

AGENDA

Grand Haven Charter Township Planning Commission
Monday, July 18, 2016 – 7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Pledge to the Flag
- IV. Approval of the June 6, 2016 Meeting Minutes
- V. Correspondence
 - A. Port Sheldon Township – Notice of Master Plan Update
- VI. Public Comments/Questions on Agenda Items Only (Limited to 3 minutes)
- VII. Old Business
 - A. Integrated Assessment Update from UM and LIAA
- VIII. New Business
 - A. PUD Minor Amendment Report
- IX. Reports
 - A. Attorney's Report
 - B. Staff Report
 - C. Other
- X. Extended Public Comments/Questions on Non-Agenda Items Only (Limited to 4 minutes)
- XI. Adjournment

Note: Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a "Speakers Form" located on the counter. Completed forms must be submitted to the Zoning Administrator prior to the meeting.

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
JUNE 6, 2016

I. CALL TO ORDER

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

II. ROLL CALL

Members present: Kantrovich, Robertson, Kieft, Taylor, Cousins, Wilson, Reenders, and Gignac (*arrived at 8:21 p.m.*)

Members absent: LaMourie

Also present: Fedewa and Attorney Bultje

Without objection, Kantrovich instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the May 16, 2016 meeting were approved.

V. CORRESPONDENCE – None

VI. PUBLIC COMMENTS ON AGENDA ITEMS ONLY – None

VII. PUBLIC HEARING

A. Special Land Use – Markets for the Sale of Farm Products – LaLonde

Kantrovich opened the public hearing at 7:33 p.m.

Fedewa provided an overview through a memorandum dated June 2nd.

Applicant, Robert LaLonde, was present and available to answer questions:

- Gardening has become a passion during retirement.
- Has identified a need for locally grown organic vegetables in this community.
- Intends to keep the garden at his primary residence, but may reduce the size.

Kantrovich closed the public hearing at 7:43 p.m.

VIII. OLD BUSINESS

A. Special Land Use – Markets for the Sale of Farm Products – LaLonde

The application was discussed by Commissioners and focused on:

- Have no issues with application, and are supportive of the request.
- Encouraged the applicant to review the State of Michigan’s Generally Accepted Agricultural Management Practices (GAAMPs) for Farm Markets, and to join the Michigan Farm Market Association.

Motion by Robertson, supported by Wilson, to **approve** the Special Land Use application to allow a Market for the Sale of Farm Products on property located at 14967 168th Avenue, based on the application meeting applicable requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance. The motion is subject to, and incorporates, the following report. **Which motion carried unanimously.**

Report

1. This approval is based on the affirmative findings that each of the following standards has been fulfilled:
 - A. The proposed use is consistent with, and promotes the intent and purpose of this Ordinance.
 - B. The proposed use is of such location, size, density, and character as to be compatible with adjacent uses of land and the orderly development of the district in which situated and of adjacent districts.
 - C. The proposed use does not have a substantially detrimental effect upon, nor substantially impair the value of, neighborhood property.
 - D. The proposed use is reasonably compatible with the natural environment of the subject premises and adjacent premises.
 - E. The proposed use does not unduly interfere with provision of adequate light or air, nor overcrowd land or cause a severe concentration of population.
 - F. The proposed use does not interfere or unduly burden water supply facilities, sewage collection and disposal systems, park and recreational facilities, and other public services.
 - G. The proposed use is such that traffic to, from, and on the premises and the assembly of persons relation to such use will not be hazardous, or inconvenient to the neighborhood, nor unduly conflict with the normal traffic of the neighborhood, considering, among other things: safe and convenient routes for pedestrian traffic, particularly of children, the relationship of the proposed use to main thoroughfares and to streets and intersections, and the general character and intensity of the existing and potential development of the neighborhood.
 - H. The proposed use is consistent with the health, safety, and welfare of the Township.

2. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.
 - B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.
 - C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
 - D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.
 - E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The 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.
 - F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
 - G. The 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.
 - H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.
 - I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.
 - J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.
 - K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.
 - L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
 - M. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.

- N. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
- O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

IX. NEW BUSINESS

A. Site Plan Review – Transfer Tool

Fedewa provided an overview through a memorandum dated June 2nd.

The project team was present and available to answer questions. Scott Coney, President/CEO of Transfer Tool Products spoke on behalf of the team:

- The expansion will allow the business to grow by about 50%.
- Currently hiring skilled laborers, but do not anticipate increasing the size of the workforce in relation to the expansion. It is likely that new employees will be needed in the future, but the timing is uncertain.

The application was discussed by Commissioners and focused on:

- Have no issues with application, and are supportive of the request.
- Pleased that the previous site plan approval for a new parking lot has enabled the business to continue growing.

Motion to conditionally approve the Site Plan Review application to allow Transfer Tool Products at 14444 168th Avenue to construct a 27,558 square foot manufacturing addition, 2,560 square foot addition to the administrative offices, and a driveway on Hayes Street. This is based on the application meeting applicable requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance. The motion is subject to, and incorporates, the following report and conditions:

1. Approval and compliance with all requirements set forth by the OCRC, OCWRC, and FAA. No building permits shall be issued until all permits have been obtained and copies provided to the Township.

Which motion carried unanimously.

Report

The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.
9. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.
10. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.
11. 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.
12. 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.
13. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
14. The site plans conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

15. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

B. Pre-Application Presentation – Reenders/OCRC PUD – Senior Living Campus

Fedewa provided an overview through a memorandum dated June 1st.

The project team was present and available to answer questions. Daniel Tosch, President of Progressive Associates, Inc. and Shirley Woodruff, Reenders Inc., Director of Development, spoke on behalf of the team:

- Provided a general overview of the proposed development including the amenities that will be offered.
- Average Occupancy Rates:
 - Village at the Pines Senior Community has an average occupancy of 90%, but is typically above 95%.
 - Grand Pines Assisted Living Center has an average occupancy of 80 – 95%.
- Grand Haven Area Public Schools (GHAPS) have provided conceptual approval of the crash gate and pathway connection at Rosy Mound Elementary and a second driveway for the Grand Haven High School onto Rosy Mound Drive.
- Hosted an informational session for the Cottage Hills residents at the senior campus in the City of Grand Haven. Approximately 20 residents attended and were provided a tour of the development.
- A Market Demand Analysis was conducted, which also assisted with determining the appropriate size for the senior apartments.
- The proposed senior apartments are not a typical multi-family building due to the number of amenities that are offered. If the square footage of the amenities was included in the minimum floor area calculations for each unit the room size would likely meet, or exceed, the requirement.
- The anticipated 3-story building height departure is strictly related to accessibility. The first floor units cannot be “garden” apartments because they are not accessible.
- The rent of approximately 40% of the senior apartment units will be income-based as compared to market-rate rents.
 - The percentage of affordable units to market-rate units, and average rental price is consistent with those found in the Village at the Pines Senior Community.
- Assisted living facility is not a skilled nursing facility that is licensed through the State of Michigan. Rather it is considered a “Home for the Aged” under State classifications.

- Assisted living facility would be constructed 1-2 years after the senior apartments are built.
- Has given consideration to multi-story assisted living facilities in the past, but found the residents prefer one-story. Partly because those suffering with memory issues can have difficulty operating an elevator.
- Intend to use building materials suitable for a traditional neighborhood aesthetic, which will consist of brick, stone, siding, etc.
- Generally, the development is constructed with energy efficiency in mind particularly with the selection of building materials and appliances.

The proposed development was discussed by Commissioners and focused on:

- Fedewa noted that multiple zoning districts and land use types are applicable to this development. It is also located in the US-31 Area Overlay Zone.
- Questioned if the development is supplying an adequate amount of outdoor recreation opportunities. The senior apartments are marketed to those 55+, which continues to be an active age group. Requested some of the open space be converted to provide active recreation, and noted that pickle-ball is a very popular sport for this age group.
- Requested the developer consider the inclusion of “nature paths” within the open space, so residents can enjoy more of the environment that will be preserved.
 - This is another opportunity to provide outdoor recreation, which can also evolve into other activities such as bird watching.
- Concerns were expressed over the anticipated departure request to reduce the minimum floor area for the senior apartment units. Some residents may confine themselves to their units, so it is important the units provide adequate floor area.
 - However, it was noted that some residents may voluntarily confine themselves because they do not enjoy participating in the social activities.
 - Should some of the amenities be eliminated to allow the size of the apartments to increase?
 - Can the amenities that are offered in both the apartments and assisted living facility (*e.g., beauty salon, spa, etc.*) be reduced and only offered once (*all residents would still have access to each amenity, but may have to travel to a different building*)? This would create more square footage within the buildings and allow the room sizes to increase.
 - Requested the developer provide comparative data to show the proposed room sizes are consistent with, or larger than, rooms offered at similar developments.

- Requested the developer provide data on the number of emergency vehicles that visit the site on a daily, weekly, monthly, and yearly basis to assist in the negotiation of a Payment in Lieu of Taxes agreement.
- Prefer to have green canopy roofs similar to those found in the City of Grand Haven senior living campus.
- Refuse containers should be placed in an inconspicuous location, such as the rear of buildings or near maintenance buildings.
- Ingress/egress access points must be aligned to improve internal traffic. The number of internal intersections should be reduced. Must have good traffic control signage to indicate, which vehicles have the right-of-way.
- If a second entrance along a public roadway is not going to be included, then the primary entrance needs to be larger to accommodate all the traffic.
- The Township may require a pathway to be constructed on Rosy Mound Drive that connects to the Lakeshore Drive pathway.
- Must provide a parking study to justify the request for additional spaces for the senior apartments.
- Formal documentation that is signed by GHAPS granting approval for the crash gate, pathway, and second driveway must be included with the application.

C. Integrated Assessment Presentation from University of Michigan

Fedewa provided an overview through a memorandum dated June 2nd.

Richard K. Norton, Professor and Chair with the University of Michigan's Taubman College of Architecture and Urban Planning presented the following information:

- The Resilient Michigan program and Integrated Assessment are not attempting to stop coastal development. Rather, the programs are attempting to have coastal development occur in a responsible manner. Doing so, protects the safety of residents, structures, and helps to mitigate unintended environmental consequences.
- The Great Lakes coastline is nearly equivalent to the combined coastlines of the Pacific Ocean, Atlantic Ocean, and the Gulf of Mexico.
- 291 municipalities abut one, or more, of the Great Lakes in Michigan.
 - Only ½ of these municipalities indicate they are a coastal community. It is typically communicated through the use of images (*i.e., a lighthouse*) on master plans and zoning ordinances.
- Provided an historical explanation of the legislation that allows municipalities to enter into joint Master Plan and Zoning Ordinance agreements.

The Assessment was discussed by Commissioners and focused on:

- Recommend incorporating “firewise” information as it relates to wooded areas and dune grass because it can be complicated and cumbersome to provide fire suppression to properties located within some of the Critical Dune Areas.
 - This is a public health and safety concern.
- Older neighborhoods within the Critical Dune Areas are beginning to have issues obtaining potable water due to the aging private/community well system, and difficulty of installing public water (*steep elevations, small lots, land available for utilities and easements, seasonal residents, etc.*).
- Recommended contacting MSU Extension and Ottawa County Planning and Performance Improvement Department to gain access to the research being conducted on water in this area.

X. REPORTS

A. Attorney Report

- Brief review of the Health Pointe Claim of Appeal.

B. Staff Report – None

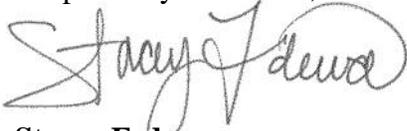
C. Other – None

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

XII. ADJOURNMENT

Without objection, the meeting adjourned at 9:23 p.m.

Respectfully submitted,



Stacey Fedewa

Acting Recording Secretary

16201 PORT SHELDON STREET
WEST OLIVE, MICHIGAN 49460

TELEPHONE 616-399-6121
FAX 616-399-7173

PORT SHELDON TOWNSHIP
OTTAWA COUNTY

June 7, 2016

CSX Railroad Company
945 Freeman Avenue SW
Grand Rapids MI 49503

RE: Notice of Planning

Port Sheldon Township Planning Commission will be updating the Township Master Plan. The purpose of this letter is to advise you of this activity and to invite your cooperation, comments and participation in our process in accord with Section 39 of the Michigan Planning Enabling Act (Act 33 of 2008), as amended.

Port Sheldon Township intends to distribute drafts of the plan update in digital format using its website, www.portsheldontwp.org. If you prefer a printed copy, please contact us at (616) 399-6121.

Thank you for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Van Malsen", followed by a long horizontal line extending to the right.

Josh Van Malsen, Chair
Port Sheldon Township Planning Commission



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: July 13, 2016
TO: Planning Commission
FROM: Stacey Fedewa, Community Development Director
RE: Integrated Assessment Update

BACKGROUND

As you know, GHT and the City of Grand Haven were selected to participate in “phase 2” of the Resilient Michigan project. Staff has been working with the University of Michigan (UM) and the Land Information Access Association (LIAA) to identify areas of the zoning ordinance that could be updated to have our Township become more resilient.

On June 6th Professor Richard Norton from UM met with the Planning Commission and discussed various issues. Additionally, UM and LIAA received the information on the top goals identified by the Commissioners.

The goal is to provide potential text amendments in late Fall 2016. At that point the Planning Commission and Township Board would determine which amendments should be incorporated into the ordinance.

PURPOSE

UM and LIAA will be attending the July 18th meeting to provide a short presentation covering the project goals and process so far. They will be presenting a range of options the Commission may consider adopting for each “key issue” that has been identified. They will be looking for your feedback to assist with remainder of the project.



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

Community Development Memo

DATE: July 13, 2016
TO: Planning Commission
FROM: Stacey Fedewa, Community Development Director
RE: Minor PUD Amendment Report

BACKGROUND

Section 17.11.6 of the Zoning Ordinance states, “all minor changes to an approved PUD shall be communicated by the zoning administrator to both the full Board and Planning Commission after they are processed.”

WALMART – MAY 2015

Walmart was approved to:

- Reface the ground sign and freestanding sign.
- Replace the wall signs.
- Upgrade the exterior materials and paint to match the new company color scheme.
- Renovate the interior.



EXISTING PYLON SIGN



PROPOSED PYLON SIGN

- New Walmart sign panel
- Paint cabinet Duranodic Bronze

COPPER STONE – JULY 2015

Copper Stone was approved to reduce the number of streetlights to 14, and slightly alter their location. The approved plan contained 33 streetlights, which far exceeded the number required by the Subdivision Control Ordinance.

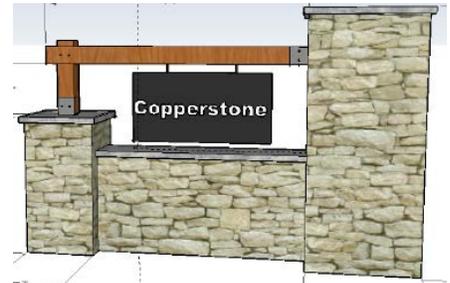
Partly, this was due to cost savings. Consumers Energy will no longer allow Special Assessment Lighting Districts on private roads. As such, there is a higher cost for the metered pedestals that is billed directly to the development.



COPPER STONE – NOVEMBER 2015

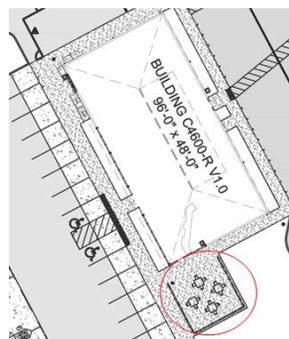
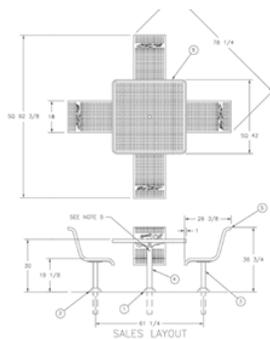
Copper Stone was approved for two amendments concerning landscaping and signage. After a landscape contractor was hired they found the plants identified on the approved landscape plan were not native to Michigan, susceptible to disease, or difficult to source. Instead, they utilized sustainable species that are native to Michigan and easy to source.

Additionally, rather than having lighthouses as the entryway feature they were approved to use a stone wall with wooden accents.



SPEEDWAY – APRIL 2016

Speedway was approved to reduce the number of outdoor seating tables from 4 to 2.



PIPER LAKES – APRIL 2016

Piper Lakes was approved for two amendments concerning exterior building materials and building height.

Exterior building materials – the original materials were comprised of brick and siding with a color range of red, green, and tan. The revised materials are stone and siding with a color range of gray, blue, and white.

Building height – while drafting the construction documents and researching high quality materials the developer revised the floor structure design and thickness to ensure a quality end-product. In order to accommodate this change the building height increased by 10” for an overall new building height of 36’-2”.



PIPER LAKES – MAY 2016

Piper Lakes was approved to have an additional height increase of 6” resulting in an overall new building height of 36’-8”.

This additional height increase is directly related to meeting the new Energy Code regulations.

The additional spacing affords enough room to install the HVAC duct work, and will allow the contractor to have adequate room to seal the duct work in order to meet the “air-leakage” standards of the Energy Code.

GRAND HAVEN GOLF CLUB (GOLF VIEW SUBDIVISION) – MAY 2016

The Golf View Subdivision, which is part of the Grand Haven Golf Club PUD, was approved to reduce the rear yard setback of the remaining lots by 10 feet.

Only 2 of the 5 lots have been constructed and the builder—Redstone Homes—believes that constructing homes substantially similar to those found in The Retreat (*also part of the GH Golf Club PUD*) would have more success. However, the homes in The Retreat were too large for the Golf View building envelope. As such, they were granted a 10 foot departure for the rear yard setback.



BIGNELL RIDGE – JUNE 2016

Bignell Ridge was approved to add enclosed sunrooms to some (*or all*) of the condominium units.

Views of Existing Sunrooms & Decks

Utilizing Section 17.11.5, which allows staff to send an amendment request to the Township Board to determine if the request is minor or major. On June 13th the Township Board approved the request to add 12' x 14' enclosed sunrooms to certain units (*this is an upgrade option that is available to allow customization*).



TIMBER VIEW – JULY 2016

Timber View was approved to add a dog park. The approved dog park is approximately 4,500 square feet in size and is enclosed by a 4' tall fence, which will allow dogs to play off-leash.



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