

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, SEPTEMBER 24, 2018

WORK SESSION – 6:00 P.M.

- a. Review 2018 Project List Update
- b. Discussion City of Grand Haven’s Neighborhood Housing Services Request

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 September 10, 2018 Board Minutes
 2. Approve Payment of Invoices in the amount of \$367,934.41 (*A/P checks of \$249,568.18 and payroll of \$118,366.23*)
- VI. PRESENTATION – County Commissioner Roger Bergman and Sheriff Kempker
- VII. PUBLIC HEARINGS
 1. Truth-in-Taxation Hearing – Levy of Millage Rates for FY 2019
 2. PUD Amendment – Grand Haven Professional Center – Medical Office Building
- VIII. OLD BUSINESS
 1. Approve Resolution 18-09-03 – Schedule of Levy of Property Taxes
 2. Approve City of Grand Haven’s Neighborhood Housing Services Contribution
 3. PUD Amendment – Grand Haven Professional Center – Medical Office Building
- IX. NEW BUSINESS
 1. Approve Resolution 18-09-04 – Waive Penalty for Failure to Notify Transfer of Property
- X. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 - a. August DPW Report
 - b. August Legal Review
 3. Others
- XI. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(*LIMITED TO THREE MINUTES, PLEASE.*)
- XII. 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, SEPTEMBER 10, 2018**

WORKSESSION – 6:30 p.m.

1. The Board discussed the current draft of the Schmidt Land Donation Agreement. Supervisor Reenders noted that Schmidt requested two changes to the agreement:
 - a. Schmidt will be fencing at the end of the Cutter Park subdivision to prevent residents from accessing the proposed park from this right-of-way.
 - b. The agreement would be amended to include language withholding maintenance funds from the Fluor Schwartz Memorial Fund if the terms of agreement are violated by the Township.

Treasurer Kieft and Trustee Behm expressed concern with the \$12 million cost estimate to develop the proposed park, especially in view of other capital projects being considered. It was noted that the park would likely be developed in phases and that there was not a firm schedule regarding the development of the proposed facility.

Supervisor Reenders will discuss with Schmidt the language in Exhibit C regarding the Fluor Schwartz Memorial Fund and if there is any surety regarding the monies being available for maintenance (*e.g., are the monies strictly available for maintenance or will the monies be awarded on a competitive basis.*)

2. The Board and staff discussed pathway maintenance. The Board requested staff amend the Pathway ordinance and/or policies to require escrow monies that could be used by the Township for repair of pathway cuts. This proposed requirement of escrow monies was referred to the Public Works and Streets Committee for action prior to the start of the next construction season.

Further, the remaining “pole” stop signs will be removed. Staff will review modifying the pathway markings near intersections of the pathway with roadways or commercial drives.

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: Reenders, Behm, Gignac, Redick, and Kieft.

Board members absent: Larsen, and Meeusen

Also present was Manager Cargo and Deputy Treasurer Larrison.

Motion by Trustee Redick and seconded by Trustee Gignac to appoint Treasurer Kieft as the Temporary Clerk. **Which motion carried.**

IV. APPROVAL OF MEETING AGENDA

Motion by Supervisor Reenders and seconded by Trustee Gignac to approve the meeting agenda, with the Schmidt Land Donation Agreement being removed to a future Board meeting. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve August 27, 2018 Board Minutes
2. Approve Payment of Invoices in the amount of \$736,605.05 (*A/P checks of \$637,898.91 and payroll of \$98,706.14*)

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

VI. OLD BUSINESS

1. **Motion** by Trustee Redick supported by Trustee Gignac to approve the Zoning Map Amendment Ordinance concerning the rezoning of 6-acres from part of parcel 70-07-11-100-003 from Agricultural (AG) to Rural Residential (RR), with the remaining 34-acres to remain Agricultural. **This is the second reading. Which motion carried,** pursuant to the following roll call vote:

Ayes: Kieft, Redick, Behm, Gignac, Reenders

Nays:

Absent: Larsen, and Meeusen

2. **Motion** by Trustee Redick supported by Treasurer Kieft to adopt Resolution No. 18-09-01 which schedules the "Truth in Taxation" Public hearing for September 24, 2018 and proposes the additional allowable millage rate of .0939 mills for a proposed total of 4.5861 mills. **Which motion carried,** pursuant to the following roll call vote:

Ayes: Reenders, Gignac, Behm, Redick, Kieft

Nays:

Absent: Larsen, and Meeusen

3. **Motion** by Treasurer Kieft supported by Trustee Behm to adopt Resolution 18-09-02 that adopts the September budget amendments for fiscal year 2018. **Which motion carried,** pursuant to the following roll call vote:

Ayes: Behm, Redick, Kieft, Reenders, Gignac

Nays:

Absent: Larsen, and Meeusen

VIII. NEW BUSINESS

1. **Motion** by Trustee Redick supported by Trustee Gignac to approve the 2019 detailed budget assumptions and policies as delineated by the Superintendent within the September 6th memorandum and to instruct the Superintendent to proceed with

completion of a 2019 Fiscal Year budget for Board review and consideration pursuant to state law and the proposed budget schedule. **Which motion carried.**

VIII.. REPORTS AND CORESPONDENCE

- a. Committee Reports – Trustee Redick noted that NORA is focused on hiring a new director and transitioning away from the GHAPS to the City for Administrative services. Specifically, it was noted that:
 - i. NORA requested GHAPS to extend the termination date to June 30th;
 - ii. That the short-term cost for City administrative services will be \$30k;
 - iii. That the NORA Articles of Incorporation will be amended to allow the GHAPS to be a member;
 - iv. That the NORA current program director was appointed as the acting director; and,
 - v. That there will be a recognition event for Vanderstel’s retirement.
- b. Manager’s Report
 - i. August Building Report
 - ii. August Ordinance Enforcement Report
- c. Others – Treasurer Kieft and Trustee Redick both complimented the pathway construction along 168th Avenue.

IX. PUBLIC COMMENTS

None.

XI. ADJOURNMENT

Motion by Trustee Redick and seconded by Trustee Behm to adjourn the meeting at 7:22 p.m. **Which motion carried.**

Respectfully Submitted,

William Kieft III
Grand Haven Charter Township Temporary Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

2018 PROJECT LIST

DATE: September 20, 2018

TO: Township Board and Department Directors

FROM: Cargo

Pursuant to instructions from the Board, the Project List is to be reviewed every three months during a Board work session. Board priorities highlighted “yellow”.

ADMINISTRATION (101, 171 & 172)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Strategic Plan Update – 2019 through 2022	Board, Cargo, Fedewa
Act 425 Agreement on Robbins Road Redevelopment Property	Cargo, Fedewa, Bultje
Adjustment of border/boundaries between City/Township (<i>staff need to coordinate with city on start date</i>)	Fedewa, Cargo, Board, Bultje
March Change of Assessment Insert	Cargo
October Newsletter	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Monthly Electronic Newsletters (<i>nine completed</i>)	Cargo
CCR Annual Report NOWS and GR (<i>posted on website</i>)	Cargo, Walsh
Freedom of Information Requests (<i>26 thus far in 2018</i>)	Cargo
Waste Hauler Licenses (2018) ➤ Republic Services ➤ Waste Management ➤ Potluck Pick up	DeVerney, Cargo
Appointments to Committee/Board vacancies (<i>9 thus far in 2018</i>)	Reenders, Cargo, DeVerney
Selection of 2018 Chamber Business Recognition Recipient (June)	Reenders, DeVerney
Funding July 4 th Fireworks (\$7,500)	Cargo
Funding City of Grand Haven Imagination Station contribution (\$15,000)	Cargo
December Appreciation Dinner (<i>Scheduled for December 6th at Grand Hall – Porto Bello</i>)	Reenders, Dumbrell, Walsh
Noise Ordinance – Review for Constitutionality (<i>low priority</i>)	Cargo, Fedewa, Bultje
Complete survey of 168 th Avenue property owners regarding expansion of industrial land	Cargo, Fedewa, Chamber of Commerce
Establish E-Commerce Exchange Zone	Cargo, VerBerkmoes
Performance Evaluation – Dickinson Wright (Bultje)	Cargo
MCC Annexation of Northwest Ottawa County (<i>provide direction</i>)	Board, Cargo

Examine Master Plan change of former Zelenka property to Industrial	Chamber, Fedewa, Planning Commission, Board, Cargo
ASSESSING (257)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Annual mailing of Change of Assessment notices in February	Schmidt, Larrison
Board of Review— March, challenges to assessment roll	BOR, Schmidt, Larrison
Board of Review— July, technical and clerical adjustments to assessment roll	BOR, Schmidt, Larrison
EMPP Export to State of Michigan— April 1, 2018 State audit of all personal property data on assessment roll	Schmidt
Board of Review – December, technical and clerical adjustments to assessment roll	BOR, Schmidt, Larrison
Board of Review— Annual, February BOR, appearances and written ➤— L 4022 Report Board of Review Change Log ➤— 2017 Classification Change ➤— 2017 Equivalent SEV Roll ➤— Industrial real and personal report to State ➤ L 4626 Assessing Officer’s Report of Taxable Values	BOR, Schmidt, Larrison
Land Divisions; 5 approved and 1 denied ,4 Lot line adjustments, 4 combinations	Schmidt
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December) Prepare the IFT report for State (October) Prepare the L 4626 for State filing (April) Prepare form 5429 – Personal Property Taxable Value for Expired/ Expiring Renaissance Zones (June) Prepare form 5403— Personal Property Taxable Value for Expired Tax Exemptions (June) Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June) Form 4564— IFT Exemption certificates (September) Prepare L-4016 Special Assessment report (December)	Schmidt Schmidt Schmidt Schmidt Schmidt Schmidt Schmidt Schmidt
Annual re-audit of residential neighborhoods (80% complete or 650) + sales and new construction. (i.e., about 800)	Larrison, Hoisington, Schmidt
Major MTT Actions a. Flagstar Bank- Disposed b. Walmart c. Grand Haven Golf Course d. VanBlaren	Schmidt, Fischer, Shannon, Ottawa County
Purchase scanner	Hoisington
Purchase new camera	Hoisington
MMSVP Cost Tables and Web Service	BS&A, VerBerkmoes
Finalize Act 425 Agreement through County Equalization and GIS	Schmidt
BIKE PATH (408)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Bike Path construction for 2018 (Lincoln, Groesbeck & 168 th) ➤— Informal/optional open house to view plans and discuss project	Cargo Fedewa, VerBerkmoes,

<ul style="list-style-type: none"> ➤ schedule ➤ Easements (<i>All but one</i>) ➤ Survey, Design, Bid ➤ Construction (<i>\$1.80 million</i>) 	<p>Bultje Kieft, VerBerkmoes Fedewa, P & N, Bultje K Kieft, VerBerkmoes VerBerkmoes, K Kieft, Cargo</p>
<p>2018 Pathway maintenance</p> <ul style="list-style-type: none"> ➤ Paint crosswalks (<i>\$7k</i>) (<i>contract awarded</i>) ➤ Ongoing repairs to surface and appurtenances (<i>\$10k</i>) ➤ Resurface portion of Robbins and Comstock pathway (<i>\$219k</i>) 	<p>Tlachac, VerBerkmoes VerBerkmoes VerBerkmoes, Tlachac VerBerkmoes, K. Kieft</p>
Amend Ordinance to require escrow for openings and for specifications	VerBerkmoes, Cargo, Bultje
BUILDING AND GROUNDS (265)	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Generator Maintenance (November)	Tlachac, VerBerkmoes
Annual Fertilizer Quotes (including cemeteries)	Tlachac, Walsh
Replacement of Board Room audio/visual equipment (<i>\$75k</i>)	VerBerkmoes, Cargo
Manual “J” HVAC study	VerBerkmoes / Consultant
Re-paint Front Parking Lot (with arrows)	VerBerkmoes / Consultant
DPW roof drain repairs/improvement (<i>\$4k</i>) (deemed unnecessary)	VerBerkmoes / Consultant
Administrative Building – replace portion of roof (<i>\$10k</i>)	VerBerkmoes / Consultant
Replace Server Room A/C (<i>\$7k</i>)	VerBerkmoes / Consultant
Certify 3 Employees for commonly used chemical application per State requirements (may not be necessary if using pre-mixed material) (deemed not necessary)	Glueck, Johnson, McKay
CEMETERY (276)	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Purchase vaults, memorials and urns for contract holders	Walsh
Study regarding plat for additional lots within Historic Cemetery <ul style="list-style-type: none"> ➤ Cost estimate and plan for additional lots in Historic Cemetery (east of current section) 	Prein & Newhof
Add expansion tank for Lakeshore Cemetery irrigation system	Tlachac
COMMUNITY DEVELOPMENT (371)	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Landscape Compliance Inspections (<i>Winter/Spring</i>) <ul style="list-style-type: none"> ➤ Divided into 3-year cycles (<i>over 90% completed for 2018</i>) 	K. French, Fedewa
April 2018 Builders Forum	DeVerney, Corbat
November 2018 Builders Forum	DeVerney, Corbat
Rental Housing Inspections Ordinance – per state mandate – (<i>continued lack of clarity or direction from state</i>)	Fedewa, Bultje
Board decision on – Short-term Rental Ordinance (<i>if any</i>)	Fedewa, Cargo, Board
DOWNTOWN DEVELOPMENT AUTHORITY (248)	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Select 2019 DDA Construction Project (Robbins Road sidewalk and water main)	DDA Board, Cargo, Prein & Newhof
Annual DDA Report (<i>and publish in the Tribune</i>) (<i>Form 2604 because the GHT</i>)	Chalifoux, Cargo

<i>DDA does not collect the Education Tax,) (July)</i>	
Annual Act 381 Report (Brownfield project) (August)	Chalifoux
Act 381 DEQ Brownfield Reporting Verification Worksheet (September)	Chalifoux
GASB 77 Tax Abatement Disclosure Statements — Ottawa Area ISD — Grand Haven Public Schools — Ottawa County Treasurer — Loutit Library	Chalifoux
Fill vacancy on DDA Board	Reenders
Payment to City for Robbins Road traffic signal and striping	Cargo
Form 5176 Request for State Reimbursement of TIF (June 15 th)	Chalifoux
ELECTIONS (262)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
May School Election	Larsen, DeVerney
August Mid-Term Primary Election	Larsen, DeVerney
November Mid-Term General Election	Larsen, DeVerney
Inactive Voter File maintenance (<i>ongoing & up-to-date</i>)	DeVerney, Slater
ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Schultz Landscaping Expansion (<i>mortgage holder called in loan, auctioning off equipment in Sept</i>)	Fedewa
Passow – Dangerous Building, work without permits causing potential structural issues (<i>hearing scheduled for Sept 19th</i>)	Fedewa, French, Corbat
Sheffield – Illegal apartment (<i>court order to comply by Oct 31st</i>)	Fedewa, French, Corbat
Stearns – MXU Water meter replacement (<i>court order & admin search warrant to comply – scheduled replacement 1 day before warrant was served</i>)	Fedewa, French, Walsh, Flachae
FINANCE/ACCOUNTING (191)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2017 Financial Audit (Week of March 26, 2018)	Sandoval, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
F-65 Report (<i>prior to July</i>)	Sandoval
Quarterly – prepare and send 941's and UIA 1028 forms to State	Riggs, Sandoval
End of Year (2017) prepare W 2s, 1099s, and SUW 165	Riggs, Sandoval
Unclaimed Property Report to State (<i>June</i>)	Sandoval
Update Township's Dashboard (<i>June</i>)	Sandoval
Qualifying Statement to State (<i>June</i>)	Sandoval
Continuing Disclosure to EMMA (<i>June</i>)	Sandoval
Complete Form 5572 – Retirement System Annual Report (<i>June</i>)	Sandoval
2018 Bond Payments (<i>about \$1.24 million</i>) ➤ 2019 Transmission Main Bond July & December (299k) ➤ 2021 Water Intake Expansion May & November (117k) ➤ 2021 Refunded Building Bond May & October (218k) ➤ 2028 Sewer Lift Station Bond July & December (83k) ➤ 2034 Nows Plant Expansion May & November (245k)	Sandoval

➤ 2036 Pathway Bond May & November (279k)	
Metro Authority Report (April)	Chalifoux
Budget Amendments – 2nd Quarter	Cargo, Sandoval
Budget Amendments – 3rd Quarter	Cargo, Sandoval
Budget Amendments – Final in December	Cargo, Sandoval
2019 Budget	Cargo, Department Directors
➤ 08-28 – Budget policies submitted to the Board	Cargo, Board
➤ 08-31 – Initial department director meeting	Cargo, Department Directors
➤ 09-24 – Truth-in-Taxation Hearing	Larrison
➤ 10-12 – Department directors submit initial figures	Cargo, Department Directors
➤ 10-18 – Department directors complete final draft	Cargo, Department Directors
➤ 10-30 – Board holds budget work session	Cargo, Chalifoux, Board
➤ 11-12 – SAD Hearing	Board, Cargo
➤ 11-26 – Final Approval of 2019 Budget	Board, Cargo
Centron Tax Mailing – Summer of 2018 (include newsletter insert)	Chalifoux, B. Kieft, Cargo
Centron Tax Mailing – Winter of 2018 (include newsletter insert)	Larrison, B. Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (July 31st)	Chalifoux
Complete CVTRS Annual Report to the State (December)	Sandoval
Complete SET Tax Report (December)	Larrison
Truth-in-Taxation Hearing	Larrison
Update – Ten Year Building Department Revenue/Expenditure Report	Sandoval, Cargo
Annual Asset Forfeiture Report (February 1st)	Sandoval
Purchase chip credit card readers (2) (awaiting Point&Pay)	Sandoval
Other Post-Employment Benefits (OPEB) Valuation	Sandoval, Cargo, Watkins Ross
Update General Ledger Chart of Accounts (December)	Sandoval
Annual Pension Reconciliation – MERS	Sandoval
FIRE\RESCUE (206)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Fire Prevention Open House – October 9 th	Gerencer, Peterson
2018 commercial inspection program (84 completed of 180)	Marshall, Kriger, DeDoes
2018 Private road inspections (0 inspected of 126)	Kriger
Team 911 Academy June 18th – 22nd	Peterson, Gerencer
Equipment Purchases:	Gerencer, Schrader, Schweitzer
➤ Four sets of turn-out gear (\$9,600)	
➤ Tablets and phones (\$5k)	
Replace 2012 Suburban (used for ALS calls) (\$53k)	Schrader, DeDoes, Gerencer
800mhz Radios implementation August	Schweitzer, Peterson, Gerencer
Fire Records management system upgrade October	Schweitzer
Update the 2013 Capital Improvement Plan (CIP) (pending review by Committee)	Gerencer, Schrader
New Fire/Rescue Staffing Program 10 p.m. to 5 a.m. (will begin in October)	Gerencer
INFORMATION SYSTEMS (645)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Install 2 nd server configuration for DR at GHAPS IT site	VerBerkmoes
Implement Mobile Device Management for tablets/phones/mobile PC's (Will require policy to manage both Township and non-Township owned	VerBerkmoes, EGL

devices) (<i>testing software</i>)	
Replace Cisco switches/hubs (\$38k)	
Wireless upgrade (\$4k)	
LAW ENFORCEMENT (207)	
Purchase miscellaneous equipment: ➤ Replace Taser (\$1,000) ➤ Promotional Materials (\$1,800) ➤ Drug Test Kits (\$500)	Cargo, Christiansen
PARKS AND RECREATION (751)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
MNRTF Grant Application (<i>postponed to 2019</i>)	Fedewa, Cargo
Update Recreation Plan—include Hofma Vision (<i>draft to be done by Oct 31st</i>).	Fedewa, Hoisington
Maintenance Projects, including: ➤ Replace plaque base for Hofma Park bronze sign (\$3k) ➤ Pottawattomie Deck Erosion – resolve (\$32k) (<i>CZM grant application submitted on 9/4/18, results pending.</i>) ➤ Replace certain landscaping at Boat Launch (\$5k) ➤ Hofma Park road repairs (\$15k) ➤ Replace Pottawattomie Sign (\$20k) (<i>winter project</i>) ➤ Add sprinkling Pottawattomie (\$6k) ➤ Barrier free access Pottawattomie (\$10k) ➤ Reroof storage building Pottawattomie (\$4k) ➤ Redeck equipment trailers (\$2k)	Tlachac, VerBerkmoes Fedewa
MDNR – Monitor and Testing of 9 wells – ends in November	Tlachac
Witteveen Farm Property – Forest Management Plan (<i>replanting plan approved by Board, will apply for MNTRF grant funding in 2019</i>)	Cargo, Fedewa
Equipment purchases (\$10k) (<i>e.g., grappler for Tool Cat, cement mixer, high pressure cleaner, backpack blowers, etc.</i>)	Tlachac
Witteveen Farm property – Forester plan & cost estimate	Cargo, Parks and Recreation
Schmidt Heritage Park development plan	Reenders, VerBerkmoes, Parks and Recreation
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Hire Finance Clerk (<i>Riggs retirement</i>)	Dumbrell, Sandoval
Hire Public Services Worker (<i>Wood resignation</i>)	Dumbrell, VerBerkmoes
Fill Captain vacancy	Dumbrell, Gerencer
Hire Summer Help – Beach Attendant; 4 Parks Staff	Dumbrell
Hire PT Fire/Rescue staff (5) (<i>4 hired as of September</i>)	Gerencer, Dumbrell
Employee recognition luncheon (January) ➤ Select caterer ➤ Anniversary gifts and certificates ➤ Program development ➤ Policy change	Dumbrell, Larsen, Walsh
Annual Job Descriptions – review and amend ➤ Fire/Rescue ➤ Public Works ➤ Administration ➤ Assessing/Accounting	Cargo, Department Directors

➤ – Community Development	
Annual Workers Compensation Review and Renewal (June)	Cargo, Dumbrell, Sandoval
Review service of Twp.'s Agent of Record for health insurance	Cargo, Dumbrell
Complete a review of employee health insurance options (September)	Cargo, Dumbrell, Gerencer
Annual Benefits Renewal Negotiations (September)	Cargo, Dumbrell
Review Retiree Medicare Options (October)	Cargo, Dumbrell
Annual Property & Liability Renewal (October)	Cargo, Dumbrell, Sandoval
Negotiate Union Contract (September - November)	Cargo, Dumbrell, Gerencer
Goal setting with each department (ongoing)	Dumbrell, Department Heads
The Grand Way Codes of Conduct training for all staff (ongoing)	Dumbrell, Peterson, Walsh
Leadership Storyboarding (ongoing)	Dumbrell
Stay Interviews (May – October)	Cargo, Dumbrell
Semi-Annual All Staff Meetings (May & October)	Cargo, Dumbrell
Safety trainings for DPW staff (ongoing)	Dumbrell, VerBerkmoes
Online training program (October)	Dumbrell
Modify performance evaluations (October - November)	Cargo, Dumbrell
Semi-Annual Retirement Readiness Meetings for Staff	Dumbrell
Board Performance Evaluation of Superintendent (December)	Board
Annual Compensation Summaries (December)	Dumbrell
Annual Background Checks (December)	Dumbrell
Annual Driver's License Record Program Review (December)	Dumbrell
Review and update required labor law postings (December)	Dumbrell
SANITARY SEWER (590)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Adopt sanitary sewer construction standards (<i>drafted, pending review</i>)	VerBerkmoes, P&N
Wet Well Cleaning (<i>October or November</i>)	Tlachac, Pollution Control Systems
Equipment purchases: <ul style="list-style-type: none"> ➤ Upgrade SCADA at three pump stations (\$45k) ➤ Replace 2008 pickup (\$12k – 70% paid by Water Fund) 	Tlachac, VerBerkmoes
Brucker Beach Woods sewer special assessment contract	Fedewa, Bultje
Complete Asset Management Plan	VerBerkmoes, K. Kieft
Amend ordinance for work in ROW being controlled by Township, and specification language	VerBerkmoes, Bultje, Cargo
STORM SEWER (445)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Funding of Township/Public and/or At-Large Portions of various Drain Work projects (\$20k±)	Drain Commissioner, Cargo
Hiawatha Drain (BOD approved; currently in construction phase)	Drain Commission, Cargo
Orphan Drain Identification and BOD process to bring into County system (<i>five year project</i>) (\$20k) <ul style="list-style-type: none"> ➤ Complete Master Drain maps for GHT (August 2016) ➤ Project (<i>identify orphan drains, BOD hearings, etc.</i>) 	Cargo, P & N, Water Resources Commissioner Water Resources Commissioner Consultant, Cargo

STREETS AND ROADS / TRANSPORTATION (204)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Township Funded Road Maintenance – Resurfacing (\$540k from GF and \$251k from Municipal Street Fund) <ul style="list-style-type: none"> ✓ Dust Control Contract (\$33k) ✓ Street Paving OCRC Contract (\$342k) ✓ Crack Sealing (\$10k) ✓ Regraveling (\$100k) 	Cargo
Harbor Transit – Transfer (\$396k)	Sandoval, Chalifoux
VEHICLES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Replace one service truck through State Bid/Purchasing Program (\$40k)	VerBerkmoes
WASTE MANAGEMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Christmas tree collection program	Tlachae
Spring yard waste collection program	Tlachae
Fall yard waste collection program	Tlachac
WATER (591)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2018 hydrant maintenance/painting/signs program (complete 300± of 1,080)	Tlachae
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
Bi annual quote/purchase of service line parts including brass, curb boxes, copper and meter setters (\$50k)	Walsh
Annual testing of large meters	Tlachac, Walsh
2018 testing for unregulated contaminants (EPA - UCMR3 and 4 Rules)	VerBerkmoes, Tlachac
Annual hydrant purchases (\$11k±)	Walsh, VerBerkmoes
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
Annual calibration of cathodic protection for water and sewer equipment (includes replacement of harnesses for west tank)	VerBerkmoes, Tlachae
Annual calibration of telemetry equipment (master meters)	VerBerkmoes, OCRC
Complete and post 2017 CCR (NOWS and GR)	Cargo, Walsh
\$215K to replace one and review need for second altitude valve	VerBerkmoes, P & N
MXU Replacement Program (year 3) (completed about 900 of the 1,100 goal)	VerBerkmoes
Equipment Purchases: <ul style="list-style-type: none"> ➤ Replace 2008 Pickup (\$26k, 70% from Water Fund) ➤ Pipe locator (\$5k) 	
Brucker Street water main replacement project (\$180k)	VerBerkmoes, Tlachac, Kieft
Replace drives at west meter station and west water tank	VerBerkmoes
Add AC unit at East Meter Station	Tlachac, VerBerkmoes
Amend ordinance for work in ROW to be controlled by Township, Cross Connection language and specifications	VerBerkmoes, Cargo, Bultje
Purchase four generator sets for meter and tank locations	Tlachac, VerBerkmoes
Determine cause of the increase in water loss	VerBerkmoes, Cargo

ZONING / DEVELOPMENT PROJECTS	
PROJECT OR TASK	RESONSIBLE EMPLOYEE(S)
Re-Draft of Zoning Ordinance with McKenna Associates (<i>staff is wordsmithing prior to scheduling joint Board, PC, and ZBA meeting.</i>) ½ way through second draft	Planning Commission, Fedewa, McKenna
ZBA Applications (<i>6 for 2018, hearing for 7th application in Oct</i>)	Fedewa, Hoisington
Rezoning (5 for 2018)	Fedewa, Hoisington
Stonewater - Phase 1 Subdivision Platting (<i>started construction; homes to being built in 2019</i>)	Fedewa
Schultz Landscaping – Site Plan Review for Expansion (<i> canceled – see enforcement action – mortgage company auctioning equipment</i>)	Fedewa
Dykstra Dental – Timberview Outlot (<i>Board hearing scheduled for 9/24/18</i>)	Fedewa
SLU Indoor Exercise – Fit Body Bootcamp (<i> canceled – business found another location</i>)	Fedewa
Lincoln Pines – possible conversion to condos for phase 2 (<i>PC recommends approval; hearing scheduled with Board for 1/8/18</i>)	Fedewa
Lakeshore Gardens PUD (<i>approved</i>)	Fedewa
Robbins Centre Pointe PUD (<i>under construction</i>)	Fedewa
GHAPS/Village at Rosy Mound PUD Amendment for access road	Fedewa
Steve Davis residential development on Lincoln (<i>details unknown, no update available</i>)	Fedewa
Lincoln Pines – Expansion & Platting Phase 2 (<i>purchased additional land, PUD Amendment & Platting hearings scheduled in October</i>)	Fedewa
River Watch PUD – David Bos – reviving residential development on River near 160 th & Mercury (<i>sewer capacity study underway</i>)	Fedewa
Mike Bosgraaf – Millhouse Bayou Condos PUD (<i>PC hearing scheduled for Oct 1st</i>)	Fedewa
Old Woods Trail PUD (<i>no sewer available, pursuing land division route instead</i>)	Fedewa
Z-Tire (<i>under construction</i>)	Fedewa
Regency at Grand Haven PUD (<i>new project manager, PUD extension granted</i>)	Fedewa
Village at Rosy Mound – GHAPS Driveway (<i>approved</i>)	Fedewa
Lincoln Farm Estates – Private Road Exceptions for AG lots	Fedewa, Cargo
VanDine – Vehicle Sales Establishment (<i>waiting for property owner to submit application</i>)	Fedewa
Ordinance amendment – Accessory buildings	Fedewa
Proposed fee increases – Zoning (<i>part of budget process</i>) (<i>none since 2005</i>)	Fedewa, Cargo

SUPERINTENDENT'S MEMO

DATE: September 18, 2018

TO: Township Board

FROM: Cargo

SUBJECT: Request for Township Support for Housing Program

As you may recall from discussion at a work session this past April ... in 2016, the City of Grand Haven requested financial support from the Township for a Housing Services program by funding a portion of an existing funding deficit. In response, Grand Haven Charter Township agreed to contribute **\$7,200** annually for both FY 2017 and FY 2018.

Unfortunately, the Neighborhood Housing Services program continues to operate at a deficit, which has increased to about **\$60k** annually. (*However, the department recently received a \$160,000 grant which should provide about \$40,000 for administration and overhead.*)

In response, the City proposing a new three-year agreement that will fund the current deficit with an annual contribution from all five municipalities (*i.e., Grand Haven City, Ferrysburg City, Spring Lake Village, Spring Lake Township, and Grand Haven Charter Township*) that currently participate in the program – based upon a percentage formula related to number of clients served.

For FY 2019, the Township's contribution would increase↑ from \$7,200 to **\$16,200**, which is a **\$9,000 increase**↑.

It is noted that the both Ottawa County and Spring Lake Village have declined to financially support the program. However, the City of Ferrysburg has agreed to contribute \$2,400 and Spring Lake Township has agreed to fund \$8,100.

The City has provided a copy of the proposed Memorandum of Understanding (MOU). (*See attached.*)

At this stage, staff need direction for budget purposes. Therefore, the following three (3) options are provided for discussion purposes:

1. Agree to the proposed three-year MOU paying up to \$16,200 each year – or a total of \$48,600. (*Cargo would not recommend this option because the recent \$160k grant should reduce any deficit and because a three-year commitment creates uncertainty for budget purposes. Further, actual services received by Township residents could vary*

- dramatically from year-to-year.)*
2. Agree to fund at the current level of \$7,200 (or \$8,100 to match SLT's contribution) for Fiscal Year 2019 and determine any future funding annually during the budget process. *(Cargo supports this recommendation because it takes into account the recent \$160k grant and allows for an annual review of the monies contributed – including services received by Township residents.)*
 3. Drop financial support of the program. *(Although the City has stated that the program will continue even without support of the surrounding municipal units, Cargo does not support this approach since the housing program does provide housing services to Township residents.)*

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

Memorandum of Understanding
Between
City of Grand Haven's Neighborhood Housing Services
And
Grand Haven Township

This Memorandum of Understanding sets forth the terms and understanding between Neighborhood Housing Services (NHS) a department of the City of Grand Haven located at 11 N 6th Street, Grand Haven, MI 49417 and Grand Haven Township (GHT) a Michigan municipal corporation, located at 13300 168th Avenue, Grand Haven MI 49417 to provide financial support to NHS for the services their office provides to residents located within Grand Haven Township.

NHS has provided services to Ottawa county residents since 2007. Since its inception the department has been able to operate on various grant funds. Major shifts in funding at the state level have resulted in an almost 100% reduction in the funds made available for single family homeownership programs. The rising costs of housing and the cost of home improvements in Ottawa County is making the demand for our services continue to rise and the reduction in state funding results in a substantial shortfall for NHS. A financial partnership with neighboring municipalities will allow NHS to continue to provide valuable services to all areas of Ottawa County.

For FY 18/19 contributions are calculated as follows:

An average percentage of clients served over the previous 3 calendar years will determine Grand Haven Township's contribution.

The amount billed will be the agreed upon percentage of any **actual** shortfall.

\$60,000 is the projected budget shortfall for FY18/19, which represents the maximum contribution that will be requested from participating municipalities.

See charts below:

Municipality	Average # of Clients Served per Year in 5 Areas	Percentage of NHS Clients	Contribution Request
City of Grand Haven	41	42%	\$25,200
Grand Haven Township	26	27%	\$16,200
City of Ferrysburg	4	4%	\$2,400
Village of Spring Lake	13	13.5%	\$8,100
Spring Lake Township	13	13.5%	\$8,100

97 = Average number of clients in 5 municipalities

	C of GH	GHT	COF	VSL	SLT
2015	29	23	4	13	12
2016	44	20	4	12	13
2017	50	36	4	13	15
Total	123	79	12	38	40
Average	41	26	4	13	13
%	42%	27%	4%	13.5%	13.5%

The goals of this partnership are to provide enough funding support to NHS to allow for current services to continue. This will be accomplished through the roles and responsibilities of each partner as detailed below.

Neighborhood Housing Services will:

- Provide Education services, which are foreclosure prevention, homebuyer education which includes group, one on one and online, group financial capability workshops and pre purchase counseling to GHT residents through funds from the HEP and HUD grants.
- Continue strong bank relationships with area banks for the home owner repair, NIP, program.

- Provide one on one financial coaching through the Financial Empowerment Center.
- Provide a mid-year and end of year report showing the number of Grand Haven Township residents served in the current year.
- Provide an updated budget mid-year and at the end of the year that shows budget shortfall.
- Provide an invoice to GHT in June of 2019 based on the agreed upon percentage of clients served for Grand Haven Township.

Grand Haven Township and its authorized officials will:

- Respond to requests for payment in a timely manner.
- Respond to requests for municipality data to assist with any and all potential grant writing.
- Provide feedback to NHS staff and allow for adjustments to partnership before ending this arrangement.
- Agree to a partnership that lasts 1 year.
- Agree to a partnership that begins on July 1, 2018 and ends on June 30, 2019.

This MOU is at-will and may be modified by mutual consent of authorized officials from the City of Grand Haven and Grand Haven Township. Any modifications or amendments must be in writing and signed by all parties after the approval of their respective boards and councils. This MOU shall become effective upon signature by the authorized officials from the City of Grand Haven and Grand Haven Township and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the City of Grand Haven and Grand Haven Township this MOU shall end on June 30, 2019 with the anticipation of another MOU to be immediately signed for the following year.

City of Grand Haven Neighborhood Housing Services
 Rhonda Kleyn, Neighborhood Development Coordinator
 11 N. 6th Street, Grand Haven MI 49417
 616-935-3275

Grand Haven Township
 William Cargo, Grand Haven Charter Township Manager
 13300 168th Avenue, Grand Haven MI 49417
 616-604-6324

NEIGHBORHOOD HOUSING SERVICES:

PRINTED NAME _____ DATE: _____

SIGNATURE _____

GRAND HAVEN CHARTER TOWNSHIP:

PRINTED NAME _____ DATE: _____

SIGNATURE _____



Deputy Treasurer

DATE: September 24, 2018

TO: Township Board

FROM: Ashley Larrison

RE: “Truth in Taxation” Public Hearing

At the last Township Board meeting, the “Truth in Taxation” hearing was scheduled for tonight.

As you will recall, Grand Haven Charter Township’s taxable value increased by 7.22% and the rate of inflation was only 2.10%. This caused a “Headlee” reduction from our 2018 millage rates.

Under the requirements of MCL Section 211.24e, a taxing unit may not generate more revenue than it generated in the prior year unless it holds a “Truth in Taxation” public hearing. As part of the budget process, the Board needs to set the property tax millage rate to help support the coming year budget.

As stated in the “*Notice of Public Hearing on Increasing Property Taxes*” published September 17, 2018 in the Grand Haven Tribune, the Board of Trustees of Grand Haven Charter Township will hold a public hearing on a proposed increase of an additional revenue which will be 6.6% over the amount levied in 2017.

The following is a breakdown of the proposed 2018 Millage and the tax dollars it will generate.

Millage Levy	2017 Millage	2018 Proposed Millage with Headlee reduction applied	2017 Tax Dollars Generated	2018 Tax Dollars proposed to be generated
Township Operating	.8945	.8895	\$669,294	\$713,606
Fire Department	1.8533	1.8431	\$1,386,676	\$1,478,644
Transportation	0.9266	0.9215	\$693,297	\$739,278
Bike Path	0.4435	0.4410	\$331,886	\$353,794
Museum	0.2438	0.2424	\$182,415	\$194,467
(NOCA)Four Pointes	0.2500	0.2486	\$187,054	\$199,465
<i>Subtotal</i>	<i>4.6117</i>	<i>4.5861</i>	<i>\$3,450,622</i>	<i>\$3,679,252</i>
Total	4.6117	4.5861	\$3,450,622	\$3,679,252

What does this mean for Grand Haven Charter Township Taxpayers?

The total proposed 2018 millage rate for Grand Haven Charter Township is .0256 mills **below**↓ the millage rate levied in 2017, however the overall taxable value has increased 7.22%. Without holding the Truth in Taxation hearing the difference in millage rates between 2017 and 2018 would be even greater, generating fewer total Township tax dollars collected. This would affect not only this year but future years as well negatively impacting the Township budget.

Due to this change in the Grand Haven Township millage and increase in taxable value, on average the owner of a \$200,000 home in 2017 (\$100,000 T.V.) and \$204,200 in 2018 (\$102,100 T.V.) **will pay approximately \$7.07 more in 2018**. **Holding the Truth in Taxation Hearing increases property taxes by approximately \$12.00 for the year for the average taxpayer (additional .1187 mills)**. *(this amount includes the 1.021% adjustment to the taxable value for the increase in the 2018 C.P.I.)*

Attached, you will find the resolution to adopt after the public hearing which establishes the actual millage rate levied by the Township and authorizes the Supervisor and Clerk to sign the attached L-4029 2018 Tax Rate Request.

If approved, the following motion can be offered.

Move to Adopt Resolution No. 18-09 _03___ approving the levy of an additional allowable millage rate of 0.1187 and authorizing Supervisor Reenders and Clerk Larsen to sign the L-4029 2018 Tax Rate Request.

If there are any questions or comments regarding the above, please contact me.

RESOLUTION # 18-09-03

WHEREAS, the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held a public hearing on September 24, 2018 to receive testimony and public comments on the issue of whether or not to levy an "additional millage rate" of 0.1187 mills, pursuant to the Resolution of the Township Board, dated September 10, 2018; and

WHEREAS, the Township Board's resolution of September 10, 2018 was duly published by the Township Clerk in accordance with the requirements of the Truth in Taxation Law; and

WHEREAS, it appears to be in the best interest of the Township to levy an additional millage rate of 0.1187 mills.

NOW, THEREFORE, be it hereby resolved that the Township Board of Grand Haven Charter Township, Ottawa County, Michigan does hereby approve the levy of an additional millage rate of 0.1187 mills, pursuant to the requirements of the Truth in Taxation Law and does hereby establish the 2018 Grand Haven Charter Township millage rate as follows:

1. Allocated, Operating Millage – .8895;
2. Voted, Museum – .2424;
3. Voted, Council on Aging – .2486;
4. Voted, Fire Rescue – 1.8431;
5. Voted, Transportation – .9215; and
6. Voted, Bike Path – .4410

and as delineated on the attached L-4029 2018 Tax Rate Request Form, pursuant to the requirements of State law, and instructs Supervisor Reenders and Clerk Larsen to sign the aforementioned form.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: September 24th, 2018

Laurie Larsen, Township Clerk

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 24th day of September 2018. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that

the minutes of said meeting were kept and will be or have been made available by said act.

Dated: September 24th. 2018

Laurie Larsen, Township Clerk



Community Development Memo

DATE: September 19, 2018

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Grand Haven Professional Center – Medical Office – PUD Amendment

BACKGROUND

The Timberview Apartments PUD included two commercial outlots on 172nd Avenue. Those outlots have already been zoned into the Commercial PUD district, and for that reason only requires a PUD Amendment.

The Grand Haven Professional Center is proposing a medical office building on the south outlet.

The Planning Commission held a hearing on August 20th and recommended the Board conditionally approve the application, but did require the following revisions to the site plan:

- Eliminate the easternmost parking spaces, and shift the building and internal access drive to the east a minimum of 18-feet.
- Ensure the dumpster enclosure maintains a minimum setback of 10-feet.
- The minimum amount of parking spaces shall be 66.
- Proposed sign shall be setback 10-feet.
- Proposed digital sign shall meet current requirements, which is 25% of the sign area with a maximum size of 12 sqft.



PROPOSAL

The application is proposing to construct a **two-suite medical office building on the 1.69-acre lot**. The west suite would be occupied by Grand Haven Smiles, a subsidiary of Dykstra Dental, and would ultimately be owned Dr. Dykstra, DDS. The second suite would be advertised for lease.

The building footprint would be 9,662 sqft and would also include a second story that would add another 5,245 sqft bringing the **total building size to 14,907 sqft**. The size dedicated to each suite is 7,938 sqft for Dr. Dykstra, DDS and 6,969 sqft for the leased suite.

Elevations of Building

Below are illustrations of the building. From staff's perspective, it is very compatible with the Timberview development.



Parking

For a dental office the Zoning Ordinance requires one parking space per 100 sqft of Gross Floor Area (GFA). A 14,907 sqft building would require 149 spaces. The applicant believes this number is excessive and is **proposing to construct 70**. A departure is being requested, and the information will be provided later in this memo.

OCRC & OCWRC

The Ottawa County Road Commission has approved the location of the proposed entrance.

The Ottawa County Water Resources Commissioner has confirmed the outlots each have a storm sewer lateral stubbed to the property, which means the outlots were included in the original drainage calculations. That said, since that time stormwater regulations have shifted toward the need to infiltrate onsite as much as possible. The **applicant has volunteered to provide a more resilient-friendly stormwater plan and is proposing to use leach basins and perforated pipe to promote infiltration into the soil** prior to disposing of excess storm water into the sewer.

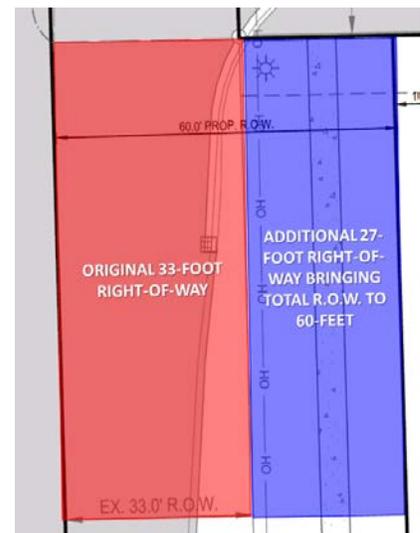
Additional Right-of-Way (ROW)

At the time Timberview was approved the OCRC required additional right-of-way to be provided—an additional 27-feet to be exact. It is now a **60-foot right-of-way from the centerline of 172nd Avenue.**

Why is this important? It promulgated the need to request the departures for setbacks.

DEPARTURE REQUESTS

The developer is requesting five departures:



Section	Requirement	Developer Request	Staff Notes
21.01.8 PC Recommends Approval	25-foot side yard setback for corner lots.	Requesting to have a 23.7-foot setback from 172 nd Avenue, which is a difference of 1.3-feet.	<ul style="list-style-type: none">Property has 3 road frontages—172nd Ave. and Dune View Dr. are the side yards, and Timberview Dr. is the front yard.There is a 60-foot ROW from the centerline of 172nd Avenue.

<p>21.01.8</p> <p>PC Recommends Approval</p>	<p>25-foot side yard setback for corner lots.</p>	<p>The dumpster enclosure encroaches the side yard setback. The dumpsters are placed in the ideal location of the site, away from the busier streets and on the rear of the building. We are requesting a reduced setback to accommodate the enclosure. Doing so, we intend to screen the enclosure with evergreen trees.</p>	<ul style="list-style-type: none"> • Staff concurs the proposed dumpster location is well suited for the site. • The enclosure will still be setback from road edge over 10-feet, and only includes a portion of the dumpster enclosure, the remainder is within the 25-foot setback.
<p>24.03</p> <p>PC Recommends Approval</p>	<p>Dental office must provide 1 parking space for every 100 sqft of GFA</p>	<p>The proposed building includes 9,662 square feet on the first floor and 5,245 on the second floor for a gross floor area of 14,907 square feet. The Zoning Ordinance states a dental/medical office requires 1 space per 100 GFA, thus the project requires 149 parking spaces. We are proposing 70 spaces. We are requesting a departure on the required number of spaces.</p>	<ul style="list-style-type: none"> • Logistically, it is not possible to provide 149 spaces on the property. The building size would have to be reduced and no green space would be available. • 149 spaces + maneuvering lanes would consume 55% of the property. • Based on the applicants experience only 70 spaces are truly necessary for daily operations.
<p>24.13</p> <p>PC Recommends Approval</p>	<p>Commercial signs must be setback 15-feet from lot lines.</p>	<p>The proposed ground sign is located at the northwest corner of the site, which is the ideal location for visibility from 172nd Avenue and Timberview Drive. Due to site constraints, the sign is located 10' from the north property line and from the new ROW, which means that it is encroaching the required 15' from property lines. We are requesting a reduced setback in order to locate the sign in this area.</p>	<ul style="list-style-type: none"> • The extra ROW factors into one of the lot line setbacks, but not the other. • Staff is proposing either a 5-foot or 10-foot standard setback for signage in the new zoning ordinance.
<p>24.12.12.A</p> <p>PC Recommends Denial</p>	<p>Size of a digital display within a ground sign is limited to 25% of the sign area, and cannot exceed 12 sqft.</p>	<p>The proposed ground sign has a digital message board 15 sq. ft., which is 37.5% of the overall 40 sq. ft. sign. The allowed size for a digital message board is 12 sq. ft. and 25% of overall size of sign. We are requesting a departure from the allowable size.</p>	<ul style="list-style-type: none"> • Staff does not see the benefit being provided to the Township in exchange for the larger digital display.

SAMPLE MOTIONS

If the Board finds the application complies with the standards, the following motion can be offered:

Motion to conditionally approve the proposed Grand Haven Professional Center PUD Amendment application to construct a 14,907 sqft two-story, two-suite office building on the south outlot of the Timberview PUD, with Parcel No. 70-03-33-200-072. This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance and Master Plan. The motion is subject to, and incorporates, the following report concerning the Planned Unit Development, including conditions of approval.

If the Board finds the application does not comply with the standards, the following motion can be offered:

Motion to deny the Grand Haven Professional Center PUD Amendment application, and direct staff to draft a formal motion and report 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 Board finds the applicant must make revisions, the following motion can be offered:

Motion to table the Grand Haven Professional Center PUD Amendment application, and direct the applicant to make the following revisions:

1. *List the revisions.*

REPORT (TO BE USED WITH A MOTION TO APPROVE)

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Board (the “Board”) concerning an application by Hudsonville Professional Center LLC – Bradley A. Dykstra, DDS (the “Developer”) for approval of Grand Haven Professional Center Planned Unit Development Amendment (the “Project” or the “PUD”).

The Project will consist of an office building. This 1.69-acre Project will consist of a two-story, two-suite office building with a building footprint of 9,662 square feet, and an overall gross floor area of 14,907 square feet. It also includes 70 surface parking spaces. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 9/24/2018, including landscaping (the “Final Landscape Plan”) and elevation renderings (the “Final Elevations”), last revised 7/31/2018 and 8/16/2018; 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 recommendation, and the Board’s decision that the Grand Haven Professional Center PUD Amendment be approved as outlined in this motion. The Developer shall comply with all the Documentation submitted to the Township for this Project. In granting 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. 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.
 - B. 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.
 - C. 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.
 - D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
 - E. 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.
 - F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
 - G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
 - H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate. In addition, an external sidewalk within the 172nd Avenue right-of-way has been provided.
 - I. 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 stormwater, prevent erosion and the formation of dust.
 - J. 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 to reduce light pollution and preserve the rural character of the Township.
 - K. 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.

- L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
 - M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
 - N. As appropriate, fencing will be installed around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.
 - O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.
2. The Board finds 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 has been 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 have been 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 Developer requested six departures. The Board makes the following findings.
- A. Section 21.01.8 – allow a 23.7-foot side yard setback on the west property line.
 - i. The Board finds it acceptable because there is a 60-foot right-of-way from the centerline of 172nd Avenue. Furthermore, this property has three road frontages, and corner lot side yard setbacks require 25-feet when only 9-feet is required for an interior side yard.
 - B. Section 21.01.8 – allow a portion of the dumpster enclosure to encroach into the required side yard.
 - i. The Board finds it acceptable to allow a portion of the dumpster enclosure to encroach into the required 25-foot side yard setback because it is a well-suited location to enable refuse removal to be less visible, and lessen the impact on vehicles maneuvering through the site. Furthermore, the dumpster enclosure would still be setback over 10-feet from road edge, which does not encroach into the Dune View Drive right-of-way.
 - C. Section 24.03 – reduce the required number of parking spaces from 149 to 70.
 - i. The Board finds this acceptable because it is not feasible to construct 149 parking spaces on this property because it would consume at least 55% of the total land area. Based on the applicants well-established experience, 149 spaces are excessive and unnecessary for this type of land use. Furthermore, it is a goal of the Resilient Master Plan to reduce impervious surface, and this departure request achieves that goal.
 - D. Section 24.13 – allow the commercial sign to be setback 10-feet from lot lines.
 - i. The Board finds this acceptable because additional right-of-way width demands the sign be setback an additional 27-feet than it would on a section of road with a

standard right-of-way. Furthermore, the proposed language of the new zoning ordinance will be to require a setback of either 5-feet or 10-feet, which is consistent with the applicant's request.

- E. Section 24.12.12.A – allow the electronic message board on the ground sign to be 15 square feet in size.
 - i. The Board does not find this acceptable because there are no existing conditions that prevent the applicant from complying with the current sign requirements. Furthermore, there is no identifiable benefit the Township is receiving in exchange for the larger digital display.
4. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
 - A. The Project will encourage the use of land in accordance with its natural character and adaptability;
 - B. The Project will promote the conservation of natural features and resources;
 - C. The Project will promote innovation in land use planning and development;
 - D. The Project will promote the enhancement of commercial employment for the residents of the Township;
 - E. The Project will promote greater compatibility of design and better use between neighboring properties;
 - F. The Project will promote more economical and efficient use of the land while providing a harmonious integration of necessary commercial facilities; and
 - G. The Project will promote the preservation of open space.
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 acres of contiguous land.
 - B. The original Timberview PUD design, with the PUD that will result from this Project, includes innovative development concepts that substantially forward the Intent and Objectives of Section 17.01, and permits an improved layout of land uses and other site features that could not otherwise be achieved under normal zoning.
6. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
 - A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff 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. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.
 - I. 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.
 - J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
 - K. 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.
 - L. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
 - M. Outside storage of materials shall be screened from view.
 - N. Signage is compliant with Section 24.13 of the Zoning Ordinance.
 - O. 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.
 - P. 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 Board before construction is commenced.
 - Q. 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 finds that the Project complies with the uses permitted for a commercial planned unit development, as described in Section 17.08.2.D of the Zoning Ordinance—Office Buildings.
- A. Office buildings, together with accessory buildings and uses customarily incidental to office buildings, have historically been and are currently permitted to be located in commercial planned unit developments.
 - B. "Office buildings" are not defined in the Zoning Ordinance, but they are commonly defined to include professional activities such as medical offices.
 - C. Although the Service Professional District specifically references medical offices, among other offices, since 1979, when the Service Professional District was established, the Township has consistently interpreted its Zoning Ordinance to not limit medical offices and other offices described in the Service Professional District to just being located in

the Service Professional District. Rather, medical offices and other offices specifically described in the Service Professional District have since 1979 routinely been allowed in the Commercial District as well, which allows “office buildings.”

- D. Chapter Six, Future Land Use Plan, of the 2009 Township Master Plan, states on page 6-9; as well as Chapter Nine, Future Land Use and Zoning Plan, of the 2016 Township Master Plan, states on page 66-67; that the Commercial, the Service Professional, and the Commercial Planned Unit Development Districts should **all** be considered as commercial, and that **any** commercial development proposal significant in scale or scope (as the Board finds this Project is) should be considered as a planned unit development.
8. The Board also finds the Project shall comply with the below additional conditions as well.
- A. Must obtain permits from all applicable agencies including, the Ottawa County Water Resources Commissioner and Ottawa County Road Commission. Permits shall be obtained before building permits are issued.
 - B. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and executed by the Township Board prior to receiving an occupancy certificate.
 - C. The Developer shall provide the Township with an easement for the external sidewalk along 172nd Avenue, which will be drafted by the Township Attorney and recorded with the Ottawa County Register of Deeds.
 - D. The Developer is responsible for clearing and maintaining the sidewalk until the time when an unobstructed and connected system of walkways occurs from the jurisdictional boundary with the City of Grand Haven to the nonmotorized pathway on Comstock Street. Clearing shall occur minimally when 3-inches of snow has fallen. Bi-annual maintenance of sweeping the sidewalk shall occur in the spring and fall of each year.
 - E. The Developer shall submit a full set of the Documentation, which includes all changes that have been required by the Township. The Documentation shall be submitted prior to the receiving an occupancy certificate.
 - F. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County, and Township laws, rules, and ordinances.
 - G. The Developer shall comply with all the requirements of the Documentation, specifically including all the notes contained thereon, and all the representations made in the written submissions by the Developer to the Township for consideration of the Project.
 - H. In the event of a conflict between the Documentation and these conditions, these conditions shall control.

GRAND HAVEN PROFESSIONAL CENTER

Timber View Major PUD Amendment



NARRATIVE

Grand Haven Professional Center

The proposed Grand Haven Professional Center PUD Amendment rests on a 1.69 acre site and will consist of a dental office and potential medical office (the use of the lease space is unknown at this time). The proposed entrance will come from Timberview Drive and will meet local and county standards. Existing pedestrian sidewalk on the north part of the site along Timberview Drive connects 172nd on the west to the Timber View Apartments on the east.

The main level of the building will include 5,116 s.f. for Dr. Dykstra's suite and 4,546 s.f. dedicated to lease space for a total of 9,662 s.f. The upper floor will provide Dr. Dykstra's suite an additional 2,822 s.f. and another 2,423 s.f. for lease.

The office(s) will operate during regular business hours and proper scheduling and operations will prevent any severe concentration of population from causing any issues on or near the site.

Parking for the building has been provided based on precedents and typical ordinance requirements (for dental and medical offices). The proposed parking does not meet current ordinance requirements for this use, which states that one parking space be provided per 100 gross floor area. The owner intends to provide as much parking as possible on this site. A total of 70 spaces will be provided.

Existing trees cover most of the site, so there will be significant removal in order to accommodate the building and parking. However, the vegetative quality is somewhat poor on site, so the proposed improvements will enhance the aesthetics and overall presence at the corner. In an effort to minimize grading to the south of the building, existing tree stands will remain and provide adequate buffer from the south adjacent properties.

A storm lateral was stubbed to the site during overall PUD development of Timber View Apartment Community plans; calculations by Nederveld in 2001-2003 show this property was included in the overall drainage plan for the PUD and is accounted for in the existing detention basin for the development. Still, these plans incorporate leaching basins and perforated pipe to promote infiltration into the soil. This provides for pre-treatment of the stormwater before discharge to the provided storm lateral and is in accordance with the Township and Ottawa County Water Resources regulations.

Construction of the project would commence this fall if possible; otherwise it will start in early spring and be completed in late 2019.

List of Departures

- The proposed building includes 9,662 square feet on the first floor and 5,245 on the second floor for a gross floor area of 14,907 square feet. The Zoning Ordinance states a dental/medical office requires 1 space per 100 GFA, thus the project requires 149 parking spaces. We are proposing a total of 70 spaces. We are requesting a departure on the required number of spaces.
- The dumpster enclosure encroaches the side yard setback. The dumpsters are placed in the ideal location of the site, away from the busier streets and on the rear of the building. We are requesting a reduced setback to accommodate the enclosure. Doing so, we intend to screen the enclosure with evergreen trees.
- The proposed ground sign is located at the northwest corner of the site, which is the ideal location for visibility from 172nd Ave. and Timberview Drive. Due to site constraints, the sign is located 10' from the north property line and 10' from the new ROW, which means that it is encroaching the required 15' from property lines. We are requesting a reduced setback in order to locate the sign in this area.
- The proposed ground sign has a digital message board 15 sq. ft., which is 37.5% of the overall 40 sq. ft. sign. The allowed size for a digital message board is 12 sq. ft. and 25% of overall size of sign. We are requesting a departure from the allowable size.

STORM WATER MANAGEMENT SUMMARY

for

*Grand Haven Professional Center
Timberview PUD
15018 172nd Avenue, Hudsonville, MI*

Section 33, Grand Haven Township, Ottawa County, Michigan

July 19, 2018
Project Number 16201809

Prepared By:



217 GRANDVILLE AVE. SW, SUITE 302 • GRAND RAPIDS, MI 49503 • P. 616.575.5190 • F. 616.575.6644
ANN ARBOR • CHICAGO • COLUMBUS • GRAND RAPIDS • HOLLAND • INDIANAPOLIS • ST. LOUIS

www.nederveld.com

SUMMARY

Hudsonville Professional Center, LLC is proposing to build a 9,662 (Main Floor) square foot building and related parking on vacant property located at the southeast corner of Timberview Drive and 172nd Avenue in Grand Haven Township, Ottawa County, Michigan. A storm lateral was stubbed to this site during overall PUD development of Timber View Apartment Community plans and calculations by our office in 2001 – 2003 show this property was included in the overall drainage plan for the PUD and is accounted for in the existing detention basin for the development.

The plans submitted incorporate leaching basins and perforated pipe to promote infiltration into the soil. This provides for pre-treatment of the stormwater before discharge to the provided storm lateral and is in accordance with Township and Ottawa County Water Resources rules.

Based on the attached plans, the above narrative, and the email from Dennis Cole, P.E. of Ottawa County Water Resources Commission granting conceptual approval, we request Township approval for the proposed improvements.

July 10, 2017 email correspondence from Dennis Cole, P.E.

Good morning, Kyle:

Having reviewed the Timber View Apartment Community plans and calcs from 2001-'03, it's clear the commercial property now under consideration as the Grand Haven Professional Center was accommodated by the overall storm water management design. For that reason, we would recommend conceptual approval for the plans dated June 4, 2018.

However, in accordance with Stacey Fedewa's comments, recognizing changes in both the Township's and our approach toward pre-treatment, we would strongly encourage revising the plans before final approval is granted to provide on-site infiltration wherever practicable. Existing and proposed storm sewers may certainly be used to handle events greater than the 2-year storm. Let me know if you have any questions.

Dennis R. Cole, PE, LEED® AP

Civil Engineer | County of Ottawa | Office of the Water Resources Commissioner

12220 Fillmore | Room 141 | West Olive, MI 49460

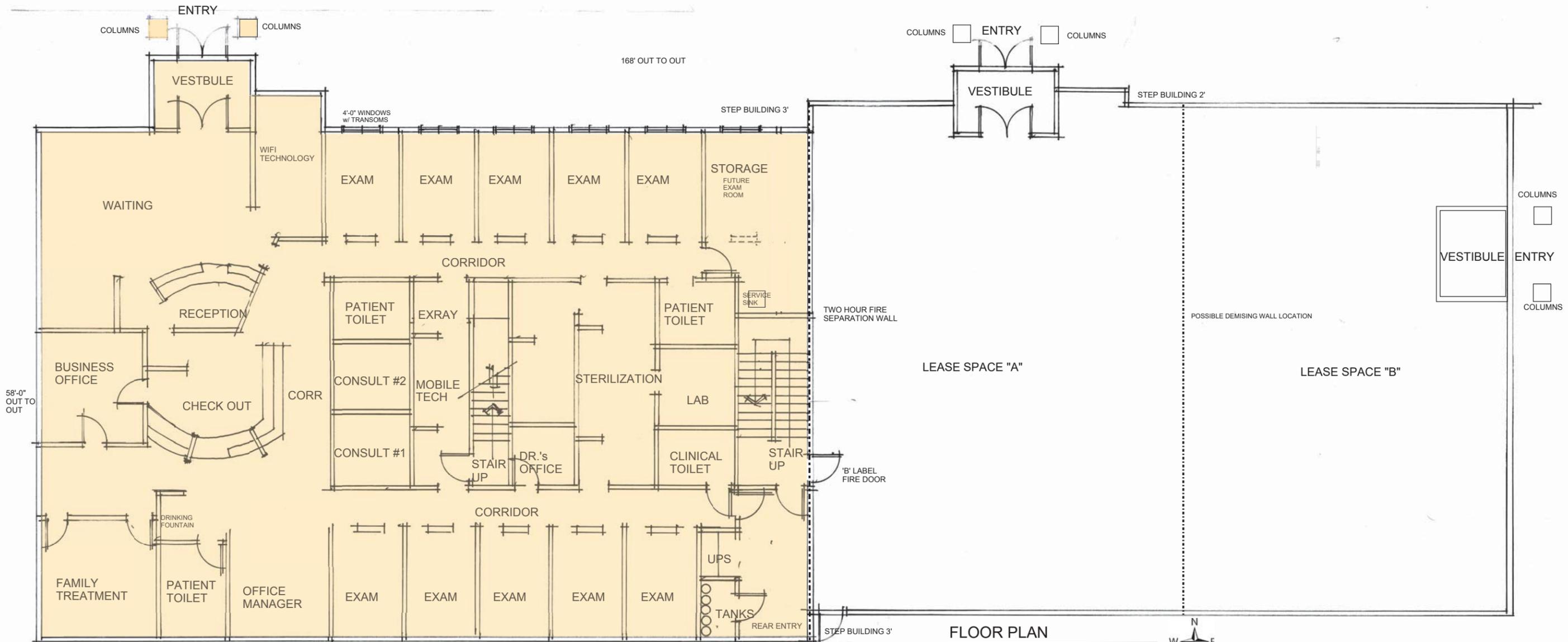
dcole@miottawa.org | d 616.994.4523 | f 616.994.4529

www.miOttawa.org/Departments/Drain/





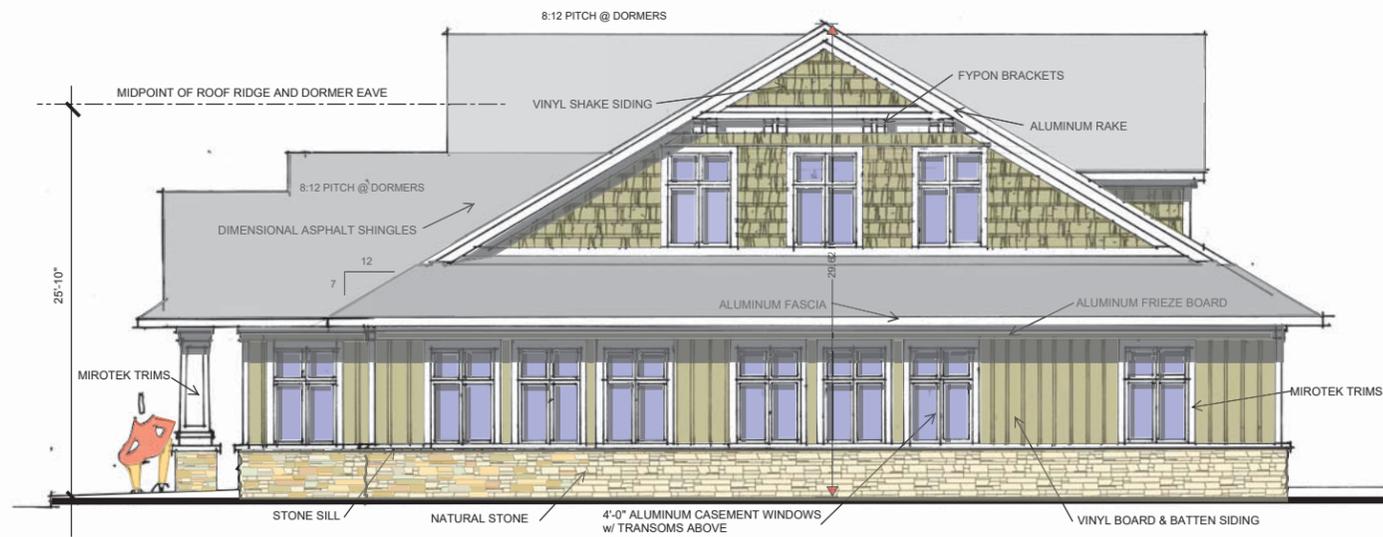
NORTH ELEVATION
 SOUTH ELEVATION SIMILAR BUT ALL VINYL SIDING WITHOUT STONE
 SCALE: 3/16" = 1'-0"



FLOOR PLAN
 DR. DYKSTRA SUITE: 5,116 S.F. SCALE: 3/16" = 1'-0"
 LEASE SPACES: 4,546 S.F.

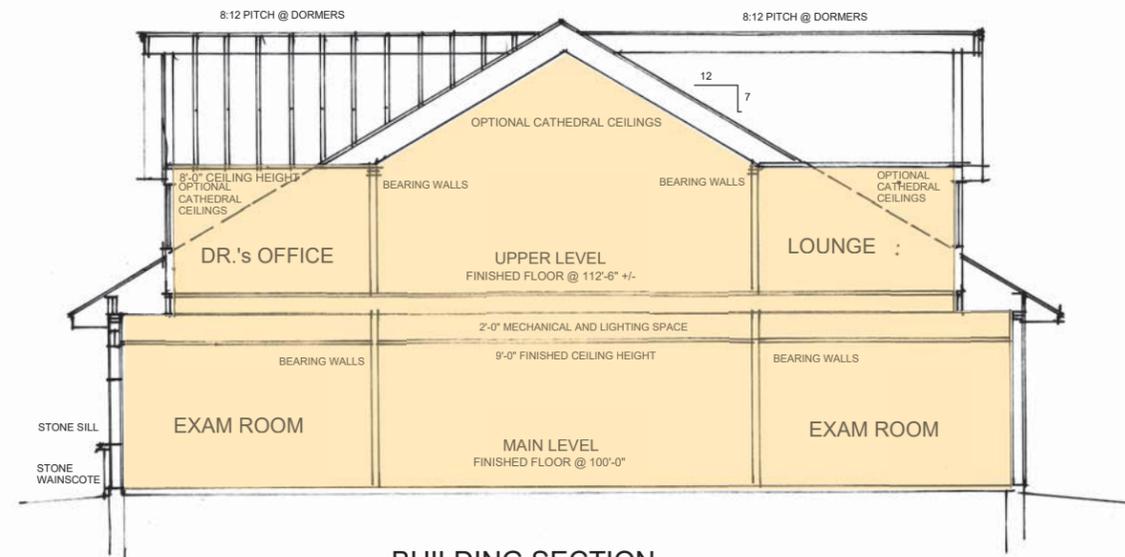
ISSUED FOR	REVIEW
6.27.18	
7.31.18	REVISED

The drawings and specifications are an instrument of service by an architect/engineer for this specific project. Documents shall not be duplicated or revised without written consent of TJA Architecture Inc.



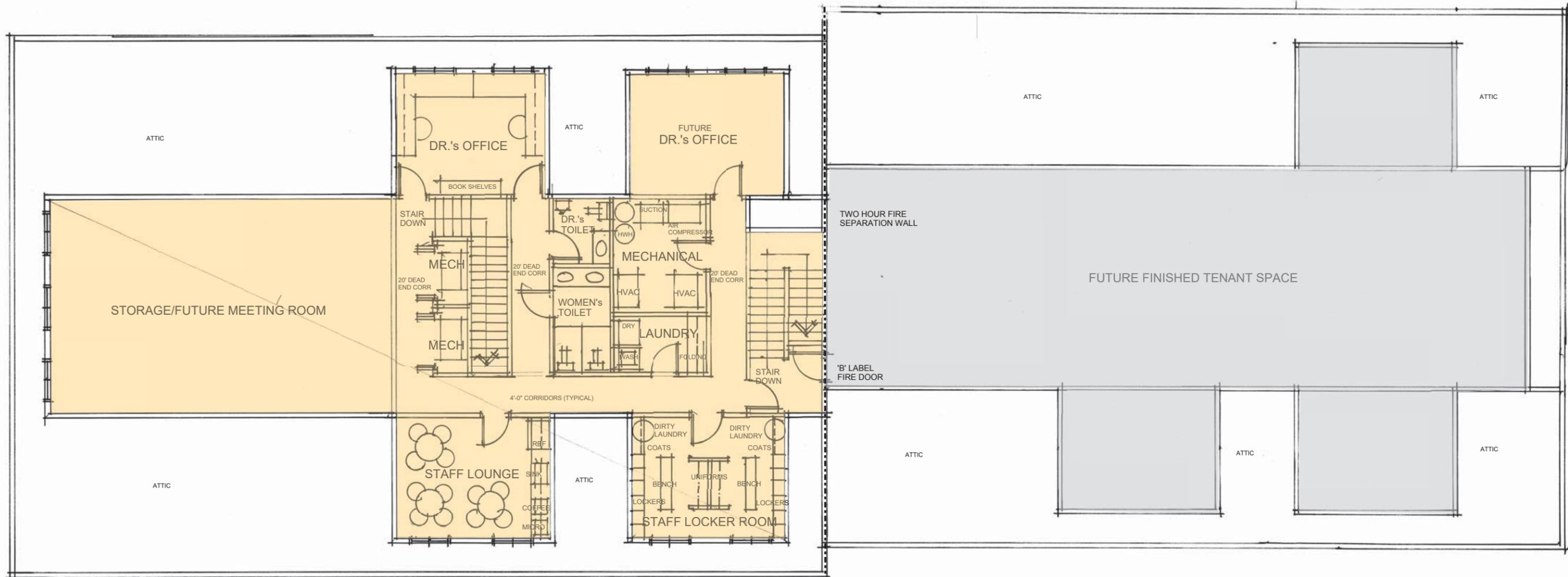
WEST ELEVATION

EAST ELEVATION SIMILAR INCLUDING COVERED PORCH ENTRY TO MATCH NORTH ELEVATION'S ENTRY
 SCALE: 3/16" = 1'-0"



BUILDING SECTION

SCALE: 3/16" = 1'-0"



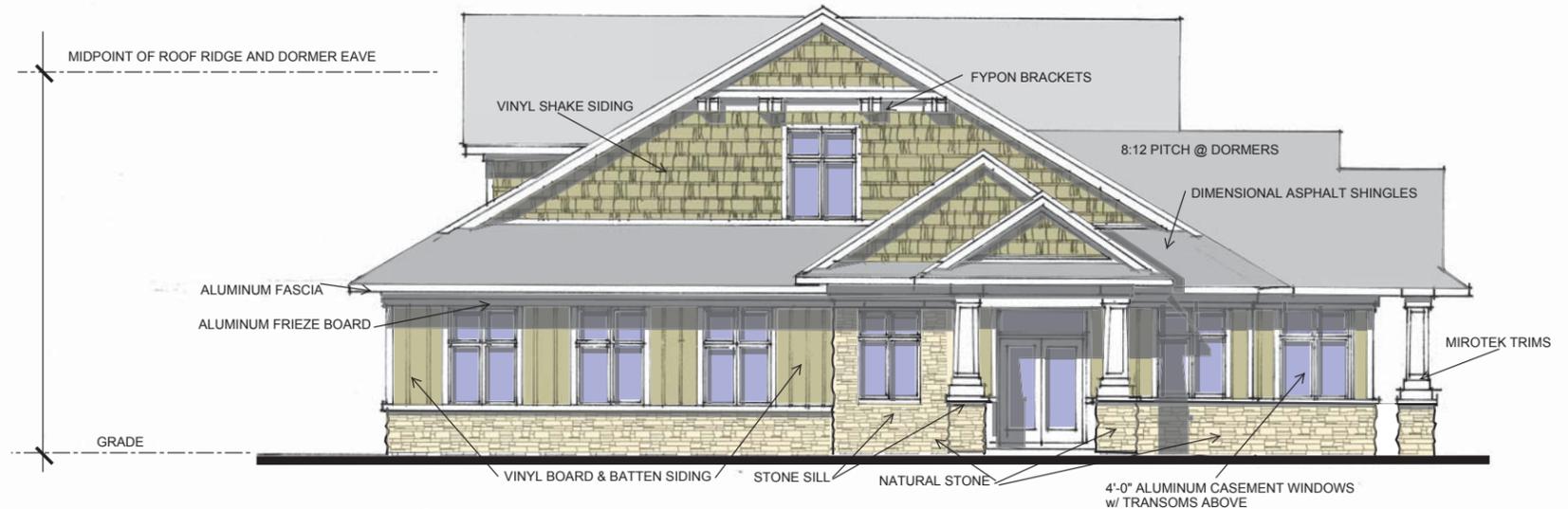
UPPER LEVEL FLOOR PLAN

DR. DYKSTRA SUITE: 2,822 S.F.
 LEASE SPACE: 2,423 S.F.
 SCALE: 3/16" = 1'-0"



ISSUED FOR	DATE	REVISION
6.27.18	REVIEW	
7.31.18	REVISED	

The drawings and specifications are an instrument of service by architect/engineer for this specific project. Documents shall not be duplicated or reused without written consent of TJA Architecture Inc.



EAST ELEVATION

SCALE: 3/16"= 1'-0"



SOUTH ELEVATION

SCALE: 3/16"= 1'-0"

**HUDSONVILLE
DENTAL**

15018 172ND AVENUE
PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

tja

ARCHITECTURE

Timothy J Allspach

4510 Valman Creek Ct. 101
Grand Rapids, MI 49506
Phone/Fax: (616) 453-6002
email: tja@tjaarchitecture.com

**EAST AND SOUTH
EXTERIOR ELEVATIONS**

ISSUED FOR
8.16.18 PLANNING
COMMISSION

The drawings and specifications are an instrument of service by architect-engineer for this specific project. Documents shall not be duplicated or reused without written consent of TJA Architecture Inc.

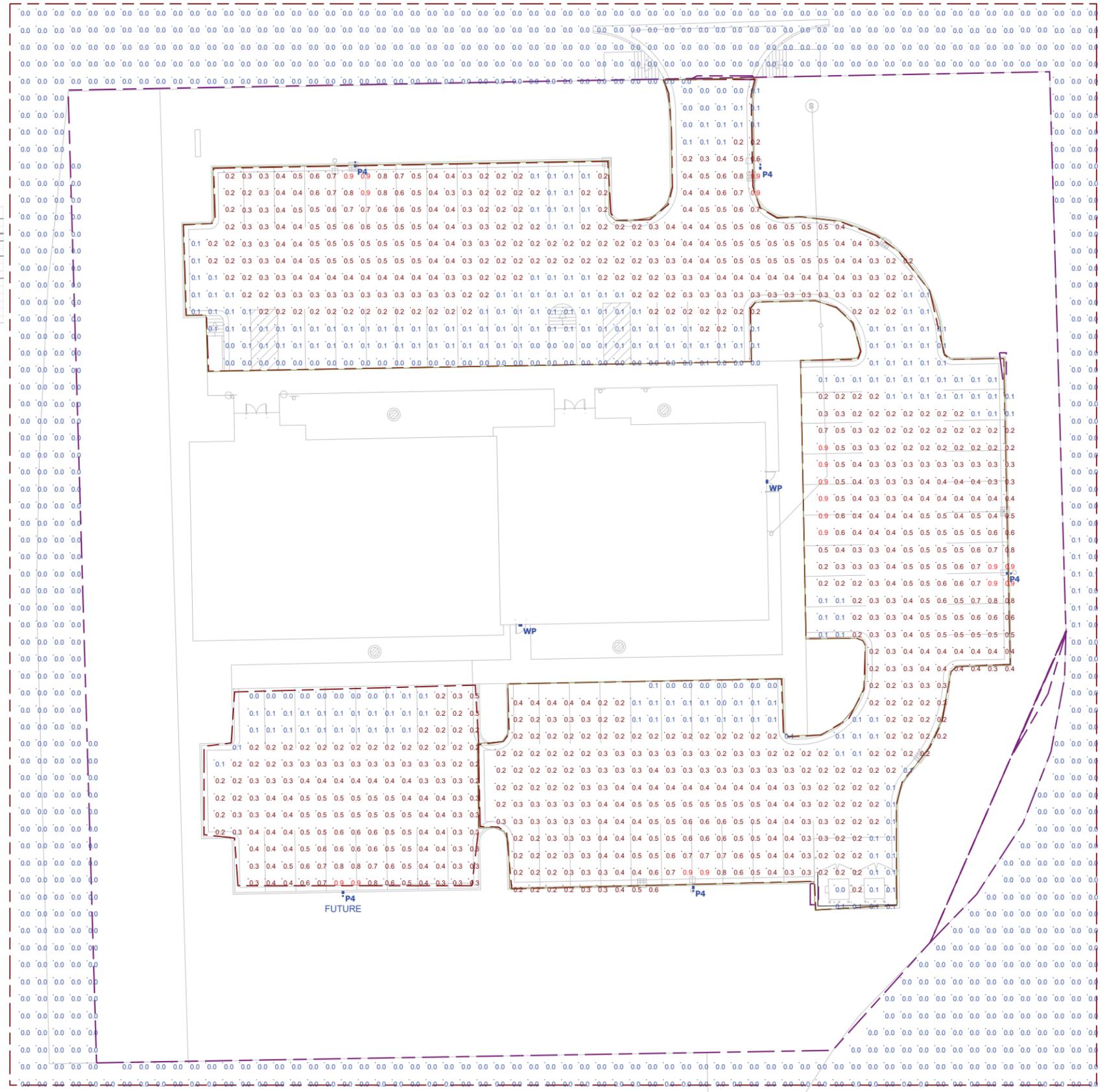
SHEET NO.

A-103

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Future Parking	+	0.3 fc	0.9 fc	0.0 fc	N/A	N/A
Light Trespass Zone	+	0.0 fc	0.1 fc	0.0 fc	N/A	N/A
Parking	+	0.3 fc	0.9 fc	0.0 fc	N/A	N/A
Sidewalk	+	0.3 fc	2.8 fc	0.0 fc	N/A	N/A

LUMINAIRE SCHEDULE											
TYPE	DESCRIPTION	FINISH	MANUFACTURER & CATALOG NUMBER	DRIVER	COLOR	CRI	LUMENS	LIFE	VOLTS	VA	NOTES
P4	LED AREA FIXTURE w/ SHIELD	TBD	LITHONIA # KAD-LED-20C-530-30K-R4-MVOLT-SPUMBAK12-FRH-HS-60p	SELF DIMMING DRIVER	3000	70	4128	100k hrs	120-277	35	1,2,3
WP	MANDOOR WALLPACK	TBD	HUBBELL # QSP1-12L-15-3K7-4-U-10p-PCU	NON-DIMMING	3000	70	1471	100k hrs	120-277	14	1,4

LUMINAIRE SCHEDULE NOTES:
 1 OR APPROVED EQUAL BY SPECIFYING ENGINEER (BASIS OF DESIGN)
 2 SEE SITE LIGHTING POLE BASE DETAIL X SHEET E1.X
 3 PROVIDE AT LEAST (1) REMOTE FOR PROGRAMMING
 4 WALL MOUNT AT 8'-0" AFF (AT ABOVE DOOR HEIGHT)



Dykstra Dental

STRUCTURE

- Double sided sign
- SignComp widebody aluminum extrusion
- 2 1/4" aluminum retainers - hingeable for service
- Stone Base
- Steel poles - direct buried in concrete
- Paint to be Matthews Acrylic Polyurethane

ELECTRICAL

- White LED lighting
- 12 volt LED power supplies
- Integrated disconnect
- Photocell to be included
- UL listed and labeled

FACES

- White polycarbonate second surface second surface painted and opaque background Translucent vinyl lettering applied to the face
- Lower faces will be poly metal panels

ELECTRONIC LED DISPLAY

- Watchfire Full Color display
- 54 x 90 Matrix 3' x 5' Viewable
- 16mm pixel pitch
- 5 year warranty



STRUCTURE

- Single sided sign
- SignComp single face body aluminum extrusion
- Paint to be Matthews Acrylic Polyurethane

ELECTRICAL

- white LED modules
- 12 volt energy saving system
- Integrated disconnect
- Photocell to be included
- UL listed and labeled

FACES

- White polycarbonate second surface second surface painted and opaque background
- Translucent vinyl lettering applied to the face



WEST ELEVATION

EAST SIMILAR

SCALE: 3/16" = 1'-0"



GRAND HAVEN PROFESSIONAL CENTER

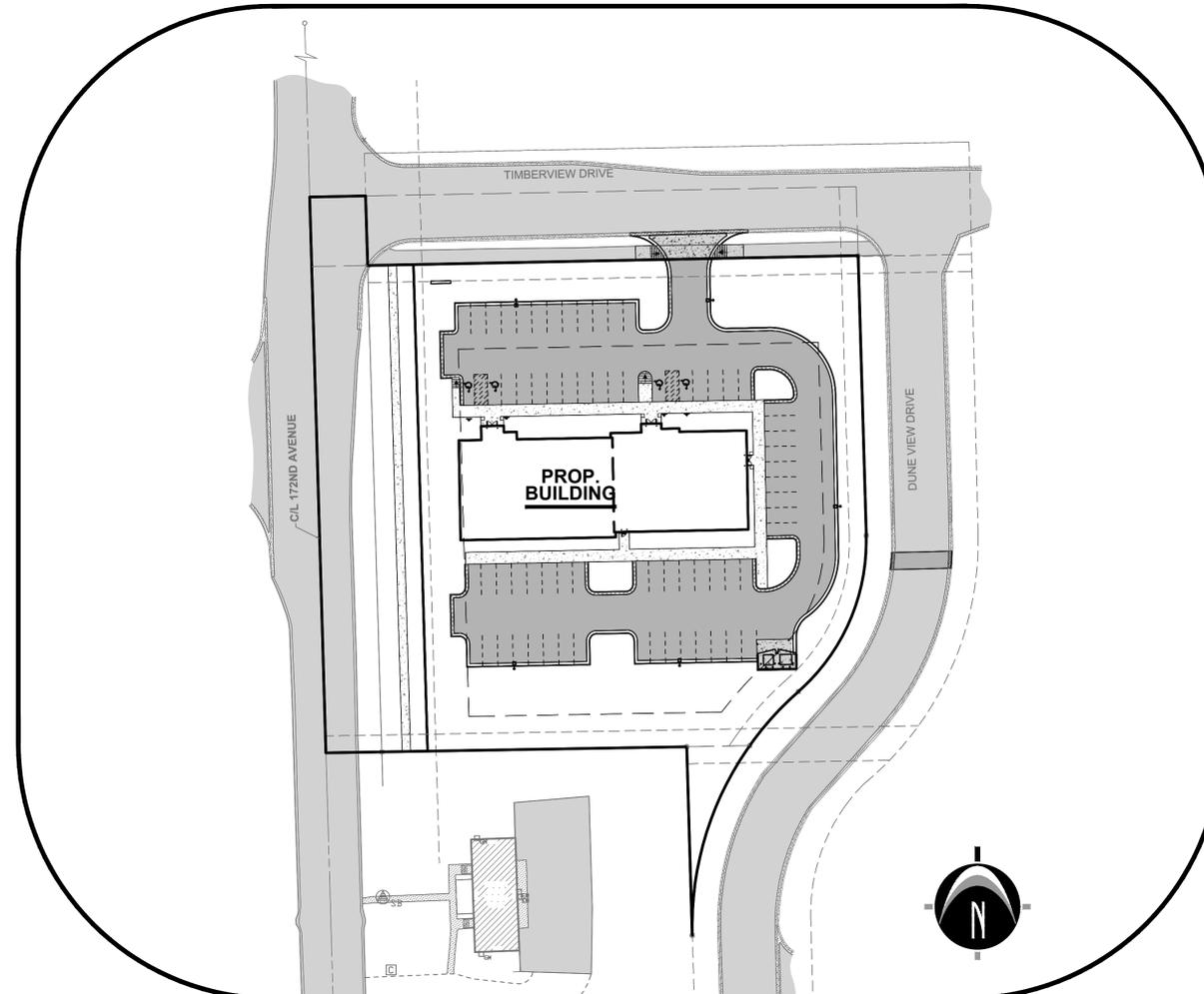
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN



LOCATION MAP
NOT TO SCALE



SITE PLAN



UTILITY COMPANY CONTACTS

Gas	Michigan Gas Utilities	Dave Mauer	(269) 692-3911
Electric	Grand Haven Board of Light and Power	Rob Shelleg	(616) 846-6250
Telephone	AT&T	Rick Arendsen	(616) 392-9968
Cable	Charter Communications	Rob Jaworowski	(616) 550-1863

NOTE: THIS PROJECT WILL BE CONSTRUCTED IN ACCORDANCE WITH MICHIGAN BUILDING CODE 2015 AND INTERNATIONAL FIRE CODE, 2015.

SHEET INDEX

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Site Layout Plan	C-205	Page 4
S.E.S.C. & Grading Plan	C-300	Page 5
Utility Plan	C-400	Page 6
Details and Specifications	C-500	Page 7
Landscape Plan	L-101	Page 8

www.nederveld.com
800.222.1868
GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190

ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:
Hudsonville Professional Center, LLC
Dr. Brad Dykstra

3250 Central Boulevard
Hudsonville, MI 49426
Phone: 616.669.6600

REVISIONS:

Title: Preliminary PUD Amendment	V. Date: 06.04.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date: 06.04.18
Title: Township Review Comments	V. Date: 07.19.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date: 07.19.18
Title: Township Review Comments	V. Date: 08.10.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date: 08.10.18
Title: Planning Commission Revisions	V. Date: 08.29.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date: 08.29.18
Title: Township Board	V. Date: 09.24.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date: 09.24.18

Grand Haven Professional Center
Cover Sheet
 15018 172ND AVENUE
 PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

Kyle Wilson

PROJECT NO:
16201809

SHEET NO:
C-100



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

NEDERVELD
 www.nederveld.com
 800.222.1868
GRAND RAPIDS
 217 Grandville Ave., Suite 302
 Grand Rapids, MI 49503
 Phone: 616.575.5190

ANN ARBOR
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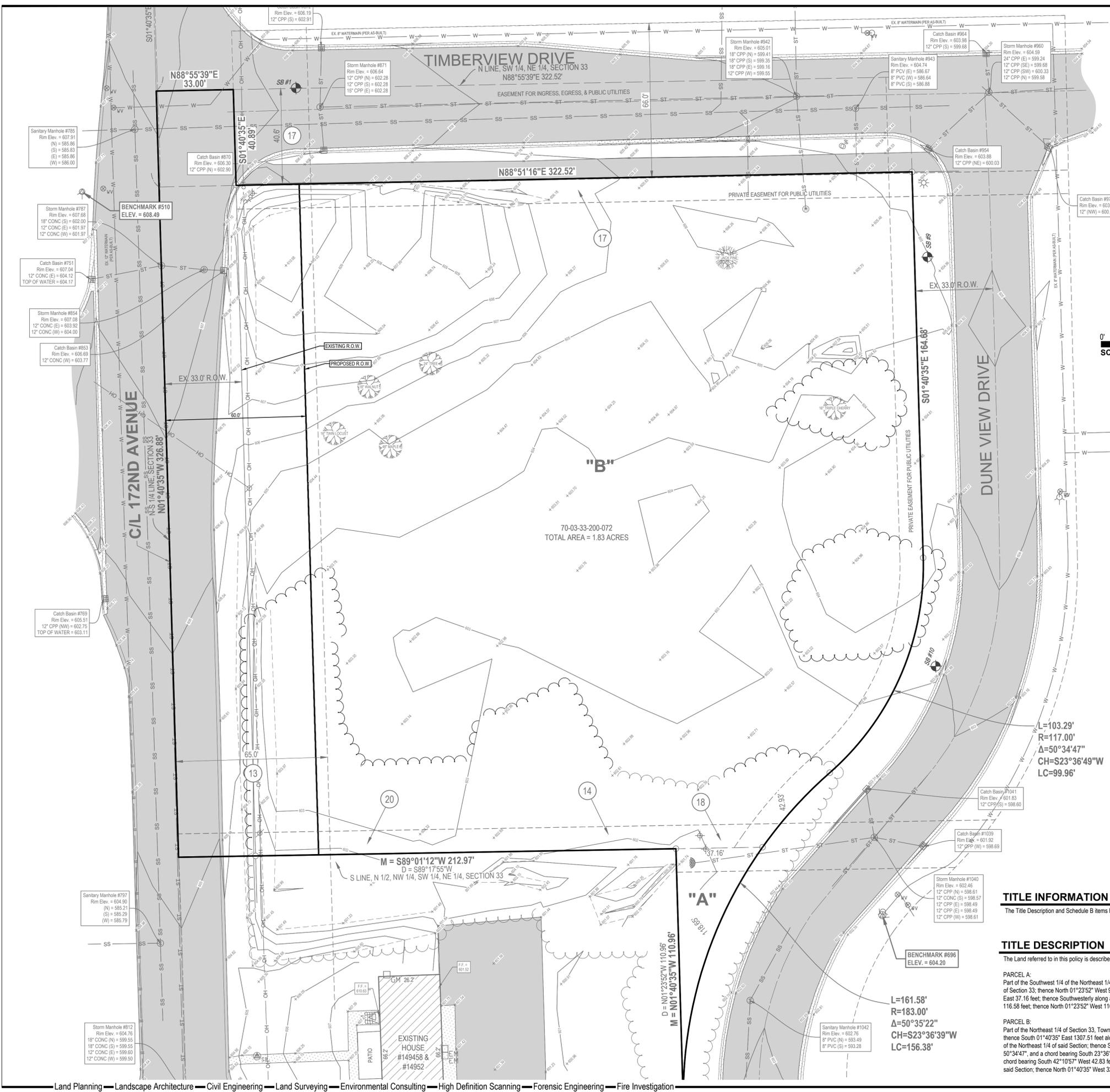
Grand Haven Professional Center
Existing Site Conditions Plan
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 PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

Kyle D. Wilson
 ENGINEER
 No. 37827
 LICENSED PROFESSIONAL ENGINEER

PROJECT NO:
 16201809

SHEET NO:
C-201



BENCHMARKS

BENCHMARK #510 ELEV. = 608.49 (NAVD88)
 Southwest flange bolt under "T" in "TJIW" on hydrant. Located 33'± West of the centerline of 172nd Avenue & 32'± South of the centerline of Timberview Drive.

BENCHMARK #696 ELEV. = 604.20 (NAVD88)
 Top of Southeast flange bolt under "E" in "EJIW" on hydrant, 1.1'± above grade. Located 24'± Southeast of the centerline of Dune View Drive & 350'± South of the centerline of Timberview Drive.

LOCATION MAP

NOT TO SCALE

LEGEND

	Benchmark		Sign
	Catch Basin - Square		Sanitary Sewer Manhole
	Cable Riser		Stormwater Manhole
	Culvert		Transformer
	Deciduous Tree		Utility Pole
	Electric Meter		Water Meter
	Evergreen Tree		Water Valve
	Gas Meter		Overhead Utility
	Guy Anchor		Sanitary
	Iron - Found		Storm
	Light Pole		Tree
	Manhole		Asphalt
	Soil Boring		Concrete
			Building

SCHEDULE B - SECTION II NOTES

- Easement granted to Michigan Bell Telephone Company recorded in Liber 851, Page 235 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS NOT ON, OR DOES NOT TOUCH, THE SURVEYED PROPERTY, AND IS NOT SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Easement recorded in Liber 379, Page 322 (DOCUMENT HAS NOT BEEN RECEIVED AND THEREFOR NOT REVIEWED.)
- Terms, conditions and provisions which are recited in Transmission and Distribution Line Right of Way Easement recorded in Liber 2626, Page 59 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Release of Right of Way recorded in Liber 3944, Page 876 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Utility Easement recorded in Liber 4313, Page 481 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS NOT ON, OR DOES NOT TOUCH, THE SURVEYED PROPERTY, AND IS NOT SHOWN ON THIS SURVEY.)
- Easement granted to Consumers Energy Company recorded in Liber 4534, Page 954 (THE LOCATION OF THE EASEMENT CANNOT BE DETERMINED FROM THE RECORD DOCUMENT, AND IS NOT SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Warranty Deed recorded in Liber 4549, Page 627 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Agreement for the Establishment of a County Drain and County Drainage District Pursuant to Section 433 and Act No. 40 of the Public Acts of 1956, as amended recorded in Liber 4686, Page 370 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Warranty Deed recorded in Liber 4775, Page 65 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- Terms, conditions and provisions which are recited in Affidavit of Right of Way recorded in Instrument No. 2010-0004791 and the Agreement to Vacate a Drain Easement recorded in Liber 3944, Page 881 (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)

SURVEYOR'S NOTES

- Flood Zone Classification: An examination of the National Flood Insurance Program's Flood Insurance Rate Map for Community Number 260270, Map Number 26139C0087E, with an Effective Date of December 16, 2011, shows this parcel to be located in Zone X (Areas determined to be outside of the 0.2% annual chance floodplain). No field surveying was performed to determine this zone.
- Utility locations are derived from actual measurements or available records. They should not be interpreted to be exact locations nor should it be assumed that they are the only utilities in this area.
- NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.

TITLE INFORMATION

The Title Description and Schedule B items hereon are from Transnation Title Commitment No. 183901WMS, dated July 15, 2016

TITLE DESCRIPTION

The Land referred to in this policy is described as follows:

PARCEL A:
 Part of the Southwest 1/4 of the Northeast 1/4 of Section 33, Town 8 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan, described as: Commencing at the central 1/4 corner of Section 33; thence North 01°23'52" West 980.67 feet along the North-South 1/4 line; thence North 89°17'55" East 213.02 feet to the point of beginning of this description; thence North 89°17'55" East 37.16 feet; thence Southwesterly along a curve to the left, having a radius of 183.00 feet, a central angle of 37°08'54", an arc length of 118.65 feet and chord bearing South 17°10'35" West 116.58 feet; thence North 01°23'52" West 110.96 feet to the point of beginning.

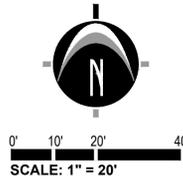
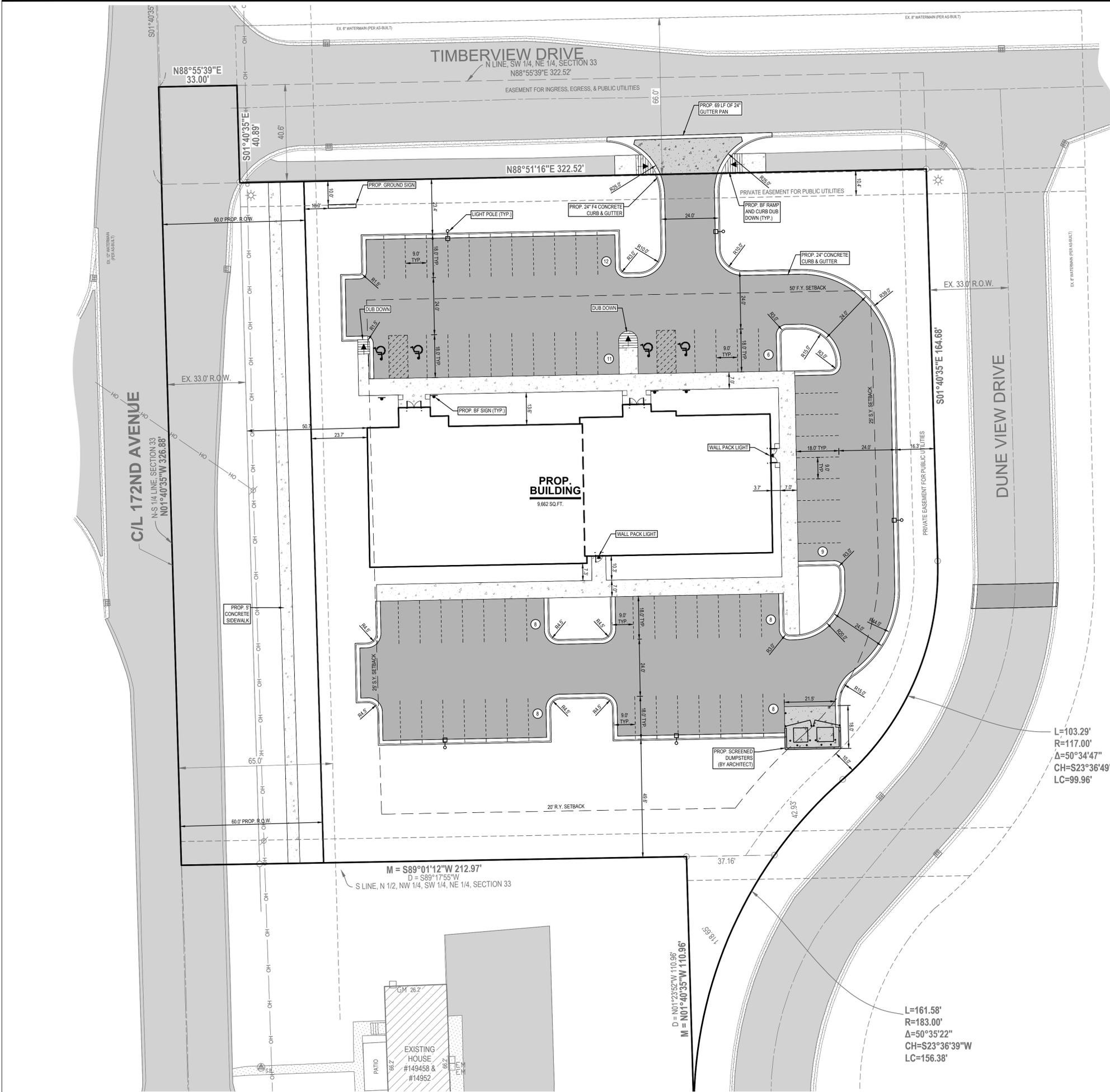
PARCEL B:
 Part of the Northeast 1/4 of Section 33, Town 8 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section; thence South 01°40'35" East 1307.51 feet along the North-South 1/4 line of said Section to the point of beginning; thence North 88°55'39" East 322.52 feet along the North line of the Southwest 1/4 of the Northeast 1/4 of said Section; thence South 01°40'35" East 205.24 feet; thence Southwesterly 103.29 feet along a 117.00 foot radius curve to the right, said curve having a central angle of 50°34'47", and a chord bearing South 23°36'49" West 99.96 feet; thence Southwesterly 42.93 feet along a 183.00 foot radius curve to the left, said curve having a central angle of 13°26'31", and a chord bearing South 42°10'57" West 42.83 feet; thence South 89°01'03" West 250.13 feet along the South line of the North 1/2 of the Northwest 1/4 of the Southwest 1/4 of the Northeast 1/4 of said Section; thence North 01°40'35" West 326.88 feet along said North-South 1/4 line to the point of beginning.

PREPARED FOR:
 Hudsonville Professional Center, LLC
 Dr. Brad Dykstra

3250 Central Boulevard
 Hudsonville, MI 49426
 Phone: 616.669.6600

REVISIONS:

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Drawn: Brad M.	Checked: Kyle W.
Title: Township Board	V. Date: 09.24.18
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LEGEND

- EXISTING BITUMINOUS
- EXISTING CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONCRETE (STANDARD DUTY)
- PROPOSED CONCRETE (HEAVY DUTY)
- PROPOSED LIGHT POLE
- PROPOSED WALL PACK LIGHT

GENERAL NOTES

- 1) ZONING OF PROPERTY: PUD
 PUD ZONING REQUIREMENTS
 SETBACKS
 A) FRONT YARD = 50 FT. (TIMBERVIEW DR.)
 B) SIDE YARD = 25 FT. (172ND AVE.)
 SIDE YARD 2 = 25 FT. (DUNEVIEW DR.)
 REAR YARD = 20 FT. (SOUTH BOUNDARY)
- 2) SUMMARY OF LAND USE:
 A) TOTAL ACREAGE = 1.68 AC. (13,500 SQ. FT.) (EXCLUDING R.O.W.)
 B) AREA OF PROPOSED BUILDING = 9,662 SQ. FT. (1ST FLOOR)
 C) BUILDING HEIGHT = APPROX. 25'-10"
 D) LOT COVERAGE = 13.15%
 E) GROSS PAVEMENT AREA = APPROX. 24,848 SQ. FT.
 F) GROSS CONCRETE AREA = APPROX. 4,046 SQ. FT.
 G) ZONING OF PARCELS TO SOUTH AND WEST = RR (SOUTH) + PUD (WEST)
 ZONING OF PARCELS TO NORTH AND EAST = PUD
- 3) PARKING REQUIREMENTS:
 A) MINIMUM REQUIRED SPACE PER TOWNSHIP = 9'x18' (24' AISLE)
 B) TYPICAL PARKING SPACE PROVIDED = 9'x18' (24' AISLE)
 C) TYPICAL BARRIER FREE SPACE = 13'x18'
 D) NUMBER OF SPACES REQUIRED = 149 (BASED ON CITY REQUIREMENTS)
 E) NUMBER OF SPACES PROVIDED = 70
- 4) THIS PROJECT IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAPS
- 5) BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.
- 6) UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.
- 7) CONTRACTOR TO FIELD VERIFY ALL INVERTS.
- 8) ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES. PROPOSED LIGHTING SHALL CONSIST OF WALL-MOUNTED LIGHTS AND LIGHT POLES, BOTH FITTED WITH SHOEBOX TYPE FIXTURES. THE POLE HEIGHT SHALL BE 18' ON A 2" CONCRETE BASE FOR A TOTAL MOUNT HEIGHT OF 27'
- 9) THE PERMANENT PARCEL NUMBER FOR THE SITE IS 70-03-33-200-072.
 THE ADDRESS OF THE PROPERTY IS 15018 172ND AVE.
- 10) NO FENCES OR WALLS OTHER THAN WHAT IS SHOWN ON THE SITE PLAN ARE PROPOSED AT THIS TIME.

Grand Haven Professional Center
Site Layout Plan
 15018 172ND AVENUE
 PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

Kyle Wilson
 No. 37827
 LICENSED PROFESSIONAL ENGINEER

PROJECT NO:
 16201809

SHEET NO:
C-205

NEDERVELD
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 800.222.1868
GRAND RAPIDS
 217 Grandville Ave., Suite 302
 Grand Rapids, MI 49503
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ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:
 Hudsonville Professional Center, LLC
 Dr. Brad Dykstra

3250 Central Boulevard
 Hudsonville, MI 49426
 Phone: 616.669.6600

REVISIONS:

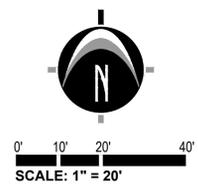
Title: Preliminary PLD Amendment	V. Date: 06.04.18
Drawn: Brad M.	Checked: Kyle W.
Title: Township Review Comments	V. Date: 07.19.18
Drawn: Brad M.	Checked: Kyle W.
Title: Township Review Comments	V. Date: 08.10.18
Drawn: Brad M.	Checked: Kyle W.
Title: Planning Commission Revisions	V. Date: 08.29.18
Drawn: Brad M.	Checked: Kyle W.
Title: Township Board	V. Date: 09.24.18
Drawn: Brad M.	Checked: Kyle W.



LOCATION MAP
 NOT TO SCALE

LEGEND

- EX. GRADE CONTOUR
- PROP. GRADE CONTOUR
- PROP. GRADE ELEV. (BLACKTOP)
- EX. BITUMINOUS
- EX. CONCRETE
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- PROPOSED CONCRETE (HEAVY DUTY)
- PROP. STORM SEWER
- PROP. SANITARY SEWER
- PROP. WATERMAIN
- FLOW DIRECTION
- PROP. LIMITS OF GRADING
- SPILL CURB
- SILT FENCE

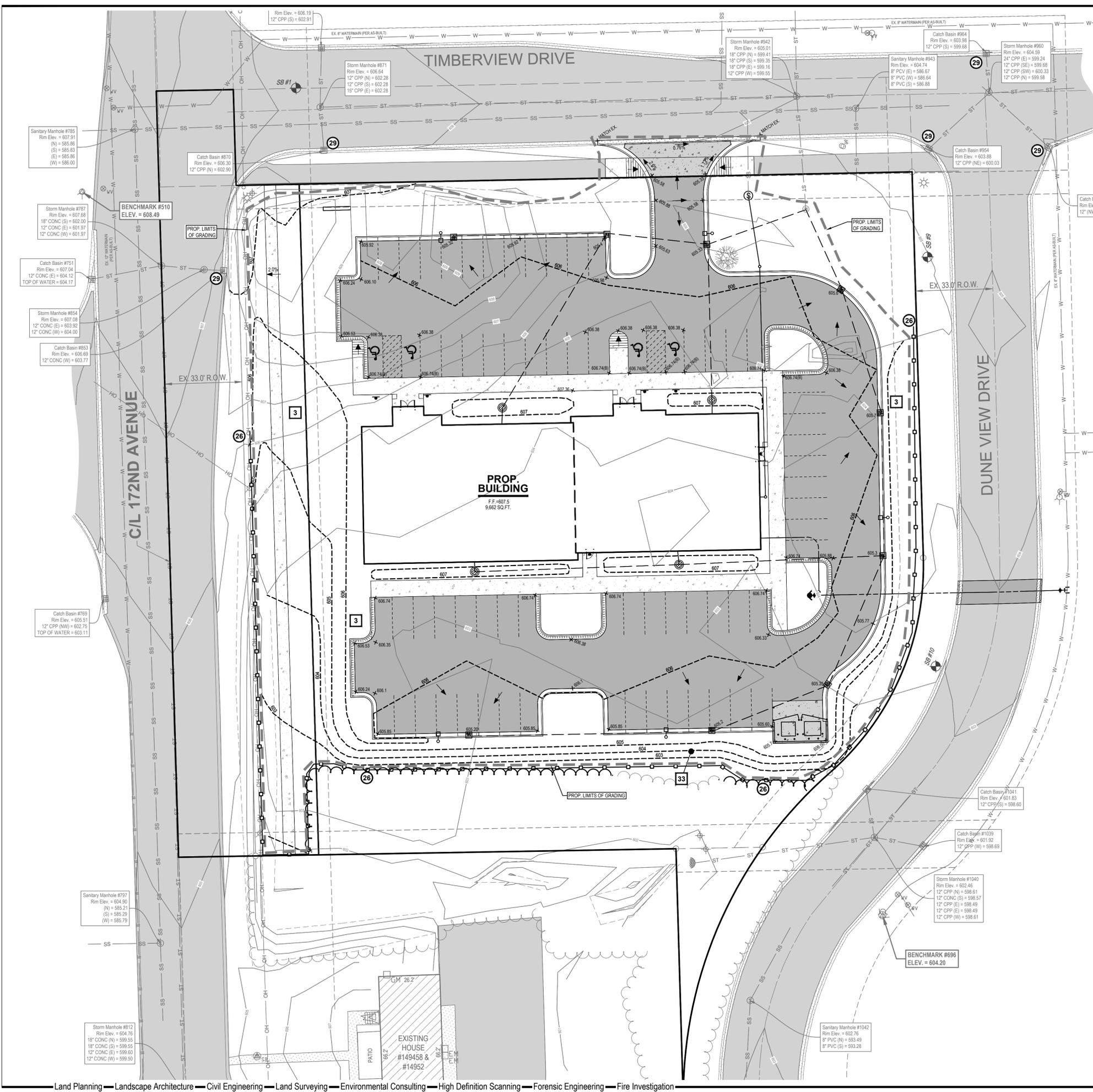
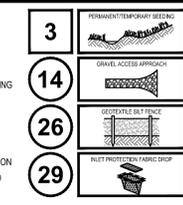


SOIL EROSION CONTROL SCHEDULE 2018 / 2019

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
PLACE SILT FENCE												
STRIP & STOCKPILE TOPSOIL												
CONSTRUCT CONNECTION TO STORM SEWER												
ROUGH GRADE SITE												
CONSTRUCT BUILDING FOUNDATION AND BUILDING												
CONSTRUCT IMPROVEMENTS AROUND BUILDING												
CONSTRUCT UTILITY LINES TO BUILDING												
FINISH GRADE SITE												
PAVE SITE												
RESPREAD TOPSOIL/COMPACTION												
SEED DISTURBED AREAS												
SITE RESTORATION/CLEAN UP												

SOIL EROSION AND SEDIMENTATION CONTROL NOTES

- CONTRACTOR SHALL POSSESS THE SOIL EROSION AND SEDIMENTATION CONTROL PERMIT PRIOR TO START OF ANY EARTH WORK.
- CONTRACTOR SHALL MODIFY THIS SOIL EROSION AND SEDIMENTATION CONTROL PLAN TO SHOW THE ADDITIONAL CONTROL MEASURES INTENDED TO BE USED DURING CONSTRUCTION. SUBMIT MODIFICATIONS TO THE CONTROLLING AGENCY, THE OWNER, AND THE ENGINEER.
- EROSION PROTECTION SHALL BE PROVIDED AT ALL STORM SEWER INLETS AND OUTLETS. ALL BARE EARTH SHALL BE STABILIZED WITH SEEDING.
- REFER TO THE M.D.O.T. "SOIL EROSION AND SEDIMENTATION CONTROL MANUAL" (APRIL 2006) FOR ADDITIONAL INFORMATION.
- THE ENTIRE STORM SEWER SYSTEM SHALL BE CLEANED AND FLUSHED FOLLOWING CONSTRUCTION AND PAID RECEIPT THEREOF PROVIDED TO THE ENGINEER AND COUNTY SSSC AGENT PRIOR TO FINAL PAYMENT TO THE CONTRACTOR OR FINAL ACCEPTANCE OF THE CONSTRUCTION BY THE OWNER.



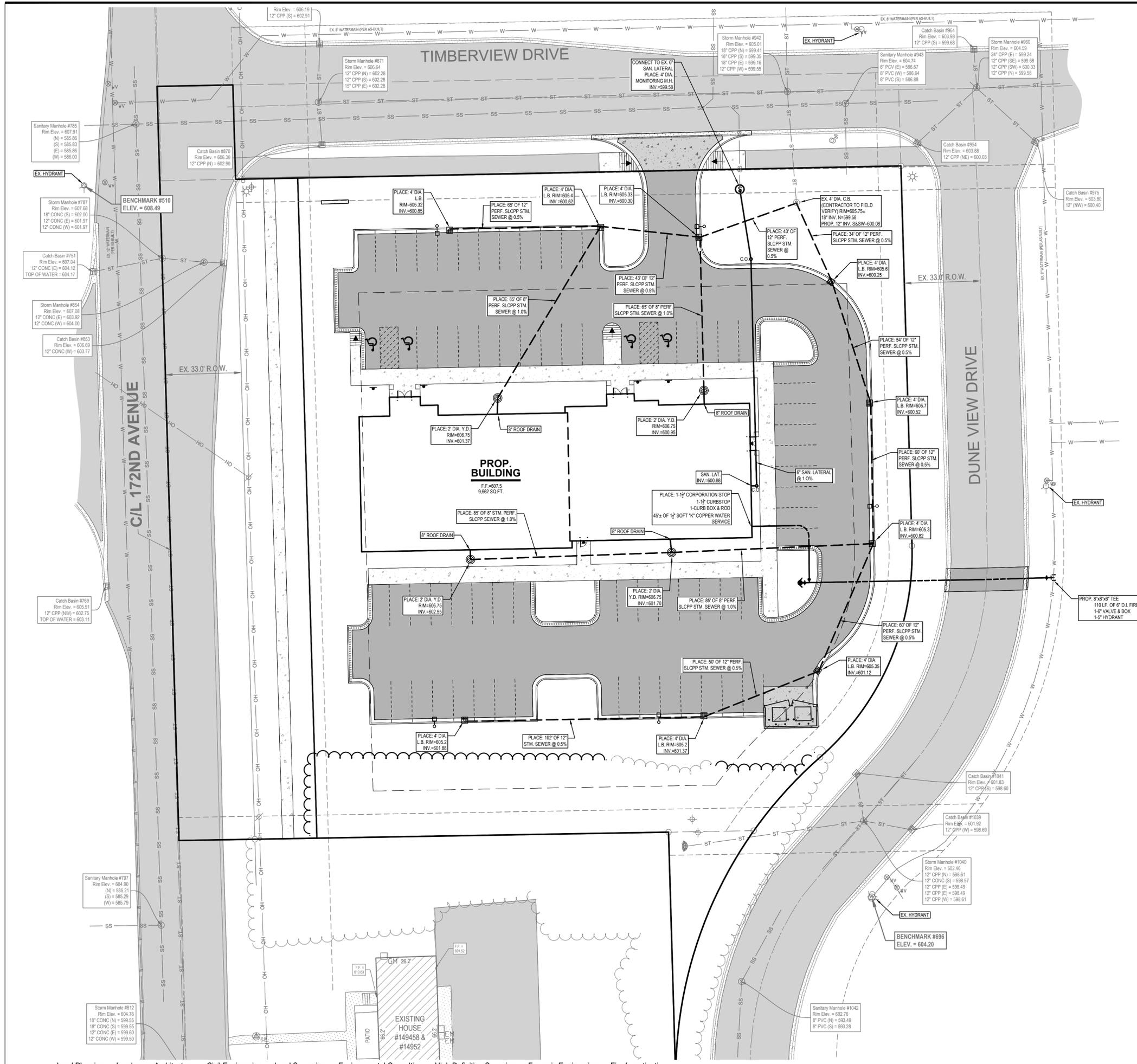
Grand Haven Professional Center
S.E.S.C. & Grading Plan
 15018 172ND AVENUE
 PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

Kyle Wilson
 ENGINEER
 No. 37827
 LICENSED PROFESSIONAL ENGINEER

PROJECT NO:
 16201809

SHEET NO:
C-300



LEGEND

- EX. BITUMINOUS
- EX. CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONCRETE (STANDARD DUTY)
- PROPOSED CONCRETE (HEAVY DUTY)
- PROP. STORM SEWER
- PROP. SANITARY LATERAL
- PROP. WATER SERVICE / FIRE PROTECTION

SCALE: 1" = 20'

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REVISIONS:

Title	Drawn	Checked	V. Date
Title: Preliminary PUD Amendment	Brad M.	Kyle W.	06.04.18
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Title: Township Review Comments	Brad M.	Kyle W.	08.10.18
Title: Planning Commission Revisions	Brad M.	Kyle W.	08.29.18
Title: Township Board	Brad M.	Kyle W.	09.24.18

Grand Haven Professional Center
Utility Plan
 15018 172ND AVENUE
 PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

Kyle D. Wilson
 ENGINEER
 No. 37827
 LICENSED PROFESSIONAL ENGINEER

PROJECT NO:
 16201809

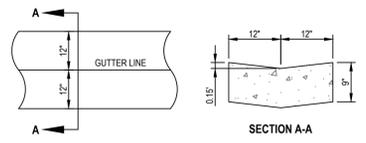
SHEET NO:
C-400

UTILITY CONSTRUCTION NOTES

1. ALL CATCH BASINS SHALL BE PROVIDED WITH A MINIMUM 2" SLUMP.
2. ALL STORM SEWER SHALL BE SMOOTH LINED CORRUGATED POLYETHYLENE PIPE (SLC/P) CONFORMING TO AASHTO M-252 AND M-24 UNLESS OTHERWISE NOTED.
3. IF UNDERDRAIN SHALL BE PERFORATED PIPE WITH SOCK, MEETING THE REQUIREMENTS OF AASHTO M-252 AND THE GEOTEXTILE SHALL MEET AASHTO M-288 REQUIREMENTS.
4. ALL CATCH BASINS AND MANHOLES SHALL BE CONCRETE, CONFORMING TO ASTM C-478 WITH BUTYL RUBBER GASKETED JOINTS AND BOOT TYPE PIPE CONNECTED, CONFORMING TO ASTM C-293 ARE REQUIRED FOR ALL PIPE CONNECTIONS 24" DIAMETER AND SMALLER.
5. ALL WATERMAIN AND SANITARY SEWER CONSTRUCTION SHALL CONFORM TO GRAND HAVEN TOWNSHIP STANDARD CONSTRUCTION SPECIFICATIONS, INCLUDING POST CONSTRUCTION VIDEO INSPECTION OF THE SANITARY SEWER SYSTEM.

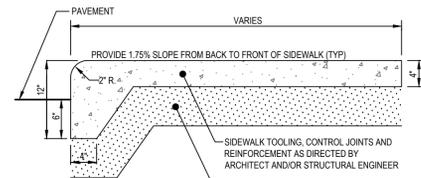
CONSTRUCTION NOTES

1. ALL CONSTRUCTION AND MATERIAL SPECIFICATIONS INCLUDED FOR THIS PROJECT SHALL BE IN ACCORDANCE WITH THE MDOT CONSTRUCTION AND MATERIALS SPECIFICATIONS (LATEST EDITION) AND THE ORDINANCES OF THE TOWNSHIP, WHERE CONFLICTS OCCUR IN THE ABOVE, THE TOWNSHIP SHALL BE THE GOVERNING AUTHORITY.
2. SOIL BORINGS HAVE BEEN PERFORMED BY THE OWNER AND SHALL BE PROVIDED TO THE CONTRACTOR. VARIATION IN EXISTING SOIL CONDITIONS MAY IMPACT THE EARTHWORK QUANTITIES IF UNSATISFACTORY SOILS ARE ENCOUNTERED DURING CONSTRUCTION. REFER TO GEOTECHNICAL REPORT IF ANY. FOR FINAL DESIGN SPECIFICATIONS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGES TO THE EXISTING WATER AND SEWERAGE SYSTEM RESULTING FROM NON-COMFORMANCE WITH THE APPLICABLE STANDARDS OR THROUGH GENERAL NEGLIGENCE.
4. ALL WORK INCLUDING INSPECTIONS AND TESTING COST REQUIRED FOR REMOVAL, RELOCATION OR NEW CONSTRUCTION FOR PRIVATE OR PUBLIC UTILITIES WILL BE DONE BY AND AT THE EXPENSE OF THE CONTRACTOR AND INCLUDED IN THE BID PRICE FOR THE VARIOUS WORK ITEMS UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL NECESSARY PERMITS FROM TOWNSHIP AND COUNTY AND ANY OTHER AGENCY FOR ALL WORK DONE BY THE CONTRACTOR.
5. ANY DEFECTS IN THE CONSTRUCTION INCLUDING MATERIALS OR WORKMANSHIP SHALL BE REJECTED OR CORRECTED BY REMOVAL AND REPLACEMENT OR OTHER APPROVED METHODS PRIOR TO ACCEPTANCE BY THE TOWNSHIP OR OWNER WITHOUT ANY ADDITIONAL COST TO THE TOWNSHIP OR OWNER.
6. ALL LAWN AREAS REMOVED OR DISTURBED SHALL BE REPLACED WITH TOPSOIL AND SOIL WHERE NEEDED AND SHALL BE RESEED AND MULCHED IF SATISFACTORY RE-ESTABLISHMENT OF LAWN DOES NOT OCCUR.
7. ALL PUNCH-LIST AND DEFICIENCY WORK SHALL BE COMPLETED WITHIN 1 MONTH OF THE END OF CONSTRUCTION.
8. THE CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT FROM THE TOWNSHIP BEFORE BEGINNING WORK WITHIN ANY PUBLIC STREET RIGHT-OF-WAY.
9. THE CONTRACTOR SHALL MAINTAIN A CURRENT SET OF CONSTRUCTION DRAWINGS ON SITE AT ALL TIMES.
10. THESE PLANS HAVE BEEN DEVELOPED FOR ELECTRONIC HELD LAYOUT. DIMENSIONS SHOWN ARE FOR GRAPHIC PRESENTATION ONLY AND SHOULD NOT BE USED FOR LAYOUT. CONTACT THE ENGINEER IF ANY DISCREPANCIES BETWEEN THE PLAN AND ELECTRONIC DATA ARE DISCOVERED.
11. THE WORK LIMITS SHOWN ON THESE PLANS ARE FOR PHYSICAL CONSTRUCTION ONLY. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY LIGHTS, BARRICADES, FLAGMEN, ETC. AS REQUIRED TO PERFORM THE REQUIRED WORK. THE INSTALLATION AND OPERATION OF ALL TEMPORARY TRAFFIC CONTROL AND TEMPORARY TRAFFIC CONTROL DEVICES AS REQUIRED SHALL BE PROVIDED BY THE CONTRACTOR WHETHER INSIDE OR OUTSIDE THESE WORK LIMITS. THE CONTRACTOR SHALL FURNISH, ERECT, MAINTAIN AND SUBSEQUENTLY REMOVE SUCH ADDITIONAL TRAFFIC CONTROL DEVICES LOCATED OUTSIDE THE LIMITS OF CONSTRUCTION AS ARE REQUIRED ON THOSE STREETS WHICH ARE USED AS DETOURS, INCLUDING "ROAD CLOSED" SIGNS AND BARRICADES AT THE POINT WHERE THE ROAD IS CLOSED TO THROUGH TRAFFIC.
12. THE CONTRACTOR SHALL PROTECT LOCATION OF ALL PROPERTY PINS AND BENCHMARKS.
13. ALL WORK CONTEMPLATED SHALL AT ALL TIMES BE SUBJECT TO THE DIRECT INSPECTION OF THE TOWNSHIP OWNER AND THEIR REPRESENTATIVES. THE TOWNSHIP OWNER RESERVES THE RIGHT TO HALT ALL CONSTRUCTION ACTIVITY FOR NON-COMFORMANCE OF PLANS, SPECIFICATIONS AND OTHER APPLICABLE STANDARDS OR REGULATIONS.
14. PRICES BID PER FOOT FOR ALL PIPES IS COMPACTED IN PLACE REGARDLESS OF SOIL OR ROCK CONDITIONS.
15. CONTRACTOR IS RESPONSIBLE FOR ALL SIGNS, BARRICADES AND SAFETY FENCES TO DETER PEOPLE FROM ENTERING THE WORK AREA AND FOR MAINTAINING AND PROTECTING THE FLOW OF VEHICULAR AND PEDESTRIAN TRAFFIC AROUND THE JOB SITE. TRAFFIC CONTROLS SHALL BE COORDINATED WITH THE POLICE DEPARTMENT AND THE TOWNSHIP.
16. PRIOR TO ANY CONSTRUCTION OR GRADING, A PROTECTIVE BARRIER, FENCE, POST AND/OR SIGNS CLEARLY INDICATING LIMITS OF WORK/DISTURBANCE SHALL BE INSTALLED INDICATING NO TREE REMOVAL OR DISTURBANCES OUTSIDE LIMITS. THE TOWNSHIP AND OWNER SHALL BE CONTACTED UPON DETERMINATION OF LIMITS IN THE FIELD.
17. ALL ROAD SURFACES, EASEMENTS OR RIGHT-OF-WAYS DISTURBED BY CONSTRUCTION OF ANY PART OF THIS IMPROVEMENT ARE TO BE RESTORED COMPLETELY TO THE SATISFACTION OF THE TOWNSHIP AND THE OWNER.
18. NO PARKING OF CONTRACTOR OR CONTRACTOR EMPLOYEE'S VEHICLES ON ANY PUBLIC STREETS SHALL BE PERMITTED.
19. ALL DISTURBED SIGNS, GUARDRAILS, MAIL BOXES, AND DRIVEWAYS SHALL BE REPAIRED OR REPLACED AS DIRECTED BY THE TOWNSHIP AND THE OWNER.
20. DUST CONTROL: THE CONTRACTOR SHALL SUPPLY ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY SUCH AS CALCIUM CHLORIDE, WATER OR A MOTORIZED DUST-FREE STREET SWEEPING DEVICE TO MAINTAIN ALL ROADWAYS BEING USED FOR ACCESS TO THE CONSTRUCTION SITE AND SHALL ADHERE TO ALL ORDINANCES OF THE TOWNSHIP, COUNTY, IDEO OR ANY OTHER GOVERNING AUTHORITY.
21. ALL SEWERS, MANHOLES, JUNCTION CHAMBERS AND INLET BASINS MUST BE CLEANED BEFORE ACCEPTANCE BY THE TOWNSHIP AND OWNER.
22. IF MUD, SOIL OR OTHER DEBRIS IS DEPOSITED ON ADJACENT STREETS, ROADS OR OTHER PROPERTY, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF SUCH AT THE END OF EACH WORK DAY OR AS REQUIRED DURING THE WORK DAY.
23. ADJUST TO GRADE OR RECONSTRUCT TO GRADE WORK SHALL INCLUDE THE REMOVAL AND REPLACEMENT OF ANY EXISTING CONCRETE BLOCKOUT PAVEMENT, DAMAGED PAVEMENT DOWELS OR OTHER SUCH LOAD TRANSFERS DEVICES TO BE REPLACED AS DIRECTED BY THE COUNTY AND THE ENGINEER.
24. ALL EXISTING CASTINGS FOR STRUCTURES TO BE ADJUSTED OR RECONSTRUCTED TO GRADE SHALL BE FIELD CHECKED AT THE TIME OF CONSTRUCTION AND MADE AS NECESSARY TO CORRECT OR REPLACE.
25. COMPACTED PREMIUM BACKFILL (MOOT CLASS 1 SAND) WILL BE REQUIRED AT ALL FILL AREAS OR ANY STREETS WHERE REMOVAL AND REPLACEMENT OF PAVEMENT IS REQUIRED AND FOR ALL UNDERGROUND CONSTRUCTION UNDER DRIVEWAY OR PAVEMENT INCLUDING THE 45 DEGREE ANGLE OF INFLUENCE FROM THE OUTSIDE EDGE OF PAVEMENT OR TOP OF CURB. COMPACTION TESTS SHALL BE REQUIRED EVERY 6" FEET UNDER PAVEMENT. PAVEMENT INCLUDES, BUT NOT LIMITED TO, ROADWAY SURFACES, SIDEWALKS, BIKE WAYS, DRIVEWAYS, SHOULDERS, BUILDINGS, ETC.
26. NO BUILDING MATERIAL, EQUIPMENT, VEHICLES OR CHEMICALS SHALL BE STORED OR PLACED OUTSIDE UNLIMITED DISTURBANCE.
27. STORMWATER POLLUTION PREVENTION ITEMS SHALL BE IN PLACE PRIOR TO COMMENCING CLEARING OPERATIONS, EARTHWORK GRADING, OR ANY OTHER TYPE OF CONSTRUCTION ACTIVITY.
28. ROOF DRAINS, FOUNDATION DRAINS AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER ARE PROHIBITED.
29. CONSTRUCTION NOISE SHALL BE KEPT TO A MINIMUM DURING NIGHTTIME HOURS AND MUST COMPLY WITH MUNICIPAL CODE REQUIREMENTS.



24" CONCRETE GUTTER

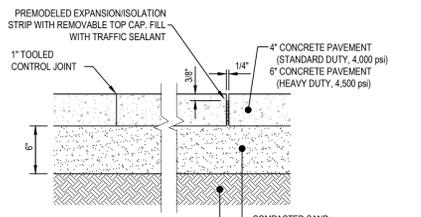
N.T.S.



- NOTE:
1. LIGHT BROOM FINISH
 2. LOCATE CONTROL JOINTS AND EXPANSION JOINTS PER ACI STANDARDS
 3. PANEL SIZE SHALL NOT EXCEED 8 FEET
 4. PANELS SHALL BE KEPT AS SQUARE AS POSSIBLE WITH THE LENGTH NEVER EXCEEDING 1.5X THE WIDTH
 5. 1.0M CU YD. FIBER REINFORCEMENT
 6. AIR ENTRAINMENT - 6% ± 1%
 7. SLUMP 4" ± 1"

INTEGRAL CURB AND WALK

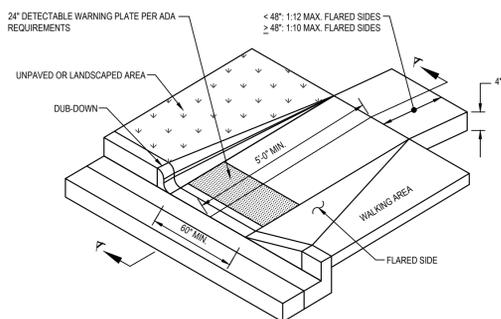
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CONCRETE PAVEMENT DETAIL

N.T.S.

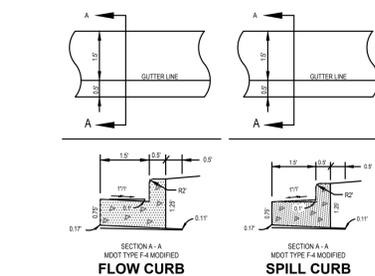


DETECTABLE WARNING SIDEWALK RAMP

N.T.S.

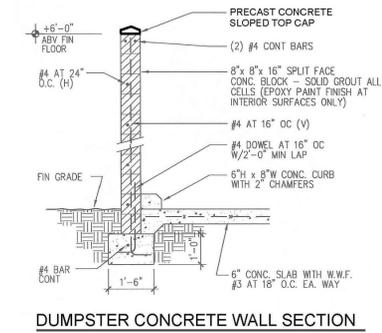
GRADING NOTES:

1. ESTABLISH PERMANENT BENCHMARK ON SITE PRIOR TO GRADING.
2. PROPOSED SPOT GRADES ARE TO EDGE OF METAL TOP OF PAVEMENT UNLESS OTHERWISE NOTED. THE VERTICAL DIFFERENCE BETWEEN PAVEMENT GRADES AND TOP OF CURB GRADES VARY FOR PITCH IN AND PITCH OUT CURBS (SEE DETAIL - THIS SHEET).
3. PROPOSED MANHOLE SHALL MEET THE STANDARDS SET FORTH IN THE ADA ACCESSIBILITY GUIDELINES FOR BUILDING AND FACILITIES - APPENDIX A PART 1191.
4. SEE SHEETS C-300 FOR LOCATIONS.



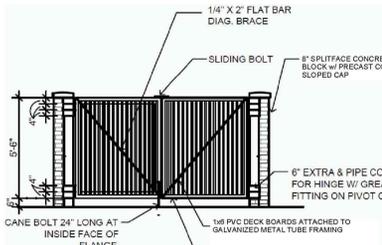
24" CONCRETE CURB AND GUTTER DETAIL OUTSIDE PUBLIC R.O.W.

N.T.S.



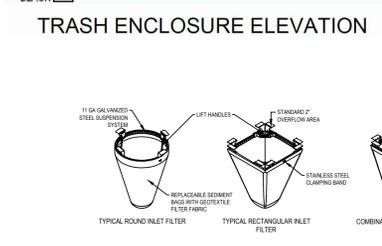
DUMPSTER CONCRETE WALL SECTION

SCALE: 1/2"=1'-0"



TRASH ENCLOSURE ELEVATION

NOTE: ALL STEEL FOR DUMPSTER GATE/DOORS, PAINT TRICORN BLACK.



NOTE: ALL FRAMING IS CONSTRUCTED OF CORROSION RESISTANT STEEL (ZINC PLATED OR GALVANIZED) FOR 7 YEAR MINIMUM SERVICE LIFE.

2. SPIN ORCING CONNECTION OF THE DOT CALLOUT. PRECAST OR CASTING MAKE AND MODEL, OR DETAILED DIMENSIONAL FORMS MUST BE PROVIDED TO CONFIRM AND ASSEMBLE YOUR CUSTOMIZED FLEXSTORM INLET FILTER. PART NUMBER ALONE IS NOT SUFFICIENT.

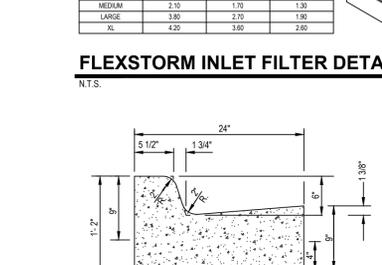
3. FOR WRITING SPECIFICATIONS AND MAINTENANCE GUIDELINES VISIT WWW.INLETFILTERS.COM

SPECIFICATIONS FOR STANDARD BAGS BY NOMINAL SIZE			
NOMINAL BAG SIZE	SOLIDS STORAGE (CU FT)	FILTERED FLOW RATE AT 50% MAX CFPS (GPM)	TK. DOWNS (1/8" DOWNS)
SMALL	16	12	0.50
MEDIUM	2.10	1.70	1.30
LARGE	3.30	2.70	1.90
XL	4.20	3.60	2.60

ALL PRODUCTS MANUFACTURED BY INLET & FILTER PROTECTION, INC. A DIVISION OF ABE, INC. WWW.INLETFILTERS.COM (800) 355-4477 FAX: (800) 355-4477

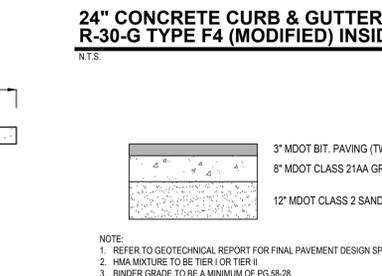
FLEXSTORM INLET FILTER DETAIL

N.T.S.



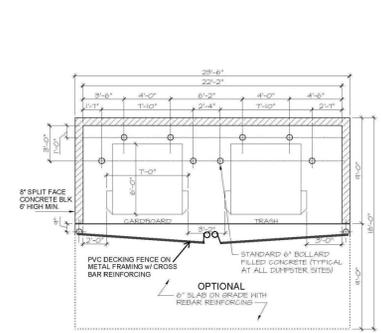
24" CONCRETE CURB & GUTTER DETAIL MDOT R-30-G TYPE F4 (MODIFIED) INSIDE PUBLIC R.O.W.

N.T.S.



PAVEMENT CROSS SECTION

N.T.S.



DOUBLE DUMPSTER ENCLOSURE

N.T.S.



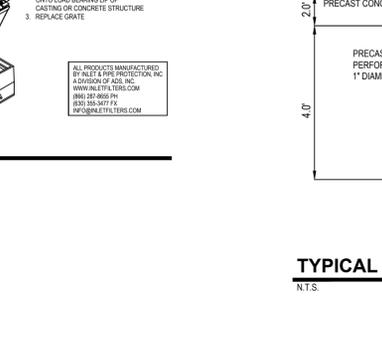
SILT FENCE DETAIL

N.T.S.



TYPICAL LEACH BASIN DETAIL

N.T.S.



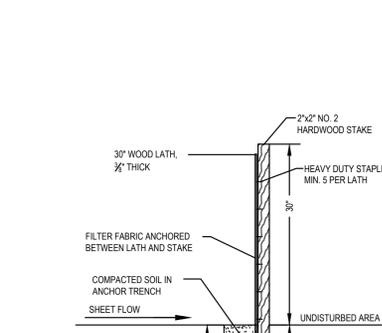
TYPICAL DETAIL OF SIGNAGE IN PARKING LOT

N.T.S.



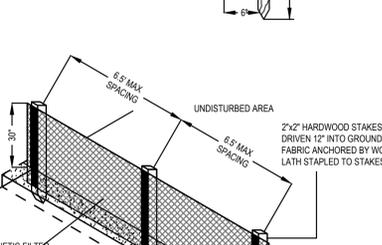
SIGN QUANTITIES

N.T.S.



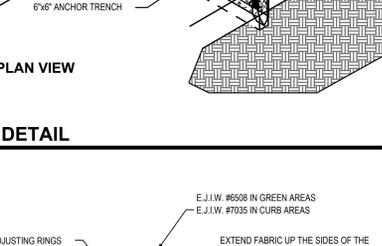
TYPICAL UTILITY TRENCH BED AND BACKFILL DETAILS

N.T.S.



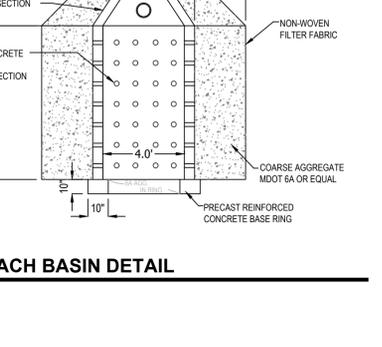
SEWER CLEANOUT DETAIL

N.T.S.



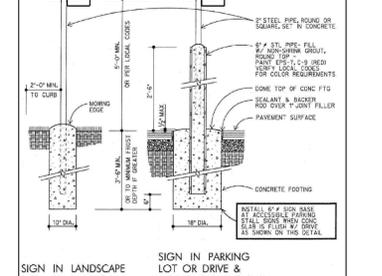
TYPICAL 8'-0" WIDE HANDICAP VAN PARKING SPACE

N.T.S.



TYPICAL DETAIL OF SIGNAGE IN PARKING LOT

N.T.S.



TYPICAL DETAIL OF SIGNAGE IN PARKING LOT

N.T.S.

NEDERVELD
www.nederveld.com
800.222.1868
GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190
ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:
Hudsonville Professional Center, LLC
Dr. Brad Dykstra
3250 Central Boulevard
Hudsonville, MI 49426
Phone: 616.669.6600

REVISIONS:

Title	Primary PUD Amendment	V. Date	06.04.18
Drawn: Brad M.	Checked: Kyle W.	S. Date:	06.04.18
Title: Township Review Comments	V. Date:	07.19.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date:	07.19.18
Title: Township Review Comments	V. Date:	08.10.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date:	08.10.18
Title: Township Review Comments	V. Date:	08.29.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date:	08.29.18
Title: Planning Commission Revisions	V. Date:	09.24.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date:	09.24.18
Title: Township Board	V. Date:	09.24.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date:	09.24.18

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Drawn: Brad M.	Checked: Kyle W.	S. Date:	06.04.18
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Drawn: Brad M.	Checked: Kyle W.	S. Date:	07.19.18
Title: Township Review Comments	V. Date:	08.10.18	
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Drawn: Brad M.	Checked: Kyle W.	S. Date:	08.29.18
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Title: Township Board	V. Date:	09.24.18	
Drawn: Brad M.	Checked: Kyle W.	S. Date:	09.24.18

Grand Haven Professional Center
Details & Specifications
15018 172ND AVENUE
PART OF THE NORTHEAST 1/4 OF SECTION 33, T8N, R16W,
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

STATE OF MICHIGAN
KYLE D. WILSON
ENGINEER
No. 37827
LICENSED PROFESSIONAL ENGINEER
Kyle Wilson

PROJECT NO:
16201809

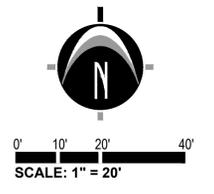
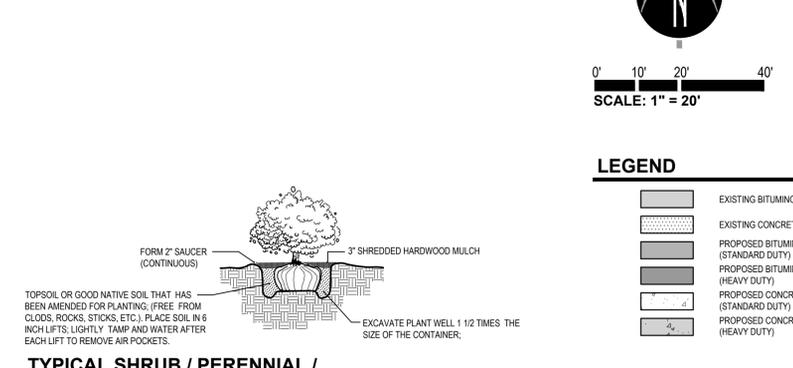
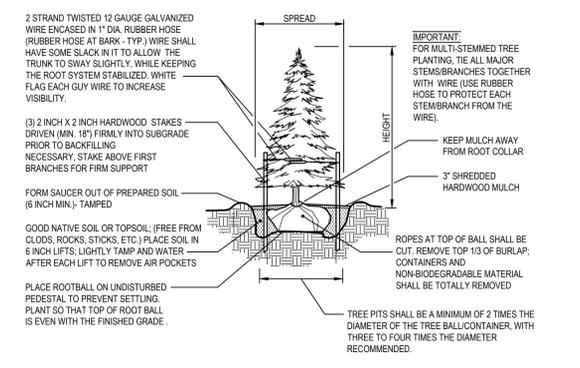
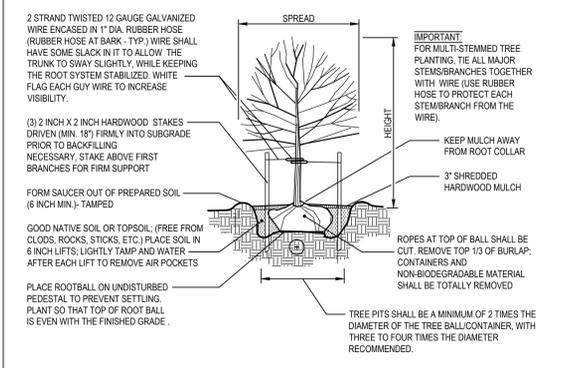
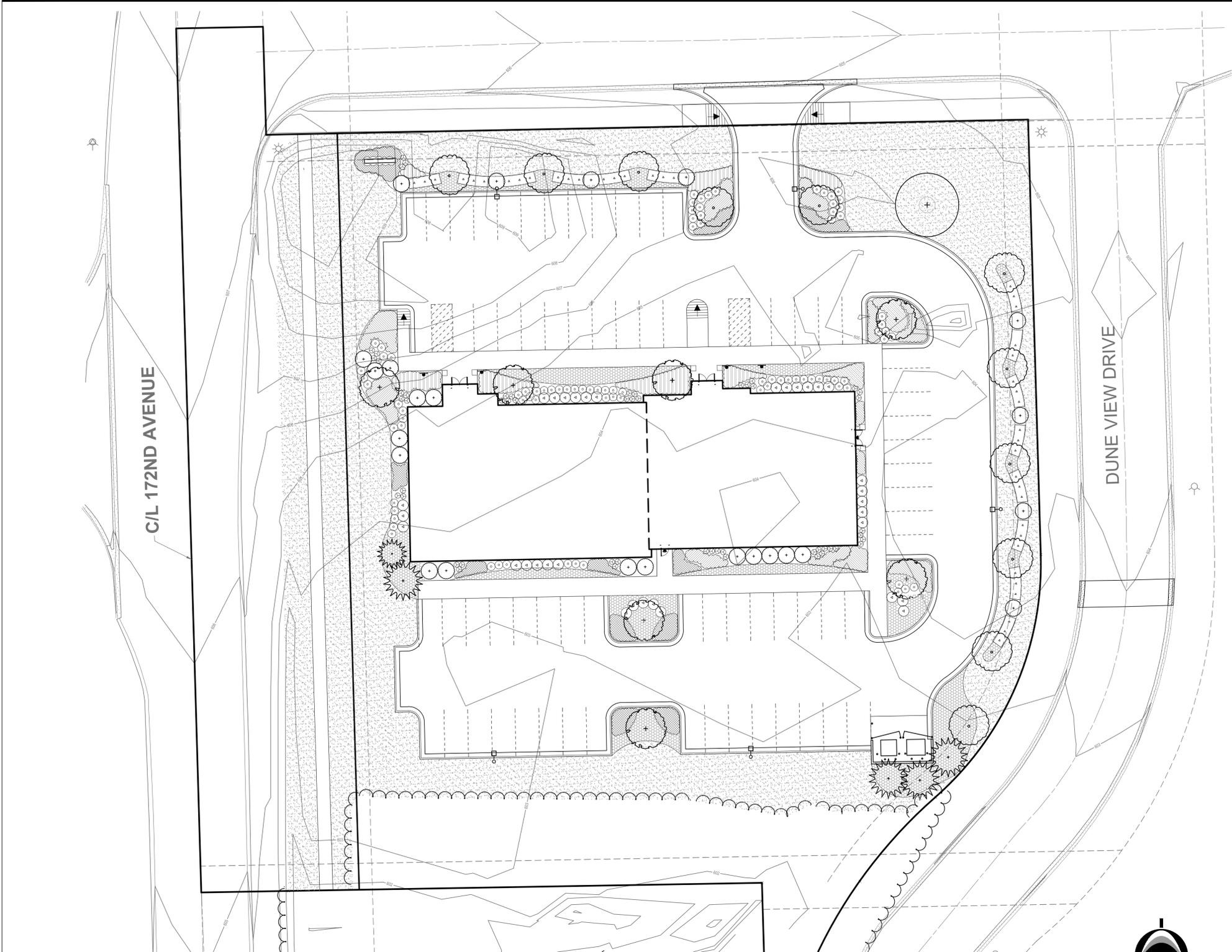
SHEET NO:
C-500

LANDSCAPE LEGEND / SCHEDULE

TREES					
SYMBOL	KEY	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE
	AK	5	Abies koreana	Korean Fir	10' ht. avg. ⁽¹⁾
(1) Korean Fir shall be planted at varying heights, approximately 8'-12'.					
	GT	1	Gleditsia triacanthos f. inermis	Thornless Honey Locust	3 1/2' cal. min.
	MS	7	Magnolia stellata	Star Magnolia	3' cal. min.
	MT	11	Malus 'Thunderchild'	'Thunderchild' Flowering Crabapple	3' cal. min.
SHRUBS					
SYMBOL	KEY	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE
	Ca	26	Cornus alba 'Ballhala'	Ivory Halo Dogwood	36" ht. min.
	Bg	75	Buxus 'Green Beauty'	'Green Beauty' Boxwood	36" ht. min.
1) Oval pruned boxwood approximately 4' x 4'.					
2) Boxwood pruned into continuous rectangular hedge approximately 4' x 4'.					
3) All shrubs used for perimeter screening must be planted at a height of 36" above street grade.					
PERENNIALS, GRASSES, & GROUND COVERS					
SYMBOL	KEY	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE
	ac	183 sf.	Astilbe chinensis 'Visions'	'Visions' Astilbe	1 gal. 12" x 18" spc.
	cs	795 sf.	Cornopsis 'Snowberry'	'Snowberry' Tickseed	1 gal. 30" x 36" spc.
	dg	462 sf.	Deutzia gracilis 'Nikko'	Dwarf Slender Deutzia	1 gal. 30" x 36" spc.
	hm	555 sf.	Heuchera 'Midnight Bayou'	'Midnight Bayou' Coral Bells	1 gal. 18" x 24" spc.
	is	723 sf.	Iberis 'Snowflake'	'Snowflake' Candytuft	1 gal. 12" x 18" spc.
	pp	18,929 sf.	Poa pratensis	Kentucky Bluegrass Seed	
	ss	53	Schizachyrium scoparium 'The Blues'	'The Blues' Little Bluestem	2 gal.
	hr	89	Hosta 'Risky Business'	'Risky Business' Hosta	2 gal.
	N/A	As Needed ⁽¹⁾	N/A	Wood Mulch	3" depth
(1) All disturbed areas programmed as planting beds shall receive wood mulch to a depth of 3".					

LANDSCAPE NOTES

- PLANTING NOTES:**
- ALL PLANT MATERIAL SHALL BE LOCALLY NURSERY GROWN NO. 1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS. DO NOT PLANT MATERIALS UNTIL DIRECTED BY OWNER, LANDSCAPE ARCHITECT, AND/OR CONSTRUCTION MANAGER. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL, FOR ANY REASON BEFORE OR AFTER IT IS INSTALLED.
 - SIZES SPECIFIED ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE INSTALLED.
 - ANY PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT.
 - MAINTENANCE OF LANDSCAPING ITEMS, TREES, AND PLANTS SHALL BE PERFORMED BY THE PROPERTY OWNER OR A QUALIFIED PROFESSIONAL. ALL LANDSCAPING SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE MUNICIPAL STANDARDS AND IN ACCORDANCE WITH CURRENT INDUSTRY STANDARDS IN A NEAT, HEALTHY AND WEED FREE CONDITION. ANY DEAD, DISEASED OR DAMAGED PLANT MATERIALS ARE TO BE REPLACED IMMEDIATELY AFTER NOTIFIED TO DO SO.
 - PLANT TREES AND SHRUBS IN ACCORDANCE WITH PLANTING DETAILS. DIG TREE PITS PER DETAILS. PLANT TREES AND SHRUBS AT THE SAME GRADE LEVEL AT WHICH THEY WERE GROWN AT THE NURSERY. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS HIGHER, APPROX. 1/4 OF THE ROOT BALL ABOVE GRADE, AND BACKFILL TO TOP OF ROOT BALL.
 - REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS AND INORGANIC MATERIAL FROM ROOT BALLS. REMOVE THE TOP 1/3 OF BURLAP FROM EARTH BALLS AND REMOVE BURLAP FROM AROUND TRUNK.
 - FINELY SHREDDED HARDWOOD BARK MULCH, NATURAL COLOR (NON-COLORED), IS REQUIRED FOR ALL PLANTINGS AND PLANTING BEDS. MULCH PER PLANTING DETAILS. MULCH IN PLANT BEDS SHALL BE 3" THICK AT TIME OF INSPECTION AND AFTER COMPACTED BY RAIN OR IRRIGATION. ALL PLANTING BEDS SHALL BE EDGED WITH 6" X 12 GAUGE STEEL LANDSCAPE EDGING.
 - LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL UNDERGROUND AND OVERHEAD UTILITIES. IF A CONFLICT WITH UTILITIES EXIST, NOTIFY OWNER/CONSTRUCTION MANAGER PRIOR TO PLANTING.
 - PLANT MATERIAL SHALL BE GUARANTEED FOR ONE YEAR AFTER PLANTING AND ACCEPTANCE.
- TOPSOIL AND TURF NOTES:**
- WHEREVER GROUND IN ITS NATURAL STATE HAS BEEN DISTURBED, APPROVED LANDSCAPING OR GRASS SHALL BE FULLY INSTALLED, AND ESTABLISHED WITHIN A REASONABLE PERIOD OF TIME, BUT NO LONGER THAN ONE GROWING SEASON (UNLESS OTHERWISE NOTED AND APPROVED).
 - DURING EXCAVATION, GRADING, AND INSTALLATION OF REQUIRED LANDSCAPING, ALL SOIL EROSION AND SEDIMENTATION CONTROL REGULATIONS SHALL BE STRICTLY FOLLOWED AND COMPLIED WITH.
 - ALL LAWN AREAS SHALL RECEIVE SOD OR HYDROSEED. TURF SHALL BE INSTALLED ON TOPSOIL UNLESS APPROVED OTHERWISE. DO NOT PLANT UNTIL ACCEPTANCE OF FINISH GRADE.
 - SOD SHALL BE GROWN ON TOPSOIL UNLESS APPROVED OTHERWISE. SOD SHALL BE 2 YEARS OLD AND STRONGLY ROOTED. PLACE SOD TIGHTLY WITH NO GAPS AND WITH GRASS IN SAME DIRECTION. SEAMS OF SOD SHALL BE STAGGERED IN A RUNNING BOND PATTERN. SOD SHALL BE WATERED IMMEDIATELY TO AVOID DRYING OUT. DO NOT INSTALL SOD UNTIL ACCEPTANCE OF FINISH GRADE AND IRRIGATION SYSTEM IS OPERATING PROPERLY UNLESS DIRECTED IN WRITING TO DO OTHERWISE. FINISH ROLL SOD WITH A WATER FILLED LAWN ROLLER, ROLL PERPENDICULAR TO LENGTH OF SOD.
 - TURF SHALL BE INSTALLED ON A MIN. OF 3" OF LIGHTLY COMPACTED APPROVED TOPSOIL. TOPSOIL SHALL BE FERTILE, SCREENED, FRAGILE TOPSOIL FREE OF STONES 1/2" IN DIA. AND LARGER, ROOTS, STICKS, OR OTHER EXTRANEOUS MATERIAL INCLUDING NOXIOUS PLANTS. PH BETWEEN 6.0 AND 6.5, SALTS 500 PARTS PPM, ORGANIC CONTENT 3% MIN. DO NOT INSTALL TOPSOIL UNTIL APPROVED BY OWNER/M.C. TOPSOIL SHALL BE FINE GRADED TO A SMOOTH FINISH, FREE OF LUMPS AND DEPRESSIONS.
 - ALL LANDSCAPE ISLANDS WITHIN PARKING LOTS SHALL BE BACK FILLED WITH TOPSOIL TO A DEPTH OF 18" MIN.
- IRRIGATION NOTES:**
- ALL PLANTING AREAS, LAWN AREAS AND LANDSCAPE ISLANDS SHOWN ARE TO HAVE A COMPLETE IRRIGATION SYSTEM. THE G.C. SHALL BE RESPONSIBLE FOR RETAINING A QUALIFIED FIRM FOR THE DESIGN OF THE IRRIGATION SYSTEM. THE DESIGN MUST SHOW HOW THE SYSTEM TIES INTO THE BUILDING AND MUST SHOW ALL OF THE NECESSARY EQUIPMENT FOR A COMPLETE SYSTEM. THE G.C. SHALL SUBMIT THE IRRIGATION SYSTEM DESIGN TO THE ARCHITECT/TOWNER FOR APPROVAL PRIOR TO COMMENCEMENT OF WORK.



LEGEND

	EXISTING BITUMINOUS
	EXISTING CONCRETE
	PROPOSED BITUMINOUS (STANDARD DUTY)
	PROPOSED BITUMINOUS (HEAVY DUTY)
	PROPOSED CONCRETE (STANDARD DUTY)
	PROPOSED CONCRETE (HEAVY DUTY)



Assessing Memo

DATE: September 19, 2018

TO: Grand Haven Township Board

FROM: Roger Schmidt

RE: Waive Penalties for Property Transfer Affidavits

The Assessing department is requesting the Township Board to adopt a resolution that will authorize the department to waive the penalty for failure to notify the Assessor following a transfer of property.

Pursuant to state law *{i.e., MCL 211.27a}*, buyers have 45 days after a transfer to file a “Property Transfer Affidavit” (PTA). State law *{i.e., MCL 211.27b(1)}* also provides for Assessors and Treasurers to apply a penalty of \$5 per day up to a maximum of \$200 for residential properties and \$20 per day up to a maximum of \$1,000 for most industrial and commercial real property.

For the last few years, the State of Michigan has been auditing the assessing records of all local units in the state through their “Audit of Minimum Assessing Requirements” (AMAR) program. The State Tax Commission has informed assessors that in the next round of audits that the State will be checking for compliance with the above statutes. Compliance means either collecting the penalties or having a resolution by the Council waiving the penalty.

For Grand Haven Charter Township, it has been about four years since a PTA penalty has been assessed. I believe that the intent of the law is to compel buyers to provide assessors with the sales price and other details of the transfer. This is critical since detailed sales data is necessary in order to properly determine assessed values for the following year. Further, data from sales is used in multiple analyses done by the township and county that result in crucial variable in the calculation of value.

Transfers can be placed in two categories, those that are indicative market value and those that are not. Transfers that are open market sales between two unrelated parties are often a good indicator of value. However, many transfers that are done for estate purposes, between family members, or for legal reasons are not a good indicator of the market value of a property and, therefore, analysis is not affected if notification is not received. In such cases, the Assessing department only needs a deed to change the owner’s name.

Often title companies assist the buyer and seller of property and file the required notification along with the deeds they process. This is the way the Township receives most of the notifications. For those that do not file, a majority of the information can be retrieved from the deed.

Bottom line – because the Township does not need to use penalties to force sales information necessary for determining assessed values and to ensure compliance with the next round of AMAR audits, staff are requesting that PTA penalties may be waived.

If the board agrees, the following motion can be offered:

Motion to approve Resolution 18-09-04 that allows the Assessor of Grand Haven Charter Township to waive the penalty for failing to file a property transfer affidavit unless the information that would normally be collected from a transfer is necessary to accurately complete the assessment roll.

If there are any question or comments, please contact me at your convenience.

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 - 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 24th day of September 2018, at 7:00 p.m., local time.

After certain matters of business had been completed, Supervisor Reenders announced that the next order of business was the consideration of a resolution to allow the assessor to waive the penalty for failure to notify after a transfer of property.

The proposed license agreement was discussed by the members of the Board, and after discussion was completed the following resolution was offered by _____ and seconded by _____:

**GRAND HAVEN CHARTER TOWNSHIP
RESOLUTION 18-09-04**

**ALLOW THE ASSESSOR TO WAIVE THE PENALTY FOR FAILURE
TO NOTIFY AFTER A TRANSFER OF PROPERTY**

WHEREAS, MCL 211.27b gives direction to the local unit Treasurer and Assessing Officer after the failure of a buyer, grantee, or other transferee in notifying the Assessing Office of the local unit after the transfer of ownership of property, by filing an affidavit.

WHEREAS, a subsection of this law provides the authority for a local tax collecting unit to collect any additional taxes that would have been collected as well as interest and a penalty.

WHEREAS, the penalty for the failure to notify the Assessor of a Residential or Agricultural property transfer within 45 days is \$5.00 per day with a maximum of \$200.00. If the property is Commercial or Industrial the penalty is \$20.00 per day to a maximum of \$1000.00 (if the transfer value is over \$100,000,000 the penalty is \$20,000.00).

WHEREAS, this law also provides for the option for the governing body of the local tax collecting unit to waive, by resolution, the penalty levied under these subsections.

WHEREAS, a majority of transfers currently include a Property Transfer Affidavit which satisfies the notification requirement. Further, those that don't include a Property Transfer Affidavit often are transfers between family members or transfers moving the property to or from a Trust, these transfers do not indicate market value and so are not needed by the Assessor in determining market value.

NOW, THEREFORE, BE IT RESOLVED by the Board of Grand Haven Charter Township that the Assessor of Grand Haven Charter Township be allowed to waive the penalty following the transfer of property unless the information that would normally be collected from a transfer would be necessary to accurately complete the assessment roll.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED: Adopted.

ADOPTED ON: September 24, 2018

Laurie Larsen
Grand Haven Charter Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 24th day of September 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen
Grand Haven Charter Township Clerk

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2018**

WATER

MONTH	WORK ORDERS	METER		REPLACED METERS	REPLACED MXU'S	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"				
JANUARY	190	5	0	3	132	2	0	0	35.51	1.33	0.00
FEBRUARY	266	5	3	4	168	1	1	0	46.31	1.47	0.00
MARCH	341	1	5	16	204	1	5	3766	35.45	1.92	0.00
APRIL	214	3	1	2	149	3	2	0	38.37	1.91	0.00
MAY	230	3	0	8	121	4	1	175	79.33	4.79	0.00
JUNE	178	2	4	6	78	3	6	0	128.12	5.88	0.00
JULY	188	2	5	7	107	4	5	1283	110.29	5.72	0.00
AUGUST	187	2	5	5	50	1	6	980	98.37	5.29	0.00
SEPTEMBER									0.00	0.00	0.00
OCTOBER									0.00	0.00	0.00
NOVEMBER									0.00	0.00	0.00
DECEMBER									0.00	0.00	0.00
TOTAL YTD	1794	23	23	51	1009	19	26	6204	571.75	28.31	0.00
TOTALS		46				45				600.07	28.31
						5342					

NOTES:

New 2" - 16923 Piperway - 5/2/18
 New 3" - 14851 Piper Lakes Trl - 5/17/18
 New 2" - 14836 Piper Lakes Trl - 5/17.17
 New 2" - 16940 Piper Lakes Cir - 6/5/18

WASTEWATER

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	1	1	0	7.01
FEBRUARY	1	2	0	10.74
MARCH	3	4	0	8.28
APRIL	0	2	0	8.45
MAY	1	3	0	10.34
JUNE	3	2	0	7.82
JULY	3	4	0	14.73
AUGUST	4	1	715	10.63
SEPTEMBER				0.00
OCTOBER				0.00
NOVEMBER				0.00
DECEMBER				0.00
TOTAL YTD	16	19	715	78.00
TOTALS		852		

NOTES: