

Agenda for the
Allendale Charter Township Board Meeting
Monday, April 25, 2022, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Ken Murillo
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the April 11, 2022 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
 - Budget Amendment: Park Driveway Carryover Items
 - Budget Amendment: Light Pole Replacement Carryover Items
- For information
 - Financial Report
 - Minutes of the April 4, 2022 Planning Commission Meeting
 - Budget Amendment (Internal): Assessor Printing and Publishing
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
 - Resolution 2022 – 03: General Fund Unrestricted Fund Balance Target Policy Resolution
 - Capital and Special Projects Fund
 - ARPA
 - Paid Time Off Policy Update
 - Holiday Policy Update
 - 2nd Reading: 2022-05 Zoning Map Amendment Ordinance- Alderink
 - 2nd Reading: 2022-06 Zoning Map Amendment Ordinance- Marcusse
 - Resolution 2022 – 04: Resolution of Support for Michigan Township's Association's Robert R. Robinson Scholarship Application
 - Rental Fee Waiver Requests: Allendale Public Schools
- Discussion Items

- Public Utilities Cost of Service Study
 - Broadcasting Meetings
 - Master Plan Update
 - Assessing Department Update
-
- Public Comments
 - Board Comments
 - Future Agenda Items
 - Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, April 11, 2022, at 6:00 p.m. and was called to order at 6:02 p.m. by Mr. Elenbaas.

Present: Mr. Zeinstra; Mr. Murillo; Mr. Vander Wall; Ms. Hansen; Ms. Vander Veen and Mr. Elenbaas. (6)

Absent: Ms. Kraker (1)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Sheriff Department; Kevin Yeomans, Assistant Administrator; Lydale Weaver, Human Resource Director; Tim VanBennekomp, Finance Director; Chad Doornbos, Public Utilities Superintendent; Greg DeJong, Ottawa County Commissioner; Rebecca Wildeboer, and Tara DeKryger.

Ms. Hansen pronounced the invocation.

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

BOT 22-055 Mr. Vander Wall moved to approve the agenda of today with the following amendments: to add Commissioner Greg DeJong as a Guest Speaker. The motion passed.

BOT 22-056 Ms. Vander Veen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 28, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$203,529.38 and no interim payments, as presented by the summary report for April 12, 2022.

The motion passed.

Items Received for Information

1. Financial Report

2. Minutes of the March 21, 2022, Planning Commission Meeting
3. Minutes of the March 15, 2022, Downtown Development Authority Meeting
4. Springfield North Estates Memo

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Tara DeKryger, Allendale

BOT 22-057 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJong provided an Ottawa County update including: Rosy Mound expansion; Ottawa Sands Trail received grant funds for pavement improvements around the lake; Allendale Middle and High School Science Olympiad Teams qualified for state; John Shay will be the next County Administrator; Quarterly legislative updates; and the June County newsletter is coming soon.

Chad Doornbos, Public Utilities Superintendent provided a recap of Phase II of the WRRF improvements that include expansion of the WRRF Facility and the relocation of the Grand Valley Trunk Sewer line. Mr. Doornbos has been researching the NEREDA process. The benefits of this process will help alleviate cost of chemicals, which have increased 40%, prepare the organization for future discharge limits, increase efficiency in biological nutrient removal processes, and reduce our footprint which will allow for ease of future expansion and sludge handling processes. He outlined some of the next steps which will include a request for approval of the Moore & Bruggink design work proposal at a cost of \$1.3 million. \$500,000 of that has already been appropriated in this year's budget. In addition, he will be presenting the board with a resolution of "Intent to Bond" at an upcoming meeting.

Action Items

BOT 22-058 Ms. Vander Veen moved to approve Library Community Room Reservation Agreement. The motion passed.

- BOT 22-059 Mr. Elenbaas introduced Ordinance 2022-05; Zoning Map Amendment- Alderink, 5713 Lake Michigan Drive for its first reading.
- BOT 22-060 Mr. Elenbaas introduced Ordinance 2022-06; Zoning Map Amendment- Marcusse, 5630 Lake Michigan Drive for its first reading.
- BOT 22-061 Ms. Vander Veen moved to authorize staff to approve the performances for the Summer Concert series and to enter into agreements with the performers and to provide notification to the board once formulated. The motion passed.

Discussion Items

Tim VanBennekom, Finance Director and Kevin Yeomans, Assistant Administrator presented the following recommendations: to establish a Minimum Fund Balance Target for financial stabilization and long-term planning; to increase organization protections by creating and operating emergency reserves, and to establish Capital Improvement/Special Projects Fund for long-term planning and increased transparency.

Tim VanBennekom, Finance Director provided an ARPA Funds update. The Federal government has established four separate spending categories. Municipalities must report which category they will be designating funds to by the end of April 2022. The categories include Public Sector Revenues, Public Health and Economic Response, Premium Pay for Essential Workers, and Water/Sewer and Broadband Infrastructure. Mr. VanBennekom recommends selecting Public Sector Revenues as this category is a more generalized category.

Tim VanBennekom, Finance Director and Lydale Weaver, Human Resource Director presented the personnel committee's proposed amendments to the existing Holiday and PTO policy. These changes include adding Martin Luther King Jr. Day as an additional observed holiday; changing the New Year's Eve from 4 hours observed holiday to 8 hours observed holiday; and increasing total PTO hours in year 1 from 88 hours to 104 hours. In addition, 40 hours of PTO will be front loaded to the employees PTO bank upon completion of the probationary period. The remaining balance will be accrued appropriately throughout the remainder of the first year. PTO accrual will still begin upon hire. Additional observed holiday hours will be paid according to full time or part time employment status as outlined in the employee handbook.

Mr. Elenbaas and Ms. Hansen introduced a resolution request from Grand Valley State University student Serena Kruithoff. The resolution, if adopted, will support Ms. Kruithoff's quest of applying for the Robert R. Robinson Memorial Scholarship that is offered through Michigan Townships Association. The board will take this item up for action at the next regular scheduled meeting.

Several board members had questions and comments.

Public Comments and Communications- None

BOT 22-062 Mr. Elenbaas moved to close public comment. The motion passed.

Rebecca Wildeboer, Allendale Area Chamber of Commerce Executive Director introduced herself to the board.

Board Comments

Ms. Vander Veen asked that the concerns made during public comment were addressed. Mr. Elenbaas assured her he will contact the resident.

BOT 22-063 Ms. Vander Veen moved to adjourn the meeting at 7:31 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - MARCH	255.50	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - MARCH	1,022.00	
		Total For Dept 000.000 REVENUE		1,277.50	
Dept 171.000 Supervisor					
101-171.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	20.13	
		Total For Dept 171.000 Supervisor		20.13	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MAY	18,725.04	
		Total For Dept 209.000 EMPLOYEE INSURANCES		18,725.04	
Dept 215.000 CLERK					
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	577.50	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	577.50	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	41.98	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	57.14	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	22.01	
		Total For Dept 215.000 CLERK		1,276.13	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	94.48	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	INDEX TABS	6.76	
101-248.000-732.000	SUPPLIES	CREATIVE IMAGE DESIGNERS	ENVELOPES - NO WINDOW	225.00	
101-248.000-732.000	SUPPLIES	STAPLES	OFFICE SUPPLIES	46.06	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 04/13/22	45.00	
101-248.000-802.000-ITMONT	Contracted Services	ADOBE INC	ADDING LICENSE FOR FACILITIES SUPERVI	145.26	
101-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	525.95	
101-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	740.00	
101-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	480.70	
101-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	407.00	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	303.07	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	160.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	CYBER RESPONSIVE MANAGED ENDPOINT	52.80	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MONTHLY I/T SERVICE - APRIL	1,344.00	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	NEW SERVER / TRANSITION PROJECT	2,494.38	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PITNEY BOWES GLOBAL FINA	POSTAGE	180.19	
101-248.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	103.29	
		Total For Dept 248.000 ADMINISTRATION		7,353.94	
Dept 253.000 TREASURER					
101-253.000-802.000	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	1,166.00	
101-253.000-802.000	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	358.00	
101-253.000-802.000	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	2,140.20	
101-253.000-802.000	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	528.00	
		Total For Dept 253.000 TREASURER		4,192.20	
Dept 257.000 ASSESSOR					
101-257.000-802.000-ITMONT	Contracted Services	APEX SOFTWARE	MAINTENANCE RENEWAL 2022	705.00	
		Total For Dept 257.000 ASSESSOR		705.00	
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	390.53	

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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 04/13/2022 - 04/26/2022
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Page: 2/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 ELECTIONS					
101-262.000-802.000	Contracted Services	PRINTING SYSTEMS INC	ELECTION ENVELOPES	322.57	
101-262.000-802.000	Contracted Services	PRINTING SYSTEMS INC	ELECTION ENVELOPES	1,345.26	
Total For Dept 262.000 ELECTIONS				2,058.36	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	240.44	
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MARCH	256.24	
101-265.000-863.000	FUEL	EXXONMOBIL PROCESSING CE	FUEL CHARGES	429.19	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - APRIL	2,729.44	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	43.15	
101-265.000-930.000-TRUCKT	Maintenance	AUTOZONE STORES LLC	MAINTENANCE SUPPLIES	166.90	
Total For Dept 265.000 BUILDING & GROUNDS				3,865.36	
Dept 266.000 ATTORNEY					
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	FAMILY FARM & HOME TAX APPEAL, ROON P	376.25	
Total For Dept 266.000 ATTORNEY				376.25	
Dept 336.000 FIRE DEPT					
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN ASS'N OF FIRE C	ANNUAL CONFERENCE REGISTRATION	150.00	
101-336.000-732.010	MEDICAL SUPPLIES	ALLENDALE FIRE FIGHTERS	MEDICAL SUPPLIES	191.52	
101-336.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	520.00	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MARCH	75.90	
101-336.000-863.000-FUEL12	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	170.23	
101-336.000-863.000-FUEL12	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	141.72	
101-336.000-863.000-FUEL14	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	127.73	
101-336.000-863.000-FUEL16	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	47.00	
101-336.000-863.000-FUEL17	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	64.18	
101-336.000-863.000-FUEL17	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	276.22	
101-336.000-863.000-FUEL17	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	242.70	
101-336.000-863.000-FUEL18	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	19.74	
101-336.000-863.000-FUEL19	FUEL	WEX BANK	FUEL CHARGES - FIRE DEPT	353.95	
101-336.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	SUPPLIES - FIRE DEPT	85.62	
101-336.000-935.000	Truck Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES - FIRE DEPT	61.00	
101-336.000-935.000	Truck Maintenance	O'REILLY AUTOMOTIVE INC	TRUCK SUPPLIES	81.86	
101-336.000-935.000-MAINT1	Truck Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES - FIRE DEPT	21.68	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	VALVE HANDLE	81.71	
101-336.000-935.000-MAINT1	Truck Maintenance	WEST SHORE FIRE INC	SETCOM COILED POWER CORDS	233.55	
101-336.000-935.000-MAINT1	Truck Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES - FIRE DEPT	12.70	
101-336.000-935.000-MAINT1	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	21.95	
101-336.000-955.000	Miscellaneous	ALLENDALE TRUE VALUE HDW	SUPPLIES - FIRE DEPT	58.60	
101-336.000-955.000	Miscellaneous	WEST SHORE FIRE INC	GATE VALVES	324.82	
101-336.000-971.000	CAPITAL OUTLAY	ALLENDALE TRUE VALUE HDW	SUPPLIES - FIRE DEPT	121.79	
Total For Dept 336.000 FIRE DEPT				3,486.17	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - APRIL	20.37	
101-448.000-920.000	Electricity	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	7,628.36	
Total For Dept 448.000 STREET LIGHTS				7,648.73	
Dept 449.000 HIGHWAY-M45					
101-449.000-732.000	SUPPLIES	MICHIGAN WOOD FIBERS LLC	SHREDDED HARDWOOD BARK	1,635.00	
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - APRIL	39.76	
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	1,028.37	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 449.000 HIGHWAY-M45					
101-449.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	7.89	
101-449.000-930.000-LIGHTS	Maintenance	MENARDS-HOLLAND INC	LIGHTS	199.96	
101-449.000-930.000-LIGHTS	Maintenance	SKYLINE FALL PROTECTION	LIGHT POLE REPAIR WORK	75.00	
Total For Dept 449.000 HIGHWAY-M45				2,985.98	
Dept 567.000 CEMETERY					
101-567.000-802.000	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	581.00	
101-567.000-802.000	Contracted Services	KERKSTRA PORTABLE RESTRO	PORTABLE RESTROOM RENTAL	110.00	
101-567.000-863.000	FUEL	EXXONMOBIL PROCESSING CE	FUEL CHARGES	110.00	
Total For Dept 567.000 CEMETERY				801.00	
Dept 751.000 RECREATION AND PARKS					
101-751.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	240.44	
101-751.000-732.000	SUPPLIES	SUPERIOR GROUNDCOVER INC	ENG'D WOOD FIBER GROUNDCOVER	1,440.00	
Total For Dept 751.000 RECREATION AND PARKS				1,680.44	
Dept 790.000 LIBRARY					
101-790.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.00	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES - HAND SOAP	14.82	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	14.57	
101-790.000-732.000	SUPPLIES	AMAZON	SUPPLIES	7.98	
101-790.000-732.000	SUPPLIES	COLLER INDUSTRIES INC	STAFF NAME TAGS	26.90	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	13.99	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	19.17	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	17.96	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON	AV MATERIALS	31.95	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CREDIT MEMO - BOOKS	(10.20)	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	375.58	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	570.54	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	BOOKS	185.76	
101-790.000-732.000-BOOKSX	SUPPLIES	HERRICK DISTRICT LIBRARY	LOST & PAID BOOK	17.95	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	200.41	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	241.85	
101-790.000-802.000	Contracted Services	MEYERS CLEANING SERIVCE	ANNUAL CARPET CLEANING	985.00	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - APRIL	75.00	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	44.75	
101-790.000-802.000-COPIER	Contracted Services	OFFICE MACHINES COMPANY	COPY MACHINE CONTRACT - MARCH	82.87	
101-790.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	16.00	
101-790.000-802.000-TECHNO	Contracted Services	DEMCO SOFTWARE	TECHNOLOGY - ROOM BOOKING SOFTWARE	354.32	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	78.43	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.06	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	8.99	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON	SUMMER READING PROGRAM	12.99	
101-790.000-860.000	MILEAGE	MARY COOK	MILEAGE REIMBURSEMENT	70.20	
101-790.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - APRIL	414.39	
101-790.000-955.000	Miscellaneous	SPECTRUM HEALTH HOSPITAL	DRUG SCREENING - NEW EMPLOYEE	42.00	
Total For Dept 790.000 LIBRARY				3,944.23	
Total For Fund 101 General Fund				60,396.46	
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MAY	1,624.41	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
		Total For Dept 371.000 INSPECTION DEPARTMENT		1,624.41	
		Total For Fund 252 RENTAL ADMINISTRATION		1,624.41	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES	720.00	
403-901.000-971.000	CAPITAL OUTLAY	CITIZENS INSURANCE COMPA	FIRE STATION BUILDERS RISK INSURANCE	10,208.00	
403-901.000-971.000	CAPITAL OUTLAY	ERHARDT CONSTRUCTION	FIRE STATION CONSTRUCTION - APP #1	57,664.00	
403-901.000-971.000	CAPITAL OUTLAY	MENARDS-HOLLAND INC	INTERIOR DOOR HANDLES @ FIRE STATION	1,952.51	
		Total For Dept 901.000 CONSTRUCTION		70,544.51	
		Total For Fund 403 FIRE STATION BUILDING FUND		70,544.51	
Fund 494 Dda Development Fund					
Dept 901.000 CONSTRUCTION					
494-901.000-971.160	INFRASTRUCTURE COSTS	F&V CONSTRUCTION MGMT IN	PARK LIFT STATION IMPROVEMENTS	2,534.25	
		Total For Dept 901.000 CONSTRUCTION		2,534.25	
		Total For Fund 494 Dda Development Fund		2,534.25	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM		341.54	
		Total For Dept 000.000 REVENUE		341.54	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	333.00	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	393.30	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	699.00	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	259.05	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	352.00	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	1,426.80	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	24.00	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	202.04	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	CYBER RESPONSIVE MANAGED ENDPOINT	52.80	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MONTHLY I/T SERVICE - APRIL	896.00	
592-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	NEW SERVER / TRANSITION PROJECT	2,494.37	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	PRINTING / MAILING WATER QUALITY REPO	2,520.86	
		Total For Dept 248.000 ADMINISTRATION		9,653.22	
Dept 536.000 WATER					
592-536.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MAY	6,246.60	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	AMERICAN WATER WORKS ASS	MEMBERSHIP RENEWAL DUES - DOORNBOS	372.00	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	AMERICAN WATER WORKS ASS	MEMBERSHIP DUES RENEWAL - SCHOLTEN	85.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	288.75	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	99.50	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	GARRY SCHOLTEN	SEMINAR MEALS REIMBURSEMENT	30.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHAEL BRUMMEL	MILEAGE REIMBURSEMENT TO MRWA CONFERE	85.41	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	WORKFORCE SEMINAR - NESTLE	80.00	
592-536.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	61.68	
592-536.000-732.000	SUPPLIES	NAPA - GENUINE PARTS COM	SUPPLIES - PUBLIC UTILITIES	10.34	
592-536.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MARCH	287.73	

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - APRIL	140.67	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	37.79	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - APRIL	42.91	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.98	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	M-45 GENERATOR MAINTENANCE @ GRAND VA	1,425.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	PLANT GENERATOR MAINTENANCE @ TREATME	143.50	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	G.V. TOWER GENERATOR MAINTENANCE	195.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE @ WWTP 150KW	370.00	
592-536.000-935.000	Truck Maintenance	DYKSTRA'S AUTO	TIRE REPAIR - CODY'S TRUCK	15.00	
592-536.000-971.000	CAPITAL OUTLAY	SPRAY TECH COATINGS INC	NEW TRUCK ACCESSORIES	580.00	
592-536.000-971.000	CAPITAL OUTLAY	TRUCK & VAN SPECIALTIES	NEW TRUCK ACCESSORIES	1,389.95	
Total For Dept 536.000 WATER				12,002.81	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MAY	6,246.60	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MWEA	MEMBERSHIP DUES - VEREEKE	80.00	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	288.75	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	99.50	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	GARRY SCHOLTEN	SEMINAR MEALS REIMBURSEMENT	30.00	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MWEA	WORKFORCE SEMINAR - NESTLE	80.00	
592-537.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	61.67	
592-537.000-732.000	SUPPLIES	NAPA - GENUINE PARTS COM	SUPPLIES - PUBLIC UTILITIES	10.34	
592-537.000-732.000-CHEMIC	SUPPLIES	WEBB CHEMICAL SERVICE CO	CHEMICALS	6,871.04	
592-537.000-732.000-LABSUP	SUPPLIES	FLIER'S QUALITY WATER SY	LAB WATER MAINTENANCE	289.98	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	LAB REAGENT	197.31	
592-537.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - MARCH	287.73	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - APRIL	340.11	
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - APRIL	67.44	
592-537.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.97	
592-537.000-930.000-COLLEC	MAINTENANCE	WOLVERINE POWER SYSTEMS	PORTABLE GENERATOR MAINTENANCE @ GRAN	695.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	FIXALL ELECTRIC MOTOR SE	PRIMARY CLARIFIER DRIVE MOTOR REPAIR	160.28	
592-537.000-930.000-WRRFMA	MAINTENANCE	FIXALL ELECTRIC MOTOR SE	PRIMARY CLAFIFIER DRIVE MOTOR REPAIR	475.10	
592-537.000-930.000-WRRFMA	MAINTENANCE	METTLER-TOLEDO LLC	SCALE CALIBRATION & CHECK	392.89	
592-537.000-930.000-WRRFMA	MAINTENANCE	VAN MANEN PETROLEUM GROU	OIL/GREASE FOR WRRF MACHINERY	858.86	
592-537.000-930.000-WRRFMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	PLANT GENERATOR MAINTENANCE @ TREATME	1,291.50	
592-537.000-930.000-WRRFMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE @ WWTP 150KW	370.00	
592-537.000-935.000	Truck Maintenance	DYKSTRA'S AUTO	TIRE REPAIR - CODY'S TRUCK	15.00	
592-537.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	54.00	
Total For Dept 537.000 SEWER				19,279.07	
Total For Fund 592 Water & Sewer				41,276.64	

04/19/2022 03:53 PM
User: DENISE
DB: ALLENDALE

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 04/13/2022 - 04/26/2022
UNJOURNALIZED
OPEN

Page: 6/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General Fund	60,396.46	
			Fund 252 RENTAL ADMINI	1,624.41	
			Fund 403 FIRE STATION	70,544.51	
			Fund 494 Dda Developme	2,534.25	
			Fund 592 Water & Sewer	41,276.64	
			Total For All Funds:	<u>176,376.27</u>	

Treasurer's report for Board Meeting dated 4/25/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
4/7/2022	101508	\$344.79	VERIZON WIRELESS	Machine to Machine Activity
4/14/2022	101578	\$1,163.79	US POSTAL SERVICE	Water/Sewer Billing - 1st Qtr 2022

\$1,508.58 TOTAL

General Fund Cash Balance at board meeting dated 4/25/2022

Checking Account	\$	2,761,315.00
Liquid Investment	\$	259,490.00
CD	\$	-
Total	\$	3,020,805.00

Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	2,863,158.00
Liquid Investment	\$	259,490.00
CD	\$	-
Total	\$	3,122,648.00

Last year at this time the balance was \$ 4,675,022.00

Budget Amendment Request

Fund Name: <u>General Fund</u>	Date: <u>4/11/2022</u>
Department Number: <u>265</u>	Budget Entry #: <u></u>
Department Name: <u>Bldg & Grnds</u>	Amendment #: <u>9</u>
Requested by: <u>Larry</u>	

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:		\$0.00	\$0.00	\$0.00

EXPENDITURES:

Salaries	66,047			\$66,047.00
Employers Fica	5,053			\$5,053.00
EMPLOYER'S 401(A)	3,963			\$3,963.00
SUPPLIES	4,300			\$4,300.00
FLOWERS/SHRUBS/TREES				\$0.00
Contracted Services	28,500			\$28,500.00
INSURANCE	15,600			\$15,600.00
TELEPHONE				\$0.00
CELL PHONE				\$0.00
FUEL	6,000			\$6,000.00
Electricity				\$0.00
Heating Fuel				\$0.00
Trash				\$0.00
WATER USAGE				\$0.00
UTILITIES	33,300			\$33,300.00
Maintenance	18,000			\$18,000.00
Truck Maintenance				\$0.00
Tractor Maintenance				\$0.00
Miscellaneous	1,500			\$1,500.00
CAPITAL OUTLAY	35,000		\$5,830.00	\$40,830.00
BUILDING IMP-FIRE				\$0.00
TRANSFER OUT	1,700,000	\$410,000.00		\$2,110,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURES:	\$1,917,263.00	\$410,000.00	\$5,830.00	\$2,333,093.00
Revenue Over/(Under) Expenditures	(\$1,917,263.00)			(\$2,333,093.00)

Description	1.) Finish 2021 approved parking lot/driveway improvements. This is a carry-over from 2021.
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Other	This will add \$5,830.00 to the TWP's General Fund expenditure, but is a carry-over of 2021 budgeted expenditures.
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Approved/Denied?	
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Budget Amendment Request

Fund Name: General Fund Date: 4/11/2022
 Department Number: 449 Budget Entry #:
 Department Name: Highway/M45 Amendment #: 10
 Requested by: Larry

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:		\$0.00	\$0.00	\$0.00

EXPENDITURES:

Salaries	96,054			\$96,054.00
Employers Fica	7,229			\$7,229.00
EMPLOYER'S 401(A)	4,839			\$4,839.00
SUPPLIES	2,350			\$2,350.00
FLOWERS/SHRUBS/TREES				\$0.00
FERTILIZER				\$0.00
Contracted Services	4,000			\$4,000.00
INSURANCE	8,000			\$8,000.00
FUEL	2,000			\$2,000.00
Electricity				\$0.00
WATER USAGE				\$0.00
UTILITIES	82,000			\$82,000.00
Maintenance	10,000			\$10,000.00
Irrigation Maintenance				\$0.00
Pole And Lights Maintenance			\$10,000.00	\$10,000.00
Miscellaneous	2,500			\$2,500.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURES:	\$218,972.00	\$0.00	\$10,000.00	\$228,972.00
Revenue Over/(Under) Expenditures	(\$218,972.00)			(\$228,972.00)

Description 1.) In 2021 we received roughly \$10,000.00 in insurance reimbursements for light poles being damaged/destroyed. Of that the Twp only spent roughly \$2,800.00 on replacing light poles. We had on order in 2021 around an additional \$6,500.00 in light poles that were not invoiced and received until 2022.

Other The request is for \$10,000.00 which covers the remainder of the light poles from insurance claims last year and gives us room for a couple more light pole claims should they occur in 2022. Historically, the TWP does see light pole claims every year.

Approved/Denied?

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

April 4, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Longcore, Adams, Westerling, Zuniga, Nadda, Zeinstra

Absent: Chapla

Staff and Public Present: Planner Julie Lovelace, Kevin Yeomans, Tony Vazquez, Mary Vazquez, Jerry & Phyllis Hooker, Erin & Jeff Gottleber, Eric & Mary Packer, Richard Barber, Robert & Tracy Fischer, Greg Chrapek

3. Received for Information: Letter regarding one of the public hearings and will be addressed at that time.

4. Motion by Zeinstra to approve the March 21, 2022, Planning Commission Minutes as presented.
Seconded by Nadda. **Approved 6-0**

5. Motion by Longcore to approve the April 4, 2022, Planning Commission Agenda as presented.
Seconded by Zuniga. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Longcore opened the public comment section for non- public hearing items.

A resident commented on light pollution coming from McDonald's.

Seeing no more comments, Chairperson Longcore closed the public comment section.

7. Public Hearings:

A. Centennial Farm Site Condominium – 5830 Lake Michigan Dr.

- Seeking six duplex condominium sites

Todd Stuve, of Exxel Engineering, introduced the project and Planner Lovelace reviewed the memo regarding the Final Site Plan Review request.

Chairperson Longcore opened the public comment section for this public hearing item.

Tony Vazquez – A resident of Allendale would like to see privacy trees, preferably spruce trees lining the west property lines of the project. He also questions the need to connect Eric St. to Lake Michigan Dr. citing safety and neighborhood character as concerns.

Eric Packer – A resident of Allendale also questions the necessity of connecting Eric St. to Lake Michigan Dr. He also does not believe that multi-family rentals do not belong going next to single family residences.

Robert Fischer – A resident of Allendale supports everything that has been previously stated. He chose to live there because it was a cul-de-sac, and this project will ruin the character of the neighborhood.

Phyllis Hooker – A resident of Allendale agrees that they do not need rental properties in their neighborhood citing previous and ongoing negative experiences with rentals currently in the neighborhood.

Greg Chrapek – A resident of Allendale requested trees as a buffer at the south end of the property along the creek. He also agreed with the comments regarding the negative experiences with the rentals currently in the neighborhood and would prefer to not have more rentals.

Jeff Gottleber – A resident of Allendale suggested mature trees as a buffer and agreed with the previous comments regarding multi-family housing.

Richard Barber – A resident of Allendale agrees with previous comments specifically regarding rentals and negative experiences. Mr. Barber also cited the Master Plan stating that no student housing shall be west of 52nd Ave. and that is his main concern, apartments.

Mary Packer – A resident of Allendale agrees with the previous comments and questions what purpose opening Eric St. would serve. She is also concerned with preserving the character of the neighborhood.

Mary Vazquez – A resident of Allendale wanted to reiterate what has been said. She is concerned with noise and traffic.

Jerry Hooker – A resident of Allendale is opposed to the duplexes that are proposed. He is concerned with the traffic from college students.

Seeing no more comments, Chairperson Longcore closed the public comment section.

Mr. Stuive explained that the cul-de-sac on Eric St. was meant to be a temporary cul-de-sac and the Ottawa County Road Commission is requiring them to connect. He also stated that the applicant would be open to planting trees as a buffer if the Commission would like that. These units are not intended for college housing.

Chairperson Longcore explained zoning ordinances that limit the number of unrelated people living in a single-family residence. Planner Lovelace clarified that the limit is 3 unrelated people living together.

Mr. Thurkettle, the applicant, explained that this is not slated to be low-income housing, but more of a site condominium development where they are meant to be attached single family houses and not necessarily rentals. Chairperson Longore explained that there will be a homeowner's association.

Mr. Zeinstra voiced his preference for trees as a buffer over a fence. He recommends Black Hill Spruce. Consensus among the Commissioners was for trees as a buffer.

Commissioners cited Article 24.06.D regarding regulations for landscaping and buffering. And cited Article 24.07.A giving the Commission permission to request additional to protect of the public interest.

Mr. Nadda would like to see a provision in the bylaws stating that these are to be owner occupied and not allow them to be rentals. Commissioners discussed this but did not believe this was something that they could require.

Motion by Adams to Table the Centennial Farm Site Condominium project located at 5380 Lake Michigan Dr. for the purpose of additional information regarding landscaping. Seconded by Nadda. **Approved 6-0**

B. Wendy's Restaurant Special Use Application – 4755 Lake Michigan Dr.

- Seeking 2,163 square foot sit-down and drive-through restaurant

Steve Witte, from Nederveld, representing the applicant presented the project. He addressed items in the Planner's memo and Planner Lovelace noted that he did address the notes in the memo.

Chairperson Longcore opened the public comment section for this public hearing item.

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

Chairperson Longcore noted that the Commission received a letter from Peter and Janice Winiarski, residents of Allendale stating reasons that they oppose this request.

Mr. Witte address the residents' concerns stating that a restaurant is an allowed use in this district and that the road infrastructure is sufficient to handle any additional traffic. He noted that the project needs approval from Ottawa County Water Resources for drainage.

Commissioners reviewed the dumpster enclosure and stops for the gates.

Mr. Zeinstra asked if stairs could be put near the sidewalk ramps so people would not need to walk the ramp and if gate stoppers, not just divots in the pavement that can fill with snow, could be added to dumpster gates. Mr. Witte agreed that this would be acceptable.

Commissioners discussed the possibility of requiring a traffic study and what the reasoning would be for requiring it. Commissioners concluded that no traffic study would be required.

Motion by Westerling to approve the Wendy's Restaurant Special Use and Site Plan with the conditions that:

- MDOT approves the sidewalk
- Receiving reciprocal easement documents before a building permit is issued.

Seconded by Zeinstra. **Approved 6-0**

C. Conifer Creek Site Plan Review – 4815 Becker Dr.

- Seeking 12 unit and 36 bed multi-family housing

Steve Witte, from Nederveld, representing the applicant presented the project.

Planner Lovelace reviewed the memorandum noting the dumpster setup and questioning whether a traffic study would be required.

Chairperson Longcore opened the public comment section for this public hearing item.

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

Commissioners questioned whether the dumpster setup is sufficient to handle the turnaround of the dump truck. There was discussion about taking some space from the island to give some more room to the turnaround.

Motion by Adams to approve the Conifer Creek Site Plan for 4815 Becker Dr. as presented.

Seconded by Zuniga. **Approved 6-0**

8. Site Plan Review: None

9. Old Business: None

10. New Business: None

11. Public Comments:

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

12. Township Board Reports:

Mr. Zeinstra reported that the Board approved the non-profit gaming license for the 2022 graduating class parent committee, reviewed the volunteer form for Township volunteers, discussed some libraries issues and dissolved the Schoolhouse Preservation Committee.

13. Commissioner and Staff Comments:

Mr. Nadda and Mr. Zuniga noted that the awnings have been replaced in the strip containing Hungry Howie's and other businesses.

Mr. Adams questioned where we are with the Penske truck issues and Mr. Yeomans responded that we are working with Mr. Kushion, Zoning Administrator, Planner Ransford and True Value to get this resolved.

Mr. Zuniga had comments regarding the firefighter training area, that it is a mess, and the doors are often left open. He is concerned for resident safety.

Mr. Zeinstra brought up the comment from earlier about McDonald's lighting and that those need to be addressed.

Mr. Longcore mentioned the bylaws of the Planning Commission and that they have not been reviewed since 2014. One issue that has been noted is the schedule of the meetings noted in the bylaws should be changed to be more generic and that the Commission should review the rest of the document to make other changes as needed. He suggested this gets put on the Work Program.

14. Chairperson Longcore adjourned the meeting at 8:43 p.m.

Next meeting April 18, 2022 at 7:00 p.m.



Budget Amendment Request

Fund Name: General Fund Date: 4/1/2022
 Department Number: 257 Budget Entry #: _____
 Department Name: Assessor Amendment #: 7 (internal)
 Requested by: Tyler Wolfe

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Transfer In				
TOTAL REVENUES:		\$0.00	\$0.00	\$0.00

EXPENDITURES:

Salaries	159,776			\$159,776.00
Employers Fica	12,223			\$12,223.00
EMPLOYER'S 401(A)	9,587			\$9,587.00
PROFESSIONAL DEVELOPMENT	5,000			\$5,000.00
SUPPLIES	200			\$200.00
Contracted Services	30,650			\$30,650.00
MILEAGE	1,500			\$1,500.00
PRINTING, PUBLISHING, & POSTAGE	5,000		\$209.00	\$5,209.00
Miscellaneous	1,000	(\$372.00)	(\$209.00)	\$419.00
CAPITAL OUTLAY	2,000	\$372.00		\$2,372.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURES:	\$226,936.00	\$0.00	\$0.00	\$226,936.00
Revenue Over/(Under) Expenditures	(\$226,936.00)			(\$226,936.00)

Description 1. Estimated the cost of printing & publishing. Came in a little higher.

Other

Approved/Denied?

 4/1/22

RESOLUTION 2022-03

General Fund Unrestricted Fund Balance Target Policy

At a regular meeting of the Township Board 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 June 28, 2022 at 6:00 pm.

Present: _____

Absent: _____

The Township Supervisor advised the Township Board that the next order of business was the consideration of a resolution to authorize the implementation of a general fund unrestricted fund balance target policy for the Township.

After discussion, the following resolution was offered by: _____ and supported by _____.

RESOLUTION

WHEREAS, Allendale Charter Township is a community with a rich rural character and a history of fiscal prudence and as one the fastest growing municipalities in Michigan, faces many risks and opportunities; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain the Township is financially stable in the short and long-term; and

WHEREAS, the Township Board recognizes the importance of maintaining an appropriate unrestricted fund balance ("Unrestricted Fund Balance"), and that the use of an Unrestricted Fund Balance target is the best tool available to direct staff and ensure oversight by the Board;

NOW, THEREFORE BE IT RESOLVED, by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan as follows:

1. After evaluating the Township's operating characteristics, tax base, reliability of non-property tax revenue sources, working capital needs, impact on bond rating, State and local economic outlooks, emergency risks, and other contingent issues, the Township establishes a goal of maintaining a General Fund Unrestricted Fund Balance target of 40% of the Township's operating expenses of the last audited fiscal year.

2. The Finance Director will be required to provide a monthly fund balance report to the Township Board.
3. If the Unrestricted Fund Balance falls below 25% the Township Board will be notified at the next Township Board meeting.
4. If the Unrestricted Fund Balance falls below 20% the Township Board will be notified immediately, and all non-essential expenditures will be denied until guidance can be given by the Township Board.
5. This resolution has been adopted by the Township to recognize the financial importance of a stable and sufficient level of the Unrestricted Fund Balance. However, the Township reserves the right to appropriate funds from the unrestricted fund balance for emergencies and other requirements the Township believes to be in the best interest of the Township.
6. Once the Township achieves its goal of an appropriate level of Unrestricted Fund Balance, any excess funds may be utilized for other municipal fiscal purposes, including, without limitation additional capital improvement needs or tax rate stabilization or reduction purposes. For example, by utilizing excess fund balances for capital improvements the Township will reduce the need to incur long term debt and will avoid creating an operating fund gap for subsequent fiscal years.
7. All resolutions in conflict, in whole or in part, with this Resolution shall be repealed or revoked to the extent of any such conflict.

Yeas: _____

Nays: _____

Resolution declared adopted on _____, 2022.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

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

Jody L. Hansen
Clerk, Allendale Charter Township

American Rescue Plan Act Update & Recommendation

Prepared by Tim VanBennekom

4/25/22

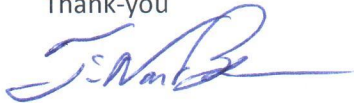
Board of Trustees:

The Township received the first tranche of its' **American Rescue Plan Act** (ARPA) award... \$1,403,423.28 or roughly 50% of the total ARPA award of \$2,806,814.62. The 2nd tranche should be received in September 2022. The Federal Government has 4 main categories the ARPA funds can be utilized within:

1. Public Sector Revenues for providing government services up to the amount of revenue loss due to the pandemic
 2. Public Health & Economic Response
 3. Premium Pay for Essential Workers
 4. Water, Sewer, & Broadband Infrastructure
- The Public Sector Revenues category provides any City/Township with a population of 250,000 people or less and an award of \$10,000,000 or less the most flexibility in use of funds and least cumbersome reporting requirements
 - Services/Projects that may fall in categories 2, 3, and 4 will be reported in category 1 so long as the above requirements are met
 - Other examples of uses of funds in category 1 include, but are not limited to police, fire, and other public safety services, road building and maintenance, etc.....
 - Due to Category 1 allowing the most flexibility in use of funds and least cumbersome reporting, I recommend the Township make the one-time election to place it's \$2,806,814.62 award into the Public Sector Revenues category on the April 30, 2022

Please reach out if you have any further question.

Thank-you



Tim VanBennekom

Finance/Acct Director-Deputy Treasurer

X. TIME OFF

The Township recognizes that its employees both need and deserve time off from work. As such, it will be provided according to this policy.

Holidays

Regular full and part-time employees are eligible for the following paid holidays:

- 1) New Year's Day
- ~~2) Martin Luther King Jr Day~~
- ~~3) Memorial Day~~
- ~~4) Independence Day~~
- ~~5) Labor Day~~
- ~~6) Thanksgiving Day~~
- ~~7) Friday after Thanksgiving~~
- ~~8) Christmas Eve~~
- ~~9) Christmas Day~~
- ~~9) —~~
- 10) New Year's Eve ~~(one-half day)~~ (full day)
- ~~11) Personal Day (calculated in PTO accrual rate)~~

To be eligible for a paid holiday, the employee must work the employee's last scheduled work day before the holiday as well as the first scheduled work day after the holiday, unless the employee is out for a previously approved PTO day.

Holiday pay shall be computed at the employee's regular rate of pay for the number of hours that the employee would normally have been scheduled to work.

Full-time Fire Department Personnel may be scheduled to work on a holiday. In this case, the employee would be paid at two times their regular rate for their regularly scheduled hours on that holiday. If the full-time Fire Department employee is not scheduled to work on the holiday, they will not be compensated according to this paid holiday schedule and will receive no pay.

Full-time Public Utilities personnel may be scheduled to work on a holiday in order to adhere to lab work for Leprino Foods. The employee required to work will receive 8.0 hours at the greater the Leprino contract hourly rate OR the employee's OT rate. The employee will also receive 8.0 hours of holiday pay.

If any other department CHOOSES to be open on a Township observed holiday, the employee(s) required to work will receive their normal hourly rate for any hours worked plus the employee's allotted amount of holiday pay for the observed holiday. The employee will be expected to reduce their work hours during the week of the observed holiday by the amount of their holiday hours in order to NOT create a budgetary issue.

~~If any other employee is required to work on the holiday or the day that the Township observes the holiday, the employee shall receive two times the employee's regular rate of pay for each hour that the employee is required to work.~~

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Unless otherwise specified or directed by the Township in its discretion, holidays which fall on a Saturday will generally be observed on the immediately preceding Friday, and holidays which fall on a

Sunday will generally be observed on the immediately following Monday. ~~The Township Board may change or edit the holiday observation schedule or may decide to combine ½ day holidays.~~

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Employees on layoff or an unpaid leave of absence will receive no paid holiday benefits.

Paid Time Off (PTO)

The Township recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Accordingly, the Township has instituted a Paid Time Off Policy, as described below, for these needs as they arise. This Paid Time Off policy, or PTO policy, is intended to compensate employees as an alternative to using separate banks for sick, vacation, and personal time. ~~PTO benefits shall be calculated and awarded to all part and full time employees at the end of each pay period based on the number of hours the employee is paid for in that pay period.~~

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~~At an employee's anniversary date, their accrual rate will be adjusted if they are moving to a different level.~~

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Full-Time Employees

~~PTO benefits shall be calculated and awarded to full-time employees at the end of each pay period based on the employee's annual accrual amount divided by the number of pay periods in the calendar year. Below is the table at which full-time employees will accrue PTO in a typical 26 pay period calendar year. *First year employees will be given 40 hours of their annual PTO upon successful completion of their orientation period. This is detailed in the "New Employees PTO Accrual" section of this handbook.~~

Accrual Table

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For All Full and Part Time Employees;

Level	Average During Year(s)	Accrual Hours Possible (Yearly)	Accrual Days Possible (Yearly)	Hourly Accrual Rate	Maximum Accrual (Yearly)
1	1	88	11	.0423	132
2	2	128	16	.0615	192
3	3	144	18	.0692	216
4	4	168	21	.0808	252
5	5-9	176	22	.0846	264
6	10-19	208	26	.1000	312
7	20+	248	31	.1192	372

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~~Part-time employees will not earn the same number of days/hours as their full-time counterparts, however they will earn a corresponding number of PTO hours based on how many hours they work.~~

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Accrual Table

Level	During Year(s)	Hours Given After Orientation period (New Hires)	Add'l Accrual Hours Possible (Yearly)	Add'l Accrual Days Possible (Yearly)	Bi-weekly Accrual Rate	Maximum Bank
1	1	40	64	8	2.46	156
2	2	-	128	16	4.92	192
3	3	-	144	18	5.54	216
4	4	-	168	21	6.46	252
5	5-9	-	176	22	6.77	264
6	10-19	-	208	26	8.00	312
7	20+	-	248	31	9.54	372

~~*Full-time employees must be paid a minimum of 40 non-OT hours each week. The employee's department head will be responsible for adding PTO to an employee's timesheet for weeks the full-time employee has not reached 40 non-OT hours. If the employee does not have PTO hours to supplement a shortage of weekly non-OT hours, the employee's bi-weekly PTO accrual will be prorated accordingly.~~

Part-Time Employees

~~PTO benefits shall be calculated and awarded to part-time employees at the end of each pay period based on the number of hours the employee is paid for in that pay period EXCLUDING over-time hours. Below is the table at which part-time employees will accrue PTO.~~

Accrual Table

Level	During Year(s)	Accrual Hours Possible	Accrual Days Possible	Hourly Accrual Rate	Maximum Bank
1	1	104	13	0.0500	156
2	2	128	16	0.0615	192
3	3	144	18	0.0692	216
4	4	168	21	0.0808	252
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~~Part-time employees will not earn the same number of days/hours as their full-time counterparts, however they will earn a corresponding number of PTO hours based on the hours they are paid each pay period EXCLUDING over-time hours.~~

New Employees PTO Accrual

New part and full-time employees will begin accruing PTO starting the first day of hire. ~~Upon successful completion of their orientation period, full-time employees will receive 40 hours of their annual PTO. The full-time employee will accrue the remainder of their PTO throughout their first year of employment.~~

~~They will not be able to use accrued PTO hours until they have successfully completed their Orientation Period, which typically lasts 90 days.~~

New employees with pre-planned vacations or appointments may be allowed to take unpaid time off in their first 90-days at the discretion of their ~~Department Head~~ supervisor. ~~Upon successful completion of the new employee's orientation period, PTO can begin to be used.~~

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Guidelines for Accrual

- 1) PTO benefits may not be used before they are accrued ~~or given (new full-time hires will receive 40 additional PTO hours once their orientation period is completed).~~
- 2) Employees may discuss unpaid time off with their Department Head or Township Supervisor if they do not have any PTO available, however, an abuse of unpaid time off may result in disciplinary action, up to and including termination.
- 3) All employees who are actively at work or using PTO will continue to accrue paid-leave benefits provided by the Township.
- 4) Employees on unpaid leave are not eligible to continue accruing PTO benefits. This includes employees who are receiving income replacement benefits from a source other than the Township, such as; short-term disability, long-term disability, or workers' compensation insurance.
- 5) Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are not eligible for PTO accrual
- 6) Employees who are granted unpaid leave by the Township Supervisor or their Department Head will not accrue PTO while they are on leave.
- 7) Employees on layoff are not eligible for PTO accrual.

Accrual Balances and Time Off Requests

The Township has elected to utilize time tracking system to track accrual balances, use of PTO benefits, and use of other paid and unpaid time off. All employees must request their time off via the time tracking system application.

Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads and the Township Supervisor reserve the right to deny PTO requests.

X. TIME OFF

The Township recognizes that its employees both need and deserve time off from work. As such, it will be provided according to this policy.

Holidays

Regular full and part-time employees are eligible for the following paid holidays:

- 1) New Year's Day
- 2) Martin Luther King Jr Day
- 3) Memorial Day
- 4) Independence Day
- 5) Labor Day
- 6) Thanksgiving Day
- 7) Friday after Thanksgiving
- 8) Christmas Eve
- 9) Christmas Day
- 10) New Year's Eve

To be eligible for a paid holiday, the employee must work the employee's last scheduled work day before the holiday as well as the first scheduled work day after the holiday.

Holiday pay shall be computed at the employee's regular rate of pay for the number of hours that the employee would normally have been scheduled to work.

Full-time Fire Department Personnel may be scheduled to work on a holiday. In this case, the employee would be paid at two times their regular rate for their regularly scheduled hours on that holiday. If the full-time Fire Department employee is not scheduled to work on the holiday, they will not be compensated according to this paid holiday schedule and will receive no pay.

Full-time Public Utilities personnel may be scheduled to work on a holiday in order to adhere to lab work for Leprino Foods. The employee required to work will receive 8.0 hours at the greater the Leprino contract hourly rate OR the employee's OT rate. The employee will also receive 8.0 hours of holiday pay.

If any other department CHOOSES to be open on a Township observed holiday, the employee(s) required to work will receive their normal hourly rate for any hours worked plus the employee's allotted amount of holiday pay for the observed holiday. The employee will be expected to reduce their work hours during the week of the observed holiday by the amount of their holiday hours in order to NOT create a budgetary issue.

Unless otherwise specified or directed by the Township in its discretion, holidays which fall on a Saturday will generally be observed on the immediately preceding Friday, and holidays which fall on a Sunday will generally be observed on the immediately following Monday.

Employees on layoff or an unpaid leave of absence will not receive holiday pay.

Paid Time Off (PTO)

The Township recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Accordingly, the Township has instituted a Paid Time Off Policy, as described below, for these needs as they arise. This Paid Time Off policy, or PTO policy, is intended to compensate employees as an alternative to using separate banks for sick, vacation, and personal time.

Full-Time Employees

PTO benefits shall be calculated and awarded to full-time employees at the end of each pay period based on the employee's annual accrual amount divided by the number of pay periods in the calendar year. Below is the table at which full-time employees will accrue PTO in a typical 26 pay period calendar year. *First year employees will be given 40 hours of their annual PTO upon successful completion of their orientation period. This is detailed in the "New Employees PTO Accrual" section of this handbook.

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***Full-time employees must be paid a minimum of 40 non-OT hours each week. The employee's department head will be responsible for adding PTO to an employee's timesheet for weeks the full-time employee has not reached 40 non-OT hours. If the employee does not have PTO hours to supplement a shortage of weekly non-OT hours, the employee's bi-weekly PTO accrual will be prorated accordingly.**

Part-Time Employees

PTO benefits shall be calculated and awarded to part-time employees at the end of each pay period based on the number of hours the employee is paid for in that pay period **EXCLUDING** over-time hours. Below is the table at which part-time employees will accrue PTO.

Accrual Table

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New part and full-time employees will begin accruing PTO starting the first day of hire. Upon successful completion of their orientation period, full-time employees will receive 40 hours of their annual PTO. The full-time employee will accrue the remainder of their PTO throughout their first year of employment.

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Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads and the Township Supervisor reserve the right to deny PTO requests.

Time Off Request Particulars:

If an error is made, or if the employee uses more leave or less leave than originally requested, the employee must edit their time off request. An employee is only able to edit the request (pending or approved) until the end of the day in which they took the leave. If the employee does not edit the request in time, the employee must email the Human Resource Coordinator and copy their Department Head, so that they may edit the time off entry and adjust payroll as required.

If an employee believes there is a discrepancy with their PTO, they must contact Human Resources with information regarding the difference.

If a full-time employee does not request time off through the tracking system, but they have not clocked their standard work hours for the pay period, PTO will automatically be deducted to reach their required hours for the pay period. In certain circumstances, the Township Supervisor and Department Head may exercise discretion in approving unpaid time off for an employee. In this instance, "Unpaid Time Off" must be recorded in BambooHR to explain the modification of this policy.

Part-time employees may be able to take unpaid time off without using PTO at the Department Head's discretion.

If a paid holiday falls within an employee's PTO, the day will be treated as a holiday and not as PTO.

PTO and Termination from Employment

Upon termination of employment, employees (except for Township Officials) shall be eligible to be compensated for any accrued, but unused PTO benefits, provided the employee has completed at least 12 months of employment with the Township, was not let go for cause, and did not resign in lieu of termination.

Medical Appointments

To be flexible and accommodating with the Township's workforce, hourly employees may, with their Department Head's prior permission, take time away from their job for medical appointments.

Full-time employees are required to request the time off through BambooHR under the "Doctor or Dentist Appointment" category. The employee must indicate in the notes field when they would like to leave, when they expect to return, and when they plan on making up the time. Acceptable options for making up the time include; working late, coming in early, adjusting lunch hour, etc.

ORDINANCE NO. 2022-05

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP ZONING ORDINANCE BY REZONING CERTAIN LAND TO THE GC GENERAL COMMERCIAL ZONING DISTRICT, TO PROVIDE FOR SEVERABILITY, TO PROVIDE FOR REPEAL AND, TO ESTABLISH AN EFFECTIVE DATE.

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

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be rezoned to the GC General Commercial Zoning District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and are described as follows:

PART OF SE 1/4 COM N 88D 52M 38S W 669.69 FT & S 0D 14M 17S W 2176.83 FT FROM E 1/4 COR, TH N 89D 17M 06S W 193.6 FT M/L, S 495 FT TO S SEC LI, TH E TO E LI OF W 1/2 OF E 1/2 OF SE 1/4, TH N 0D 14M 17S E 495 FT TO BEG EXC M-45 R/W. SEC 23 T7N R14W 70-09-23-400-092

Section 2. 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 3. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 4. 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 _____, 2022, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2022, 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 _____, 2022, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map 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 Map 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:

_____.

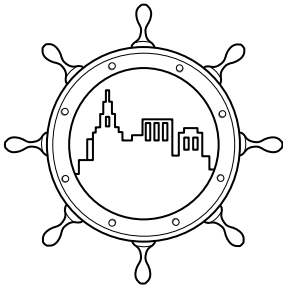
The Ordinance was adopted by the Township Board with members of the Board _____

voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

Ordinance was published in the _____ on _____, 2022.

Jody Hansen, Clerk
Allendale Charter Township



Fresh Coast Planning

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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: March 26, 2022
Re: Alderink Map Amendment (Rezoning) Application

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide a synopsis of a map amendment (rezoning) request to the Zoning Ordinance Map. As you are aware, the Board of Trustees (BOT) is the approving body regarding map amendments.

Board Responsibility

Given that the Township is a charter township, two introductions and readings are required by the BOT to formally adopt a map amendment, each of which would occur at two separate meetings. Included with the application materials is the formal Zoning Map Amendment Ordinance for your consideration of adoption and is part of the first and second readings. As the BOT considers the request, your decision should be based on the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, which includes provisions from the Allendale Charter Township Master Plan (ACTMP), both of which we outline further below.

Request

Philip Alderink seeks to rezone 5713 Lake Michigan Drive, parcel number 70-09-23-400-092 from the Low Density One-Family Residential District (R-1) to the General Commercial Zoning District (GC). The subject property proposed for rezoning contains approximately 1.97 acres in area and is currently vacant.

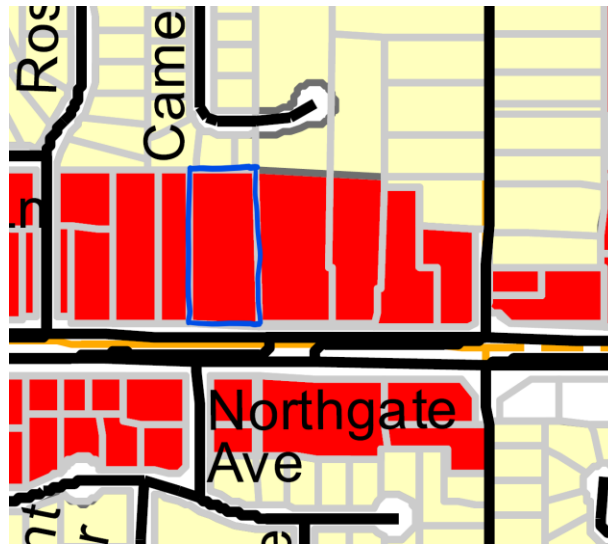
The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. Below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

The Allendale Charter Township Master Plan and its Map, adopted on July 22, 2013, provides for the subject property within the General Commercial Classification, which is consistent with the GC Zoning District, as requested by the applicant. Given this, we provide relevant provisions from the General Commercial Classification below to assist with your review.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Light Yellow = Low Density Residential (LDR), Red = General Commercial (GC), Blue Outline = Subject Property)



Master Plan Text

General Commercial Classification

Chapter 3 – Goals and Strategies (page 39) of the Master Plan provides:

- Goal: Promote the development, redevelopment, and rehabilitation of industrial and commercial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents.
 - As a result of the subject property location on Lake Michigan Drive and that it is master planned for the equivalent of the GC District, as well as the availability of public utilities at the property, it appears this property is ripe for commercial development.
- Strategy 1: Review existing land uses along M-45 especially between 56th and 64th (on) M-45 and determine appropriate locations for commercial development taking into consideration the impact on adjoining residential uses.
 - While the property proposed for rezoning is located on Lake Michigan Drive, it is adjacent to residential uses to the west and north.

Chapter 5 – Future Land Use, General Commercial (page 62) of the Master Plan provides:

- That GC property will front on Lake Michigan Drive.
 - As you will note in the application materials and as aforementioned, the property proposed for rezoning fronts on Lake Michigan Drive.
- The Master Plan also recommends that those parcels with frontage on M-45 between 56th Avenue and 60th Avenue be planned for Commercial and Office use to the depth of these parcels.
 - As you will note within the application materials, the property is located between 56th Avenue and 60th Avenue.

Zoning Ordinance Considerations

Surrounding Uses and Available Uses

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the GC Zoning District. The subject property is adjacent to single family dwellings to the north, south across Lake Michigan Drive, and to the west. Vacant property exists to the east. The property contains sufficient road frontage and acreage. Given his, the

ACTPC found the property to be compatible with surrounding zoning districts and uses, and is capable to support the available uses.

Permitted and Special Uses within the GC Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the subject property in the instance that the rezoning is granted.

Sec. 14.02. PERMITTED USES – Land and/or buildings in the GC District may be used for the following purposes by right:

- A. Any generally recognized retail business that supplies commodities on the premises within a completely enclosed building.
- B. Personal service establishments conducting services on the premises, such as barber and beauty shops, shoe repair, tailoring and dry cleaning, health and fitness establishments, and other similar uses.
- C. Office uses.
- D. Medical, optical, dental, chiropractic, physical therapy and similar clinics and services.
- E. Banks, credit unions, and similar financial businesses, including those with drive-through facilities.
- F. Restaurants, delicatessens, coffee houses including sit-down and carryout establishments excluding those with drive in or with drive through facilities. Outdoor dining is permitted where such dining does not encroach upon a minimum of five feet of unobstructed sidewalk space adjacent to the curb. Outdoor dining may be separated from the sidewalk only with movable planters, fencing or similar non-fixed barriers provided they do not exceed a height of 36 inches including plant material. Any outdoor dining activity proposed for a public side walk or elsewhere in a road right of way must first be approved by the Allendale Township Board.
- G. Coin operated laundries.
- H. Dancing, art and music studios.
- I. Libraries, museums, public parks and similar public uses.
- J. Pharmacies including those with a drive-up window.
- K. Catering establishments.
- L. Retail building supply and equipment stores provided there is no outdoor storage or display of merchandise.
- M. Retail nurseries and garden centers provided there is no outdoor storage or display of merchandise.
- N. Pet shop including grooming services.
- O. Establishments serving alcoholic beverages including establishments which make and sell their own alcoholic beverages on site. Live music is permitted subject to any applicable State of Michigan regulations.
- P. Veterinary clinics including those which provide kennel services except that outdoor runs are prohibited.
- Q. Shops or stores for carrying on the trade of electricians, decorators, painters, upholsterers, photographers, similar artisans except metal workers.
- R. Ambulance service establishments.
- S. Funeral home/Mortuary.
- T. The repair or assembly of products sold by a permitted use in this district provided the repair or assembly does not constitute the principal use and all such work is performed inside. Repair of motorized vehicles is prohibited as a permitted use.
- U. Indoor recreation establishments and facilities such as bowling alleys, video gaming establishments, skating rinks, indoor rock climbing, theaters, swimming pools, auditoriums and other similar indoor recreation uses as may be regulated by Section 23.10 herein

excepting those indoor recreation uses which are specifically listed elsewhere in this Ordinance.

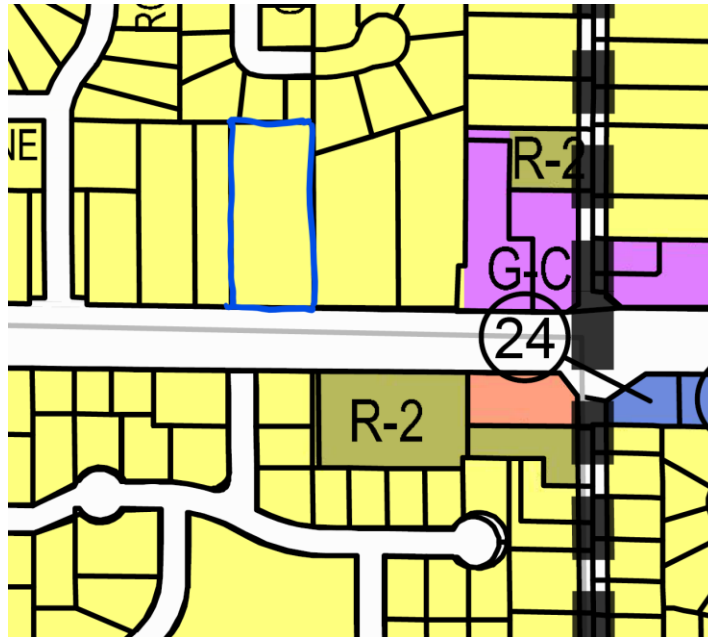
- V. Utility and public service buildings including fire and police stations without storage yards.
- W. Dwelling units may be permitted as an accessory use within a building of two stories or greater subject to the following conditions:
 - 1. A dwelling unit shall not be located on the ground floor or in a basement.
 - 2. The dwelling unit shall comply with the minimum floor area requirements of the R-4 zoning district.
 - 3. Access to a dwelling unit shall be separate from the access used by the business located in the same building.
 - 4. One off-street parking space per bedroom in addition to the requirements for the principal use shall be provided onsite in accordance with the applicable requirements of Article 21 herein.
 - 5. A building permit shall be obtained to establish a dwelling unit in order to ensure compliance with the requirements of this section and also with the Township building and fire code and the requirements of the Ottawa County Health Department. The entire building containing the dwelling unit shall also comply with or shall be brought into compliance with the Township Building and fire code before an occupancy permit is issued for the dwelling.

Sec. 14.03 USES REQUIRING SPECIAL APPROVAL – The following uses may be authorized by the Planning Commission subject to the procedures and standards established for special use permits in Article 20 of this Ordinance.

- A. Vehicle wash establishments both drive through and self-serve if per Section 23.03.E
- B. Vehicle repair shop or garage which performs minor and major such services as tire sales and installation; oil changes; brake, shocks and exhaust work; engine analysis and tune-ups; front end alignments; heating and air conditioning repair, collision and painting work and similar vehicle repair services per Section 23.03.B.
- C. Open air businesses including but not limited to: the sale of motor vehicles, farm implements, lawn and garden equipment sales and service, motor homes, mobile homes, mobile or modular homes, including building materials, supplies, and similar uses.
- D. Restaurants with drive through facilities as regulated by Section 23.04.B. Outdoor dining is permitted per Section 14.02.F.
- E. Retail building supply and equipment stores which have outdoor storage or display of merchandise.
- F. Retail nurseries and garden centers which have outdoor storage or display of merchandise.
- G. Outdoor recreation establishments such as athletic and recreational facilities, marinas, golf courses, golf driving ranges, miniature golf, go cart tracks, batting cages and similar outdoor facilities subject to the applicable requirements of Section 23.10 herein.
- H. Indoor gun and archery ranges.
- I. Gas stations with or without restaurants or convenience stores per the requirements of Sections 23.03.A herein.
- J. Hotels and motels.
- K. Kennels.
- L. Churches, synagogues, mosques and similar places of religious worship.
- M. Public or private clubs, lodges, and banquet halls or similar places of assembly.
- N. Housing for the elderly including retirement housing, assisted living and nursing facilities.
- O. Mini-warehouse and self-storage facilities.
- P. Business or trade schools.
- Q. Establishments for the repair of small engines, appliances and similar equipment. All such items shall be kept indoors or outdoors in an area screened from view.
- R. Adult and Child Day Care Facility/Child Care Center.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: Salmon = Low Density Multiple Family Residential (R-3), Blue = Planned Unit Development (PUD), Yellow = Low Density One-Family Residential (R-1), Purple = General Commercial (GC), Blue Outline = Subject Property)



Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, and as performed by the ACTPC, the BOT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

In considering a request for a district change, the Planning Commission and Township Board should evaluate the extent that the request meets the following:

1. Consistency with the Master Plan text and its maps.

Please see our Master Plan Considerations section above.

2. Compatibility with the existing zoning districts as well as existing and possible future uses in those zoning districts.

Please see our Zoning Ordinance Considerations section above

3. The capability of the land to support the uses permitted by the requested zoning district and whether the uses permitted are capable of being adequately served by the following (a through e):

The minimum lot area and width required by the GC Zoning District is 22,500 square feet and 150 feet at the front setback line, respectively. The subject parcel is slightly smaller than two acres in area and contains approximately 200 feet of frontage along Lake

Michigan Drive. Given its size and width, as well as access to public utilities, we believe the land is capable to support the uses permitted by the GC Zoning District.

- a. The existing transportation network.

The subject property abuts Lake Michigan Drive. Given this, we believe the property will be adequately served by the transportation network.

- b. Utilities.

As aforementioned, public utilities are available at the property. Given this, we believe the subject property will be adequately served by utilities.

- c. The environment.

We are not aware of any characteristics of the environment that would prevent the subject property from supporting the permitted uses. As a result, we believe the property will be adequately served by the environment.

- d. Other public improvements.

We believe the subject property will be adequately served by other public improvements such as electricity, cable, and etcetera.

- e. Relevant governmental agencies.

While the rezoning does not include a site plan, we anticipate that other governmental agencies, such as the Allendale Charter Township Fire Department, will be able to adequately serve the property at such time of application for development, particularly because those agencies are included in the review process.

Public Hearing

Two public comments were received expressing opposition to the request. Concerns were raised regarding setbacks for potential parking, a dumpster, the extent of a visual barrier for a future use, and traffic.

Recommendation

While considering the rezoning evaluation factors and public comment, Commissioner Adams provided a motion to recommend adoption. Motion was seconded by Commissioner Westerling and carried 6-0, with member Chapla absent. If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. 2022-06

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP ZONING ORDINANCE BY REZONING CERTAIN LAND TO THE GC GENERAL COMMERCIAL ZONING DISTRICT, TO PROVIDE FOR SEVERABILITY, TO PROVIDE FOR REPEAL AND, TO ESTABLISH AN EFFECTIVE DATE.

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

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be rezoned to the GC General Commercial Zoning District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and are described as follows:

PART OF NE 1/4 COM NE SEC COR, TH S 0D 17M 14S E 218.16 FT & N 89D 26M 24S W 33 FT TO PT OF BEG, TH CONT N 89D 26M 24S W 97.16 FT, S 0D 17M 14S E 77 FT, N 89D 26M 24S W 165 FT, N 0D 17M 14S W 189.51 FT, S 89D 26M 24S E 203.27 FT, S 53D 36M 52S E 73.41 FT, TH S 0D 17M 14S E 69.53 FT TO BEG. SEC 26 T7N R14W. .94 AC 70-09-26-227-037

Section 2. 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 3. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 4. 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 _____, 2022, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2022, 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 _____, 2022, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map 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 Map 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:

_____.

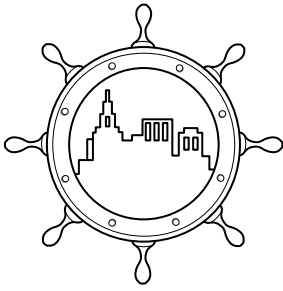
The Ordinance was adopted by the Township Board with members of the Board _____

voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

Ordinance was published in the _____ on _____, 2022.

Jody Hansen, Clerk
Allendale Charter Township



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: March 26, 2022
Re: Marcusse Map Amendment (Rezoning) Application

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide a synopsis of a map amendment (rezoning) request to the Zoning Ordinance Map. As you are aware, the Board of Trustees (BOT) is the approving body regarding map amendments.

Board Responsibility

Given that the Township is a charter township, two introductions and readings are required by the BOT to formally adopt a map amendment, each of which would occur at two separate meetings. Included with the application materials is the formal Zoning Map Amendment Ordinance for your consideration of adoption and is part of the first and second readings. As the BOT considers the request, your decision should be based on the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, which includes provisions from the Allendale Charter Township Master Plan (ACTMP), both of which we outline further below.

Request

Klynt Marcusse seeks to rezone 5630 Lake Michigan Drive, parcel number 70-09-26-227-037 from the Medium Density One and Two-Family Residential District (R-2) as well as the Low Density Multiple Family Residential Zoning District (R-3) to the General Commercial Zoning District (GC). The subject property proposed for rezoning contains approximately one acre in area and is currently vacant. The applicant seeks to rezone the property to the GC Zoning District as a result of the ACTMP Map indicating that properties fronting along Lake Michigan Drive between 56th Avenue and 60th Avenue should be rezoned to the GC District. The applicant also indicates their interest to subsequently construct an office building.

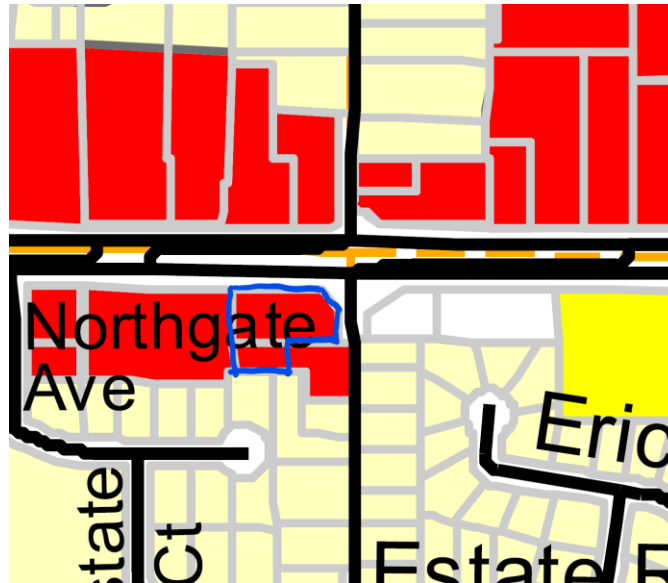
The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. Below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

The Allendale Charter Township Master Plan and its Map, adopted on July 22, 2013, provides for the subject property within the General Commercial Classification, which is consistent with the GC Zoning District, as requested by the applicant. Given this, we provide relevant provisions from the General Commercial Classification below to assist with your review.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Light Yellow = Low Density Residential (LDR), Yellow = Medium Density Residential (MDR), Red = General Commercial (GC), White = Agriculture (AG) although likely an error on the map, Blue Outline = Subject Property)



Master Plan Text

General Commercial Classification

Chapter 3 – Goals and Strategies (page 39) of the Master Plan provides:

- Goal: Promote the development, redevelopment, and rehabilitation of industrial and commercial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents.
 - As a result of the subject property location on Lake Michigan Drive and that it is master planned for the equivalent of the GC District, as well as the availability of public utilities at the property, it appears this property is ripe for commercial development.
- Strategy 1: Review existing land uses along M-45 especially between 56th and 64th (on) M-45 and determine appropriate locations for commercial development taking into consideration the impact on adjoining residential uses.
 - While the property proposed for rezoning is located on Lake Michigan Drive, it is adjacent to residential uses to the west and south.

Chapter 5 – Future Land Use, General Commercial (page 62) of the Master Plan provides:

- That GC property will front on Lake Michigan Drive.
 - As you will note in the application materials and as aforementioned, the property proposed for rezoning fronts on Lake Michigan Drive. It is important to note that it appears to contain a driveway apron on 56th Avenue, which will likely provide access for a future use.
- The Master Plan also recommends that those parcels with frontage on M-45 between 56th Avenue and 60th Avenue be planned for Commercial and Office use to the depth of these parcels.
 - As you will note within the application materials, the property is located between 56th Avenue and 60th Avenue.

Zoning Ordinance Considerations

Surrounding Uses and Available Uses

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the GC Zoning District. The subject

property is adjacent to residential uses to the west and south. To the east across 60th Avenue are commercial uses with Plantenga's Cleaners and Fresh Start Restoration, and to the north across Lake Michigan Drive is a vacant lot and used auto sales companies. The property contains sufficient road frontage and acreage. Given this, the ACTPC found the property to be compatible with surrounding zoning districts and uses, and is capable to support the available uses.

Permitted and Special Uses within the GC Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the subject property in the instance that the rezoning is granted.

Sec. 14.02. PERMITTED USES – Land and/or buildings in the GC District may be used for the following purposes by right:

- A. Any generally recognized retail business that supplies commodities on the premises within a completely enclosed building.
- B. Personal service establishments conducting services on the premises, such as barber and beauty shops, shoe repair, tailoring and dry cleaning, health and fitness establishments, and other similar uses.
- C. Office uses.
- D. Medical, optical, dental, chiropractic, physical therapy and similar clinics and services.
- E. Banks, credit unions, and similar financial businesses, including those with drive-through facilities.
- F. Restaurants, delicatessens, coffee houses including sit-down and carryout establishments excluding those with drive in or with drive through facilities. Outdoor dining is permitted where such dining does not encroach upon a minimum of five feet of unobstructed sidewalk space adjacent to the curb. Outdoor dining may be separated from the sidewalk only with movable planters, fencing or similar non-fixed barriers provided they do not exceed a height of 36 inches including plant material. Any outdoor dining activity proposed for a public side walk or elsewhere in a road right of way must first be approved by the Allendale Township Board.
- G. Coin operated laundries.
- H. Dancing, art and music studios.
- I. Libraries, museums, public parks and similar public uses.
- J. Pharmacies including those with a drive-up window.
- K. Catering establishments.
- L. Retail building supply and equipment stores provided there is no outdoor storage or display of merchandise.
- M. Retail nurseries and garden centers provided there is no outdoor storage or display of merchandise.
- N. Pet shop including grooming services.
- O. Establishments serving alcoholic beverages including establishments which make and sell their own alcoholic beverages on site. Live music is permitted subject to any applicable State of Michigan regulations.
- P. Veterinary clinics including those which provide kennel services except that outdoor runs are prohibited.
- Q. Shops or stores for carrying on the trade of electricians, decorators, painters, upholsterers, photographers, similar artisans except metal workers.
- R. Ambulance service establishments.
- S. Funeral home/Mortuary.
- T. The repair or assembly of products sold by a permitted use in this district provided the repair or assembly does not constitute the principal use and all such work is performed inside. Repair of motorized vehicles is prohibited as a permitted use.

- U. Indoor recreation establishments and facilities such as bowling alleys, video gaming establishments, skating rinks, indoor rock climbing, theaters, swimming pools, auditoriums and other similar indoor recreation uses as may be regulated by Section 23.10 herein excepting those indoor recreation uses which are specifically listed elsewhere in this Ordinance.
- V. Utility and public service buildings including fire and police stations without storage yards.
- W. Dwelling units may be permitted as an accessory use within a building of two stories or greater subject to the following conditions:
 1. A dwelling unit shall not be located on the ground floor or in a basement.
 2. The dwelling unit shall comply with the minimum floor area requirements of the R-4 zoning district.
 3. Access to a dwelling unit shall be separate from the access used by the business located in the same building.
 4. One off-street parking space per bedroom in addition to the requirements for the principal use shall be provided onsite in accordance with the applicable requirements of Article 21 herein.
 5. A building permit shall be obtained to establish a dwelling unit in order to ensure compliance with the requirements of this section and also with the Township building and fire code and the requirements of the Ottawa County Health Department. The entire building containing the dwelling unit shall also comply with or shall be brought into compliance with the Township Building and fire code before an occupancy permit is issued for the dwelling.

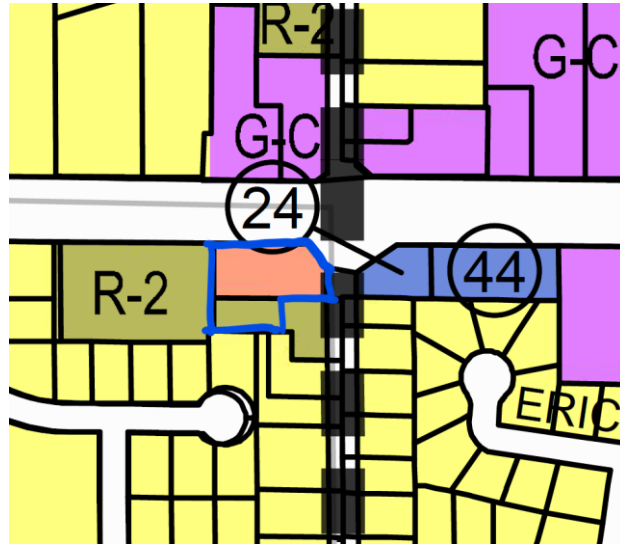
Sec. 14.03 USES REQUIRING SPECIAL APPROVAL – The following uses may be authorized by the Planning Commission subject to the procedures and standards established for special use permits in Article 20 of this Ordinance.

- A. Vehicle wash establishments both drive through and self-serve if per Section 23.03.E
- B. Vehicle repair shop or garage which performs minor and major such services as tire sales and installation; oil changes; brake, shocks and exhaust work; engine analysis and tune-ups; front end alignments; heating and air conditioning repair, collision and painting work and similar vehicle repair services per Section 23.03.B.
- C. Open air businesses including but not limited to: the sale of motor vehicles, farm implements, lawn and garden equipment sales and service, motor homes, mobile homes, mobile or modular homes, including building materials, supplies, and similar uses.
- D. Restaurants with drive through facilities as regulated by Section 23.04.B. Outdoor dining is permitted per Section 14.02.F.
- E. Retail building supply and equipment stores which have outdoor storage or display of merchandise.
- F. Retail nurseries and garden centers which have outdoor storage or display of merchandise.
- G. Outdoor recreation establishments such as athletic and recreational facilities, marinas, golf courses, golf driving ranges, miniature golf, go cart tracks, batting cages and similar outdoor facilities subject to the applicable requirements of Section 23.10 herein.
- H. Indoor gun and archery ranges.
- I. Gas stations with or without restaurants or convenience stores per the requirements of Sections 23.03.A herein.
- J. Hotels and motels.
- K. Kennels.
- L. Churches, synagogues, mosques and similar places of religious worship.
- M. Public or private clubs, lodges, and banquet halls or similar places of assembly.
- N. Housing for the elderly including retirement housing, assisted living and nursing facilities.
- O. Mini-warehouse and self-storage facilities.
- P. Business or trade schools.

- Q. Establishments for the repair of small engines, appliances and similar equipment. All such items shall be kept indoors or outdoors in an area screened from view.
- R. Adult and Child Day Care Facility/Child Care Center.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: Olive Green = Medium Density One and Two-Family Residential (R-2), Salmon = Low Density Multiple Family Residential (R-3), Blue = Planned Unit Development (PUD), Yellow = Low Density One-Family Residential (R-1), Purple = General Commercial (GC), Blue Outline = Subject Property)



Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, and as performed by the ACTPC, the BOT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

In considering a request for a district change, the Planning Commission and Township Board should evaluate the extent that the request meets the following:

1. Consistency with the Master Plan text and its maps.

Please see our Master Plan Considerations section above.

2. Compatibility with the existing zoning districts as well as existing and possible future uses in those zoning districts.

Please see our Zoning Ordinance Considerations section above

3. The capability of the land to support the uses permitted by the requested zoning district and whether the uses permitted are capable of being adequately served by the following (a through e):

The minimum lot area and width required by the GC Zoning District is 22,500 square feet and 150 feet at the front setback line, respectively. The subject parcel is slightly larger

than one acre in area and contains over 200 feet of frontage along Lake Michigan Drive as well as approximately 110 feet of frontage along 56th Avenue. Given its size and width, as well as access to public utilities, we believe the land is capable to support the uses permitted by the GC Zoning District.

- a. The existing transportation network.

The subject property abuts Lake Michigan Drive as well as 56th Avenue as described above. In addition, as aforementioned, the site contains a driveway apron on 56th Avenue, which is appropriately positioned directly across from an existing commercial apron. Given this, we believe the property will be adequately served by the transportation network.

- b. Utilities.

As aforementioned, public utilities are available at the property. Given this, we believe the subject property will be adequately served by utilities.

- c. The environment.

We are not aware of any characteristics of the environment that would prevent the subject property from supporting the permitted uses. As a result, we believe the property will be adequately served by the environment.

- d. Other public improvements.

We believe the subject property will be adequately served by other public improvements such as electricity, cable, and etcetera.

- e. Relevant governmental agencies.

While the rezoning does not include a site plan, we anticipate that other governmental agencies, such as the Allendale Charter Township Fire Department, will be able to adequately serve the property at such time of application for development, particularly because those agencies are included in the review process.

Public Hearing

One public comment was received asking for clarification on the location of the property, lighting, traffic, height of a building within the GC Zoning District, and setbacks for a future use.

Recommendation

While considering the rezoning evaluation factors and public comment, Commissioner Westerling provided a motion to recommend adoption. Motion was seconded by Commissioner Zeinstra and carried 6-0, with member Chapla absent. If you have any questions, please let us know.

GLR
Planner

Attachments

RESOLUTION 2022-04

**RESOLUTION OF SUPPORT FOR MICHIGAN TOWNSHIPS ASSOCIATION'S
ROBERT R. ROBINSON SCHOLARSHIP APPLICATION**

WHEREAS, the Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the association; and

WHEREAS, the purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration; and

WHEREAS, the scholarship is awarded on a competitive basis to a junior, senior or graduate student enrolled in a Michigan college or university, who is pursuing a degree in public administration and considering a career in local government administration, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration; and

WHEREAS, _____ (*student's name*), currently a _____ (*junior, senior or graduate student*) at _____ (*Michigan college or university*), has demonstrated academic achievement with a ____ grade point average; and

WHEREAS, _____ (*include any other relevant achievements or information*); and

WHEREAS, the scholarship application requires a resolution of support from an MTA-member Michigan township board;

THEREFORE BE IT RESOLVED, the _____ Township Board supports the application of _____ Township resident _____ for the Robert R. Robinson Memorial Scholarship.

Yeas: _____

Nays: _____

Resolution declared adopted on _____, 2022.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

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

Jody L. Hansen
Clerk, Allendale Charter Township

The Robert R. Robinson Memorial Scholarship Fund



Robert R. Robinson
(1920-1987)

Supervisor, Meridian Charter Township
(1959-1969)

Michigan Townships Association Legislative Director
(1969-1975)

MTA Executive Director
(1975-1983)

MTA Associate Director
(1983-1984)

Cofounder and Board Member
National Association of Towns and Townships
(1977-1984)

NATaT President
(1978-1980)

The Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the Association. The purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration.

The scholarship will be awarded on a competitive basis, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration.

Submit application materials to:

Robert R. Robinson Memorial Scholarship Fund
Michigan Townships Association
P.O. Box 80078, Lansing, Michigan 48908-0078
(517) 321-6467 Fax (517) 321-8908
julie@michigantownships.org

**In order to be considered by the Robert R. Robinson
Memorial Scholarship Fund Board of Directors,
applications must be received no later than May 31.**

Eligibility Requirements

- Scholarship recipients are selected from nominees submitted by a Michigan township board that is a member in good standing of the Michigan Townships Association.
- Scholarship applicants must be a junior, senior or graduate student enrolled in a Michigan college or university; pursuing a degree in public administration; and must be considering a career in local government administration.
- The scholarship is awarded on a competitive basis, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration.

Application Specifications

- Scholarship applicants must submit the following information, as applicable:
 - name
 - home address and email address
 - school address
 - college or university where enrolled
 - cumulative grade point average
 - declared major
 - expected graduation date
 - home community activities
 - school community activities
 - school extracurricular activities
 - career goals in local government
- Scholarship applicants must also submit:
 - a letter of recommendation from a professor or instructor
 - a copy of a resolution of support from an MTA-member township board in good standing (resolutions from other types of entities or from individual public officials are not sufficient)
 - a short essay on an important issue facing local government

The Robert R. Robinson Memorial Scholarship Fund

Supporting Grassroots Leadership Education



The Michigan Townships Association promotes the interests of Michigan townships by fostering strong, vibrant communities; advocating legislation to meet 21st century challenges; developing knowledgeable, township officials and enthusiastic supporters of township government; and encouraging ethical practices of elected officials who uphold the traditions and unique characteristics of township government and the values of the people of Michigan.

Application Information

A tax-deductible scholarship fund for Michigan students administered by the Michigan Townships Association

**RESOLUTION OF SUPPORT FOR MICHIGAN TOWNSHIPS ASSOCIATION'S
ROBERT R. ROBINSON SCHOLARSHIP APPLICATION**

WHEREAS, the Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the association; and

WHEREAS, the purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration; and

WHEREAS, the scholarship is awarded on a competitive basis to a junior, senior or graduate student enrolled in a Michigan college or university, who is pursuing a degree in public administration and considering a career in local government administration, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration; and

WHEREAS, _____ (*student's name*), currently a _____ (*junior, senior or graduate student*) at _____ (*Michigan college or university*), has demonstrated academic achievement with a ____ grade point average; and

WHEREAS, _____ (*include any other relevant achievements or information*); and

WHEREAS, the scholarship application requires a resolution of support from an MTA-member Michigan township board;

THEREFORE BE IT RESOLVED, the _____ Township Board supports the application of _____ Township resident _____ for the Robert R. Robinson Memorial Scholarship.

The Robert R. Robinson Memorial Scholarship Fund Application

Name: Serena Kruithoff

Dear Michigan Township Association,

I hope that you are all doing well today. Just a little bit about myself, I am currently a junior here at Grand Valley State University. My current grade point average is 3.88. My degree is in Public and Nonprofit Administration, with a Business minor. My area of emphasis in this major is Community Development and Planning. My expected graduation date is next winter (April 2023). My home community, school community, and extracurricular activities include the following: Volunteering for the church nursery and events, Adopt-A-Highway, Mel Trotter Ministries, The Other Way Ministries, as well as Students Leaving a Mark here at Grand Valley State University.

Recently, I was able to go to Biloxi, Mississippi with the student organization mentioned above. On this service trip, we volunteered with many nonprofit organizations. One of the nonprofits that we worked with directly was Loaves and Fishes. On this particular day, we helped this organization clear out a new building so that they can use this location to further their mission. However, we also worked with American Red Cross, 34th Street Community Garden, and Lynn Meadows. Overall, I really enjoyed this trip and working hard to make a difference within the Biloxi community.

My future career goals in the local government community would be to one day be on a board of directors for a local nonprofit. However, I also have the goal of becoming a leader within a company and using my Public Administration degree to do so. Whether that is within a nonprofit or some sort of city management position.

Thank you for taking me into consideration for this scholarship. I greatly appreciate your time.

Respectfully,

Serena Kruithoff

Issues Facing the Local Government in Grand Rapids

I have lived in Michigan my entire life, and I think that it is an amazing city. Nonetheless, like every city, there are many different issues that our local government is currently facing/can

face in the future. I think that a huge current issue that our local government is facing is the recurring issue of Redlining. This is an issue where certain areas are taxed more than others, making it really hard for minorities to ever move out of certain neighborhoods. I was never aware of this issue until I took classes at Grand Valley. Through my public and nonprofit classes, I was taught more about this issue. However, I think it is a huge issue that the rest of the public is oblivious to. Detroit suffers the most from Redlining, but I think it is an issue that Grand Rapids still suffers from daily, and it needs to be resolved. Not only do I think this is an issue that our city of Grand Rapids faces, but I also think that there is just a housing crisis issue in general. Due to this housing crisis homeless number continues to increase as well (which overall creates another issue for the local government).

Despite the issue of Redlining, another issue that I think our local government faces is the lack of funding for small nonprofits. Since I am a nonprofit and public administration major, this issue weighs heavily on my heart. There are a lot of nonprofits located in Grand Rapids. I think that the most well-known nonprofit is The Young Men's Christian Association (YMCA). Therefore, people are more likely to donate their money to this organization due to the fact that it is so well known. This nonprofit is amazing and it does a lot of good for the local community. However, since they get so much funding I think that it takes away funding from smaller nonprofits that are in need of donations. The YMCA is just one of the larger nonprofits, there are many others that receive large donations as well. For example, I think that a local nonprofit that could receive more funding is The Other Way Ministries. I briefly volunteered with this organization during COVID-19. This organization strives to better the community through their community garden, which helps provide food for their food kitchen, as well as through education courses for children. This is just one of the many small nonprofits in Grand Rapids that could be expanded through more local government funding.

Like every other city, Grand Rapids is not perfect by any means. Despite this, it is still capable of changing for the better. Although I believe Redlining is prominent and small nonprofits do not receive the funding that they deserve, does not mean that I believe this local government does not love its residents. In fact, I would argue that Grand Rapids strives to be a loving and acceptable community. However, I still believe that the issues mentioned above can be resolved. As mentioned previously, I was unaware of these issues until I took classes at GVSU that mentioned these problems. Therefore, I think these are just two issues that the public could be more educated on. This way the whole community can come together to help resolve these issues and better the future of our local government.



Geography and Sustainable Planning Department

**Mackinac Hall B4-105, 1 Campus Drive
Allendale, MI 49401 USA
+1-616-331-3065**

March 30, 2022

Elena Lioubimtseva, Professor of Geography and Sustainable Planning

To Whom It May Concern

Dear Selection Committee Members,

I am writing to enthusiastically support the application of Serena Kruithoff for the Robert R. Robinson Memorial Scholarship. I have known Serena as a student in my Global Climate and Environmental Change class and am very impressed by the breadth of her interests, her dedication to community engagement, and scholarly curiosity. Serena is currently working with me on a research project titled "Climate Crisis and its Effects on the Great Lakes and Health", which she would present publicly April 13 at GVSU Student Scholar Day 2022. She has excellent research, critical thinking, communication, and analytical skills.

Serena's performance as a student has been excellent. Being a Public and Non-Profit Administration major and Business minor, she maintains GPA is 3.88 and is very active in her community and at GVSU being involved in a variety of extra-curricular activities and civic projects.

I am very confident that Serena would do many great things in her life and career. She has excellent goals and is already well equipped with many skills to achieve them. She has very strong credentials qualifying her for the Robert R. Robinson Memorial Scholarship. I hope the Committee gives her a very strong consideration.

Please, do not hesitate to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to be 'E. Lioubimtseva', written over a light blue horizontal line.

Elena Lioubimtseva, she/her

Professor of Geography and Sustainable Planning
Grand Valley State University, Mackinac Hall B4202, 1 Campus Drive, Allendale, MI 49401



Facility Rental Agreement Form

Applicant name: Debbie Meindertsema Phone number: 616-895-6142
Applicant email: meindertsema@opsfalcons.net
Applicant address: 11949-48th Ave

Rental space requested: ☒ East Pavilion ☐ Auditorium ☐ Bandshell

Date & Time Block Requested: June 6, 11:00-1:00

Reason for rental: Kindergarten classes are stopping by after a field trip to eat lunch and facilitate playground

The fees below are for a 4-hour block of time. Additional time for the auditorium is \$25 per hour and the east pavilion and bandshell is \$10 per hour. Facility rental blocks are between 8am-9pm. For outdoor facilities, rental ends at 9pm or dusk, whichever is earlier.

Auditorium fee: Allendale resident price: \$80; Non-resident price: \$160.

Deposit: A security deposit of \$50 for rental of the auditorium is required in addition to the fee. We prefer two separate checks for the fee and deposit. The deposit check will be shredded unless the renter requests it to be returned to the address below by providing the Township with a prepaid envelope. The deposit check will only be cashed if there are damages to the facility, and the renter will be notified prior to the cashing of the check.

East Pavilion and Bandshell fee: Allendale resident price: \$30; Non-resident price: \$50.

A block of time for the Township Auditorium, East Pavilion, and Bandshell will be reserved only after the cost of the rental is paid in full and the person or group renting the block signs this agreement provided by the Township. If the agreement form is submitted online or via email, the rental cannot be secured until payment is received. No time block shall be held without complete payment. Cancellation of the rental will be accepted up to 48 hours before the scheduled rental time.

After reading and agreeing to the attached rules and the Allendale Charter Township Park Rules and Regulations, please sign and return this page with payment to: Allendale Charter Township, P.O. Box 539, Allendale, MI 49401.

By signing below the applicant agrees that to the fullest extent permitted by law, we agree to defend, pay in behalf of, and hold harmless Allendale Charter Township, its elected and appointed officials, employees and volunteers and all others working on behalf of Allendale Charter Township, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Allendale Charter Township by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Allendale Charter Township, and/or in any way connected or associated with this contract.

Applicant signature: Debra S Meindertsema Date: April 18, 2022

OFFICE USE ONLY

Payment amount: _____ Form of payment: _____ Deposit check number: _____
Staff signature: _____ Date: _____

6676 Lake Michigan Dr., P.O. Box 539, Allendale, MI 49401

Allendale Public Utilities

To: Allendale Board of Trustees

From: Chad E. Doornbos

Date: April 25, 2022

Subject: Cost of Service Study


Board of Trustees,

Allendale Charter Township's water and wastewater infrastructure is a mostly unseen network of pipes, valves and a treatment facility that requires constant attention and investment. Maintaining this infrastructure costs money and that is why Allendale Charter Township Public Utilities is requesting the approval of a Cost of Service (COS) study from Utility Financial Solutions for its drinking water and wastewater rates.

A COS study that is performed regularly provides transparency in what the utility can expect in future years. A COS study will ensure that the utility has the financial resources to remain sustainable, maintain our infrastructure and implement our Capital Improvement Plan. So what is a cost of service study? A cost of service study is a financial review of the water and sewer utility that will project the future revenues and expenses typically for the next 5 years. In short, will our revenues meet our expected expenses. At the same time, the study looks at all customer types so the utility may distribute the revenue requirements accordingly so that no one customer type bears the majority of the revenue requirements. In performing these regular COS studies, we can provide a rate design that is cost based and justifiable to the public. In doing these studies, we are setting up our utility for long-term success.

In 2021, Allendale Charter Township received a \$15,000 grant from the Affordability and Planning Grant. The cost of the proposed study is \$19,000. This grant will cover the lions share of the cost with the remaining cost coming from our professional services budget. This study will give us a five (5) year projection with a one-year rate design. It is my recommendation that we proceed with the proposal from Utility Financial Solutions and in 2023, perform a one-year rate design for year 2024. This method will allow us to accurately capture our expenses in an ever changing market.

Thank you,



Chad E. Doornbos,
Superintendent of Public Utilities



Allendale Charter Township

Water and Sewer Financial Projection

March 22, 2022



Corporate location:

Utility Financial Solutions, LLC

Holland, MI USA 49424

Submitted Respectfully by:

Dawn Lund

Vice President, Utility Financial Solutions, LLC

dlund@ufsweb.com

(231) 218-9664



March 22, 2022

Chad E. Doornbos
Superintendent of Public Utilities
Allendale Charter Township
6676 Lake Michigan Drive
Allendale, MI 49401
chaddoornbos@allendale-twp.org

Dear Mr. Doornbos:

Utility Financial Solutions (UFS) is pleased to submit a proposal to provide a financial projection and rate design study for the water and sewer departments of Allendale Charter Township (Township). Our proposal is based on our prior experience completing water and sewer studies for municipal utilities around the nation.

UFS will provide you with the highest quality service within an agreed-upon timeframe and has the personnel available to meet your needs. The study will be completed approximately 6 to 8 weeks after receipt requested information.

UFS is an internationally known firm with a long-standing relationship and history of assisting municipalities with financial analysis and are recognized experts in the utility field. Our group and the project team assigned to this engagement are composed of highly qualified, experienced, and knowledgeable professionals who remain current on all issues facing municipal utilities. We are regularly requested speakers at seminars at the regional and national level for the American Public Power Association, American Water Works Association, and the Institute of Public Utilities.

UFS would like to be a resource to you for many years in the future. Our success is dependent on the quality and timeliness of the services provided to utilities. We are committed to the Township's complete satisfaction. Our prior experience in providing the requested services allows us to conduct a cost effective and efficient rate study.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 231-218-9664.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Lund". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Dawn Lund, Vice-President
Utility Financial Solutions, LLC
P. O. Box 582
Leland, MI
231-218-9664
dlund@ufsweb.com

Project Requirements

The Allendale Charter Township is requesting proposals for a financial rate study for the water and sewer departments.

The following services will be provided as part of the study by Utility Financial Solutions, LLC:

Summary of Services

1. Five year financial projection that includes the following:
 - a. Determination of revenue requirements for each year
 - b. Development and identification of financial targets related to the following:
 - i. Debt Coverage Ratio
 - ii. Minimum Cash Reserves
 - iii. Operating Income
 - c. Identification of long-term rate track to maintain financial stability of utility and minimize the potential rate impacts on customers
2. Rate design (One year included, additional years if requested at out of scope pricing)
 - a. Development of rates in a similar structure to current rates
 - b. Identification of impacts of rate changes by classes considering the following:
 - i. Percentage impacts at various usage levels
 - ii. Dollar impacts at various usage levels
3. Presentation to Staff & Board of Directors (Webex, on-site optional)
 - a. Review results and assumptions
 - b. Obtain input and feedback on rate track and rate designs
4. Reports
 - a. Executive summary report discussing the following:
 - i. Financial projection results and rate adjustment to achieve financial targets
 - ii. Assumptions used in development of study
 - iii. Recommendations on rate track to help meet financial targets
 - iv. Proposed rate design
 - v. Rate impacts on each customer class

Detailed Project Scope

Our approach to this project was developed to meet the objectives of the Township and is based on our experience in completing financial projections and rate designs around the nation, Guam, Canada, and the Caribbean. Listed below are more detailed descriptions of the services provided and our process.

Preliminary Tasks

Listed below are tasks to develop the financial projection:

1. Review of Relevant Reports

Review of certain reports is necessary to ensure the models are established to fit the specific requirements of the Township. Listed below are examples of reports to obtain and review.

- Yearly financial statements
- Fixed assets reports
- Outstanding bond issues and specific bond covenants
- Rate schedules

2. Collect and Verify Data

A conference call with utility management is critical to ensuring the final reports will meet the objectives of the Township and the information request prepared by UFS is understood. The specific objectives of the call will be to:

- Identify and clarify the scope of services and specific expectations of management

Preparation of Data Request

After completion of the preliminary tasks UFS will prepare an information request that will include the necessary information to complete the study. Listed below are specific reports that will be requested:

- Customer billing and usage statistics
- Trial balances for latest two years
- Audited financial statements for the latest three years
- Debt service schedules
- Future capital improvement plan

Executive Report

Format of Reports

UFS reports include the results of the study and a rate design:

- **Executive Summary Report** – An overview that identifies the objectives, process and results of the rate study in a clear and concise format, the report includes graphs, charts, tables and recommendations.
- **Rate Design Recommendation Report**– The rate design report includes the following:
 - Comparison of the current and proposed rates
 - Expected revenues generated from proposed rates
 - Impact on customer classes at various usage levels

Presentation of Financial Projection and Rate Design Study

A critical aspect of the study is the clear and concise presentation to the governing body of the utility. UFS professionals are skilled at explaining and working with advisory and governing bodies to ensure decisions are based on information they can understand and apply to their community. A Webex presentation is included in this proposal; on-site optional.

Project Schedule

Our experience with municipal financial and rate design analysis allows us to conduct a cost effective and efficient study. The study will be completed approximately 6 to 8 weeks after receipt requested information.

Proposed Professional Services Agreement

Deliverables

Financial projection, WebEx presentation and one-year rate design consistent with current rate structure

Total project fees for Scope of Services are: \$9,500 Water and \$9,500 Sewer

(*Total above does not include on-site presentations or out of pocket travel expenses)

Anticipated Meetings:

- Initial meeting – Conference Call to clarify scope of services, expectations of management and preliminary information request
- Fieldwork – Conference Call to verify data provided
- Draft Report with management - Conference call
- Final Report with management – Conference call
- Presentation to Board of Directors – WebEx

Deliverables:

1. Five-year financial plan
2. Revenue proof of proposed rates
3. Minimum cash reserve determination
4. Target operating income (rate of return)
5. Rate design & revenue proof for one year

Out of Scope Services

Out of scope services and on-site visits will be billed at hourly rates plus out of pocket expenses – travel time discounted at 50% of regular rates.

Hourly Rates (travel is discounted at 50%)

Mark Beauchamp	\$ 330.00
Dawn Lund	\$ 290.00
Dan Kasbohm	\$ 255.00
Mike Johnson	\$ 255.00
Chris Lund	\$ 255.00
Jillian Jurczyk	\$ 175.00
Joan Bakenhus	\$ 155.00
Support Staff	\$ 65.00 – 120.00

We look forward to exceeding your expectations. Please sign, date, and return to clund@ufswest.com at your earliest convenience.

Sincerely,

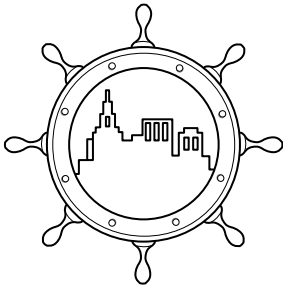


Dawn Lund, Vice-President
Utility Financial Solutions, LLC

Date:

Accepted By:

Allendale Charter Township



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: April 12, 2022
Re: 2022 Allendale Charter Township Master Plan Draft

On behalf of the Allendale Charter Township Planning Commission, attached is the draft 2022 Allendale Charter Township Master Plan. As you know, the Planning Commission initiated this planning process in late 2018, which included a public workshop. Following and based on our recommendation, the Planning Commission proposed a significant restructuring of the Master Plan to simplify its content and create a more user friendly, streamlined document. In addition, given the age of the current Master Plan, several revisions were performed to remove language that was satisfied and update the remaining provisions. As a result, the attached has been submitted for your review, comment if necessary, and authorization for distribution.

Simplicity Approach

As aforementioned, the proposed Master Plan is designed to better organize its content and simplify its use by residents, developers, and the Planning Commission. Currently, goals and objectives, as well as other information for land uses are scattered throughout the document creating a cumbersome process to find relevant provisions not only for the public but for the Township during application reviews. The proposed Master Plan streamlines that content and creates individual land use chapters to reduce the amount of time a user needs to reference the document. In addition, the proposed Master Plan clearly indicates how the new Goals, Recommendations, and Strategies are to be used during land use review, which additionally assists the user.

Legal Basis

The Michigan Planning Enabling Act (MPEA), Act 33 of 2008, authorizes the township to prepare and adopt a master plan for the use, development, and preservation of all lands within the township. The Master Plan is a policy tool used by township officials to coordinate growth and to serve as the basis for zoning. In short, all land use and zoning actions must be based on a master plan to legitimize the legality of township decisions. The existing Master Plan, on which your current zoning decisions are based, was originally adopted in 2013.

Significant Changes from the Current 2013 Master Plan

Below is a synopsis of most relevant changes proposed by the Planning Commission from the current Plan to the 2022 Plan. The majority of these bullet point changes have been provided from our comprehensive review memorandum that began this process. As a result, they are shown based on the *current* chapter structure of the Master Plan and written to advise the Planning Commission. We provide them in this fashion to give you a sense of the thought process as the Planning Commission considered revisions. Consequently, the draft copy you are considering contains these changes but does not contain the same structure. Any additional comments we felt were appropriate for your review we have provided in italic font. For your convenience, we have highlighted changes that we consider the most significant in bold text.

Chapter 1 – Community Description

- (pages 7-25)
 - As aforementioned, we recommend relocating the Community Description Chapter, in part, to the Appendix. While some of the language is relevant information, it is unnecessary within the beginning of the document since it is assumed that the reader possesses the knowledge regarding the township. For readers who do not, it is conveniently located within the Appendix.
- ((pages 10-13)
 - Government and Services – Most of this information can be eliminated from the plan. General descriptions are provided regarding the township office, community policing, the Fire Department, the Township Library, and etcetera that do not appear to serve any relevant purpose. Other provisions regarding utilities, recreation, and transportation could be relocated to their respective aforementioned recommended land use classification chapters.
- (pages 15-17)
 - Ottawa County Economic Development Office – Although this information is antiquated (i.e. the organization name and Director have changed), we believe it can be eliminated since it does not appear to serve any relevant purpose. The related traffic data could be relocated to a transportation land use classification chapter.
- (pages 18-25)
 - The statistical data provided within these pages can be relocated to the Appendix.

Chapter 2 – Community Participation

- (page 26)
 - Guiding Principles – the Allendale Charter Township Master Plan (ACTMP) does not appear to indicate whether the Guiding Principles were used as part of the basis for the plan, although they appear to be used in this fashion. If so, we recommend this information is relocated to the introduction chapter to formulate a clearer basis for the ACTMP.
- (page 30)
 - The participation results can be relocated to the Appendix and subsequently eliminate this chapter.

Chapter 3 – Goals and Strategies

- (pages 35-40)
 - Consistent with our recommendations provided within the Simplistic Master Plan Structure portion of this memorandum, we believe it is beneficial to create land use classification chapters for residential, agricultural, commercial, industrial, transportation, utilities, recreation, etcetera, and eliminate this chapter.
 - In addition, we recommend that the land use chapters provide a better substructure and are more definitive in their direction. Specifically, we recommend identifying Goals, Recommendations, and Strategies for each land use classification. These goals, recommendations, and strategies can be found throughout the existing document (with similar or no identifying title) and simply need reincorporation in appropriate locations. The premise of the goals, recommendations, and strategies are designed as follows. In addition, this premise serves as the instruction of how to use the master plan, which would be provided in the introduction chapter.
- Goals – These are community objectives derived from significant public input and Planning Commission oversight.
 - These are applied most frequently during land use review to ensure a proposed development meets and is consistent with the core values of the master plan.
- Recommendations – These are pointed direction to achieve the goals.

- These are applied the strongest during land use review to ensure proposed development is consistent with the intent of the master plan.
- Strategies – In an effort to accomplish the goals and recommendations of the master plan, the strategies are the legislative methods to mandate certain physical form, through zoning ordinance or police power ordinances.

Chapter 4 – Land Use and Existing Conditions Analysis

- (pages 41-52)
 - We do not believe this chapter serves any real purpose and appears to contain “filler” language that seems irrelevant to the reader. While some provisions could be relocated to their land use classification chapters, most of the language seems without purpose.
 - Agricultural
 - (page 41) – A minimum lot size and lot width is identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- As you will note within the Master Plan Map section of this memorandum, recommended densities appear within the 2013 Master Plan Map (Zoning Plan) but have been eliminated from the draft Plan because they are more appropriately located within the zoning ordinance.*
- (page 43) – Uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
 - Residential
 - (page 44) – This language reads like a history book and does not appear to serve any purpose. We recommend that it is removed.
 - Manufactured Housing
 - (page 46) – This language reads like a history book and does not appear to serve any purpose. We recommend that it is removed.
 - Commercial
 - (page 46) – This language reads like a history book and does not appear to serve any purpose, except for the final paragraph. We recommend that the remainder is removed.
 - US-31 By-Pass
 - (page 50) – While this language appears to serve no purpose, it is now outdated with the construction of M-231 and should be removed.
 - Land Use in Adjoining Communities
 - (page 50) – Given that no conclusions were provided for the references to Robinson Township, Blendon Township, and Georgetown Township, this language does not appear to serve any purpose and should be removed.
 - Analysis of Zoning Ordinance
 - (page 52) – The bullet points identified within this section are awkwardly located and should be either relocated as strategies in the land use classification chapters, or eliminated as some of them do not have any significant relevance to the master plan.

Chapter 5 – Future Land Use

- (pages 53-68)
 - We believe the majority of this language can be relocated to its respective land use chapter and Chapter 5 can be greatly reduced in length, if not eliminated.
 - Agriculture
 - (page 54) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
 - Rural Estate

- (page 55) – Dimensional requirements are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- Low Density Residential
 - (page 56) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- Moderate Density Residential
 - (page 57) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- Medium Density Residential
 - (page 58) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- High Density Residential
 - (page 60) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- Office
 - (page 61) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- General Commercial
 - (page 62) – Dimensional requirements and uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- Service Commercial
 - (page 63) – Uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
- Town Center
 - (page 64) – As previously noted, discussion within the Planning Commission was recently raised regarding the Town Center concept. The Planning Commission should determine whether its relevance remains.

The Planning Commission concluded that the Town Center Classification should be removed from the draft Plan.

- Industrial
 - (page 67) – Uses are identified within the ACTMP, which is a function of the zoning ordinance and should be removed.
 - In addition, recent consolidation of the Light Industrial Zoning District and the Planned Industrial Zoning District within the zoning ordinance requires updates to this language.
- Public/Institutional
 - (page 67) – We recommend removal of the Public/Institutional Classification. While we believe it is important to address public/institutional uses within the master plan, especially recreational opportunities, the reason for our proposed removal is because if a public park or other public/institutional use is ever abandoned, it would render the property dormant since the classification does not support any other type of land use. Given that your zoning ordinance allows for public uses in various zoning districts, this removal does not cause any conflicts between the master plan and the zoning ordinance.

The Planning Commission agreed with our recommendation and have identified properties subject to the 2013 Classification as alternative Classifications within the Master Plan Map.

Chapter 6 – Implementation

- (pages 69-77)
 - Zoning
 - (page 69) – This language is generally a “filler” that does not necessarily need to remain. While correct, it does not serve a significant purpose and at the very least, could be used elsewhere.
 - Rezoning Evaluation Factors
 - (page 70) – It is highly unusual for rezoning factors to be located within a master plan. More commonly, they are located within the zoning ordinance. We recommend their removal and inclusion within the zoning ordinance.

As you know, the Township recently amended the Zoning Ordinance to locate these evaluation factors therein.

- Zoning Ordinance Recommendations
 - (pages 71-72) – The introduction to this section is the exact reason we recommend reorganizing the master plan structure. It states,

“Chapter 3 of the Plan sets forth the goals which serve to guide the future development of Allendale Township. Some of the specific implementation recommendations of this chapter are taken from these goals, while others are taken from the land use recommendations made in Chapter 5.”

As you will note, the plan acknowledges that the information the reader is seeking must be found in several locations, rather than a specific land use classification chapter and relevant chapters (i.e. commercial, relevant chapter utilities).

- We recommend relocating the recommendations to the appropriate land use classification chapter and identifying them accordingly.
- We recommend relocating the Action Steps to the appropriate land use classification chapter and identifying them accordingly.

Master Plan Map

- ***As noted above, the current 2013 Master Plan Map (and some of the language) identifies densities that are more appropriately located within the zoning ordinance. Given this, they have been eliminated from the map and text. Related, Township Attorney Bob Sullivan recommended that the Township begins the process to relocate any density language to the zoning ordinance so that it is adopted prior to the replacement of the 2013 ACTMP with the 2022 ACTMP.***

Professional Staff Reviews

Given that the Planning Commission desired to provide the most comprehensive draft document for your review, we consulted with professional township staff, as necessary, throughout the entire process. In particular and most importantly, the proposed Master Plan has received review from the Township Superintendent of Public Utilities and the Township Attorney. Consequently, it has been designed and verified as thoroughly as possible to withstand legal challenges prior to your review.

Census Data

As you may know, the 2020 Census Data was scheduled for complete release at the beginning of this year. Unfortunately, that release has been delayed. Consequently, Census data within the Appendix will require updating once the data is available. After consultation with the Township Attorney, Bob Sullivan, the Township is

able to proceed with the Master Plan process even though the Census data is not current. We are hopeful to have the 2020 data prior to your consideration of adoption of the Plan.

Responsibility of the Board of Trustees

As aforementioned, in accordance with Section 41 of the MPEA the Planning Commission has provided this proposed Master Plan for your review, comment if necessary, and authorization to distribute to surrounding municipalities, Ottawa County, and any registered public utility company, railroad company, or public transportation agency owning or operating a public utility, railroad, or public transportation system, as well as any other government entity or individual that registered with the township.

In an effort to provide you with an understanding of your responsibilities to the MPEA and to simplify the requirements of the Act, we have provided a synopsis of your role and timeline below.

1. Review Period. The Board of Trustees does not have a time limitation to review the proposed Master Plan. However, it is important to achieve adoption within a reasonable amount of time.
2. Comment Period. Following your review of the proposed Master Plan, the Board of Trustees can submit comments to the Planning Commission for additional review and revision, in the instance the Planning Commission agrees to revise. The comment period can include as many exchanges as necessary between the Board of Trustees and the Planning Commission.
3. Authorization of Distribution. The Board of Trustees holds the authority to approve the distribution of the Plan as aforementioned. The process of adopting the Plan shall not proceed further until the Board of Trustees grants said authorization.

Following the conclusion of a 63-day comment period, the Planning Commission shall hold a public hearing on the draft Plan. After incorporating any comments, as deemed necessary, the final draft Plan is transmitted to the Board of Trustees for consideration of adoption. No public hearing is required by the Board of Trustees.

If you have any questions regarding the proposed Master Plan, please let us know.

GLR
Planner

Attachment

Allendale Charter Township

2022 MASTER PLAN

Planning Commission:

Andrew Longcore – Chairperson
Rick Chapla – Vice-Chairperson
Tom Zuniga – Secretary
Rick Westerling – Member
Bruce Zeinstra – Member
Mark Adams – Member
Ray Nada – Member

Board of Trustees:

Adam Elenbaas – Supervisor
Jody Hansen – Clerk
David Vander Wall – Treasurer
Kenneth Murillo – Trustee
Candy Kraker – Trustee
Barb VanderVeen – Trustee
Bruce Zeinstra – Trustee

With Assistance By:



Fresh Coast Planning

Allendale Charter Township – 6676 Lake Michigan Drive
Allendale – Michigan – 49401
Ottawa County

Table of Contents

Introduction & Community Profile.....	1
Chapter One, Agricultural Uses.....	4
Chapter Two, Residential Uses.....	6
Chapter Three, Commercial Uses.....	9
Chapter Four, Industrial Uses.....	11
Chapter Five, Public & Recreational Facilities.....	13
Chapter Six, Public Utilities.....	17
Chapter Seven, Transportation.....	18
Complete Streets Analysis.....	21
Chapter Eight, Implementation.....	24
Appendix.....	i

Introduction & Community Profile

Preface

The Allendale Township Master Plan has been prepared by the Township Planning Commission under the provisions of the Michigan Planning Enabling Act, Public Act 33 of 2008 as amended. This Plan is a policy guide that is used by township officials to guide future development and growth. The Michigan Planning Enabling Act authorizes municipalities to prepare and adopt a plan for the following purposes:

- To promote the public health, safety, and general welfare;
- To encourage the use of resources in accordance with their character and adaptability;
- To avoid overcrowding of the land by buildings and people;
- To lessen congestion on public roads and streets;
- To facilitate a transportation system, sewage disposal, safe and adequate water supply, recreation and other public improvements; and,
- To consider the character and suitability of land for particular uses.

Although the Master Plan has no regulatory power, it states specific land development and preservation goals. The Master Plan assists Township officials in making both day-to-day and long-range land use decisions. Some of these instances include but are not limited to:

- Review of rezoning and special use permits
- Review of public improvement projects
- Review of plats and site condominiums
- Providing a legal framework for zoning actions
- Managing growth while maintaining the character of the Allendale community
- Providing consistency to decision-making

This Master Plan has been developed based upon several factors: the existing natural and cultural resources of the Township; current land use trends; the need for different types of land use including industrial and commercial uses; and the desired community character as expressed through work sessions with local officials, and a Strengths, Weaknesses, Opportunities and Threats (SWOT) workshop with the public.

Despite its purpose as a policy document, it is important to recognize that the Master Plan is general in scope. It is not always intended to establish the precise boundaries of land use areas or exact locations of future uses. Rather, the Master Plan is an organized approach to analyzing development issues and proposing recommendations to address these issues. Its function is to guide growth and provide a framework to ensure that future detailed decisions can be made based on a community-wide perspective. Given that the needs and desires of the community change over time, the Master Plan must be regularly reviewed and periodically updated.

Community

Physical and environmental conditions establish limitations on how some areas of the Township will develop. The physical and environmental makeup of the Township influences the population, housing, economic, and labor force composition of the community. Given the steady increase in population, demands will continue for additional infrastructure, for the conversion of farmland, and for the

preservation of the natural environment to accommodate additional residential and commercial growth. The Master Plan must therefore provide for appropriate areas to be served by public sewer and water utilities as well as establish future residential, commercial, industrial, agricultural, and recreational areas within the Township in order to adequately address the needs of the community as a whole and prevent incompatible uses.

Allendale Charter Township is located in the central portion of Ottawa County and has a total land area of 31 square miles. The largest single category of land use is Agricultural and Rural, however there has been an increase in single family residential development, planned unit developments, and commercial developments in recent years. Allendale Charter Township is also home to Grand Valley State University which had total enrollment for the 2019 academic year of 25,049 students. The area surrounding Grand Valley State University continues to grow and has been identified as an opportunity to increase the partnership between the community and University in creating a strong quality of life for its' residents.

One limitation to development has been in regard to wetlands that are regulated by the Michigan Department of Environment, Great Lakes and Energy. Land containing regulated wetlands has limited development potential, due to natural development constraints as well as wetland protection regulations and therefore it is vital for Township Officials to consider the rural character of the land and future land use. In addition, due to the overall growth in not only the Township, but Ottawa County as a whole, the Township should focus on groundwater preservation efforts in accordance with Ottawa County's Groundwater Sustainability Initiative.

Definition of Terms

The following terms are recognized and used within this Master Plan as defined below:

Rural Character – is recognized as the natural features of the earth that minimize the visual exposure of buildings, structures, and other man-made features and which create scenic character. It is also recognized as the natural features of the earth that provide environmental buffers and/or habitat that is characteristic of the Township. Features are found to include:

- Woods, woodlots, forest areas, and native trees
- Wetlands
- Natural vegetation
- Wildlife habitat
- Natural field areas
- Scenic vistas

Rural Character also includes farmland, which is recognized as natural features that are organized and managed by man.

Open Space – is recognized as areas of land unoccupied by buildings, structures, or other man-made features, that are preserved to be unoccupied by buildings, structures, or other man-made features within a project. Open Space is not intended to include displays of art or other cultural features; bridges, signage, utilities, and other essential service structures; or grade level features such as ponds.

Wildlife Corridor - An asymmetrical area of natural habitat that provides passage for wildlife, colonization, and the breeding of plants and animals, throughout a development and across artificial obstacles such as dams, roads, pedestrian pathways, and railways.

Findings

Below is a summary of the findings derived from the 2019 Master Plan Update SWOT public workshop responses. The entirety of the results can be found within the Appendix:

- Strengths, Weaknesses, Opportunities and Threats (SWOT) Workshop (Summer 2019)
 - Participants found the library, school system, and quality of life to be the top strengths in Allendale Charter Township.
 - Participants found the high-speed limits on the roadways to be the top weakness in Allendale Charter Township. The second top weakness identified in the Township is the lack of a Town Center. Given that speeds are generally outside the authority of the Township, the lack of a Town Center was the primary weakness that the Township could directly impact.
 - Providing pedestrian bridges was identified as the top priority. The second top opportunity identified was increased communication in partnership with Grand Valley State University.
 - Overwhelmingly, public workshop participants identified the top threat to Allendale Charter Township as big box stores locating in the community.

How to Use this Plan

For each land use or attribute chapter, the plan identifies goals, recommendations, and strategies, which are the basis for future development. The goals, recommendations, and strategies are designed as follows:

- Goals – These are community objectives derived from significant public input and Planning Commission oversight.
 - These are applied most frequently during land use review to ensure a proposed development meets and is consistent with the core values of the Master Plan.
- Recommendations – These are pointed direction to achieve the goals.
 - These are applied the strongest during land use review to ensure proposed development is consistent with the intent of the Master Plan
- Strategies – In an effort to accomplish the goals and recommendations of the Master Plan, the strategies are the legislative methods to mandate certain physical form, through zoning ordinance or police power ordinances.

Chapter One

Agricultural Uses

Introduction

Although Allendale Charter Township continues to grow and develop, the community maintains its strong agricultural presence. Many active farms still exist and farming is a prevalent component of the economy and heritage of the Township. However, as generations and attributes continue to change throughout the Township, the agricultural community must evolve and recognize increasing residential, commercial, and industrial development that was attracted to the Township by the very character agriculture provides.

The Prime Farmland Soils Map classifies areas of the Township on the basis of soil suitability for general agricultural crop production. It shows the location of soils classified as prime farmland in their natural state and those that are considered prime when altered to improve drainage characteristics. It also shows those, which for a variety of reasons, are not considered prime as rated on a relative scale, by the United States Department of Agriculture. Prime farmlands are naturally endowed with the soil qualities, growing season, and moisture content necessary to sustain high crop yields under average farming practices.

As illustrated by the Prime Farmland soils map, provided in the Appendix, the highest concentration of prime agriculture lands is located within the eastern portion of the Township, however prime farmland is also scattered throughout the central and northern portions of the Township. The southeastern area has experienced significant growth, due to the expansion of Grand Valley State University and the development of non-farm single family dwellings. However, there is still a significant number of parcels that are at least 40 acres in size, that are used for agricultural use. It is envisioned that through a combination of improved state farmland preservation policies, market conditions, and local land use policies, farming will continue throughout the Township and therefore continue to represent a significant part of the economic and social fabric of the Township. In order to continue to provide an environment in which our agricultural character can thrive, the following goals, recommendations, and strategies were developed. It is important to note that the implementation of these goals, recommendations, and strategies is subject to the Michigan Right to Farm Act and may restrict the totality of their intent.

Goals, Recommendations, and Strategies

Goals

- Obtain a balance between development and agriculture by anticipating and planning for the gradual transition of certain agricultural and open space lands into planned developments while minimizing the impacts of such development on ongoing farming operations
- Support agricultural operations
- Protect and preserve those elements which contribute to the rural character of the Township including woodlands, wetlands, farms and farmlands, pastures, fields, open views, the dark night sky, and architectural styles
- Prevent residential or commercial developments that are isolated from compatible zoning districts and uses as well as necessary utilities, transportation networks and other public services, which are designed to provide interconnection between developments, to protect premature development of farmland

Recommendations

- Incorporate the preservation of natural features into site development design as a function of site plan review
- Encourage crop production and livestock use to minimally impact existing open spaces.
- Encourage all farm building construction to be designed in a central or same location to preserve the most farmland as possible and minimally impact existing open spaces
- Design a “no-cut” zone along right-of-ways to protect the natural landscape, maintain open space, and rural character, as well as preserve the native drainage system and reduce flooding
- Limit the orientation of parcel development to protect the rural image and blend development with the natural landscape.
- Require clustering of housing
- Accommodate wildlife corridors within development

Strategies

- Support private conservation efforts such as county and state level farmland preservation program initiatives (e.g. purchase of development rights (PDR) and transfer development rights (TDR) programs) to assist long term farming operations
- Continue to support the enrollment of agricultural lands into the PA 116 Program
- Encourage soil conservation practices, the prudent use of fertilizers and pesticides and other means of conserving wildlife habitat, wetlands and woodlands
- Require the clustering of parcel divisions
- Create new zoning regulations to restrict the number of new lots that could be created for non-farm dwellings
- Review and revise Zoning Ordinance regulations as necessary to put into place development requirements which will contribute to keeping rural character
- Review the Agricultural and Rural Zone (AG) and Rural Estate Zone (RE) Districts and allow farming only in areas where appropriate
- Require more compact residential developments in order to maintain open lands in the Township
- Adopt Zoning Ordinance regulations that require minimum open space requirements for Planned Unit Developments (PUD)
- Require open spaces which are accessible to all persons in developments
- Develop open space incentives for developers to both help maintain the rural character of the Township and provide a buffer area between residential development and farmland
- Create development boundary that protects prime farmland soil by generally restricting residential neighborhood development, commercial development, and industrial development within that area
- Consider adoption of regulations which require the preservation of a natural vegetation filtration strip along lakes, rivers, and streams
- Consider adoption of regulations which require Wildlife Corridors within development

Chapter Two

Residential Uses

Introduction

While Allendale Charter Township still has a strong agricultural presence, residential uses continue to grow as the Township further develops. Much of this can be attributed to the semi-rural character of the Township, proximity to both Grand Rapids and the Lakeshore, general quality of life, and the continued growth of Grand Valley State University.

In the 2019 Strengths, Weaknesses, Opportunities, and Threats (SWOT) workshop, the participants identified the growth of the residential population as one of the greatest strengths for the community. Over the years, there has been an increase in a variety of housing styles, ranging from single-family dwellings, multi-family dwellings, and student housing. While such growth is beneficial to the Allendale community, participants also identified a concern of managing the residential growth rate. Given this, there is a need to evaluate current residential development regulations to appropriately guide future development, while ensuring there will not be a negative impact on existing uses. In addition, in order to preserve the semi-rural character of the Township and quality of life that exists, there is a need for regulations to preserve open space and existing physical attributes.

As a result of the 2019 SWOT Workshop, as well as numerous planning meetings and other planning mechanisms, the following goals, recommendations, and strategies were developed.

Goals, Recommendations, and Strategies

Goals

- Build a sense of community
- Provide for strong neighborhoods with a range of residential styles and densities, which incorporate into the landscape of existing neighborhoods
- Concentrate the density of residential land uses to protect open spaces and rural character
- Development along M-45 should be designed to enhance traffic safety, establish walkable access from adjacent neighborhoods and be compatible with existing and future land uses in these neighborhoods
- Protect and preserve, to the extent practicable, those elements which contribute to the rural character of the Township including woodlands, wetlands, wildlife habitats, farms, pastures, fields, open spaces and other natural areas, particularly those that are useful as water retention and ground water discharge areas and which have important aesthetic and scenic value
- Create a walkable community
- Ensure that student housing is located and designed to avoid conflicts with existing and planned single family housing
- Ensure that multi-family housing is located and designed to avoid conflicts with existing and planned single-family housing
- Preserve the natural resources and groundwater quality of Allendale Charter Township

Recommendations

- Require housing development to utilize clustering techniques
- Require that development layouts blend with the natural features and existing physical attributes
- Provide safe trails and sidewalks between destination land uses and along roadways for pedestrians, skaters, wheelchair users and all non-motorized users to create a walkable and connected community
- Require higher density housing on lands that have the capacity to support such development by means of adequate public roads, public water and public sanitary sewer, and other available infrastructure
- Integrate development into the landscape of existing neighborhoods by abutting open spaces, creating a connection of roads, linking pedestrian pathways, and appropriately blending other public amenities
- Encourage, where appropriate, light pollution regulations to preserve the night sky
- Encourage, where practicable, the preservation of farmhouses, barns, fence styles, and other architectural and landscaping forms, which symbolize the architectural heritage of the Township
- Require the preservation of existing trees along the rights-of-way for future development
- Rezoning to the R-1, R-2, R-3, or R-4 Zoning District shall not occur without public water and public sanitary sewer present at the property
- Encourage groundwater preservation practices for new development that are in accordance with Ottawa County's Groundwater Sustainability Initiative
- Accommodate wildlife corridors within development

Strategies

- Revise Zoning Ordinance regulations as necessary to preserve or enhance rural character, especially as it concerns Planned Unit Developments (PUDs)
- Provide development incentives within the Zoning Ordinance which require the preservation of natural features and open space accessible to all persons in site development design
- Revise the Residential Open Space Development regulations of the Zoning Ordinance so that cluster open space is more appealing to developers than the traditional subdivision design pattern in order to preserve open space in the Township
- Review the Agricultural and Rural Zone (AG) and Rural Estate Zone (RE) Districts and allow farming only in areas where appropriate
- Rezoning to the R-1, R-2, R-3, or R-4 Zoning District shall not occur without public water and public sanitary sewer present at the property
- Require the lot layout, open space, roads, pedestrian pathways, and other site features of new residential developments to be extensions of existing neighborhoods, where practicable, to reduce curb cuts, provide for greater emergency access, and result in a better neighborhood design and public safety
- Require new residential developments to incorporate a pedestrian sidewalk system that ultimately connects with abutting developments to produce a walkable and connected community
- Utilize the Planned Unit Development concept as an incentive tool for development, as a means of preserving the natural character of sites, and to encourage the provision of structured, usable open space
- Strengthen as necessary, zoning regulations limiting the number of residential units in a multi-family building to lessen the visual impact of such buildings

- Strengthen as necessary, zoning regulations to reduce the minimum square footage required for a dwelling in the R-3 Zoning District
- Strengthen as necessary, zoning regulations to restrict the construction of new multi-family housing intended specifically for college students to not extend west of 52nd Avenue
- Adopt new zoning regulations to restrict light pollution to protect the night sky of open spaces
- Strengthen as necessary, zoning regulations which create greater building setbacks, limitations on building height and size and other development standards to reduce the impact of apartments on single-family neighborhoods
- Strengthen as necessary, zoning regulations that require student housing is located close to Grand Valley State University for easier and safer pedestrian access
- Strengthen as necessary, zoning regulations to allow an increase in multi-family density and to allow taller buildings in order to allow a greater concentration of students closer to Grand Valley State University's campus and reduce the need to extend student housing west of 52nd Avenue
- Require appropriate landscaping, building setbacks, placement and design, exterior lighting, safe driveway locations, and safety measures for pedestrian transportation
- Consider adoption of regulations which require Wildlife Corridors within development

Chapter Three

Commercial Uses

Introduction

The growth of Grand Valley State University and accessibility to the City of Grand Rapids via Lake Michigan Drive continues to foster extensive commercial expansion along the eastern portion of the Lake Michigan Drive corridor within the Township. Coupled with this access, the Allendale community is also supported by a significant public water and sanitary sewer system, which has been advantageous for development. While the commercial growth along the Lake Michigan Drive corridor has been significant, participants in the 2019 Strengths, Weaknesses, Opportunities, and Threats (SWOT) workshop, identified the character of that commercial growth as a core opportunity for improvement. Participants supported neighborhood commercial amenities such as small markets and pop-up shops in the alternative to current trends. As the Township evaluates its commercial areas, with particular regard to Lake Michigan Drive, physical character as well as other factors will need to be considered such as the location, abutting land uses, traffic patterns and volumes, availability of utilities, and projected population growth.

In an effort to continue a healthy, controlled growth of commercial development to serve the local and regional needs of the community, we have concluded that the following goals are paramount in our commercial pursuits. In addition, recommendations regarding these goals as well as strategies to achieve success are provided below.

Goals, Recommendations, and Strategies

Goals

- Promote the development, redevelopment, and rehabilitation of commercial areas to provide attractive sites, and to encourage a diversity of enterprises which will strengthen the tax base and increase employment opportunities
- Development along Lake Michigan Drive should be designed to enhance traffic safety, establish walkable access from adjacent neighborhoods, and be compatible with existing and future land uses in these neighborhoods
- Concentrate the density of commercial land uses to protect open spaces and rural character
- Protect and preserve, to the extent practicable, those elements which contribute to the rural character of the Township including woodlands, wetlands, wildlife habitats, farms, pastures, fields, open spaces, and other natural areas, particularly those that are useful as water retention and ground water discharge areas and which have important aesthetic and scenic value
- Create a walkable community
- Preserve the natural resources and groundwater quality of Allendale Charter Township
- Encourage a building scale and design that softens the physical appearance of large commercial spaces and promotes a welcoming pedestrian relationship

Recommendations

- Intensive commercial land uses should have the resources to support such development, and be located within the boundaries of the water and sanitary sewer service areas, accessible from adequate roads, and other available infrastructure

- Continue to require development to provide for the construction of sidewalks along major arterial streets; incorporate the design concepts of “Complete Streets” into existing and future streets
- Provide safe trails and sidewalks between destination land uses and along roadways for pedestrians, skaters, wheelchair users, and all non-motorized users to create a walkable and connected community
- Require that future commercial development does not intrude upon the residents in abutting single family neighborhoods
- Encourage the preservation of existing trees along the rights-of-way
- Encourage groundwater preservation practices for new development that are in accordance with Ottawa County’s Groundwater Sustainability Initiative
- Accommodate wildlife corridors within development
- Improve and expand upon existing business areas that will provide functional, safe, convenient, and attractive shopping and service opportunities
- Require that development layouts blend with the natural features and existing physical attributes

Strategies

- Strengthen, as necessary, the commercial site development standards in the Zoning Ordinance to ensure that the operational characteristics of commercial uses (parking lot lights, vehicle noise, lighting, emptying of dumpsters, etc) do not disrupt the residential uses which exist or are planned in close proximity to the commercial uses on Lake Michigan Drive
- Revise Zoning Ordinance regulations, as necessary, to preserve or enhance rural character, especially in regard to Planned Unit Developments
- Review existing regulations regarding the development of commercial properties to ensure they address contemporary uses and development practices and that they balance the need for public safety and good site design with the economic considerations of the business community
- Consider negotiating the rezoning Planned Unit Developments which contain only commercial uses to the General Commercial District
- Review existing land uses along Lake Michigan Drive and potential commercial development locations, to evaluate if additional buffering should be required to minimize the impact on adjoining residential uses
- Approximately every five years, evaluate whether there is a need for more commercial zoned land in the Township
- Strengthen, as necessary, language to improve the aesthetics of building facades and streetscapes
- Ensure adequate on and off-street parking in a manner that compliments the compactness in local commercial areas
- Ensure that commercial land uses are separated from non-commercial uses with landscaping, buffered thoroughfares, or transitional land uses
- Consider adoption of regulations which require Wildlife Corridors within development
- Utilize the Planned Unit Development concept as an incentive tool for development, as a means of preserving the natural character of sites, and to encourage the provision of structured, usable open spaces

Chapter Four

Industrial Uses

Introduction

A majority of the industrial land within Allendale Charter Township is located east of 56th Avenue and north of Lake Michigan Drive. These parcels are served by public water and sanitary sewer, have good access to Lake Michigan Drive, are relatively flat, and can be easily developed. Given this, Allendale Charter Township has a number of attributes to foster industrial development.

According to Lakeshore Advantage, a non-profit organization whose purpose is to provide professional economic development services to Ottawa County and its local governmental units, Grand Valley State University serves to attract businesses, as the University provides a ready source of educated employees. Lakeshore Advantage also finds a strong market for agricultural food processing facilities in Ottawa County, which could be advantageous for industrial growth within Allendale Charter Township. As a result of collaboration between Grand Valley State University and agricultural businesses, there may be opportunities to increase industrial uses within the Township.

In an effort to continue a healthy, controlled growth of industrial development, we have concluded that the following goals are paramount in our industrial pursuits. In addition, recommendations regarding these goals as well as strategies to achieve success are provided below.

Goals, Recommendations, and Strategies

Goals

- Create a walkable community
- Development along Lake Michigan Drive should be designed to enhance traffic safety, establish walkable access from adjacent neighborhoods, and be compatible with existing and future land uses in these neighborhoods
- Protect and preserve, to the extent practicable, those elements which contribute to the rural character of the Township including woodlands, wetlands, wildlife habitats, farms, pastures, fields, open spaces and other natural areas, particularly those that are useful as water retention and ground water discharge areas and have important aesthetic and scenic value
- Preserve the natural resources and groundwater quality of Allendale Charter Township
- Promote the development, redevelopment, and rehabilitation of industrial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents
- Accommodate industrial development in areas that are easily accessible by major transportation facilities, are adequately served by public utilities and services, and are well positioned to avoid conflicts with emerging residential areas

Recommendations

- Intensive industrial land uses shall be located within the boundaries of the public water and sanitary sewer service areas
- Continue to require development to provide for the construction of sidewalks along major arterial streets; incorporate the design concepts of “Complete Streets” into existing and future streets
- Encourage, where practicable, the preservation of farmhouses, barns, fence styles, and other architectural landscaping forms, which symbolize the agricultural heritage of the Township
- Require that development layouts blend with natural features and existing physical attributes
- Require the preservation of existing trees along the rights-of-way for future development
- Promote high quality industrial development through controlled access, service areas within the side or rear of buildings, screening of outdoor storage and equipment, as well as an emphasis on main building entry and landscaping
- Industrial nuances such as air pollution, water pollution, vibration, and outdoor storage of materials should be controlled by adequate site improvements
- Industrial sites should transition to adjacent uses with site design elements that are low impact
- Encourage groundwater preservation regulations for new development that are in accordance with Ottawa County’s Groundwater Sustainability Initiative
- Accommodate wildlife corridors within development

Strategies

- Strengthen, as necessary, preservation of natural features into site development design as a function of site plan review
- Consider adoption of regulations which require preservation of a natural vegetation filtration strip along lakes, rivers, and streams
- Review existing regulations and development of industrial properties to ensure they address contemporary uses and development practices and that they balance the need for public safety and good site design with the economic considerations of the business community
- Plan for suitable land which is accessible by all season roads and public facilities for future industrial development
- Intensive industrial land uses shall be located so they are served by public water and sanitary sewer as well as paved roads
- Approximately every five years, evaluate whether there is a need for additional industrial zoned land in the Township
- Consider adoption of regulations which require Wildlife Corridors within development

Chapter Five

Public & Recreational Facilities

Introduction

Public and recreational facilities are a vital component of community life within the Township. Access to public resources provides an opportunity to meet your neighbors, utilize space economically, and increase your overall health, among other benefits. Allendale Charter Township contains a variety of public and recreational facilities, including the Allendale Community Park, two Ottawa County park facilities, the Bass River State Recreation Area, and a growing number of non-motorized pathways. A description of each of the facilities can be found below:

Allendale Community Park

Allendale Charter Township operates the Allendale Community Park located behind the Township Offices. The 40-acre park consists of a handicapped accessible playground and restroom facilities, Little League and adult softball diamonds, soccer fields, splash pad, fishing pond, picnic shelters, basketball courts, tennis courts, fitness court, pickleball court, a band shell, and concession stand. The Knowlton House Museum and Veterans Memorial Garden of Honor are also part of the Community Park.

Ottawa County Parks

Two Ottawa County parks facilities are located within the Township. Kuits Bayou consists of 80 acres adjacent to the Grand River, and is accessible only by boat. Eastmanville Bayou consists of 157 acres adjacent to the Grand River, and includes a boat launch, three miles of trails, picnic areas, and a barrier-free canoe/kayak launch.

State of Michigan Parks

The Bass River State Recreation Area, a 1,665-acre facility, is located in the northwest portion of the Township adjacent to the Grand River. The area consists of open meadows, open brush land, mature hardwoods, small ponds and 300-acre Max Lake. The park is used primarily for boating, hiking, cross-country skiing, and mountain biking, horseback riding, and hunting. The facility contains six miles of trails.

Non-Motorized Pathways

In 2002, the Township prepared a Path and Greenway Master Plan that proposed a non-motorized trail system utilizing Ottawa County drain easements. Additional roadside non-motorized pathways as well as additional sidewalks were also recommended by the plan. Since then, the Allendale Charter Township Non-Motorized Pathways Plan has also been incorporated into the Ottawa County Parks, Recreation, and Open Space Plan to further enhance the regional network of non-motorized pathways.

In conjunction with the Allendale Charter Township Parks and Recreation Plan, we have concluded that the following goals are principal for maintaining the long-term success of the public and recreational facilities of Allendale Charter Township. In addition, recommendations regarding these goals as well as strategies to achieve success are provided below.

Goals, Recommendations, and Strategies

Goals

- Create a walkable community
- Preserve rural character
- Provide a range of recreation opportunities and facilities to meet the needs of citizens of all ages
- Preserve the natural resources and groundwater quality of Allendale Charter Township
- Continue the expansion of non-motorized pathways throughout the Township
- Develop new parks and public spaces within the Township

Recommendations

- Provide safer pedestrian crossing locations on M-45
- Require pedestrian and bikeway connections to adjacent properties and trails where feasible
- Provide safe trails and sidewalks between destination land uses and along roadways for pedestrians, skaters, wheelchair users, and all non-motorized users to create a walkable and connected community
- Continue to require that site plans for new developments incorporate recreation design such as trails and bike paths
- Coordinate land use decisions with the goals of the Allendale Charter Township Parks and Recreation Plan
- Continue to require development to provide for the construction of sidewalks along major arterial streets; incorporate the design concepts of “Complete Streets” into existing and future streets
- Continue to incorporate the preservation of natural features into site development design as a function of site plan review
- Continue to identify future linkages with regional trail systems including, the Green River Greenways Trails, into site development design as a function of site plan review
- Encourage groundwater preservation practices for new development that are in accordance with Ottawa County’s Groundwater Sustainability Initiative

Strategies

- Identify and pursue funding sources for the construction of sidewalks and trails
- Integrate the Allendale Charter Township Parks and Trail Master Plan into the Master Plan
- Cooperate with State and County agencies regarding plans for the use of the Bass River Recreation Area and Grand River Greenway Trail
- Update the Allendale Charter Township Parks and Recreation Plan every five years in order to continue to be eligible for state and federal recreation funding programs
- Encourage citizen participation to determine needed and desired improvements, and expansions to public facilities and recreation
- Utilize the Capital improvements Program as the means to implement the street plan elements of the Master Plan, as identified by Michigan Public Act 134 of 2010, and establish official Township policy for implementation of bike path and other recreational path construction in cooperation with the Ottawa County Road Commission and the Michigan Department of Transportation where appropriate

- Pursue recreation funding from the Department of Natural Resources through the Township Parks and Recreation Plan in accordance with the Department of Natural Resources rules and qualifications

Chapter Six

Public Utilities

Introduction

A critical component in planning for the future of Allendale Charter Township is evaluating the expansion of public utilities to ensure safe and orderly growth for Township residents. Allendale Charter Township maintains sixty-seven (67) miles of water main lines and fifty-one (51) miles of sanitary sewer lines. Water for Allendale Charter Township is purchased from the City of Grand Rapids which it obtains from Lake Michigan. The Township system includes two elevated water storage tanks. A 250,000 gallon tank is located behind the Township office and a 200,000 gallon tank is located on the campus of Grand Valley State University. In those areas where public water and sewer are not available, private well and septic systems are often viable. In order to control growth and protect groundwater as much as possible within the Township, all plats, high density residential, commercial, and industrial development must be located within the public utility boundaries.

The municipal water system within the Township is intended to parallel the sanitary sewer system and is being extended on a regular basis consistent with area growth and development trends. Areas of the Township that are not served by municipal water currently rely on private well systems, which are placed and installed under the direction of the Ottawa County Health Department. The Township does not anticipate that municipal sanitary sewer or water service will be provided throughout the entire Township in any foreseeable planning period. Accordingly, the Master Plan focuses development towards the areas where the feasibility and timing of municipal sewer and water service can best be anticipated. Emphasis is given to system expansions consistent with the locations planned to support the highest density of residential, commercial, and industrial development.

Consequently, in an effort to continue to develop appropriate public sewer and water services for the residents and visitors of Allendale Charter Township, we have concluded that the following goals are paramount in our public utility pursuits. In addition, recommendations regarding these goals as well as strategies to achieve success are provided below.

Goals, Recommendations, and Strategies

Goals

- Preserve the natural resources and groundwater quality of Allendale Charter Township
- Develop adequate public utilities that will ensure balanced, orderly growth, for the safety and well-being of Township residents
- Concentrate the majority of new growth to avoid sprawl, protect farmland, and minimize its effects on the majority of the Township where future public utilities could gain a foothold by being cost effective

Recommendations

- Intensive land uses should be located within the boundaries of the public water and sanitary sewer service areas.
- Provide public water and sanitary sewer services in areas of the Township identified for higher density residential, commercial, and industrial concentrations

- Encourage groundwater preservation regulations for new development that are in accordance with Ottawa County's Groundwater Sustainability Initiative
- Rezoning to the R-1, R-2, R-3, or R-4 Zoning Districts should not occur without public water and public sanitary sewer present at the property

Strategies

- Consider the adoption of regulations which require intensive industrial, commercial, and residential land uses to be located so they are served by public water and sanitary sewer
- Consider adoption of regulations which require the preservation of a natural vegetation filtration strip along lakes, rivers and streams to preserve the water quality within the Township
- Support a general atmosphere of cooperation among adjoining units of government, school district, and other public agencies to maximize utilization of public investments. Coordinate with regulatory agencies to ensure adequate protection of groundwater sources, where practicable
- Rezoning to the R-1, R-2, R-3, or R-4 Zoning District shall not occur without public water and public sanitary sewer present at the property
- Assist the Township Board of Trustees with updates to the Capital Improvements Plan
- Design commercial and industrial incentives which encourage private investment in public water and/or sewer expansion

Chapter Seven

Transportation

Introduction

The road system within Allendale Charter Township is influenced by a number agencies, from the Township itself, the Ottawa County Road Commission, and the Michigan Department of Transportation. The road system within the Township not only provides internal and external circulation of traffic, but also influences the shape and intensity of land.

For planning purposes, it is useful to recognize that various roads within Allendale Charter Township can have different functions. An understanding of these functions can lead to decisions as to the desirable use of each road segment, road right-of-way widths, building setbacks, and adjoining land use. Below is a brief description of the different road types that are important to consider in Allendale Charter Township.

Arterial Streets

Lake Michigan Drive, also referred to as M-45, is a State of Michigan highway that runs through the center of the Township from east to west spanning from Grand Rapids and terminating at Lakeshore Drive in Grand Haven Charter Township. This road is also classified as a major arterial street. Lake Michigan Drive within Allendale Charter Township is a four-lane boulevard from the east Township border transitioning to a two lane roadway just west of 68th Avenue. The principal function of arterial streets is to provide traffic movement for higher volumes of vehicles.

County Primary Roads

Paved County Primary roads include 68th Avenue, Warner Street west of 68th Avenue, 48th Avenue south of Lake Michigan Drive, 96th Avenue south of Lake Michigan Drive, and Fillmore Street. This class of streets serves major movements of traffic within and through the Township. While these roads are mainly designed to move traffic, a secondary function is to provide access to adjacent properties.

County Local Paved Streets

County Local Paved Streets provide internal traffic movement within specific areas and connect those areas with the major arterial system. Generally, they are not continuous for great length. Paved Local County Streets include 54th Avenue, 60th Avenue, 64th Avenue, Alger Street, portions of Pierce Street, 96th Avenue, 84th Avenue, 78th Avenue, 76th Avenue, Rich Street and all of Lincoln Street. Unpaved County Local Streets include Warner Street east of 64th Avenue, 88th Avenue, portions of 92nd Avenue, 74th Avenue, Pierce Street, 84th Avenue and 52nd Avenue.

Local Streets

The sole function of these streets is to provide access to immediately adjacent property particularly within residential subdivisions. In developed areas, while they make up a major percentage of the streets within the community, they facilitate a small proportion of the overall vehicular traffic.

Multi-Modal Transportation

While roadways are the predominant method of transportation throughout Allendale Charter Township, it is necessary to emphasize alternative methods of transportation as well. The prevalence of bicycling and walking continues to increase as alternative modes of transportation are available, with positive impacts for both the environment and health of Township residents and visitors. It is important to ensure that travelers that are not in vehicles have safe routes throughout the Township as well, connecting places of residence, business, recreation, and education.

Another mode of transportation which is available in the Township is The Rapid bus service, which provides daily bus service between the Grand Valley State University campus within the Township, and the downtown Grand Rapids campus.

Future Streets

The Master Plan Map illustrates locations of future streets which are intended to connect to existing major north south roads and provide alternative routes to disperse traffic. The locations are general and are illustrated so that measures can be taken to ensure that road connections can be made during review of development plans.

As Allendale Charter Township continues to grow, the transportation network will also continue to become more complex. Given this, it is imperative to consider the impact of residential, commercial, and industrial development on the existing transportation infrastructure when reviewing land use plans. In that regard, we have concluded that the following goals are paramount for planning for effective modes of transportation within Allendale Charter Township. In addition to the goals, recommendations and strategies to achieve success are provided below.

Goals, Recommendations, and Strategies

Goals

- Maintain and plan for a safe, efficient, and functional roadway system
- Ensure balanced, orderly growth of sidewalks, bike paths, roadways, and other transportation routes to create logical transportation extensions and connections

Recommendations

- Provide safe trails and sidewalks between destination land uses along roadways for pedestrians, bicyclists, skaters, wheelchair users, and all non-motorized users in order to create an accessible and connected community, to reduce vehicle trips and simply improve the quality of life for Allendale Charter Township residents
- Continue to require development to provide for the construction of sidewalks along major arterial streets
- Incorporate the design concepts of “Complete Streets” into existing and future streets
- Development along Lake Michigan Drive should be designed to achieve traffic safety, walkable access from adjacent neighborhoods and compatibility with existing and future land uses in these neighborhoods

- Encourage continued shared usage of non-residential driveways, where practical
- Encourage the continuation of limited access points to developments
- Consider the ability of existing roadway conditions to handle projected traffic volumes resulting from new development when reviewing site plans and rezoning requests

Strategies

- Strengthen as necessary, access management standards to better regulate driveway locations and vehicle turning movements
- Continue to work with the Michigan Department of Transportation to lower the speed limit on Lake Michigan Drive through the boulevard portion to create safer conditions for both vehicles and pedestrians
- Collaborate with The Rapid bus service to identify opportunities to extend the public bus service west of 48th Avenue
- Plan land uses along major Township roads such as 48th Avenue and 68th Avenue which will preserve the primary function of these roads which is the safe and efficient movement of traffic
- Consider the ability of existing roadway conditions to handle projected traffic volumes resulting from new development when reviewing site plans and rezoning requests
- Pursue funding programs to repair and replace existing streets and sidewalks in disrepair and to expand the sidewalk system in areas of existing development where sidewalks do not exist
- Work with the Ottawa County Road Commission and the Michigan Department of Transportation to promote road improvement policies consistent with the goals of the Master Plan
- Utilize the Capital Improvement Program as the means to implement the street plan elements of the Master Plan, as identified by Michigan Public Act 134 of 2010, and establish Township policy for implementation of street construction in cooperation with the Ottawa County Road Commission and the Michigan Department of Transportation, where appropriate

Complete Streets Analysis

Legal Basis for Complete Streets Analysis

In August of 2010, PA 33 of 2008 (the Michigan Planning Enabling Act) was amended to require that local master plans include consideration of additional elements related to transportation. These elements include safe and efficient movement of people and goods by not only motor vehicles but also by bicycles, pedestrians, and other legal users including persons with disabilities. Additionally, the amended Act defines street as “a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other public way intended for use by motor vehicles, bicycles, pedestrians, and other legal uses.”

In December of 2010, PA 33 of 2008 was further amended to require that local master plans also take into consideration the location, character, and extent of public transit routes and public transportation facilities in the preparation of the master plan, and to coordinate with public transportation agencies in the planning process.

In Allendale Charter Township, the following analysis was performed of existing transportation facilities, and recommendations were developed to insure adequate transportation for all users.

Existing Conditions

Sidewalks

Allendale Charter Township is a predominantly rural township served by Ottawa County primary and local roads. Lake Michigan Drive traverses the Township from east to west. Commercial development is concentrated along the Lake Michigan Drive Corridor, while residential development is located along County primary and local roads, within residential subdivisions served by both private and public roads, and within multi-family developments that serve primarily the student population associated with Grand Valley State University (GVSU).

Sidewalks occur on both sides of Lake Michigan Drive (with minor exceptions west of 68th Avenue) for the length of Lake Michigan Drive from the Grand River to just west of 74th Avenue. While Lake Michigan Drive contains a median that extends most intersections, pedestrian crossings with accessible curb ramps are located within the median to facilitate pedestrian or bicycle crossing at 48th, 56th, 60th, and 68th Avenues.

Sidewalks constructed within the Ottawa County road right-of-way are subject to specific construction standards as required by statute and as adopted by the Ottawa County Road Commission.

Bicycle Lanes

No designated bicycle lanes exist within the Township. However, families and young children use the sidewalk network to bicycle. Along many of the paved roads, no room exists on the current paved width to add a bicycle lane. In some cases, especially where recent paving has occurred, room exists to add a marked bicycle lane. Many of the roadways within the Township are gravel, and therefore are not candidates for bicycle lanes until or if they are paved.

A paved shoulder of at least four feet or greater is striped on Lake Michigan Drive. This lane is not necessarily designated for bicycles, and some conflict may exist where deceleration lanes are present, or

where vehicles must pull onto the shoulder. However, the striped lane does provide space for cyclists who do not wish to bike in the travel lane.

Non-Motorized Trails

Allendale Charter Township has one non-motorized trail on the west side of 48th Avenue, between Pierce Street and Lake Michigan Drive. In addition, the Ottawa County Parks and Recreation Commission has incorporated the Township's 2002 Path and Greenway Master Plan into the County's overall non-motorized trail plan, referred to as the Grand River Greenway. The plan proposes linking greenways, Township parks, and other Township facilities such as schools via pathways along County drain easements and via additional roadside paths and sidewalks. The proposed trail system also proposes to link to the County's proposed greenway trail along the Grand River corridor.

The Ottawa County Road Commission has a policy whereby they recommend that the construction of separated sidewalks or non-motorized facilities are designed to safely accommodate pedestrians and bicyclists with respect to the motorized traffic. Non-motorized facilities may not be designed as "exclusively" for bicycles as they are for all users.

The Ottawa County Road Commission has adopted policies and procedures for the construction on non-motorized facilities on County roads, as well as policies for paved shoulders. Specific construction standards are required for non-motorized facilities within the County road right-of-way. Providing for non-motorized facilities is the responsibility of the local unit of government. In addition, it is the policy of the County to not designate paved shoulders as bicycle or pedestrian facilities. Where additional paved shoulder width is requested, the requesting party will bear the cost of the construction of the additional paved shoulder.

In addition, in the year 2020 Allendale Charter Township drafted the Allendale Charter Township Parks and Recreation Plan, which addresses the creation of an interconnected non-motorized path system within the Township.

Public Transportation

The Rapid (Interurban Transit Partnership) is the authority that provides a variety of public transportation services for the Grand Rapids metro area and beyond. It is organized and operates under Michigan Public Act 196 of 1986. The activities of The Rapid are overseen by a 15-member board of directors that represent the six municipalities in The Rapid service area.

The Rapid offers a GVSU Campus Connector that provides service from the Pew Campus located in downtown Grand Rapids to a major location on the GVSU campus, including service to several multi-family student living communities. The Campus Connector includes stops along Lake Michigan Drive en route to Allendale Charter Township and on return to the downtown campus.

All of The Rapid's regular route buses are accessible to individuals with mobility impairments, including those who use wheelchairs. All Rapid buses have low floors for level boarding or are lift equipped. In addition, the Rapid operates fixed route, demand-response services for seniors age 65 and over, and people with disabilities called GO! Buss which is available in the Allendale Charter Township regular route service area. To qualify for GO! Bus, an individual must complete an Americans with Disabilities application for or a "proof of age" application. A low cost fee is charged.

Several private agencies within Ottawa County provide transportation for senior, low-income, or disabled individuals. These agencies vary from free to fee-based services. Agencies that serve the Township include Love in the Name of Christ, located within the Township; Pioneer Resources in Muskegon; and Ambu-Care West Michigan.

Due to the continued development and growth within Allendale Charter Township, it is vital to consider the impact of residential, commercial, and industrial development on the existing non-motorized transportation infrastructure when reviewing land use plans. In that regard, we have concluded that the following goals are paramount for planning for effective modes of non-motorized transportation in Allendale Charter Township. In addition to the goals, recommendations and strategies to achieve success are provided below.

Goals, Recommendations, and Strategies

Goals

- Ensure balanced, orderly growth of sidewalks, bike paths, roadways, and other transportation routes to create logical transportation extensions and connections

Recommendations

- As development proposals are reviewed, the Allendale Charter Township Parks and Trail Master Plan should be consulted, once adopted. The approval of development proposals should include conditions that require either the trail or sidewalks to be constructed or that easements be approved with the site plan for future trail construction
- Any future trails or sidewalks should be constructed to ensure access for all legal uses including those with disabilities as defined by the Americans with Disabilities Act (ADA). Accessibility from transportation facilities to parks, schools, and the library, and other Township facilities must meet the requirements of the ADA
- Consider the addition of bike racks at commercial areas within the Township to accommodate those traveling by bicycle

Strategies

- Consider the construction of a non-motorized pathway along Pierce Street between 48th Avenue and 68th Avenue. Identify other suitable locations along roadways for a non-motorized path system
- Since it is not the policy of the Ottawa County Road Commission to designate paved shoulders as any special facility such as a bike path, Allendale Charter Township should continue to plan for off-road non-motorized facilities that are constructed for all users. When located within a County road right-of-way, non-motorized facilities are subject to construction standards adopted by the Ottawa County Road Commission
- Provide bike racks at key locations in the Township such as public facilities and parks to facilitate those traveling by bicycle
- Provide designated locations along major roads, such as Lake Michigan Drive, to accommodate for safe pedestrian crossings

Chapter Eight Implementation

Introduction

In order for the Master Plan to serve as an effective guide for the continued development of Allendale Charter Township, it must be implemented. Primary responsibility for implementing the plan rests with the Township Board, the Planning Commission, and the Township staff. This is done with a number of methods. These include ordinances, programs, and administrative procedures.

This implementation must come from the decisions of the Township Board and Planning Commission to provide needed public improvements and to administer and establish regulatory measures relative to the use of land.

The private sector, which includes individual landowners as well as developers, is also involved in fulfilling the recommendations of the Master Plan by the actual physical development of land and through the rezoning of land. The authority for this, however, comes from the Township. Cooperation and coordination among individuals, private developers, and public agencies is, therefore, important in successful implementation of the Master Plan.

Zoning and Land Use Regulations

Zoning represents a legal means for the Township to regulate private property to achieve orderly land use relationships. Zoning is the process most commonly used to implement community plans. The zoning process consists of an official Zoning Map and accompanying Zoning Ordinance text. The official Zoning Map divides the community into different districts within which certain uses are permitted. The Zoning Ordinance text establishes permitted uses and regulations to control densities, height, bulk, setbacks, lot sizes and accessory uses, among other physical and linear attributes. The Zoning Ordinance also sets forth procedures for special approval provisions and regulates accessory structures such as signs. These measures permit the Township to control the quality as well as type of development.

The Planning Commission and Township Board should periodically review and make any necessary revisions to the zoning regulations based on the Strategies of this plan to ensure that the Goals and Recommendations of the Master Plan are instituted. Further, the Zoning Ordinance requires systematic and frequent updates to address needs resulting from changing trends, case law and state statutes.

Relationship of Master Plan Classifications to Zoning Districts (Zoning Plan)

Complementing the text of the Master Plan is its map, which identifies land use classifications by which the Township organizes and intends future improvements and uses. These classification terms are intentionally general in nature so as to not necessarily be specific to one use or type of uses permitted by the Zoning Ordinance and its map. In other words, while the land use classifications are related to the Zoning Districts identified on the Zoning Ordinance map, as shown in the table below, specific future uses are determined by numerous natural and man-made features of the landscape such as public utilities, topography, soils, road improvements, surrounding uses, existing densities, and etcetera, as well as other planning considerations such as compatibility, public safety, access, and etcetera. Consequently, while the land use classifications of the Master Plan Map are designed to serve as a guide for future uses, they are not considered to be a mandate for immediate improvements, public, private, or otherwise.

Ultimately, while the Master Plan Map identifies areas for future uses, the feasibility of a proposed use is determined by the aforementioned, and the Zoning Ordinance with its regulations regarding height, area, bulk, location, etcetera for each of its Zoning Districts.

Terminology

Table of Master Plan Classification Terms & Zoning Ordinance Map District Terms

Master Plan Map Classification Terms	Zoning Ordinance Map Districts
Agricultural (AG)	Agricultural and Rural (AG)
Rural Estate (RE)	Rural Estate (RE)
Low Density Residential (LDR)	Low Density One-Family Residential (R-1)
Moderate Density Residential (MOD)	Medium Density One and Two-Family Residential (R-2)
Medium Density Residential (MDR)	Low Density Multiple Family Residential (R-3) and Mobile Home Park (R-5)
High Density Residential (HDR)	Medium Density Multiple Family Residential/Office (R-4)
Office (OC)	Office (O)
General Commercial (GC)	General Commercial (G-C)
Service Commercial (C-3)	Service Commercial (C-3)
Industrial (I)	Industrial (I)

Relationship of Master Plan Map Classification Terms to Master Plan Chapters

Several Chapters of this Master Plan identify the goals, recommendations, and strategies regarding future land uses within the Township. While the goals, recommendations, and strategies will likely always evolve, the intended uses related to the chapter titles will remain the same. Those chapter titles can generally be related to the Master Plan Map terms as provided in the table below.

Master Plan Map Classification Terms	Master Plan Chapters
Agricultural (AG)	Agricultural Uses
Rural Estate (RE)	Agricultural Uses
Low Density Residential (LDR)	Residential Uses
Moderate Density Residential (MOD)	Residential Uses
Medium Density Residential (MDR)	Residential Uses
High Density Residential (HDR)	Residential Uses
Medium Density Residential (MDR)	Residential Uses
Office (OC)	Commercial Uses
General Commercial (GC)	Commercial Uses
Service Commercial (C-3)	Commercial Uses
Industrial (I)	Industrial Uses

Master Plan Classification Terms

The following is a description of land use Classifications identified within this Master Plan.

Agricultural

The Agricultural Classification recognizes lands which are best suited for farming based on location, current utility served areas, soil type, parcel size, and active farm operations. This classification consists of agricultural land, but provides opportunities for very low density residential design, to preserve natural features and provide open space buffers between such areas and active farms thereby helping preserve rural character. Public water and sanitary sewer are not envisioned within this Classification. Agricultural lands are intended to provide for the continuation of existing agricultural uses while also allowing a gradual transition of certain lands to low density development.

Low Density Residential (LDR)

The Low Density Residential Classification comprises most of the residential land use component within Allendale Charter Township and correlates with the permitted density of the R-1 Zoning District. The LDR Classification recommends a density greater than Agricultural but less than the Moderate Density Residential Classification. LDR planned areas should be served by public water and sanitary sewer.

Moderate Density Residential (MOD)

The Moderate Density Residential Classification correlates with the permitted density of the R-2 Zoning District. The MOD Classification recommends a density greater than LDR but less than Medium Density Residential to provide a transition between use densities. MOD planned areas should be served by public water and sanitary sewer.

Medium Density Residential (MDR)

The Medium Density Residential Classification recommends a density greater than MOD but less than High Density Residential to provide significant clustering and transition between use densities. The MDR Classification correlates with the permitted density of the R3 Zoning District. MDR planned areas require connection to public water and sanitary sewer.

High Density Residential (HDR)

The High Density Residential Classification recommends the highest residential density within the Township to provide concentrated development and access to urban amenities and services. The HDR-Classification correlates with the permitted density of the R-4 Zoning District in which multifamily dwellings are the principal use. HDR planned areas are located in close proximity to Grand Valley State University and transient housing should not extend west of 52nd Avenue. HDR planned areas require connection to public water and sanitary sewer.

Commercial

Commercial Classification uses typically serve the local and regional market, are automobile-oriented, and benefit from increased visibility and accessibility. Commercial uses generate large volumes of traffic.

Outdoor display and storage of goods are also common characteristics of uses in this land use classification, although design standards should be developed to manage the intensity, location, and environmental impact of such displays. It is the intent of the Township that parcels will not be rezoned to accommodate this classification until adequate infrastructure is present. This may include, but is not necessarily limited to, public water and sanitary sewer as well as roads.

Industrial

It is recognized that industrial development is important to the economy and tax base of the region. The areas designated for Industrial Classification are located for easy access and where utilities are either available or are in the process of being established. Similar to the Commercial Classification, it is intended that these parcels will not be rezoned to accommodate this classification until adequate infrastructure is present. This may include, but is not necessarily limited to, public water and sanitary sewer as well as roads.


Master Plan Map

Within Chapter Eight and the Appendix is the Master Plan Map of Allendale Charter Township.

Allendale Charter Township Master Plan Map

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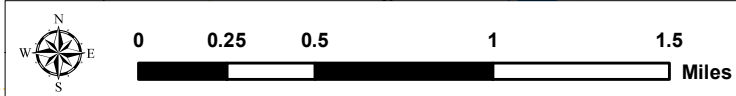
Legend
- - - Future Streets
Proposed Classification
Agriculture (AG)
Rural Estate (RE)
Low Density Residential (LDR)
Moderate Density Residential (MOD)
Medium Density Residential (MDR)
High Density Residential (HDR)
Office (O)
General Commercial (GC)
Service Commercial (SC)
Industrial (I)



Ottawa County
Where You Belong.

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Appendix

Available within this appendix is the following data:

- Community Description
- Community Mapping
- Community Participation to Update Master Plan

Community Description

Social and Economic Characteristics

Population

It is important to understand the physical, social, and economic characteristics of the Township in order to understand our past, as well as guide future policy decisions. It should be noted that while this Plan was written in 2020, the 2020 US Decennial Census results are not anticipated to be released until Spring of 2021. Therefore, the US Decennial Census results included in this Appendix are from the 2010 Decennial US Census.

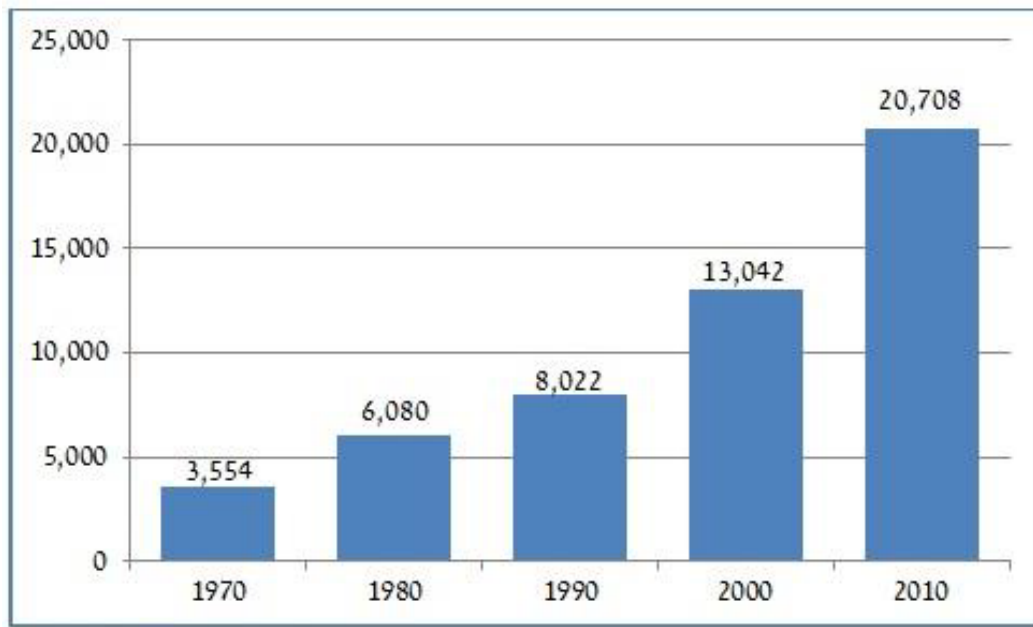
According to the 2010 US Census figures, the population of Allendale Charter Township is 20,708 persons. This is a population growth of 58.8% or an increase of 7,666 persons since the 2000 US Census. This growth is significantly higher than the growth experienced by Ottawa County as a whole, and a majority of the other surrounding Townships.

Table 1
Population of Allendale Charter Township, 1970-2010

Year	Population	% Change
1970	3,554	*
1980	6,080	71.07%
1990	8,022	31.94%
2000	13,042	62.58%
2010	20,708	58.78%

Source: US Decennial Census.

Figure 1
Population, Allendale Charter Township, 1970-2010



Source: US Decennial Census.

Table 2
Population of Allendale Charter Township, Ottawa County, State of Michigan, and Surrounding Townships, 1990-2010

	1990	2000	2010	2000-2010 Change (#)	2000-2010 Change (%)
Allendale Charter Township	8,022	13,042	20,708	7,666	58.8%
Blendon Township	4,740	5,721	5,772	51	1.0%
Georgetown Charter Township	32,672	41,658	46,985	5,327	12.8%
Polkton Charter Township	2,284	2,335	2,423	88	3.8%
Robinson Township	3,925	5,588	6,084	496	8.9%
Tallmadge Charter Township	6,293	6,881	7,575	694	10.1%
Ottawa County	187,768	238,314	263,801	25,487	10.7%
Michigan	9,295,297	9,938,444	9,883,640	-54,804	-0.005%

Source: US Census Bureau, Census 2010, Decennial Census.

Grand Valley State University

Allendale Charter Township is home to Grand Valley State University established in 1960, situated on 1,280 acres between Lake Michigan Drive and Pierce Street east of 48th Avenue. Classes are also offered at the University's Robert C. Pew Campus in Grand Rapids, Meijer Campus in Holland and through specialized centers at Muskegon, Traverse City, and Detroit. Total student enrollment for the Fall 2020 semester was 23,350 students as shown in Table 3 of this Appendix.

From 2010-2020, Grand Valley State University experienced a 5.3% decrease in growth or 1,312 students. It is important to note that the enrollment numbers include the Holland, Muskegon, Allendale, and Grand Rapids campuses.

Table 3
Student Enrollment, Grand Valley State University, 2010-2020

	2010	2020	Change 2010-2020 (#)	Change 2010- 2020(%)
GVSU Student Enrollment	24,662	23,350	-1,312	-5.3%

Source: Grand Valley State University website: www.gvsu.edu

Group Quarters

Group quarters include nursing homes, residential treatment homes, correctional facilities, university living centers, dormitories, and other group living arrangements. As evidenced in Table 4, the non-institutionalized population living in group quarters represents a significant portion of residents in Allendale Charter Township; adding 3,649 persons or 17.6% of the total population.

Table 4
Population of Group Quarters, Allendale Charter Township, 2000-2010

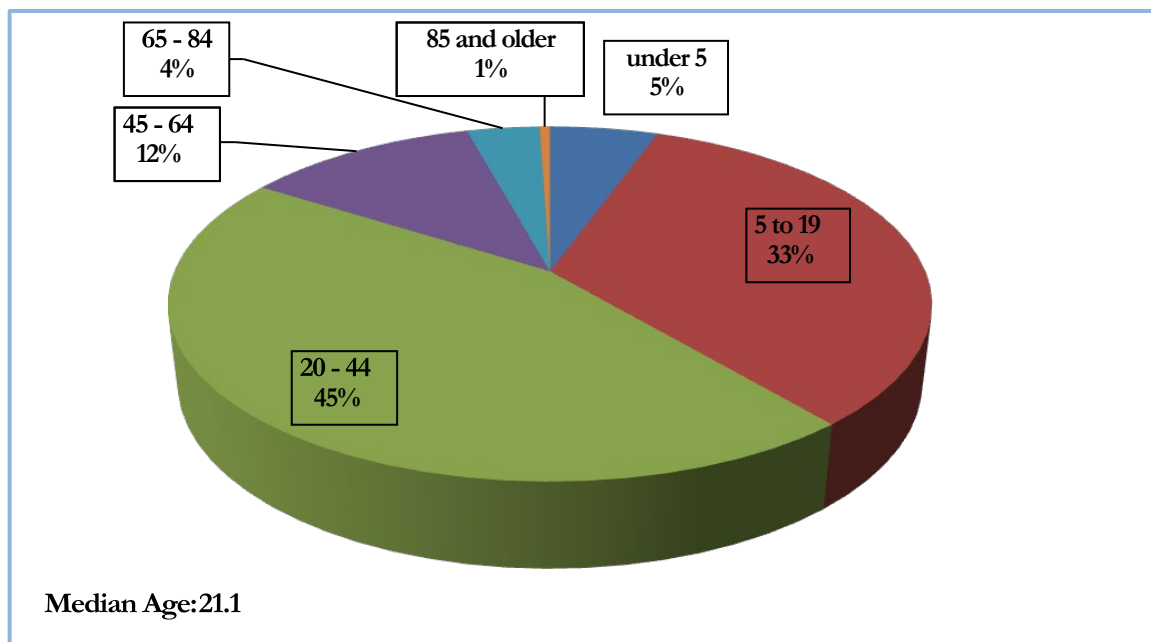
	2000	% of Total Population	2010	% of Total Population	Change 2000- 2010 (#)	Change 2000-2010 (%)
In group quarters	3,037	23.3%	3,702	17.9%	665	21.9%
- Institutionalized	57	0.4%	53	0.3%	-4	-7.0%
Non- institutionalized	2,980	22.80%	3,649	17.6%	669	22.5%

Source: US Decennial Census

Population Distribution by Age

Figure 2 illustrates the distribution of the population by age in 2010. The largest age group in Allendale Charter Township is the 20 to 44 year old age group which makes up 45% of the total population. Age distribution has remained constant from 2000 to 2010, with the exception of a comparatively significant growth of 15-24 year olds. This is most likely due to the increased enrollment of students entering GVSU. The age groups under 5 and 5 to 19 were the only groups to experience a small decrease of approximately 1%.

Figure 2
Population Distribution by Age, Allendale Charter Township 2010



Source: US Decennial Census, 2010.

Housing

The total number of housing units in Allendale Charter Township increased by 2,344 units or by 67.1%. Occupied housing units rose by 2,888 units from 2000 to 2010, while the total percentage of vacant housing units dropped from 5.3% in 2000 to 4.2% in 2010. These statistics not only suggest a strong residential development climate but also indicate an increase in overall housing occupancy rates. Owner occupied housing decreased by 16.5%, while renter occupied housing increased by 17.6%. This shift from owner occupied housing to renter occupied housing is more likely representative of the increase in student enrollment at GVSU and the respective increase in demand for temporary and flexible living arrangements.

Another trend evidenced from 2000 and 2010 US Census data is a decrease in family households and an increase in non-family households. Family households reduced by 11.8% while non-family

households increased by 11.8%. The average household size remained fairly constant while the average family size dropped from 3.4 to 3.28 or 3.8%.

The majority of owner occupied housing is valued in the \$150,000 to \$199,999 range and compromise approximately 38% of all owner occupied housing units. Collectively, owner occupied housing units valued from \$100,000 to \$299,999 make up over 80% of the total occupied housing units in Allendale Charter Township.

Table 5
Housing and Household by Type, Allendale Township, 2010

Housing/Household Type	Number	Percent
Total Households (Occupied Housing Units)	5,594	95.9%
Family Households	3,220	57.6%
Married Couple Families	2,606	46.6%
All Types with Children Under 18 Years	1,775	31.7%
Non-Family Households	2,374	42.4%
Average Household Size	3.04 Persons	-
Average Family Size	3.28 Persons	-
Vacant Housing Units (Includes Seasonal)	242	4.2%
Owner Occupied Housing Units	3,136	53.7%
Renter Occupied Housing Units	2,458	42.1%
Total Housing Units	5,836	100.0%

Source: US Decennial Census, 2010.

Table 6
Value of Owner-Occupied Housing Units*, Allendale Charter Township, 2010
Income and Employment

Value	Number	Percent
Less than \$50,000	322	9.25%
\$50,000 - \$99,999	114	3.27%
\$100,000 - \$149,999	804	23.1%
\$150,000 - \$199,999	1,317	37.83%
\$200,000 - \$299,999	695	19.97%
\$300,000 - \$499,999	166	4.77%
\$500,000 - \$999,999	30	0.86%
\$1,000,000 or more	33	0.95%

Source: US Census Bureau, American Community Survey 5-Year Estimates 2006-2010.

*Number of units for which value was determined: 3,481

Income and Employment

Table 7 summarizes employment in Allendale Charter Township and compares it to employment in Ottawa County. According to the 5-year estimates of the American Community Survey from 2006-2011, Allendale Charter Township and Ottawa County carry the same unemployment rate of 5.2%, however, Ottawa County has approximately 10% more of the total population 16 years and over in the labor force.

The median household income is \$2,439 or 4.6% lower in Allendale Charter Township than Ottawa County. Mean household income and mean family income are also lower in Allendale than Ottawa County. The median family income is slightly higher in Allendale than Ottawa County.

Table 7
Employment Status, Allendale Charter Township and Ottawa County

	Allendale Township	Percent	Ottawa County	Percent
Total Population 16 Years and Over	16,029	*	199,821	*
- In Labor Force	9,712	60.59%	138,377	69.3%
- Employed	8,881	55.4%	127,930	64.0%
- Unemployed	831	5.2 %	10,334	5.2%

Source: US Census Bureau, American Community Survey 5-Year Estimates 2006-2010.

Table 8
Income, Allendale Charter Township and Ottawa County

	Allendale Township	Percent	Ottawa County	Percent
Median Household Income	\$52,656	-	\$55,095	-
Mean Household Income	\$59,091	-	\$69,724	-
Median Family Income	\$66,491	-	\$65,474	-
Mean Family Income	\$75,325	-	\$80,370	-
- Families with Poverty Status*		4.0%		3.3%

Source: US Census Bureau, American Community Survey 5-Year Estimates 2006-2010

*US Census Bureau, American Community Survey 3-Year Estimates 2008-2010.

Table 9
Occupations by Civilian Employed Population 16 Years and Over Allendale Charter Township

Occupation	Number	Percent
Management, professional, and related occupations	2,360	26.6%
Service occupations	1,990	22.4%
Sales and office occupations	2,428	27.3%
Natural resources, construction, and maintenance occupations	653	7.4%
Production, transportation, and material moving occupations	1,450	16.3%
Industry	-	-
Agriculture, forestry, fishing and hunting, and mining	255	2.9%
Construction	338	3.8%
Manufacturing	1,477	16.6%
Wholesale trade	227	2.6%
Retail trade	1,292	14.5%
Transportation and warehousing, and utilities	413	4.7%
Information	168	1.9%
Finance and insurance, and real estate and rental and leasing	363	4.1%
Professional, scientific, and management, and administrative and waste management services	318	3.6%
Educational services, and health care and social assistance	2,427	27.3%
Arts, entertainment, and recreation, and accommodation and food services	1,091	12.3%
Other services, except public administration	340	3.8%
Public administration	172	1.9%
Class of Worker	-	-
Private wage and salary workers	7,649	86.1%
Government workers	1,045	11.8%
Self-employed in own not incorporated business workers	187	2.1%
Unpaid family workers	0	0.0%
Total Civilian Employed Population 16 Years and Over	8,881	100.0%

Source: US Census Bureau, American Community Survey 5-year Estimates 2006-2010.

Community Mapping

Following are the community maps as well as their established purpose, which are incorporated as part of the Master Plan. These maps are not intended to be limited to their purposes provided below rather than establish a minimum relationship to the Master Plan.


1. **Master Plan Map** – creates future land use classifications and delineates boundaries for certain uses of land
2. **Prime Farmland Map** – classifies areas of the Township on the basis of soil suitability for general agricultural crop production
3. **Soil Limitations and Groundwater Sensitivity** – illustrates soil limitations for Septic systems
4. **General Plan of Water System** – establishes existing public water system to illustrate feasibility of supporting a proposed use
5. **General Plan of Sanitary Sewer System** – establishes existing sanitary sewer system to illustrate feasibility of supporting proposed development
6. **Wetlands Map** – documents different classes of wetlands
7. **Parks and Trails Master Plan** – illustrates the Township's existing and proposed pathways and greenspaces

MAP #1 – Master Plan Map

Allendale Charter Township Master Plan Map

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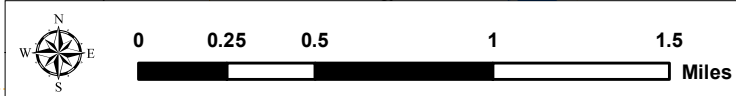
Legend
- - - Future Streets
Proposed Classification
Agriculture (AG)
Rural Estate (RE)
Low Density Residential (LDR)
Moderate Density Residential (MOD)
Medium Density Residential (MDR)
High Density Residential (HDR)
Office (O)
General Commercial (GC)
Service Commercial (SC)
Industrial (I)



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MAP #2 – Prime Farmland Map

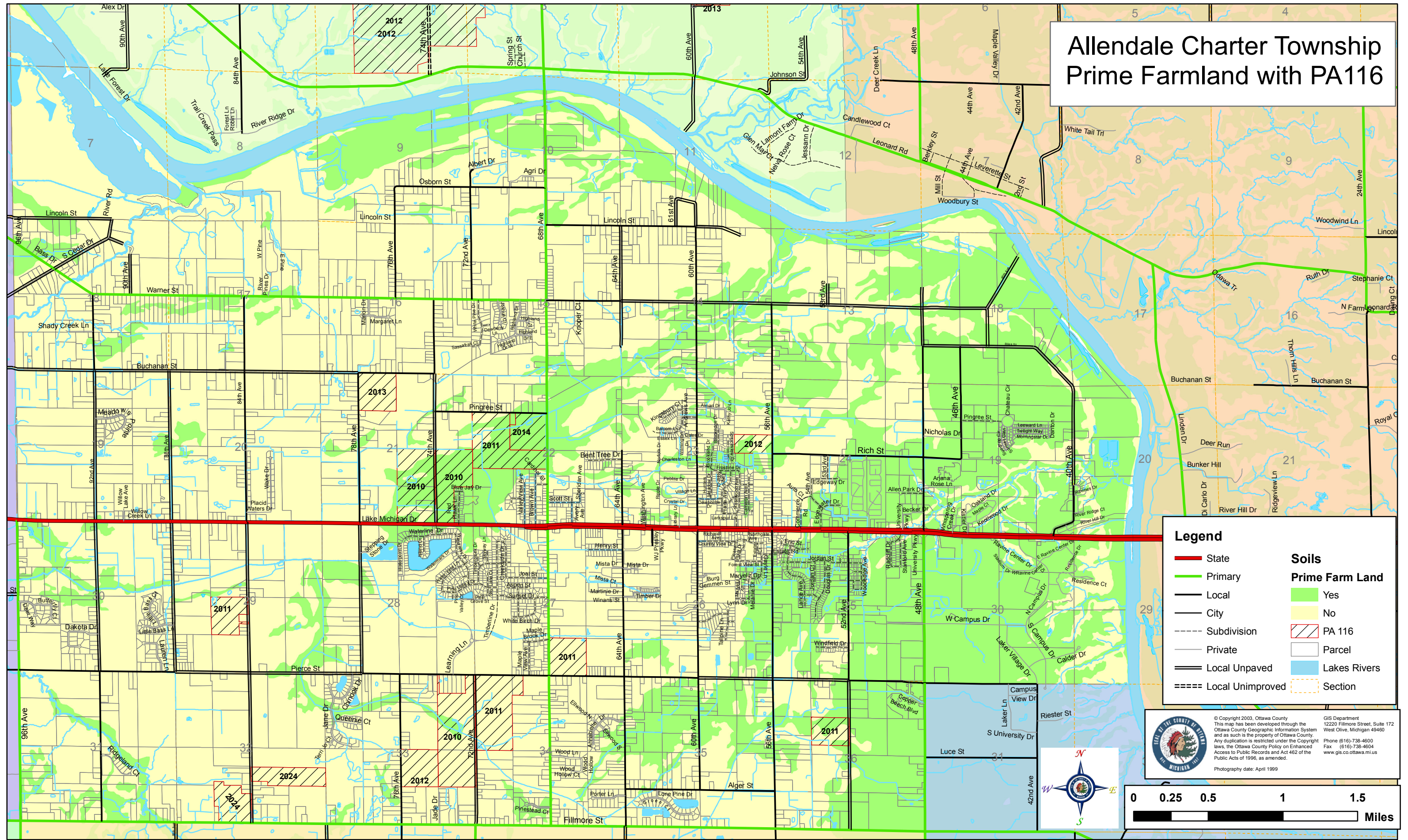
The Prime Farmland Map illustrates the location of prime farmland soils within Allendale Charter Township. These soils are defined by the U.S. Department of Agriculture as soils which are best suited for feed, forage, fiber, and oil seed crops and which produce the highest yields with minimal inputs of energy and economic resources. Certain areas may be prime farmland only when well drained or not flooded during growing season.

Most of this soil type is located in the eastern portion of the Township which is mostly developed with only a few active farm parcels. Prime farmland soil is also located in the central portion north of Lake Michigan Drive between 74th and 56th Avenues.

Map 2 also illustrates lands enrolled in the State of Michigan Farmland Open Space Preservation Program also known as P.A. 116. Under this program, property owners agree to relinquish their non-farm development rights for a period of at least 10 years in exchange for tax credits. The date of enrollment termination in the program is also shown.

Typically, a large amount of land enrolled with long termination dates is an indication that farming will be a major component of future land use in a community. In Allendale Charter Township there is a relatively small amount of land enrolled in the P.A. 116 program as a percentage of the total acres and most of these parcels will be coming out of the program in the next few years.

Allendale Charter Township Prime Farmland with PA116




Legend

- State
- Primary
- Local
- City
- Subdivision
- Private
- Local Unpaved
- Local Unimproved

Soils

Prime Farm Land	
Yes	No
PA 116	Parcel
Lakes Rivers	Section



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MAP #3 – Soil Limitations and Groundwater Sensitivity

The Limitations and Groundwater Sensitivity Map illustrates limitations for septic systems. This map was based on the U.S. Department of Agricultural Soil Survey which lists the soil types within five feet of the surface. Consequently, onsite inspection would be needed to determine if a particular site would be suitable for a septic system. However, in planning areas for specific densities (minimum lot sizes) this type of soils map is useful. Larger lots should be planned for areas with moderate to severe septic system limitations as there will be a greater chance of locating an area or a lot which is suitable for a septic system.

In Allendale Charter Township the majority of land has severe limitations for septic suitability due to rapid or poor infiltration or septic effluent. Much of this area east of 78th Avenue is included within the Allendale Sanitary Sewer District.

Allendale Charter Township Soil Limitations and Groundwater Sensitivity

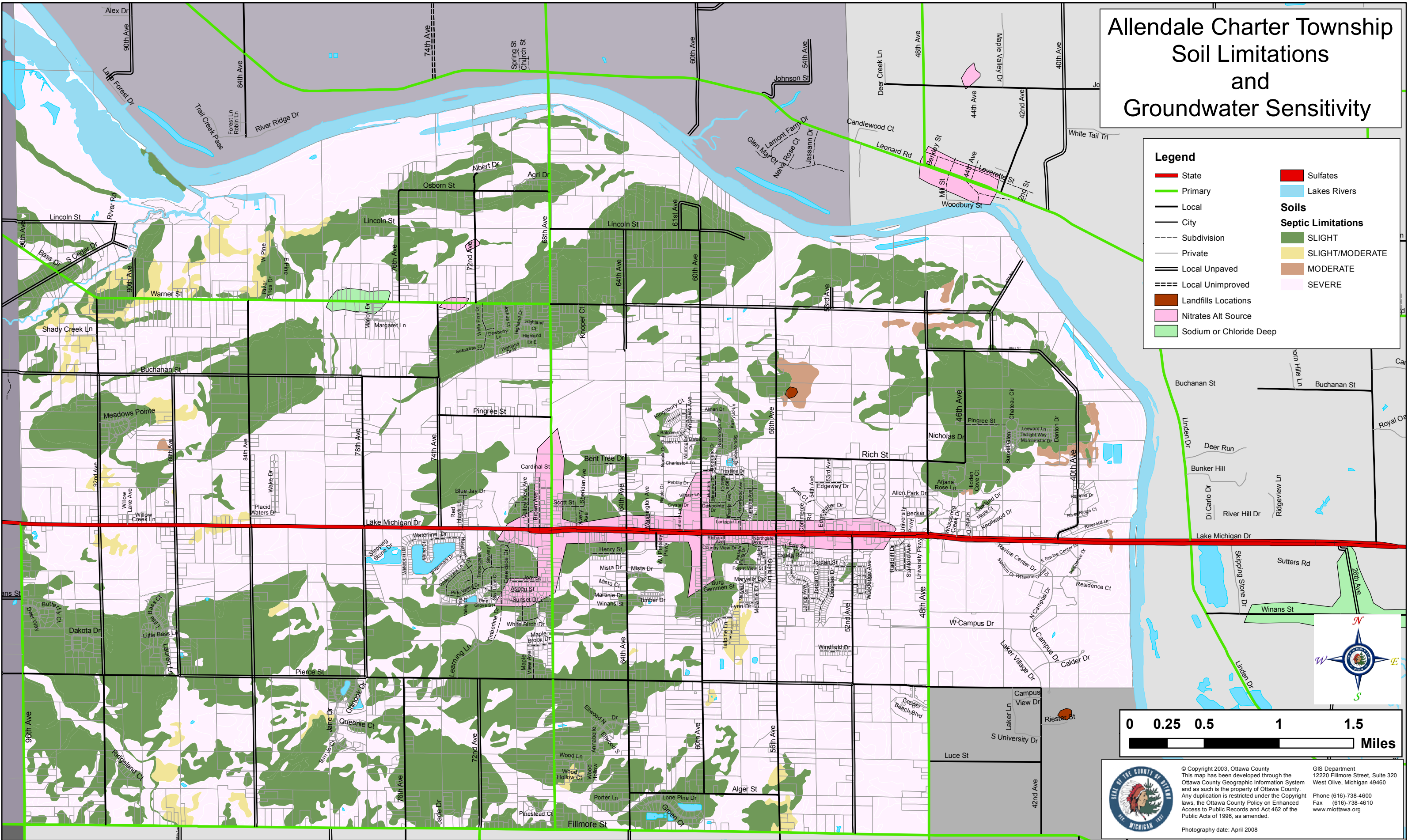
Legend

- State
- Primary
- Local
- City
- Subdivision
- Private
- Local Unpaved
- Local Unimproved
- Landfills Locations
- Nitrates Alt Source
- Sodium or Chloride Deep

Soils**Septic Limitations**

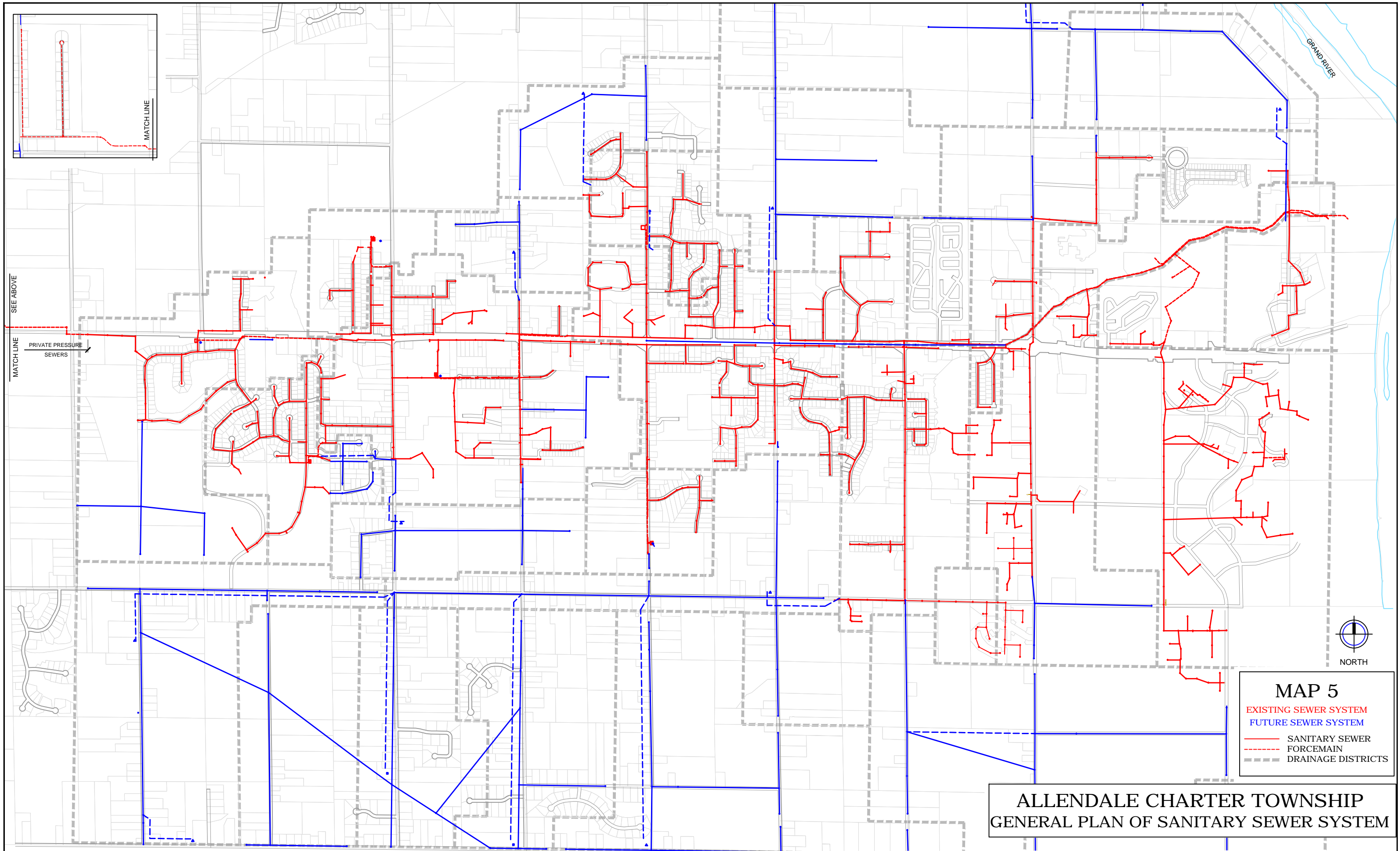
- SLIGHT
- SLIGHT/MODERATE
- MODERATE
- SEVERE

- Sulfates
- Lakes Rivers



MAP #4 – General Plan of Water System

MAP #5 – General Plan of Sanitary Sewer System



Map #6 – Wetlands

The Wetlands Map shows the location of different classes of wetlands within the Township. Many of these wetlands are located adjacent to streams throughout the Township and along the Grand River. Wetlands not only provide natural habitat for wildlife, they also function as a filter for storm water that eventually finds its way to the surface water. The plant materials, in and near the edge of wetlands, filter the water by capturing many of the nutrients that are detrimental to the health of surface water.

The largest concentration of wetlands is associated with the Bass River basin in the northwestern portion of the Township. Other wetland pockets are scattered throughout, all typically associated with creeks and streams. Preservation of land abutting wetlands must also be recognized for its contribution to the natural landscape.

Floodplains are relatively flat stream valley floors, which are periodically overrun by the stream at high water after heavy rainfall or rapid snowmelt within the stream's watershed area. The Federal Emergency Management Agency determines the 100-year floodplain regions. In Allendale Charter Township the 100-year floodplain is located along the Grand River and a short distance upstream along two of the major creeks near the Grand River.

The Michigan Department of Environment, Great Lakes, and Energy regulates wetlands that are contiguous to lakes, streams, drains, and ponds, as well as those that are greater than five acres in size. Land containing regulated wetlands has limited development potential due to natural development constraints as well as wetland protection regulations.

The terrain within the Township is primarily flat with an elevation varying from 600 to 690 feet and an average elevation of 626 feet.

Surface Water. The most significant water feature in Allendale Charter Township is the Grand River. Its location forms the northern and eastern boundaries of the Township and its meandering path allows for an irregularly shaped boundary. Much of the land adjacent to the Grand River is within the 100 year floodplain. A series of tributaries feed the Grand River, the largest of which is the Bass River. Bass Creek, Little Bass Creek, and Ottawa Creek are among the other tributaries.

Allendale Charter Township Wetlands Map

Legend

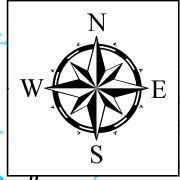
- State
- Primary
- Local
- City
- Subdivision
- Private
- Local Unpaved
- Local Unimproved
- Parcel


CLASS

- Aquatic Bed
- Emergent
- Forested
- Open Water/Unknown Bottom
- Scrub-Shrub
- Unconsolidated Bottom
- Unconsolidated Shore
- Lakes Rivers

N. W. I. 1983

N.W.I. 1983 Source
NWI digital data files are records of wetlands location and classification as defined by the U.S. Fish & Wildlife Service. This dataset is one of a series available in county coverages containing ground planimetric coordinates of wetlands point, line, and area features and wetlands attributes. The digital data as well as the hardcopy maps that were used as the source for the digital data are produced and distributed by the U.S. Fish & Wildlife Service's National Inventory project.





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Allendale Charter Township Master Plan Map - Wetlands

N.W.I. 1983 Source
NWI digital data files are records of wetlands location and classification as defined by the U.S. Fish & Wildlife Service. This dataset is one of a series available in county coverages containing ground planimetric coordinates of wetlands point, line, and area features and wetlands attributes. The digital data as well as the hardcopy maps that were used as the source for the digital data are produced and distributed by the U.S. Fish & Wildlife Service's National Inventory project.

DRAFT

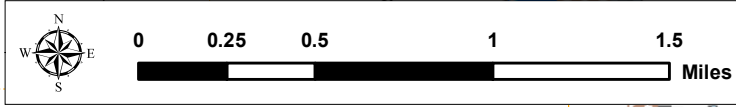
Legend
- - - Future Streets
N. W. I. 1983
CLASS
Aquatic Bed
Emergent
Forested
Open Water/Unknown Bottom
Scrub-Shrub
Unconsolidated Bottom
Unconsolidated Shore
Proposed Classification
Agriculture (AG)
Rural Estate (RE)
Low Density Residential (LDR)
Moderate Density Residential (MOD)
Medium Density Residential (MDR)
High Density Residential (HDR)
Office (O)
General Commercial (GC)
Service Commercial (SC)
Industrial (I)



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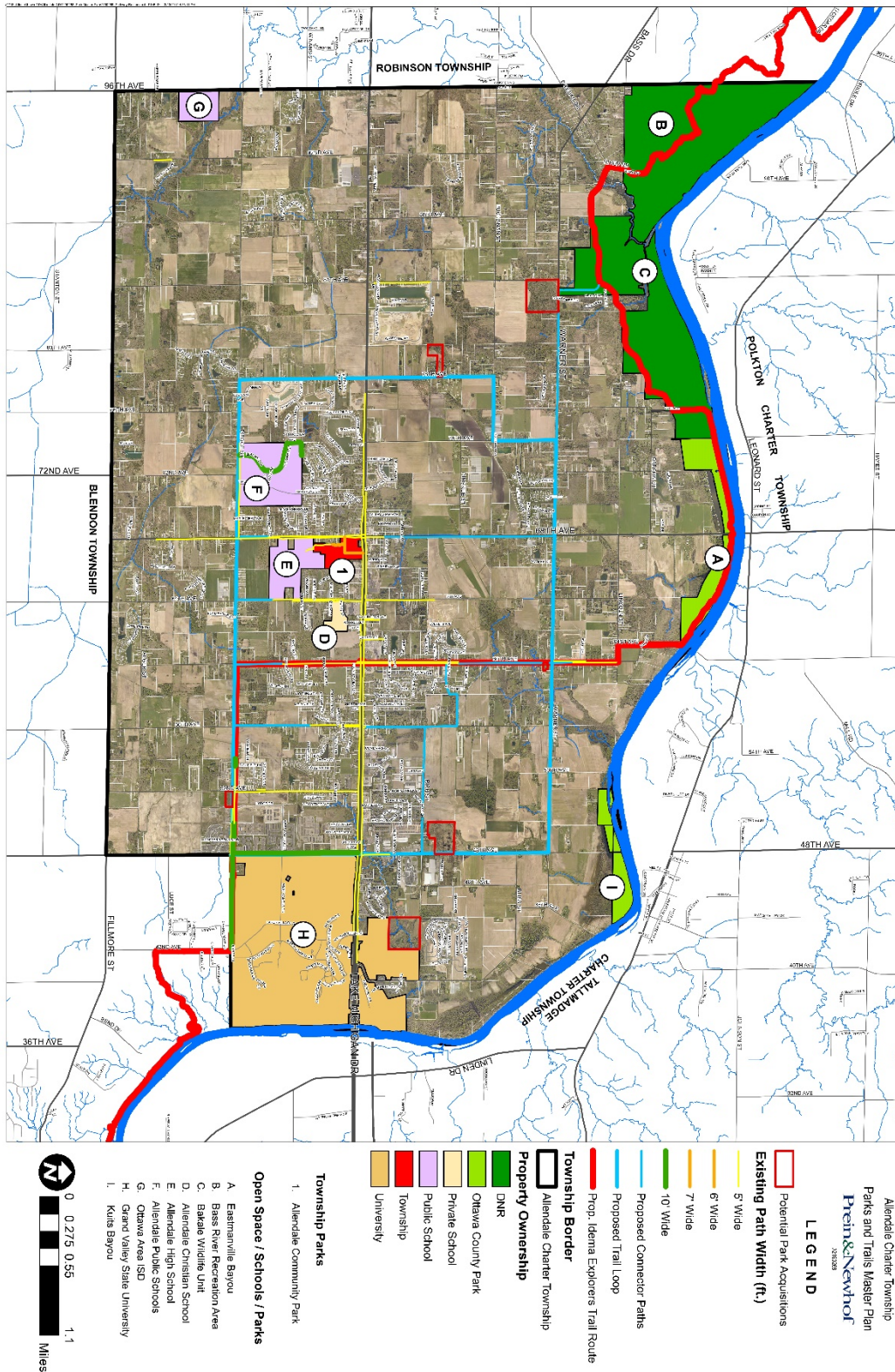
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MAP #7 – Parks and Trails Master Plan

Appendix B

Allendale Charter Township Parks & Trails Master Plan



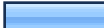


Community Participation to Update Master Plan








During the previous Master Plan update in 2013, the Planning Commission sought the opinions of Township residents through a citizen survey and through a community values discovery workshop. A total of 345 online surveys and 35 paper surveys were completed for a total of 378 surveys. The survey results are located on page xx of the Appendix. While the survey results were instrumental in composing the 2013 Master Plan, the Planning Commission also conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Workshop in 2019 to provide the public an opportunity to provide further input during the 2020 Master Plan Update. The SWOT Workshop results are located on page xxi of this Appendix.

Allendale Master Plan Citizen Workshop Results of Workshop Held on November 16, 2011



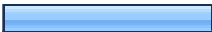
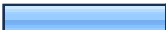

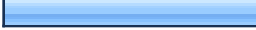
1. You are a: (check all that apply)

		Response Percent	Response Count
Township resident		85.4%	298
Business owner/manager		9.2%	32
GVSU student		14.9%	52
Other (please specify)			32
		answered question	349
		skipped question	29


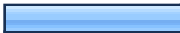









2. What are the most pressing issues facing Allendale Township? (Check no more than 3)

		Response Percent	Response Count
Availability of public transportation		26.1%	92
Not enough housing choices		6.5%	23
Traffic speeds on M-45		19.5%	69
Crime		4.8%	17
Maintaining the rural character of the Township		44.5%	157
Impact of GVSU		38.0%	134
The need for more business services and more shopping opportunities		61.2%	216
Other (please specify)			83
answered question			353
skipped question			25





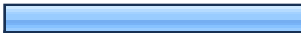
**3. Which of the following concerns you most regarding Grand Valley State University?
(Check no more than 3)**

		Response Percent	Response Count
Location of college student housing		36.8%	123
Too much college student housing		29.9%	100
Traffic		31.1%	104
Availability of public transportation		24.3%	81
Students not being part of the Allendale Township community		43.7%	146
Interaction between local businesses and college students		38.0%	127
Other (please specify)			55
		answered question	334
		skipped question	44



4. What would make Allendale Township a better place to live? (Check no more than 4)

		Response Percent	Response Count
More off –road trails for walking and biking		45.7%	161
Bicycle lanes on major streets		26.1%	92
More sidewalks on major streets		34.9%	123
More sidewalks in subdivisions		14.8%	52
More parks / Improve existing parks		29.0%	102
More and safer pedestrian crossing locations on M-45		31.8%	112
More access to the Grand River		18.2%	64
More police patrols		9.9%	35
Better north–south roadways		16.8%	59
Broader range of businesses and restaurants		54.8%	193
More community festivals, concerts, and similar events		35.8%	126
Other (please specify)			64
		answered question	352
		skipped question	26

5. Of the following, which would you be willing to support with additional property tax millage? (Choose all that apply)

		Response Percent	Response Count
Dedicated bus route on M-45 (GVSU to 68th)		35.0%	100
Increased police patrols		29.0%	83
Park facilities and programs		58.0%	166
Library		44.1%	126
Fire Department		44.8%	128
answered question			286
skipped question			92

6. Do you support the Town Center concept recommended in the 2003 Master Plan for the area north and south of M-45 between 64th Avenue and 60th Avenue? (See map below) (Family Fare, Heritage Town Square, Metro Health Office Building) The Town Center concept is a mix of schools, shops, plazas, different housing types, central open space arranged in a village-like pattern. This was strongly supported in 2003 by Township residents as a way to create an identity for the Township and a walkable community neighborhood. In preparing an update for the 2012 Township Master Plan the Planning Commission would like to know if this is still a viable concept.

		Response Percent	Response Count
Yes, I support this concept		75.7%	249
No, I do not support this concept		24.3%	80
answered question			329
skipped question			49





7. Please categorize the following in terms of importance:

	Important	Not As Important	Response Count
Preserving farmland	67.1% (214)	32.9% (105)	319
Improving/maintaining road conditions	90.6% (299)	9.4% (31)	330
Increasing rental housing opportunities for seniors and non - student residents	19.2% (61)	80.8% (256)	317
Improving fire protection	59.9% (190)	40.1% (127)	317
Improving police protection	53.6% (172)	46.4% (149)	321
Improving parks and recreation facilities	66.4% (215)	33.6% (109)	324
Enforcing zoning regulations	55.5% (178)	44.5% (143)	321
Enforcing rental housing maintenance regulations	68.6% (223)	31.4% (102)	325
Engaging GVSU as a community member	71.7% (236)	28.3% (93)	329
Establishing pedestrian and bike trails	69.2% (227)	30.8% (101)	328
Adding additional street lighting in subdivisions	34.9% (111)	65.1% (207)	318
Preserving rural character and views	66.6% (213)	33.4% (107)	320
Lowering the speed limit on M-45	26.9% (87)	73.1% (236)	323
Supporting local businesses	94.5% (312)	5.5% (18)	330
answered question			341
skipped question			37





8. Please indicate your rating of the overall performance for each of the following Township services

	Poor	Average	Good	Response Count
Police Protection/Response	1.2% (4)	40.4% (132)	58.4% (191)	327
Fire Protection/Response	0.9% (3)	34.2% (111)	64.9% (211)	325
Recreation Programs and Services	14.3% (47)	63.4% (208)	22.3% (73)	328
Zoning Enforcement	23.8% (77)	62.8% (203)	13.3% (43)	323
Code Enforcement	19.6% (62)	66.9% (212)	13.6% (43)	317
Library	6.1% (20)	48.5% (159)	45.4% (149)	328
Water Utility Services	4.7% (15)	60.6% (192)	34.7% (110)	317
Waste Water Treatment	9.7% (31)	61.0% (194)	29.2% (93)	318
answered question				333
skipped question				45

9. The parcels fronting on M-45 from just east of 56th Avenue to 64th Avenue are largely occupied by single family houses with a few undeveloped parcels. Should these parcels which front on M-45 be: (Choose one)

		Response Percent	Response Count
Planned for commercial, office and service uses		29.9%	100
Planned for residential uses such as multi-family, attached condominiums and townhouses		5.1%	17
Planned for a mix of commercial, office and residential uses		43.7%	146
Planned or retained for single family houses		21.3%	71
		answered question	334
		skipped question	44

**10. Future multi-family housing developments which primarily serve GVSU students should:
(Choose all that apply)**

		Response Percent	Response Count
Not be located west of 52nd Avenue		49.7%	165
Be located and designed to avoid conflicts with existing and planned single family housing		58.4%	194
Not be located west of 56th Avenue		25.6%	85
Be allowed to have a higher density with taller buildings in order to allow a greater concentration of students closer to the GVSU campus and reduce the need to extend student housing further west of existing locations		53.0%	176
answered question			332
skipped question			46

2019 Allendale Charter Township Master Plan Workshop Results Summary

Allendale Charter Township – Master Plan Update 2019

Public Input Workshop Results

Overview

The following information was obtained from a public workshop held at the Allendale Charter Township Hall on July 24, 2019. The public workshop was designed to elicit generalized public input for the Master Plan process. As such, attendees were provided a brief overview of the master planning and zoning processes, as well as the role of the Planning Commission in Allendale Charter Township. The fifteen (15) attendees then divided into two (2) groups to complete a SWOT Analysis and a prioritization of the SWOT results, as described below.

This report is categorized in the following three (3) parts, detailing the public input processes:

Part 1 –SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

As aforementioned, at the public workshop the fifteen (15) attendees were divided into two (2) groups to complete a SWOT Analysis. Each group brainstormed the strengths, weaknesses, opportunities, and threats associated with the Township, compiling their thoughts through a group facilitator.

Part 2 –Prioritization of SWOT Results

Once each group completed their separate SWOT analyses at the public workshop, the responses of the groups were analyzed for common themes. If a strength, weakness, opportunity, or threat was common to both groups, it was added to a prioritized SWOT analysis. Workshop participants were then asked to rank those themes. For instance, as you will note below, there were six (6) common strengths identified from the separate group SWOT analyses. Participants were then asked to prioritize from those common strengths what they believed to be the top three (3) strengths in the Township. This methodology was also applied to the weaknesses, opportunities, and threats categories.

Part 3 – Comments

General comments were elicited from participants in a variety of ways. Comment sheets and comment post cards were provided to attendees at the public workshop to allow for additional input on the Master Plan. Also, contact information for providing comments was available through the Master Plan website and Facebook pages. The only comment received was in the form of a post card, which is detailed below.

Part 1 – SWOT Responses (Strengths, Weaknesses, Opportunities, Threats) – Group Exercise

Strengths

- Library
- School system (public & parochial)
- Proximity to Lake Michigan
- Growth of residential population
- Grand Valley State University
- Township Park/recreational opportunities
- Unique architecture; character of buildings
- Semi-rural character
- Quality of life
- Location & accessibility
- Opportunities for younger families
- Future utility expansions are well-planned
- Current tax rate
- Sidewalks along Lake Michigan Drive
- Music in the Park
- Partnerships among local organizations
- Lake Michigan Drive corridor design standards (lighting, parking setbacks)
- Township responsiveness
- Helpful community

Weaknesses

- Narrow streets with high rates of speed
- Attractiveness – should be more inviting
- Residents leave Allendale to go to work
- Lack of lodging
- Alcohol restrictions at events
- Lack of daycare options
- Government does not listen to community input
- Increased traffic due to new developments
- Student housing expanding past 52nd
- Lack of pedestrian access/safety
- Lack of Town Center
- Too many fast food restaurants
- Traffic & pedestrian safety along Fillmore/56th
- Lack of school summer programming
- Small businesses are geographically spread out (not concentrated in one (1) location for ease of shopping)
- Lack of public private partnerships
- Lack of complete sidewalks along 48th
- Lack of right turn lanes/traffic calming
- Lack of programming & activities (“a place to hang out”) for teenagers

Opportunities

- Small pop-up shops
- Public transit
- More traffic signals for better access to Lake Michigan Drive
- Slow traffic down
- Plan for Town Center in a better location
- Better commercial developments
- Pedestrian over-walks crossing Lake Michigan Drive
- Bike paths
- Buried utilities
- More parks, including a dog park
- Better communication and partnerships between Township and GVSU

- Coordinate more community events
- Seek larger employers
- Traffic calming measures along Lake Michigan Drive
- Expansion of bus service
- Complete planned network of sidewalks
- Create opportunities for small businesses
- Growth rate could be opportunity to expand Allendale services
- Public private partnership to create Town Square

Threats

- Traffic volume and speed
- Developments are typically closer to GVSU
- Over-regulation
- Lack of industry
- Lack of hospitality
- Lack of arts
- Growth rate needs to slow down and be managed

- Create smaller neighborhood commercial amenities (small markets, etc.)
- Bike path along Grand River
- Utilization of riverfront property
- Rezone areas for green space for parks/recreation/gardens/preservation
- Create environmentally-friendly ordinances
- Create regulations requiring green infrastructure

- Vacancies in multi-family rental properties
- Non-supportive business atmosphere
- Large-scale commercial development (big box stores)
- Increasing taxes
- Water supply & quantity

Part 2 – SWOT Responses (Strengths, Weaknesses, Opportunities, Threats) – Prioritized Responses

Strengths – participants given 3 votes to utilize

- Library (6 votes)
- School system (6 votes)
- Quality of life (6 votes)
- Central location (4 votes)
- Grand Valley State University (4 votes)
- Township Park/recreational opportunities (4 votes)

Key Finding: Participants found the library, school system, and quality of life to be the top strengths in Allendale Charter Township. Each strength received 20% of the participant vote.

Weaknesses – participants given 2 votes to utilize

- High speed limits (11 votes)
- Lack of Town Center (7 votes)
- Lack of pedestrian access/safety (3 votes)
- Restaurant types (3 votes)

Key Finding: Participants found the high speed limit to be the top weakness in Allendale Charter Township, receiving nearly 46% of the participant vote. The second top weakness identified in the Township is the lack of Town Center, receiving 29% of the participant vote. Given that speed limits are generally outside of the authority of the Township, the lack of Town Center was the primary weakness.

Opportunities – participants given 3 votes to utilize

- Pedestrian bridges (9 votes)
- Increased communication with GVSU (8 votes)
- Traffic calming (6 votes)
- Small business unity/support (5 votes)
- Create destination venues (5 votes)
- Parks/recreation (4 votes)
- Town Center concept location (3 votes)
- Expansion of busing (1 vote)

Key Finding: Providing pedestrian bridges was identified as the top priority, receiving nearly 22% of the participant vote. The second top opportunity identified was increased communication and partnership with Grand Valley State University, receiving nearly 20% of the participant vote.

Threats – participants given 1 vote to utilize

- Big box store(s) (10 votes)
- Non-supportive business atmosphere (5 votes)

Key Finding: Overwhelmingly, public workshop participants identified the top threat to Allendale Charter Township as big box stores locating in the community. Nearly 67% of the participant vote identified that as the top threat.

Summary of prioritized SWOT responses: Public workshop participants highly value the resources and quality of life that Allendale Charter Township currently offers, particularly with the potential for increasing the partnership between the community and Grand Valley State University. There appears to be preference for maintaining the rural character of the area though, by limiting big box store development, creating a Town Center, and focusing on vehicular safety and pedestrian accessibility within the community.

Part 3 – Comments

Post Cards – Distributed at Public Workshop

Name	Contact Information	Comment
Don Aneleya (last name illegible)	Not provided	I thought the workshop was conducted very well. The facilitator was very good at eliciting input from the attendees. I hope the Planning Commission considers the ideas generated at the workshop.