

**Minutes of the regular meeting of the Georgetown Township Planning Commission, held  
Wednesday, February 20, 2019**

Meeting called to order by Township Clerk/Board Representative on the Planning Commission, Richard VanderKlok, at 7:00 p.m.

Present: Richard VanderKlok, Jessica Ulberg, Donna Ferguson, Tim Smit, Jeannine Bolhouse,  
Josiah Samy

Absent: None

Also present: Mannelle Minier, Zoning Administrator

**Richard VanderKlok recognized Greg Honderd for his many years of service to the Township, including his membership on the Planning Commission, ZBA and Mining Board, and acknowledged the loss that the Township is experiencing at his passing on February 3, 2019. Members of the Planning Commission all commented on his great leadership and service to the community, as well as his community-wide and individual impact.**

**#190220-01 – Election of New Officers**

Moved by Jeannine Bolhouse, seconded by Donna Ferguson, to elect Tim Smit as chairperson.

MOTION CARRIED UNANIMOUSLY.

Moved by Donna Ferguson, seconded by Jessica Ulberg, to elect Josiah Samy as vice chairperson.

MOTION CARRIED UNANIMOUSLY.

Moved by Tim Smit, seconded by Josiah Samy, to elect Donna Ferguson as secretary.

MOTION CARRIED UNANIMOUSLY.

**#190220-02 – Agenda for February 20, 2019**

Moved by Richard VanderKlok, seconded by Tim Smit, to approve the agenda as submitted.

MOTION CARRIED UNANIMOUSLY.

**#100220-03 – Minutes of the January 16, 2019 meeting**

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

MOTION CARRIED UNANIMOUSLY.

**#190220-04 – (PUD1901) (Ordinance No. 2019-01) L&V Development Co., 3373 Busch Dr., is requesting (rezoning from LDR to PUD) preliminary planned unit development approval for Sheldon Crossings, for attached condominiums, and for final development plan approval for phase 1, on a parcel of land described as P.P. # 70-14-21-300-002, located at 3045 Port**

**Sheldon St., Georgetown Township, Ottawa County, Michigan** ([application and narrative](#), [preliminary and final development plan](#), [grading plan](#), [utility plan](#), [triplex](#), [duplex](#)).

Todd Stuive, Exxel Engineering, represented the applicant and presented the request.

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

Richard VanderKlok stated the following. The deviations were acceptable and the PUD proposal was consistent with the Master Plan. This is a great addition to the community and he supported the development.

Tim Smit said that the deviations were acceptable. He asked if additional screening could be provided and if the condos would be owner-occupied.

Todd Stuive stated the following. The condos would be owner-occupied. The plan only shows the required landscaping. However, they want to have additional screening in both directions. They intended to save as many of the existing trees as possible and to fill in the blank spots.

Josiah Samy stated that the deviations were acceptable and the development was laid out well, being the perfect buffer between the LDR and MHR.

Jessica Ulberg said that the deviations were acceptable and she was in favor of the proposal.

The chairperson opened the public hearing.

Scott Veltman, 3078 CreekRidge Dr., stated the following. He likes the plan but is concerned with the screening because 200 feet of woods has been removed. Arbor Heights provides more of a buffer. The plan was helpful and he likes the shorter streetlights. This is a good design. He asked about the note on the plan for 2 to 4 unit buildings when the current building shown were 2 to 3 unit buildings. He asked if the plans would be changed for phase 2. He questioned reducing the required 40 foot setbacks and that 27 feet is not far.

The chairperson closed the public hearing.

Todd Stuive stated the following. The MDR setback is less than the LDR setback. The setback is actually at least 45 feet or more from the property line to the deck and the standard regulations in the Zoning Ordinance allows a deck to project 12 feet into the 40 foot required setback. So what is proposed it actually a greater setback. The reduction is proposed for the interior public street that intersects the development and not along the exterior edges of the property. If a plat was developed on this property, the setbacks would be less than proposed for this development. There is also an open space area in the corner. There was a change to connect the interior private street at the request of the Fire Department. By extending and connecting the road, the four-unit buildings were removed from the plan, even though they are noted in the deviation table. The footprint and floorplans will be the same for both phases. Screening will be added.

The Zoning Administrator noted that the landscaping and screening meets ordinance standards.

**Moved by Richard VanderKlok, seconded by Josiah Samy, to adopt the staff report as finding of fact and to recommend to the Township Board to approve the following resolution:**

**Georgetown Charter Township  
Ottawa County, Michigan  
(Ordinance No. 2019-01)**

At a regular meeting of the Georgetown Charter Township Board held at the Township offices on \_\_\_\_\_, 2019, beginning at 7:00 p.m. and after the second public hearing was held, Township Board Member \_\_\_\_\_ made a motion to adopt the staff report as finding of fact and to adopt this Ordinance, as recommended by the Planning Commission, 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:

**(PUD1901) (Ordinance No. 2019-01)** L&V Development Co., 3373 Busch Dr., preliminary planned unit development approval (rezoning from LDR to PUD) for Sheldon Crossings, for attached condominiums, and for final development plan approval for phase 1, on a parcel of land described as P.P. # 70-14-21-300-002, located at 3045 Port Sheldon St., Georgetown Township, Ottawa County, Michigan, as shown on the following documents:

- (A) Preliminary and Final Development Plans dated 1/16/2019
- (B) Application and narrative

**Based on the determinations that:**

1. The proposal is consistent with the Master Plan.
2. The proposal meets the ordinance requirement for pedestrian walkways.
3. The proposal meets the ordinance requirement for architecture.
4. The proposal meets the ordinance requirement for traffic.
5. The proposal meets the ordinance requirement for open space.
6. The proposal meets the ordinance requirement for uses that are allowed.
7. The proposal meets the standards of approval.

**Based on the findings that:**

1. The qualifying conditions in Sec. 22.2 are met:
2. The information as per Sec. 22.5 is provided, and
3. The plan meets the ordinance requirements of Sec. 22.10 as follows:

- a. The qualifying conditions in Sec. 22.2 are met;
- 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 Section 22.8, D.
- f. The deviations, regulatory modification from traditional district requirements, are approved through a finding by the Planning Commission that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards, with deviations as follows:

- **Attached dwellings.** In the current LDR zoning, single family houses are allowed and attached dwelling units are not allowed. They are allowed in the higher density residential districts only (unless in a PUD). The plan proposes 30 condominium buildings with a total of 71 total units. Of the 21.5 acres, 7 acres is proposed to be open space, which exceeds the 20% minimum. For the 21.5 acres used in the density computation, with 3 units allowed per acre as per the Master Plan, 64 total units are allowed and the plan proposes 71. That is 7 more units than allowed per the Master Plan density. However, the narrative notes this area is a transition from the LDR to the west and the medium/high density residential area. Note also that the Master Plan is not intended to be parcel specific, but rather the lines should be considered to be wider. The Planning Commission will have to determine if the 11% additional units meet the intention of the Master Plan and if they should be allowed.
- **Distance between buildings.** Footnote (j), which is applicable to the MHR district in Chapter 24, requires a minimum of 25 feet between contiguous buildings. The plan proposes a minimum of 18 feet, which is 7 less than the regulatory 25 feet.
- **Setbacks.** With the current LDR zoning, a minimum front yard setback of 40 feet is required and is to be measured from a point 60 feet from the centerline of Port Sheldon. This is met along Port Sheldon. The plan proposes a minimum of a 35 foot front yard setback north and south of Meadowview Dr. This is 5 feet less than the 40 feet required for the conventional LDR zoning. Side yards are proposed to be a minimum of 50 feet which exceeds the 10 foot required in LDR. The rear along the northern property line is proposed to be 40 feet which meets the current LDR standard.
- **Sign.** Sec. 25.2(L) defines a plat entry sign as a sign placed as a road entrance to a subdivision, mobile home park or multiple-family development. Since this is a multiple-family development, the plat entry sign is what would be allowed. Sec. 25.6(A)(5) allows plat entry signs as follows: two per road entrance each not exceeding a total area of 64 square feet in area nor 3 feet in height, and setback a minimum of at least 10 feet from 60 feet from the centerline of Port Sheldon (total of 70 feet from the centerline). Only one sign is proposed and is shown as 5.5 feet high (**a deviation of 2.5 feet from the maximum of 3 feet**) and to have 46.75 square feet in area (less than the maximum of 64 square feet allow). The sign is proposed to be located 58 feet from the centerline (**a deviation of 12 feet from the minimum of 70 feet from the centerline**).

**And with the following conditions:**

1. **Each unit shall be a minimum of 1,150 square feet in area with a minimum of 400 square foot attached garage.**
2. **A Storm Water Drain Permit (written approval by the Drain Commissioner's office) shall be submitted to the Township prior to the submission of the first building permit application.**
3. **Utilities are to be coordinated with the DPW and Drain Commissioner's office.**
4. **As per Sec. 22.11, a recorded PUD agreement shall be submitted to the Township prior to the submission of the first building permit application, as noted on the plan.**
5. **Approved permits are required for all signs and all signs shall meet the details listed in the submittal documents or in the ordinance standards.**
6. **As per language noted on the plan, the developer is voluntarily providing the deceleration taper lane to be constructed as per Ottawa County Road Commission standards.**
7. **The approval of the final development plan is contingent upon the Board approving the preliminary plan with rezoning. The approval of the final development plan is effective upon the effective date of the rezoning.**
8. **A demolition permit is required for the demolition of the existing.**

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: \_\_\_\_\_, 2019

By \_\_\_\_\_  
Richard VanderKlok  
Georgetown Charter Township Clerk

Josiah Samy said that Todd Stuive did a great job presenting the proposal and explaining the screening.

MOTION CARRIED UNANIMOUSLY.

**Moved by Richard VanderKlok, seconded by Jessica Ulberg, to adopt the staff report as finding of fact and to approve the final development plan contingent upon the Township Board approving the preliminary development plan and the approval of the final development plan to be effective upon the effective date of the PUD preliminary plan rezoning; and with the following conditions:**

- 1. Each unit shall be a minimum of 1,150 square feet in area with a minimum of 400 square foot attached garage.**
- 2. A Storm Water Drain Permit (written approval by the Drain Commissioner’s office) shall be submitted to the Township prior to the submission of the first building permit application.**
- 3. Utilities are to be coordinated with the DPW and Drain Commissioner’s office.**
- 4. As per Sec. 22.11, a recorded PUD agreement shall be submitted to the Township prior to the submission of the first building permit application, as noted on the plan.**
- 5. Approved permits are required for all signs and all signs shall meet the details listed in the submittal documents or in the ordinance standards.**
- 6. As per language noted on the plan, the developer is voluntarily providing the deceleration taper lane to be constructed as per Ottawa County Road Commission standards.**
- 7. The approval of the final development plan is contingent upon the Board approving the preliminary plan with rezoning. The approval of the final development plan is effective upon the effective date of the rezoning.**
- 8. A demolition permit is required for the demolition of the existing.**

MOTION CARRIED UNANIMOUSLY.

**#190220-05 – Adjournment**

The meeting was adjourned meeting at 7:47 p.m.

MOTION CARRIED UNANIMOUSLY.