

**Minutes of the regular meeting of the Georgetown Township Planning Commission, held  
Wednesday, November 2, 2016**

Meeting called to order by Chairman Honderd at 7:30 p.m.

Present: Greg Honderd, Richard VanderKlok, Don Hebler, Donna Ferguson, Jeannine Bolhouse,  
Steve Hall

Absent: Tim Smit

Also present: Mannette Minier, Zoning Administrator

**#161102-01 – Agenda for November 2, 2016**

Moved by Richard VanderKlok, seconded by Steve Hall, to approve the agenda as submitted.

MOTION CARRIED UNANIMOUSLY.

**#161102-02 – Minutes of the regular October 5, 2016 meeting**

Moved by Richard VanderKlok, seconded by Donna Ferguson, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

**#161102-03 – (PUD1603-01) Final Development Plan for phase 1 for the 44<sup>th</sup> St. /8<sup>th</sup> Ave. PUD**, for a gas station/convenience store, retail/bank building, drive-through restaurant and three apartment buildings on a parcel of land described as P.P. # 70-14-26-200-077, located at 850 44<sup>th</sup> St., in a (PUD) Planned Unit Development district, Georgetown Township, Ottawa County, Michigan.

Don DeGroot, Exxel Engineering, represented the applicant and presented the request. He asked the Planning Commission to considering eliminating some of the northern sidewalk that extended toward the street.

The Zoning Administrator presented a [staff report](#).

Richard VanderKlok stated that he was in favor of keeping the sidewalk as shown on the plan and that the layout was acceptable.

Greg Honderd said that the sidewalk should be left as shown with the two options and the overall layout was acceptable.

Don Hebler said that the extension was too close to the street and he didn't think pedestrians should be encouraged to cross the busy street.

Steve Hall said that both options were good or the extra could be eliminated.

There was discussion on the items left for the Planning Commission's determination.

The applicant stated that the request for wall signs on all the walls including three sides of the gas station/convenience store building.

**Moved by Jeannine Bolhouse, seconded by Don Hebler, to allow as part of the PUD approval three signs on three walls of the gas station/convenience store building and two signs on two walls of the rest of the buildings.**

**MOTION CARRIED UNANIMOUSLY.**

**Moved by Don Hebler, seconded by Donna Ferguson, to approve the freestanding ground-mounted sign at the corner of 44<sup>th</sup> St. and 8<sup>th</sup> Ave. as proposed in the submittal material, to be a maximum of 7 feet high at the columns and to have an area of 68 square feet.**

**MOTION CARRIED UNANIMOUSLY.**

It was noted that the proposed sign on 44<sup>th</sup> St. was consistent with the one for Dr. Lee's dental office previously approved.

**Moved by Don Hebler, seconded by Steve Hall, to approve the ground mounted freestanding sign at the northwest entrance on 44<sup>th</sup> St. as proposed with a 3 foot deviation to be located at the same distance from the centerline of 44<sup>th</sup> St. as the existing sign for the dental office and with the 8<sup>th</sup> Ave. sign to have the same 3 foot deviation from the ordinance requirement for location from the centerline of 8<sup>th</sup> Ave., and with the heights as proposed in the submittal documents.**

Yeas: Richard VanderKlok, Don Hebler, Donna Ferguson, Jeannine Bolhouse, Steve Hall

Nays: Greg Honderd

Absent: Tim Smit

**MOTION CARRIED.**

The chairman opened the floor to public comments. No one was present to make public comments on this item. The chairman closed the floor to public comments.

**Moved by Richard VanderKlok, seconded by Jeannine Bolhouse, to adopt the staff report as finding of fact and to approve (PUD1603-01) Final Development Plan for phase 1 for the 44<sup>th</sup> St./8<sup>th</sup> Ave. PUD, for a gas station/convenience store, retail/bank building, drive-through restaurant and three apartment buildings on a parcel of land described as P.P. # 70-14-26-200-077, located at 850 44<sup>th</sup> St., in a (PUD) Planned Unit Development district, Georgetown Township, Ottawa County, Michigan, as shown on the following, and with the sidewalk to be placed as shown on the plans:**

- a. [Sheet 1 of 3](#) dated 9/26/16 REVISED,
- b. [Sheet 2 of 3](#) dated 9/26/16 REVISED,
- c. [Sheet 3 of 3](#) dated 9/26/16 REVISED,
- d. The [narrative](#) dated 9/19/2016,
- e. The [plans](#) for [the townhomes](#) and for the [convenience store/gas](#) station,
- f. The sign details provided for the [two entry signs](#) and one at the [corner](#).

**On the basis that the following are met:**

- a. **Qualifying conditions in Sec. 22.2.**

- b. **The proposed PUD is compatible with surrounding uses of land, the natural environment, and the capacities of public services and facilities affected by the development.**
- c. **The proposed uses within the PUD will not possess conditions or effects that would be injurious to the public health, safety, or welfare of the community.**
- d. **The proposed project is consistent with the spirit and intent of the PUD District, as described in Section 22.1 and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.**
- e. **The proposed PUD meets all the site plan requirements of Chapter 22 including Sec. 22.8, D.**

**Based on the Planning Commission determination that any regulatory modification from traditional district requirements are approved through a finding that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards, as shown on the plans and including the following:**

- a. **Wall signs are allowed as follows: three signs on three walls of the gas station/convenience store building and two signs on two walls of the rest of the buildings.**
- b. **The freestanding ground-mounted sign at the corner of 44<sup>th</sup> St. and 8<sup>th</sup> Ave. is allowed to be constructed as proposed in the submittal documents: a maximum of 7 feet high a deviation of three feet, and is allowed to have an area of 68 square feet which exceeds the maximum of 50 square feet per side by 18 square feet required Sec. 25.6(B)(2) and to be 12 feet from the right-of-way line, a deviation of 3 feet from Sec. 25.6(B)(2) which requires a minimum of 15 feet.**
- c. **For the ground mounted freestanding entrance signs: at the northwest entrance on 44<sup>th</sup> St. as proposed with a 3 foot deviation to be located at the same distance from the centerline of 44<sup>th</sup> St. as the existing sign for the dental office and with the 8<sup>th</sup> Ave. sign to have the same 3 foot deviation from the ordinance requirement for location from the centerline of 8<sup>th</sup> Ave., and with the heights as proposed in the submittal documents.**

**And with the following conditions:**

1. **A recorded PUD agreement (according to Sec. 22.11) is submitted prior to the submission of a building permit application for this phase.**
2. **Approval from the Ottawa County Water Resources Commission is required.**
3. **As per Sec. 22.2(B), the site must be serviced by public water and sanitary sewer, which is to be coordinated with the Department of Public Works.**
4. **All outstanding fees are paid prior to any building permits being issued.**
5. **Sign permits are required for all sign installation.**
6. **Each individual unit of a two-or multiple family dwelling unit shall be provided with an attached enclosed garage with a minimum of 200 square feet.**
7. **The architectural design and all structures and elements of future phases shall coordinate with the elevations provided and approved.**
8. **The light poles shall have a maximum height of 25.**
9. **All development and construction shall be compliant with the Fire Codes.**
10. **The following must be submitted to the Township prior to the time a building permit application is submitted to the Township.**
  - a. **Proposed deed restrictions, covenants, or similar legal instruments to be used within the PUD.**
  - b. **A Storm Water Drain Permit from the Water Resources Commission's Office.**
  - c. **PUD agreement as per Sec. 22.11.**

- d. **Either the deed restrictions or the PUD agreement shall contain language related to the maintenance of the open space and the landscaping.**

**MOTION CARRIED UNANIMOUSLY.**

**#161102-04 – (ST1617) Fillmore Woods Site Condo Development, P.P. # 70-14-06-100-010, located at 4590 Fillmore. The request is for site plan approval for a site condo development for ten lots in the Agriculture district. Septic systems and private water wells are proposed.**

Rick Pulaski, Nederveld, represented the applicant and presented the request.

The Zoning Administrator presented a [staff report](#).

Greg Honderd noted that private streets can have problems associated with snow removal and maintenance.

It was noted that the sidewalks and pedestrian pathway on Fillmore were required by the Township Board.

The chairman opened the floor to public comments. No one was present to make public comments on this item. The chairman closed the floor to public comments.

**Moved by Richard VanderKlok, seconded by Steve Hall, to adopt the staff report as finding of fact and to approve the site plan (ST1617) Fillmore Woods Site Condo Development, P.P. # 70-14-06-100-010, located at 4590 Fillmore for a site condo development for ten lots in the Agriculture district, as shown on the site plan dated drawn Checked 10/03/2016, based on the findings that if the conditions of approval as attached are satisfied, the applicable standards of the ordinance will be met,**

**And based on the following conditions of approval:**

- a. **Building envelopes. All lots meet minimum lot width and area requirements. The building envelopes appear to meet setback requirements, but will be reviewed for exactness at the time a building permit application is submitted for each lot and each structure is required to meet ordinance standards. The minimum setback for lots 1 and 10 is 100 feet from the centerline of Fillmore.**
- b. **Sidewalks and path. The developer shall install the 8 foot wide path, as per Township specifications, along Fillmore prior to the submission of the first building permit application and sidewalks shall be installed as per the Township Sidewalk Ordinance adjacent to the street as required by the Township Board.**
- c. **Streetlights. The developer and property owners shall be financially responsible for any streetlights.**
- d. **Road. An approval letter shall be obtained and submitted from the Ottawa County Road Commission prior to the submission of the first building permit application. The private street shall be installed as per Ottawa County Road Commission standards for a public street. A legal instrument shall be provided for the perpetual maintenance of the private street prior to the submission of the first building permit application.**

- e. **Storm Water Drain Permit.** Sec. 19.4(O) requires that the location and size of all surface water drainage facilities are provided. Provide a Storm Water Drain Permit (approval from the Ottawa County Water Resources Commission) prior to the submission of the first building permit application.
- f. **Lowest building envelopment.** A list of the lowest building opening for each lot shall be provided prior to the submission of the first building permit application.
- g. **Revised site plan is required showing wells and septic systems and revised building envelopes (if applicable).** Since the site will not be served by public water and sanitary sewer, provide the septic locations and well locations on each site and show the building envelope is affected (if at all) prior to the submission of the first building permit application.
- h. **Health Department.** Provide approval from the Ottawa County Health Department prior to the submission of the first building permit.
- i. **Self-created situation by the developer.** The layout of the lots, wells and drain fields are all situations self-created by the developer. This is noted in case in the future any variances are requested due to the location of any of these elements.
- j. **Garages are required.** All houses shall have a minimum 400 square foot attached garage.
- k. **Fees.** All fees, including deferred assessments, shall be paid prior to the submission of the first building permit application for construction within the site condo development.
- l. **Fees for Township attorney.** The developer shall be responsible to pay any costs associated with the Township Attorney reviewing the Master Deed prior to the submission of the first building permit application for construction within the development.
- m. **Signs.** All signs require approved permits and all signs shall meet ordinance requirements. If any signs are to be installed, a copy of the easement shall be provided to the Township and shown on a revised site plan, along with sign details and dimensions to the centerline of Fillmore. Further, a legal instrument shall be provided for the perpetual maintenance of the sign prior, to the issuance of a sign permit.
- n. **Surveys.** Surveys shall be submitted as required in the Zoning Ordinance prior to construction commencing.

**MOTION CARRIED UNANIMOUSLY.**

**#161102-05 – (REZ1602) Ordinance 2016-05** To change from (OS) Office Service Commercial to (CS) Community Service Commercial a parcel of land described as P.P. # 70-14-22-366-001, located at 2141 Port Sheldon, Georgetown Township, Ottawa County, Michigan.

Karl Droppers, present of MVP Sports Club, represented the applicant and presented the request.

The Zoning Administrator presented a [staff report](#).

The chairman opened the public hearing. No one was present to make public comments on this topic. The chairman closed the public hearing.

Moved by Don Hebler, seconded by Donna Ferguson, to adopt the staff report as finding of facts and to recommend to the Township Board to approve the following resolution because the proposed zoning designation is **consistent** with the Master plan and the Future Land Use Map for the area; the area is **capable** of sustaining the uses within the CS district without addition public funds; the uses allowed within the CS district are **compatible** with the neighboring uses:

**Georgetown Charter Township  
Ottawa County, Michigan  
(Ordinance No. 2016-05)**

At a regular meeting of the Georgetown Charter Township Board held at the Township offices on \_\_\_\_\_, 2016, beginning at 7:30 p.m., Township Board Member \_\_\_\_\_ made a motion to adopt this Ordinance, which motion was seconded by Township Board Member \_\_\_\_\_:

**AN AMENDMENT TO THE GEORGETOWN CHARTER TOWNSHIP  
ZONING ORDINANCE, AS AMENDED, AND MAP**

THE CHARTER TOWNSHIP OF GEORGETOWN (the "Township") ORDAINS:

ARTICLE 1. The map of the Georgetown Charter Township Zoning Ordinance, as amended, is hereby amended to read as follows:

**(REZ1602) Ordinance 2016-05** To change from (OS) Office Service Commercial to (CS) Community Service Commercial a parcel of land described as P.P. # 70-14-22-366-001, located at 2141 Port Sheldon, Georgetown Township, Ottawa County, Michigan.

Except as expressly modified by the above, the balance of the Zoning Map of the Georgetown Charter Township Zoning Ordinance, as amended, shall remain unchanged and in full force and effect.

ARTICLE 2. Severability. In the event that any one or more sections, provisions, phrases, or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions, phrases, or other words of this Ordinance.

ARTICLE 3. Except as specified above, the balance of the Georgetown Charter Township Zoning Ordinance, as amended, and map shall remain unchanged and in full force and effect.

ARTICLE 4. Effective Date. The provisions of this Ordinance shall take effect upon the expiration of seven (7) days from the date of publication of this Ordinance or a summary of its provisions in accordance with the law.

The vote in favor of adopting this Ordinance was as follows:

Yeas:

Nays:

Absent:

MOTION CARRIED UNANIMOUSLY AND ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by Georgetown Charter Township Board at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Dated: \_\_\_\_\_, 2016

By \_\_\_\_\_

Richard VanderKlok  
Georgetown Charter Township Clerk

MOTION CARRIED UNANIMOUSLY.

**#161102-06 – Other Business**

**#161102-07 – Public Comments**

**#161102-08 – Adjournment**

The meeting was adjourned at 8:30 p.m.