



Park Township

From the Desk of Howard Fink,

Township Manager

10/22/2021

Hi Everyone. Attached is this week's management report. As always, please let me know if I have missed anything.

Planning / Zoning Position

The full time Community Development Director position has been posted. We will remain positive on getting qualified applicants. In the meantime, I will be picking up those duties. It will add to my work load, and I will do my best to ensure nothing gets dropped.

TIP / CMAQ Funds

As I mentioned at the meeting, we have been awarded CMAQ dollars through the TIP. Our next hurdle is ensuring the State approves our application as well. I will be working with our engineering consultants and the MACC to present our application in the best light possible. Sometimes, the State will reject bike path projects if they don't feel like enough greenhouse gas emission reduction will result from construction. Our path project is unique though in that it completes a significant network. I have been told the State views path connections and network completions highly.

STR / P.C.

Myself, Dan and the consultant from Granicus will be presenting at the next P.C. meeting. I look forward to a robust dialogue.

County Government Meeting

I attended a county wide government forum at the Fillmore complex on the need for dedicated community college efforts in Ottawa County. I know Trustee Spoelhof has been involved in this conversation. Would you all like to hear a presentation or have a discussion with Bill Pink, President of GRCC? If so, feel free to let me know directly or at an upcoming board meeting under board member comments.

Finance

The RFP for Audit Services has been distributed. We will keep the Board posted as the process moves forward.

State Shared Revenue

Actual State Revenue Sharing payments continue to exceed the State's estimates. The payment we will receive next week will put us at \$951,405 for the fiscal year and reflects half of our annual payments. If the remaining payments we receive match the State estimates (which thus far have been lower than the actual payments), we will receive \$1.78 million for the fiscal year. The budget is \$1.62 million, so actual revenue would exceed budgeted revenue by \$164,000.

Cooper Van Wieren

As I mentioned in a previous manager report, we are going to be providing a high-level summary of costs when our parks projects are complete. I have attached the breakdown for Cooper Van Wieren which also includes the runway removal and estimated costs for the gate. Thank you, Connie, for compiling the information.

Cooper Van Wieren Construction Project

10/22/21

Construction Engineering & Administration ¹		\$78,520.05
Base Construction		
Cooper Van Wieren Park	\$260,562.79	
Airport Runway/Taxi-way Removal, pulverize material and restore	\$66,297.00	
Less Credit for runway seeding	<u>-\$11,040.82</u>	\$315,818.97
Permits		\$1,880.00
Owner Installed Items/Other Miscellaneous		\$8,202.25
Grand Total, Cooper Van Wieren & Airport Runway Removal ³		<u>\$404,421.27</u>

¹ Construction, Engineering & Administration costs include:

- a. Concept designs before the project design was finalized
- b. Engineering/observation costs for airport runway and taxi-way removals
- c. Engineering/observation costs for the addition of bike paths to Ottawa Beach Road & 152nd.

² Includes associated costs with runway/taxi-way removal such as removing fencing/stripping/bumper blocks of approximately \$4,650.

³ Total does not reflect costs for the gate estimated at \$20,000.



Park Township Planning & Land Use Activity Report

September 2021

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 (PTBT).

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

Camp Geneva

A site plan was received to construct a pedestrian bridge over Lakeshore Drive connecting the west and east campuses of Camp Geneva. In addition, the application seeks to dissolve the current Planned Unit Development and authorize the bridge and future expansions through the existing use-by-right provisions of the zoning district. The bridge application has been placed on the October agenda of the PTPC.

Current Ordinance Reviews

Accessory Buildings

The PTPC held a public hearing at their August 26, 2021 meeting to consider removing the authority of the Park Township Zoning Board of Appeals to approve accessory buildings in excess of the square footage limitations and providing that authority to Zoning Administrator. The language was recommended to the PTBT and adopted at their October 14, 2021 meeting.

Wheel Stops

The PTPC held a public hearing at their August 26, 2021 meeting to consider language allowing alternatives to wheel stops in parking lots. The language was recommended to the PTBT and adopted at their October 14, 2021 meeting.

Home Occupations

The PTPC held a public hearing at their September 23, 2021 meeting to consider an amendment to the home occupation language within the Park Township Zoning Ordinance to allow customers on site, among other revisions. The language was recommended to the PTBT and adopted at their October 14, 2021 meeting.

Other Matters

Food Trucks

As a result of a recent application to the Park Township Zoning Board of Appeals to allow food trucks, sample language was presented at the September meeting of PTPC to consider permitting food trucks by ordinance. Subsequently, a draft has been prepared specific to Park Township for review by the PTPC at their October meeting.

Master Plan

The Master Plan process has been paused due to the departure of Fresh Coast Planning, who will no longer provide planning and zoning services to the Township at the end of October. Principal Greg Ransford and Manager Howard Fink agreed that the Township would be in a better position moving forward with the process by allowing the replacement Planner to lead future public workshops.

Construction Observation Update – Approved Land Use Projects

The Reserve on Lake Macatawa

No permits were issued.

Beachwalk Condominiums – Ottawa Beach Road

No permits were issued.

Benjamin's Hope Planned Unit Development Amendment

Rough-in inspections were approved (no change from last month)

Outdoor Discovery Center

Building permits were issued. Grading has begun.

Upcoming Matters

Short Term Rentals

The Township hired Granicus to guide the Short Term Rental process, who compiled initial data sets for review by the PTPC. Staff met Granicus in July to review the data and formulate next steps. Existing data will be separated by neighborhoods and provided to Granicus for further analysis.

Annual Project Rolodex

- Zoning Text Amendments
 - Section 38-605(6) – Requirements for Parking Areas
 - Section 38-491(b)(2)h – Accessory Buildings, Detached Accessory Buildings, Location and Height Limitations
 - Section 38-491(b)(2)i – Accessory Buildings, Detached Accessory Buildings, Location and Height Limitations
 - Planning Commission recommendation of adoption: August 26, 2021
 - Board of Trustees adoption: October 14, 2021
 - Section 38-6 – Definitions
 - Section 38-506 – Home Occupations
 - Planning Commission recommendation of adoption: September 23, 2021
 - Board of Trustees adoption: October 14, 2021
- Brewers Map Amendment (Conditional Rezoning) Request
 - Planning Commission recommendation of adoption: June 24, 2021
 - Board of Trustees approval: July 8, 2021
- Zoning Text Amendments
 - Division 4A – Lake Court Overlay District
 - Division 4B – Edgewood Beach Overlay District
 - Section 38-6 – Definitions
 - Section 38-155 – Zone Districts
 - Planning Commission recommendation of adoption: June 24, 2021
 - Board of Trustees adoption: July 8, 2021
- Outdoor Discovery Center, Preschool
 - Planning Commission approval: May 27, 2021
- Timberline Woods Pond
 - Planning Commission approval: May 27, 2021
- Brewers Map Amendment (Rezoning) Request
 - Planning Commission recommendation of denial: April 22, 2021
 - Board of Trustees: Withdrawn by applicant
- Macatawa Legends Planned Unit Development Amendment
 - Planning Commission recommendation of approval: January 13, 2021
 - Board of Trustees approval: March 11, 2021
- Waukazoo Woods Farmers Market
 - Planning Commission approval: January 13, 2021
- Anchorage Marine Planned Unit Development Amendment
 - Planning Commission recommendation of approval: December 9, 2020
 - Board of Trustees approval: April 8, 2021
- Division 11 – Public Lands and Open Spaces District
 - Planning Commission recommendation of approval: November 11, 2020
 - Board of Trustees adoption: April 8, 2021
- Public/Open Space Master Plan Amendment
 - Planning Commission recommendation of approval: November 11, 2020
 - Board of Trustees adoption: April 8, 2021
- Harrington Woods Conditional Map Amendment (Rezoning) Request
 - Planning Commission recommendation of denial: October 14, 2020
 - Board of Trustees: Withdrawn by applicant
- Benjamin’s Hope Planned Unit Development Amendment

- Planning Commission recommendation of approval: October 14, 2020
 - Board of Trustees approval: January 14, 2021
- Tree Preservation (Section 38-518) Zoning Text Amendment
 - Planning Commission recommendation of adoption: September 9, 2020
 - Board of Trustees adoption:
- Zoning Text Amendments
 - Division 6B – Ottawa Beach Overlay District
 - Section 38-6 – Definitions
 - Section 38-155 – Zone Districts
 - Section 38-509(1) – Home Occupations
 - Section 38-601 – General Parking Requirements
 - Planning Commission recommendation of adoption: July 8, 2020
 - Board of Trustees adoption: August 13, 2020