

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, MARCH 26, 2018

WORK SESSION – 6:00 P.M.

1. Closed Session – Land Purchase
2. Discussion of Dickinson Wright Evaluation
3. Neighborhood Housing Services Financing Proposal

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 March 12, 2018 Board Minutes
 2. Approve Payment of Invoices in the amount of \$640,123.40 (*A/P checks of \$523,603.09 and payroll of \$116,520.31*)
 3. Approve Promotion of Lt. Shawn Shrader to Captain
 4. Approve Standby Power Proposal with Century A&E (*\$11,900*)
- VI. CEREMONY – Presentation of Captain Bars
- VII. OLD BUSINESS
 1. Second Reading – PUD – Commercial – Robbins Centre Pointe
 2. Approve
- VIII. NEW BUSINESS
 1. Approve Resolution 18-03-02 – Gaming License – “Folds of Honor Michigan”
- IX. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 3. 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, MARCH 12, 2018**

REGULAR MEETING

I. **CALL TO ORDER**

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

II. **PLEDGE TO THE FLAG**

III. **ROLL CALL**

Board members present: Larsen, Behm, Reenders, Gignac, Kieft, and Redick

Board members absent: Meeusen

Also present were Manager Cargo and Community Development Director Fedewa.

IV. **APPROVAL OF MEETING AGENDA**

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

V. **APPROVAL OF CONSENT AGENDA**

1. Approve February 26, 2018 Regular Board Minutes

2. Approve Payment of Invoices in the amount of \$404,553.81 (*A/P checks of \$306,734.59 and payroll of \$97,819.22*)

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

VI. **PUBLIC HEARINGS**

1. Supervisor Reenders opened the public hearing on the Robbins Centre Pointe PUD application at 7:02 p.m.

a. Community Development Director Fedewa reviewed the project and her memorandum dated March 1st.

b. Clerk Larsen asked about the demolition schedule. It was noted that razing of structures will commence about April 1st, except for the Pizza Hut which will remain until moved to the new location in December and that Z-tire will remain until June.

c. Supervisor Reenders noted three items related to the project that he believes should be addressed in the Township's Zoning Ordinance re-draft. These items include:

i. Increase the number of parking spaces for commercial PUDs, requiring more than 1 for every 200 square feet;

ii. Increase the length of parking spaces and the width of the driveways;

iii. Allow for low, rolled curbs to be used in snow storage areas;

Supervisor Reenders also expressed concern regarding the location of the dumpsters being too far from the commercial buildings and that the number of dumpsters was insufficient.

- d. Engineer Longsteth (*i.e., Moore and Bruggink*) responded to the concerns and noted that as occupants are identified, it may be necessary to add dumpsters. But, that there is room for additional dumpsters on site.
- e. Keith Walker (*i.e., one of the owners*) noted that Phase I is complete and Phase II will begin as soon as the zoning approval is provided.

Supervisor Reenders closed the public hearing at 7:26 p.m.

2. Supervisor Reenders opened the public hearing on the proposed Act 425 Land Transfer Agreement at 7:26 p.m.
 - a. Manager Cargo reviewed the proposed agreement and his memorandum dated March 7th and responded to queries from the Board.

Supervisor Reenders closed the public hearing at 7:37 p.m.

VII. OLD BUSINESS

1. **Motion** by Clerk Larsen supported by Trustee Behm to postpone further action until March 26th on the proposed Robbins Centre Pointe PUD application and rezoning of 17200, 17222, and 1000 Robbins Road from Commercial to Planned Unit Development. This is a first reading. **Which motion carried.**
2. **Motion** by Treasurer Kieft supported by Trustee Gignac to approve the proposed 425 Conditional Land Transfer Agreement with the City of Grand Haven and the Robbins Road Pointe developers (*i.e., Robbins Road Real Estate, LLC and the Bowling Family Investment, LLC.*) This approval is contingent upon the following:
 - a. The agreement shall not take effect until 30 days have passed with neither a resolution being adopted, nor a petition being filed calling for a referendum on the property described in the agreement.; and,
 - b. This agreement shall not take effect until the City of Grand Haven and the developers (*i.e., Robbins Road Real Estate, LLC and the Bowling Family Investment, LLC.*) agree to the necessary Robbins Road access permit(s) for the proposed Robbins Road Pointe development proposal, which must occur no later than April 30, 2018.

Which motion carried.

VIII. NEW BUSINESS

1. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve Resolution 18-03-01, wherein Ottawa County and Grand Haven Charter Township (*i.e., a member of the Grand Haven – Spring Lake Sewer Authority*) agree to the acquisition, construction and financing of improvement to the Sewer Authority’s existing wastewater treatment plan and collection system. **Which motion carried**, pursuant to the following roll call vote:
Ayes: Larsen, Gignac, Kieft, Redick, Behm, Reenders
Nays:
Absent: Meeusen

IX. REPORTS AND CORRESPONDENCE

- a. Committee Reports.
- b. Manager's Report
 - i. February Building Report
 - ii. February Enforcement Report
 - iii. February DPW Report
 - iv. January Legal Review
- c. Others

X. PUBLIC COMMENTS

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:40 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

SUPERINTENDENT'S MEMO

DATE: March 21, 2017

TO: Township Board

FROM: Cargo

SUBJECT: Performance Review – Dickinson Wright Legal Services

Last August, the Township Board decided to transfer the Township's legal services to **Dickinson Wright** because of Attorney Ron Bultje's career decision to leave Scholten and Fant. *(Recall that Attorney Bultje has been the Township's attorney since 1997 and that the legal services agreement maintains a discounted hourly rate of \$130 per hour through 2018.)*

As part of the decision, Cargo was instructed to complete a performance evaluation of the legal services provided by **Dickinson Wright** and report back to the full Board no later than the April 9th Board meeting.

Although state law authorizes the Township Board to employ an attorney (*or legal firm*) to represent the Township in civil matters and to prosecute violations of ordinances, because Township elected officials act in a “part-time” capacity, interactions with **Dickinson Wright** is completed almost exclusively through the manager, department directors or sheriff deputies.

In terms of legal charges, the following list ranks the users:

1. Community Development Director Fedewa
2. Manager Cargo
3. Public Services Director VerBerkmoes
4. Chief Gerencer
5. Community Policing
6. Ordinance Enforcement Officer French
7. Human Resources Director Dumbrell
8. Assessing Director Schmidt
9. Finance Director Sandoval

Therefore, Cargo had all department directors evaluate **Dickinson Wright** pursuant to the following nine (9) questions:

1. Are the firm's letters, memos and emails well written and avoid errors (*e.g., typographical, factual or legal*) in the documents? Does the quality of work meet standards appropriate to Grand Haven Charter Township?

Yes – Staff are unanimous in their response to this query believing that the quality of work from **Dickinson Wright** meets or exceeds the work produced by the previous firm; that the correspondence is well-written; and, that the legal services provided reflect well on the Township and protect our interests.

2. Does the firm use appropriate care to ensure that responses and opinions are relevant, thorough, and properly researched?

Yes – Staff agree that responses from **Dickinson Wright** are thorough and understandable. This assessment remained valid whether the issue was “short and easy” or “large and complex”. Suggestions – when appropriate – are provided.

3. Does the firm demonstrate the ability to identify and properly analyze complex issues? Is the breadth of knowledge sufficient for a municipal government?

Yes – Staff opined that analysis and reviews are better because **Dickinson Wright** is a larger firm with more people, a broader knowledge base, and more resources.

4. Does the firm adequately and effectively advocate for the Township in discussions, negotiations or at trials and hearings?

Yes – Staff are positive toward both the level and degree of advocacy from **Dickinson Wright**. Further, the advocacy is balanced with regard to pointing out weaknesses or issues that might negatively impact negotiations or result in unnecessary legal exposure. Staff were especially pleased with **Dickinson Wright** during negotiations of easements for the pathway extension.

There have been no significant court proceedings over the last six months. However, deputies and the ordinance enforcement officer are satisfied with the response and professionalism of **Dickinson Wright**, when the firm prosecutes traffic or ordinance violations.

5. Does the firm generally work efficiently and the number of hours within the range of what you would expect?

Because staff do not work in the legal field, it is difficult for staff to evaluate how “efficiently” **Dickinson Wright** works and how the hours would compare to like firms completing similar legal work. That said, **Dickinson Wright** has not created any budget issues concerning their work hours and the legal firm is very timely with their work production.

6. Is the firm response in terms of returning emails, phone calls or other communications? Do the attorneys maintain good rapport (*i.e., polite, open, honest, patient*) with Township staff? When attending public meetings, does the firm present a solid professional image?

Yes – Staff are unanimous with both the level of professionalism and “touch of friendliness” displayed by **Dickinson Wright** staff. Responses are complete, concise and timely. Staff are comfortable with Attorney Bultje and have a high degree of trust with the firm.

7. Does the firm show good judgement and maturity with regard to both legal and ethical matters?

Yes – Staff commented that the generational differences and approaches to legal issues is appreciated. Ron Bultje has a large amount of experience and a good “depth of knowledge”; whereas Crystal Bultje has offered different approaches to issues that arise.

In addition, because **Dickinson Wright** is a larger firm, the Township’s two main attorneys can provide better service than what occurred with the previous firm.

8. Do you have concerns that the firm is based in Grand Rapids rather than the greater Grand Haven area?

No – Staff agreed that there are no issues or concerns with **Dickinson Wright** being physically located in Grand Rapids (*as opposed to Grand Haven*) and offered the following reasons:

- ✓ Because Ron Bultje remains a resident of Grand Haven, it is easy to schedule face-to-face meetings, as needed.
- ✓ Because most communications are completed vis-à-vis either phone or email and because all documents are provided in an electronic format, physical proximity is not considered important.
- ✓ Larger communities – such as Grand Rapids – support larger legal firms that can provide improved legal services when compared to smaller local firms.
- ✓ Because the firm is not located in Grand Haven, there are fewer opportunities for conflicts of interest.

9. Does the firm keep timely and accurate records with sufficient descriptions to justify the invoices? (Cargo, Sandoval and Fedewa only)

Yes – staff agree that the invoices provide sufficient information to understand the issue, time and charges. On rare occasions, Township staff are required to seek additional information on the work performed or the legal charges; but, **Dickinson Wright** responds quickly with any additional information required.

Bottom Line – the users of legal services are pleased with the work provided by **Dickinson Wright** and would recommend that the Township remain with this firm.

If you have any questions or comments, please contact Cargo at your convenience.



GRAND HAVEN CHARTER TOWNSHIP

Administrative Memo

TO: Township Board

FROM: Chief Tom Gerencer and Andrea Dumbrell ^{AD}

DATE: March 22, 2018

RE: Promotion to Captain position

In January 2018, the Township received 3 resumes, all from internal applicants, for the open Captain position. Since all three applicants met the requirements of the position, they were moved on to the testing phase of the promotion process. The testing phase included a multiple-choice test covering general firefighter knowledge, three essay questions related to leadership and planning, and two email scenarios to test communication skills with staff. The applicants needed to receive a minimum score of 70% on the tests to move on to the interview phase. All the candidates passed the tests, scoring well above the minimum requirement.

On February 28, 2018, the interview committee consisting of Chris Tinney, Holland's Department of Public Safety Fire Captain; Dave Hudson, Spring Lake Township Firefighter/Fire Inspector; Tom Gerencer, Fire Chief; and myself interviewed the candidates for the Captain position.

Specific knowledge, skills, and experience the interview committee looked for, when evaluating applicants, were:

- The ability to communicate with the public and Township employees with tact and discretion, including active listening skills
- Demonstrated leadership skills, to hold staff accountable for a high level of performance and morale
- Willingness to be open and flexible with staff, to help reach department goals
- Dedication to life-long learning and promotion of continuous education opportunities for staff

After review of the test scores, service points, and feedback from the interview committee, a decision was made to offer the Captain position to **Lieutenant Shawn Schrader**. Lieutenant Schrader has served in Grand Haven Charter Township's Fire/Rescue Department since 2000. Prior to his time with the Township, he worked for American Medical Response as a paramedic, field trainer and supervisor. Lieutenant Schrader holds a Bachelors of Fire Science Degree from Columbia Southern University, as well as many certificates related to his paramedic and firefighter

work. Additionally, Lt. Schrader has worked to build positive relationships with those in the tri-cities area, as he serves in multiple volunteer and board roles.

The Administration and Fire/Rescue Departments, at Grand Haven Charter Township, look forward to working with Shawn in this new role and believes his knowledge, skills, and experience will continue to be valuable assets to our Township.

Under State law, all Fire/Rescue positions, full-time and part-time, must be approved by the Board. If the Board concurs with the Personnel Committee's recommendation to promote Lt. Shawn Schrader, the following motion could be offered for consideration:

Move to approve the promotion of Lt. Shawn Schrader, to the Captain position, effective immediately.

Enclosed are Lt. Schrader's application materials and contingent offer letter. If you have any questions, please do not hesitate to contact Chief Gerencer or Andrea Dumbrell.

Sunday, January 28, 2018

Grand Haven Charter Township
Attn: Human Resources
13300 - 168th Avenue
Grand Haven MI 49417

To Whom It May Concern,

It is my desire to submit my application and resume for the position of Captain at Grand Haven Charter Township Fire/Rescue.

As a full-time firefighter, and most recently Lieutenant, I've had the opportunity to learn a great deal about the responsibilities and leadership necessary for success in a position like this one. My ability to work with and motivate a wide variety of colleagues, combined with my organizational skills and passion for both fire/rescue and our community make me an excellent candidate for the position of Captain.

I look forward to the opportunity to discuss this position with you in the near future.

Sincerely,



Lt. Shawn L. Schrader, Paramedic; BFS
13522 Whispering Pine Trail
Grand Haven MI 49417
616-638-1503
sschrader@ght.org

616-638-1503; sschrader@ght.org

Shawn L. Schrader

Certificates

Firefighter I & II, Fire Officer I & II, Tactical Training, Fire Officer III Leadership Training, Fire Chief 101, American Heart Association Instructor, Basic & Advanced Extrication, Haz-Mat Operations, DDI Management Training, Unified Incident Command, Weapons of Mass Destruction, ICS 100 & 200, Firefighter Safety & Survival, Ice Rescue, Disney Way, Pro Board Certified Fire Investigator I, II, III, Pro Board Certified Incident Safety Officer, National Fire Academy Community Risk Reduction, Blue Card Incident Command

References available upon request



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4000 or (888) 731-1001
Fax: (616) 738-4062

Correctional Facility
12130 Fillmore Street
West Olive, Michigan 49460
(616) 786-4140 or (888) 731-1001
Fax: (616) 738-4099

January 19, 2018

Chief Tom Gerencer
Grand Haven Township Fire Department
13250 168th Avenue
Grand Haven, MI 49417

Dear Chief Gerencer:

This letter is being written on behalf of Lieutenant Shawn Schrader of your department. I have had the opportunity to know and work with Shawn over the years. I have had a chance to watch Shawn grow in his firefighter career. I understand Shawn has applied for a captain's position with the fire department.

Over the years, I have found Shawn to be very dedicated, optimistic, and professional in his skills and ability to interact with people. All of these skills and his talents is something that is extremely valuable for a leadership position.

In closing, I have the utmost regard for Lt. Shawn Schrader and the abilities and talents that he has demonstrated over the years.

Sincerely,

Steve A. Kempker
Sheriff

GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DIRECTOR

DATE: February 24, 2018
TO: Chief Tom Gerencer
FROM: Jeff Hawke, Director of Public Safety
RE: Letter of Recommendation-Lt. Shawn Schrader
Promotion to the Rank of Captain



Chief

Please accept this letter in support of Lt. Shawn Schrader's candidacy for the position of Captain with the Grand Haven Township Fire-Rescue Department.

My relationship with Shawn over the past 6 years has been both professional and personal as a family friend.

As a professional, you will find no one more dedicated to GHTFR and the fire service than Shawn. He continually strives to improve working conditions and safety for Fire Fighters, relationships between departments, and overall community safety through the provision of outstanding service.

Additionally, he always seeks to "push the envelope" in seeking new processes, training, and tactics. He doesn't settle for "status quo" and is willing to investigate and try new ideas and innovations.

It's always a good feeling to know that he is responding to a fire or other emergency call as he is a top notch operator on the fire ground.

Personally, Shawn is an unwavering friend, father, and husband.

All these characteristics, coupled with Shawn's high level skills and abilities, make him an outstanding choice for the position of Captain.

Please feel free to call if you have any questions or wish to discuss this recommendation.



APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

The Charter Township of Grand Haven (the "Township") does not discriminate on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law in employment or the provision of services.

Although this application may be given consideration, its receipt does not imply that there are open positions or that the applicant will be employed. The Township reserves its right to withdraw any offer of employment at any time. Similarly, the applicant has the right to withdraw this application at any time. If you wish to submit a resume, you may attach it to this application. In addition, you must complete this application and answer **all** questions, even those which relate to information on your resume. Please be sure that all of your answers on this application are complete, correct, and truthful. You should understand that any omission of relevant information, any false or misleading statement, or any failure to disclose facts which if known might reflect unfavorably on this application, may result in dismissal even after you are employed.

Please answer every question and hand write in ink. You will not be considered as a candidate for a job with us until we have received this application fully completed and signed by you.

Today's Date: 1/28/2018

SECTION 1: PERSONAL INFORMATION

Last Name: Schrader First Name: Shawn MI: h

Street Address: 13522 Whispering Pine Trail

City: Grand Haven State: MI Zip: 49417

Phone: [REDACTED] Email: SSchrader@ght.org

Are you 18 years old or older? YES NO

Are you eligible to work in the U.S.? YES NO

Emergency Contact(s): Kim Schrader Phone: [REDACTED]

Emergency Contact Address: 13522 Whispering Pine Trail

Have you ever plead "no contest" to or been convicted of theft, shoplifting, robbery, embezzlement, forgery, perjury, tax evasion, or any other crime involving dishonesty? Yes No If yes, explain:

Are you currently under indictment, arraignment, or charged with a felony? Yes No If yes, explain:

SECTION 2: EMPLOYMENT DESIRED

Position(s) you are applying for: 1) Captain 2) _____

Date available to start: 1/31/2018 Desired Salary: per. contract

Type of work sought: Part-Time Full-Time Seasonal Internship

Have you ever applied to the Township before? Yes No When? 2000

Referred by: 1) Chief Tom Gerences 2) _____

SECTION 3: EDUCATION – Please complete even if attaching a resume

SCHOOL	NAME/LOCATION OF SCHOOL	NO YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE
High School	East Kentwood Kentwood MI	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gen Studies
College	Davenport College/ Columbia Southern	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Paramedic/ Bachelor of Fire Science
Trade, Business or Other School	National Fire Academy	< 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incident Command, Fire Investigation Leadership / management

List any computer software you are proficient with (i.e. Word, Excel, Access, PowerPoint, BSA, GIS):

Word Google Slides / Docs
Powerpoint Firehouse
Excel

List any special skills, licenses, certifications, or knowledge applicable to the position you are seeking:

Fire Officer I, II, III / Paramedic, Paramedic Instructor coordinator / Fire Instructor I /
At-board Fire Investigator I, II, III / At-board Incident Safety Officer / Disney Way

Activities (Civic, Athletic, Etc) - Exclude organizations, the name of which indicates the race, creed, sex age, marital status, genetic information, color or nation of origin of its members.

Assistant Golf Coach GHHS (Volunteer), First Priority of Lakeshore Board member, EMS
Advisory Board Careerline Tech, Future Prep Ambassador, Enjoy outdoors, golfing + cycling

SECTION 4: EMPLOYMENT AND EXPERIENCE – Do not state “see resume.” Please complete even if attaching a resume.

US Military service dates: N/A to _____ Rank: _____

Present membership in National Guard or Reserves? Yes No

Former Employers (List below last four employers, starting with most recent):

Employer: <u>Grand Haven Township Fire/Rescue</u>			Date Started: <u>10/2000</u>	Date Left: <u>N/A</u>	Reason for Leaving:
Address: <u>13250 168th Ave</u>			Starting Pay:	Ending Pay: <u>per contract</u>	
City: <u>GH</u>	State/Zip: <u>MI 49417</u>	Phone: <u>616-842-5988</u>	Supervisor: <u>Chief Tom Gerences</u>	Department: <u>Fire Rescue</u>	
Job Title(s): <u>Lt. Paramedic, Training officer</u>					
Your job responsibilities: <u>management of Emergency operations / coordinate Training / manage shift / Act as a</u>					
Are you presently employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: <u>Careerline Tech Center</u>			Date Started: <u>2/2017</u>	Date Left: <u>N/A</u>	Reason for Leaving:
Address: <u>13663 Postshelden</u>			Starting Pay: <u>\$13.50 hr</u>	Ending Pay:	
City: <u>Holland</u>	State/Zip: <u>MI 49424</u>	Phone: <u>616-738-8950</u>	Supervisor: <u>Dave Searles</u>	Department: <u>EMS</u>	
Job Title(s): <u>EMS Task force</u>					
Your job responsibilities: <u>Teaching EMT Skills and Skills for Success</u>					
Are you presently employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: <u>American Medical Response</u>			Date Started: <u>1997</u> 2007	Date Left: <u>2003</u>	Reason for Leaving: <u>position at Grand Haven Township</u>
Address: <u>517 S Division Ave</u>			Starting Pay:	Ending Pay: <u>\$18.00 hr.</u>	
City: <u>GR</u>	State/Zip: <u>MI 49503</u>	Phone: <u>616-459-8228</u>	Supervisor: <u>David Skujins</u>	Department: <u>operations</u>	
Job Title(s): <u>Part-time Supervisor Paramedic</u>					
Your job responsibilities: <u>manage daily operations for a urban & rural Advanced Life Support Company, Train new employees</u>					

Are you presently employed? Yes No If yes, may we contact? Yes No

Employer: <u>Ottawa County Sheriff office</u>			Date Started: <u>2004</u>	Date Left: <u>2007</u>	Reason for Leaving: <u>Job / Family</u>
Address: <u>12220 Fillmore st</u>			Starting Pay: <u>\$10.00 hr.</u>	Ending Pay:	
City: <u>west olive</u>	State/Zip: <u>MI 49460</u>	Phone: <u>616 738-4000</u>	Supervisor: <u>Sheriff Kempker</u>	Department: <u>Sheriff office</u>	
Job Title(s): <u>Reserve Deputy, Marine Deputy</u>					
Your job responsibilities: <u>Standbys, assist other deputies, patrol waterways</u>					
Are you presently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Have you ever been fired, dismissed, asked to resign, resigned by mutual agreement, or otherwise been terminated from any job? Yes No If yes, what job and why?

May Grand Haven Charter Township contact these employers? Yes No

Which of these jobs did you like the best? Grand Haven Township Fire Rescue

What did you like most about this job?
Serving the community of Grand Haven Township

SECTION 5: REFERENCES

Give names of **three work related references**, not related to you, whom you have known at least one (1) year. *Please complete all information.*

NAME	ADDRESS	PHONE #	YEARS AQUAINTED / RELATIONSHIP
Tracy Wilson	17001 Fernis GH MI 49417	[REDACTED]	5
Denise Chalifoux	13300 168th Ave GH MI 49417	[REDACTED]	15
Aaron Boos	15406 Meadows Dr GH MI 49417	[REDACTED]	4

SECTION 6: AUTHORIZATION AND WAIVER

As part of my employment application filed with Grand Haven Charter Township, I have listed my former and/or current employers, as well as additional references. I authorize each former or current employer and each additional reference to communicate directly with Grand Haven Charter Township relative to my employment record and any other relevant information which would or could have a bearing on my ability or inability to adequately perform for Grand Haven Charter Township the job for which I have applied.

I specifically waive any right I have under Section 6 of Michigan Public Act 397 of 1978, as now or subsequently amended (the "Bullard-Plawecki Employee Right to Know Act), to receive written notice if a current or former employer divulges a disciplinary report, letter of reprimand, or other disciplinary action to Grand Haven Charter Township.

I release all former employers, education institutions, law enforcement agencies, and credit reporting services from, and I waive any liability or claim relating to the release of information or opinions, and any employment decisions made by the Township as a result thereof.

I understand and agree that Grand Haven Charter Township may conduct a criminal conviction record check (including but not limited to a driving conviction record check) in connection with my application for employment. By signing below I hereby consent to such record checks and authorize the release of such records.

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may also be rejected and, if I am employed, my employment may be terminated. In consideration of my employment, I agree to conform to the Township's policies and procedures.

I certify that I have read and understand the provisions of this application. My questions concerning the application, if any, have been asked and answered to my satisfaction.

For purposes of this authorization and waiver, a photocopy of my signature shall have the same force and effect as my original signature.

Shaun Schradler
Name (Please print legibly)


Applicant Signature

1/28/2018
Date



March 8, 2018

Shawn Schrader
 13522 Whispering Pine Trail
 Grand Haven, MI 49417

Dear Shawn,

It is with great pleasure that Grand Haven Charter Township makes you a contingent employment offer for the Captain position. This position reports to Tom Gerencer, Fire/Rescue Chief. Your estimated start date is scheduled for March 27, 2018.

The Captain position is a full-time, non-exempt position that is eligible for overtime. With this change in hours, your base salary will increase to \$66,100.32, paid biweekly. This salary is Step 8 of the Captain Pay Grade. Future increases are defined by the Captain Pay Grade Wage Scale, based upon adequate performance and any cost-of-living adjustment that is provided by the Board. Wage adjustments are normally provided on January 1st of each year.

In addition, your compensation package includes the following benefits. These details are for information purposes and are subject to any policy, contract, or plan changes:

Benefit	2018	Eligibility
Blue Care Network Health Insurance - HDHP	Bi-weekly deduction: \$21.74 Single \$52.18 Double \$65.23 Family	Immediate
Health Savings Account	\$1125.00 Single; \$2250.00 Family; pro-rated based on start date	Immediate
Delta Dental Insurance	Township paid coverage	Immediate
MERS Defined Contribution Retirement	5% Employee Contribution (mandatory) 10% Employer Contribution Immediate Vesting	Immediate

Benefit	2018	Eligibility
MERS 457 Retirement Plan	Optional	Immediate
Short Term Disability	Township paid coverage	Immediate
Long Term Disability	Township paid coverage	Immediate
Life Insurance	Township paid coverage of \$30,000	Immediate
AD&D Insurance	Township paid coverage of \$30,000	Immediate
Paid Holidays	Per union contract language	Immediate
Paid Time Off	Per union contract language	Immediate
Floating Holidays	Per union contract language	Immediate
Employee Assistance Center (EAC)	Township paid coverage	Immediate
Employee Educational Expenses Reimbursement	Subject to applicable waiting periods and policy language	Immediate
Fire/Rescue Exercise Facility	Available for use by employee and employee's spouse or significant other	Immediate
Cell Phone	Township paid cell phone for business use	Immediate

This employment offer is contingent upon the following:

- Approval by Grand Haven Charter Township's Personnel Committee
- Approval by Grand Haven Charter Township's Board of Trustees

Please indicate your acceptance of our contingent offer by signing below and returning one copy of the letter, with your original signature, to me no later than March 13, 2018. If you have any questions about this offer, please contact me at adumbrell@ght.org or 616.604.6309.

Congratulations, again, on this offer, Shawn! We look forward to having you as a continued part of the GHCT team.

Sincerely,



Andrea Dumbrell
Human Resources Director

Pc: Andrea Sandoval, Director of Accounting

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand, during the first 90 calendar days following this promotion, the Township or I may exercise discretion to return me to my former position, if the Township or I determines that the promotion has not been or will not be successful.

Date: _____

Signature: _____



Public Services Memo

DATE: March 22, 2018

TO: Township Board/Superintendent

FROM: Mark VerBerkmoes

RE: Water System Stand-by Power Project

As you may recall, money was included in the FY 2018 budget for the installation of four (4) generator sets for stand-by power at GHT's water system facilities. The proposed generators would serve both water tanks and metering stations during any extended power outage.

Although the SCADA equipment at each location is connected to an Uninterrupted Power Supply (UPS), the UPS's generally lasts only 30-minutes during an outage. But more importantly, the UPS devices do not provide sufficient power for actuation of the machinal valves in the metering stations. As a result, the Water Treatment Plant is unable to control the valves or "see" tank levels once the UPS devices go dead. The addition of generators at each site will permit seamless and full operation of these water appurtenances during an extended power outage.

Because Prein & Newhof (P&N) does not have an electrical engineer on staff, the P&N would 'farm-out' this type of work.

Therefore, rather than utilizing P&N, Township staff are requesting authorization to work directly with the electrical engineer (*i.e.*, Century A&E) and eliminate the 'middle-man'. If approved, Century will complete the plans and specifications and Township staff create a standard Township bid package for the work.

The cost for Century A&E to complete the compilation of plans and specifications for this project is **\$11,900**.

If the Board agrees with staff's recommendation, the following motion could be offered:

“Move that the Township Staff are authorized to sign an agreement with Century A&E of Grand Rapids Michigan for electrical engineering services related to the proposed standby power upgrades at four critical sites related to the municipal water monitoring and storage in Grand Haven Charter Township in the amount of \$11,900.”



Public Services Memo

DATE: March 22, 2018

TO: Township Board/Superintendent

FROM: Mark VerBerkmoes

RE: 168th Avenue Watermain Extension and Sanctuary Place Sanitary Sewer Improvements Bids

This memo includes information on two (2) projects, one water system improvement and the other, a sanitary sewer system improvement. As you may recall, money was requested in the 2018 budget for closure of a dead-end water main on 168th Avenue between Lincoln and Ferris and the construction of an ‘overflow’ for the Sanctuary Place sanitary sewer.

168th Avenue Watermain Extension

You may also recall as part of the water system reliability study, the Michigan Department of Environmental Quality -Drinking Water Division (MDEQ) is encouraging water systems to close or loop dead-end water segments for both water quality and redundancy. To that end, the Township has identified several dead-ends and continues to complete loops where practical. This proposed extension of water main, located on 168th Avenue between Ferris and Lincoln, will be closing of two dead-end segments of main.

Sanctuary Place Sanitary Sewer

The second project is the addition of a controlled ‘overflow’ for a segment of sanitary sewer. Last year, due to a failure of equipment in one of the wastewater pump stations, sewerage backed up in a basement of a home in Sanctuary Place.

Through the suggestion of Township DPW Staff and the investigation of the Township’s Engineer, it was determined the section of sewer servicing Sanctuary Place was in close proximity to another segment of sewer such that an ‘over-flow’ could be created between the two segments. The proposed ‘over-flow’ will be below the basement floor level of the home impacted last year and provide a positive outlet in the event of a pump station failure should another ever reoccur.

If the Board agrees with moving forward with these projects, the following motion could be offered:

“Move that the Prein & Newhof is authorized to solicited bids on behalf of Grand Haven Township for the 168th Avenue Watermain Extension and Sanctuary Place Sanitary Sewer Improvements.”



Community Development Memo

DATE: March 22, 2018
TO: Township Board
FROM: Stacey Fedewa, Community Development Director
RE: Commercial PUD – Robbins Centre Pointe

BACKGROUND

In October 2015, Robbins Road Real Estate LLC purchased the 7-acres of land in the Township at 17200 Robbins Road (*i.e.*, the “VandenBerg property”) along with the small barbershop parcel, which is attached to one of the buildings at 17200. In early-January 2018, the developers signed a purchase agreement to buy the Pizza Hut property. Altogether, this has resulted in nearly 8-acres of land dedicated to the proposed development.

The following public meetings have occurred thus far:

- February 5th Presentation & Discussion with Township Board
- February 13th Joint Board Meeting with City and Township
- February 19th Public Hearing with Township Board
- March 12th Township Board First Reading

The February 13th meeting with the City Board was pursuant to the Joint Robbins Road Corridor Plan, which provided both communities with the ability to discuss the project with the developers. On February 19th, the Board adopted a motion that **recommends conditional approval** for the project.

The timeline for this development is important because part of the purchase agreement is to relocate Pizza Hut into the new multi-tenant retail building by December 31st. Failure to do so will result in stiff financial penalties of \$100,000 from the franchise. In order to meet that goal, the development team needs to break ground April 1st.



LOCATION MAP

PROPOSED PROJECT DESCRIPTION

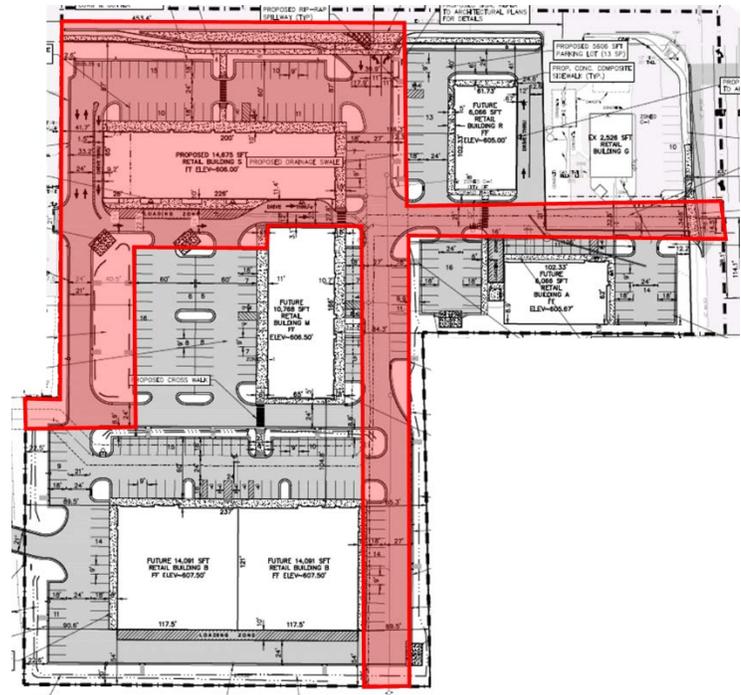
Phase 1

Phase 1 for this development was the gas station at the corner of Robbins Road and 172nd Avenue. This was approved as a Special Land Use in April 2017. Although it was approved under a separate application the developer is requesting it be included in the PUD for rezoning purposes and continuity (*the special land use provisions are incorporated by reference and are not superseded by the PUD application*).

Phase 2

Phase 2 will consist of:

- The major portions of the underground work with utilities.
- Building the large swale for stormwater management via infiltration.
- Reconstructing the two main entrances.
- Closing the continuous curb-cut on Robbins Road.
- Constructing a nearly 15,000 sqft multi-tenant retail building, which would include Pizza Hut as an end-anchor.



Future Phases

Development of future phases will depend on market demand to determine the order and sequencing of the remaining buildings. All of which would be retail, commercial, or office uses, and are likely to be the following, but may be subject to change depending on prospective tenants (*i.e., automotive retailer could become a small office building*):

- Big Box Retailer 20,000 – 30,000 sf Building B
- Automotive – Related Retailer 7,000 sf Building A
- Multi-Tenant Retail Building 11,000 sf Building M
- Restaurant – Full Service 7,000 sf Building R

INVESTMENT IN COMMUNITY

The developer estimates the **total investment and value of this project will exceed \$10 million**, and **add more than 100 jobs** when the project is built-out.

In addition, the construction itself will bring seasonal jobs to the area and estimate that up to 50 people will be employed to construct each phase. Considering there will likely be 5-phases to construct the full site that could **provide up to 250 seasonal jobs**.



PROPOSED PROCESS FOR FUTURE PHASES

Staff is proposing a unique way to address future phases for this development. Within the Motion and Report of Findings, the Township would indicate the overall project, design, and concept are approved; and future phases are only subject to Site Plan Review with the Board. This would be applicable, so long as they occur within 1-year of each other.

For example, to be eligible for the Site Plan Review route, the next phase would need to be presented prior to 4/1/2019. If the following phase was presented on 9/1/2019, the phase after that would have to be presented prior to 9/1/2020.

Following this procedure will provide a **51%-time savings** for the developer.



Option's A vs. Option's B

Another new concept being proposed by staff are site plan Option's A-1 & A-2, and Option's B-1 & B-2. The reason for this is predominately due to the uncertainty of which big box retailer will locate on the site, and if/when the access point to Whittaker Way can be revised.

There are two layouts for the building, and two layouts for the access connection. They are being proposed in each configuration:

- The desired version is Option A-1, which would include an amendment to the Health Pointe PUD to shift the point of access. The developer has met with Health Pointe and Meijer

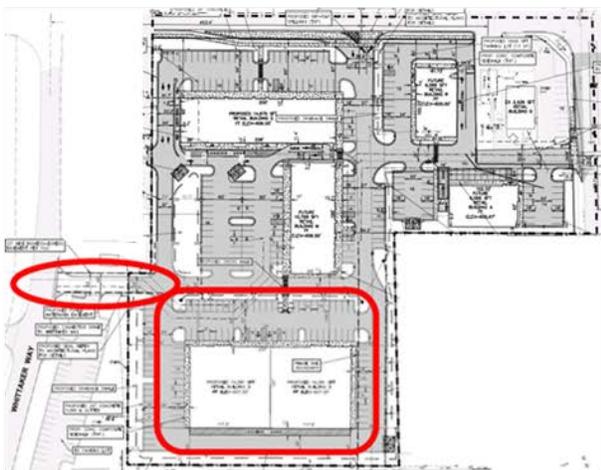
regarding this potential shift and learned that both are willing to discuss the possibility at a later date.

- Option A-2 would keep the desired building layout, but keep the available access to Whittaker Way without having to pursue the amendment.
- Option B-1 is the alternative layout for the big box retailer, and maintaining the available access to Whittaker Way.
- Option B-2 is the alternative building layout that includes the amended access to Whittaker Way.

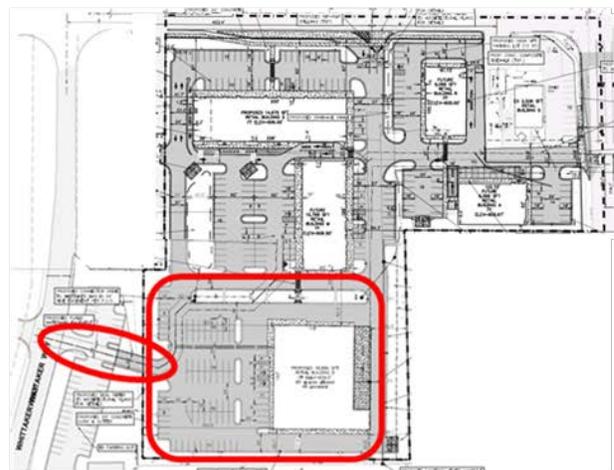
Staff has reviewed all options and confirmed they comply with the zoning ordinance (*with the exceptions of the departures requested by the developer*).

Similar to the proposal for future phases, staff is recommending the Motion and Report of Findings would include an avenue for **staff to administratively approve a conversion to Option's A-2, B-1, or B-2** if that becomes necessary; and follow that up with an email to the Board and Board providing notification of the conversion.

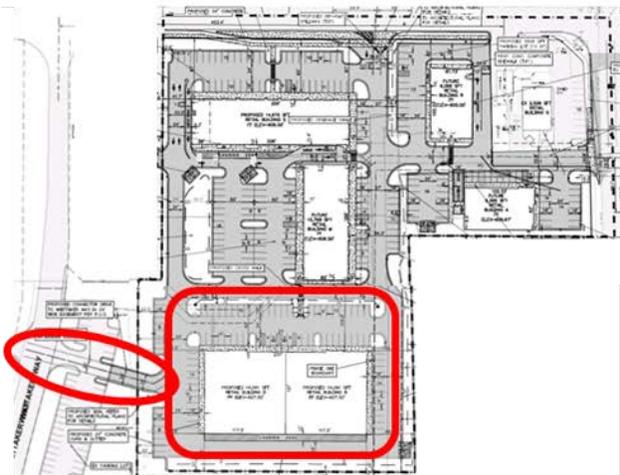
Option A-1



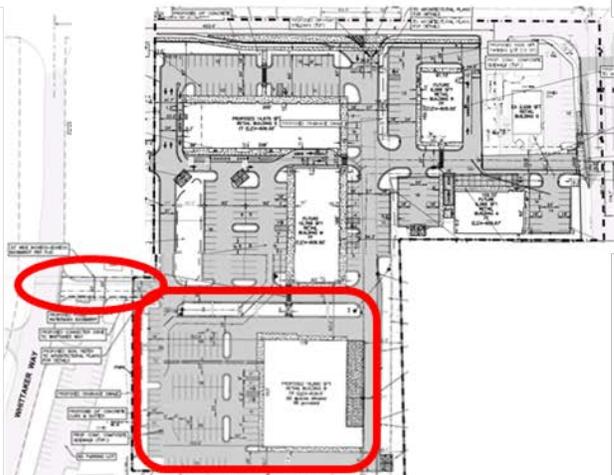
Option B-1



Option A-2



Option B-2



MAIN SITE DRIVEWAY ON ROBBINS ROAD & ALIGNMENT WITH WALGREENS

On March 19th the developers, Township staff, and City staff met to discuss the Robbins Road entrance and its alignment with Walgreens. Based upon that conversation, the **City has verbally agreed to issue a driveway permit if the pork chop, with an extreme radii, is constructed.**

The developer is submitting the permit application prior to the March 26th Board meeting in order to comply with the condition of approval placed on the 425 Agreement.

DEPARTURE REQUESTS

Based upon the discussion with the Board on March 12th the developer is **requesting an additional departure to only provide a rolled (i.e., "short-back") curb along the south property line to assist with snow removal.**

Section	Requirement	Comments
15A.06.1 15A.06.2 <b style="color: green;">PC Recommends Approval, but believes "pork chop" should be installed now, not later.	Only 1 driveway is permitted, but a second can be allowed if conditions A & B are met. <ul style="list-style-type: none"> A – 660' of frontage; B – additional driveways will not prevent compliance for other sites. 	4 driveways requested: 1 on Whittaker Way, 2 on Robbins Rd, and 1 on 172 nd Ave. Condition A – just shy of 660'; B – is met, other adjacent properties are in City. <ul style="list-style-type: none"> Robbins Rd Sub-Area Plan calls for the closure of numerous curb-cuts. Current site has a continuous driveway the length of Robbins Rd. 17.05.4.A allows the PC to approve additional driveways if it allows other uses within the PUD, or adjoining principal uses or existing lot.
15A.06.7 <b style="color: green;">PC Recommends Approval	Access point spacing standards based on a signalized non-trunkline street measured pavement edge to pavement edge. Requirement is 200'. <ul style="list-style-type: none"> Easternmost driveway on Robbins Rd = 100' Main entrance on 172nd = 160' 	<ul style="list-style-type: none"> Requesting to allow the gas station to maintain its existing driveway on Robbins Rd. Requesting to allow the existing driveway to remain in current location on 172nd Ave. This will act as a main entrance, and shifting further south will cause misalignment with adjacent driveways and potentially make Building A impossible to construct.
15A.10.5 <b style="color: green;">PC Recommends Approval	Minimum width for an interior landscape island = 18'	Requesting to allow a smaller landscape island in an effort to maximize the parking on site while still providing for visual and paving breaks.
15A.10.3 <b style="color: green;">PC Recommends Approval	Onsite landscaping must abut the walls to reduce the visual impact of the building mass.	Developer's narrative says it best, "requesting departure from landscaping abutting walls of retail buildings in order to meet the functional needs of a retail use and allow for future <u>flexibility in placement of door openings</u> "

		<p>within a storefront, reduces the likelihood of <u>trip hazards</u> along the main walking path, allows <u>pedestrians to circulate farther away from vehicular traffic</u> and make snow removal easier. Landscaping around the perimeter of the building has been pulled back and consolidated in designated planting beds dispersed along the edge of the parking area at the front (north) elevation of Retail S but is still in close proximity and related to the architecture. The <u>planting areas will feature ornamental trees and shrubs to soften the visual appearance of the building from Robbins Rd.</u> The back (south) side of Retail S has landscaped pockets identified immediately adjacent to the building wall, coordinated with rear service doors as required. Plantings around future retail buildings on site will follow suit with a similar concept and meet the plant size and type requirements of the ordinance.”</p>
<p>24.04.2</p> <p>PC Recommends Approval</p>	<p>Maneuvering lanes shall be 24’ in width.</p>	<p>Requesting an allowance of 27’ for the main entrance off Robbins Rd to provide additional space for an anticipated high traffic corridor, allowing more space for passing vehicles and/or delivery trucks.</p>
<p>20.13.5.H</p> <p>PC Recommends Approval</p>	<p>Minimum caliper size for an ornamental tree = 3”</p>	<ul style="list-style-type: none"> • Developer is proposing to use native Michigan species. Per the landscape architect certain species are best to be planted as “clumps.” The final result would be several trees grown together in a “clump” that would total 3+-inch caliper. • Similarly, several native species can only be found in a 2½” size.
<p>15A.10.7</p>	<p>Curbs must be used throughout the parking lot and paved areas.</p>	<ul style="list-style-type: none"> • Based upon the March 12th Board meeting the developer is requesting an additional departure to only provide a rolled curb (<i>i.e.</i>, “<i>short-back</i>”) along the segments of the property line to facilitate snow removal.

425 AGREEMENT

The Board adopted a motion on March 12th conditionally approving the 425 Agreement. There is a 30-day statutory waiting period before the Agreement can be executed and take effect.

SAMPLE MOTIONS

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

Motion to conditionally approve the Robbins Centre Pointe PUD application and rezoning of parcels 70-03-33-100-047, 70-03-33-100-049, and 70-03-33-100-010 from Commercial (C-1) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance and Master Plan. This motion is subject to, and incorporates the following conditions and report. **This is the second reading.**

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

Motion to direct staff to draft a formal motion and report, which will **deny** the Robbins Centre Pointe PUD 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 Township Board finds the applicant must make revisions to the PUD, the following motion can be offered:

Motion to table the Robbins Centre Pointe PUD, and direct the applicant to make the following revisions:

1. *List revisions.*

Please contact me if this raises questions.

REPORT OF FINDINGS (TO BE USED WITH A MOTION FOR APPROVAL)

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following report of the Grand Haven Charter Township Board (the “Board”) concerning an application by Robbins Centre Pointe, which is comprised of Robbins Road Real Estate LLC and Bowling Family Investment LLC (the “Developers”) for approval of a Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of six commercial buildings. The first phase being the existing gas station, which was approved via a Special Land Use application on 4/17/2017, and is hereby being incorporated into the Project. The second phase will be a 14,675 square foot multi-tenant retail building (denoted as “Building S” on the Project plans). The future phases will include four additional retail buildings, one of which could be a restaurant. These future phases are to be constructed as market demands, and prospective tenants will determine the final retail, commercial, or office use.

The Project as recommended for approval is shown on a final site plan, last revised 2/16/2018 (the “Final Site Plan”), final site plan, last revised 3/21/2018 (the “Final Site Plan”), and final architectural plans, last revised 1/24/2018 (the “Final Architectural Plans”); collectively referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s decision, and the Board’s decision that the Robbins Centre Pointe PUD be approved as outlined in this motion. The Developers shall comply with all of the Documentation submitted to the Township for this Project. In recommending the approval of the proposed PUD application, the Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance:

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.
 - 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 Board has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
 - 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 Documentation 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 and City of Grand Haven 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 Documentation 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.
2. The Board finds that the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township will be able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not be able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
3. Section 17.01.5, Section 17.02.1.B.1-4 of the Zoning Ordinance, as well as Section 503 of the Michigan Zoning Enabling Act, allow for departures from Zoning Ordinance requirements; these provisions are intended to result in land use development that is substantially consistent with the goals and objectives of the Township Master Plan and the Zoning Ordinance, and consistent with sound planning principles. The Developers have requested six departures. The Board makes the following findings.
- A. Sections 15A.061 and 15A.06.2 – allow a total of four driveways; one – Whittaker Way, two – Robbins Road, and one – 172nd Avenue.
 - i. The Board finds this acceptable because the proposed access management plan is compliant, and supports, the Robbins Road Sub-Area Plan and Joint Robbins Road Corridor Plan. As well as, providing shared access to adjoining uses. Further, the proposed access management plan eliminates the continuous access along Robbins Road.
 - ii. Further, the Board already approved the gas station as a special land use, finding that it significantly improved the prior access for the predecessor gas station.
 - B. Section 15A.06.7 – allow reduction in spacing standards for signalized non-trunkline street.

5. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
 - A. The Project meets the minimum size of five (5) acres of contiguous land.
 - B. The Project site has distinct physical characteristics and a prior development history which makes compliance with the strict requirements of the Zoning Ordinance impractical.
 - C. The PUD design substantially moves forward the Intent and Objectives of Section 17.01 of the Zoning Ordinance.
6. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance:
 - A. The storm water management system for the Project and the drainage facilities will properly accommodate storm water on the site, will prevent run off to adjacent properties, and are consistent with the Township's groundwater protection strategies.
 - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
 - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
 - D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
 - E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
 - F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).
 - G. Street lighting will be installed in the same manner as required under the Township's Subdivision Control Ordinance.
 - H. Consideration was given to the bulk, placement, architecture, and type of materials to be compatible with like buildings within the PUD as well as generally compatible with buildings in the general vicinity.
 - I. Mechanical and service areas are visually screened from adjacent properties, public roadways, or other public areas.
 - J. Building walls greater than 50-feet in horizontal length, and walls which can be viewed from public streets, are constructed using a combination of architectural features, building materials, and landscaping near the walls.
 - K. On-site landscaping abuts, or is near the building walls, combined with architectural features significantly reduce the visual impact of the building mass as viewed from the street.
 - L. The predominant building materials have been found to be those characteristic of Grand Haven Charter Township such as brick, wood, native stone and tinted/textured concrete masonry units and/or glass products.
 - M. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
 - N. The Project is reasonably compatible with the natural environment of the site and the

adjacent premises.

- O. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.
 - P. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
 - Q. All outdoor storage, if any, is screened.
 - R. Signage conforms to Chapter 24, unless specific modifications are made by the Township Board, after recommendation from the Board.
 - S. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
 - T. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township before construction is commenced.
 - U. The Project meets the access provision regulations, and creates shared access with other adjoining uses.
 - V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
7. The Board also finds the Project complies with the US-31 and M-45 Area Overlay Zone findings and statement of purpose found in Section 15A.01 of the Zoning Ordinance:
- A. Accommodates a variety of uses permitted by the underlying zoning, but ensure such uses are designed to achieve an attractive built and natural environment.
 - B. Provides architectural and site design standards that are more demanding than required elsewhere in the Township in order to promote harmonious development and complement the natural characteristics in the western sections of the Township.
 - C. Promotes public safety and efficient flow of vehicular traffic by minimizing conflicts from turning movements resulting from the proliferation of unnecessary curb cuts and driveways.
 - D. Ensures safe access by emergency vehicles.
 - E. Encourages efficient flow of traffic by minimizing the disruption and conflicts between through traffic and turning movements.
 - F. Preserve the capacity along US-31/M-45 and other roads in the Overlay Zone by limiting and controlling the number and location of driveways, and requiring alternate means of access through shared driveways, service drives, and access via cross streets.
 - G. Reduces the number and severity of crashes by improving traffic operations and safety.
 - H. Requires coordinated access among adjacent lands where possible.
 - I. Provides landowners with reasonable access, although the access may be restricted to a shared driveway, service drive, or via a side street, or the number and location of access points may not be the arrangement most desired by the landowner or applicant.
 - J. Requires demonstration that prior to approval of any land divisions, the resultant parcels is accessible through compliance with the access standards herein.
 - K. Preserves woodlands, view sheds, and other natural features along the corridor.

- L. Ensures that distractions to motorists are minimized by avoiding blight and clutter while providing property owners and businesses with appropriate design flexibility and visibility.
 - M. Implements the goals expressed in the US-31/M-45 Corridor Study.
 - N. Establishes uniform standards to ensure fair and equal application.
 - O. Addresses situations where existing development within the Overlay Zone does not conform to the standards of this chapter.
 - P. Promotes a more coordinated development review process with the Michigan Department of Transportation and the Ottawa County Road Commission.
8. The Board also finds the Project shall comply with the below additional conditions as well.
- A. All transformers or other ground equipment shall be screened with live conifer landscape material that is a minimum 24” in height at time of planting, or taller if necessary to fully screen the object.
 - B. The proposed wall pack lighting on Building S, and all future buildings, shall be sharp cut off and downcast. Plans shall be revised accordingly.
 - C. The Developer shall be a signatory on the requested 425 Agreement.
 - D. The necessary descriptions and sketches shall be provided for the 425 Agreement.
 - E. The Developers shall enter into a PUD Contract with the Township. The Contract shall be reviewed and approved by the Township Board prior to the issuance of occupancy permits.
 - F. Approval and compliance with all requirements set forth by the OCRC, OCWRC, and City of Grand Haven, etc. No building permits shall be issued until all permits have been obtained.
 - G. A shared access and maintenance agreement for the connection to Whittaker Way shall be drafted by the Developer, and then reviewed, and approved by Township Attorney Bultje. The Developers shall submit a copy of the document recorded at the Ottawa County Register of Deeds. No certificates of occupancy shall be issued until the condition is met.
 - H. An easement, or shared access and maintenance agreement for the connection to the western retail property at 948 Robbins Road shall be drafted by the Developer, and then reviewed, and approved by the Township Attorney. The Developers shall submit a copy of the document recorded at the Ottawa County Register of Deeds. No certificates of occupancy shall be issued until the condition is met.
 - I. A sidewalk easement shall be drafted by the Developer, and then reviewed, and approved by the Township and City Attorney’s. The Developers shall submit a copy of the document recorded at the Register of Deeds. No certificates of occupancy shall be issued until the condition is met.
 - J. The “pork chop” curb shall be installed within the main entrance on Robbins Road to prevent inbound left-turns.
 - K. The Developer shall submit a full set of the Documentation, which includes all changes that have been required by the Board. The Documentation shall be submitted prior to the issuance of a certificate of occupancy.

- L. Any violation of the conditions constitute a violation of the Zoning Ordinance, and in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Project.
 - M. The right is reserved by the Township to impose additional conditions if reasonably necessary to achieve the purposes of the Zoning Ordinance.
 - N. The PUD approval is personal to the Developer and shall not be transferred by the Developer to a third party without the prior written consent of the Township.
 - O. Except as expressly modified, revised or altered by these conditions the Project shall be acquired, developed, and completed in conformance with the Zoning Ordinance, as amended, and all other applicable Township ordinances.
 - P. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County and Township laws, rules and ordinances.
 - Q. The Developer shall comply with all of the requirements of the Documentation, specifically including all of the notes contained thereon, and all of the representations made in the written submissions by the Developer to the Township for consideration of the Project.
 - R. In the event of a conflict between the Documentation and these conditions, these conditions shall control.
9. The Board finds the Project complies with the uses permitted for a commercial planned unit development, as described in Section 17.08.2.A of the Zoning Ordinance—Retail Businesses where no treatment or manufacturing is required.
10. The Board finds the Project shall receive the following considerations to improve the approval process currently required for multi-phased commercial developments:
- A. The overall project, design, and concept are approved; and future phases are only subject to Site Plan Review with the Board. This would be applicable, so long as they occur within 1-year of each other. For example, to be eligible for the Site Plan Review route, the next phase would need to be presented prior to 4/1/2019. If the following phase was presented on 9/1/2019, the phase after that would have to be presented prior to 9/1/2020.
 - B. Basic site plan conversions to Options A-2, B-1, and B-2 subject to being approved administratively by the Zoning Administrator. If this occurs, notification of said conversion will be provided to the Board and Township Board.

3/21/2018

ROBBINS CENTRE POINTE: REQUESTED DEPARTURES

15A.06.1 & 15A.06.2:

- Request to allow the 4 driveways (One on Whittaker Way, two on Robbins Roads and one on 172nd Ave). The site currently has a continuous curb cut on Robbins Road and two curb cuts on 172nd. A maximum of one driveway or street opening per existing public street frontage shall be permitted for the PUD. Additional driveways may be permitted provided that such drive is constructed as permitted to share access with other uses within the PUD, or an adjoining principal use or existing lot. The four driveways provided share access with other uses, as well as an adjoining principle use and existing lot.

15A.06.7:

- Request departure to allow easternmost drive on Robbins Road, in front of the gas station, to remain as existing, at 100' from intersection of 17nd. Departing from required 200' to allow existing drives to remain as-is.
- Request departure to allow main drive on 172nd Ave to remain as existing, at 160' from intersection. Departing from required 200' to allow existing drives to remain as-is. Adjacent drive to the south, serving the oil change building, is proposed to be removed.

15A.10.5:

- Request departure from the minimum 18' wide parking island in an effort to maximize the amount of parking on the site while still providing for visual and paving breaks.

15A.10.7

- Request departure from standard, 6" high standard curb to rolled curb to facilitate snow removal at the south end of the project site.

15A.10.3

- Request departure from landscaping abutting walls of retail buildings in order to meet the functional needs of a retail use and allow for future flexibility in placement of door openings within a storefront, reduces the likelihood of trip hazards along the main walking path, allows pedestrians to circulate farther away from vehicular traffic and make snow removal easier. Landscaping around the perimeter of the building has been pulled back and consolidated in designated planting beds dispersed along the edge of the parking area at the front (north) elevation of Retail S but it still in close proximity and related to the architecture. The planting areas will feature ornamental trees and shrubs to soften the visual appearance of the building from Robbins Road. The back (south) side of Retail S has landscaped pockets identified immediately adjacent to the building wall, coordinated with rear service doors as required. Plantings around future retails buildings on site will follow suit with a similar concept and meet the plant size and type requirements of the ordinance.

20.13.5.H:

- Request departure from minimum tree diameter due to availability and clustered planting design. A check of availability of stock sizes did not produce an adequate supply of 3" diameter trees in the requested native species, so the largest size available will be specified. To help in achieving the intent of the ordinance, plantings will be in clusters of three trunks with an average caliper of each trunk to be 1-1/2" to 2". Clump trees are too big to plant with 3" caliper trunks.

24.04.2:

- Request departure to increase the main maneuvering lane from 24' to 27' in order to provide additional space for an anticipated high traffic corridor, allowing more space for passing vehicles and/or delivery trucks.



SUPERINTENDENT'S MEMO

DATE: March 21, 2018

TO: Township Board

FROM: Cargo

SUBJECT: Gaming License – Recognize Township Based Charity – Folds of Honor Michigan

Attached, please find a Resolution that states that “Folds of Honor Michigan, Inc.” is a recognized nonprofit organization in the community. The charity seeks to provide educational scholarships for family members of veterans that are killed or disabled while serving.

This recognition is for the purposes of “Folds of Honor Michigan, Inc.” obtaining a charitable gaming license that will allow the organization to hold up to four fundraising events with charitable gaming each year. *(Please note that recognizing the “Folds of Honor Michigan, Inc.” as a nonprofit is not an endorsement of charitable gaming events.)*

Please note that this non-profit has a registered identification number of **139759** through the Michigan Department of Licensing and Regulatory Affairs.

Staff has no objection to this recognition. Therefore, if the Board agrees with the request recognizing the “Folds of Honor Michigan, Inc.” as a charitable organization, the following motion can be offered:

Move to approve and adopt Resolution 18-03-02, which recognizes “Folds of Honor Michigan, Inc.” as a nonprofit organization that operates within Grand Haven Charter Township.

If you have any questions or comments, please contact Cargo prior to the Board meeting.

RESOLUTION 18-03-02

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL 432.103(k)(ii))

At a Regular meeting of the Charter Township of Grand Haven
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Supervisor Reenders on March 26, 2018
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Folds of Honor MI, Inc of Grand Haven Township
NAME OF ORGANIZATION CITY

county of OTAWA asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be
considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL: Yeas: _____ DISAPPROVAL: Yeas: _____
Nays: _____ Nays: _____
Absent: _____ Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted
by the Grand Haven Township at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
meeting held on March 26, 2018
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK
Laurie Larsen, Clerk
PRINTED NAME AND TITLE
13300 168th Avenue, Grand Haven, MI 49417
ADDRESS

Organization Information: Box 73 Grand Haven MI 49417
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP
Dr. John Rooney (405) 797-0184
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER