

AGENDA

Grand Haven Charter Township Planning Commission
Monday, June 15, 2015 – 7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Pledge to the Flag
- IV. Approval of the June 1, 2015 Meeting Minutes
- V. Correspondence
 - A. Public Hearing Notice – Robinson Township M-231 Sub-Area Plan Consideration
- VI. Public Comments/Questions on Agenda Items Only (Limited to 3 minutes)
- VII. New Business
 - A. Ottawa County Road Commission Presentation
 - B. Department of Public Services Presentation
 - C. PUD Amendment Pre-Application Presentation – Meijer/WD Partners
- VIII. Reports
 - A. Attorney's Report
 - B. Staff Report
 - Next Resilient Grand Haven meeting is July 1st @ 7pm – Board Room
 - Karner Rezoning Application Update
 - GHAPS Capacity Projection Meeting
 - Speedway PUD Resubmission Received
 - Transfer Tool Products – Site Plan Review for New Parking Lot
 - C. Other
- IX. Extended Public Comments/Questions on Non-Agenda Items Only (Limited to 4 minutes)
- X. 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.

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
JUNE 1, 2015

I. CALL TO ORDER

Kantrovich called the meeting of the Grand Haven Charter Township Planning Commission to order at 7:30 p.m.

II. ROLL CALL

Members present: Kantrovich, Kieft, LaMourie, Robertson, Taylor, Reenders, and Wilson

Members absent: Gignac

Also present: Fedewa and Attorney Bultje

Without objection, Kantrovich instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the May 18, 2015 meeting were approved.

V. CORRESPONDENCE – Robinson Township M-231 Sub-Area Plan

VI. PUBLIC COMMENTS ON AGENDA ITEMS ONLY – None

VII. PUBLIC HEARING

A. Rezoning – Karner – AG to LDR

Kantrovich opened the Public Hearing at 7:32 p.m.

Fedewa provided an overview through a memorandum dated May 28th and noted the item had been discussed with Attorney Bultje. Staff and the attorney now recommend the parcel be rezoned to Rural Preserve (RP) instead of Low Density Residential (LDR).

- The parcel does not meet the recommended minimum infrastructure found in the LDR Statement of Purpose (Section 7.01).
- Although the parcel does not meet the minimum acreage requirement of the RP district (10 acres), it more accurately reflects the recommended minimum infrastructure found in the RP Statement of Purpose (Section 5.01).
- The RP zoning classification will prevent future land divisions. This is important because the area is not supported by the infrastructure needed to sustain a denser zoning classification such as LDR.

Brian King – 9800 Hiawatha:

- Supports and affirms the recommendation to rezone parcel to RP instead of LDR. The RP district is a better representation of the area.

Drew Schippa – 9804 Hiawatha:

- Supports and affirms the recommendation to rezone parcel to RP instead of LDR. The RP district is a better representation of the area.

Kantrovich closed the Public Hearing at 7:37 p.m.

VIII. OLD BUSINESS

A. Rezoning – Karner – AG to LDR

The rezoning application was discussed by Commissioners and focused on:

- Discussed the existing conditions of the area surrounding the Karner parcel. Along with the Statements of Purpose for the RP and LDR zoning districts.
- Recommended the Planning Commission review the Future Land Use designations for the Southwest Quadrant of the Township during the Resilient Grand Haven Master Plan update.

Motion by LaMourie, supported by Robertson to recommend to the Township Board approval of the Steve Karner rezoning application of 9873 168th Avenue, Parcel No. 70-07-33-400-013, from Agricultural (AG) to Rural Preserve (RP) based on the application meeting applicable requirements and standards of the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Future Land Use Map. **Which motion carried.**

IX. NEW BUSINESS

A. Presentation – Jeni Bolt, DEQ – Water Resources Division

Jeni Bolt provided a presentation on the DEQ operations and permitting process. Primarily, Bolt reviews applications for Part 303 Wetlands Protection, and Part 301 Inland Lakes and Streams of the Natural Resources and Environmental Protection Act (NREPA).

- Accurate completion of the DEQ permit application causes the longest delay in the permitting process. Encourage pre-application meetings to avoid delays. Will suggest modifications to permits to become compliant. Less than 1% of applications were denied in 2013 and 2014.
- Permits are required for the following activities within a regulated wetland: depositing fill material, dredging, developing, and draining.

- Wetlands are comprised of, and identified by, three characteristics: hydrology, plant life, and soils.
- Michigan has a goal of “no net loss” of regulated wetlands because of their irreplaceable value.
- Three methods used to address projects in, and near, regulated wetlands: avoid, minimize, and mitigate. Three types of mitigation:
 - Creation (*high rate of failure, low diversity, must be bonded*);
 - Restoration (*best chance of success because some wetland characteristics already exist, lesser bond required*); and
 - Preservation (*10:1, higher cost for more acreage, requires easement and long-term stewardship agreement*). Other forms of preservation mitigation include:
 - Granting the DEQ a conservation easement for an off-site wetland.
 - Purchase credits through the DEQ Wetland Mitigation Banking program. However, the nearest wetland bank is near the City of Jackson, but is still in the Grand River Watershed.
- In many cases, County drains are included in Part 301 of NREPA (*Inland Lakes and Streams*) because of the similar characteristics to streams.

X. REPORTS

A. Attorney Report – None

B. Staff Report

- Special Joint Session of Township Board & Planning Commission – June 3rd @ 7pm in GHT Board Room
- Next Resilient Grand Haven Meeting – July 1st @ 7pm in GHT Board Room

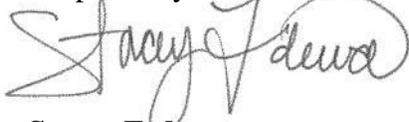
C. Other – None

XI. EXTENDED PUBLIC COMMENTS ON NON-AGENDA ITEMS ONLY – None

XII. ADJOURNMENT

Without objection, the meeting adjourned at 8:47 p.m.

Respectfully submitted,



Stacey Fedewa
Acting Recording Secretary

**NOTICE OF PUBLIC HEARING
ON M-231 SUB-AREA PLAN OF THE GENERAL DEVELOPMENT PLAN
ROBINSON TOWNSHIP, OTTAWA COUNTY, MICHIGAN**

NOTICE IS GIVEN THAT:

1. The Planning Commission of the Township of Robinson, Ottawa County, Michigan, will hold a public hearing at the Robinson Township Hall, 12010 - 120th Avenue, Robinson Township, Ottawa County, Michigan on the 23rd day of June, 2015, at 7:30 p.m., local time, to consider and review the proposed M-231 Sub-Area Plan, as part of the General Development Plan for Robinson Township.

2. A copy of the proposed M-231 Sub-Area Plan is on file at the Robinson Township Hall, and may be examined by any person at the Robinson Township Hall, 12010 - 120th Avenue, Grand Haven, Michigan 49417 (Phone: 616-846-2210), on any day of the week except Friday, Saturdays, Sundays and holidays, between the hours of 9:00 a.m. and 12:00 noon and 1:00 p.m. and 5:30 p.m., Monday through Thursday.

3. The Township will provide necessary and reasonable auxiliary aids and services at this hearing, such as signers for hearing impaired persons and audio tapes of printed materials for visually-impaired persons, upon receipt of five days' prior notice. Disabled persons requiring such auxiliary aids or services should so notify the Township by contacting the Township Clerk at the Robinson Township Hall, 12010 - 120th Avenue, Grand Haven, Michigan 49417 (Phone: 616-846-2210).

Dated: June 3, 2015

Jackie Frye, Clerk
Robinson Township



Community Development Memo

DATE: June 11, 2015
TO: Planning Commission
FROM: Stacey Fedewa, Planning & Zoning Official
RE: Meijer PUD Amendment – Pre-Application Presentation

BACKGROUND

On June 2, 2015 a member of WD Partners contacted the Township to discuss installing a Curbside Pickup station on the Meijer PUD site. A preliminary site plan and conceptual drawing was sent for an informal staff review on June 4th. Staff determined the proposal will constitute a Major PUD Amendment, which will require a public hearing, and approval, from the Planning Commission and Township Board.

The purpose of the presentation is to exchange information and provide guidance to the applicant that will assist in preparation of application materials. No formal action is to be taken at a pre-application presentation. Nor will statements made at the presentation be considered legally binding commitments.

DISCUSSION POINTS

Staff found a few items that must be addressed, and recommended a Pre-Application Presentation with the Planning Commission. WD Partners indicated they are prepared to address the items found in the email correspondence, which is included with the meeting packet. The items are:

1. Location of Curbside Pickup station
2. Traffic Circulation
3. Vehicle Stacking



STAFF NOTES

- Staff notes the original building and parking lot were constructed prior to the implementation of the US-31 Overlay Zone.
 - Chapter 24 number of spaces = 1 space per 100 square feet of UFA
 - 148,525 square feet = 1,485 spaces
 - Existing number of spaces = 1,157
 - Overlay zone number of spaces = 1 space per 200 square feet of UFA
 - 148,525 square feet = 743 spaces
 - Proposal will eliminate 10 spaces = 1,147 spaces (*24 of which are ADA compliant*)
 - Meijer could eliminate up to 414 spaces and still meet the parking standards of the Overlay Zone.
- No loss of open space.
- A 5 foot section of the landscape island (*grass only*) will be removed to add a crosswalk for the employees to deliver the items to the customers, but the existing trees will remain.
- Impervious surface area will increase by 73 square feet.
- The following standards of the US-31 Overlay Zone will apply for an Alteration of an Existing Principal Building (*when site plan review is required*):
 - Landscaping Improvements
 - Access Management Improvements
 - Architectural Improvements (*for expanded portion*)
 - Woodland Protection (*for expanded portion*)
 - Discretionary Improvements (*based on the circumstances of the property the Planning Commission can determine improvements that are reasonably necessary to ensure compliance*).

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

Stacey Fedewa

From: Stacey Fedewa
Sent: Friday, June 5, 2015 8:54 AM
To: 'Brian Lorenz'
Subject: RE: Proposed Meijer Curbside Pick Up program - 15000 US 31
Attachments: Application - PUD Amendment.pdf; 2015 Planning Commission Meeting Dates.pdf; 2015 Township Board Meeting Dates.pdf; 15.1700 Chapter 17 - PUD Planned Unit Development District.pdf

Brian,

Thank you for sending the preliminary plans and rendering. I have answered the questions below in **red text** and also have a few questions for you:

1. It does not appear this is the same location I had discussed with Ben. That said, I believe the proposed location on the attached plan is much better.
2. Logistically, I want to walk through the customer movements. The car pulls up to the computerized station and notifies staff they have arrived. At that time do they move forward (*over the crosswalk*) and park under the second canopy and wait for staff to deliver the order? Therefore, in total the station can accommodate six vehicles?
3. The primary item that will need to be addressed is stacking. The location of the landscape island to the north of the staging area may be problematic. For example, in the event a large number of patrons arrive at the location to retrieve their items only 3 (*or perhaps 6*) can park under the canopies, and we must determine where the other vehicles will stack—directly behind the cars (*which will block the maneuvering lane*), in the parking spaces (*how will the customer know to park in that location*), how will “line cutters” be prevented (*traveling south on entryway drive, turn right onto maneuvering lane, and park directly behind customer under canopy—this could result in stacking/blocking occurring on the access drive*). One of two methods may need to be utilized:
 - a. Provide a study of some sort to determine the projected number of vehicles that may actively visit the site at one time.
 - b. Have the ordering interface limit the number of active orders/pick up times to 3 (*or perhaps 6*) to avoid stacking.

Because I am aware of the length of time it took for the pharmacy drive through to be approved, I would highly recommend submitting preliminary plans and requesting a pre-application presentation with the Planning Commission (*see Section 17.03.1*). This will give Meijer and the PC an opportunity to discuss the project, exchange information, and provide guidance that will assist in the preparation of the application materials. I believe this will be a time-saver in the long run.

A possible schedule for this project could be:

1. 6/15 – Pre-application presentation with PC
2. 7/1 – formally submit PUD Amendment application
3. Staff review from 7/1 – 7/15 (*office closed on July 3rd*)
4. If no revisions are required, the public notice will be sent to the newspaper on 7/16
5. 8/3 – PC public hearing
6. If approved by the PC, the public notice will be sent to the newspaper on 8/6
7. 8/24 – TB public hearing
8. 8/25 – building permits can be issued for outdoor construction

Please let me know if you have further questions.

Best regards,

Stacey Fedewa
Planning & Zoning Official
Grand Haven Charter Township
(616) 604-6326
sfedewa@ght.org

From: Brian Lorenz [<mailto:Brian.Lorenz@WDPartners.com>]
Sent: Thursday, June 4, 2015 9:58 AM
To: Stacey Fedewa
Subject: Proposed Meijer Curbside Pick Up program - 15000 US 31

Hi Stacey

Meijer would like to implement its curbside pickup program at its Grand Haven Twp. location. The concept is for an on-line order to be prepared and submitted by the customer. The store staff will then assemble and store the items for pick up in a staging area until the customer arrives at a predetermined time. The customer will arrive at the designated parking location (in this case in the front of the parking area) and utilize a call box to notify the staff they are ready for the receive their order. The designated loading spaces are covered with a canopy. The staff will deliver the items to the customer and collect a credit card for the purchase.

I am curious if you can confirm the process, specifically if this type of approval can be granted administratively. I would be most curious in the following questions:

1. Would this be considered a Conditional Use and/or Site Plan modification to be reviewed by PC, Council, etc.? *PUD Amendment, based on Section 17.11.4: the proposed amendment adds an additional use or structure. I have attached the required application.*
2. If so, can you confirm document submission deadline for your next hearing? *I have attached the Planning Commission and Township Board 2015 schedule. Keep the following in mind: 10 business day staff review; if revisions are required upon resubmission staff have 5 business days to review; 15 day public notice period prior to PC hearing; must submit publication requests by noon on Thursdays (e.g., for a public hearing on July 6th the publication notice must be sent to the newspaper by June 18th).*
3. If approved at that hearing does the request go to your Council and what is target hearing date for this? *Following PC approval another public hearing must occur with the Township Board. Therefore, (using the July 6th PC date example) the notice would be sent to the newspaper by July 9th and the hearing would occur at the July 27th TB meeting. Building permits could then be issued after July 27th.*
4. Will the city allow for a concurrent review of cd's while going through the planning process? There will need to be a staging area constructed for this project inside that will require us to submit for building permits. *I don't understand this question. A review of cd's—as in compact disc's? Without fully understanding the question, I can offer this information: building permit applications for indoor and outdoor construction can be submitted for review prior to final approval from PC and TB. That said, permits for the outdoor construction cannot be issued until the PC and TB have approved the plans.*

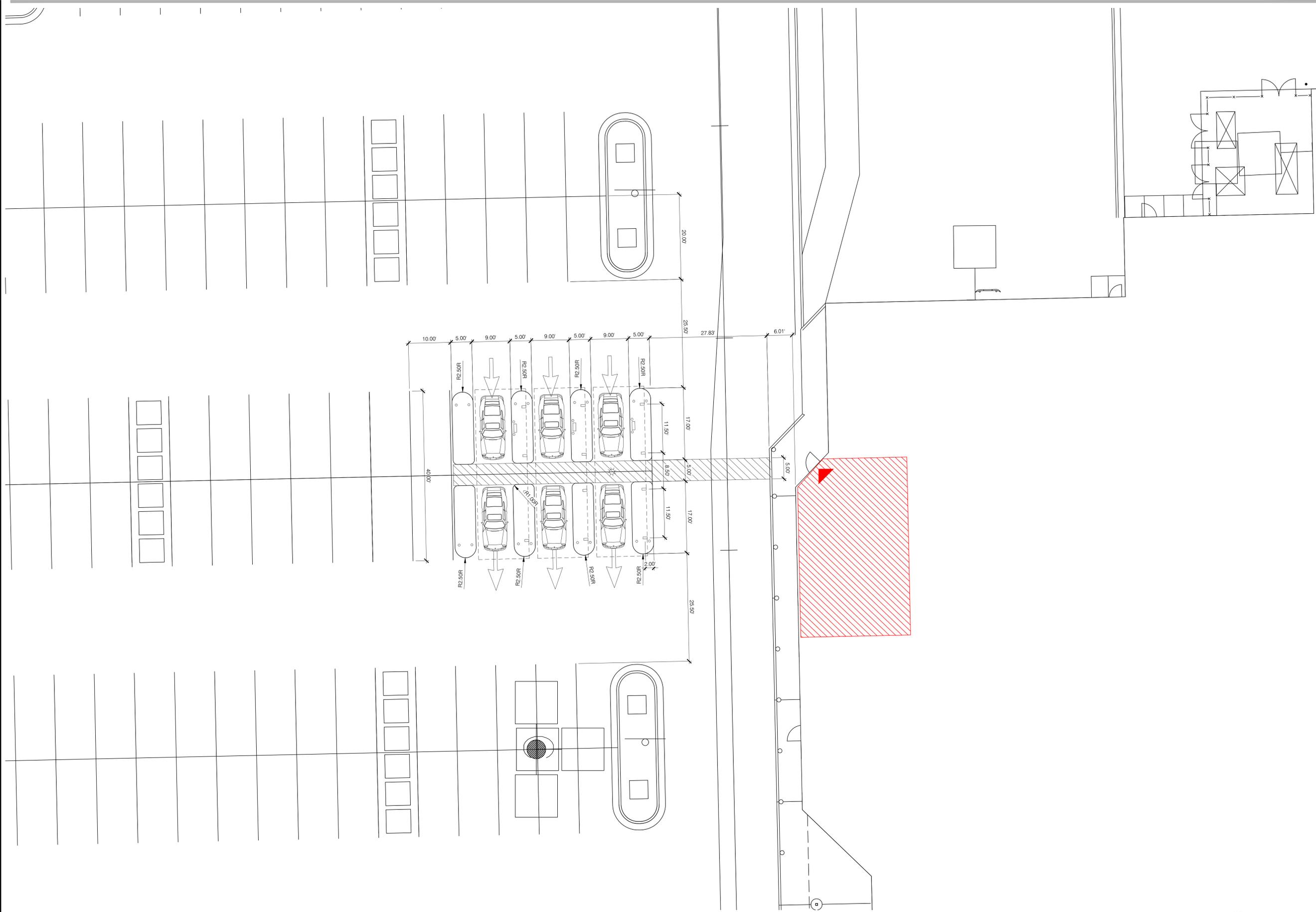
I have attached a copy of the preliminary site plan and a conceptual rendering for aid in answering questions. Thank you in advance for your reply.

Brian Lorenz, AICP, LEED AP
Associate Director, Permitting & Planning
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wd
wdpartners.com



curbside pickup



7007 DISCOVERY BLVD
 DUBLIN, OH 43017
 614.634.7000 T
 WDPARTNERS.COM

project no. | MJRCP0002

owner

meijer

GRAND HAVEN, MI
 STORE: 180

project info

prototype:
 PROTOTYPE VERSION

issue dates

submission:	date
PERMIT	04/01/15
BID	-
CONSTRUCTION	-

revisions:	description	date
#		

designed by:
 checked by:

seal

NOT FOR CONSTRUCTION

04.01.2015

sheet info

PRELIM. SITE PLAN

C1.2

