MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
APRIL 17, 2023

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, Hesselsweet, Cousins, Frifeldt, Mesler, Taylor, and Wagenmaker
Members absent: Lemkuil and Reenders
Also present: Senior Planner Thibault and Associate Planner Chaphalkar

Without objection, Wilson instructed Chaphalkar to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES
Without objection, the minutes of the March 20, 2023 meeting were approved.

V. CORRESPONDENCE - None

VI. PUBLIC COMMENTS - None

VII. PUBLIC HEARING

A. Zoning Map Amendment – AG Zoning to RR – House Trust
Wilson opened the public hearing at 6:01pm.

Thibault provided an overview through a memorandum dated April 13th.

There being no further comments, Wilson closed the hearing at 6:04pm.

B. Special Land Use – Gas Station – Southtown
Wilson opened the hearing at 6:04 pm.

Thibault provided an overview through a memorandum dated April 13th.

The applicant’s representative – Gordon Julius III of Julius Architecture was present, but did not speak on the matter.

There being no further comments, Wilson closed the hearing at 6:14pm.

VIII. OLD BUSINESS
A. Zoning Map Amendment – AG Zoning to RR – House Trust

The Planning Commission noted the following points of discussion:

- Supportive of the proposed rezoning due to error in the Zoning Map.

Motion by Taylor, supported by Frifeldt, to recommend the Township Board approve the rezoning application for 15434 Lincoln St. from Agricultural (AG) and Rural Residential (RR) to Rural Residential (RR) based on the application meeting the rezoning standards of the Zoning Ordinance and Master Plan.

Which motion carried unanimously.

B. Special Land Use – Gas Station – Southtown

The Planning Commission noted the following points of discussion:

- Questioned lighting requirements at site perimeter.
  - Thibault confirmed compliance with the Zoning Ordinance.
- Inquired if the site would include a propane filling station.
  - Julius clarified there is no proposed propane station.
- Asked if the formerly proposed food truck was still included in the current review.
  - Julius explained the food truck was no longer proposed to be located on site.

Motion by Cousins, supported by Wagenmaker, to conditionally approve the Southtown Market Site Plan Review application for a gas station 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.B, 5.07.I.1) Provide letters of approval from OCWRC prior to any building permits being issued.


3. (3.02.A) minimum of seventy-five (75%) percent of landscape plans must include native plants
   a. Spec. thornless variety of Gleditsia triacanthos
   b. Remove or find suitable alternative for Euonymus alatus ‘Compactus’; MISIN identified species as invasive.

4. (4.02.A.4.a.ii, 4.02.B.9.c) The landscape screen adjacent to the parking areas must be 36-inches in height consisting of shrubs, hedges, berm, wall, or combination thereof and meet the minimum planting sizes associated.
   a. Sub. Juniperus chinensis ‘viridis’ for a compliant species of shrub that meets the minimum planting size requirement. Plant sizes to be verified upon installation to meet size requirements prior to Certificate of Occupancy being provided.
Which motion carried unanimously.

SPECIAL LAND USE REPORT – GAS STATION – SOUTHTOWN MARKET

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 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. This approval is based on the affirmative findings that the standards of Section 12.18 have been fulfilled.

2. This approval is based on the affirmative findings that the standards of Section 12.34 have been fulfilled.

IX. NEW BUSINESS

A. Site Plan Review – CMA Building Addition

Thibault provided an overview through a memorandum dated April 13th. Representatives from Abonmarche Engineering and Westwind Construction were present, but did not speak on the matter.

The Planning Commission noted the following point of discussion:

- Discussed proposed parking reduction, supportive of the proposed four parking spaces for current use.

Motion by Wagenmaker, supported by Cousins, to conditionally approve the CMA Site Plan Review application for an addition located at 17121 Hayes St. 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. The allowance for a reduction in the required number of parking spaces applies only to the use of the building as approved.

2. Upon a change in the use of the building, the applicant must demonstrate the provisions of Section 5.06.I in the opinion of the Planning Commission or submit a site plan demonstrating compliance with the requirements associated with that use.

SITE PLAN REVIEW REPORT – CMA BUILDING ADDITION

3. 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 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. (4) 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.

B. Preapplication – Mixed Use PUD- Piper Lakes West

Chaphalkar provided an overview through a memorandum dated April 13th.

Denny Cherette, Founder/CEO of Cherette Group, and Andrea Masvero Executive Vice President of Cherette Group were present to provide the following information:

- Provided an overview of the development, need for housing in the area, and reaffirmed an understanding of the PUD process and desire to work with the Township through it.
- Noted significant wetland presence on the subject properties, currently working with EGLE to mitigate potential impact.
- Discussed required stormwater basin sloping as current proposal utilized OCWRC 3:1 slope requirement, not the Township’s 5:1 slope requirement.
- Confirmed the existing amenities are sized appropriately to be shared with potential expansion.

The Planning Commission noted the following points of discussion:

- Discussed stormwater basin sloping requirements.
- Questioned if the existing amenities were to be shared with new development and if they were large enough to handle additional people.
- Discussed the commercial outlot and proposed curb cut on the Northeast corner regarding its proximity to the intersection and presence of wetlands.

X. REPORTS

A. Staff Report

- Thibault updated the status of the Beacon Roofing development with respect to the current status and condition of the property.

B. Commissioner Comments

- Discussed sidewalk requirements for new developments.

XI. EXTENDED PUBLIC COMMENTS – None

XII. ADJOURNMENT

Without objection, the meeting adjourned at 7:18 p.m.
Respectfully submitted,

Cassandra Chaphalkar  
Acting Recording Secretary