

**MINUTES  
PARK TOWNSHIP  
PLANNING COMMISSION**

Park Township Hall  
52 152<sup>nd</sup> Street  
Holland, MI 49424

Regular Meeting  
May 8, 2019  
6:30 P.M.

**DRAFT COPY**

**CALL TO ORDER:**

Chair Pfost called to order the regular meeting of the Park Township Planning Commission at 6:30 P.M., held in the Township Hall at the Park Township Office.

**ATTENDANCE:**

Present: Terry DeHaan, Rosemary Ervine, David Kleinjans, Denise Nestel, Jeff Pfost

Absent: Dennis Eade, Diana Garlinghouse

Staff: Greg Ransford, Planner, Dan Martin, Legal Counsel, Howard Fink, Township Manager

**APPROVAL OF AGENDA:**

Motion by DeHaan , supported by Ervine , to approve the agenda as submitted.

Voice Vote:

Ayes 5, Nays 0. Motion carried.

**APPROVAL OF MINUTES:**

Martin noted that in his review of the draft of the April minutes he noted some inconsistencies with the Planning Commission's written report on the Reserve PUD signed by the Chair. He asked that the Planning Commission carefully review these and recommended that any corrections to be made are done at this meeting and that the revised minutes showing the original language and the corrected, revised language could be approved at the next meeting, which is in compliance with the Open Meeting Act. All agreed to this procedure since there were many corrections that other members noted needed to be made.

Pfost asked, from a procedural standpoint, would it be worthwhile to send the subsequent draft minutes of future Planning Commission meetings to the Planning Commission members for additional editing.

Martin noted that the draft minutes have to be available in eight days from the meeting date so this could be problematic.

Pfost asked about the possibility of an editorial subcommittee.

Fink advised against this. If there are changes those could be e-mailed to the recording secretary. If it doesn't change the context of the minutes the recording secretary would note that for the Planning Commission's attention at the next meeting.

Martin advised that: 1) when people edit the minutes, they might make substantive changes. The primary intent of having someone edit the draft minutes is to address the typographical errors only, not to make substantive changes to the content; and 2) the edited draft minutes will be reviewed and approved by the Planning Commission at the next meeting. An editorial subcommittee appointed by the Planning Commission would be an official committee, meaning a public body that can only meet in compliance with the Open Meetings Act rules. The intent is to bring a corrected draft to the next meeting.

Nestel pointed out that a draft should be available to the Township Board at its meeting, where it will address the Reserve PUD, which is the following day. A delay in approving the corrected minutes presents a potential problem for their review.

Martin suggested tabling the review of the minutes until the end of the meeting, making the corrections at that time during the present meeting, and then approving the corrected minutes at tonight's meeting.

Kleinjans moved, supported by DeHaan, to postpone the discussion and approval of the minutes until the end of the agenda.

Voice Vote:

Ayes 5, Nays 0. Motion carried.

#### **A. – Beachwalk Cottages Planned Unit Development – Minor Amendment Request**

Ransford introduced the item. On May 9, 2018 the Planning Commission recommended approval of the Beachwalk Cottages Condominiums Planned Unit Development (PUD) to the Park Township Board of Trustees, who subsequently approved the PUD. At the October 25, 2018 special meeting, the Planning Commission approved modifications to the related landscape plan. At that time, the Planning Commission determined that should there be any changes regarding the fencing design the applicant would have to return to the Planning Commission for review and approval. Following significant construction and site preparation on

the property, the applicant seeks to revise their approved PUD by adding fencing and modifying two (2) single-family units to add a third stall garage.

Should the Planning Commission agree with the proposal, approval of the amendments rest with the Planning Commission. No recommendation to the Board of Trustees is necessary.

Proposals by the applicant:

### **1. Fencing**

Pursuant to the October 25, 2018 approval, the Planning Commission conditioned that the installation of a fence will require review and approval by the Planning Commission. The applicant has provided a narrative regarding their request as well as three-dimensional photos illustrating the existing conditions and intended conditions as a result of the fencing. The applicant states that they do not intend to stain or paint the proposed fence. The landscaping will not change.

### **2. Third Stalls**

As shown in the submission, the applicant seeks to add a third stall garage to Unit 5 and Unit 16, which requires flipping the dwelling (east to west or width-wise) to accommodate the additional stall.

Ransford suggested consideration of the applicant's two requests.

Pfost requested a motion to approve the request by the applicant pending discussion.

Ervine moved, supported by DeHaan, to approve the requests. Chairperson Pfost asked for discussion on the motion.

All members of the Planning Commission were in consensus with the applicant's request.

Nestel agreed that changing the fence design was necessary.

DeHaan recalled the applicant would return with any changes.

Ervine noted the proposal would be an improvement to the development

Kleinjans said it was a positive move. He added it doesn't look as bare now since the tree canopy is more obvious.

Applicant, Tim Hitson, partner in the development, spoke to the request. It will not be a solid fence – they are trying to do something interesting with the design. There will be alternating eight and six foot sections that will have an open design that will be welcoming, going with wood which will blend in with the surroundings. He noted, with regard to the second request, that the additional third stall garages for two units will not affect any open space.

Voice Vote:

Ayes 5, Nays 0. Motion carried to approve the fencing and stall minor amendments.

**B. NHP Update**

**1. Ottawa Beach Workshop Report**

Ransford reviewed the important points regarding this report from the meeting with the residents in August 2018. The residents do not want have new commercial or retail home occupations. They requested some restrictions on recreational fires, and to strengthen the public trust for land protection in the area. There was a lot of discussion regarding signage because of the amount of traffic in the community. The residents are concerned about their ability to make the nonconforming structures more conforming. Ransford and Fink have a focus group scheduled on Monday, May 13 at 5:30 P.M. with the Ottawa Beach residents before bringing their recommendations to the Planning Commission for any zoning ordinance changes.

Pfost asked if Planning Commission presence is welcome at this meeting.

Fink said members of the Planning Commission are welcome, however, he advised attendance should be as observers only. There will be an opportunity for Planning Commission deliberation at a later time. Letters were sent to residents in the area. It will be a focus group meeting at the Township. If there is a consensus the recommendations will be submitted to the Planning Commission for review.

Nestel asked about short term rentals.

Martin said the State Legislature is addressing this and considering taking it away from local government's control. If the Legislature takes it away from local control, then the Township will be preempted from enforcing regulation of short term rentals.

Fink asked if the Legislature has traction for this issue.

Martin said he understands it has gained more traction than last year. If the Legislature doesn't pass it then short term rentals will remain under local control.

Martin added that vacation rental by owners is an important lobby influence and it is important to note that a lot of these properties are owned by realtors. In Holland, when you have a State Park by the Lake, people want to rent properties all summer long. Some local control is desired in the areas where short term rentals are permitted.

Ransford said it is not their intent to address this issue at the Monday meeting because the participants at the workshop overwhelmingly wanted to regulate short term rentals themselves rather than the township.

Fink said the vast majority of people do not want local ordinances to regulate these rentals.

Pfost asked about Master Plan updates that are available. He requested hard copies for the Planning Commission members.

Kleinjans noted that some parts of sections appear to be out-of-date in the online format of the Master Plan. He will e-mail to Ransford the areas he had questions about.

Pfost thanked Fink and Ransford for their effort in this area.

## **2. Future Workshops**

Fink said the final NHP meeting will be scheduled in June.

### **PUBLIC COMMENT**

Pfost opened Public Comment at 7:00 P.M.

There was no comment.

Pfost closed Public Comment at 7:00 P.M.

### **MINUTES** Review and Correction:

Martin said the corrected minutes will show redlined changes, including both the original language and the corrected language. The Planning Commission may approve the corrected minutes at this meeting as corrected.

Members of the Planning Commission focused on The Reserve discussion to correct any discrepancies.

Ransford recorded the recommended edits in the draft copy of the minutes and will make them available for review by the Township Board on May 9, 2019.

Ervine moved, supported by Kleinjans, to approve the minutes of April 10, 2019 as corrected.

### Voice Vote:

Ayes 5, Nays 0. Motion carried.

### **ANNOUNCEMENTS**

The next meeting date is June 12, 2019.

### **ADJOURNMENT**

Ervine moved, supported by Kleinjans, to adjourn the Regular Meeting at 7:45 P.M.

Voice Vote:

Ayes 5, Nays 0. Motion carried.

Respectfully submitted,

Judith R. Hemwall  
Recording Secretary  
May 10, 2019

Approved: