AGENDA
Grand Haven Charter Township Planning Commission
Monday, May 20, 2019 – 7:00 p.m.

I. Call to Order

II. Roll Call

III. Pledge to the Flag

IV. Approval of the April 15, 2019 Planning Commission Meeting Minutes and the April 18, 2019 Meeting Minutes of the Special Joint Session with the Township Board, Planning Commission, and Zoning Board of Appeals.

V. Correspondence

VI. Brief Public Comments & Questions (Limited to 3 minutes)

VII. Public Hearing
   A. Special Land Use – VanderSchuur – Single Family Dwelling in AG

VIII. Old Business
   A. Special Land Use – VanderSchuur – Single Family Dwelling in AG

IX. New Business
   A. Pre-Application – The Shoreline Center
   B. Resolution 19-03-01 – Support the 2019-2022 Strategic Plan
   C. Review and Discuss Future Land Use Map

X. Reports
   A. Attorney’s Report
   B. Staff Report
   C. Other

XI. Extended Public Comments & Questions (Limited to 4 minutes)

XII. Planning Commission Open Discussion Forum – Limited to 30 Minutes

XIII. Adjournment

Note: Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to the Zoning Administrator prior to the meeting.
I. CALL TO ORDER
Cousins called the meeting of the Grand Haven Charter Township Planning Commission to order at 7:00 pm.

II. ROLL CALL
Members present: Cousins, Wilson, Taylor, Chalifoux, Kieft, Reenders and LaMourie.
Members absent: Wagenmaker and Hesselsweet
Also present: Community Development Director Fedewa, Attorney Bultje, and Superintendent Cargo

Without objection, Cousins instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES
Without objection, the minutes of the January 22, 2018 joint meeting were approved.

V. CORRESPONDENCE
• Crockery Township – Notice of Intent – Sub Plan for Southwest Quadrant
• Holly Lookabaugh-Deur of Generation Care – 16760 Lincoln Street
  o Supports the Muskegon Community College application
• Paul L. Winter, Attorney for Piper Lakes – 250 Washington
  o Opposes the Reenders application

VI. PUBLIC COMMENTS – None

VII. PUBLIC HEARING
A. Special Land Use – Muskegon Community College – Higher Education

Cousins opened the public hearing at 7:03 pm.

Fedewa provided an overview through a memorandum dated April 11th.

The applicant’s architect, David Mayville, was present and offered the following:
• Proposing arborvitae for mechanical screening.
• Bureau of Fire Services must inspect and approve premises, which may result in slight changes to the plans, such as additional fire lane signs.
• Per the request of staff, performed a photometric analysis of the current parking lot lighting vs. sharp cutoff fixture. Unfortunately, a full cutoff fixture does not allow light to reach the edge of the parking lot.

• Wants to be a good neighbor, and willing to revisit the lighting discussion.

There being no public comments, Cousins closed the public hearing at 7:12 pm.

B. Special Land Use – Somers – Single Family Dwelling in AG

Cousins opened the public hearing at 7:12 pm.

Fedewa provided an overview through a memorandum dated April 11th.

The applicant, Jeff Somers, was present and offered the following:

• Submitted building permit application for a new single family home.

• Aware of the requirement to have active agriculture occurring prior to receiving a building permit.

There being no public comments, Cousins closed the public hearing at 7:15 pm.

C. Special Land Use – Somers – Outdoor Pond

Cousins opened the public hearing at 7:15 pm.

Fedewa provided an overview through a memorandum dated April 11th.

The applicant, Jeff Somers, was present and offered the following:

• Intends to use spoils from the pond as fill to construct the new home.

There being no public comments, Cousins closed the public hearing at 7:17 pm.

D. Special Land Use – Chapel – Outdoor Pond

Cousins opened the public hearing at 7:17 pm.

Fedewa provided an overview through a memorandum dated April 11th.

The applicant, Karl Chapel, was not present.

There being no public comments, Cousins closed the public hearing at 7:18 pm.

E. Special Land Use – Reenders – Expand Non-Conforming

Cousins opened the public hearing at 7:19 pm.

Fedewa provided an overview through a memorandum dated April 11th.
The applicant, Ken Reenders, and project engineer, Jim Milanowski, were present and offered the following:

- The zoning ordinance adopted in 1999, excluded storage units from the Commercial zoning district. This prevented the property owner from achieving full build-out.
- Believes the original Piper Lakes PUD includes the requirement for a connection between the apartments and the storage units.
  - In need of “approved access” to a hydrant, which must be approved by Fire/Rescue.
  - Applicant willing to install a breakaway fence.
- Requesting to install screening as the buildings are constructed. Not proposing screening along the north property line because of the county drain.

Public comments included:

- Clair Noll – 16862 Piper Lakes Circle Apt 306, Grand Haven:
  - Existing units, landscaping, and berm, are nice and maintained.
  - Enjoys the openness the property has without the 6 new buildings.
  - Does not want to see the mature trees cut down, has observed large nests that would be disturbed.

- Shirlee Achterhof – 14967 168th Avenue, Grand Haven:
  - Does not have an issue with the proposed expansion.
  - Wants screening between their properties such as a berm, row of hedges, or trees. Removing all the trees would lower property values.

- Paul Winter – 250 Washington, Grand Haven:
  - Attorney for Piper Lakes, see correspondence dated April 15, 2019.
  - Piper Lakes is not willing to grant access to the hydrant, which is 158-feet south of the lot line.
  - The PUD requirement for a future connection was intended for traffic, and not utilities.
  - Piper Lakes is a Class A complex, and the PUD had specific requirements to ensure a desirable end product.
  - Attempted to purchase the vacant land from the applicant.
  - Accepted that one building would have a direct view of the storage units but did not anticipate a second building having direct views too.
  - Proposed location of the road along the south lot line creates concern for the dog park, picnic area, and dumpsters being impacted. Also, potential for children to dart into the road.
  - Piper Lakes made a substantial investment in the property, and allowing the storage units to expand could have a chilling effect on other development.
There being no further public comments, Cousins closed the public hearing at 7:38 pm.

VIII. OLD BUSINESS
A. Special Land Use – Muskegon Community College – Higher Education

The Commissioners had the following comments to offer:

- Concerned about the outdoor lighting. Would like to revisit the subject in about 1 year.

**Motion** by Kieft, supported by Wilson, to **conditionally approve** the Special Land Use application to allow MCC to locate their Grand Haven campus to 16777 Lincoln Street, based on the application meeting standards set forth by the Grand Haven Charter Township Zoning Ordinance. The motion is subject to, and incorporates, the following report and condition:

1. Install landscape screening along the mechanical screening wall visible from 168th Avenue.
3. Direct staff to review and approve any revisions required by the Bureau of Fire Services.
4. Direct staff to review and approve the future accessory building.

**Which motion carried unanimously.**

**REPORT – MUSKEGON COMMUNITY COLLEGE – SPECIAL LAND USE**

1. This approval is based on the affirmative findings that each of the following standards has been fulfilled:
   A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.
   B. The proposed use is of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the district in which situated and of adjacent districts.
   C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair the value of, neighborhood property.
   D. The proposed use is reasonably compatible with the natural environment of the subject premises and adjacent premises.
   E. The proposed use does not unduly interfere with provision of adequate light or air, nor overcrowd land or cause a severe concentration of population.
   F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services.
   G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood, considering, among other things: safe and convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed use to main thoroughfares and to streets and intersections, and the general character and intensity of the existing and potential development of the neighborhood.
   H. The proposed use is consistent with the health, safety, and welfare of the Township.
2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:

A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.

B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.

C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.

E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.

H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.

I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.

J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.

K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.

L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.

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

N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

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

B. Special Land Use – Somers – Single Family Dwelling in AG

The Commissioners had the following comments to offer:
• Questioned why an Ag Exempt permit was issued.
  o Fedewa explained Ag Exempt permits are not reviewed by the Planning
    Commission, and the permit only preempts building code.

• Questioned if the Township is ensuring agricultural activity is taking place prior to
  issuing the building permit. Also inquired if staff monitor and enforce these activities.
  o Fedewa confirmed these actions are taking place.

• Some are not in favor of having to going through this process on such a regular basis.
  o Cargo suggested property be rezoned to RP or RR to allow the house to be built
    first, and then a special land use permit to have agriculture.

**Motion** by Wilson, supported by Reenders, to **conditionally approve** the
Special Land Use application to allow a Single Family Dwelling in the AG
District for property located at 12400 Lincoln Farms Drive, based on the
application meeting standards set forth by the Grand Haven Charter Township
Zoning Ordinance. The motion is subject to, and incorporates, the following
report and condition:

1. No building permits shall be issued until the property is engaged in an
   active agricultural activity that is permitted in the AG zoning district. The
   applicant shall schedule a site inspection with the Zoning Administrator
   to confirm the activity prior to issuance of building permits.

**Which motion carried**, with Kieft opposed because the agricultural activity is
not in place yet.

**REPORT – SOMERS – SPECIAL LAND USE**

1. This approval is based on the affirmative findings that each of the following standards has been fulfilled:
   A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.
   B. The proposed use is of such location, size, density, and character as to be compatible with adjacent
      uses of land and the orderly development of the district in which situated and of adjacent districts.
   C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair
      the value of, neighborhood property.
   D. The proposed use is reasonably compatible with the natural environment of the subject premises
      and adjacent premises.
   E. The proposed use does not unduly interfere with provision of adequate light or air, nor overcrowd
      land or cause a severe concentration of population.
   F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection
      and disposal systems, park and recreational facilities, and other public services.
   G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons
      relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly
      conflict with the normal traffic of the neighborhood, considering, among other things: safe and
      convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed
      use to main thoroughfares and to streets and intersections, and the general character and intensity
      of the existing and potential development of the neighborhood.
   H. The proposed use is consistent with the health, safety, and welfare of the Township.
2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:

   A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.

   B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.

   C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

   D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.

   E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

   F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

   G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.

   H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.

   I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.

   J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.

   K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.

   L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.

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

   N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

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

C. Special Land Use – Somers – Outdoor Pond

The Commissioners inquired if the pond could be dug before the house was built, and before the agricultural activity is in place. Per Fedewa, yes, the pond can be dug first.
Motion by Taylor, supported by Wilson, to conditionally approve the Outdoor Pond Special Land Use application for 12400 Lincoln Farms Drive, based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance. This motion is subject to, and incorporates, the following report and condition:

1. Shall provide the Township with a copy of the Soil Erosion and Sedimentation Control permit, or Letter of No Authority prior to digging the pond.

Which motion carried unanimously.

REPORT – SOMERS – SPECIAL LAND USE

1. This approval is based on the affirmative findings that each of the following standards has been fulfilled:
   A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.
   B. The proposed use is of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the district in which situated and of adjacent districts.
   C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair the value of, neighborhood property.
   D. The proposed use is reasonably compatible with the natural environment of the subject premises and adjacent premises.
   E. The proposed use does not unduly interfere with provision of adequate light or air, nor overburden land or cause a severe concentration of population.
   F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services.
   G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood, considering, among other things: safe and convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed use to main thoroughfares and to streets and intersections, and the general character and intensity of the existing and potential development of the neighborhood.
   H. The proposed use is consistent with the health, safety, and welfare of the Township.

2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:
   A. The uses proposed will not adversely affect the public health, safety, or welfare.Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.
   B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.
   C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
   D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.
E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.

H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.

I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.

J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.

K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.

L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.

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

N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

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

D. Special Land Use – Chapel – Outdoor Pond

Motion by Kieft, supported by Wilson, to conditionally approve the Outdoor Pond Special Land Use application for 70-07-10-400-008, based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance. This motion is subject to, and incorporates, the following report and condition:

1. Shall provide the Township with a copy of the DEQ Permit prior to digging the pond.

2. Aeration device shall be appropriately sized for a 5-acre pond.

Which motion carried unanimously.

REPORT – CHAPEL – SPECIAL LAND USE

1. This approval is based on the affirmative findings that each of the following standards has been fulfilled:
   A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.
B. The proposed use is of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the district in which situated and of adjacent districts.

C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair the value of, neighborhood property.

D. The proposed use is reasonably compatible with the natural environment of the subject premises and adjacent premises.

E. The proposed use does not unduly interfere with provision of adequate light or air, nor overcrowd land or cause a severe concentration of population.

F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services.

G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood, considering, among other things: safe and convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed use to main thoroughfares and to streets and intersections, and the general character and intensity of the existing and potential development of the neighborhood.

H. The proposed use is consistent with the health, safety, and welfare of the Township.

2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:

A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.

B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.

C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.

E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.

H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.

I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.
J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.

K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.

L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.

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

N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

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

E. Special Land Use – Reenders – Expand Non-Conforming

The Commissioners had the following comments to offer:

- Information presented at the meeting was persuasive, and some do not feel comfortable making a decision at this time.
- The future cross-access points between Piper Lakes and adjacent property was intended for vehicular traffic, particularly residential developments.
- The normal policy for non-conforming uses are to gradually eliminate them, and not allow them to expand.
- Questioning the roadway placement on the south lot line, instead of the north where it would have less impact on tenants.
  - Relocating to the north results in a greater impact to the wetlands.
- Proposed screening would not address the view of tenants on the 2nd and 3rd floors of the apartment buildings.
- If the storage units are not built, then what could be built in its place that would not require the existing buildings to be razed?
- Various suggestions were provided to improve the application.

**Motion** by LaMourie, supported by Chalifoux, to **table** the Special Land Use application and direct the applicant to consider the following:

1. Better screening along the north and south lot lines.
2. Reorient the buildings, or perhaps adjust the size of the buildings.
3. Reconcile approved access to a hydrant within 600 feet.
4. Provide a lighting plan that shows the type, and placement, of fixtures.

**Which motion carried**, as indicated by the following roll call vote:

Ayes: Taylor, Cousins, LaMourie, Chalifoux
Nays: Wilson, Kieft, Reenders

IX. NEW BUSINESS
   A. Resolution 19-03-01 – Support the 2019-2022 Strategic Plan
      
      **Motion** by Chalifoux, supported by Taylor, to **table** consideration of the Strategic Plan until the next meeting. **Which motion carried unanimously.**

X. REPORTS
   A. Attorney Report – None
   B. Staff Report
      ➢ April 18th – Joint Board, Planning Commission, and ZBA Meeting
      ➢ May 6th – No Meeting Due to the Special Election
   C. Other – None

XI. EXTENDED PUBLIC COMMENTS
   • Tim Whalen – 16527 Lake Michigan Drive:
      o Inquired about an opportunity to comment on the draft of the new zoning ordinance. Per Fedewa, Community Open House to be held in May.

XII. ADJOURNMENT
   
   **Without objection**, the meeting adjourned at 9:09 pm.

   Respectfully submitted,

   [Signature]

   Stacey Fedewa, AICP
   Acting Recording Secretary
MEETING MINUTES
JOINT MEETING WITH
GRAND HAVEN CHARTER TOWNSHIP BOARD,
PLANNING COMMISSION, AND
ZONING BOARD OF APPEALS
APRIL 18, 2019

I. CALL TO ORDER

Reenders called the joint meeting of the Grand Haven Charter Township Board, Planning Commission, and Zoning Board of Appeals to order at 7:00 pm.

II. ROLL CALL

Board Members present: M. Reenders, Kieft, Gignac, Redick
Board Members absent: Larsen, Behm, Meeusen
PC Members present: Cousins, Wilson, Wagenmaker, Taylor, LaMourie
PC Members absent: D. Reenders, Chalifoux, Hesselsweet
ZBA Members present: Voss, Slater, Loftis, Rycenga
ZBA Members absent: None
Also present: Manager Cargo, Community Development Director Fedewa, Assistant Zoning Administrator Hoisington, and Consultant Khorey

Without objection, M. Reenders instructed Hoisington to record the minutes.

III. NEW BUSINESS

A. Discussion - Overview of New Zoning Ordinance

Khorey provided an overview of the proposed Zoning Ordinance.

The major policy changes presented by Khorey include:

- Increasing the setbacks and standards for lakefront properties.
- Regulations for wind and solar energy production.
- Increased setback encroachment allowances for porches and decks.
- Revised regulations for chickens and livestock.
- New categories for home-based businesses.

The proposed policy changes were discussed by the Board members, Commissioners, and ZBA members and focused on the following:

- Questions were raised about possible rezoning of properties throughout the Township.
  - Expressed concern that property owners would not be aware of changes.
    - Staff assured members that all affected property owners would be notified.
Members had differing ideas on what should be rezoned.
The Board will need to determine how much agricultural land should be prioritized in the Township when the Future Land Use Map is reviewed again as part of this process.
It was decided to hold another meeting to further examine possible zoning changes.

- Proposed lot size change for RR from 45,000 sqft to 5 Acres was discussed.
  - Members requested additional information before making a determination.

- Several members indicated a desire to discuss the double lot width requirement along major roads because it has been prohibitive.
  - Members requested additional information before making a determination.

- Change in the allowance of chickens in subdivisions.
  - Overall, members were not in favor of allowing chickens in all subdivisions, but are open to allowing them in supervisor’s plats.

- Missing Middle Housing Overlay was discussed.
  - Members were open to the idea and proposed some changes. Including a prohibition on utilizing these units as short-term rentals.
  - It was determined to modify the current proposal and hold another meeting to discuss the matter.

- Proposed changes to waterfront property regulations.
  - Introducing a viewshed protection triangle that would apply to Lake Michigan waterfront properties only.
  - Members were open to the idea and requested to see examples of how the viewshed triangle would work on a variety of existing properties.

- Reduction in minimum dwelling unit size was discussed.
  - Favorable to lowering the minimum floor area for apartments only.

- Discussion on possibility of community sewer systems to allow development in rural areas of the Township.
  - Not currently allowed per the Ottawa County Environmental Health Department.

IV. ADJOURNMENT

Without objection, the meeting adjourned at 9:08 pm.

Respectfully submitted,

[Signature]
Cassandra Hoisington
Acting Recording Secretary
Community Development Memo

DATE: May 16, 2019

TO: Planning Commission

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Special Land Use – Single Family Dwelling in AG Zoning District

BACKGROUND

The applicant, Kelly VanderSchuur, submitted a Special Land Use application to construct a single family dwelling (building permit application received). The dwelling will be located on a 1.3 acre parcel zoned Agricultural (AG) at 15477 Winans Street. See location map below.

This is a very under-sized parcel in the AG district. When discussion begins regarding changes to the Future Land Use Map, staff recommends rezoning this property into the Rural Residential district to bring into greater conformance with the ordinance.

SPECIAL LAND USE REQUIREMENTS

Section 19.07.39 of the Zoning Ordinance established 4 criteria to approve a Single Family Dwelling in AG District.
1. Dwelling shall be occupied by a person actively engaged in an activity permitted by right, or by special land use.
   o **Compliant**—a garden, approximately 500 sqft in size has been planted with sapling Christmas trees (*additional row each year for 7 years until harvest, then repeat*), squash, corn, and sunflowers. There are future plans to include spruce trees, hops, chickens, and bee keeping.
     - Are able to continue these accessory uses in the RR district because they are permitted by right.
     - If desired, the Commission could add a condition of approval that the property complete a Township-initiated rezoning from AG to RR within 12 months.

2. Site plan shall be reviewed by the Fire/Rescue Department to assure adequate access for emergency vehicles.
   o **Pending**—Fire/Rescue is required to approve the driveway if it is over 100 feet in length. However, current driveway is proposed at 88’-6”.
3. Must comply with standards outlined in Chapter 21—Schedule of District Regulations
   - **Compliant**—building permit application received.

4. The right for continued occupancy is dependent upon the active conduct of a permitted land use, or special land use, of the AG District. If discontinued, the Township may revoke the Special Land Use permit. From that time the dwelling will be considered a nonconforming use.
   - **To Be Determined.**
   - If ultimately rezoned to RR, this provision would be moot because the dwelling would be the primary use and anything Ag-related would be an accessory use, which can begin and end at the pleasure of the property owner.

**SAMPLE MOTIONS**

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

**Motion** to **conditionally approve** the Special Land Use application to allow a Single Family Dwelling in the AG District for property located at 15477 Winans Street, based on the application meeting standards set forth by the Grand Haven Charter Township Zoning Ordinance. The motion is subject to, and incorporates, the following report and condition:

1. A Township-initiated rezoning from AG to RR must be complete within 12 months to bring the property into better conformance.

If the Planning Commission finds the application does not meet the standards, the following motion can be offered:

**Motion** to direct staff to draft a formal motion and report, which will **deny** the Special Land Use application, 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 Planning Commission finds the application is in need of revisions before a determination can be made, the following motion can be offered:

**Motion to table** the Special Land Use application, and direct the applicant to make the following revisions:

1. *List the revisions.*

Please contact me prior to the meeting with questions.

**REPORT (TO BE USED WITH A MOTION FOR APPROVAL)**

1. This approval is based on the affirmative findings that each of the following standards has been fulfilled:
   
   A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.
   
   B. The proposed use is of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the district in which situated and of adjacent districts.
   
   C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair the value of, neighborhood property.
   
   D. The proposed use is reasonably compatible with the natural environment of the subject premises and adjacent premises.
   
   E. The proposed use does not unduly interfere with provision of adequate light or air, nor overcrowd land or cause a severe concentration of population.
   
   F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services.
   
   G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood, considering, among other things: safe and convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed use to main thoroughfares and to streets and intersections, and the general character and intensity of the existing and potential development of the neighborhood.
   
   H. The proposed use is consistent with the health, safety, and welfare of the Township.

2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:
   
   A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.
B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.

C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.

E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.

H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.

I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.

J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.

K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.

L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.

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

N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

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

SPECIAL LAND USE APPLICATION

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<thead>
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<th>Fee</th>
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</tr>
</thead>
<tbody>
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<td>Overlay Zone</td>
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<tr>
<td>Regular</td>
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<th>Utility Escrow**</th>
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<tr>
<td>Main Extension</td>
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<td>Lift Station</td>
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Applicant Information
Name: Kelly Vander Schuur
Phone: 616-886-6025
Address: 146 Great Northern Lane Holland, MI 49424
Email Address: kelly.vanderschuur@yahoo.com

Owner Information (If different from applicant)
Name: 
Phone: 
Fax: 
Address: 

Property Information
Address/Location: 15477 Winans St. West Olive, MI 49460
Parcel Number: 70 - 07 - 26 - 200 - 020
Current Zoning: Master-Planned Zoning
Size (acres): 1.4

Description of Proposed Use/Request (attach additional pages as needed)
Single family house

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following all applicable requirements, including those of Chapters 19 and 23 of the Zoning Ordinance. Initially, submit five copies of the required information for staff review. Once staff has granted tentative approval, additional copies will be required as requested by staff.

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

Signature of applicant [Signature]
Date 4/1/19

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

** If approval of this application requires/includes the extension of a municipal utility, an additional $5,000 escrow fee shall be required, and an additional $2,000 escrow fee shall be required for the installation of a lift station.
Community Development Memo

DATE: May 16, 2019
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Pre-Application Presentation – The Shoreline Center

BACKGROUND

The owners of The Shoreline Center, Dan and Katie Radley, have provided a comprehensive narrative detailing the background. Staff would not do justice to their story by trying to summarize.

PROPOSED DEVELOPMENT CONCEPT

The Radley’s, who are working with Stan Boelkins, are proposing a new building on the northwest corner of Warner Street and US-31. Water and sewer are not available but will have access to a paved road when the first double chip and seal treatment is completed.
The proposed building is approximately 7,300 sqft in size, which is nearly a 70% increase in floor area. Therapy- and learning-based classes and groups will be available and will offer services such as Applied Behavioral Analysis therapy, speech therapy, occupational therapy, group social skills and family counseling services.

An outdoor playground would also be included, and additional room would be available if another expansion is needed in the future.

**RECOMMENDED DISCUSSION POINTS**

The property is currently zoned, and master-planned, for Rural Residential. Original discussions, leaned toward a parochial school as the use, but no longer seems to fit.

The Township will begin making proposed changes to the Future Land Use map on May 20th and the Radley’s would like to discuss the potential to **amend the master-planned designation for the site**.

Property along US-31 does fall into the Character Overlay, and the proposal includes some brick along the lower half of the exterior walls but does not have **variations in the roofline or architectural features along the walls**.

**Parking schedule** would only allow 1 space per 200 sqft of floor area, which would allow a maximum of 37 spaces, where 53 are proposed.

There were **long term future ideas for the site**, so a discussion on that may also be warranted. For example, potentially “growing up” with the children and then providing adult housing opportunities similar to Gracious Grounds. With those type of mixed uses in mind, perhaps a PUD would be a better option. However, the PUD requires water, sewer, and 5 acres—none of which are available on this site.

**PURPOSE OF PRE-APPLICATION PRESENTATION**

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

May 20th, 2019

Dear Planning Committee Members,

I would like to begin by thanking the Planning Committee for this opportunity to share with each of you my story, how I ended up here today, and also my vision for what more we can do to support our community.

In early 2009, my wife Katie and I began to notice several significant developmental delays with our 1-year old son Jack. After several visits from Early On we received the news that we were expecting but greatly feared, our son was on the Autism Spectrum. Like any good parents, our immediate next step was to find him the very best support to improve his quality of life. The more we read about autism the more we were convinced that early intervention is the key to long term success. Jack began physical therapy, speech therapy, occupational therapy, ABA therapy, and several other services at various locations all over West Michigan. Not knowing what the future would hold and being consumed by trying to help our son had a significant strain on our family. Our breaking point was late 2013 when we received news that our insurance was no longer going to cover some of his services. After a few tears were shed, my wife and I decided we needed to do something. On that night the idea of The Shoreline Center was born.

As it turned out, we were not the only family in town that was struggling with these issues. By this time my wife and I were involved in a local non-profit called Autism Support of West Shore. Many of our friends in this organization shared similar issues in trying to find help for their child. As we started to share our idea of opening up a center here in Grand Haven the more we were convinced of the overwhelming need in our community.

Our vision for The Shoreline Center was very different than a typical therapy center. We approached this idea from the mindset of parents and not as clinicians. We focused on the idea of supporting each individual with a well-rounded collaborative approach. By offering a variety of services (ABA, speech, OT, social skills, and family counseling) all under one roof we are able to collaborate with schools in more ways. My wife’s mother, Jan Gorbach, is a retired teacher here from the Grand Haven School District. Through her, I understand the importance of working with the schools to support our community.
members. Our approach is to share ideas and goals that we are working on, both in the center and in home, to provide greater support for the child to have greater success in school as well.

Our 1st night of opening The Shoreline Center in August of 2015 we invited every school official and teacher that we knew into our open house as we wanted to show how we are different. Our goal from the beginning was to partner with schools and other service providers, learn how others are working on various learning goals, share with them what goals we are working on in center, and share best practices of how we were achieving those goals. This also includes how the family and a Center staff member may be tackling problem behaviors in home, all so that we can develop a comprehensive and collaborative plan to support the needs of the child or young adult.

The Shoreline Center is really an extension of support received in school and support received in the individual’s home. The Center is our way of bringing everything together to help our community members live their best lives. The need for this support in our community has exceeded all of my expectations. In 2015 we began by leasing out 2,300 SF in an office building on Robbin Road. In 2017 we expanded by leasing an additional 1,000 SF, and then in 2018 we expanded a 3rd time for an additional 1,000 SF. The needs of our community have exceeded our capacity in our current location and without additional space to lease, we have begun looking into other solutions.

Our proposal today would allow us to move operations to a new location but stay here in Grand Haven Township. The subject location on Warner Street would not only allow us the opportunity to expand and continue to meet the needs of our community, but also allow us the room to do more on the spacious 3.6 acre lot. Our vision for our center on this location would also include an outdoor playground area, fenced in for safety, and additional gross motor space. We would continue to provide ABA therapy, speech therapy, occupational therapy, group social skills, and family counseling services. Expanding would allow us the ability to accept additional patients providing greater opportunity for early intervention.

Again I would like to thank all of the members of the Planning committee for allowing me the time to share my personal story, one that continues to evolve as my family works to navigate down the path of raising a child with autism. Our goal is to help our son Jack, and to help so many other families here in Grand Haven and all over West Michigan as they try and navigate their journey as well.

Sincerely,

Dan & Katie Radley
The Shoreline Center, Owners
May 4, 2019

Dear Grand Haven Township Zoning Board,

I am writing in support of The Shoreline Center purchasing property in Grand Haven Township to build a new, larger therapy and treatment center. Shoreline Center is a valuable asset to Grand Haven. Servicing individuals and families living with Autism Spectrum Disorder and related disorders they provide Applied Behavioral Analysis (ABA) therapy, Speech and Occupational therapies, as well as counseling services. Their staff is highly qualified in servicing their clients. Due to the need for individual and group therapy rooms building a new structure to accommodate this specific need as well as accommodating their growing client base is needed. While rezoning would be required for such a facility to be built, the need for The Shoreline Center to be able to accommodate the children, teens and adults along the lakeshore in a bigger facility is needed.

*Autism Support of West Shore* endorses The Shoreline Center for the multiple services to children, teens and adults they offer in one space. The services they offer are evidence-based practices for improving outcomes in individuals. There is not another service provider along the lakeshore that provides such a comprehensive list of services. It is our hope that you approve their request for rezoning the property they are considering so Grand Haven and the lakeshore will continue to be home to be their home.

Sincerely,

Linda Elenbaas
Director
Autism Support of West Shore
May 9, 2019

Dear Grand Haven Charter Township,

I would like to take this opportunity to offer a recommendation for The Shoreline Center, and the desire to build and expand their center. I cannot think of a better business to grow in our community, and to be able to provide services to more people. My son has been a client of theirs for 3 years now, he participates in ABA, Speech, and Occupational therapies that they offer. It is because of The Shoreline Center my son has made the gains he has!

There are not very many ABA Clinics nearby, and keeping one in the Grand Haven area is critical for our community. I live in Spring Lake but know of families who have to drive from Montague, Holland, Hudsonville, Zeeland etc to be able to get services for their loved one.

The need for these types of therapies, and centers is only growing and often families find that there is a waitlist to be able to start receiving therapy. ABA has proven to be so beneficial for children on the Autism Spectrum and the earliest intervention is crucial. This expansion is definitely needed!

I am consistently impressed with the Shoreline Center’s staff and care they offer for their clients. You feel very welcome when you walk through the doors. You can always count on a professional, and friendly experience and the facility is always well kept and clean.

Having a larger center would allow them to do even more! Such as, provide a safe place outdoors for their clients to enjoy, offer more rooms to meet the growing demands of receiving therapies, have larger sensory rooms, and a space for Occupational and Speech Therapy.

The Shoreline Center is a asset to this community, and a blessing to the families to go there!

Sincerely,

Stephanie Harvey
Community Development Memo

DATE: May 16, 2019
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Review Future Land Use Map

BACKGROUND

The current Future Land Use map was adopted on April 25, 2016. Since that time there have been various conversations during the “Open Discussion Forums” as well as residents requesting an opportunity to be placed on the agenda to discuss the specifics of their property.

Those discussions culminated at the April 18th when the Board, Planning Commission, and Zoning Board of Appeals met and generally agreed on moving forward with reopening the map.

APPROXIMATE TIMELINE

The Michigan Planning Enabling Act is the law that governs a change to the Master Plan and Future Land Use Map:

- When desired, the PC can begin drafting the proposed changes to the Map.
- After the PC has completed the proposed changes, it is forwarded to the Board for review and comment.
- The Board must approve the proposed Map for distribution. Now, the 42 days public notice requirement begins.
- After the 42 days expires, the PC must hold at least one public hearing, and then recommends the Board approve.
- Board approves the revised Map by Resolution and takes effect immediately.

It appears the fastest the revised map could take effect is August 12, 2019 and if rezonings were immediately applied for thereafter it would be around September 20th before a rezoning would take effect.
SPECIFIC PROPERTIES TO DISCUSS

The Shoreline Center

As noted in the previous memo, The Shoreline Center is hoping to purchase property at the northwest corner of Warner Street and US-31. The lot is zoned RR and master-planned for RR. The request would be an amendment to master-plan for Commercial.

Stan Boelkins

On December 3, 2018 the owner of 45 acres on Buchanan Street, Stan Boelkins, presented information to the Planning Commission. Previous development plans were discussed as well as the potential for new development. The road is gravel, and there are no utilities.

The property is zoned AG and master-planned for AG. The surrounding property uses include agriculture (east), residential (north), and commercial (west). The request would be an amendment to master-plan for Rural Residential.
Lincoln Farms Drive

Most of the properties on Lincoln Farms Drive are zoned AG, but undersized. Each will require a Special Land Use to allow a single family dwelling to be built. There are not clear guidelines on what threshold there is for “active agriculture.” Most of these sites will be backyard farming type of operations and rezoning to RR is sensible.

Tim and Tracie Whalen

Time and Tracie Whalen purchased two 10-acre parcels on Lake Michigan Drive that are zoned RP and the request is to amend to RR. See enclosed narrative and examples from the property owner.

Industrial

There have been many discussions regarding the former Zelenka property that closed in 2018, and the land just west of Green Acres, and the land owned by NOCHS east of US-31. This will require far more discussion than can be accomplished during the May 20th meeting. However, it will be beneficial to begin the conversation, so staff can learn what questions, concerns, etc. there may be, so additional information can be prepared.
Community Development Memo

DATE: May 16, 2019
TO: Planning Commission
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Strategic Plan 2019 – 2022

BACKGROUND

The Township Board would like to know if the Planning Commission supports the proposed Strategic Plan 2019 – 2022. This agenda item was tabled at the April 15th meeting.

Please review the plan, and if supported the following motion can be offered:

Motion to approve and adopt Resolution 19-05-01 that Supports the Strategic Plan 2019 – 2022, which recommends the Board approve the Plan.

**Please return the hard copies of the plan to Fedewa at the conclusion of the May 20th meeting**
At a regular meeting of the Planning Commission 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 20th day of May 2019, at 7:00 p.m., local time.

After certain matters of business had been completed, Chair Cousins announced that the next order of business was the consideration of a Resolution of Support for the Strategic Plan 2019 – 2022.

The proposed resolution was discussed by the members of the Planning Commission, and after discussion was completed the following resolution was offered by _______ and seconded by ____________.

GRAND HAVEN CHARTER TOWNSHIP
RESOLUTION 19-05-01

RESOLUTION SUPPORTING THE
STRATEGIC PLAN 2019 – 2022

WHEREAS, the Charter Township of Grand Haven has drafted a Strategic Plan to help guide the Township’s decision making processes during the years 2019 – 2022, and

WHEREAS, the proposed Strategic Plan aligns with the goals of the previous Plan, and

WHEREAS, the proposed Strategic Plan aligns with the goals of the Master Plan, and

WHEREAS, the Grand Haven Charter Township Planning Commission voted to recommend the Township Board of Trustee’s adopt the Strategic Plan 2019 – 2022.

NOW, THEREFORE, BE IT RESOLVED, the Grand Haven Charter Township Planning Commission hereby supports and recommends the Board of Trustee’s adopts the Strategic Plan 2019 – 2022.

AYES:
NAYS:
ABSENT:

RESOLUTION DECLARED _______ ON MAY 20, 2019.

____________________________________
Bill Cousins, Chair
Grand Haven Charter Township
Planning Commission
CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary for the Planning Commission of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Planning Commission at a regular meeting of the Planning Commission held on the 20th day of May 2019. 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.

_________________________
Robert Wagenmaker, Secretary
Grand Haven Charter Township
Planning Commission
Above all else, our purpose is to provide superior customer service to our community
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>Our Strategic Planning Process</td>
<td>4</td>
</tr>
<tr>
<td>Our Mission</td>
<td>5</td>
</tr>
<tr>
<td>Our Goals</td>
<td>6</td>
</tr>
<tr>
<td>Maintain a Financial Balance</td>
<td>7</td>
</tr>
<tr>
<td>Deliver Superior Essential Services</td>
<td>9</td>
</tr>
<tr>
<td>Maintain and Improve the Infrastructure</td>
<td>10</td>
</tr>
<tr>
<td>Establish Strong Partnerships within Community</td>
<td>12</td>
</tr>
<tr>
<td>Support and Retain Economic Development</td>
<td>13</td>
</tr>
</tbody>
</table>
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 this plan 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 20 years the Township has become the largest of the Northwest Ottawa communities in terms of area (28+ square miles), population (17,000+), and tax base (SEV over $1 billion). This rapid growth has led to an increased demand for public services.

Although growth is not as robust as the pre-2006 levels, the current growth rate is expected to continue. Consequently, the Township is facing questions regarding the levels of service and capital projects designed to improve both safety and quality of life of its residents.

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
Grand Haven Township strives to meet the changing needs of our community. In 2016, the Resilient Grand Haven Master Plan was adopted. This was a joint effort between the Township and City of Grand Haven. By crafting cohesive plans the greater Grand Haven community is better served.

The current Zoning Ordinance was adopted in 1999. To be good stewards of the community’s wants and needs, it was determined the Ordinance needed to be updated.

In 2019, the Township will adopt a new Zoning Ordinance. It will support the goals and objectives the community created in the Master Plan. It will also reflect the current qualities of life the community enjoys. For example, outdoor-living is more valued today than in the late-90s, so new provisions will support those activities and interests.

Improving walkability throughout the Township is another priority. For example, through a voter-approved millage another 10 miles of pathway is being constructed. The Board has approved a project to install a sidewalk on the south side of Robbins Road, as well as adding mid-block crosswalks on 172nd Avenue at Timber View Apartments and on Lakeshore Drive at the entrance to Rosy Mound.
OUR MISSION

Grand Haven Charter Township
Provide. Protect. Prepare.

- **Provide** essential services and superior customer service for all who live, work and visit the community.
- **Protect** the people and the resources entrusted to us.
- **Prepare** for future challenges and opportunities.

The 2019 Mission statement shows an evolution from the original 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 1997 Mission Statement recognize the fiscal constraints that exist even during periods of growth and placed 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 twelve (12) funds with majority of operations found in nine (9), including the General Fund, Fire/Rescue Fund, Police Services Fund, DDA Fund, Municipal Street Fund, Pathway Fund, IT Fund, Water Fund and Sewer Fund. In general, monies from one fund cannot be transferred to other funds.

The $3.4± million annual expenditures from the General Fund are the source of many of the services associated with local government, such as assessing, building and zoning services, parks, elections, drain maintenance, 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 are stable with the exception of the building fees that can vary widely.

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 87.2 cents is distributed to others.
Objectives:

- Adopt policies that support – “living within our means.”
- Have sufficient financial reserves to respond to emergencies, economic downturns, and future capital spending. (Current policy has a minimum unrestricted General Fund fund balance of $1.6 million.)
- Prioritize taxing and spending to focus on both safety and “quality of life”.

**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.
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. Sanitary Sewer
5. Planning and Zoning
7. Parks
8. Pathways
9. Cemeteries
10. Economic Development
11. Ambulance Service
12. Road Maintenance
13. Stormwater Maintenance
14. 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

Objectives:

- Define and prioritize those essential services that can be best furnished by the Township.
- Continually improve the services provided by the Township, especially those services that relate to public safety (i.e., fire/rescue and police services).
- During the annual budget approval process, review department organization, responsibilities, functions, and staffing (including succession planning).
- Develop a versatile and professional Township workforce that is cross-trained.
- Continue the “Grand Way” program to ensure superior customer service.
- Show appreciation for staff, committee and board service through recognition events, a personal “thank you”, and/or awards.
INFRASTRUCTURE

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.
<table>
<thead>
<tr>
<th>INFRASTRUCTURE</th>
<th>WHAT DO WE HAVE?</th>
<th>FUNDING SOURCE</th>
<th>FACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Roads</strong></td>
<td>107.09 Miles of Public Roads</td>
<td>OCRC Tax Monies Municipal Street Fund, General Fund, Transportation Revenues are increasing</td>
<td>At the end of 2018, all of the subdivision roads were rated “5” or better on the Pavement Surface Evaluation and Rating System (PASER) where “10” is excellent.</td>
</tr>
<tr>
<td></td>
<td>24.21 Primary</td>
<td></td>
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<tr>
<td></td>
<td>40.41 Subdivision</td>
<td></td>
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<tr>
<td></td>
<td>23.79 Paved Local</td>
<td></td>
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<tr>
<td></td>
<td>18.68 Gravel</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drains</strong></td>
<td>17 County Drainage Districts</td>
<td>Special Assessments, General Fund</td>
<td>All costs are paid through assessments, except for minor maintenance (i.e., less than $10,000).</td>
</tr>
<tr>
<td><strong>Water</strong></td>
<td>110.2 Miles of Main Two 500,000 Gallon Elevated Storage Tanks</td>
<td>Water Use Fees, Connection Fees</td>
<td>A cost of service rate study was completed in 2015. Next Study will be in 2020.</td>
</tr>
<tr>
<td></td>
<td>5 Meter Stations or Vaults 5,360 Taps</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sewer</strong></td>
<td>30.34 Miles of Main 9 Pump Stations 860 Connections</td>
<td>Sewer Use Fees, Connection Fees</td>
<td>A cost of service rate study was completed in 2015. Next Study will be in 2020.</td>
</tr>
<tr>
<td><strong>Pathway</strong></td>
<td>33.3 Miles by 2020 Expansion = Millage</td>
<td>Expansion = Millage, Maintenance = General &amp; Pathway Fund</td>
<td>A significant expansion will be completed in 2019.</td>
</tr>
<tr>
<td><strong>Parks</strong></td>
<td>Township 6 Parks = 596 Acres Ottawa County 3 Parks = 597 Acres</td>
<td>General Fund, Grants</td>
<td>The Township continues discussions to add additional park lands for active recreation immediately south of Hofma Park &amp; Preserve.</td>
</tr>
<tr>
<td></td>
<td>Historic Cemetery Lakeshore Cemetery</td>
<td>General Fund User Fees</td>
<td>A planned expansion of the Historic Cemetery will begin in 2019.</td>
</tr>
</tbody>
</table>
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 Corridor Plan
- July 4th Fireworks
- Emergency Management and Planning

Objectives:

- Share positive progress with the community through articles in the newsletters.
- Regularly communicate and be transparent with the community about the real issues facing the region.
- Identify meaningful ways to engage citizens.
- Collaborate with other governmental agencies to provide essential services, enhance natural resources, and support the local economy.
ECONOMIC DEVELOPMENT

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.

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 3rd in Michigan and 95th in the U.S. in the total value of agricultural production.
- Tourism attracts nearly $58 million each year to the greater Grand Haven area.
- Manufacturing provides for about 36% of the jobs in this region. This is more than 8,000 jobs.
- In comparison, only 12% of jobs in Michigan and only 9% 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, private developers, and neighboring municipalities to attract a new industrial park near the US-31 and M-45 intersection.

• 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.

• Expand park land to increase active recreational opportunities.