

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 19, 2024

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call
3. Communications and Correspondence:
4. Approval of the February 5, 2024 Planning Commission Minutes
5. Approval of the Agenda
6. Public Comments for *non-public hearing items*
7. Public Hearings:
8. Site Plan Review:
9. New Business:
 - A. Mike Kleinjans – 11655 48th Avenue
 - Seeking 2,400 square foot building addition
 - B. Rusk Lake Minig Site – Annual Report
10. Old Business:
 - A. Master Plan
11. Public Comments
12. Township Board Reports
13. Commissioner and Staff Comments
14. Adjourn

Next meeting: March 4, 2024 at 7:00 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 5, 2024

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Bronson, Nadda, Jacquot
Absent: Zeinstra, Zuniga
Staff and Guests Present: Planner Greg Ransford
3. Communications and Correspondence: None
4. Motion by Jacquot to approve the January 15, 2024, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 5-0**
5. Motion by Adams to approve the February 5, 2024, Planning Commission Agenda as presented. Seconded by Jacquot. **Approved 5-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no public, Chairperson Adams closed the public comment section.
7. Public Hearings:
 - A. Jiffy Lube – Allendale Crossings Planned Unit Development Major Amendment
 - Seeking to construct a 3,252 square foot automotive service station
Todd Simmons, representing the applicant, presented the application.

Planner Ransford reviewed his memo for this project.

Mr. Jacquot asked the applicant if they had the approval of the other property owners in the PUD to amend the PUD and Mr. Simmons responded that they have received 4 out of 5 letters supporting the amendment.

Chairperson Adams opened the public comment section of the public hearing.
Seeing no public, Chairperson Adams closed the public comment section.

Motion by Jacquot recommend approval of the application to the Board citing the draft resolution provided by Planner Ransford. Seconded by Westerling. **Approved 5-0**
8. Site Plan Review: None
9. New Business: None
10. Old Business:
 - A. Zoning Ordinance Text Amendments – Drafts
 - Section 12.06 – Development Requirements for PUD's with Residential Uses
Planner Ransford presented the draft of the amendment to the Zoning Ordinance.

Commissioners discussed the language and the density; they would like to see the table worked out with 20% open space and how that looks. They directed Planner Ransford to draft the changes.

Commissioners opined that the proposed language regarding commercial properties was acceptable.
 - Section 21.03 – Parking Lot Pavement Requirement
Planner Ransford reviewed his memo regarding the proposed amendments.

Commissioners discussed enforcement and that process.

Commissioners discussed the possibility of Supervisor Elenbaas attending a meeting to discuss the enforcement process with the Planning Commissioners. Chairperson Adams will discuss that request with Supervisor Elenbaas.

Commissioners directed Planner Ransford to change the wording in section F to state that applicants need to match all 3 characteristics of low volume, infrequent, and intermittent, not just one of those characteristics.

Commissioners opined that after that change, this amendment would be ready for public hearing and directed Planner Ransford to add it to his list.

B. Master Plan Town Center Chapter

Commissioners discussed whether there was a need to mention groundwater quality and sustainability in this section as any development in the Town Center would be serviced by Township water and sewer. They directed Planner Ransford to strike that language as it was unnecessary.

Commissioners directed Planner Ransford to keep the update moving forward.

11. Public Comments:

Seeing no public present, Chairperson Adams opened and closed the public comment section.

12. Township Board Reports:

None as the Board representative is absent.

13. Commissioner and Staff Comments:

Mr. Jacquot questioned the PUD process and restrictions placed on properties within the PUD.

Planner Ransford explained that the restrictions come from the applicant at the time the PUD is created.

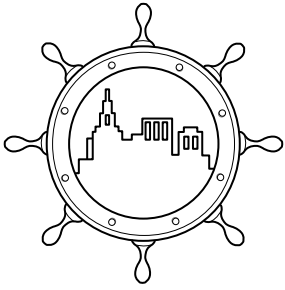
Mr. Bronson, Mr. Nadda, and Planner Ransford noted that they will be unavailable for the first meeting in April.

14. Chairperson Adams adjourned the meeting at 8:04 p.m.

Next meeting February 19, 2024, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern





Fresh Coast Planning

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616-638-1240
greg@freshcoastplanning.com

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julie@freshcoastplanning.com

Kevin Yeomans
616-821-4969
kevin@freshcoastplanning.com

Alexis Sorrell
616-773-4638
alexis@freshcoastplanning.com

MEMORANDUM

To: Allendale Charter Township Planning Commission
From: Gregory L. Ransford, MPA
Date: February 14, 2024
Re: Mike & Sharon Kleinjans Site Plan Application

Attached is a Site Plan Review application from Mike (and Sharon) Kleinjans to construct a 2,400 square foot addition to their existing building located at 11655 48th Avenue. According to their application, the proposed addition is for the purpose of a "personal barn addition" and "to increase the size of barn to be able to store our trailer and truck in it....The barn has been used for storage for more than twenty years."

The property is located within the Industrial Zoning District at the northwest corner of 48th Avenue and Rich Street. As you may recall, in the year 2021, Mike Kleinjans was approved for three industrial incubator buildings on the same property. Those buildings were never constructed.

Submission History & Current Application Materials

Submission History

Initially, the applicant submitted similar materials in August of 2023. During that submission, we understood from the applicant that they sought to store some of their business equipment as well as personal items within the addition. In response, the Township and our firm advised the applicant that the property is zoned Industrial and cannot be used for personal storage, however, the business equipment storage could occur following the completion of the appropriate site plan process for industrially zoned property. We also advised the applicant that, in the event they wanted the building addition for personal storage and to avoid being subject to the site plan review process before the Planning Commission, they would first need to seek to rezone the property and if granted, a dwelling would be necessary on the site to accompany the accessory building. After discussing both of these options, the applicant withdrew their application.

Current Application Materials

As you will note within the current submission, it appears the applicant is seeking the same end we discussed with them during the withdrawn application. The current materials are blurry and difficult to interpret. Despite this, and more importantly, the materials are significantly incomplete. Rather than providing our typical preliminary memorandum content, below we provide a timeline regarding our interaction with the applicant (Sharon Kleinjans).

- January 16, 2024 – We provided the applicant with our review comments as well as staff review comments via email on January 16, 2024. We directed them to revise the materials and resubmit accordingly.
- February 2, 2024 – We received an email from Sharon Kleinjans asking when their application would be on the Planning Commission agenda.
- February 4, 2024 – We responded to Sharon Kleinjans' email advising her that we have not received revised plans and once the plans are updated, we will schedule her application for the Planning Commission agenda.
- February 4, 2024 – Sharon Kleinjans responded that they "have nothing to update. We have no employees, no plumbing. Only putting in our camper and truck that

- pulls it.”
- February 6, 2024 – We replied with similar direction as we provided for the first application withdrawn in 2023 concerning industrial use versus personal use.
 - February 6, 2024 – Sharon Kleinjans responded that, “I believe we want to go to the planning commission as is, and I believe we paid to do so as our right with our submittal.”

As a result of her email reply on February 6, 2024, we have prepared the materials accordingly. Attached is a copy of the aforementioned correspondence as well as our Review Comments from our January 16, 2024 email for your convenience.

Township Staff Reviews

As you will note within our attached Review Comments document, limited comments were provided by Township departments. We expect those departments to provide comment once a proper site plan set is provided and is legible.

Planning Commission Considerations

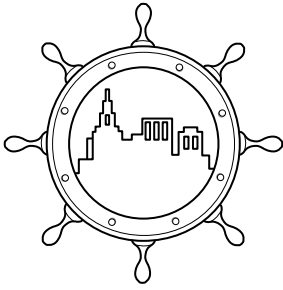
Ordinarily, we would provide a list of items for your consideration when reviewing the preliminary plans for a site. Given that the site plan is significantly incomplete, instead we refer you to our Review Comments for your consideration. Certainly, we do not expect the Planning Commission to review those comments with the applicant but most likely conclude the same as our direction given that the Planning Commission is unable to violate the Allendale Charter Township Zoning Ordinance and permit the application to proceed as drawn without numerous variances from the Allendale Charter Township Zoning Board of Appeals. In our opinion, variances for this proposal are highly unlikely.

The application has been scheduled for review at your February 19, 2024 meeting. We expect the applicant to be in attendance. If you have any questions, please let us know.

GLR
Planner

Attachments

cc: Adam Elenbaas, Supervisor
Mike & Sharon Kleinjans, Applicant



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Alexis Sorrell
616-773-4638
alexis@freshcoastplanning.com

REVIEW COMMENTS

To: Mike Kleinjans
From: Gregory L. Ransford, MPA
Date: December 26, 2023
Re: Barn Addition Site Plan Review – Warehouse/Storage

General Comments

- Since personal residential storage use is not permitted in the Industrial Zoning District, we must review the proposed use as a “warehouse” or “self-storage” business, which would allow for the storage of campers or cars. This storage could be of customer items or only your own items, or both. As a result, our subsequent review is based on that use.
- Sheet C1
 - Please label right-of-way names
 - Please provide fence details (height, type, color, etc) for “proposed fence around cell tower”
 - Show setbacks dimensioned from the addition to the west, south, and east property lines
 - Is concrete sidewalk on the west side of the existing and proposed building addition? Please label.
- Staff comments – it is important to note that revised plans may result in new comments from staff
 - Township Engineer – plans are too blurry to review
 - Water & Sewer – No comments because of no public utilities but notes plans are difficult to review
 - Fire Department – No concerns
 - Facilities – No comment
 - Ottawa County Road Commission – both driveway approaches should be improved to their commercial standards if the property is held to an industrial standard
- *In the instance you believe an item has been provided and we overlooked that item, please advise as to its location within the application materials.*
- *The below Sections are direct references to the related Zoning Ordinance sections.*

Article 16 & 21 – Parking and Loading Regulations

- Section 16.06E – when the parking lot is established, provide setback to lot lines
- Section 21.03 – all parking and drives shall be pavement or concrete
- Section 21.04D – show adequate ingress and egress for all vehicles
- Section 21.04E3 & 4 – Provide concrete curbing accordingly
- Section 21.06B – Based on 4,803 square feet, at least three parking spaces are required for the Warehouse. Please provide.
 - According to Section 21.10, you may request to defer a *portion* of the required parking spaces. If you desire to do so, please provide for the requirements within Section 21.10.
- Please provide exterior light fixture specification sheets and photometrics

Article 21A – Landscaping Requirements

- Section 21A.02
 - G – please verify when creating your landscape plan

- I – please verify when creating your landscape plan
- Section 21A.04
 - A1 – Provide to the southwest portion of the property
 - See subsections D & E for details
 - F – Provide front yard landscaping for each roadway
 - G2 – Depending on the location of the required parking, this may apply
- According to Section 21A.02C, you may request a decrease in the required landscaping. If you desire to request a decrease, please indicate such within your site plan submission.

Article 24 – Site Plan Review

- Section 24.05D
 - 2 – Provide seal of the engineer
 - 3 – Provide. Most applicants use a snapshot of the zoning map for this purpose.
 - 6 – Provide acreage and square feet of the site
 - 7 – Provide setbacks from all lot lines
 - 10 – Provide
 - 12 – Provide
 - 14 – Provide
 - 16 – Please label elevations as north, south, east, west
 - 19 – Do you propose a dumpster?
- Section 24.05E – Provide
- Section 24.05F – Provide
- Section 24.06C1 – Provide
- Section 24.06E – Any lighting proposed?
- Section 24.06F – Please add as a site plan note
- Section 24.06G – Is there any ground mounted or roof mounted equipment?
- Section 24.06H – Any dumpster?
- Section 24.06J3 – Provide elevations that comply with this section for both streets. For any metal walls that remain after compliance with the 50% provision, please provide specifications for the materials showing they meet this section.
 - Also, provide material specification sheets for all exterior wall and roof products
- Section 24.06L – Provide trip generation analysis

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

Planning Commission

Application

Submission Date: 12-6-23

Application for Site Plan Review in conjunction with which of the following:

- ☒ Site Plan Review Only
☐ New PUD Development
☐ Rezoning

☐ Zoning Amendment (including PUD)

☐ Special Use Application

☐ Other: Personal Barn addition in an I zone

Property Owner:	<u>Mike Kleijans</u>		
Mailing Address:	<u>12493 64th Avenue Allendale</u>		
Phone Number:	<u>616-889-0810</u>	Cell Phone:	
Email Address:	<u>sharonkleijans@gmail.com</u>	Fax:	
Owner's Signature:	<u>Mike Kleijans</u>		

Applicant Name: (if not owner)	<u>Same</u>		
Mailing Address:			
Phone Number:		Cell Phone:	
Email Address:		Fax:	
Applicant's Signature:			

Who is the responsible party for future invoices? Check one:

☒ Property Owner ☒ Applicant

Architect, Engineer, Attorney or other professionals associated with the project (attach additional sheets if necessary):

Contact:	<u>NONE</u>		
Mailing Address:			
Phone Number:		Cell Phone:	
Email Address:		Fax:	
Address of Property:			

Permanent Parcel Number: 70 -09 -24 -000 -024
Legal Description of Property (or attach to the application):

PART OF SE 1/4 OF NE 1/4 COM N 665 FT FROM E 1/4 COR, TH W 183 FT, S 232 FT, W TO E LI OF W 150 FT OF E 1/2 OF SE 1/4 OF NE 1/4, N 0D 01M 27S W 533 FT, E 511.55 FT, TH S 301 FT TO BEG. SEC 15 T7N R14W

6.551 Acres			
Lot Area:		Lot Depth:	
		Lot Width:	
Current Zoning of Parcel:	R	Current Use of Parcel:	Personal Storage
Proposed Use of Parcel:	To increase the size of barn to be able to store our trailer & truck in it. Barn will be painted to match in color. The barn has been use for storage for more than twenty years		
Name of Proposed Development (if applicable):			
Name of Proposed Buildings to be constructed:			
Square feet of gross:	2400 sq ft	Square feet of usable floor area:	2400 sq ft
Number of Permanent Employees (if applicable):	None		

- Please include 5 sets of the proposed Site Plan and 1 electronic copy for staff review along with your application and escrow fee. (When ready for submission to the Planning Commission, smaller than typical plans are allowed when they can be easily interpreted and are to scale.)
- Please see Resolution 2011-2 for our full escrow fee policy. If you would like a copy of this policy it is available online or by request at the Township office.
- If your escrow is not kept up to date, according to our policy, the Township reserves the right to withhold approval of your project, issue a stop work order, or withhold final occupancy until the escrow balance is made current.

For Office Use Only

Date Received:			
Amount Paid:		Check No:	
Notes:			

Ottawa County Parcel Report

Report Generated: 8/10/2023 10:03:00 AM

Property Information:

Parcel Number: 70-09-24-200-024

Government Unit: ALLENDALE TOWNSHIP

Legal Owner: RAVEN LEASING LLC

School District: ALLENDALE PUBLIC SCHOOL DIST

Site Address: 11655 48TH AVE

Property Class: INDUSTRIAL-IMPROVED

ALLENDALE MI 49401

Taxlot Area: 6.85 acres

Assessed Value: \$119,500.00

SEV Value: \$119,500.00

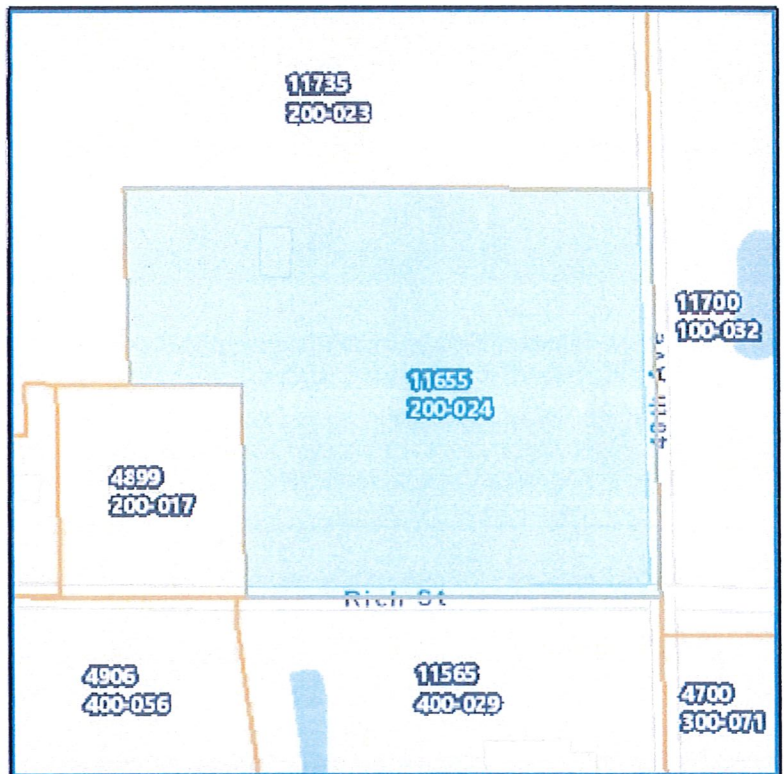
Capped Value: \$44,816.00



Ottawa County
Geospatial Insights & Solutions



Bing Maps Image



Taxlot highlighted in blue

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



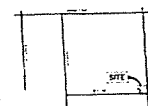
BENCHMARK NO. 1 ELEV. = 860.35'
TOP OF FLANGE BOLT UNDER "W" IN "E" IN
2.4' NORTH OF THE CENTERLINE OF RICH
STREET + 454.2' WEST OF THE CENTERLINE
OF 48TH STREET. (LOCAL DATUM)

BENCHMARK NO. 2 ELEV. = 862.24'
SET SPARKLE IN SOUTH SIDE OF UTILITY
POLE. 1.0' ABOVE GRADE. 373.2' NORTH OF
THE CENTERLINE OF RICH STREET AND 390.2'
WEST OF THE CENTERLINE OF 48TH AVENUE.
(LOCAL DATUM)

UTILITY COMPANY CONTACTS			
Utility	Company Name	Address	Phone Number
Electric	Edison Electric	123 Main St.	555-1234
Gas	City Gas	456 Oak St.	555-5678
Water	City Water	789 Pine St.	555-9012
Sanitation	City Sanitation	101 Elm St.	555-3456
Fire	City Fire	202 Maple St.	555-7890
Police	City Police	303 Birch St.	555-2345
Health	City Health	404 Cedar St.	555-6789
Education	City Education	505 Spruce St.	555-0123
Transportation	City Transportation	606 Willow St.	555-4567
Recreation	City Recreation	707 Ash St.	555-8901
Religion	City Religion	808 Hickory St.	555-2345
Business	City Business	909 Sycamore St.	555-6789
Industry	City Industry	1010 Walnut St.	555-0123
Government	City Government	1111 Chestnut St.	555-4567
Non-Profit	City Non-Profit	1212 Olive St.	555-8901
Other	City Other	1313 Elm St.	555-2345

DESCRIPTION























DESCRIPTION
The compound is a white, crystalline solid. It is soluble in water and in many organic solvents. It is stable under normal conditions and does not decompose at room temperature. It is non-toxic and non-flammable. It is used as a reagent in organic synthesis and as a catalyst in polymerization reactions.



LOCATION MAP



LEGEND

	Amnesia
	Anti-Semitism
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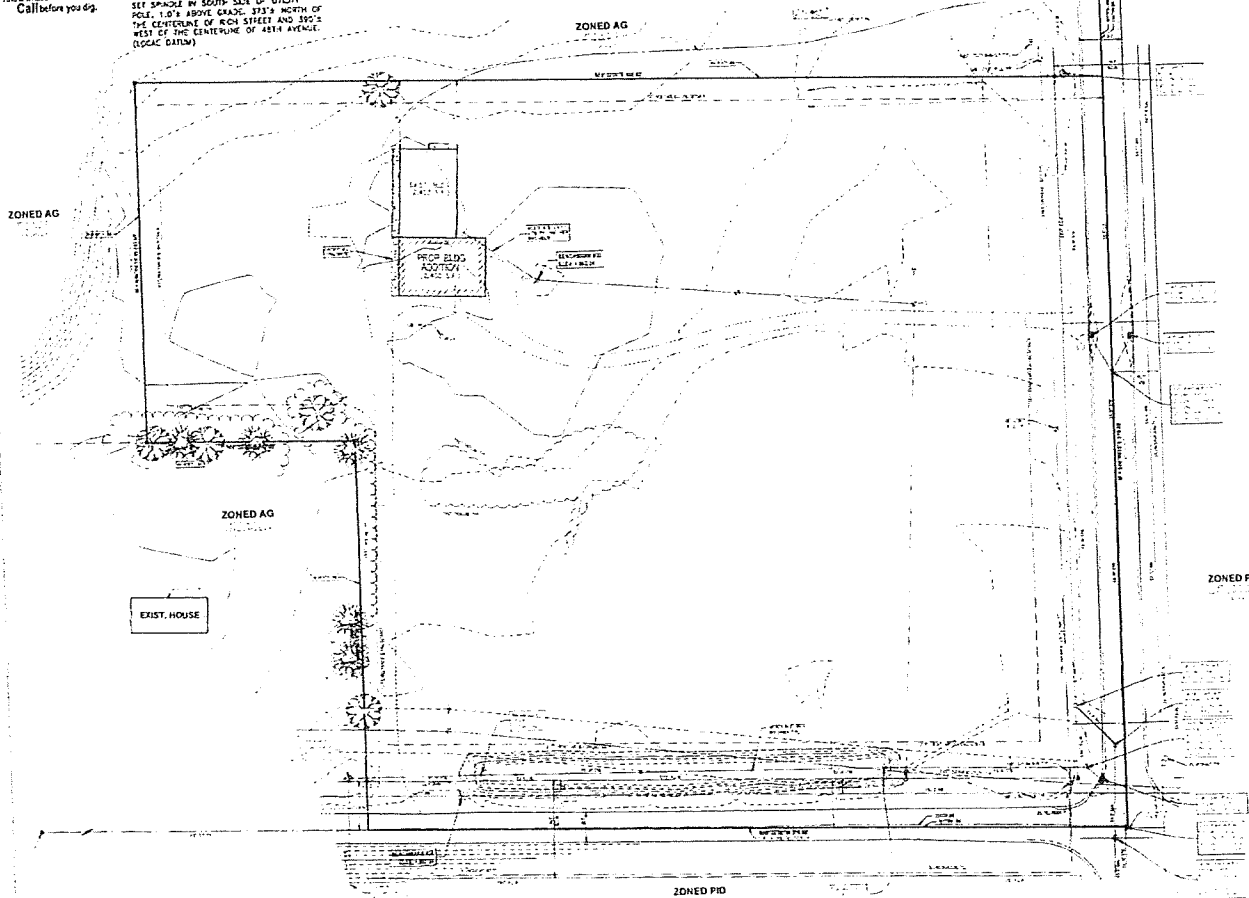
THE NEW YORK PUBLIC LIBRARY

continued our quality
leadership of product

PROPOSED BUILDING ADDITION
11055 48TH AVE

Rayon Leasing

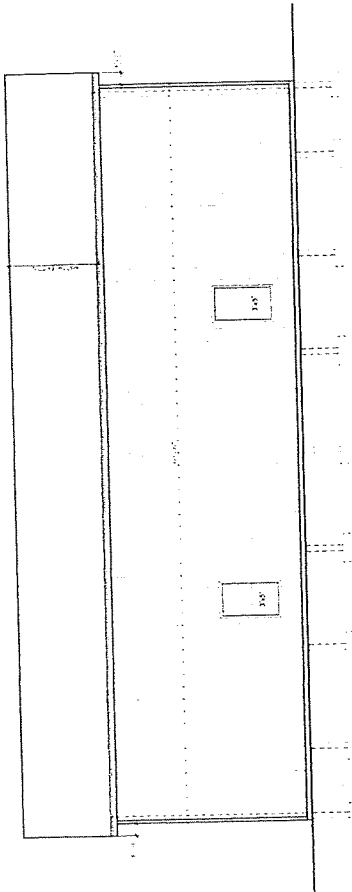
TABLE 2. Mean values of the variables measured during the three trials



GENERAL NOTE: The responsibility of the architect is to prepare the drawings in accordance with the provisions of the building code and to provide the necessary details for the construction of the building. The architect is not responsible for the structural design of the building, which shall be the responsibility of the structural engineer. The architect is also responsible for the selection of materials and the preparation of the specifications for the construction of the building.

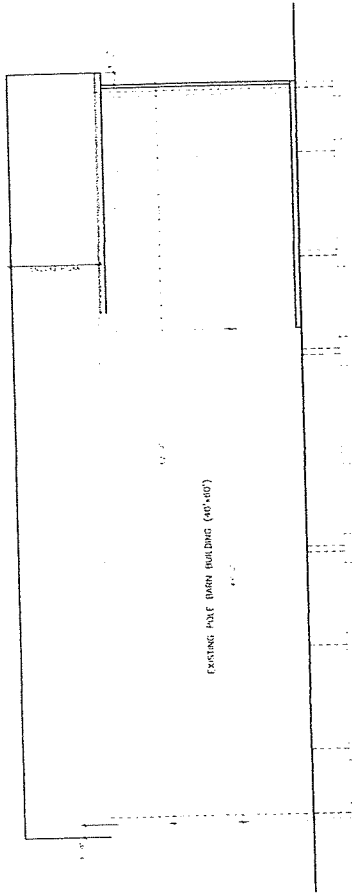
THESE DRAWINGS AND SPECIFICATIONS ARE PREPARED BY THE ARCHITECT AND ARE NOT TO BE USED FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

ALL DIMENSIONS ARE GIVEN IN FEET AND INCHES. DIMENSIONS IN PARENTHESES ARE GIVEN IN METERS.



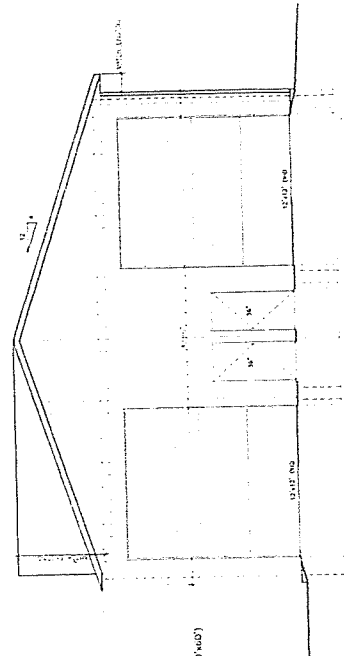
SIDE ELEVATION

SCALE: 1/4" = 1'-0"



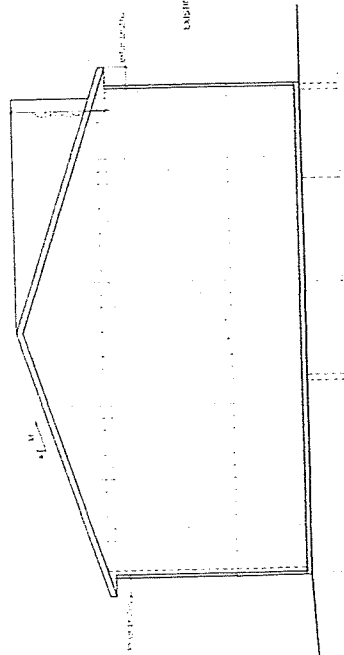
SIDE ELEVATION

SCALE: 1/4" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"



BACK ELEVATION

SCALE: 1/4" = 1'-0"



Gregory L. Ransford <greg@freshcoastplanning.com>

Site Plan Review Comments

Sharon Kleinjans <sharonkleinjans@gmail.com>
To: "Gregory L. Ransford" <greg@freshcoastplanning.com>

Tue, Feb 6, 2024 at 12:14 PM

I believe we want to go to the planning commission as is, and I believe we paid to do so as our right with our submittal.

Sharon Kleinjans

On Tue, Feb 6, 2024, 7:29 AM Gregory L. Ransford <greg@freshcoastplanning.com> wrote:
Sharon:

Good morning. As we discussed during your first application and I understand Steve Kushion indicated during that process as well, since the property is zoned industrial, you can only construct the addition on the building if you receive site plan approval in accordance with the Industrial Zoning District requirements, which would include some improvements on the property, as we noted in our January 16th email. In the review comments attached to that email, we noted that we reviewed the submission on the basis of an industrial storage use, whether you store items from other private people or store items of your own, the property cannot be authorized to construct a building addition for personal use but rather must be for a business (storage) use.

So, unless you were to seek rezoning to a district that would allow the building expansion as an accessory use, although that would require the construction of a dwelling as well, the Township cannot authorize an addition for personal use.

In other words, you have two options:

1. Complete the required industrial site plan application, since it is currently zoned industrial. This is what you have submitted for but is incomplete until revised by our January 16th email review comments, or;
2. Seek to rezone to Agricultural or R-1 to allow for an addition for personal use. If granted, however, you would also need to construct a dwelling on the same property.

Ultimately, I think that rezoning would be difficult because it is contrary to the master plan of industrial, as it is currently zoned. My suggestion would be to continue with your current application and update the plans as I note is needed in the attached from the January 16th email.

Also attached is the working draft for exemptions to pavement, as you are aware the Commission has been working on. It may help reduce the cost of improvements on your property. You could prepare a site plan revision with an alternative surface to pavement or concrete if you believe your proposed use would qualify. I could take that to the Commission but would need everything else updated accordingly to do so.

If you have any questions, please let me know.

Thanks,

Gregory L. Ransford, MPA
Principal
Fresh Coast Planning
119 1/2 Washington Avenue, Studio B
Grand Haven, MI 49417
616-638-1240
www.freshcoastplanning.com

On Sun, Feb 4, 2024 at 6:20 PM Sharon Kleinjans <sharonkleinjans@gmail.com> wrote:

We have nothing to update. We have no employees, no plumbing. Only putting in our camper and truck that pulls it.

On Sun, Feb 4, 2024, 3:15 PM Gregory L. Ransford <greg@freshcoastplanning.com> wrote:

Sharon:

Good afternoon. I haven't seen revised plans from you in response to my January 16th email. Did you email those to me or drop them at the Hall? Once the plans are updated and departments are generally satisfied, we can get you scheduled.

Let me know!

Thanks,

Gregory L. Ransford, MPA
Principal
Fresh Coast Planning
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Grand Haven, MI 49417
616-638-1240
www.freshcoastplanning.com

On Fri, Feb 2, 2024 at 1:15 PM Sharon Kleinjans <sharonkleinjans@gmail.com> wrote:

Hi Greg, when will we be on the agenda?

Sharon

On Tue, Jan 16, 2024, 11:05 AM Gregory L. Ransford <greg@freshcoastplanning.com> wrote:

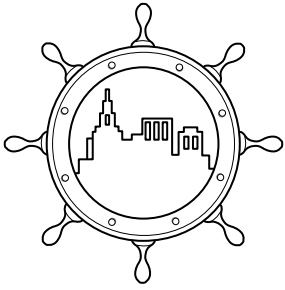
Mike:

Good morning. Attached are our review comments as well as staff comments. Please feel free to email revised plans (or deliver to the Township) at your convenience.

If you have any questions, please let me know.

Thanks,

Gregory L. Ransford, MPA
Principal
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Alexis Sorrell
616-773-4638
alexis@freshcoastplanning.com

MEMORANDUM

To: Allendale Charter Township Planning Commission
From: Gregory L. Ransford, MPA 
Date: February 14, 2024
Re: Rusk Lake Mining Site – Annual Report

Pursuant to Section 23.08G6 – Removal of Topsoil, Sand, Gravel, or Other Minerals, Annual Review of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a written report from Schippers Excavating, Incorporated on behalf of the Rusk Lake Mining Site, which outlines the progress of mining conducted on the Rusk Lake property, as authorized by the Township. The property is located at 10618 Pierce Street.

Pursuant to Section 23.08G6, the applicant is required to provide the following:

1. The amount and percent of material removed;
2. The amount and percent of material remaining;
3. Whether the mining will be completed within the time limit of the permit;
4. A list of complaints received and how they were addressed;
5. Reclamation progress and;
6. Any other information as requested by the Planning Commission

After reviewing the submitted materials, we believe the applicant has provided all of the required information. The Township has indicated that no further complaints have been received beyond what the applicant noted in the Annual Report.

This matter is scheduled as a New Business item at your February 19, 2024 meeting. If you have any questions, please let us know.

GLR
Planner

Attachment

cc: Supervisor Elenbaas
Jay Schipper, Schippers Excavating, Incorporated



Schippers Excavating, Inc.

9829 LAKE MICHIGAN DR., WEST OLIVE, MI 49460
(616) 895-4119 FAX (616) 895-9356

Date: January 17, 2024

To: Allendale Township Planning Commission

Regarding: Annual review of Rusk Lake Associate, LLC

Special Land Use Permit dated 9-26-22

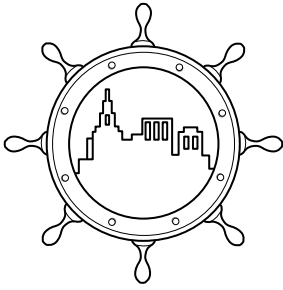
Per Zoning Ordinance Section 23.08G6 we provide the following information:

- A. This year the construction drive was built and gates have been installed. Fencing has been installed around the phase 1 portion of work, top soil has been stripped and excavation has begun.
- B. To date approx 20,000 cyds of sand has been hauled off site or approx 2% of the anticipated Project total
- C. There will be approx 1,000,000 cyds or 98% yet to be excavated
- D. Mining is anticipated to be complete on or before the expiration date of the permit
- E. The only complaints received were from one particular resident on Pierce Street relating to a couple truck running down Pierce Street at the start of the project. This was resolved by directing all future traffic to Lake Michigan Drive. Everyone purchasing sand from Schippers out of this pit are informed that all truck traffic must use Lake Michigan Drive.
- F. There has been no reclamation work complete as this project has just started.

Please let us know if you would request any additional information and which meeting in February you would like us to present above report.

Sincerely

Jay Schippers/ Owner and Manager



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MEMORANDUM

To: Allendale Charter Township Planning Commission
From: Gregory L. Ransford, MPA 
Date: February 14, 2024
Re: Supplementary Master Plan Revisions for the Town Center

Pursuant to your direction at your February 5, 2024 meeting, attached are our recommended supplementary revisions to the Allendale Charter Township Master Plan (ACTMP) to accommodate the Town Center chapter. These revisions are limited to the Introduction and Community Profile portion as well as the Implementation Chapter. Coupled with those revisions, we also recommend placing the Town Center chapter as Chapter Five within the ACTMP, which would result in the subsequent chapters shifting one number accordingly. We do not believe any changes to the Appendix are necessary.

These changes would be the extent we recommend revising the text. Proposed additions are shown in underlined text and proposed deletions are shown in strikethrough text. Given that the additional chapter changes are limited to the title only, we have not provided a copy with this memorandum. If you would like a copy, please let us know and we will provide them to you.

In addition to your review of the draft text changes, the next step in the Master Plan process is to review the map and establish the intended location of the Town Center. A copy of the current ACTMP Map is attached for your convenience. Finally, attached is an updated Master Plan Framework.

The Master Plan has been scheduled for your discussion at your February 19, 2024 meeting. If you have any questions, please let us know.

GLR
Planner

Attachments

cc: Adam Elenbaas, Supervisor

- ✓ Completed
- Remaining

Task	Components	Outcome	Timeline
✓ Drat Notice of Intent to Plan	<ul style="list-style-type: none"> • Draft created by Fresh Coast Planning 	<ul style="list-style-type: none"> • Send notice to township to distribute 	<ul style="list-style-type: none"> • October 2023
✓ Review previous Town Center language	<ul style="list-style-type: none"> • FUTURE – Draft created by Fresh Coast Planning <ul style="list-style-type: none"> ○ Create structure of Goals, Recommendations, and Strategies ○ Incorporate groundwater provisions 	<ul style="list-style-type: none"> • Report findings to Planning Commission • Receive comments and direction from the Planning Commission 	<ul style="list-style-type: none"> • November 2023
✓ Create Town Center Chapter	<ul style="list-style-type: none"> • Draft created by Fresh Coast Planning 	<ul style="list-style-type: none"> • Receive comments and direction from the Planning Commission 	<ul style="list-style-type: none"> • February 2024
✓ Other Chapter Updates?	<ul style="list-style-type: none"> • Updates to any other chapters 	<ul style="list-style-type: none"> • Receive comments and direction from the Planning Commission 	<ul style="list-style-type: none"> • March 2024
✓ Update Zoning Plan, Master Plan Terminology Chapter	<ul style="list-style-type: none"> • Draft created by Fresh Coast Planning • Revise zoning plan accordingly 	<ul style="list-style-type: none"> • Provide Zoning Plan and Master Plan Terminology Chapter document to the Planning Commission • Receive comments and direction from the Planning Commission 	<ul style="list-style-type: none"> • March 2024
✓ Update Appendix, if necessary	<ul style="list-style-type: none"> • Draft created by Fresh Coast Planning 	<ul style="list-style-type: none"> • Provide Appendix document to the Planning Commission • Receive comments and direction from the Planning Commission 	<ul style="list-style-type: none"> • April 2024
• Update Master Plan Map	<ul style="list-style-type: none"> • Examine current Master Plan Map with Planning Commission 	<ul style="list-style-type: none"> • Receive comments and direction from the Planning Commission and update Master Plan Map 	<ul style="list-style-type: none"> • April 2024
• Composition of draft Master Plan	<ul style="list-style-type: none"> • Compile first draft of Master Plan by Fresh Coast Planning • Update Table of Contents 	<ul style="list-style-type: none"> • Creation of first draft of Master Plan by Fresh Coast Planning 	<ul style="list-style-type: none"> • May 2024
• Meeting with Planning Commission to present the draft Master Plan	<ul style="list-style-type: none"> • Present the first draft of the Master Plan to the Planning Commission 	<ul style="list-style-type: none"> • Receive comments and direction from the Planning Commission • Perform amendments to the Master Plan, if necessary 	<ul style="list-style-type: none"> • May 2024
• Send Plan to the township attorney	<ul style="list-style-type: none"> • Present the proposed Plan to the township attorney 	<ul style="list-style-type: none"> • Receive legal review of the proposed Plan 	<ul style="list-style-type: none"> • May 2024
• Provide attorney comments to the	<ul style="list-style-type: none"> • Present attorney comments 	<ul style="list-style-type: none"> • Provide any minor revisions, if necessary • Receive approval for distribution to the Township Board of Trustees 	<ul style="list-style-type: none"> • July 2024

- ✓ Completed
- Remaining

Planning Commission			
<ul style="list-style-type: none"> • Send Plan to the Board of Trustees 	<ul style="list-style-type: none"> • Present the proposed Plan to the Board of Trustees 	<ul style="list-style-type: none"> • Receive approval for public distribution 	<ul style="list-style-type: none"> • July 2024
<ul style="list-style-type: none"> • Distribute Plan in accordance with Planning Enabling Act 	<ul style="list-style-type: none"> • Send copy to local governments and applicable organizations 	<ul style="list-style-type: none"> • Receive comment up to 63 days for local governments and applicable organizations 	<ul style="list-style-type: none"> • Comment period satisfied by approximately October 2024
<ul style="list-style-type: none"> • Review comments 	<ul style="list-style-type: none"> • Present comments received to Planning Commission 	<ul style="list-style-type: none"> • Incorporate comments, as appropriate 	<ul style="list-style-type: none"> • October 2024
<ul style="list-style-type: none"> • Provide Public Hearing Notice to NIP List 	<ul style="list-style-type: none"> • Draft public hearing notice 	<ul style="list-style-type: none"> • Send public hearing notice to Township to send to NIP recipients and publish in paper 	<ul style="list-style-type: none"> • October/November 2024
<ul style="list-style-type: none"> • Present final Master Plan at Public Hearing 	<ul style="list-style-type: none"> • Presentation of final Master Plan to the Planning Commission and community 	<ul style="list-style-type: none"> • Educate the public regarding the content of the Master Plan • Provide recommendation of adoption to Board of Trustees 	<ul style="list-style-type: none"> • November/December 2024
<ul style="list-style-type: none"> • Recommendation provided to the Board of Trustees 	<ul style="list-style-type: none"> • Transmittal of final Master Plan to the Board of Trustees 	<ul style="list-style-type: none"> • Adoption of the Master Plan by the Board of Trustees 	<ul style="list-style-type: none"> • December 2024/January 2025
<ul style="list-style-type: none"> • Notice of Adoption 	<ul style="list-style-type: none"> • Draft Notice of Adoption letter 	<ul style="list-style-type: none"> • Send adoption letter to township to send to NIP recipients 	<ul style="list-style-type: none"> • January 2025

Chapter ~~Eight~~Nine 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)
<u>Town Center (TC)</u>	<u>[Future Overlay]</u>
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
<u>Medium-Density Residential (MDR) Town Center</u>	<u>Commercial Uses &</u> 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.

Town Center (TC)

The Town Center Classification recommends a pedestrian friendly, mixed-use development of commercial and residential uses that are traditional of a village downtown. Residential density is expected to be the

equivalent of the R-4 Zoning District for those portions of multi-story buildings that contain residential uses on the upper floors. Commercial uses are intended for street level occupancy but can also exist within the upper floors, or both for the same use. The Town Center Classification recommends the creation of a Town Center Overlay District within the Zoning Ordinance to provide for the legislative requirements of the district. The area planned for the Town Center shall be connected 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.

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, [the 2011 community citizen survey and the 2015 Community Strategic Plan supporting a town center](#), 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 32 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 and the total enrollment for the 20~~23~~¹⁹ ~~Fall~~ academic year was ~~25,049~~^{22,269} 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.

Coupled with the Town Center findings from the SWOT workshop, public support for the same are reflected within the results from the 2011 citizen survey, which can also be found within the Appendix. In addition, the 2015 Community Strategic Plan remains active as a referenced policy document concerning the Towns Center, but is not included within the Appendix.

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.

Allendale Charter Township Master Plan Map

