

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 21, 2022

I. CALL TO ORDER

Wilson called the meeting of the Grand Haven Charter Township Planning Commission to order at 6:00pm.

II. ROLL CALL

Members present: Wilson, Reenders, Frifeldt, Wagenmaker, Taylor, Cousins, Hesselsweet, and Lemkuil

Members absent: Mesler

Also present: Senior Planner Thibault and Associate Planner Hoisington

Without objection, Wilson instructed Hoisington to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the October 3, 2022 meeting were approved.

V. CORRESPONDENCE - None

VI. PUBLIC COMMENTS - None

VII. PUBLIC HEARING

A. SLU – Outdoor Storage – Beacon Roofing

Wilson opened the public hearing at 6:01pm.

Thibault provided an overview through a memorandum dated November 17th.

Scott Rantala of JLL, Matt McCann of Beacon Roofing, and Scott Dolata of Beacon Roofing were present to provide information:

- Beacon Roofing is looking to expand in Grand Haven to better serve the West Michigan region.
- Agreed to provide narrative requesting a reduced number of parking spaces.
 - Clarified that the majority of employee parking spaces will be within the storage yard area.
- Discussed proposed overhead door on southern side of the building are to be utilized for customer pickup.
 - Agreed to provide evergreen screening in median to the south of the building.
- Inquired regarding flexibility on landscape requirements.

- Thibault reasserted that variances are not within the jurisdiction of the Planning Commission and would require approval by the Zoning Board of Appeals.
- Explained proposed sloping of retention basin, compliance with the ordinance would require an expanded basin footprint and reduce the area available for the storage yard.
- Requested clarification on fencing and gate material requirements.
 - Thibault reiterated ordinance requirements for an opaque gate and fencing to be screened by evergreens.

There being no further comments, Wilson closed the public hearing at 6:17pm.

VIII. OLD BUSINESS

A. SLU – Outdoor Storage – Beacon Roofing

The Planning Commission noted the following points of discussion:

- Requested justification for parking space reduction.
- Directed the applicant to revise the landscaping plan to screen the proposed overhead door with evergreens and other site blocking plantings.
- Suggested the applicant work with the Ottawa County Water Resources Department to configure the retention basin to result in compliant sloping.
- Confirmed the fencing and gate material requirements and offered suggestions for lower cost options for compliance.
- Reiterated that landscaping is required adjacent to the building per the US-31 Overlay requirements, and is required along the north edge of the building. The proposed median may be used to meet the intention for the southern edge of the building.

Motion by Cousins, support by Taylor, to **conditionally approve** the Beacon Roofing Site Plan Review application for a Special Land Use of Outdoor Storage located at 14064 172nd Ave. based on it meeting the requirements of the Zoning Ordinance. This motion is subject to, and incorporates, the following report.

Approval is conditioned upon the following:

1. (18.07.A.7) Submit details of wood fence and all gates for review and approval
2. (18.07.B) Provide letters of approval from OCRC and OCWRC prior to any building permits being issued.
3. (3.02.A) Revise plantings to meet native requirement
4. (4.02.A.3) Revise stormwater detention basin grading to 5:1 to meet requirement
5. (4.02.A.4.a) Provide a (10) foot deep perimeter of planted material surrounding parking lots on all sides.

6. (4.02.A.6) All building walls visible from a public street or publicly-accessible area must have a ten (10) foot-wide landscape area adjacent to them for at least fifty percent (50%) of their total width.
7. (4.02.A.7.) Screen Utility Cabinets and Mechanical Equipment. Transformers, mechanical equipment, and other above ground utility cabinets per requirement
8. (4.02.B.1) Outdoor storage areas shall be screened by a wood or masonry solid wall or live conifer landscape material which is at least six (6) feet in height, or one (1) foot above the object which it is screening, whichever is greater.
9. (4.02.B.9) All plantings must meet the minimum size requirements
10. (8.12.F) Any visible segments of chain link fence shall be vinyl coated with additional landscaping provided to screen the view.
11. All materials and equipment must be stored within an enclosed building or within an area completely enclosed by a sight obscuring fence at least eight (8) feet in height, lined with evergreen trees planted three feet on center.
12. Provide access to any proposed gates to the Fire/Rescue Department This could be accomplished through many ways, such as a Knox lock, code access etc.
13. Provide Fire/Rescue Department connection for the riser on the west side of the facility with a 5" storz connection.
14. Provide a narrative describing the request for a reduced minimum of 24 parking spaces.
15. Provide a compliant revised landscaping plan which shall provide screening for the proposed overhead door on the south side of the building with planting in the median separating the two southern driveways.

Which motion passed unanimously.

REPORT – SPECIAL LAND USE – OUTDOOR STORAGE – BEACON ROOFING

1. The application meets the site plan review standards of Section 18.07.G of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.
 - B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.
 - C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
 - D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.
 - E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

- F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
 - G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
 - H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.
 - I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.
 - J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate stormwater, prevent erosion and the formation of dust.
 - K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.
 - L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
 - M. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
 - N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
 - O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.
2. The Planning Commission also finds the Project complies with the Overlay Zone findings and statement of purpose found in Section 8.01 and 8.06 of the Zoning Ordinance.
- A. The Project accommodates a variety of uses permitted by the underlying zoning, but ensures such uses are designed to achieve an attractive built and natural environment.
 - B. The Project provides architectural and site design standards that are more demanding than required elsewhere in the Township in order to promote harmonious development and complement the natural characteristics in the western sections of the Township.
 - C. The Project promotes public safety and efficient flow of vehicular traffic by minimizing conflicts from turning movements resulting from the proliferation of unnecessary curb cuts and driveways.
 - D. The Project ensures safe access by emergency vehicles.
 - E. The Project encourages efficient flow of traffic by minimizing the disruption and conflicts between through traffic and turning movements.
 - F. The Project preserves the capacity along US-31 and other roads in the Overlay Zone by limiting and controlling the number and location of driveways and requires alternate means of access through service drives.
 - G. The Project seeks to reduce the number and severity of crashes by improving traffic operations and safety.
 - H. The Project requires coordinated access among adjacent lands where possible.
 - I. The Project provides landowners with reasonable access, although the number and location of access points may not be the arrangement most desired by the Developer.
 - J. The Project requires demonstration that prior to approval of any land divisions, the resultant parcels are accessible through compliance with the access standards.
 - K. The Project preserves woodlands, view sheds, and other natural features along the corridor.
 - L. The Project ensures that distractions to motorists are minimized by avoiding blight and clutter while providing property owners and businesses with appropriate design flexibility and visibility.
 - M. The Project implements the goals expressed in the US-31/M-45 Corridor Study.
 - N. The Project establishes uniform standards to ensure fair and equal application.

- O. The Project addresses situations where existing development within the Overlay Zone does not conform to the standards.
 - P. The Project promotes a more coordinated development review process with the Michigan Department of Transportation and the Ottawa County Road Commission.
3. This approval is based on the affirmative findings that the standards of Section 12.34 have been fulfilled.

B. Lakeshore Flats East – Multifamily PUD

Thibault provided an overview through a memorandum dated November 17th.

The applicant, Terry Nash of Coach Road Capital, was present to provide information:

- Incorporated direction from the Planning Commission provided at the previous meeting.
- Performed traffic study to determine site requirements, decided to add a left turn lane to improve circulation, though not required.
- Improved exterior building materials to meet PUD requirements.

The Planning Commission noted the following points of discussion:

- Supportive of proposed development.

Motion by Taylor, supported by Cousins, to recommend the Township Board **conditionally approve** the proposed multi-family residential Lakeshore Flats East PUD application to construct 4 apartment buildings, with a total of 126-units ranging from 510-sqft to 1,035-sqft in floor area. This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance and Master Plan. The motion is subject to, and incorporates, the following report concerning the Planned Unit Development, including conditions of approval.

Which motion passed unanimously.

PUD REPORT – LAKESHORE FLATS EAST – MULTIFAMILY PLANNED UNIT DEVELOPMENT

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Planning Commission (the “Planning Commission”) concerning an application by Coach Road Capital (the “Developer”) for approval of a Lakeshore Flats East Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of a multi-family apartment complex. This 8.58-acre Project will consist of four three-story buildings, three buildings will contain 24-units, the remaining one will contain 54-units. The floor areas of the 126-units range from 510-sqft to 1,035-sqft. It also includes 64-enclosed garage spaces, 136-surface parking spaces. It will also include 82,879sf of designated open space. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 10/28/2022, including landscaping (the “Final Landscape Plan”) and elevation renderings (the “Final Elevations”), last revised 10/20/22; collectively referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Planning Commission concerning the Project, the basis for the Planning Commission’s recommendation, and the Planning Commission’s decision that the Lakeshore Flats East PUD be approved as outlined in this motion. The Developer shall comply with all the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Planning Commission makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

2. The Project meets the site plan review standards of Section 18.07 of the Zoning Ordinance. Specifically, pursuant to Section 18.07.G, 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 shall 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 shall 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 shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be 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 street in the area shall be planned to provide a safe and efficient circulation system for traffic within the Township.
 - D. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require 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 shall be 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 shall provide reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.
 - G. All buildings and groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire/Rescue Department.
 - H. All streets and driveways shall be 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 this Ordinance or any other Township Ordinance. Except that the Planning Commission may impose more stringent requirements than those for the Road Commission or Department of Transportation with respect to driveway location and spacing.
 - 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. Sidewalks shall terminate in an appropriate fashion consistent with the needs and safety of pedestrians. No sidewalk shall terminate into landscaping.
 - J. Appropriate measures shall be taken to ensure that removal of surface water will not adversely affect neighboring properties of the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.
 - K. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be 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 of public streets, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height.
 - M. Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits must comply with this Ordinance and the requirements of the Ottawa County Road Commission and/or the Michigan Department of Transportation.

- N. Site plans shall conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances. Approval may be conditioned on the applicant receiving necessary county, state, Federal, and Township permits before final site plan approval or an occupancy permit is granted.
 - O. Appropriate fencing may be required by the Planning Commission around the boundaries of the development if deemed necessary 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 shall be maintained.
3. The Planning Commission finds the Project meets the intent for a PUD, as described in Section 7.01 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
 4. Section 7.01.E of the Zoning Ordinance, as well as Section 503 of the Michigan Zoning Enabling Act, allow for departures from Zoning Ordinance requirements; these provisions are intended to result in land use development that is substantially consistent with the goals and objectives of the Township Master Plan and the Zoning Ordinance, and consistent with sound planning principles. The Developer requested one departures. The Planning Commission makes the following findings.
 - A. Section 5.07 – allow a 35-foot maneuvering lane in front of the garage buildings.
 - i. The Planning Commission finds it acceptable to allow the increased width to enable easier, and safer, turning movements within the site. This is consistent with the Lakeshore Gardens PUD
 5. The Grand Haven Charter Township Private Roads and Driveways Ordinance provides the standards for private road construction. Section 7 of this Ordinance permits the Township Board of Trustees to grant exceptions when the strict application of the literal terms would impose an undue hardship, or when it results in practical difficulties. However, it is the general purpose of that Ordinance to protect the public health, safety, and welfare, and it is therefore anticipated that such exceptions should be rarely granted. Although the Planning Commission does not have authority over the Ordinance, a recommendation is still being provided to aid in the Township Board of Trustee’s decision-making process. In doing so, the Planning Commission makes the following findings:
 - A. Section 4.3.C.3 – allow a reduced roadway width of 24-feet.
 - i. The Planning Commission finds it acceptable to allow the reduced width consistent with Lakeshore Gardens PUD and other recent residential developments.
 6. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 7.01.D of the Zoning Ordinance.
 - A. To encourage the use of land in accordance with its natural character and adaptability;
 - B. To promote the conservation of natural features and resources;
 - C. To encourage innovation in land use planning and development;
 - D. To promote the enhancement of housing, commercial and industrial employment, traffic circulation, and recreational opportunities for area residents;
 - E. To promote and ensure greater compatibility of design and better use between neighboring properties;
 - F. To promote more economical and efficient use of the land while providing harmonious variety of housing choices and the integration of necessary commercial and community facilities; and
 - G. To promote the preservation of open space for parks, recreation, or agriculture.
 7. The Project meets the following qualification requirements of Section 7.02 of the Zoning Ordinance:
 - A. The Project meets the minimum size of five acres of contiguous land.
 - B. The proposed PUD is a “Large Scale Development” (see Section 14.01) that includes eight (8) or more dwelling units, which include multi-family apartment units.
 8. The Planning Commission also finds the Project complies with the general PUD Design Considerations of Section 7.08 of the Zoning Ordinance.

9. The Planning Commission finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 7.04 of the Zoning Ordinance—Residential PUD.
10. The Planning Commission also finds the Project shall comply with the below additional conditions as allowed for in Section 18.08 of the Zoning Ordinance.
 - A. The open space must be set aside by means of conveyance that satisfies the requirements of Section 7.10.F of the Zoning Ordinance. Said conveyance shall be submitted to the Township for review and approval by the Township Attorney and recorded with the Ottawa County Register of Deeds prior to obtaining an occupancy permit.
 - B. Must obtain permits from all applicable agencies including, the City of Grand Haven and Ottawa County Water Resources Commissioner. Permits shall be obtained before building permits are issued.
 - C. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and executed by the Township Board prior to receiving an occupancy permit.
 - D. The Developer shall come into compliance with respect to the outstanding items as described in the Staff Review Memo dated 11/10/22, which is inclusive of the following Sections in the Zoning Ordinance:
 - i. (7.08.B.7.a) Provide more shade trees along primary east-west walk and road
 - ii. (7.08.D.8) Provide information related to East/West sidewalk connection across 168th
 - iii. (7.10.A) Areas of countable open space not dedicated to or exceeding the minimum requirement for "pocket parks" and the "central gathering place" are to have paths and naturalistic planting, not just grass
 - iv. (7.10.C.2) Provide information from OCWRC stating that the stormwater ponds are oversized or this area will not count toward your open space amount.
 - v. (18.07.A) Provide demolition plan; Provide radii on curbs and traffic turning movements
 - vi. (18.07.G.2) Clarify pedestrian connection across 168th
 - vii. (6.06.A) Provide side shielding, reduce height to meet requirement, or relocate.
 - viii. (5.07.F) Provide directional arrows
 - ix. (3.02.A) A minimum of seventy-five (75%) percent of landscape plans must include native plants
 - x. (4.02.A.2) Provide evidence of retaining 338 trees.
 - xi. (4.02.A.3) Stormwater basin and rain garden seed mix to meet requirement
 - xii. (4.02.A.4.a) A landscaped area must be at least ten (10) feet in width must surround parking lots on all sides.
 - xiii. (4.02.A.4.a.ii) The landscape area must contain a continuous screen at least thirty-six (36) inches in height above the street grade
 - xiv. (11.07.A.1-2) Provide external illumination of signage through backlighting or downlighting
 - E. The Developer shall come into compliance and receive conceptual approval from Township Staff regarding water and sewer easements, which shall be reviewed by the Township's engineer. Final approvals shall be required before obtaining a building permit.
 - F. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County, and Township laws, rules, and ordinances.
 - G. The Developer shall comply with all the requirements of the Documentation, specifically including all the notes contained thereon, and all the representations made in the written submissions by the Developer to the Township for consideration of the Project.
 - H. In the event of a conflict between the Documentation and these conditions, these conditions shall control.

IX. NEW BUSINESS

A. Pre-Application – Anlaan Office Expansion

Hoisington provided an overview through a memorandum dated November 15th.

The applicant, Ryan O'Donnell- President of Anlaan, was present to provide information:

- Provided information on the annual maintenance of gravel in storage yard area.
- Explained limited options for screening along US-31 due to pipeline easement.
- Clarified reduced number of parking spaces is due to staff needs.
- Described previous conditions of approval which allowed for delayed screening of the southern property boundary and acknowledged visibility of materials from US-31.

The Planning Commission noted the following points of discussion:

- Inquired about justification for parking space reduction.
- Supportive of improvements.

X. REPORTS

A. Staff Report

- Thibault notified Commissioners that a text amendment pertaining to short term rental regulations would be on the next meeting agenda.

B. Commissioner Comments

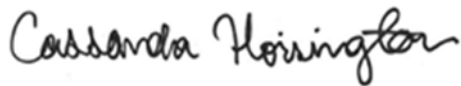
- Cousins requested staff review language related to fencing and site blocking walls to ensure consistency. Different chapters of the Zoning Ordinance have varying and occasionally conflicting regulations.

XI. EXTENDED PUBLIC COMMENTS - None

XII. ADJOURNMENT

Without objection, the meeting adjourned at 8:08 p.m.

Respectfully submitted,



Cassandra Hoisington

Acting Recording Secretary