AGENDA
Park Township
Planning Commission Regular Meeting
September 9, 2020
6:30 p.m.

(Please turn off or set to silent mode all cellphones and other electronic devices)

VIA ZOOM
Meeting ID: 891 3641 3515 / Password: 663541 / Toll Free: (929) 205-6099

• We ask that attendees please conduct themselves in the same manner they would if physically present at a meeting at Park Township Hall.

• We ask that attendees, besides Commission members, Staff, and the recording secretary be on mute. Members of the public will be permitted to make comments during both public comment portions of the meeting. If any participant would like to speak, please virtually raise your hand. The Planning Commission Chair will recognize those requesting to speak, and will ask each Planning Commission member if they have comments on the matter(s) discussed.

• The Planning Commission has paper and electronic copies of the meeting materials, which were posted on Park Township’s website on or around September 3rd. The meeting host may also share meeting materials using screen share functionality.

• Please note that this meeting is being recorded, and disruptive participants will be removed from the meeting. If there are too many disruptions to the meeting, the meeting will end early.

• All votes should be taken by roll call vote.

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes: Regular meeting August 12, 2020

4. New Business:
   a. Benjamin’s Hope – Minor vs Major PUD Amendment Determination

      **Anticipated Action:** Determine whether the proposed site changes are minor or major and direct staff to assist the applicant with either conclusion

   b. Public Hearing
      i. Section 38-518 – Tree Preservation
Anticipated Action: Transmit recommendation to the Park Township Board of Trustees

c. Front Yard Parking discussion

Anticipated Action: Determine whether the Zoning Ordinance requires amendment to address parking within the Front Yard and direct staff to draft revisions, if necessary

5. Old Business

6. Public Comments

7. Announcements
   a. Next Planning Commission meeting date October 14, 2020

8. Adjourn
Executive Summary

Pursuant to the Michigan Planning Enabling Act, Act 33 of 2008, as amended, the Park Township Planning Commission (PTPC) was formed to review land use proposals and provide approval, denial, or recommendation to the Park Township Board of Trustees regarding the same; draft and maintain the Park Township Master Plan; conduct revisions to the Park Township Zoning Ordinance and provide recommendation and; conduct review and analysis of other related land use matters as requested by the Park Township Board of Trustees.

As a result of the responsibility of the PTPC, the Department of Community Development provides this monthly activity report as a synopsis of the land use planning efforts of the PTPC.

Current Land Use Proposals

Anchorage Marine Planned Unit Development Amendment

NO CHANGE – At the July 8, 2020 meeting of the PTPC, the Final Planned Unit Development Plan was recommended for approval, with conditions, to the Park Township Board of Trustees (PTBT). While the Final Planned Unit Development Plan was intended to be on the August meeting of the PTBT, the applicant has suspended its advancement to address structure related issues.

Current Ordinance Reviews

Tree Preservation

Pursuant to the direction of the PTCP at their July 8, 2020 meeting, the proposed Tree Preservation Chapter was revisited by the Tree Preservation Committee and subsequently revised, as well as structured for inclusion within the Zoning Ordinance. The revised language has been scheduled for a public hearing at the September meeting of the PTPC.

Neighborhood Heritage Preservation (NHP)

Ottawa Beach (West Michigan Park Association)

The proposed Ottawa Beach overlay language was adopted by the PTBT at their August 13, 2020 meeting.
Four Remaining NHP Areas

NO CHANGE – Pursuant to the direction of the PTCP, staff has reviewed the results of the public workshops related to the four remaining NHP areas, including Edgewood, Eaglecrest, Idlewood, and Lake Court. In addition, staff has contacted stakeholders and workshop participants from the four NHP areas for additional feedback. Below are the findings of those NHPs and the intended methods to proceed.

Edgewood

Staff intends to meet with workshop participants or a Homeowners Association focus group to further analyze the issues and determine if language is necessary.

Eaglecrest

Staff is waiting for a response from the Homeowners Association President following their annual meeting.

Idlewood

Staff concluded that no language is necessary for Idlewood and to retain the status quo.

Lake Court

A second public workshop was held on August 1, 2020 with residents of Lake Court (formerly referred to as Maple Beach) due to a lack of participants in 2019. Staff expects to draft language concepts for the residents of Lake Court to consider, in a Focus Group format, prior to transmitting recommendation to the PTPC.

Construction Observation Update – Approved Land Use Projects

The Reserve on Lake Macatawa

The building permit has been issued for the community building. Six (6) permits have been issued for residential units. The developer recently contacted Staff regarding a modification to the 1.2 acre grass lawn on the eastern side of the property, proposing to modify the sidewalk configuration and landscaping. Pursuant to the Park Township Zoning Ordinance (PTZO), Staff agreed that the proposed changes could be reviewed administratively and proceed accordingly.

Beachwalk Condominiums – Ottawa Beach Road

NO CHANGE - A building permit application has been received for the community pool. Permits continue to be issued for the residential units.

KIN Coffee – 1200 Ottawa Beach Road – Coffee Shop and Residential Use

NO CHANGE - A sign permit (and associated electrical permit) was issued on October 21, 2019. Remodel permits were issued on April 24, 2019 for the second floor apartment, which has since had its final inspections and approval. Remodel permits for the first floor coffee shop were issued in March 2020, where interior work continues.
Cityside Apartments – 3618 Butternut Drive

Temporary Certificate of Occupancy was issued in August for 3 of the 6 residential units. A building permit was issued and work continues on the storage building on the property.

Upcoming Matters

Itty Bitty Bar Parking Lot

NO CHANGE - The Itty Bitty Bar is seeking to construct additional parking to serve their multi-tenant building located at 1130 Ottawa Beach Road. Staff has provided review comments to the applicant but has not received a response for several months. The applicant illegally expanded their parking area again and a Stop Work Order was posted by the Township.

In April 2020, the new owner of the properties to the east of the Itty Bitty Bar parking lot, previously approved as the Coastal Condominiums PUD, was approved for a temporary peddler’s license for Visser Farms to sell produce from a truck on the property. The owner came to an agreement with BVW, the owner of the Itty Bitty Bar parking lot, to utilize the bar’s gravel parking area for parking for the farm truck. The owner was told that the parking area cannot expand, and cannot be paved.

In July 2020, the owner of the multi-tenant building at 1130 Ottawa Beach Road contacted Staff to request to repave the parking lot on the property. Given the history of expanding the parking area without authorization, Staff reiterated that a site plan would be required for modifications to the parking area. However, per the PTZO, the parking area may be re-striped (without a reduction in the number of spaces) without site plan approval.

Macatawa Legends Planned Unit Development Amendment

NO CHANGE – The applicant seeks to amend the existing Planned Unit Development and establish 57 single family lots on an existing private road. The applicant is revising the plans as a result of our review comments and is anticipated to be on a subsequent agenda. However, we have not received any response for several months.
CALL TO ORDER:

Chair Pfost called to order the regular meeting of the Park Township Planning Commission at 6:30 P.M., held via Zoom per Executive Order.

ATTENDANCE:

Present: Terry DeHaan, Dennis Eade, Rosemary Ervine, Diana Garlinghouse, David Kleinjans, Denise Nestel, Jeff Pfost,

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

Nestel said she had a list of questions regarding the Tree Preservation language. She e-mailed the list to the members of the Planning Commission.

Pfost said we can decide whether we want to address the questions during the Public Comment period, at the point in the agenda for the Tree Preservation Committee, or at a later meeting when we have the Public Hearing.

APPROVAL OF AGENDA:

Motion by Eade, supported by Kleinjans, to approve the agenda as submitted.

Voice Vote:

Ayes 7, Nays 0. Motion carried.

APPROVAL OF MINUTES:
Motion by Nestel, supported by DeHaan, to approve the August 1, 2020 Special Meeting Minutes as submitted.

Voice Vote:

Ayes 7, Nays 0. Motion carried.

NEW BUSINESS:

There was none

OLD BUSINESS

A. Tree Preservation Language

As follow-up to the July 8, 2020 Planning Commission meeting, the Tree Preservation Committee met twice to re-examine the proposed Tree Preservation language. In addition to the nine most significant revisions listed in the August 5 Staff Memo, two warrant additional explanation. They include the Zoning Ordinance insertion/location within the ordinance, and Street Trees indicating the measurement of 20 feet should begin at the improved surface of the street.

Kleinjans provided an update on the proposed Tree Preservation language and actions by the committee since the last Planning Commission meeting. He appreciated the comprehensive review of the proposed changes provided by Ransford in the Staff Memo. Kleinjans noted the committee deleted clearcutting because definition and management are difficult. At present, clearcutting is not a significant problem for Park Township so the committee felt comfortable removing the language.

Another problem was defining where we want to keep trees on the road rows. Using the edge of the road and going 20’ back to the front of the property was selected as a better choice instead of measuring 40’ from the property line. That seemed excessive and it was cut back significantly.

Pfost concurred with Kleinjans that the summary by Ransford was very helpful to the Planning Commission. The Public Hearing on the language will be held next month at the Planning Commission meeting.

Ransford said the appeals section is new, including provisions for the Zoning Board of Appeals to hear requests for relief on the basis of a list of standards, but they do not necessarily require
that they are all met, like a traditional variance request would mandate. The committee decided to put this in the zoning ordinance.

Martin clarified the issue of clearcutting. It was removed from the ordinance with respect to lots outside of a development. In a development with two or more homes the proposed ordinance states that the Township will prohibit clearcutting.

Pfost asked for a motion to direct staff to proceed to a Public Hearing on this topic for the September Planning Commission meeting.

Nestel moved, supported by Ervine, to approve advancing this topic for review at the next meeting.

DeHaan asked for the explanation of determining the minimum size of a tree that cannot be cut down. Why was it determined to be 6” and why the restriction of two homes? Is there a development in the Township with just two homes?

Kleinjans said 6” was decided because there has to be a standard. The committee considered it a reasonable measurement. With regard to the number of houses in a development, the committee decided not to deal with single home owners. He is open to discussion regarding the number.

Pfost suggested deferring this until later for the next meeting if the Planning Commission agreed.

Roll Call Vote:

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

Ayes 7, Nays 0. Motion carried.

Pfost asked Ransford to move forward with the redlined version of the document.

Ransford said he would do so.

B. Master Plan – North Beach Amendment (Ottawa Beach)

Ransford explained along with the Ottawa Beach Overlay Zoning District amendment is the Master Plan language for the North Beach area which coincides with Ottawa Beach. It is brought to the Planning Commission for review before it goes to the Township Board. He thought the language was ready to go forward to the Board. If the Planning Commission
agrees, the Township Board will include it on their agenda on Thursday, August 13. This will go out to surrounding municipalities, the County, and other registered parties and it will return to the Planning Commission for eventual public hearing.

Pfost apologized for lack of clarity regarding the procedures in forgetting this matter. It is back to the Planning Commission’s attention for formal action by the Township Board.

Pfost requested a motion to advance the language to advance to the Board

Kleinjans moved, supported by Ervine, to advance the language for the North Beach amendment to the Township Board for review and approval.

Kleinjans observed that on the second page, first paragraph regarding adopting an overlay district.

Ransford commented that zoning issues can move faster than the Master Plan. That is the intent that the zoning ordinance language is based on the Master Plan. That’s why we have the overlay language.

Roll Call Vote:

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

Ayes 7, Nays 0. Motion carried.

PUBLIC COMMENT

Pfost pointed out that the Park Township Land Use Activity report is included in the packet for review. No action is necessary.

Pfost opened Public Comment at 6:58 P.M.

There was no comment.

Pfost closed Public Comment at 6:58 P.M.

ANNOUNCEMENTS

The next Planning Commission meeting date is September 9, 2020.

The Reserve on Lake Macatawa – Minor Amendment
Pfost explained this amendment determination. Posillico and Ransford provided this overview. Staff reviewed and approved the minor amendment to the PUD. They have informed the Planning Commission what was done. No action is necessary.

Howard Fink wished to comment on an issue that is to come before the Township Board on Thursday evening, August 13, 2020. There will be a discussion on the motor sports businesses on Ottawa Beach Road and on the north side. The Township Supervisor asked it be put on the agenda regarding the number of parking complaints and general nuisance impact on residents because of the activity of those businesses. Board will hear citizens on this issue. To a lesser extent there is a concern regarding approvals for the business on the south side off Ottawa Beach Road. This is a potential matter for the attention of the Planning Commission. He invited the members of the Planning Commission to listen to the meeting on Zoom.

Garlinghouse asked if motor bikes are allowed on the Township’s bike paths.

Kleinjans said he owns a motor bike. The ordinance states they are not allowed on bike paths. Perhaps it is something that should be addressed.

Garlinghouse observed more and more of them are on the roads and paths.

Garlinghouse also noted she has witnessed safety problems with cars not respecting the bike paths. At a pedestrian crossing this is a potential safety hazard. How do we put more teeth in these crosswalks? She has had an experience with a potential accident of a car hitting a child in the crosswalk.

Martin clarified that the Park Township reference is “bicycle path” not a “non-motorized path.” He said the Section 28-20 Township Code of Ordinances “Prohibits use of motor vehicles on bicycle paths as well as sidewalks with exceptions. It does permit use of motorized or non-motorized wheelchairs or bicycles, and a front wheel drive power-assisted bicycle having a motor with 1.5 brake force power is permitted.”

Section 28-21 states pedestrians have the right-of-way in crosswalks which is State law. The Township has struggled with the Road Commission regarding installation of flashing signals. The driver should yield the right-of-way according to the law.

Fink said there is a series of communications between him and the Ottawa County Road Commission. The Commission has allowed the Township to install a sign in the middle of Ottawa Beach Road by the party store. The Road Commission permitted installation of the sign and they will have to approve it. It will be in the middle of the intersection. Any sign placed in the road is under the jurisdiction of the Road Commission. He suggested send e-mails to the Ottawa County Road Commission Board and copy the Township. Communication to both entities is important. Residents’ communications are important for getting things done.

DeHaan asked if there has been any action regarding the Idlewood NHP.

Ransford indicated Staff concluded no language is necessary for Idlewood.

DeHaan asked if there will be anything in an overlay for these NHPs.
Ransford said there were 56 participants from Idlewood in the Township meeting with that community. They want to regulate short term rentals themselves. They prefer the Zoning Board of Appeals process. Staff advised them they would have more assurances if the ordinance indicated some regulation requirements, however, they did not want any additional language drafted. As a result it is Staff’s recommendation to not do anything at this time.

With regard to Edgewood, there were only six participants in the discussion with Staff. There were some setback concerns, nonconforming issues, and a dimensional concern. E-mails and a letter have been sent but no one has responded to the Township. Lake Court has similar concerns. Once the language is finalized for Lake Court Staff will reach out to Edgewood again and share the Lake Court language to solicit response so we can finalize the document for this neighborhood.

Regarding Eaglecrest, Ransford said Posillico reached out to them in July, but the homeowners’ association president hasn’t responded.

Fink said regardless of what is done with Maple Beach, does approval have to go through the Planning Commission to simply change the name reference. The name has to be changed in the Master Plan to Lake Court. He asked if this is considered a technicality or does it have to go through the approval process.

Martin said it is the description of the area and not any regulation being changed as it is still the same area of the Township that is being affected. This is more a scrivener’s error and can be changed in house and no formal amendment is necessary for the Master Plan.

Kleinjans asked if front yard parking will be on the next agenda.

Posillico indicated it’s a topic to bring to the Planning Commission. They will assemble a package regarding the complaint, where the ordinance is on it, and make suggestions for options. There will be information in next month’s packet.

Pfost asked if we had a parking ordinance regarding front yards and could we not exclude overlay districts where parking is allowed.

Martin said special language for parking rules would be possible. They would be specifically addressed for the overlay.

**ADJOURNMENT**

DeHaan moved, supported by Garlinghouse, to adjourn the Regular Meeting at 7:32 P.M.

**Voice Vote:**

Ayes 7, Nays 0. Motion carried.

Respectfully submitted,
Judith R. Hemwall
Recording Secretary
August 15, 2020

Approved:
MEMORANDUM

To: Park Township Planning Commission
From: Gregory L. Ransford, MPA
Date: September 1, 2020
Re: Benjamin’s Hope – Minor versus Major PUD Amendment Determination

Pursuant to Section 38-375 – Amendments to an Approved PUD of the Park Township Zoning Ordinance (PTZO), attached is a submission from AMDG Architects on behalf of Benjamin’s Hope to seek amendment to their existing Planned Unit Development (PUD). As you know, Benjamin’s Hope received approval for a major PUD amendment in 2017. As you may not know and as is noted within the attached materials, a significant portion of that amendment was never constructed.

This submission to you is a result of our decision to defer determination of a minor or major amendment to the Planning Commission due to the unique request. That is, and as you will note within the materials, the applicant seeks to rearrange the approved square footage of building space within the site and for different purposes as well as within different structures than the 2017 amendment, while reducing the total square footage. All other required portions of the PUD remain unchanged from 2017, including the civic amenity, dedicated open space, and etcetera.

Below is a copy of Section 38-375 of the PTZO, in part, for your convenience. As you will note, said section identifies items that shall be considered minor changes.

Sec. 38-375. Amendments to an approved PUD.

An approved final PUD development plan (and any conditions imposed upon final PUD approval) shall not be changed except upon the mutual written consent of the Township Board and the applicant as required by this section.

(1) Minor amendments. A minor change may be approved by the Zoning Administrator, who shall notify the Planning Commission of the minor change and shall indicate that such change does not substantially change the basic design or alter the conditions required for the PUD. The following items shall be considered as minor changes:

a. Reduction of the size of any building and/or sign.
b. Movement of buildings and/or signs by no more than 10 feet.
c. Plantings approved in the landscape site plan may be replaced by similar types of landscaping.
d. Changes in floor plans which do not alter the character of the use.
e. Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design.
f. Changes required or requested by the Township for safety reasons.
g. Changes which will preserve the natural features of the site without changing the basic site layout.
h. Other similar changes of a minor nature proposed to be made to the configuration, design, layout or topography of the site plan which are deemed by the Zoning Administrator to be not material or significant in relation to the entire site and which the Zoning Administrator
determines would not have any significant adverse effect on adjacent or nearby lands or the public health, safety and welfare.

(2) The Zoning Administrator may refer any decision regarding any proposed change to an approved PUD to the Planning Commission for review and approval regardless of whether the change may qualify as a minor change. In making a determination whether a proposed change is a minor change, or whether to refer a proposed change to the Planning Commission for approval, the Zoning Administrator may consult with the Chairperson of the Planning Commission.

**Anticipated Action**

The Planning Commission will need to determine if the request is minor or major and direct staff to assist the applicant with the resulting conclusion.

This matter has been scheduled for your September 9, 2020 meeting. If you have any questions, please let us know.

GLR
Planner

Attachment

cc: Howard Fink, Manager
    Brent Dykstra, AMDG Architects
September 1, 2020

Memo:

To: Gregory Ransford, Fresh Coast Planning

From: Brent Dykstra, Senior Associate - AMDG Architects, and Board Member, Benjamin’s Hope

Cc: Howard Fink, Emma Posillico - Park Township
Krista Mason, Executive Director, Liz Shrauger, - Benjamin’s Hope
Gina Paul, Phil Lyzenga - AMDG

Re: Benjamins Hope is requesting an informal review by the Park Township Planning Commission of proposed modifications to the previously-approved PUD amendment from September 2017. Benjamin’s Hope is seeking to confirm “minor PUD amendment” status of the proposed modifications. The property is located at 15468 Riley Street, Holland, MI 49424.

The following narrative is provided as a description for the requested changes as a "minor amendment".

Objectives of the requested changes to the amended PUD

Benjamin’s Hope is a “live, work, play and worship” model committed to providing hope and opportunity to people with ID / DD (intellectual and developmental disability). As a leader in autism-specific residential services in the State of Michigan, Benjamin’s Hope is a thriving example of public / private partnership and debt-free development that has enjoyed a rich partnership with the Park Township community. The intent of the requested PUD modifications is related to expansion of the existing community building to better serve the uses already accommodated in that building:

1. Reconfigure and expand the existing office use within the community building to allow day programming / life enrichment to expand into the existing office space. More specifically, the expansion of the day programming / life enrichment is intended to accommodate RPM (rapid prompting method), a program by which non-verbal autistic individuals benefit from life-changing capacity for communication and individual development. Additionally, the proposed building expansion includes a multi-purpose room to accommodate day programming.

2. Future expansion of the building for a nutrition space, which would accommodate food preparation and instruction around food preparation.

3. Minor expansion of the parking area to the east of the building to better serve the expanded office.

As the proposed expansion of the community building responds to the current needs of Benjamin’s Hope and requires additional building footprint, the need for some of the previously approved building footprint from the original PUD and subsequent 2017 amendment have been re-evaluated:
1. The pool building is not intended to be constructed. The original PUD showed a footprint of approximately 7200 sf.
2. The supervisor’s home is not intended to be constructed. The 2017 amendment showed a footprint of approximately 3700 sf.
3. Benjamin’s Hope plans to remove the current portable building used for day programming (RPM - Rapid Prompting Method).

The proposed community building expansion of approximately 9,500 sf (two phases) is less than the areas of those buildings already approved but not intended to be built (pool building + supervisor’s home = 10,900 sf). Additionally, the community building use remains unchanged. It is on this basis that Benjamin’s Hope is requesting that the proposed changes qualify as a “minor amendment”.

**Relationship of the PUD to the park township master plan**

As articulated in the “uplands” portion of the 2017 masterplan document (p.40), the masterplan promotes an open landscape of mixed rural and agricultural use for the area in which Benjamin’s Hope is located. The proposed modifications of the additions to replace the supervisor’s home and craft buildings do not propose a change to the current residential and agricultural land uses, and do not significantly alter the natural features, landforms, or architectural character appropriate for this area. Furthermore, the proposed PUD modifications and the development already in place at Benjamin’s Hope promote a compatible land use arrangement between agricultural and residential uses, as well as open area, which is consistent with the goals of the masterplan.

**Phases of development with approximate construction schedule**

Construction of the office addition is planned for the spring of 2021 and nutrition addition is planned for future construction.

**Proposed deed restrictions, covenants or similar legal instruments within the PUD**

These would be unchanged from the 2017 amendment.

**Location, type and size of areas to be Dedicated Open Space**

The Dedicated Open Space diagram from 2017 is considered to remain in effect.

**All proposed modifications from the zoning regulations otherwise to be applicable to uses and structures per zoning, in absence of a PUD.**

The proposed structures and associated site plan are expansion of current use, and are consistent with the building uses, setbacks, and building height requirements of the current PUD, and as outlined in the zoning ordinance for the AG district.
*note: PUD plan as submitted in 2011*
DEDICATED OPEN SPACE DIAGRAM + CALCS

September 12, 2017

Legend (continued):
- cyan represents "approximate location of existing 100 year flood plan per FEMA Zone A--flood plain elevation undetermined", per Sheet C300 "Preliminary Site Plan review" 09.29.2009 by Design +
- note: pink rectangle represents requested "buildable footprint area" for the single family residence, per Sheet 5
- note regarding overhead utility lines: per 38-368 (2)b: "any easement for overhead utility lines" adjacent to "qualifying open space" may be considered, allowed, or approved as Dedicated Open Space"

38-368(1)a.: 40% of Gross Site Area = 19.44 gross site acreage (AG Zone) x 40% = 7.78 Acres Required (Approx. 338,722 sf Min. Required)

Calculation ("Red Area Total"): 112,500 sf + 6,500 sf + 150,000 sf + 11,000 sf + 12,500 sf + 24,000 sf + 14,750 sf + 9,750 sf (80% of flood plain area) = 341,000 sf

341,000 sf ("Red Area Total") - area with slopes 20% or greater ("Yellow Area Total") = 341,000 sf - (50%[387 sf + 668 sf + 539 sf + 1,026 sf + 272 sf + 1,533 sf]) = 341,000 sf - 2,223 sf = 338,777 SF total provided. Dedicated Open Space Exceeds Min. SF Required

Recreational Area w/in Dedicated Open Space (<50% total provided)

Image 1: aerial view of existing playscape, adjacent to bike path & open to public as a recreational facility per Section 38-369(e)

Image 2: use of land west of stable for the annual Firelight Festival, open to public. This area functions as location for the free/open to public annual Firelight event, see image 2 below.
BENJAMIN'S HOPE PUD / 2011 PUD PLAN:
ESTIMATED SQ. FOOTAGE TAKE-OFFS

NOTE: ORIGINAL BACKGROUND DRAWING BASED ON SHEET C1 DATED 09/22/2011 BY SLUITER-VANDENBOSCH ARCHITECTS.

*note: AMDG current notes in red*

1. RESIDENCES: STATUS: BUILT
2. COMMUNITY BUILDING: STATUS: BUILT SHOWN HERE @ APPROX. 3000 SF
3. SWIMMING POOL: STATUS: SHOWN HERE @ APPROX. 1000 SF
4. CRAFT BUILDING AND GREENHOUSE: STATUS: APPROX. 2400 SF
5. PRODUCE STAND: BUILT @ APPROX. 2000 SF
6. SHED: STATUS: SHOWN HERE @ APPROX. 2000 SF
7. BARN: STATUS: BUILT @ APPROX. 2580 SF
8. PRODUCE STAND: STATUS: BUILT @ APPROX. 600 SF
9. 6 RESIDENCES: STATUS: BUILT
10. CRAFT BUILDING AND GREENHOUSE: STATUS: APPROX. 2400 SF

PROPOSED SITE UPDATES
- APPROX. 6,000 SF COMMUNITY BUILDING ADDITION
- APPROX. 2,000-3,000 SF FUTURE NUTRITION ADDITION
- APPROX. 2400 SF CRAFT BUILDING AND GREENHOUSE

EXISTING COMMUNITY BUILDING: 11,812 SF
EXISTING BARN: SF ESTIMATE: 2580 SF
EXISTING PRODUCE STAND: SF ESTIMATE: 600 SF
EXISTING 6 RESIDENCES: BUILT
EXISTING SHED: STATUS: UNBUILT. SHOWN HERE @ APPROX. 2400 SF
EXISTING BARN: STATUS: BUILT @ APPROX. 2580 SF
EXISTING PRODUCE STAND: STATUS: BUILT @ APPROX. 600 SF
EXISTING 6 RESIDENCES: STATUS: BUILT
EXISTING SHED: STATUS: UNBUILT.

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EXISTING PRODUCE STAND: STATUS: BUILT @ APPROX. 600 SF
EXISTING 6 RESIDENCES: STATUS: BUILT
EXISTING SHED: STATUS: UNBUILT.

Preliminary Proposed Site Updates August 31, 2020
Know what's R PAD SIDEWALK SIDEWALK 11,812 sf EXISTING COMMUNITY BUILDING PORTABLE BUILDING TO BE REMOVED

NO PROPOSED CHANGES TO EXIST. PARKING LOT

FUTURE NUTRITION ADDITION APPROX. 2,000-3,000 SF

PORTABLE BUILDING TO BE REMOVED

NO PROPOSED CHANGES TO EXIST. PARKING LOT

POTENTIAL PARKING LOT EXPANSION TO BE SEEN

PROPOSED COMMUNITY BUILDING WESTERN EXPANSION 12,512 sf

PROPOSED CRAFT BUILDING SITE PLAN

GENERAL NOTES:
1. LINES BEING D prolax ARE APPROXIMATED LOCATIONS LINED FOR SCALE. MEASUREMENTS ARE APPROXIMATE
2. NOTE TO CONTRACTORS: THESE WORKING DATES EXPRESS 92 565 CALL 99 556 555-1717
3. CONTRACTOR SURVEY MARKS DELINEATION TO EXISTING BOUNDARIES. LOCATION OF BUILDING CONSTRUCTION IS SUBSTANTIATE COMPLETE
4. CONTOUR INTERVAL = 1 FOOT

PROPOSED COMMUNITY BUILDING ADDITION APPROX. 6,000 SF

PROPOSED CRAFT BUILDING PLAN FOR PLAN DETAILS

FUTURE NUTRITION ADDITION APPROX. 2,000-3,000 SF
MEMORANDUM

To: Park Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: September 1, 2020  
Re: Section 38-518 – Tree Preservation – Public Hearing

Pursuant to your direction at your August 12, 2020 meeting, attached is proposed Section 38-518 – Tree Preservation to be added to the Park Township Zoning Ordinance. This language has been scheduled for a public hearing at your September 9, 2020 meeting.

**Anticipated Action**

Pending comments received from the public, the Planning Commission shall provide its recommendation to the Park Township Board of Trustees. We believe a recommendation of adoption is appropriate.

If you have any questions, please let us know.

GLR  
Planner

Attachment

cc: Howard Fink, Manager
Sec. 38-518.  Tree Preservation.

(a) Purpose and Intent. Tree preservation is recognized as essential throughout the township to protect the health, safety, and general welfare of the natural environment, and the residents. The intent of this Section is to promote the aesthetic, biological, and environmental benefits of trees.

Further, the township seeks to implement the goals of protection, preservation, and reforestation of trees, as encouraged by the Park Township Master Plan, recognizing:

(1) The natural beauty and rural character of the township are increased.
(2) Tree-lined Streets are an asset to the historic resort character of the community, particularly along, but not necessarily limited to, Lakeshore Drive.
(3) Mature Trees create a spectacular Canopy along roadways and create shade, particularly along, but not necessarily limited to, North Lakeshore Drive.
(4) New development should preserve Tree Stands.
(5) The restoration of a Street Tree Canopy is important along Street right-of-way corridors, particularly along, but not necessarily limited to, Ottawa Beach Road.
(6) Avoiding the loss of significant woodlots to disease and infestation is important.
(7) Tree Canopy and health analysis, maintenance, and reforestation should regularly occur.

(b) Definitions. The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this section, except where the content clearly indicates a different meaning:

ARBORIST: A professional, who is both certified by the International Society of Arboriculture and is a registered member of the Arboriculture Society of Michigan, and who cultivates, manages, and studies trees, shrubs, vines, and other perennial woody plants in dendrology and horticulture.

BUFFER: A vegetative screening of mature trees, or planted trees, or a combination of both, that protects and enhances the existing natural beauty and is sufficient to reduce noise and visually screen abutting property from the impacts of the Development property.

CANOPY: The layer of tree leaves, branches, and stems that provide coverage of the ground when viewed from above.

CLEAR CUT or CLEAR CUTTING: The removal of any tree beyond that reasonably required to construct Development infrastructure and buildings.
DEVELOPMENT: Any planned unit development, condominium, site condominium, plat, private road, site plan, or other application subject to review by the Park Township Planning Commission.

DIAMETER BREAST HEIGHT: The measurement of a tree diameter at four and one half (4.5) feet above the ground.

FORESTER: A professional, who is registered with the State of Michigan Department of Natural Resources Registered Forester program, and who practices the science of ecological restoration and management of forests.

IMPROVED SURFACE: The bituminous pavement or concrete or other hard surface, including gravel shoulders, of a traveled roadbed.

MANAGEMENT OR MANAGEMENT PLAN: The sustainable practice of creating or improving a healthy biodiversity, carbon sequestration, and air quality equal to the original natural environment prior to Development.

REFORESTATION: The intentional restocking of trees that have been removed.

TREE: A woody perennial plant with six (6) inches or greater of Diameter Breast Height, typically containing a single stem or trunk, and bearing lateral branches.

STANDS OF TREES (TREE STANDS): An aggregation of Trees or other growth occupying a specific area and sufficiently uniform in species composition, size, age, arrangement, and condition as to be distinguished from the forest or other growth on adjoining areas.

WILDLIFE CORRIDOR: An area of natural habitat that provides passage for wildlife, colonization, and the breeding of plants and animals, throughout a Development and across artificial obstacles such as dams, roads, pedestrian pathways, and railways.

(c) Residential, Commercial, and Industrial Development. Any Development with commercial use, industrial use, or a residential Development of two (2) or more residential building sites or units, shall be subject to the following:

(1) Buffers. The designation of a Buffer along all Lot lines for a residential Development boundary, including the Street right-of-way, and along all side and rear Lot lines for commercial or industrial Development. The Planning Commission has the discretion to increase, decrease, or eliminate the Buffer in whole or in part, based upon a consideration of the following factors:
   a. Whether Trees within or near the proposed Buffer are mature Trees;
   b. Whether the Buffer contains or could contain Tree Stands;
   c. The area of the proposed Buffer related to the area of the overall Development property;
d. The location and type of existing adjacent uses;

e. The type of permitted adjacent uses;

f. The density permitted by the underlying zoning district; and

g. The density permitted within a Planned Unit Development when a Development is sought pursuant to Chapter 38, Article III, Division 8 of this ordinance.

(2) Wildlife Corridor. The designation of a Wildlife Corridor abutting one (1) or more Lot lines of the Development boundary at locations that provide a logical continuation of the Wildlife Corridor on the adjacent properties and beyond. The Planning Commission has the discretion to increase, decrease, or eliminate the Wildlife Corridor in whole or in part, based upon a consideration of the following factors:

a. The species of animals to benefit from the Wildlife Corridor;

b. The quality and quantity of vegetative cover and habitat resource;

c. Whether man made or natural features, such as a body of water, exist on adjacent properties that would obstruct the natural continuation of the Wildlife Corridor; and

d. Whether the migration of animals is viable without the Wildlife Corridor

No vertical or otherwise upright Tree that is deceased or dying shall be removed from a Wildlife Corridor, unless it is determined to be a threat to human life or property outside of the Wildlife Corridor. Such determination shall be made by the Zoning Administrator based on sufficient evidence provided by the Lot or property owner.

(3) Clear Cutting. Clear Cutting is prohibited.

(4) Tree Canopies. All Trees within the Development shall maintain a Canopy. A Canopy shall include all of the tree leaves, branches, and stems for any tree without a building beneath the tree and the Canopy shall not be removed to a height more than eight (8) feet from ground level. A Canopy shall include all of the tree leaves, branches, and stems for any tree with a building beneath the tree in whole or in part and the Canopy shall not be removed to a height more than five (5) feet above the highest point of the building.

(5) Tree Stands. Tree Stands shall be preserved to the extent practicable within residential Development.

(6) Health Analysis. For residential Developments with six (6) or more building sites or units, and for commercial or industrial Developments, the Planning Commission may require an inventory and general health analysis of all existing Trees of six (6) inches or greater in diameter measured at the Diameter Breast Height, identifying the species and approximate height of each tree, performed by an Arborist.

(7) Reforestation Plan. A reforestation plan of no less than twenty-five percent (25%) of the Trees removed at six (6) inches or greater in diameter measured at the Diameter Breast Height, which removal were necessary to construct the related Development infrastructure, including, but not necessarily limited to, any easements and physical improvements of internal roads, drives, public utilities, and storm water shall be provided. The reforestation plan shall be performed by a Forester and shall include a Management Plan for the entire Development property.
(8) Outside Agency Approvals. Final approval from the Ottawa County Road Commission, Ottawa County Environmental Health Department, Ottawa County Water Resources Commissioner, and any other pertinent government agency with jurisdiction over applicable approvals for the Development shall be obtained.

(d) Street Trees. Pursuant to the Purpose and Intent of this Section, the township seeks to preserve, enhance, and create tree-lined Streets along Street rights-of-way. No person or property owner shall allow the removal of any Tree within the Street right-of-way nor remove any Tree within twenty (20) feet from the Improved Surface of the Street, linearly measured to the Diameter Breast Height of the Tree trunk. Tree removal shall be permitted for only the purpose of driveways or private roads intersecting the Street right-of-way. Tree removal shall be the minimum amount necessary to reasonably access the Lot for vehicular access and emergency services. Tree Stands shall not be removed unless absolutely unavoidable. The following Street rights-of-way shall be subject to this section:

1. 152nd Avenue from Butternut Drive to Post Avenue
2. 160th Avenue from New Holland to Post Avenue
3. 168th Avenue
4. Butternut Drive
5. James Street
6. Lakeshore Drive
7. Lakewood Boulevard
8. Ottawa Beach Road
9. Riley Street, west of 152nd Avenue
10. Quincy Street, west of Butternut Drive
11. Southshore Drive

(e) Appeals. In-lieu of Section 38-70 of this Ordinance, the Zoning Board of Appeals may grant relief from any provision of this Section and shall consider the following standards:

1. That strict compliance with this Section would render conformity with those restrictions unnecessarily burdensome
2. That the plight of the property owner/applicant is due to the unique circumstances of the property and not due to general conditions of the zoning district
3. In the case of a Development, whether appropriate Buffers and Wildlife Corridors can be adequately provided if the variance is granted
4. The location of buildings on adjoining properties
5. The size of the lot in question and the size of adjoining properties
6. The effect of construction on the lot in question on the view from adjoining properties
7. The potential effect of erosion
Recent Impetus for Memo

Over the past several months, Township Staff has received several complaints from residents regarding front yard parking in residential neighborhoods, specifically the parking of vehicles on unimproved surfaces within the property lines (such as grass or dirt front yard areas). While there are a number of reasons that a resident may park on an unimproved surface, it appears that in recent cases, the residences have a garage and/or driveway, but they have a greater number of vehicles than will fit within the driveway. Alternatively, the resident may have a motor home or watercraft parked in the driveway, so they then park the vehicle within the front yard area, or vice versa.

This complaint typically increases in frequency during the summer months, but appears to be concentrated this year on the north side of Lake Macatawa, south of Ottawa Beach Road, between Division and 168th Streets. As complaints have been received anonymously, Staff does not have photographs of specific properties, but a sample image of this situation is provided below. Of course, there are varying levels of front yard parking that may present challenges to Park Township, such as parking within a subdivision for a social gathering, or parking along a higher-speed roadway such as N. Lakeshore Drive, but the complaints that Staff has received have been within the area described above.
Applicable Township Ordinances

Park Township does have a Traffic and Vehicles Ordinance (Chapter 32), which includes regulations pertaining to Stopping, Standing and Parking (Article III of Chapter 32). Further, the Township can regulate Junk Vehicles that are unregistered or inoperable and are parking in a front yard (Section 14026 of the Anti-Blight and Property Maintenance Ordinance). However, if a registered, operable vehicle is parked in a front yard, there is not a current regulation that would provide the Township with the authority to regulate said vehicle.

Related, Section 38-486(f) of the Zoning Ordinance states (in part) that,

“In all residential zoning districts, during the time period beginning November 1 and ending the last day of February of each year, all utility trailers, boats, boat trailers, boat cradles, portable boat docks, shore stations, travel trailers, camper or similar vehicles, (specifically excluding motor homes) shall be stored in back of the front building line or at least 100 feet back from the street right of way (or private road easement) line which is adjacent to the front yard, whichever requires a lesser setback. In the case of a corner lot, during the time period beginning November 1 and ending the last day of February of each year, such items shall be stored in back of the front and street/road side building lines or at least 100 feet back from the front and side street right of way (or private road easement) lines, whichever requires a lesser setback.”

So while utility trailers, watercraft, campers, and the like, are required to be stored in back of the front building line between November 1 and the last day of February, motor homes are permitted to be stored in a driveway or front yard for the entirety of the year. Staff’s understanding of this provision, based on conversations with the previous Zoning Administrator, is that motor homes are considered vehicles (as they can be driven), so they are not required to be stored elsewhere on a property during the winter months.

Alternative Enforcement Methods

In some neighborhoods within the Township, front yard parking may be regulated by a Home Owner’s Association. The areas that Staff has received complaints on recently all either do not have Home Owner’s Associations, or they are inactive/defunct.

Staff has also learned that when front yard parking was a frequent complaint in the past, there have been conversations with the Ottawa County Sheriff’s Department. In instances where vehicles are parked within the right-of-way (see image below), the Sheriff has the authority to ticket/tow those vehicles. However, it is Staff’s understanding that the Sheriff does not commonly use this tactic, unless parked vehicles are blocking access for emergency vehicles. Furthermore, Township residents have asked the Sheriff to post “No parking” signs within residential neighborhoods, which the Sheriff has noted would also require the posting of speed limit signs. It appears that some neighborhoods would prefer not to have such signs. Of course, the Township does not have the legal authority to regulate parking within the right-of-way, but this information is provided as historical background to the front yard parking discussion.
Planning Commission Consideration

Staff is seeking the Planning Commission’s input, if front yard parking is a matter that Park Township wishes to regulate. If not, then the regulations may remain as written. If the Township does wish to regulate front yard parking, then the Township will need to draft ordinance language. We have provided sample language from Grand Haven Charter Township, Holland Charter Township, and Tallmadge Charter Township for your reference. It should be noted that Fresh Coast Planning is currently drafting modifications to the Tallmadge Charter Township regulations.

It is our understanding that this matter will be discussed at your September 9, 2020 meeting.
Section 5.03
RESIDENTIAL OFF-STREET PARKING REQUIREMENTS.

(A) Off-street parking spaces for one- and two-family dwellings shall consist of a parking strip, parking bay, driveway, garage, or combination thereof and shall be located on the premises they are intended to serve.

(1) Residential parking spaces shall not be located within any road right-of-way, unless otherwise permitted.

(2) Parking spaces shall be located on a driveway that consists of asphalt, concrete, or gravel.

(3) In Districts R-1 through R-4, on non-farm residential lots, the owner, tenant, or lessee of any lot shall not permit or allow the storage or parking, at any time, of vehicles exceeding one (1) ton capacity which are used or which could be used for commercial purposes. This restriction shall not apply to a single pickup truck exceeding a one (1) ton capacity.

(4) Trailers. Utility trailers, box trailers, open air trailers, and similar vehicles, whether for personal use or for a business may be parked on residential lots. However, trailers that are parked continuously for more than seven (7) days must be parked in the rear or side yard and must maintain a five (5) foot setback from all lot lines.

(B) There shall be no parking on any lawn or landscaped area except to display a vehicle for sale pursuant to the Anti-Littering Ordinance (Section 35.0209 of Ordinance No. 187).
ARTICLE 10. - PARKING AND LOADING

Sec. 10.1 - Intent and purpose.

The purpose of this article is to prescribe regulations for off-street parking of personal and commercial vehicles to ensure that sufficient space for parking, loading, and access is provided in a safe and convenient manner and to alleviate and prevent congestion on public streets.

Sec. 10.2 - General requirements.

A. Determination. The zoning administrator shall provide a final determination regarding total parking required for all single and multi-use development sites in all cases.

B. Applicability.

1. Compliance. Parking areas for more than five vehicles shall be developed and maintained in accordance with the requirements of this article.

2. Restriping and resurfacing. Restriping and resurfacing of existing lots shall conform to the dimensional requirements for spaces and drive aisles.

3. Required parking spaces.

   a. New construction. Before any new building or addition to a building is occupied, off-street parking spaces for vehicles shall be provided in accordance with this article.

   b. Capacity increase and change of use. Before any building capacity increases or changes use, off-street parking spaces for vehicles shall be provided in accordance with this article.

C. Setbacks. Parking lots shall be subject to ten-foot front setbacks. See section 11.7 for buffer requirements.

D. Restrictions. Required off-street parking facilities shall be used solely for the parking vehicles for patrons, occupants, or employees of specified uses, unless otherwise authorized by this ordinance. Inoperable vehicles shall not be stored in an off-street parking area for more than 24 hours, except for areas allowable for outdoor storage of inoperable or junk vehicles per this ordinance.

E. Clear passage. All aisles or driveways shall remain unobstructed at all times and allow for the passage of emergency vehicles.

F. Residential Lots.

1. Passenger Vehicles. Passenger vehicle parking is restricted to driveways, vehicle storage areas connected to the driveway, or within a building. Driveways and vehicle storage areas shall be surfaced with either concrete pavement, asphalt pavement, or an improved, compacted aggregate surface with a clearly defined edge.

2. Commercial vehicles and trailers. Commercial vehicle parking is restricted to one per lot of record, up to a Class III (14,000 pounds gross vehicle weight rating) commercial heavy duty pickup truck or van without modifications to its factory storage capacity. This section shall not apply to temporary commercial vehicle parking while engaged in a delivery, pickup, or service call to the property where located, or those parked completely in an enclosed private garage or accessory building.

G. Recreational equipment. In the agricultural (article 3) and residential (article 4) zoning districts, recreational equipment stored or parked on private property shall be subject to the following requirements:

   1. Maximum number. The maximum number of recreational equipment parked or stored outdoors on a lot
of record shall comply with Table 10.2. Limits and restrictions do not apply to farm equipment on farms.

**Table 10.2 Recreational Equipment Maximums**

<table>
<thead>
<tr>
<th>Acreage</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0—.99 ac.</td>
<td>2 max. on property including 1 max. in front yard</td>
</tr>
<tr>
<td>1—1.99 ac.</td>
<td>3 max. on property including 1 max. in front yard</td>
</tr>
<tr>
<td>2+ ac.</td>
<td>4 max. on property including 1 max. in front yard</td>
</tr>
</tbody>
</table>

2. **Setbacks.** Unless parked or stored in a completely enclosed private garage, all recreational equipment shall be stored or parked so that it is no closer than 21 feet to the edge of the traveled portion of any street, and so that it is no closer than five feet from the rear lot line; provided, however, that in the case of a waterfront lot, it shall be parked or stored no closer than 40 feet to the water's edge.

3. **Location.** Recreational equipment may only be parked or stored either in the rear yard or in the side yard that is adjacent or nearest to the private garage, if there is one, or if there is no garage, then the side yard nearest the driveway. If recreational equipment is parked or stored in the front yard, the recreational equipment shall be parked or stored in the driveway portion of the front yard or in a parking or storage area immediately adjacent to and having direct access to the driveway.

4. **Appearance.** All recreational equipment parked or stored shall be maintained in a clean, well-kept state so as not to detract from the appearance of the surrounding neighborhood.

5. **Ownership and registration.** The parking or storage of recreational equipment shall be limited to only those items of equipment owned by and licensed or registered to an occupant of dwelling unit on the lot of record on which the recreational equipment is parked or stored.

6. **Connections.** Recreational equipment shall not have permanent fixed connection to electricity, water, gas, or sanitary sewer, and shall not be used for permanent living purposes.

Sec. 10.3 - Required off-street parking and stacking.

A. **Location of facilities.**

1. **Agricultural (article 3) and residential (article 4) zoning districts.** Required parking shall be provided on the same lot of record as the building it is required to serve.

2. **Commercial and office (article 5) and industrial (article 6) zoning districts.** Required parking shall be provided within 300 feet of the building it is meant to serve, unless otherwise stated in this article. The measurement is taken from the nearest point of public entrance to the building to the nearest point of the parking lot.

B. **Calculating required spaces.** The following instructions shall apply:

1. **Floor area.** Off-street parking requirements shall be calculated based on total floor area served by the parking lot, or as otherwise provided in Table 10.3.

2. **Fractions.** If the calculation of required parking spaces results in a fraction, the number shall be rounded down to a whole number.
3. **Public assembly seating.** Each 24-inch segment a bench, pew, or similar seating type shall be counted as one purpose of determining parking requirements.

4. **Unlisted uses.** For uses not specified in Table 10.3 the required parking spaces shall be determined by the zoning administrator, on the basis of requirements for similar uses.

5. **Multiple uses.** For projects with multiple land uses on the same site or within the same building, the amount of parking spaces for each use shall be provided and the space for one use shall not be considered as providing required spaces for any other use except as permitted by section 10.6.

C. **Stacking for drive-through facilities.** For every building or use having a drive-through facility, sufficient stacking capacity shall be provided to ensure that queuing of vehicles does not extend into a street or alley. A stacking space shall be at least ten feet in width by 20 feet in length. Stacking spaces shall be designed to minimize conflicts with pedestrians, cyclists, and parking area traffic.

<table>
<thead>
<tr>
<th>Use</th>
<th>Number of Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory uses</td>
<td>Varies depending use type.</td>
</tr>
<tr>
<td>Agricultural labor camp</td>
<td>Two parking spaces (for vehicles) for each unit in which people are housed. The term &quot;unit&quot; shall mean a room or enclosed floor area that is used or intended to be used at a farm labor camp for living, sleeping, cooking, or eating purposes.</td>
</tr>
<tr>
<td>Agritourism, ancillary uses and activities</td>
<td>Determined by the Zoning Administrator based on similar use consideration.</td>
</tr>
<tr>
<td>Banquet hall</td>
<td>One space per 100 s.f.</td>
</tr>
<tr>
<td>Bed and breakfast</td>
<td>Two plus one for each rentable room.</td>
</tr>
<tr>
<td>Commercial stable</td>
<td>One per individual stable space.</td>
</tr>
<tr>
<td>Community cultural facility</td>
<td>One per 375 s.f.</td>
</tr>
<tr>
<td>Day care, child care center</td>
<td>Two plus one per 10 children permitted by state license.</td>
</tr>
<tr>
<td>Day care, family day care (1—6 children),and group day care home (7+ children)</td>
<td>One off-street parking space is required for each employee. Sufficient area shall be designated for drop-off of children in a safe manner that will not result in traffic disruptions.</td>
</tr>
<tr>
<td>Category</td>
<td>Requirement</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dwelling, accessory</td>
<td>One.</td>
</tr>
<tr>
<td>Dwelling, multiple-family residential dwellings</td>
<td>Two spaces per dwelling unit, plus one guest parking space for every two units.</td>
</tr>
<tr>
<td>Dwelling, single-family</td>
<td>Two spaces per dwelling unit.</td>
</tr>
<tr>
<td>Dwelling, two-family</td>
<td>Two spaces per dwelling unit.</td>
</tr>
<tr>
<td>Dwelling, upper floor of building with non-residential uses at street level (single or multiple)</td>
<td>One space per dwelling unit.</td>
</tr>
<tr>
<td>Farmers market</td>
<td>See retail.</td>
</tr>
<tr>
<td>Governmental facility</td>
<td>See offices and services.</td>
</tr>
<tr>
<td>Housing — Independent, assisted, convalescent and nursing</td>
<td>One per three beds.</td>
</tr>
<tr>
<td>Hotel/motel</td>
<td>One per room and one per 300 s.f. of office space. In addition, spaces required for ancillary uses such as lounges, restaurants or places of assembly shall be provided and determined on the basis of the individual requirements for that use.</td>
</tr>
<tr>
<td>Housing, independent and assisted living</td>
<td>One and one-half spaces per unit.</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>One per 800 s.f. manufacturing space, one per 2,000 s.f. of warehousing, one per 300 s.f. of office space.</td>
</tr>
<tr>
<td>Medical services, clinic and medical office</td>
<td>One per 300 s.f.</td>
</tr>
<tr>
<td>Medical service, hospital</td>
<td>Two and one-quarter per patient bed.</td>
</tr>
<tr>
<td>Meeting facility</td>
<td>One space per 100 s.f.</td>
</tr>
<tr>
<td>Mini-warehouses/self-storage</td>
<td>One space per two units.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Office and service drive-through</td>
<td>Three stacking spaces are per service lane for financial institutions, five per service lane for any other use.</td>
</tr>
<tr>
<td>Offices and services</td>
<td>One per 300 s.f.</td>
</tr>
<tr>
<td>Place of worship</td>
<td>One for every four seats in the main place of assembly.</td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
</tr>
<tr>
<td>Campground</td>
<td>Determined by the zoning administrator based on similar use consideration.</td>
</tr>
<tr>
<td>Community-based</td>
<td>Determined by the zoning administrator based on similar use consideration.</td>
</tr>
<tr>
<td>Golf course</td>
<td>Six per one golf hole plus additional for any bar or restaurant.</td>
</tr>
<tr>
<td>Golf course, miniature or &quot;par-3&quot;</td>
<td>Three per one hole.</td>
</tr>
<tr>
<td>Gymnasium, sports fields, or stadium or similar place of outdoor assembly</td>
<td>One for every three seats or one for every six feet of bench. For fields without spectator seating, there shall be a minimum of 30 spaces per field.</td>
</tr>
<tr>
<td>Indoor commercial</td>
<td>One space per 100 s.f.</td>
</tr>
<tr>
<td>Recreation areas and parks</td>
<td>Determined by the Zoning Administrator based on similar use consideration.</td>
</tr>
<tr>
<td>Restaurant; restaurant with micro-brewery, small distillery, small winery; tavern</td>
<td></td>
</tr>
<tr>
<td>Carry-out</td>
<td>Seven per service or counter station</td>
</tr>
<tr>
<td>Drive-through</td>
<td>10 stacking spaces are per service lane.</td>
</tr>
<tr>
<td>Sit-down</td>
<td>One per 100 s.f.</td>
</tr>
<tr>
<td>Retail</td>
<td></td>
</tr>
<tr>
<td>Less than 5,000 s.f.</td>
<td>One per 150 s.f.</td>
</tr>
<tr>
<td>5,000 s.f. to 9,999 s.f.</td>
<td>One per 200 s.f.</td>
</tr>
<tr>
<td>10,000 s.f. to 49,999 s.f.</td>
<td>One per 250 s.f.</td>
</tr>
<tr>
<td>Use</td>
<td>Requirement</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Over 50,000 s.f.</td>
<td>One per 300 s.f.</td>
</tr>
<tr>
<td>Building supply, lumber, greenhouse,</td>
<td>One space per 300 s.f. plus one per 2,000 s.f. of outdoor area used for</td>
</tr>
<tr>
<td>equipment, vehicles</td>
<td>display and storage</td>
</tr>
<tr>
<td>Roadside stand</td>
<td>Determined by the Zoning Administrator based on similar use consideration.</td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Elementary or middle</td>
<td>One per classroom, plus one per 300 s.f. of office space.</td>
</tr>
<tr>
<td>High school</td>
<td>One per classroom, plus one per 300 s.f. of office space in addition to the</td>
</tr>
<tr>
<td></td>
<td>requirements for places of assembly such as auditoriums and gymnasiums.</td>
</tr>
<tr>
<td>Specialized/training</td>
<td>One per 300 s.f.</td>
</tr>
<tr>
<td>Service station</td>
<td>See retail.</td>
</tr>
<tr>
<td>Theater</td>
<td>One for every three seats.</td>
</tr>
<tr>
<td>Vehicle repair</td>
<td></td>
</tr>
<tr>
<td>General repair</td>
<td>Two per service stall, plus the requirements for offices.</td>
</tr>
<tr>
<td>Quick oil change</td>
<td>Two stacking spaces per service stall, rack or pit plus general offices and</td>
</tr>
<tr>
<td></td>
<td>services.</td>
</tr>
<tr>
<td>Vehicle wash</td>
<td>Four spaces, 10 stacking spaces for every washing stall or line, plus a</td>
</tr>
<tr>
<td></td>
<td>minimum 30-foot long drying lane. Two stacking spaces per self-serve car</td>
</tr>
<tr>
<td></td>
<td>wash stall.</td>
</tr>
<tr>
<td>Warehousing</td>
<td>One per 2,000 s.f.</td>
</tr>
</tbody>
</table>

Sec. 10.4 - Location and Design Requirements

A. **Dimensions and layout.** Parking spaces and aisles shall meet the width and length requirements of Table 10.4.

Table 10.4 Minimum Dimensional Requirements (Feet)
B. Parking lot requirements.

1. Surface.
   a. Maintenance. Driveways, drive aisles, and parking spaces shall be maintained and free of potholes, debris, or major structural deficiencies.
   b. Driveway surface. Driveways, drive aisles, and spaces shall be surfaced with asphalt, concrete, brick pavers, or equivalent surface as approved by the zoning administrator.

2. Drainage or runoff. Parking areas shall be graded and properly drained in such a manner that there will be no free flow of water onto adjacent property or public sidewalks and shall be subject to Ottawa County Water Resource Commissioner approval.

3. Striping of parking. Parking areas shall be striped to identify each parking space. The striping shall be permanently maintained and visible. Car sales lots are not required to have stripes to designated parking areas for vehicles for sale because the spaces are not intended for public use. However, vehicle space
striping shall be shown on site plans to demonstrate the maximum number of vehicles to be listed for sale at any time.

4. **Wheel and bumper guards.** Exterior parking spaces and those facing sidewalks and landscaped areas shall be equipped with wheel or bumper guards, so no part of a parked vehicle will extend beyond the parking space, unless a raised curb serves the same function.

5. **Accessible parking.** Pursuant to the Michigan Barrier Free Act, as amended, accessible parking shall be provided for any building or use initiated after the effective date of this ordinance per the minimum requirements of the Act and other requirements that may be adopted by federal or state law.

6. **Driveways.** Entrances and exits shall minimize traffic congestion and shall comply with the Holland Charter Township Commercial Driveways Ordinance, as amended, Section 12-51 [28-71].

7. **Connectivity.** Sites shall be designed to preserve the possibility of future connectivity and cross access movements of vehicles and pedestrians between adjacent lots of record.

C. **Special event parking.** It is recognized that there may be special community events or situations that occur infrequently which would result in the temporary reduction in the availability of required parking spaces or the need for temporary or overflow parking arrangements.

1. **Minimum requirements.** Parking shall be provided for expected patrons utilizing either existing on-site parking or temporary parking as approved by the zoning administrator. Parking will generally be based on one space for every three people on-site at any one time.

2. **Displacement.** No more than 25 percent of existing parking may be displaced for the special event.

3. **Requirements.** Temporary and overflow parking areas are subject to the following requirements:
   a. Parking areas shall be located and designed to ensure safe and efficient circulation for both pedestrians and vehicles, including designated maneuvering lanes, ingress and egress.
   b. Ai[les and parking rows shall meet the minimum widths required in this section. Lanes and parking rows shall be designated by temporary markings, such as paint, cones, flags or ribbons.
   c. Parking areas and maneuvering lanes shall be gravel, stone, or a similar material, or shall be grassed. Grassed lots shall be maintained, mowed, and seeded to ensure a passable and stable surface.
   d. Parking lots shall be graded and/or properly drained to dispose of all surface and storm water and to prevent drainage onto abutting properties.
   e. Barrier free spaces shall be provided on asphalt or concrete surfaces, pursuant to the Michigan Barrier Free Act.

Sec. 10.5 - Shared parking.

A. **Number.** The total parking space requirement shall be the aggregate number of spaces required at any time for the most parking intensive use or combination of uses.

B. **Justification.** To qualify for this option, an applicant is required to explain in detail, as part of the site plan and to the satisfaction of the Planning Commission, how the shared parking option would function.

C. **Requirements.**
   1. Facilities located on adjoining separate properties must be within 600 feet of each other, measured from the nearest point of public entrance to the building to the nearest point of the parking lot.
   2. A convenient pedestrian connection shall be provided between the properties.
   3. The availability of parking for all affected properties or uses shall be indicated by directional signs.
4. Interior vehicular access shall be provided to interconnect all properties sharing the parking facility(ies).

D. **Change in conditions.** Any change to the conditions that were considered during the approval shall require a review by the planning commission for the exemption to remain valid.

E. **Agreements.** Prior to establishing shared use of parking, the property owner or owners shall submit a written agreement providing for the shared parking use and a cross access and parking easement to the zoning administrator. All shared parking agreements shall run with the land and such deed restrictions shall be filed with the Ottawa County Register of Deeds. If any party to the agreement withdraws, that party shall be responsible to provide the required parking individually, in accordance with the provisions of this article. The agreement shall be filed prior to the establishment of the use.

Sec. 10.6 - Reduction and deferment.

A. **Permitted reductions.** Parking minimums may be reduced when it is demonstrated to the approving authority that parking demand is expected to be lower than the requirements of Table 10.3 and the following standards are met:

1. **Single building or use.**
   a. Convenient municipal off-street parking or on-street spaces are located within 500 feet of the subject property.
   b. Expectation of walk-in trade is reasonable due to sidewalk connections to adjacent residential neighborhoods or employment centers. To allow for a parking space reduction, the site design shall incorporate pedestrian connections to the site and on-site pedestrian circulation, providing safe and convenient access to the building entrance.
   c. The applicant has provided a parking study, conducted by a traffic engineer or qualified parking professional, demonstrating that another standard would be more appropriate based on actual number of employees, expected level of customer traffic, or actual counts at a similar establishment.

2. **Mixed occupancy or multiple buildings.** Parking may be reduced for shared/common parking lots by multiple uses where:
   a. There will be a high proportion of multipurpose visits.
   b. Uses have peak parking demands during differing times of the day or days of the week.

B. **Deferred parking.** When appropriateness of a reduction in the number of required parking spaces is demonstrated at the time of an application, but future conditions could warrant increased parking, some of the required parking may be deferred by the township. A performance guarantee may be required by the township.

1. **Requirements.** Deferred parking plans shall be in accordance with the following:
   a. **Site plan.** A site plan shall show all required parking but identify those spaces that will not be constructed until warranted. All deferred parking spaces and aisles shall meet the design and dimensional requirements of this article.
   b. **Landscaping.** Any area designated for deferred parking shall be landscaped and not used for any other purpose, such as outdoor storage or accessory buildings. Required parking lot landscaping shall be installed during deferred parking area construction.

2. **Timeframe.** Construction of all or a portion of the deferred parking spaces may be initiated by the owner or required by the township. The deferred parking shall meet all requirements of the ordinance in effect.
at the time of construction.

C. **Agreement.** A written agreement in form satisfactory to the township requiring the provision of additional parking spaces, if a greater number of employees or visitors use the lot of record at a future time, shall be executed by the township and the owner and/or occupant of the property.

D. **Validity.** The site plan approval of lesser parking requirements shall be valid only for the stated use. An occupancy permit for a new use shall not be issued unless a new site plan is reviewed and approved.

Sec. 10.7 - Off-street loading,

A. **Applicability.** For every use involving receipt or distribution of materials or merchandise in trucks, loading zones must be provided.

B. **Requirements.** Loading zones and maneuvering lanes are subject to the following requirements:

1. **Maneuverability.** Sufficient space for truck maneuvering shall be provided and demonstrated on a site plan based on anticipated truck types. Maneuvering space for trucks using the loading spaces shall be provided on the lot of record and shall not necessitate the use of public right-of-way.

2. **Number and dimensional requirements.** The number and dimensional requirements of off-street loading spaces is subject to Table 10.7.

3. **Location.** Loading docks, overhead doors, and other service entries shall not be located on the primary street side of principal buildings.

C. **Modification.** The approval authority may modify the required size of loading spaces for uses such as offices or smaller retail businesses that will involve smaller delivery trucks.

**Table 10.7 Minimum Off-Street Loading Requirements**

<table>
<thead>
<tr>
<th>Number of Spaces Required</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Less than 20,000 square feet of floor area</td>
<td>1 space</td>
</tr>
<tr>
<td>20,000 to 50,000 square feet of floor area</td>
<td>2 spaces</td>
</tr>
<tr>
<td>Each additional 50,000 square feet of floor area</td>
<td>1 additional space</td>
</tr>
</tbody>
</table>

**Dimensional Requirements**

| Min. Width (ft.) | 12 |
| Min. Length (ft.) | 40 |
| Min. Vertical Clear Space (ft.) | 14 |
| Min. Setback from any Abutting Residential Zoned Property (ft.) | 50 |
SECTION 15.03. GENERAL REQUIREMENTS. In all zoning districts, off-street vehicle parking facilities shall be provided and maintained as follows:

(a) Off-Street Parking for One and two-family Dwellings. Off-street parking facilities required for one and two-family dwellings shall consist of a parking strip, driveway, garage, or combination thereof and shall be located on the premises they are intended to serve subject to the provisions of Section 3.02 (Accessory Uses). No parking of boats, trailers, motor vehicles, recreational vehicles, campers, or other similar utility vehicles shall be permitted in the required Front Yard or Side Yard, except on a paved driveway which leads to an approved parking space. Such parking spaces shall be paved with cement or asphalt so as to provide a permanent, durable, and dustless surface and is connected to the driveway. Access from the driveway to the parking spaces shall not be permitted on unpaved surfaces.