

**MINUTES
PARK TOWNSHIP
PLANNING COMMISSION**

Park Township Hall
52 152nd Street
Holland, MI 49418

Regular Meeting
June 13, 2018
6:30 P.M.

DRAFT-APPROVED COPY

CALL TO ORDER:

Chair Pfof 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: Jeff Pfof, Terry DeHaan, Dennis Eade, Rosemary Ervine, Diana Garlinghouse, David Kleinjans, Denise Nestel

Staff: Ed de Vries, Community Development Director, Gregory Ransford, Staff Planner, Dan Martin, Legal Counsel

Ervine moved, supported by Kleinjans, to approve the agenda as presented.

Voice Vote:

Ayes 7, Nays 0. Motion carried.

APPROVAL OF MINUTES:

Nestel questioned if construction hours for the proposed DeHaan development should have been included as part of the recommended conditions. Following discussion it was found that no beginning time had been agreed upon. Martin advised it was not necessary to include the formal recommendation in the minutes because the recommended condition was included in the report prepared by the planner that was submitted to the Township Board.

Kleinjans noted one correction on page 2. The reference to DeHaan should be "Applicant DeHaan" to distinguish from Commissioner DeHaan.

DeHaan moved, supported by Kleinjans, to approve the Regular Meeting Minutes of May 9, 2018 as corrected.

BUSINESS ITEMS:

A. Nomination and Election of Planning Commission Officers

Chair Pfof volunteered to serve another term as Chair. He nominated Rosemary Ervine as Vice Chair. Dennis Eade volunteered to continue for another term as Secretary.

Nestel moved, supported by Garlinghouse, to approve the slate of officers.

Roll Call Vote:

Garlinghouse, aye; DeHaan, aye; Ervine, aye; Pfof, aye; Kleinjans, aye; Nestel, aye; Eade, aye.

Ayes 7, Nays 0. Motion carried

B. Special Use/Site Plan Approval – Norland Compaan for Harderwyk Ministries

DeHaan asked to recuse himself from the discussion of this agenda item based on his personal relationship with Harderwyk Church.

Ervine moved, supported by Kleinjans, to approve DeHaan's recusal.

Voice Vote:

Ayes, 6; Nays 0. Motion carried.

Ransford introduced this agenda item. This is a Special Use Application from Norlyn Compaan on behalf of the Harderwyk Christian Reformed Church located at 1627 Lakewood Boulevard, parcel number 70-15-23-100-075, to construct a 2,204 square foot addition to the Ministries building, to construct a 2,523 square foot addition and 450 square foot addition to the Anchor building, and to relocate the portable classroom, as a result of the addition on the north end of the Anchor building. The subject property is located within the R-3 Low Density One Family Residence Zoning District (R-3), where churches are permitted by special use.

Although the church already exists on the property, the proposed project is considered an expansion of the special use, which requires amendment to the previous approval. In addition, the applicant seeks to amend their existing special use permit for a reduction of the required number of parking spaces from 382 parking spaces to 316 parking spaces. It is important to note that the applicant seeks to reduce the existing parking area by five (5) spaces, after the additions are constructed. Unfortunately, at the time of composition of the Staff Memorandum, we did not have the previously approved parking reduction related to the previously required amount of parking spaces to provide an understanding of the percentage of change from the previous approval to the current request.

Staff reviewed the application and found it complete, pending the Planning Commission's review of the recommended considerations listed in the Staff Memorandum of June 6, 2018. Pending comments received at the public hearing, approval of both special use requests is appropriate.

Ransford recommended the Planning Commission review plans for the gravel area listed for storm water runoff, enclosures for the trash disposal containers, fencing or screening of the parking lot, drainage, and special use for the minimum number of parking spaces. According to de Vries, the Fire Chief has approved the plan.

Section 38-274(4) – Use Regulations of the PTZO provides standards of review for the Planning Commission to consider specific to churches within the R-3 Zoning District. A copy of Section 38-274(4) is provided below for your convenience. Given the pre-existing nature of Harderwyk Ministries and the minimal nature of the proposed, we did not provide our comments regarding each standard. However, the Planning Commission should conclude whether or not these standards are met.

(4) Churches when authorized by the Planning Commission as a special use. In considering such authorization, the Planning Commission shall consider the following standards:

- a. The size, character and nature of the church building;
- b. The proximity of the church to adjoining properties;
- c. The off-street parking that is to be provided for the church;
- d. The potential traffic congestion and hazards that will be caused by the church use;
- e. The degree with which the church harmonizes, blends with and enhances adjoining properties and the surrounding neighborhood; and,
- f. The effect of the church on adjoining properties and the surrounding neighborhood.

Jordan Johnson, representative for GMB Architects, spoke for the applicant in Norlyn Compaan's absence.

Garlinghouse asked if the parking lot will be enlarged.

Johnson replied it will not at this time.

Ervine asked Johnson to review what will be done on the visual drawing to make it clearer for her understanding of the project.

Johnson pointed out the location of the anchor building in relation to the proposed additions. He said one goal is to create a new welcoming main entrance to the Fusion worship location. The plan is to make the area more recognizable. It will also add more classroom space.

PUBLIC HEARING

Pfost opened the Public Hearing at 6:58 P.M.

There was no comment.

Pfost closed the Public Hearing at 6:58 P.M.

Pfost pointed out there are two items for consideration: special use and site plan approval.

Martin noted each issue requires separate consideration.

Pfost requested a motion for approval of the special use application amendment.

Ervine moved, supported by Kleinjans, to approve the special use amendment.

Voice Vote:

Ayes 6, Nays 0. Motion carried.

Discussion of the site plan proceeded with Pfost's review of the items outlined in the Staff Memo.

Pfost asked if there were any concerns about the gravel area for drainage and/or storm water recharge

Kleinjans asked if the Water Resource Commission will review it. Pfost confirmed this.

There was general consensus for a single motion to include all items.

1 – Parking: Garlinghouse asked about the parking spaces.

Jordan said there will be a loss of five spaces for parking.

Garlinghouse asked about the purpose of the driveway on the west side of the building that doesn't appear to be used since the church was remodeled.

Pfost suggested this issue be considered later.

Doug DeKock of Harderwyk explained they based the number of spaces on expected occupancy, not the number of seats. He said there are more than enough spaces. Should more spaces be necessary there is available property to create additional parking.

Ransford said the church meets the minimum use for parking. They need 382 and they have 315.

There was general consensus there was no concern about parking spaces.

2 – Fencing and Screening: Pfost asked if the fence on the north border toward west belongs to the church.

DeKock said the church constructed the fence.

Pfost asked if additional fencing is required. It was agreed this was not an issue.

3 – Dumpster enclosures: the current one is near the anchor building in parking lot. They aren't screened. The proposal is to screen these but leave the paper gator area open for easy access. The ordinance recommends enclosure but in this case there is no issue. All agreed the dumpsters would be screened, but would not require a gate. There would be no enclosure for the paper gator.

4 – A/C unit –no issues with this.

Garlinghouse asked about eliminating the drive on the west side of the main building. It was her opinion this drive was redundant, and was located too close to the intersection of Lakewood Blvd. and 160th Ave.

Jordan said it can be used for handicap access. It is also used for wedding parties.

DeKock said they will review it and if the church determines this drive is not needed they will remove the drive space. He said it is rarely used and is not considered a safety issue. The church will look at it and report to the Township staff on this point.

Kleinjans asked about the comment on the site plan regarding sewer vs. septic noting it needs to be corrected on the site plan. It appears to be an old reference to the sewer system. He said the site plan says 12' from the shop to the portico area and the architect's plan says 75' so there is a difference which should be updated.

Jordan said that was on the old plan.

Martin asked if updated plans were submitted – the Planning Commission needs the newest ones for consideration of approval.

Ransford said they have been submitted.

Ervine asked about the lighting sconce at the canopy.

Johnson said the fixture is on the building. The canopy prevents the light going up beyond the building. Martin advised to make this a condition.

Ransford said the site plan items could be a collective motion if Planning Commission considers all have been met.

Kleinjans moved, supported by Garlinghouse, to approve the Harderwyk Church site plan as submitted with the following conditions: the gravel area is approved by the Water Resources Commission, the storm water plan is approved, the plan is approved by the Fire Chief, the septic reference will be corrected, the older access drive will be reviewed and reported to staff, and the sconce lights do not shine beyond the building canopy.

Voice Vote:

Ayes 6, Nays 0. Motion carried.

Pfost requested a motion to allow Commissioner DeHaan to return to the meeting.

Kleinjans moved, supported by Garlinghouse, to allow DeHaan to return to the meeting.

Voice Vote:

Ayes 6, Nays 0. Motion carried.

C. Proposed Ordinance Amendment – Definitions

Ransford presented this item. Pursuant to the Planning Commission’s request at the May 2, 2018 meeting, attached is a Zoning Text Amendment Ordinance to revise several definitions within Section 38-6 – Definitions of the Park Township Zoning Ordinance. While the attached includes the entirety of Section 38-6, the definitions proposed for revision or addition only includes Lot, Lot Width, Lot Area, Front Lot Line, Rear Lot Line, Side Lot Line, and Street.

The Planning Commission’s recent direction sought the addition of the term “continuously” to the definition of Lot Width, which is now included. Lastly, the definitions were further modified based on comments provided by Commissioner Kleinjans in an effort to simplify the text.

The proposed Text Amendment Ordinance has been scheduled for a public hearing at the June 13, 2018 meeting. The amendment is attached to the June 5, 2018 Staff Memo.

PUBLIC HEARING

Pfost opened the Public Hearing at 7:42 P.M.

There was no comment.

Pfost closed the Public Hearing at 7:42 P.M.

Ransford said this will be a recommendation to the Township Board.

Ervine moved, supported by Eade, to forward the Ordinance Definitions to the Township Board with a recommendation for approval.

DeHaan asked about the definition of waterfront lots on an inland lake such as what he has in a subdivision.

Pfost confirmed he was open to discussion of this issue, but confirmed we can’t change it as this was not part of the changes in the public notice.

Martin said the purpose of this is we have restrictions for waterfront lots which are regulated by definition of waterfront lots with frontage on Lake Michigan or Lake Macatawa. Waterfront property definitions do not apply to inland ponds and lakes. They are not subject to the same restrictions of Lake Michigan or Lake Macatawa. It has been the intent of the Township to refer to the big lake and it was later amended to include Lake Macatawa. PUD restrictions apply to the manmade ponds and subdivision lakes.

Pfost asked if all are in agreement to move forward with the list of definitions submitted by Staff.

Voice Vote:

Ayes 7, Nays 0.

D. Review Proposed Language for the Macatawa Park NHP District

Pfost invited Manager Howard Fink to join the discussion on this topic.

Fink introduced the item. The packet of changes and recommendations were shared with the Planning Commission for their review. Language regarding the Master Plan is also included. The document reflects the preferred language following discussion with the Planning Commission. He referred Commissioners to the right column of the pages for the recommended language.

The language for the ordinance was in the Planning Commission meeting packet. Changes and recommendations have been made. Language for the Master Plan is also included.

Pfost referred to the dual path of the Master Plan language and the ordinance language. The ordinance language should go before the Master Plan language. They don't have to be mutually included.

Ransford noted that in the right column of the Master Plan regarding Southside district elements there is not much language. Under the specific plan elements the Master Plan language gives the overlay.

Ransford reviewed the language improvements as suggested at the Planning Commission's request during the May 2, 2018 meeting. The Planning Commission's direction included the following revisions:

- Strengthen the mitigation section for Improved Lots
- Define Median Grade
- Remove all view shed provisions
- Revise Automatic Fire Extinguishing System language to remove installation mandate and note that installation is at the discretion of the Fire Chief
- Allow parking spaces required by Section 38-601 of the Park Township Zoning Ordinance (PTZO) to be located inside in lieu of outside
- Exclude decks or patios of thirty (30) inches or less in height from the building footprint
- Provide the same averaging setbacks within the Vacant Unimproved Lots as the Improved Lots

In addition, Staff performed minor revisions where necessary. More substantially, after further review with Township legal counsel and Township staff, the yard averaging for Improved Lots and Vacant Unimproved Lots was revised to extend the distance within which Principal Buildings can be included in the averaging calculation from 200 feet to 300 feet. In addition, a provision was added to address the instance where less than the required number of dwellings exist. Lastly, we included a proposed definition of Block as a result of the averaging language and because of relevance throughout the remainder of the Park Township Zoning Ordinance.

Additionally, Staff included a comparison document showing the changes from the previous draft. It is important to note that Section 38-601 of the Park Township Zoning Ordinance is not proposed as a new section. Staff has highlighted the proposed revision to the section in bold font.

Finally, pursuant to the Planning Commission's direction, attached to the June 5 Staff Memo is a copy of the proposed language recommended by Staff to include within the Park Township Master Plan. Proposed additions are shown in underlined text. No deletions are proposed.

There was discussion about the view shed issue and how it is controlled.

Pfost advised this is the PC recommendation to the Township Board – they can send it back with modifications.

Martin advised that the Township Board has the ultimate authority regarding the ordinance and the Master Plan. He reminded Commissioners that the Master Plan must be sent back to the Planning Commission for revision if the Board does not approve it. The ordinances do not have to. The Board may reject the ordinance, or could send it back to the Planning Commission with suggestions.

Ransford noted the revision of the fire code which allows review by the Township Fire Chief on a case by case basis.

Nestel noted on page 5 regarding the 75% maximum height on the view shed. Ransford made note of that reference and will delete the paragraph regarding maximum height.

Fink said this document will be returned for a Public Hearing at the Planning Commission's July meeting. This will allow Macatawa Park an opportunity to express concerns. A notice will be sent to Macatawa Park residents.

Kleinjans suggested deleting the word "density" on the first page of Item 2 regarding improving access on the roads.

Martin said, as an example, we lessen congestion by expanding lanes, however, in Macatawa Park there is the exception.

Fink said when there is new development the Township ensures that the safety factor is considered.

Kleinjans suggested adding the wording "and other adjacent areas" to #4 regarding the protection of woodland.

Ervin moved, supported by Eade, to direct Staff to move forward with the next step for the Macatawa Park Overlay District Ordinances as proposed except for 38-303A to insert language for "adjacent dune areas," deletion of #2 and #6 regarding congestion, deletion of paragraph #5 on page 3, and deletion of #6 on page 5.

Voice Vote:

Ayes 7, Nays 0. Motion carried.

Pfost asked if the language is problematic for the Master Plan changes.

Nestel said she agreed and suggested forwarding it to the Township Board as two separate questions.

de Vries asked Martin if this would be a minor amendment.

Martin concurred and added the Township should acknowledge we will study these areas. He said it could be a minor or major amendment, but the planning process would be the same.

Fink suggested the Master Plan language forms a basis for why we are providing for Macatawa Park's unique district.

Martin noted two important considerations: the ordinance dictates zoning regulations, both use and general regulations. The zoning ordinance must be based on a plan, and the prior approved Master Plan was drafted to support the overlay zoning districts, but the proposed Master Plan language adds additional support.

Nestel moved to forward to the Township Board the final draft for this part of the Master Plan. This will be a separate action.

Martin advised that only the amendment to the Master Plan that includes grammatical changes or title changes to the adopted plat should be referenced.

DeHaan asked if the Planning Commission concurs with the proposed language.

Kleinjans said there were too many changes for him to agree.

Pfost suggested asking the Staff to complete the cleanup of the language for this part of the Master Plan. We do want to move forward while residents are present in the Township to be allowed to participate.

Nestel requested to withdraw her previous motion.

Nestel moved, supported by Eade, to request Staff to complete the recommended amendment to the Master Plan language and clarify the necessary language specific to Macatawa Park.

Voice Vote:

Ayes 7, Nays 0. Motion carried.

Fink thanked the members of the Planning Commission for their careful review of these documents.

PUBLIC COMMENT

Pfost opened Public Comment at 8:50 P.M.

Tammy Scheerhorn said she was impressed with the deliberations of the Planning Commission.

Pfost closed Public Comment at 8:51 P.M.

ANNOUNCEMENTS

de Vries received notice from Holland Township that they are conducting a review of the Master Plan.

There is one application for the July meeting

de Vries announced that Megan Reynolds will be contracted for Zoning Administration instead of Andrea Hendricks.

The next meeting is scheduled for July 10, 2018.

ADJOURNMENT

Ervine moved, supported by Kleinjans, to adjourn the meeting at 8:55 P.M.

Voice Vote:

Ayes 7, Nays 0. Motion carried.

Respectfully submitted,

Judith Hemwall
Recording Secretary
June 15, 2018

APPROVED: July 11, 2018