



**GRAND HAVEN CHARTER TOWNSHIP
BOARD AGENDA
Monday, August 22, 2022**

REGULAR MEETING – 7:00 P.M.

Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to Township Staff prior to the meeting.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve August 8, 2022, Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$1,232,145.83 (*A/P checks of \$1,088,597.20 and payroll of \$143,548.63*)
 3. Approve Hire of Full-Time Fire/Rescue staff Kurtis Dilley, effective September 5th
 4. Approve Hire of Part-Time Fire/Rescue staff Gabrielle DeGram, effective August 29th
 5. Approve Appointment of Eric Frifeldt to the Planning Commission for a Term Ending 08/31/25
 6. Approve Re-appointment of Dave Reenders to the Planning Commission for a Term Ending 08/31/25
 7. Approve Re-Appointment of John Heinritz, Rob Robbins and Alompradith Sphabmixay to the Downtown Development Board for terms ending 08/31/25
 8. Approve Re-appointment of Mary Jane Belter to the North Ottawa Recreation Authority Board for a term ending 08/31/25
 9. Approve Purchase Agreement for Groesbeck Street Parcel – MNRTF Land Acquisition
- VI. OLD BUSINESS
 1. Schedule Special Joint Board Meeting with Planning Commission for Monday, August 29th at 6:00 p.m. Re: Residential PUD Standards
- VII. NEW BUSINESS
 1. Approve Resolution 22-08-02 – Scheduling the Truth-in-Taxation Hearing
- VIII. REPORTS & CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 3. Other
- IX. PUBLIC COMMENTS – (*Non-Agenda Items*)
- X. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. Please complete Speaker Information Sheet. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, AUGUST 8, 2022**

REGULAR MEETING

I. **CALL TO ORDER**

The regular meeting of the Grand Haven Charter Township Board was called to order at by Supervisor Reenders at 7:00 p.m.

II. **PLEDGE TO THE FLAG**

III. **ROLL CALL**

Board members present: Reenders, Redick, Larsen, Behm, Meeusen, and Kieft

Board members absent: Wagenmaker

Also present was Manager Cargo, Assistant Manager Sherwood, and Public Services Director Chappell.

IV. **APPROVAL OF MEETING AGENDA**

Motion by Trustee Meeusen and seconded by Trustee Redick to approve the meeting agenda. **Which motion carried.**

V. **APPROVAL OF CONSENT AGENDA**

1. Approve July 25, 2022, Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$521,301.36 (*A/P checks of \$394,008.06 and payroll of \$127,293.30*)
3. Approve Change Order – Increase Schmidt Heritage Park Restrooms from a design capacity of 500 park users to 1,105 park users - \$191k.

Motion by Treasurer Kieft and seconded by Trustee Behm to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. **OLD BUSINESS**

1. **Motion** by Trustee Meeusen and seconded by Trustee Redick to approve the low bid of \$999,772.49 from River Works Construction for the MNRTF Hofma Parks/Preserve Trails Expansion project and to authorize Superintendent Cargo to execute the necessary contract documents. **Which motion carried.**

VII. **NEW BUSINESS**

1. Trustee Redick disclosed that he is a partner in the legal firm of Mika Meyers PLC and that Attorney Nettleton from this firm helped to prepare Resolution 22-08-01, as instructed by Superintendent Cargo. That said, Redick's financial interest in this work does not constitute a financial conflict of interest under Michigan law.

Motion by Clerk Larsen and seconded by Trustee Behm to approve Resolution 22-08-01 that authorizes the reimbursement of costs associated with the proposed Fire/Rescue station prior to the issuance of bonds. **Which motion carried.**

Yeas: Larsen, Kieft, Meeusen, Redick, Behm, Reenders

Nays:

Absent: Wagenmaker

VIII. REPORTS AND CORESPONDENCE

1. Committee Reports
2. Manager's Report
 - i. Second Quarter Update – 2022 Project List
 - ii. July Ordinance Enforcement Report
 - iii. July Building Report
 - iv. July Public Services Report
3. Other Board Comments

IX. PUBLIC COMMENTS – (*Non-Agenda Items*)

1. Laird Schaefer (*12543 Wilderness Trail*) had questions/concerns regarding the Project List and the STR tasks listed to fully implement rental inspections and Special Land Uses. Manager Cargo noted that these would be implemented in 2023 and STR property owners would be notified.

X. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:20 p.m. **Which motion carried**

Respectfully Submitted,



Laurie Larsen

Grand Haven Charter Township Clerk



Mark Reenders

Grand Haven Charter Township Supervisor



Administrative Memo

DATE: August 16, 2022
TO: Township Board
FROM: Karen Sherwood
RE: Approve Appointment of Kurtis Dilley as a Full-time Firefighter/Paramedic

Overview and Process

37 applications were reviewed, and it was found eight candidates that either met or had the potential to meet the necessary criteria for the position. These eight candidates were given the online Firefighter/EMS exam through the National Testing Network. An interview committee was established, which included staff from Fire/Rescue as well as a Captain from a local area fire department. Four candidates were asked to participate in a formal interview based upon scores and employment knowledge. While the committee found three of the candidates to be qualified and all good candidates for this position, based upon knowledge of the candidate as a part-time fire fighter for Grand Haven Charter Township, his experience and qualifications, Kurtis Dilley was selected for hire. A contingent job offer was extended.

Dilley's Qualifications

Dilley is currently a part-time firefighter/paramedic for Grand Haven Charter Township as well as a Public Safety Officer III for Grand Haven Public Safety. Dilley has additional experience as a Firefighter for Spring Lake Township Fire Department and has also worked as a paramedic for North Ottawa Community Hospital. Dilley has many licenses and certifications to include, but not limited to, paramedic, firefighter I/II, ice rescue technician, hazmat operations, basic life support, and a field training officer. According to Dilley's references and what we observed in the interview, he was very professional and calm under pressure. Dilley also had the best on the job interview as a part-time firefighter for the Township. Please see the offer letter for more details.

Pursuant to state law, the recommendation of a Kurtis Dilley as the next Full-Time Firefighter/Paramedic for Grand Haven Charter Township must be approved by the full Township Board. To affirm this selection, the following motion can be offered:

Motion to approve the selection of Kurtis Dilley as a full-time firefighter/paramedic for Grand Haven Charter Township beginning on Monday, September 5, 2022.

If you have any questions or concerns, please contact Sherwood at your convenience.

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Administrative Memo

DATE: August 16, 2022
TO: Township Board
FROM: Karen Sherwood
RE: Approve Hire of Gabrielle DeGram as a Part-time Firefighter

Overview and Process

24 applications were reviewed, and it was found twelve candidates that either met or had the potential to meet the necessary criteria for the position. These twelve candidates were all invited into the Fire/Rescue Station to participate in an agility test. Of these twelve candidates five participated in the agility testing. An interview committee was established, which included staff from Grand Haven Charter Township Fire/Rescue. All five candidates were asked to participate in a formal interview. The committee found two of the candidates to be qualified and all good candidates for this position, however one of the two candidates failed to respond to communication attempts. Gabrielle DeGram was one of the candidates selected for hire. Kurtis Dilley was selected for hire and a contingent job offer was extended.

About DeGram

Although DeGram has no experience as a firefighter, firefighting has run in her family as her grandfather was a fire chief and her uncle was a firefighter. She enjoyed seeing them work and had aspirations of being a fire-fighter. Through the hiring process, DeGram exhibited passion, a willingness to learn and keen sense of follow-through. The township will provide DeGram training to become a qualified firefighter. Please see DeGram's offer letter for more details.

Pursuant to state law, the recommendation of a Gabrielle DeGram as the next Part-Time Firefighter for Grand Haven Charter Township must be approved by the full Township Board. To affirm this selection, the following motion can be offered:

Motion to approve the selection of Gabrielle DeGram as a part-time firefighter/paramedic for Grand Haven Charter Township beginning on Monday, August 29, 2022.

If you have any questions or concerns, please contact Sherwood at your convenience.



Administrative Memo

DATE: August 16, 2022
TO: Township Board
FROM: Karen Sherwood
RE: Supervisor Reenders' Appointment of Eric Frifeldt – Planning Commission

The Planning Commission had a vacancy due to a resignation effective August 31, 2022.

After posting the Planning Commission position and receiving four (4) applications, Supervisor Reenders is recommending the appointment of Eric Frifeldt to the Planning Commission. Frifeldt is currently a Parks Supervisor for Ottawa County Parks and Recreation and has also been a Park Ranger for the State of Michigan Department of Natural Resources. He is also a member of the Township's Parks and Recreation Committee. Frifeldt also has an MSA in Public Administration and a BS in Parks Recreation and Leisure Services.

If the Board supports this Planning Commission appointment, the following motion may be offered:

Motion to appoint Eric Frifeldt to the Planning Commission for a term of three years ending August 31, 2025.

If you have any questions or concerns, please contact Sherwood at your convenience.

SUPERINTENDENT'S MEMO

DATE: August 17, 2022

TO: Township Board

FROM: Cargo

SUBJECT: Re-Appointment to the DDA Board; the Planning Commission; and NORA Board

As you are aware, pursuant to Section 2.11 of the Township's Administrative Policies and Procedures Manual, the Township Supervisor has broad authority to appoint members to a variety of Committees, Boards, and Commissions.

The following is a list of **re-appointments**. Because these are Supervisor Reenders' re-appointments, I have not included the normal background material since the elected officials are familiar with each of these individuals:

Motion to re-appoint John Heinritz, Dan Luckey, Rob Robbins and Alompradith Sphabmixay to the Downtown Development Authority Board for a three-year term ending on August 31, 2025.

Move to re-appoint Dave Reenders to the Planning Commission for a three-year term ending August 31, 2025.

Move to re-appoint Mary Jane Belter to the North Ottawa Recreation Authority Board for a three-year term ending August 31, 2025.

If you have any questions or comments, please contact Supervisor Reenders prior to the Board meeting.

SUPERINTENDENT'S MEMO

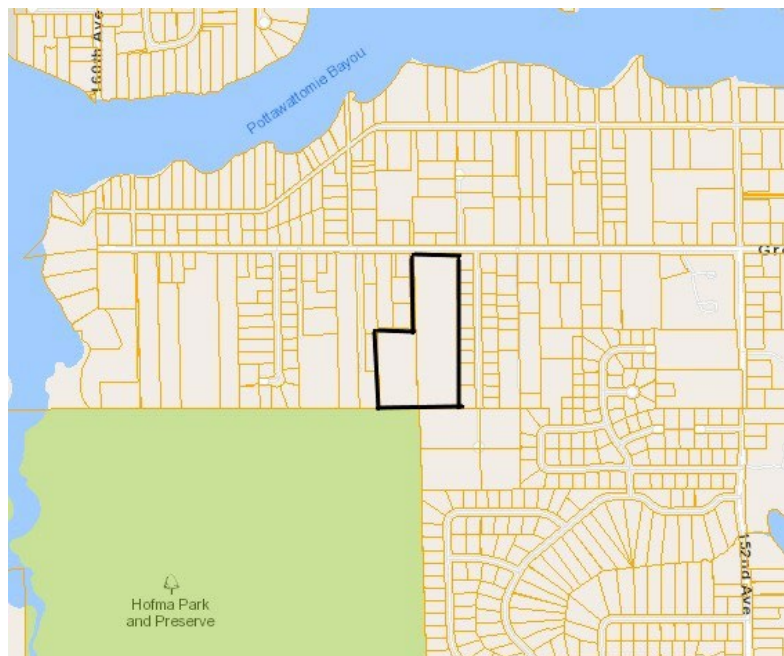
DATE: August 16, 2022

TO: Township Board

FROM: Bill Cargo

SUBJECT: Approve Purchase Agreement

As you may recall, the Township budgeted **\$352k** for the purchase of the Groesbeck Street property (*i.e.*, 15.77 acres with a rental unit) that will allow for another entrance into Hofma Park and Preserve. (*See attached location map.*) The MNTRF grant will cover about \$246k of the land acquisition grant.



Unfortunately, the appraisal firm that was mandated by the State of Michigan provided an appraisal of \$460k – or about 40% above the value provided by a local appraising firm.

That said, the owner (*who lives in the Chicago area*) agreed to a purchase price of \$350k with a \$110k land donation. (*The price may rise slightly with certain closing costs added.*) Both the “Agreement to Purchase Land” and “Statement of Just Compensation” – as required by the State of

Michigan and reviewed by MNRTF staff – are attached.

To proceed forward with this land purchase, the following motion is offered for Board approval:

Motion to authorize Superintendent Cargo to execute an agreement to purchase 15.77 acres of land on Groesbeck Street adjacent to Hofma Park and Preserve at a cost of \$350,000 plus closing costs pursuant to MNRTF grant project # TF20-0148.

Please contact me at your convenience if you have any questions or comments.



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: August 18, 2022
TO: Township Board
FROM: Rory Thibault – Senior Planner
RE: Joint Session: Residential PUD Standards & Housing Types

BACKGROUND

Recall on July 11th the Township Board and Planning Commission met to discuss the housing types that are currently allowed in any Residential PUD according to Section 7.04.A of the Zoning Ordinance, and determine if this section should be amended.

The following directives were provided to Planning Staff at the conclusion of the meeting:

- Research other PUD ordinances that provide both discretion and define standards (*or controls*) on different housing types;
- Draft an amendment to the existing PUD ordinance which provides a user-friendly understanding regarding housing compatibility for potential residential PUDSs.
(This is an effort to further define expectations of the Township in the early stages of any residential PUD application therein reducing conflict.)

Overview

The Community Development memo that has been provided to the Township Board and Planning Commission, dated August 18, 2022 provides a report on the significant discretion afforded to the Township in determining the character and compatibility of any new development. In summary the memo provides the following information which shall be the basis of discussion for the proposed Joint Meeting of the Township Board and Planning Commission on Monday August, 29, 2022:

- ✓ Key Terms Review: Understand the discretion the Planning Commission & Township Board have in determining the character and scale of new developments through the PUD process. *(provided in the Appendix Section)*
- ✓ Ordinance Review: Understand what the current ordinances allow by right in the underlying Zoning Districts. *(provided in the Appendix Section)*
- ✓ Character Review: Determine what Zoning Districts “Missing Middle” housing types are compatible with based on their character and scale
- ✓ Draft Recommendation: Determine what Ordinances should be amended *(or added)* based on the direction of the Planning Commission and Township Board.



Please contact me if this raises questions.



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: August 18, 2022
TO: Township Board, Planning Commission
FROM: Rory Thibault – Senior Planner
RE: Residential Character and PUD Compatibility

GOALS

- Understand the discretion the Planning Commission & Township Board have in determining the character and scale of new developments through the PUD process.
- Review what the current ordinances allow by right in the underlying Zoning Districts.
- Determine what Zoning Districts “Missing Middle” housing types are compatible with based on their character and scale.
- Determine what Ordinances should be amended based on the direction of the Planning Commission and Township Board.

Key Terms

Within the Township’s current Ordinances and Master Plan, there is a significant amount of language that relates to design, appearance, and location for any structure – from the scale of a single-family house and accessory structure to a new PUD. The following terms, show up in numerous places within these documents (see Appendix). These are the ways by which we characterize and therefore regulate the “look and feel” of the Township.

Design & Appearance

- *Design, Type, Character, Aesthetic, Bulk, Mass, Architectural Features, Consistent, Compatible*

Location

- *Placement, Comparison Area, Transition Area, Separation, Abut, Buffer, Obscure*

CHARACTER REVIEW

As we are reviewing how new development should integrate within the existing context of a given neighborhood in the Township, we must also characterize the “look and feel” of that given neighborhood and the development that is being proposed. The following are a series of housing types that were identified in the Master Plan as desirable for increasing the diversity of housing options in the Township. However, it is equally important to understand how the freedom of housing options can be provided while also preserving the unique and desirable aspects of the community.

Carriage Houses

- **Definition:**
Accessory Dwelling Unit
- **Currently Permitted:**
Prohibited (some exist as nonconforming)
- **Character:**
Appearance of a small structure, often smaller than the principal dwelling, with the same architectural character.



15954 152nd St., GHT

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-1? R-2?



10975 Lakeshore Dr., GHT



Duplex

- **Definition:**
*Two Attached Dwelling Units,
Two-Family Dwelling*
- **Currently Permitted:**
R-3, R-2 requires Special Land Use
- **Character:**
*Appearance of a small-to-medium
single-unit house with a front entry.*

WHICH ZONING
DISTRICTS ARE
COMPATIBLE?

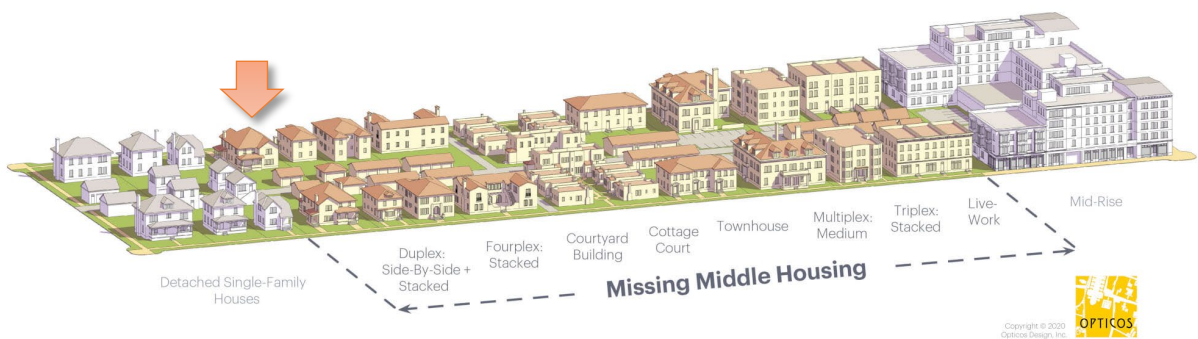
✓ R-1? R-2? R-3?



Lincoln Pines PUD, GHT



517 Sheldon, Grand Haven



Mansion Apartment

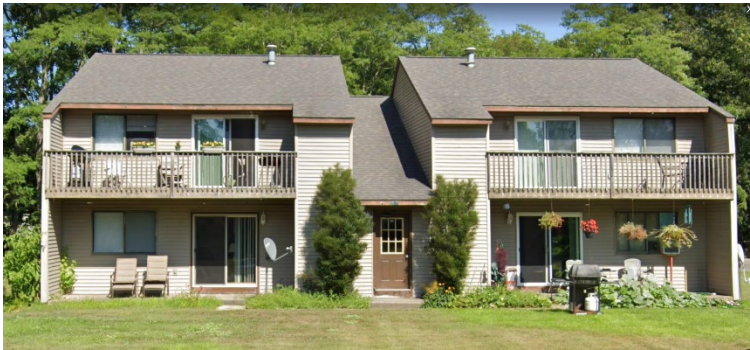
- **Definition:**
Multiple Attached Dwelling Units, Multi-Family Dwelling
- **Currently Permitted:**
R-3
- **Character:**
Appearance of a medium-to-large single-unit house with shared corridors and a shared entry from the street.



227 Henry Ave., Grand Rapids

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-1? R-2? R-3?



Clovernook Dr., GHT

Fourplexes

- **Definition:**
Multiple Attached Dwelling Units, Multi-Family Dwelling
- **Currently Permitted:**
R-3
- **Character:**
Appearance of a medium-sized building with shared or individual entries from the street.

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-2? R-3?



Courtyard Apartment

- **Definition:**
Multiple Attached Dwelling Units, Multi-Family Dwelling
- **Currently Permitted:**
R-3
- **Character:**
Appearance of a medium-to-large sized building oriented around a courtyard or series of courtyards.



43 North PUD, Grand Haven

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-2? R-3?



Central Commons, Holland

Bungalow Court

- **Definition:**
Detached Single Dwelling Unit, Single-Family Dwelling
- **Currently Permitted:**
R-3
- **Character:**
*A close arrangement of buildings each containing one dwelling unit around a shared court.
(i.e. small condos)*

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-1? R-2? R-3?



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Townhomes

- **Definition:**
Multiple Attached Dwelling Units, Multi-Family Dwelling
- **Currently Permitted:**
R-3
- **Character:**
Appearance of a small-to medium-sized attached structure, often multi-story. Entries typically face the front.



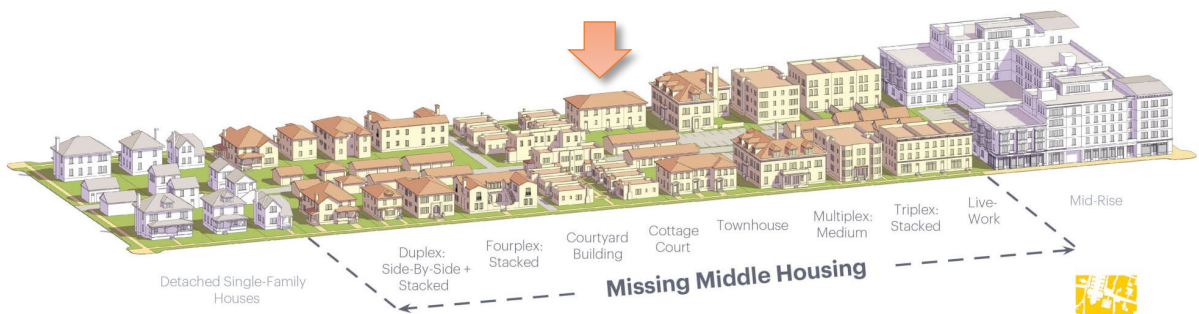
Hunters Woods PUD, GHT

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-2? R-3?



Franklin Flats, Grand Haven



Live/Work

- **Definition:**
Residential Units on Upper Floors of Mixed Use Buildings
- **Currently Permitted:**
C-1, C-2 through Special Land Use
- **Character:**
A building consisting of one dwelling unit above a fire-separated ground floor space that can accommodate non-residential uses



114 N. 3rd St., Grand Haven

WHICH ZONING DISTRICTS ARE COMPATIBLE?

✓ R-3? C-1? C-2?



1322 Washington Ave., Grand Haven



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RECOMMENDATION

Amend Current Standards: Zoning Ordinance

Note: Changes to the Ordinances are marked in red

Chapter 21: Definitions

✓ Add language clarifying terms used throughout Ordinance

- Define: massing.
The scale and proportions of a building or object.
- Define: scale.
The size and shape of a building or other element of the built environment, relative to its surroundings and to the people who interact with it.
- Define: bulk.
The term used to indicate the size, location and number of structures, including: a) size and height of structures; b) location of exterior walls; c) lot area and lot width.

✓ Add language clarifying dwelling unit types

(21.30) **Principal** Dwelling Unit. A building, or portion thereof, designed to provide complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. A manufactured home which complies with the requirements of Section 14.08 (Regulations Applicable to All Dwellings) of this Ordinance shall be considered as a dwelling unit.

(21.30.a) Accessory Dwelling Unit. A detached dwelling unit that is permitted only on properties with a single detached principal dwelling unit. ADUs are a lesser size than the principal dwelling unit and including permanent provisions for living, sleeping, eating, cooking and sanitation.; often referred to as carriage houses or granny flats.

(21.30.b) Single Detached Dwelling Unit. A building containing one (1) dwelling unit not sharing common structural elements with any other structure intended for occupation, and surrounded on all sides by open spaces; often referred to as a Single-Family Building.

(21.30.c) Two Attached Dwelling Units. A building containing two (2) dwelling units, sharing common structural elements, each of which has separate and direct access to the outside. Examples include side-by-side or stacked duplexes; often referred to as a Two-Family Building.

(21.30.d) Multiple Attached Dwelling Units. A building, containing three (3) or more dwelling units, sharing common structural elements or party walls. Examples include apartment buildings or townhomes; often referred to as a Multi-Family Building.

✓ Add language clarifying terms

SECTION 14.08. – REGULATIONS APPLICABLE TO ALL DWELLINGS

(A.4) The dwelling shall be *compatible* in design and appearance with the design and appearance of other dwellings in the general vicinity of its proposed location.

- ✓ (A.4.iii) Bulk. The *massing* of the proposed dwelling is the same as or substantially similar to the established massing of the comparison area (excluding any dwelling located in a manufactured housing park)

✓ Add language requiring single-family lots in PUDs adjacent to other single-family areas

Section 7.10 – OPEN SPACE REQUIREMENTS

(G) Transition Areas

(G.1) Where the PUD *abuts* a single-family residential district, the Planning Commission or Township Board may require a transition area.

(G.2) A required *transition area* shall consist of the following:

- a) A row of single-family lots or condominium sites within the PUD similar to the adjacent single-family development in terms of density, lot area, lot width, setbacks, building spacing, and height; and
- b) Woodlands, natural features or a landscaped greenbelt sufficient to provide an OBSCURING effect; or
- c) Open or recreation space sufficient in depth to provide adequate SEPARATION; or
- d) Significant changes in topography which provides an effective BUFFER.

SECTION 2.09: TABLE OF PERMITTED USES

✓ Add language expanding Special Land Uses when compatible with the character of the neighborhood as agreed upon above

Residential Uses:

- Accessory Dwelling Unit: R-1 SLU, R-2 SLU

- Two Attached Dwelling Units: R-1 SLU, R-2 SLU, R-3
- Multiple Attached Dwelling Units: R-2 SLU, R-3
- Residential Dwelling Units above Commercial: R-1 SLU, R-2 SLU, R-3, C-1, C-2

**Amend Current Standards:
Ordinance N0.597**

- ✓ *Expanding two-family housing to include multi-unit housing (aka Mansion Apartments)*

SPECIAL LAND USE STANDARDS – TWO-UNIT AND MULTI-UNIT DWELLINGS

Section 12.50 TWO-UNIT & MULTI-UNIT DWELLINGS

(12.50.B) The minimum side yard setback shall meet the requirements of the underlying zoning district

(12.50.C) Two-unit and multi-unit dwellings shall be connected to municipal water, and if available, sanitary sewer.

(12.50.D) Two-unit and multi-unit dwellings shall be designed to look like a single-family dwelling and shall include *architectural details* found on the majority of dwellings in the neighborhood, so the building is consistent with the *aesthetic character* of existing buildings within the *comparison area*. Scaled elevations depicting the features shall be provided.

**Ordinance N0.605:
Accessory Dwelling Units**

- ✓ *New Ordinance permitting Accessory Dwelling Units by Special Land Use*

SPECIAL LAND USE STANDARDS – ACCESSORY DWELLING UNITS

A. Definition.

A detached dwelling unit that is permitted only on properties with a single detached principal dwelling unit. ADUs are a lesser size than the principal dwelling unit and including permanent provisions for living, sleeping, eating, cooking and sanitation.

B. Regulations and conditions.

1. Leasing or Rental. No ADU shall be leased or rented for less than twenty-eight (28) days, and shall not be used as a short-term rental.

2. All structures designed and/or used for the temporary or permanent dwelling of a person or persons and not integrated into the primary residence on a lot shall be considered an accessory dwelling unit (ADU).

3. Development Standards. ADUs may be permitted as a special land use, provided they meet the following standards:

a. The ADU shall be connected to municipal water, and if available, sanitary sewer.

1) Sanitary sewer facilities shall be approved by the Ottawa County Department of Health in accordance with applicable standards. The applicant shall submit proof that the proposed septic tank and drain field location for each dwelling would be approved, or has been approved, by the Ottawa County Health Department

b. The ADU shall include permanent provisions for living, sleeping, eating, cooking and sanitation separate from the primary residence, and shall meet all provisions of the Building Code and regulations.

c. The exterior design of an ADU, shall be compatible with the existing residence on the lot. The accessory structure must be aesthetically compatible with the Main Building on the site and surrounding Main Buildings. Aesthetic compatibility shall include roof pitch, façade materials/siding, inclusion of windows, colors, and other factors deemed necessary by the Planning Commission.

d. The ADU shall not result in excessive traffic or noise.

e. The design and location of the ADU shall maintain a compatible relationship to adjacent properties and shall not significantly impact the privacy, light, or air of adjacent properties.

f. Where applicable, the ADU shall be located and designed to protect neighboring views of the lakeshore and scenic coastal areas.

g. No more than one ADU shall be permitted on a single parcel.

h. Unit size. ADUs shall have a floor area no less than five hundred (500) square feet and no greater than one thousand one hundred (1,100) square feet.

1) Under no circumstances shall the maximum lot coverage for a given district be exceeded.

2) The floor area of an ADU shall not be greater than the size of the principal dwelling.

i. Setbacks. ADUs shall comply with all setbacks for accessory buildings in the zoning district in which they are located.

j. Number. An ADU shall count towards the maximum number of permitted accessory structures on the lot

k. Occupancy. The property owner must occupy either the principal or accessory dwelling.

l. Height. The height of an ADU shall not exceed twenty-four (24) feet or the height of the principal building, whichever is greater.

m. Orientation. Windows facing an adjoining residential property must be designed to protect the privacy of neighbors, unless fencing or landscaping is provided as screening.

4. Deed restrictions.

A. Before obtaining a building permit, or when a building permit is not required, before making an ADU available for use, the property owner shall file with the zoning administrator a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner, which shall state the following:

a. The use permit for the ADU shall be in effect only so long as either the main residence or the ADU is occupied as the principal residence by the applicant.

b. The ADU shall not be sold separately.

c. All above declarations shall run with the land, and are binding upon any successor in ownership.

d. The deed restrictions shall lapse upon the removal of the ADU.

B. Any covenant, restriction or condition contained in any deed, contract, security instrument or other instrument affecting the transfer or sale of any interest in a planned development, and any provision of a governing document that either effectively prohibits or unreasonably restricts the construction or use of an accessory dwelling unit as a rental unit, though the latter otherwise meets the requirements of this Act, is void and unenforceable.

This section does not apply to provisions that impose reasonable private restrictions on accessory dwelling units. For purposes of this subdivision, “reasonable private restrictions” means restrictions that do not unreasonably increase the cost to construct, effectively prohibit the construction of, or extinguish the ability to otherwise construct an accessory dwelling unit consistently with the provisions of this Act.

**Review Of Current Standards:
Zoning Ordinance**

Chapter 1: TITLE AND PURPOSE

Section 1.02 – PURPOSE AND INTENT

(1.02.D) Develop housing for Township residents in a wide variety of *types*, *designs*, and price points.

CHAPTER 2: ZONING DISTRICTS

(2.01.D) R-1 Single Family Residential

...very restrictive residential district to encourage an environment of low-density single family dwellings

(2.01.E) R-2 Single Family Residential

...restrictive residential district to encourage an environment of single family dwellings ...Densities in this district are intended be higher than in R-1, while maintaining a single family neighborhood *character*.

(2.01.F) R-3 Multiple Family Residential.

The R-3 district is intended to provide a wide range of housing *types*, to ensure that housing is provided in the Township in a wide variety of price points.

Chapter 7: Planned Unit Developments

Section 7.08 – GENERAL PUD DESIGN CONSIDERATIONS

(7.08.B) Buildings and Grounds

(B.1) The PUD shall be reasonably *compatible* with the natural environment of the subject premises and adjacent premises.

(B.6) The proposed buildings within the PUD, including consideration for *bulk*, *placement*, architecture, and type of materials shall be *compatible* with like buildings within the PUD as well as generally *compatible* with buildings in the general vicinity.

(B.6.e) The predominant building materials shall be those that are characteristic of Grand Haven Township such as brick, wood, native stone and tinted/textured concrete masonry units and/or glass products. Other materials such as smooth-faced concrete block, undecorated tilt-up concrete

panels, or pre-fabricated steel panels should only be used as accents and not dominate the building exterior of the structure. Metal roofs may be allowed if *compatible* with the overall architectural design of the building.

(B.6.g) On-site landscaping shall *abut* the walls so that the vegetation combined with the architectural features significantly reduce the visual impact of the building *mass* as viewed from the street.

Section 7.10 – OPEN SPACE REQUIREMENTS

(G) Transition Areas

(G.1) Where the PUD *abuts* a single-family residential district, the Planning Commission or Township Board may require a *transition area*.

(G.2) A required *transition area* may consist of one (1) or more of the following:

- a) A row of single-family lots or condominium sites within the PUD similar to the adjacent single-family development in terms of density, lot area, lot width, setbacks and building spacing.
- b) Woodlands, natural features or a landscaped greenbelt sufficient to provide an *obscuring* effect.
- c) Open or recreation space sufficient in depth to provide adequate *separation*.
- d) Significant changes in topography which provides an effective *buffer*.

Chapter 8: US-31 CHARACTER OVERLAY

Section 8.01 – Findings and Statement of Purpose

(A.9) Building design and architecture is an important *aesthetic* consideration for the future image of the Township. Architectural guidelines are necessary to ensure building design is *consistent* with the intended *character* of the area, but such guidelines must be flexible to encourage creativity.

Chapter 14: GENERAL REGULATIONS

Section 14.08. – Regulations Applicable to all Dwellings

(A.4) The dwelling shall be *compatible* in design and appearance with the design and appearance of other dwellings in the general vicinity of its proposed location.

(A.4.a) The Zoning Administrator or designee shall determine whether or not a dwelling is *compatible* by reviewing the plans submitted for a particular dwelling, photographs or drawing of it (if available), and may even inspect the actual dwelling prior to location on site (if reasonably available).

(A.4.b) The comparison area shall be the area within a one-half (1/2) mile radius of the proposed location.

(A.4.c) A proposed dwelling shall be considered compatible in design, appearance and condition if it satisfies all of the following:

(A.4.c.i) Design. The proposed dwelling has a design which is the same as or substantially similar to the design of another dwelling in the comparison area (excluding any dwelling located in a manufactured housing park);

(A.4.c.ii) Appearance. The proposed dwelling has architectural features such as roof, roof overhang, window treatment, door arrangement, and similar features which are the same as or substantially similar to the architectural features of another dwelling in the comparison area (excluding any dwelling located in a manufactured housing park); and,

(A.4.c.iii) Condition. The overall exterior condition of the proposed dwelling is the same as or substantially similar to the overall exterior condition of any other dwelling in the comparison area (excluding any dwelling located in a manufactured housing park).

(A.4.c.iv) The decision of the Zoning Administrator shall be appealable to the Zoning Board of Appeals as in the case of any other appealable decision.

CHAPTER 21: DEFINITIONS

(21.A) The following definitions shall apply throughout the Zoning Ordinance.

(A.1) Accessory Dwelling Unit. A second dwelling unit associated with the principal dwelling, which cannot be sold or leased separately from the principal dwelling unit.

(A.12) Building. Any structure, either temporary or permanent, having a roof and used or built for the shelter or enclosure of persons, animals, or property of any kind.

(A.12.e) Building Footprint. The footprint of the building is equal to the area of the building's foundation. The area is measured from the exterior faces of the foundation walls. Any overhanging roof or cantilevered floor shall be included in the footprint if the roof or floor extends three (3) feet or more beyond the exterior face of the foundation walls.

(A.30) Dwelling Unit. A building, or portion thereof, designed to provide complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. A manufactured home which complies with the requirements of Section 14.08 (Regulations Applicable to All Dwellings) of this Ordinance shall be considered as a dwelling unit.

(A.30.a) Dwelling, Single Family. A building containing one (1) dwelling unit.

(A.30.b) Dwelling, Two Family. A building containing two (2) dwelling units.

(A.30.c) Dwelling, Multiple Family. A building or portion thereof, containing three (3) or more dwelling units.

**Review Of Current Standards: Ordinance N0.597
Special Land Use Standards – Two-Family Dwellings**

Section 12.50 TWO-FAMILY DWELLINGS

(12.50.A) Two-family dwellings shall only be permitted on paved public roads. Must be located so traffic generated will not tend to infiltrate and use streets running through any single-family areas.

(12.50.B) The minimum side yard setback shall be 35-feet each, for a combined total of at least 75-feet.

(12.50.C) Two-family dwellings shall be connected to municipal water, and if available, sanitary sewer.

(12.50.D) Two-family dwellings shall be designed to look like a single-family dwelling and shall include *architectural details* found on the majority of dwellings in the neighborhood, so the two-family dwelling is consistent with the *aesthetic character* of existing buildings. Scaled elevations depicting the features shall be provided.

(12.50.E) Any garage(s) serving a two-family dwelling shall be (1) placed to the rear of the dwelling with side or rear entry, or (2) recessed at least ¼ of the depth of the garage.

(E.1) For example, a 24’ wide x 30’ deep garage must be recessed at least 7½-feet from the front plane of the dwelling.

Review Of Current Standards: Master Plan

CHAPTER 3: HOUSING

MISSING MIDDLE HOUSING

Multi-unit or clustered housing types *compatible* in scale with single family homes that help meet the growing demand for walkable urban living.

The defining characteristics are walkability; medium density, but lower perceived densities; small footprint and blended densities; and smaller, well-designed units.

Examples of these housing types are carriage houses, duplexes, courtyard apartments, bungalow courts, townhomes, fourplexes, mansion apartments, mixed-use live/work developments, etc.

Missing Middle homes typically have the same footprint as a large single family home. Carriage houses and duplexes would be located closer to the single family neighborhoods and the multiplexes and townhomes are nearer to the downtown.

The Township should consider using either a Form Based Code overlay zone or a full Form Based Code ordinance in the future.

CHAPTER 7: GOALS & OBJECTIVES

(7.4) Support multiple housing options and mixed-use developments for all segments of the population that place users near daily services.

Please contact me if this raises questions.



Deputy Treasurer

DATE: August 18, 2022
TO: Township Board
FROM: Ashley Larrison
RE: Adoption of the Resolution to schedule the "Truth in Taxation" Public Hearing

Grand Haven Charter Township provides many services to our residents, those which have been approved by our voters and those which are statutory. Many of these extra services have had voter approval, however, the Township must still hold a public hearing and adopt a resolution establishing the millage rate to support these services.

In this process, each taxing jurisdiction must determine if their increase in taxable value will cause them to levy more tax dollars than last year (except for new construction and the rate of inflation). This will determine if their operating and voted millages will be subjected to any millage reduction fractions, such as "Headlee Amendment" and "Truth in Taxation".

"Headlee"

The first potential millage reduction may be from the Michigan Compiled Laws, Section 211.34d, "Headlee" reduction.

"Headlee Amendment" – Is a 1978 Amendment to Michigan State Constitution limiting property tax rate increases without voter approval. Headlee requires that tax rates be "rolled back" if the increase in a taxing unit's taxable valuation (excluding changes from new construction, improvements and losses) is greater than the rate of inflation. Headlee also requires the State to appropriate necessary funds to local units for any new state-required services and prohibits the State from reducing State share of existing required services.

To make the determination on whether Grand Haven Charter Township needs to apply a "Headlee" reduction to 2021 millage rates the following calculation was done:

\$905,780,568	-	\$2,538,656	x	1.0330	= \$933,048,895
(2021 Total Taxable Value-Losses) x Inflation Rate					
\$963,763,443	-	\$21,629,670			= \$942,133,773
(2022 Total Taxable Value-Additions)					
					<u>.9904</u>

Since the millage reduction fraction is under 1.0000, the fraction of .9904 must be applied to last year's millages.

The table listed below shows how we applied the "Headlee" Reduction Fraction to our 2021 millages.

Purpose of Millage	2021 Millage Rate Allowed	"Headlee" Reduction Fraction	2022 Millage Rate Allowed
Township Operating	1.0321	0.9904	1.0221
Fire Department	1.8099	1.0000 RENEWED May 2022	1.9000
Transportation	0.9500	0.9904	0.9408
Bike Path	0.4329	0.9904	0.4287
Museum	0.2454	0.9904	0.2430
Four Pointes (NOCA)	0.2500	0.9904	0.2476
Debt-Parks	0.4000	DEBT MILLAGE	0.4000
Total	5.1203		5.1822

"Truth in Taxation"

The second potential millage reduction comes under the requirements of MCL Section 211.24e, a taxing unit may not generate more revenue than it generated in the prior year unless it holds a "Truth in Taxation" public hearing.

To determine if the current levy of the sum of all operating millages for the Township produces more tax dollars than last year's actual levy and for a "Truth in Taxation" hearing to be required, the BTRF (*Base Tax Rate Fraction*) and BTR (*Base Tax Rate*) must be computed using Grand Haven Charter Township's 2021 and 2022 Taxable values and 2022 taxable value losses and additions.

The 2022 Base Tax Rate Fraction (BTRF) is calculated as shown below:

\$905,780,568	-	\$2,538,656	=	\$903,241,912	
(2021 Total Taxable Value-2021 Taxable Losses)					0.9587
\$963,763,443	-	\$21,629,670	=	\$942,133,773	(BTRF)
(2022 Total Taxable Value-2022 Taxable Additions)					

The (BTRF) Base Tax Rate Fraction (0.9587) when multiplied with the 2021 total operating millage (i.e., 4.7061) results in a maximum levy of **4.5117** allowed without a public hearing.

$$(2022 \text{ Base Tax Rate (BTR)}) = 2021 \text{ operating levy rate (4.7061)} \times \text{BTRF (0.9587)} = 4.5117$$

Since this ‘base tax rate’ is under 1.0000, it is then necessary to schedule a public hearing and direct the publishing of the “*Notice of Public Hearing on Increasing Property Taxes*” not less than six (6) days prior to the public hearing in compliance with the requirements of Section 6 of the Truth in Taxation law. If approved the following motion can be offered.

Move to adopt Resolution No. 22-08-02 which schedules the “Truth in Taxation” Public hearing for September 12, 2022 and proposes the additional allowable millage rate of .2705 mills for a proposed total of 5.1822 mills.

After the public hearing on September 12, 2022 the Board will have a resolution to adopt which will establish the actual millage rate to be levied by the Township and authorizes the Supervisor and Clerk to sign the L-4029 2022 Tax Rate Request, for levy on the 2022 winter tax bills.

If there are any questions or comments regarding the above, please feel free to contact me.

If the Board approves the proposed millages listed below, the proposed tax dollars will be generated for the 2022 fiscal year.

Millage Levy	2021 Millage	2022 Proposed Millage with Headlee reduction applied	2021 Tax Dollars Generated	2022 Tax Dollars proposed to be generated
Township Operating	1.0179	1.0221	\$921,994	\$985,063
Fire Department	1.8099	1.9000	\$1,639,372	\$1,831,151
Transportation	0.9500	0.9408	\$860,492	\$906,709
Bike Path	0.4329	0.4287	\$392,112	\$413,165
Museum	0.2454	0.2430	\$222,279	\$234,195
(NOCA)Four Pointes	0.2500	0.2476	\$226,445	\$238,628
Debt-Parks	0.4000	0.4000	\$362,312	\$385,505
Total	5.1061	5.1822	\$4,625,006	\$4,994,416

RESOLUTION # 22-08-02

WHEREAS, Grand Haven Charter Township is prohibited by Public Act #5 of 1982 from levying ad valorem property taxes for operation purposes for the Township's 2022 fiscal year which yields an amount more than the sum of taxes levied at the base tax rate on additions within the Township, plus the taxes levied on existing property for operating purposes during the 2022 fiscal year unless the Township holds a public hearing pursuant to public notice of the hearing, as defined and required by the Truth in Taxation Law; and

WHEREAS, it appears that the "additional millage rate", as defined by the Truth in Taxation Law, would be 0.2705 mills; and

WHEREAS, it appears it would be in the best interest of the Township to levy the "additional millage rate".

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the Township will hold a public hearing on Monday, September 12, 2022 at 7:00 p.m. local time at the Grand Haven Charter Township Hall-13300 168th Ave. Grand Haven MI 49417, for the purpose of receiving testimony and discussing the levy of an additional millage rate of 0.2705 mills for the Township's 2022 fiscal year.

2. That the Township Clerk is directed to publish a notice of this public hearing in the Grand Haven Tribune, not less than six (6) days prior to the public hearing, and to notify in writing all newspapers of general circulation in the Township. The notice shall comply with the requirements of Section 6 of the Truth in Taxation Law.

3. The Township hereby establishes the "proposed allowable additional millage rate" at 0.2705 mills.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: August 22, 2022

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 22nd day of August, 2022. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available by said act.

Dated: August 22, 2022

Laurie Larsen, Township Clerk