AGENDA
Planning Commission
Monday, January 16, 2022 – 6:00 p.m.

I. Call to Order
II. Roll Call
III. Pledge to the Flag
IV. Approval of the December 5, 2022 Planning Commission Meeting Minutes
V. Correspondence
VI. Brief Public Comments & Questions (Limited to 3 minutes)
VII. Public Hearing
   A. Rezoning – Sturm
VIII. Old Business
    A. Rezoning – Sturm
IX. New Business
   A. Pre-Application – Kum & Go – Proposed Gas Station
X. Reports
   A. Staff Report
   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, Lemkuil, and Mesler
Members absent: None
Also present: Senior Planner Thibault, Associate Planner Hoisington, and Assistant Manager/ HR Director Sherwood

Without objection, Wilson instructed Hoisington to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES
Without objection, the minutes of the November 21, 2022 meeting were approved.

V. CORRESPONDENCE - None

VI. PUBLIC COMMENTS - None

VII. PUBLIC HEARING
A. Zoning Text Amendment – Short Term Rentals
Wilson opened the public hearing at 6:02pm.
Sherwood provided an overview through a presentation and memorandum dated December 5th.
There being no further comments, Wilson closed the public hearing at 6:11pm.

VIII. OLD BUSINESS
A. Zoning Text Amendment – Short Term Rentals
The Planning Commission noted the following points of discussion:

- Discussed proposed Ordinance 595 for better understanding of the rental ordinance.
- Clarified that the Planning Commission only has authority to recommend approval of the proposed text amendments to the Zoning Ordinance as described in Ordinance 596.
The Township Board will review the recommendation and has sole jurisdiction over the approval of Ordinance 595.

**Motion** by Taylor, supported by Cousins, 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.

*Which motion passed unanimously.*

IX. **NEW BUSINESS**

A. **Housekeeping - Planning Commission Reports – 2020 & 2021**

Hoisington provided an overview through memorandums dated December 1st.

The Planning Commission accepted the reports.

B. **Housekeeping - Appointment of Officers**

**Motion** by Wagenmaker, supported by Taylor to **reappoint** current members.

C. **Housekeeping – 2023 Meeting Date Schedule**

**Motion** by Mesler, supported by Reenders to **approve** the 2023 Meeting Date Schedule.

X. **REPORTS**

A. **Staff Report**
   - Thibault presented a memo from Redstone Homes regarding the status of the proposed Blueberry Woods development.

B. **Commissioner Comments**
   - Lemkuil inquired about the status of future projects.

XI. **EXTENDED PUBLIC COMMENTS** - None

XII. **ADJOURNMENT**

**Without objection**, the meeting adjourned at 6:38 p.m.

Respectfully submitted,

[Signature]

Cassandra Hoisington
Cassandra Hoisington
Acting Recording Secretary
Community Development Memo

DATE: January 12, 2023

TO: Planning Commission

FROM: Rory Thibault – Senior Planner

RE: Sturm – AG to R-1

BACKGROUND

The applicant, Ken Sturm, is requesting to rezone 0.5-acres located at Riverside Trl. (Parcel No. 70-07-12-100-061), from Agricultural (AG) to Single-Family Residential (R-1).

To consolidate his tax ID, the applicant has expressed a desire to combine this parcel with the adjacent parcel he owns to the north at 14824 Riverside Trl. A notice of this option was originally sent to the applicant by Assessing Department Director Larrison in October 2022.

The request to rezone to R-1 sets the minimum lot area at 15,000sf and a 100-ft lot width per Section 2.08 of the Zoning Ordinance, for which the current lot is compliant. The property currently is landlocked, vacant, and entirely encumbered by the floodplain.

The rezoning application was tested against the “Three C’s” evaluation method.

COMPATIBILITY

Is the proposed rezoning compatible with the existing area?

The adjacent zoning is:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Current Zoning</th>
<th>Existing Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>R-1</td>
<td>Residential (owner)</td>
</tr>
<tr>
<td>East</td>
<td>AG</td>
<td>Vacant</td>
</tr>
<tr>
<td>West</td>
<td>R-2</td>
<td>Vacant</td>
</tr>
<tr>
<td>South</td>
<td>AG</td>
<td>Vacant</td>
</tr>
</tbody>
</table>
The 2022 Future Land Use Map has master-planned the subject parcel for Medium Density Residential (R1, R-2) which corresponds with applicant’s proposal.

Because the two parcels are zoned differently, because a split-zoning is not desireable, because this makes the property more conforming, and because the Township initiated the request, **staff is supportive of the application to move through the rezoning process.**

**CONSISTENCY**

*Is the proposed rezoning consistent with the goals and objectives of the Master Plan and does it coincide with the Future Land Use Map in terms of an appropriate use of the land?*

<table>
<thead>
<tr>
<th>STATEMENT OF PURPOSE FOR R-1 ZONING DISTRICT</th>
<th>SITE CONSISTENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low density single-family dwellings</td>
<td>The owner’s adjacent parcel is part of the RIVERWOOD subdivision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTENT FOR MDR FUTURE LAND USE</th>
<th>SITE CONSISTENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single and two-family homes on lots from 13/15,000 – 26,000 respectively</td>
<td>Current lot is .5ac, when combined would be 1.1ac</td>
</tr>
</tbody>
</table>

The rezoning is consistent with the current purpose in the Zoning Ordinance and the intended future land use in the Master Plan.

**CAPABILITY**

*Does the proposed rezoning require an extension of public sewer and water, roadway improvements, or enhanced fire and police protection, and if so, is it in an area capable of being provided with such services?*

Parcels zoned R-1 are intended to have public utilities (*sanitary sewer where available*) and paved roads. Riverside Trl. is paved and public utilities, except s.s. are available.

**SAMPLE MOTIONS**

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

**Motion** to recommend the Township Board **approve** the rezoning application for Riverside Trl. Parcel No. 70-07-12-100-061 from Agricultural (AG) to Rural Residential (R-1) based on the application meeting the rezoning standards of the Zoning Ordinance and Master Plan.

If the Planning Commission finds the rezoning application does not meet the standards, the following motion can be offered:
Motion to recommend the Township Board deny the rezoning application for Riverside Trl. Parcel No. 70-07-12-100-061 from Agricultural (AG) to Rural Residential (R-1) based on the application not meeting the rezoning standards of the Zoning Ordinance and Master Plan.

If the Planning Commission finds the rezoning application is premature or needs revisions, the following motion can be offered:

Motion to table the Riverside Trl. Parcel No. 70-07-12-100-061 rezoning application, and direct the applicant to address the following items:

1. List the items…

Please contact me prior to the meeting if you have questions.
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Permit Number</th>
<th>Address</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>00056478</td>
<td>P22RZ0004</td>
<td>14824 RIVERSIDE TR</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

**Fee Details:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Quantity</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/8/2022 4:29:52 PM</td>
<td>1.000</td>
<td>APPLICATION FEE (REZONING)</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>12/8/2022 4:29:54 PM</td>
<td>1.000</td>
<td>ESCROW - PROFESSIONAL FEES</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

**Total Amount Due**  
$ 0.00
RE: Property combination

1 message

Ashley Larrison <ALarrison@ght.org>  Thu, Dec 1, 2022 at 10:20 AM
To: "kesturm@charter.net" <kesturm@charter.net>

Ken,

Good Morning! Sorry I took so long responding. I had requested the fees to be waived in this situation and just received approval this morning. If you would still like to proceed, the process will remain as I highlighted below however the fee of $400 will be waived. Please complete and submit the re-zoning application: The application can be found here: https://ght.org/?ddownload=523. Form there staff will move it along in the process to re-zone the property. If you have any questions or concerns feel free to reach out to me directly.

Best Regards,

Ashley Larrison- MAAO, PPE
Assessing Director/Deputy Treasurer
Grand Haven Charter Township
13300 168th Ave
Grand Haven MI 49417
Direct Line: (616)604-6306
Fax: (616)842-9419
GRAND HAVEN CHARTER TOWNSHIP

REZONING APPLICATION

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

Zoning Ordinance can be found at www.aht.org/zoning

Applicant Information

Name: Kenneth E. Sturm
Phone: 616-846-1548
Address: 14824 Riverside Trl, Grand Haven
Email Address: ksturm@charter.net

Owner Information (If different from applicant)

Name: Same
Phone: ___________________________ Email: ___________________________
Address: ___________________________

Property Information

Address/Location: 14824 Riverside Trl, G.H.
Parcel Number: 70-07-12-100-001
Current Zoning: ___________________________ Zoning Requested: ___________________________
Master-Planned Zoning: ___________________________ Size (acres): 1/2 acre

Other Information

Reason for Rezoning Request: Two contiguous parcels, wish to combine for simplicity
Present Use of the Subject Property: Brush control
Number & Type of Existing Structures: none
Subject Property Located on a Paved Road? No
What Utilities are Available? none

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following requirements for zoning amendments and procedures as stated in Chapter 16. Please submit fourteen (14) copies of the required information with the application.

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

Signature of applicant: Kenneth Sturm
Date: 5-16-2022

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

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

[Signature of applicant] 12-6-2020

Date

For Office Use Only

Date Received ____________________ Fee Paid? ____________________

Materials Received: Site Plans Location Map ____________________ ____________________
Survey Legal Description ____________________ ____________________

Dated copy of approved minutes sent to applicant? ___________ Date Sent ___________

---

PLANNING COMMISSION USE ONLY

Approval ____________________

Tabled ____________________

Denied ____________________

Conditional Approval ____________________

The following conditions shall be met for approval:

__________________________
__________________________
__________________________
__________________________
__________________________
__________________________

Signature of Planning Commission Chair ____________________ Date ____________________

Last Revised 7/15/20
October 31, 2022

Kenneth & Geraldine Sturm
14824 Riverside Trl
Grand Haven, MI 49417

RE: Combination of Parcels
70-07-12-100-061 & 70-07-01-386-010

Dear Property Owner:

Our records indicate that you own one or more contiguous parcels in Grand Haven Charter Township. We can combine the multiple parcels into one, creating a new parcel number and one tax ID instead of two separate parcels as we have on record now. A property owner can combine one or more parcels under their ownership, as long as there is only one residential structure located on the created parcel number.

To complete this process, please fill out the attached form and return it to our office at your earliest convenience. There is no fee associated with this action.

If you have any questions or concerns while filling out the enclosed form, please don’t hesitate to contact the Assessing Department at (616)604-6306.

Sincerely,

[Signature]

Ashley Larrison
Director of Assessing/Deputy Treasurer
Grand Haven Charter Township
alarrison@ght.org

Enclosure
Community Development Memo

DATE: January 12, 2023

TO: Planning Commission

FROM: Cassandra Hoisington – Associate Planner
Rory Thibault – Senior Planner

RE: Pre-Application Presentation – Kum & Go

BACKGROUND

Staff met with representatives from Kum & Go in September 2022 to discuss a proposed gas station at the intersection of Lake Michigan Drive and US-31.

The applicant intends to purchase the four parcels currently owned by Holland Hospital and combine them into two parcels. A 5.25-acre parcel at the intersection will be used for the gas station and a 4.62-acre remainder outlot will be developed in the future. The property is zoned C-2 and located within the US-31 Overlay Zone. Gas stations are permitted in C-2 as a Special Land Use.

The parcels involved in the proposal are significantly encumbered by regulated wetlands. The applicant has stated they are working with EGLE to obtain the required permits. The applicant will also need to work with the State to obtain the required permitting for the placement of underground storage tanks.

Proposed Development

The applicant is proposing a ~5,600 sqft convenience store and fuel station. The convenience store would be open 24-hours and includes a café offering prepared food. There is no drive-thru. Because the property is located in the US-31 Overlay Zone, additional attention is given to architectural features. The provided elevations indicate the exterior materials will be primarily comprised of a mix of brick veneer and stone panels. The building proposes a flat roof, which is discouraged in the US-31 Overlay Zone, both the convenience store and the fuel station canopies are to have peaked and varied rooflines.
The site plan proposes 30 parking spaces adjacent to the building, which is compliant with the Zoning Ordinance. Six mixed-fuel pumps are located on the western side of the convenience store and four diesel pumps are located on the east. Two future EV charging spaces are shown.

Ancillary sales are referenced in the applicant’s narrative, but further details on what is proposed to be sold and where that would occur have yet to be provided. The Zoning Ordinance requires ancillary sale areas to be screened with a decorative fence.

As proposed, there are three driveways planned – one on each US-31, M-45, and 158th Avenue. The proposed entrance on US-31 does not meet the Zoning Ordinance’s minimum separation distance of 455’ from other access points on US-31. The driveway on M-45 will also need to be adjusted to align with the existing driveways across the street.

Because US-31 and M-45 are State roads they are under the jurisdiction of MDOT, which will perform the driveway review process. If MDOT approves the reduced separation distance, the Planning Commission may waive the separation requirement for the driveway on US-31. Staff are aware preliminary discussions with MDOT have occurred, however evidence supporting the proposed access points have not been provided.

MDOT has verbally expressed that there will be work occurring on US-31 in this location in the near future, and as such will be determining the location of the access from US-31 so as not to conflict with the Michigan-left and North-bound US-31 traffic.

Because 158th Avenue is under the jurisdiction of Ottawa County Road Commission, they will also be involved in the review process. Preliminary discussions with OCRC have indicated that they want to discourage traffic from continuing further South of the proposed entrance and accessing US-31.

**SUGGESTED DISCUSSION TOPICS**
At this point in the application process, staff only perform a preliminary review to present the information to the Planning Commission. Because of this, staff directed discussion points are limited.

Commissioners may consider discussing the following topics:

- Placement of access driveways.
- Proposed building elevations.
  - Each street facing wall must meet the building material and building wall requirements for architectural variety.
  - Do the elevations meet the intention of being visually interesting? Are additional features necessary?

**PURPOSE OF THE PRE-APPLICATION MEETING**

At a pre-application presentation, the Planning Commission and applicant shall have an opportunity to exchange information and provide guidance that will assist in the preparation of materials. Also, it is noted that no formal action will be taken, nor will statements made be considered legally binding commitments.

Please contact staff if this raises questions.
### Proposed Canopy Signage

<table>
<thead>
<tr>
<th>Location</th>
<th>Sign Type</th>
<th>Size</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Elevation</td>
<td>&quot;Kum &amp; Go&quot; Sign</td>
<td>3' x 6'</td>
<td>18 SF</td>
</tr>
<tr>
<td>East Elevation</td>
<td>No Signage</td>
<td></td>
<td>0 SF</td>
</tr>
<tr>
<td>North Elevation</td>
<td>&quot;Kum &amp; Go&quot; Sign</td>
<td>3' x 6'</td>
<td>18 SF</td>
</tr>
<tr>
<td>South Elevation</td>
<td>&quot;Kum &amp; Go&quot; Sign</td>
<td>3' x 6'</td>
<td>18 SF</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>54 SF</td>
</tr>
</tbody>
</table>

---

**West Elevation**
- Edwards Cast Stone Panel
  - Color: 18-031
- 3'-0" x 6'-0"
- Illuminated Can Signage
- "Kum & Go"
- "Black Plastic" Bollard Cover
- Brick Veneer - Sioux City
- "Morning Mist"
- White Aluminum Ceiling Panels

**East Elevation**
- Edwards Cast Stone Panel
  - Color: 18-031
- 3'-0" x 6'-0"
- Illuminated Can Signage
- "Kum & Go"
- "Black Plastic" Bollard Cover
- Brick Veneer - Sioux City
- "Morning Mist"
- White Aluminum Ceiling Panels

**North Elevation**
- Edwards Cast Stone Panel
  - Color: 18-031
- 3'-0" x 6'-0"
- Illuminated Can Signage
- "Kum & Go"
- "Black Plastic" Bollard Cover
- Brick Veneer - Sioux City
- "Morning Mist"
- White Aluminum Ceiling Panels

**South Elevation**
- Edwards Cast Stone Panel
  - Color: 18-031
- 3'-0" x 6'-0"
- Illuminated Can Signage
- "Kum & Go"
- "Black Plastic" Bollard Cover
- Brick Veneer - Sioux City
- "Morning Mist"
- White Aluminum Ceiling Panels
Proposed Canopy Signage

<table>
<thead>
<tr>
<th>Location</th>
<th>Sign</th>
<th>Size</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Elevation</td>
<td>&quot;Kum &amp; Go&quot; Sign</td>
<td>3' x 6'</td>
<td>18 SF</td>
</tr>
<tr>
<td>North Elevation</td>
<td>&quot;Kum &amp; Go&quot; Sign</td>
<td>3' x 6'</td>
<td>18 SF</td>
</tr>
<tr>
<td>East Elevation</td>
<td>No Signage</td>
<td>---</td>
<td>0 SF</td>
</tr>
<tr>
<td>West Elevation</td>
<td>No Signage</td>
<td>---</td>
<td>0 SF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>54 SF</td>
</tr>
</tbody>
</table>
**South Elevation**
- 0' 3' 6' 12'
- Brick Veneer - Sioux City
- "Fine Art Velour"
- Prefinished Metal Coping
- Berridge
- "Charcoal Grey"
- Bollard with Plastic Cover

**West Elevation**
- 0' 3' 6' 12'
- Brick Veneer - Sioux City
- "Fine Art Velour"
- Prefinished Metal Coping
- Berridge
- "Charcoal Grey"
- Bollard with Plastic Cover

**East Elevation**
- 0' 3' 6' 12'
- Metal Door
- SW "Eider White"
- ADJACENT BUILDING FACE

**Perspective**
- Trash Enclosure Gate with Trex (Gravel Path) Paneling
- Bollard with Plastic Cover
This drawing was prepared for use on a specific site contemporaneously with its issue date and it is not suitable for use on a different project site or at a later time. Use of this drawing for reference or example on another project requires the services of properly licensed architects and engineers. Reproduction of this drawing for reuse on another project is not authorized and may be contrary to the law.
Kum & Go Narrative:

Kum & Go, L.C. (The developer) has an option to purchase a +/-9.87-acre property at the southeast corner of US-31 and Lake Michigan Dr. The developer proposes to construct a convenience store with vehicle fueling to include alcohol sales and 24-hour operations. The proposed development will include the sale of typical package convenience store items, preparation and sale of food, and alcohol sales. Exterior sales may include ice, propane, firewood, packaged water, road salt, and other similar items typical of exterior sales at a convenience store with vehicle fueling. The vehicle fueling is proposed with six multi-product fuel dispensers and four dedicated diesel dispensers. The development is proposed to have 24 hours of operations. Up to five employees may occupy the facility. Vehicular traffic will consist of typical passenger traffic with peaks during morning and afternoon commutes.

The proposed development sites the convenience store building on the north-central portion of the property. Six fuel dispensers under a canopy will be located to the west of the building and four diesel dispensers under a canopy located to the southeast of the building. Parking is located to the north and west of the building. Entrances are proposed to the north to Lake Michigan Dr, to the east to 158th Avenue, and to the west to US-31 on the west side of the property.

The proposed floor plan includes food preparation and sales, a seating area, and retail area for typical convenience store items in the front of the building. Storage areas are located in the rear of the building.

Landscaped areas are proposed along each of the street frontages. The dumpster area will be screened in accordance with applicable ordinances. No other fencing or screening is proposed. Thirty on-site parking spaces are proposed.