

Agenda for the
Allendale Charter Township Board Meeting
Monday, January 24, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Jody Hansen
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the January 10, 2022, Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the January 3, 2022, Planning Commission Meeting
 - Minutes of the January 12, 2022, Election Commission Meeting
 - Resolution 2022-01EC: Precinct Boundaries
- Public Hearings
- Public Comments
- Guest Speakers
 - Fire Station Update
- Action Items
 - 1st Reading Ordinance 2022- 01: Zoning Text Amendments
 - Request to Waive Auditorium Fee
- Discussion Items
 - Parks and Recreation Bylaws
 - Codification Committee
 - Special Use Presentation
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JANUARY SESSION 1ST DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 10, 2022, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present: Mr. Zeinstra; Ms. Kraker; Ms. Hansen; Mr. Vander Wall; Ms. Vander Veen; Mr. Murillo and Mr. Elenbaas. (7)

Absent: None (0)

Staff and Guest Present: Sergeant Cal Keuning, Sheriff Department; Kevin Yeomans, Assistant Administrator; Deputy Zach Martinie, Sheriff Department; and Greg DeJong, Ottawa County Commissioner.

Mr. Elenbaas pronounced the invocation.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

BOT 22-001 Mr. Vander Wall moved to approve the agenda of today with the following amendments: add "Greg DeJong, Ottawa County Commissioner: County Updates"; and "Sergeant Cal Keuning, Sheriff Department: Introductions" to Guest Speakers. The motion passed.

BOT 22-002 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 29, 2021, Board of Trustees meeting.
2. To approve the general claims in the amount of \$154,272.03 and no interim payments, as presented by the summary report for January 11, 2022.

The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the January 3, 2022, Planning Commission Meeting
3. Fire Department December Monthly Report

Public Hearings- None

Public Comments and Communications - None

BOT 22-003 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update, which included the following: The Commissioners are having discussions surrounding ARPA funds. They are investigating various employee retention ideas. The county currently has 65 open positions. Ottawa County Parks has recently mailed a brochure highlighting the numerous activities that are offered in the winter months. The resident survey indicated a need to send a county-wide newsletter to residents. This newsletter will be mailed to residents soon and contains a variety of helpful information. Senator Victory informed the Commissioners that Ottawa County was awarded \$1.1 million dollars to monitor water situations and to find solutions for our communities. The county offers weekly Covid-19 updates on its website. Commissioner DeJong announced he has filed for re-election and hopes to continue to serve the citizens in this district.

Sergeant Cal Keuning, Sheriff Department, introduced Deputy Zach Martinie, our newest police member assigned to Allendale Township. Deputy Martinie provided a brief background to the board. He will work shifts opposite Deputy Apollo and is replacing Deputy Malkowitz who has secured a road patrol position in Grand Haven.

Several board members had questions, comments and welcomed Deputy Martinie to the team.

Action Items- None

Discussion Items

Kevin Yeomans, Assistant Administrator, provided a background on IT

services including the history, county services, needs assessment due to growth rate, and a recap of the decision to transition to Rehmann services. He explained that due to limited access to information, the IT assessment overlooked the need for: servers, disaster recovery services, and security features. Mr. Yeomans presented the board with a request of \$52,776.00 to secure servers. In addition, he requested \$10,808.00 for disaster recovery and security features. The \$10,808.00 will be an annual recurring cost. These requests are outlined in Budget Amendments one (1) and (2).

BOT 22-004 Mr. Vander Wall moved to amend the agenda and add “Approval of budget amendments” to Action Items. The motion passed.

Action Items

BOT 22-005 Mr. Zeinstra moved to approve Budget Amendment 1 in the amount of \$31,792.00; and Budget Amendment 2 in the amount of \$31,792.00. the motion passed as shown by the following votes:
YEAS: Mr. Zeinstra; Ms. Kraker; Mr. Vander Wall; Ms. Hansen; Ms. Vander Veen; Mr. Murillo and Mr. Elenbaas. (7)

NAYS: None (0)

ABSENT: None (0)

Public Comments and Communications- None

BOT 22-006 Ms. Hansen moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas provided an MTA 2022 Conference overview. He asked if any board members would like to attend to please let him or Ms. Hansen know by this week. Several board members indicated they would like to attend.

Mr. Zeinstra sought, and was provided, clarification on Covid vaccination policy. He asked for direction from the board if the Planning Commission should continue with revisions on the proposed Tree Ordinance that the board returned to the Planning Commission from a few meetings back. The board indicated the Ordinance did not need further action at this time.

Ms. Vander Veen informed the board that she met with Terry VanDyken, Mary

Cook, and Margaret Wheeler on the preservation efforts of the Schoolhouse.

Mr. Murillo informed the board that he has met with Terry VanDyken and Terry Visser on the preservation efforts of the Schoolhouse.

Ms. Kraker informed the board she will be travelling on January 24, 2022; if no delays arise during her travel, she will be attending the next board meeting. If there are delays, she may not be able to attend.

BOT 22-007 Mr. Vander Wall moved to adjourn the meeting at 7:19 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

User: DENISE

EXP CHECK RUN DATES 01/25/2022 - 01/25/2022

DB: ALLENDALE

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Department: 000.000 REVENUE

ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	341.54	COURT ORDER PAYABLE
OTTAWA COUNTY TREASURER	Due To County	255.00	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,020.00	Due To Schools
Total: 000.000 REVENUE		1,616.54	

Department: 215.000 CLERK

CARDMEMBER SERVICE	Miscellaneous	46.80	Miscellaneous
ELECTION SOURCE	PRINTING, PUBLISHING, & POSTAG	832.39	PRINTING, PUBLISHING
OTTAWA COUNTY CLERK'S ASSOC.	PROFESSIONAL DEVELOPMENT	120.00	PROFESSIONAL DEVELOP
Total: 215.000 CLERK		999.19	

Department: 248.000 ADMINISTRATION

AMAZON CAPITAL SERVICES	SUPPLIES	149.04	SUPPLIES
APPLIED IMAGING	Contracted Services	1,556.97	Contracted Services
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	623.07	COMPUTER CONTRACTED
CARDMEMBER SERVICE	Miscellaneous	51.45	Miscellaneous
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	242.04	COMPUTER CONTRACTED
JTB HOMES LLC	CONNECTION FEES-WATER	2,639.00	CONNECTION FEES-WATE
JTB HOMES LLC	CONNECTION FEES-SEWER	4,975.00	CONNECTION FEES-SEWE
OTTAWA COUNTY FISCAL SERVICES	COMPUTER CONTRACTED SERVICES	78.25	COMPUTER CONTRACTED
PACK ROOM LLC	PRINTING, PUBLISHING, & POSTAG	152.42	PRINTING, PUBLISHING
SMART BUSINESS SOURCE LLC	SUPPLIES	92.43	SUPPLIES
WEST MICHIGAN DOCUMENT SHREDDING	Contracted Services	45.00	Contracted Services
Total: 248.000 ADMINISTRATION		10,604.67	

Department: 257.000 ASSESSOR

CARDMEMBER SERVICE	DUES	194.76	DUES
CONNOR GALLIGAN	MILEAGE	42.00	MILEAGE
Total: 257.000 ASSESSOR		236.76	

Department: 265.000 BUILDING & GROUNDS

ALLENDALE HEATING CO INC	Maintenance	111.22	Maintenance
AMAZON CAPITAL SERVICES	Maintenance	29.99	Maintenance
CINTAS CORPORATION #301	Contracted Services	256.20	Contracted Services
DTE ENERGY	UTILITIES	2,069.59	UTILITIES
EXXONMOBIL PROCESSING CENTER	FUEL	610.49	FUEL
THE ARCHITECTURAL GROUP INC	BUILDING IMP-FIRE	20,327.55	BUILDING IMP-FIRE
Total: 265.000 BUILDING & GROUNDS		23,405.04	

Department: 266.000 ATTORNEY

SCHOLTEN FANT	Contracted Services	3,175.00	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	315.00	Contracted Services
SCHOLTEN FANT	CONTRACTED SERVICES-TAX TRIBUN	857.50	CONTRACTED SERVICES-
SCHOLTEN FANT	Contracted Services	8,020.00	Contracted Services
Total: 266.000 ATTORNEY		12,367.50	

Department: 336.000 FIRE DEPT

CARDMEMBER SERVICE	MEDICAL SUPPLIES	61.21	MEDICAL SUPPLIES
CINTAS CORPORATION #301	UNIFORMS	75.90	UNIFORMS
Total: 336.000 FIRE DEPT		137.11	

Department: 448.000 STREET LIGHTS

CONSUMERS ENERGY	Electricity	20.32	Electricity
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Total: 448.000 STREET LIGHTS 20.32

Department: 449.000 HIGHWAY-M45

BILL PAYMENT CENTER	UTILITIES	39.57	UTILITIES
CONSUMERS ENERGY	UTILITIES	221.34	UTILITIES
EXXONMOBIL PROCESSING CENTER	FUEL	100.45	FUEL
Total: 449.000 HIGHWAY-M45		361.36	

Department: 536.000 WATER

AGILE SAFETY LLC	SUPPLIES	40.00	SUPPLIES
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	414.57	SUPPLIES
ALLENDALE TRUE VALUE HDWE INC	EQUIPMENT REPLACEMENT	1,657.99	EQUIPMENT REPLACEMENT
ALLIED MECHANICAL SERVICES, INC.	MAINTENANCE	904.00	MAINTENANCE
AMAZON CAPITAL SERVICES	SUPPLIES	115.13	SUPPLIES
AUTOZONE STORES LLC	Truck Maintenance	5.93	Truck Maintenance
BERENDS HENDRICKS STUIT INS AGEN	INSURANCE	399.50	INSURANCE
BILL PAYMENT CENTER	UTILITIES	120.35	UTILITIES
CARDMEMBER SERVICE	MAINTENANCE	15.98	MAINTENANCE
CINTAS CORPORATION #301	Contracted Services	492.73	Contracted Services
CONSUMERS ENERGY	UTILITIES	674.21	UTILITIES
DTE ENERGY	UTILITIES	780.31	UTILITIES
DTE ENERGY	UTILITIES	37.94	UTILITIES
F&V CONSTRUCTION MGMT INC	CAPITAL OUTLAY	20,830.00	CAPITAL OUTLAY
FAMILY FARM & HOME INC	SUPPLIES	3.49	SUPPLIES
H2O COMPLIANCE SERVICES INC	Contracted Services	577.50	Contracted Services
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	23.36	Truck Maintenance
JTB HOMES LLC	WATER METER CHARGES	450.00	WATER METER CHARGES
MCMASTER-CARR SUPPLY COMPANY	SUPPLIES	117.41	SUPPLIES
NOAH'S ARK LAWCARE	MAINTENANCE	553.70	MAINTENANCE
OTTAWA CTY ROAD COMMISSION	MAINTENANCE	100.00	MAINTENANCE
SMART BUSINESS SOURCE LLC	SUPPLIES	10.21	SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	25.51	Truck Maintenance
Total: 536.000 WATER		28,349.82	

Department: 537.000 SEWER

AGILE SAFETY LLC	SUPPLIES	40.00	SUPPLIES
ALLENDALE TRUE VALUE HDWE INC	SUPPLIES	37.73	SUPPLIES
ALLIED MECHANICAL SERVICES, INC.	MAINTENANCE	904.00	MAINTENANCE
AMAZON CAPITAL SERVICES	SUPPLIES	115.13	SUPPLIES
BACK MUNICIPAL CONSULTING LLC	PROFESSIONAL DEVELOPMENT	675.00	PROFESSIONAL DEVELOPMENT
BERENDS HENDRICKS STUIT INS AGEN	INSURANCE	399.50	INSURANCE
CARDMEMBER SERVICE	MAINTENANCE	15.97	MAINTENANCE
CINTAS CORPORATION #301	Contracted Services	492.73	Contracted Services
CONSUMERS ENERGY	UTILITIES	6,067.89	UTILITIES
DTE ENERGY	UTILITIES	1,619.95	UTILITIES
FAMILY FARM & HOME INC	SUPPLIES	3.50	SUPPLIES
HACH COMPANY	LAB SUPPLIES	57.45	LAB SUPPLIES
HANSEN-DYKE AUTOMOTIVE INC	Truck Maintenance	23.36	Truck Maintenance
JOHN DEERE FINANCIAL	SUPPLIES	5.34	SUPPLIES
MCMASTER-CARR SUPPLY COMPANY	SUPPLIES	117.40	SUPPLIES
NOAH'S ARK LAWCARE	MAINTENANCE	553.70	MAINTENANCE
OTTAWA CTY ROAD COMMISSION	MAINTENANCE	100.00	MAINTENANCE
SCHOLTEN FANT	Contracted Services	1,515.00	Contracted Services
SMART BUSINESS SOURCE LLC	SUPPLIES	10.22	SUPPLIES
THOMAS SCIENTIFIC LOCKBOX	LAB SUPPLIES	455.50	LAB SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	25.51	Truck Maintenance
Total: 537.000 SEWER		13,234.88	

Department: 567.000 CEMETERY

EXXONMOBIL PROCESSING CENTER	FUEL	45.00	FUEL
Total: 567.000 CEMETERY		<u>45.00</u>	

Department: 704.000 PLANNING COMMISSION

FRESH COAST LABEL LLC	SUPPLIES	20.00	SUPPLIES
Total: 704.000 PLANNING COMMISSION		<u>20.00</u>	

Department: 751.000 RECREATION AND PARKS

EXXONMOBIL PROCESSING CENTER	FUEL	125.30	FUEL
Total: 751.000 RECREATION AND PARKS		<u>125.30</u>	

Department: 790.000 LIBRARY

AMAZON	SUPPLIES	11.29	SUPPLIES
AMAZON	COMMUNITY PROGRAMS	55.67	COMMUNITY PROGRAMS
AMAZON	COMMUNITY PROGRAMS	153.35	COMMUNITY PROGRAMS
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	75.00	Contracted Services
BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	75.12	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	185.97	CHILDRENS BOOKS PURC
CARDMEMBER SERVICE	PROGAMMING SUPPLIES	6.29	PROGAMMING SUPPLIES
CARDMEMBER SERVICE	COMPUTER CONTRACTED SERVICES	40.00	COMPUTER CONTRACTED
CENTER POINT LARGE PRINT	SUPPLIES	185.76	SUPPLIES
CONSUMERS ENERGY	UTILITIES	575.20	UTILITIES
LAKELAND LIBRARY COOPERATIVE	Contracted Services	1,841.67	Contracted Services
MICROMARKETING LLC	SUPPLIES	31.50	SUPPLIES
OFFICE MACHINES COMPANY INC	Contracted Services	112.08	Contracted Services
THE LIBRARY STORE INC	SUPPLIES	75.23	SUPPLIES
UNIQUE MANAGEMENT SERVICES INC	Contracted Svcs - Collections	58.25	Contracted Svcs - Co
Total: 790.000 LIBRARY		<u>3,482.38</u>	

Department: 804.000 KNOWLTON HOUSE

DTE ENERGY	Heating Fuel	116.27	Heating Fuel
Total: 804.000 KNOWLTON HOUSE		<u>116.27</u>	

Department: 901.000 DDA CONSTRUCTION

F&V CONSTRUCTION MGMT INC	PARK IMPROVEMENT	48,961.00	PARK IMPROVEMENT
F&V CONSTRUCTION MGMT INC	INFRASTRUCTURE COSTS	66,380.16	INFRASTRUCTURE COSTS
MICHIGAN CRITICAL POWER	INFRASTRUCTURE COSTS	29,459.00	INFRASTRUCTURE COSTS
Total: 901.000 DDA CONSTRUCTION		<u>144,800.16</u>	

*** GRAND TOTAL ***	<u>239,922.30</u>
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Treasurer's report for Board Meeting dated 1/24/2022

Interim Payments:

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
1/12/2022	101171	\$650.00	Mich Ass'n of Municipal Clerks	Seminar Registration - Szymanski
1/13/2022	101172	\$1,155.75	US Postal Service	Water/Sewer Billing - 4th Qtr 2021
1/13/2022	101173	\$120.00	AMBS Call Center	Emergency Number - January
1/13/2022	101174	\$365.00	MWEA	Wastewater Adm Conference - Nestle
		\$2,290.75	TOTAL	

General Fund Cash Balance at board meeting dated 1/24/2022

Checking Account	\$	4,792,850.00
Liquid Investment	\$	259,403.00
CD	\$	18.00
Total	\$	5,052,271.00

Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,858,547.00
Liquid Investment	\$	259,403.00
CD	\$	18.00
Total	\$	5,117,968.00

Last year at this time the balance was \$ 4,827,713.00

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 3, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Zuniga, Zeinstra, Chapla, Westerling
Absent: Adams and Nadda
Staff Present: Planner Greg Ransford
Public: Terry Van Dyken, Terry Vissers, Curtis Moran, Chris Adamson
3. Received for Information:
4. Motion by Zeinstra to approve the December 20, 2021 Planning Commission Minutes as presented.
Seconded by Zuniga. **Approved 5-0**
5. Motion by Longcore to approve the January 3, 2022 Planning Commission Agenda with the change of moving New Business ahead of Old Business. Seconded by Zeinstra. **Approved 5-0**
6. Public Comments for *non-public hearing item*:
Chairperson Longcore opened the public comment section for non-public hearing items.
Terry Van Dyken introduced the project proposed to the Township Board for moving and preserving an Allendale One-Room Schoolhouse. Looking for input and expertise from the Planning Commission.
Chairperson Longcore closed the public comment section
7. Public Hearings: None
8. Site Plan Review: None
9. Old Business
 - A. Annual Mining Report
 - Bliss Street
Curtis Moran reported that they are wrapping up this project and are waiting on final numbers for water levels. Consensus from the Commissioners was that they were satisfied with the report.
 - B. Text Amendment
 - Alternative Energy
Planner Ransford introduced the sample language provided from the Tallmadge Charter Township Zoning Ordinance.
Commissioners discussed the options of having different ordinances or different sections within a single ordinance to regulate the different types of alternative energies.
Commissioners directed Planner Ransford to continue to draft language specific to Allendale.

C. Election of Officers

Motion by Westerling to nominate Mr. Longcore as Chair, Mr. Chapla as Vice-Chair and Mr. Zuniga as Secretary. Seconded by Zeinstra. **Approved 5-0**

10. New Business:

A. Text Amendments

- Section 3.19 – Tree Preservation

Planner Ransford had requested more information from the Board as to why this amendment had been sent back to the Planning Commission for revisions and was told that some Board members saw it as an overreach of government. Mr. Zeinstra confirmed that this was the case. Commissioners commented that they weren't looking to regulate the cutting of every tree, but just be able to oversee the clear-cutting a property for development.

- Section 24.06H – Waste Disposal Facilities

Commissioners discussed the reasoning behind the updated language.

Motion by Zeinstra to recommend to the Board the approval of the revision of Section 24.06H. Seconded by Zuniga. **Approved 5-0**

- Section 24.06J – Building Appearance

Commissioners discussed and concurred that this language should not include duplexes.

Motion by Zeinstra to recommend to the Board the approval of the revision of Section 24.06J regarding building appearance regarding multi-family dwellings. Seconded by Westerling. **Approved 5-0**

- Zero-yard setbacks

Commissioners directed Planner Ransford to schedule the public hearing for this amendment.

11. Public Comments

Chairperson Longcore opened the public comment section. No comments were made, and he closed the public comment section.

12. Township Board Reports

Mr. Zeinstra reported that the Board had their last meeting for 2021 and approved some end of the year budget items, updated Library fines and fees and the Township approved opting into the National Opioid Settlement.

13. Commissioner and Staff Comments: None

14. Chairperson Longcore adjourned the meeting at 7:56 p.m.

Next meeting January 17, 2022 at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Kelli McGovern



**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP ELECTION COMMISSION
JANUARY 12, 2022**

The Allendale Township Election Commission met at the Allendale Township Hall, located at 6676 Lake Michigan Drive, on Wednesday, January 12, 2022, at 10:00 a.m. and was called to order at 10:07 a.m. by Ms. Hansen.

Present: Ms. Vander Veen; Ms. Kraker; and Ms. Hansen. (3)

Absent: None (0)

Staff and Guest Present: Elizabeth Szymanski, Deputy Clerk.

EC 22-001 Ms. Kraker moved to approve the agenda of today as presented. The motion passed.

EC 22-002 Ms. Vander Veen moved to approve the Minutes of the November 22, 2021, Election Commission meeting. The motion passed.

Action Items

EC 22-003 Ms. Kraker moved to approve and authorize the clerk to sign Resolution 2022-01EC; a resolution adjusting precinct boundary lines that will impact portions of Precinct 1 and 3. The motion passed.

Discussion Items

Ms. Hansen introduced the Commission to long term precinct boundary plans for 2024. She explained with the intense population growth rate for Allendale, the change from 5 precincts to 7 precincts will be necessary to accommodate our voters and to comply with Election Laws.

Ms. Hansen provided a brief update on the Michigan Independent Citizens Redistricting Commission. They have determined final maps for Congressional, State House and State Senate Districts. The maps are commonly referred to as: Chestnut, Hickory, and Linden. She indicated these maps have been formally approved by the Commission, however, they are currently being challenged by various groups in court. Once the court has ruled on the validity of the maps, Ms. Hansen will take appropriate action to fulfill the requirements of issuing new

voter ID cards and resident communication as needed.

Several Commissioner's had questions and comments.

Commissioner Comments- None

EC 22-004 Ms. Vander Veen moved to adjourn the meeting at 10:38 a.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

RESOLUTION 2022-01EC

PRECINCT BOUNDARIES

At a special meeting of the Election Commission of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on January 12, 2022, at 10:00 am.

PRESENT: Ms. Kraker; Ms. Vander Veen; and Ms. Hansen (3)

ABSENT: None (1)

The Township Clerk advised the Election Commission that the next order of business was the consideration of a resolution to reestablish the precinct boundary lines of Precincts 1 and 3. After conclusion of the 2020 Census, it has been determined that Precinct 3 has an active voter population which exceeds the allowed 2,999 active voters per MCL 168.661.

After discussion, the following resolution was offered by Ms. Kraker and supported by Ms. Vander Veen:

RESOLUTION

WHEREAS, Public Act 116 of 1954, MCL 168.54 to 168.661, provides for Township Election Commissions to divide, rearrange, or temporarily consolidate election precincts; and

WHEREAS, Allendale Charter Township has determined that permanently dividing, rearranging, or consolidating the Precincts as described in Exhibit A is appropriate.

NOW, THEREFORE BE IT RESOLVED, BY THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF ALLENDALE, OTTAWA COUNTY, MICHIGAN AS FOLLOWS:

1. The Election Commission of Allendale Charter Township approves of the adjusted boundary of Precincts 1 and 3 within the Township of Allendale as shown by Exhibit A, effective immediately; and
2. The Township Clerk and her designees are authorized and directed to undertake or arrange these changes to full extent necessary; and
3. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YEAS: Ms. Kraker; Ms. Vander Veen; and Ms. Hansen (3)
NAYS: None (0)

Resolution declared adopted on January 12, 2022.



Jody L. Hansen
Allendale Charter Township Clerk

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Election Commission at a meeting held on the 12th day of January, 2022 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.



Jody L. Hansen
Clerk, Allendale Charter Township

EXHIBIT A

FORMER DESCRIPTIONS

Precinct 1:

96th Avenue South of Lake Michigan Drive (East/Even side Only) to Fillmore Street East (North/Odd side only) to 68th Avenue North (West/Odd side only) to Lake Michigan Drive West (South/Even side only) to 96th Avenue start point.

Precinct 3:

96th Avenue North of Lake Michigan Drive (East/Even side only) to Grand River East (South/Even side only) to 68th Avenue South (West/Odd side only) to Lincoln Street East (South/Even side only) to 60th Avenue South (West/Odd side only) to Lake Michigan Drive East (North/Odd side only) to 96th Avenue start point.

NEW DESCRIPTIONS

Precinct 1:

96th Avenue South of Buchanan (East/Even side only) to Fillmore Street East (North/Odd side only) to 68th Avenue North (West/Odd side only) to Lake Michigan Drive West (South/Even side only) to 88th Avenue North (West/Odd side only) to Buchanan Street West (South/Even side only) to 96th Avenue start point.

Precinct 3:

96th Avenue North of Buchanan (East/Even side only) to Grand River East (South/Even side only) to 68th Avenue South (West/Odd side only) to Lincoln Street East (South/Even Side only) to 60th Avenue South (West/Odd Side only) to Lake Michigan Drive West (North/Odd side only) to 88th Avenue North (East/Even side only) to Buchanan Street West (North Side only) to 96th start point.

Allendale Charter Township Fire Station

RFP Update

1/18/2022

16 pages



NORTH-EAST EXTERIOR ELEVATION
AS VIEWED FROM LAKE MICHIGAN DRIVE



GENERAL CONTRACTOR - REQUEST FOR PROPOSALS
Allendale Charter Township – Fire Station
6676 Lake Michigan Drive, Allendale, MI 49401

Issued: 01-17-2020

INTRODUCTION

Construction Simplified, on behalf of the project owner; Allendale Charter Township, are hereby requesting responses to this Request for Proposal (RFP) to procure the services of a qualified General Contracting firm. It is the team's intent to have an engaged and hired General Contractor onboard by February 18, 2022.

Allendale Charter Township has the need to construct a new Fire Station next door to their current Fire Station and Township Offices. To accomplish this task, we are asking each of you to read the following proposal request carefully. The following items must be responded to in entirety and be submitted to Construction Simplified by the deadline imposed herein. Your response to this RFP is intended to be company specific and will help us determine the value each team could bring to the table throughout construction. Please ensure you are identifying factors of your firm that make you the right choice for the project, we are not awarding based on cost alone.

RFP CONTENTS

The following documents are a part of this RFP and contain Project specific information which may be updated from prior versions received or viewed. Proposers are advised to ensure that they have the most recent documents as issued with this RFP.

Construction Simplified GC RFP documents

- "Allendale Township Fire Station" drawings dated 01-07-2022 by The Architectural Group, Moore + Bruggink, JDH Engineering, and Rhoades Engineering consisting of 86 pages (T1.1, T1.2, C1.0-C1.9, MDOT Plans, A1.1-A1.7, A2.1, A3.1-A3.3, A4.1-A4.5, A5.1, A6.1-A6.6, A8.1-A8.3, A9.1, S0.1, S0.2, S1.1-S1.3, S2.1, S3.1-S3.5, P1.0-P1.4, P2.1, P2.2, FP1.1, FP1.2, M1.1-M1.3, M2.1-M2.3, E1.0-E1.5, E2.0, E3.0-E3.1, E4.0.)
- "Allendale Township Fire Station" specifications dated January 2022 by The Architectural Group TAG File No: 1810-1 consisting of 350 pages.
- "Phase I Environmental Site Assessment" dated 12-16-19 prepared by PM Environmental.
- "Phase II Environmental Site Assessment" dated 05-21-20 prepared by PM Environmental.
- "Phasing Plans" dated 08-10-21 prepared by The Architectural Group
- Construction Simplified GC Bid Form (included)
- Contract Agreement to be used – AIA A101-2017 (referenced)

Project Team

- Owners Rep: Construction Simplified – 859 Fulton W, Grand Rapids, MI 49504 (888) 284-5327
- Architect: The Architectural Group – 3100 Prairie SW, Grandville, MI 49418 (616) 531-7040
- Civil Engineer: Moore & Bruggink – 2020 Monroe Avenue NW, Grand Rapids, MI 49505 (616) 363-9801

- MEP Engineer: Rhoades Engineering – 4801 Henry Street, Norton Shores, MI 49441 (231) 798-4328
- Structural Engineer: JDH Engineering – 3000 Ivanrest, Grandville, MI 49418 (616) 531-6020

KEY DETAILS

The following key points should be considered in your RFP response. Please provide:

- A fully detailed in depth review of each team member and their experience that will be directly involved on the project. We want to understand who we are going to work with and would like to get to know how you work, your strengths, weaknesses and past relevant experience that has prepared you for this particular project.
- A fully detailed and built out project schedule.
- A site logistics plan. Create a site logistics plan that takes into account the site constraints, pedestrian right of ways, road closures, site laydown and staging areas etc.
- Your GC Bid Form. Break the Work Category Costs out in detail on the attached form.
- A full breakdown of your proposed General Conditions

PROJECT SCHEDULE

This is a Selection Process Schedule. The Selection Process Schedule may be changed by addendum to this RFP.

SELECTION PROCESS SCHEDULE AND PROPOSED PROJECT SCHEDULE	
Schedule Activities	Dates
RFP distributed to Proposers	Monday, January 17, 2022
Existing site walk through	The site is available for inspection, please do so at your convenience
Last day to submit questions	Friday, January 28, 2022
Proposals due	Thursday, February 2, 2022 – 3PM
Interviews of Selected Firms	Tuesday, February 8, 2022 – 9AM-12PM
GC Award	Week of February 14, 2022

GC SELECTION PROCESS

Clarifications and Questions Regarding this RFP

All communications regarding this RFP including requests for information or clarification of the intent or content of this RFP must be received by the Owners' Representative, Construction Simplified, shown below in writing no later than the date set for submitting questions stated in the Selection Process Schedule. Only the Owners' Representative, as identified below is authorized to answer questions relative to this RFP. Information obtained verbally from any other source has no authority, may not be relied upon, and shall have no standing in any event that may occur. Written



addenda will be distributed on or before the date fixed for issuing addenda as stated in the Selection Process Schedule. Failure of Proposer to receive any addenda shall not relieve the Proposer from any obligation therein. Proposers are advised to inquire about addenda prior to submitting a Proposal.

Questions regarding this RFP shall be directed to the Owners Representative below.

Owners' Representatives

Company: **Construction Simplified**
Name: Jeff Wustman
Phone: 616-206-5006
E-Mail: Jwustman@constructionsimplified.com

Proposal Submittal

The Owner will accept Proposals no later than the time and date indicated in the Selection Process Schedule and shall be submitted in an envelope or package, clearly marked as required below. Proposers must submit three (3) copies of the form "Proposal for Combined Services" Section B of the Specification Book, in a sealed envelope marked with your company's name, and clearly marked – "Proposal for Allendale Township Fire Station".

Proposals must be delivered to the address below at or before the time and date set in the Selection Process Schedule.

To be received on Thursday, February 3, 2022 @ 3:00PM:

**Allendale Township Offices
6676 Lake Michigan Drive
Allendale, MI 49401**

GC Selection Policy

It is the intent of the Owner that the selection of the GC to provide professional construction services for this Project is based on the quality of the GC, i.e. demonstrated competence and experience, and on the cost to provide the satisfactory performance of the services required. An evaluation will be conducted by the Owner, Construction Simplified, and Architect which will analyze each proposal to ensure that the Owners' needs will be met. Once evaluations are completed, the team will conduct in-person interviews with the top Proposers.

Interviews

Interviews will be performed the morning of Tuesday, February 8, 2022. Interviews will take no longer than 1 hour; this time can be used as you see fit to present your case as to why you are the best choice. Please allow adequate time in your presentation or work session for conversation, questioning and discussion. The order of presentation will be determined at a later date.

REQUIRED CONTENT FOR PROPOSALS:

Proposals shall provide the following required information. Technical Proposals shall provide a comprehensive, but concise summary of qualifications and capabilities to satisfy the requirements of the RFP. Adhere to the following organization in the Proposals by providing tabs for sections listed below as noted.

Project Team

The makeup of the proposed Project team and their ability to communicate and work effectively with the rest of the team is of critical importance to the Owner. Provide information for the organization of the Project staff that will be used to successfully deliver this Project. Define the key personnel of each team component and how the team will be managed, the decision-making ability in the process, and the qualifications of the key personnel. We are looking for you to have a 100% committed team set aside for construction. We want to



understand each member role, the value they bring and have complete assurance of their commitment to the project. Consider including the following:

- A. Personnel Experience – Provide resumes that demonstrate the qualifications of the key personnel defined on the organization chart for this Project. For each individual include in depth:
 - 1. Experience on Projects of similar size, scope, complexity and budget. Give us a detailed report from the actual PM or Superintendent on their personal experience.
 - 2. Indicate whether the key personnel have worked together on previous projects and list those specific projects information, including owner contact information.
 - 3. For each individual, indicate the length of employment with the GC, we want to know that you have a track record with your team.
- B. What qualities does your firm bring to the team that will lend to the success of this Project? What makes your firm uniquely qualified to perform on this Project?

Bid Form and Breakdown of General Conditions

- A. Submit the included Construction Simplified Bid Form with costs associated with each Work Category.
- B. Submit a breakdown of your firms proposed General Conditions including costs associated with any reimbursable expenses.

Project Schedule and Plan

Proposal shall include a summary level, master project schedule based upon the information provided, schedule milestones, and illustrating how the GC intends to manage the Project. Provide a schedule and narrative for the Construction Phase services.

We are looking for a detailed in-depth project schedule that can be rolled directly into the master project schedule upon award. Coordinate the project milestones with critical approval, review and activity links, as well as identify sequences and relationships for critical submittals and shop drawings.

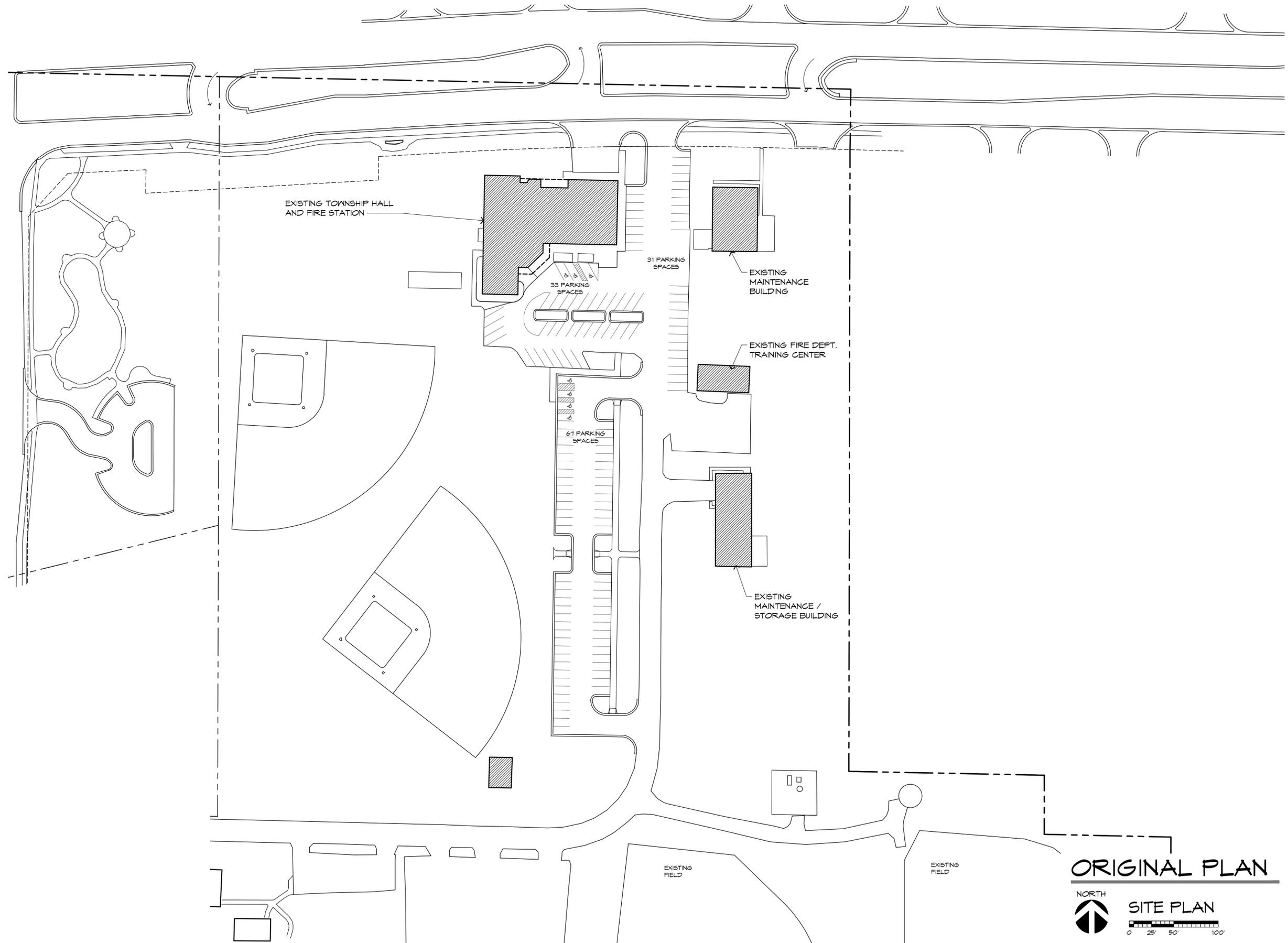
The Project Schedule and Plan is intended to show the GC understands the overall process and sequencing of activities starting at the beginning through the end of construction and closeout.

MISCELLANEOUS

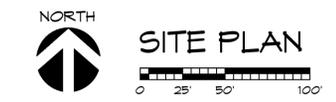
- Non-Binding
This RFP and/or the interview process, shall in no way be deemed to create a binding contract or agreement of any kind between the Owners and the Proposers. And the Owners reserve the right to reject any or all proposals, to cancel the Project, to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the RFP.
- Rejection and/or cancellation of Proposal
The Owners may reject and/or cancel any or all proposals and may waive any immaterial deviation in a proposal. The Owners' waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if awarded the contract.

Each Proposer acknowledges and agrees that the preparation of all materials for submittal to the Owner and all presentations, related costs and travel expenses are at the Proposer's sole expense, and the Owner is not, under any circumstances, responsible for any cost or expense incurred by the Proposer. In addition, each Proposer acknowledges and agrees that all documentation and materials submitted with their RFP shall remain the property of the Owner.

End of Request for Proposals



ORIGINAL PLAN



The
Architectural
Group, Inc.

Architects
Planners

3100 Prairie S.W.
Grandville, MI 49418

Phone: 616.531.7040

Fax: 616.531.0221

www.TheArchitecturalGroup.com

Proposed:
**Allendale Township
Fire Station**
Allendale Township, Michigan

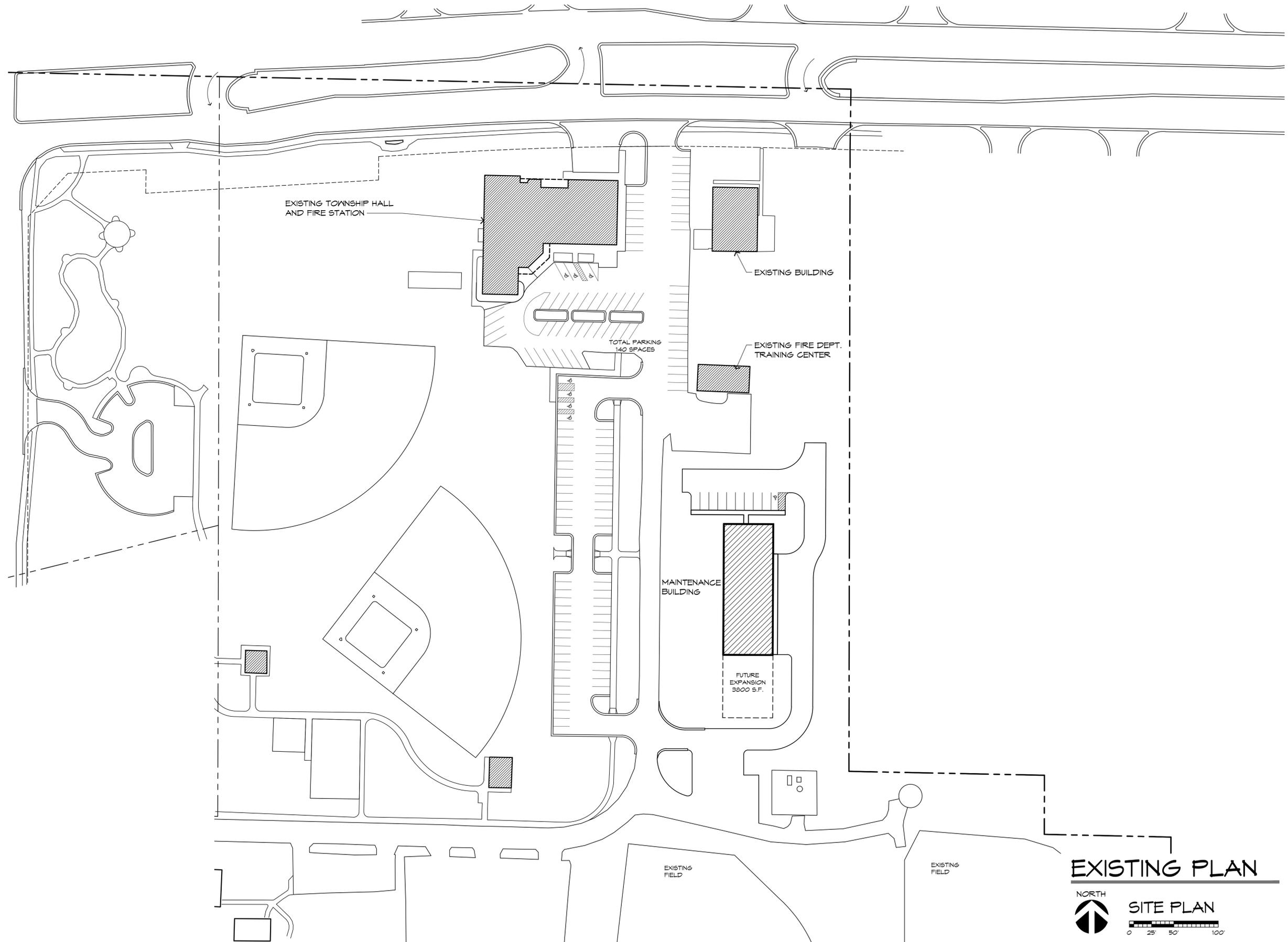
Dr. JLF
Ap. EVZ

Date Issued For
08.10.21

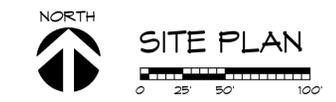
File No. 1810-1

Drawing

Exist.



EXISTING PLAN



The
Architectural
Group, Inc.

Architects
Planners

3100 Prairie S.W.
Grandville, MI 49418

Phone: 616.531.7040

Fax: 616.531.0221

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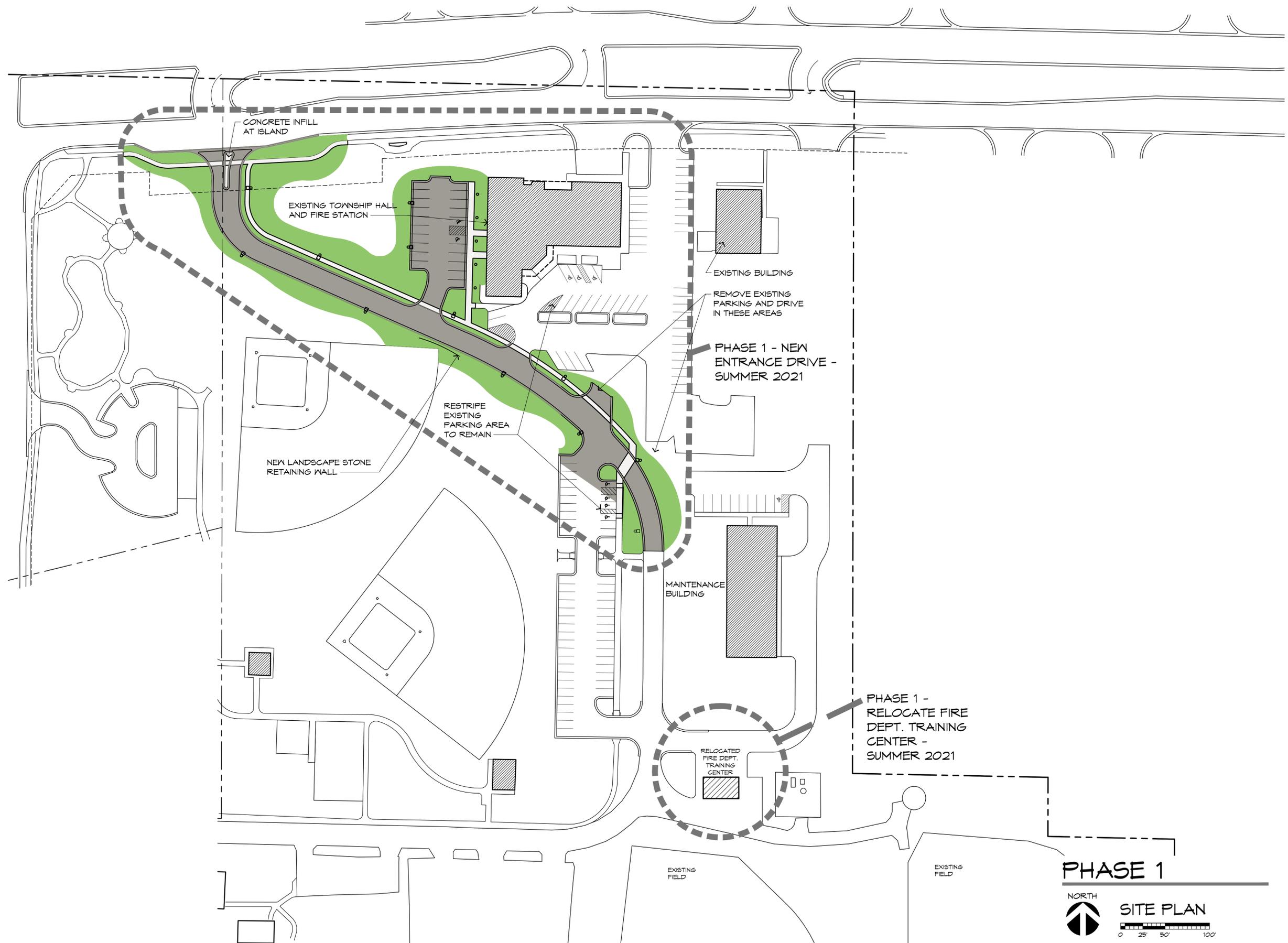
Dr. JLF
Ap. EVZ

Date Issued For
08.10.21

File No. 1810-1

Drawing

Ph1



Proposed:
**Allendale Township
Fire Station**
Allendale Township, Michigan

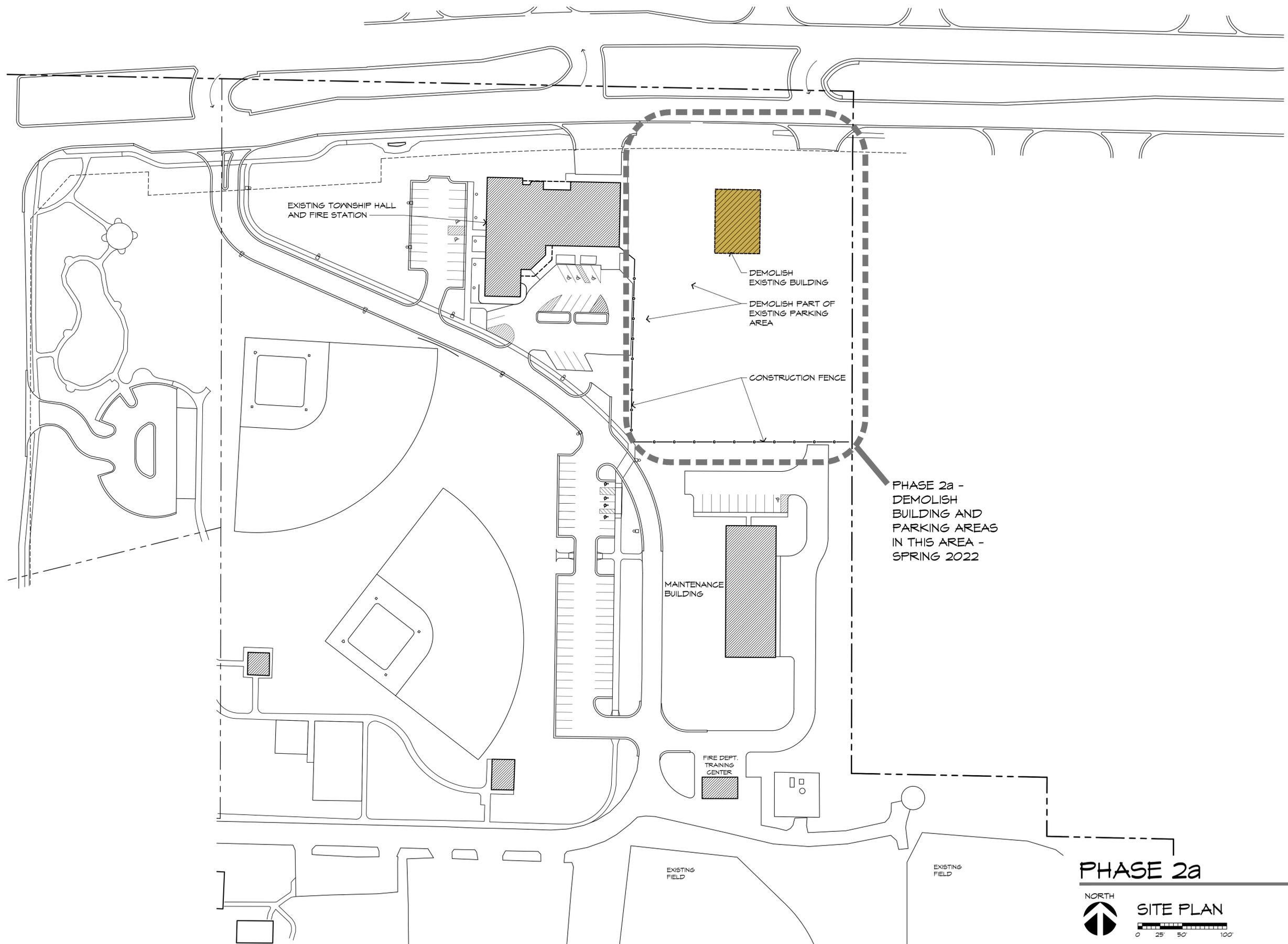
Dr. JLF
Ap. EVZ

Date Issued For
08.10.21

File No. 1810-1

Drawing

Ph2a



Proposed:
**Allendale Township
Fire Station**
Allendale Township, Michigan

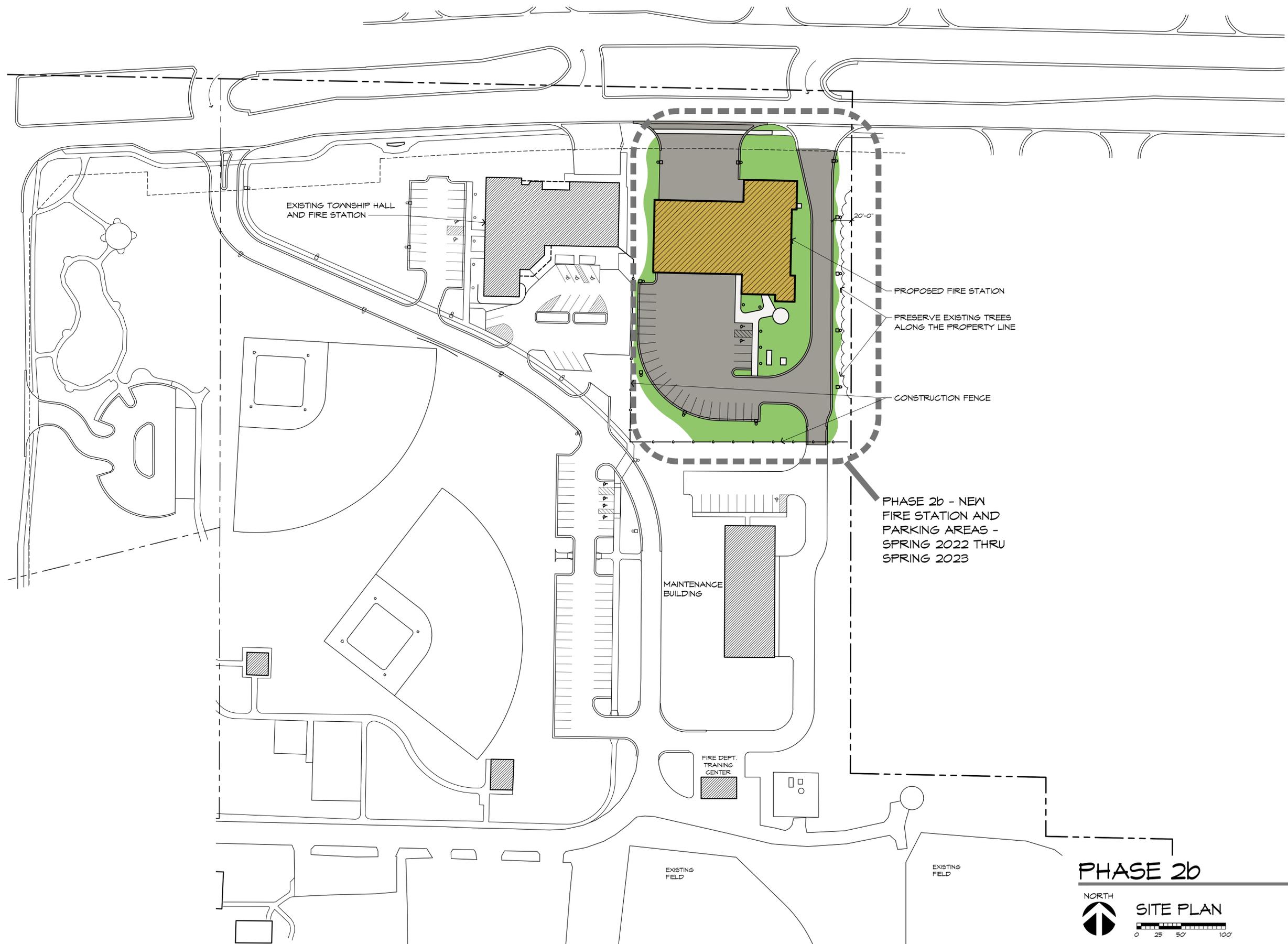
Dr. JLF
Ap. EVZ

Date Issued For
08.10.21

File No. 1810-1

Drawing

Ph2b



The
Architectural
Group, Inc.

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Planners

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Fax: 616.531.0221

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Allendale Township, Michigan

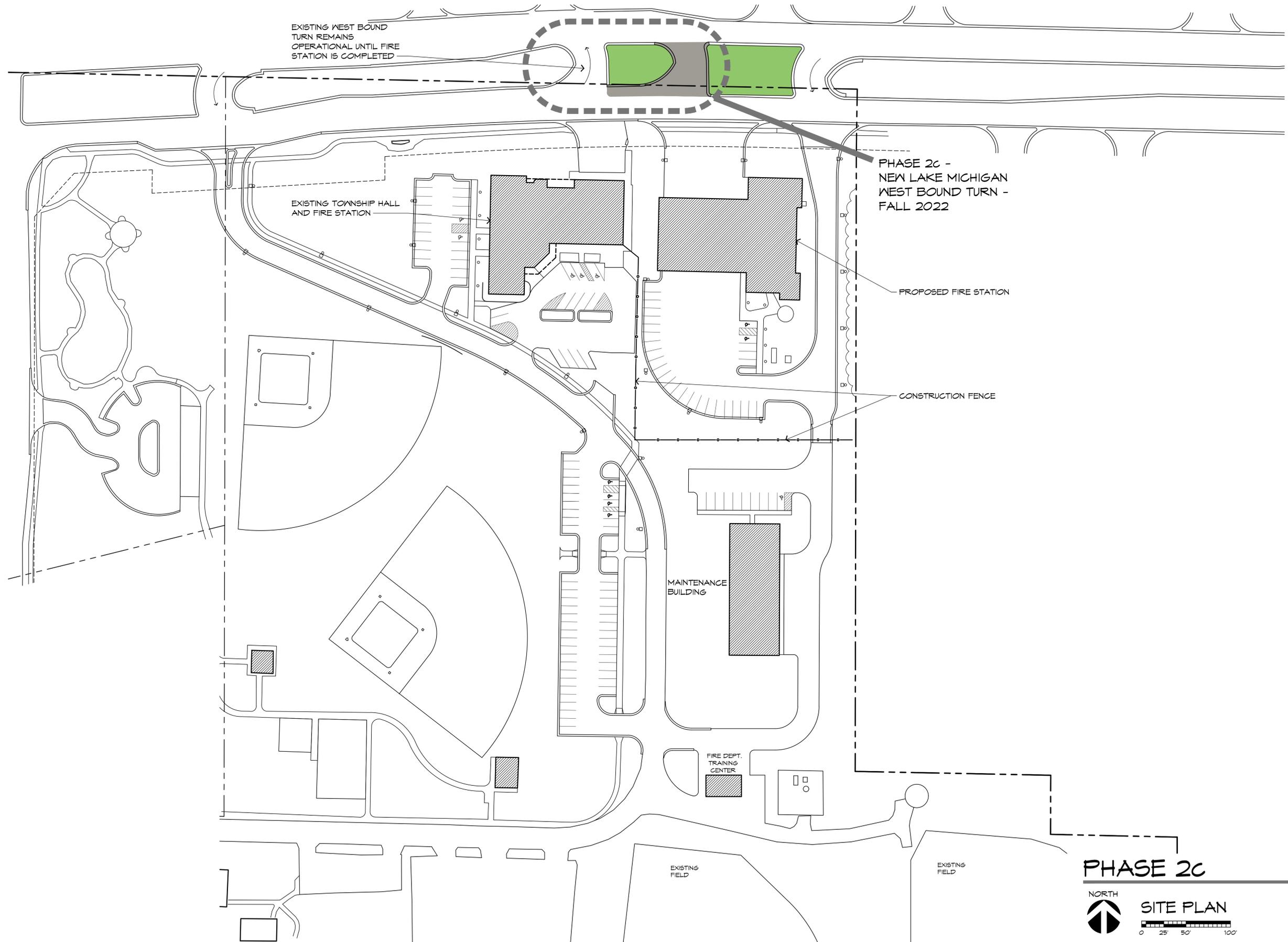
Dr. JLF
Ap. EVZ

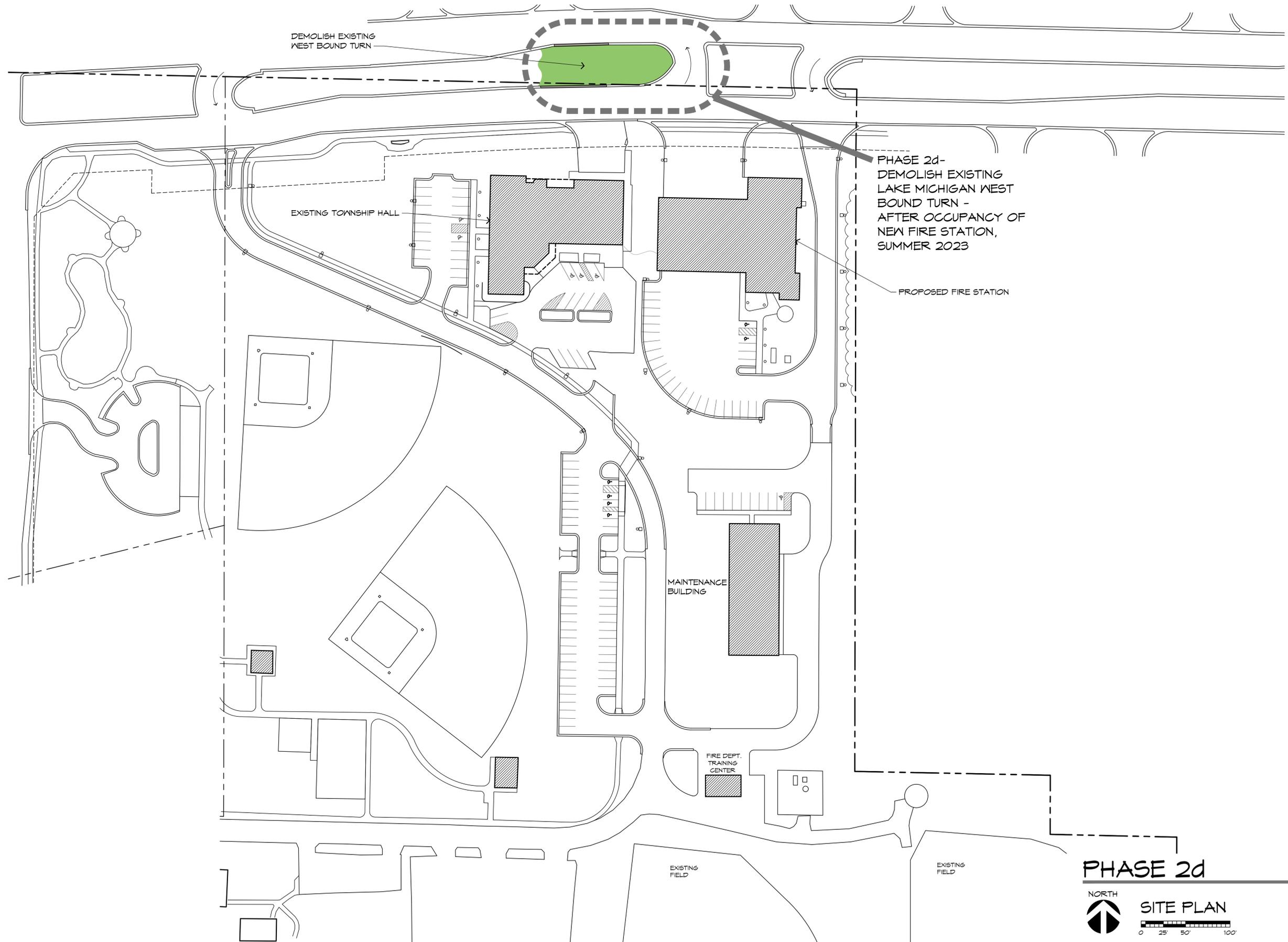
Date Issued For
08.10.21

File No. 1810-1

Drawing

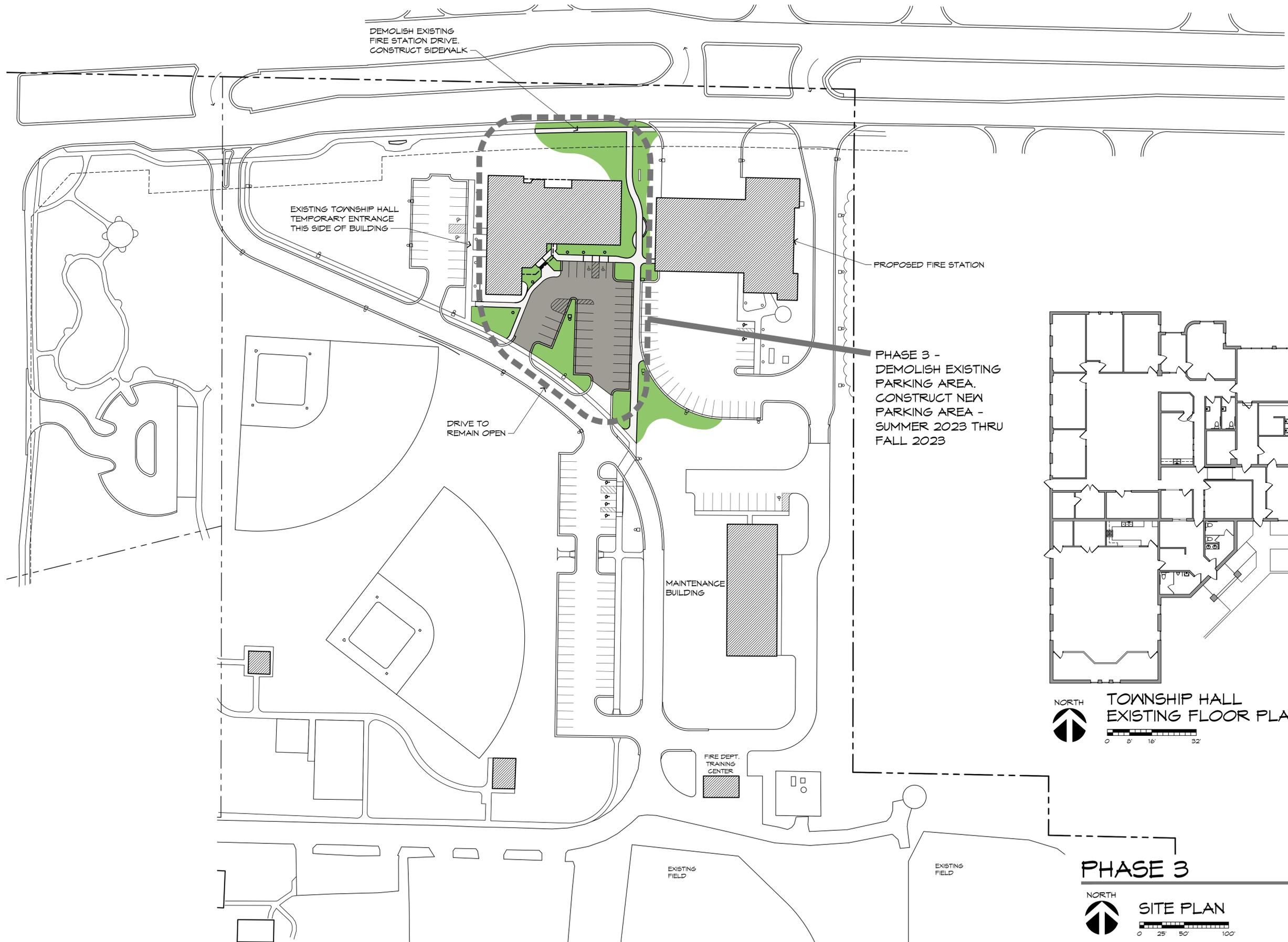
Ph2c





PHASE 2d

NORTH
SITE PLAN
0 25 50 100'



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Allendale Township, Michigan

Dr. JLF
Ap. EVZ

Date Issued For
08.10.21

File No. 1810-1

Drawing

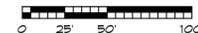
Final



FINAL



SITE PLAN



EXISTING UNDERGROUND UTILITY DATA

- SANITARY MH#3
RIM 650.86
10" PVC INV N 636.46
12" PVC INV E 635.16
12" PVC INV W 635.06
2" DIA RIM
4" DIA PRECAST STRUCTURE
- SANITARY MH#4
RIM 650.95
12" PVC INV E 634.95
12" PVC INV N 631.40
12" PVC INV W 631.55
15" PVC INV N 631.25
2" DIA RIM
4" DIA PRECAST STRUCTURE
- CB#5
RIM 650.23
12" CONC INV N 646.43
12" CONC INV SW 645.13
BOTTOM STRUCTURE 645.28
2'x2' SQ RIM
4" DIA PRECAST STRUCTURE
- CB#6
RIM 650.19
12" CONC INV S 647.39
BOTTOM STRUCTURE 645.79
2'x2' SQ RIM
4" DIA PRECAST STRUCTURE
- SANITARY MH#7
RIM 651.94
8" PVC INV N 638.39
10" PVC INV S 638.24
2" DIA RIM
4" DIA PRECAST STRUCTURE
- SANITARY MH#8
RIM 650.94
12" PVC INV W 632.14
12" PVC INV E 632.04
2" DIA RIM
4" DIA PRECAST STRUCTURE
- STORM MH#9
RIM 650.97
54" CONC INV E 639.12
54" CONC INV W 639.12
2" DIA RIM
4" DIA PRECAST STRUCTURE
- STORM MH#10
RIM 650.32
10" PVC INV S 646.77
8" PVC INV NW 646.77
WATER LEVEL INV 646.77
BOTTOM STRUCTURE 645.72
2" DIA RIM
4" DIA PRECAST STRUCTURE
- STORM MH#11
RIM 649.74
4" CPP INV E 645.54
4" CPP INV SW 645.44
6" CPP INV NE 645.54
6" CPP INV NE 645.74
12" PVC INV E 645.69
12" PVC INV SW 645.69
BOTTOM STRUCTURE 645.29
2" DIA RIM
4" DIA CONC BLOCK STRUCTURE
- STORM MH#12
RIM 649.99
10" PVC INV NE 646.59
12" PVC INV SW 646.39
BOTTOM STRUCTURE 644.99
2" DIA RIM
4" DIA CONC BLOCK STRUCTURE
- SANITARY MH#13
RIM 650.34
8" PVC INV N 640.14
8" PVC INV S 640.04
2" DIA RIM
4" DIA PRECAST STRUCTURE
- SANITARY MH#26
RIM 653.21
8" PVC INV S 642.51
8" PVC INV E 642.41
2" DIA RIM
4" DIA PRECAST STRUCTURE

SITE PLAN GENERAL NOTES:

1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
2. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
3. ALL STORM SEWER PIPE SHALL BE ADS N-12 PERFORATED PLASTIC PIPE UNLESS OTHERWISE SPECIFIED. PIPE SHALL BE WRAPPED.
4. ALL CATCH BASINS AND MANHOLES SHALL BE MINIMUM 4' DIAMETER PRECAST CONCRETE, UNLESS NOTED OTHERWISE.
5. UNLESS OTHERWISE SPECIFIED, REINFORCED CONCRETE AREAS SHALL BE CONSTRUCTED WITH:
8" MDOT CL-2 SAND SUBBASE (C.I.P.)
8" MDOT GRADE P1 OR S2, 3,500 PSI, 28-DAY, 5-7% AIR ENTRAINED, BROOM FINISH
2 LAYERS, 6X6 WOVEN WIRE FABRIC.
6. THE PAVED AREAS SUBJECT TO TRUCK TRAFFIC SHALL BE CONSTRUCTED WITH:
12" MDOT CL-2 SAND SUBBASE (C.I.P.)
8" 21AA GRAVEL BASE (C.I.P.)
2"-3C HMA LEVELING COURSE
2"-5E1 HMA WEARING COURSE
7. ALL OTHER PAVED AREAS SHALL BE CONSTRUCTED WITH:
12" MDOT CL-2 SAND SUBBASE (C.I.P.)
6" 21AA GRAVEL BASE (C.I.P.)
1 1/2" 3C HMA LEVELING COURSE
1 1/2" 5E1 HMA WEARING COURSE
8. THE CONTRACTOR SHALL BED AND BACKFILL ALL UNDERGROUND PIPING WITH MDOT CL-2 SAND TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM- 1557.
9. THIS SITE PLAN SHALL NOT BE USED TO STAKE THE LOCATION OF PROPOSED BUILDING COLUMN LINES. THE SURVEYORS ARE TO USE THE BUILDING FOUNDATION PLANS.
10. THE CONTRACTOR SHALL PLACE AND COMPACT FILL UNDER THE PROPOSED BUILDING AREA TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM-1557. ALL OTHER AREAS SHALL BE COMPACTED TO A MINIMUM OF 90% MAXIMUM DRY DENSITY.
11. THE CONTRACTOR SHALL PIPE ALL BUILDING ROOF WATER TO THE STORM WATER COLLECTION SYSTEM AS SHOWN AND SPECIFIED.
12. THE CONTRACTOR SHALL REQUEST CONSTRUCTION STAKING BY EMAIL USING THE MOORE & BRUGGINK, INC. CONTRACTORS CONSTRUCTION STAKING REQUEST FORM. ONLY COMPLETED REQUESTS WILL BE SCHEDULED. NOTE THE PROJECT OWNER WILL PAY THE SURVEYOR TO PLACE STAKES ONLY ONCE. ALL LOST AND DAMAGED STAKES ARE THE CONTRACTORS RESPONSIBILITY.
13. NO REFUSE DUMPSTER IS REQUIRED FOR THIS SITE.

EX ZONING: GC GENERAL COMMERCIAL
MIN FRONT SETBACK: 25'
MIN SIDE SETBACK: 15'
MIN REAR SETBACK: 25'
MIN LOT WIDTH: 150'
MIN LOT AREA: 22,500 SFT

LEGEND

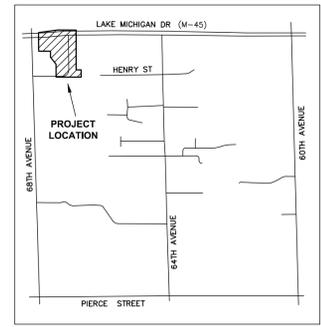
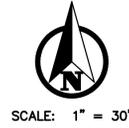
- SANITARY SEWER (SAN)
- STORM SEWER (STM)
- WATERMAIN (WAT)
- GAS MAIN (GAS)
- UG ELECTRIC CABLE (PWR)
- UG PHONE CABLE (TEL)
- AERIAL UTILITY LINE (AERIAL)
- FENCE
- BITUMINOUS SURFACE
- SURVEY IRON (FOUND)
- SURVEY IRON (SET)
- HANDICAPPED PARKING SIGN
- UG GAS MARKER
- UG/B - UG PHONE BOX
- UG/E - UG ELECTRIC BOX
- TRANSFORMER (TR)
- AIR CONDITIONER (AC)
- SPRINKLER VALVE (SV)
- STEEL LIGHT POLE (SLP)
- LIGHT POLE W/CONC BASE (LPC)
- HYDRANT (HYD)
- WATER VALVE (WV)
- MANHOLE (MH)
- CATCH BASIN (CB)
- UTILITY POLE (UP)
- GUY ANCHOR (GA)
- SAN CLEANOUT (CO)
- PHONE RISER (PR)
- GAS METER (GM)
- ELECTRIC METER (EM)
- ELECTRIC BOX (EB)

BENCHMARKS

- ELEVATION - 655.23
NE CORNER OF 2'x12' TOP CONCRETE STONE TO SIGN BASE OF ALLENDALE CHARTER TOWNSHIP #676. (1.5' ABOVE GROUND)
- ELEVATION - 654.37
SOUTH CORNER OF A 1.1'x9' BOTTOM CONCRETE STEP, LOCATED AT THE SOUTH ENTRANCE OF THE ALLENDALE TOWNSHIP HALL. (0.5' ABOVE CONC WALK)
- ELEVATION - 650.65
SOUTHEAST CORNER OF CONCRETE WALK, LOCATED AT THE SE CORNER OF THE WHITE CONCESSIONS BUILDING.
- ELEVATION - 654.97
SOUTHWEST CORNER OF 4'x8' CONCRETE PAD, LOCATED 25' SOUTH OF LAKE MICHIGAN DRIVE CURB LINE & 142'± WEST OF NW BUILDING CORNER OF ALLENDALE TOWNSHIP HALL.
- ELEVATION - 651.85
NORTHWEST CORNER OF 3.5' CONCRETE WALK, LOCATED AT THE NW CORNER OF YELLOW ALUMINUM BUILDING.
- ELEVATION - 654.47
SOUTHERLY BOLT OF WATER TOWER ON WEST SIDE OF ENTRY DOOR.

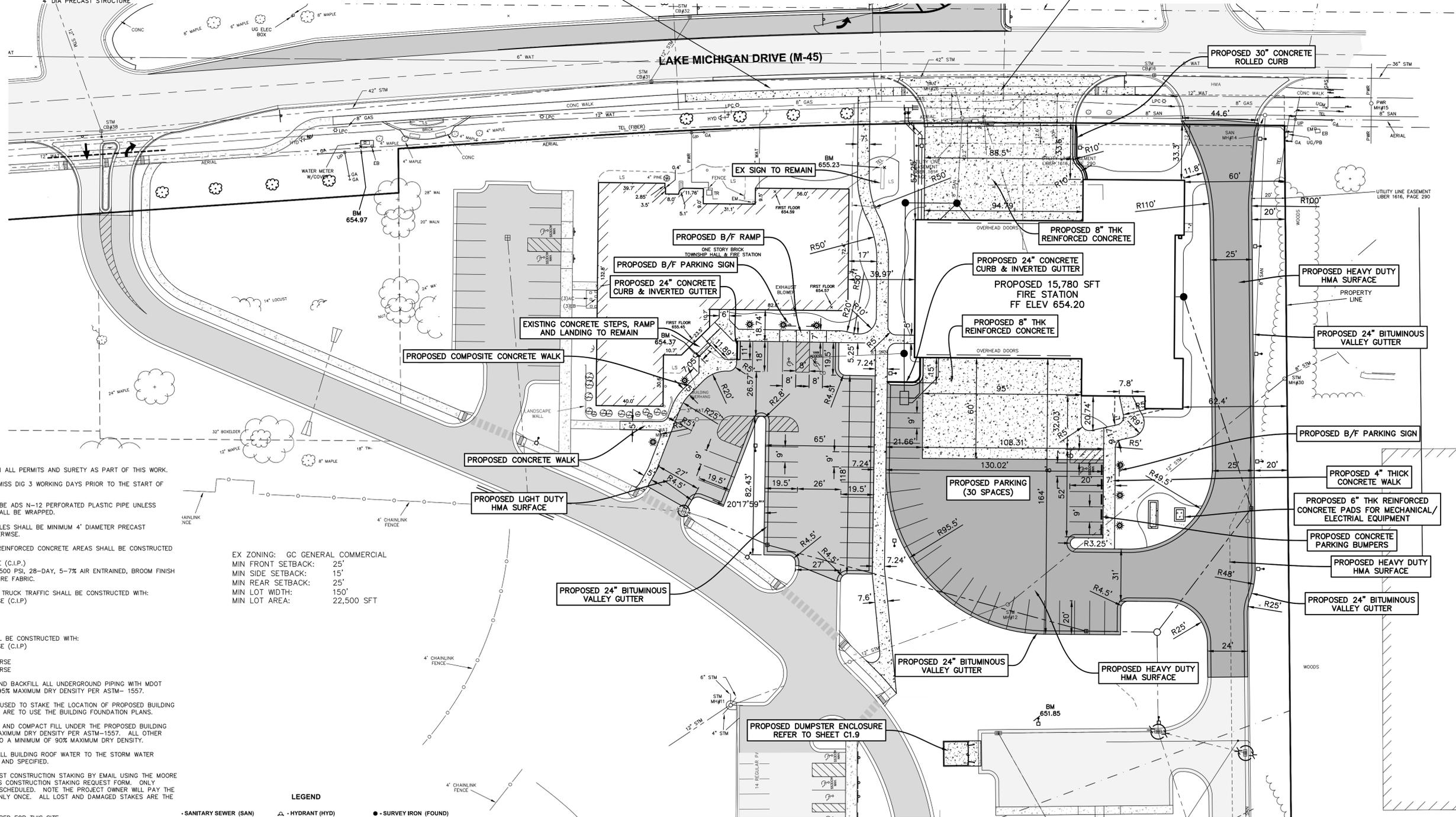
CONTROL POINTS

- CP#4
M+B RED CAP
N 19132.2760
E 20953.1110
ELEV 651.09
- CP#5
M+B RED CAP
N 19236.8635
E 20629.4262
ELEV 649.56
- CP#6
M+B RED CAP
N 19571.8441
E 20801.6617
ELEV 651.58
- CP#7
M+B RED CAP
N 19661.1940
E 20907.2250
ELEV 649.83
- CP#8
M+B RED CAP
N 20010.4055
E 20869.7230
ELEV 653.31
- CP#9
PK NAIL
N 19758.9535
E 20831.4931
ELEV 652.61
- CP#10
M+B RED CAP
N 19660.5051
E 20525.7941
ELEV 648.44
- CP#11
M+B RED CAP
N 19922.6393
E 20718.1026
ELEV 653.86
- CP#12
M+B RED CAP
N 19911.9446
E 20342.2518
ELEV 656.10



SEE SEPARATE PERMITTED PLANS,
MDOT PERMIT #70041-069309-20-060120

SEE SEPARATE PERMITTED PLANS,
MDOT PERMIT #70041-069309-20-060120



SEE SHEET A1.7 FOR
PROJECT PHASING

The
Architectural
Group Inc.
3100 Prairie SW Grandville MI 49418
616-5317040 TheArchitecturalGroup.com

Proposed:
Allendale Township
Fire Station
Allendale Township, Michigan



Dr. FEF
Ap. JFL

Date Issued For
01.07.22 BIDS & CONSTR.

File No.

Drawing

C1.2

Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mbce.com

SITE PLAN 190199.01

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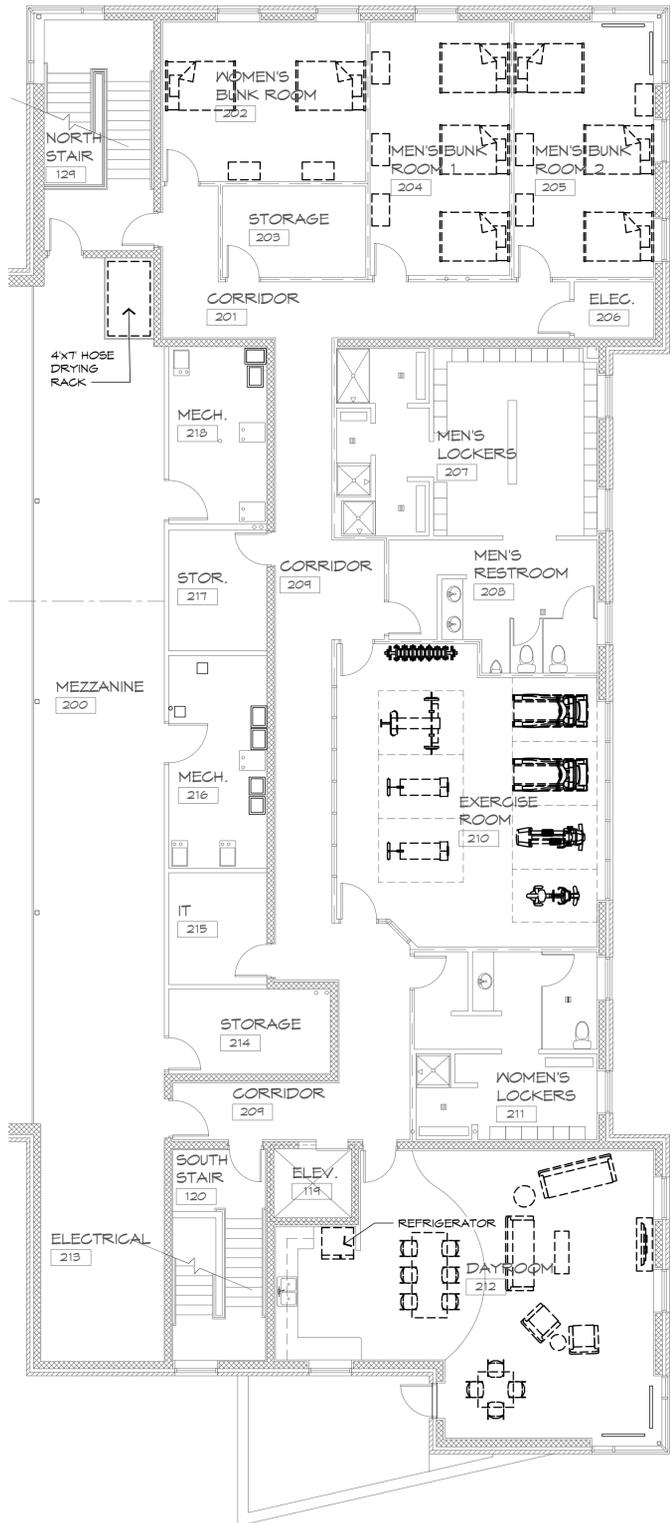
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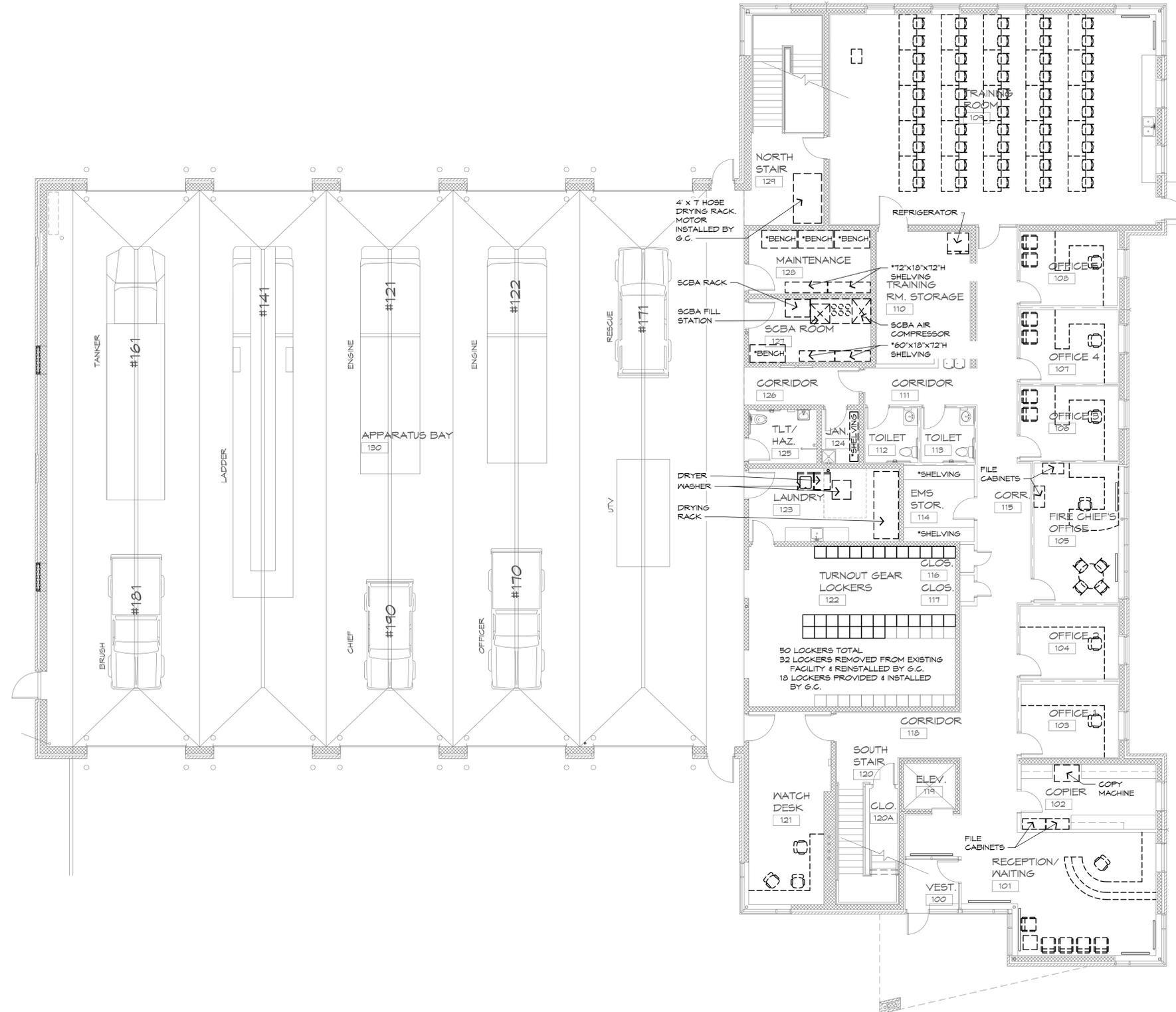
c:\users\jarmiedema\the architectural group\tag files - documents\2018\1810-1 allendale fire station\drawings\1810-1-a11-main level plan

FURNITURE & EQUIPMENT KEY:
 [] OWNER PROVIDED ITEMS. SEE NOTE 2 BELOW.

NOTES:
 1. IN ALL CASES THE GENERAL CONTRACTOR IS TO COORDINATE DIRECTLY WITH THE OWNER TO PROVIDE AND INSTALL ANY/ALL NECESSARY BLOCKING, ELECTRICAL, DATA, MECHANICAL AND/OR PLUMBING REQUIRED FOR ALL OWNER SUPPLIED ITEMS.
 2. * INDICATES FURNISHINGS PROVIDED BY OWNER AND INSTALLED BY GENERAL CONTRACTOR.



NORTH
 UPPER LEVEL FURNITURE & EQUIPMENT PLAN
 0 4 8 16'



NORTH
 MAIN LEVEL FURNITURE & EQUIPMENT PLAN
 0 4 8 16'

The Architectural Group Inc.
 3100 Prairie SW Grandville MI 49418
 616-531-7040 TheArchitecturalGroup.com

Proposed:
 Allendale Township
 Fire Station
 Allendale Township, Michigan



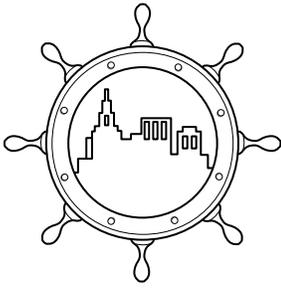
Dr. JLF-JM
 Ap. EVZ

Date Issued For
 01.07.22 BIDS & CONSTR.

File No. 1810-1

Drawing

A1.5



Fresh Coast Planning

950 Taylor Avenue, Ste 200
Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA
616-638-1240
greg@freshcoastplanning.com

Julie Lovelace
616-914-0922
julie@freshcoastplanning.com

Sara Moring-Hilt
586-850-8784
sara@freshcoastplanning.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees

From: Gregory L. Ransford, MPA

Date: January 14, 2022

Re: Revised Text Amendments to the Allendale Charter Township Zoning Ordinance

In May of last year, the Allendale Charter Township Planning Commission (ACTPC) recommended revisions to Section 24.06H – Waste Disposal Facilities and Section 24.06J – Building Appearance of the Allendale Charter Township Zoning Ordinance (ACTZO). As you know, those proposed revisions were not adopted nor formally rejected by the Allendale Charter Township Board of Trustees (ACTBT). Recently, the ACTPC received feedback from Supervisor Elenbaas regarding the lack of action by the ACTBT as a result of our inquiry concerning the status of the language. In response, the ACTPC proposes the attached revisions to the previous version of the text you considered in May. Proposed additions are shown in underlined text and proposed deletions are shown in strikethrough text, again, reflected from the previous draft.

As always, in accordance with Article 29 – Amendments and District Changes; Procedures of the ACTZO, below we provide our synopsis regarding the aforementioned text amendments to the ACTZO that were recommended for adoption by the ACTPC at their January 3, 2022 meeting.

As you are aware, the Board of Trustees is the approving authority of proposed text amendments.

Proposed Text Amendments

Section 24.06H – Waste Disposal Facilities

The ACTPC understood that concern was raised by the ACTBT regarding the replacement of existing dumpster enclosures in accordance with the current ACTZO language. In response, the ACTPC proposed that the existing enclosure language indicates that the replacement is required “to the extent practicable,” to allow for discretion in those situations.

Through a vote of 5-0, with two members absent, the revisions to Section 24.06H – Waste Disposal Facilities were recommended for adoption. Since that recommendation, Township Attorney, Bob Sullivan, recommended the addition of “as determined by the Zoning Administrator.” As a result, we have included that language within the proposed amendment since it is not necessary for the language to return to the ACTPC to consider his recommendation.

Section 24.06J – Building Appearance

While the proposed revisions to Section 24.06J – Building Appearance were limited to commercial facades, the ACTPC understood that concern was raised regarding the residential section and clarity was needed to avoid a misinterpretation concerning how the language was applied, particularly to single-family dwellings. In response, the ACTPC proposed that the residential subsection title is changed from “Residential” to “Multi-Family dwellings,” which, by definition within the ACTZO, would include only buildings of three units or more.

Through a vote of 5-0, the revisions to Section 24.06J – Building Appearance were recommended for adoption.

Public Hearing

No additional public hearing was necessary for the proposed revisions.

Recommendation

As aforementioned, the Planning Commission unanimously recommended adoption of the proposed text amendments by a vote of 5-0. Attached are the proposed amendments in the form of the necessary Zoning Text Amendment Ordinance.

Board of Trustees Responsibilities

As you know, any amendment to the ACTZO requires two readings by the Board of Trustees. Given that you did not conduct a first reading in May, you may conduct your first reading at your January 24, 2022 meeting, and your second reading as well as adoption at your February 14, 2022. Following both readings, publication and posting of each is required. No public hearings are required to be held by the Board of Trustees.

If you have any questions, please let us know.

GLR
Planner

Attachments

Section 24.06H. Waste Disposal Facilities.

A site plan shall identify the location of solid waste disposal facilities and provide details for each solid waste disposal facility showing compliance with the following requirements.

1. **Dumpsters, Containers.** All solid waste including recycling materials shall be placed in a dumpster or other appropriate container for pickup. Every dumpster or container shall be equipped with a lid or other top covering unless the enclosure adequately screens the contents above the dumpster opening.
2. **Enclosures.** All dumpsters and other appropriate containers shall be placed in an enclosure constructed as follows:
 - a. An enclosure shall be constructed with durable materials that compliment and match the materials used in the principal structure. Chain link with slats are prohibited.
 - b. An enclosure shall provide a solid visual screen on all four (4) sides. An enclosure containing separate pedestrian access from the gate opening shall ensure the same solid visual screen when viewed from a public or private street.
 - c. The front of the enclosure shall be gated and shall include proper hardware to secure the gate in a stationary position when open and closed. The bottom of the gate shall be installed at least six (6) inches above grade level. The gate shall be affixed to steel bump guard posts of no less than six (6) inches in diameter and which are completely filled with concrete.
 - d. The interior back wall of the enclosure shall be protected with steel bump guard posts located at least one (1) foot from the interior of the side and back walls. The bump guard posts shall be spaced three (3) feet apart. All steel bump guard posts shall be no less than six (6) inches in diameter and completely filled with concrete.
 - e. For any enclosure containing a dumpster or other appropriate container, the minimum interior width of the enclosure and its opening shall be ten (10) feet and shall be clear of obstructions, including the gate, its hinges, and steel bump guard posts. In addition, at least two (2) feet of clearance from the side walls of the enclosure shall be provided. Where enclosures contain more than one (1) dumpster or container, the minimum interior width shall equal the combined widths of the dumpster/container plus a minimum of two (2) feet clearance from each side. The minimum interior length for all enclosures containing a dumpster shall be at least two (2) feet greater than the length of the dumpster or dumpsters it contains.
 - f. Any enclosure constructed prior to the adoption of this language shall only be replaced pursuant to this Section, to the extent practicable as determined by the Zoning Administrator, and may not be restored or repaired in accordance with Section 26.04.
3. All enclosures shall be located in the rear yard or the side yard. When located within an approved outdoor storage area, any dumpster may be absent an enclosure only if the outdoor storage area achieves the same or greater visual screening on all four (4) sides of the dumpster and meets the provisions of Section 24.06H2d and Section 24.06H2e, as if an enclosure was present, and shall meet Section 24.06H4 through Section 24.06H6.
4. **Access Lane.** The site plan shall provide an open space as an access lane to an enclosure containing a dumpster. Such access lane shall be paved and shall be parallel with and the same width as the outside width of the enclosure extending for a length of sixty (60) feet from the front of the enclosure.
5. **Turning Lane.** The site plan shall also provide an open space connected to and more or less perpendicular to the access lane to provide an area in which waste hauling vehicles may maneuver to change direction in order that vehicles shall not back into or back out of the site from a road right-of-way. Such turning lane shall be paved and shall be a minimum of fourteen (14) feet in width and thirty five (35) feet in length.
6. **Parking Restrictions.** No parking spaces shall be permitted in the access lane or the turning lane.

Section 24.06J. Building Appearance.

In granting site plan review approval, the Zoning Administrator or Planning Commission shall require certain designs, textures, colors, or architectural treatments for buildings or structures, which in its judgment produce a harmonious, substantial, distinctive, and inviting appearance with beauty of materials and architectural design creating a strong, sturdy, adaptable and lasting environment. The following materials represent and advance the intent and objective of the above descriptions.

1. Commercial and Mixed Use Buildings: That portion of the building which faces a public or private street, parking lot, or residential zoning district shall be finished with brick, architectural masonry block, stone, glass or a combination of these materials. A minimum of ten percent (10%) of the building which faces a public or private street or customer parking lot shall contain glass windows or a similar glass product, such as spandrel glass, or completely or partially opaque glass.
2. ~~Residential~~Multi-Family dwellings: Brick, architectural masonry block, cement board and stone. These materials shall be used for a minimum of fifty (50%) percent of all exterior wall areas in combination with dryvit, stucco, vinyl, EFIS, metal with enclosed fasteners, and similar materials.
3. Industrial: A minimum of 50 percent of that portion of the building which faces a public or private street or a residential zoning district shall be finished with brick, architectural masonry block, cement board, glass, stone or combination of those materials.

The remaining exterior walls if not finished with the materials noted in the preceding paragraph shall be finished with stucco, EFIS, architectural metal panels consisting of a minimum of 24-gauge metal with a minimum rib height of 1¼ inches or a combination of these materials or similar materials. Exposed fasteners shall match the color of the metal finish. *Updated 10-3-2016 Ord. No. 2016-13*

4. In recognition of developing technologies in building materials, the Planning Commission may agree to approve other materials provided that they meet the intent of this Section, are compatible with surrounding properties, and further provided that such materials shall comply with the architectural, safety and other requirements of the Township building codes, fire code and other applicable Township Ordinances.

ORDINANCE NO. 2022-01

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN BY AMENDING SECTION 24.06H – WASTE DISPOSAL FACILITIES AND; BY AMENDING SECTION 24.06J – BUILDING APPEARANCE, AND PROVIDING FOR REPEAL AND SEVERABILITY PROVISIONS AND THE EFFECTIVE DATE OF THIS ORDINANCE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN ORDAINS:

Section 1. Waste Disposal Facilities. Section 24.06H of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

A site plan shall identify the location of solid waste disposal facilities and provide details for each solid waste disposal facility showing compliance with the following requirements.

1. Dumpsters, Containers. All solid waste including recycling materials shall be placed in a dumpster or other appropriate container for pickup. Every dumpster or container shall be equipped with a lid or other top covering unless the enclosure adequately screens the contents above the dumpster opening.
2. Enclosures. All dumpsters and other appropriate containers shall be placed in an enclosure constructed as follows:
 - a. An enclosure shall be constructed with durable materials that compliment and match the materials used in the principal structure. Chain link with slats are prohibited.
 - b. An enclosure shall provide a solid visual screen on all four (4) sides. An enclosure containing separate pedestrian access from the gate opening shall ensure the same solid visual screen when viewed from a public or private street.
 - c. The front of the enclosure shall be gated and shall include proper hardware to secure the gate in a stationary position when open and closed. The bottom of the gate shall be installed at least six (6) inches above grade level. The gate shall be affixed to steel bump guard posts of no less than six (6) inches in diameter and which are completely filled with concrete.
 - d. The interior back wall of the enclosure shall be protected with steel bump guard posts located at least one (1) foot from the interior of the side and back walls. The bump guard posts shall be spaced three (3) feet

apart. All steel bump guard posts shall be no less than six (6) inches in diameter and completely filled with concrete.

- e. For any enclosure containing a dumpster or other appropriate container, the minimum interior width of the enclosure and its opening shall be ten (10) feet and shall be clear of obstructions, including the gate, its hinges, and steel bump guard posts. In addition, at least two (2) feet of clearance from the side walls of the enclosure shall be provided. Where enclosures contain more than one (1) dumpster or container, the minimum interior width shall equal the combined widths of the dumpster/container plus a minimum of two (2) feet clearance from each side. The minimum interior length for all enclosures containing a dumpster shall be at least two (2) feet greater than the length of the dumpster or dumpsters it contains.
 - f. Any enclosure constructed prior to the adoption of this language shall only be replaced pursuant to this Section, to the extent practicable as determined by the Zoning Administrator, and may not be restored or repaired in accordance with Section 26.04.
3. All enclosures shall be located in the rear yard or the side yard. When located within an approved outdoor storage area, any dumpster may be absent an enclosure only if the outdoor storage area achieves the same or greater visual screening on all four (4) sides of the dumpster and meets the provisions of Section 24.06H2d and Section 24.06H2e, as if an enclosure was present, and shall meet Section 24.06H4 through Section 24.06H6.
 4. Access Lane. The site plan shall provide an open space as an access lane to an enclosure containing a dumpster. Such access lane shall be paved and shall be parallel with and the same width as the outside width of the enclosure extending for a length of sixty (60) feet from the front of the enclosure.
 5. Turning Lane. The site plan shall also provide an open space connected to and more or less perpendicular to the access lane to provide an area in which waste hauling vehicles may maneuver to change direction in order that vehicles shall not back into or back out of the site from a road right-of-way. Such turning lane shall be paved and shall be a minimum of fourteen (14) feet in width and thirty five (35) feet in length.
 6. Parking Restrictions. No parking spaces shall be permitted in the access lane or the turning lane.

Section 2. Building Appearance. Section 24.06J of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 24.06J. Building Appearance.

In granting site plan review approval, the Zoning Administrator or Planning Commission shall require certain designs, textures, colors, or architectural treatments for buildings or structures, which in its judgment produce a

harmonious, substantial, distinctive, and inviting appearance with beauty of materials and architectural design creating a strong, sturdy, adaptable and lasting environment. The following materials represent and advance the intent and objective of the above descriptions.

1. Commercial and Mixed Use Buildings: That portion of the building which faces a public or private street, parking lot, or residential zoning district shall be finished with brick, architectural masonry block, stone, glass or a combination of these materials. A minimum of ten percent (10%) of the building which faces a public or private street or customer parking lot shall contain glass windows or a similar glass product, such as spandrel glass, or completely or partially opaque glass.
2. Multi-Family dwellings: Brick, architectural masonry block, cement board and stone. These materials shall be used for a minimum of fifty (50%) percent of all exterior wall areas in combination with dryvit, stucco, vinyl, EFIS, metal with enclosed fasteners, and similar materials.
3. Industrial: A minimum of 50 percent of that portion of the building which faces a public or private street or a residential zoning district shall be finished with brick, architectural masonry block, cement board, glass, stone or combination of those materials.

The remaining exterior walls if not finished with the materials noted in the preceding paragraph shall be finished with stucco, EFIS, architectural metal panels consisting of a minimum of 24-gauge metal with a minimum rib height of 1¼ inches or a combination of these materials or similar materials. Exposed fasteners shall match the color of the metal finish.

4. In recognition of developing technologies in building materials, the Planning Commission may agree to approve other materials provided that they meet the intent of this Section, are compatible with surrounding properties, and further provided that such materials shall comply with the architectural, safety and other requirements of the Township building codes, fire code and other applicable Township Ordinances.

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 4. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 5. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 20____, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 20____, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 20____, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas, Township Supervisor

Jody Hansen, Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Allendale Charter Township Zoning Text Amendment Ordinance was

adopted at a regular meeting of the Township Board held on _____, 20___. The following members of the Township Board were present at that meeting:

_____. The following members of the Township Board were absent:

_____.

The Ordinance was adopted by the Township Board with members of the Board _____

voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

Ordinance was published in the _____ on _____, 20__.

Jody Hansen, Clerk
Allendale Charter Township

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

January 19, 2022

Township Board of Trustees:

For several years Little League has held their baseball practices and games at the Allendale Township Park. In conjunction, they have also held their planning meetings in the Township Auditorium.

They have requested the waiver of the rental fee for the Auditorium. The dates they would like to use the room are:

- February 17, 2022: 7:00pm – 9:00pm
- March 17, 2022: 7:00pm – 9:00pm
- April 14, 2022: 7:00pm – 9:00pm
- May 19, 2022: 7:00pm – 9:00pm

Little League is a non-profit organization.

Respectfully submitted,



Adam Elenbaas
Township Supervisor

**Allendale Charter Township Parks and Recreation Advisory Board Bylaws
Adopted – February ____, 2016**

The Allendale Charter Township Parks and Recreation Advisory Board hereby adopts the following rules to facilitate the performance of its duties as outlined below.

SECTION 1

Purpose: The purpose of the Allendale Charter Township Parks and Recreation Advisory Board (the “Advisory Board”) is to provide advice and related assistance to the Allendale Charter Township Board (“the Township Board”) regarding the parks and recreational needs and wants of the Allendale Charter Township residents.

SECTION 2

Officers:

- A. At the first regular meeting each March, the Advisory Board shall select from its membership a chairperson, vice chairperson, and secretary. All officers shall serve a term of two years or until their successors are selected and assume office, except as noted in B and C below. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. Chairperson – The chairperson shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Advisory Board.
- C. Vice Chairperson – The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to his office for the unexpired term, and the Advisory Board shall select a successor to the office of vice chairperson for the un-expired term.
- D. Secretary – The secretary shall execute documents in the name of the Advisory Board, perform the duties hereinafter listed below, and shall perform such other duties as the Advisory Board may determine.
 - a. Minutes – The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions, or recommendations made on any action and record of attendance.
 - b. Correspondence – The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Advisory Board. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Advisory Board.

- c. Attendance – The secretary shall be responsible for maintaining an attendance record for each Advisory Board Member and report those records annually to the Advisory Board.
- d. Notices – The secretary shall issue such notices as may be required by the Advisory Board.
- E. The chairperson shall present the recommendations of the Advisory Board to the Township Board for their consideration of such request.

SECTION 3

Membership:

- A. Members – The Advisory Board shall consist of nine voting Members who shall be qualified electors and residents of Allendale Charter Township. Each Member shall have one vote. Members shall be chosen by the Township Supervisor with the approval of the Township Board and the existing Advisory Board.
- B. Representation – The Members shall include representation from the Planning Commission, Downtown Development Authority, Allendale Schools, Township Board, and community representation, with optional representations from the Allendale Township Youth Athletic Association, the Adult Softball Association, and ASO.
- C. Term – Members shall serve a term of two years. All membership terms shall begin on January 1 for the Member's upcoming year of service.

SECTION 4

Meetings:

- A. Regular Meetings – The Advisory Board shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Advisory Board shall, if possible, select a suitable alternate meeting date in the same month as the original scheduled meeting. Notice of regular or scheduled Advisory Board meetings shall be posted at the principal township office within 30 days after the Advisory Board's first regular meeting in each year in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.
- B. Special Meetings – Special meetings may be called by the chairperson or upon written request to the secretary by at least two Members of the Advisory Board. The business the Advisory Board may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Notice of special meetings shall be given to the Members of the Advisory Board at least forty-eight (48) hours before the meeting. Such notice shall state the purpose, time, and

location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Public Records – All meetings, minutes, records, documents, correspondence, and other materials of the Advisory Board shall be open to public inspection in accordance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246, except as may otherwise be provided by law.
- D. Quorum – Five Members of a nine-member Advisory Board shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.
- E. Voting – A majority vote of the Advisory Board Members is required to submit a plan for the Master Plan.
- F. Agenda – The chairperson shall be responsible for preparing the agenda for Advisory Board meetings. The order of business for meetings is suggested as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Recognition of Visitors
 - 4. Approval of Agenda
 - 5. Approval of Minutes
 - 6. Correspondence
 - 7. Old Business
 - 8. New Business
 - 9. Public Comment (3 minutes/person)
 - 10. Comments from Advisory Board
 - 11. Adjournment

SECTION 5

Duties:

The Advisory Board shall perform the following duties:

1. Prepare an annual report to the Township Board.
2. Prepare special studies, plans as deemed necessary by the Advisory Board or Township Board and for which appropriations of funds have been approved by the Township Board, as needed.
3. Attend training sessions, conferences or meetings as needed, with approval by the Township Board.
4. Perform other duties and responsibilities or respond as requested by any Township Board or Advisory Board.
5. Draw up and submit plans to the Township Board for approval.
6. Add the plans to the Master Plan for a long-term vision of the parks.
7. Create and help with fundraising for the parks.
8. Assist with grant proposals.
9. Oversee projects to completion and satisfaction of the Parks Advisory Board.
10. To shop around for pricing and gather information to present to the Township Board.
11. Seek volunteers to do various projects throughout the parks.
12. Create rules and regulations for the parks with Township Board approval.

SECTION 6

Absences, Removals, Resignations, and Vacancies:

- A. To be excused, Members of the Advisory Board shall notify the Advisory Board Chairperson or other Advisory Board Member when they intend to be absent from a meeting. Failure to make this notification before the meeting shall result in an unexcused absence.
- B. The Township Supervisor may remove Members of the Advisory Board after a hearing is held, with the approval of the Township Board.
- C. A Member may resign from the Advisory Board by sending a letter of resignation to the Township Supervisor, Township Board or Advisory Board Chairperson.

- D. Vacancies shall be filled by the Township Supervisor with the approval of the Township Board and Advisory Board, within one month of resignation or removal of an Advisory Board Member. Successors shall serve out the unexpired term of the Member being replaced.

SECTION 7

Conflicts of Interest:

- A. No Member of the Advisory Board shall participate in any matter in which he/she has a financial interest, or will be directly affected by a Board decision, or has or believes he/she has a conflict of interest as defined by applicable law. No member of the staff or any agency service the Board shall present reports or arguments, or attempt to influence decisions of the Board on any matter in which the staff members or agency has a similar interest.

- D. As soon as a Member becomes aware of a potential conflict of interest in a matter to come before the Board, he/she shall notify the Chairman. The Member who has the potential conflict should describe the conflict of interest to the Board. Therefore, the Chairman shall call for a motion to recuse the Member and the Board should vote on the motion. If recused, the Member should excuse him/herself from the decision and take a seat in the audience or leave the meeting room until the matter is resolved. A recused Board Member should not speak for or against the matter for which he/she is recused.

SECTION 8

Amendments: These Bylaws may be amended at any meeting by a vote of four members of the Advisory Board.

SECTION 9

Adoption: These bylaws are adopted by the Advisory Board at the regular meeting on February _____, 2016.



Scholten Fant
Attorneys

Over 60 Years of Service

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100 North Third Street, P.O. Box 454, Grand Haven, MI 49417
www.scholtenfant.com

January 12, 2022

Via Email

Kevin Yeomans
Allendale Charter Township
6676 Lake Michigan Drive
P.O. Box 539
Allendale, MI 49401-0539

Re: Zoning Ordinance Amendment Ordinance and Resolution

Dear Mr. Yeomans:

Pursuant to your request, enclosed you will find a revised Zoning Ordinance Amendment establishing a moratorium for the mini warehouse and self-storage facilities. We have added additional language in Section B indicating that the moratorium does not apply to requests for electrical permits or other permits necessary for routine maintenance of existing facilities.

You will also find a proposed Resolution which mirrors the language of the Ordinance. This may be presented to the Township Board for their consideration.

Please advise as to any questions or comments you may have.

Very truly yours,

SCHOLTEN FANT

Robert E. Sullivan

RES/kat
Enclosures

**ALLENDALE CHARTER TOWNSHIP
ZONING ORDINANCE AMENDMENT ORDINANCE**

AN ORDINANCE TO AMEND CERTAIN PROVISIONS OF THE ZONING ORDINANCE OF ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN ("THE ZONING ORDINANCE"), CONCERNING THE ESTABLISHMENT OF A MORATORIUM FOR CERTAIN SPECIAL USES PERMITTED IN THE GC, GENERAL COMMERCIAL DISTRICT, AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, STATE OF MICHIGAN, ORDAINS:

1. **Amendment of Article 14 of the Zoning Ordinance.** Article 14 of the Allendale Charter Township Zoning Ordinance is hereby amended to add a new Section, Section 14.07, which shall state in its entirety as follows:

SECTION 14.07. MORATORIUM

A. Section 14.07(a). Findings.

The Township Board has determined that:

i. In accordance with the Michigan Zoning Enabling Act, 2006 PA 110, as amended (the "MZEA"), the Charter Township of Allendale (the "Township") has the authority to establish reasonable land use regulations to protect the public health, safety and welfare and in a manner consistent with applicable Michigan law.

ii. Article 14, Section 14.03(O), permits the construction of mini warehouse and self-storage facilities as a special use in the GC, General Commercial District.

iii. In reviewing the Master Plan, it has been determined that there is a potential for a negative impact on the long-term health and sustainability of the community if such developments are permitted to proliferate within certain areas of the General Commercial District.

iv. The Township Board has submitted a request to the Planning Commission to review the language contained in Section 14.03 of the Zoning Ordinance to determine whether or not it is reasonable to continue to permit mini warehouse and self-storage facilities as a special use in the GC General Commercial District, or whether the use should be authorized in another area of the Township.

v. Imposing a Moratorium, on a limited temporary basis, is reasonable and necessary in order to allow time for review of and potential amendments to the Zoning Ordinance.

vi. A Moratorium should be imposed upon the issuance of any and all permits or licenses for the development of mini warehouse and self-storage facilities for a period of 12 months or until an amendment of the applicable Zoning Ordinance provision is adopted, whichever occurs first.

B. Section 14.07(2). Moratorium.

There is hereby imposed a Moratorium upon the issuance of any and all permits or licenses for the development of mini warehouse and self-storage facilities as a special use in the GC General Commercial District Zone within the Township. This moratorium shall not apply to requests for electrical permits or other permits necessary for routine maintenance of existing facilities.

C. Section 14.07. Term.

The moratorium imposed by this Ordinance shall expire the earlier of 12 months from its effective date or the effective date of an amendment to the Zoning Ordinance.

Section 2. Severability. If any provision or part of this ordinance is declared invalid or unenforceable by a court of competent jurisdiction, the validity or enforceability

of the balance of the ordinance is not affected and remains in full force and effect.

Section 3. Repeal. All ordinances or parts thereof which are in conflict in whole or in part with any of the provisions of this Ordinance as of the effective date of this Ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance was approved and adopted by the Township Board of the Allendale Charter Township, Ottawa County, Michigan, on _____, 2022, after introduction and a first reading on _____, 2022, and publication after first reading as required by Act 359 of the Michigan Public Acts of 1947, as amended. This Ordinance shall be effective on _____, 2022.

Adam Elenbaas, Township Supervisor

Jody Hansen, Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Zoning Ordinance Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2022. The following members of the Township Board were present at that meeting:

_____. The following members of the Township Board were absent:

_____. The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in favor and members of the Board _____ voting in

opposition. The Ordinance or a summary of the Ordinance was published in the

_____ on _____, 2022. A certified copy of the

Ordinance was sent to the Ottawa County Clerk, by first-class mail with postage pre-paid on _____, 2022.

Jody Hansen, Clerk
Allendale Charter Township

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on _____, 2022, at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

After certain matters of business were completed, the Supervisor stated the next order of business was the consideration of a proposed resolution concerning a moratorium on the issuance of permits for the construction of mini warehouse and self-storage facilities in the GC, General Commercial District. After discussion, the following resolution was offered by _____ and supported by _____:

TOWNSHIP BOARD RESOLUTION TO IMPOSE A MORATORIUM ON THE ISSUANCE OF PERMITS FOR THE CONSTRUCTION OF MINI WAREHOUSE AND SELF-STORAGE FACILITIES IN THE GC, GENERAL COMMERCIAL DISTRICT WITHIN THE TOWNSHIP

WHEREAS, Allendale Charter Township (the "Township") previously adopted the Allendale Charter Township Zoning Ordinance; and

WHEREAS, the Zoning Ordinance regulates uses permitted in the GC General Commercial District; and

WHEREAS, Article 14, Section 14.03(O) permits the construction of mini warehouse and self-storage facilities as a special use in the GC, General Commercial District; and

WHEREAS, in reviewing the Master Plan it has been determined that there is a potential for negative impact on the long-term health and sustainability of the community if such developments are permitted to proliferate within certain areas of the General Commercial District; and

WHEREAS, the construction of mini warehouse and self-storage facilities within the GC General Commercial District could be contrary to the goals of the Township Master Plan; and

WHEREAS, the Township Board determines that it is desirable to immediately prohibit the construction of mini warehouse and self-storage facilities within the Township until an amendment to the Zoning Ordinance becomes effective and appropriate regulations

for the construction of such facilities has been established if they are to be allowed at all.

NOW, THEREFORE, THE TOWNSHIP BOARD RESOLVES AS FOLLOWS:

1. For the reasons stated above, the Township Board imposes a moratorium on the issuance of any permits for the construction of mini warehouse and self-storage facilities as a special use in the GC, General Commercial District until the Zoning Ordinance is amended to either prohibit the construction of said facilities or else provide for the construction in a manner consistent both with the Township's Master Plan and with the best interests of the public health, safety, and general welfare. This moratorium shall not apply to requests for electrical permits or other permits necessary for routine maintenance of existing facilities. The review process is anticipated to take approximately twelve months.

2. The Township Board hereby requests that Planning Commission to review the language contained in Section 14.03 of the Zoning Ordinance to determine whether or not it is reasonable to continue to permit mini warehouse and self-storage facilities as a special use in the GC General Commercial District, or whether the use should be authorized in another area of the Township.

3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED.

Dated: _____

Jody Hansen, Township Clerk

CERTIFICATE

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

Jody Hansen, Township Clerk