

Agenda for the  
Allendale Charter Township Board Meeting

Monday, February 26, 2024, 6:00pm

**Meeting will be held in the FIRE STATION Training Room:  
6660 Lake Michigan Drive, Next door to the Township Hall**

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Bruce Zeinstra
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the February 12<sup>th</sup>, 2024, Regular Board Meeting Minutes
  - Bills
  - Interim Bills
- For information
  - February 5, 2024, Planning Commission Meeting Minutes
- Public Hearings
  - Allendale Crossings Planned Unit Development Amendment: Jiffy Lube
- Public Comments
- Guest Speakers
- Action Items
  - Emerald Springs Final Preliminary Plat Approval
  - Parks & Recreation Bylaws
- Discussion Items
  - Resolution 2024-xx: Allendale Crossings Planned Unit Development Amendment
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

Our Wi-Fi connection may be used to access the Board Information Packet:

- Account: ACT\_Guest
- Password: ACTguest
- File location: [www.allendale-twp.org](http://www.allendale-twp.org) → Agendas and Minutes → Agendas: Township Board



**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
FEBRUARY SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 12, 2024, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Mr. Vander Wall; Ms. Kraker; and Mr. Elenbaas. (6)

Absent at Roll Call: Mr. Smit (1)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; Abby Black, Library Director; Chief Mike Keefe, Fire Department; Chad Doornbos, Public Utilities Superintendent; Brant Mercer, Fleis & VandenBrink; and Sarah Matwiejczyk.

Ms. Kraker pronounced the invocation.

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

BOT 24-016      Mr. Zeinstra moved to approve the agenda of today with the following correction: December Sheriff's Department Monthly Report should read January Sheriff's Department Monthly Report. The motion passed.

BOT 24-017      Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 22, 2024, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$732,729.45 and interim payments of \$950,955.26, as presented by the summary report for February 12, 2024.

The motion passed.

Items Received for Information

1. Planning Commission January 15, 2024, Meeting Minutes.
2. January Sheriff's Department Monthly Report.
3. January Fire Department Monthly Report.
4. Notice of Hire: Public Utilities Operator, Michael Carey at a wage of \$24.50 per hour.

Public Hearings- None



#### Public Comments

Comments were received from:  
Sarah Matwiejczyk, Jenison

BOT 24-018 Mr. Elenbaas moved to close public comment. The motion passed.

#### Guest Speakers

Abby Black, Library Director, introduced herself to the board and provided a brief overview of the proposed library website proposals.

#### Action Items

BOT 24-019 Ms. Kraker moved to approve and authorize the Clerk and/or Supervisor to sign the website design project contract with Library Market, after corporate counsel has reviewed and deemed satisfactory, for an initial cost of \$15,000.00, and an annual maintenance cost of \$2,000.00. The motion passed.

BOT 24-020 Mr. Vander Wall moved to approve the Public Utility Operator I and II Job Descriptions as presented. The motion passed.

Ms. Schuitema left the meeting at 6:30 p.m.

BOT 24-021 Ms. Kraker moved to approve the Design Engineering Proposal from Fleis & VandenBrink for the Watermain North Loop and South Connector for a fee of \$270,000.00, and to authorize the appropriate township representatives to sign the agreement. The motion passed.

BOT 24-022 Mr. Zeinstra moved to approve the Design Engineering Proposal from Fleis & VandenBrink for the Pierce St./56<sup>th</sup> Avenue Lift Station and Surrounding Sanitary Sewer Improvements for a fee of \$300,000.00, and to authorize the appropriate township representatives to sign the agreement. The motion passed.

BOT 24-023 Mr. Vander Wall moved to approve the Design Engineering Proposal from Fleis & VandenBrink for the Sewer Master Plan Update for a fee of \$47,000.00, and to authorize the appropriate township representatives to sign the agreement. The motion passed.

BOT 24-024 Ms. Hansen moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-04: Emergency Management Resolution; a resolution providing for the mitigation, preparedness, response and recovery from natural and human made disaster within the township by being part of the Ottawa County emergency management program, appointing the Townships Emergency Management Coordinator, Director, and Liaison; defining powers, duties, and rights; and establishing an effective date. The motion passed.

BOT 24-025 Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor and appropriate township representatives to sign the Memorandum of Understanding for the Emergency Response Command Vehicle between Grand Valley State University and Allendale Fire Department. The motion passed.



Discussion Items

1. Chief Mike Keefe, Fire Department, provided some department updates to the board. He highlighted several accomplishments of his team members. He indicated that the annual Fire Department year-end report will be presented to the board in an upcoming meeting. He reminded the board that the fire department has several smoke detectors available to the community at no cost. The fire department will also install them at no cost.

Several board members had questions and comments.

Public Comments- None

BOT 24-026 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board the agreement for rental facilities is being reviewed and some updates may be coming soon.

Ms. Kraker informed the board that there are several historic books in the Knowlton House Museum, and she suggested that they be relocated to the library. She also stated that she likes the new township logo.

Ms. Hansen reminded the board that early voting for Ottawa County will begin Saturday, February 17, 2024. She also stated that a website update/presentation will be coming soon.

BOT 24-027 Mr. Vander Wall moved to adjourn the meeting at 7:04 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale



UNJOURNALIZED

OPEN

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	DOG LICENSES - JANUARY	126.00	
101-000.000-222.000	Due To County	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - JANUARY	256.00	
101-000.000-225.000	Due To Schools	OTTAWA COUNTY TREASURER	MOBILE HOMES TAX - JANUARY	1,024.00	
101-000.000-284.224	STATION 45-2022 SLU	STATION 45 INC	RNJ INVESTMENTS ENHANCEMENT PROJECT	(251.50)	
Total For Dept 000.000 REVENUE				1,154.50	
Dept 101.000 Township Board					
101-101.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE AREA CHAMBER O	2024 MEMBERSHIP INVESTMENT - TOWNSHIP	180.84	
Total For Dept 101.000 Township Board				180.84	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	27.00	
101-191.000-955.000	Miscellaneous	REHMANN TECHNOLOGY SOLUT	SETUP NEW FINANCE COMPUTER	1,155.00	
Total For Dept 191.000 FINANCE/ACCT				1,182.00	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MARCH	19,291.11	
Total For Dept 209.000 EMPLOYEE INSURANCES				19,291.11	
Dept 247.000 BOARD OF REVIEW					
101-247.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	64.00	
Total For Dept 247.000 BOARD OF REVIEW				64.00	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	ELECTRIC SPACE HEATER FOR BATHROOM	53.99	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	INDEX CARDS;HOLE PUNCH;TONER;NOTEBOOK	161.88	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	STORAGE BINS	44.99	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	PENS; FLAG; DYMO	16.10	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	358.87	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	LAMINATOR & LAMINATOR PAPER	73.99	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 02/14/24	110.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	VPN SECURITY - 2024	60.00	
101-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	14.00	
101-248.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	5,164.97	
Total For Dept 248.000 ADMINISTRATION				6,058.79	
Dept 257.000 ASSESSOR					
101-257.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	52.00	
Total For Dept 257.000 ASSESSOR				52.00	
Dept 262.000 ELECTIONS					
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	PENS; FLAG; DYMO	395.99	
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	ADDRESS LABELS	63.88	
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	NAME TAG SUPPLIES	60.77	
101-262.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CARDSTOCK	12.99	
101-262.000-732.000	SUPPLIES	ELECTION SOURCE	ELECTION BAGS	18.66	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT POSTAGE	46.87	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	BALLOT POSTAGE	33.56	
101-262.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PACK ROOM LLC	ELECTION SIGNS	200.00	
Total For Dept 262.000 ELECTIONS				832.72	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	256.57	



## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 265.000 BUILDING & GROUNDS					
101-265.000-863.000	FUEL	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	53.20	
101-265.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	1,594.46	
101-265.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	29.99	
101-265.000-930.000-TRUCKT	Maintenance	AMAZON CAPITAL SERVICES	CALTRIC STARTER MOTOR	119.00	
101-265.000-930.000-TRUCKT	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	21.66	
101-265.000-930.000-TRUCKT	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	37.44	
101-265.000-930.000-TRUCKT	Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES	252.97	
Total For Dept 265.000 BUILDING & GROUNDS				2,365.29	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	4,135.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	30.00	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	ALDEN GV OWNER / WEST 48 2023 TAX APP	907.50	
Total For Dept 266.000 ATTORNEY				5,072.50	
Dept 270.000 HUMAN RESOURCES					
101-270.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	350.00	
101-270.000-802.000-RECRUI	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	500.90	
101-270.000-802.000-RECRUI	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	377.21	
Total For Dept 270.000 HUMAN RESOURCES				1,228.11	
Dept 336.000 FIRE DEPT					
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	69.12	
101-336.000-802.000	Contracted Services	COREWELL HEALTH WEST OCC	FIREFIGHTER - PHYSICAL	490.00	
101-336.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	1,144.16	
101-336.000-930.000	Maintenance	GERRIT'S APPLIANCE, INC.	SERVICE REPAIR - COMMERCIAL WASHER	209.10	
Total For Dept 336.000 FIRE DEPT				1,912.38	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - FEBRUARY	24.00	
Total For Dept 448.000 STREET LIGHTS				24.00	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - FEBRUARY	47.21	
101-449.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - JANUARY	114.20	
Total For Dept 449.000 HIGHWAY-M45				161.41	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-860.000	MILEAGE	NATASHA SHEPARD	MILEAGE REIMBURSEMENT	24.79	
Total For Dept 672.000 LIFELONG LEARNERS				24.79	
Dept 751.000 RECREATION AND PARKS					
101-751.000-802.000	Contracted Services	PATTEN MONUMENT COMPANY	VETERAN'S MEMORIAL BRICKS	1,200.00	
Total For Dept 751.000 RECREATION AND PARKS				1,200.00	
Dept 790.000 LIBRARY					
101-790.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE AREA CHAMBER O	2024 MEMBERSHIP INVESTMENT - LIBRARY	125.00	
101-790.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MICHIGAN LIBRARY ASSOCIA	MEMBERSHIP & ADVOCACY DAY REGISTRATIO	85.00	
101-790.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN LIBRARY ASSOCIA	MEMBERSHIP & ADVOCACY DAY REGISTRATIO	25.00	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	AUDIOBOOK COLLECTION	48.49	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	CHILD DVD	8.22	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD COLLECTION	68.91	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT BOOK COLLECTION	29.97	



## UNJOURNALIZED

## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	114.47	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	355.70	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	54.91	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	ADULT COLLECTION	99.27	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	LARGE PRINT COLLECTION	190.56	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT COLLECTION	95.97	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	BOOKS	20.24	
101-790.000-732.000-BOOKSX	SUPPLIES	THE GRAND RAPIDS PRESS	SUBSCRIPTION RENEWAL - 12 WEEKS	126.83	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	YOUTH COLLECTION	116.69	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S COLLECTION	405.20	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	PAPERBACK BOOK PROTECTOR	34.29	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	RECEIPT PRINTER PAPER ROLLS	69.95	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	CASE FOR HOT SPOT	11.95	
101-790.000-802.000	Contracted Services	DOMAIN NETWORKS	ANNUAL DOMAIN FEE FOR WEBSITE	289.00	
101-790.000-802.000-AQUARI	Contracted Services	AQUA BLUE AQUARIUM SOLUT	AQUARIUM MAINTENANCE - JANUARY	75.00	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	59.10	
101-790.000-802.000-COPIER	Contracted Services	OFFICE MACHINES COMPANY	COPY MACHINE CONTRACT - FEBRUARY	78.58	
101-790.000-802.000-ITMONT	Contracted Services	NICHOLAS HEIMLER	I/T CONSULTING SERVICES	195.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	MOM'S GROUP SUPPLIES	9.99	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	ACP ENTERTAINMENT INC	SUMMER READING PRESENTER @ 06/25/24 -	200.00	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	2.54	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	14.69	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TRY IT TUESDAY SUPPLIES	26.46	
101-790.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	527.42	
101-790.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	329.20	
101-790.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	CREDIT MEMO / EARLY LEARNING SPACE	(29.98)	
Total For Dept 790.000 LIBRARY				3,863.62	
Total For Fund 101 General Fund				44,668.06	
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MARCH	1,811.31	
Total For Dept 371.000 INSPECTION DEPARTMENT				1,811.31	
Total For Fund 252 RENTAL ADMINISTRATION				1,811.31	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-971.046-STATIO	PROPERTY ENHANCEMENT PROGRAM	STATION 45 INC	RNJ INVESTMENTS ENHANCEMENT PROJECT	19,774.22	
494-248.000-971.060	Property Purchased	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	1,755.00	
Total For Dept 248.000 ADMINISTRATION				21,529.22	
Dept 266.000 ATTORNEY					
494-266.000-802.000	Contracted Services	DICKINSON WRIGHT PLLC	ATTORNEY SERVICES - JANUARY	69.00	
Total For Dept 266.000 ATTORNEY				69.00	
Total For Fund 494 Dda Development Fund				21,598.22	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	WAGE GARNISHMENT PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	230.77	
Total For Dept 000.000 REVENUE				230.77	



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## OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	VPN SECURITY - 2024	39.99	
Total For Dept 248.000 ADMINISTRATION				39.99	
Dept 536.000 WATER					
592-536.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MARCH	9,197.78	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	GARY NESTLE II	WADCON/JOINT EXPO & LICENSES RENEWAL	95.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	GARRY SCHOLTEN	EVENT PARKING REIMBURSEMENT	10.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	RYAN VANDERPLOEG	MPSI FALL SEMINAR REGISTRATION REIMBU	387.50	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	CONTRACTOR TRASH BAGS	49.97	
592-536.000-732.000-GENSUP	SUPPLIES	FAMILY FARM & HOME INC	FIRE EXTINGUISHER	23.99	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	BRASS NIPPLES	460.80	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SCOTCH TAPE & EXTERNAL HARD DRIVE	22.99	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	DOCKING STATION	65.00	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	DISPLAY CABLE	7.99	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	MOUSE PAD; SPEAKERS & ADAPTER	32.49	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SURGE PROTECTOR & BACKUP CAMERA	10.00	
592-536.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	EYEWASH SOLUTION	15.99	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE / SYSTEM MAINTENANCE - JANU	82,898.45	
592-536.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	242.17	
592-536.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	NEW ID BADGE	87.01	
592-536.000-802.000-MULTIP	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 02/14/24 @	25.00	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - FEBRUARY	167.46	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	874.83	
592-536.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	972.65	
592-536.000-926.000-HEATME	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	601.40	
592-536.000-930.000	MAINTENANCE	LEE'S TRENCHING SERVICE	REPAIR WATER MAIN @ PIERCE STREET	7,375.58	
592-536.000-930.000	MAINTENANCE	OTTAWA CTY ROAD COMMISSI	ANNUAL MAINTENANCE PERMIT #2024-76596	100.00	
592-536.000-930.000-GENMAI	MAINTENANCE	ALLIED MECHANICAL SERVIC	HVAC - PREVENTATIVE MAINTENANCE	793.50	
592-536.000-930.000-GENMAI	MAINTENANCE	ELDERS APPLIANCE INC	REPLACEMENT DISHWASHER FOR WRRF	300.00	
592-536.000-930.000-GENMAI	MAINTENANCE	ENVIRONMENTAL DOOR INC	REPAIR GARAGE DOOR	148.25	
592-536.000-930.000-GENMAI	MAINTENANCE	KENDALL ELECTRIC INC	REPLACE LIGHTS	210.74	
592-536.000-935.000	Truck Maintenance	AUTOZONE STORE	WINDSHIELD WIPERS	29.74	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK MAINTENANCE - LUBE; OIL; & FILT	136.42	
592-536.000-955.000	Miscellaneous	OTTAWA COUNTY PUBLIC UTI	ANNUAL HYDRANT BILLING - 2023	3,068.28	
Total For Dept 536.000 WATER				108,410.98	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - MARCH	9,197.77	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	GARY NESTLE II	WADCON/JOINT EXPO & LICENSES RENEWAL	95.00	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	GARY NESTLE II	WADCON/JOINT EXPO & LICENSES RENEWAL	158.74	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	RYAN VANDERPLOEG	MPSI FALL SEMINAR REGISTRATION REIMBU	387.50	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	CONTRACTOR TRASH BAGS	49.97	
592-537.000-732.000-GENSUP	SUPPLIES	GRAINGER	BALL CHECK VALVE	23.18	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SCOTCH TAPE & EXTERNAL HARD DRIVE	22.99	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	DOCKING STATION	64.99	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	MOUSE PAD; SPEAKERS & ADAPTER	32.48	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SURGE PROTECTOR & BACKUP CAMERA	9.99	
592-537.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	EYEWASH SOLUTION	16.00	
592-537.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - JANUARY	242.17	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	NEW ID BADGE	87.01	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	ACCESS CARDS	28.98	
592-537.000-802.000-MULTIP	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 02/14/24 @	25.00	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	7,873.44	



## UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-926.000-HEATFU	UTILITIES	DTE ENERGY	HEATING FUEL USAGE - FEBRUARY	1,781.60	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	TRASH SERVICE - WWTP	1,287.50	
592-537.000-930.000-COLLEC	MAINTENANCE	AMAZON CAPITAL SERVICES	MISSION ALARM BACKUP BATTERIES	80.82	
592-537.000-930.000-COLLEC	MAINTENANCE	OTTAWA CTY ROAD COMMISSI	ANNUAL MAINTENANCE PERMIT #2024-76596	100.00	
592-537.000-930.000-COLLEC	MAINTENANCE	WINDEMULLER ELECTRIC INC	BLOWER SIGNAL / TIMBER PUMP - ISSUES	576.04	
592-537.000-930.000-GENMAI	MAINTENANCE	ALLIED MECHANICAL SERVIC	HVAC - PREVENTATIVE MAINTENANCE	793.50	
592-537.000-930.000-GENMAI	MAINTENANCE	ALLIED MECHANICAL SERVIC	HEATER REPAIR HEADWORKS	1,796.64	
592-537.000-930.000-GENMAI	MAINTENANCE	AMAZON CAPITAL SERVICES	SURGE PROTECTOR & BACKUP CAMERA	32.99	
592-537.000-930.000-GENMAI	MAINTENANCE	ELDERS APPLIANCE INC	REPLACEMENT DISHWASHER FOR WRRF	299.99	
592-537.000-930.000-GENMAI	MAINTENANCE	ENVIRONMENTAL DOOR INC	REPAIR GARAGE DOOR	148.25	
592-537.000-930.000-GENMAI	MAINTENANCE	KENDALL ELECTRIC INC	REPLACE LIGHTS	210.73	
592-537.000-930.000-GENMAI	MAINTENANCE	KENDALL ELECTRIC INC	WALL LIGHT	210.73	
592-537.000-930.000-WRRFMA	MAINTENANCE	WINDEMULLER ELECTRIC INC	BLOWER SIGNAL / TIMBER PUMP - ISSUES	250.00	
592-537.000-935.000	Truck Maintenance	AUTOZONE STORE	WINDSHIELD WIPERS	29.74	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK MAINTENANCE - LUBE; OIL; & FILT	136.41	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	SCHOLTEN FANT	ATTORNEY SERVICES - JANUARY	660.00	
Total For Dept 537.000 SEWER				26,710.15	
Total For Fund 592 Water & Sewer				135,391.89	



Fund Totals:	
Fund 101 General Fund	44,668.06
Fund 252 RENTAL ADMINI	1,811.31
Fund 494 Dda Developme	21,598.22
Fund 592 Water & Sewer	135,391.89
Total For All Funds:	203,469.48



**INTERIM PAYMENTS**  
**Board Meeting: 02/26/2024**

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
2/9/2024	104806	\$ 616.20	PLUMMER'S ENVIRONMENTAL SERVICE INC	Televiser Sewer for Broken Lateral
2/15/2024	104887	\$ 8,409.37	BILTMORE LLC	Water/Sewer Development Fee Refund
2/15/2024	104888	\$ 30.00	OTTAWA CTY REGISTER OF DEEDS	Record Utility Easement
2/15/2024	EFT	\$ 72,847.30	EMPLOYEES	Bi-Weekly Payroll
2/15/2024	EFT	\$ 22,103.35	FEDERAL GOV'T	Payroll IRS Tax Payment
2/19/2024	104889	\$ 809,158.86	RK DAVIS INC	WRRF Plant Design Contract-Improvements
2/19/2024	104890	\$ 58,842.00	F&V CONSTRUCTION MGMT INC	Construction Engineering - App #10
2/19/2024	104891	\$ 56,379.00	MOORE & BRUGGINK INC	WWTP Construction Services - January
2/19/2024	104892	\$ 30.00	OTTAWA CTY REGISTER OF DEEDS	Record Easement - Emerald Springs
2/19/2024	104893	\$ 229.60	T-MOBILE	Wireless Wifi Hotspots - January
2/19/2024	104894	\$ 1,262.17	WEX BANK-EXXON MOBIL	Fuel Charges
	EFT		State of Michigan	February State payroll withholdings
		<b>\$ 1,029,907.85</b>		



**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.

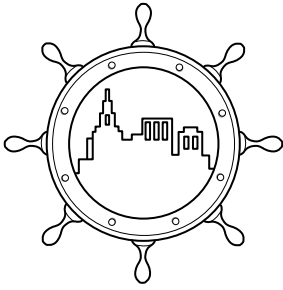
**14. Chairperson Adams adjourned the meeting at 8:04 p.m.**

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

Minutes respectfully submitted by Kelli McGovern







## Fresh Coast Planning

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Grand Haven, MI 49417

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# MEMORANDUM

To: Allendale Charter Township Board of Trustees

From: Gregory L. Ransford, MPA

Date: February 16, 2024

Re: Allendale Crossings Planned Unit Development Major Amendment – Jiffy Lube Final

Pursuant to Article 12 – Planned Unit Development District of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a Final Planned Unit Development (PUD) and Final Site Plan from Freeland & Kauffman, Incorporated to amend the Allendale Crossings PUD for the purpose of constructing a 3,252 square foot Jiffy Lube, which provides automotive repair and maintenance services. Currently, the Allendale Crossings PUD does not permit automotive repair uses, which is the primary reason for the amendment request.

The subject property is located at 5197 Lake Michigan Drive, parcel number 70-09-24-400-085, west of the Arby's Restaurant.

The Board of Trustees is the approving body of any PUD or major PUD amendment. Given this, the application to amend the Allendale Crossings PUD is scheduled for your review.

### Planning Commission Action

#### *Recommendation*

The Allendale Charter Township Planning Commission (ACTPC) reviewed the Final PUD Site Plan at their February 5, 2024 meeting, as well as conducted a public hearing. No public comments were received. Following, the ACTPC provided a recommendation of approval of the Final PUD Site Plan through the attached resolution by a vote of 5-0, with two members absent. The resolution is drafted to be adopted by the Allendale Charter Township Board of Trustees (ACTBT). As you will note, a couple placeholders exist within the conditions portion of the resolution in the instance the ACTBT desires additional conditions.

#### *Amendments Requested – Site 4 of the Allendale Crossings PUD Ordinance Provisions*

The following provisions from the Allendale Crossings PUD Ordinance require amendment to allow for the proposed use and site plan as submitted. These provisions are provided as presented to the ACTPC. The ACTPC supported all of the requests. If you would like a copy of the Allendale Crossings PUD Ordinance for more details, please let us know and we would be happy to provide it to you.

- Section 4 – Permitted Uses – An automobile repair and maintenance use is not identified as a permitted use within the Allendale Crossings PUD. As a result, the applicant seeks an amendment to the PUD to permit the proposed use.
- Section 5B5 – Front Yard Travel Lane – All front yard travel lanes shall contain a landscape hedge to screen its view from the road right-of-way. In addition, it shall contain a wall which shall also be used for signage display. While the applicant has satisfied the landscape hedge, they propose free-standing signage consistent with its adjacent neighbors to the immediate east and west. It is important to note that both of the adjacent neighbors do not contain a traditional travel lane as their parking is located on the south side of the travel lane area. Even though the adjacent neighbors have free standing signs not in combination with a travel lane wall, the applicant seeks an amendment to the PUD to permit their signage and landscape hedge as proposed.



- Section 5B8a1 – All commercial service establishments shall have a storefront pedestrian walkway at a minimum of fourteen (14) feet in width, the first two feet of which will be the curb zone; the next four feet will be the tree, light and furniture zone; the next six feet will be the pedestrian zone; and the two feet against the building will be a frontage zone. The pedestrian store front furniture zones shall include columnar deciduous trees a minimum of thirty feet on center with landscape planters or grates. It shall also include lighting, trash receptacles, and pedestrian benches. The applicant seeks relief from this requirement to construct the storefront area as presented within the site plan. Their relief is sought through the necessary PUD amendment to eliminate this requirement for Site 4.

#### *PUD Ownership*

Similar to the recent request at the Walgreens PUD for the Raymond Building, based on the opinion of the Township Legal Counsel, the applicant needs to provide authorization from the other ownership within the development to amend the Allendale Crossings PUD. The applicant has acquired three letters of ownership permission, which are attached. The applicant is working to provide the remaining authorizations.

#### **Board of Trustees Responsibilities**

#### *Review Procedure*

Pursuant to Section 12.07E – Procedures, Step 5 Township Board Action and Public Hearing of the ACTZO, the ACTBT shall review the Final PUD Site Plan, the related PUD site plan resolution, as well as the proceedings and recommendation of the Planning Commission. The ACTBT shall make its findings based on the PUD standards for approval provided in Section 12.08 of the ACTZO. For your convenience, below is a copy of Section 12.08 as we provided it to the ACTPC.

#### Planned Unit Development Standards for Approval

As you are aware, Section 12.08 – Standards for Approval of the Allendale Charter Township Zoning Ordinance (ACTZO) provides your standards of review when deliberating regarding a PUD site plan application. It is worth noting that a major amendment to an existing PUD, such as the proposed, shall be processed in the same manner as an original PUD application except that the PUD zoning shall remain in place. In that regard, below is a copy of said Standards of Approval as well as our response to each in italic font in an effort to assist you with your review of the request.

#### Section 12.08 STANDARDS FOR APPROVAL

A PUD shall be approved only if it complies with each of the following standards as applicable.

- A. The PUD complies with all qualifying conditions of this PUD ordinance.

*Section 12.03 of the ACTZO provides for two (2) qualifying conditions: Minimum Size and Common Ownership. The minimum size required for a PUD is three (3) acres unless the Board of Trustees approves a lesser acreage by finding the proposed project satisfies one or more standards. While the proposed parcel is only 0.85 acres in area, the larger overall parcel of the Allendale Crossings PUD, is over six (6) acres in area. In regard to the qualifying condition concerning Common Ownership, as we have previously noted the applicant is working to secure permission for the amendment from the additional PUD owners. Until such time those permissions are acquired, it appears this standard may not be met.*

- B. The uses to be conducted within the PUD are substantially consistent with the Allendale Charter Township Master Plan OR based on the design of the PUD and the conditions imposed, the proposed uses are appropriate for the proposed location and are not likely to



affect the recommendations of the Master Plan for the larger area where the PUD is to be located.

*The subject property is master planned with the General Commercial classification, which is consistent with the General Commercial Zoning District. As submitted by the applicant, the use proposed is a use allowed within the General Commercial Zoning District. Given this and your previous review of the proposed use, it appears this standard has been met. However, we recommend that the Planning Commission condition the proposed use on the approval of the Allendale Crossings PUD ownership.*

- C. The PUD is compatible with surrounding uses of property and the natural environment.

*As aforementioned, given the proposed use is permitted within the General Commercial Zoning District and considering your support of the proposed, it appears the amendment is compatible with the surrounding uses of property and the natural environment. Pending comments received at the public hearing, we anticipate that this standard will be met.*

- D. The PUD will not result in significant adverse effects upon nearby or adjacent lands and will not significantly change the essential character of the surrounding area.

*Pending comments received at the public hearing, we believe this standard may be met.*

- E. The proposed development is consistent with the spirit of the PUD District, as described in this Article and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.

*Based upon your preliminary review findings, it appears that this standard has been met.*

- F. The PUD preserves and maintains mature woodlands, fields, pastures, meadows and creates sufficient buffer areas to minimize conflicts between residential and agricultural uses.

*As you know, the property is generally vacant of any significant vegetation. Given that the proposed use is required to plant various trees and shrubs, the site will be aesthetically improved in that regard. Further, the site is already separated from any residential or agricultural property by the remainder of the PUD boundary. Pending comments received at the public hearing, it appears this standard has been met.*

- G. The individual lots, buildings, roadways, and open space areas within the PUD are designed to minimize the alteration of environmental site features.

*The proposed development appears to be designed to minimally impact the existing topographic site features. As a result, it appears that this standard has been met.*

- H. The PUD can be adequately served by public utilities such as police and fire protection or public or on-site community water or sanitary sewer.

*Given that all relevant Township Departments did not express any concerns in these regards and given that public water and sanitary sewer is proposed within the project, it appears that this standard has been met.*

- I. If the PUD is to be completed in phases, the PUD shall be designed so that each phase is complete in and of itself, in terms of services, facilities and open spaces, and so that each phase contains all the features necessary to ensure the protection of natural resources and



the health, safety, and welfare of the users of the PUD and the occupants of the surrounding area.

*The Allendale Crossings PUD does not necessarily contain phases but individual lots subject to future site plan review, including the subject property, which is now before you for approval. As a result, it appears this standard has been met.*

#### *Public Hearing*

Pursuant to the ACTZO and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, the ACTBT shall hold a public hearing regarding the request. A public hearing has been scheduled for your February 26, 2024 meeting. Typically, a first and second reading is necessary for the related Zoning Map Amendment Ordinance. However, since the PUD District already exists for the subject property, no amendment to the zoning map or related readings are required.

#### *Conditions of Approval*

As a part of this process, the ACTBT can impose reasonable conditions upon its approval of the PUD pursuant to Section 12.07E3 of the ACTZO. A copy of said section is below for your convenience.

Section 12.07E3. The Township Board may impose reasonable conditions upon its approval of the PUD. Such condition may include conditions necessary to ensure that public services and facilities affected by the PUD will be capable of accommodating increased service and facility loads caused by the property use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of property in a socially and economically desirable manner.

#### *Resolution*

As aforementioned, the ACTPC recommended the attached resolution for adoption by the Board of Trustees.

If you have any questions, please let us know.

GLR  
Planner

Attachments



CHARTER TOWNSHIP OF ALLENDALE  
COUNTY OF OTTAWA  
STATE OF MICHIGAN

RESOLUTION # \_\_\_\_\_

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Allendale Charter Township Hall located at 6676 Lake Michigan Drive, Allendale Charter Township, Ottawa County, Michigan, on the \_\_\_\_\_ of \_\_\_\_\_, 2024 at 6:00 p.m. local time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

It was moved by member \_\_\_\_\_ and supported by member \_\_\_\_\_ that the following Resolution be adopted.

WHEREAS, Guggenheim Development Services, LLC (the "Applicant"), a limited liability company, whose address is 3000 Internet Boulevard, Suite 570, Frisco, Texas, 75034, owns property located at 5197 Lake Michigan Drive, Allendale, Michigan, 49401, parcel number 70-09-24-400-085 and legally described in Exhibit A, which is located within the Allendale Crossings Planned Unit Development (the "PUD") approval originally granted on October 22, 2007; and

WHEREAS, the Applicant applied to the Township for a major amendment to the PUD as shown in the site plan titled Jiffy Lube, prepared by Freeland and Kauffman, Incorporated, dated February 6, 2024, and related documents (the "Plan") including:

1. A Planning Commission Application (4 pages);
2. Site Development Plans:



- a. Sheet 01, Jiffy Lube, 5197 Lake Michigan Drive;
  - b. Sheet AL.2, 5213 Lake Michigan Drive, ALTA/NSPS Land Title Survey;
  - c. Drawing 3, Site Analysis Plan;
  - d. Drawing 4, Demolition Plan;
  - e. Drawing 5, Site Plan;
  - f. Drawing 6, Circulation Path;
  - g. Drawing 7, Site Details 1 of 2;
  - h. Drawing 8, Site Details 2 of 2;
  - i. Drawing 9, Grading Plan;
  - j. Drawing 10, Stormdrain Profile;
  - k. Drawing 11, Stormdrain Detail;
  - l. Drawing 12, Utility Plan;
  - m. Drawing 13, Utility Detail;
  - n. Drawing 14, ESC Plan;
  - o. Drawing 15, ESC Detail 1 of 2;
  - p. Drawing 16, ESC Detail 2 of 2;
  - q. Drawing 17, Landscape Plan;
  - r. Drawing 18, Landscape Details;
- 3. Signage sheet, Page No. 43, Project Number 3128, prepared by Stratus;
  - 4. Design Development Plans, dated 1/5/2024, prepared by Architectural Design Guild (elevations, floor plan, and photometrics) 10 pages; and



WHEREAS, before providing a recommendation to approve a request for approval of the Plan, the Township Planning Commission held a public hearing on the proposed major amendment to the PUD on February 5, 2024 and gave notice as required by the Michigan Zoning Enabling Act, Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the major amendment to the PUD having been given as is required by the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, as is evidenced by the Affidavit of Publication and Mailing on file in the office of the Township Clerk; and

WHEREAS, before taking any action to approve or deny a request for approval of the Plan, it is necessary that the Township Board hold a public hearing on the proposed major amendment to the PUD and give notice as required by the Michigan Zoning Enabling Act, Act 110 of 2006, as amended; and

WHEREAS, before authorizing approval of the Plan, the Township Board held a public hearing on the proposed major amendment to the PUD on February 26, 2024 and gave notice as required by the Michigan Zoning Enabling Act, Act 110 of 2006, as amended; and

WHEREAS, proper notice of the public hearing on the major amendment to the PUD having been given as is required by the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, as is evidenced by the Affidavit of Publication and Mailing on file in the office of the Township Clerk; and

WHEREAS, pursuant to the Allendale Charter Township Zoning Ordinance (the "Zoning Ordinance"), Article 12 – PUD Planned Unit Development District, the Township Board desires to [approve/deny] the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT THE PLAN IS [APPROVED/DENIED] WITH THE



FOLLOWING AUTHORIZATIONS AND CONDITIONS:

1. The terms and conditions provided in the October 22, 2007 PUD approval and amendments thereto through ordinance or resolution remain in effect, except as otherwise provided herein.
2. Minor Automotive Repair is a permitted use within the PUD and defined as: Minor repairs, incidental replacement of parts and motor service such as tune-ups, lubrication, tire repair, and electrical work, to passenger automobiles and trucks not exceeding two (2) tons capacity.
3. The Front Yard Travel Lane and curb zone within Site 4 are to be constructed as shown on the Plan.
4. Permission shall be provided by all PUD ownership to amend the PUD as outlined in number 2 and number 3 of these authorizations and conditions.
5. Stormwater approval from the Ottawa County Water Resources Commissioner's office prior to construction.
6. [INSERT CONDITION]
7. [INSERT CONDITION]
8. These conditions shall be binding on the Applicant and all successor owners or parties in interest in the Plan, or any portion of the Plan.
9. Any violation of these conditions shall constitute a violation of the Zoning Ordinance and, in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the project.



YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED \_\_\_\_\_

\_\_\_\_\_  
Jody Hansen, Clerk  
Allendale Charter Township  
Board of Trustees



Exhibit A

PART OF S 1/2 COM S 1/4 COR, TH N 0D 25M 55S W 330 FT TO PT OF BEG, TH CONT N 0D 25M 55S W 32.48 FT, S 88D 52M 53S E 125.03 FT, S 1D 03M 04S W 271.56 FT, N 88D 56M 56S W 135.01 FT, N 0D 25M 55S W 239.27 FT, TH S 89D 07M 11S E 17 FT TO BEG. SEC 24 T7N R14W. .85 AC.

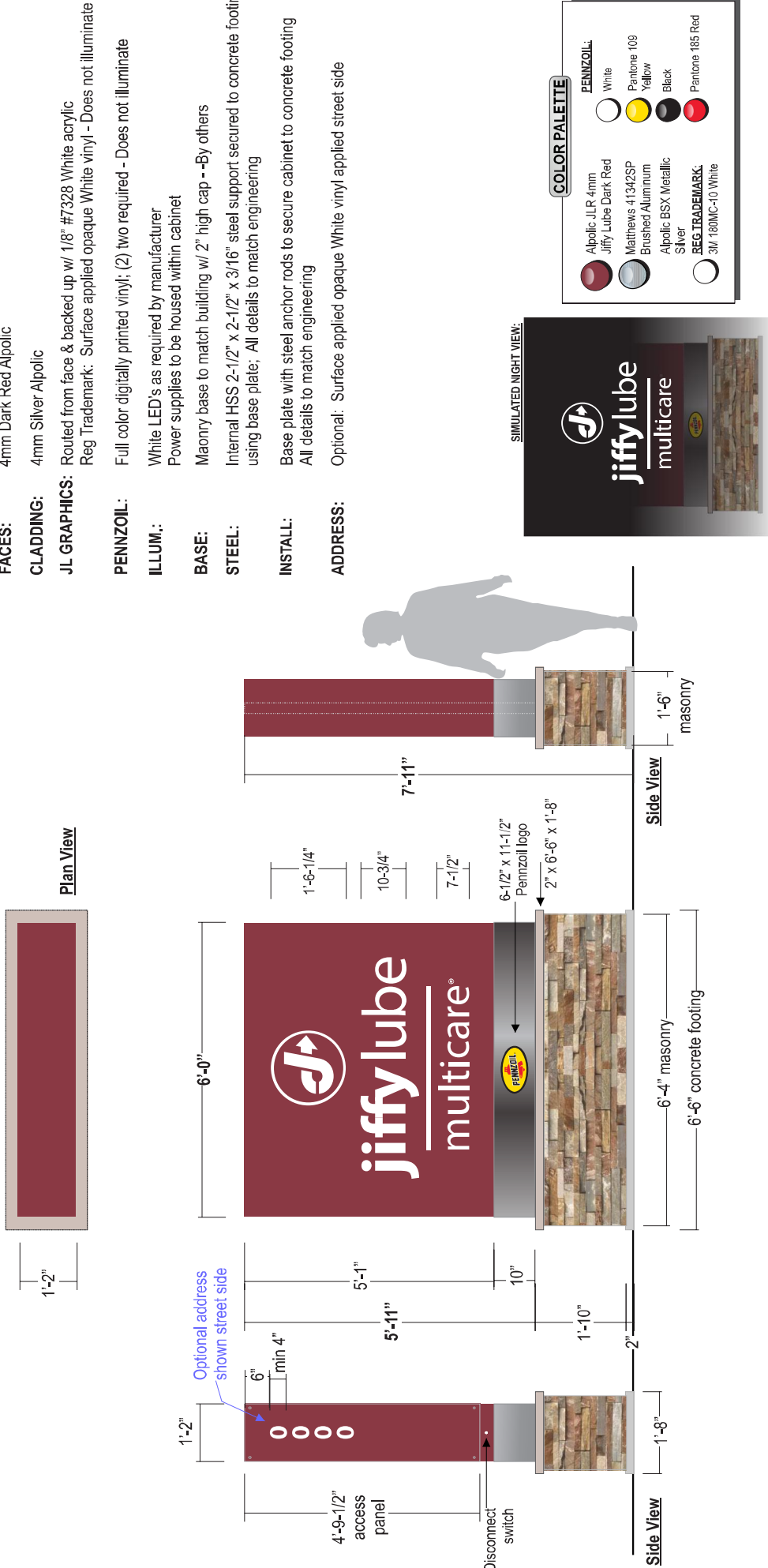


D/F ILLUMINATED MONUMENT

JLM-M36-B

Scale: 1/2"=1'-0"

35.5 square feet



Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	427358	4/24/23 Vw					

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**NORTH PERSPECTIVE**



2710 Sutton Boulevard  
St. Louis, Missouri 63143  
[www.adg-stl.com](http://www.adg-stl.com)  
P :: 314.644.1234  
F :: 314.644.4373



**GUGGENHEIM**

## Design Development Plans

Proposed Jiffy Lube Multicare  
Allendale, MI

1/5/2024





**SOUTH PERSPECTIVE**



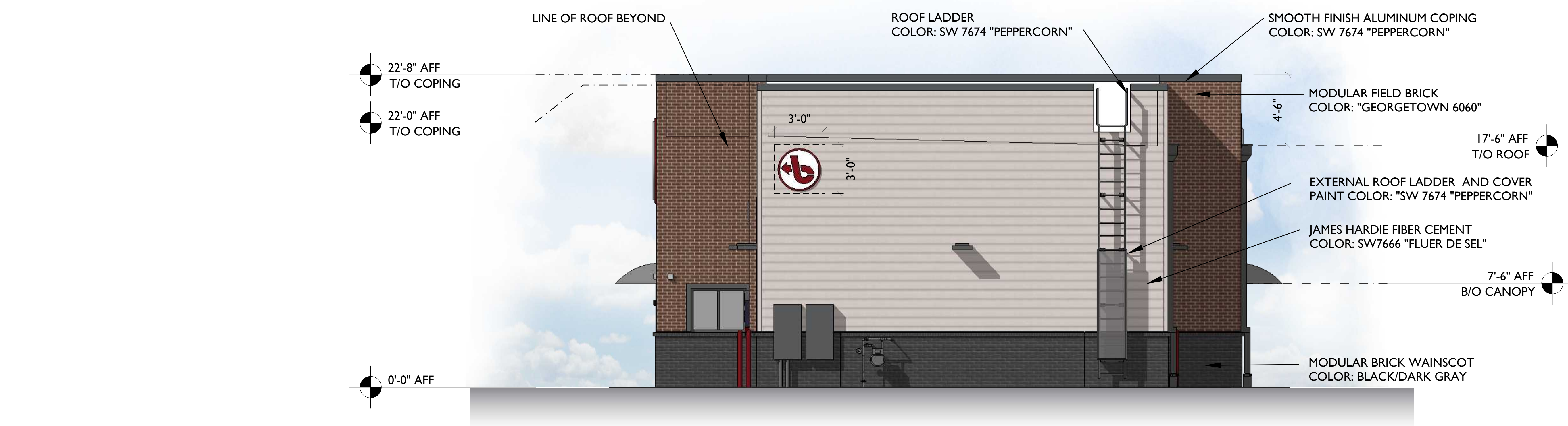


**SOUTH PERSPECTIVE**





**NORTH ELEVATION**



**WEST ELEVATION**



2710 Sutton Boulevard  
St. Louis, Missouri 63143  
[www.adg-stl.com](http://www.adg-stl.com)  
P :: 314.644.1234  
F :: 314.644.4373



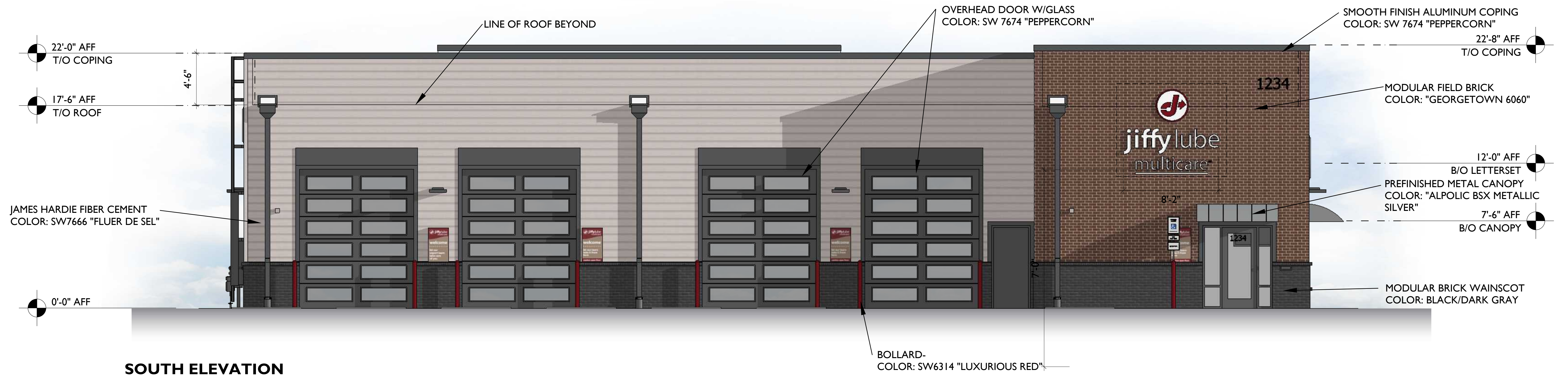
**GUGGENHEIM**

**Design Development Plans**

Proposed Jiffy Lube Multicare  
Allendale, MI

1/5/2024





**SOUTH ELEVATION**

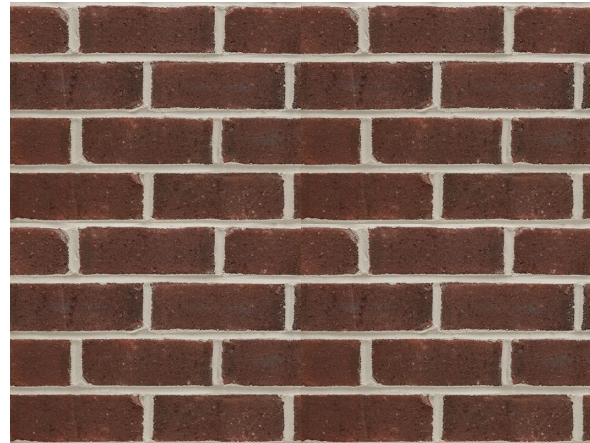


**EAST ELEVATION**



EXTERIOR ELEVATIONS PRODUCT SPECIFICATION  
AREA\_PERCENTAGE (%)

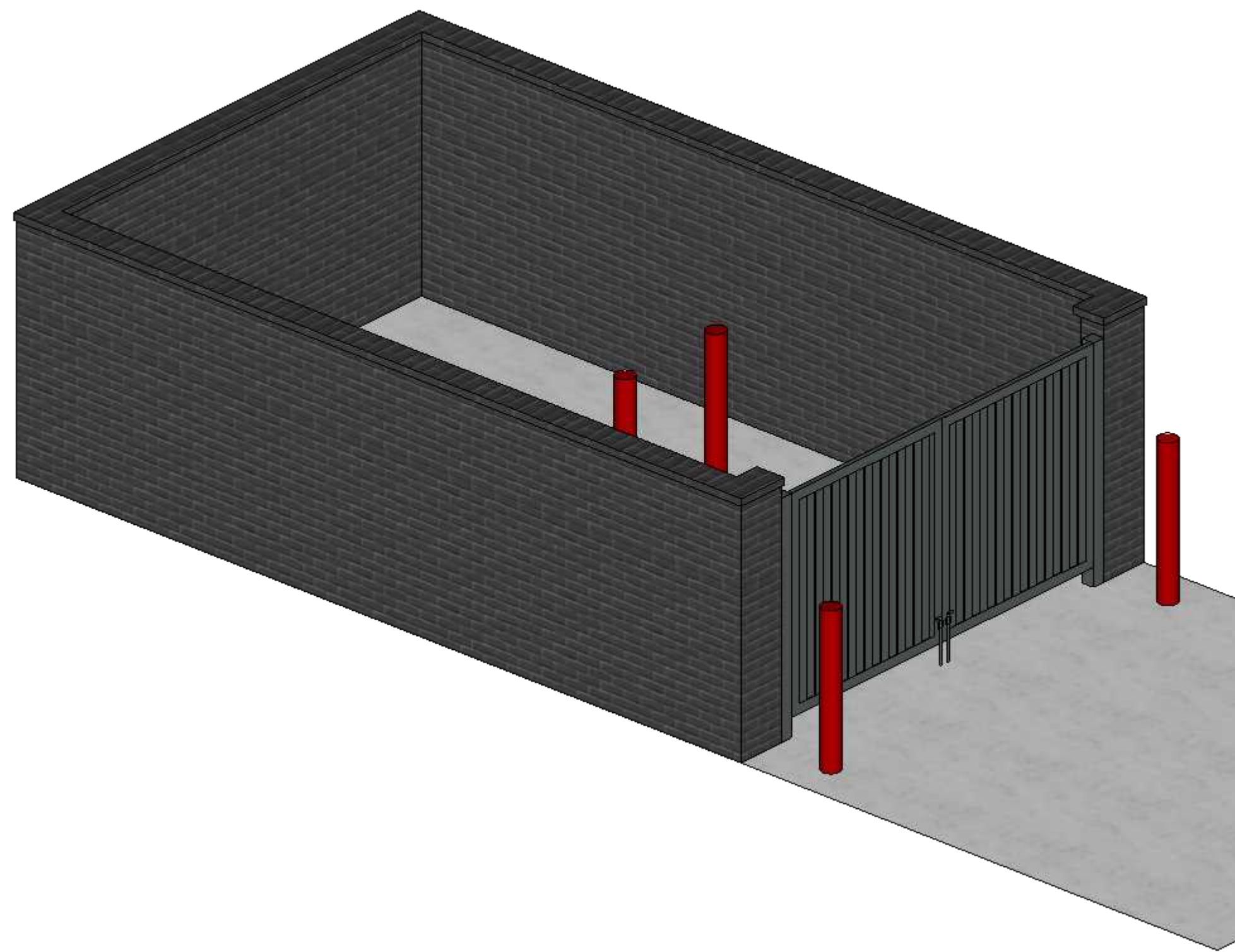
TOTAL AREA: +/- 5213.59 S.F\_100%

FINISH/MATERIALS	TOTAL BUILDING FACADES	NORTH ELEVATION	WEST ELEVATION	SOUTH ELEVATION	EAST ELEVATION
 MODULAR BRICK WAINSCOT	12.62%	10.39%	18.00%	10.00%	15.47%
 MODULAR FIELD BRICK COLOR: "GEORGETOWN 6060"	37.11%	52.13%	23.85%	27.17%	43.59%
 JAMES HARDIE FIBER CEMENT COLOR: SW7666 "FLUER DE SEL	41.58%	25.28%	57.07%	52.94%	37.04%
 GLASS	8.69%	12.20%	1.08%	11.89%	3.90%

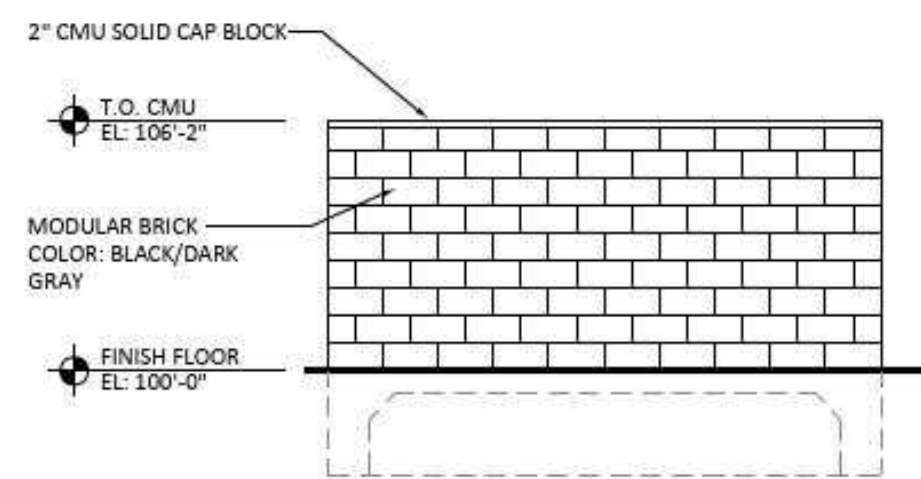






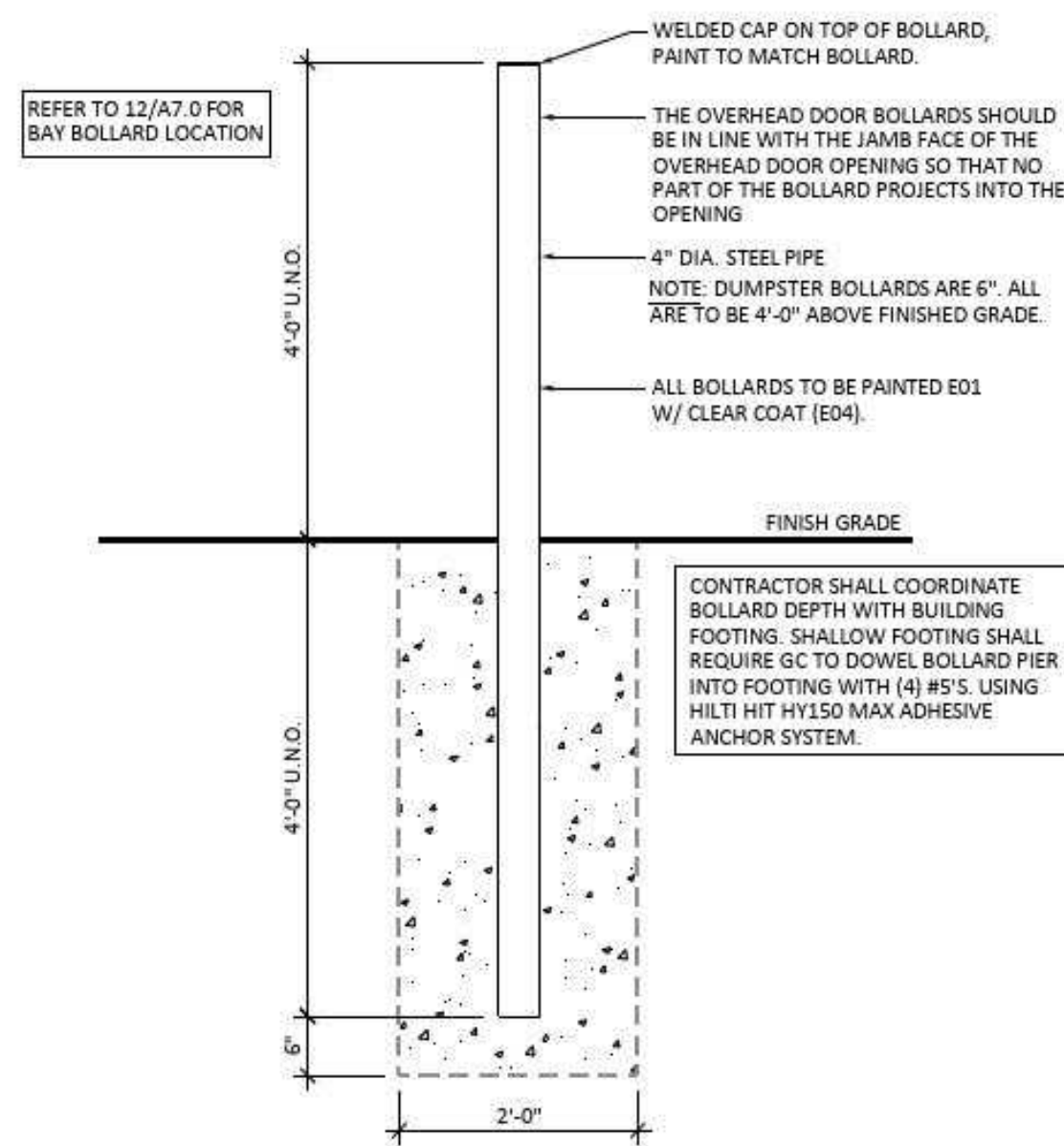


PERSPECTIVE

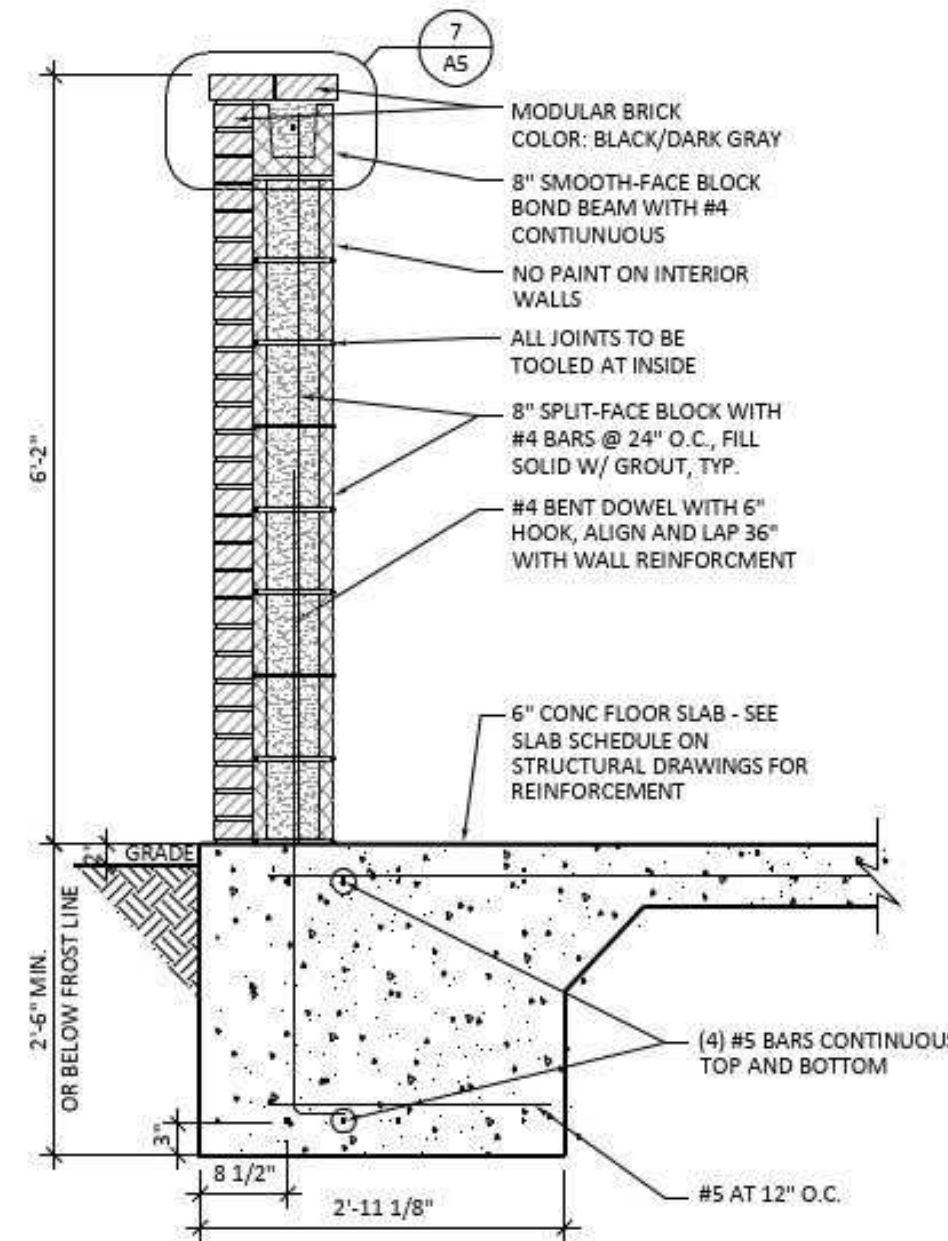


REAR ELEVATION

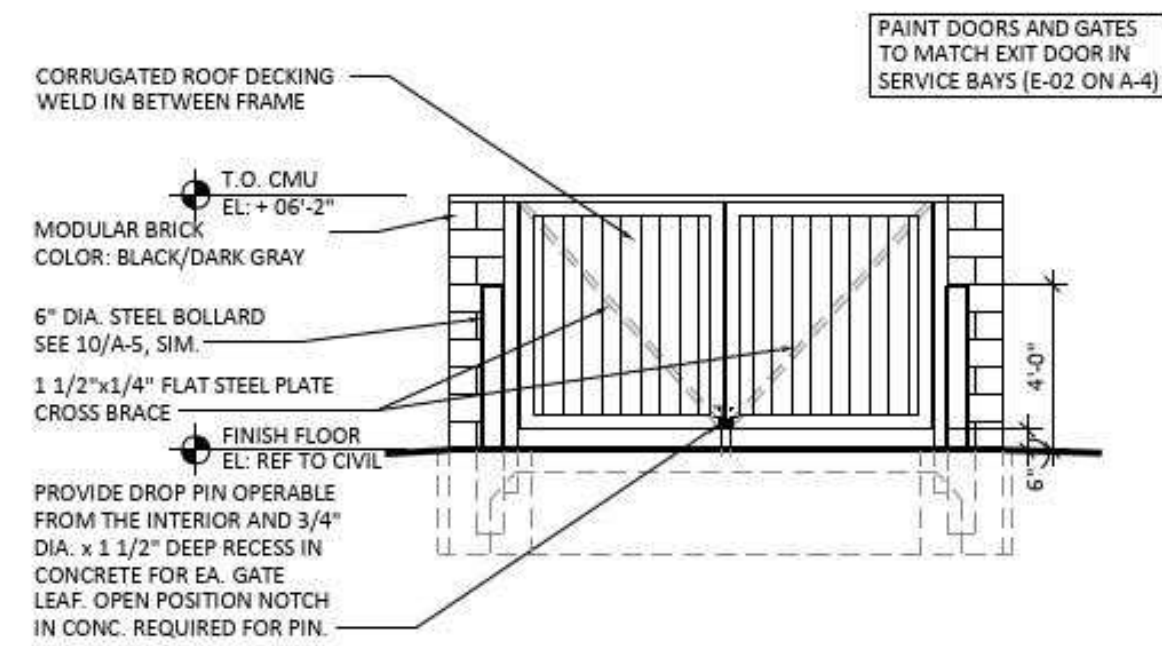
TYP. PIPE BOLLARD DETAIL



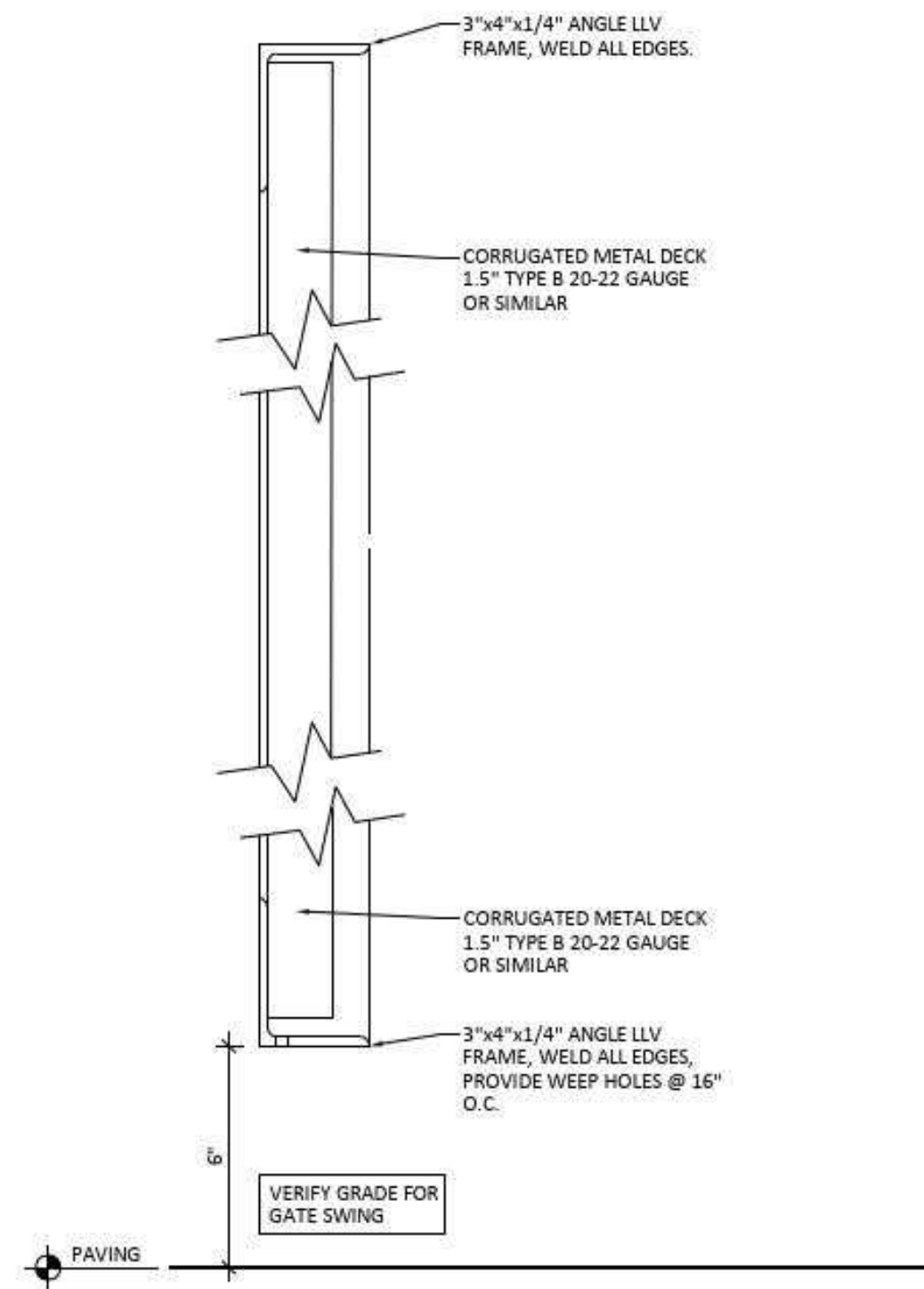
WALL SECTION



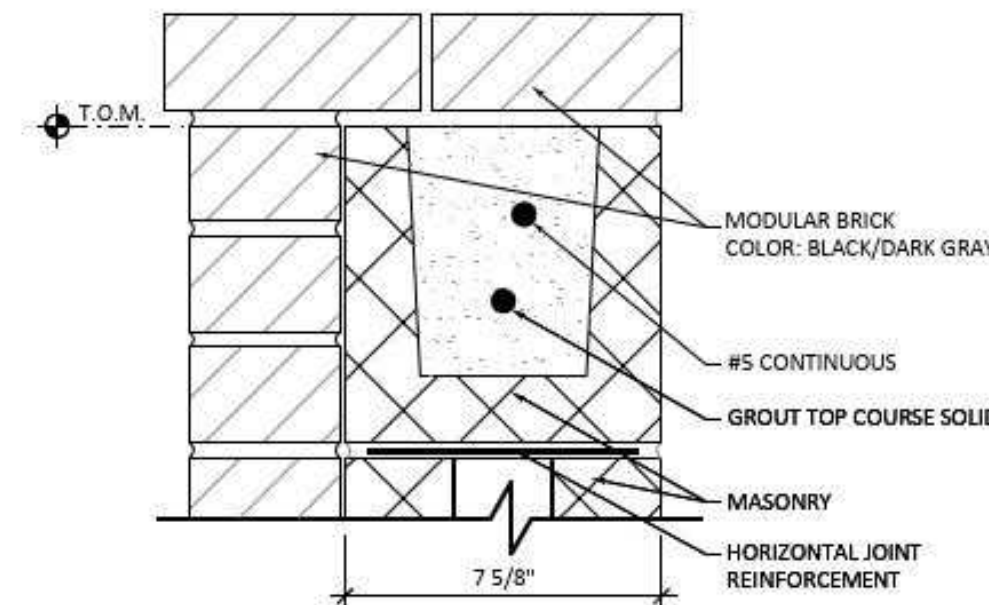
FRONT ELEVATION



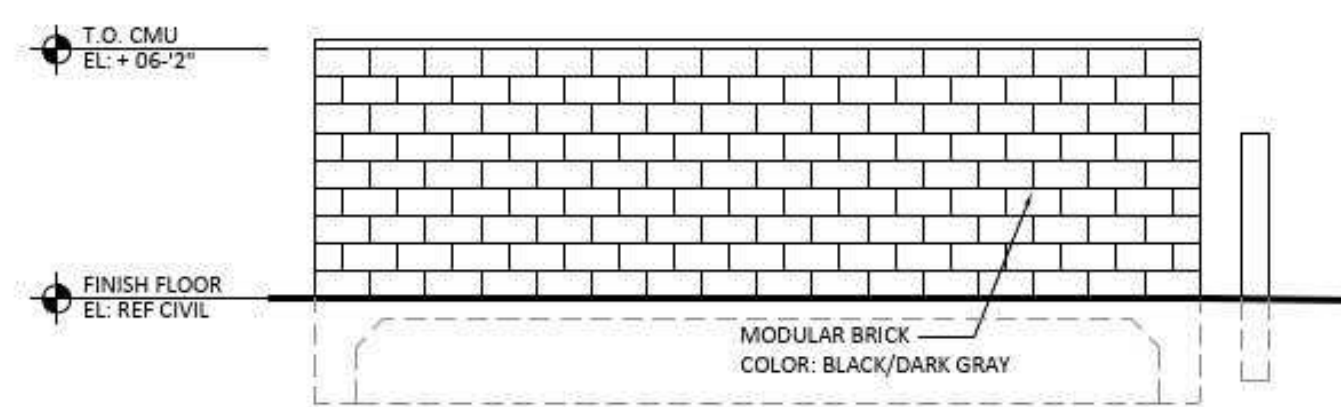
GATE SECTION



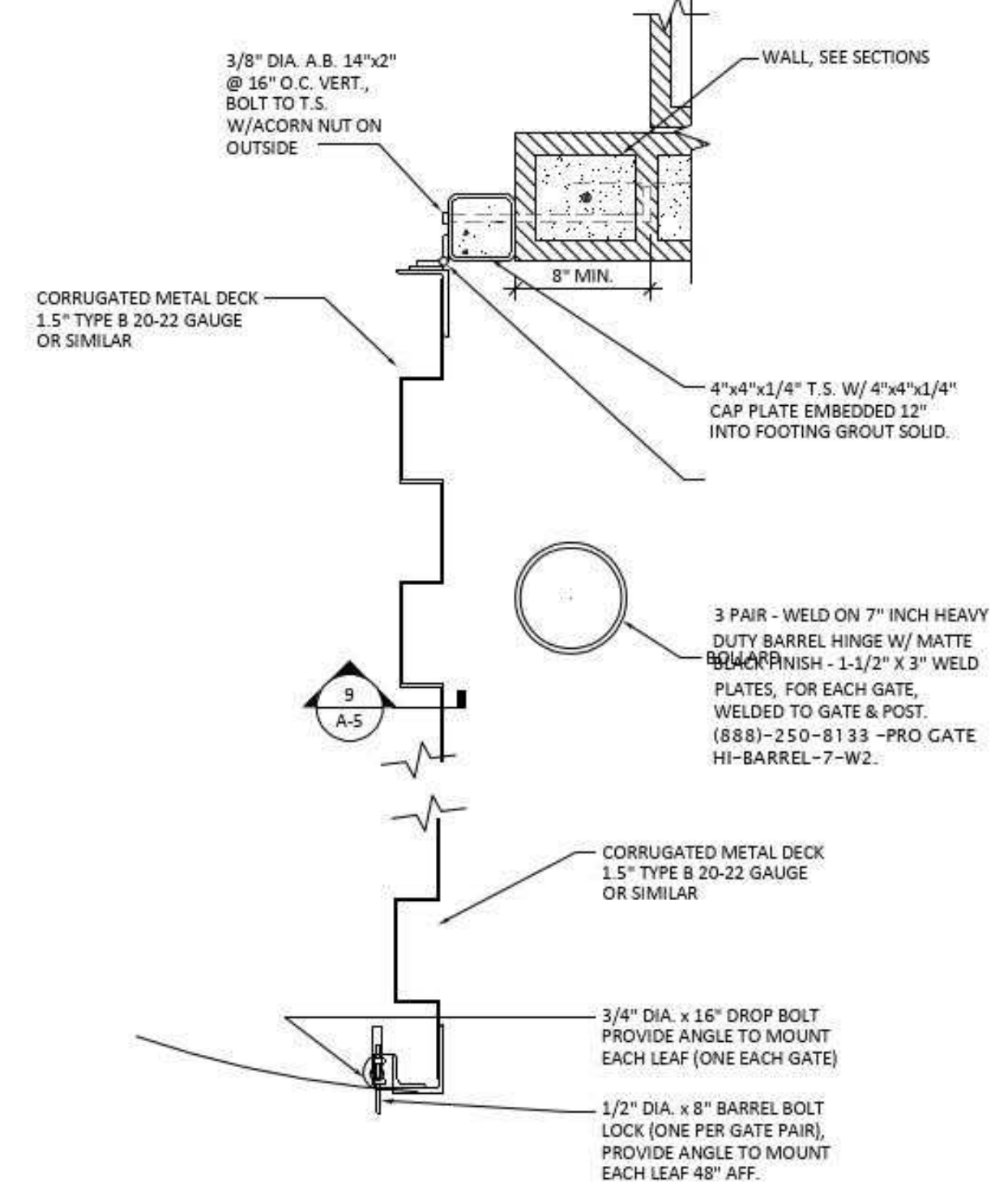
WALL CAP DETAIL



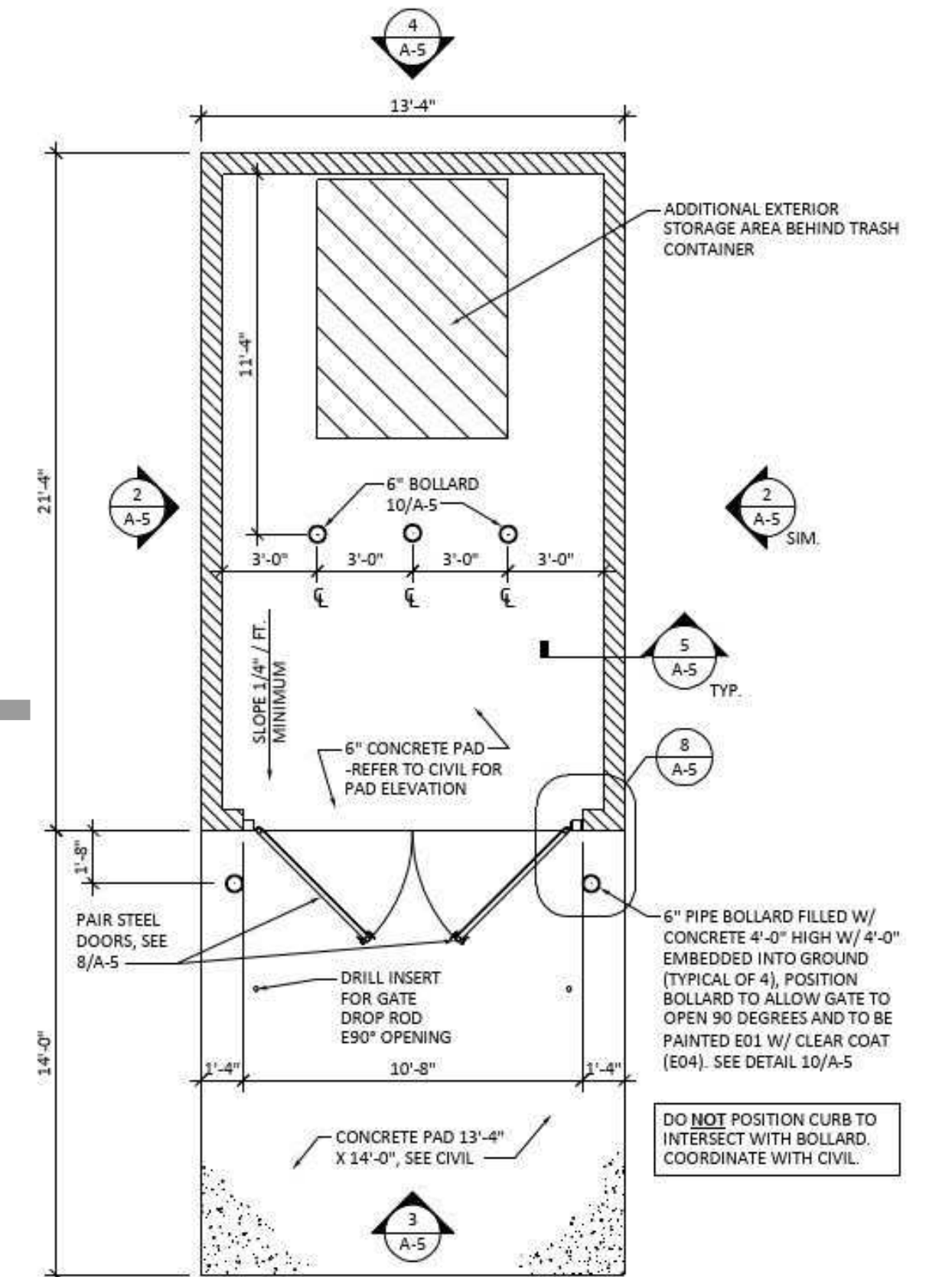
SIDE ELEVATION



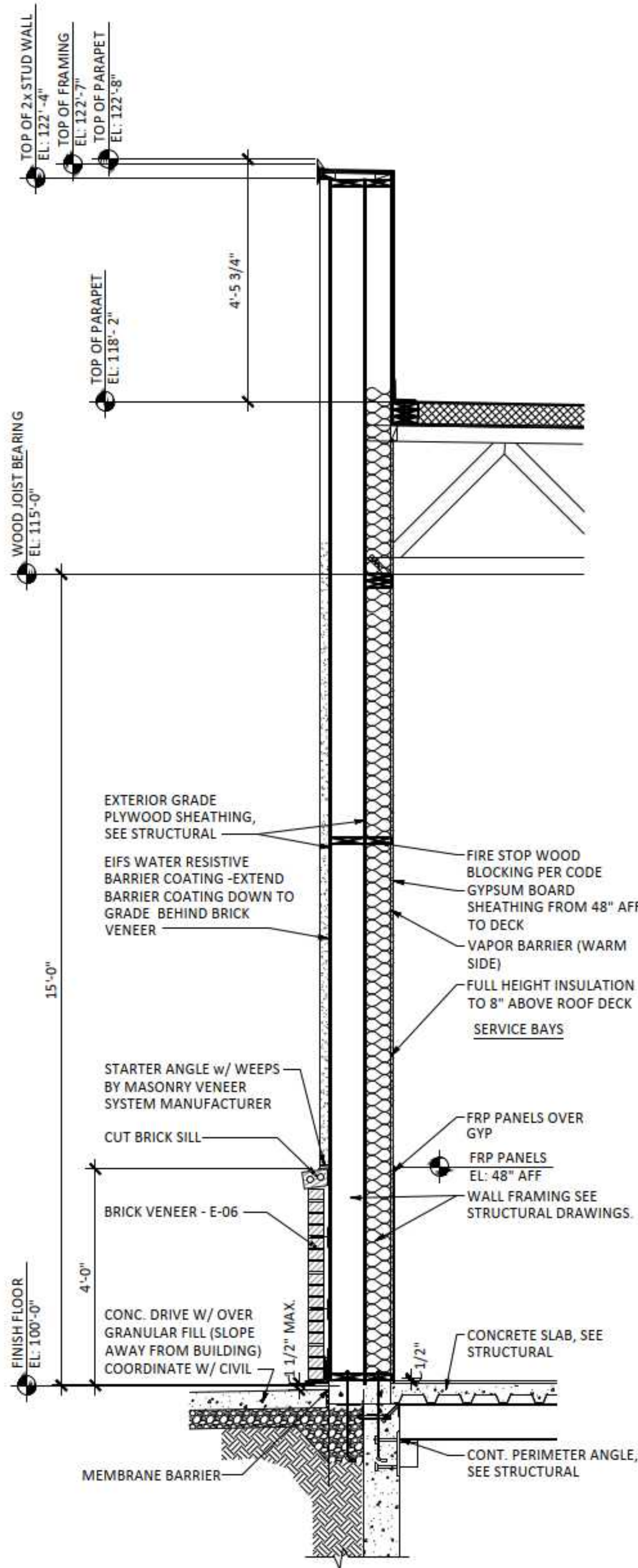
GATE DETAIL



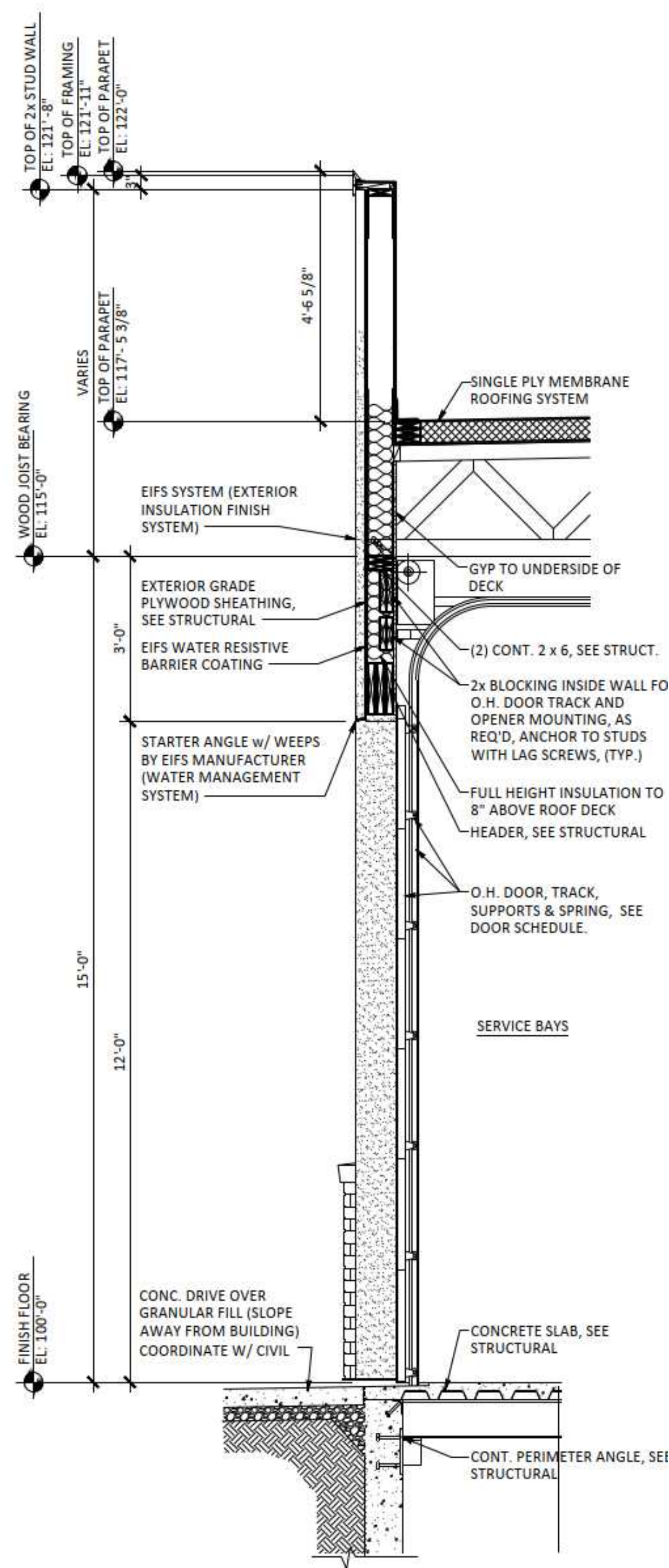
CMU DUMPSTER ENCLOSURE





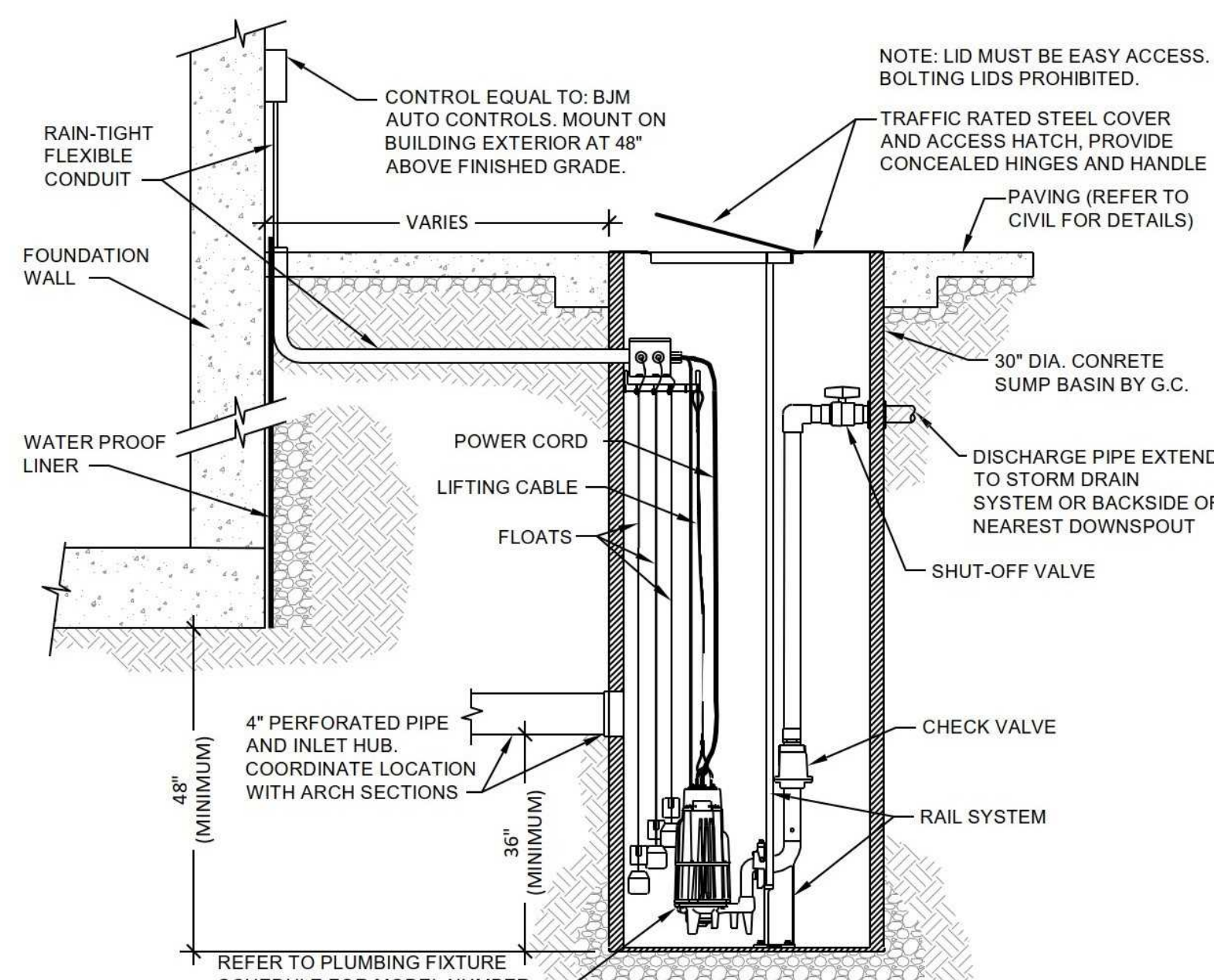


1 WALL SECTION - LOW POINT



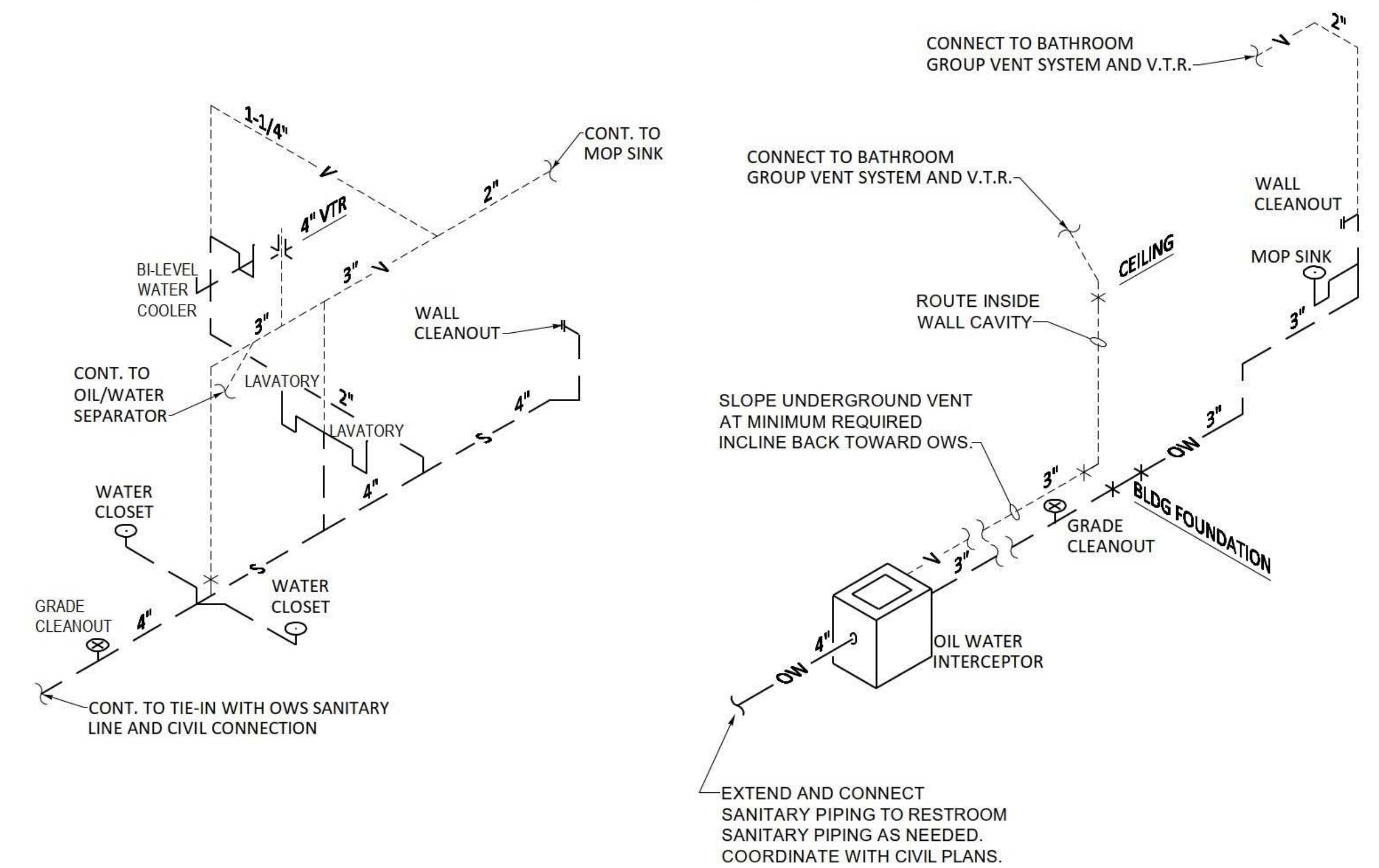
2 WALL SECTION - HIGH POINT

**SPECIAL NOTE:**  
JIFFY LUBE DOES NOT UTILIZE FLOOR DRAINS, TRENCH DRAINS. THE BASEMENT (LUBE PIT) HAS NO DRAINS. THE MOP SINK IS THE ONLY FIXTURE TIED TO THE OIL WATER SEPARATOR



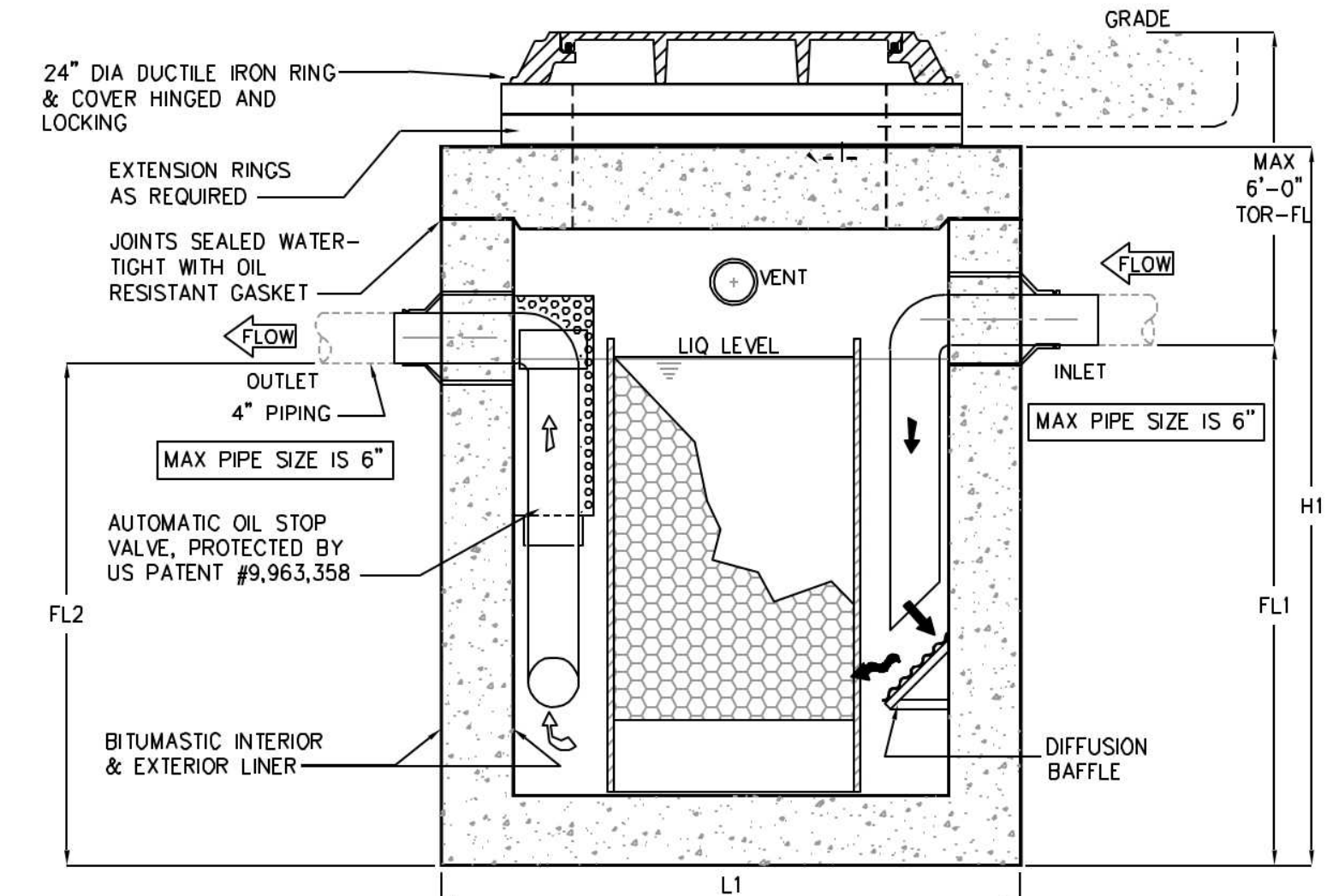
- NOTES:**
1. CONTRACTOR SHALL FIELD COORDINATE EXACT LOCATION OF EXTERIOR SUMP PUMP BASIN / SYSTEM WITH ON SITE CONDITIONS OUT OF FOOT AND VEHICULAR TRAFFIC PATTERNS.
  2. ROUTE PIPING AS REQUIRED. COORDINATE WITH CIVIL DRAWINGS FOR DISCHARGE INVERTS.
  3. CONTRACTOR SHALL PROVIDE CONCRETE SUMP BASIN, FIELD COORDINATE SIZE AND LENGTH WITH SELECTED SUMP PUMP SYSTEM AND SITE CONDITIONS PRIOR TO ORDERING AND INSTALLATION.
  4. SUMP BASIN SHALL BE INSTALLED PER MANUFACTURER'S INSTALLATION INSTRUCTION.

EXTERIOR SUMP PUMP DETAIL (GROUND WATER ONLY)



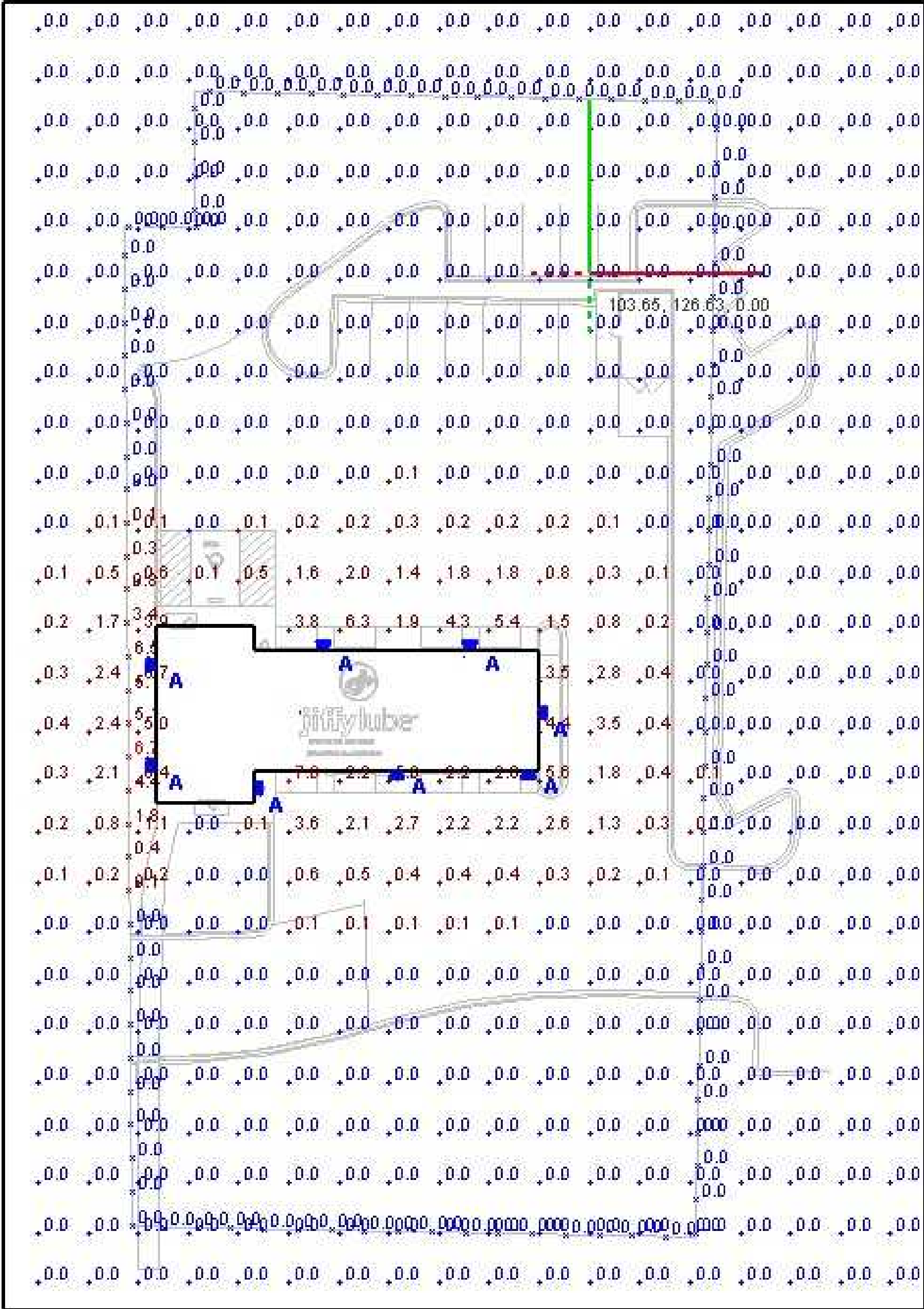
WASTE RISER DIAGRAM

OIL WASTE DIAGRAM



OIL WATER SEPARATOR





PHOTOMETRIC PLAN

EVOLVE

CUSTOMER NAME \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

DATE \_\_\_\_\_ TYPE \_\_\_\_\_

CATALOG NUMBER \_\_\_\_\_

### EWAS A Series

LED Wall Pack

The **Evolve**® LED A Series Wall Pack (EWAS), offers Type II, III and IV optical patterns with lumen levels ranging from 3,000 to 17,000 lumens, and is a designed replacement for 50W to 400W HID including an optional Emergency Battery Backup. EWAS is suitable for underpass applications.

#### Construction

<b>Housing:</b>	Aluminum die cast enclosure. Integral heat sink for maximum heat transfer
<b>Lens:</b>	Impact resistant tempered glass
<b>Paint:</b>	Corrosion resistant polyester powder paint, minimum 2.0 mil thickness Standard = Black, Dark Bronze, Gray & White (RAL & custom colors available)
<b>Weight:</b>	8 - 10 lbs.

#### Lumen Maintenance

DISTRIBUTION	Projected Lxx per IES TM-21-11 at 25°C		
	LXX(HOUR) @ HOURS		
	25,000 HR	50,000 HR	60,000 HR
A2, A3, A4, B2, B3, B4, C2, C3, C4, D2, D3, D4	L95	L93	L92
E2, E3, E4, F2, F3, F4, G2, G3, G4	L96	L94	L94

Note: Projected Lxx based on LM80 (≥ 10,000 hour testing). Accepted industry tolerances apply to initial luminous flux and lumen maintenance measurements.

#### Optical System

<b>Lumens:</b>	3,000 - 17,000
<b>Distribution:</b>	Type II, III, IV
<b>CCT:</b>	3000K, 4000K, 5000K
<b>CRI:</b>	≥70

#### Electrical

<b>Input Voltage:</b>	120-277V & 347-480V
<b>Input Frequency:</b>	50/60Hz
<b>Power Factor:</b>	> 90% at rated watts
<b>Total Harmonic Distortion:</b>	< 20% at rated watts

#### Surge Protection

TYPICAL (120 STRIKES)	ENHANCED (40 STRIKES)	EXTREME (40 STRIKES)
<input type="checkbox"/> 6kV/3kA*	<input type="checkbox"/> 10kV/5kA*	<input type="checkbox"/> 20kV/10kA*

\*Per ANSI C136.2-2015

#### Warranty

☐ 5 Year (Standard)

#### Ratings

<b>Operating Temperature:</b>	-40°C to 40°C
<b>Vibration:</b>	3G per ANSI C136.31-2010
<b>LM-79:</b>	Testing in accordance with IESNA Standards

#### Controls

<b>Dimming:</b>	Standard - 0-10V <input type="checkbox"/>
	Optional - DALI (Option U) <input type="checkbox"/>
<b>Sensors:</b>	Photo Electric Sensors (PE) available LightGrid+™ and Daintree Compatible

#### Emergency Battery Backup

Provides reliable emergency operations when there is a loss to normal power, supported by Independent Secondary Battery and LED Board. Powers luminaire for a minimum of 90 minutes @ 1,000 lumens. Available on A\* and B\* Optical Code Packages only. Operating Temperature (for EMBB models) -20° to 40°C. 3kV/1.5kA surge protection for EMBB models.

Not all product variations listed on this page are DLC qualified. Visit [www.designlights.org/search](http://www.designlights.org/search) to confirm qualifications.

Current@

LED.com

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Page 1 of 7  
(Rev 08/23/23)  
OLP3165-Evolve-EWAS-LED-Wall-Pack-Specsheet\_R08

2710 Sutton Boulevard  
St. Louis, Missouri 63143  
[www.adg-stl.com](http://www.adg-stl.com)  
P:: 314.644.1234  
F:: 314.644.4373

GUGGENHEIM

Design Development Plans

Proposed Jiffy Lube Multicare  
Allendale, MI

1/5/2024





January 29, 2024

Mr. Gregory Ransford  
Allendale Charter Township  
6676 Lake Michigan Drive  
PO Box 539  
Allendale, MI 49401

RE: Emerald Springs – Final Preliminary Plat  
Allendale Charter Township, Ottawa County, Michigan

Mr. Ransford:

Enclosed please find twelve (12) copies of the items listed below that are being submitted for Final Preliminary Plat review for Emerald Springs. Each submittal contains the following:

1. Sec. 112-119 Checklist
2. Agency Approval Letters
3. Plat Restrictions
4. Final Preliminary Plan Set

These items are being submitted for review and approval at the February 26, 2024, Township Board meeting.

If you have any questions or require additional information, please call me at (616) 575-5190 or via email at [rpulaski@nederveld.com](mailto:rpulaski@nederveld.com).

Sincerely,

Rick Pulaski, P.E.  
Director of Planning

Enclosures





**EMERALD SPRINGS  
FINAL PRELIMINARY PLAT APPROVAL CHECKLIST**

STEP	DESCRIPTION
Sec. 112	Tentative municipal preliminary approval granted with Planning Commission on December 4, 2023, and with the Township Board on January 8, 2024.
Sec. 113	Approval from Ottawa County Road Commission is not applicable since it is a private road.
Sec. 114	Ottawa County Water Resources Commissioners office granted preliminary approval on November 22, 2023.
Sec. 115	Approval from MDOT is not applicable since none of the proposed subdivision includes or abuts a state trunk line highway, or includes streets or roads that connect or lie within the right of way of state trunk line highways.
Sec. 116 – 117	Approval from EGLE is not applicable.
Sec. 118	Approval from Ottawa County Health Department is not applicable since public water and sewers are available and accessible to the land proposed to be subdivided.
Sec. 119	Ottawa County Plat Board granted tentative approval to the preliminary plat on November 8, 2023.





**Ottawa County**

Clerk | Register of Deeds

Justin F. Roebuck  
County Clerk | Register of Deeds

Renee E. Kuiper  
Chief Deputy County Clerk

Rachel A. Sanchez  
Chief Deputy Register of Deeds

November 8, 2023

Nederveld, Inc.  
217 Grandville Ave. SW, Ste. 302  
Grand Rapids, MI 49503

Attention: Richard Pulaski

RE: Emerald Springs  
Section 26  
Allendale Township

Dear Mr. Pulaski,

The preliminary plat for Emerald Springs (Allendale Township, Section 26), was received by the Ottawa County Plat Board and reviewed for information at a regular meeting on November 8, 2023. The preliminary plat was approved. Please be advised that if the property in question has taxes owing on it, these taxes will need to be paid before the final plat will be approved.

If relevant, please note the board will need all open spaces/parks to have assigned parcel numbers and ownership of these open spaces/parks will need to be established prior to submitting the final plat. Please give us a call if you have any questions at (616) 994-4510.

Sincerely,

Justin F. Roebuck  
Clerk Ottawa County Plat Board

○ **Circuit Court Records**

414 Washington Avenue Room 320  
Grand Haven, MI 49417  
616-846-8315

○ **CCR - Family Division**

12120 Fillmore Street  
West Olive, MI 49460  
616-786-4108

○ **Elections Division**

12220 Fillmore Street Room 130  
West Olive, MI 49460  
616-994-4535

○ **Register of Deeds**

12220 Fillmore Street Room 146  
West Olive, MI 49460  
616-994-4510

○ **Vital Records**

12220 Fillmore Street Room 130  
West Olive, MI 49460  
616-994-4531



**From:** [John Gutierrez](#)  
**To:** [Rick Pulaski](#)  
**Cc:** [Jerry Kuiper](#); [Adam Elenbaas](#); [Greg - Fresh Coat Planning](#); [Chad Doornbos](#)  
**Subject:** Emerald Springs  
**Date:** Monday, October 30, 2023 9:01:25 AM

---

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Rick,

We received a submittal of a Preliminary Plat for Emerald Springs last week. My latest understanding is this will be a private road project. If that is the case, this project falls under our commercial driveway category and our authority is limited to the approach of Emerald Lane at 60<sup>th</sup> Avenue. Our review of that plan is currently in process. A preliminary plat/plan is not necessary.

**Reference to the Road Commission should be removed from the note for the temporary turnaround.**

Thanks,  
John Gutierrez  
Ottawa County Road Commission  
616-842-5400





# County of Ottawa

## Office of the Water Resources Commissioner

Joe Bush  
Commissioner

Shaun McLarty  
Chief Deputy

12220 Fillmore Room 141 West Olive, MI 49460 Ph.(616) 994-4530 FAX (616) 994-4529 Email [waterresourcescommissioner@miottawa.org](mailto:waterresourcescommissioner@miottawa.org)

---

November 22, 2023

Michael McGraw  
Red Three Land Investments  
1188 E Paris Ave SE  
Suite 100  
Grand Rapids, MI 49546

RE: Emerald Springs - Phase 1 – **Preliminary Plan Drainage Approval**  
10889 60<sup>th</sup> Ave  
Allendale Township

Upon recommendation of our reviewing engineer, OCWRC hereby grants **Preliminary Plan Drainage Approval** for Emerald Springs -Phase 1 as shown on the preliminary site plans submitted by Rick Pulaski, P.E., Nederveld, dated October 18, 2023.

As conditions of approval, please reference the recommendations from our reviewing engineer, Mr. Dennis Chase, P.E., LRE, in his letter dated November 20, 2023, which was previously sent to you. Those recommendations should be incorporated into the design as you move forward with your construction plan submittal.

Construction plan approval shall not be issued until OCWRC has received and reviewed acceptable plans and storm water calculations, as well as the appropriate fees for this next step in the process. Construction plan review fees shall be calculated by the developer's engineer per the current fee schedule at the time of submittal.

Final approval shall be granted only after receiving and reviewing all final documents, and payment of all applicable fees incurred.

If you have any questions, please contact me at (616) 994-4530.

Sincerely,

Joe Bush  
County of Ottawa  
Water Resources Commissioner

JB/mac

c: Mr. Rick Pulaski, P.E., Nederveld  
Mr. Dennis Chase, P.E., LRE  
Mr. John Gutierrez, P.E., OCRC  
Mr. Adam Elenbaas, Supervisor, Allendale Charter Township



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*December 4, 2023*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call:  
Present: Adams, Westerling, Bronson, Zuniga, Nadda, Jacquot  
Absent: Zeinstra  
Staff and Guests Present: Planner Greg Ransford, Township Attorney Bob Sullivan, Planning and Zoning Coordinator Kelli McGovern, Scott Lyman, Steve VanDyken, Peter Christopoulos, James Christopoulos, Kim Dunn, Jeff Dunn, Duke Schut
3. Communications and Correspondence: None
4. Motion by Jacquot to approve the November 20, 2023, Planning Commission Minutes as presented.  
Seconded by Nadda. **Approved 6-0**
5. Motion by Adams to approve the December 4, 2023, Planning Commission Agenda with the change to move Item 10 in front of Item 6. Seconded by Jacquot. **Approved 6-0**
6. Old Business:
  - A. Planned Unit Development ownership opinion – Attorney Sullivan  

Mr. Sullivan presented his legal opinion regarding the process of amending a PUD when there are multiple owners, and the original owner did not specifically retain control of the PUD. He opined that any owner in such a PUD would need approval from the other owners in the PUD to amend the PUD.

Commissioners discussed the legal opinion.
7. Public Comments for *non-public hearing item*:  

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

James Christopoulos, a business owner in Allendale, thanked the Township for the Christmas lights.

*Seeing no more comments, Chairperson Adams closed the public comment section.*
8. Public Hearings:
  - A. Walgreens Planned Unit Development Amendment – The Raymond Building  

Steve Witte of Nederveld, representing the applicant, presented the proposed building and amendment to the PUD.

Mr. Ransford reviewed his memo and explained to the public what was happening with this project.

Chairperson Adams asked Mr. Sullivan if he had anything to add and Mr. Sullivan reiterated his previous comments that he does not believe that one owner has the authority to amend the PUD without the other owners' approval and that the property owner bought the property knowing the restrictions that were placed on that particular property.

Mr. Witte reiterated his opinion that each parcel is its own entity, and that Mr. DeJong is the "holder" of the PUD for Parcel c and should not have to get outside approval from other property owners.

*Chairperson Adams opened the public comment section of the public hearing.*

James Christopoulos, owner of the Allendale Mr. Burger, a tenant of the Walgreens PUD, commented that he opposes the proposed changes to the PUD. He does not want competing uses to be allowed as when they bought in, they bought in with the understanding that the last parcel in the PUD only allowed



certain uses that do not compete with Mr. Burger. He is also worried that the parking proposed is not sufficient for the size of the proposed building.

Greg DeJong, the owner of the property and resident of Allendale, apologized to the owners of Mr. Burger stating that he does not want to put a competing use in that building and that the current language is very restrictive to what can go in that building. He is not pursuing restaurant businesses to occupy that drive-thru space. He also noted that he was not asked for approval when Mr. Burger amended the PUD for their project.

Duke Schut, the general contractor for the project and a resident of Allendale, noted that he was a Planning Commissioner previously and had never seen an owner in a PUD need to get permission from other owners to make changes. He also noted that the current approved list of uses is very restrictive, and that list was made when there was a tenant that was going to build on that site.

James Christopoulos addressed the Commissioners again. He appreciates Greg and the respect that Greg has for his family, and that he and his mom have had discussions with Greg regarding this project. He opines that there are many uses available for this site. He notes that Mr. Burger does not trust that if these changes go through that there will be no competing uses in that building, which is what they were assured of when they bought their property within the same PUD. Mr. Christopoulos pointed out that when Mr. DeJong stated that he was not asked for approval when Mr. Burger sought changes, he was the selling agent of the property and argued for Mr. Burger to be approved.

*Chairperson Adams closed the public comment section.*

Mr. Sullivan noted that if the Commission approves the list with uses of sub shop, donut shop, delicatessen, coffee house, it puts the Township in a tough position of enforcement where they must monitor what the menu items would be and then must determine if they would comply with the standards.

Mr. Witte reiterated his stance on the legal opinion of amending a PUD and that Mr. DeJong should not have to get approval from the other property owners in the PUD to amend it as it is his property.

Commissioners discussed the legal opinion and how it is related to this project as Mr. Burger is a part of the PUD and does not agree with the proposed list of uses.

*Chairperson Adams made a motion to open a public comment time. Seconded by Nadda. **Approved 6-0***

Mr. DeJong stated that he would like to strike Item F from the list of approved uses and thinks that Mr. Burger will agree to this new list.

Mr. Christopoulos responded to Mr. DeJong's offer to strike Item F from the list. He would like to see Items A, F, J, and N all removed as they could still turn into competing uses.

Mr. Schut spoke to the legal opinion of needing approval from the other property owners and that he believes that this is not a good precedent to set.

Mr. Witte asked the hypothetical question that if Mr. DeJong would like to remove the property from the PUD and seek to rezone it, would they need the other property owner's approval to do so?

*Chairperson Adams closed the public comment time.*

Chairperson Adams discussed the option of tabling the project to give the applicant time to come to an agreement with the other owners in the PUD regarding acceptable uses.

Commissioners discussed the uses and what could be considered competing uses. Mr. Witte offered to add the phrase "non-food commodities" to Item A. Commissioners were agreeable to that addition and opined that with that addition to Item A and Item F stricken from the list they believe that there would be no competing uses.

*Motion by Mr. Jacquot to open a public comment time. Seconded by Mr. Bronson. **Approved 5-1** with Mr. Adams opposing.*



Mr. Christopoulos noted that he comes from a position of distrust, and that he believes that Mr. DeJong knew the restrictions when he bought the property. He noted that he would like more provisions added to Items J and N to restrict the possibility of food being served.

*Chairperson Adams closed the public comment time.*

Mr. Adams clarified the process of providing a recommendation to the Board and that the Board would have to approve or deny the project.

Mr. Nadda made a motion, seconded by Jacquot, to recommend the approval of the proposed *site plan and* resolution to amend Walgreens PUD to the Township Board with the changes of:

- Removing Item F completely
- Adding “non-food commodities” to Item A

**Approved 6-0**

B. Emerald Springs Tentative Preliminary Plat – Phase One & Minor Amendment

Mike McGraw with Signature Land Development and Eastbrook Homes presented the project noting that there is no intent to add property to PUD.

Planner Ransford reviewed his memo regarding the project and went over the process of the PUD and platting the property.

*Chairperson Adams opened the public comment section of the public hearing.*

*Seeing no comments, Chairperson Adams closed the public comment section.*

Mr. Nadda asked where the extra 2’ came for the lots. Mr. McGraw explained that the 2’ essentially comes from a future phase by either making the lots smaller or removing lots from future phases. They will all meet or exceed the minimum lot width allowed in the PUD but for this phase have decided to add 2’ to the previously approved width.

There was a question regarding the placement of the mailbox cluster, but Mr. McGraw noted that the Post Office dictates where that cluster is required to be placed.

Motion by Nadda, seconded by Zuniga, to recommend approval to the Board of Emerald Springs Tentative Preliminary Plat & Minor Amendment as presented. **Approved 6-0**

9. Site Plan Review: None

10. New Business:

A. Discussion Item – Development dewatering and related noise – potential to regulate

Planner Ransford reviewed his memo regarding this discussion item.

Mr. Sullivan noted that noise violations are difficult to enforce and prosecute. He stated that it would be easier to put requirements on an applicant during the review process to mitigate the noise.

Commissioners discussed the options of limiting times or enclosing the equipment in a temporary structure.

Commissioners directed Planner Ransford to add this item to the site plan checklist to review it on the front end of application to mitigate the disturbance.

11. Public Comments:

*Chairperson Adams opened the public comment section.*

Scott Lyman, an Allendale resident, commented on the noise of the dewatering and said that it is not bothersome to him. He noted that he lives near the Emerald Springs project and is now having issues with his shallow wells. He is working with Ottawa County and the developer to resolve the issue. He just wonders how long the developer has to resolve his issue.



Kim Dunn, a resident of Allendale, commented on the noise of the pumps running at the Emerald Springs project and is worried about water quality and wells running dry.

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Mr. Jacquot questioned Mr. Sullivan regarding noise standards and if they should just go away, but Mr. Sullivan believes that those regulations need to be in place and be reviewed on a case-by-case basis.

Mr. Nadda has questions regarding dewatering and what can we do to prevent loss of use for the surrounding wells.

Commissioners directed Planner Ransford to review the geological study that was provided for the Emerald Springs project to make sure that the lower well water levels are not in conflict with the report.

Mr. Zuniga reported that he had a meeting regarding the Natan Automotive shop and possible violations of their special land use permit. He noted that Steve Kushion is going to reach out and ask the owner to come into the Planning Commission to present what is going on there, ~~And the Planning Commission will decide if they are in violation~~ and if they will have to resubmit to the Township to amend their approval.

14. Chairperson Adams adjourned the meeting at 8:50 p.m.

**Next meeting December 18, 2023, at 7:00 p.m.**

Minutes respectfully submitted by Kelli McGovern





**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JANUARY SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 8, 2024, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Ms. Hansen; Ms. Schuitema; Ms. Kraker; and Mr. Elenbaas. (5)

Absent at Roll Call: Mr. Smit; Mr. Vander Wall (2)

Staff and Guests Present: Bob Sullivan, Legal Counsel; Sgt. Cal Keuning, Sheriff's Department; Greg DeJong; Nick Lilly; Steve VanDyken; Joshua Warners; Sharon Shaffer; James Christopoulos; and Andrew Christopoulos.

Mr. Elenbaas pronounced the invocation.

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

BOT 24-001      Mr. Zeinstra moved to approve the agenda of today as presented. The motion passed.

BOT 24-002      Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 27, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$119,156.53 and interim payments of \$121,906.17, as presented by the summary report for January 8, 2024.

The motion passed.

Items Received for Information

1. Minutes of the December 18, 2023, Planning Commission Meeting.
2. Planning Commission 2023 Annual Report
3. Planning Commission 2024 Work Program



Public Hearings- None

1. Proposed Amendments to the Walgreens PUD- Raymond Building

Mr. Elenbaas opened the public hearing at 6:04 p.m.

Comments were received from:

1. James Christopoulos

BOT 24-003 Mr. Elenbaas moved to close the public hearing at 6:08 p.m. The motion passed.

Public Comments- None

BOT 24-004 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 24-005 Mr. Zeinstra moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-01 as amended: Amendment to the Walgreens PUD-Raymond Building; a resolution amending the PUD as shown in the site plan titled The Raymond Building as amended by removing item "I- Catering Establishments" from the requested allowable list uses for Parcel C of the Walgreens PUD, prepared by Nederveld, Inc. dated 12/05/2023, Project No. 21201161. The motion passed as shown by the following votes:

YAYS: Mr. Zeinstra; Ms. Kraker; Ms. Hansen; Ms. Schuitema; and Mr. Elenbaas (5)

NAYS: None (0)

ABSENT: Mr. Smit; and Mr. Vander Wall (2)

BOT 24-006 Mr. Zeinstra moved to approve the Emerald Springs Tentative Preliminary Plat Approval. The motion passed.

BOT 24-007 Ms. Schuitema moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2024-02: 2024 Board Meeting Dates Corrected; a resolution correcting the Board of Trustee meeting dates for 2024; specifically amending the May 27, 2024, date and changing it to May 28, 2024. The motion passed.

Discussion Items- None

Public Comments- None

BOT 24-008 Mr. Elenbaas moved to close public comment. The motion passed.



Board Comments

Mr. Elenbaas informed the board that the Road Commission is seeking to place a proposal on the August ballot. They are seeking support on this initiative from all local jurisdictions. Mr. Elenbaas sought directive from the board on how to proceed. He also informed the board that Sam Eiler has resigned from the Library Advisory Board. Mr. Elenbaas is working with Human Resources to have the open seat posted on the township website.

BOT 24-009      Ms. Kraker moved to adjourn the meeting at 6:41 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale



**DRAFT**

**EMERALD SPRINGS**

**DECLARATION OF COVENANTS, RESTRICTIONS AND CONDITIONS**

THIS DECLARATION OF COVENANTS, RESTRICTIONS and CONDITIONS is made this \_\_\_\_\_ day of \_\_\_\_\_ 2023 by SIGNATURE LAND DEVELOPMENT CORPORATION, a Michigan corporation, of 1188 East Paris Ave., Ste 100, Grand Rapids, Michigan 49546, (hereinafter "Developer").

WHEREAS, Developer is developing certain property in the Township of Allendale, Ottawa County, Michigan, to be known as Emerald Springs. Emerald Springs will be a platted residential single family development to be platted in four phases. The legal description of the development area is attached on Exhibit A. This area may be expanded or contracted by Developer at any time and without any limitations by amending these Declaration of Covenants, Restrictions and Conditions; and

WHEREAS, Developer is developing the Emerald Springs plats in phases, all plats to be known as Emerald Springs followed by the appropriate plat number (collectively referred to as Emerald Springs), which lot owners will use and benefit from the same entry areas, private roads, common areas and amenities at such time as the subsequent plat(s) are recorded with the Ottawa County Register of Deeds; and

WHEREAS, it is required that each owner or purchaser of a lot in Emerald Springs becomes and remains a member of the Emerald Springs Homeowner's Association (hereinafter "Association") , a Michigan non-profit corporation, formed to maintain the common property areas in the Emerald Springs subdivision, and is required to contribute to the maintenance of the common area property, including the private roads, entry areas, pond and other property under the control of the Association; and

WHEREAS, it is part of the purpose and intention of this agreement that all of the lots in Emerald Springs, as recorded, be conveyed by Developer, subject to reservations, easements, notifications and the use and building restrictions contained herein to establish a general plan of uniform restrictions with respect to said subdivision, to insure to the purchasers of lots the use of the property for attractive residential purposes and to preserve the general character of the neighborhood; and

NOW, THEREFORE, the lots in said Emerald Springs shall be subject to the following building restrictions and other provisions which shall be covenants running with the land, binding on the heirs, personal representatives, successors and assigns of Developer and of each individual lot owner and of each individual lot owner's successors and assigns:

**A. USE AND OCCUPANCY RESTRICTIONS**

1. Residential Use. Lots shall be used exclusively for residential purposes or other purposes customarily incidental thereto. No house shall be designed, constructed or remodeled for the purpose of housing more than one family and not more than one house shall be built on any one platted lot. Homeowners may use their residences for home occupations, provided that the use does not generate unreasonable traffic by members of the general public, does not cause the violation of any other plat restrictions and the use conforms to the Allendale Township Zoning Ordinance concerning home occupations.

2. Common Areas. The common areas shall be used only by the Developer, the lot owners



and by their agents, tenants, family members, invitees and licensees for access, ingress to and egress from, their respective properties and for other permitted purposes provided that common areas designed for a specific purpose shall be used only for those purposes or other uses approved by the Developer or the Association. The use, maintenance and operation of the common areas shall not be obstructed, damaged or unreasonably interfered with by any owner and shall be subject to any easement presently in existence or entered into by the Developer at some future date that affects all or any part of the common areas.

3. Local Codes. No lot shall be used, nor shall any structure be erected thereon, unless the use thereof and the location thereon satisfies the requirements of the Zoning Ordinance of The Township of Allendale, Ottawa County, Michigan, which is in effect at the time of the contemplated use or the construction of any structure, unless approval thereof is obtained by a variance from the Township of Allendale.

4. Development and Sales Period. Development and sales period means the period continuing for as long as the Developer or its successors continue to own and offer for sale any lot or unit in the Emerald Springs development.

5. Developer Approvals. During the development and sales periods, no residences shall be commenced or erected until plans or specifications acceptable to the Developer showing the nature, kind, shape, height, materials, color scheme, location and approximate cost for such residence shall have been submitted to and approved in writing by the Developer. Any plans and specifications prepared for residences constructed by Eastbrook Homes Inc. (the "Builder") are deemed approved by the Developer. The Developer shall have the right to refuse to approve any plans or specifications that are not suitable or desirable in its opinion for aesthetic or other reasons. In passing upon such specifications, the Developer shall have the right to take into consideration the suitability of the proposed structure, the site upon which it is proposed to erect the same and the degree of harmony with the project as a whole.

6. Architectural Control Committee. An architectural review committee (the "Architectural Control Committee") has been or will be established by the Developer. The mission of the Architectural Control Committee is to ensure that non-builder/developer exterior changes or modifications meet the criteria established in these restrictions, provide a compatible neighborhood image and assure a harmonious and aesthetic development

Following the development and sales periods, if rights of appointment have not previously been assigned to the Association, the Developer representatives or appointees shall resign from the Committee and the Board of Directors of the Association shall appoint 3 new members to the Architectural Control Committee. In each succeeding year, or at such other intervals as the Board of Directors may decide, the Board of Directors shall appoint or re-appoint the 3 members to serve on the Architectural Control Committee.

7. Architectural Review. Following completion of the house, unless provided elsewhere in these Restrictions, no buildings, fences, walls, driveways, walkways, dog runs, pools, docks, play structures larger than a 20x12 foot area and more than 12 feet in height, sports court, or other improvements shall be constructed on a lot or elsewhere on the property; and no exterior modification shall be made to any existing residence, structure or other improvement, unless in each case plans and specifications containing such detail as the Architectural Control Committee may reasonably require have first been approved in writing by the Architectural Control Committee. The Architectural Control Committee may establish guidelines detailing the approved materials and colors and detailing the application and approval process. In passing on such plans and specifications the Architectural Control Committee shall have the right to take into consideration the suitability of the proposed structure, improvement or modification, the site on which it is proposed to be constructed, the proposed location of any improvement on the lot, the location of structures within adjoining lots, correspondence from adjoining lot owners and the degree of harmony with the project as a whole. In addition, to the extent that any proposed landscaping, hedges, trees or other planting are not customary or typical of similar landscaping within the project, then that landscaping shall not be undertaken until the landscaping plan has been submitted to



and approved by the Architectural Control Committee.

8. Pond Use. Emerald Springs is being developed with a pond in the center of the development. Homeowners are permitted to use the pond for low impact recreational uses such as: non-motorized boating, fishing, canoeing, ice-skating and swimming. The pond may be accessed through the common area between Lots 22 and 23 for those homeowners not owning pond front lots. Homeowners are cautioned to use the pond at their own risk. Recreational pond use has inherent dangers and should always be used with common sense and a high degree of caution. Children shall not use the pond without the supervision of a parent or guardian. Users should be aware of and use great care regarding the potential for uneven shorelines, drop offs and deep areas. The pond is not for the use of the public, and homeowners shall not permit guests to use the pond unless the homeowner is present and assumes full responsibility for the guest. These recorded restrictions put homeowners and the public on notice that the pond is to be used entirely at one's own risk, and the user agrees to indemnify the Developer, Eastbrook Homes, Inc. and the Emerald Springs Homeowner's Association and save them harmless from any claims, actions, damages, liability and expenses in connection with loss of life, personal injury and/or damage to property arising out of the use of the pond.

9. Pond Lots. The homeowners of pond lots have exclusive use of their back yards area to the water's edge. No other homeowners may trespass on the rear yards that abut the pond(s). It is not the intent that the perimeter be used as a walking trail around the pond. There are no exact "lot lines" that extend to the pond. Where a lot is square to the pond, the presumed area will be an extension of the lot line. Where a lot is located on a curve, the adjacent owners are expected to be reasonable, share space and work together in a friendly manner to maintain the area. The Developer, Association Board members or agents may access the pond perimeter adjacent to any lot for maintenance, irrigation or other legitimate association purposes.

10. View of Pond. The homeowners of pond front lots shall not build or plant anything in the rear yard area that would impede the view of the pond for other homeowners without first submitting a plan to the Architectural Control Committee for the purpose of deciding on the best location and aesthetics for the development.

11. Decks. A deck may be constructed without the approval of the Developer or the Architectural Control Committee, so long as the deck is not larger than 500 square feet in area and is located fully behind the side walls of the residence constructed on a lot. Deck installation shall meet all building codes of Allendale Township and Owner must apply for any necessary building permits with the Township.

12. Storage Buildings. A storage building will be allowed with Architectural Control Committee approval if it meets the following criteria. The maximum size permitted is 10'x12' and not higher than 12 feet. It shall be of materials and colors similar to that as used on the home, including rough sawn fir and painted in colors similar to the home. A storage building shall be located within the boundaries of the width of the house so as not to be seen from the front and shall not be located closer than ten feet from the property line and shall be suitably landscaped. The location of storage buildings on lots that abut a pond shall only be permitted close to the rear wall of the house in an area that least disturbs the view of the pond.

13. Fences. Fencing will not be permitted unless approved in writing by the Architectural Control Committee. Fencing must meet the following criteria.

- a. Material and Color: Only black or dark aluminum or wrought iron fencing will be permitted.
- b. Height: Not greater than four (4) feet.
- c. Style: Open style only. No fully closed fences. Photographs of examples are available from the Architectural Control Committee.
- d. Location: Back yards only. Not to exceed rear plane of house.



- e. Corner Lots: Fencing cannot be outside the width of the house on the street side.
- f. Pond Front Lots: No fencing is permitted on pond front lots to ensure that the view of the water is not obstructed for other lot owners.
- g. Swimming Pools: Fences for swimming pools are required pursuant to Allendale Township Ordinance requirements. Check with the township for requirements.
- h. Prohibitions: Allendale Township prohibits fencing within a floodway/storm water detention easement. The township may have further fencing guidelines. Homeowners should check with Allendale Township before installing a fence. Fencing is also prohibited on pond lots.
- i. Approval Process: Submit fencing plans showing the material, color, style, height and location of a fence to the Architectural Control Committee. It is preferred for home owners to submit a photograph of the fence and a survey of the lot showing the exact location of the fence on the lot.

14. Pools and Accessories. Aboveground swimming pools are not permitted. Inground swimming pools will require the approval of the Architectural Control Committee for location and aesthetic treatment. Pools shall be suitably maintained. Swimming pools shall meet the requirements of the Allendale Township Zoning Ordinance. Fencing around pools is permitted to meet township requirements. Location of the pool and fencing shall be fully behind the side walls of the house. All pool and fencing plans must be submitted to and approved by the Architectural Control Committee before work commences.

15. Landscaping, Trees and Lawn Care. Landscaping within a lot shall be completed by the lot owner within nine (9) months after the completion of construction of the residence on a lot, to the extent it does not have natural cover within woods. After occupancy, it will be the responsibility of the homeowner to control soil erosion. Each lot owner shall mow grass at least two (2) times each month during the growing season; however, when appropriate to the project, a lot owner may leave portions of the lot intended to remain in a natural state in that natural state.

Existing trees greater than 8" in diameter and new trees that are planted within the boundaries of a lot by the Developer or Builder shall be maintained by the lot owner of the lot. Such trees shall not be removed unless the tree is diseased, dying or endangers life or property. If an owner believes that a tree is diseased, dying or endangers life or property, owner shall request approval from the Architectural Control Committee prior to removing a tree.

16. Satellite Dish.

a. All satellite dishes shall be placed: (1) the side yard between the building and the side lot line in the rear one-half plane of the house; (2) the rear yard, i.e. between the building and the rear lot line; (3) on the roof located on the rear plane of the house. If the placement is in the side yard or rear yard, the placement shall not exceed an envelope area of four feet (4') horizontally from the side of the house or garage and four feet (4') vertically from grade level.

b. The size of all satellite dishes shall not exceed a diameter of thirty-six inches (36").

c. There shall be no placement of any satellite dish in the front yard (i.e., between the street and the house) unless the criteria stated herein cannot be met due to the required line of site with the satellite.

d. Satellite dishes may be located outside the criteria set forth above if the applicant can show that such placement would not permit a satellite dish to receive signals from the satellite due to obstructions or sight line interference. The exact location and height of the satellite dish rests with the discretion of the Architectural Control Committee and/or the Board of Directors.



e. The Architectural Control Committee and/or the Board of Directors may require landscaping or other conditions in addition to the stated criteria so as to hide or blend the satellite dish with the surrounding topography, landscape or other structures.

17. Sidewalks. In accordance with a requirement of the Township of Allendale, lot owners with sidewalks will be required to maintain the sidewalk areas adjacent to their front or side lots, including snow removal and turf maintenance. Any lot owner who believes a lot owner is violating applicable ordinances concerning sidewalk maintenance may contact the appropriate governmental authority to seek enforcement measures.

18. Mailboxes. Individual mailboxes will not be supplied by Developer. The United States Postal Service requires the Developer to install Cluster Mailbox Units (CBU) that consists of multiple mailbox compartments that lock individually. The USPS will supply each owner with a mailbox key.

19. Nuisances. No noxious or offensive trade or activities shall be carried on upon any lot, nor shall anything be done thereon which may be, or may become, an annoyance or nuisance to the neighborhood.

20. Pets and Animals. No more than three (3) common household pets may be maintained on any lot without the prior written consent of the Association, which consent, if given, may be revoked at any time by the Association. No exotic, savage or dangerous animal shall be kept on the property, and no animal may be kept or bred for commercial purposes. Common household pets permitted under the provisions of this subsection shall be kept only in compliance with the rules and regulations promulgated by the Board of Directors from time to time and must at all times be kept under care and restraint so as not to be obnoxious on account of noise, odor or unsanitary conditions. No animal shall be permitted to run loose upon the common areas, nor upon any lot except the lot owned by the owner of such animal, and the owner of each pet shall be responsible for cleaning up after it.

Each pet owner is responsible for complying with applicable municipal ordinances and state laws regulating pets, including so-called "leash laws". Any lot owner who believes that a pet owner is violating applicable ordinances or laws may contact the appropriate governmental authority to seek enforcement measures.

21. Automobiles. Not more than two vehicles shall be parked outside an enclosed garage on a regular basis without approval of the Architectural Control Committee. No automobiles or other vehicles that are not in operating condition are to be kept outside of an enclosed garage at any time. No commercial vehicles or trucks larger than a traditional passenger style van of 20 feet in length shall be parked or stored on or about the property, with the exception of trucks or vehicles making deliveries or pick-ups within the normal course of business.

No vehicles shall be parked on or along the roadways, except in the event of occasional or unusual circumstances, such as parties or receptions that generate the need for off-site parking. No vehicles shall be parked in the yard area of any lot or common area.

22. Boats, Recreational Vehicles, Trailers. No boat, recreational vehicle or trailer shall be permanently stored on the lot, except in an enclosed garage. Boats, recreational vehicles and trailers may be kept on the property for a period not exceeding 72 hours for preparation for use. This rule is not intended to be abused or manipulated by removing the vehicle for a few days and re-setting the 72 hours which results in the vehicle being stored on the property on a regular basis. No snowmobile, all-terrain vehicle or other motorized recreational vehicle shall be operated on the property.

23. Trash Containers and Pick Up. All trash shall be placed in containers approved by the Architectural Control Committee and kept inside the garage or other fully enclosed area except for short periods of time reasonably necessary to permit collection. The Developer or the Association may, from time to time, designate one waste hauler to provide trash removal services to all lots. The waste hauler may separately invoice each lot owner for that service. The Developer or the Association may enter into agreements with the waste hauler under which the waste hauler provides rebates,



from fees received, directly to the Developer or the Association to offset the cost of managing the Association or funding common areas maintenance or improvements.

24. Common Area Landscape Irrigation. Irrigation for the landscaping on common areas may be, at Developer's discretion, connected to the underground irrigation system of a lot located near the landscape area. It is the responsibility and the requirement of the lot owner to irrigate the landscaping located in the island cul-de-sac or landscape area. The lot owner is required to water the vegetation on a regular basis to provide for green grass and healthy plant/tree growth. The lot owner needs to water the vegetation during the months of June through September. The lot owner will also be responsible to have the irrigation system properly drained when the weather requires it. The Association will be responsible for the repairs and maintenance of the irrigation lines and heads located in the island or landscape areas. The Association is responsible to the lot owner for the repair of any damage to his yard area due to the repair and maintenance of the irrigation system under the street, in the island or landscape area.

The Association will pay One Hundred Dollars (\$100.00) to the lot owner at the end of the year to cover the cost of the water and draining the irrigation lines for the island or landscape area. The Association will review the annual payment amount every year to insure that a fair and equitable payment is made to cover the cost of the water.

25. Firearms and Weapons. No lot owner shall use, or permit the use by any occupant, agent, tenant, invitee, guest or member of the lot owner's family of any firearms or other dangerous weapons, fireworks, projectiles or devices anywhere on or about the property, consistent with applicable township ordinances and state law.

26. Signs. No signs or other advertising devices (other than one professionally made for sale sign or political election sign, or a sign of substantially the same quality and appearance, which is not larger than 4 square feet in size), shall be displayed from any residence or on any lot or common areas that are visible from the exterior of the lot or from the common areas without written permission from the Association or its managing agent.

27. Violations. If there is a question as to whether there is a violation of any of these specific covenants, it shall be submitted to the Board of Directors of the Association, which shall conduct an investigation. Written notice shall be given to the lot owner with the opportunity for a hearing before the Board. If the lot owner is found to have violated the restrictions, the Board's determination shall state what corrective action needs to be taken and state a punctual but reasonable time period to comply with the determination. If the lot owner refuses to correct the violation, the Board may suspend the voting rights and rights to use of the recreational facilities pursuant to the Bylaws of the Association and/or it shall be lawful for the Association or any lot owner to prosecute any proceedings at law or in equity to prevent the violation or to recover damages for such violation.

28. Permitted Variance. The Developer or the Architectural Control Committee may, upon a showing of practical difficulty or other good cause, grant variances from the requirements of these Restrictions, but only to the extent and in such a manner as do not violate the spirit and intent of the requirements; however, the Developer or the Architectural Control Committee may not grant variances as to the requirements that are mandated by the township or Ottawa County.

29. Rules of Conduct. Additional rules and regulations consistent with these Restrictions may be promulgated and amended by the Board. Copies of such rules and regulations must be furnished by the Board to each lot owner at least 10 days prior to their effective date and may be revoked at any time by the affirmative vote of sixty-six percent (66%) or more of all lot owners.

## **B. EMERALD SPRINGS HOMEOWNER'S ASSOCIATION'**

1. Organization. The Developer has created the Emerald Springs Homeowners Association,



a Michigan non-profit corporation, for the purpose of the management, maintenance, operation and administration of the common areas and the other purposes set forth in these Restrictions.

2. Private Road Maintenance. All roadways within Emerald Springs are private roads and will not be maintained by the Ottawa County Road Commission. The private roads are the responsibility of the Emerald Springs Homeowners Association. The private roads shall at all times be improved, maintained, snowplowed, and repaired by the Association, so as to ensure that the roads are always safe for travel and so that suitable access is provided for emergency vehicles, in addition to meeting the specific standards of Allendale Township. An "Agreement for Maintenance and Repair of Private Roads" will be signed and recorded simultaneously with this Declaration.

3. Compliance. All owners of the lots in said Emerald Springs are hereby obligated to become and remain members of the Emerald Springs Homeowners Association and to pay annual dues to the Association in accordance with these Restrictions and with the Articles and Bylaws of said Association for the cost of the maintenance of the property known as the common areas, open areas, parks, clubhouse, pool, the entry areas, private roads and any other property under the control of the Association. This shall be the personal obligation of the owners and shall constitute a lien on the parcel owned or being purchased. The obligations may be enforced in any manner permitted by law and specifically including foreclosure of the lien the same as if the lien were a mortgage on the parcel affected. The obligation may be enforced by the Developer, any owner of a lot or unit in Emerald Springs or by the Homeowners Association. Developer, Eastbrook Homes, Inc., or its assigns, shall not be obligated to pay dues on any lots except a fully completed model sales home.

4. Board of Directors. The business, property and affairs of the Association shall be managed and administered by a board of directors as detailed in the Articles of Incorporation and Bylaws of the Association. During the development and sales periods, the Developer has the right to appoint the members of the board of directors. After approximately ninety percent (90%) of all lots that may be created have been sold and closed by the Developer, or sooner at Developer's discretion, the board of directors shall be elected by the owners as set forth in the Articles and Bylaws of the Association.

### **C. RESERVED RIGHTS OF DEVELOPER**

1. Sales Effort. The Developer (or any residential builder to whom the Developer has assigned such rights) shall have the right to maintain a model unit, sales office, advertising signs and flags, storage areas and reasonable parking incident to its sales efforts and such access to, from and over the property as may be reasonable to enable development and sale of the entire project. The architectural review requirements shall not apply to the Developer during the development and sales periods, and the Architectural Control Committee shall have no control over the activities of the Developer during the development and sales periods.

2. Easements Reserved by Developer. The Developer reserves easements over the project as follows:

a. Access Easements. The Developer reserves the right to grant or retain easements to construct, improve, pave, replace, reconstruct, extend and use all roadways, drives, walkways and bike paths located within the project, and to construct, improve, pave, replace and use any new roadways, driveways, walkways and bike paths that Developer desires to construct at any time in the future, over any property, common areas and lots within the project (the "Access Easements").

b. Utility Easements. Developer reserves the right to grant or retain easements to improve, replace, extend, tap into, reconstruct, enlarge and use all utility lines and mains located within the project and to construct, improve, replace and use any new utility lines and mains that Developer desires to construct at any time in the future over, under, beneath or across any property within the project (the "Utility Easements"). The Utility Easements are intended to include all public and private utilities, including, without limitation, water, sanitary sewer, storm sewer, gas, electric, telephone and cable. Any



exercise by the Developer of the foregoing reserved rights shall be subject to the Developer's compliance with applicable municipal statutes and ordinances.

c. Benefited Property. The Access Easements may provide ingress and egress rights over the project for the benefit of any real property designated by the Developer, including, without limitation, any lot, the future phases, the proposed condominium areas, other real property adjacent to or within the vicinity of the project and any other real property that the Developer owns or may acquire in the future. The Access Easements may provide ingress and egress over the project between the property or properties benefited and any public roadway, private roadway, driveway, walkway, bike path, utility line or utility main wherever located. The Utility Easements may provide rights to use utilities as described above for the benefit of any real property designated by the Developer, including without limitation, any lots, the future phases, the proposed condominium areas, other real property adjacent to or within the vicinity of the property, and any other real property that Developer owns or may acquire in the future.

d. Perpetual. The Access Easements and the Utility Easements (collectively the "Developer Easements") are perpetual and non-exclusive easements for the benefit of the Developer, its successors and assigns, and any persons or entities designated in writing by the Developer or by its successors and assigns. The Developer Easements may be used or established at any time and from time to time at the sole election of the Developer.

e. Additional Access. The Developer also reserves the right of reasonable access over the entire project to the extent deemed necessary or desirable by the Developer, to make use of and to access the Developer Easements. This includes the right to undertake grading in the course of construction and to operate construction machinery and equipment within the project for the purposes of constructing, improving, repairing or replacing improvements within the Developer Easements.

f. Assignment. The Developer may assign its rights, in whole or in part, under this section to third persons, including successor developers, lot owners, municipalities, utility providers and other persons, without limit. The Developer Easements reserved in this section are intended to be self-executing, in that no additional conveyance documents are required for the Developer to exercise its rights; however if a third party, such as a utility company or a municipality, by way of example and not limitation, requires that the property owner execute, revise or amend a separate grant of easement or other document, the Developer is deemed to be the attorney-in-fact for the Association or any lot owner and may execute any instrument under this power of attorney on behalf of the Association or the lot owner. No third party may claim any rights under this section unless the third party receives a written assignment of rights under this section from the Developer. The Association has no rights under this section. The Developer has no duty to contribute or to cause others to contribute in any way to the Association or to any lot owner on account of the exercise of the rights reserved under this section. The Developer has no duty to exercise any of the rights it has reserved under this section.

## **D. DRAINAGE AND DETENTION AREAS**

1. Drainage. Some of the lots in the project are subject to private, unnamed easements for drainage. These unnamed private easements for drainage are for the surface drainage of upland lots within the project. No development, grading or construction is permitted within private easement for drainage. This includes swimming pools, sheds, garages, patios, decks or any other permanent structure or landscaping feature that may interfere with surface drainage. Each lot owner will be responsible for maintaining the drainage system, including natural flow of surface water across his property, whether in an easement or not. Alterations to final grade or excessive irrigation that result in a drainage issue for the owner or neighboring lots will be the sole responsibility of the owner who caused the alteration.

2. Detention Ponds. The Emerald Springs plats may include detention pond areas for the temporary storage of water during storms, which areas have been approved by the appropriate governmental entities. The purchasers of lots and the Association agree to hold harmless Signature Land Development Corporation, Eastbrook Homes Inc, their successors and assigns from and against any and all damages, claims, lawsuits and liabilities and expenses that may arise as a result of personal injury or property damage



related to the detention pond areas.

## **E. ENFORCEMENT OF RESTRICTIONS**

1. Remedies of Association. If the Association determines that any lot owner has failed to comply with any conditions of the Restrictions, the Association may notify the lot owner by mail advising of the alleged violation. If a dispute or question as to whether a violation of any specific regulation or restriction contained in these Restrictions has occurred, it shall be submitted to the Board of Directors of the Association, which shall conduct a hearing and render a decision in writing, which decision shall be binding upon all owners and other parties having an interest in the project. If the violation is not corrected within a reasonable time period as set by the Board of Directors, the Association can seek enforcement through one or more of the following methods.

- a. Suspension of voting rights pursuant to the Articles and Bylaws of the Association.
- b. Suspension of rights to use recreational facilities, including but not limited to, the community center, pool or other amenities.
- c. Fines assessed at levels set by the Board of Directors with late charges added for every month the account is past due.
- d. Property liens may be filed for unpaid annual Association dues, late fees and recording fees. Property liens may also be filed for costs to bring non-compliant exterior site improvements into compliance.
- e. Police enforcement where applicable.
- f. Filing of small claims court action in district court to seek monetary judgments.
- g. Legal prosecution to prevent the violation to recover damage for such violation.

2. Enforcement by Developer. The project shall at all times be maintained in a manner consistent with the highest standards of a private residential community, used and occupied for the benefit of the lot owners and all other persons interested in the project. If at any time the Association fails or refuses to carry out its obligations to maintain, repair, replace and landscape in a manner consistent with the maintenance of such standards, the Developer, or any person to whom it may assign this right, may, at its option, elect to maintain, repair and/or replace any common areas or to do any landscaping required by these Bylaws and to charge the cost to the Association as an expense of administration. The Developer shall have the right to enforce these Bylaws throughout the development and sales periods, which right of enforcement shall include (without limitation) an action to restrain the Association or any lot owner from any prohibited activity.

3. Lot Owner Enforcement. Any aggrieved lot owner will also be entitled to compel enforcement of these Restrictions by action for injunctive relief and/or damages against another lot owner in the project, but not against the Association or the Developer.

4. Remedies on Breach. In addition to the remedies granted by Section E for the collection of assessments, the Association shall have the right, in the event of a violation of the Restrictions on use and occupancy imposed by this section, to enter the lot and to remove or correct the cause of the violation. Such entry will not constitute a trespass, and the lot owner of the lot will reimburse the Association for all costs of the removal or correction. Failure to enforce any of the restrictions contained in this section will not constitute a waiver of the right of the Association to enforce restrictions in the future.

5. Liability. The Emerald Springs Homeowners Association and/or the Developer will make reasonable effort to enforce the Restrictions but cannot be held responsible if the enforcement mechanisms do not work. It must be understood that these Restrictions require a certain amount of



voluntary compliance, and the Board of Directors and the Association or the Developer cannot oversee or enforce every infraction of these Restrictions.

**F. AMENDMENTS BY DEVELOPER**

1. Amendments. Developer reserves the right to amend, add to and/or finalize these Restrictions by appropriate recorded instrument up until Developer has sold and closed the final lot in Emerald Springs. Thereafter, these Restrictions may be amended by appropriate recorded written instrument executed and acknowledged by the owners of not less than two-thirds of the lots in all of the Emerald Springs plats.

2. Invalidation. The invalidation of any one or more of the restrictions provided herein, by judgment or court order, or the amendment of any one or more of the restrictions as hereinabove provided, shall in no way affect any of the other provisions hereof, which shall remain in full force and effect.

EXECUTED the day and year first above written.

SIGNATURE LAND DEVELOPMENT CORPORATION

By \_\_\_\_\_  
Michael R. McGraw  
Its President

STATE OF MICHIGAN  
COUNTY OF KENT

This instrument was acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_ 2023 by Michael R. McGraw, President of Signature Land Development Corporation, a Michigan corporation, on behalf of the corporation.

\_\_\_\_\_  
Kathleen M. Adams  
Notary Public, Kent County, Michigan  
My commission expires: 4/7/2026

Prepared by and return to:  
Kathleen Adams  
Signature Land Development Corporation  
1188 East Paris Ave., Ste 100  
Grand Rapids, MI 49546



**EXHIBIT A**

EMERALD SPRINGS  
LEGAL DESCRIPTION



**DRAFT**  
**Emerald Springs**  
**Agreement for Maintenance and Repair of Private Roads**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2023 by Signature Land Development Corporation, a Michigan corporation, of 1188 East Paris Avenue, Grand Rapids, Michigan 49546.

WHEREAS, Signature Land Development Corporation, a Michigan corporation, is the “Owner” and “Developer” of the land described in Attachment A to this document, which Developer intends to develop as a plat to be known as Emerald Springs;

WHEREAS, there will be private roads providing access to and benefiting the lot owners in the Emerald Springs plat, as shown on Exhibit B and,

WHEREAS, the Developer of the lots described in Attachment A & B desires to provide for and obligate the future homeowners and any successors-in-interest to maintain, upkeep, snowplow and repair the private roads so it is safe for travel at all times and to assure that the costs thereof are paid and to share in other decisions concerning the same.

WHEREAS, the Developer will establish a Michigan nonprofit corporation to be known as Emerald Springs Homeowners Association for the purpose of maintaining the private roads and any other common spaces in the Emerald Springs plat, and every lot owner will be obligated to be a member of the association and pay association fees for said purposes.

IT IS THEREFORE, MUTALLY AGREED AS FOLLOWS:

1. Right of Way. The 66 foot wide private road easement established for the benefit of the parcels described in Attachments A & B is legally described in Attachment C, as the easement.
2. The easement shall be used for adjoining driveway, private roads and utility purposes only. The parties agreed that the easement shall be maintained so as to permit year-round access for vehicle and pedestrian traffic from 60<sup>th</sup> Avenue to the parcels described in Attachment A & B.
3. The easement and private road shall be jointly maintained by the lot owners of the parcels described in Attachment A, with the owner of each parcel paying one-ninety eighth (1/98) of the reasonable costs of maintaining and repairing the private roads located within the easement. The owners of each lot shall also pay one-ninety eighth (1/98) of the reasonable



costs of snowplowing the private roads, once four (4) or more inches of snow has fallen. No maintenance, repair, upgrading of the road or snowplowing work shall be done until the Board of Directors for the Emerald Springs Homeowners Association agree on the Company doing the work, and the extent of the work being done.

Further, the owners of each of the parcels described in Attachment A agree that they shall maintain, repair and snowplow the private road right-of-way so as always to be in compliance with the requirements of all applicable Allendale Charter Township ordinances, and also so as to assure the private road shall be safe for travel at all times. The owners of all of the above-stated lands shall be jointly and severally liable and responsible for maintaining the entire length of the private road within the easement and to maintain the same in full compliance with all Allendale Charter Township ordinance requirements. This Agreement shall be enforceable by the Allendale Charter Township Board, in the Board's discretion.

4. If the private roads are not maintained in compliance with the requirements of all applicable Allendale Charter Township ordinances, all of the owners of parcels utilizing or benefited by the private road shall be deemed to consent to a special assessment district being created by the Allendale Charter Township Board to maintain or upgrade the private road. Alternatively, the Allendale Charter Township Board, at its option, can improve and maintain the road so that it meets the requirements of this ordinance; and maintain the road so that it meets the requirements of this ordinance; and the Township Board can charge the owners of all parcels that utilize or are benefited by the private road for the reasonable costs thereof, plus an administrative fee of ten (10) percent of the total cost of the repairs and maintenance with such costs secured by either placing a lien on the benefited properties or by placing the costs on the tax roll. Any person purchasing a parcel having frontage on the private road shall be deemed to have petitioned for the repair and maintenance of the private road in accordance with the current edition of the Allendale Charter Township Zoning Ordinance and Michigan Act 188 of 1954.
5. The undersigned agree that should additional parcels be developed and seek to utilize or be benefited by the private road, the owners of such seek to utilize or be benefited by the private road, the owners of such lands shall enter into a recordable agreement whereby they accept and agree to be bound by all the terms of this Road Maintenance Agreement.
6. The owners of the parcels described in Attachment A, and any of them and also the Township of Allendale Charter, shall have the right to enforce the restrictions and provision of this agreement by all lawful means, including legal proceeding in Ottawa County Circuit Court or other courts having jurisdiction.
7. All owners of the private road, all those who utilize the private roads, and all persons securing a building permit to construct a building serviced by the private road, agree that by applying for and securing a permit for building a building that utilizes the private road, they shall indemnify and will save and hold the Township (as well as its officers, agents and employees) harmless from any and all claims, causes of action, costs, or damages for personal injury and/or property damage arising out of the use of the private road or the failure to properly construct, maintain, repair, and/or install a private road or any appurtenances thereto.



8. All owners of the private road described in Attachment A are hereby notified that no public funding is available or will be used to construct, reconstruct, maintain, repair, improve or snowplow the private road.
9. The owners of the private roads described in Attachment A are hereby notified by provision that the owners of any and all of the property with rights to use the private road shall refrain from prohibiting, restricting, limiting or in any manner interfering with the normal ingress and egress and use by other private owners who use the private road. This provision shall also apply to other family members, guests, invitees, trades persons, emergency vehicles and others bound to or returning from any of the properties having a right to use the private road.
10. The easement and all of the terms and conditions of this Agreement shall run with the land and shall be binding upon and shall benefit all of the owners of the parcels described in Attachment A and their heirs, successors and assigns.

SIGNATURE LAND DEVELOPMENT CORPORATION

---

Michael R. McGraw  
President

STATE OF MICHIGAN  
COUNTY OF KENT

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by Michael R. McGraw, President, Signature Land Development Corporation, a Michigan corporation, on behalf of the company.

---

Shelly R. Godfrey  
Notary Public, Kent County, Michigan  
My commission expires: 4/5/2029

Drafted By:  
Kathleen Adams  
Signature Land Development Corp.  
1188 East Paris Ave, Suite 100  
Grand Rapids, MI 49546



**ATTACHMENT A**  
**Legal Description**



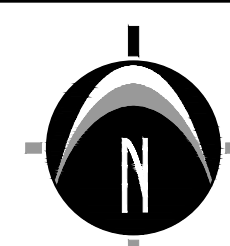
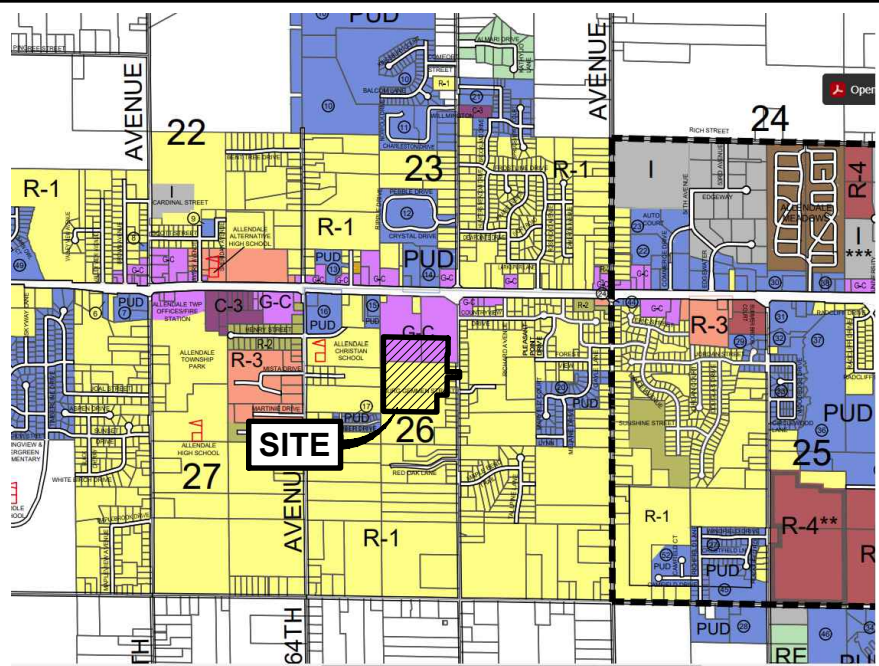
**ATTACHMENT B**  
**Proposed Lots**



**ATTACHMENT C**  
**Easement Description**

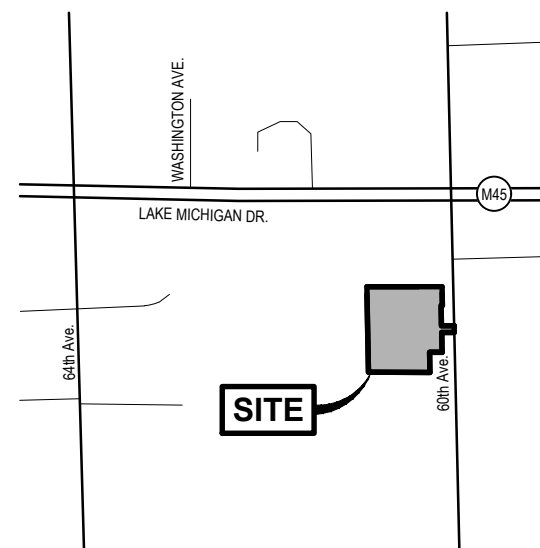


Part of the Northwest 1/4 of Section 26, Town 7 North, Range 14 West, Allendale Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section; thence S00°50'00" E 2626.36 feet along the North and South 1/4 line of said Section 26 to the Center of said Section 26; thence N89°39'59" W 399.90 feet along the East and West 1/4 line of said Section to the Point of Beginning; thence continuing N89°39'59" E 146.56 feet along said East and West 1/4 line; thence N01°21'39" W 1272.00 feet along the West line of the East 1/2 of the Northwest 1/4 of said Section; thence S89°59'59" E 1118.18 feet; thence S00°52'00" E 2620.00 feet along the West line of Ponsfari's Subdivision, as recorded in Liber 25 of said County, on Page 20, Ottawa County, Michigan; thence S00°52'00" E 17.00 feet; thence S00°52'00" E 300.00 feet; thence N89°08'00" E 217.00 feet; thence S00°52'00" E 100.00 feet along said North and South 1/4 line; thence S89°08'00" W 217.00 feet; thence S00°52'00" E 296.04 feet; thence N89°39'59" W 182.95 feet parallel with the East and West 1/4 line of said Section; thence S00°52'00" E 300.00 feet to the Point of Beginning. Contains 31.53 acres. Subject to easements, restrictions and rights-of-way of record. Also subject to highway right-of-way for 60th Avenue of the most Eastern 33.00 feet thereof.



AG	AGRICULTURAL AND RURAL
RE	RURAL ESTATE
R-1	LOW DENSITY ONE-FAMILY RESIDENTIAL
R-2	MEDIUM DENSITY ONE- AND TWO-FAMILY RESIDENTIAL
R-3	LOW DENSITY MULTIPLE FAMILY RESIDENTIAL
R-4	MEDIUM DENSITY MULTIPLE FAMILY RESIDENTIAL/OFFICE
R-5	MOBILE HOME PARK
	GROUP HOUSING OVERLAY ZONE (SEE SECTION 3.15)

PUD	PLANNED UNIT DEVELOPMENT
O	OFFICE
G-C	GENERAL COMMERCIAL
C-3	SERVICE COMMERCIAL
I	INDUSTRIAL
S	SCHOOL



**LOCATION MAP** (NOT TO SCALE)  
SECTION 26, T7N, R14W, ALLENDALE TOWNSHIP, OTTAWA C



## ZONING CONTEXT EXHIBIT

N.T.S.



## Red Three Land Investments

1188 East Paris Ave SE, Suite 100  
Grand Rapids, MI  
Phone: 616.455.0200

Title: Preliminary Plat Submittal		
Drawn: JW	Checked: RP	Date: 2023.10.1
Title: Revised Preliminary Plat Submittal		
Drawn: JW	Checked: RP	Date: 2023.11.1
Title: Final Preliminary Plat Submittal Township		
Drawn: JW	Checked: RP	Date: 2024.01.2

# EMERALD SPRINGS PRELIMINARY PLAT

**Existing Conditions Plan**

STATE OF MICHIGAN  
RICHARD A. PULASKI  
ENGINEER  
No. 52618  
LICENSED PROFESSIONAL ENGINEER

**PROJECT NO:**  
18201950

**SHEET NO:**

**C-201**



**PREPARED FOR:**  
Red Three Land Investments

1188 East Paris Ave SE, Suite 100  
Grand Rapids, MI  
Phone: 616.455.0200

**REVISIONS:**

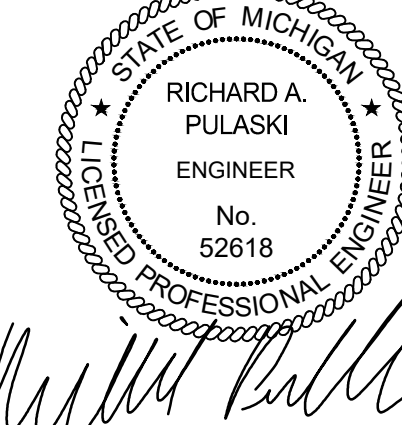
Title: Preliminary Plat Submittal  
Drawn: JW Checked: RP Date: 2023.10.18  
Title: Revised Preliminary Plat Submittal  
Drawn: JW Checked: RP Date: 2023.11.10  
Title: Final Preliminary Plat Submittal Township  
Drawn: JW Checked: RP Date: 2024.01.29

**EMERALD SPRINGS  
PRELIMINARY PLAT**

**OVER ALL PLAN**

10889 60TH AVENUE, ALLENDALE, MI 49401  
PART OF THE NORTHWEST 1/4 OF SECTION 26, T7N, R14W,  
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

**STAMP:**



**PROJECT NO:**  
18201950

**SHEET NO:**  
**C-205**

**GENERAL NOTES**

- CURRENT ZONING: PUD (PLANNED UNIT DEVELOPMENT)
- SUMMARY OF PROPOSED LAND USE:
  - GROSS SITE AREA = 31.5 ACRES (1,373,010 SQ. FT.)
  - AREA OF STORMWATER DETENTION (POND) = 216,748 SQ. FT.
  - ZONING OF PARCELS TO NORTH = G-C
  - ZONING OF PARCELS TO WEST = R-1 PUD
  - ZONING OF PARCELS TO THE SOUTH AND EAST = R-1
  - TOTAL PROPOSED UNITS = 92 SINGLE-FAMILY LOTS
  - OPEN SPACE PROVIDED = 5.1 ACRES (222,300 SQ. FT.)

- PUD SINGLE-FAMILY LOT SITE REGULATING STANDARDS
  - MINIMUM LOT WIDTH AT FRONT YARD SETBACK = 52 FT.
  - MAXIMUM BUILDING HEIGHT = 35 FT OR 2 1/2 STORIES
  - FRONT YARD SETBACK = 30 FT, 24 FT FOR LOTS THAT CONTAIN A SIDEWALK
  - SIDE YARD SETBACK = 5 FT, 0.03 FT. FOR LOTS 1 & 24 ALONG EMERALD LANE
  - REAR YARD SETBACK = 25 FT
  - MIN. LOT AREA = 7,125 S.F.

DENSITY COMPUTATION	
A) SITE AREA	= 31.5 ACRES
B) POND AMENITY(4.9 ACRESx50%)	= 2.4 ACRES
C) NET DEVELOPMENT ACREAGE	= 28.1 ACRES
D) MDR DWELLING UNITS PER ACRE	= 7.26 DWELLING UNITS/ACRE
E) TOTAL ALLOWABLE DWELLING UNITS	= 228 DWELLING UNITS

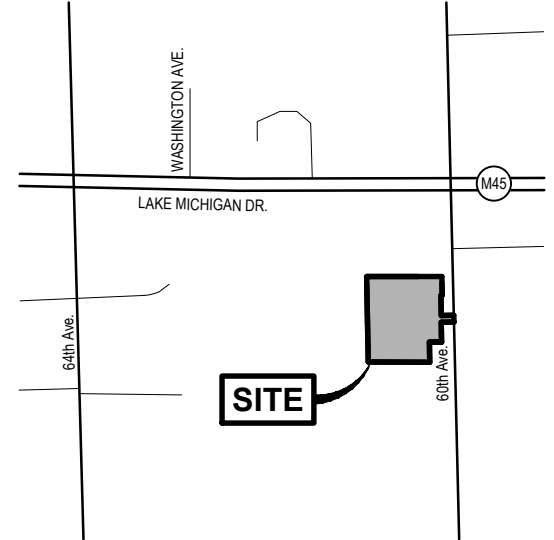
- THIS SITE WILL BE SERVICED BY PUBLIC SANITARY SEWER, PUBLIC WATERMAIN, AND STORM SEWER. SANITARY SEWER WILL BE EXTENDED FROM BOTH TIMBER DRIVE AND 60TH AVENUE INTO THE SITE. WATERMAIN WILL BE EXTENDED FROM BOTH TIMBER DRIVE AND 60TH AVENUE INTO THE SITE TO PROVIDE A LOOPED CONNECTION. SANITARY SEWER, WATERMAIN, AND STORM SEWER WILL GENERALLY BE PLACED WITHIN THE PROPOSED RIGHT-OF-WAYS FOR THE PROJECT AT STANDARD DEPTHS AND STANDARD SIZES. PLANS SHALL BE SUBJECT TO TOWNSHIP ENGINEER AND ALLENDALE UTILITIES DEPARTMENT REVIEW AND APPROVAL.
- UTILITIES TO SITE: THE AMENITY POND WILL PROVIDE STORMWATER DETENTION FOR THE SITE. STORMWATER WILL ALSO BE CAPTURED VIA CATCH BASINS WITHIN THE ROADWAY. ELECTRIC AND GAS UTILITIES WILL BE PLACED UNDERGROUND IN COMPLIANCE WITH TOWNSHIP STANDARDS.
- NO DISTURB AND TREE PROTECTION AREA: 63,197 SQ. FT.
- OPEN SPACE REQUIREMENTS PER ALLENDALE TOWNSHIP ORDINANCE: THERE IS NO DEFINED MINIMUM CALCULATION OF DEDICATED OPEN SPACE REQUIREMENT REQUIRED WITHIN A SINGLE FAMILY PUD. THE PROPOSED DEVELOPMENT, HOWEVER, PROVIDES A ROUGHLY 4.9 ACRE POND AS AN AMENITY.
- LANDSCAPING: 1 STREET TREE PER LOT WILL BE PROVIDED. FINAL SPECIES TO BE DETERMINED. SPECIES AND TREE SIZE SHALL COMPLY WITH ALLENDALE TOWNSHIP ORDINANCE. DEVELOPER RESERVES THE RIGHT TO PROVIDE ADDITIONAL LANDSCAPING AND TO PROVIDE AMENITY STRUCTURES IN OPEN SPACE AREAS WITHOUT FURTHER PLANNING COMMISSION OR TOWNSHIP BOARD REVIEW.
- STREET LIGHT LOCATIONS TO BE APPROVED BY CONSUMERS ENERGY.
- BUFFER AREAS: LOTS 1 & 24 WILL CONTAIN "BUFFER AREAS" ON RECORDED DOCUMENTS AT OTTAWA COUNTY REGISTER OF DEEDS. SUCH BUFFER AREAS SHALL BE LEFT IN A NATURAL, UNALTERED STATE. NO BUILDINGS OR OTHER IMPROVEMENTS SHALL BE CONSTRUCTED WITHIN SUCH AREAS. NO VEGETATION SHALL BE REMOVED, EXCEPT FOR DISEASED OR DEAD VEGETATION. INCIDENTAL ACTIVITIES ARE PERMITTED WITHIN THE BUFFER AREAS, CONSISTING OF INITIAL CONSTRUCTION ACTIVITIES, INSTALLATION AND MAINTENANCE OF UTILITIES, AND OTHER ACTIVITIES REQUIRED TO PROTECT THE HEALTH, SAFETY, AND GENERAL WELFARE.
- FINAL C.B.U. MAIL LOCATIONS TO BE DETERMINED IN COORDINATION WITH UNITED STATES POSTAL SERVICE.
- PER THE APPROVED PLANNED UNIT DEVELOPMENT FOR EMERALD SPRINGS AND AS ALLOWED BY SECTION 405-25 OF THE TOWNSHIP SUBDIVISION OF LAND ORDINANCE, SIDEWALKS ARE ALLOWED ON ONE SIDE OF THE STREET. REQUIRED MINIMUM SIDEWALK WIDTH IS SIX FEET.
- OVERALL NUMBER OF UNITS IN PUD (98 UNITS) IS NOT PROPOSED TO CHANGE AT THIS TIME. NO MAJOR PUD AMENDMENT IS PROPOSED FOR CURRENT PHASE. A MAJOR PUD AMENDMENT MAY BE REQUIRED IN A FUTURE PHASE, SUBJECT TO ZONING ADMINISTRATOR DETERMINATION.

**DESCRIPTION OF PHASE ONE**

Part of the Northwest 1/4 of Section 26, Town 7 North, Range 14 West, Allendale Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section; thence S00°52'00"E 1925.82 feet along the North-South 1/4 line of said Section to the Point of Beginning; thence continuing S00°52'00"E 100.00 feet along said North-South 1/4 line; thence S89°08'00"W 217.00 feet; thence S00°52'00"E 296.04 feet parallel with said North-South 1/4 line; thence N89°39'58"W 182.95 feet parallel with the East-West 1/4 line of said Section; thence S00°52'00"E 300.00 feet; thence N89°39'58"W 469.43 feet along said East-West 1/4 line; thence N00°20'02"E 133.00 feet; thence N89°39'58"W 44.28 feet; thence N00°20'02"E 589.92 feet; thence N89°08'00"E 480.35 feet; thence N00°52'00"W 28.69 feet; thence N89°08'00"E 201.00 feet; thence S00°52'00"E 70.00 feet; thence N89°08'00"E 217.00 feet to the Point of Beginning. Contains 10.78 acres. Subject to highway right-of-way for 60th Avenue over the most Easterly 33 feet thereof. Also subject to easements, restrictions and rights-of-way of record.

**PHASING TIMELINE (MARKET DRIVEN)**

PHASE ONE:	2023 (2024 COMPLETION)
PHASE TWO:	2026
PHASE THREE:	2028
PHASE FOUR:	2030



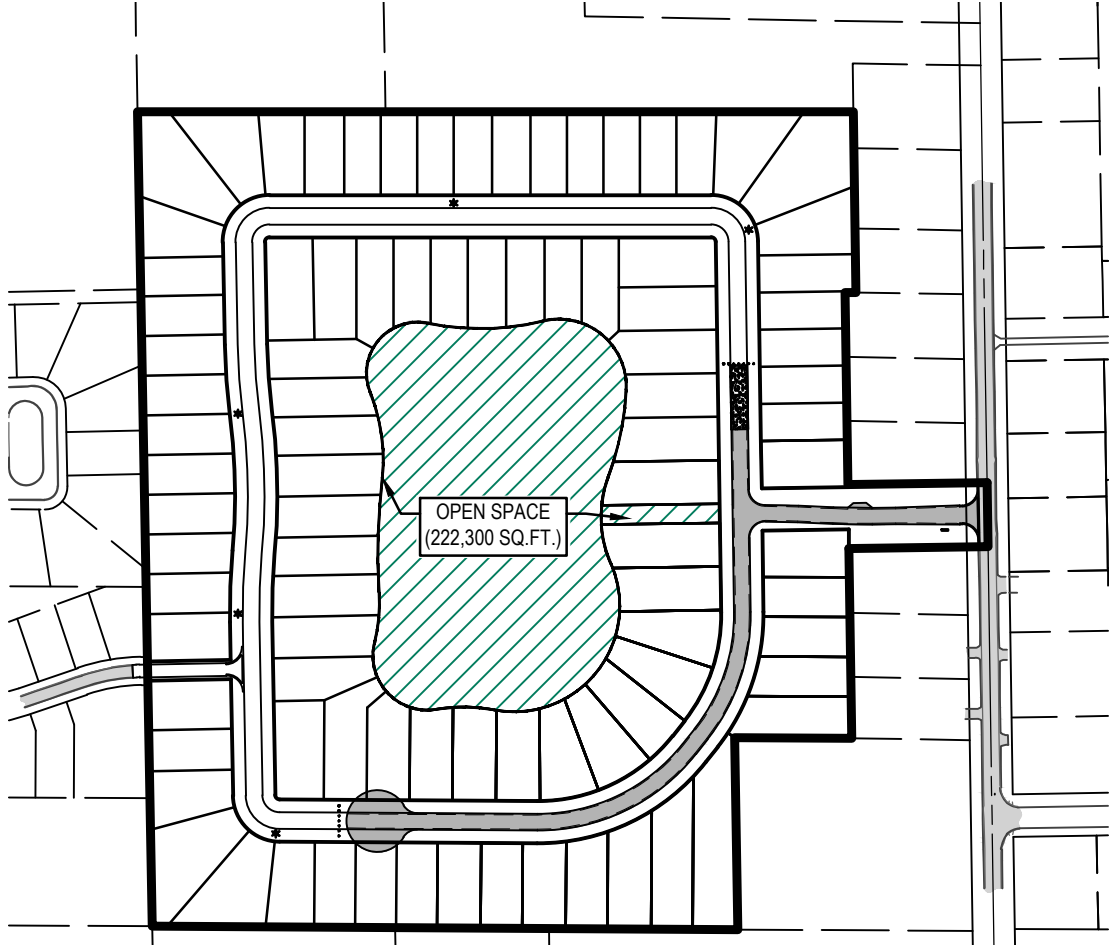
**LOCATION MAP (NOT TO SCALE)**  
SECTION 26, T7N, R14W, ALLENDALE TOWNSHIP, OTTAWA CO.



0' 50' 100' 200'  
**SCALE: 1" = 100'**

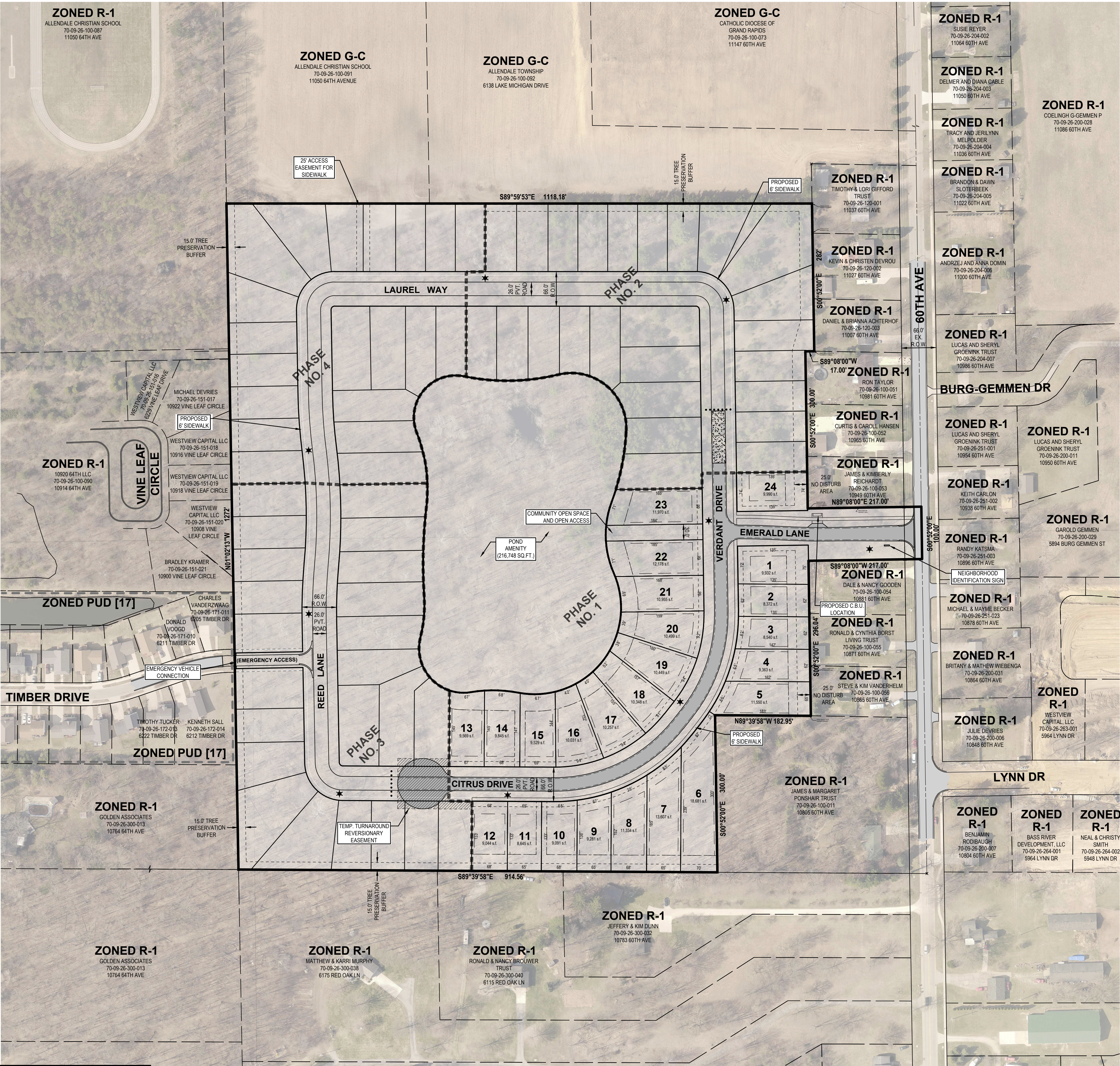
**LEGEND**

- EXISTING BITUMINOUS
- EXISTING CONCRETE
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- PROPOSED STREET LIGHT



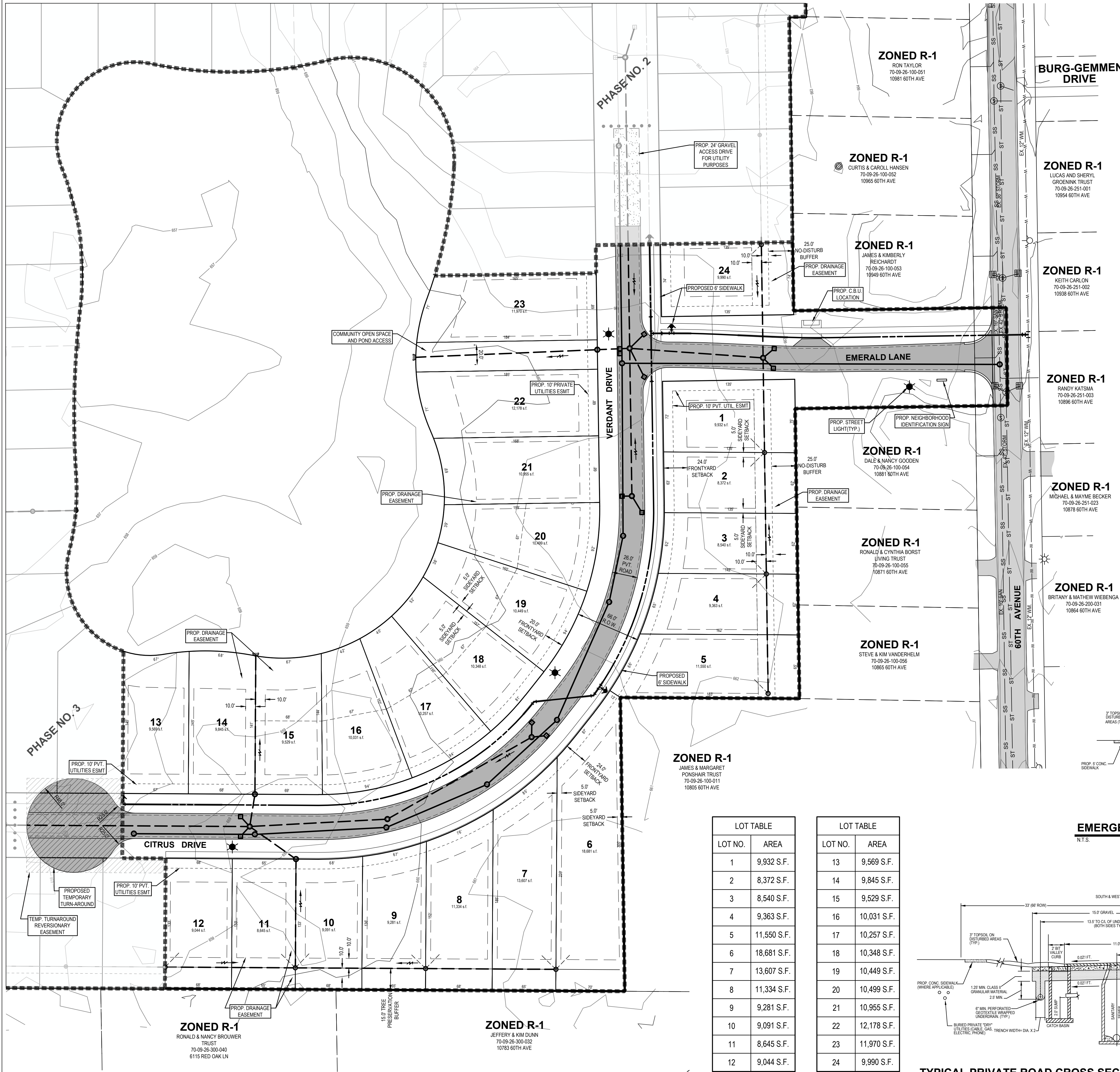
**OPEN SPACE EXHIBIT**

NO SCALE



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.  
NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLAN" WERE OBTAINED FROM AVAILABLE "AS-BUILT" RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



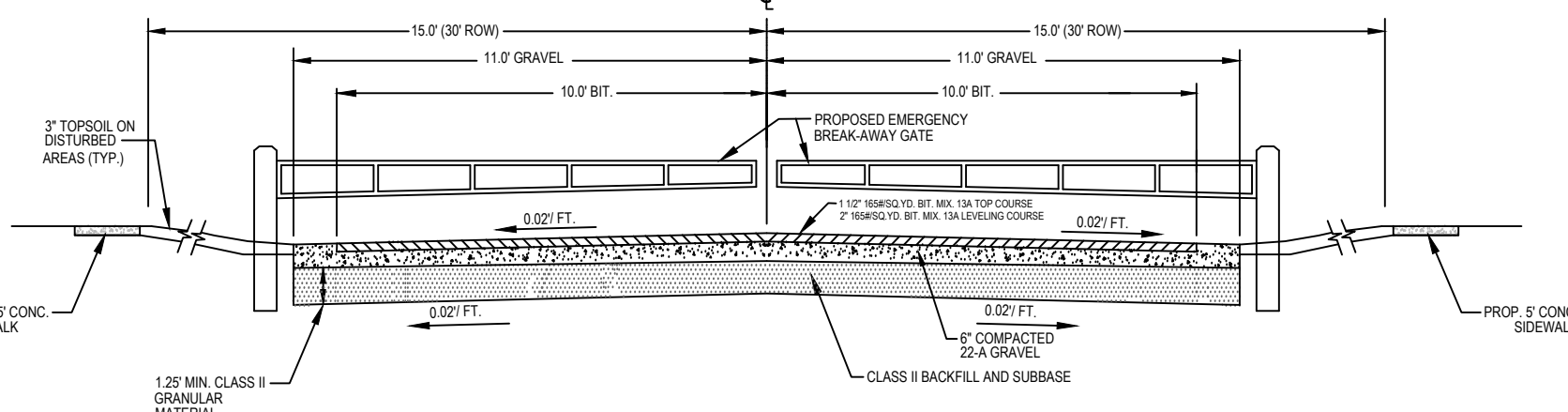


LEGEND

- EX. GRADE CONTOUR
- PROP. DRAINAGE FLOW
- EX. BITUMINOUS
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- PROP. 12" TO 36" STORM SEWER
- PROP. 8" SANITARY SEWER
- PROP. 8" WATERMAIN

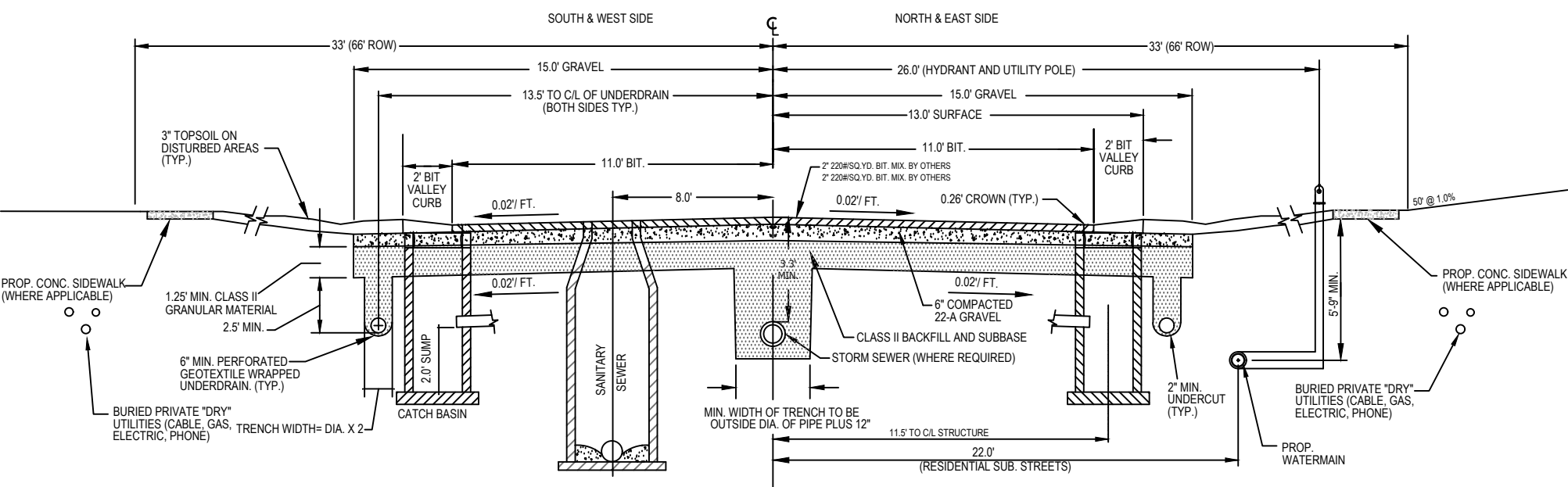
GENERAL NOTES

- CURRENT ZONING: PUD (PLANNED UNIT DEVELOPMENT)
- SUMMARY OF PHASE ONE:
  - TOTAL NUMBER OF LOTS = 24
  - LENGTH OF STREET = 1475 L.F.
- PUD SINGLE-FAMILY LOT SITE REGULATING STANDARDS:
  - MINIMUM LOT WIDTH AT FRONT YARD SETBACK = 52 FT.
  - MAXIMUM BUILDING HEIGHT = 35 FT OR 2 1/2 STORIES
  - FRONT YARD SETBACK = 20 FT, 24 FT FOR LOTS THAT CONTAIN A SIDEWALK
  - SIDE YARD SETBACK = 5 FT (20 FT. FOR LOTS 1 & 24 ALONG EMERALD LANE)
  - REAR YARD SETBACK = 25 FT.
  - MIN. LOT AREA = 7,125 S.F.
- THIS SITE WILL BE SERVICED BY PUBLIC SANITARY SEWER, PUBLIC WATERMAIN, AND STORM SEWER. SANITARY SEWER WILL BE EXTENDED FROM BOTH TIMBER DRIVE AND 60TH AVENUE INTO THE SITE. WATERMAIN WILL BE EXTENDED FROM BOTH TIMBER DRIVE AND 60TH AVENUE INTO THE SITE TO PROVIDE A LOOPED CONNECTION. STORM SEWER, WATERMAIN, AND STORM SEWER WILL GENERALLY BE PLACED WITHIN THE PROPOSED RIGHT-OF-WAYS FOR THE PROJECT AT STANDARD DEPTHS AND STANDARD SIZES. PLANS SHALL BE SUBJECT TO TOWNSHIP ENGINEER AND ALLENDALE UTILITIES DEPARTMENT REVIEW AND APPROVAL.
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- LANDSCAPING: 1 STREET TREE PER LOT WILL BE PROVIDED. FINAL SPECIES TO BE DETERMINED. SPECIES AND TREE SIZE SHALL COMPLY WITH ALLENDALE TOWNSHIP ORDINANCE. DEVELOPER RESERVES THE RIGHT TO PROVIDE ADDITIONAL LANDSCAPING AND TO PROVIDE AMENITY STRUCTURES IN OPEN SPACE AREAS WITHOUT FURTHER PLANNING COMMISSION OR TOWNSHIP BOARD REVIEW.
- STREET LIGHT LOCATIONS TO BE APPROVED BY CONSUMERS ENERGY.
- BUFFER AREAS: LOTS 1-5 AND LOT 24 WILL CONTAIN "BUFFER AREAS" ON RECORDED DOCUMENTS AT OTTAWA COUNTY REGISTER OF DEEDS. SUCH BUFFER AREAS SHALL BE LEFT IN A NATURAL UNALTERED STATE. NO BUILDINGS OR OTHER IMPROVEMENTS SHALL BE CONSTRUCTED WITHIN SUCH AREAS. NO VEGETATION SHALL BE REMOVED, EXCEPT FOR DISEASED OR DEAD VEGETATION. INCIDENTAL ACTIVITIES ARE PERMITTED WITHIN THE BUFFER AREAS, CONSISTING OF INITIAL CONSTRUCTION ACTIVITIES, INSTALLATION AND MAINTENANCE OF UTILITIES, AND OTHER ACTIVITIES REQUIRED TO PROTECT THE HEALTH SAFETY, AND GENERAL WELFARE.
- FINAL C.B.U. MAIL LOCATIONS TO BE DETERMINED IN COORDINATION WITH UNITED STATES POSTAL SERVICE.
- PER THE APPROVED PLANNED UNIT DEVELOPMENT FOR EMERALD SPRINGS AND AS ALLOWED BY SECTION 485-25 OF THE TOWNSHIP SUBDIVISION OF LAND ORDINANCE, SIDEWALKS ARE ALLOWED ON ONE SIDE OF THE STREET. REQUIRED MINIMUM SIDEWALK WIDTH IS SIX FEET.
- OVERALL NUMBER OF UNITS IN PUD (98 UNITS) IS NOT PROPOSED TO CHANGE AT THIS TIME. NO MAJOR PUD AMENDMENT IS PROPOSED FOR CURRENT PHASE. A MAJOR PUD AMENDMENT MAY BE REQUIRED IN A FUTURE PHASE, SUBJECT TO ZONING ADMINISTRATOR DETERMINATION.



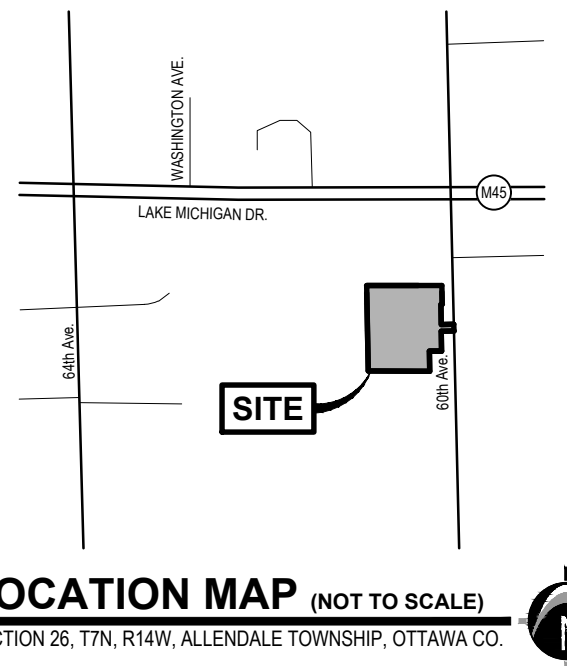
EMERGENCY ACCESS ROAD CROSS SECTION

N.T.S.



TYPICAL PRIVATE ROAD CROSS SECTION

N.T.S.



LOCATION MAP (NOT TO SCALE)  
SECTION 26, T1N, R14W, ALLENDALE TOWNSHIP, OTTAWA CO.

**NEDERVELD**  
www.nederveld.com  
800.222.1868  
**GRAND RAPIDS**  
217 Grandville Ave., Suite 302  
Grand Rapids, MI 49503  
Phone: 616.575.5190  
**ANN ARBOR**  
**CHICAGO**  
**COLUMBUS**  
**HOLLAND**  
**INDIANAPOLIS**  
**ST. LOUIS**

**PREPARED FOR:**  
Red Three Land Investments

1188 East Paris Ave SE, Suite 100  
Grand Rapids, MI  
Phone: 616.455.0200

REVISIONS:

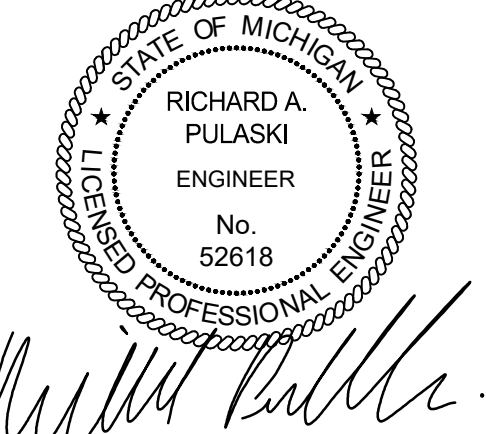
Title: Preliminary Plat Submittal	Checked: RP	Date: 2023.10.18
Title: Revised Preliminary Plat Submittal	Checked: RP	Date: 2023.11.10
Drawn: JW	Checked: RP	Date: 2023.11.10
Title: Final Preliminary Plat Submittal Township	Checked: RP	Date: 2024.01.29
Drawn: JW	Checked: RP	Date: 2024.01.29

**EMERALD SPRINGS  
PRELIMINARY PLAT**

**PHASE ONE PLAN**

10889 60TH AVENUE, ALLENDALE, MI 49401  
PART OF THE NORTHWEST 1/4 OF SECTION 26, T1N, R14W,  
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

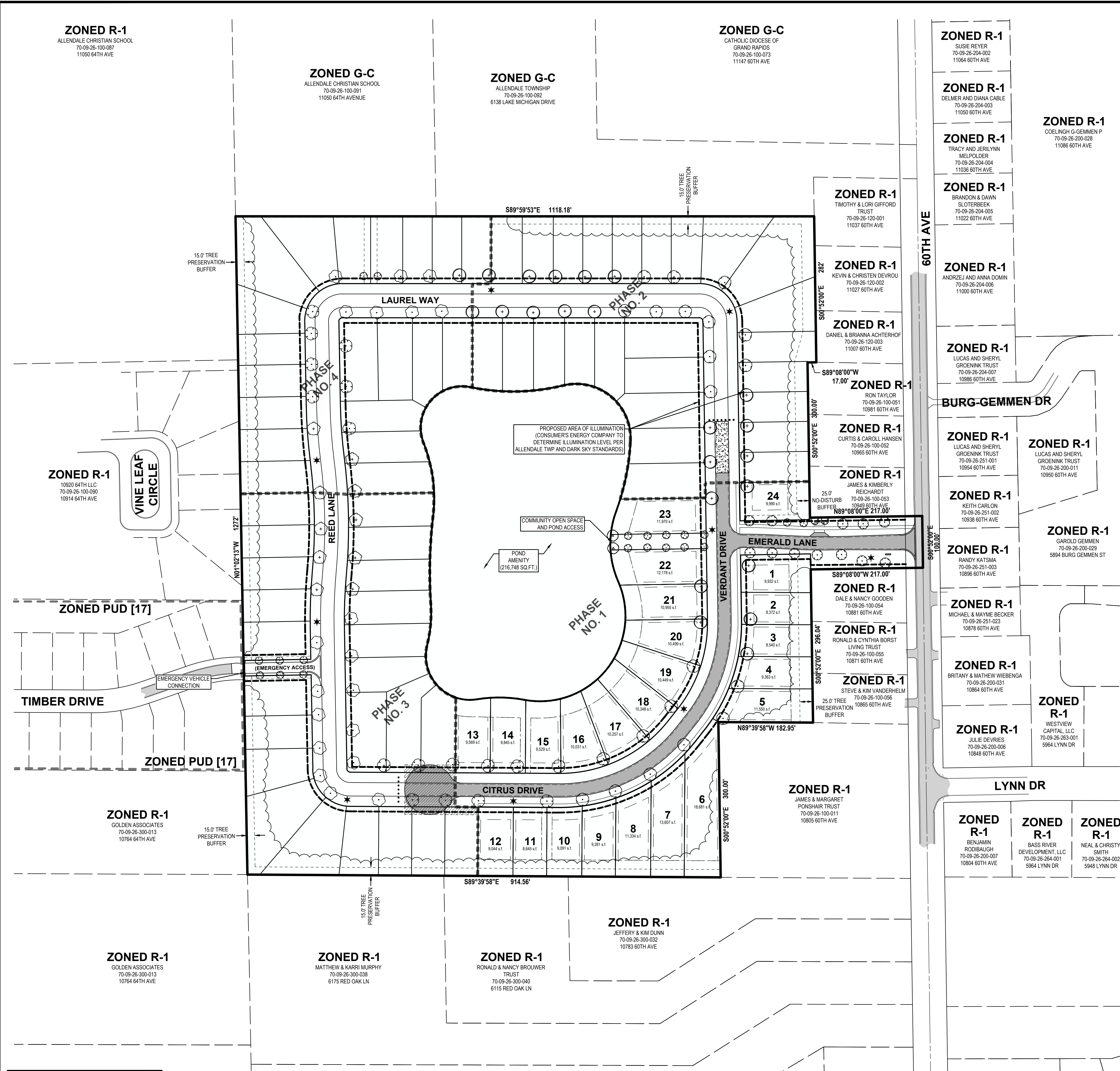
STAMP:



**PROJECT NO:**  
18201950

**SHEET NO:**  
**C-206**





PLAN PROVIDED BY:

NAME: DUSTIN L. CORR  
ADDRESS: 217 GRANDVILLE AVE SW STE. 302  
GRAND RAPIDS, MI 49503  
LICENSE #: 3901001645

LEGEND

	EXISTING BITUMINOUS
	EXISTING CONCRETE
	PROPOSED BITUMINOUS (STANDARD DUTY)
	PROPOSED CONCRETE (STANDARD DUTY)
	PROPOSED STREET LIGHT

PLANTING LEGEND

SYMBOL	TREE TYPE	SIZE	QTY
	Ornamental Tree	1.75" cal. min.	22
	Deciduous Tree	2.5" cal. min.	104

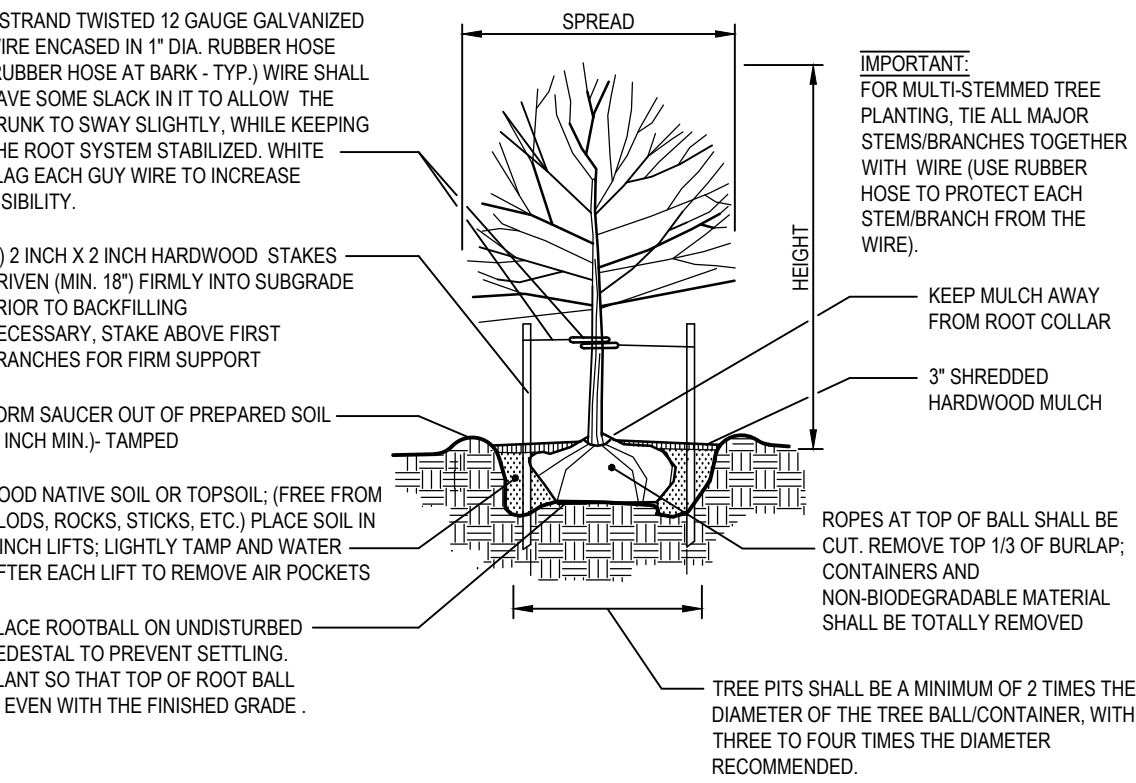
LANDSCAPE NOTES

PLANTING NOTES:

- ALL PLANT MATERIAL SHALL BE LOCALLY NURSERY GROWN NO.1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS. DO NOT PLANT MATERIALS UNTIL DIRECTED BY OWNER, LANDSCAPE ARCHITECT, AND/OR CONSTRUCTION MANAGER. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL, FOR ANY REASON BEFORE OR AFTER IT IS INSTALLED.
- SIZES SPECIFIED ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE INSTALLED.
- ANY PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT.
- MAINTENANCE OF LANDSCAPING ITEMS, TREES, AND PLANTS SHALL BE PERFORMED BY THE PROPERTY OWNER OR A QUALIFIED PROFESSIONAL. ALL LANDSCAPING SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE MUNICIPAL STANDARDS AND IN ACCORDANCE WITH CURRENT INDUSTRY STANDARDS IN A NEAT, HEALTHY AND WEED FREE CONDITION. ANY DEAD, DISEASED OR DAMAGED PLANT MATERIALS ARE TO BE REPLACED IMMEDIATELY AFTER NOTIFIED TO DO SO.
- PLANT TREES AND SHRUBS IN ACCORDANCE WITH PLANTING DETAILS. DIG TREE PITS PER DETAILS. PLANT TREES AND SHRUBS AT THE SAME GRADE LEVEL AT WHICH THEY WERE GROWN AT THE NURSERY. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS HIGHER, APPROX. 1/4 OF THE ROOT BALL ABOVE GRADE, AND BACKFILL TO TOP OF ROOT BALL.
- REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS AND INORGANIC MATERIAL FROM ROOT BALLS. REMOVE THE TOP 1/3 OF BURLAP FROM EARTH BALLS AND REMOVE BURLAP FROM AROUND TRUNK.
- FINELY SHREDDED HARDWOOD BARK MULCH, NATURAL COLOR (NON-COLORED), IS REQUIRED FOR ALL PLANTINGS AND PLANTING BEDS. MULCH PER PLANTING DETAILS. MULCH IN PLANT BEDS SHALL BE 3" THICK AT TIME OF INSPECTION AND AFTER COMPACTED BY RAIN OR IRRIGATION. ALL PLANTING BEDS SHALL BE EDGED WITH 6" X 12 GAUGE STEEL LANDSCAPE EDGING.
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL UNDERGROUND AND OVERHEAD UTILITIES. IF A CONFLICT WITH UTILITIES EXIST, NOTIFY OWNER/CONSTRUCTION MANAGER PRIOR TO PLANTING.
- PLANT MATERIAL SHALL BE GUARANTEED FOR ONE YEAR AFTER PLANTING AND ACCEPTANCE.

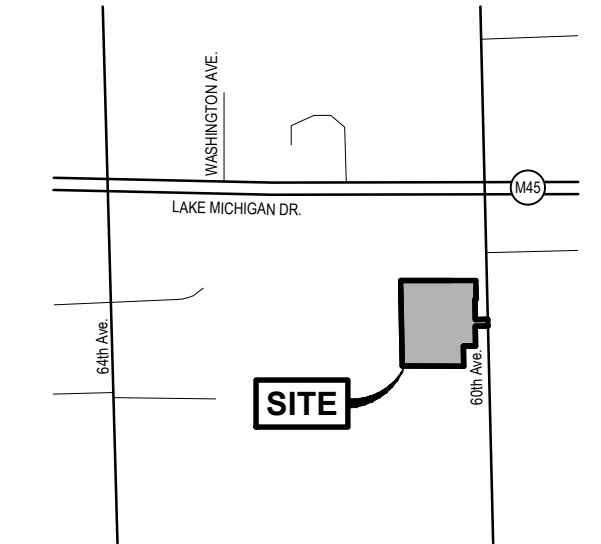
TOPSOIL AND SEED NOTES:

- WHEREVER GROUND IN ITS NATURAL STATE HAS BEEN DISTURBED, APPROVED LANDSCAPING OR GRASS SHALL BE FULLY INSTALLED, AND ESTABLISHED WITHIN A REASONABLE PERIOD OF TIME, BUT NO LONGER THAN ONE GROWING SEASON (UNLESS OTHERWISE NOTED AND APPROVED).
- DURING EXCAVATION, GRADING, AND INSTALLATION OF REQUIRED LANDSCAPING, ALL SOIL EROSION AND SEDIMENTATION CONTROL REGULATIONS SHALL BE STRICTLY FOLLOWED AND COMPLIED WITH.
- ALL LAWN AREAS SHALL BE HYDROSEEDING. SEED SHALL BE INSTALLED ON TOPSOIL UNLESS APPROVED OTHERWISE. DO NOT SEED UNTIL ACCEPTANCE OF FINISH GRADE.
- SEED SHALL BE INSTALLED ON A MIN. OF 3"-4" OF LIGHTLY COMPACTED APPROVED TOPSOIL. TOPSOIL SHALL BE FERTILE, SCREENED, FRIABLE TOPSOIL FREE OF STONES 1/2" IN DIA. AND LARGER, ROOTS, STICKS, OR OTHER EXTRANEIOUS MATERIAL, INCLUDING NOXIOUS PLANTS. PH BETWEEN 6.0 AND 6.5, SALTS 500 PARTS PPM, ORGANIC CONTENT 3% MIN. DO NOT INSTALL TOPSOIL UNTIL APPROVED BY OWNER/CONSTRUCTION MANAGER. TOPSOIL SHALL BE FINE GRADED TO A SMOOTH FINISH, FREE OF LUMPS AND DEPRESSIONS.



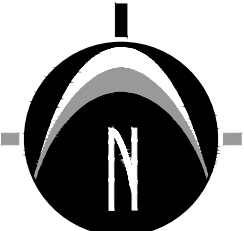
TYPICAL TREE PLANTING DETAIL

N.T.S.



LOCATION MAP (NOT TO SCALE)

SECTION 26, T7N, R14W, ALLENDALE TOWNSHIP, OTTAWA CO.



0' 50' 100' 200'

SCALE: 1" = 100'

\* LIGHT POLE TO BE 14' TALL STD. LANTERN STYLE LIGHT POLE.

TYPICAL STREET LIGHT

N.T.S.

**NEDERVELD**  
www.nederveld.com  
800.222.1868  
**GRAND RAPIDS**  
217 Grandville Ave., Suite 302  
Grand Rapids, MI 49503  
Phone: 616.575.5190  
**ANN ARBOR**  
**CHICAGO**  
**COLUMBUS**  
**HOLLAND**  
**INDIANAPOLIS**  
**ST. LOUIS**

PREPARED FOR:

Red Three Land Investments

1188 East Paris Ave SE, Suite 100  
Grand Rapids, MI  
Phone: 616.455.0200

REVISIONS:

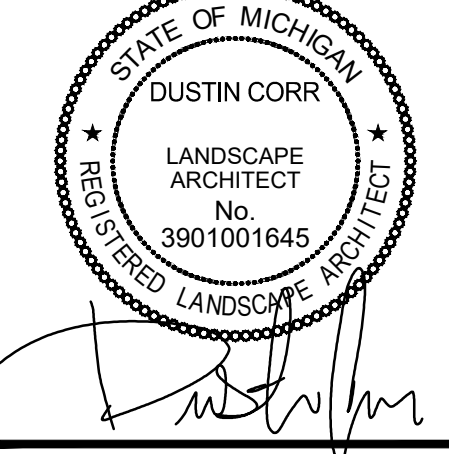
Title: Preliminary Plat Submittal  
Drawn: JW Checked: RP Date: 2023.11.10  
Title: Final Preliminary Plat Submittal Township  
Drawn: JW Checked: RP Date: 2024.01.29

EMERALD SPRINGS  
PRELIMINARY PLAT

Landscape Plan

6138 LAKE MICHIGAN DRIVE  
PART OF THE NORTHWEST 1/4 OF SECTION 26, T7N, R14W,  
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:



PROJECT NO:

18201950

SHEET NO:

**L-200**



Know what's below.  
CALL before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.  
NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLAN" WERE OBTAINED FROM AVAILABLE "AS-BUILT" RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



## **Allendale Charter Township Parks and Recreation Advisory Board Bylaws**

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

### **SECTION 1**

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

### **SECTION 2**

Officers:

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



- c. Notices – The Chairperson shall notify the Township Clerk of any notices, publications or meeting notices which must be published in accordance with the Open Meetings Act
- E. The chairperson shall present the recommendations of the Advisory Board to the Township Board for their consideration of such request.

### SECTION 3

#### Membership:

- A. Members – The Advisory Board shall consist of no more than ~~nine~~ five voting Members who shall be residents of Allendale Charter Township. Each Member shall have one vote. Members shall be chosen by the Township Supervisor with the approval of the Township Board.
- B. Representation – ~~The committee shall consist of a Liaison from the Board of Trustees, the Township Facilities/Maintenance Director\*, and up to three additional members.~~ The Township may wish to consider representation from the Planning Commission, Downtown Development Authority, Allendale Schools, ~~Township Board~~, as well as other community representation from organizations such as the Allendale Township Youth Athletic Association, the Adult Softball Association, and ASO. ~~\*The residency requirement outlined in Section 3A is not applicable to the Facilities/Maintenance Director.~~
- C. Term – Members shall serve a term of two years. All membership terms shall begin on January 1 for the Member’s upcoming year of service with terms among the members being staggered on an annual basis.

### SECTION 4

#### Meetings:

- A. Regular Meetings – The Advisory Board shall hold not less than four regular meetings each year. The date and time shall be determined in a vote of the Advisory Board and noted in the meeting minutes. Other meetings may be held as necessary and must be approved in advance by the Township Supervisor. Holidays should be considered when establishing the schedule to avoid conflicts. Notice of regular Advisory Board meetings shall be posted in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.
- B. Special Meetings – Special meetings requests may be made by the chairperson or upon written request to the secretary by at least two Members of the Advisory Board. The meeting must be approved by the Township Supervisor prior to scheduling. The scheduling of the meeting business conducted by the Advisory Board shall be in accordance with the Open Meetings Act.
- C. Public Records – All meetings, minutes, records, documents, correspondence, and other materials of the Advisory Board shall be open to public inspection in



accordance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246, except as may otherwise be provided by law.

- D. Quorum – A majority of the appointed members shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.
- E. Voting – A majority vote of the Advisory Board Members is required to submit a plan for the Parks and Recreation Master Plan.
- F. Agenda – The chairperson shall be responsible for preparing the agenda for Advisory Board meetings. The order of business for meetings is suggested as follows:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Recognition of Visitors
  - 4. Approval of Agenda
  - 5. Approval of Minutes
  - 6. Correspondence
  - 7. Old Business
  - 8. New Business
  - 9. Public Comment (3 minutes/person)
  - 10. Comments from Advisory Board
  - 11. Adjournment

## **SECTION 5**

### **Duties:**

The Advisory Board shall perform the following duties:



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

## **SECTION 6**

### **Absences, Removals, Resignations, and Vacancies:**

- A. To be excused, Members of the Advisory Board shall notify the Advisory Board Chairperson or other Advisory Board Member when they intend to be absent from a meeting. Failure to make this notification before the meeting shall result in an unexcused absence. If a Member is absent from more than two meetings in a calendar year, the Township Supervisor may remove the Member with a vote of the Township Board.
- B. The Township Supervisor may remove Members of the Advisory Board with a vote of the Township Board. The Member may attend the meeting of the Township Board to describe their opposition for the removal.
- C. A Member may resign from the Advisory Board by sending a letter of resignation to the Township Supervisor.



- D. Vacancies shall be filled by the Township Supervisor with the approval of the Township Board. Successors shall serve out the unexpired term of the Member being replaced, with the ability for reappointment at the discretion of the Township Supervisor.

## **SECTION 7**

### **Conflicts of Interest:**

- A. No Member of the Advisory Board shall participate in any matter in which he/she has a financial interest, or will be directly affected by a Board decision, or has or believes he/she has a conflict of interest as defined by applicable law. No member of the staff or any agency service the Board shall present reports or arguments, or attempt to influence decisions of the Board on any matter in which the staff members or agency has a similar interest.
- B. As soon as a Member becomes aware of a potential conflict of interest in a matter to come before the Board, he/she shall notify the Chairman. The Member who has the potential conflict should describe the conflict of interest to the Board. The Chairperson shall then call for a motion to recuse the Member and the Board shall vote on the motion. If recused, the Member should excuse him/herself from the discussion and take a seat in the audience until the matter is resolved. A recused Board Member may speak for or against the matter, but must do so during the public comment period or at the approval of the Chairperson. Status of a Board Member does not allow the recused Member to speak freely during the recused portion of the meeting; the recused Member will participate as a member of the public during this time.

## **SECTION 8**

Amendments: These Bylaws may be amended at any Township Board meeting by a majority vote of the Township Board. The Advisory Board may recommend updates to the Township Board via a majority vote held during an Advisory Board meeting.

## **SECTION 9**

Adoption: These bylaws are adopted by the Township Board at the regular meeting on June 13, 2022.