

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, MARCH 9, 2015

WORK SESSION – CANCELLED

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 February 23, 2015 Regular Board Minutes
 - 2. Approve Payment of Invoices in the amount of \$425,404.27 (*A/P checks of \$316,411.74 and payroll of \$108,992.53*)
 - 3. Approve Engineering Agreement with Prein & Newhof for 2015 Pathway Repairs (\$27,400)
 - 4. Authorize Bidding for the Hidden Creek Lift Station Rehabilitation Project
 - 5. Authorize Inspection Fee Increase for Mechanical/Plumbing Inspections for Bob Modreske (*Increase from \$45 to \$50*)
 - 6. Approve National Library Week Proclamation (*per request of Loutit District Library*)
- VI. PUBLIC HEARINGS
 - 1. Rezoning application of parcels 70-03-33-400-011 and 70-03-33-400-012 (Shape Corporation) from Agricultural (AG) to Industrial (I-1)
 - 2. Zoning Text Amendments
- VII. OLD BUSINESS
 - 1. First Reading - Rezoning of parcels 70-03-33-400-011 and 70-03-33-400-012 from Agricultural (AG) to Industrial (I-1)
 - 2. First Reading – Zoning Text Amendments
- VIII. NEW BUSINESS
 - None
- IX. REPORTS AND CORRESPONDENCE
 - 1. Correspondence
 - 2. Committee Reports
 - 3. Manager’s Report
 - a. February Building Report
 - 4. Others
- X. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY (*LIMITED TO THREE MINUTES, PLEASE.*)
- XI. 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.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, FEBRUARY 23, 2015**

WORKSESSION – 6:00 p.m.

1. The Board discussed Retiree Medical Health plan and instructed staff to complete the following:
 - a. Discontinue the retiree health insurance program through a buyout of the current program of the seventeen (17) full-time, non-union staff currently covered;
 - b. Utilize the buyout figures calculated by Watkins Ross as delineated on page six of the February 5th memorandum;
 - c. Allow the employees a choice of either placing the monies in a pension account or a Retirement Health Savings Account;
 - d. Meet individually with each employee to assist them in a choice and assist the employees to avoid any potential tax liability;
 - e. Determine a pay-out period of between one and three years based upon budget considerations, employee tax liability, and other factors; and,
 - f. Prepare the necessary budget amendments to implement the aforementioned.
 - g. Report back to the Board within a month of options employees choices and appropriate paperwork.

The Board also noted that it would continue the current Retiree Medical Health plan for the four (4) current retirees and the six (6) full-time IAFF union members and instructed staff to transfer the monies necessary to cover these OPEB costs from the existing special revenue account into a trust account.

2. The Board reviewed the 2015 Project List with Superintendent Cargo and added the following amendments:
 - a. Deadline for “Review of Internal Controls” will be June of 2015; and,
 - b. Deadline for the “Purchase of hand-held GPS location device” will be July of 2015.

REGULAR MEETING

I. CALL TO ORDER

Supervisor French 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: French, Larsen, Meeusen, Behm, Hutchins, Redick and Kieft.

Board members absent:

Also present was Manager Cargo.

IV. APPROVAL OF MEETING AGENDA

Motion by Larsen and seconded by Hutchins to approve the meeting agenda. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve February 9, 2015 Board Minutes
2. Approve Payment of Invoices in the amount of \$232,587.40 (*A/P checks of \$147,463.71 and payroll of \$85,123.69*)
3. Approve Appointment of Trustee Behm to Zoning Board of Appeals with a term ending 11/30/2016
4. Approve 2015 Dust Palliative Contract with "Michigan Chloride Sales" (\$30,560)
5. Approve Contract with "Utility Financial Solutions" for 2015 Water/Sewer Cost of Service Rate Study (\$17,600)

Motion by Kieft and seconded by Meeusen to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. OLD BUSINESS

1. **Motion** by French and supported by Behm to approve and adopt Resolution No. 15-02-02 which approves the "Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2015 – 2019". **Which motion carried**, as indicated by the following roll call vote:
Ayes: Larsen, Hutchins, Kieft, Meeusen, Redick, Behm, and French
Nays:
Absent:

VII. NEW BUSINESS

1. **Motion** by French and supported by Hutchins to enter closed session at 7:05 p.m. both to consider the contents of a written opinion from the Township attorney, and to consider the purchase or lease of real property. **Which motion carried**, as indicated by the following roll call vote:
Ayes: Behm, Hutchins, Meeusen, Redick, Kieft, French, and Larsen
Nays:
Absent:

Motion by Larsen and supported Behm to exit closed session at 7:28 p.m. **Which motion carried**

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
 - i. Larsen noted that a Personnel Committee meeting is scheduled for Tuesday, March 3rd at 7:30 in the main conference room.
- c. Managers Report, which included:
 - i. January Legal Review

- ii. January Law Enforcement Review
- d. Others

X. PUBLIC COMMENTS

Laird Schaefer (12543 Wilderness Trail) thanked staff for following through on amendments to the regional Parks and Recreation Plan.

XI. ADJOURNMENT

Motion by Larsen and seconded by Behm to adjourn the meeting at 7:30 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Karl French
Grand Haven Charter Township Supervisor



Manager's Memo

DATE: March 3, 2015

TO: Township Board

FROM: Bill

RE: 2015 – Pathway Maintenance – Engineer Services Agreement

As you may recall, the 2015 budget contains about **\$275,650** to replace the decking on the Bignell boardwalk, removal and replacement of the Mercury Drive pathway along Pottawattomie Bayou, and crack seal and overlay the Mercury Drive pathway from the City border to Groesbeck. In addition, GHT budgeted **\$27,570** for professional engineering services related to this maintenance project.

Attached, please find letter from Prein & Newhof detailing the professional fee breakdown for a cost not-to-exceed **\$27,400** to complete this maintenance project.

Staff note that this pathway maintenance project may evolve through the modification of the Pottawattomie Bayou portion of the Mercury Drive pathway maintenance project and the possible addition of pathway maintenance along Lakeshore Drive adjacent to the Rosy Mound Park (*i.e., the retaining wall along this hillside*).

To authorize the superintendent to complete an engineer service agreement with Prein & Newhof for services related to the 2015 pathway maintenance projects, the following motion can be offered:

Move to authorize the Township Superintendent to execute an engineering agreement with Prein and Newhof for the 2015 pathway maintenance projects at a cost not-to-exceed \$27,400.

If you have any questions or comments, please contact either Cargo or VerBerkmoes.

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

February 17, 2015
2150207

Mr. Mark Verberkmoes
Grand Haven Charter Township
13300 168th Avenue
Grand Haven, MI 49417

RE: 2015 Non-Motorized Pathway
Design and Construction Engineering

Dear Mark:

As requested, attached is a professional fee breakdown for design and construction engineering services related to proposed improvements of the non-motorized pathways. These engineering costs are based on improvements proposed in the 2014 Non-Motorized Path – Condition Summary which include the following projects:

- Mercury Drive – Overlay path from City Limits to Groesbeck Street
- Mercury Drive – Millhouse Bayou Boardwalk redecking
- Mercury Drive – Pottawattomie Bayou – resurfacing and repairs along retaining wall section

We tried to verify the condition of the Millhouse and Pottawattomie Bayou areas last week but were unable to as the surface remains snow covered. We recommend that a site review meeting be held as part of the initial design to determine the extent of repairs needed in these areas. We have included time for structural review and details and can remove those from our scope if determined as not needed based on our site meeting with the Township.

We will provide field review of current conditions to determine quantities, provide construction specifications, permitting, and bidding assistance as part of the design phase. Construction phase engineering to include shop drawing review, construction administration and observation along with recommendation of payment applications and project closeout.

We propose to complete these services on a time and material basis with a not to exceed cost of \$27,400. Following your review and approval we will prepare an engineering agreement. If you have any questions or comments, please give me a call.

Sincerely,

Prein&Newhof



Kevin S. Kieft, P.E.



Barbara E. Marczak, P.E.

KSK/ksk

C: Bill Cargo, GHCT Superintendent

Grand Haven Charter Township, 2015 Non-Motorized Pathway Repairs
 (Mercury Drive City Limits to Groesbeck Overlay - Millhouse Boardwalk Redecking,
 Pottawatomie Bayou Resurfacing and Repairs)

Professional Fees Billing Worksheet: February 17, 2015

	Total Cost
Design Engineering	
Design	
Project Planning and Project Administration	\$790.00
Kick-off - Site Review Meeting - Confirm Project Scope	\$875.00
Field inspection - Quantity Determination	\$1,105.00
Specifications	\$1,230.00
Drafting - Details - Structural	\$2,600.00
Structural Engineering - Boardwalk -Pottawattomie Retaining Wall	\$1,254.00
Permitting (GHCT - OCRC - OCWRC)	\$645.00
Bidding Assistance	\$475.00
Bid Tabulation - Recommendation of Award	\$415.00
Contract Document Preparation - Insurance - Bond Review	\$430.00
QA/QC	\$530.00
Design Engineering Total:	\$10,349.00
Construction Engineering	
Preconstruction Meeting	\$445.00
Shop Drawing Review	\$430.00
Pay Applications (assuming 3)	\$630.00
Contract Administration (assuming 4 weeks construction)	\$4,500.00
Construction Observation	\$10,600.00
Record Plans/Closeout	\$490.00
Construction Engineering Total:	\$17,095.00
Grand Total	\$27,444.00



Manager's Memo

DATE: March 3, 2015

TO: Township Board

FROM: Bill

RE: 2015 Hidden Creek Lift Station Rehabilitation - Approve Bid Documents

As you may recall, GHT budgeted \$75,000 to complete a rehabilitation of the Hidden Creek sanitary sewer lift station; authorized staff to directly purchase the two replacement pumps at a cost of \$15,745; and, previously approved a \$11,590 agreement with Prein and Newhof for engineering services.

Pursuant to the Township's policy on capital purchasing, prior to going to bid on projects in excess of \$15,000, the bid specification shall be approved by the Township Board. However, the Board instructed staff that the actual bid specifications were no longer to be included in the Board packets, rather the specifications would be made available at the Board meeting. (*This was done to save "paper" and reduce costs.*)

Therefore, plans and bid specifications for the proposed Hidden Creek sanitary sewer lift station rehabilitation project will be available for review at the March 9th Board meeting.

Staff also note that the schedule proposes an April 2nd, and a June 30th completion date. Pumps are slated to be delivered by mid-May.

If there are no objections to plans or specifications, the following motion can be offered:

Move to approve the proposed plans and specifications for the proposed Hidden Creek sanitary sewer lift station rehabilitation project and instruct staff to proceed forward with bid process.

If you have any questions or comments, please contact either Cargo or VerBerkmoes.



SUPERINTENDENT'S MEMO

DATE: March 3, 2015

TO: Township Board

FROM: Bill Cargo

SUBJECT: Plumbing and Mechanical Inspection Contract

Attached, please find an agreement for mechanical and plumbing inspection services. Staff is recommending approval of this agreement, which will replace the current agreement.

In brief, Plumbing and Mechanical Inspector Bob Modreske (*i.e.*, *West Shore Inspections, LLC*) has requested that his inspection rate be increased from \$45 to \$50 per inspection. (*See attached letter.*) A major basis for the increase is a requirement by the State of Michigan that all inspectors have a specific list of code books within their Code Book Library. For Modreske, the cost of the required books exceeded \$6,000.

About \$1.75 of this increase would cover normal inflation that has occurred since the current agreement was signed. The remaining \$3.25 will help offset the additional expense of maintaining a Code Book Library.

Staff would note that the fees charged for mechanical and plumbing permits will **not** be adjusted at this time. Rather, the actual costs related to plumbing, mechanical and electrical permits will be reviewed as part of the normal FY 2016 budget process.

And finally, it is noted that Modreske has been the Township's plumbing and mechanical inspector for about eight years ... and that he typically completes between 650 and 950 inspections annually on behalf of the Township.

If the Board supports the amended agreement, the following motions can be offered:

Move to authorize Superintendent Cargo to execute a three-year inspection agreement with Robert Modreske for plumbing and mechanical inspection services.

Please contact me if you have any questions or comments.

CONTRACT

THIS AGREEMENT is made the _____ day of March 2015, by and between the following parties:

Charter Township of Grand Haven ("The Township")
13300 168th Avenue
Grand Haven, MI 49417

and

Robert Modreske (Modreske) d/b/a West Shore Inspections, LLC
2644 15th Street
Hopkins, MI 49328

RECITALS

A. The Township is a governmental subdivision that has elected to administer and enforce the Stille-DeRossett-Hale Single State Construction Code Act ("Act" – MCL 125.1501, et seq.) and the State Construction Code, including the Michigan Building Code, as adopted by the State of Michigan (the "Building Code"); the Michigan Mechanical Code, as adopted by the State of Michigan (the "Mechanical Code"); the Michigan Electrical Code, as adopted by the State of Michigan (the "Electrical Code"); and the Michigan Plumbing Code, as adopted by the State of Michigan (the "Plumbing Code"). Collectively, the Building Code, the Mechanical Code, the Electrical Code and the Plumbing Code are referred to as the "Codes."

B. Modreske is properly licensed and certified to perform mechanical and plumbing code permitting, inspecting and enforcing services under the Codes, and is in the business of providing these services for governmental units in Michigan.

C. The Township desires to hire the services of Modreske to perform plumbing and mechanical code permitting, inspecting and enforcing services for the Township's Community Development Department.

NOW, THEREFORE, the parties agree to the following terms:

1. **RETENTION OF THE CONTRACTOR:** The Township hereby retains Modreske to serve as an independent contractor providing permitting, inspection and enforcement services under the Codes within the Township limits on an "as needed" basis. Modreske hereby agrees to provide such services when requested by the Township.
2. **DUTIES OF THE CONTRACTOR:** Modreske shall have authority for and agrees to perform the following duties:
 - a. Perform all permitting, inspecting and enforcing services under the Codes;
 - b. Acquire and maintain a full working knowledge of the Codes;
 - c. Complete and provide to the Township a permanent record of the duties performed pursuant to this Agreement;
 - d. Prepare and approve permits, inspection certificates and notices of violation as may be required under the Codes, for issuance by the Township;

- e. Consult with and assist the Township, its administrative staff and its attorneys with respect to problems with particular construction projects, prosecutions for violations of the Codes, questions of interpretation or application of the Codes and other matters relating to the performance of inspections and the enforcement of the Codes;
 - f. Perform all duties in a timely and competent manner which is satisfactory to the Township: and
 - g. At all times during the term of this Agreement, maintain all licenses and/or certifications required to permit Modreske to conduct permitting, inspecting and enforcing services under the Codes for the Township.
3. COMPENSATION: As compensation for services to be provided by Modreske, the Township agrees to pay him Fifty dollars (\$50.00) per inspection, which is actually performed by Modreske.

Payment for Modreske's services shall be paid to Robert Modreske d/b/a West Shore Inspections, LLC.

4. HOURS: Modreske shall schedule all inspections through the offices of the Township pursuant to any limitations of state law. Further, he agrees to be reasonably available and for sufficient amounts of time as the need for such inspections demands.
5. INDEPENDENT CONTRACTOR: Modreske acknowledges that in performance of all work and duties pursuant to the Agreement, Modreske shall be at all times performing as an independent contractor. Except for compliance with the provisions of this Agreement, the Township shall neither have nor exercise any control or direction over the methods and means by which Modreske performs his duties and work. Modreske shall provide and maintain, at his sole expense, all equipment and supplies necessary to perform the duties required under this Agreement and to pay all ancillary expenses related to such performance. Modreske shall provide for his own transportation for the performance of duties under this Agreement and shall be responsible for all expenses related to the operation of the motor vehicle(s), including without limitation, fuel, repair, maintenance, insurance and other incidental expenses.
6. INSURANCE, WORKER'S COMPENSATION, INDEMNIFICATION:
- a. Vehicle Insurance. Modreske, at his sole expense, shall secure and maintain in force comprehensive motor vehicle liability insurance during the term of this Agreement and shall provide the Township with a copy of the certificate of insurance upon request from the Township.
 - b. Comprehensive General Liability Insurance. Modreske, at his sole expense, shall secure and maintain in forced comprehensive general liability insurance during the term of the Agreement and shall provide the Township with a copy of the certificate of insurance upon request from the Township. Such insurance shall include the Township as an additional named insured and shall provide general liability coverage for property damage and personal injury

(including death) arising from any act or omission of Modreske in the minimum coverage limits:

- i. \$1,000,000 per occasion;
- ii. \$2,000,000 aggregate.

c. Worker's Compensation Insurance. Modreske, at his sole expense, shall secure and maintain in force worker's compensation insurance during the term of this Agreement, in compliance with applicable worker's compensation laws.

7. GOVERNMENTAL FUNCTION: The parties agree that the duties performed under this Agreement are governmental functions in accordance with the Act of the Codes. No party shall waive or otherwise act to jeopardize any immunity available to the other party.
8. INDEMNIFICATION: Modreske agrees to indemnify and hold harmless the Township and its officers, employees, representatives and agents from and against all claims, demands, actions, causes of action, losses, liability and costs/expenses (including reasonable attorney fees) in any manner arising from or related to the Contractor's acts and omissions in matters involving its duties and responsibilities under this Agreement. Each party shall notify the other party of any knowledge and information which may result in a claim against either of them, and shall cooperate with the other party whenever any claim is filed against either party involving, in any manner, the performance of this Agreement.
9. MISCELLANEOUS: Limited by the oversight and approval of the Township and its legal staff, Modreske shall have authority and discretion to issue citations for violations of the Codes. If Modreske is required to attend court for such purpose, then he shall receive additional compensation of \$50.00 per hour for such time, measured from when he is obligated to arrive at court and when he is released from his court obligation for the day.
10. TERM: The term of this agreement commences April 1, 2015 and exists until March 31, 2017, unless terminated by either party by giving sixty (60) days written notice to the other party.
11. SUBSTITUTE: In the event that Modreske is unavailable due to illness or vacation or for any other reason, he or the Township shall have the discretion to appoint a substitute inspector to act on his behalf. Provided, that any such substitute inspector shall be appointed by Modreske or the Township only from a list of preapproved substitutes, such list of preapproved substitutes to have all the appropriate qualifications and to have been approved in advance by the Township Board. Payment for the substitute inspector shall be made by the Township to Modreske, who will reimburse his substitute(s) directly.

This agreement shall constitute the full agreement and understanding of the parties. Any modification or alteration of it shall be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

By _____
William D. Cargo, Superintendent

By _____
Robert Modreske

SUBSTITUTION LIST

1. Gary Raak – Certified Plumbing Inspector – Parts of Ottawa, Kent, & Allegan Counties
7:30-8:30am – Home (616-399-6924)
After 8:30am – Cell (616-836-9746)
2. Vince Milito – Certified Plumbing & Mechanical Inspector – City of Grand Rapids & Alpine Township
Mobile (616-292-8049)
Home (231-652-7975)
Office (616-456-3918)

WEST SHORE INSPECTIONS, LLC

2644 15th Street
Hopkins, MI 49328
Cell 616 477-4940 • Fax 269 793-7140
Bob@wsillc.biz

February 2015

Grand Haven Township
13300 168th Avenue
Grand Haven, MI 49417

Dear Grand Haven Township:

I would like to thank you for the opportunity you've given me to serve as your Mechanical and Plumbing Inspector for eight years.

At this time the State of Michigan is requiring inspectors to have a very specific list of code books in their library for all inspections done in the state of Michigan. West Shore Inspections now has access to the complete Code Book Library and I consider this a very big asset to your township. I would like to ask you to consider an increase in my inspection fee cost from \$45.00 to **\$50.00**. As you may know, the amount paid for inspections come directly from the permit fees paid by the permit applicant which wouldn't be an added cost to the township. This increase in inspections fees is due to rising cost and book cost. Please see attached letter from the state describing the new requirements.

Thank You again for the opportunity to serve your township. I would greatly appreciate an increase in my inspection fees at this time.

Sincerely,



Bob Modreske
West Shore Inspections, LLC

Attachment



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

MIKE ZIMMER
ACTING DIRECTOR

September 4, 2014

Dear Enforcing Agency:

The State Construction Code Commission has directed that a letter be sent to all local units of government as a reminder that to properly administer the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, and apply the state construction codes, the jurisdiction must have access to the standards referenced in the code books in addition to the various code books themselves. This applies to jurisdictions already enforcing the code(s) and jurisdictions who may apply in the future to enforce the code(s) under Section 8b(6) of 1972 PA 230. The commission is encouraging all existing enforcing agencies to start a library of or provide access to the referenced standards.

The first national model codes published in the 1950's were prescriptive in nature and referenced only a few standards. As the code development process advanced it became clear that it was more efficient to rely on references to these standards as opposed to incorporating them in the codes. Standards writing organizations do a very good job of updating standards as the science changes. Therefore, the code development process now focuses on which standard is to be applied and to what, rather than including all the language from a standard. Today's codes alone do not provide the details necessary for plan review and construction.

If a plan reviewer does not have access to the standards, he/she cannot verify that the structural, fire protection, electrical, mechanical, and plumbing systems are in compliance with the code as the verification criteria is not in the code, but in the standard. Therefore, it is critical that an enforcing agency has access to these standards to assure the public health, safety, and welfare.

As a result, local units of government applying to enforce the codes under 1972 PA 230 must demonstrate that they already possess the referenced standards or have immediate access to the standards for all the disciplines for which they seek authority. This is not a new requirement, but previously the Bureau of Construction Codes would accept a statement from a local jurisdiction that the codes and standards were available. What was found, however, is that there was often confusion and instead of jurisdictions having the referenced standards available only the code books were available.

Providing for Michigan's Safety in the Built Environment

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www.michigan.gov/bcc • Telephone (517) 241-9302 • Fax (517) 241-9570

“Access” is being defined to mean that the plan reviewers and inspectors in an enforcing agency have practical use of the standards to facilitate proper code enforcement. This access can be provided in different ways. For example, an enforcing agency may purchase the standards and maintain its own library, an enforcing agency may have privileges to use a university or professional society library, or several governmental subdivisions may form a cooperative to fund and maintain a library.

The Construction Code Commission and the bureau recognize that creating a full library of standards would be very costly—in excess of \$100,000 for all the standards. In response to cost concerns from local units of government, the bureau has created a list of *essential* referenced standards that pares the full list down to those standards most likely to be needed on a regular basis to enforce the codes. A complete library of *essential* standards would cost under \$30,000, a significant reduction from the cost of a full library. A list of the essential standards is available on the bureau’s website at www.michigan.gov/bcc under “What’s New” and is provided in both summary and individual code format.

If you have questions about obtaining referenced standards for a library, please contact the Office of Administrative Services at (517) 335-2972 or bccoas@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Irvin J. Poke". The signature is written in a cursive, flowing style with a large initial "I".

Irvin J. Poke, AIA
Director

cc: Construction Code Commission
BCC Division Chiefs

National Library Week 2015 Proclamation

WHEREAS, libraries help lives change in their communities, campuses and schools;

WHEREAS; librarians work to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls;

WHEREAS, libraries and librarians bring together community members to enrich and shape the community and address local issues;

WHEREAS, librarians are trained, tech-savvy professionals, providing technology training and access to downloadable content like e-books;

WHEREAS, libraries offer programs to meet community needs, providing residents with resume writing classes, 24/7 homework help and financial planning services to teens applying for student loans to older adults planning their retirement;

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that we, the Board of the Grand Haven Charter Township, proclaim April 12-18, 2015, National Library Week. We encourage all residents to visit the library this week to take advantage of the wonderful library resources available @ your library. Unlimited possibilities @ your library.

Karl French, Supervisor

Laurie Larsen, Clerk

William Kieft III, Treasurer

Ron Redick, Trustee

Cal Meeusen, Trustee

Mike Hutchins, Trustee

Howard Behm, Trustee

Community Development Memo

DATE: March 3, 2015
TO: Township Board
FROM: Fedewa
RE: Shape Corp – Rezoning Applications (AG to I-1)

Shape Corp has applied to rezone two unimproved parcels next to their building along 172nd Avenue (70-03-33-400-011 & 70-03-33-400-012). Each parcel is approximately 10 acres in size.



The rezoning application was tested against the “Three C’s” evaluation method described in the 2009 Master Plan.

COMPATIBILITY

Parcels border Industrial land on the north, east, and southern lot lines (*including land within the City of Grand Haven*).

The land west of 172nd Avenue is currently zoned AG, but the Future Land Use Map plans for the area to be zoned Commercial (*staff notes that approximately 9 acres was recently split from this AG parcel and a PUD-Commercial application is currently under staff review*).

CONSISTENCY

Proposed rezoning is consistent with the existing, and future, land uses. Additionally, the application exceeds the minimum lot size requirement of 1 acre.

The applicant anticipates constructing a parking lot to accommodate the growing business. The use has minimal impact compared to the existing intensive industrial uses that surround the parcels.

CAPABILITY

Parcels are currently serviced with the minimum infrastructure requirements described in the Master Plan (*i.e., natural gas, municipal water and sewer, and direct access to a paved public roadway*).

RECOMMENDATION

On February 16th the Planning Commission adopted a motion to recommend the Township Board approve the rezoning of the two parcels owned by Shape Corp. If the Township Board agrees with the aforementioned recommendation, the following motion can be offered:

Motion by _____, supported by _____ to postpone further action until March 23rd on the proposed rezoning of parcels 70-03-33-400-011 and 70-03-33-400-012 from Agricultural (AG) to Industrial (I-1). **This is the first reading.**

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



Community Development Memo

DATE: March 3, 2015
TO: Township Board
FROM: Fedewa
RE: Clerical Revisions to Zoning Ordinance

It was recently brought to staff's attention there are several revisions needed to the Zoning Ordinance. The revisions are clerical in nature, and are intended to refine the Ordinance.

Revisions include:

1. Correcting the I-1A zoning district name (*Corridor Industrial*).
 - a. Adding the zoning district to the appropriate locations throughout the Ordinance (*e.g., schedule limiting height, bulk, density, and area by zoning district*).
2. Clarifying the minimum lot area design requirements for districts that allow multiple-family housing units (*square feet per dwelling unit*).
3. Adding "Colleges" to the list of Special Land Uses.
4. Adding RP to the number of permitted accessory buildings for lots over 1 acre.
5. Correcting the height for accessory structures on a one acre lot.

On February 16th the Planning Commission adopted a motion to recommend the Township Board approve the proposed clerical revisions. If the Township Board agrees with the aforementioned, the following motion can be offered:

Motion by, _____ supported by, _____ to postpone further action until March 23rd on the proposed Zoning Text Amendment Ordinance addressing clerical revisions. **This is the first reading.**

Please contact me prior to the meeting with questions or concerns.

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, BY ADDRESSING ZONING DISTRICTS; DESIGN REQUIREMENTS; SPECIAL LAND USES; ACCESSORY BUILDINGS; HEIGHT RESTRICTIONS; CORNER LOTS; SIGN REGULATIONS; AND THE EFFECTIVE DATE FOR THIS ORDINANCE.

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

Section 1. Districts Established. The following addition shall be made to Section 3.01 of the Grand Haven Charter Township Zoning Ordinance (the rest of Section 3.01 as currently stated shall remain as stated in its entirety).

I-1A Corridor Industrial District (amend. by ord. no. 511 eff. June 10, 2012)

Section 2. R-2 Design Requirements. The following revision shall be made to the table in Section 9.04.1 of the Grand Haven Charter Township Zoning Ordinance (the rest of Section 9.04.1 as currently stated shall remain as stated in its entirety).

Minimum Lot area	13,000 square feet, or 13,000 square feet per Dwelling Unit, whichever is greater
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Section 3. R-3 Design Requirements. The following revision shall be made to the table in Section 10.04.1 of the Grand Haven Charter Township Zoning Ordinance (the rest of Section 10.04.1 as currently stated shall remain as stated in its entirety).

Minimum Lot area	7,500 square feet, or 7,500 square feet per Dwelling Unit, whichever is greater
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Section 4. R-3.5 Design Requirements. The following restatement shall be made of the table in Section 11.04.1 of the Grand Haven Charter Township Zoning Ordinance (the rest of Section 11.04.1 as currently stated shall remain as stated in its entirety).

	Adjacent District	Requirement
Minimum Lot area per Dwelling Unit	AG/RP/RR/LDR	9,000 square feet
	R-1/R-2	7,800 square feet
	R-3	4,500 square feet
	R-3.5/R-4/R-5/C-1/I-1/I-1A	3,000 square feet
Minimum Lot width	100 feet	
Maximum height of structures	2½ stories, or 35 feet, whichever is lower	
Front yard setback	50 feet	
Rear yard setback	50 feet	
Side yard setback	Each side yard setback shall be at least 10 feet; both side yard setbacks combined shall be at least 30 feet (ord. no. 309 eff. 2/22/99; amend. by ord. no. 376 eff. 6/21/03)	
Minimum floor area per Dwelling Unit	AG/RR/RP/LDR/R-1/R-2/R-3	884 square feet
	R-3.5/R-4/R-5/C-1/I-1/I-1A	832 square feet
Maximum number of Dwelling Units/Building	AG/RR/RP/LDR/R-1/R-2	4 units
	R-3	8 units
	R-3.5/R-4/R-5	16 units
	C-1/I-1/I-1A	24 units
Footnotes from Chapter 21 – Schedule of District Regulations shall apply	AG/RR/RP	2; 5; 6; 8; 11; 12; 13; 14
	LDR/R-1/R-2/R-3/R-3.5/R-4/R-5/C-1/I-1/I-1A	2; 5; 6; 8; 12; 13; 14

Section 5. R-4 Design Requirements. The following revision shall be made to the table in Section 12.04.1 of the Grand Haven Charter Township Zoning Ordinance (the rest of Section 12.04.1 as currently stated shall remain as stated in its entirety).

Minimum Lot area	3,000 square feet, or 3,000 square feet per Dwelling Unit, whichever is greater
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Section 6. Chapter 16A. The title for Chapter 16A of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows (the rest of Chapter 16A as currently stated shall remain as stated in its entirety).

I-1A CORRIDOR INDUSTRIAL DISTRICT

Section 7. Special Land Use Specific Requirements. The following addition shall be made to the numerical list of special land uses in Section 19.07 of the Grand Haven Charter Township Zoning Ordinance (the rest of the numerical list of special uses of Section 19.07 as currently stated shall remain as stated in its entirety).

7A. Colleges. (amend. by ord. no. 504 eff. December 11, 2011)

Section 8. Location of Wireless Telecommunications Towers and Antennas. The following addition shall be made to Section 19.07.45.G(6) of the Grand Haven Charter Township Zoning Ordinance (the rest of Section 19.07.45 as currently stated shall remain as stated in its entirety).

b-1) I-1A Corridor Industrial District

Section 9. Number of Accessory Buildings. Section 20.03.1.G(2) of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows (the rest of Section 20.03.1.G as currently stated shall remain as stated in its entirety).

In districts RP, RR, LDR, and R-1 through R-5, on Lots which are one (1) acre or greater in size, two (2) residential Accessory Buildings are allowed.

Section 10. Height Restrictions. Section 20.03.1.I(2) of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows (the rest of Section 20.03.1.I as currently stated shall remain as stated in its entirety).

In all residential zoning districts, on Lots of less than one (1) acre, no detached Accessory Building shall exceed twenty (20) feet in height.

Section 11. Corner Lots in Commercial and Industrial Zoning Districts. Section 20.19.5.B of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows (the rest of Section 20.19.5 as currently stated shall remain in its entirety).

B. Commercial and Industrial Zoning Districts. For a corner lot which is completely within a C-1, I-1, or I-1A District, the setback along the secondary lot line(s) shall not be less than forty (40) feet. All other setbacks shall comply with the minimum setback requirements of the zoning district within which the lot is located. The minimum lot width for a lot on a cul-de-sac or other irregularly shaped lot shall be measured at the front yard setback line and shall not be diminished throughout the rest of the lot. Such lots shall have a minimum width of forty (40) feet at the front property line.

Section 12. Schedule Limiting Height, Bulk, Density, and Area by Zoning District. Section 21.02 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

	Minimum Lot Area (per Dwelling Unit where applicable) in Sq Ft or Acres	Minimum Lot Width in Feet	Maximum Height of Structures		Front	Minimum Side Yard Setback in Feet		Rear	Minimum Floor Area per Dwelling Unit in Sq Feet	Maximum Number of Units per Building	Footnotes
			Stories	Feet		One Side	Total Of Two				
AG Agricultural	20 Acres	330	2.5	35	50	20	50	50	1,100	N/A	1; 8; 9; 11; 18
RP Rural Preserve	10 Acres	330	2.5	35	50	20	50	50	1,240	N/A	1; 8; 9; 11; 14
RR Rural Residential	45,000	150	2.5	35	50	20	50	50	1,100	N/A	2; 8; 9; 11; 17
LDR Low Density Residential	25,000	125	2.5	35	50	20	40	50	1,240	N/A	2; 8; 10; 17
R-1 Single Family Residential	15,000	100	2.5	35	50	15	35	50	1,240	N/A	2; 8; 10; 13; 15; 16; 17
R-2 Single Family Residential	13,000	80	2.5	35	50	10	25	50	1,100	N/A	2; 8; 9; 13; 15; 17
R-3 Two Family Residential	7,500	100	2.5	35	50	10	25	50	1,100	N/A	2; 5; 7; 8; 13; 17
R-3.5 Restricted Multiple Family Residential											
Adjacent to AG District	9,000	100	2.5	35	50	10	30	50	884	4	2; 5; 6; 8; 11; 12; 13; 14
Adjacent to RP District	9,000	100	2.5	35	50	10	30	50	884	4	2; 5; 6; 8; 11; 12; 13; 14
Adjacent to RR District	9,000	100	2.5	35	50	10	30	50	884	4	2; 5; 6; 8; 11; 12; 13; 14
Adjacent to LDR District	9,000	100	2.5	35	50	10	30	50	884	4	2; 5; 6; 8; 11; 12; 13; 14
Adjacent to R-1 District	7,800	100	2.5	35	50	10	30	50	884	4	2; 5; 6; 8; 12; 13; 14
Adjacent to R-2 District	7,800	100	2.5	35	50	10	30	50	884	4	2; 5; 6; 8; 12; 13; 14
Adjacent to R-3 District	4,500	100	2.5	35	50	10	30	50	884	8	2; 5; 6; 8; 12; 13; 14
Adjacent to R-3.5 District	3,000	100	2.5	35	50	10	30	50	832	16	2; 5; 6; 8; 12; 13; 14
Adjacent to R-4 District	3,000	100	2.5	35	50	10	30	50	832	16	2; 5; 6; 8; 12; 13; 14
Adjacent to R-5 District	3,000	100	2.5	35	50	10	30	50	832	16	2; 5; 6; 8; 12; 13; 14
Adjacent to C-1	3,000	100	2.5	35	50	10	30	50	832	24	2; 5; 6; 8; 12; 13; 14
Adjacent to I-1	3,000	100	2.5	35	50	10	30	50	832	24	2; 5; 6; 8; 12; 13; 14
Adjacent to I-1A	3,000	100	2.5	35	50	10	30	50	832	24	2; 5; 6; 8; 12; 13; 14
R-4 Multiple Family Residential	3,000	100	2.5	35	50	10	30	30	884	N/A	2; 3; 5; 6; 7; 8; 13
R-5 Manufactured Mobile Home Park	See Chapter 13 For Regulations Governing Manufactured Mobile Home Parks										
S P Service Professional	25,000	100	2.5	35	50	5	10	25	N/A	N/A	4; 8
C-1 Commercial	35,000	110	2.5	35	50	9	18	20	N/A	N/A	4; 8
I-1 Industrial	1 Acre	110	2.5	35	75	20	40	25	N/A	N/A	4; 8
I-1A Corridor Industrial	1 Acre	110	2.5	35	75	5	10	25	N/A	N/A	4; 8

Section 13. Schedule of Sign Regulations. In Section 24.13 of the Grand Haven Charter Township Zoning Ordinance, the heading which states "I-1 INDUSTRIAL DISTRICT - PERMITTED SIGNS" shall be restated as follows (the rest of Section 24.13 as currently stated shall remain as stated in its entirety).

I-1 INDUSTRIAL DISTRICT AND I-1A CORRIDOR INDUSTRIAL DISTRICT - PERMITTED SIGNS

Section 14. Effective Date. This amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on _____, 2015, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2015, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2015, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the *Grand Haven Tribune*, as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Karl French,
Township Supervisor

Laurie Larsen,
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2015. The following members of the Township Board were present at that meeting:

_____.

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

The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in favor and members of the

Board _____ voting in opposition. Notice of

Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 2015.

Laurie Larsen
Township Clerk