GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, NOVEMBER 12, 2018

WORK SESSION – 6:30 P.M. – NOTE LATER START TIME

1. Strategic Plan – Discussion Regarding Update  
2. Recreational Marihuana – Update and Discussion

REGULAR MEETING – 7:00 P.M.

I. CALL TO ORDER

II. PLEDGE TO THE FLAG

III. ROLL CALL

IV. APPROVAL OF MEETING AGENDA

V. CONSENT AGENDA
1. Approve October 22, 2018 Board Minutes  
2. Approve October 30, 2018 Budget Work Session Special Meeting  
3. Approve Payment of Invoices in the amount of $918,614.47 (A/P checks of $690,605.47 and payroll of $228,009.00)  
4. Renew IT Services Contract with EGL Tech ($77,460.00 annual)  
5. Approve Public Service Truck Purchase ($30,090.00)  
6. Approve Bid Package – Replace Portion of Administrative Building Roof

VI. PRESENTATION – City Manager Pat McGinnis & Neighborhood Development Coordinator Rhonda Kleyn – Affordable Housing Task Force

VII. PUBLIC HEARING – Joint Special Assessment Public Hearing for the following:  
➢ FY2019 Special Assessment Police Services Roll  
➢ FY2019 Special Assessment Sewer Roll  
➢ FY2019 Special Assessment Storm Drain Roll  
➢ FY2019 Special Assessment Delinquent Water and Sewer Payments  
➢ FY2019 Special Assessment Street Lighting Roll  
➢ FY2019 Special Assessment Street Paving Roll  
➢ FY2019 Special Assessment Delinquent Rubbish Cleanup

VIII. OLD BUSINESS
1. Second Reading – Water System Ordinance – Work in the ROW  
2. Second Reading – Sewer System Ordinance – Work in the ROW  
3. Second Reading – PUD – Millhouse Bayou Condos  
5. Second Reading – PUD – Lincoln Pines Expansion  
7. Approve – Resolution 18-11-01 – Police Services Special Assessment Roll  
8. Approve – Resolution 18-11-02 – Sewer Special Assessment Roll  
9. Approve – Resolution 18-11-03 – Storm Drain Special Assessment Roll]  
10. Approve – Resolution 18-11-04 – Delinquent Water and Sewer Assessment Roll  
11. Approve – Resolution 18-11-05 – Street Lighting Special Assessment Roll  
12. Approve – Resolution 18-11-06 – Street Paving Special Assessment Roll  
IX. NEW BUSINESS
1. Approve – Tentative Preliminary Plat – Lincoln Pines Subdivision No. 2
2. Approve – Resolution 18-11-08 – Township Donation Policy

X. REPORTS AND CORRESPONDENCE
1. Committee Reports
2. Manager’s Report
   a. October Building Report
   b. October Ordinance Enforcement Report
   c. October Public Services Report
   d. September Legal Review
3. Others

XI. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(LIMITED TO THREE MINUTES, PLEASE.)

XII. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. The supervisor will initiate comment time.
REGULAR MEETING

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

II. PLEDGE TO THE FLAG

III. ROLL CALL
Board members present: Gignac, Redick, Larsen, Meeusen, Kieft, Behm, and Reenders
Board members absent:

Also present was Manager Cargo and Community Development Director Fedewa.

IV. APPROVAL OF MEETING AGENDA

Motion by Clerk Larsen and seconded by Trustee Redick to approve the meeting agenda. Which motion carried.

V. APPROVAL OF CONSENT AGENDA
1. Approve October 8, 2018 Board Minutes
2. Approve Payment of Invoices in the amount of $367,135.53 (A/P checks of $241,396.67 and payroll of $125,738.86)

Motion by Trustee Gignac and seconded by Trustee Behm to approve the items listed on the Consent Agenda. Which motion carried.

VI. PUBLIC HEARINGS

1. Supervisor Reenders opened the public hearing on the Planned Unit Development (PUD) for the Millhouse Bayou Condominiums at 7:02 p.m.

Community Development Director Fedewa reviewed her memorandum on the proposal by Mike Bosgraaf for 26 condo units (i.e., 11 two-unit building and 1 four-unit building) on the 9.1 acre site.

It was noted that the project is requesting three departures, one of which is recommended for denial from the Planning Commission (i.e., road width).

Developer Mike Bosgraaf (Holland City) requested that the Board grant an exception for a 24’ road – curb to curb.
Staff noted that the approval and report would contain the Planning Commission recommendations on road width.

Supervisor Reenders closed the public hearing at 7:07 p.m.

2. Supervisor Reenders opened the public hearing on the Planned Unit Development (PUD) for the expansion of Lincoln Pines at 7:07 p.m.

Community Development Director Fedewa reviewed her memorandum on the proposal by for the proposed new total of 80 acres, 114 platted single-family homes and 48 condominium units.

Developer Michael McGraw (Cannon Township) offered a brief history of the development.

It was noted that an email was received from Rob Yoder – a current resident of Lincoln Pines – that opposed the alterations to the PUD.

Supervisor Reenders closed the public hearing at 7:10 p.m.

VII. OLD BUSINESS
1. Motion by Treasurer Kieft supported by Clerk Larsen to present and postpone further action until November 12th on the Millhouse Bayou Condos PUD application and rezoning of 14100 152nd Avenue, 15014 Bignell Drive, and Parcel No. 70-07-01-151-011 from RR to Planned Unit Development. This is a first reading. Which motion carried.

2. Motion by Treasurer Kieft supported by Trustee Meeusen to present and postpone further action until November 12th on the Lincoln Pines Expansion PUD application and rezoning of Parcel No. 70-07-12-400-007 from RR to Planned Unit Development. This is the first reading. Which motion carried.

VIII. NEW BUSINESS
1. Motion by Treasurer Kieft supported by Clerk Larsen to present and postpone the Zoning Map Amendment Ordinance concerning the rezoning of 0.55-acres that is part of the parcel located at 14100 152nd Avenue from Rural Residential (RR) to Single Family Residential (R-2), with the remaining 0.63-acres to remain RR. Further action will be postponed until November 12th when the zoning map amendment ordinance and Conditional Zoning Agreement will be considered for adoption. This is the first reading. Which motion carried.

2. Motion by Trustee Redick supported by Trustee Gignac to present and postpone that portion of the Zoning Text Amendment Ordinance addressing the size of accessory structures with the other portions of the ordinance – including the number of accessory buildings, setbacks and height. Further action will be postponed until November 12th when it will be considered for adoption. Which motion carried.
IX. REPORTS AND CORRESPONDENCE
   a. Committee Reports
   b. Manager’s Report
      i. September Public Services Report
      ii. September Enforcement Report
      iii. Manager Cargo noted that the Budget Work Session is scheduled for October 30th at 6:00 p.m.
   c. Trustee Behm asked if there was support on the Board to approve a resolution opposing Proposal 1. Cargo noted that his email asking the same was not able to generate sufficient support for resolution opposing the ballot initiative; but, that the Board had directed staff to prepare to “Opt Out” should Proposal 1 be approved by the voters.

X. PUBLIC COMMENTS
   a. Jeanne Coppola (18156 Holcomb Road) has lived in the Holcomb Hills neighborhood for 24 years and opposes a Township permit allowing for a fence that is 6′ tall and about 600′ in length. She expressed concern about a water shut-off valve that would be located behind the fence and requested a “stop work” be posted.
   b. Jill Stamison-Manani (18251 Holcomb Road) is the president of the Holcomb Hills Association and has lived at her residence for 14 years. She does not believe the rear yard is being interpreted properly, that a fence should not be located so close to a narrow county road and noted that the Holcomb Hills Association has restrictive covenants providing for architectural control.
   c. Community Development Director Stacey Fedewa noted that an original permit for a stockade fence was stopped when it was discovered that solid fences are not allowed within critical dune areas. The second fence permit was for a chain link fence. The applicant met all of the requirements for the fence and a permit was issued.
   d. Matt Mariani (18521 Holcomb Hills Road) is the vice-president of the Holcomb Hills Association. He believes that the 6′ fence is being installed in the side yard, stated that the DNR has concerns about the movement of wildlife, and shared photos of the area being fenced.
   e. Robert Reenders (18130 Holcomb Road) noted that the Association has restrictive covenants that requires all structures to be approved. He believes that the Township should revoke the fence permit.
   f. Manager Cargo noted that the Township does not use public funds to enforce private agreements and encouraged the residents to seek legal counsel.
   g. Scott Wagasley (17944 Holcomb Road) is concerned that the fence creates an unsafe situation since the fence is 7′ from the paved roadway and eliminates “escape routes”, the road is too narrow to allow a fence.
   h. Ben Sprunger (18144 Holcomb Road) is a second home resident for 57 years. He made numerous attempts to speak with the homeowner but has been ignored. He believes the road is too narrow and is concerned with the water service easement.
   i. Community Development Director Stacey Fedewa shared an illustration that indicated the front, side and rear yard for the parcel and the location of the fence.
   j. Manager Cargo indicated that staff would review the roadway and fence with the Fire/Rescue department to ensure the clear and passable area is sufficient for
emergency vehicles. The result of this review will be shared with the full Board and residents.

k. Laird Schaefer (12543 Wilderness Trail) noted that trees and overhanging branches have been removed from the clear and passable area on their private road. He wants to ensure that resident understand that the Private Road Ordinance can require trees or brush to be removed from the private road right-of-way.

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Meeusen to adjourn the meeting at 8:47 p.m. Which motion carried.

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor
GRAND HAVEN CHARTER TOWNSHIP BOARD  
TUESDAY, OCTOBER 30, 2018

SPECIAL MEETING – BUDGET WORK SESSION

I. CALL TO ORDER
Supervisor Reenders called the special budget work session meeting of the Grand Haven Charter Township Board to order at 6:00 p.m.

III. ROLL CALL
Board members present: Reenders, Meeusen, Kieft, Redick, and Larsen.
Board members absent: Behm and Gignac

Also present were Manager Cargo, Fire/Rescue Chief Gerencer, Public Services Director VerBerkmoes, Community Development Director Fedewa, Human Resources Director Dumbrell, and Finance Director Sandoval.

IV. NEW BUSINESS
Manager Cargo provided an overview of the proposed 2019 Fiscal Year budget of about $14.18 million. The Board and Staff answered questions and offered clarifications to the draft of the budget.

Staff were instructed to (1) include $2,000 for the Coast Guard Festival “Heroes & Legends Dinner” to help fund the USCG Officials’ meals; and, (2) increasing the Board of Review Committee pay to $30 per hour with a minimum payment of $60 per meeting.

The “Truth in Budgeting” public hearing is scheduled for Monday, November 26th at 7:00 p.m.

V. PUBLIC COMMENTS/QUESTIONS
None

VI. ADJOURNMENT
Without objection, Supervisor Reenders to adjourn the meeting at 7:09 p.m.

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor
GRAND HAVEN
CHARTER TOWNSHIP
STRATEGIC PLAN
2015 – 2018

GRAND HAVEN TOWNSHIP BOARD
Karl French, Supervisor
William Kieft III, Treasurer
Laurie Larsen, Clerk
Howard Behm, Trustee
Mike Hutchins, Trustee
Cal Meeusen, Trustee
Ron Redick, Trustee
Above all else, our purpose is to provide superior customer service to our community.
TABLE OF CONTENTS

Strategic Planning 3

Our Strategic Planning Process 4

Our Mission 5

Our Goals 6

Maintain a Financial Balance 7

Deliver Superior Essential Services 9

Maintain and Improve the Infrastructure 10

Establish Strong Partnerships within Our Community 12

Support and Retain Economic Development 13
Simply put, strategic planning is an organization’s process for defining its direction and identifying objectives to guide decisions regarding the allocation of capital and people. The focus of a strategic plan is typically on the whole organization and they are established for a specific timeframe, typically three to five years. Since strategic planning cannot foretell exactly how the marketplace will evolve and what issues will surface over time, it is essential to re-visit them on an annual basis.

Why is the Township doing a Strategic Plan?

Grand Haven Charter Township is a desirable place to live with its beautiful natural features, lakeshore location, and reasonable commute to regional employment centers. Over the last 60 years the Township's population has grown from 1,997 to about 16,000+ and that rapid growth has led to an increased demand for public services.

The long lasting impacts of the so-called “Great Recession” have largely passed and the Township has entered a new period of growth. Although this growth is not as robust as the pre-2006 levels, the growth is expected to continue through 2017. Consequently, the Township is facing questions regarding the level of service and capital projects designed to improve quality of life as opposed to being mainly focused on cost control measures.

How will the Township use the Strategic Plan?

The plan will be used as a tool to:

- Assist with communicating the Township's goals
- Assure that elected officials are all “on the same page”

- Set priorities and make decisions
- Monitor and measure implementation progress
- Identify needed changes
“Resilient Grand Haven” Planning Process
A joint planning project with the City of Grand Haven directed by the Land Information Access Association (LIAA), a non-profit community planning firm based out of Traverse City.
This collaborative planning process included the following steps:

1. Monthly Joint Planning Commission meetings with the planning staff and commissioners from both jurisdictions.
2. The Community Summit invited residents, community leaders, and an array of presenters to learn about the project.
3. Three Community Action Team (CAT) meetings were held after the Summit. Each included six “break-out” sessions to focus on specific topics.
4. The University of Michigan presented their fiscal impact model based on a matrix of scenarios for various weather conditions.
5. Three Special Joint Sessions with the Township Board and Planning Commission were held to correlate the needs of an updated Strategic Plan with the “Resilient Grand Haven” Master Planning process.
6. Draft Goals & Objectives were submitted to the Township Board, Planning Commission, and Department Directors for review and comment.
7. At the Joint Community Open House each municipality presented their Resilient Grand Haven Master Plan drafts for public comment.
8. The updated Master Plan (adoption pending) and Strategic Plan include valuable information obtained during the community engagement sessions and the “Resilient Grand Haven” planning process.

“Resilience is the capacity to absorb severe shock and return to a desired state following a disaster.”
—Godschalk, 2009
The Mission of Grand Haven Charter Township is to:

- Provide and continually improve those essential services that can best be provided by the Township and are necessary for the health, safety and welfare of all who live, work or visit the community;
- Protect and invest the financial resources entrusted to us;
- Provide a superior customer experience; and,
- Protect, promote and invest in our abundant natural resources.

The 2015 Mission statement shows only a minor evolution from the 1997 Strategic Plan Mission statement:

"The mission of the Grand Haven Charter Township Board is to provide those professional quality services that can best be furnished by the Township and are necessary for the health, safety and welfare of the residents. The Township shall continually improve these services to accommodate the needs and expectations of the residents, who are the customers and stakeholders of the Township."

The 2015 Mission Statement recognize the fiscal constraints that exist even during periods of growth and places an emphasis on meeting the service needs of the citizens.
OUR GOALS

Maintain a Healthy Financial Balance that Reflects Current Revenues and Future Projections (see page 7)

Deliver Superior Essential Services that Can Best Be Provided by the Township (see page 9)

Maintain and Improve the Infrastructure that is Necessary to Enhance the Community’s Health, Safety, and Quality of Life (see page 10)

Establish Strong Partnerships within Our Community, with Our Neighbors, and with Other Governmental Agencies to Promote Shared Essential Services and Resources (see page 12)

Support and Retain Economic Development that Enhances the Quality of Life in Balance with the Protection of Our Community Character (see page 13)
GOAL: Maintain a Healthy Financial Balance that Reflects Current Revenues and Future Projections

Grand Haven Charter Township maintains eleven (11) funds with majority of operations found in eight (8), including the General Fund, Fire/Rescue Fund, Police Services Fund, DDA Fund, Municipal Street Fund, IT Fund, Water Fund and Sewer Fund. In general, monies from one fund cannot be transferred to the other funds.

The $3.0± million annual expenditures from the General Fund are the source of most of the services associated with local government, such as assessing, building and zoning services, parks, elections, drain maintenance, pathways, etc. Grand Haven Charter Township relies on various sources of revenues to supply its General Fund, including property taxes, fees and state revenue sharing. Most of the revenue sources have stabilized since the so-called “Great Recession” with some revenue streams showing recent increases.

Although the Township collects over $22 million in property taxes each year, the vast majority of these taxes are not kept by the Township. Rather, they are distributed to the State of Michigan, the local school districts, Ottawa County and other taxing jurisdictions. For every tax dollar that the Township collects, about 84.3 cents is distributed to others.

General Fund Revenue Sources

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared State Revenue</td>
<td>39%</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>29%</td>
</tr>
<tr>
<td>Fees and Services</td>
<td>21%</td>
</tr>
<tr>
<td>Admin. Fees</td>
<td>9%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1%</td>
</tr>
<tr>
<td>Other Income</td>
<td>1%</td>
</tr>
</tbody>
</table>

YOUR PROPERTY TAX DOLLAR

$ TO OTHERS
84.3 cents

TO GHT
15.7 cents
Objectives:

- Adopt policies that support – “living within our means”.
- Have sufficient financial reserves to respond to emergencies and economic downturns.
- Prioritize taxing and spending to focus on “quality of life” issues.

Low Millage Rate

Grand Haven Township’s millage rate is the 5th lowest of all 24 municipalities in Ottawa County and is about 4.12 mills below the average.

Selected Revenue Streams—change from 2009 (not adjusted for inflation)
GOAL: Deliver Superior Essential Services that Can Best Be Provided by the Township

Grand Haven Charter Township provides a broad array of public services and amenities to its citizens. The Township recognizes that unlike the private sector, citizens cannot “choose” to do business or receive their services from another local government or agency. With this in mind, the Township staff adopted the creed that “Above all else, our purpose is to provide superior customer service to our community.”

As the Township’s population has increased, so has the demand for services and the need to both maintain and expand the existing infrastructure (e.g., pathways, streets, drain districts, bus service, etc.).

The Township’s goal is to carefully evaluate and prioritize the services and amenities it offers to ensure they can be provided at the highest possible level and in a fiscally responsible manner.

Under state law, the only services that the Township Board must provide are:

- Property assessments, tax collection, and elections.

However, the Board has chosen to provide or support a variety of services, many of which are considered foundational for local governments, including:

1. Fire/Rescue services
2. Contracted police services
3. Municipal water
4. Municipal sewer
5. Planning and Zoning
6. Building Code Enforcement
7. Parks
8. Pathways
9. Cemeteries
10. Economic development
11. Ambulance service
12. Road maintenance
13. Storm water maintenance
14. Property Code enforcement
15. Drain maintenance
16. Trash collection
17. Library services
18. Liquor control enforcement
19. Yard waste collection
20. Website and IT services
21. Recreational programs
22. Bus Service
GOAL: Maintain and Improve the Infrastructure that is Necessary to Enhance the Community’s Health, Safety, and Quality of Life

Grand Haven Charter Township prides itself on the quality infrastructure it provides to its citizens. This is considered to be a basic and fundamental function for the Township.

Even during the so-called “Great Recession”, the Township was able to sustain road maintenance in cooperation with the Ottawa County Road Commission (OCRC) at levels “fair” or higher. And, in cooperation with the Ottawa County Water Resources Commission (OCWRC), the Township was able to maintain the storm systems throughout the community.

Objectives:

- Establish and implement asset management principles for roads in the Township to address issues of safety, mobility and community character.
- Maintain funding source for basic infrastructure maintenance (e.g. roads, pathways and storm drains).
- Provide high quality water and sewer services.
- Collaborate and partner with other communities and agencies to provide and maintain essential infrastructure and services.
- Use technology to enhance services and to increase efficiencies in every aspect of operations.
- Integrate other Township plans with the Strategic Plan and use these as key tools in making decisions regarding operations, capital investments, and natural resource protection.
- Maintain and refine planning and zoning requirements so they are responsive to community character and priorities.
## Infrastructure Facts Sheet

<table>
<thead>
<tr>
<th>INFRASSTRUCTURE</th>
<th>WHAT DO WE HAVE?</th>
<th>FUNDING SOURCE</th>
<th>FACTS</th>
</tr>
</thead>
</table>
| **ROADS**       | • 106.28 Miles of Public Roads  
• 23.25 Primary  
• 24.20 Local  
• 18.81 Gravel  
• 40.48 Subdivision | • Tax monies through the OCRC  
• Municipal Street Fund  
• General Fund  
*Transportation Revenues are increasing.* | At the end of 2014, all of the *paved roads* were rated “5” or better on the Pavement Surface Evaluation and Rating System (PASER) where “10” is excellent. |
| **DRAINS**      | • 15 County Drainage Districts | • Special Assessments  
• General Fund | All costs are paid through assessments, except for minor maintenance. |
| **WATER SYSTEM**| • 88.42 Miles of Main  
• (2) 500,000 Gallon Elevated Storage Tanks  
• 5 Meter Stations  
• 5,039 Taps | • Water Use Fees  
• Connection Fees | A cost of service rate study will be completed in 2015. |
| **SEWER SYSTEM**| • 18.79 Miles of Main  
• 9 Pump Stations  
• 722 Connections | • Sewer Use Fees  
• Connection Fees | A cost of service rate study will be completed in 2015. |
| **BIKE PATH**   | • 26.7 Miles | • Funded with 2 debt mileages approved by voters  
• Maintenance funded by General Fund | The last debt millage expired in 2008; plans for a ten mile expansion will be presented to the voters in 2016. |
| **PARKS**       | • 437 Acres of Public Land with 6 Parks  
• Ottawa County has 587 acres of additional Park land in the Township | • General Fund  
• Grants | During 2015, the Township expects an additional 115 acres from the Witteveen Estate and to purchase 40 acres with a MNRTF grant. |
| **CEMETERIES**  | • Lakeshore Cemetery  
• Historic Cemetery | • General Fund  
• User Fees | All tasks within a 2002 Cemetery Plan are complete. User Fees are insufficient to fund maintenance. |
STONG PARTNERSHIPS

GOAL: Establish Strong Partnerships within Our Township, with Our Neighbors, and with Other Governmental Agencies to Promote Shared Essential Services and Resources

To further reduce costs and to provide benefits to the region as a whole, Grand Haven Charter Township is working cooperatively through partnerships with adjacent communities and organizations. In addition to the cost savings that result from improved efficiency, regional cooperation has also led to improved relations with adjacent municipalities and local agencies. The Township currently cooperates on a regional basis in the following ways:

- Grand Haven/Spring Lake Sewer Authority
- Harbor Dredging
- Harbor Transit
- Loutit District Library Authority
- Fire Department Mutual Defined Response Areas
- NOCH Ambulance Authority
- North Ottawa Community Hospital
- North Ottawa Recreation Authority
- North Ottawa Water System (NOWS)
- Regional Economic Development contract
- Resilient Grand Haven Plan
- Robbins Road Sub-area Plan
- July 4th Fireworks
- Emergency Management and Planning

Objectives:

- Share progress on the Strategic Plan with the community through articles in the Township newsletter.
- Regularly communicate with the community about the issues facing the Township.
- Identify meaningful ways for citizens to engage in the process to govern.
- Collaborate with other governmental agencies to provide essential services and to enhance natural resources.
GOAL: Support and Retain Economic Development that Enhances the Quality of Life in Balance with Protecting Our Community Character

Community wealth is created by businesses that sell products or provide services to others that are outside of the region. These businesses attract dollars to this region. The Township is fortunate to benefit from three different types of wealth creating businesses – tourism, agriculture and manufacturing. Also, North Ottawa Community Hospital is important to the area’s economy through the 1,000± jobs provided.

Grand Haven Charter Township is a unique community that benefits from its proximity to Lake Michigan, the Grand River, and bayous. The economic vitality of the region is sustained by the agricultural, manufacturing, and tourism industries and the community supports its existing businesses and employers. It also encourages economic growth and development. While the makeup of the Township is varied, its rural character is nonetheless a prime asset. This unique dimension adds importance to establishing and maintaining development standards that appropriately respond to community character, surrounding land uses, and environmental features.

- Ottawa County is ranked second in Michigan and 98 in the United States in the total value of agricultural production.
- Tourism attracts nearly $50 million each year to the greater Grand Haven area.
- Manufacturing provides for about 29% of the jobs in this region. This is more than 30,000 jobs.
- In comparison, only 12% of jobs in Michigan and only 14% of the jobs in the nation are provided by manufacturing.
- Of the three types of wealth creating businesses in this region, manufacturing is the most important.
Objectives:

- Support business retention and expansion.
- Seek economic development opportunities that provide employment and sustain community character and quality of life.
- Work with businesses and economic development organizations to identify and support the assets necessary for economic growth in alignment with the Township’s Master Plan.
- Collaborate with local agencies and neighboring municipalities to attract and support:
  - Higher education
  - Healthcare services
  - Senior housing and services
- Protect the Township’s environmental features that help define its rural character, including water resources, wetlands, and woodlands.
- Continue a policy of balanced development that is based on community character, surrounding land uses, and environmental features; establish design standards.

“In order for the Township to be successful, the Township must support and partner with local businesses”
Proposal 1 – or what will now be known as the Michigan Regulation and Taxation of Marihuana Act (MRTMA) – was approved by voters within the State of Michigan with about 57% of the vote. However, it is noted that the ballot measure failed in both Ottawa County (with 57.6% voting “No”) and in Grand Haven Charter Township (with 51.2% voting “No”).

Although the actual ballot language was 134 words, the full text of the initiative is about 6,515 words in length. As a result, the Marijuana Initiative is somewhat complex and it is expected that the State of Michigan will need about 12 months to finalize the accompanying regulations.

**General Recommendation if the Township Wants to “Opt Out”:**

The recommendation of Township’s legal firm (*i.e.*, Dickinson Wright) if the Township elected officials determine to completely “opt out” of the commercialization of marijuana is to adopt two ordinances. The first ordinance will be a general “opt out” ordinance, prohibiting marihuana establishments as defined under the Michigan Regulation and Taxation of Marihuana Act.

The second ordinance will be a zoning ordinance that repeats the prohibition of marihuana facilities.

**Scheduling:**

The general “opt out” ordinance can be adopted quickly, so that the Township is on record as having opted out. A first reading could be held as early as **November 26th** with a second reading on December 10th.

The zoning ordinance will take longer to adopt because the ordinance must be the subject of a Planning Commission public hearing before it can be considered for adoption. The purpose of the zoning ordinance “opt out” amendment is to protect Grand Haven Township from being attacked for adopting only the general “opt out” ordinance and thus, arguably, regulating land uses without completing the zoning process.
A public hearing on the Zoning ordinance “opt out” amendment could be held as early as December 3rd.

These two ordinances can be adopted and in place well before Michigan has finished its regulations for marihuana establishments under the Act. (*Michigan has a year to prepare the marijuana regulations, but it is not obligated to take that long.*)

**Action:**

At this stage, staff is requesting that the elected officials (1) direct legal staff to prepare the necessary “opt-out” ordinances; (2) direct Township staff to immediately include the “opt-out” ordinance on the next Board agenda; and, (3) direct Township staff to schedule a public hearing by the Planning Commission on the related “opt out” zoning ordinance amendments.

Please contact me if you have any questions or comments prior to the meeting.

The following list the range of options should the Board decide it does not want to completely prohibit the existence of recreational marijuana establishments. The Township may:

1. **Completely prohibit.** The Township may completely prohibit, by ordinance, the existence of recreational marihuana establishments.

2. **Limit the Number.** Instead of completely prohibiting, the Township may adopt an ordinance allowing the existence of recreational marihuana establishments and provide limits on the number of establishments within the municipality.

3. **Establish Competitive Process for Applicants.** If the Township allows a certain number of establishments, and a greater number of applicants for state licenses wish to locate in that municipality, the MRTMA requires the municipality to decide by a competitive process which applicants are best suited to comply with the MRTMA.

4. **Provide Reasonable Restrictions on Establishments.** If recreational marihuana establishments are allowed, the Township may provide reasonable time, place and manner restrictions with respect to such establishments, and provide restrictions on signage. The Township may also provide for a civil infraction and penalty of not more than $500 for a violation of an ordinance by a recreational marihuana establishment.

5. **Limit Locations Through Zoning Ordinance.** As a follow up to 4, above, the Township may adopt reasonable zoning regulations to limit the location of recreational marihuana establishments, except that the Township that otherwise allows recreational marihuana establishments cannot prohibit different types of establishments (e.g., a processor and a retailer) from operating at a single location, and cannot prohibit a recreational marihuana establishment from sharing a location with a medical marihuana facility, as long as both
types of businesses are allowed to exist in the municipality. Zoning regulations can be adopted to provide additional buffers on school and other properties, e.g., to require marihuana establishments (if not completely prohibited) be located at least 1,000 feet from schools, child care centers, public parks, libraries or other types of properties. These types of regulations have been established in municipalities with respect to medical marihuana facilities, though separate regulations should be written for recreational marihuana establishments.

6. **Prohibit Use in Public Places.** The Township may prohibit the use of marihuana in public places. Section 4(1)(e) of the legislation provides that the law does not authorize consuming marihuana in a public place. As that language does not specifically prohibit use in public places and considering the challenge of limiting public places to people 21 years of age or older, it is recommended that the Township that desires to prohibit the use of marihuana in public places adopt an ordinance specifically prohibiting that behavior.

7. **Allow Use in Designated Areas.** Notwithstanding the authority in 4 above, the Township may allow the use of marihuana in designated areas and at designated times, for example at special events – as long as any such area is off limits to people under 21 years of age.
Public Services Memo

DATE:  November 8, 2018

TO:  Township Board/Superintendent

FROM:  Mark VerBerkmoes

RE:  Information Technology Support Services

As you may recall, the IT support services agreement with EGL Tech is up for renewal. As part of the renewal process, staff have been in discussions with EGL in an effort to reduce the Township costs and increase responsiveness.

Attached is a renewal agreement that appends the current agreement by reducing the cost to the Township from $83,700 to $77,460, a difference of $6,240. This reduction is primarily because there was a decrease in the number of hours being spent on help desk related calls.

In addition, the renewal agreement now includes Service Level Agreements (SLA) whereby particular aspects of service are specifically identified. In brief, requests for assistance will now be cataloged by severity and the response to each will be evaluated. This insures that each call for service is given proper priority and that EGL has responded and resolved the issue in a timely manner. Moreover, there is a sliding scale that can be utilized to reduce the Township’s costs in case of failure of EGL to perform.

It is staff’s recommendation that the Township enter into an IT Support Agreement Renewal with EGL Tech for Information Technology Support Service at a cost of $77,460 annually.

If the Board agrees with this recommendation, the following motion could be offered:

“Move that the Township Superintendent is authorized to sign an agreement with EGL Tech of Holland Michigan for Information Technology Support Services in the amount of $77,460 annually.”

If the Board has any questions or concerns, please contact Cargo or myself prior to Monday’s meeting.
The EGLtech Smart Care service provides affordable proactive IT management and support to growing business. Utilizing our unique framework for providing managed IT services, EGLtech provides a range of proactive services to keep your computer systems up and running and your people and business productive.

The following pages reflect a renewal of the agreement between EGLtech, Inc and Grand Haven Charter Township dated 4/3/2017.
How We’re Different

Now days, technology plays a larger role in businesses than ever before – and that isn’t going to change anytime soon. Successful, thriving businesses require a clear and predictable technology strategy to assist in their growth. That’s why Smart Care is more than an outsourced help desk. We are an extension of your business and share in your goals, successes, and growth strategies.

Strategic Planning
Your unique business requires a technology plan that’s aligned with your business – not a ‘one size fits all’ approach. EGLtech’s Strategic Planning process looks at all aspects of your business including people, goals, processes, and technologies. As your business grows, you can be confident that your technology, and the processes behind your team, won’t hold you back.

What’s Included

1. All services as listed in the original agreement dated 4/3/2017 are considered to be included in this agreement renewal document.
2. The exception will be the number of hours covered under this agreement. These hours are documented below.
3. Regular meetings and communication schedules will be determined by contacts between GHCT and EGLtech.

Coverage

Remote Helpdesk and Vendor Management of Grand Haven Charter Township’s IT networks will be provided by EGLtech through remote means between the hours of 7:30 am – 5:00 pm Monday through Friday, excluding public holidays. Network Monitoring Services will be provided 24/7/365. Support includes monitoring of all computers, servers, networks and network devices.

Support and Escalation
EGLtech will acknowledge Grand Haven Charter Township’s submitted support tickets per the SLA addendum to this agreement. Tickets may be submitted by your organization’s designated IT contact or end user, by email to our Help Desk, or by phone. Each email/call will be assigned a ticket number for tracking.

Service outside Normal Working Hours
Services performed outside of the hours of 7:30 am – 5:00 pm Monday through Friday shall be subject to our current Evening Labor Rates. You will always be reminded of this before we begin any work during these hours.

Limitation of Liability
In no event shall EGLtech be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder including, but not limited to, loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs.
Service Level Agreement

Grand Haven Township and EGL agree that response and resolution times to Help Desk requests are of utmost importance for the client’s business practices. To that end, the Township and EGL agree to establish Service Level Agreements (SLA) for specific ticket types based on the table below:

<table>
<thead>
<tr>
<th>Severity Level</th>
<th>Impact</th>
<th>Description</th>
<th>Response Times – Business Hours</th>
<th>Resolution Times – Business Hours*</th>
<th>Response Times – Off Hours</th>
<th>Resolution Times – Off Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Severe Business Impact</td>
<td>An outage, severe performance degradation or failure of one or more critical systems, function or services that has a severe business impact across multiple users. Prevents multiple end users from work, or affects a Priority end user’s (VIP) ability to accomplish tasks.</td>
<td>30 minutes</td>
<td>90% resolved within 2 hours</td>
<td>2 hours</td>
<td>90% resolved within 4 hours</td>
</tr>
<tr>
<td>Medium</td>
<td>High Business Impact</td>
<td>An outage, severe performance degradation or other failure of one or more non-critical systems functions or services. Prevents a single end user from or substantially impairs that end user’s ability to use his or her PC. Examples: Outage causing an end user’s PC to be completely unavailable; network printer, etc.</td>
<td>1 hour</td>
<td>90% resolved within 8 hours</td>
<td>4 hours</td>
<td>90% resolved within 16 hours</td>
</tr>
<tr>
<td>Low</td>
<td>Low Business Impact</td>
<td>Any fault or breakdown that adversely affects an end user’s ability to work and for which there is a reasonable and practical workaround with minimal or no loss of efficiency or functionality. User still able to work but has lost some functionality. An inquiry by an end user for information related to IT services. Examples: A ‘how to’ question, or failure of a peripheral device.</td>
<td>2 hours</td>
<td>90% resolved within 24 hours</td>
<td>8 hours</td>
<td>90% resolved within 36 hours</td>
</tr>
</tbody>
</table>
SLA Performance

SLA performance goals shall be evaluated using the reporting available within the ticketing system. To assist with accountability and oversight, EGLtech will provide SLA performance reports if requested.

SLA performance periods begin the first day of each month and end the last day of each month when determining compliance. Calculations shall be based on performance for SLA performance goals as a whole and not based on individual SLA categories. The compliance calculation will be based on the number of tickets that met the SLA criteria divided by the total number of tickets for that month.

In the event SLA performance goals are not met, EGLtech Technical Services Manager and the main contact at Grand Haven Charter Township will determine the root cause of non-performance. It is understood that all resolution times are best effort as many variables enter in to each individual situation.

If, after a determination, the responsibility is found to lie with EGLtech, the following sliding scale may be implemented as a reduction in the Township's costs for that month:

<table>
<thead>
<tr>
<th>Percent of Monthly Tickets Resolved Within SLA</th>
<th>Amount of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>90–100%</td>
<td>100%</td>
</tr>
<tr>
<td>80–89%</td>
<td>90%</td>
</tr>
<tr>
<td>70–79%</td>
<td>80%</td>
</tr>
<tr>
<td>60–69%</td>
<td>70%</td>
</tr>
<tr>
<td>&lt; 50%</td>
<td>Termination Option</td>
</tr>
</tbody>
</table>

However, after determination, the responsibility is found to lie with the client due to things such as lack of information, lack of response to inquires, etc., or, if final resolution is beyond control of EGLtech due to things such as mother nature, lack of vendor response or support, etc., the sliding scale will not apply.
## EGLtech / Grand Haven Charter Township Schedule of Services and Fees 2018 – 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Annual Hours</th>
<th>Regular Hourly Rate</th>
<th>Annual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer/Desktop Support Technician</td>
<td>600</td>
<td>$ 99</td>
<td>$ 59,400</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>140</td>
<td>$ 129</td>
<td>$ 18,060</td>
</tr>
<tr>
<td>TOTAL ESTIMATED ANNUAL HOURS:</td>
<td>740</td>
<td>TOTAL ANNUAL SUPPORT COSTS:</td>
<td>$ 77,460</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overtime Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer/Desktop Support Technician</td>
</tr>
<tr>
<td>Network Engineer</td>
</tr>
</tbody>
</table>

TOTAL ANNUAL SUPPORT COSTS: $ 77,460 dollars.

11/05/2018

______________________________
Date
Confidentiality

EGLtech and its agents will not use or disclose Grand Haven Charter Township’s information and will protect against unauthorized use.

Fees and Payment Schedule

This agreement covers a period of twelve (12) months from the effective date.

See Schedule of Services and Fees (Page 6) associated with this agreement.

Terms

By signing this agreement, you agree to the EGLtech Terms & Conditions, located at www.egltech.net/our-terms.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>EGLtech, Inc.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Grand Haven Charter Township</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Year  
12/1/2018 – 11/31/2019

Contract Length  
Agreement Effective Dates
Public Services Memo

DATE: November 8, 2018

TO: Township Board/Manager

FROM: Mark VerBerkmoes

RE: Year 2018 - Vehicle Purchase

As you may recall, the 2018 budget contained monies for the replacement of one of the Public Services vehicles. Specifically, the Department is proposing to replace a 2008 FORD 250 service truck that is utilized primarily within the Water and Sewer Departments.

There is a total of $38,000 within the Water and Sewer budgets for the replacement of this vehicle. Remaining funds after the truck purchase will be utilized to purchase a service body, bed liner and other miscellaneous equipment, as required.

In the past staff has purchased vehicles utilizing the State Purchase Program from dealers offering fleet discounts to State and Local Governments. The system is very simple, the dealer provides a base cost to the State for each vehicle they desire to provide. Any additional options a unit desires to add/remove must be provided at dealer cost. The amount the Township pays is base cost + dealer cost of any option(s) we add/delete. The only profit the dealer makes is in the mark-up of the base vehicle.

That said, the Township had purchased a few trucks from Gorno Ford in Woodhaven, Michigan (i.e., near Flint). Unfortunately, Gorno has been difficult in terms of communications, follow-through, and service. Specifically, the staff at this dealership often don’t return phone calls, misprice additions or deletions (which invariably seem to be to their advantage), and have numerous delays before ordering vehicles even after the Township has provided a purchase order. Difficulty attempting to confirm pricing on this truck confirmed nothing has changed in the recent past.

While discussing the Township’s issues with The State of Michigan Department and Budget and other municipalities, staff have found that others are experiencing similar difficulties with Gorno. In an effort to find a responsive dealer with competitive pricing, staff contacted several municipalities to inquire how and where they purchase vehicles. Staff found that several have been purchasing through local dealers in their area. These dealerships have been able to extend fleet pricing and additional discounts to us as local government; making pricing very competitive.
Staff received the lowest quote from Great Lakes Ford of Muskegon in the amount of $30,090 (document and license fees will apply to any purchase and is estimated to be +/- $225). As expected, the cost difference was very close with the next highest quotation from Preferred Ford at $30,183, a difference of $93.

Given the minor difference in pricing, the past working relationship with Great Lakes and the reduction in staff resources to deliver and pick-up the truck for the service body installation, staff is requesting authorization to proceed with the order and purchase of this vehicle from Great Lakes Ford of Muskegon. If the Board supports this request, the following motion could be offered:

    Move to authorize staff to purchase a 2019 Ford F250 Service Truck from Great Lakes Ford of Muskegon for a total purchase price of $30,090, plus document and license fees.

If you have any questions or comments, please contact Mr. Cargo or me at your convenience.
Public Services Memo

DATE: November 8, 2018

TO: Township Board/Manager

FROM: Mark VerBerkmoes

RE: Partial Roof Replacement – Administrative Building

As you may recall, the 2018 budget contained $10,000 for the replacement of portions of the roof on the Administrative Building. The attached drawing shows the general locations. The portions to be replaced are estimated to be more than 25 years old and several small leaks have developed.

A bid package for the project has been developed with the assistance of an Architect and is ready to go out. The project includes removal and disposal of existing ballast materials, EIFS and flashing; removal and salvage of existing materials where appropriate including soffit; preparation of the existing roof and raising of existing HVAC units to proper height and; installation of additional insulation and roof membrane.

The new roof material will be a fully adhered single ply material from one of the following manufacturers:

- PVC System Mfr.: Duro-Last Roofing, Inc.; white.
- TPO System Mfr: Carlisle SynTec Inc. and Firestone Building Products Co.; white.
- EPDM System Mfr.: Carlisle SynTec Inc. and Firestone Building Products Co.; white or black.

At this time, staff is requesting approval to go to bid on this project using the following schedule:

- Project out for bid: November 13, 2018
- Bid opening date: 10:00 AM Tuesday, November 27, 2018
- Substantial completion: Friday, January 18, 2019
- Completion date: Thursday, January 31, 2019

If the Board supports the request to go to bid on this project, the following motion could be offered:

Move to authorize staff to solicit bids for the partial replacement of portions of the roof on the Administrative Building.

If you have any questions or comments, or wish to see the complete bid package, please contact at your convenience.
Public Services Memo

DATE: November 5, 2018

TO: Township Board

FROM: Mark VerBerkmoes

RE: Construction within Public Right-of-Way

I’m sure all of us recall the recent events experienced with the sanitary sewer construction in Lincoln Street. Construction of the deep sanitary sewer to the Stonewater Development initial closed the road, but then damage to a large culvert along the route significantly prolonged the closure. Moreover, the ride quality of the pavement replacement required an overlay to smooth the ride. To date, even after the overlay, that project within the Right-of-Way (ROW) remains incomplete insomuch as the ride quality in Lincoln Street remains “poor”.

This is not the first time the Township and its residents have experienced less than acceptable construction activities for a new development. Several years ago, a contractor attempted to construct the sanitary sewer in 152nd Avenue to the Bayou Pointe Development. Due to the contractor’s inexperience with dewatering, after several days attempting to make progress, the contractor chose to walk off the job. This forced the Township to hire a different contractor to complete the work. Because the project bond was held by the Ottawa Road Commission (OCRC), the OCRC was required to collect from the bonding company on behalf of the Township in order for us to collect our costs, which eventually occurred.

Because of the recent issues described above, the Township Board directed staff to explore the possibility of the Township completing construction or extension of any water and sanitary sewer improvements within the ROW.

After reviewing ordinances proposed by staff, the Public Works and Streets Committee recommended approval of the attached amendments to the Sewer and Water Ordinance, that require the Township to complete the water or sewer utility improvements or extension on behalf of the developer whenever there is a possibility that the Township residents would be negatively impacted.

Attached to this memo are recommended revisions for the water and sewer ordinances. In brief, they afford the Township the ability to either complete the improvement on behalf of the developer or require a form of security for its completion if completed by the developer’s contractor.
If the Board also supports these revisions to the Township’s existing water and sewer ordinances, the following motions (which require a roll call vote) can be offered:

Move to approve and adopt the Right-of-Way work amendment to the Water System Ordinance until October 22nd. This is a second reading.

Move to approve and adopt the Right-of-Way work amendment to the Sewer Usage and Administration Ordinance until October 22nd. This is a second reading.

Please contact me if there are any questions or comments prior to the meeting.
AN ORDINANCE TO AMEND THE WATER SYSTEM ORDINANCE REGARDING WORK IN THE STREET RIGHT-OF-WAY OR IN PUBLIC EASEMENTS.

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

Section 1. Work in Right-of-Way. Section 13 of the Grand Haven Charter Township Water System Ordinance, Ordinance No. 442, as amended, is amended in its entirety to state as follows.

Sec. 13 WORK IN RIGHT-OF-WAY

All water system work in the street right-of-way or in public easements, including service lines to the property line, shall be constructed and performed by the Township or its agents or contractors.

The Township may waive this requirement if the party doing the work or contracting for the work deposits an adequate escrow amount with the Township, or otherwise posts adequate security for and acceptable to the Township (e.g., performance bond, irrevocable bank letter of credit, etc.).

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on November 12th, 2018, after introduction and a first reading on October 8th, 2018, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

______________________________  ______________________________
Mark Reenders, Supervisor    Laurie Larsen, Clerk
CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on November 12, 2018. 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 was published as required after adoption on _______________________, 2018.

______________________________________
Laurie Larsen, Township Clerk
SEWER USAGE AND ADMINISTRATION AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN
Ord. No. _____, Eff. ______________

AN ORDINANCE TO AMEND THE SEWER USAGE AND
ADMINISTRATION ORDINANCE REGARDING WORK IN THE
STREET RIGHT-OF-WAY OR IN PUBLIC EASEMENTS.

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

Section 1. Building Sewers and Connections. Section 4.1.2 of the Grand Haven Charter Township Sewer Usage and Administration Ordinance, Ordinance No. 180, as amended, is amended in its entirety to state as follows.

2. The owner shall be responsible, at the owner’s cost and expense, for the installation, connection, and maintenance of the building sewer to its connection with the public sewer.

Although the work shall be done at the owner’s expense, all sewer system work in the street right-of-way or in public easements, including service lines to the property line, shall be constructed and performed by the Township or its agents or contractors. The Township may waive this requirement if the owner deposits an adequate escrow amount with the Township, or otherwise posts adequate security for and acceptable to the Township (e.g., performance bond, irrevocable bank letter of credit, etc.).

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on November 12th, 2018, after introduction and a first reading on October 8th, 2018, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

________________________________________  ______________________________
Mark Reenders, Supervisor                      Laurie Larsen, Clerk
CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on November 12, 2018. 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 was published as required after adoption on _______________________, 2018.

Laurie Larsen, Township Clerk
Community Development Memo

DATE: November 7, 2018
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Residential PUD – Millhouse Bayou Condos

BACKGROUND

The developer, Mike Bosgraaf, is proposing to build a condo development on 152nd Avenue on Millhouse Bayou. On October 1st the Planning Commission recommended the Board grant conditional approval. On October 22nd the Board held a first reading.

PROPOSED PROJECT

The proposed project would consist of a 9.1-acre site with 26 condos. The condos would be comprised of 11 two-unit condos and 1 four-unit condo.

Also included is the maximum density allowance of a 25% bonus in exchange for preserving over 40% of open space. The open space will preserve 2.83-acres of...
the bayou, floodplain, and wetlands along with an additional 1.1-acres of general open areas. This brings the total amount to 3.93-acres, which grants the 25% density bonus, which afford the developer a total of 26-units.

A sidewalk is proposed along the southern edge of the roadway.

**Setbacks**

The developer is proposing setbacks that align with both Lincoln Pines and Stonewater. A departure request is proposed.

**Elevation Rendering**
Signage & Lighting

The developer is proposing an entrance sign and streetlight that both comply with current ordinance requirements.

Landscaping Buffer

The developer is proposing to maintain existing trees around the perimeter as much as possible. In the few areas where they do not exist, or cannot be saved, new screening trees will be planted.

DEPARTURE REQUESTS

The developer is requesting 1 departure from the zoning ordinance, as well as two exceptions to the Private Road Ordinance. That said, while the Planning Commission can provide a recommendation to the exception request for a reduced road width, the Township Board is the only governing body permitted to approve the exception.

<table>
<thead>
<tr>
<th>Section</th>
<th>Regulation</th>
<th>Developer Request</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.02 PC</td>
<td>Side yard setback shall be a minimum of 10’ with a total combined of 25’.</td>
<td>Requesting an 8’ side yard setback with a total combined of 16’.</td>
<td>The request is consistent with other residential PUD’s approved recently.</td>
</tr>
<tr>
<td>Recommends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 PC</td>
<td>Maximum number of premises on a private road shall be limited to 24 per entrance to a public road.</td>
<td>Requesting 1 entrance only from 152nd Avenue.</td>
<td>The Fire/Rescue Dept supports the request because IFC allows up to 30 dwellings per entrance.</td>
</tr>
<tr>
<td>Recommends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.C.3 PC</td>
<td>Minimum width of a private road serving more than 8 premises is 30’.</td>
<td>Requesting a 24’ width, which is consistent with three other developments within 1-mile: Bayou Pointe, Bignell Ridge, and Hunters Woods.</td>
<td>The Fire/Rescue Dept was supportive of a 26’ width, which is consistent with OCRC requirements.</td>
</tr>
<tr>
<td>Recommends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denial</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SAMPLE MOTIONS

If the Board finds the application complies with the standards, the following motion can be offered:

Motion to conditionally approve the Millhouse Bayou Condos PUD application and rezoning of 70-07-01-151-056, -011, and part of -008 from Rural Residential (RR) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Private Road Ordinance. This motion is subject to, and incorporates the following conditions and report. This is the second reading.

If the Board finds the application does not comply with the standards, the following motion can be offered:

Motion to deny the Millhouse Bayou Condos PUD application, and direct staff to draft a formal motion and report with those discussion points, which will be reflected in the meeting minutes. This will be reviewed and considered for adoption at the next meeting.

If the Board finds the applicant must make revisions, the following motion can be offered:

Motion to table the Millhouse Bayou Condos PUD application, and direct the applicant to make the following revisions:

1. List the revisions.

REPORT (TO BE USED WITH A MOTION TO APPROVE)

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 Board (the “Board”) concerning an application by Mike Bosgraaf of T Bosgraaf Homes LLC (the “Developer”) for approval of a Millhouse Bayou Condos Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of single-family attached condominiums. This 9.1-acre Project will consist of eleven two-unit attached condos and one four-unit attached condo. It will also include 3.93-acres of designated open space. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 9/21/2018, including landscaping (the “Final Landscape Plan”); collectively referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s recommendation, and the Board’s decision that the Millhouse Gardens 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 Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board 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. 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.

B. 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.

C. 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.

D. 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 Board 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.

E. 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.

F. 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.

G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.

H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate. In addition, an internal sidewalk system has been included along the south side of the private road.

I. 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.

J. 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 to reduce light pollution and preserve the rural character of the Township.

K. 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.

L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.

M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

N. As appropriate, fencing will be required by the Township, and installed by the Developer, around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.

O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

2. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 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.

3. Section 17.01.5, Section 17.02.1.B.1-4 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 two departures. The Board makes the following findings.

   A. Section 21.02 – allow an 8-foot side yard setback, totaling a 16-foot building separation.
      i. The Board finds it acceptable to allow a reduced side yard setback based on past practices of other residential PUDs, particularly those that include condominiums; and based on the preservation of open space.

4. The Grand Haven Charter Township Private Roads and Driveways Ordinance provides the standards for private road construction. Section 7 of this Ordinance permits the Board 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. The Board makes the following findings:

   A. Section 4.1 – allow 26 premises on a private road with only one entrance.
      i. The Board finds it acceptable to allow the additional two premises because the Grand Haven Charter Township Fire/Rescue Department is supportive of the request. Furthermore, Section D107.1 of the 2012 International Fire Code allows up to 30 dwellings utilizing one approved fire apparatus access road (i.e., one entrance).
      ii. That the strict application of the literal terms of the Private Road Ordinance would impose an undue and substantial hardship on the Developer and adjacent residents, and the benefits would be limited, pursuant to the findings described below.
      iii. That the aforementioned improvements to the road system would ensure adequate access for emergency vehicles.
      iv. That granting the exception would not alter the essential character of the surrounding neighborhood.
      v. That the residential units to be constructed can meet the requirements of all other applicable state and Township regulations.
      vi. Further conditions are described in Section 9 of the Report.

   B. Section 4.3.C.3 – allow a reduced roadway width of 24-feet.
      i. The Board does not find this acceptable because the minimum requirements of the Ottawa County Road Commission call for a 26-foot width.

5. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.

   A. The Project will encourage the use of land in accordance with its natural character and adaptability;

   B. The Project will promote the conservation of natural features and resources;

   C. The Project will promote innovation in land use planning and development;

   D. The Project will promote the enhancement of housing for the residents of the Township;

   E. The Project will promote greater compatibility of design and better use between neighboring properties;
F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices and community facilities in the form of a clubhouse; and
G. The Project will promote the preservation of open space.

6. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
   A. The Project meets the minimum size of five acres of contiguous land.
   B. The Project site exhibits significant natural features encompassing more than 25% of the land area of the PUD which will be preserved as a result of the PUD plan. The features include wetland and floodplain.
   C. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the ordinance impractical.

7. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
   A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff to adjacent properties, and are consistent with the Township’s groundwater protection strategies.
   B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
   C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
   D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
   E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
   F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).
   G. Street lighting will be installed in the same manner as required under the Township’s Subdivision Control Ordinance.
   H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.
   I. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
   J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
   K. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.
   L. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
   M. Outside storage of materials shall be screened from view.
   N. Signage is compliant with Section 24.13 of the Zoning Ordinance.
   O. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
P. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.

Q. The Project satisfies the minimum open space of 20 percent required by the Zoning Ordinance.

R. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.

S. The open space in the Project consists of contiguous land area which is restricted to non-development uses.

T. The open space in the Project will remain under common ownership or control.

U. The open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.

V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.

8. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 17.07.1.C of the Zoning Ordinance—Multiple Family Dwellings.

9. The Board also finds the Project shall comply with the below additional conditions as well.

A. The exception to the Private Road Ordinance shall be conditioned upon the following:

   i. The private road must have a 66-foot right-of-way for the entire length of the road.

   ii. The private road must have a subbase of granular material (MDOT Class II), which is at least 12” in depth for the entire length of the road.

   iii. The private road must have an aggregate base course of compacted gravel, crushed concrete, slag, or similar material which is at least 6” in depth for the entire length of the road.

   iv. The private road must have a bituminous paving overlay of the base course which is at least 2½” in depth for the entire length of the road; and the bituminous mixture or content must also meet or exceed the current standards of the Ottawa County Road Commission.

   v. The minimum width of the subbase, aggregate base course, and bituminous paving overlay shall be at least 26-feet for the entire length of the road.

   vi. The private road shall have a vertical clearance of at least 13-feet for the entire length of the road.

   vii. The private road must be “clear and passable” for an additional two-feet on each side of the road, which means it shall be free of brush, shrubs, trees, obstructions, or any other debris.

   viii. The private road shall end in a cul-de-sac with a minimum 40-foot radius.

   ix. No occupancy permit for any building accessed by the private road shall be issued until the owner’s engineer has certified to the Township that the private road has been constructed in compliance with all of the aforementioned requirements.

   x. The owner(s) of the property adjacent to the private road shall execute a Private Road Maintenance Agreement, which will be drafted by the Township Attorney and recorded with the Ottawa County Register of Deeds. A copy of which shall be provided to any purchase of property served by the private road. The maintenance provisions (e.g., snow removal, tree trimming, tree removal, and reconstruction) shall apportion the maintenance responsibilities among the appropriate property owners. The special assessment portion of the agreement must be signed by all owners of record of all the property to be served by
the private road at the time of application. The agreement shall provide that if the private road is not maintained in accordance with exception, the Township shall have the option but not the obligation to establish a special assessment district to fund the required improvements. The agreement shall provide that all of the signatories and their successors shall be deemed in favor of the special assessment district, and all their property shall be included within said district.

xi. The name of a private road shall be established only with the approval of the Township’s Fire/Rescue Department in order to avoid confusion or duplication of names.

xii. The property shall not be divided or split inasmuch as an additional split would increase the private road non-conformity.

xiii. The property shall meet all other environmental, building, and zoning requirements that may arise during the course of the home construction.

xiv. The property owner and Township shall enter into an agreement based upon this motion, which agreement shall be recorded with the Ottawa County Register of Deeds.

B. All dwellings shall be constructed a minimum of 3-feet above the Base Flood Elevation as determined by the FEMA NFIP Map with a 12/16/2011 effective date.

C. The Condominium Master Deed, Bylaws, and Exhibit B documents must be submitted to the Township for review and approval prior to obtaining a building permit.

D. The open space must be set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance. Said conveyance shall be submitted to the Township for review and approval prior to obtaining an occupancy permit.

E. Must obtain permits from all applicable agencies including, the Ottawa County Road Commission and Ottawa County Water Resources Commissioner. Permits shall be obtained before building permits are issued.

F. 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.

G. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County, and Township laws, rules, and ordinances.

H. 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.

I. In the event of a conflict between the Documentation and these conditions, these conditions shall control.
Community Development Memo

DATE: November 7, 2018

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Millhouse Bayou Outlot – Rezoning (RR to R-2) – 0.55 Acres Only

BACKGROUND

The applicant, Mike Bosgraaf (developer of the Millhouse Bayou Condos PUD), wants to divide one of the parcels comprising the project site to create an outlot that has an existing dwelling. This property is located at 14100 152nd Avenue and is 1.18-acres in size. Applicant is proposing to divide and rezone 0.55-acres from RR to R-2 in order to comply with the minimum lot width requirement. The remainder of the land would be included in the PUD rezoning. On October 22nd the Board held a first reading.

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

COMPATIBILITY

Is the proposed rezoning compatible with the existing developments or zoning in the surrounding area?

Adjacent zoning:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Current Zoning</th>
<th>Existing Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>R-3</td>
<td>Duplex</td>
</tr>
<tr>
<td>South</td>
<td>RR</td>
<td>Single Family</td>
</tr>
<tr>
<td>East</td>
<td>RR</td>
<td>Single Family</td>
</tr>
<tr>
<td>West</td>
<td>R-2</td>
<td>Vacant</td>
</tr>
</tbody>
</table>
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?

The 2016 Future Land Use Map has master-planned the subject parcel for Medium Density Residential, the applicant is requesting a rezoning to R-2, which is consistent.

The Statement of Purpose for the RR district:

- The R-2 Single Family Residential District is designed to be a restrictive residential district to encourage an environment of predominately low-density single-family dwellings, together with a minimum of other residentially related facilities and activities to serve the residents in the Township. Lots or parcels in this district should be supported by certain infrastructure features, including paved roads, natural gas, municipal water, and, if available, sanitary sewer.

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 in R-2 should be supported by minimum infrastructure features including a paved road, municipal water, and if available, sanitary sewer. This property is on 152nd Avenue, which is paved, and is connected to sanitary sewer.

However, the property is not connected to municipal water. Thus, the applicant has requested a Conditional Zoning Agreement, which indicates the subject property would be connected to municipal water in exchange for being rezoned to the R-2 Single Family Residential District.

SAMPLE MOTIONS

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

**Motion to approve** the Zoning Map Amendment Ordinance and Conditional Zoning Agreement concerning the rezoning of 0.55-acres from part of parcel 70-07-01-151-008 from Rural Residential (RR) to Single Family Residential (R-2).

This is the second reading.

If the Board finds the rezoning application does not meet the applicable standards, the following motion can be offered:
Motion to deny the Bosgraaf application for a Conditional Zoning Agreement for 14100 152nd Avenue to rezone from Rural Residential (RR) to Single Family Residential (R-2) because the application does not meet the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Future Land Use Map.

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

Motion to table of the Bosgraaf application for a Conditional Zoning Agreement, and direct the applicant to address the following items:

1. List the items…

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

DATE: November 7, 2018
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Residential PUD – Lincoln Pines – Expansion

BACKGROUND

- 2014 – the Lincoln Pines PUD was approved for a 99-lot single family subdivision.
- 2016 – the first phase of 38-lots, was officially platted.
- 2018 – in January an amendment was approved to reconfigure the development and add condos, which included 72-lots and 53-units, totaling 125 units.
- 2018 – the developer acquired an additional 20-acres of land.

PROPOSAL

A PUD application has been submitted rather than a PUD Amendment because the additional land is being added, so that is why departures are being requested as well.

The additional acreage brings the total size of the development to 80-acres. Another reconfiguration is being requested, which would add more subdivision lots and relocate the condos. The new proposal would include 114 platted lots and 48 condo units, bringing the total number to 162 dwellings.

Included with this proposal is eliminating the second entrance to Lincoln Street and instead, constructing the second entrance on 144th Avenue. This design is preferred by DPW for watermain looping, and the Ottawa County Road Commission.
This would also result in the need to convert some of the public roads to private because the condo driveways are unable to meet the spacing standards of the Ottawa County Road Commission.

The development would include 16.53-acres of open space (20.7%), and still includes sidewalks in the existing portion as well as the expanded portion. Both of which would connect to the new pathways the Township will construct on 144th Avenue and Lincoln Street in 2019.

The developer is also proposing to exclude a 0.91-acre outlot from the PUD. If approved, the developer would submit an application to rezone from RR to R-1.

The site plan is included in the packet again because the OCRC recently notified the developer a 60-foot right-of-way must be provided, which shifted lots 63-69. That said, all lots remain consistent with the previous site plan.

### DEPARTURE REQUESTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Regulation</th>
<th>Developer Request</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.02</td>
<td>Side yard setback shall be a minimum of 10’ with a total combined of 25’.</td>
<td>Requesting an 8’ side yard setback with a total combined of 16’.</td>
<td>The request is consistent with existing PUD and other residential PUD’s approved recently.</td>
</tr>
<tr>
<td>4.3.C.3</td>
<td>Minimum width of a private road serving more than 8 premises is 30’.</td>
<td>Requesting a 24’ width, which is consistent with three other developments within 1-mile: Bayou Pointe, Bignell Ridge, and Hunters Woods.</td>
<td>The Fire/Rescue Dept was supportive of a 26’ width, which is consistent with OCRC requirements.</td>
</tr>
</tbody>
</table>

### SAMPLE MOTIONS

If the Board finds the application complies with the standards, the following motion can be offered:

**Motion to conditionally approve** the Lincoln Pines Expansion PUD application and rezoning of 70-07-12-400-007 from Rural Residential (RR) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Private Road Ordinance. This motion is subject to, and incorporates the following conditions and report. This is the second reading.

If the Board finds the application does not comply with the standards, the following motion can be offered:

**Motion to deny** the Lincoln Pines PUD expansion, and direct staff to draft a formal motion and report with those discussion points, which will be reflected in the
meeting minutes. This will be reviewed and considered for adoption at the next meeting.

If the Board finds the applicant must make revisions, the following motion can be offered:

Motion to table the Lincoln Pines PUD expansion and direct the applicant to make the following revisions:

1. List the revisions.

REPORT (TO BE USED WITH A MOTION TO APPROVE)

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 Board (the “Board”) concerning an application by Signature Land Development Corporation (the “Developer”) for approval of the Lincoln Pines Planned Unit Development expansion (the “Project” or the “PUD”).

The Project will consist of the existing 38 platted lots in phase 1, and in phases 2 and 3 will have an additional 76 platted lots and 48 condominium units. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 11/2/2018 and is referred to as the “Documentation,” presently on file with the Township.

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

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board 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. 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.

B. 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.

C. 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.

D. 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 Board 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.
E. 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.

F. 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.

G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.

H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate.

I. 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.

J. 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 to reduce light pollution and preserve the rural character of the Township.

K. 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.

L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.

M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

N. As appropriate, fencing will be required by the Township, and installed by the Developer, around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.

O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

2. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 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.

3. Section 17.01.5, Section 17.02.1.B.1-4 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 two departures. The Board makes the following findings.

A. Section 21.02 – allow an 8-foot side yard setback, totaling a 16-foot building separation.

   i. The Board finds it acceptable to allow a reduced side yard setback based on past practices of other residential PUDs, particularly those that include condominiums; and based on the preservation of open space.

4. 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. In doing so, the Board makes the following findings:

A. Section 4.3.C.3 – allow a reduced roadway width of 24-feet.
   i. The Board does not find this acceptable because the minimum requirements of the Ottawa County Road Commission call for a 26-foot width.

5. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
   A. The Project will encourage the use of land in accordance with its natural character and adaptability;
   B. The Project will promote the conservation of natural features and resources;
   C. The Project will promote innovation in land use planning and development;
   D. The Project will promote the enhancement of housing for the residents of the Township;
   E. The Project will promote greater compatibility of design and better use between neighboring properties;
   F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices; and
   G. The Project will promote the preservation of open space.

6. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
   A. The Project meets the minimum size of five acres of contiguous land.
   B. The Project contains two separate and distinct residential uses—single family, and attached condominiums.
   C. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the ordinance impractical.
   D. The PUD design includes innovative development concepts that substantially forward the Intent and Objectives of Section 17.01, and permits an improved layout of land uses that could not otherwise be achieved under normal zoning.

7. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
   A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff to adjacent properties, and are consistent with the Township’s groundwater protection strategies.
   B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
   C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
   D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
   E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
   F. Parking requirements for each use have been determined to be in accordance with Chapter 24
(Parking, Loading Space, and Signs).

G. Street lighting will be installed in the same manner as required under the Township’s Subdivision Control Ordinance.

H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.

I. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.

J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.

K. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.

L. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.

M. Outside storage of materials shall be screened from view.

N. Signage is compliant with Section 24.13 of the Zoning Ordinance.

O. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.

P. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.

Q. The Project satisfies the minimum open space of 20-percent required by the Zoning Ordinance.

R. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.

S. The open space in the Project consists of contiguous land area which is restricted to non-development uses.

T. The open space in the Project will remain under common ownership or control.

U. The Open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.

V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.

8. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Sections 17.07.1.A and 17.07.1.C of the Zoning Ordinance—Single Family Dwellings and Multiple Family Dwellings.

9. The Board also finds the Project shall comply with the below additional conditions as well.

   A. The Developer shall coordinate efforts with the Township to grant necessary easements for the construction of a non-motorized pathway on 144th Avenue and Lincoln Street in 2019.

   B. The Developer shall rezone the outlot to comply with minimum zoning requirements.

   C. The open space must be set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance. Said conveyance shall be submitted to the Township for review and approval prior to obtaining an occupancy permit.
D. Must obtain permits from all applicable agencies including, the Ottawa County Road Commission and Ottawa County Water Resources Commissioner. Permits shall be obtained before building permits are issued.

E. 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.

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.
Community Development Memo

DATE: November 7, 2018

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Text Amendment – Accessory Building Size Increase

BACKGROUND

On October 22nd the Board held a first reading concerning several text amendments recommended for approval by the Planning Commission, Zoning Ordinance Update Committee, and staff. However, only the size increase for accessory buildings was presented and postponed for the first reading. The remaining items were tabled and sent back to the Planning Commission for further review.

TEXT AMENDMENT

Below is the table the Board tentatively approved on October 22nd.

<table>
<thead>
<tr>
<th>Lot Area in Acres</th>
<th>Maximum Total Floor Area of the Allowed Accessory Building or Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one-half (½) acre</td>
<td>600 square feet</td>
</tr>
<tr>
<td>One-half (½) acre, but less than one (1) acre</td>
<td>1,000 square feet</td>
</tr>
<tr>
<td>One (1) acre, but less than two (2) acres</td>
<td>1,500 square feet</td>
</tr>
<tr>
<td>Two (2) acres, but less than five (5) acres</td>
<td>2,000 square feet</td>
</tr>
<tr>
<td>Five (5) acres, but less than ten (10) acres</td>
<td>2,500 square feet</td>
</tr>
<tr>
<td>Ten (10) acres, but less than fifteen (15) acres</td>
<td>3,000 square feet</td>
</tr>
<tr>
<td>Fifteen (15) acres, but less than twenty (20) acres</td>
<td>3,500 square feet</td>
</tr>
<tr>
<td>Twenty (20) acres or more</td>
<td>4,000 square feet</td>
</tr>
<tr>
<td>Every additional five acres:</td>
<td>2,000 additional square feet</td>
</tr>
</tbody>
</table>
If the Board supports the proposed text amendment, the following motion can be offered:

**Motion to approve** the Zoning Text Amendment Ordinance (*draft date 10/22/18*) to increase the minimum square footage allowance for accessory buildings in the Grand Haven Charter Township Zoning Ordinance. **This is the second reading.**

If the Board opposes the proposed text amendment, the following motion can be offered:

**Motion to deny** the proposed Zoning Text Amendment Ordinance to increase the minimum square footage allowance for accessory buildings.

If the Board does not have enough information to make a determination, the following motion can be offered:

**Motion to table** the proposed Zoning Text Amendment Ordinance, and direct staff to make the following revisions:

1. *List the revisions.*

Please contact me if this raises questions.
DATE: November 1, 2018

TO: Township Board

FROM: Bill

SUBJECT: 2019 Fiscal Year – Special Assessments

Each year, Grand Haven Charter Township is required to hold a public hearing on certain improvements that have been previously approved through “special assessments” or to place certain delinquent payments on special assessment rolls. This hearing authorizes the Township to include these costs on the Winter Tax bills, which are mailed on December 1st.

Attached, please find the following resolutions that approve the listed special assessments rolls:

1. Resolution 18-11-01 approving the 2018 Police Services Special Assessments Roll;
2. Resolution 18-11-02 approving the 2018 Sewer Special Assessments Roll;
3. Resolution 18-11-03 approving the 2018 Storm Drains Special Assessments Roll;
4. Resolution 18-11-04 approving the 2018 Delinquent Water and Sewer Payments Special Assessments Roll;
5. Resolution 18-11-05 approving the 2018 Street Lighting Special Assessments Roll;
6. Resolution 18-11-06 approving 2018 Street Paving Special Assessments Roll; and,
7. Resolution 18-11-07 approving the 2018 Delinquent Rubbish Cleanup Special Assessments Roll.

All of these collections have been previously affirmed by the Board through the Special Assessment process; state statutes (e.g., Michigan Drain Code); and/or local ordinances (e.g., Sewer Ordinance). The actual assessment rolls were made available for public review and will also be available at Monday’s Board meeting.

The actual monies that will be collected from these assessments are as follows:

- Police Services SAD roll total = $ 428,635.74
- Sanitary Sewer SAD roll total = $ 40,326.62
- Storm Drains SAD roll total = $ 56,121.21
- Delinquent Water/Sewer SAD roll total = $ 1,488.20
- Street Lighting SAD roll total = $ 116,193.41
- Street Paving SAD roll total = $ 6,328.63
- Delinquent Rubbish Collection SAD roll total = $ 300.00
The Board will need to have a separate roll call vote on each of the aforementioned resolutions.

If there are any questions or comments prior to the meeting, please contact me at your convenience.
Resolution 18-11-01

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by _______________ and seconded by ________________:

RESOLUTION #18-11-01
Approval of the Police Services Special Assessment Roll for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for the Township-wide Police Services special assessment district; and

WHEREAS, the Director of Assessing submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and
WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the Police Services special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Director of Assessing, on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, for police services with a $428,635.74 estimated service charge for the 2019 calendar year be, and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on September 1st following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. In order to avoid further requirements to send notices by first class mail for subsequent annual assessments, the Board will hold a public hearing on the second Monday in November (except for Presidential Election years when the annual public hearing will be held in conjunction with the budget hearing on the fourth Monday in October) and make a redetermination for the levy of the following year for police services without mailed notice, except for compliance with the Open Meetings Act, provided any increase in such levy does not exceed the estimated annual incremental cost increases by more than 10%. However, if an increase in the levy in any year will exceed the estimated annual incremental cost increase by more than 10%, a notice of redetermination will be mailed to property owners.

5. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.
Dated: November 12, 2018

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk
Resolution 18-11-02

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by _______________ and seconded by ________________:

RESOLUTION #18-11-02
Approval of the Sewer Special Assessment Roll for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for sewer extensions and sewer connections; and

WHEREAS, the Director of Assessing submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and
WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the sewer extension and sewer connections special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Director of Assessing, on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, for sewer extensions and sewer connections in an estimated amount of $40,326.62 as the estimated charge for the 2018 calendar year be and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on September 1 following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: November 12, 2018

Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk
Resolution 18-11-03

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by ______________ and seconded by ________________:

RESOLUTION #18-11-03
Approval of the Storm Drain Assessment Rolls for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for the Vincent Drain district, Hiawatha Drain District and the Gilleans Drain district; and
WHEREAS, the Deputy Treasurer submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the Vincent, Gilleans, and Hiawatha Storm Drain special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Director of Assessing, on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, the Drain special assessment districts in the amount of $56,121.21 as the estimated service charges for the 2018 calendar year be, and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on September 1 following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: November 12, 2018

____________________________________
Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

______________________________
Laurie Larsen, Township Clerk
Resolution 18-11-04

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:
ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by _______________ and seconded by _______________:

RESOLUTION #18-11-04

Approval of the Delinquent Water and Sewer Bills Roll for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for the delinquent water and sewer bills; and
WHEREAS, the Director of Assessing submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the delinquent water and sewer special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Director of Assessing, on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, for delinquent utility bills in an amount of $1,488.20 as the estimated service charge for the 2019 calendar year be, and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on September 1 following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:
RESOLUTION DECLARED ADOPTED.

Dated: November 12, 2018

____________________________________
Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

____________________________________
Laurie Larsen, Township Clerk
Resolution 18-11-05

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by _______________ and seconded by _________________:

RESOLUTION #18-11-05

Approval of the Street Lighting Special Assessment Roll for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for the street lighting districts; and
WHEREAS, the Director of Assessing submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the Street Lighting special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Deputy Treasurer on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, for street lighting within the street lighting special assessment districts in an amount of $116,193.41 as the estimated service charge for the 2018 calendar year, be and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on September 1 following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: November 12, 2018

____________________________________
Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

____________________________________
Laurie Larsen, Township Clerk
Resolution 18-11-06

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by ___________ and seconded by ________________:

RESOLUTION #18-11-06

Approval of the Street Paving Special Assessment Roll for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for the one street paving district; and
WHEREAS, the Director of Assessing submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the street paving special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Director of Assessing, on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, for road paving special assessment district in an amount of $6,328.63 as the estimated charge for the 2019 calendar year, be and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment rolls the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on the September 1 following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: November 12, 2018

Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

____________________________________
Laurie Larsen, Township Clerk
Resolution 18-11-07

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 12th day of November 2018, at 7:00 p.m., local time.

PRESENT:  
ABSENT:  

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was a public hearing on the redetermination of the levy for the Township-wide Police Services Special Assessment District and the various street lighting, sewer, water, street paving, and storm drains still in operation within the Township and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

The Supervisor noted that public notice of the Special Assessment hearing had been given by complying with the provisions of Michigan law. Specifically, the Supervisor noted that proper publication had taken place in the Grand Haven Tribune on Friday, November 2, 2018.

The Supervisor then opened the public hearing with regard to the special assessment roll for police services, various street lighting, sewer, water, street paving, and storm drains still in operation within the Township, and placing delinquent water, sewer and rubbish cleanup bills on the tax roll.

Comments were received from people present, if any, with respect to the various assessment rolls. The Supervisor then asked if there were any written objections and the Clerk reported on those written objections received and those previously filed, if any.

The Supervisor then closed the hearing on the proposed 2018 special assessment rolls.

Discussion followed with respect to the comments made at the public hearing, if any, and the special assessment rolls for said special assessment districts. After completion of this discussion and certain other business, the following resolution was offered by _______________ and seconded by _______________:  

RESOLUTION #18-11-07

Approval of the Delinquent Rubbish Cleanup Bills Roll for Fiscal Year 2019

WHEREAS, the Director of Assessing, on behalf of the Supervisor, has prepared a special assessment roll for the delinquent rubbish cleanup bills; and
WHEREAS, the Director of Assessing submitted a special assessment roll, report and certificate in accordance with the instructions specified by this Township Board; and

WHEREAS, the Township Board, on the receipt of such items, held a public hearing on November 12, 2018, at 7:00 p.m., local time, at the Grand Haven Charter Township Hall, located at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan to review and hear any objections to the special assessment roll; and

WHEREAS, proper notice of said hearing was given by publication, all in accordance with the terms and state law; and

WHEREAS, the Board did meet at the time and place of the public hearing to review the delinquent water and sewer special assessment roll and hear any objections and other matters related to the special assessment roll;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The special assessment roll prepared and submitted by the Grand Haven Charter Township Director of Assessing, on behalf of the Supervisor, with amendments or corrections made, if any, by this Board, for delinquent rubbish cleanup bills in an amount of $300.00 as the estimated service charge for the 2019 calendar year be, and the same is hereby ratified, confirmed, and adopted. The Township Clerk is hereby directed to endorse on the assessment roll the fact the roll has been confirmed as of the date of this meeting.

2. The special assessment for operation purposes shall be billed December 1st of 2018 and shall be payable on or before February 14th of the following year.

3. Any installment not paid on September 1 following the date it was due shall be transferred, together with all penalties, to the Township tax roll as is provided in Act 188 of 1954, as amended.

4. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:
RESOLUTION DECLARED ADOPTED.

Dated: November 12, 2018

____________________________________
Laurie Larsen, Township Clerk
CERTIFICATE

I, the undersigned, the duly qualified and Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 12th day of November 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

____________________________________
Laurie Larsen, Township Clerk
Community Development Memo

DATE: November 8, 2018
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Tentative Preliminary Plat – Lincoln Pines Sub No. 2

BACKGROUND

The Lincoln Pines PUD was originally approved in July 2014. Phase 1 was platted in September 2016 for 38 lots. The developer is now proposing to plat Phase 2, which will consist of 56 lots. The Land Division Act and Township Subdivision Control Ordinance govern the platting process.

PLATTING PROCESS

Platting consists of a 4-step process, which is described below along with pertinent details. Generally, because the project was initially approved through a PUD the Township’s obligation is just to ensure the proposed plat is consistent with the approved plans, and staff has confirmed the two sets of plans are identical.

1. Tentative Preliminary Plat Approval
   - Planning Commission must hold a public hearing and make a recommendation to approve or disapprove
   - Township Board must tentatively approve or disapprove the Plat

2. Construction Plan Approval
   - Staff reviews infrastructure plans and submits for permitting (*i.e.*, roads and underground utilities)

3. Preliminary Plat for Final Approval
   - Township Board must approve or reject the Plat
     - If approved, the developer can begin installing infrastructure

4. Final Plat Approval
   - Township Board must approve if Final Plat substantially conforms to the Preliminary Plat

The Planning Commission is only involved in the first step of the platting process, afterwards it is handled by staff and the Township Board.
The developer must submit the following documents to comply with the Subdivision Control Ordinance:

- Declaration of Restrictive Covenants
  - Submitted, and approved by Township Attorney
- Existing Conditions Plan
- Proposed Conditions Plan
- Affidavit of Ownership

The Planning Commission is required to take action, and make a recommendation, within 60 days (submitted on 9/14/2018), and the Board must take action within 90 days of receiving the Planning Commission’s recommendation. On October 15th the Planning Commission recommended the Board approve the Tentative Preliminary Plat for Lincoln Pines Sub No. 2.

**SAMPLE MOTIONS**

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

**Motion to approve** the Tentative Preliminary Plat for Lincoln Pines Subdivision No. 2 based on the application meeting applicable requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance.

If the Board finds the application does not meet the applicable standards, the following motion can be offered:

**Motion to disapprove** the Tentative Preliminary Plat for Stonewater Subdivision No. 1 because the application does not meet the applicable requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance.

Please contact me if this information raises questions or concerns.
DATE: November 5, 2018

TO: Township Board

FROM: Bill Cargo / Mark VerBerkmoes

SUBJECT: Donation Policy

The Parks and Recreation Committee recommended approval of the attached donation policy (i.e., Resolution 18-11-08). The policy follows many of the aspects of the donation policy for the City of Grand Haven.

At this stage, this policy is expected to be rarely used. However, the public will be informed of the possibility of donating material … including memorial donations.

The attached policy does not apply to donations of land, buildings or art, which must be approved by the Township Board

If the Board supports the donation policy, the following motion can be offered:

Move to recommend approve and adopt Resolution 18-11-08, which approves a donation policy for the Township.

If you have any questions or comments prior to the Board meeting, please contact either Cargo or VerBerkmoes.
Grand Haven Charter Township Donation Policy

Purpose

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, trees, public art, monuments, drinking fountains and flags. This policy does not apply to buildings or land. Grand Haven Charter Township (hereinafter the “Township”) desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Township owned property.

Standards for Donations

Appearance and Aesthetics
The Township and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and/or their associated acknowledgments should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance
Donated elements and/or their associated acknowledgement become Township property. Accordingly, the Township has the duty to maintain the donation only for the expected life cycle of the donation. If current contact information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Acceptance of donations confers no obligation on the Township, and the decision to restore, relocate or remove donations at any time will be at the sole discretion of the Township.

Repair
The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost
The Township has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements.

The Township also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Township facilities. Consequently, the Township will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated elements during their expected life expectancy.
Procedure for Making a Donation

The Township Superintendent will approve or deny all donation requests. The Department of Public Services will manage all donations located on Township property.

Application
Potential donors or a donor’s representative will complete an application form (see attached). Applications are available at the Township offices. Completed applications will be made to the Township Superintendent for review and processing.

Prior to preparing an application, the donor may contact the Township Superintendent to discuss a proposed donation. An informal screening may assist the potential donor in determining if a gift will meet the criteria contained in this policy.

Criteria for Acceptance

Plan
To accept donation of an element for a specific facility, a plan may exist showing the available locations for donated elements. If no plan exists then the Township may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. Some facilities may be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques
Donation acknowledgments and memorial plaques will be made of bronze and must be approved and purchased through the Township. Donation acknowledgements/memorial plaques will be approved by the Director of Public Services and/or the Township Superintendent and manufactured by a Township approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, Township staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be of good quality and refined.

Benches, bicycle racks, picnic tables and drinking fountains
Benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Department of Public Services in accordance with an available site plan. Items donated must be of a product approved by the Department of Public Services, and these items become Township property at time of purchase and/or installation.

Street, park, or pathway benches will be 8-foot in length; recycled plastic slats; ductile iron frame, surface attached to concrete pad (i.e., 12’ x 6’)

Trees
Landscaping and plant selection for facilities is vital for the Township of Grand Haven. Accordingly, the size and species of tree(s) donated shall be limited to those determined by the
Township. Trees will only be accepted for areas that have active irrigation systems in place or if 20-gallon, slow release watering bags can be used for root establishment.

**Monuments**
Upright monuments must be approved by the Township Board prior to their installation in any Township facility or on any Township property.

**Flags**
Flags may be sited in locations approved by the Department of Public Services. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated flags must be of a size and quality suitable for the site and the environment in which it is to be located. Flags will be subject to replacement, paid for by the donor at the time when Township staff determines replacement is needed.

**Interpretative signs**
Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

**Other donations**
This policy is not inclusive and there may be types of donations that do not fit neatly into any category presented herein. The Township may accept those donations subject to a review by the Department of Public Services, Township Superintendent, and Township Board. The Township Superintendent may, at their discretion, bring any donation proposal to the appropriate board or committee for review and recommendation.

**Buildings, structures, and public art**
Donated buildings, structures (*including playgrounds*) and public art are subject to full review and approval of the appropriate committee and Township Board and are not considered as part of this policy.

**Conditions**

**Installation**
A licensed contractor or Township staff will complete installation of donated elements, including the donor acknowledgement/memorial plaques. The installation will be scheduled at a time and date as determined by the Department of Public Services so as not to unnecessarily interfere with routine maintenance activities.
**Removal and/or Relocation**
The Township reserves the right to remove and/or relocate donated elements and their associated donation acknowledgements/memorial plaques. The Township will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, removing or relocated donated elements.

**Maintenance and Repair**
The long-term care and maintenance of donated elements is important to both the donor and the Township.

**End of Life Cycle**
At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The Township reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the Township has not been able to contact the original donor.

It is in the Township’s interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Department of Public Services determines replacement is needed.

This policy shall not apply to land or building donations.
DONATION APPLICATION

Name: __________________________________________

Mailing Address: ______________________________________

Telephone No.: (_____ ) ____________________  Cell No.: (_____ ) ______________

Email Address: ______________________________________

Acknowledgement and Signature

By signing this application, I confirm that I have read the Township Policy regarding donations and that I understand and concur with the policy. By signing, I also declare that I am the individual requesting to make the donation or that I am an appointed representative of the individual or group that desires to make a donation to the Charter Township of Grand Haven.

The Township truly appreciates the generosity of donors who wish to make ours a finer community for all. Without exception, the Township reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation.

Name: __________________________Date of Submittal: ______________

Item(s) Desired to be Considered for Donation

☐ Bench(s) (cost + $500)    ☐ Tree(s) (cost + $300)
☐ Trash/Recycling Bins (cost + $500)    ☐ Picnic Table(s) (cost + $500)
☐ Art (Cost + To Be Determined)    ☐ Other (cost + To Be Determined)

Donor Plaque – Message and Name(s) to Appear (Cost + $75)

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
### Location(s) Desired to be Considered for Proposed Donation

| ☐ Hofma Park | ☐ Hofma Preserve |
| ☐ Pottawatomie Park | ☐ Mercury Park |
| ☐ Bignell Park | ☐ Public Service Facility |
| ☐ Administrative Building Complex | ☐ Fire/Rescue Station |

☐ Pathway Location ________________________________

---

i “Other” includes bike rakes, water fountains, public art, structures (including playground equipment), signs or any other donation not specifically listed.
<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY BUILDING</td>
<td>P18BU0423 15283 GROESBECK ST</td>
<td>$7,500</td>
<td>$168.00</td>
</tr>
<tr>
<td></td>
<td>P18BU0459 13759 HOFMA DR</td>
<td>$15,000</td>
<td>$211.15</td>
</tr>
<tr>
<td></td>
<td>P18BU0461 14030 HEMLOCK SPRINGS PVT</td>
<td>$6,700</td>
<td>$168.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$29,200</strong></td>
<td><strong>$547.15</strong></td>
</tr>
<tr>
<td>ADDITIONS</td>
<td>P18BU0389 14866 152ND AVE</td>
<td>$6,000</td>
<td>$105.00</td>
</tr>
<tr>
<td></td>
<td>P18BU0419 15927 TREELINE DR PVT</td>
<td>$35,000</td>
<td>$348.15</td>
</tr>
<tr>
<td></td>
<td>P18BU0455 13752 168TH AVE</td>
<td>$60,030</td>
<td>$526.25</td>
</tr>
<tr>
<td></td>
<td>P18BU0468 14575 MERCURY DR</td>
<td>$21,500</td>
<td>$259.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$122,530</strong></td>
<td><strong>$1,238.50</strong></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>P18AD0039 13441 WINDCREST LN</td>
<td>$0</td>
<td>$14.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$0</strong></td>
<td><strong>$14.00</strong></td>
</tr>
<tr>
<td>AG EXEMPT</td>
<td>P18AG0005 16342 LINCOLN ST</td>
<td>$0</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$0</strong></td>
<td><strong>$20.00</strong></td>
</tr>
<tr>
<td>ALTERATIONS</td>
<td>P18BU0436 10511 LAKESHORE DR</td>
<td>$160,000</td>
<td>$1,108.40</td>
</tr>
<tr>
<td></td>
<td>P18BU0443 16159 MERCURY DR</td>
<td>$18,080</td>
<td>$238.55</td>
</tr>
<tr>
<td></td>
<td>P18BU0453 15723 LAKE AVE</td>
<td>$5,000</td>
<td>$89.25</td>
</tr>
<tr>
<td></td>
<td>P18BU0465 12652 RETREAT DR PVT</td>
<td>$21,294</td>
<td>$259.10</td>
</tr>
<tr>
<td></td>
<td>P18BU0472 13645 PINEWOOD DR</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$259,012</strong></td>
<td><strong>$2,265.60</strong></td>
</tr>
<tr>
<td>BASEMENT FINISH</td>
<td>P18BU0427 14961 PINE RIDGE RD</td>
<td>$5,500</td>
<td>$105.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$5,500</strong></td>
<td><strong>$105.00</strong></td>
</tr>
<tr>
<td>DECK</td>
<td>P18BU0125 14229 CRICKLEWOOD RD</td>
<td>$3,500</td>
<td>$73.50</td>
</tr>
<tr>
<td></td>
<td>P18BU0439 14635 178TH AVE</td>
<td>$3,500</td>
<td>$73.50</td>
</tr>
<tr>
<td></td>
<td>P18BU0440 14746 154TH AVE</td>
<td>$2,560</td>
<td>$63.00</td>
</tr>
<tr>
<td></td>
<td>P18BU0445 15382 COLEMAN AVE</td>
<td>$150</td>
<td>$36.75</td>
</tr>
</tbody>
</table>
### Building Permit Report - Monthly

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18BU0460</td>
<td>16379 MERCURY DR</td>
<td>$3,855</td>
<td>$73.50</td>
</tr>
<tr>
<td>P18DE0022</td>
<td>15429 LAKE AVE</td>
<td>$0</td>
<td>$20.00</td>
</tr>
<tr>
<td>P18DE0023</td>
<td>17665 BRUCKER ST</td>
<td>$0</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**DEMOlITION**

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18DE0022</td>
<td>15429 LAKE AVE</td>
<td>$0</td>
<td>$20.00</td>
</tr>
<tr>
<td>P18DE0023</td>
<td>17665 BRUCKER ST</td>
<td>$0</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**ELEcTICAL**

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18EL0565</td>
<td>15066 SANDSTONE RD</td>
<td>$0</td>
<td>$122.00</td>
</tr>
<tr>
<td>P18EL0566</td>
<td>15487 LINCOLN ST</td>
<td>$0</td>
<td>$266.00</td>
</tr>
<tr>
<td>P18EL0567</td>
<td>17025 TIMBER DUNES DR</td>
<td>$0</td>
<td>$195.00</td>
</tr>
<tr>
<td>P18EL0568</td>
<td>15906 RIDGEFIELD ST</td>
<td>$0</td>
<td>$50.00</td>
</tr>
<tr>
<td>P18EL0569</td>
<td>11533 144TH AVE</td>
<td>$0</td>
<td>$108.00</td>
</tr>
<tr>
<td>P18EL0571</td>
<td>15927 TREELINE DR PVT</td>
<td>$0</td>
<td>$106.00</td>
</tr>
<tr>
<td>P18EL0572</td>
<td>15000 WESTRAY ST</td>
<td>$0</td>
<td>$60.00</td>
</tr>
<tr>
<td>P18EL0573</td>
<td>13125 WILDVIEW DR</td>
<td>$0</td>
<td>$221.00</td>
</tr>
<tr>
<td>P18EL0574</td>
<td>13005 WILDVIEW DR</td>
<td>$0</td>
<td>$221.00</td>
</tr>
<tr>
<td>P18EL0575</td>
<td>14514 ANGELUS CIR</td>
<td>$0</td>
<td>$55.00</td>
</tr>
<tr>
<td>P18EL0576</td>
<td>16891 JOHNSON ST</td>
<td>$0</td>
<td>$78.00</td>
</tr>
<tr>
<td>P18EL0577</td>
<td>MARCUSSE CONSTRUCTION COMPANY LLC</td>
<td>$0</td>
<td>$269.00</td>
</tr>
<tr>
<td>P18EL0578</td>
<td>15015 COPPER CT</td>
<td>$0</td>
<td>$269.00</td>
</tr>
<tr>
<td>P18EL0579</td>
<td>11490 LAKESHORE DR</td>
<td>$0</td>
<td>$84.00</td>
</tr>
<tr>
<td>P18EL0580</td>
<td>10369 LAKESHORE DR</td>
<td>$0</td>
<td>$200.00</td>
</tr>
<tr>
<td>P18EL0581</td>
<td>10209 LAKESHORE DR</td>
<td>$0</td>
<td>$261.00</td>
</tr>
<tr>
<td>P18EL0582</td>
<td>15000 LAKESHORE DR</td>
<td>$0</td>
<td>$60.00</td>
</tr>
<tr>
<td>P18EL0583</td>
<td>14608 LAKESHORE DR</td>
<td>$0</td>
<td>$306.00</td>
</tr>
<tr>
<td>P18EL0584</td>
<td>13752 168TH AVE</td>
<td>$0</td>
<td>$202.00</td>
</tr>
<tr>
<td>P18EL0585</td>
<td>16847 WATERSEDGE DR</td>
<td>$0</td>
<td>$116.00</td>
</tr>
<tr>
<td>P18EL0586</td>
<td>12236 LAKESHORE DR</td>
<td>$0</td>
<td>$122.00</td>
</tr>
<tr>
<td>P18EL0587</td>
<td>17272 ROBBINS RD BLDG S</td>
<td>$0</td>
<td>$397.00</td>
</tr>
<tr>
<td>P18EL0588</td>
<td>15303 CANTERBURY LN PVT</td>
<td>$0</td>
<td>$134.00</td>
</tr>
<tr>
<td>P18EL0589</td>
<td>15723 LAKE AVE</td>
<td>$0</td>
<td>$62.00</td>
</tr>
<tr>
<td>P18EL0590</td>
<td>12491 JANSMA DR</td>
<td>$0</td>
<td>$64.00</td>
</tr>
<tr>
<td>P18EL0591</td>
<td>11664 GARNSEY AVE</td>
<td>$0</td>
<td>$130.00</td>
</tr>
<tr>
<td>P18EL0592</td>
<td>12652 RETREAT DR PVT</td>
<td>$0</td>
<td>$60.00</td>
</tr>
<tr>
<td>P18EL0593</td>
<td>9981 HIWATHA DR</td>
<td>$0</td>
<td>$66.00</td>
</tr>
</tbody>
</table>

**Total Permits For Type:**
- **DEMOlITION:** 5 Permits
- **ELEcTICAL:** 28 Permits

- **Total Estimated Cost:** $13,565
- **Total Permit Fee:** $320.25
- **Total Permits:** 28
### Estimated Cost

<table>
<thead>
<tr>
<th>Description</th>
<th>Address</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P18ZL0093 DUARTE THEODORE</td>
<td>16096 ROBBINS RD</td>
<td>$4,655</td>
</tr>
<tr>
<td>P18ZL0095 DELACRUZ SHAUN A</td>
<td>13654 148TH AVE</td>
<td>$7,000</td>
</tr>
<tr>
<td>P18ZL0097 SCHMIDT JAMES A</td>
<td>15704 FERRIS ST</td>
<td>$1,300</td>
</tr>
<tr>
<td>P18ZL0102 SCHMIDT APRIL</td>
<td>14465 ANGELOUS CIR</td>
<td>$0</td>
</tr>
<tr>
<td>P18ZL0103 LACOMBE TRAVIS-KELLI THOMPSON</td>
<td>15245 MEADOWWOOD DR</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>MANUFACTURED HOME SET-UP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P18BU0473 RIVER HAVEN OPERATING COMPANY LLC14449 STILLWATER DR</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0474 RIVER HAVEN OPERATING COMPANY LLC13735 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0475 RIVER HAVEN OPERATING COMPANY LLC13670 BLUEWATER COVE</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0476 RIVER HAVEN OPERATING COMPANY LLC13754 CLEARWATER LANE</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0477 RIVER HAVEN OPERATING COMPANY LLC13682 BLUEWATER COVE</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0478 RIVER HAVEN OPERATING COMPANY LLC13588 SILVERBROOK DR</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0479 RIVER HAVEN OPERATING COMPANY LLC13624 SILVERBROOK DR</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0480 RIVER HAVEN OPERATING COMPANY LLC13750 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0481 RIVER HAVEN OPERATING COMPANY LLC13780 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0482 RIVER HAVEN OPERATING COMPANY LLC13790 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0483 RIVER HAVEN OPERATING COMPANY LLC13860 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0484 RIVER HAVEN OPERATING COMPANY LLC13870 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0485 RIVER HAVEN OPERATING COMPANY LLC13880 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0486 RIVER HAVEN OPERATING COMPANY LLC13900 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0487 RIVER HAVEN OPERATING COMPANY LLC13910 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0488 RIVER HAVEN OPERATING COMPANY LLC13970 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0489 RIVER HAVEN OPERATING COMPANY LLC13809 SUNSET PLACE</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0490 RIVER HAVEN OPERATING COMPANY LLC13865 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0491 RIVER HAVEN OPERATING COMPANY LLC13915 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
<tr>
<td>P18BU0492 RIVER HAVEN OPERATING COMPANY LLC13945 RIVER HAVEN BLVD</td>
<td>$1,400</td>
<td>$92.00</td>
</tr>
</tbody>
</table>

**Total Permits For Type:** 20

### Permit Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Address</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P18ZL0093 DUARTE THEODORE</td>
<td>16096 ROBBINS RD</td>
<td>$25.00</td>
</tr>
<tr>
<td>P18ZL0095 DELACRUZ SHAUN A</td>
<td>13654 148TH AVE</td>
<td>$25.00</td>
</tr>
<tr>
<td>P18ZL0097 SCHMIDT JAMES A</td>
<td>15704 FERRIS ST</td>
<td>$25.00</td>
</tr>
<tr>
<td>P18ZL0102 SCHMIDT APRIL</td>
<td>14465 ANGELOUS CIR</td>
<td>$25.00</td>
</tr>
<tr>
<td>P18ZL0103 LACOMBE TRAVIS-KELLI THOMPSON</td>
<td>15245 MEADOWWOOD DR</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>MANUFACTURED HOME SET-UP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P18BU0473 RIVER HAVEN OPERATING COMPANY LLC14449 STILLWATER DR</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0474 RIVER HAVEN OPERATING COMPANY LLC13735 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0475 RIVER HAVEN OPERATING COMPANY LLC13670 BLUEWATER COVE</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0476 RIVER HAVEN OPERATING COMPANY LLC13754 CLEARWATER LANE</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0477 RIVER HAVEN OPERATING COMPANY LLC13682 BLUEWATER COVE</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0478 RIVER HAVEN OPERATING COMPANY LLC13588 SILVERBROOK DR</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0479 RIVER HAVEN OPERATING COMPANY LLC13624 SILVERBROOK DR</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0480 RIVER HAVEN OPERATING COMPANY LLC13750 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0481 RIVER HAVEN OPERATING COMPANY LLC13780 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0482 RIVER HAVEN OPERATING COMPANY LLC13790 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0483 RIVER HAVEN OPERATING COMPANY LLC13860 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0484 RIVER HAVEN OPERATING COMPANY LLC13870 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0485 RIVER HAVEN OPERATING COMPANY LLC13880 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0486 RIVER HAVEN OPERATING COMPANY LLC13900 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0487 RIVER HAVEN OPERATING COMPANY LLC13910 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0488 RIVER HAVEN OPERATING COMPANY LLC13970 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0489 RIVER HAVEN OPERATING COMPANY LLC13809 SUNSET PLACE</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0490 RIVER HAVEN OPERATING COMPANY LLC13865 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0491 RIVER HAVEN OPERATING COMPANY LLC13915 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td>P18BU0492 RIVER HAVEN OPERATING COMPANY LLC13945 RIVER HAVEN BLVD</td>
<td>$92.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Permits For Type:** 5

**$14,455**

### MECHANICAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Address</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MECHANICAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P18ME0495 MCVYO JASON A-HEATHER M</td>
<td>14325 WOODHAVEN CT</td>
<td>$0</td>
</tr>
<tr>
<td>P18ME0514 VANDYKE BARRY A-CYNTHIA V</td>
<td>11325 LAKESHORE DR</td>
<td>$0</td>
</tr>
<tr>
<td>P18ME0515 NORTH OTTAWA ROD &amp; GUN</td>
<td>13084 160TH AVE</td>
<td>$0</td>
</tr>
<tr>
<td>P18ME0516 MICHIGAN CONFERENCE ASSOCIATION</td>
<td>15051 177TH AVE</td>
<td>$0</td>
</tr>
<tr>
<td>P18ME0517 15700 MB LLC</td>
<td>15700 WINANS ST</td>
<td>$0</td>
</tr>
<tr>
<td>P18ME0518 FRANKUM JEFFREY-SUSAN</td>
<td>14514 ANGELOUS CIR</td>
<td>$0</td>
</tr>
<tr>
<td>P18ME0519 MICHALAK JEFFREY-MARTHA</td>
<td>10369 LAKESHORE DR</td>
<td>$0</td>
</tr>
<tr>
<td>Permit Number</td>
<td>Applicant Name</td>
<td>Address</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>P18ME0520</td>
<td>STONE MATTHEW T</td>
<td>13005 WILDVIEW DR</td>
</tr>
<tr>
<td>P18ME0521</td>
<td>TEG 43 NORTH LLC</td>
<td>17470 CRESCENT ST 206</td>
</tr>
<tr>
<td>P18ME0522</td>
<td>TEG TIMBERVIEW 1 LLC</td>
<td>17161 DUNE VIEW DR 315-BLDG B</td>
</tr>
<tr>
<td>P18ME0523</td>
<td>TEG 43 NORTH LLC</td>
<td>14954 RIDGEMOOR ST 105</td>
</tr>
<tr>
<td>P18ME0524</td>
<td>MCAFREY LINDA-BROWN BARBARA</td>
<td>13749 COTTAGE DR</td>
</tr>
<tr>
<td>P18ME0525</td>
<td>GORDON SARA TRUST</td>
<td>13463 HIDDEN CREEK DR</td>
</tr>
<tr>
<td>P18ME0526</td>
<td>SIGNATURE LAND DEVELOPMENT CORP</td>
<td>13125 WILDVIEW DR</td>
</tr>
<tr>
<td>P18ME0527</td>
<td>STENBERG SHAWN-JULIE</td>
<td>13616 STREAMSIDE CT</td>
</tr>
<tr>
<td>P18ME0528</td>
<td>MARTIN JOHN E-HOLLY L</td>
<td>15297 VINTAGE AVE</td>
</tr>
<tr>
<td>P18ME0529</td>
<td>VANKUIKEN JEFFREY-CHRISTINA</td>
<td>17107 LINCOLN ST</td>
</tr>
<tr>
<td>P18ME0530</td>
<td>SHOEMAKER ROBERT L-TERRI L</td>
<td>10507 LAKESHORE DR</td>
</tr>
<tr>
<td>P18ME0531</td>
<td>REENDERS KYLE L-ANDREA M</td>
<td>13752 168TH AVE</td>
</tr>
<tr>
<td>P18ME0532</td>
<td>STOLARSKI PAUL E-HOLLY L</td>
<td>15403 MEADOWS DR</td>
</tr>
<tr>
<td>P18ME0533</td>
<td>BRADBURN MARK-FOX LINDSAY</td>
<td>17622 BRUCKER ST</td>
</tr>
<tr>
<td>P18ME0534</td>
<td>VANDER ZEE ROBERT J-KAREN E</td>
<td>14624 PARKWOOD DR</td>
</tr>
<tr>
<td>P18ME0535</td>
<td>GOFFNETT MEGAN-MICHAEL</td>
<td>15487 LINCOLN ST</td>
</tr>
<tr>
<td>P18ME0536</td>
<td>STONE MATTHEW T</td>
<td>13005 WILDVIEW DR</td>
</tr>
<tr>
<td>P18ME0537</td>
<td>LIRONES ANTHONY-RANDI TRUST</td>
<td>15549 ROYAL OAK DR</td>
</tr>
<tr>
<td>P18ME0538</td>
<td>FITZGERALD HAROLD</td>
<td>10145 LAKESHORE DR</td>
</tr>
<tr>
<td>P18ME0539</td>
<td>HARRIS MICHELLE K-ROBERT W</td>
<td>15252 CARDINAL LN</td>
</tr>
<tr>
<td>P18ME0540</td>
<td>SCHOPP JASON J</td>
<td>15851 BUCHANAN ST</td>
</tr>
<tr>
<td>P18ME0541</td>
<td>TOBER JUDY L</td>
<td>12215 152ND AVE</td>
</tr>
<tr>
<td>P18ME0542</td>
<td>ENNENGA TRUST FUND A &amp; B</td>
<td>17025 TIMBER DUNES DR</td>
</tr>
<tr>
<td>P18ME0543</td>
<td>ROBBINS ROAD REAL ESTATE LLC</td>
<td>17272 ROBBINS RD BLDG S</td>
</tr>
<tr>
<td>P18ME0544</td>
<td>FOLTZ ROBERT M-LORI L</td>
<td>15275 FERRIS ST</td>
</tr>
<tr>
<td>P18ME0545</td>
<td>VANSLOOTEN LLOYD E</td>
<td>13452 152ND AVE</td>
</tr>
<tr>
<td>P18ME0546</td>
<td>KOBEL PAUL H-KOBEL SUZANNE D</td>
<td>11837 GARNSEY AVE</td>
</tr>
<tr>
<td>P18ME0547</td>
<td>EHLERT JOHN-ROSEANNE</td>
<td>15528 LINCOLN ST</td>
</tr>
<tr>
<td>P18ME0548</td>
<td>LEE ALLEN HOMES LLC</td>
<td>15017 COPPERWOOD DR</td>
</tr>
<tr>
<td>P18ME0549</td>
<td>KELSEY ROBERT</td>
<td>13726 LAKESHORE DR</td>
</tr>
<tr>
<td>P18ME0550</td>
<td>WILSON KEVIN-RALEY ROBIN</td>
<td>13286 RAVINE VIEW DR</td>
</tr>
<tr>
<td>P18ME0551</td>
<td>SCHAMPER GARY C</td>
<td>16890 BUCHANAN ST</td>
</tr>
<tr>
<td>P18ME0552</td>
<td>HARDY CLAUDE-ANNETTE</td>
<td>13327 GREENLEAF LN</td>
</tr>
<tr>
<td>P18ME0553</td>
<td>MILLS LOWEN-NANCY</td>
<td>17265 BUCHANAN ST</td>
</tr>
<tr>
<td>P18ME0554</td>
<td>BAKKER JEREMY-LAURA</td>
<td>15416 COMSTOCK ST</td>
</tr>
<tr>
<td>P18ME0555</td>
<td>VANSTEMPVOORT PHILLIP-MARY ELLEN</td>
<td>16040 COMSTOCK ST</td>
</tr>
<tr>
<td>P18ME0556</td>
<td>KOOPMAN GERALD J-SUSAN K</td>
<td>15534 TERRENCE ST</td>
</tr>
<tr>
<td>P18ME0557</td>
<td>GRAND HAVEN FINANCIAL CENTER LLC</td>
<td>16920 FERRIS ST</td>
</tr>
<tr>
<td>P18ME0558</td>
<td>VANDENBERG SUSAN L TRUST</td>
<td>16600 FERRIS ST</td>
</tr>
</tbody>
</table>
### Building Permit Report - Monthly

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Owner</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18ME0559</td>
<td>MOODT TRUST</td>
<td>13768 LAKE SEDGE DR</td>
<td>$0</td>
<td>$80.00</td>
</tr>
<tr>
<td>P18ME0560</td>
<td>HAMMOND SHELLY R-CECIL</td>
<td>16013 DELTA VIEW DR</td>
<td>$0</td>
<td>$80.00</td>
</tr>
<tr>
<td>P18ME0561</td>
<td>MARCUM LILLIAN I TRUST</td>
<td>14076 155TH AVE</td>
<td>$0</td>
<td>$80.00</td>
</tr>
<tr>
<td>P18ME0562</td>
<td>VANDERZANDEN JAMES-KELLI SUE</td>
<td>12681 LAKESHORE DR</td>
<td>$0</td>
<td>$110.00</td>
</tr>
<tr>
<td>P18ME0563</td>
<td>TEG TIMBERVIEW 2 LLC</td>
<td>15065 TESS CT 131-BLDG L</td>
<td>$0</td>
<td>$80.00</td>
</tr>
<tr>
<td>P18ME0564</td>
<td>OTTAWA COUNTY</td>
<td>9791 LAKESHORE DR</td>
<td>$0</td>
<td>$80.00</td>
</tr>
<tr>
<td>P18ME0565</td>
<td>LINTON TIMOTHY-SHANNON</td>
<td>12133 SANDY WOODS DR</td>
<td>$0</td>
<td>$85.00</td>
</tr>
<tr>
<td>P18ME0566</td>
<td>VAUGHAN EDWARD JR-KATHLEEN</td>
<td>11472 OAK GROVE RD</td>
<td>$0</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**Total Permits For Type:** 54  
**Total Estimated Cost:** $6,120.00  
**Total Permit Fee:** $0

### PLUMBING

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Owner</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18PL0166</td>
<td>STONE MATTHEW T</td>
<td>13005 WILDVIEW DR</td>
<td>$0</td>
<td>$229.00</td>
</tr>
<tr>
<td>P18PL0167</td>
<td>10415 158TH AVE LLC</td>
<td>15221 RACHEL CT PVT</td>
<td>$0</td>
<td>$120.00</td>
</tr>
<tr>
<td>P18PL0168</td>
<td>HANSEN KYLE R</td>
<td>15906 RIDGEFIELD ST</td>
<td>$0</td>
<td>$50.00</td>
</tr>
<tr>
<td>P18PL0169</td>
<td>HENKE TAMARA A-CAMERON</td>
<td>17063 LAKE MICHIGAN DR 17065</td>
<td>$0</td>
<td>$241.00</td>
</tr>
<tr>
<td>P18PL0170</td>
<td>REENDERS KYLE L-ANDREA M</td>
<td>13752 168TH AVE</td>
<td>$0</td>
<td>$95.00</td>
</tr>
<tr>
<td>P18PL0171</td>
<td>VERBURG JONATHAN-ELIZABETH</td>
<td>12745 152ND AVE</td>
<td>$0</td>
<td>$238.00</td>
</tr>
<tr>
<td>P18PL0172</td>
<td>ROBBINS ROAD REAL ESTATE LLC</td>
<td>17272 ROBBINS RD BLDG S</td>
<td>$0</td>
<td>$341.00</td>
</tr>
<tr>
<td>P18PL0173</td>
<td>CATLIN JOEL-WRIGHT DARNELLA</td>
<td>11664 GARNSEY AVE</td>
<td>$0</td>
<td>$123.00</td>
</tr>
<tr>
<td>P18PL0174</td>
<td>HILBER DANIEL-CELESTE</td>
<td>15322 NICKOLAS DR</td>
<td>$0</td>
<td>$68.00</td>
</tr>
<tr>
<td>P18PL0175</td>
<td>SIGNATURE LAND DEVELOPMENT CORP</td>
<td>13043 WILDVIEW DR</td>
<td>$0</td>
<td>$234.00</td>
</tr>
<tr>
<td>P18PL0176</td>
<td>SIGNATURE LAND DEVELOPMENT CORP</td>
<td>13053 WILDVIEW DR</td>
<td>$0</td>
<td>$229.00</td>
</tr>
</tbody>
</table>

**Total Permits For Type:** 11  
**Total Estimated Cost:** $1,968.00  
**Total Permit Fee:** $0

### REPLACEMENT WINDOWS/DOORS

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Owner</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18BU0428</td>
<td>SLOUMSKI MICHAEL D-SUZANNE</td>
<td>13235 RAVINE VIEW DR</td>
<td>$4,626</td>
<td>$89.25</td>
</tr>
<tr>
<td>P18BU0429</td>
<td>LUCZAK EVAN-KELLY</td>
<td>17684 ROBBINS RD</td>
<td>$3,605</td>
<td>$73.50</td>
</tr>
<tr>
<td>P18BU0448</td>
<td>NOVAK JAMES L-RUTH E TRUST</td>
<td>11470 168TH AVE</td>
<td>$1,400</td>
<td>$42.00</td>
</tr>
<tr>
<td>P18BU0466</td>
<td>LAMY DERRICK</td>
<td>15210 GRAND OAK RD</td>
<td>$13,960</td>
<td>$204.30</td>
</tr>
<tr>
<td>P18BU0498</td>
<td>ROEDER STUART D-TERRI J</td>
<td>17696 TAMARACK LN</td>
<td>$1,400</td>
<td>$42.00</td>
</tr>
</tbody>
</table>

**Total Permits For Type:** 5  
**Total Estimated Cost:** $24,991  
**Total Permit Fee:** $451.05

### RE-ROOFING

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Owner</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18BU0430</td>
<td>VARNER DAVID-DAWN</td>
<td>14955 160TH AVE</td>
<td>$18,300</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0431</td>
<td>MADISON MARY KATHERINE</td>
<td>14923 SHARON AVE</td>
<td>$8,350</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0432</td>
<td>SCHOTTEY CARROLL A TRUST</td>
<td>15283 MERCURY DR 15285</td>
<td>$11,200</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0433</td>
<td>TOEPFER NICHOLAS</td>
<td>15263 160TH AVE</td>
<td>$2,000</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0434</td>
<td>COUVELAIRE KAREN J</td>
<td>14805 PARKWOOD DR</td>
<td>$8,500</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0437</td>
<td>BULLARD SUZANNE M</td>
<td>13458 REDBIRD LN</td>
<td>$10,955</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
## Building Permit Report - Monthly

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Permittee Name</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18BU0441</td>
<td>OLECH FRANCES M LIVING TRUST</td>
<td>15048 LAKE AVE</td>
<td>$3,980</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0442</td>
<td>HEYBOER MAYNARD JR TRUST</td>
<td>14306 LAKESHORE DR</td>
<td>$3,892</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0450</td>
<td>BROCHU GERALD J-GWEN</td>
<td>11303 OAK GROVE RD</td>
<td>$22,550</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0451</td>
<td>KREISER JEFFREY R-ANN M</td>
<td>15293 MEADOWWOOD DR</td>
<td>$5,560</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0452</td>
<td>LEPPIEN THOMAS J-SUSAN C</td>
<td>11861 JUNIPER HILLS CT</td>
<td>$10,625</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0454</td>
<td>LEET TRUST</td>
<td>15800 LAKE AVE</td>
<td>$9,900</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0456</td>
<td>TIFFIN ROBERT PROTECTION TRUST</td>
<td>15881 GROESBECK ST</td>
<td>$8,325</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0457</td>
<td>MURPHY JOSEPH P-LESLEY K</td>
<td>15380 LOST CHANNEL TR</td>
<td>$6,500</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0462</td>
<td>DOUTHITT/ALPER FAMILY TRUST</td>
<td>13663 MEADOWBROOK LN</td>
<td>$15,715</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0463</td>
<td>DOOM MATTHEW</td>
<td>15899 MERCURY DR</td>
<td>$8,770</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0464</td>
<td>RAUCH DIANA B</td>
<td>15997 PIERCE ST</td>
<td>$12,000</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0469</td>
<td>DEESTEVA LOURDES</td>
<td>14679 INDIAN TRAILS DR</td>
<td>$3,000</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0471</td>
<td>DILLBECK JOHN D-BARBARA D</td>
<td>16924 BUCHANAN ST</td>
<td>$9,980</td>
<td>$100.00</td>
</tr>
<tr>
<td>P18BU0493</td>
<td>COLLINS WARREN P-KATHY J TRUST</td>
<td>11287 OAK GROVE RD</td>
<td>$17,738</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$197,840</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Re-Siding**

- P18BU0435  LINDEMULDER ALBERT L  15422 164TH AVE  $2,000  $100.00
- P18BU0458  JASTRZEMBSKI ANTHONY V  18293 LOOP AVE  $25,400  $100.00

**Retaining Wall**

- P18ZL0098  KNIGHT ANDREW R-KATHERYN L  15334 CHANNEL RD  $3,000  $0.00

**Shed (<200 sqft)**

- P18ZL0096  DUARTE RICHARD S SR-CATHERINE V  15234 EASY ST  $3,577  $25.00
- P18ZL0099  ACKERSON VERNON PAUL-MARY JERSEY  14994 RIVERBLUFF PL  $1,500  $25.00
- P18ZL0100  AALDERINK DANIEL-CORNETT KATELIN  9971 HIAWATHA DR  $1,200  $25.00
- P18ZL0101  DEYOU&G&ULBERG DEVELOPMENT LLC  16731 FERRIS ST  $2,400  $25.00
- P18ZL0105  WILLIAMSON KURT  12895 152ND AVE  $2,000  $25.00

**Single Family Dwelling**

- P18BU0438  SIGNATURE LAND DEVELOPMENT CORP  13043 WILDVIEW DR  $248,791  $1,575.65
- P18BU0444  CARLSON THOMAS-DEBRA A  14658 BRUCKER WOODS CT  $427,202  $1,843.40
- P18BU0446  WAGENMAKER ROBERT A-DEBORAH S  12745 152ND AVE  $300,000  $1,612.40
- P18BU0449  SIGNATURE LAND DEVELOPMENT CORP  13053 WILDVIEW DR  $293,374  $1,811.90
## Building Permit Report - Monthly

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,269,367</td>
<td>$6,843.35</td>
</tr>
</tbody>
</table>

### Total Permits For Type: 4

### VEHICLE SALES

<table>
<thead>
<tr>
<th>Permit</th>
<th>Name</th>
<th>Address</th>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18VS0065</td>
<td>ROSE JOANNE L</td>
<td>14180 168TH AVE</td>
<td>$0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P18VS0066</td>
<td>CATLIN JOEL-WRIGHT DARNELLA</td>
<td>11664 GARNSEY AVE</td>
<td>$0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P18VS0067</td>
<td>REGELIN SCOTT</td>
<td>15775 LINCOLN ST</td>
<td>$0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P18VS0068</td>
<td>SUCHECKI FAMILY TRUST</td>
<td>12523 LAKESHADE DR</td>
<td>$0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P18VS0069</td>
<td>GALOMBECK CHAD W-JILL R</td>
<td>15131 MEADOWS DR PVT</td>
<td>$0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P18VS0070</td>
<td>HUBBELL MICHAEL R-TERRI L</td>
<td>15103 GROESBECK ST</td>
<td>$0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P18VS0071</td>
<td>KOSANIC STEVEN J-SHERRILL A</td>
<td>13046 BLACKHAWK AVE</td>
<td>$0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total Permits For Type: 7

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,005,537</td>
<td>$28,506.90</td>
</tr>
</tbody>
</table>

### Total Permits In Month: 185
<table>
<thead>
<tr>
<th>Type of Enforcement Letter</th>
<th>Number Mailed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEMENT FINISH-CURRENT OWNER-1ST NOTICE</td>
<td>1</td>
</tr>
<tr>
<td>BOAT IN FRONT YARD - 1ST NOTICE</td>
<td>3</td>
</tr>
<tr>
<td>BOAT IN FRONT YARD - 2ND NOTICE</td>
<td>1</td>
</tr>
<tr>
<td>FENCE - 1ST NOTICE</td>
<td>2</td>
</tr>
<tr>
<td>LITTER - 1ST NOTICE</td>
<td>3</td>
</tr>
<tr>
<td>LITTER - 2ND NOTICE</td>
<td>2</td>
</tr>
<tr>
<td>PARKED ON GRASS - 1ST NOTICE</td>
<td>8</td>
</tr>
<tr>
<td>PARKED ON GRASS - 2ND NOTICE</td>
<td>1</td>
</tr>
<tr>
<td>PERMIT APPLICATIONS-PLEASE COMPLETE</td>
<td>1</td>
</tr>
<tr>
<td>SHED - 1ST NOTICE</td>
<td>3</td>
</tr>
<tr>
<td>SIGN IN ROW WARNING</td>
<td>1</td>
</tr>
<tr>
<td>VEHICLE FOR SALE - 1ST NOTICE</td>
<td>3</td>
</tr>
<tr>
<td>VEHICLE FOR SALE - 2ND NOTICE</td>
<td>1</td>
</tr>
<tr>
<td>WORK WITHOUT PERMITS - 2ND NOTICE</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Letters Sent:** 31
# October Open Enforcements By Category
## Monthly Report

### ACCESSORY BUILDING

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0300</td>
<td>14913 SHARON AVE</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/16/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0301</td>
<td>15161 155TH AVE</td>
<td>NONCOMPLIANT/ILLEGAL STRUCT</td>
<td>10/16/18</td>
<td>10/16/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0309</td>
<td>15174 BRIARWOOD ST</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/30/18</td>
<td></td>
</tr>
</tbody>
</table>

### BUILDING

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0291</td>
<td>15835 GROESBECK ST</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/05/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0292</td>
<td>15549 ROYAL OAK DR</td>
<td>CLOSED</td>
<td>10/07/18</td>
<td>10/22/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0295</td>
<td>15881 GROESBECK ST</td>
<td>CLOSED</td>
<td>10/11/18</td>
<td>10/16/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0303</td>
<td>15116 BRIARWOOD ST</td>
<td>2ND NOTICE OF VIOLATION LETTER</td>
<td>10/18/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0310</td>
<td>17262 TIMBER DUNES DR</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/22/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0311</td>
<td>13098 SIKKEMA DR</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/22/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0312</td>
<td>13650 148TH AVE</td>
<td>PENDING</td>
<td>10/09/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0314</td>
<td>15369 CHERRY ST</td>
<td>CLOSED</td>
<td>10/23/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0316</td>
<td>15601 KITCHEL LN</td>
<td>INVESTIGATION ONLY</td>
<td>10/23/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FENCE

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0322</td>
<td>14715 LAKESHORE DR</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/31/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0325</td>
<td>15001 LAKESHORE DR</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/31/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### JUNK & RUBBISH

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0286</td>
<td>15141 BRIARWOOD ST</td>
<td>CLOSED</td>
<td>10/02/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0302</td>
<td>16029 MERCURY DR</td>
<td>CLOSED</td>
<td>10/16/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0320</td>
<td>15161 161ST AVE</td>
<td>2ND NOTICE OF VIOLATION LETTER</td>
<td>10/24/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:**
- ACCESSORY BUILDING: 3
- BUILDING: 9
- FENCE: 9
- JUNK & RUBBISH: 3
# October Open Enforcements By Category
## Monthly Report

### LITTER

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0317</td>
<td>15877 LAKE MICHIGAN DR</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/23/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PARKING ON THE GRASS

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0293</td>
<td>11216 156TH AVE</td>
<td>CLOSED</td>
<td>10/10/18</td>
<td>10/23/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0296</td>
<td>12084 160TH AVE</td>
<td>CLOSED</td>
<td>10/11/18</td>
<td>10/23/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0299</td>
<td>15085 155TH AVE</td>
<td>CLOSED</td>
<td>10/16/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0306</td>
<td>11226 EVERT CT</td>
<td>CLOSED</td>
<td>10/17/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0308</td>
<td>14377 VILLA AVE</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0315</td>
<td>15446 160TH AVE</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/23/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0319</td>
<td>13992 152ND AVE 13990</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/24/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0324</td>
<td>15111 152ND AVE</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/31/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries: 1**

### RECREATION VEHICLES

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0298</td>
<td>15105 DAVID ST</td>
<td>CLOSED</td>
<td>10/16/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0304</td>
<td>11292 EVERT CT</td>
<td>CLOSED</td>
<td>10/17/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0305</td>
<td>14500 160TH AVE</td>
<td>CLOSED</td>
<td>10/17/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0307</td>
<td>15736 KITCHEL LN</td>
<td>CITATION/CIVIL INFRACTION</td>
<td>10/17/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0313</td>
<td>15020 177TH AVE</td>
<td>CITATION/CIVIL INFRACTION</td>
<td>10/23/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries: 8**

### SIGNS

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0287</td>
<td></td>
<td>VERBAL WARNING</td>
<td>10/03/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0288</td>
<td></td>
<td>VERBAL WARNING</td>
<td>10/03/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0318</td>
<td>15133 172ND AVE</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/24/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries: 3**
# October Open Enforcements By Category
## Monthly Report

## VEHICLE SALES

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0289</td>
<td>11261 168TH AVE</td>
<td>CLOSED</td>
<td>10/04/18</td>
<td>10/09/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0294</td>
<td>12444 LAKESHORE DR</td>
<td>CLOSED</td>
<td>10/10/18</td>
<td>10/23/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0297</td>
<td>12523 LAKESHORE DR</td>
<td>CLOSED</td>
<td>10/16/18</td>
<td>10/17/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0321</td>
<td>11586 LAKESHORE DR</td>
<td>2ND NOTICE OF VIOLATION LETTER</td>
<td>10/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0323</td>
<td>16342 LINCOLN ST</td>
<td>1ST NOTICE OF VIOLATION LETTER</td>
<td>10/31/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 5

Enforcement Dates Filed Between 10/1/2018 12:00:00 AM AND 10/31/2018 11:59:59 PM

**Total Records:** 39

Report Created: 11/01/18
# October Closed Enforcements By Category

## Monthly Report

### ACCESSORY BUILDING

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0301</td>
<td>15161 155TH AVE</td>
<td>NONCOMPLIANT/ILLEGAL STRUCT</td>
<td>10/16/18</td>
<td>10/16/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0309</td>
<td>15174 BRIARWOOD ST</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/30/18</td>
<td></td>
</tr>
</tbody>
</table>

### BUILDING

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E05CE0727</td>
<td>14130 172ND AVE</td>
<td>EXPIRED - CLOSED BY STAFF</td>
<td>11/29/05</td>
<td>10/02/18</td>
<td></td>
</tr>
<tr>
<td>E07CE0453</td>
<td>14989 LAKESHORE DR</td>
<td>EXPIRED - CLOSED BY STAFF</td>
<td>11/06/07</td>
<td>10/31/18</td>
<td>11/05/2007 SENT LETTERS &amp; CIC'S</td>
</tr>
<tr>
<td>E18CE0279</td>
<td>15630 164TH AVE</td>
<td>RESOLVED</td>
<td>09/18/18</td>
<td>10/11/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0284</td>
<td>14679 INDIAN TRAILS DR</td>
<td>CLOSED</td>
<td>09/25/18</td>
<td>10/30/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0292</td>
<td>15549 ROYAL OAK DR</td>
<td>CLOSED</td>
<td>10/07/18</td>
<td>10/22/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0295</td>
<td>15881 GROESBECK ST</td>
<td>CLOSED</td>
<td>10/11/18</td>
<td>10/16/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0310</td>
<td>17262 TIMBER DUNES DR</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/22/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0311</td>
<td>13098 SIKKEMA DR</td>
<td>CLOSED</td>
<td>10/18/18</td>
<td>10/22/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0314</td>
<td>15369 CHERRY ST</td>
<td>CLOSED</td>
<td>10/23/18</td>
<td>10/30/18</td>
<td></td>
</tr>
</tbody>
</table>

### DANGEROUS BUILDING

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0272</td>
<td>13650 148TH AVE</td>
<td>CLOSED</td>
<td>09/12/18</td>
<td>10/08/18</td>
<td></td>
</tr>
</tbody>
</table>

### FENCE

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0247</td>
<td>16096 ROBBINS RD</td>
<td>CLOSED</td>
<td>08/16/18</td>
<td>10/02/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0267</td>
<td>14465 ANGELUS CIR</td>
<td>CLOSED</td>
<td>09/05/18</td>
<td>10/11/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0281</td>
<td>18235 SPINDLE RD</td>
<td>CLOSED</td>
<td>09/19/18</td>
<td>10/10/18</td>
<td></td>
</tr>
</tbody>
</table>

### JUNK & RUBBISH

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0281</td>
<td>18235 SPINDLE RD</td>
<td>CLOSED</td>
<td>09/19/18</td>
<td>10/10/18</td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:**

- ACCESSORY BUILDING: 2
- BUILDING: 9
- DANGEROUS BUILDING: 1
- FENCE: 3
- JUNK & RUBBISH: 3
<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E12CE0065</td>
<td>13992 152ND AVE</td>
<td>EXPIRED - CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13990</td>
<td>BY STAFF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E12CE0179</td>
<td>13992 152ND AVE</td>
<td>EXPIRED - CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13990</td>
<td>BY STAFF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0286</td>
<td>15141 BRIARWOOD ST</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0302</td>
<td>16029 MERCURY DR</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 4

### LITTER

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0280</td>
<td>16116 GARY AVE</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 1

### PARKING ON THE GRASS

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0285</td>
<td>15211 CHANNEL RD</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0293</td>
<td>11216 156TH AVE</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0296</td>
<td>12084 160TH AVE</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0299</td>
<td>15085 155TH AVE</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0306</td>
<td>11226 EVERT CT</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0308</td>
<td>14377 VILLA AVE</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 6

### RECREATION VEHICLES

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0298</td>
<td>15105 DAVID ST</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0304</td>
<td>11292 EVERT CT</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E18CE0305</td>
<td>14500 160TH AVE</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 3

### SIGNS

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0263</td>
<td></td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 1

### VEHICLE SALES

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
</table>

**Total Entries:**
## October Closed Enforcements By Category
### Monthly Report

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E18CE0289</td>
<td>11261 168TH AVE</td>
<td>CLOSED</td>
<td>10/04/18</td>
<td>10/09/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0294</td>
<td>12444 LAKE SHORE DR</td>
<td>CLOSED</td>
<td>10/10/18</td>
<td>10/23/18</td>
<td></td>
</tr>
<tr>
<td>E18CE0297</td>
<td>12523 LAKE SHORE DR</td>
<td>CLOSED</td>
<td>10/16/18</td>
<td>10/17/18</td>
<td></td>
</tr>
</tbody>
</table>

### ZONING

<table>
<thead>
<tr>
<th>Enforcement No.</th>
<th>Address</th>
<th>Status</th>
<th>Filed</th>
<th>Closed</th>
<th>Last Action Date &amp; Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E07CE0249</td>
<td>14500 160TH AVE</td>
<td>EXPIRED - CLOSED BY STAFF</td>
<td>07/31/07</td>
<td>10/17/18</td>
<td></td>
</tr>
<tr>
<td>E14CE0126</td>
<td>12661 HUNTERS WOODS DR</td>
<td>EXPIRED - CLOSED BY STAFF</td>
<td>07/16/14</td>
<td>10/04/18</td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 3

**Total Records:** 35

Report Created: 11/01/18
## PUBLIC SERVICES DEPARTMENT

**END OF THE MONTH REPORT**

**2018**

### WATER

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WORK ORDERS</th>
<th>METER INSTALLS</th>
<th>REPLACED METERS</th>
<th>REPLACED MXU'S</th>
<th>NEW TAPS 3/4”</th>
<th>NEW TAPS 1”</th>
<th>MAIN INSTALLED IN FEET</th>
<th>MILLION GALLONS OF NOWS WATER</th>
<th>MILLION GALLONS OF SUPPLIMENTAL WATER</th>
<th>BILLION G.R. WATER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>190</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>132</td>
<td>2</td>
<td>0</td>
<td>35.51</td>
<td>1.33</td>
<td>0.00</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>266</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>168</td>
<td>1</td>
<td>1</td>
<td>46.31</td>
<td>1.47</td>
<td>0.00</td>
</tr>
<tr>
<td>MARCH</td>
<td>341</td>
<td>1</td>
<td>5</td>
<td>16</td>
<td>204</td>
<td>1</td>
<td>5</td>
<td>35.45</td>
<td>1.92</td>
<td>0.00</td>
</tr>
<tr>
<td>APRIL</td>
<td>214</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>149</td>
<td>3</td>
<td>2</td>
<td>38.37</td>
<td>1.91</td>
<td>0.00</td>
</tr>
<tr>
<td>MAY</td>
<td>230</td>
<td>3</td>
<td>0</td>
<td>8</td>
<td>121</td>
<td>4</td>
<td>1</td>
<td>79.33</td>
<td>4.79</td>
<td>0.00</td>
</tr>
<tr>
<td>JUNE</td>
<td>178</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>78</td>
<td>3</td>
<td>6</td>
<td>128.12</td>
<td>5.88</td>
<td>0.00</td>
</tr>
<tr>
<td>JULY</td>
<td>188</td>
<td>2</td>
<td>5</td>
<td>7</td>
<td>107</td>
<td>4</td>
<td>5</td>
<td>110.29</td>
<td>5.72</td>
<td>0.00</td>
</tr>
<tr>
<td>AUGUST</td>
<td>187</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td>50</td>
<td>1</td>
<td>6</td>
<td>98.37</td>
<td>5.29</td>
<td>0.00</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>141</td>
<td>3</td>
<td>12</td>
<td>24</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>80.95</td>
<td>3.50</td>
<td>0.00</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>128</td>
<td>4</td>
<td>1</td>
<td>9</td>
<td>38</td>
<td>3</td>
<td>2</td>
<td>1067</td>
<td>1.42</td>
<td>0.00</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL YTD</td>
<td>2063</td>
<td>30</td>
<td>24</td>
<td>72</td>
<td>1071</td>
<td>23</td>
<td>28</td>
<td>7271</td>
<td>698.92</td>
<td>33.22</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>54</td>
<td>72</td>
<td>1071</td>
<td>23</td>
<td>28</td>
<td>7271</td>
<td>1071</td>
<td>33.22</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NOTES:**
- New 2" - 16923 Piperway - 5/2/18
- New 3" - 14851 Piper Lakes Trl - 5/17/18
- New 2" - 14836 Piper Lakes Trl - 5/17/17
- New 2" - 16940 Piper Lakes Cir - 6/5/18
- New 3" - 17283 Rosy Mound Lane
- New 2" & 1 1/2" - 17276 Robbins Road

### WASTEWATER

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WORK ORDERS</th>
<th>NEW TAPS</th>
<th>MAIN INSTALLED IN FEET</th>
<th>MILLION GALLONS OF WASTE PUMPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>7.01</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>10.74</td>
</tr>
<tr>
<td>MARCH</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>8.28</td>
</tr>
<tr>
<td>APRIL</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>8.45</td>
</tr>
<tr>
<td>MAY</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>10.34</td>
</tr>
<tr>
<td>JUNE</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>7.82</td>
</tr>
<tr>
<td>JULY</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>14.73</td>
</tr>
<tr>
<td>AUGUST</td>
<td>4</td>
<td>1</td>
<td>715</td>
<td>10.63</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8.60</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>10.06</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL YTD</td>
<td>19</td>
<td>24</td>
<td>715</td>
<td>96.65</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>857</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**