

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, MAY 23, 2016

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 May 9, 2016 Board Minutes
 2. Approve the carpet replacement for the Fire/Rescue station at the cost of \$7,800.31
 3. Approve Payment of Invoices in the amount of \$226,628.53 (*A/P checks of \$117,949.20 and payroll of \$108,679.33*)
- VI. OLD BUSINESS
 1. Presentation of FY 2015 Financial Audit – Douglas J. Vredeveld
- VII. NEW BUSINESS
 1. Ottawa County Annual Report, Roger Bergman
 2. Rezoning Application – Pellegrom – AG to RP
- VIII. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager's Report
 4. Others
- IX. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(*LIMITED TO THREE MINUTES, PLEASE.*)
- X. 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, MAY 9, 2016**

WORKSESSION – 6:00 p.m.

1. Manager Cargo discussed the next step in the clean-up of the Witteveen property and the low bid for the removal of the remaining buildings, junk and rubbish, tub grinding of waste material. The low bid was for \$45,100 from Schmidt Brothers Excavating, a local company.

Staff also provided a recommendation regarding the removal of wire fencing. This would be an on-going project – as opposed to bidding the project.

The Board instructed staff to remove the sections of fence as noted on the “Fence Map”; but, that this fence removal would be completed on a “piecemeal” basis over the course of the next 12± months using County work crews, DPW staff, Friends of Parks, volunteers, etc.

2. The Planning Commission poised a question regarding potable water in the case of an emergency.

Staff noted that should a well(s) fail or become contaminated that there are two basic options. The first is to replace the existing well with a “drilled” well that can be made deeper (*i.e.*, 100 to 400 feet). This is most viable if only one or a few wells fail and the property owner’s well is a “driven” well that is 50 feet or less in depth.

The second option would be to extend municipal water through a Special Assessment District or with grant monies, if available. This alternative would likely be most viable if there were numerous wells within one area that failed or were contaminated.

It was noted that should a property owner’s well fail or become contaminated that Township staff can assist with helping the property owner determine which option would be best for their circumstances.

3. Trustee Hutchins provided an update on the proposed NORA Recreation Plan and a Survey and Study that will be administered through the Chamber of Commerce that will examine needs and collaborative possibilities between NORA and the YMCA.
4. It was noted that the Zoning Ordinance referendum would be a ballot initiative on the November Presidential Election.

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, Meeusen, Behm, Hutchins, Redick, and Kieft.

Board members absent: Larsen

Also present was Manager Cargo.

Without objection, the Board appointed Treasurer Kieft as the Temporary Clerk.

IV. APPROVAL OF MEETING AGENDA

Motion by Trustee Hutchins and seconded by Trustee Behm to approve the meeting as presented. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve April 25, 2016 Board Minutes

2. Approve Payment of Invoices in the amount of \$825,916.47 (*A/P checks of \$726,755.68 and payroll of \$99,160.79*)

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

VI. OLD BUSINESS

1. **Motion** by Treasurer Kieft, supported by Trustee Behm to approve Resolution 16-05-02 that updates and amends Section 10.11 of the Administrative Policies and Procedures Manual, which addressed the daily boat launch fees. **Which motion carried** pursuant to the following roll call vote:

Ayes: Kieft, Meeusen, French, Hutchins, Behm, Redick

Nays:

Absent: Larsen

2. **Motion** by Trustee Meeusen, supported by Supervisor French to approve Resolution 16-05-03 that updates and amends Section 5.5 of the Administrative Policies and Procedures Manual, which increases the inventory of fixed assets to a \$5,000 minimum. **Which motion carried** pursuant to the following roll call vote:

Ayes: Meeusen, French, Behm, Redick, Hutchins, Meeusen

Nays:

Absent: Larsen

3. **Motion** by Supervisor French, supported by Trustee Meeusen to approve Resolution 16-05-04 that updates and amends Section 5.12 of the Administrative Policies and Procedures Manual, which addresses credit card usage. **Which motion carried** pursuant to the following roll call vote:

Ayes: French, Redick, Kieft, Behm, Hutchins, Meeusen

Nays:

Absent: Larsen

VII. NEW BUSINESS

1. **Motion** by Supervisor French, supported by Trustee Behm to authorize the Public Services Director to execute a unit price agreement with Schmidt Brothers Excavating for the Witteveen Property Clean-up at an estimated price of \$45,100 and to instruct staff to complete the necessary budget adjustments for the June Budget Amendments. **Which motion carried.**
2. **Motion** by Supervisor French, supported by Trustee Hutchins to authorize the offer of employment to Proksa as Human Resources Supervisor at a cost of \$36.60 per hour for not more than 20 hours per week. **Which motion carried.**

VIII. REPORTS AND CORRESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
- c. Manager's Report, which included:
 - i. March Building Report
 - ii. March Ordinance Enforcement Report
 - iii. March Public Services Report
- d. Others

IX. PUBLIC COMMENTS

Public comments were received.

X. ADJOURNMENT

Motion by Trustee Hutchins and seconded by Trustee Behm to adjourn the meeting at 7:14 p.m. **Which motion carried.**

Respectfully Submitted,

William Kieft, III
Grand Haven Charter Temporary Township Clerk

Karl French
Grand Haven Charter Township Supervisor



Fire/Rescue Memo

DATE: May 19, 2016

TO: Grand Haven Charter Township Board of Trustees

FROM: Chief Tom Gerencer

RE: Carpet replacement in the Fire/Rescue station

You may recall that the 13-year old carpet in the Fire/Rescue station is in need of replacement. The 2016 budget was approved for \$9,000.00 carpet replacement.

I am recommending the bid for \$7,800.31 from Johnson Commercial Interiors be approved by the Board. Their bid is not the lowest. However, the carpet seems to be a higher quality. And the carpet specification shows better longevity attributes (*e.g. does not absorb spills like a standard carpet tile*).

The 3 required bids are:

- Lakeshore Carpet One \$10,044.87 (*i.e. over budget*)
- Johnson Commercial Interiors **\$7,800.31**
- Builders Floor Covering \$6,887.58

The request to purchase new carpet for the Fire/Rescue Station (*i.e. \$7,800.31 from Johnson Commercial Interiors*) will be placed on the May 23rd consent agenda for Board approval.

If you have any questions or concerns please feel free to call or email me at any time.



Community Development Memo

DATE: May 19, 2016
TO: Township Board
FROM: Stacey Fedewa, Planning & Zoning Official
RE: Pellegrom – Rezoning Application (AG to RP)

BACKGROUND

The applicants, Richard and Gail Pellegrom, attended the April 18th public hearing for the Master Plan and requested the Future Land Use Map be amended to master-plan their 25 acre parcel for Rural Residential instead of Agricultural. The Planning Commission agreed with the request, and the Map was amended.

Subsequently, on May 16th the Planning Commission adopted a motion recommending the Board approve the rezoning request.

The Pellegrom's desire to rezone their 25 acre parcel (70-07-21-400-015) from Agricultural (AG) to Rural Preserve (RP). If approved, they will apply for a land division to create two 12.5 acre child parcels. One of the child parcels will be sold to their son who intends to build a single family dwelling.

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



COMPATIBILITY

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

The zoning for parcels that border the applicants' parcel is:

North	AG
South	RP
East	AG
West	Residential-PUD

The 2016 Future Land Use Map has master-planned the subject parcel for Rural Residential.

The **RR future land use category includes RP and RR as the corresponding zoning districts**, and the Pellegrum's are requesting a rezoning to RP.



CONSISTENCY

*Is the proposed rezoning **consistent** with the goals and objectives of the Master Plan and does it coincide with the Future Land Use Map in terms of an appropriate use of the land?*

The proposed rezoning is consistent with surrounding land uses and the Statement of Purpose narrative for the RP district, which includes:

- The purpose of the RP District is to provide an intermediate district between the AG District and other residential districts.
- It is intended to be a low density type of use, on which minimum residential development is permitted because of proximity to agricultural uses and practices.
- It is intended to provide a district for large parcels that are unsuitable for agricultural uses.

As noted above, the applicant intend to divide, and sell, approximately 12.5 acres to their son for the construction of a single family dwelling, which aligns with the purpose of the district.

CAPABILITY

*Does the proposed rezoning require an extension of public sewer and water, roadway improvements, or enhanced fire and police protection, and if so, is it in an area **capable** of being provided with such services?*

Parcels within the RP district should be supported by minimal infrastructure features, such as unpaved roads. The subject parcel has access to public water, natural gas, and paved roads.

SAMPLE MOTIONS

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

Motion to present the Zoning Map Amendment Ordinance concerning the rezoning of Parcel No. 70-07-21-400-015, from Agricultural (AG) to Rural Preserve (RP), and to postpone further action until June 13th when the zoning map amendment ordinance will be considered for adoption and approval. **This is the first reading.**

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

Motion to **deny** the Pellegrom rezoning application of parcel 70-07-21-400-015 from Agricultural (AG) to Rural Preserve (RP) because the application does not meet the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Future Land Use Map.

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

Motion to **table** of the Pellegrom rezoning application, and direct the applicant to address the following items:

1. *List the items...*

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



GRAND HAVEN CHARTER TOWNSHIP

ZONING AMENDMENT REQUEST APPLICATION

Fee - \$150.00 plus a \$500.00 escrow*

Applicant information

Name RICHARD + GAIL Pellegrom
Phone 616-842-8055 Fax
Address 11261 168th AVE, GRAND HAVEN

Owner information (If different from applicant)

Name Pellegrom TRUST
Phone
Address

Property information

Address/Location LAKE MICHIGAN DR
Parcel # 70-07-21-400-015
Subject Property size (acres) 25+ (Include a survey with the legal description)
Zoning (current) AG Zoning requested RP
Adjacent Zoning AG RP AG PUD
North South East West

Master Planned Zoning Is Request Consistent with Township Master Plan?

Does this property abut a Township border? NO

Present use of the subject property VACANT

Proposed use of the subject property 2-10+ACRES SINGLE FAMILY DWELLINGS

Number and type of existing structures on the subject property -0-

Is the subject property located on a paved road? LK MI DRIVE

Is municipal water located within 2,700 feet of the subject property? ?

Is municipal sewer located within 2,700 feet of the subject property? NO

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following the requirements for zoning amendments and procedures as stated in Section 27.08. Please submit thirteen (13) copies of the required information with you application.

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

Signature of Applicant [Handwritten Signature]

Date 3-14-16

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

Notice

IF I PLAN TO SPLIT THE PARCEL(S) AFTER THE ZONING APPROVALS ARE GRANTED, I REALIZE THAT I MUST APPLY FOR A LAND DIVISION WITH THE ASSESSING DEPARTMENT. ALL LAND DIVISION REQUIREMENTS MUST BE CONFORMED TO BEFORE PROCEEDING WITH FURTHER DEVELOPMENT.

Signed *Ronald Pellegroni* Date 3-14-16
Gail R.

For Office Use Only

Date Received _____ Fee Paid? _____
Materials Received: Site Plans _____ Location Map _____
Survey _____ Legal Description _____
Dated copy of approved minutes sent to applicant? _____ Date Sent _____