AGENDA
Planning Commission
Monday, December 05, 2022 – 6:00 p.m.

I. Call to Order
II. Roll Call
III. Pledge to the Flag
IV. Approval of the November 21, 2022 Planning Commission Meeting Minutes
V. Correspondence
VI. Brief Public Comments & Questions (Limited to 3 minutes)
VII. Public Hearings:
   A. Zoning Text Amendment – Short Term Rentals
VIII. Old Business:
   A. Zoning Text Amendment – Short Term Rentals
IX. New Business
   A. Planning Commission Housekeeping Items
      a. 2020, ‘21 Planning Commission Reports
      b. Appointment of Officers
      c. 2023 Meeting Date Schedule
X. Reports
   A. Staff Report
      ➢ Blueberry Woods Update
   B. Commissioner Comments
XI. Extended Public Comments & Questions (Limited to 4 minutes)
XII. Adjournment

Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to Township Staff prior to the meeting.
I. CALL TO ORDER
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
Dear Mr. R. Thibault

12-01-22

My vote is a "No" for an amendment to allow short term rentals in our township and this is why.

Living across the street from Murray Swiftbay's so-called "resort" was a negative experience:
- Loud warning gate signals and the constant opening and closing. I did finally talk to Murray. He changed the volume and signed choices however was still loud and annoying.
- His guests played loud music and partied late in the night. The guest that exhibited said behavior on his beach.
- I'm thankful for neighbors such as Mr. Wexner for staying on point at township meetings.
- If the township allows short term rentals in residential neighborhoods, you could end up with this next door to you....
- Short term rentals should only be allowed in commercial zones. After all, these renters have no vested interest in community.

Sincerely,

MARGE FREEMAN
15858 Lake Ave.
Administrative Memo

DATE: December 5, 2022
TO: Planning Commission
FROM: Karen Sherwood
RE: Rental Ordinance

BACKGROUND

Grand Haven Charter Township is a growing residential community that offers many amenities such as pristine beaches, miles of trails, towering sand dunes and breathtaking sunsets. The total population is estimated at over 19k given the number of new housing units since 2020 census. To accommodate the growing population, the Township has seen the development of not only single-family homes but several multifamily complexes. Since 2017, the Township has added two multifamily complexes with over 400 individual units. An overview of our existing rentals is listed below:

<table>
<thead>
<tr>
<th>Development Type</th>
<th>Development Name</th>
<th>Number of Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Buildings</td>
<td>43 North</td>
<td>190</td>
</tr>
<tr>
<td></td>
<td>Lakeshore Flats</td>
<td>156</td>
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<tr>
<td></td>
<td>Piper Lakes</td>
<td>204</td>
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<td></td>
<td>Timberview</td>
<td>294</td>
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<td></td>
<td>Village at Rosy Mound</td>
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<td>Duplex*</td>
<td></td>
<td>132</td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tr>
<tr>
<td>Single Family**</td>
<td>Potential Long-Term Rentals</td>
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<tr>
<td>Short-Term Rentals</td>
<td>Estimate</td>
<td>10-20</td>
</tr>
</tbody>
</table>

*assumes every unit is considered a rental unit

**assumes PARCELS with ONLY the following attributes are rented:

✓ Do not have a PRE; are classed residential, improved (i.e. 401); are not owned by a government or public entity; are owned by a non-natural entity (i.e. LLC, Corp., etc); and have a primary structure on the property. Does not include individual mobile homes
The Township also attracts many visitors who utilize short-term and limited short-term rentals. The Township already has in place two ordinances to address short-term rentals and has adopted an overlay zone limiting where these transient rentals may occur. While we know this is a major change, the past year has shown that the Township needs to update the short-term rental ordinance and adopt a rental inspection ordinance:

1. because there is a market pressure for additional long- and short-term rental units,
2. to ensure compatibility with the other permitted uses and residential character of the neighborhoods in which rentals are located; and
3. to provide for and protect the welfare of full-time residents.

COMMITTEE

A committee of Township staff worked on the draft of the Rental Ordinance. Our Township committee was comprised of Cassie Hoisington, Associate Planner; Jeff Legard, Building Inspector/Plan Reviewer; Karen Sherwood, Assistant Manager/HR Director; and Rory Thibault, Senior Planner. The draft of the ordinance was reviewed by Ron Bultje and John Weiss, two of our attorneys at Dickinson and Wright.

ORDINANCE UPDATE

The Township Committee utilized the current Rental Regulation (No. 595) and Short-Term Rental Regulation Ordinances (No. 596) as the basis for making modifications to meet the current needs of the Township. In addition, a new ordinance will be required to adopt the International Property Maintenance Code.

Short-Term Rental Ordinance (No. 596), which is the zoning ordinance, would require a partial repeal with the primary change outlined below:

- Allows short-term rentals as a use permitted by right in the Overlay Zone instead of as a Special Land Use.
  - The Special Land Use designation was originally proposed since Short Term Rentals require special consideration in relation to the welfare of adjacent properties and the community as a whole. This provided the Planning Commission an opportunity to review rental locations and determine their compatibility.
- The change to being permitted by right is warranted
  - because an overlay map (attached) has been approved and adopted, designating specific areas where short-term rentals may occur, protecting Township residents from potentially negative or harmful effects.
  - because potential property owners will be able to know resolutely whether or not a short-term rental will be allowed, subject to compliance with the other Township Ordinances.
  - because it will eliminate the need for every short-term rental to be brought to the Planning Commission, facilitating a public hearing, instead being handled administratively.
A brief overview of the modifications to the original ordinance Rental Regulation (No. 595) are identified below.

- The ordinance addresses ALL rentals (i.e., short-term, limited short-term and long-term) not just short-term.
- Definitions/Guidelines:
  - Long-Term Rental: renting at least 28 days.
  - Short-Term Rental definition: strikes the prohibition of rentals periods of less than six (6) days – no minimum period and does not cap them at 16 weeks in a calendar year.
- Annual registration is required for all rentals (i.e., short-term, limited short-term and long-term), with some exceptions for dwelling sales, estate representative, transitional housing, family occupancy, places where state has exclusive authority under law to regulate.
- Premises containing an accessory dwelling unit (ADU) are not eligible to be a short-term rental.
- Inspections with be conducted using the International Property Maintenance Code.
- A Rental Certificate of Compliance will be issued by the Township.

**ADMINISTRATION**

The Township Board would also need to approve a fee schedule. The purpose of the fee schedule would be to cover expenses, NOT act as a revenue stream. The implementation of this new ordinance would also increase the workload making it necessary to hire a rental inspector and a part-time clerical position.

**SAMPLE MOTIONS**

If the Planning Commission believes that the Zoning portion of the STR regulations is appropriate, sufficient and ready for Board consideration, the following motion can be offered:

*Motion to recommend to the Township Board approval of the Zoning Text Amendment Ordinance allowing short-term rentals as of right in the Township Rental Overlay Zone.*

If you have any questions or concerns, please contact Sherwood at your convenience.
ORDINANCE NO. _____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE GRAND HAVEN CHARTER TOWNSHIP ZONING ORDINANCE TO ALLOW SHORT-TERM RENTALS AS OF RIGHT IN THE TOWNSHIP RENTAL OVERLAY ZONE; AND TO PROVIDE FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

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

Section 1. Amendment of Section 9.01 in Chapter 9B of the Zoning Ordinance. Section 9.01 in Chapter 9B of the Zoning Ordinance shall be amended in its entirety as follows:

SECTION 9.01 FINDINGS AND STATEMENT OF PURPOSE.

Short-Term Rentals have historically been considered a commercial use not historically permitted in residential zoning districts. Furthermore, the Township is committed to preserving the residential character of Township neighborhoods, minimizing potential nuisances, and maintaining the Township’s small-town character and scenic beauty. The Township intends to protect its residents and visitors from the potentially negative or harmful effects that can arise from commercial rentals, including the potential impact on the appearance, tranquility, and standard of living in the Township’s prime residential areas.

However, the Township also recognizes the potential benefits of tourism and additional lodging opportunities for visitors, as well as the financial benefit that Short-Term Rentals can bring to property owners in the Township. Therefore, the Township wishes to achieve a balance between these considerations by providing that Short-Term Rentals are permitted by right in the Short-Term Rental Overlay Zone when compliant with the standards set forth in the Rental Regulation Ordinance as now existing or subsequently amended, or any successor ordinance.

Section 2. Amendment of Section 9.02 in Chapter 9B of the Zoning Ordinance. Section 9.02 in Chapter 9B of the Zoning Ordinance shall be amended in its entirety as follows:

SECTION 9.02 PERMITTED USES.

The uses permitted in the Short-Term Rental Overlay Zone shall be the uses permitted in the underlying zoning district, plus Short-Term Rentals if in compliance with the Rental Regulation Ordinance as now existing or subsequently amended, or any successor ordinance.
Section 3. Amendment of Section 9.05 in Chapter 9B of the Zoning Ordinance. Section 9.05 in Chapter 9B of the Zoning Ordinance shall be eliminated in its entirety and reserved for future use.

Section 4. Effective Date. The foregoing amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on ______________, 2022, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended, and after a first reading of the amendment by the Township Board on ______________, 2022. This Ordinance shall be effective on ______________, 2022, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor
Laurie Larsen, Township Clerk
CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on ________________, 2022. The following members of the Township Board were present at that meeting: __________
__________________________________________________________.

The following members of the Township Board were absent: _____________________________
__________________________________________________________.

The Ordinance was adopted by the Township Board with members of the Board _____________
__________________________________________________________
voting in favor and members of the Board __________________________
voting in opposition. The Ordinance or a summary of the Ordinance was published in the Grand Haven Tribune on ________________, 2022.

__________________________________________________________
Laurie Larsen, Clerk
Grand Haven Charter Township
RENTAL REGULATION RESTATED ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN

ord. no. _____ eff. _____________

AN ORDINANCE TO REGULATE THE RENTAL OF PROPERTY IN GRAND HAVEN CHARTER TOWNSHIP; TO ESTABLISH PENALTIES AND SANCTIONS FOR VIOLATIONS OF THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE.

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

Sec. 1. PURPOSE

The standards in this Ordinance are intended to ensure compatibility with the other permitted uses and the residential character of the neighborhoods in which rentals are located. All rentals shall meet the standards contained in this Ordinance and shall be so located and constructed that the average neighbor, under normal circumstances, will not be aware of their existence.

These standards are also to provide for and protect the welfare of full-time residents and to discourage the purchasing of property for Short-Term Rental uses when it would be inconsistent with the neighborhood in which the property is located.

Sec. 2. DEFINITIONS

The following words, terms, and phrases, when used in this Ordinance, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning.

(a) Bedroom means a room which is intended, arranged, and designed to be occupied by one or more persons primarily for sleeping purposes.

(b) Dwelling means a building or portion of a building providing complete, independent living facilities for one or more persons, including permanent provisions for living, eating, cooking, sanitation, and one or more separate Bedrooms for sleeping.

(c) Limited Short-Term Rental means the Rental or subletting of any Dwelling for any one or two Rental periods of at least six but not more than 14 days, not to exceed 14 days total in a calendar year. This definition absolutely prohibits Rentals of less than six days.

(d) Long-Term Rental means the Rental or subletting of any Dwelling for a term of at least 28 days.

Draft Date
10/26/2022
(e) **Maximum Occupancy** means the maximum number of allowable Occupants for the Dwelling, as established by Section 6(k) of this Ordinance.

(f) **Occupant** means an individual living in, sleeping in, or otherwise having possession of a space.

(g) **Owner** means a person holding legal or equitable title to the Premises. An Owner may designate an agent to perform duties or receive notice under this Ordinance.

(h) **Premises** means the property, including any land and the improvements on the land, such as a building or other designated structure, on which the Short-Term Rental or Limited Short-Term Rental or Long-Term Rental is located or is proposed.

(i) **Rent or Rented** means to permit, provide for, or offer possession or occupancy of a Dwelling, in which the Owner does not reside for a period of time, to a person who is not the legal owner of record, pursuant to a written or unwritten agreement.

(j) **Rental Unit** means any Dwelling which is leased, made available for rental purposes, or occupied by a person(s) other than the Owner (with or without monetary compensation).

(k) **Short-Term Rental** means the Rental or subletting of any Dwelling for a term of less than 28 days. This definition does not include the use of campgrounds, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental-health facility, other health-care related clinic, or housing for farm labor.

**Sec. 3. RENTAL REGISTRATION REQUIRED**

All Rental Units, unless otherwise provided in this Ordinance, shall be registered with the Township on an annual basis.

(a) **Initial Registration.** Any new Rental Unit shall be registered within 30 days of occupancy by the tenant(s). Following initial registration, the Township will arrange for the inspection of the Premises and upon a successful inspection and the payment of any applicable fee will issue a rental certificate of compliance as permitted by this Ordinance. All Rental Units subject to this Ordinance shall, following its effective date, be registered according to the following schedule:

1. The Owner of an existing Rental Unit used for Short-Term Rentals shall register the Rental Unit no later than three months after the effective date of this Ordinance.
(2) The Owner of an existing Rental Unit on Premises containing four or fewer Rental Units and used for Long-Term Rentals shall register the Rental Units no later than six months after the effective date of this Ordinance.

(3) The Owner of an existing Rental Unit on Premises containing more than four Rental Units and used for Long-Term Rentals shall register the Rental Units no later than nine months after the effective date of this Ordinance.

(b) **Annual Registration Renewal.** All Rental Units subject to this Ordinance shall re-register on an annual basis.

(c) **Registration upon Transfer of Ownership.** A registered Rental Unit that is sold, transferred, or conveyed shall be registered by the new Owner within 30 days of the date of the execution of the deed, land contract, or other legal instrument of conveyance.

(d) **Registration Fee.** An initial and annual registration fee shall be assessed to the Owner for registration of a Rental Unit. The Township shall establish by resolution, and may amend from time to time, the applicable registration fee.

(e) **Registration Information.** The Owner of a Rental Unit shall submit and keep updated the following registration information to the Township on forms prescribed by the Community Development Department:

1. The address(es) of the Premises of the Rental Unit(s);
2. The number of Rental Units;
3. The Owner’s name, address, and telephone number;
4. The name, address, and telephone number of a contact person designated by the Owner;
5. The date of registration of the Rental Unit, if previously registered;
6. The name of the person filing the registration;
7. Bedroom sizes and locations;
8. Instructions as to parking locations; and
9. Any additional information necessary to determine compliance with local and state law.

(f) **Current and Accurate Information.** An Owner of a Rental Unit who fails to provide timely and accurate registration information shall be in violation of this Ordinance.
Sec. 4. EXCEPTIONS

The following circumstances do not require registration or a rental certificate of compliance under this Ordinance.

(a) Dwelling Sales. Occupancy of up to 90 days by a prior Owner after the sale of a Dwelling under a Rental agreement following closing is permitted.

(b) Estate representative. Occupancy by a personal representative, trustee, or guardian (including family members) of the estate, with or without remuneration, is permitted. The estate shall notify the Township of the Owner’s name, date of death, and name of the person occupying the premises.

(c) Transitional Housing. Occupancy at places of public accommodation, campgrounds, transitional housing operated by a non-profit entity, and bed-and-breakfast establishments is permitted.

(d) Family Occupancy. Any member of a family, as well as that family member’s guests, may occupy a Dwelling if that family member’s family owns the Dwelling. Family occupancy also exempts Dwellings when occupied by family guests, exchange students, visitors, medical caregivers, and child caregivers, any person living within a household on a permanent basis, and any other individual related by blood or affinity whose close association is the equivalent of a family relationship, without remuneration to the Owner.

(e) Exclusive Authority. Occupancy at places which the state has exclusive authority under state law to inspect and regulate is permitted.

(f) Condition of Employment. Occupancy as a condition of employment (e.g., parsonages) is permitted.

Sec. 5. INSURANCE REQUIREMENTS

As part of a registration application, and as may be requested from time to time thereafter, the Owner of a Rental Unit shall provide the Township with satisfactory proof of continuing commercial insurance coverage of at least $1,000,000 and dwelling fire insurance coverage of at least $10,000.

Sec. 6. PERFORMANCE STANDARDS

All Short-Term and Limited Short-Term Rentals shall be subject to the following performance standards.

(a) The Owner shall provide off-street parking on paved portions of the Premises to accommodate all Occupants’ vehicles, including motor vehicles and trailers.
(b) A Short-Term Rental will not be approved if the Premises contains an accessory dwelling unit (ADU), as defined in the Township’s Zoning Ordinance, as amended or restated.

(c) The Owner shall provide the Occupant with the following information prior to occupancy and post such information in a prominent and visible location within seven feet of the main entrance to any Rental Unit:

(1) The name of a contact person and a telephone number at which the contact person will be available to accept calls during any time that the Dwelling is Rented;

(2) Notification of the Maximum Occupancy permitted in the Dwelling;

(3) Notification and instructions as to the parking locations;

(4) A copy of this Ordinance and the Township Noise Control Ordinance, as may be amended from time to time; and

(5) Notification that an Occupant may be cited or fined by the Township, in addition to any other remedies available at law, for violating any provision of this Ordinance.

(d) The owner shall post the following information in a prominent and visible exterior location that is within seven feet of the main entrance to any Rental Unit;

(1) The name of a contact person and a telephone number at which the contact person will be available to accept calls during any time that the Dwelling is Rented; and

(2) Notification of the Maximum Occupancy permitted in the Dwelling.

(e) The Owner’s contact person must be available to accept telephone calls at all times that the Dwelling is Rented. The contact person must have a key to the Dwelling and be capable of being physically present at the Dwelling within one hour to address issues, unless arrangements are made for another person to address issues within the same timeframe.

(f) The Owner shall provide the contact person’s information in writing to the owners of property within 300 feet of the Premises.

(g) The appearance of the Dwelling shall not conflict with the residential character of the neighborhood. The Dwelling shall be properly maintained as required by applicable local and state codes, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.

(h) Occupants shall not encroach on neighboring properties.
(i) Owners shall provide sufficient waste receptacles substantially screened from public and neighboring view; and the Premises shall be maintained free of debris and unwholesome substances. Garbage must be kept in a closed container and disposed of on a regular weekly schedule.

(j) Campfires shall be maintained in designated fire pits and comply with applicable fire codes and other applicable laws and ordinances.

(k) Occupants shall not create a nuisance. For purposes of this subsection, a nuisance includes but is not limited to any of the following:

(1) Any activity that violates Township noise regulations; and

(2) Any activity that violates state or Township firework regulations.

(l) The maximum occupancy for any Rental Unit is 12 individuals, subject to any applicable local, state, or federal laws, regulations, or ordinances, and subject to the International Property Maintenance Code as referenced in the Michigan Building Code that is enforced by the Township per Ordinance No. 454, as amended. Campers and tents to provide additional occupancy on the Premises are not permitted. The occupancy of any Short-Term Rental or Limited Short-Term Rental served by a septic tank rather than a public sanitary sewer system shall not exceed any limitations established by the Ottawa County Health Department.

(m) A lock box, acceptable for the Township’s Fire Chief or the Fire Chief’s designee, shall be provided for every Dwelling used as a Short-Term Rental or Limited Short-Term Rental.

(n) Any Dwelling occupied as a Short-Term Rental shall have public water service and public sanitary sewer service, or if it does not have either or both, any water well or septic system serving the Dwelling must be inspected by and approved by the Ottawa County Department of Public Health for use as or with a Short-Term Rental. Specifically, any water well serving the Dwelling must be upgraded from a residential class II to class III. No Dwelling used as a Short-Term Rental may have a shared water well or shared septic system with another building, unless approved by the Ottawa County Department of Public Health for use with a Short-Term Rental.

**Sec. 7. INSPECTIONS**

The Township may conduct inspections for health and safety and to obtain and ensure compliance with this Ordinance and with the International Property Maintenance Code.

(a) *Circumstances for Inspection.* A Rental Unit may be inspected under any of the following circumstances:

(1) As part of the rental compliance certification process;
Upon receipt of a complaint or report that the Premises are in violation of this Ordinance;

(3) If the Township has reason to believe that the Premises are in violation of this Ordinance on the basis of the exterior of the Rental Unit or Premises;

(4) Upon receipt of information that a Rental Unit is not registered with the Township as required by this Ordinance;

(5) To determine compliance with a notice or housing order issued by the Township;

(6) Upon the observance of an emergency situation or if an emergency situation is reasonably believed to exist;

(7) In accordance with any other requirement of law; and

(8) For advisory inspection purposes when requested by the Owner.

(b) Inspection. During the inspection, the enforcing officer shall identify and note any violations of this Ordinance or any other provision of state or local law. Upon identification of any violations, the enforcing officer shall issue a violation notice and direct the Owner to correct the violation within a reasonable amount of time. The time frame for correction of any violation may be extended at the Township’s discretion upon request. The refusal of an inspection permitted by this Ordinance is a violation of this Ordinance.

(c) Inspection and Administrative Fee. The Township shall establish by resolution, and may amend from time to time, a schedule of inspection fees that shall not exceed the real costs of inspecting a Rental Unit. The Township shall also charge an administrative late fee if an inspection fee is not paid within 30 days from the billing date. The Township shall establish by resolution, and may amend from time to time, the amount of any administrative late fee. If an enforcing officer determines that a complaint was filed without a factual basis, the inspection fee shall be charged to the complainant.

Sec. 8. RENTAL CERTIFICATE OF COMPLIANCE

An Owner shall not lease, rent, or otherwise allow a Short-Term or Long-Term Rental Unit to be occupied unless there is a valid and current rental certificate of compliance or a temporary rental certificate of compliance for the Rental Unit. Each rental certificate of compliance or temporary rental certificate of compliance shall contain an expiration date and is non-transferable.

(a) Issuance. The Township shall issue a rental certificate of compliance to the Owner of a Rental Unit which is determined to be in compliance with this Ordinance following an inspection. Compliance shall mean the following:
(1) There are no violations of this Ordinance or any other provision of state or local law existing at the time of the most recent inspection;

(2) The enforcing officer did not discover any uncorrected violations of this Ordinance or any other provision of state or local law since the prior rental certificate of compliance or temporary certificate of compliance, if any, was issued; and

(3) The Owner has paid all inspection and registration fees required by this Ordinance.

(b) Long-Term Rentals. A rental certificate of compliance for Long-Term Rentals shall have a term of three or six years as provided herein:

(1) A six-year certificate of compliance will be issued from the date of initial inspection based upon the following conditions:

(i) There are no violations of this Ordinance or any other provision of state or local law at the time of the most recent inspection;

(ii) The enforcing officer did not discover any violations of this Ordinance or any other provision of state or local law since the prior rental certificate of compliance or temporary rental certificate of compliance, if any, was issued; and

(iii) The property owner has timely paid all inspections and registration fees required by this Ordinance.

(2) A three-year certificate of compliance will be issued from the date of the initial inspection based upon the following conditions:

(i) All violations of this Ordinance or any other provision of state or local law noted on an initial or subsequent inspection have been corrected; and

(ii) Inspection and registration fees have been paid as required by this Ordinance, but were not timely paid.

(3) A newly constructed Rental Unit may be issued a six-year rental certificate of compliance from the date of initial certificate of occupancy.

(c) Short-Term Rentals. A rental certificate of compliance for Short-Term Rentals shall have a term of three years.

(d) Temporary Rental Certificate of Compliance. When a rental certificate of compliance is required, the Township may issue a temporary rental certificate of
compliance if the Township is unable to complete a required inspection prior to the expiration of an existing rental certificate of compliance provided that there are no known violations to be uncorrected and no inspection or other fees outstanding. The Township may issue a temporary rental certificate of compliance for a newly-registered Rental Unit. A temporary rental certificate of compliance shall be valid until the enforcing officer completes the required inspection and issues an order granting or denying a rental certificate of compliance. An inspection must be conducted within 60 days of the expiration of an existing rental certificate of compliance, the registration of a new Rental Unit, or issuance of a temporary rental certificate of compliance, whichever is later.

(e) Renewal. At least 30 days before the expiration of a rental certificate of compliance, the Owner shall notify the Township of the need to arrange for a compliance inspection. The Owner shall be responsible for arranging for the compliance inspection in advance of the expiration date on the rental certificate of compliance.

(f) Noncompliance. Any change in the use or construction of a Dwelling that results in noncompliance with local or state law, as determined by the Community Development Department, shall void the rental certificate of compliance.

(g) Notice. The Township shall immediately notify the Owner and any Occupant(s) of any decision affecting the status of a rental certificate of compliance and advise the Owner and Occupant(s) of their right to appeal and the appeal procedure.

Sec. 9. RENTAL LIMITATIONS

A Dwelling that is issued a rental certificate of compliance or temporary rental certificate of compliance under this Ordinance may be Rented subject to the following limitations.

(a) In any zoning district, a Dwelling may be Rented for any time period, as often as the Owner decides, subject to the limitations and all other requirements of this Ordinance.

(b) Any Short-Term Rental, including any Limited Short-Term Rental, must satisfy the requirements of the Township’s Zoning Ordinance, as amended or restated.

(c) Short-Term Rentals, other than Limited Short-Term Rentals, are not permitted in any subdivision (including a supervisor plat), planned unit development, or site condominium unless Short-Term Rentals are specifically provided for and allowed according to the restrictive covenants or master deed provided to the Township during the application process for the development in
question, which restrictive covenants or master deed is approved by the Township and recorded with the Ottawa County Register of Deeds.

(d) Short-Term Rentals are not permitted for any Dwelling that is served by a private road serving eight or more Premises, according to the Township’s Private Roads and Driveways Ordinance, as amended or restated, unless the Dwelling is included in the Short-Term Rental Overlay Zone.

Sec. 10. SUSPENSION, EXPIRATION, OR REVOCATION OF CERTIFICATE OF COMPLIANCE

In addition to any other penalty authorized by law, a rental certificate of compliance may be suspended or revoked if the Community Development Department finds by competent, material, and substantial evidence, and after written notice of the charges to the Owner and an opportunity for the Owner to be heard, that the Owner has violated or failed to fulfill the requirements of this Ordinance. Written notice of the charges and notice of hearing before the Community Development Department shall be personally served on the Owner or served on the Owner by certified mail, no less than 21 days before the hearing.

(a) Upon a finding by the Community Development Department of a first violation within any 12 month period, the rental certificate of compliance may be suspended for up to 30 days during which time the Premises shall not be Rented and rental payments need not be made.

(b) Upon a finding by the Community Development Department of a second violation within any 12 month period, the rental certificate of compliance shall be suspended for 60 days during which time the Premises shall not be Rented and rental payments need not be made.

(c) Upon a finding by the Community Development Department of a third violation within any 12 month period, the rental certificate of compliance shall be revoked and the Owner shall not again be issued a rental certificate of compliance for a period of 24 months, during which time the Premises shall not be Rented and rental payments need not be made.

(d) Appeal from denial, suspension, or revocation of a rental certificate of compliance is allowed, as provided in Section 11.

(e) If the Community Development Department suspends a six-year or a three-year rental certificate of compliance, or if a six-year or a three-year rental certificate of compliance has expired or been revoked, then the Community Development Department shall notify the Occupant(s) of the suspension, expiration, or revocation. The notice shall inform the Occupant(s) that they may pay rent into a self-established escrow account until they vacate the unit, the rental certificate of compliance is reinstated or renewed, or a temporary rental certificate of compliance has been issued, whichever occurs first. This subsection shall not apply if the Owner establishes that the suspension of the rental certificate of compliance is due
to violations that were caused by the Occupant(s) of the Rental Unit. Once the rental certificate of compliance is reinstated or a temporary rental certificate of compliance has been issued, the rent shall again become due and payable prospectively in accordance with the terms of the lease or other agreement between the Owner and the Occupant(s) or as determined by a court of law.

Sec. 11. APPEAL

Any Owner whose rental certificate of compliance was denied, suspended, or revoked by the Community Development Department may, within ten days following such decision, appeal to the Township Board. The Township Board shall determine whether to affirm, reverse, or modify the decision of the Community Development Department in accordance with this Ordinance.

(a) Notice. At least 14 days prior to the Township Board meeting to consider the appeal of the Owner, the Community Development Department shall send, by certified United States mail, written notice to the Owner of the date, time, and place at which the Township Board will consider the denial, suspension, or revocation. The Owner shall be provided an opportunity to be heard by the Township Board prior to its decision being made.

(b) The decision. The decision of the Township Board shall be final. The Township Clerk shall notify the Owner, in writing, of the decision of the Township Board.

(c) Right to appeal. If the Township Board affirms the decision of the Community Development Department denying an application for or suspending or revoking a certificate of compliance, the Owner shall have the right to appeal the Township Board decision to the circuit court. The decision of the Township Board shall not be vacated during the pendency of any appeal to circuit court. The Owner has the right to seek a stay in circuit court.

Sec. 12. TOWNSHIP, STATE, AND FEDERAL REQUIREMENTS

Nothing contained within this Ordinance shall be construed to relieve a person of any duties and obligations imposed under any Township, state, or federal laws, ordinances, rules, regulations, licenses, or permit requirements.

Sec. 13. SEVERABILITY AND CAPTIONS

This Ordinance and its various parts, sections, subsections, sentences, phrases, and clauses are severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid, the remainder of this Ordinance shall not be affected. The captions included at the beginning of each Section are for convenience only and shall not be considered as part of this Ordinance.
Sec. 14.  ADMINISTRATIVE LIABILITY

No officer, agent, employee, or member of the Township Board shall be personally liable for any damage that may accrue to any person as a result of any act, decision, or other consequence or occurrence arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

Sec. 15.  VIOLATIONS/PENALTIES

Any person violating the provisions of this Ordinance shall be responsible for a municipal civil infraction. The penalty for a violation of this Ordinance shall be a civil fine of not less than $50.00, plus costs and other sanctions. Increased civil fines may be imposed for repeat violations of this Ordinance by a person. A “repeat violation” of this Ordinance is a second or subsequent violation of this Ordinance committed by a person within six months of a prior violation of this Ordinance, and for which the person admits responsibility or is determined to be responsible. The penalty for a violation of this Ordinance which is a first repeat violation shall be a civil fine of not less than $250.00, plus costs and other sanctions. The penalty for a violation of this Ordinance which is a second or subsequent repeat violation shall be a civil fine of not less than $500.00, plus costs and other sanctions. The Township Supervisor, Township Superintendent (Township Manager), an authorized Township official, any law enforcement officer of the Ottawa County Sheriff’s Department or the Michigan State Police, and the Township Attorney are authorized to issue municipal civil citations for violations of this Ordinance.

Sec. 16.  REPEAL OF ORDINANCE NO. 595

Ordinance No. 595 is repealed, as is any other ordinance to the extent the other ordinance is inconsistent with the terms of this Ordinance.

Sec. 17.  EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on _______, 2022, after its introduction and first reading on _______, 2022, and after its publication in the manner provided by Public Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after it publication following adoption.

_______________________________  ______________________________
Mark Reenders, Township Supervisor   Laurie Larsen, Township Clerk
CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Rental Regulation Restated Ordinance was adopted at a meeting of the Township Board held on __________________, 2022. The following members of the Township Board were present at that meeting: _______________________________________________.

The following members of the Township Board were absent: _______________________________________________.

The Ordinance was adopted by the Township Board with members of the Board ____________________________ voting in favor and ____________________________ members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the Grand Haven Tribune on _________________, 2022.

______________________________
Laurie Larsen, Clerk
Grand Haven Charter Township
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 05/22/2022
Community Development Memo

DATE: December 01, 2022

TO: Planning Commission

FROM: Community Development


Pursuant to the Grand Haven Charter Township Planning Commission Bylaws, the following annual report is submitted to the Township Board.

ATTENDANCE

There were 9 meetings of the Planning Commission during 2020. Below is the attendance record of each member:

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<th>Member</th>
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<th>Unexcused Absence</th>
<th>Meetings Attended</th>
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</table>
TRAINING

It is noted the Township Board strongly encourages members of the Planning Commission to avail themselves of training opportunities, which is a significant factor for reappointments. (i.e., two training sessions during a three year period. Training completed as part of a Commissioner’s professional career can be applied to this training requirement).

Staff note that due to the COVID-19 Pandemic, less training opportunities were available for Commissioner participation as compared to previous years.

<table>
<thead>
<tr>
<th>Member</th>
<th>2020 Training Session(s)</th>
<th>2018 – 2020 Total Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cousins (Chair)</td>
<td>MSU – PUDs, COVID-19 Contract Tracing, Master Citizen Planner</td>
<td>7</td>
</tr>
<tr>
<td>Wilson (Vice Chair)</td>
<td>MSU – PUDs</td>
<td>3</td>
</tr>
<tr>
<td>Wagenmaker (Secretary)</td>
<td>MSU – PUDs</td>
<td>4</td>
</tr>
<tr>
<td>LaMourie</td>
<td>None</td>
<td>2</td>
</tr>
<tr>
<td>Kieft</td>
<td>Planning and Zoning – Bultje, MSU – PUDs, MSU – Water</td>
<td>9</td>
</tr>
<tr>
<td>Taylor</td>
<td>MSU – PUDs</td>
<td>5</td>
</tr>
<tr>
<td>Reenders</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>Chalifoux</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>Hesselsweet</td>
<td>MSU – PUDs</td>
<td>8 + # CE</td>
</tr>
<tr>
<td>Mesler</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Lemkuil</td>
<td>None</td>
<td>0</td>
</tr>
</tbody>
</table>

COMMITTEES & JOINT SESSIONS

There were no joint meetings with the Township Board and Zoning Board of Appeals.

ACTIVITY

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Project</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning</td>
<td>Slater (Correction on Zoning Map) – PUD to RR</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Boelkins – AG to RP</td>
<td>Complete</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>Clovernook Multi-Family Building – Allen Edwin</td>
<td>Complete - Construction Not Yet Started</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>Complete – Construction Not Yet Started</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Grand Haven Custom Molding – New Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Haven Custom Molding – Addition &amp; Landscaping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Land Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Day Care Home - LaMore</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Group Day Care Home – Ames</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Propane Refilling Station – VIP Power</td>
<td>Complete – Construction Not Yet Started</td>
<td></td>
</tr>
<tr>
<td>Major Home Based Business – Clothing Alterations - Otero</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Group Day Care Home – Johnson</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Zoning Text Amendment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sliding Scale for Side Yard Setbacks, AG/RP Exemption from Double Lot Width, Animal Waiver – SLU Process</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Onsite Services for Major Home Based Businesses, US-31 Overlay Front Yard Greenbelt, Average Front Yard Setback, Outdoor Lighting, Fencing</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>PUD Amendment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakeshore Flats Signage - Minor</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Pre-Application Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Haven Custom Molding – New Building</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Lakeshore Antiques - New Building</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>American Dunes Golf Club – “Bunk House”</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>vandenBerg Excavating</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Review Zoning Ordinance</td>
<td>Approved, Referred to Township Board</td>
<td></td>
</tr>
<tr>
<td>Review Board Directed Amendments to the New Zoning Ordinance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Animal Waiver - Lampe</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Michigan Department of Transportation – Potential on Closing Access Points</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

## BUDGET

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>Budget Item</th>
<th>Original Budget</th>
<th>Total Expenditures</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>702, 707, 715</td>
<td>Wages, FICA, Committee Pay</td>
<td>$11,510</td>
<td>$5,390</td>
<td>47%</td>
</tr>
<tr>
<td>801</td>
<td>Legal &amp; Consulting</td>
<td>$11,000</td>
<td>$5,170</td>
<td>47%</td>
</tr>
<tr>
<td>802</td>
<td>Training, Dues, Subscriptions</td>
<td>$1,500</td>
<td>$1,160</td>
<td>77%</td>
</tr>
<tr>
<td>861</td>
<td>Travel &amp; Mileage</td>
<td>$150</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>-----</td>
<td>------------------</td>
<td>------</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>101-721</td>
<td>Total</td>
<td>$24,160</td>
<td>$11,720</td>
<td>49%</td>
</tr>
</tbody>
</table>

Please contact staff with questions or concerns.
Community Development Memo

DATE: December 01, 2022

TO: Planning Commission

FROM: Community Development Department

RE: 2021 Planning Commission Report

Pursuant to the Grand Haven Charter Township Planning Commission Bylaws, the following annual report is submitted to the Township Board.

ATTENDANCE

There were 18 meetings of the Planning Commission during 2021. Below is the attendance record of each member:

<table>
<thead>
<tr>
<th>Member</th>
<th>Excused Absence</th>
<th>Unexcused Absence</th>
<th>Meetings Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cousins (Chair)</td>
<td>1</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>Wilson (Vice Chair)</td>
<td>2</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Chalifoux (Secretary)</td>
<td>6</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Wagenmaker</td>
<td>3</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>Taylor</td>
<td>2</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Reenders</td>
<td>1</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>Hesselsweet</td>
<td>6</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Mesler</td>
<td>1</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>Lemkuil</td>
<td>3</td>
<td>0</td>
<td>15</td>
</tr>
</tbody>
</table>
It is noted the Township Board strongly encourages members of the Planning Commission to avail themselves of training opportunities, which is a significant factor for reappointments. *(i.e., two training sessions during a three year period. Training completed as part of a Commissioner’s professional career can be applied to this training requirement).*

<table>
<thead>
<tr>
<th>Member</th>
<th>2021 Training Session(s)</th>
<th>2019 – 2021 Total Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cousins (Chair)</td>
<td>Bultje PC Essentials, PC Bylaws and SLU, Master Plan 1, Master Plan 2, Master Citizen Planner (6), Roles-Housing, DDA &amp; TIF</td>
<td>17</td>
</tr>
<tr>
<td>Wilson (Vice Chair)</td>
<td>PC Bylaws and SLU, Master Plan, Roles-Housing, DDA &amp; TIF</td>
<td>6</td>
</tr>
<tr>
<td>Chalifoux (Secretary)</td>
<td>PC Bylaws and SLU, Master Plan, Master Plan 2, Roles-Housing, DDA &amp; TIF</td>
<td>6</td>
</tr>
<tr>
<td>Wagenmaker</td>
<td>PC Bylaws and SLU, Master Plan, Master Plan 2, Roles-Housing, DDA &amp; TIF</td>
<td>7</td>
</tr>
<tr>
<td>Taylor</td>
<td>PC Bylaws and SLU, Master Plan, Master Plan 2, Roles-Housing, DDA &amp; TIF</td>
<td>7</td>
</tr>
<tr>
<td>Reenders</td>
<td>PC Bylaws and SLU, Master Plan 2, Roles-Housing, DDA &amp; TIF</td>
<td>5</td>
</tr>
<tr>
<td>Hesselsweet</td>
<td>PC Bylaws and SLU, Master Plan, Master Plan 2, Roles-Housing, DDA &amp; TIF</td>
<td>8 + # CE</td>
</tr>
<tr>
<td>Mesler</td>
<td>Bultje PC Essentials, PC Bylaws and SLU, Master Plan, Master Plan 2, Roles-Housing, DDA &amp; TIF</td>
<td>6</td>
</tr>
<tr>
<td>Lemkuil</td>
<td>Bultje PC Essentials, PC Bylaws and SLU, Master Plan, Master Plan 2, DDA &amp; TIF</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMMITTEES & JOINT SESSIONS**

There was one joint meeting with the Township Board regarding the Master Plan, minimum dwelling floor area, and expansion of the DDA boundaries.

**ACTIVITY**

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Project</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning</td>
<td>Stillwater Development – Winans Street – AG to RR</td>
<td>Complete</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>Accessory Building – Lakeshore Antiques</td>
<td>Complete – Construction Pending</td>
</tr>
<tr>
<td></td>
<td>Ground-Mounted Solar Array – City of Grand Rapids</td>
<td>Complete – Construction Pending</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Status</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Special Land Use</td>
<td>Addition + Food Truck – Southtown Market</td>
<td>Construction Pending, Expecting Phase 2 in 2022</td>
</tr>
<tr>
<td></td>
<td>Two-Family Dwelling – Diekevers</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Major Home Business – Dog Grooming</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Open Air Business – vandenBerg Excavating</td>
<td>Pending – Expect Revised Application in 2022</td>
</tr>
<tr>
<td></td>
<td>Accessory Building in Front Yard – Gabel</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Accessory Building in Front Yard – Rauschert</td>
<td>Complete – Construction Pending</td>
</tr>
<tr>
<td></td>
<td>Accessory Building in Front Yard – Marod</td>
<td>Complete – Construction Pending</td>
</tr>
<tr>
<td>Pre-Application</td>
<td>Salvage Car Dealership</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Eastbrook Homes – Comstock Property</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Kittle Property Group – Multi-Family Housing PUD</td>
<td>Complete</td>
</tr>
<tr>
<td>Subdivision Plat</td>
<td>Tentative Preliminary Plat – Lincoln Pines Subdivision No. 3</td>
<td>Complete</td>
</tr>
<tr>
<td>PUD Amendment</td>
<td>Lincoln Pines – Incorporate Additional Land</td>
<td>Complete</td>
</tr>
<tr>
<td>Zoning Text Amendment</td>
<td>Open Air Business</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Minimum Floor Area per Dwelling Unit</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Outdoor Business Uses &amp; Outdoor Storage</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Two-Family SLU – Minimum Lot Width</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Short Term Rentals and Overlay Map</td>
<td>Complete</td>
</tr>
<tr>
<td>DDA Boundaries &amp; FLU Map</td>
<td>Initial Discussions</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Identify Projects</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Review of DDA Report</td>
<td>Complete, Referred to DDA Board</td>
</tr>
<tr>
<td></td>
<td>Amend Future Land Use Map – Industrial Land + DDA Expansion</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Review DDA Expansion Parcels</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Review FLU Parcel Changes</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Review Industrial Parcels</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Review Public/Quasi-Public Designations; Review Ag Parcels</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Review Map + Discuss Outstanding Items</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Master Plan Update with Future Land Use Map Amendments</td>
<td>Complete, Referred to Township Board</td>
</tr>
<tr>
<td>Other</td>
<td>Recommendation – Closing West Warner St + Railroad Crossing at US-31</td>
<td>Complete, Referred to Township Board</td>
</tr>
</tbody>
</table>
Discussion – Single Family Dwelling Minimum Floor Area with Ryan Kilpatrick of Housing Next  Complete
Review of Planning Commission Bylaws  Complete

BUDGET

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>Budget Item</th>
<th>Original Budget</th>
<th>Total Expenditures</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>702, 707, 715</td>
<td>Wages, FICA, Committee Pay</td>
<td>$9,380</td>
<td>$12,100</td>
<td>129%</td>
</tr>
<tr>
<td>801</td>
<td>Legal &amp; Consulting</td>
<td>$5,000</td>
<td>$12,180</td>
<td>244%</td>
</tr>
<tr>
<td>802</td>
<td>Training, Dues, Subscriptions</td>
<td>$1,500</td>
<td>$1,960</td>
<td>131%</td>
</tr>
<tr>
<td>861</td>
<td>Travel &amp; Mileage</td>
<td>$150</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>101-721</td>
<td>Total</td>
<td>$16,030</td>
<td>$26,240</td>
<td>164%</td>
</tr>
</tbody>
</table>

Please contact staff with questions or concerns.
Community Development Memo

DATE: December 01, 2022
TO: Planning Commission
FROM: Community Development Department
RE: 2023 Housekeeping Duties

APPOINTMENT OF OFFICERS

As required by the Planning Commission Bylaws the officers must be appointed annually. The current appointments are:

- Chairperson  Wilson
- Vice Chairperson  Hesselsweet
- Secretary  Mesler

Motion to nominate ______ for the position of ________.

- or -

Motion to reappoint current members

2023 MEETING DATE SCHEDULE

Additionally, the 2023 meeting date schedule must be approved. The typical schedule holds regular meetings on the first and third Mondays of each month. However, 2023 has an election and typically meetings are not scheduled the day before. The election date is:

- Tuesday, May 2nd

The following dates have been canceled due to a holiday:

- January 2nd – Offices Closed for the New Year
- July 3rd – Fourth of July Holiday

The following dates have been moved due to a holiday, and will be scheduled for the following Tuesday:

- September 4th – Labor Day
The following dates have been cancelled historically due to lacking a quorum:

- April 4\textsuperscript{th} – GHAPS Spring Recess
- October 2\textsuperscript{nd} – MAP State Conference
- December 18\textsuperscript{th} – Holiday Recess

\textbf{Motion} to \textbf{approve} the 2023 Meeting Date Schedule.
### 2023 MEETING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 16, 2023</td>
<td>Monday, August 7, 2023</td>
</tr>
<tr>
<td>Monday, February 6, 2023</td>
<td>Monday, August 21, 2023</td>
</tr>
<tr>
<td>Monday, February 20, 2023</td>
<td>Tuesday, September 5, 2023</td>
</tr>
<tr>
<td>Monday, March 6, 2023</td>
<td>Monday, September 18, 2023</td>
</tr>
<tr>
<td>Monday, March 20, 2023</td>
<td>Monday, October 16, 2023</td>
</tr>
<tr>
<td>Monday, April 17, 2023</td>
<td>Monday, November 6, 2023</td>
</tr>
<tr>
<td>Monday, May 15, 2023</td>
<td>Monday, November 20, 2023</td>
</tr>
<tr>
<td>Monday, June 5, 2023</td>
<td>Monday, December 4, 2023</td>
</tr>
<tr>
<td>Monday, June 19, 2023</td>
<td></td>
</tr>
<tr>
<td>Monday, July 17, 2023</td>
<td></td>
</tr>
</tbody>
</table>

All meetings will be held virtually until further notice and will begin at 6:00 p.m. The agenda and associated documents can be found online at [www.ght.org](http://www.ght.org).

Planning Commission meetings will not be held prior to these election dates:
- Tuesday, May 2, 2023

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
November 28, 2022

Re: Blueberry Woods
Project No. 220136.01

Mr. Rory Thibault, Senior Planner
Grand Haven Charter Township
13300 168th Avenue
Grand Haven, Michigan 49417

Dear Mr. Thibault:

We are writing to provide an update on the status of plans for the proposed Blueberry Woods residential development on Lake Michigan Drive east of US-31. We have been working to address the items presented in your September staff review letter and had hoped to provide a quick update to the Planning Commission at their December meeting. Several items in the staff review letter require a great deal of time and effort to complete, and we would like to share where we are with those efforts.

- Photometric Lighting Plan: We have engaged an electrician to prepare this plan and should have it soon. The site lighting design will meet Township Ordinances and we would like this item to be considered as a condition of approval.
- Detailed Landscape Plan: The developer envisions a substantial amount of new landscaping for the development while also saving as many existing mature trees as possible. The final landscape design may be affected as we work through site stormwater management requirements. We would like this item to be considered as a condition of approval as well.
- Architectural Renderings: The site architect has made revisions and additions to the building architecture as required to meet the Township’s PUD requirements for 35 percent enhanced materials. These architectural renderings are available for Township review.
- Stormwater: We have engaged Soils & Structures to perform hand auger borings and install piezometers at the site in order to determine the groundwater elevation. The groundwater is relatively shallow, but the site soils are well-draining sand. We met on site in early November with Mr. Joe Bush from the Water Resources Commission to discuss stormwater management for the project and how it relates to the shallow groundwater, existing wetlands, and preservation of trees. This meeting was informative and we have since completed design calculations and a submittal to the Water Resources Commission for review and comments. We anticipate that final review of the stormwater design may get very technical and could take some time to complete.
- MDOT, OCRC, and Traffic Impact Study: We met with MDOT at the site and reviewed the proposed driveway location to M-45. We have preliminary comments on the required geometrics for the driveway and have updated the project plans...
accordingly. We also discussed paving of 156th Avenue with the Ottawa County Road Commission and we are in the process of field surveying this stretch of road as we now understand that improvements to pave the road are the responsibility of the developer and there will be no Township participation in this portion of the project. The developer has also engaged Fleis and VandenBrink to perform a traffic impact study since they had already worked on the possible gas station project at the southeast corner of US-31 and M-45. We expect results of that study soon.

- Public Water and Sewer: Our previous submittal showed the backbone for the proposed water and sewer and we reached out to Township Engineer Kevin Kieft for his comments. We have not received review comments regarding the proposed water and sewer mains for the project. We have revised drawings to show hydrants and services to the buildings.

Our reason for wanting to provide this update is that the developer’s option for the property is quickly running out. In order to move forward with the purchase of the property, they hope to obtain conditional approval of some type. We are anxious to learn when the January 2023 Planning Commission meetings will be held and look forward to providing additional updates at that time.

Sincerely,

Zachary S. Voogt, P.E.
Project Engineer

cc: David Stebbins, Redstone Homes