse-charge mechanism, this invoice is exempt from VAT. You may be required to account for VAT in your local Member State.

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<th>VAT %</th>
<th>VAT Amount</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>VRBO Classic Level Subscription 12 Months (# 564798)</td>
<td>399.00</td>
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<td>349.00</td>
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</table>

<table>
<thead>
<tr>
<th>New Charges Sub-Total Excluding VAT:</th>
<th>349.00</th>
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</thead>
<tbody>
<tr>
<td>Total VAT:</td>
<td>0.00</td>
</tr>
<tr>
<td>Gross Total:</td>
<td>349.00</td>
</tr>
<tr>
<td>Amount Due:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
</tbody>
</table>
### Invoice

**Bill To:**

Attn: Lisa Royce  
17700 Navaho dr.  
Spring Lake, MI, United States, 49456  
Tel: 6168460568  
Email: tr10@hotmail.com

**Invoice Date:** 14 April 2016  
**Invoice No:** USHA13C0000938147  
**Order No:** FM3JTTTR  
**Amount Due:** 0.00  
**Due Date:** PAID

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<th>Currency</th>
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<tbody>
<tr>
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<td>0</td>
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</table>
  - Standard Page Tier Subscription  
  - Classic Search Position  
  - Discount Applied

### INVOICE TOTALS

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<td>0.00</td>
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Bill To:

Attn: Tim Polak
P O Box 364
Grand Haven, MI, United States, 49417
Tel: 6168460588
Email: tlr10@hotmail.com

Invoice Date: 13 April 2017
Invoice No: USHA13C0006031131
Order No: F5JB797

Amount Due: 0.00
Due Date: PAID

---

If you are living in an EU member state and you have provided us a valid intra VAT number, under Art. 196 of Directive 2006/112/EC relating to the reverse-charge mechanism, this invoice is exempt from VAT. You may be required to account for VAT in your local Member State.

<table>
<thead>
<tr>
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<th>VAT Amount</th>
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<th>Currency</th>
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<tr>
<td>1</td>
<td>12</td>
<td>12-month subscription (Listing 584798)</td>
<td>399.00</td>
<td>0</td>
<td>0.00</td>
<td>399.00</td>
<td>USD</td>
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<tr>
<td>Amount Due:</td>
<td>0.00</td>
<td>USD</td>
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</table>
HomeAway.com, Inc.
1011 W. Fifth Street, Ste. 300
Austin, TX 78703
United States
VAT ID: EU826020136
http://help.vrbo.com

Invoice

Bill To:
Attn: Tim Polak
P O Box 364,
49417 Grand Haven - United States
Tel: 616-402-0951
Email: tlr10@hotmail.com

Invoice Date: 06 May 2018
Invoice No: USHA13C0013692033
Order No: CYM1FP9
Amount Due: 0.00
Due Date: PAID

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INVOICE TOTALS

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<td>0.00</td>
</tr>
<tr>
<td>Gross Total:</td>
<td>499.00</td>
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</tbody>
</table>
HomeAway.com, Inc.  
1011 W. Fifth Street, Ste. 300  
Austin, TX 78703  
United States  
VAT ID: EU826020136  
http://help.Vrbo.com

---

**Invoice**

**Bill To:**  
Attn: Tim Polak  
P O Box 364,  
49417 Grand Haven - United States  
Tel: +1 6164020951  
Email: llr10@hotmail.com

---

**Invoice Date:** 01 May 2019  
**Invoice No:** USHA13C0022753740  
**Order No:** T29C86K

**Amount Due:** 0.00  
**Due Date:** PAID

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<th>VAT* %</th>
<th>VAT Amount</th>
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<th>Currency</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>12-month subscription (Listing 584798)</td>
<td>499.00</td>
<td>0.0</td>
<td>0.00</td>
<td>499.00</td>
<td>USD</td>
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**INVOICE TOTALS**

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<tbody>
<tr>
<td><strong>New Charges</strong></td>
<td><strong>Sub-Total</strong></td>
<td><strong>USD</strong></td>
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<tr>
<td>Excluding VAT</td>
<td>499.00</td>
<td>USD</td>
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<tr>
<td><strong>Total VAT</strong></td>
<td>0.00</td>
<td>USD</td>
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<tr>
<td><strong>Gross Total</strong></td>
<td>499.00</td>
<td>USD</td>
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</table>
HomeAway.com, Inc.
11920 Alterra Parkway
Austin, US 78758
VAT ID: EU826020136
http://help.Vrbo.com

---

**Invoice**

**Bill To:**

Attn: Tim Polak
P O Box 364
Grand Haven, MI, United States, 49417
Tel: 16164020951
Email: Ilir10@hotmail.com

---

**Invoice Date:** 04 January 2020  
**Invoice No:** USHA13C0030219006  
**Amount Due:** 0.00  
**Due Date:** PAID

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<tr>
<td>Vrbo - Payment processing fee, Reservation Number: HA-6325HD, Property ID: 584798</td>
<td>24.58</td>
<td>0.0</td>
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<td>24.58</td>
<td>USD</td>
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**INVOICE TOTALS**

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<tbody>
<tr>
<td>New Charges Sub-Total</td>
<td>24.58</td>
<td>USD</td>
</tr>
<tr>
<td>Excluding VAT:</td>
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<tr>
<td>Gross Total:</td>
<td>24.58</td>
<td>USD</td>
</tr>
</tbody>
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Page 1 of 2
### Invoice

**Bill To:**
Atttn: Tim Polak  
P O Box 384  
Grand Haven, MI, United States, 49417  
Tel: 16168448078  
Email: polaktim@ymail.com

**Invoice Date:** 19 September 2021  
**Invoice No:** USHA13C0070707761  
**Order No:** 2HCT2H8

**Amount Due:** 0.00  
**Due Date:** PAID

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<th>VAT Amount</th>
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<th>Currency</th>
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<tr>
<td>Vrbo - Payment processing fee, Reservation Number: HA-WZY1B9, Property ID: 584798</td>
<td>33.67</td>
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<td>33.67</td>
<td>USD</td>
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**INVOICE TOTALS**

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<tr>
<th></th>
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<tr>
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<td>USD</td>
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<td>USD</td>
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<tr>
<td>Gross Total:</td>
<td>33.67</td>
<td>USD</td>
</tr>
</tbody>
</table>
Property details

Vrbo
Prop ID: 584798 (https://www.vrbo.com/584798?unitId=1132115)

Edit property (/pe/321.584798.1132115)

Listing status
Active

Pause (/p/property-details/321.584798.1132115/pause)
Hide (/p/property-details/321.584798.1132115/hide)

Listing plan
Annual subscription
Active
Renews On May 6, 2022

Update Billing Info (/p/account-settings/paymentPreferences)

Review plan (/p/cyp/321.584798.1132115)

Order History

View order history (/p/property-details/321.584798.1132115/order-history)
Financial Reporting

Report generated: Jan 11, 2022

The list is a real-time summary of the total booking amounts, deductions, and payouts for all properties.

Taxes that are collected and remitted on your behalf are not included in the payout summary. Damage deposits are not factored into the payout amount unless you retain all or a portion of the refundable damage deposit.

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>1/1/2020</td>
<td>1/11/2022</td>
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</tbody>
</table>

Includes
Payouts within this date range

Refresh

<table>
<thead>
<tr>
<th>Property ID</th>
<th>Address</th>
<th>Bookings</th>
<th>Nights</th>
<th>Gross booking amount</th>
<th>Deductions</th>
<th>Payout</th>
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</thead>
<tbody>
<tr>
<td>584798</td>
<td>14651 Mercury Drive</td>
<td>33</td>
<td>205</td>
<td>$62,180.64</td>
<td>-$1,865.16</td>
<td>$60,315.4</td>
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Feedback
<table>
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<tr>
<th>Location</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Grand River Retreat with Boat Dock</td>
<td>United States of America / Michigan / Grand...</td>
</tr>
</tbody>
</table>

Search
Hosted by Chris Davis Property Manager
Member Since 2014

Chris Davis Property Manager is a Premier Host - They consistently provide great experiences for their guests

Languages: English

Contact host

Home (https://www.vrbo.com/vacation-rentals)
United States (https://www.vrbo.com/vacation-rentals/usa)
Michigan (https://www.vrbo.com/vacation-rentals/usa/michigan)
Ottawa County (https://www.vrbo.com/vacation-rentals/usa/michigan/ottawa-county)
Proposed Short Term Rental Map
Eligible Land vs. Non-Eligible Land
Level of Restriction = Overlay Zone

Legend
- Additions to the STR Overlay
- STR - Eligible
- STR - Not Eligible

Revised 12/3/2021
Community Development Memo

DATE: April 21, 2022
TO: Township Board
FROM: Rory Thibault – Senior Planner
RE: STR Overlay - Polak

BACKGROUND

The applicant, Tim Polak, is requesting to rezone 1.5-acres located at 14651 Mercury Dr. (Parcel No. 70-07-01-200-047), to be included in the Short Term Rental (STR) Overlay Zone.

The request to rezone the property for inclusion into the STR Overlay Zone is compliant with the Short Term Rental Ordinance adopted by the Board in December.

This rezoning consideration follows the first of a three-prong approach, with respect to establishing a Rental Regulation Ordinance and corresponding map. The criteria for the original properties, and accompanying provisions for the inclusion of additional properties into the STR Overlay Zone, are according to these following points. These are effectvely metrics for determing the compatibility of the STR with the surrounding area:

- STRs are not allowed in traditional neighborhoods nor subdivisions
- STRs are prohibited in areas that are not adjacent to Lake Michigan and whose members have testified against STRs
- Consideration for additional properties will be based on proving a lengthy rental history without corresponding complaints.

The rezoning application was tested against the “Three C’s” evaluation method, as revised for STR properties.

COMPATIBILITY

Is the proposed rezoning compatible with the surrounding area?
The adjacent zoning is:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Current Zoning</th>
<th>Existing Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>N/A</td>
<td>Grand River</td>
</tr>
<tr>
<td>East</td>
<td>R-1 / non STR</td>
<td>Residential – non-traditional</td>
</tr>
<tr>
<td>West</td>
<td>R-1 / non STR</td>
<td>Residential – non-traditional</td>
</tr>
<tr>
<td>South</td>
<td>C-1 / non STR</td>
<td>Mercury Store &amp; Lock</td>
</tr>
</tbody>
</table>

The property is not located in, nor adjacent to, traditional land-locked nor platted neighborhoods or subdivisions. The adjacent properties are not located in the STR Overlay Zone.

**CONSISTENCY**

Is the proposed rezoning **consistent** with the goals and objectives of the Rental Regulation Ordinance and does it coincide with the STR Overlay Map in terms of an appropriate use of the land? Is it **consistent** with the Master Plan?

<table>
<thead>
<tr>
<th>STATEMENT OF PURPOSE FOR STR Overlay Zone</th>
<th>SITE CONSISTENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not in a traditional neighborhood or subdivision</td>
<td>Abuts non-platted residential and commercial areas</td>
</tr>
<tr>
<td>Adjacent to Lake Michigan</td>
<td>No, but has water frontage</td>
</tr>
<tr>
<td>No adjacent owner testimony against STRs</td>
<td>None recorded</td>
</tr>
<tr>
<td>Demonstrated history of renting without complaints</td>
<td>8 years of VRBO rentals</td>
</tr>
</tbody>
</table>

The rezoning is consistent with the current purpose for the STR Overlay Zone. Further, additional properties without Lake frontage have been included in the STR Overlay Zone by resident appeal and (1) other property on Mercury Drive with frontage on the Grand River has been included due to its demonstrated rental history. While immediately adjacent properties are not currently located in the STR Overlay Zone, the owner is the only property owner who has a demonstrated history of renting without complaint, therefore it is not so general a case that it would apply to other properties in the vicinity.
**CAPABILITY**

Is the property able to function within the capabilities of the existing infrastructure? Does the proposed rezoning demonstrate a considerable history of renting in the past without complaint thereby showing the capability of continuing an ongoing commercial venture (as defined by the Michigan Supreme Court) without resident complaint?

The owner has provided yearly invoices dated back to May, 2014 without any pause in the operation of his house as a VRBO Rental. In that time there have not been any enforcements levied against the property. The property is managed by an external party, Chris Davis.

For these reasons, **staff is supportive of the application to move through the rezoning process.** In accordance with the adopted Rental Regulation Ordinance and general approach, **The property will have to apply for a Special Land Use permit**, requiring a site plan review and Public Hearing. This ensures the property meets all applicable Zoning requirements, performance standards, and other considerations outlined in the Rental Regulation Ordinance. As of now, the Township has not finalized the Special Land Use application process specific to STRs; including but not limited to, enforcement regulations. Therefore existing STRs which are located in the STR overlay district have been allowed to move forward with booking rentals, understanding the Township will contact them with the SLU application form and required inspections at a later date.

**The Planning Commission recommended the Township Board conditionally approve the rezoning application for the subject property at the March 21, 2022 meeting,** pending additional clarification from the Township attorney regarding the evaluation method for including properties into the STR Overlay Zone. Finding agreement and understanding of the process during the April 18, 2022 Planning Commission meeting, Commissioners directed staff to proceed with the rezoning process and bring the application to the Township Board for review.

**SAMPLE MOTIONS**

If the Township Board finds the rezoning application meets the standards, the following motion can be offered:

**Motion to present and postpone** the Zoning Map Amendment Ordinance for the rezoning application of 14651 Mercury Drive to be included in the Short Term Rental Overlay Zone. Further action will be postponed until the next regularly scheduled Board meeting when the zoning map amendment ordinance will be considered for adoption. **This is the first reading.**

Please contact me prior to the meeting if you have questions.
Community Development Memo

DATE: April 21, 2022

TO: Township Board

FROM: Rory Thibault – Senior Planner

RE: STR Overlay – Terry Trails

BACKGROUND

The applicant, Mandy Johnson, President of the Terry Trails Association is requesting to exclude their properties from the Short Term Rental (STR) Zoning Overlay. The Association has adopted an amendment to their bylaws restricting rentals to have a minimum rental duration of 30 days. The Township is not required to change any land use designations based on an Association’s bylaws — but can elect to do so, if the Township agrees with their decision.

The request for removal from the STR Overlay Zone is compliant with the Short Term Rental Ordinance adopted by the Board in December.

This rezoning consideration follows the first of a three-prong approach, with respect to establishing a Rental Regulation Ordinance and corresponding map. The criteria for the inclusion of properties, and accompanying provisions for the inclusion of additional properties into the STR Overlay Zone, are the according to these following points.

- STRs are not allowed in traditional neighborhoods nor subdivisions
- STRs are prohibited in areas that are not adjacent to Lake Michigan and whose members have testified against STRs
- Consideration for additional properties will be based on proving a lengthy rental history without corresponding complaints.
Correspondence has been received by residents of the Association in favor of removing the properties from the STR Overlay zone. Staff are supportive of removing the subject properties located in the Terry Trails Association from the STR Overlay Zone in alignment with the newly adopted bylaws. One property (0 Cricklewood Drive — 70-07-05-201-016) located outside of the platted Sumner Terry Subdivision, not a dues-paying member of the Terry Trails Association, but located within the geographic area, will remain in the STR overlay zone as shown on the included map; in the absence of correspondence from the property owner. There is currently no residence located on the property.

The Planning Commission recommended the Township Board approve the rezoning application for the subject properties at the April 18, 2022 meeting.

**SAMPLE MOTIONS**

If the Township Board finds the rezoning application meets the standards, the following motion can be offered:

**Motion to present and postpone** the Zoning Map Amendment Ordinance for the rezoning application of 14341 Duneswood Drive (70-07-05-201-003); 14323 Duneswood Drive (70-07-05-201-009); 14291 Terry Trails (70-07-05-201-010); 14255 Terry Trails (70-07-05-201-015); 14367 Duneswood Drive (70-07-05-201-019); 14279 Terry Trails (70-07-05-201-020); and 14267 Terry Trails (70-07-05-201-021); within the Terry Trails Association to be removed from the Short Term Rental (STR) Overlay Zone. Further action will be postponed until the next regularly scheduled Board meeting when the zoning map amendment ordinance will be considered for adoption. **This is the first reading.**

Please contact me prior to the meeting if you have questions.
Good afternoon Mr. Koerner,

Please see below for my remarks in “red.”
Hopefully this helps clarify things.

Sincerely,

Rory Thibault
Senior Planner at Grand Haven Charter Township

Phone 616-604-6319
Web www.ght.org Email rthibault@ght.org
13300 168th Avenue, Grand Haven, MI 49417

Rory,

Thank you for the quick response. I read the letter and your response multiple times. What I read is you’re removing six properties in Terry Trails from the STRs Overlay Zone to align with the rest of the properties in the subdivision that are not part of STRs Overlay Zone.

• Correct

I think this means you can only rent for over 28 days or more (which I’m OK with)? I’m confused about the 6 – 14 day statement and think that clause is only tied to STRs.

• Per the adopted Short Term Rental Regulation Ordinance:
  • Limited Short-Term Rentals are permitted by right in all zoning districts because of the time limitations that are placed on them
    • The 6-14 Day determination was made:
      • Because, (per the IRS) if a person uses a dwelling as a home but rents it 15 days or more, then the person must report the rental income.
        • If it is used less than that, there is no need to report rental income from the activity.
        • Therefore, it would not be considered a commercial use in a residential area and conflict with our Zoning Ordinance.
      • Because the Township determined 14 days or less of rental during a year would not likely change the character of the neighborhood, and thus
complaints can still be filed with the Township.

- Any rental periods less than 6 days are prohibited both in the STR Overlay Zone and everywhere in the Township

Sorry for the questions and look forward to your response.

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From: Rory Thibault <rthibault@ght.org>
Sent: Wednesday, April 6, 2022 2:18 PM
To: Jim G Koerner <jim.g.koerner@adient.com>
Subject: RE: Public Notice - Rezoning of the Properties in Terry Trails

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Mr. Koerner,
Please see below for my remarks in “red.”
Please let me know if you have any questions.
Sincerely,

Rory Thibault
Senior Planner at Grand Haven Charter Township

Phone 616-604-6319
Web www.ght.org   Email rthibault@ght.org
13300 168th Avenue, Grand Haven, MI 49417

From: Jim G Koerner <jim.g.koerner@adient.com>
Sent: Tuesday, April 5, 2022 6:31 PM
To: Rory Thibault <rthibault@ght.org>
Subject: Public Notice - Rezoning of the Properties in Terry Trails

Rory,

I received your letter and have a question. Are you saying the homes mentioned in the letter that are on the lakeshore are being rezoned so they cannot be rented short term?

- Yes, that is correct.
  - The platted lots in the Sumner Terry Subdivision are already excluded from this zone.
  - The parcels mentioned in the letter are not platted, but located within the Association, and therefore were still eligible.

Can you define short term?
- STRs are only permitted within the Overlay Zone.
  - They are defined by rental periods of 6-28 days.
  - Any rental occurring for less than 6 days is prohibited.
- Limited Short Term Rentals are permitted by right everywhere in the Township and do not require a Special Land Use application:
  - Defined as: The rental of any Dwelling for any one (1) or two (2) rental periods of at least six (6) days but not more than fourteen (14) days, not to exceed fourteen (14) days total in a calendar year.

What is the consequences if they do a short term rental – fine, etc.? My only exception to this is if someone takes a transfer for 6 – 12 months and wants someone in the house to watch over things.

- The adoption of the Short Term Rental and Rental Regulation Ordinances, along with the STR Overlay Zone and map are part of a multi-step process in regulating rentals in the Township.
  - We are in the process of adopting a Rental Inspection Ordinance to ensure compliance with the International Property Maintenance Code.
  - Approved Short Term Rentals still have to meet performance criteria according to the Special Land Use, to ensure the safety and welfare of the occupants and ensure compliance with Township regulations.
  - Illegal rentals are currently being enforced through the Township attorney and the Township is drafting Ordinance language for how enforcement is to occur in the future.
- Long-term Rentals (defined as rental periods over 28 days) are an allowable use.
  - So a month-to-month or year-long rental is permissible. No additional registration is required.

If this is the intent of the rezoning is to prevent short term rentals including one month or less, my wife and me are 100% in favor of this. We have tried to strengthen the wording in our neighbor charter to also prevent this, but you carry a much bigger stick.

I look forward to your response.

James G. Koerner, CPM & CPIM
Director Purchasing
Jim.g.koerner@adient.com
616-283-0967 (Mobile)
Thank you, unfortunately I will have to miss the hearing as I have been unable to secure alternative childcare arrangements.

As far as my comments,
- Article IX of our Terry Trails association bylaws state that no dwelling shall be leased or rented by any owner or any other party for any period less than (1) one month in duration.
- This by definition should exclude any member of the Terry Trails Association from qualifying for the Short Term Rental Overlay Zone. Members have expressed the desire to maintain Terry Trails as a private neighborhood of residents where allowing short term rentals would change the character of the community.
- Terry Trails is a gated community and allowing STRs presents a safety and security concern to its residents.
- I have received correspondence supporting this decision to remove/rezone from the Amberger’s (14341), Veenstra’s(14367), Maatman’s (14323) & Jackoboice’s (14279 & 14267)
- This request is in alignment with the agreed upon short term rental approach established by the township board last November

Thanks for expressing my comments this evening. Please let me know if there are any concerns and how it goes.

Thank you!

Mandy Johnson
Hello, Since she is not a due paying member of the association and I have not received correspondence either, I think that makes sense.

I am wondering if there an option to zoom in to the hearing tonight? My husband had to leave on a last minute business trip and I am without childcare for the hearing this evening.

Mandy Johnson

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On Apr 18, 2022, at 12:36 PM, Rory Thibault <rthibault@ght.org> wrote:

Good morning Ms. Johnson,

We have not received any correspondence from Ms. Borvansky asking to be excluded from the STR Overlay. Since she is also not a member of the Association, the PC may elect to still keep her property in the STR Overlay Zone. Please let me know if this is the case, or if you have received correspondence from her asking to also be excluded from the Overlay Zone.

Sincerely,

Rory Thibault
Senior Planner at Grand Haven Charter Township

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From: Mandy Johnson <jermandy@me.com>
Sent: Monday, April 18, 2022 12:46 PM
To: Rory Thibault <rthibault@ght.org>
Subject: Re: Short Term Rental Removal in Terry Trails Association

Mandy Johnson
Good afternoon Ms. Johnson

Everything is set for the Planning Commission meeting on Monday, April 18\textsuperscript{th} — 7:00pm at the Township Hall. Please see attached for the agenda and memo Staff has prepared.

We look forward to seeing you there.

Sincerely,

\textbf{Rory Thibault}
Senior Planner at Grand Haven Charter Township

\textbf{Phone} 616-604-6319
\textbf{Web} www.ght.org  \textbf{Email} rthibault@ght.org
13300 168\textsuperscript{th} Avenue, Grand Haven, MI  49417

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\textbf{From:} Mandy Johnson <jermandy@me.com>
\textbf{Sent:} Friday, April 1, 2022 12:01 PM
\textbf{To:} Rory Thibault <rthibault@ght.org>
\textbf{Subject:} Re: Short Term Rental Removal in Terry Trails Association

Great, thank you!

On Apr 1, 2022, at 11:26 AM, Rory Thibault <rthibault@ght.org> wrote:

Good morning Ms. Johnson,

Thank you for your clarification.
The properties listed below are those that are currently included in the Overlay zone within the Terry Trails Association:

- 14341 Duneswood Drive (70-07-05-201-003)
- 14323 Duneswood Drive (70-07-05-201-009)
- 14291 Terry Trails (70-07-05-201-010)
- 14255 Terry Trails (70-07-05-201-015)
- 0 Cricklewood Drive (70-07-05-201-016)
- 14367 Duneswood Drive (70-07-05-201-019)
- 14279 Terry Trails (70-07-05-201-020)
- 14267 Terry Trails (70-07-05-201-021)

The platted lots within the Sumner Terry Subdivision have already been removed.

A Public Notice has been sent to the Tribune to be posted in
Saturday's paper regarding the rezoning of these properties – to be removed from the STR Overlay Zone. Mailings have also been sent to these homeowners and any properties within 300’.
The Public Hearing will occur during the April 18, 2022 Planning Commission Meeting.

I have attached a copy of the STR map which will hopefully be easier to read.

Please let me know if you have any questions.

Sincerely,

Rory Thibault
Senior Planner at Grand Haven Charter Township

Phone 616-604-6319
Web www.ght.org   Email rthibault@ght.org
13300 168th Avenue, Grand Haven, MI  49417

From: Mandy Johnson <jermandy@me.com>
Sent: Friday, April 1, 2022 11:14 AM
To: Rory Thibault <rthibault@ght.org>
Cc: tom lillet <thomas.lilley@gmail.com>
Subject: Re: Short Term Rental Removal in Terry Trails Association

Hello Mr. Thibault,

In cross checking our member list, the following homes on the lakeshore are members of the Terry Trails Association:
14367 Duneswood, Janice Veenstra
14341 Duneswood, Todd & Nance Amberger
14323 Duneswood, Tom & Jill Maatman
14291 Terry Trails, Malcolm Blissett
14279 & 14267 Terry Trails, Tom & Barb Jackoboice
14255 Terry Trails, Bud & Charyn Hoffman

Ms. Borvansky - parcel: 70-07-05-201-016 is the only lot in the geographical area who is not a member of the association.

Can you please let me know which of these properties are in the overlay map so I can give the residents a heads up, the copy I observed in November was difficult to read.
On Mar 30, 2022, at 11:08 AM, Rory Thibault <rthibault@ght.org> wrote:

Good morning Ms. Johnson,

Per your letter to Manager Cargo last year: Township Staff are processing your request for the removal of the remaining properties within the Terry Trails Association from the Short Term Rental Overlay Zone.

- Since this is Rezoning the parcels that process will be followed; a public notice and mailings will be sent out and a Public Hearing will be held at a Planning Commission meeting in the future.
- I will provide an update for when exactly this meeting will happen, such that you are invited to attend, and able to answer any questions the Commission may have.
- Following the Public Hearing and pending a motion for approval it would be brought to the Township Board for a 1st and 2nd Reading, with due public Notices, if a resolution is approved.

To assist Staff in the preparation of the memo for the Planning Commission, can you please provide a map of all the properties in Terry Trails Association.

- Staff noted in the review of your request, that not all of the properties in question are platted lots within the Sumner Terry Subdivision.
- Note the subject properties include: Veenstra @ 14367 Duneswood on the North to Ms. Borvansky 70-07-05-201-016 on the South as unplatted
  - 14231 and 14229 Cricklewood are already excluded from the STR Overlay Zone as they are platted
lots in the Sumner Terry Subdivision

Please let me know if you have any questions.
Sincerely,

Rory Thibault
Senior Planner at Grand Haven Charter Township

Phone 616-604-6319
Web www.ght.org   Email rthibault@ght.org
13300 168th Avenue, Grand Haven, MI 49417

<STR - Overlay Map_12032020.pdf>