

Agenda for the
Allendale Charter Township Board Meeting
Monday, February 28, 2022, 6:00pm

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 14, 2022 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the February 7, 2022 Planning Commission Meeting
 - Fire Department 2021 Year End Report
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
 - 2nd Reading: 2022-02- Zoning Map Amendment, Centennial Farm Rezoning
 - 2nd Reading: Ordinance 2022-03- General Commercial Special Use- Moratorium
 - 2nd Reading: Ordinance 2022-04- Zoning Text Amendments; Zero Yard Setbacks: Office, General Commercial & Industrial Districts
 - Hiring Recommendation: Substitute Library Page & Circulation Assistant
- Discussion Items
 - Project Plutus Presentation
 - CDBG Rich St (Public Hearing on March 14)
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, February 14, 2022, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent: Ms. Vander Veen (1)

Staff and Guest Present: Sergeant Cal Keuning, Sheriff Department; Deputy Joe Apolo, Sheriff Department; Kevin Yeomans, Assistant Administrator; Greg DeJonge, Ottawa County Commissioner; Chief Mike Keefe, Allendale Fire Department; Lieutenant David Marshall, Allendale Fire Department; Sergeant Erick Busscher, Allendale Fire Department; Captain Tony Dolce, Allendale Fire Department; Deputy Chief Randy Bosch, Allendale Fire Department; Firefighter Mitch Lass, Allendale Fire Department; Lieutenant Kyle Garlanger, Allendale Fire Department; Firefighter Mike Augustyn, Allendale Fire Department; and Sam Sterk.

Mr. Murillo pronounced the invocation.

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

BOT 22-016 Mr. Vander Wall moved to approve the agenda of today with the following amendment: to add Sergeant Cal Keuning and Deputy Joe Apollo to Guest Speakers. The motion passed.

BOT 22-017 Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 24, 2022, Board of Trustees meeting.
2. To approve the general claims in the amount of \$764,994.58 and \$33,889.54 interim payments, as presented by the summary report for February 15, 2022.

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 17, 2022, Planning Commission Meeting
3. Planning Commission 2022 Work Program
4. Sheriff's Department December Monthly Report
5. Sheriff's Department January Monthly Report
6. Fire Department January Monthly Report
7. Wombat Award

Public Hearings- None

Public Comments and Communications - None

BOT 22-018 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Commissioner Greg DeJonge provided an Ottawa County update including: GVSU Student Senate meeting, the Ottawa County newsletter captured the attention of many area residents, specifically the Smart 911 Program; Deputy Michael DeVito received the Ottawa County Customer Service Award; an overview of 211 services that are available; Walk for Warmth charity event; various winter activities available at Ottawa County Parks; Loyalty Bonuses for Ottawa County employees; departmental annual reports have begun, many are available online; and Grand Marshall idea for the 4th of July parade. Specifically, Commissioner DeJonge would like to honor all our health care workers and have them be the Grand Marshalls for our next parade. He indicated he is willing to help with this however he can.

Sergeant Cal Keuning introduced Deputy Joe Apolo to the board. Deputy Joe Apolo provided a brief introduction and background of himself.

Several board members had questions and comments.

Action Items

- BOT 22-019 Mr. Elenbaas introduced Ordinance 2022-02 Zoning Map Amendment, Centennial Farm Rezoning; an ordinance amending certain property in the Township to the GC General Commercial Zoning District; for its first reading.
- BOT 22-020 Mr. Elenbaas introduced Ordinance 2022-03 Zoning Text Amendment Ordinance; an ordinance that will add Section 14.07 – Moratorium: to place a moratorium on the construction of mini warehouse and self-storage facilities as a special use in the General Commercial District for 12 months of the Allendale Charter Township Zoning Ordinance; for its first reading.
- BOT 22-021 Mr. Elenbaas introduced Ordinance 2022-04 Zoning Text Amendment, Zero Yard Setback Ordinance; an ordinance that will amend Section 4.01D – Zoning Districts to change the Article 8 reference; will amend Article 8 – R-2 Medium Density Single and Two-Family Residential District by changing its title name; will amend Section 13A.05(3) – Area Regulations, Side Yard to allow a zero yard side setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction; will amend Section 13A.05(4) – Area Regulations, Rear Yard to allow a zero yard rear setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction; will amend Section 14.05B – Area Regulations, Side Yard to allow a zero yard side setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction; will amend Section 14.05C – Area Regulations, Rear Yard to allow a zero yard rear setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction; will amend Section 15.05B – Area Regulations, Side Yard to allow a zero yard side setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction; will amend Section 15.05C – Area Regulations, Rear Yard to allow a zero yard rear setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction; will amend Section 16.06B – Area Regulations, Side Yard to allow a zero yard side setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction and; will amend Section 16.06C – Area Regulations, Rear Yard allow a zero yard rear setback when a building is proposed in conjunction with an abutting lot and built of fire-retardant construction of the Allendale Charter Township Zoning Ordinance; for its first reading.
- BOT 22-022 Mr. Zeinstra move to approve and authorize the Clerk and Supervisor to sign Ordinance 2022-01 Zoning Text Amendments Ordinance; an ordinance amending the text in Section 24.06H- Waste Disposal Facilities; and amending Section 24.06J- Building Appearance; and providing for repeal and

severability provisions; and the effective date of this ordinance. The motion passed.

- BOT 22-023 Ms. Kraker moved to approve the promotion of Ann Bates to Circulation Assistant II at a wage of \$16.01 per hour. The motion passed.

Discussion Items

Kevin Yeomans, Assistant Administrator, gave the board a brief overview of the township financial status. He indicated that the last couple of years have been better than expected, with a surplus of \$600,000.00 unanticipated funds.

Kevin Yeomans, Assistant Administrator, provided an update on the fire station. He highlighted the updated timeline and what processes have been completed thus far. He gave a recap of three various bids on the project and an assessment of the general contractor interviews. Given the uptick in construction costs, bids came in a little higher than originally anticipated. All the bids will require additional funding to proceed with project construction. The three bids are as follows: Erhardt Construction- \$5,571,000.00; Wolverine Building Group- \$5,517,000.00; and EV Construction- \$5,857,000.00. After careful consideration, Mr. Yeomans indicated the selection committee recommends Erhardt Construction with a bid of \$5,571,000.00 for the project. He informed the board that a budget amendment in the amount of \$410,000.00 will be required to cover the total costs of the project if the board approves the committee's recommendation.

Several board members had questions and comments.

Action Items

- BOT 22-024 Mr. Murillo moved to select and approve the Fire Station Construction bid submitted by Erhardt Construction in the amount of \$5,571,000.00, and to authorize the Supervisor to sign the appropriate contract and paperwork. The motion passed.
- BOT 22-025 Mr. Zeinstra moved to approve 2022 budget amendments 3 and 4; a \$410,000.00 transfer from the General Fund to the Fire Station Building Fund. The motion passed as shown by the following votes:

YEAS: Mr. Zeinstra; Ms. Kraker; Mr. Vander Wall; Mr. Murillo; Ms. Hansen;

and Mr. Elenbaas. (6)

NAYS: None (0)

ABSENT: Ms. Vander Veen (1)

Public Comments and Communications- None

BOT 22-026 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas inquired as to whether the board was interested in having our own 911 services rather than contracting with the county. The board was not interested in pursuing this option.

Ms. Hansen provided a brief update on elections for the township. It has been discovered that three homes in Allendale Township are part of Hudsonville School District and therefore will require a May election. She is working with neighboring jurisdictions to consolidate precincts and accommodate these voters.

BOT 22-027 Mr. Vander Wall moved to adjourn the meeting at 7:11 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

Department: 000.000 REVENUE

DEYOUNG DEVELOPMENTS LLC	DEWPOINTE WEST 4	4,729.75	DEWPOINTE WEST 4
ILLINOIS STATE DISBURSEMENT UNIT	COURT ORDER PAYABLE	341.54	COURT ORDER PAYABLE
LINDSEY ROBINSON	Hall Rental Income	80.00	Hall Rental Income
OTTAWA COUNTY TREASURER	Due To County	189.00	Due To County
Total: 000.000 REVENUE		5,340.29	

Department: 101.000 Township Board

CARDMEMBER SERVICE	PROFESSIONAL DEVELOPMENT	1,164.00	PROFESSIONAL DEVELOP
Total: 101.000 Township Board		1,164.00	

Department: 171.000 Supervisor

CARDMEMBER SERVICE	PROFESSIONAL DEVELOPMENT	388.00	PROFESSIONAL DEVELOP
Total: 171.000 Supervisor		388.00	

Department: 209.000 EMPLOYEE INSURANCES

PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	18,725.04	EMPLOYERS HEALTH INS
Total: 209.000 EMPLOYEE INSURANCES		18,725.04	

Department: 215.000 CLERK

CARDMEMBER SERVICE	PROFESSIONAL DEVELOPMENT	1,038.00	PROFESSIONAL DEVELOP
Total: 215.000 CLERK		1,038.00	

Department: 248.000 ADMINISTRATION

AMAZON CAPITAL SERVICES	SUPPLIES	62.00	SUPPLIES
CARDMEMBER SERVICE	Miscellaneous	9,403.17	Miscellaneous
CREATIVE IMAGE DESIGNERS LLC	SUPPLIES	134.99	SUPPLIES
PITNEY BOWES INC	SUPPLIES	475.96	SUPPLIES
SMART SOURCE LLC	SUPPLIES	486.42	SUPPLIES
SMART SOURCE LLC	SUPPLIES	324.28	SUPPLIES
WEST MICHIGAN DOCUMENT SHREDDING	Contracted Services	45.00	Contracted Services
Total: 248.000 ADMINISTRATION		10,931.82	

Department: 253.000 TREASURER

CARDMEMBER SERVICE	PROFESSIONAL DEVELOPMENT	388.00	PROFESSIONAL DEVELOP
Total: 253.000 TREASURER		388.00	

Department: 257.000 ASSESSOR

CENTRON DATA SERVICES INC	PRINTING, PUBLISHING, & POSTAG	2,741.00	PRINTING, PUBLISHING
Total: 257.000 ASSESSOR		2,741.00	

Department: 262.000 ELECTIONS

AMAZON CAPITAL SERVICES	SUPPLIES	51.76	SUPPLIES
Total: 262.000 ELECTIONS		51.76	

Department: 265.000 BUILDING & GROUNDS

AMAZON CAPITAL SERVICES	SUPPLIES	182.98	SUPPLIES
AMAZON CAPITAL SERVICES	Maintenance	19.00	Maintenance
CINTAS CORPORATION #301	Contracted Services	210.35	Contracted Services
DTE ENERGY	UTILITIES	3,437.98	UTILITIES
EXXONMOBIL PROCESSING CENTER	FUEL	539.35	FUEL

MENARDS-HOLLAND INC	Maintenance	148.54	Maintenance
NAPA - GENUINE PARTS COMPANY	Maintenance	55.12	Maintenance
POTLUCK PICK-UP INC	UTILITIES	1,265.00	UTILITIES
Total: 265.000 BUILDING & GROUNDS		5,858.32	

Department: 301.000 POLICE OFFICER

OTTAWA COUNTY FISCAL SERVICES	Contracted Services	38,890.79	Contracted Services
Total: 301.000 POLICE OFFICER		38,890.79	

Department: 336.000 FIRE DEPT

CINTAS CORPORATION #301	UNIFORMS	60.72	UNIFORMS
Total: 336.000 FIRE DEPT		60.72	

Department: 371.000 INSPECTION DEPARTMENT

PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	1,624.41	EMPLOYERS HEALTH INS
Total: 371.000 INSPECTION DEPARTMENT		1,624.41	

Department: 446.000 ROADS

OTTAWA CTY ROAD COMMISSION	ROAD MAINTENANCE	12,349.97	ROAD MAINTENANCE
OTTAWA CTY ROAD COMMISSION	ROAD-CONTRACTED SERVICES	8,233.31	ROAD-CONTRACTED SERV
Total: 446.000 ROADS		20,583.28	

Department: 448.000 STREET LIGHTS

BILL PAYMENT CENTER	Electricity	20.37	Electricity
Total: 448.000 STREET LIGHTS		20.37	

Department: 449.000 HIGHWAY-M45

BILL PAYMENT CENTER	UTILITIES	39.76	UTILITIES
Total: 449.000 HIGHWAY-M45		39.76	

Department: 536.000 WATER

BILL PAYMENT CENTER	UTILITIES	154.09	UTILITIES
CINTAS CORPORATION #301	Contracted Services	218.20	Contracted Services
CONSUMERS ENERGY	UTILITIES	696.87	UTILITIES
DTE ENERGY	UTILITIES	1,068.59	UTILITIES
DTE ENERGY	UTILITIES	767.81	UTILITIES
ETNA SUPPLY COMPANY	SUPPLIES	14,896.00	SUPPLIES
M & S STORAGE LLC	Utility Charges	16.70	Water
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	101.83	Truck Maintenance
NORTHERN SAFETY COMPANY INC	SUPPLIES	63.21	SUPPLIES
PREIN & NEWHOF PC INC	Contracted Services	350.00	Contracted Services
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	6,246.60	EMPLOYERS HEALTH INS
REHMANN TECHNOLOGY SOLUTIONS LLC	Contracted Services	118.75	Contracted Services
SES NORTH AMERICA INC	Contracted Services	1,000.00	Contracted Services
SIKMA, STEVE	Utility Charges	15.32	Water
Total: 536.000 WATER		25,713.97	

Department: 537.000 SEWER

AMAZON CAPITAL SERVICES	SUPPLIES	81.43	SUPPLIES
CINTAS CORPORATION #301	Contracted Services	218.20	CONTRACTED SERVICES
CONSUMERS ENERGY	UTILITIES	6,271.87	UTILITIES
DTE ENERGY	UTILITIES	2,186.17	UTILITIES
FAMILY FARM & HOME INC	SUPPLIES	32.99	SUPPLIES

02/24/2022 12:17 PM
User: DENISE
DB: ALLENDALE

INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 03/01/2022 - 03/01/2022
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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HACH COMPANY	SUPPLIES	623.83	SUPPLIES
MISSION COMMUNICATIONS LLC	MAINTENANCE	267.70	MAINTENANCE
MWEA	PROFESSIONAL DEVELOPMENT	325.00	PROFESSIONAL DEVELOP
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	101.84	Truck Maintenance
NORTHERN SAFETY COMPANY INC	SUPPLIES	63.21	SUPPLIES
PLUMMER'S ENVIRONMENTAL SERVICE	MAINTENANCE	318.75	MAINTENANCE
PREIN & NEWHOF PC INC	Contracted Services	90.00	Contracted Services
PRIORITY HEALTH	EMPLOYERS HEALTH INSURANCE	6,246.60	EMPLOYERS HEALTH INS
REHMANN TECHNOLOGY SOLUTIONS LLC	Contracted Services	118.75	Contracted Services
ROBBINS LOCK SHOP INC	SUPPLIES	37.94	SUPPLIES
SES NORTH AMERICA INC	Contracted Services	3,500.00	Contracted Services
SHORELINE POWER SERVICES INC	WRRF MAINTENANCE	945.48	WRRF MAINTENANCE
THOMAS SCIENTIFIC LOCKBOX	SUPPLIES	60.26	SUPPLIES
WEBB CHEMICAL SERVICE CORP	SUPPLIES	7,025.89	SUPPLIES
Total: 537.000 SEWER		28,515.91	

Department: 790.000 LIBRARY

AMAZON	SUPPLIES	35.51	SUPPLIES
AMAZON	SUPPLIES	55.88	SUPPLIES
AQUA BLUE AQUARIUM SOLUTIONS	Contracted Services	75.00	Contracted Services
BAKER & TAYLOR BOOKS LLC	SUPPLIES	944.13	SUPPLIES
BAKER & TAYLOR BOOKS LLC	SUPPLIES	932.41	SUPPLIES
CARDMEMBER SERVICE	COMMUNITY PROGRAMS	10.58	COMMUNITY PROGRAMS
CARDMEMBER SERVICE	COMMUNITY PROGRAMS	44.97	COMMUNITY PROGRAMS
CENTER POINT LARGE PRINT	SUPPLIES	185.76	SUPPLIES
DEMCO INC	SUPPLIES	89.83	SUPPLIES
DTE ENERGY	UTILITIES	722.44	UTILITIES
GALE/CENGAGE LEARNING INC	SUPPLIES	37.48	SUPPLIES
MICROMARKETING LLC	SUPPLIES	35.99	SUPPLIES
OFFICE MACHINES COMPANY INC	Contracted Services	92.82	Contracted Services
OVERDRIVE INC	Contracted Services	242.97	Contracted Services
POTLUCK PICK-UP INC	UTILITIES	187.00	UTILITIES
UNIQUE MANAGEMENT SERVICES INC	Contracted Services	8.80	Contracted Services
Total: 790.000 LIBRARY		3,701.57	

Department: 804.000 KNOWLTON HOUSE

DTE ENERGY	Heating Fuel	174.29	Heating Fuel
Total: 804.000 KNOWLTON HOUSE		174.29	

Department: 901.000 CONSTRUCTION

CONSTRUCTION SIMPLIFIED	CAPITAL OUTLAY	2,925.00	CAPITAL OUTLAY
F&V CONSTRUCTION MGMT INC	PARK IMPROVEMENT	10,709.00	PARK IMPROVEMENT
F&V CONSTRUCTION MGMT INC	INFRASTRUCTURE COSTS	18,678.74	INFRASTRUCTURE COSTS
THE ARCHITECTURAL GROUP INC	CAPITAL OUTLAY	21,131.25	CAPITAL OUTLAY
Total: 901.000 CONSTRUCTION		53,443.99	

*** GRAND TOTAL ***

219,395.29

Treasurer's report for Board Meeting dated 2/28/2022

Interim Payments:

Date	Check #	Amount	Vendor	Description
2/10/2022	101230	\$439.28	PEPPINO'S PIZZARIA RISTORANTE	OCCA MEETING LUNCH @ 02/11/22

\$439.28 TOTAL

General Fund Cash Balance at board meeting dated 2/28/2022

Checking Account	\$	4,854,767.00
Liquid Investment	\$	259,414.00
CD	\$	18.00
Total	\$	5,114,199.00

Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,733,370.00
Liquid Investment	\$	259,414.00
CD	\$	18.00
Total	\$	4,992,802.00

Last year at this time the balance was \$ 4,876,039.00

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 7, 2022

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Longcore, Zuniga, Adams, Nadda

Absent: Zeinstra, Chapla, Westerling

Staff Present: Planner Greg Ransford, Kevin Yeomans

Public: Chris Adamson

3. Received for Information:

4. Motion by Nadda to approve the January 17, 2022 Planning Commission Minutes as presented.
Seconded by Adams. **Approved 4-0**

5. Motion by Loncore to approve the February 7, 2022 Planning Commission Agenda as presented.
Seconded by Zuniga. **Approved 4-0**

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

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

A. Fire Station Update – Kevin Yeomans

Mr. Yeomans provided an update to the Planning Commissioners on the status of the Fire Station Project including a few minor changes to the plans.

Commissioners asked Mr. Yeomans about plans for the current building and any plans to update that building. Mr. Yeomans stated that there will be spaces opened when the Fire Department moves into their own building, but no plans yet to make any updates to the current building.

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

7. Public Hearings:

A. Text Amendments

- Section 4.01D – Zoning Districts
- Article 8 – [Title change]
- Section 13A.05(3) – Area Regulations, Side Yard
- Section 13A.05(4) – Area Regulations, Rear Yard
- Section 14.05B – Area Regulations, Side Yard
- Section 14.05C – Area Regulations, Rear Yard
- Section 14.07 – Moratorium
- Section 15.05B – Area Regulations, Side Yard
- Section 15.05 C – Area Regulations, Rear Yard
- Section 16.06 B – Area Regulations, Side Yard
- Section 16.06C – Area Regulations, Rear Yard

Planner Ransford introduced the Amendments.

Chairperson Longcore opened the floor to public comments. No comments were made, and he closed the public comment section and opened for Commissioner and Staff comments.

Motion by Adams to recommend adoption of all proposed text amendments to the Board. Seconded by Zuniga. **Approved 4-0**

8. Site Plan Review:

9. Old Business:

A. Master Plan

Planner Ransford reviewed the history of the Master Plan discussion. Planner Ransford presented the revised Future Land Use map.

Mr. Adams inquired as to the process of review. Planner Ransford responded that the Township will notify surrounding municipalities and then after the required 63 days of waiting for feedback from the municipalities there will be a public hearing held.

Commissioners directed Planner Ransford to send the proposed Master Plan on to the Township Attorney for review.

B. Renewable Energy Language

Planner Ransford reviewed his memo regarding the draft language to permit renewable energy uses within the Township.

Commissioners discussed the language and the differences between the different types of alternative energy producers and the options that they would have as a Planning Commission if the requests would come in.

Commissioners would like legal counsel to review and make suggestions and would like to review again when the full Commission would be available.

10. New Business: None

11. Public Comments:

Chairperson Longcore opened the public comment section.

An attendee asked if the Master Plan is available on the Township website and Planner Ransford responded that he believed that there is a link on the website but will clarify with staff.

Mr. Yeomans updated the Planning Commission that there is some departmental work being done on the Planning and Zoning Department to improve processes.

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

12. Township Board Reports:

Board liaison was not here to provide a report.

13. Commissioner and Staff Comments:

Question regarding the Master Plan on the website, and Mr. Yeomans informed the Commission that there is a link on the website to the Fresh Coast Planning website where the updates of the Master Plan are posted.

14. Chairperson Longcore adjourned the meeting at 8:03 p.m.

Next meeting February 21, 2022 at 7:00 p.m.



ALLENDALE FIRE DEPARTMENT

Year End Report

2021



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Message from the Chief

Our report presents an overview of the activities and accomplishments of the department as well as some insight into the services that we provide to our great community of Allendale.

The 2021 Annual Report has been prepared to provide information and statistics on the activities of the department during the past year and comparison data from previous years, where available.

A fire department is a valuable community asset providing emergency and essential services to residents, businesses and visitors. Regardless of the size of the community, many people will never need the emergency services the fire department provides.

The fire department made 1,325 calls in 2021. This was an increase in runs from 2020. We reported a deficit in calls in 2020. It was the exact opposite this year, as everyone surrounding us saw huge increases. In most cases the departments ran a record number of calls as we did.

We hope that this report will give the needed insight on the operations of Allendale Fire Department.

The exceptional personnel of the Allendale Fire Department are proud to serve the Township. Allendale is an outstanding community to live in, work in, and visit because of our dedicated personnel, reliable citizen support, and vigilant elected officials.

Please take the time to thoroughly look over this report, and feel free to follow up with any questions, comments or concerns that you may have.

Sincerely

Michael Keefe

Fire Chief
Allendale Fire Department



2021 Statistics Reports

We would like to start of the 2021 annual report by saying thank you. Allendale Fire had a record setting year with runs. We managed each call with professionalism, courtesy and compassion.

As the report will show we had a record setting year compiling a record 1,325 calls for service. This was the highest amount since 2017 with 1,295. Allendale Fire was not the only department that saw increased activity. Almost every department in Kent, Muskegon, Ottawa and Allegan had record setting years. With a lot of departments, they saw 100 to 200 call increase.

Allendale Fire and Township started to see many changes in the later parts of 2021, as many have seen the projects that have been started. This will be part of progress and growth that Allendale Fire has desperately needed. We will be building the fire station on the same property near the township hall. We hope to be in the new building some time in 2022. The very large training center was moved to its new location to the back of the maintenance building.

As busy as we were, we also missed out on a lot of events that we would normally be doing every year. We were also able to start back up a few that we had to stop due to COVID restrictions. The biggest thing we were able to do is get back to teaching fire prevention with the schools.

We hope you find this area interesting and it should put things into perspective. Within this section of the report you will find many interesting facts, data, response statistics, hourly reports, Mutual & Automatic Aid and other services that our Fire Department provided in the 2021 calendar year.



Personnel Roster

Administrative

Michael Keefe	Fire Chief / Full Time / EMT	18 Years
Randy Bosch	Deputy Fire Chief / EMT	40 Years

Full Time Staff

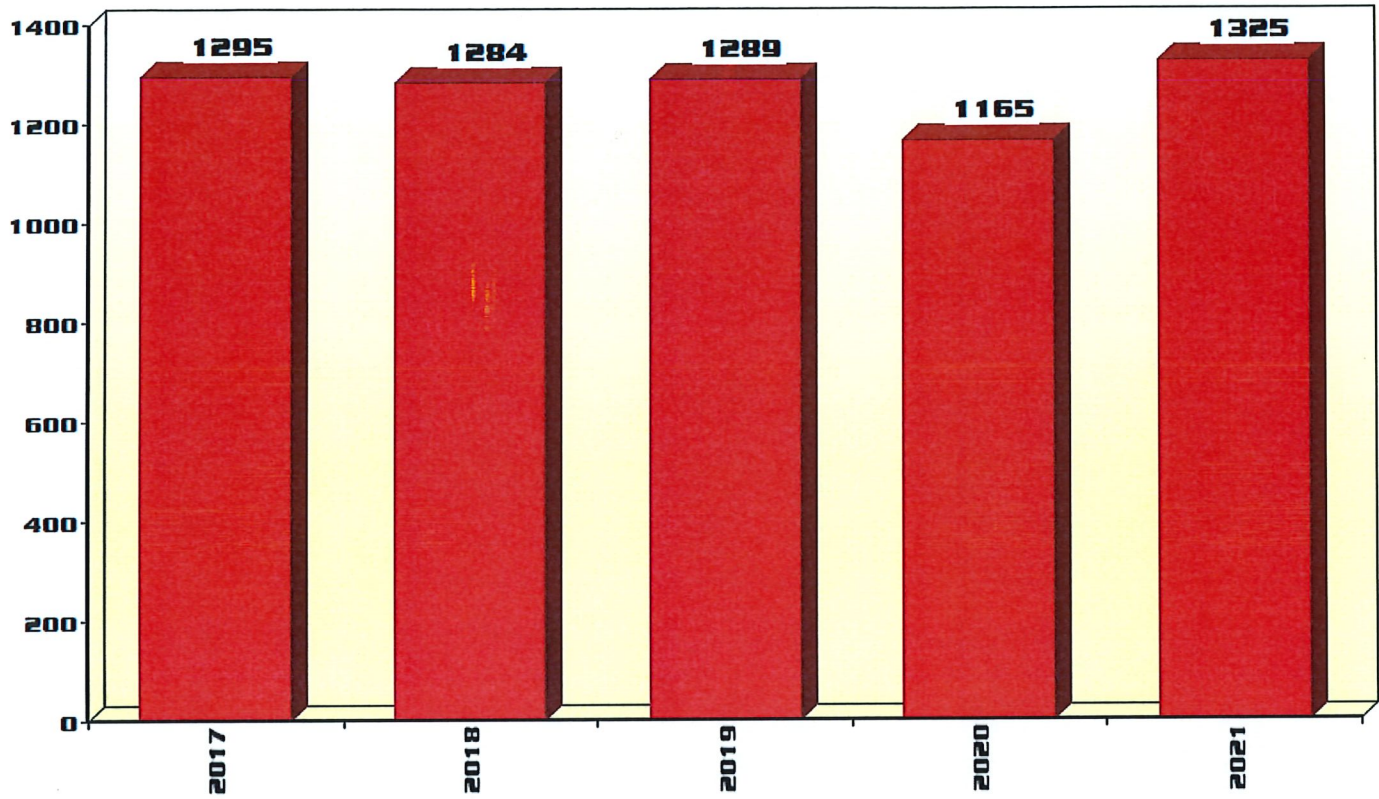
Tony Dolce	Captain / Business Inspector / EMT	12 Years
Scott Harkes	Lieutenant / Training Officer / EMT	16 Years
Kyle Garlanger	Lieutenant Rental Inspector / Paramedic	6 Years

Paid on Call

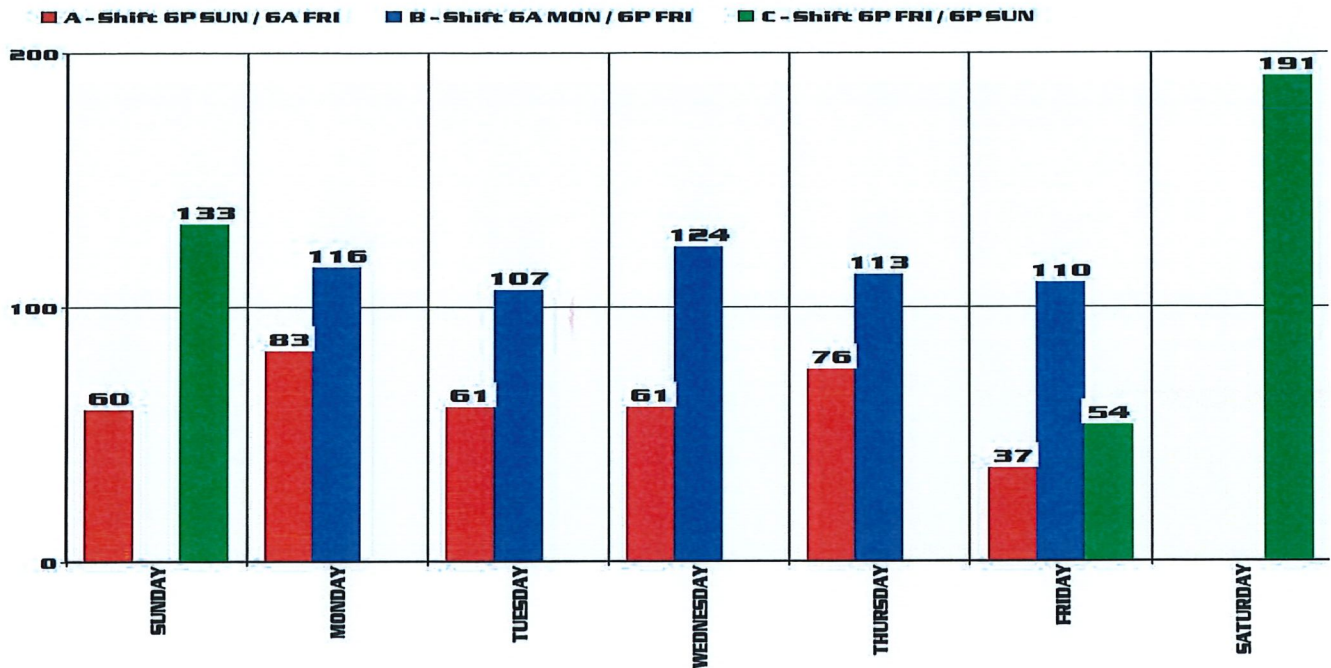
Bruce Nagelkirk	Lieutenant / EMT	31 Years
Bill O'Donnell	Lieutenant / EMT	24 Years
Dave Marshall	Lieutenant / Paramedic	7 Years
Steve Wolbrink	Lieutenant / Paramedic	11 Years
Doug Anderson	Sergeant / EMT	5 Years
Eric Busscher	Sergeant / EMT	5 Years
Joe Flagstadt	Sergeant / EMT	6 Years
Chris Holmes	Sergeant / Paramedic	14 Years
Nick Richards	Sergeant / EMT	14 Years
Troy Teller	Sergeant / EMT	3 Years
Mike Augustyn	Probationary Firefighter / MFR	1.5 Years
Chris Bannister	Firefighter / EMT	1 Month
Cody Brow	Firefighter / MFR	1.5 Years
Jeremy DeGlopper	Firefighter / EMT	14 Years
Chad Doornbos	Firefighter / EMT	6 Years
Garrett Fleming	Probationary Firefighter / MFR	1.5 Years
Jim Harkes	Firefighter / EMT	5 Years
Matt Jones	Firefighter / EMT	13 Years
Kevin Kraker	Firefighter / MFR	19 Years
Ian Lafave	Probationary Firefighter / EMT	1 Month
Mitch Lass	Firefighter / MFR	1.5 Years
Robert Miller	Probationary Firefighter	1 Month
Evan Mize	Firefighter / EMT	4 Years
Austin Petroelje	Firefighter / EMT	6 Years
Dillon Reeder	Firefighter / EMT	3 Years
Tyler Stone	Firefighter / EMT	1.5 Years
Garrett Stover	Firefighter / EMT	4 Years
Colin Vanderwal	Firefighter / EMT	6 Years
Harold Veldman	Chaplain	7 Years

Average Years of Service	9.10 Years
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ALLENDALE FIRE DEPARTMENT RUNS 2017 - 2021



RUNS PER SHIFT 2021



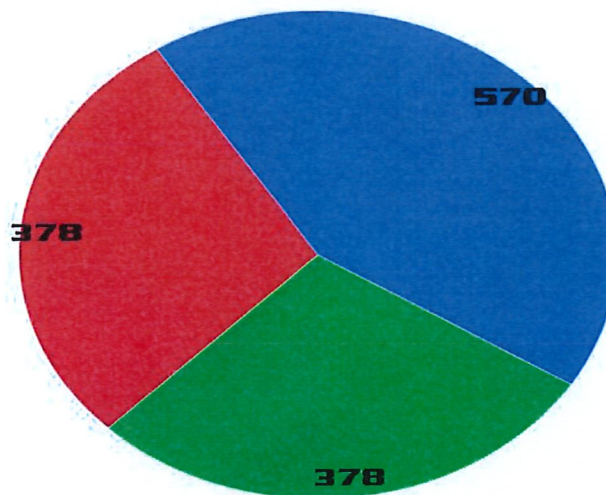
A- Shift is the scheduled time that the Paid on Call firefighters are covering the fire department.

B- Shift is the scheduled hours of the Full Time staff; the B- Shift continues to be the busiest shift we have during the week days.

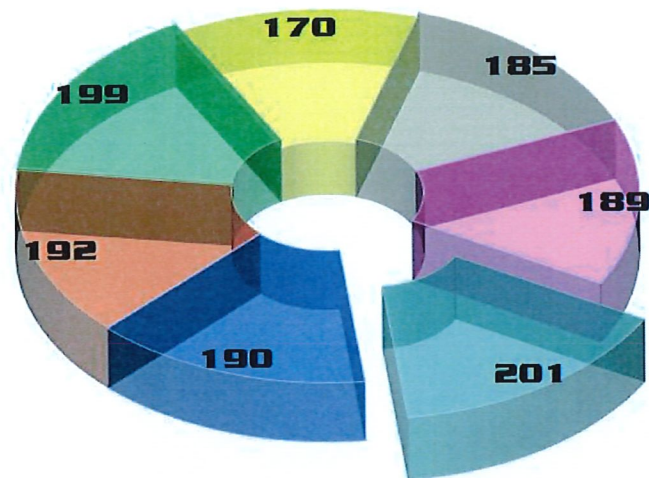
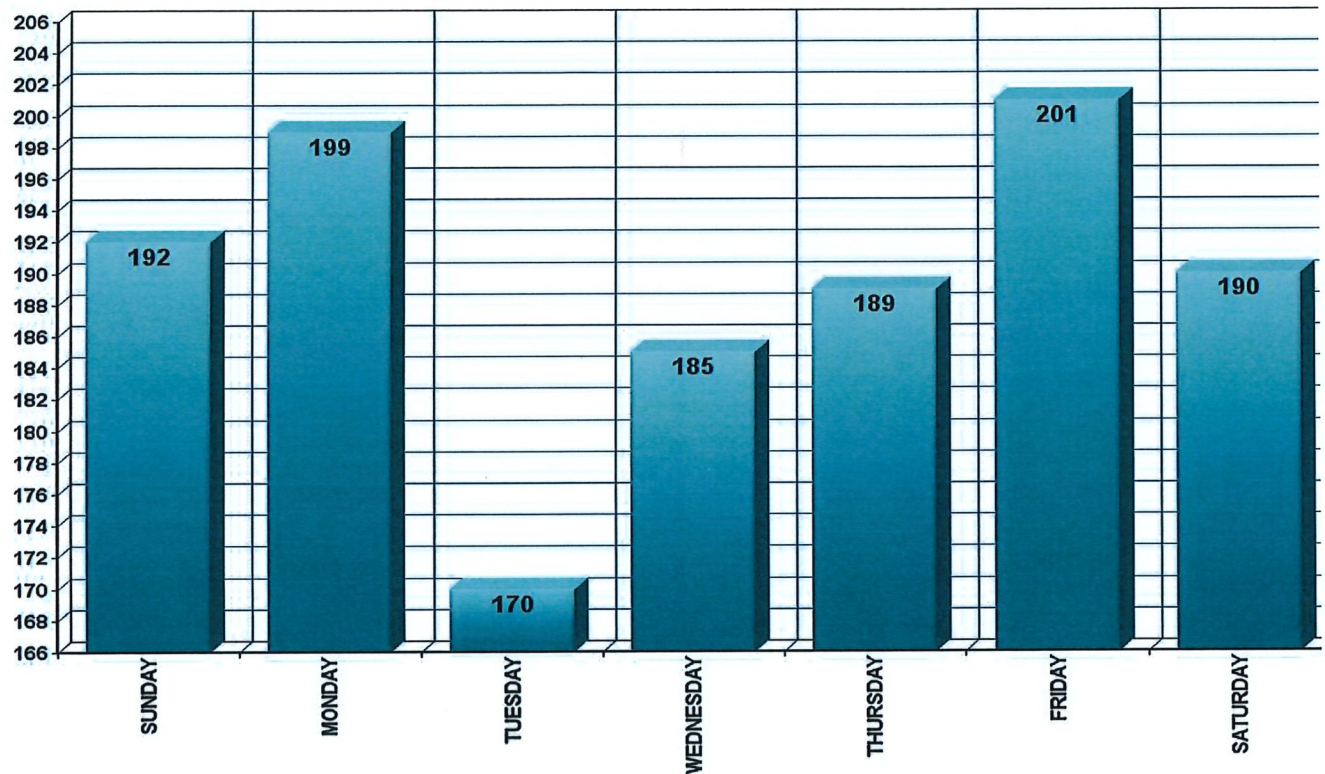
C- Shift is when the firefighters are filling their duty times during the weekends.

Totals per Shift

■ A - SHIFT ■ B - SHIFT ■ C - SHIFT

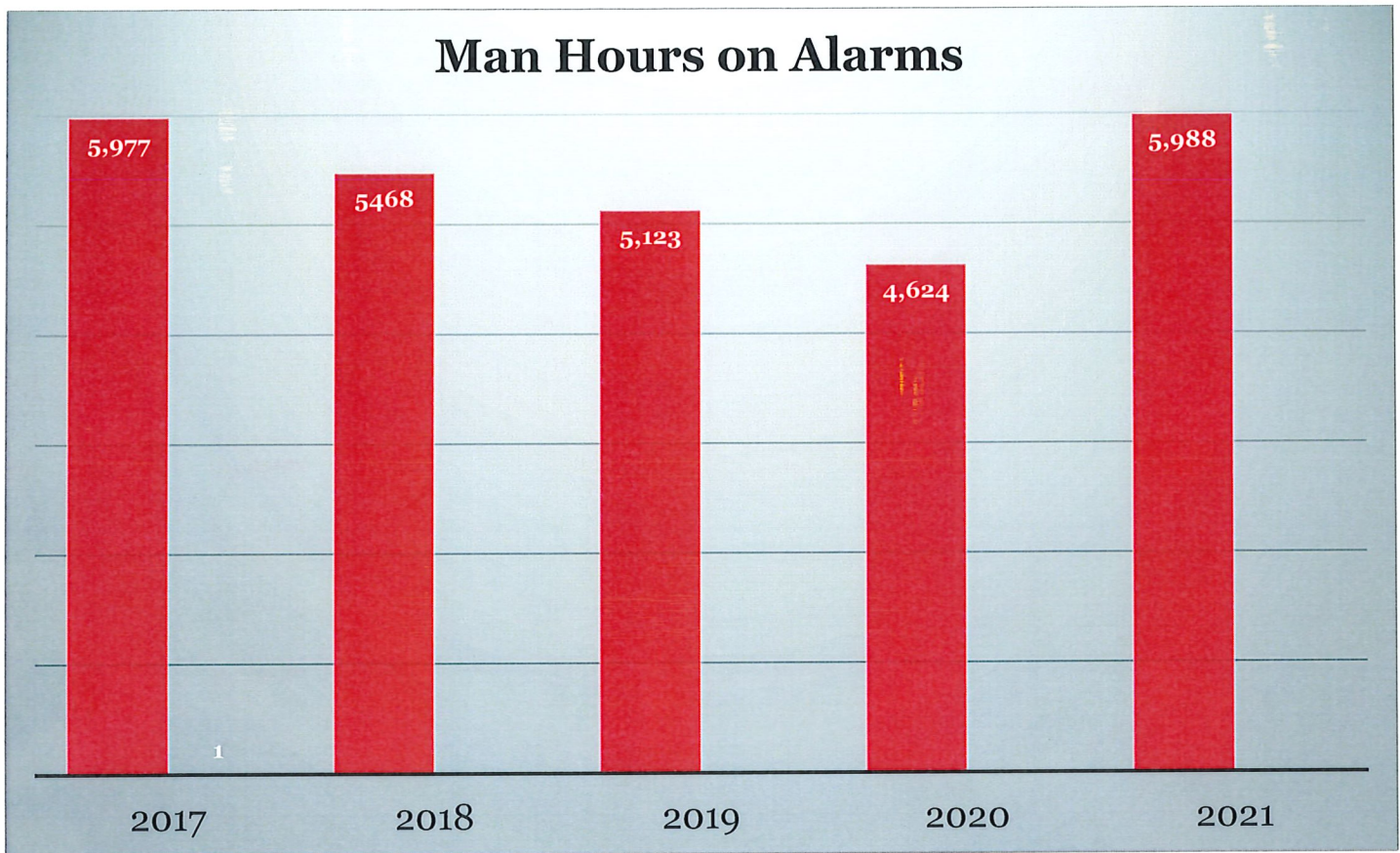


Incidents by Days of Week 2021

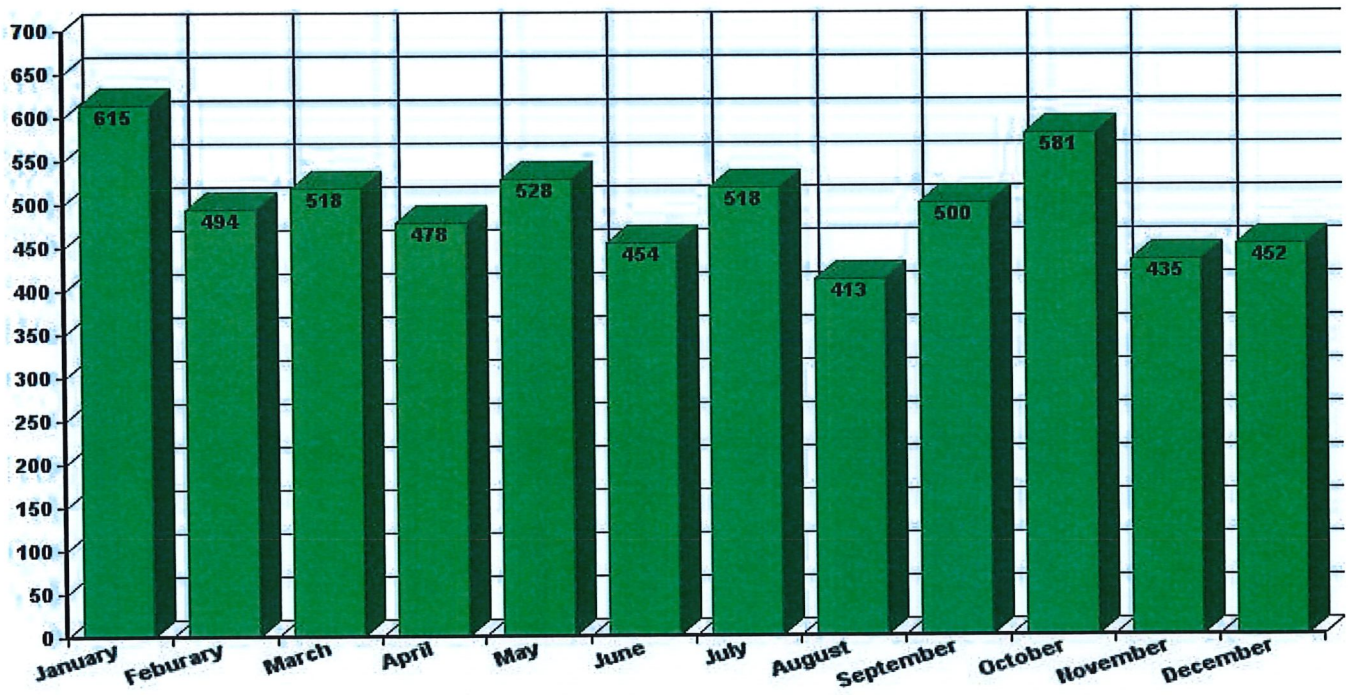


■ SUNDAY ■ MONDAY ■ TUESDAY ■ WEDNESDAY ■ THURSDAY ■ FRIDAY ■ SATURDAY

Man Hours on Alarms



HOURS per MONTH



OVERLAPPING INCIDENTS 2021

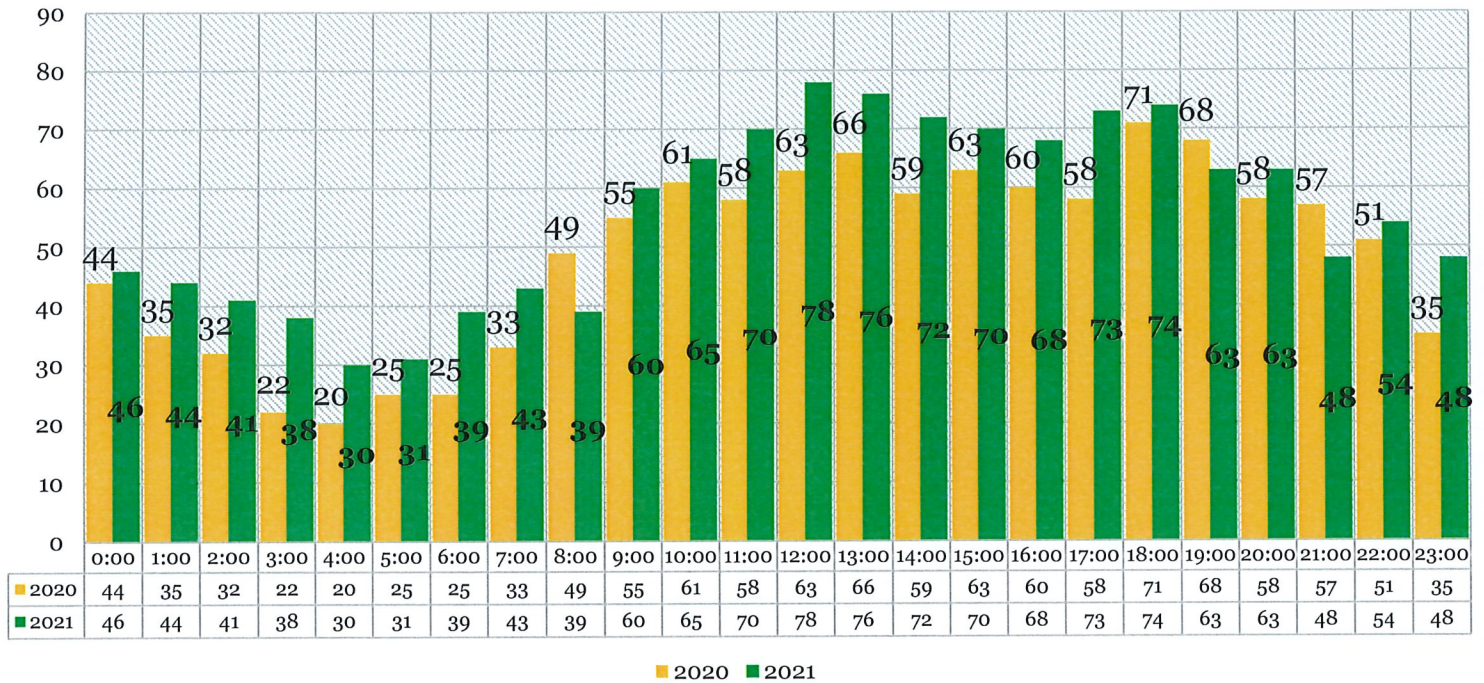
Overlapping incidents are when the fire department is called to one event and is then given another at the same time. Most of the overlapping incidents that do occur are handled by the same crew splitting in two or another crew is called in.

There are some events that require Allendale to rely on Mutual aid departments to handle the second and sometimes third call.

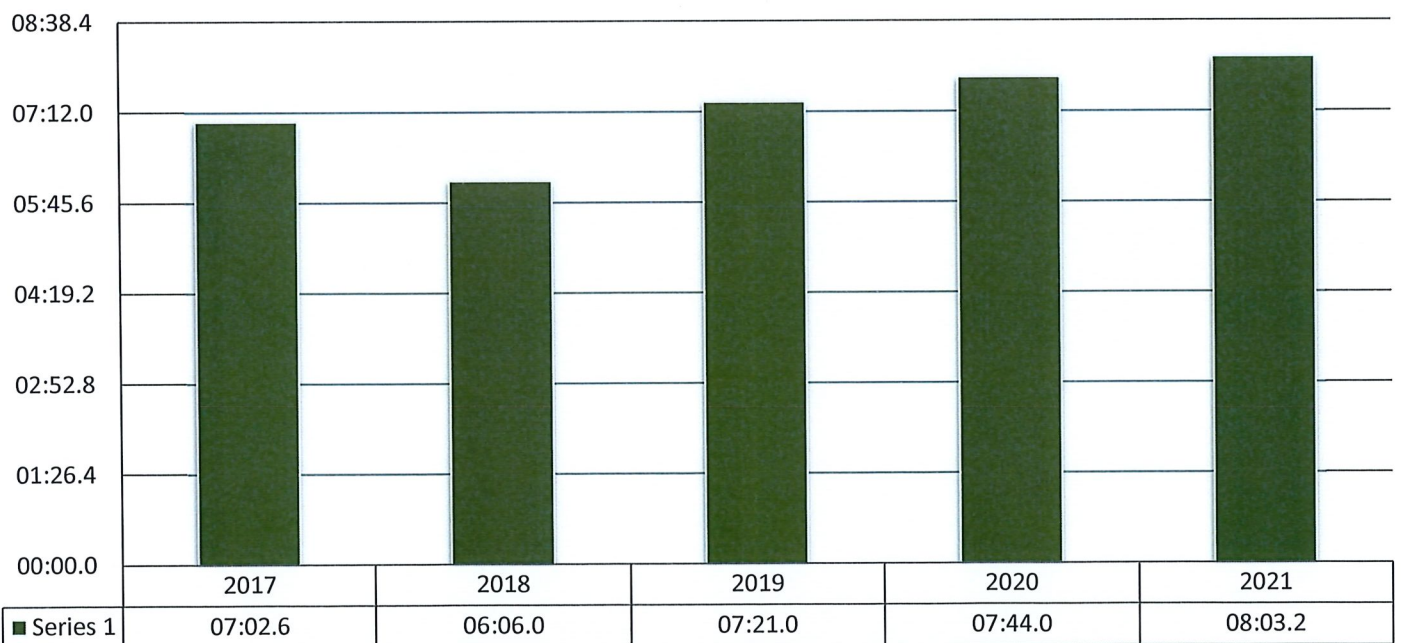


ALARM TIMES & RESPONSE

TIME of DAY



DISPATCH TO ARRIVAL TIMES 2017 - 2021

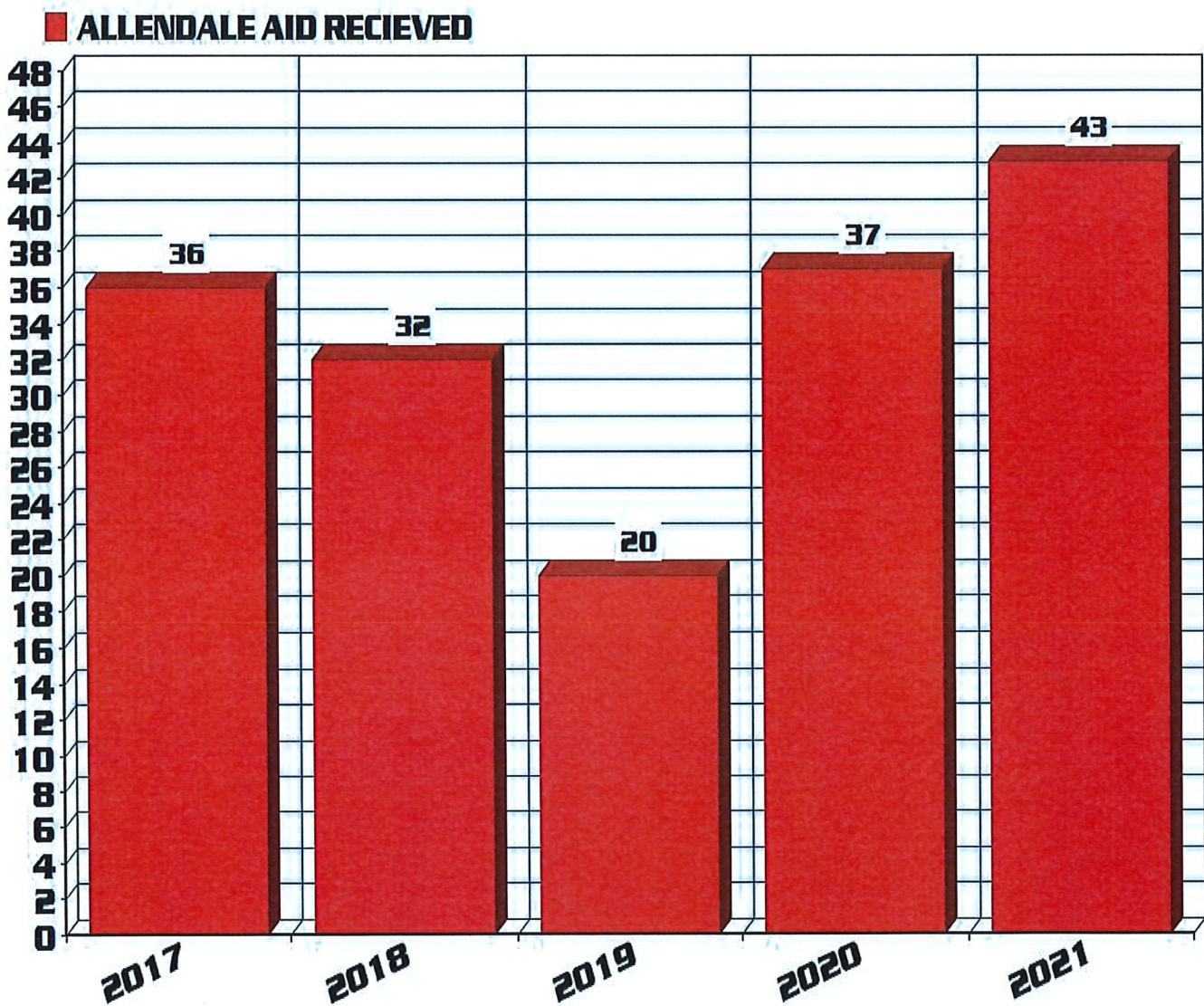


AUTOMATIC & MUTUAL AID

Allendale Fire receives aid in many ways. The department either receives Automatic Aid, which is dispatched at the same time Allendale receives the call or Mutual Aid is when asked for after initial dispatch.

The below graph will show by year how many times Allendale Fire Received Automatic or Mutual Aid.

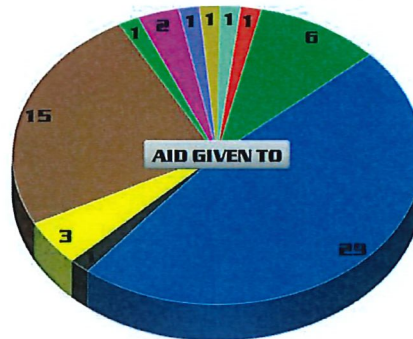
AUTOMATIC / MUTUAL AID RECEIVED



The below graph will show the Automatic / Mutual Aid Given to other departments in surrounding areas.

AUTOMATIC / MUTUAL AID GIVEN

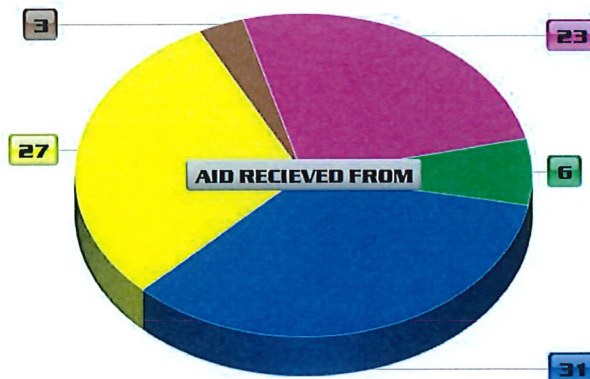
■ BLENDON ■ COOPERSVILLE ■ FERRYSBURG ■ GEORGETOWN
■ HOLLAND CITY ■ JAMESTOWN ■ ALPINE ■ WALKER
■ ROBINSON ■ WRIGHT / TALLMADGE ■ ZEELAND TOWNSHIP



The below shows the departments that provided aid to Allendale and the amount of times they did.

AUTOMATIC / MUTUAL AID RECIEVED FROM OTHERS

■ BLENDON ■ COOPERSVILLE ■ GEORGETOWN ■ ROBINSON
■ WRIGHT / TALLMADGE



Basic Incident Type Code and Description (FD1.21)	Total Incidents Percent of Incidents
Incident Type Category (FD1.21): 1 - Fire	
100 - Fire, other	0.08%
111 - Building fire	2.86%
1111 - Apt fire	0.15%
113 - Cooking fire, confined to container	0.15%
118 - Trash or rubbish fire, contained	0.30%
123 - Fire in portable building, fixed location	0.08%
130 - Mobile property (vehicle) fire, other	0.08%
131 - Passenger vehicle fire	0.38%
132 - Road freight or transport vehicle fire	0.23%
138 - Off-road vehicle or heavy equipment fire	0.15%
140 - Natural vegetation fire, other	0.08%
141 - Forest, woods or wildland fire	0.15%
142 - Brush or brush-and-grass mixture fire	0.38%
154 - Dumpster or other outside trash receptacle fire	0.38%
	Total: 5.42%
Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)	
251 - Excessive heat, scorch burns with no ignition	0.08%
	Total: 0.08%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	
300 - Rescue, EMS incident, other	0.23%
3001 - Lift Assist, Medical	0.60%

311 - Medical assist, assist EMS crew	3.84%
3111 - Driver for Ambulance Service	0.08%
320 - Emergency medical service, other	0.08%
321 - EMS call, excluding vehicle accident with injury	57.98%
322 - Motor vehicle accident with injuries	3.54%
323 - Motor vehicle/pedestrian accident (MV Ped)	0.38%
324 - Motor vehicle accident with no injuries.	1.13%
331 - Lock-in (if lock out, use 511)	0.08%
352 - Extrication of victim(s) from vehicle	0.08%
353 - Removal of victim(s) from stalled elevator	0.08%
Total: 68.07%	
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)	
411 - Gasoline or other flammable liquid spill	0.08%
412 - Gas leak (natural gas or LPG)	1.88%
424 - Carbon monoxide incident	0.53%
440 - Electrical wiring/equipment problem, other	0.23%
444 - Power line down	0.60%
451 - Biological hazard, confirmed or suspected	0.08%
463 - Vehicle accident, general cleanup	0.08%
Total: 3.46%	
Incident Type Category (FD1.21): 5 - Service Call	
500 - Service call, other	0.68%
520 - Water problem, other	0.08%

522 - Water or steam leak	0.15%
531 - Smoke or odor removal	0.30%
551 - Assist police or other governmental agency	0.38%
552 - Police matter	0.15%
553 - Public service	0.45%
554 - Assist invalid	0.60%
561 - Unauthorized burning	0.98%
571 - Cover assignment, standby, move up	0.38%
Total: 4.14%	
Incident Type Category (FD1.21): 6 - Good Intent Call	
600 - Good intent call, other	0.15%
611 - Dispatched and cancelled en route	3.16%
6110 - Dispatched and cancelled en route (Medical)	1.81%
6111 - Dispatched and cancelled en route (Fire Alarm)	2.26%
622 - No incident found on arrival at dispatch address	1.05%
631 - Authorized controlled burning	0.15%
651 - Smoke scare, odor of smoke	1.28%
671 - HazMat release investigation w/no HazMat	0.15%
Total: 10.02%	
Incident Type Category (FD1.21): 7 - False Alarm & False Call	
700 - False alarm or false call, other	0.60%
7001 - Dispatch Error (Never Dispatched)	1.28%
710 - Malicious, mischievous false call, other	0.15%

711 - Municipal alarm system, malicious false alarm	0.45%
730 - System malfunction, other	0.08%
731 - Sprinkler activation due to malfunction	0.08%
732 - Extinguishing system activation due to malfunction	0.08%
733 - Smoke detector activation due to malfunction	1.36%
735 - Alarm system sounded due to malfunction	1.20%
736 - CO detector activation due to malfunction	0.15%
740 - Unintentional transmission of alarm, other	0.30%
741 - Sprinkler activation, no fire - unintentional	0.23%
743 - Smoke detector activation, no fire - unintentional	0.68%
744 - Detector activation, no fire - unintentional	0.23%
745 - Alarm system activation, no fire - unintentional	0.75%
746 - Carbon monoxide detector activation, no CO	0.53%
Total: 8.13%	
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster	
814 - Lightning strike (no fire)	0.15%
815 - Severe weather or natural disaster standby	0.45%
Total: 0.60%	
Incident Type Category (FD1.21): 9 - Special Incident Type	
900 - Special type of incident, other	0.08%
Total: 0.08%	
Total: 100.00%	

2021 Rental Inspection Program Review by: Rental Inspector / Lieutenant Kyle Garlanger

The 2021 rental inspection season ended as being one of our most successful. Out of 89 inspections totaling 953 units, 85% of those obtained Certificate of Compliance before or after the first re-inspection. This is up 10% from last year. Smoke alarms continue to hold the highest number of violations including expired alarms, missing alarms, missing power sources, or tampering with the units.

Throughout each year, we continually strive to sustain safe and secure environments for tenants. At the end of last year, we began to receive an extreme increase in the number of mold complaints at multiple complexes. However, each complaint was evaluated and tackled accordingly, which sometimes included assistance of outside consultants and other team members.

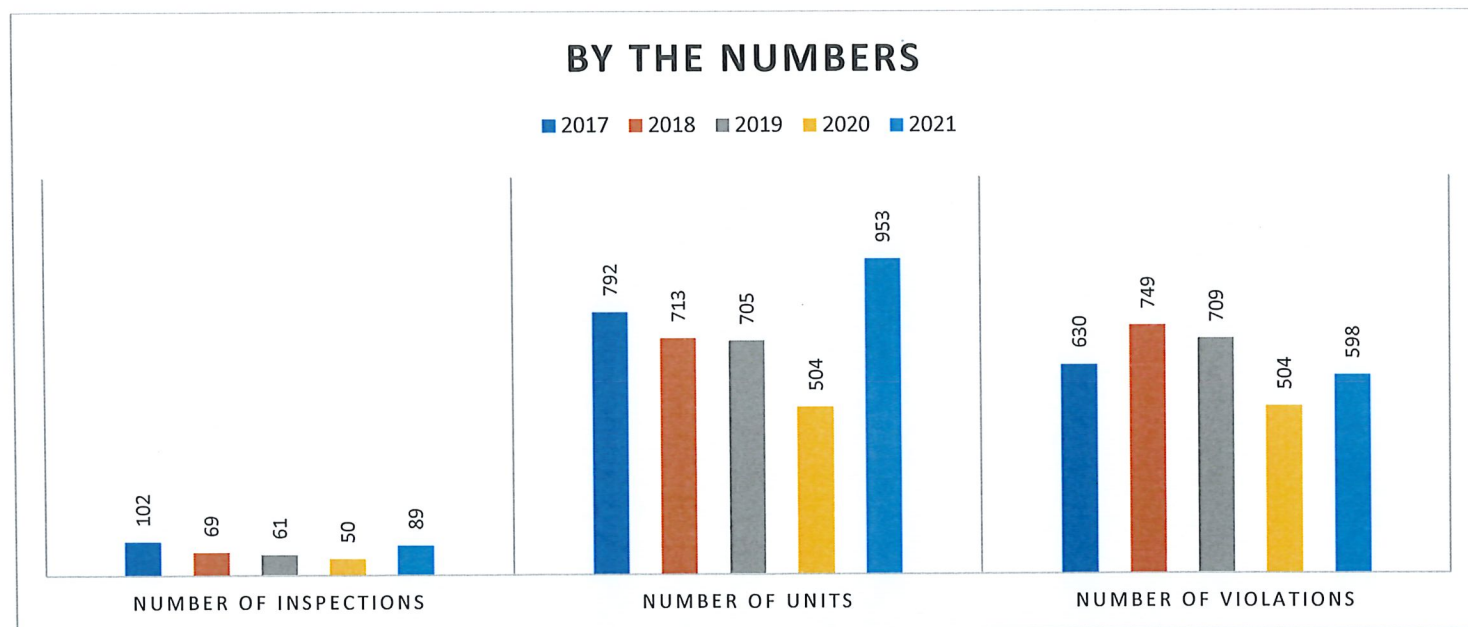
We continually pursue excellence as we move forward in our fire prevention efforts. The strength of this team is what helps build the safety of the community and we look forward to what 2022 will bring.

Below are some of the statistics for 2021:

Total number of Inspections	Total number of Units Inspected
89	953

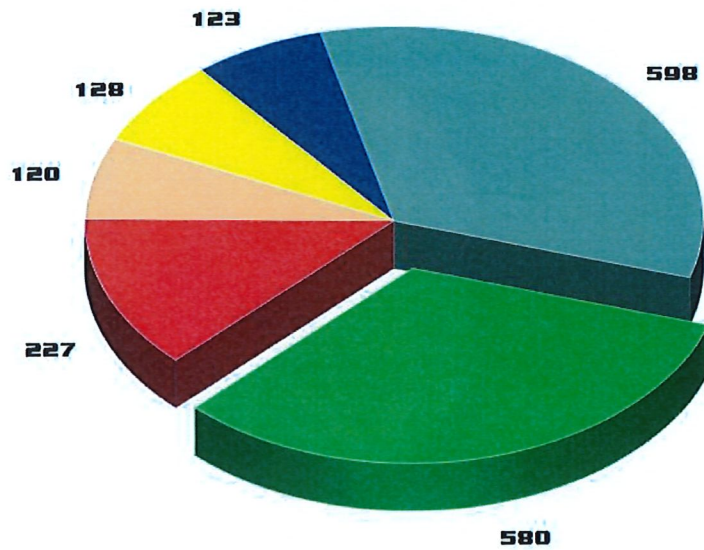
Violation Category	Total number of violations cleared
Smoke Alarm	227
Electrical	120
Structural	128
Other	123
TOTAL	598

Violations Cleared On	Number of Inspections
Original Visit	19 (21%)
Reinspection #1	57 (64%)
Reinspection #2	8 (9%)
Reinspection #3	3 (3%)



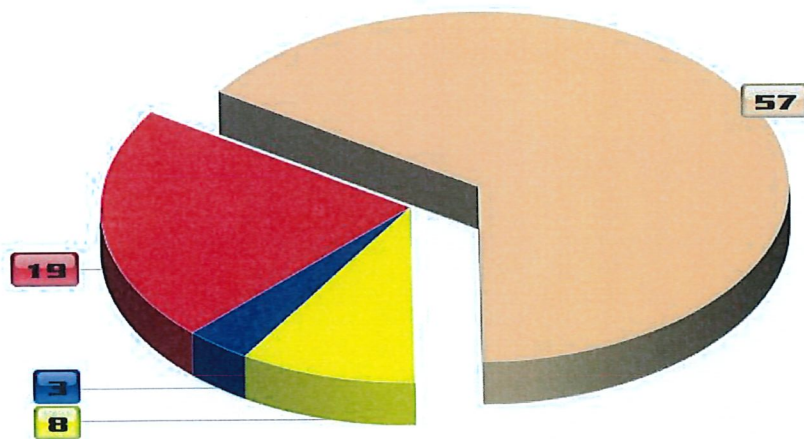
VIOLATIONS DURING INSPECTIONS

■ SMOKE ALARM ■ ELECTRICAL ■ STRUCTURAL ■ OTHER ■ TOTAL ■ VIOLATIONS CLEARED



VIOLATIONS CLEARED ON INSPECTION VISIT

■ ORIGINAL INSPECTION (21%) ■ RE-INSPECTION #1 (64%) ■ RE-INSPECTION #2 (9%)
■ RE-INSPECTION #3 (3%)



2021 Training: Lt. Scott Harkes

Allendale Fire Department has always put training as its highest priority. Our department continually see the effects of this training with our performance on emergency incidents. It is important for a department to have a high-quality training program to prepare its members for any type of emergency they might encounter. A successful training program must rely on coordination, consistency, and timely communications, along with the ability to accomplish the emergency tasks. A strong, quality training program is beneficial in the recruitment and retention of its personnel.

Allendale Fire Department utilizes the Full-Time Lieutenant in the roll of Training Officer. The Training Officer provides assignments and direction to the instructors, along with conducting a significant number of the training sessions himself. Department training sessions are held twice per month, but additional training is often provided as evidence by the training hours listed below. Department training sessions are conducted on evenings and occasional weekends and are generally two hours in duration.



In 2021 the department was able to return to more hands-on training, rather than the virtual training that was done during 2020. Our members continued to advance their skills in knowledge and skills in both the fire and medical fields. We worked in smaller groups, to limit our chance of exposure, however that gave our members a better opportunity to work one-on-one with the instructor. Members were excited to get back to normal and took advantage of being back together for in-person training.



Allendale hosted the Ottawa Co. Fire Academy again in 2021. Students from 15 different department around the county took part in the six-month course. The academy, being state funded, had to hold all its lecture courses virtually. This made it so only the hands-on classes could be done in-person. While not ideal, students and instructors adapted and overcame these obstacles. All students from the academy passes both their written and practical exams including four members from the Allendale Fire Department.

During the year we trained not only on refreshing our basic firefighting and medical skill, but also learning new techniques as well. With COVID still looming, we were not able to train with other department around the county as in years past. Members did take part in smaller scale tabletop exercises with GVSU and other various departments. During the early fall, a house was made available for our department to train in before it was demolished. This is a great opportunity for our newer members to work on Firefighter Survival skills along with rescue and other techniques.

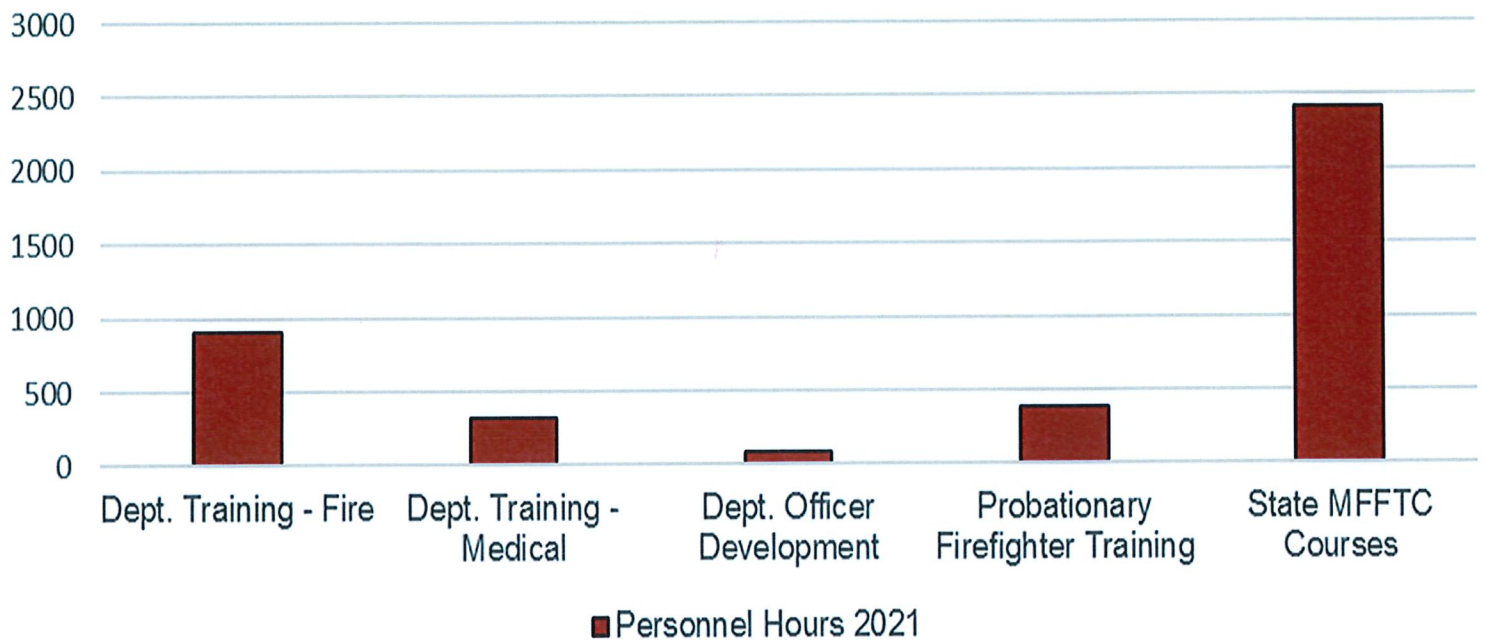
Allendale hosted several local fire departments throughout the spring and early summer in the "Live Fire" training center. Departments from both Kent and Ottawa Co. came out to use the training center. Our members hosted these events, which is a great way for us to help our local mutual aid department.

During the fall and early winter months, members worked on moving the current training center to its new location in the park. The full-time staff, with assistance from the Maintenance Department poured new concrete footings for the training center to sit on. We then contracted with West Shore Services to have the training center lifted and moved to its new location. We continue to plan of updating it this coming spring with paint and other various items.

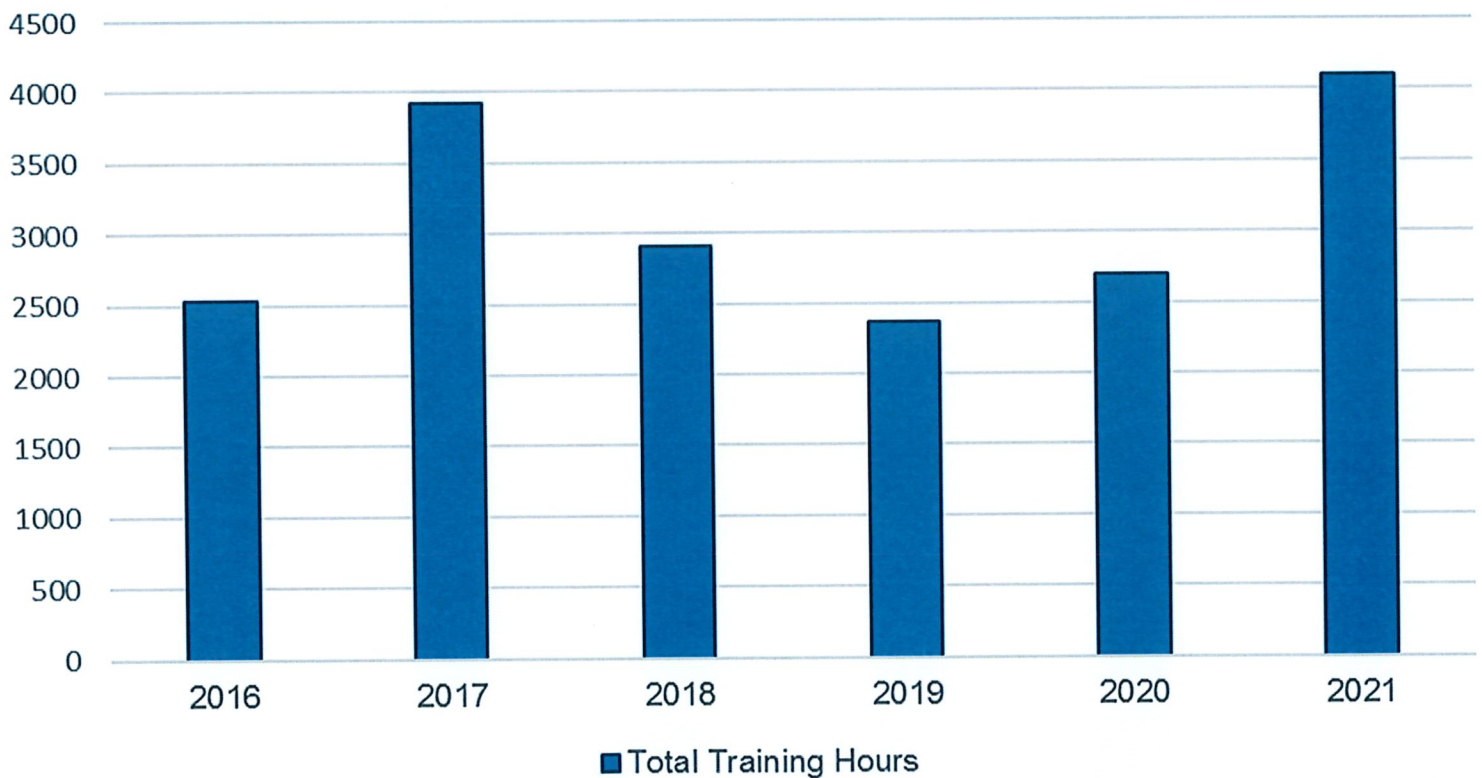


2022 will be a year of more changes coming from the Michigan Firefighter Training Council. The council is working on a system where each firefighter will need to earn continuing education credits to keep their Firefighting certificates. Council put these changes into effect in October of 2021, which will increase the number of training hours for every department. Training staff have been closely monitoring these changes over the past few years and have already began adapting the department's training program to in preparation.

2020 Training Hours by Training Type



Annual Training Hours



Regular Department Training Sessions	
Fire	905 hrs.
Medical	312.25 hrs.
TOTAL	1,217.25 hrs.

Department Officer & Trainee Training	
Officer Development	87 hrs.
Probationary Firefighter Training	382.5 hrs.
TOTAL	469.5 hrs.

State MFFTC Courses	
Fire Academy	1,180 hrs.
Medical (MFR & EMT)	720 hrs.
Fire Officer & Instructor	405 hrs.
Other	111.5 hrs.
TOTAL	2,416.5 hrs.
2020 TOTAL – 2,697.5 hrs.	
2021 TOTAL – 4,103.25 hrs.	

2021 COMMERCIAL INSPECTIONS

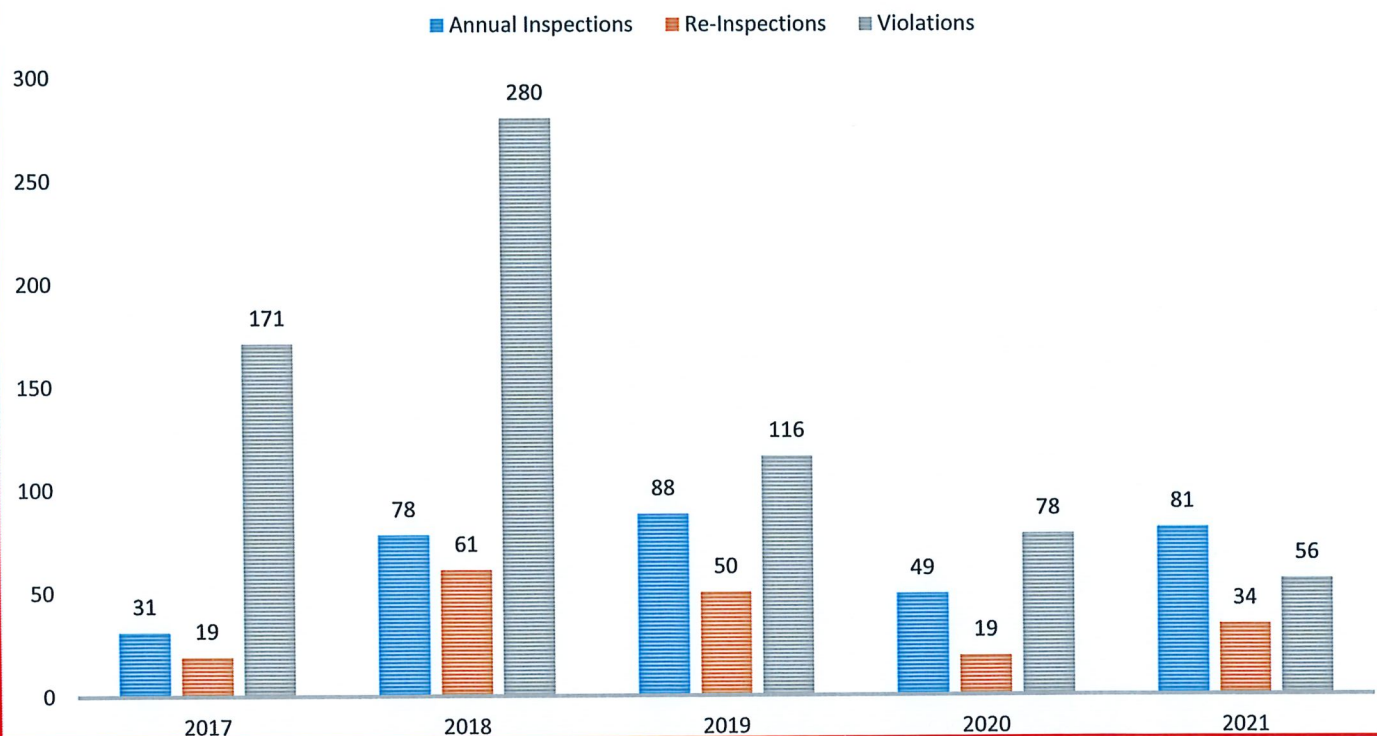
CAPTAIN TONY DOLCE

In 2021 Allendale inspectors worked to get back to a new normal during COVID to ensure the safety of Allendale's inspectors and business. With a partnership with local business Inspectors have seen a drop in fire code violations. The drop in violations shows business in Allendale are making safety a priority.

With the growth of Allendale Public Schools many of their tornado and fire evacuation plans needed to change to accommodate the growth. Allendale Fire along with leaders from Allendale Public Schools worked during the summer months to help with tornado and fire evacuation plans. Fire personal reviewed all existing evacuation and shelter plans make changes to fit the growing schools. Fire crews had the opportunity to be at the schools during several of their fire drills this fall to evaluate and assist.

During 2021 fifteen plan reviews were completed on commercial buildings. Six subdivisions went thru the plan review process totaling 240 possible new single-family home lots to be added in 2022. Allendale Fire worked with Department heads from the township to develop a business registration for Allendale township to better track current business in Allendale and new business starts. Business registration forms were sent out in the spring of 2021 with only 30% of business compiling. Several ideas have been worked on and brought up with the board to get better compliance in 2022.

COMMERCIAL FIRE INSPECTIONS



2021 FIRE PREVENTION/PUBLIC EDUCATION/JR. FIREFIGHTER PROGRAM REVIEW

BY FIRE INSPECTOR(S) CPT. TONY DOLCE & LT. KYLE GARLANGER

When people think fire prevention or public education, they jump right to the thought of teaching kids about fire safety and learning stop, drop, and roll. While that is a fun aspect of our job, fire prevention covers so much more. Fire prevention is not just limited to teaching the youth the dangers of playing with matches and lighters, it stretches all the way to our senior citizens as we educate them about trip hazards. Everything that we do in fire prevention, public education, and in Jr. firefighters can really be held under what has been classified as Community Risk Reduction (CRR).

2021 was a rebuilding year for the growth of the community risk reduction program. We began with some new leaders at the helm with the resignation of Firefighter Hopwood, as well as working to navigate the constant changes of COVID 19 and wanting to get back to what felt normal. Fire inspectors Tony Dolce and Kyle Garlanger stepped up implement community risk reduction program that encompasses inspections, education, recognition, and overall safety of our community.



A part of the community risk reduction is fire safety inspection of rental properties. During these inspections we have the time and availability to educate college age students on the importance of having functioning smoke alarms and other fire safety measures that should be followed. We are also blessed to have a commercial inspection program that helps educate business owners and managers on the importance of fire safety. These education points range from having a visible address to proper amount and location of fire extinguishers and everything in between. We continue to work with both groups annually to encourage continued safe practices in reducing hazardous risks.

Throughout the year we were able to meet with students from Allendale Public Schools, including students participating in the school's summer program. During this time, they were able to ask questions and learn what it takes to become a firefighter. Students were also able to get some hands-on experience with equipment such as extrication tools and fire hoses. Over a three day stretch 400 students at the Allendale ECC were able to learn about having a fire safety plan in the home, the ABCs of the job, and what some of our equipment is used for.





Fire does not single out people by age. In the fall we met with members of our senior community at Stonebridge Senior housing and talked about the importance of having an evacuation plan in the event of an emergency. We spent several hours speaking with seniors about different safety measures that can be taken to prevent slips, trips, and other possible injuries. An annual fire drill takes place at their facility to help them prepare for what to do in case of fire.

While we continue to reach out to multiple age groups about the aspects of fire safety and the reduction of overall safety risks, we do find time to have some fun. We have been able to participate in multiple game nights with senior citizens, education at the back-to-school fair, and making time to have the biggest water fight in West Michigan with the participants at the wheelchair sports camp. It brings us so much joy to be able to interact and stay involved within our community.



The Community Risk Reduction Program will continue to grow throughout 2022 and beyond. We look forward in continuing our efforts with all age groups. There is always room to increase your knowledge about risks that you may face. Remember there is risk in everything we do, let's reduce those risks together.

“Be Alert, Don’t Get Hurt”

Frequently Asked Questions & Answers

How do I get a copy of a Fire or Medical report?

Call the Fire Department at 616-892-3121, during our regular business hours of 8:00AM-4:00PM Monday thru Friday, for proper procedures to obtain a report. Normal fire is about 15-20 pages and is \$1.00 per page.

If my Carbon Monoxide detector activates, what should I do?

Carbon Monoxide (ALSO KNOWN AS THE SILENT KILLER) is a colorless/odorless gas that is created by the incomplete combustion of carbon based fuels. It also connects to blood cells at a rate 200 times faster than oxygen. It is recommended that you install a Carbon Monoxide detector on each level of your home and if a detector activates, call 911 and leave your home. The fire department will come to your home and check the level of Carbon Monoxide (if any)

Why do firefighters cut holes in the roof and break windows of a building on fire?

This is called "VENTILATION". There are two basic reasons for ventilating a structure. The first is removal of dangerous gases, heat, and dark smoke that accumulate in a burning building reducing visibility and greatly impeding rescue and firefighting efforts. Second, ventilation allows firefighters to relieve the structure of superheated gases and smoke which spread fire and contribute to dangerous situations like flashover and backdraft explosion.

What is a "Knox Box" & where can I obtain one?

A Knox Box is a secured locked box that is placed on the front of a building/house and contains keys to the building or residence. The fire department keeps a key that opens the Knox Box locked and secured on their vehicles. This allows the fire department easy access to a home or business even when the building may be secured, i.e. after hours or when occupants have limited mobility. Information to purchase a "Knox Box" can be obtained by calling the Allendale Township Fire Department at 616-895-6295.

How do I get a burn Permit?

Homeowner permits are only issued for the months of December, January, and February. Permit valid for up to four (4) consecutive days starting on the stated intended day of burn. NO PERMITS may be issued more than three (3) days in advance. Permits MUST be issued before actual burning. Walk in permits are available Monday through Friday during normal business hours, 8am to 5pm. Electronic permits may be filled out any time. If you would like a permit for holidays and weekends, the form must be completed by 3:00pm on the Friday before. ALL PERMITS submitted electronically MUST be signed by the Fire Chief or his designee prior to burning. An approved paper copy must be on hand during burning. Failure to comply with burn permit rules, you may be subject to a civil infraction as described in Ordinance 1996-2 amended with Ordinance 1997-9

Why do your fire trucks use lights and sirens, even in the middle of the night when there is no traffic?

The purpose of emergency warning equipment is to let drivers and pedestrians know that an emergency vehicle is on the way to an emergency. By Michigan State Law, we do have certain privileges extended to us. Those being, to carefully proceed through controlled intersections and travel against the designated flow of traffic. These privileges have rules that the legislation and department policy put on the drivers of these emergency vehicles. The main rule is that we cannot do these things unless there are lights flashing and sirens going. Even in the middle of the night.

Why do firefighters get upset when you drive over fire hoses?

The fire hose is the lifeline of a firefighter when fighting a fire. If you drive over it, the hose can be damaged, and any firefighter at the end of a nozzle will have the water interrupted -- possibly causing injury or death.

Can I take a tour of a Fire Station?

Yes. You may stop by your local fire station between 8am and 5pm and ask for a tour, but due to the hectic schedules of firefighters with both planned and unplanned activities, we recommend you contact us to schedule a tour Email fireprevention@allendale-twp.org

Remember, even when tours are scheduled the tour may be cut short or cancelled due to an emergency call.

Why do you block traffic lanes at car accidents, sometimes more lanes than necessary?

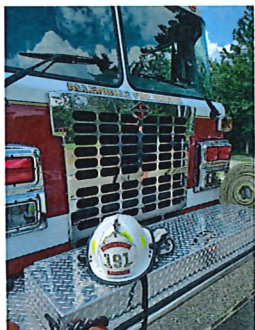
We block traffic lanes for the safety of our personnel and our patients. Blocking extra lanes keep our personnel safe when they go back to our apparatus to get more equipment and help protect the victim we are trying to stabilize. Over 25 firefighters are killed or injured each year while working at incidents on streets and highways.

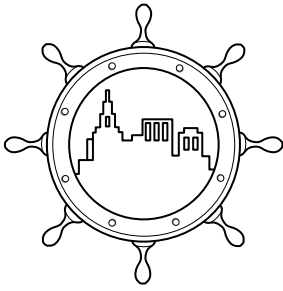
How can I ask a question of the fire department?

If you have a question in regards to your fire or emergency medical safety, smoke detectors, open burning or anything else that we may be able to assist you with, I encourage you to call us at 616-892-3121 email Chief Keefe at mikekeefe@allendale-twp.org

Web Page

Please feel free to visit our web page allendalefirerescue.net or like our Facebook page "Allendale Fire"





Fresh Coast Planning


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MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA 
Date: January 21, 2022
Re: Centennial Map Amendment (Rezoning) Application

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

Board Responsibility

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

Request

Bass River Development seeks to rezone part of 5380 Lake Michigan Drive, parcel number 70-09-25-100-102, and all of 5316 Lake Michigan Drive, parcel number 70-09-25-100-072 from the Low Density Multiple Family Residential District (R-3) to the General Commercial Zoning District (GC). The area subject to rezoning contains approximately 6.66 acres. While each parcel contains an existing dwelling, and several accessory buildings exist within parcel number 70-09-25-100-102, the remainder of parcel number 70-09-25-100-102 is vacant and not proposed for rezoning.

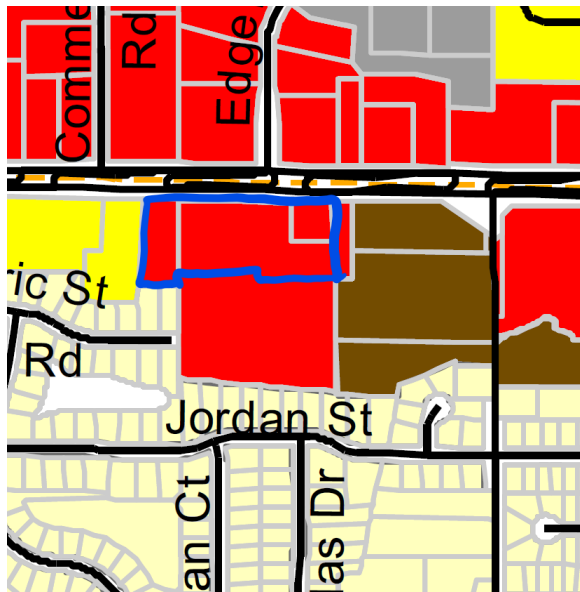
The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. Below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

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

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Legend: Yellow = Medium Density Residential (MDR), Light Yellow = Low Density Residential (LDR), Red = General Commercial (GC), Gray = Industrial (I), Brown = High Density Residential (R-4), Blue Outline = Subject Property)



Master Plan Text

General Commercial Classification

Chapter 3 – Goals and Strategies of the Master Plan provides:

- Goal: Promote the development, redevelopment, and rehabilitation of industrial and commercial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents.
 - While the applicant is not bound by any statements to demolish the existing structures, we expect those structures to be removed, which would promote the redevelopment of the commercial area along Lake Michigan Drive. As a result of the subject property location on Lake Michigan Drive and that it is master planned for the equivalent of the GC District, it appears this property is ripe for commercial development.

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

- That GC property will front on Lake Michigan Drive.
 - As you will note in the application materials and as aforementioned, the property proposed for rezoning fronts on Lake Michigan Drive.
- That the 13 acre Geurink Farm is “recommended for commercial land use as virtually all of the land fronting on M-45 west of 56th Avenue to 68th Avenue is either zoned or planned for commercial use.”
 - Given that the subject property is the Geurink Farm, and the request is for the GC Zoning District, this provision of the ACTMP appears satisfied.

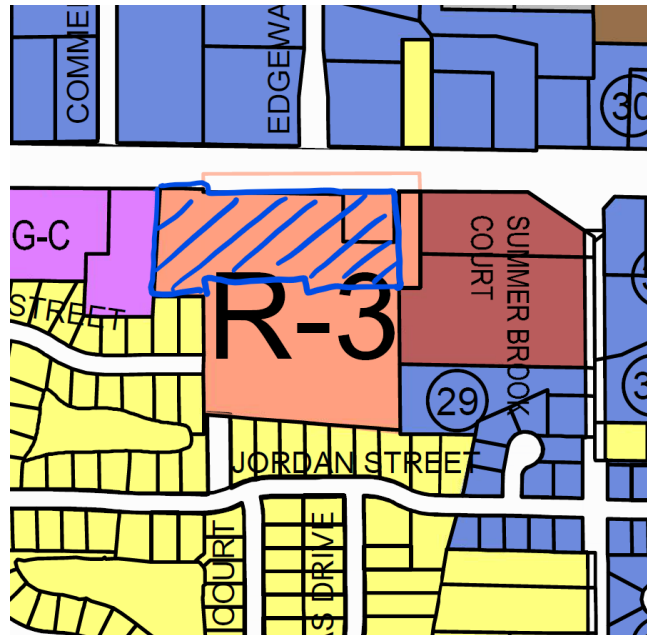
Zoning Ordinance Considerations

Surrounding Uses and Available Uses

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

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject area and surrounding properties. (Legend: Yellow = R-1 Low Density One-Family Residential District / Blue = PUD Planned Unit Development / Burgundy = R-4 Medium Density Multiple Family Residential Office / Salmon = R-3 Low Density Multiple Family Residential District / Purple = General Commercial / Blue Hatched Outline = Subject Area for Rezoning)



Rezoning Evaluation Factors

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

Section 29.01D – REZONING EVALUATION FACTORS.

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

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

Please see our Master Plan Considerations section above.

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

Please see our Zoning Ordinance Considerations section above

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

We believe the land is capable to support the uses permitted by the GC Zoning District given its area, road frontage, and public utility access.

- a. The existing transportation network.

The subject property abuts Lake Michigan Drive, with over 700 feet of frontage. Given this, we believe the property will be adequately served by the transportation network.

- b. Utilities.

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

- c. The environment.

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

- d. Other public improvements.

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

- e. Relevant governmental agencies.

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

Public Hearing

One public comment was received regarding the potential future use. The comment did not express opposition to the request.

Recommendation

While considering the rezoning evaluation factors and public comment, Commissioner Capala provided a motion to recommend adoption. Motion was seconded by Commissioner Westerling and carried 7-0. If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. 2022-02

ZONING MAP AMENDMENT ORDINANCE

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

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

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

Part of the NW 1/4 of Section 25, T7N, R14W, Allendale Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section 25; thence N89°31'35"W 672.42 feet along the North line of said NW 1/4 to the East line of the West 1/2 of the NE 1/4 of said NW 1/4; thence S00°46'03"E 85.32 feet along said East line to the South line of Lake Michigan Drive (M-45) and the PLACE OF BEGINNING of this description; thence S00°46'03"E 351.93 feet along said East line; thence S89°11'53"W 326.02 feet; thence N00°48'07"W 31.10 feet; thence S89°11'53"W 346.00 feet; thence S00°48'07"E 20.32 feet to the NE corner of Lot 32, Dewpointe East No. 2 (as recorded in Liber 35 of Plats, Pages 60-62); thence S89°11'53"W 171.77 feet along the North line of said Dewpointe East No. 2; thence N02°49'15"E 364.73 feet to the South line of Lake Michigan Drive (M-45); thence Easterly 148.74 feet along a 110,964.57 foot radius curve to the left, the chord of which bears S89°50'20"E 148.74 feet; thence S00°48'07"E 5.38 feet; thence S89°31'35"E 480.90 feet; thence N00°46'03"W 6.65 feet; thence Easterly 49.86 feet along a 110,964.57 foot radius curve to the left, the chord of which bears S89°32'21"E 49.86 feet; thence S89°31'35"E 125.12 feet; thence S00°46'03"E 6.65 feet; thence S89°31'35"E 16.50 feet (the previous 8 calls being along said South line of Lake Michigan Drive) to the place of beginning. This parcel contains 6.66 acres. 70-09-25-100-072 & 70-09-25-100-102 PT

Section 2. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of

competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

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

Section 4. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 2022, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2022, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2022, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas
Township Supervisor

Jody Hansen
Township Clerk

CERTIFICATE

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

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

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

_____ voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

Ordinance was published in the _____ on _____, 2022.

Jody Hansen, Clerk
Allendale Charter Township



Scholten Fant
Attorneys

Over 60 Years of Service

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January 12, 2022

Via Email

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

Re: Zoning Ordinance Amendment Ordinance and Resolution

Dear Mr. Yeomans:

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

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

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

Very truly yours,

SCHOLTEN FANT

Robert E. Sullivan

RES/kat
Enclosures

**Ordinance 2022-03
ALLENDALE CHARTER TOWNSHIP
ZONING ORDINANCE AMENDMENT ORDINANCE**

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

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

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

SECTION 14.07. MORATORIUM

A. Section 14.07(a). Findings.

The Township Board has determined that:

- i. In accordance with the Michigan Zoning Enabling Act, 2006 PA 110, as amended (the "MZEA"), the Charter Township of Allendale (the "Township") has the authority to establish reasonable land use regulations to protect the public health, safety and welfare and in a manner consistent with applicable Michigan law.
- ii. Article 14, Section 14.03(O), permits the construction of mini warehouse and self-storage facilities as a special use in the GC, General Commercial District.
- iii. In reviewing the Master Plan, it has been determined that there is a potential for a negative impact on the long-term health and sustainability of the community if such

developments are permitted to proliferate within certain areas of the General Commercial District.

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

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

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

B. Section 14.07(2). Moratorium.

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

C. Section 14.07. Term.

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

Section 2. Severability. If any provision or part of this ordinance is declared invalid or unenforceable by a court of competent jurisdiction, the validity or enforceability of the balance of the ordinance is not affected and remains in full force and effect.

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

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

Adam Elenbaas, Township Supervisor

Jody Hansen, Township Clerk

CERTIFICATE

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

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

_____.

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

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

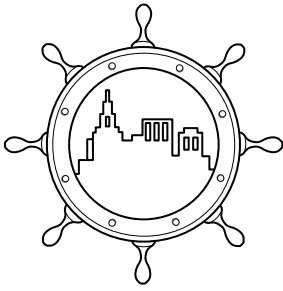
opposition. The Ordinance or a summary of the Ordinance was published in the

_____ on _____, 2022. A certified copy of the

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

on _____, 2022.

Jody Hansen, Clerk
Allendale Charter Township



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

MEMORANDUM

To: Allendale Charter Township Board of Trustees

From: Gregory L. Ransford, MPA

Date: February 8, 2022

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

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide our synopsis regarding several proposed text amendments to the ACTZO that were recommended for adoption by the Allendale Charter Township Planning Commission (ACTPC) at their February 7, 2022 meeting.

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

Proposed Text Amendments

Section 4.01D – Zoning Districts & Article 8 – [Title change]

Pursuant to the ACTPC Work Program, the ACTPC seeks to reduce public confusion and discomfort regarding the title of Article 8, which reads “R-2 Medium Density One and Two Family Residential District.” As you may know, Article 8 does not permit new two-family buildings, but allows for the reconstruction of existing two-family buildings. Given this, the reference to two-family dwellings within the Article title has caused public confusion and concern that new two-family buildings could be constructed within the zoning district. Consequently, the ACTPC seeks to rename the Article as the “R-2 Medium Density One-Family Residential District.” Coupled with that revision, Section 4.01D – Zoning Districts of the ACTZO also required revision to match the Article 8 title name. Section 4.01D identifies all of the zoning districts within the Township.

Section 13A.05(3) – Area Regulations, Side Yard & Section 13A.05(4) – Area Regulations, Rear Yard (Office District)

Additionally pursuant to the ACTPC Work Program, the ACTPC seeks to allow commercial and industrial projects to benefit from a zero yard side setback when a shared design is proposed. During its deliberations, the ACTPC extended that concept to the rear yard as well. Given this, the ACTPC recommends that the Office District is amended to permit zero side yard and zero rear yard setbacks to allow for joint projects to occur across property lines. It is important to note that the current language of the ACTZO within this District currently allows a zero side yard setback scenario. In addition, the language currently allows a rear yard setback of five (5) feet.

Section 14.05B – Area Regulations, Side Yard & Section 14.05C – Area Regulations, Rear Yard (General Commercial District)

Similar to the above, the ACTPC recommends that the General Commercial District is amended to permit zero side yard and zero rear yard setbacks to allow for joint projects to occur across property lines. Additionally similar to the above, it is important to note that the current language of the ACTZO within this District currently allows a zero side yard setback scenario. In addition, the language currently allows a rear yard setback of five (5) feet.

Section 15.05B – Area Regulations, Side Yard & Section 15.05C – Area Regulations, Rear Yard (Service Commercial District)

Similar to the above, the ACTPC recommends that the General Commercial District is amended to permit zero side yard and zero rear yard setbacks to allow for joint projects to occur across property lines. Additionally similar to the above, it is important to note that the current language of the ACTZO within this District currently allows a zero side yard setback scenario. In addition, the language currently allows a rear yard setback of five (5) feet.

Section 16.06B – Area Regulations, Side Yard & Section 16.06C – Area Regulations, Rear Yard (Industrial District)

Similar to the above, the ACTPC recommends that the Industrial District is amended to permit zero side yard and zero rear yard setbacks to allow for joint projects to occur across property lines.

Section 14.07 – Moratorium

Pursuant to your request, the ACTPC reviewed the draft language to place a moratorium on mini-warehouses or self-storage facilities within the General Commercial Zoning District for a period of one year.

Through a vote of 4-0, with three members absent, all of the proposed text amendments were recommended for adoption.

Public Hearing

No comments were received during the public hearing.

Recommendation

As aforementioned, the Planning Commission unanimously recommended adoption of the proposed text amendments by a vote of 4-0. Attached are the proposed amendments in the form of the necessary Zoning Text Amendment Ordinances. Additionally attached is a document showing the proposed changes from the current language of the ACTZO regarding the zero setback provisions. We believe the changes to Section 4.01D and Article 8 are self-explanatory. However, if you would like a document showing those changes, please let us know and we will create it for you. Otherwise, proposed additions are shown in red underlined text and proposed deletions are shown in red strikethrough text for the zero setback language.

Board of Trustees Responsibilities

As you know, any amendment to the ACTZO requires two readings by the Board of Trustees. Given the sensitivity of the moratorium effort, a first reading may be conducted at your February 14, 2022 meeting, and a second reading as well as adoption may occur at your February 28, 2022. Following both readings, publication and posting of each is required. No public hearings are required to be held by the Board of Trustees.

If you have any questions, please let us know.

GLR
Planner

Attachments

Office (O)

Section 13A.05 – Area Regulations.

3. SIDE YARD.

- a. Where the side of a lot in the O Zone abuts upon the side of a lot in any R, RE or AG Zone, there shall be a side yard of not less than fifteen (15) feet. No parking shall be allowed in this area.
- b. There shall be a side yard of not less than twenty-five (25) feet on the street side of a corner lot.
- c. In other cases, a side yard for an office building shall not be required when a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.

4. REAR YARD.

- a. Where the rear of a lot in the O Zone abuts upon the side of a lot in R, RE or AG Zone, there shall be a rear yard of not less than twenty-five (25) feet.
- b. In all other cases, there shall be a rear yard of not less than five (5) feet. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.

General Commercial (GC)

Section 14.05 – Area Regulations

B. SIDE YARD.

1. Where a side lot line in the GC Zone abuts any R or AG Zone, there shall be a side yard of not less than 15 feet. No parking shall be allowed in this area except as may be allowed by Section 21.04.C. However, in cases where the abutting property is master planned for commercial or industrial land use the required building setback may be reduced to the setbacks as described in Section 14.05.B.2 below if it is determined by the Planning Commission that such reduction is not likely to adversely affect nearby residents and property. The Commission may require additional landscaping, solid fencing, a wall or other similar measures to reduce the impact of a closer building on nearby residents and properties.
2. ~~In all other cases, a~~ side yard for a commercial building shall not be required when a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code. Where a building is not built on the lot line or where the wall of a structure facing the side lot line has windows or other openings, a 10 foot side yard shall be required.

C. REAR YARD.

1. The rear yard setback for lots in a GC Zone which abut any R Zone or AG Zone shall be a minimum of 25 feet.
2. In all other cases, there shall be a rear yard of not less than five (5) feet. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.
3. No accessory building shall be allowed in the required rear setback area of any lot.

Service Commercial (C-3)

Section 15.05 – Area Regulations

B. SIDE YARD.

1. Where the side of a lot in the C-3 Zone abuts upon the side of a lot in any R or AG Zone, there shall be a side yard of not less than fifteen (15) feet. No parking shall be allowed in this area.
2. There shall be a side yard of not less than twenty five (25) feet on the street side of a corner lot.
3. ~~In all other cases, a~~ side yard for a commercial building shall not be required when a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code. Where a building is not built on the lot line or where the wall of a structure facing the side lot line has windows or other openings, a ten (10) foot side yard shall be required.

C. REAR YARD.

1. Where the rear of a lot in a C-3 Zone abuts upon the side of a lot in any R Zone or AG Zone, there shall be a rear yard of not less than twenty-five (25) feet, provided that where a public alley separates the rear of a C-3 Zone lot from an R Zone lot, the full width of the alley may be considered as part of the rear yard for making the computation.
2. In all other cases, there shall be a rear yard of not less than five (5) feet. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.
3. No accessory building shall be allowed in the required rear yard area of any lot.

Industrial (I)

Section 16.06 – Area Regulations.

B. Side Yard.

A side yard of not less than fifteen (15) feet shall be required, provided that a minimum side yard of fifty (50) feet shall be required whenever a lot or parcel of land in the I – Industrial District abuts a lot or parcel of land in a residential zoning district. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no side yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.

C. Rear Yard.

1. A rear yard of not less than twenty~~–~~five (25) feet shall be required, provided that a minimum rear yard of fifty (50) feet shall be required whenever a lot or parcel of land in the I – Industrial District abuts a lot or parcel of land in a residential zoning district. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.
2. No accessory building shall be allowed in the required rear yard area of any lot.

ORDINANCE NO. 2022-04

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN BY AMENDING SECTION 4.01D – ZONING DISTRICTS; BY AMENDING THE TITLE OF ARTICLE 8 – R-2 MEDIUM DENSITY SINGLE AND TWO-FAMILY RESIDENTIAL DISTRICT; BY AMENDING SECTION 13A.05(3) – AREA REGULATIONS, SIDE YARD; BY AMENDING SECTION 13A.05(4) – AREA REGULATIONS, REAR YARD; BY AMENDING SECTION 14.05B – AREA REGULATIONS, SIDE YARD; BY AMENDING SECTION 14.05C – AREA REGULATIONS, REAR YARD; BY AMENDING SECTION 15.05B – AREA REGULATIONS, SIDE YARD; BY AMENDING SECTION 15.05C – AREA REGULATIONS, REAR YARD; BY AMENDING SECTION 16.06B – AREA REGULATIONS, SIDE YARD AND; BY AMENDING SECTION 16.06C – AREA REGULATIONS, REAR YARD, AND PROVIDING FOR REPEAL AND SEVERABILITY PROVISIONS, AND THE EFFECTIVE DATE OF THIS ORDINANCE.

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

Section 1. Zoning Districts. Section 4.01D of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 4.01D – Zoning Districts

R-2 Medium Density One-Family Residential District Regulations.

Section 2. Article 8 [Title]. The title of Article 8 of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

R-2 Medium Density One-Family Residential District

Section 3. Area Regulations, Side Yard. Section 13A.05(3) of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 13A.05(3) – Area Regulations, Side Yard

SIDE YARD.

- a. Where the side of a lot in the O Zone abuts upon the side of a lot in any R, RE or AG Zone, there shall be a side yard of not less than fifteen (15) feet. No parking shall be allowed in this area.

- b. There shall be a side yard of not less than twenty-five (25) feet on the street side of a corner lot.
- c. In other cases, a side yard for an office building shall not be required when a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.

Section 4. Area Regulations, Rear Yard. Section 13A.05(4) of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 13A.05(4) – Area Regulations, Rear Yard

REAR YARD.

- a. Where the rear of a lot in the O Zone abuts upon the side of a lot in R, RE or AG Zone, there shall be a rear yard of not less than twenty-five (25) feet.
- b. In all other cases, there shall be a rear yard of not less than five (5) feet. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.

Section 5. Area Regulations, Side Yard. Section 14.05B of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 14.05B – Area Regulations, Side Yard

SIDE YARD.

- 1. Where a side lot line in the GC Zone abuts any R or AG Zone, there shall be a side yard of not less than 15 feet. No parking shall be allowed in this area except as may be allowed by Section 21.04.C. However, in cases where the abutting property is master planned for commercial or industrial land use the required building setback may be reduced to the setbacks as described in Section 14.05.B.2 below if it is determined by the Planning Commission that such reduction is not likely to adversely affect nearby residents and property. The Commission may require additional landscaping, solid fencing, a wall or other similar measures to reduce the impact of a closer building on nearby residents and properties.
- 2. A side yard for a commercial building shall not be required when a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.. Where a building is not built on the lot line or where the wall of a structure

facing the side lot line has windows or other openings, a 10 foot side yard shall be required.

Section 6. Area Regulations, Rear Yard. Section 14.05C of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 14.05C – Area Regulations, Rear Yard

REAR YARD.

1. The rear yard setback for lots in a GC Zone which abut any R Zone or AG Zone shall be a minimum of 25 feet.
2. In all other cases, there shall be a rear yard of not less than five (5) feet. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.
3. No accessory building shall be allowed in the required rear setback area of any lot.

Section 7. Area Regulations, Side Yard. Section 15.05B of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 15.05B – Area Regulations, Side Yard

SIDE YARD.

1. Where the side of a lot in the C-3 Zone abuts upon the side of a lot in any R of AG Zone, there shall be a side yard of not less than fifteen (15) feet. No parking shall be allowed in this area.
2. There shall be a side yard of not less than twenty five (25) feet on the street side of a corner lot.
3. A side yard for a commercial building shall not be required when a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code. Where a building is not built on the lot line or where the wall of a structure facing the side lot line has windows or other openings, a ten (10) foot side yard shall be required.

Section 8. Area Regulations, Rear Yard. Section 15.05C of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 15.05C – Area Regulations, Rear Yard

REAR YARD.

1. Where the rear of a lot in a C-3 Zone abuts upon the side of a lot in any R Zone or AG Zone, there shall be a rear yard of not less than twenty-five (25) feet, provided that where a public alley separates the rear of a C-3 Zone lot from an R Zone lot, the full width of the alley may be considered as part of the rear yard for making the computation.
2. In all other cases, there shall be a rear yard of not less than five (5) feet. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.
3. No accessory building shall be allowed in the required rear yard area of any lot.

Section 9. Area Regulations, Side Yard. Section 16.06B of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 16.06B – Area Regulations, Side Yard

Side Yard.

A side yard of not less than fifteen (15) feet shall be required, provided that a minimum side yard of fifty (50) feet shall be required whenever a lot or parcel of land in the I – Industrial District abuts a lot or parcel of land in a residential zoning district. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no side yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.

Section 10. Area Regulations, Rear Yard. Section 16.06C of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 16.06C – Area Regulations, Rear Yard

Rear Yard.

1. A rear yard of not less than twenty-five (25) feet shall be required, provided that a minimum rear yard of fifty (50) feet shall be required whenever a lot or parcel of land in the I – Industrial District abuts a lot or parcel of land in a residential zoning district. When a building is proposed in conjunction with the same or similar improvement within an abutting Lot as part of a larger project, no rear yard shall be required, provided building walls are built of fire-retardant construction in compliance with the State of Michigan building code.
2. No accessory building shall be allowed in the required rear yard area of any lot.

Section 11. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 12. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 13. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 20____, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 20____, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 20____, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas, Township Supervisor

Jody Hansen, Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Allendale Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 20____. The following members of the Township Board were present at that meeting:

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

_____.

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

voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

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

Jody Hansen, Clerk
Allendale Charter Township

AFFIDAVIT OF POSTING

(Zoning Text Amendment Ordinance – Article 8 & Zero Setbacks)

STATE OF MICHIGAN)

)ss

COUNTY OF OTTAWA)

The undersigned, Jody Hansen, the Allendale Charter Township Clerk, being first duly sworn, deposes and says as follows:

1. That she posted a proposed Zoning Text Amendment Ordinance for Allendale Charter Township, after its first reading at a meeting of the Allendale Charter Township Board held on _____, 20__ and its second reading at a meeting of the Allendale Charter Township Board held on _____, 20__, in the Township Clerk's office and on the Township's website at www.allendale-twp.org on _____, 20__.

Jody Hansen, Clerk
Allendale Charter Township

Subscribed and sworn to before this
_____ day of _____, 20__.

Notary Public, Ottawa County, Michigan

Acting in Ottawa County, Michigan

My commission expires: _____



"Where community is more than just a concept!"

Substitute Library Page and Circulation Assistant Recommendation Sheri Christensen

Prepared by Lydale Weaver

On 2/28/2022

Board of Trustees:

We have reviewed applications for the Substitute Library Page and Circulation Assistant posted with the Township. Our Library Director Mary Cook, and HR specialist Lydale Weaver were part of the interview process. We are recommending Sheri Christensen for the Substitute Library Page and Circulation Assistant position.

Sheri Christensen is strongly self-motivated, professional, and brings with her customer service experience. We are excited to have Sheri be a part of the Allendale Township Library Staff, and look forward to her eagerness to learn about libraries.

We recommend a pay rate of \$15.25 for Sheri. We are excited for Sheri coming aboard and what she will bring to Allendale Charter Township.

Respectfully,

Mary Cook and Lydale Weaver

Library Director and HR Director



Project Plutus

PREPARED: OCTOBER 2021

CHAD DOORNBOS, KELLI
MCGOVERN, TIM VANBENNEKOM,
KEVIN YEOMANS

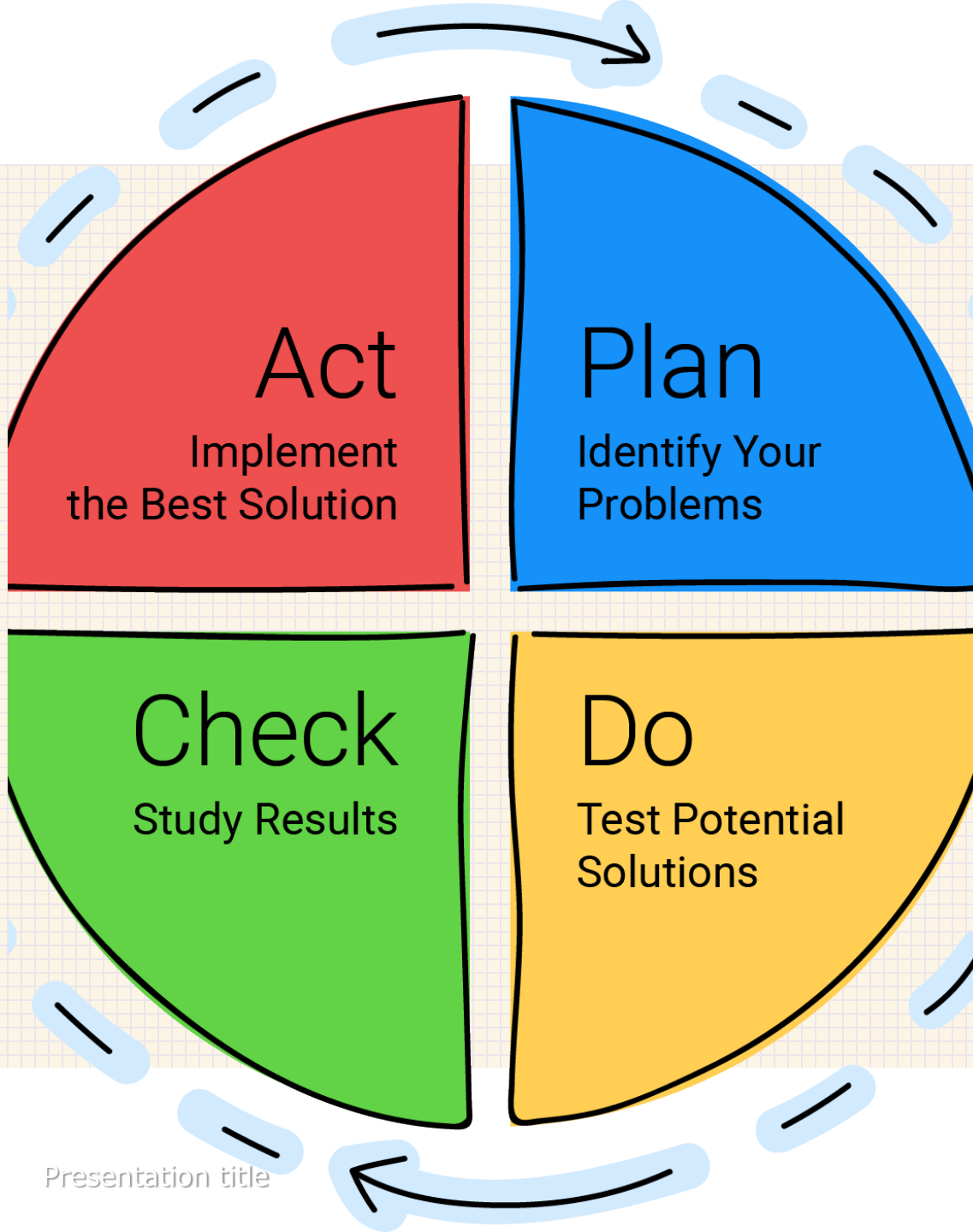
Are we capturing costs appropriately?

Developers



Residents





**When we strive to
become better than
we are, everything
around us becomes
better too.**

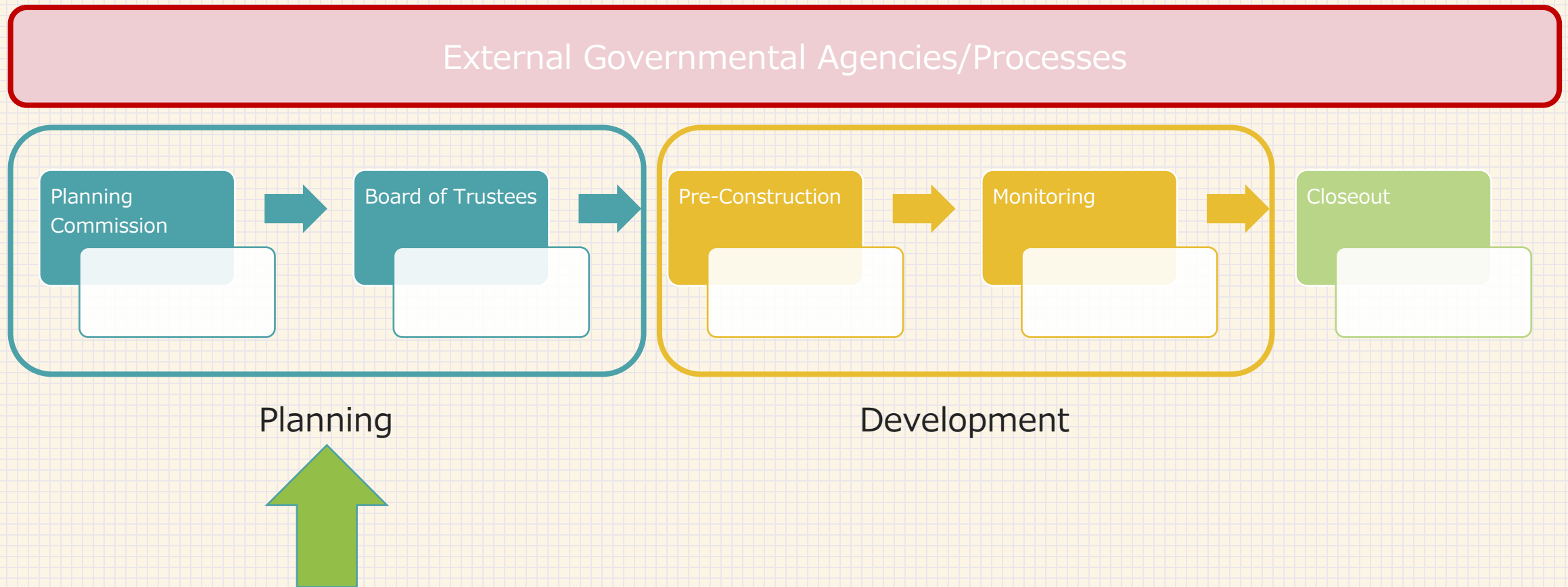
R A N D O M I N T E R N E T Q U O T E

Testing our Assumptions

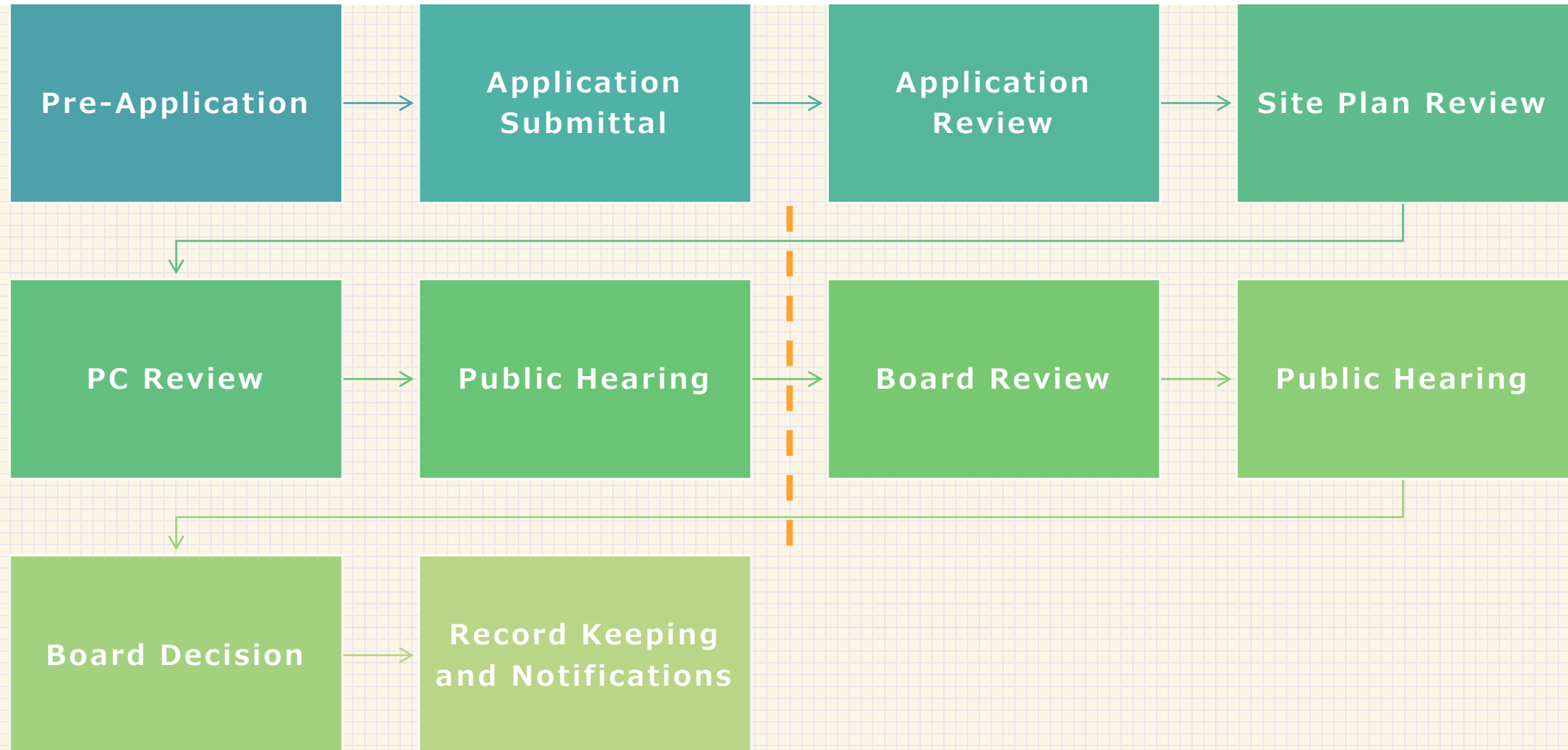
Questions we're asking

- **Internal Operations?**
- **Provided Services?**
- **Internal Communications?**
 - Developed a Shared Process Map
 - Tri-weekly meetings
- **External Communications?**
 - Welcome Packet
- **Costs of Services?**
- **What do we charge?**
- **Charges Appropriate?**

Land Use and Development Tracking Process



Costs with Planning



Example Project

Administrative

1. Conversations with Township Supervisor, Planner, and others.
2. Initial Application Submitted
3. Site Plan Review
 - A. Initial proposal not feasible
4. New application Submitted
5. Site Plan Review

PC

6. Planning Commission Meeting
7. Notice of Public Hearing/Mailing notice to neighbors
8. Planning Commission Public Hearing
9. Prepare Recommendation Letter to Board

Board

10. Board of Trustees Meeting: 1st Reading
11. Notice of Public Hearing/Mailing notice to neighbors
12. Board of Trustees Public Hearing/2nd Reading
13. Ordinance Adopted

Administrative

14. Notice of ordinance amendment
15. Record amended ordinance(TWP)
16. Planner updates zoning ordinance
17. Engineer updates maps

Example Project				Debits	Credits
02/12/2021	CR	RCPT	Escrow Payment		1,500.00 (1,500.00)
03/09/2021	AP	INV	Planning Services	561.00	(939.00)
04/13/2021	AP	INV	Engineering: Site Plan Review	1,658.25	719.25
05/20/2021	CR	RCPT	Escrow Payment		1,719.25 (1,000.00)
05/25/2021	AP	INV	Engineering: Site Plan Review	27.00	(973.00)
07/27/2021	AP	INV	Engineering: Site Plan Review	27.75	(945.25)
07/27/2021	AP	INV	Planning Services	216.00	(729.25)
08/10/2021	AP	INV	Engineering: Site Plan Review	206.25	(523.00)
08/24/2021	AP	INV	Planning Services	1,260.00	737.00
09/08/2021	CR	RCPT	Escrow Payment		1,237.00 (500.00)
09/14/2021	AP	INV	Engineering: Site Plan Review	206.25	(293.75)
09/14/2021	AP	INV	Planning Services	420.00	126.25
10/12/2021	AP	INV	Engineering: Site Plan Review	1,471.00	1,597.25
10/26/2021	AP	INV	Planning Services	372.00	1,969.25
11/09/2021	AP	INV	Engineering: Site Plan Review	260.50	2,229.75
TOTAL CHARGES				6,686.00	CURRENT BALANCE 2,229.75

Our intention

In order to be more transparent with developers and more equitably balance costs of projects.

- Increase initial escrow: \$1,500 to \$6,000
- Charge developers for expenses directly related to their projects (E.G. Publishing Fees).
- Summary sent every month





Thank you

P R E S E N T E R N A M E | E M A I L A D D R E S S | W E B S I T E

Resolution 2018
Zoning Escrow Fee Policy

WHEREAS, the Allendale Charter Township Zoning Ordinance provides that certain fees to be paid to the Township for various zoning applications shall be established by Township Board resolution; and

WHEREAS, the cost to the Township in reviewing applications for various zoning approvals can be significant especially when there are additional and at times extraordinary out-of-pocket expenses above and beyond what is associated with the typical review of minor projects and which cannot always be accurately predicted at the time an application is made; and

WHEREAS, the Township Board believes that it is reasonable and appropriate that the actual costs and expenses associated with reviewing such applications should be properly borne by the applicant rather than by the taxpayers of the Township; and

WHEREAS, the Township Board intends that zoning review fees and escrow amounts be reasonably proportionate to the costs incurred by the Township for the particular application processed, and that such fees and escrow amounts be used to defray the cost of administering and enforcing the Township Zoning Ordinance and Michigan Zoning Enabling Act, Public Act 110 of 20076, MCL 125.3406 *et seq*; and

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

1. The Township Board hereby adopts the basic fee schedule as set forth below, the fees of which are considered to cover only the Township's consideration of the application at a regularly scheduled Planning Commission, Zoning Board of Appeals, or a Township Board meeting, including publication and mailing of applicable notices.

BASIC APPLICATION FEE SCHEDULE

<u>Variance</u>	<u>\$350</u>
Zoning Board of Appeals	\$250 <u>\$500</u>
Special Use Land Requests	\$250 <u>\$500</u>
Rezoning Requests	\$400 <u>\$500</u>
Planned Unit Development Requests	\$600
Special Meeting Requests	\$500
Administrative Review	\$500
<u>Site Plan Review</u>	<u>\$500</u>
<u>Site Condo or Platting</u>	<u>\$500</u>

The basic application fee schedule set is intended to cover the following general expenses incurred by the Township.

a. Hearings held at regular Planning Commission, Zoning Board of Appeals, and Township Board meetings to consider application;

~~b. Publication of legal notices in the Advance Newspaper, or another newspaper of general circulation within the Township designated by the Township Supervisor.~~

Commented [KY1]: Removed because these cost will not be covered by the above fees, but covered as an as incurred expense through the project's escrow.

~~c.~~ b. Mailing of legal notices to all property owners and occupants as may be required by the Zoning Ordinance or the Michigan Zoning Enabling Act, CITE:

~~d.~~ c. Basic review by the Township Building Official and Township Zoning Administrator;

~~e.~~ d. Drafting of an ordinance amending the Township Zoning Ordinance and Zoning Map, special land use permits, and records of variance, if applicable.

2. In addition, the Township Board hereby adopts the Escrow Account Schedule set forth below, which shall be considered necessary to cover the additional costs and expense incurred by the Township in processing zoning applications.

ESCROW ACCOUNT SCHEDULE

Planned Unit Development Projects	\$1,500
Site Plan Reviews	\$1,500
Special Land Uses	\$1,500
Subdivision Plat Reviews	\$1,500
Zoning Ordinance Amendments	\$1,500
Site Condo Reviews	\$1,500
Private Road Approvals	\$1,500
Variance or Zoning Ordinance Interpretation Requests	\$250
Open Space Developments	\$1,500
Wireless Communication Facility Applications	\$1,000

Commented [KY2]: Delete this table

Industrial/Commercial Request	\$6,000
Residential Development	\$6,000
Individual Residential Application	\$1,500
Wireless Communication Facility Application	\$1,000
Variance	\$500

The Township Supervisor or the Township's designee has the discretion to waive the Escrow Fund requirement in the event the funds will not be necessary.

The Escrow Account shall be maintained in ~~a Fund the trust and agency fund~~ of the Township as provided in this Resolution and shall be used to pay for and cover all expenses directly incurred by the Township (including the Planning Commission, the Zoning Board of Appeals, and the Township Board), in processing, considering, reviewing and approving or denying applications. These additional expenses include, but are not limited to, the following:

- a. Special Meetings, including the subcommittee meetings, at which the application is reviewed or considered;
- b. Additional meetings deemed necessary due to a lack of information provided by the applicant, or any other cause attributable to the applicant;
- c. Legal services provide to the Township, including but not limited to review of application by the Township attorney, attendance at meetings and/or public hearings, and preparation of appropriate documentation, including but not limited to opinion letters, approving resolutions or ordinances;
- d. Planning services provided by the Township Planner, including but not limited to review of application by the Township Planner, and preparation of appropriate documentation, including buy not limited to planning reports;
- e. Engineering services provided by the Township Planner; including buy not limited to review of application by the Township engineer, and preparation of appropriate documentation, including but not limited to engineering reports;
- f. ~~Additional aN~~ Notices of public hearing(s) or meeting(s);
- g. Traffic studies;
- h. Environmental impact studies;
- i. Review and consideration of proposed private roads;
- j. Obtaining a court reporter and/or recording devices, including transcription costs; and
- k. Other similar services and expenses;

When an Escrow Account is required, it shall be established at the time the application is filed. No application shall be processed by the Township prior to the Basic Fee set forth in Section 1 of this Resolution being paid and the Escrow Account being established.

As needed, the Township Supervisor or the Supervisor's designee shall require additional monies from the applicant to maintain a minimum escrow balance of \$500. Additional fees for the Wireless Communication Facilities requests are not permitted, as \$1,000 is the amount allowed by the law under the Zoning Enabling Act. If the Escrow account is depleted to the extent that there are insufficient funds to continue review, the matter shall be placed on hold, and the matter will be removed from the current agenda of the Planning Commission, the Zoning Board of Appeals, or the Township Board as applicable, and the matter will be adjourned until such time as the required fees are deposited into the Escrow Account, or an appeal of the matter has been decided in favor of the applicant.

The Township may draw funds from the applicant's Escrow Account to reimburse the Township for expenses incurred by the Township directly related to the review and processing of the application, or to distribute the funds to pay its agencies or agents upon verification of the expenses incurred. The Township Treasurer or their designee shall maintain records regarding Escrow Accounts and shall authorize the disbursement of Escrow Account funds in writing. Such Escrow Account funds shall be accounted for separately in ~~the trust and agency Township Fund,~~ utilizing individual identifying numbers for each such account. Any excess funds will be refunded by the Township to the applicant, without interest, after completion of the project or matter.

No final approval, building permit, certificate of use and occupancy permit, or other similar approvals will be granted or issued by the Township unless all required fees have been deposited into the Escrow Account, except as otherwise determined by the Township ~~Board Supervisor or~~ their designee for good cause.

In the event an applicant objects to the reasonableness of the amount of an Escrow Account or to how the Township has applied the funds from the Escrow Account, the aggrieved applicant may appeal the Township's determination regarding the matter to the Township Board. All such appeals shall be in writing and shall be made not later than 30 days after receipt of the disputed Escrow Account billing or of the decision of the Supervisor or the Supervisor's designee. The Township Board shall establish a date and time to hear the appeal and shall permit the applicant or the applicant's agent to appear before the Township Board at a regularly scheduled Board meeting to object to and appeal the decision of the Supervisor or the Supervisor's designee. The Township Board may affirm, modify, or reverse the decision of the Supervisor or the Supervisor's designee.

3. All fees established by this resolution shall be effective immediately.
4. All resolutions in conflict in whole or in part with this resolution are hereby revoked to the extent of the conflict.

Yes: _____

No: _____

Resolution declared adopted on _____

**ALLENDALE CHARTER TOWNSHIP
NOTICE OF BOARD OF TRUSTEES
CLOSEOUT PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING
FOR PROPERTY SITE READINESS & FEASIBILITY STUDY**

The Allendale Charter Township Board will hold a closeout public hearing for the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the property site readiness & feasibility study CDBG grant.

The CDBG grant provided funding to assist in completing a feasibility study for the development of an industrial park at 11800 56th Ave. Allendale, MI 49401. The CDBG project benefitted at least 51% low to moderate income persons; Zero persons were displaced because of the project.

WHEN: Monday, March 14, 2022

TIME: 6:00 P.M.

WHERE: Allendale Charter Township; 6676 Lake Michigan Drive, Allendale MI 49401

Interested parties are invited to comment on the project in person at the public hearing or in writing. Written comments will be accepted prior to the hearing at the Township Office or by email, and addressed to Jody Hansen, clerk@allendale-twp.org

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the Americans Disabilities Act (ADA).

The Allendale Charter Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon seven (7) day notice to the Allendale Charter Township Board by writing or calling the following:

Jody Hansen, Clerk
6676 Lake Michigan Drive.
P.O. Box 539
Allendale, MI 49401

(616) 892-3111