

Due to COVID-19 members of the public are welcome to remotely join the Public Meetings of Allendale Charter Township's Public Bodies.

The remote participation information can be found on the following page.

Those wishing to contact Board or committee members prior to the meeting may do so via the Township website in the **"YOUR GOVERNMENT"** SECTION:

www.allendale-twp.org

There will be opportunity for public comment during the meeting. The process for remote public comment during the meeting is outlined in the following page.

Additionally, public comments may be submitted electronically prior to the meeting via the Township Website (see above).

*Please note that electronic comments need to be submitted prior to the meeting and are not able to be received by members during the meeting.

*Allendale Township Public Meetings
Remote Participation Instructions*

You can join remotely in two different ways.

- A. For Video and Audio: Use a Zoom App
- B. For Audio Only: Dial-In

Video and Audio Instructions

At the time of the meeting use this link and/or passcode to join.

<https://zoom.us/j/99160590637?pwd=SUVqVDFxTHdFY3JDd09ISGlVd5QT09>

Passcode: aGxD76

Audio Only Instructions

Callers are responsible for any charges that may apply through their phone plan.

You can dial in using your phone.

Dial: 1-929-205-6099

Meeting ID: 991 6059 0637

Participant ID: *Not Needed for callers.*

Passcode: 880426

For Individuals with disabilities you can use a relay service by dialing 711 first.

Dial-In Instructions:

1. Dial into the number provided above.
2. You will be asked for a Meeting ID.
3. Enter 991 6069 0637.
4. Press # to confirm Meeting ID.
5. You will be asked for a Participant ID. (Callers do not need a Participant ID.)
6. Press # to confirm you don't have a Participant ID.
7. You will be asked to enter a passcode.
8. Enter 880426.
9. Press # to confirm passcode.

*Once you enter the call you will be muted.

Allendale Township Public Meetings
Remote Participation Instructions

Public Comment:

Please note that meetings are open to the public, but are not structured for public discussion to occur throughout the entire meeting. Instead, there are opportunities for members of the public to address the Board/committee members during specific points in the meeting.

Public comment will be held during the times outlined in the attached agenda.

Below are the procedures for remote public comment.

1. The admin for the call will unmute callers one by one.
2. When it is your turn to speak you will be notified that you have been “unmuted”
3. You will have 10 seconds to respond if you would like to speak.
 - If you confirm that you will like to speak you will be given “the floor” and a limited amount of time to speak (The time to speak will be announced by the meeting Chair).
 - If you decline to speak or do not answer, the admin will move to the next caller.
4. At the end of each public comment period, the opportunity for public comment will be closed and the Chair will move the meeting forward.

Closing the Meeting:

1. Closing of the meeting will proceed by motion of the body after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants.

Agenda for the
Allendale Charter Township Board Meeting
Monday, February 22, 2021, 7:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Ken Murillo
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the February 8, 2020 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
- For information
 - Financial Report
 - Minutes of the February 1, 2020 Planning Commission Meeting
 - Hidden Shores West PUD Amendments Supporting Documents
- Public Hearings
 - Hidden Shore West PUD Amendments
- Guest Speakers
 - Garden of Honor Memorial Committee Update
- Public Comments
- Action Items
 - Garden of Honor Memorial Next Steps
 - Resolution 2021-03: Board of Review
- Discussion Items
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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

- Account: ACT_Guest
- Password: ACTguest
- File location: www.allendale-twp.org → Agendas and Minutes → Agendas: Township Board

**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
FEBRUARY SESSION- 1st DAY**

The Allendale Township Board of Trustees met virtually, to comply with Michigan Department of Health and Human Services directives due to COVID-19, on Monday, February 8, 2021, at 7:00 p.m. and was called to order at 7:00 by Mr. Elenbaas.

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

Absent: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Chad Doornbos, Public Utilities Supervisor; Elizabeth Szymanski, Administrative Assistant; Sgt. Cal Keuning, Ottawa County Sheriff's Department; Cathy Seaver; Joel Paauwe; Michelle Lentz; Jeanine Gasper; Josh Dean; Cathy Schmidt; Brian Malkowski; Debbie Culbertson; Kim Cannata; Aaron Haight; Jessica VanBlaricum-Miller; and Dawn Southwick.

Mr. Zeinstra pronounced the invocation.

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

BOT 21-015 Ms. VanderVeen moved to approve the agenda of today as presented. The motion passed.

BOT 21-016 Mr. Vander Wall moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 25, 2021 Board of Trustees meeting.
2. To approve the general claims in the amount of \$504,475.83 and the interim payments of \$11,176.70 as presented by the summary report for January 27, 2021 – February 9, 2021. The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 18, 2021 Planning Commission Meeting
3. Public Utilities Construction Update

Public Hearings- None

Public Comments and Communications

Comments were received from:

1. Cathy Schmidt, Allendale
2. Jeanine Gasper, Allendale
3. Joel Paauwe, Allendale
4. Josh Dean, Allendale
5. Michelle Lentz, Grand Haven
6. Aaron Haight, Allendale
7. Jessica VanBlaricum-Miller, Allendale
8. A few other members of the public who did not disclose name and resident information.

BOT 21-017 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Sergeant Keuning gave an update from the Sheriff's Department. He provided some insight into classes Deputy Ortman has been conducting at the school, and he indicated the patrol units have been very busy. Sgt. Keuning provided an overview of a crash report for various intersections within Ottawa County. The report indicated 56th Avenue and Lake Michigan Drive intersection was rated within the top 20 for most crash sites. In an effort to minimize this, they will continue patrolling that area.

Action Items

BOT 21-018 Ms. Kraker moved to approve the contracted services with Pontifex to conduct a wage study at a cost of \$5,000.00. The motion passed.

BOT 21-019 Mr. Vander Wall moved to approve the following committee appointments and department liaisons. The motion passed.

Committees/Commissions

Planning Commission- Mr. Zeinstra

Library Advisory Board- Ms. VanderVeen
Parks and Recreation Committee- Mr. Murillo
Downtown Development Authority- Mr. Vander Wall

Department Liaisons

Fire Department- Mr. Murillo
Public Utilities- Ms. Kraker
Personnel Committee- Ms. Kraker and Mr. Vander Wall

BOT 21-020 Mr. Vander Wall moved to approve and authorize the Supervisor and the Public Utilities Superintendent to sign the MiWarn Mutual Aid Agreement. The motion passed.

Discussion Items

1. Mr. Elenbaas presented proposed Resolution 2021-02, which outlines the Allendale Township Business Registration. Several board members provided feedback on some elements within the resolution that they would like to see added.

Public Comments and Communications

Comments were received from:

1. Cathy Seaver, Allendale
2. Cathy Schmidt, Allendale
3. Jeanine Gasper, Allendale
4. Joel Paauwe, Allendale
5. Jessica VanBlaricum-Miller, Allendale
6. Dawn Southwick, Allendale
7. A few other members of the public who did not disclose name and resident information.

BOT 21-021 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments:

1. Mr. Elenbaas informed the board that fire station plans update will be presented at an upcoming board meeting.
2. Mr. Vander Wall indicated he is looking forward to hearing from the Statue Committee at the next board meeting.

3. Ms. Vander Veen inquired with legal counsel as to the proper classification of Mr. Kelley's type of employment with the township. Mr. Sullivan provided clarification. She also inquired of the public comment which suggested there may be a requirement of the use of video footage of board members during meetings when utilizing Zoom software. She was provided with clarification. Ms. Vander Veen requested clarification of some public comment concerns regarding whose protection Allendale Township is under. She was assured we are under no contract for protective services other than those provided by Ottawa County Sheriff's Department. Ms. Vander Veen inquired as to the requirement of stating names and resident location prior to making public comment. Mr. Sullivan clarified this is policy, and that the Open Meetings Act indicates such policy is acceptable for those wishing to participate in a meeting. Ms. Vander Veen requested Mr. Elenbaas follow up with the Southwick family concerns. Mr. Elenbaas indicated he already has and will do so again. Ms. Vander Veen stated she does not condone Mr. Kelley's actions and does hope he resigns soon.

BOT 21-022 Mr. Zeinstra moved to adjourn at 8:16 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

Treasurer's report for Board Meeting dated Monday, February 22, 2021

Interim Payments:

Date	Check #	Amount	Vendor	Description
2/10/2021	99590	\$789.00	MML Workers' Comp Fund	Payroll Audit
2/10/2021	99591	\$150.00	Robinson Township	Debt Reduction Payment - 4th Qtr 2020
2/10/2021	99592	\$1,000.00	Rebecca Benjamin	Cleaning Services - January
2/10/2021	99593	\$1,000.00	Brenda Borst	Cleaning Services - January
2/10/2021	99594	\$16,434.85	Consumers Energy	Electric Usage - February
2/10/2021	99595	\$540.07	Mlive Media Group	GR Press Display Ads - January
2/10/2021	99596	\$36,647.57	Ottawa County Fiscal Services	Sheriff Dept Services - February
2/10/2021	99597	\$1,096.21	Verizon Wireless	Cell Phone Charges - January
2/15/2021	99598	\$3,015.78	Mutual of Omaha Insurance Company	Insurances - February
2/15/2021	99599	\$393.06	Vision Service Plan	Health Insurance - February
		\$61,066.54	TOTAL	

General Fund Cash Balance at board meeting dated 2/22/2021

Checking Account	\$	4,297,299.00
Liquid Investment	\$	259,321.00
CD	\$	7.00
Total	\$	4,556,627.00

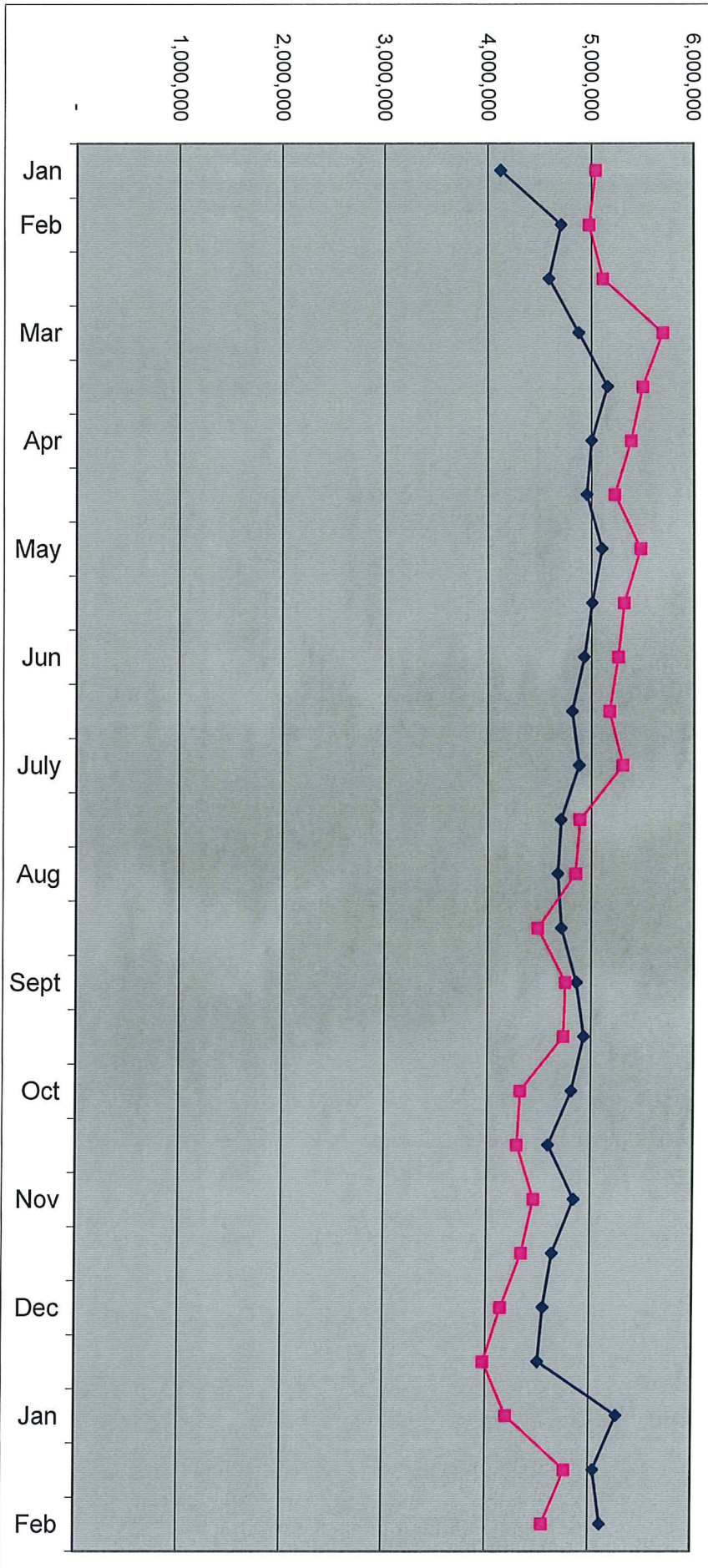
Note: Does not include today's Accounts Payable run

Last board meeting balances

Checking Account	\$	4,486,465.82
Liquid Investment	\$	259,321.08
CD	\$	7.00
Total	\$	4,745,793.90

Last year at this time the balance was \$ 5,117,202.00

2019 - 2021 GENERAL FUND BALANCES



Department: 000.000

ILLINOIS STATE DISBURSEMENT UNIT	GARNISHMENTS	341.54	GARNISHMENTS
OTTAWA COUNTY TREASURER	Due To County	338.00	Due To County
OTTAWA COUNTY TREASURER	Due To Schools	1,016.00	Due To Schools
SCHOLTEN FANT	MINI STORAGE DEPOT-64TH ST LLC	90.00	MINI STORAGE DEPOT-6
SCHOLTEN FANT	11221 COMMERCE-AROY THAI ADDIT	330.00	11221 COMMERCE-AROY
WEST MICHIGAN HOSTA SOCIETY	Hall Rental Income	80.00	Hall Rental Income
Total: 000.000		2,195.54	

Department: 100.000 Water

BILL PAYMENT CENTER	Electricity	150.68	Electricity
CARDMEMBER SERVICE	SUPPLIES-MISC	422.67	SUPPLIES-MISC
CARDMEMBER SERVICE	Dues	110.35	Dues
CINTAS CORPORATION #301	Contracted Services	210.64	Contracted Services
DTE ENERGY	Heat - Metering Station	34.99	Heat - Metering Stat
ETNA SUPPLY COMPANY	Meter Cost	1,240.00	Meter Cost
FAMILY FARM & HOME INC	SUPPLIES-MISC	35.00	SUPPLIES-MISC
GREGG, ROBERT-JULIE	Utility Charges	10.01	Water
MCMaster-CARR SUPPLY COMPANY	SUPPLIES-MISC	92.33	SUPPLIES-MISC
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	32.28	SUPPLIES-MISC
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	37.99	Truck Maintenance
OTTAWA COUNTY PUBLIC UTILITIES	Water Cost	66,451.05	Water Cost
OTTAWA COUNTY PUBLIC UTILITIES	Miscellaneous	2,817.99	Miscellaneous
PRIORITY HEALTH	Employers Health Insurance	4,594.27	Employers Health Ins
SCHMITT, GARY	Utility Charges	5.45	Water
SCHOLTEN FANT	Contracted Services	525.00	Contracted Services
SCOTT, DORIS	Utility Charges	79.55	Water
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	88.64	OFFICE SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	23.16	Truck Maintenance
Total: 100.000 Water		76,962.05	

Department: 101.000 Township Board

CARDMEMBER SERVICE	Miscellaneous	71.82	Miscellaneous
Total: 101.000 Township Board		71.82	

Department: 120.000 KNOWLTON HOUSE

DTE ENERGY	Heating Fuel	156.14	Heating Fuel
Total: 120.000 KNOWLTON HOUSE		156.14	

Department: 171.000 Supervisor

CARDMEMBER SERVICE	PROCESS/PROGRAM IMP	95.40	PROCESS/PROGRAM IMP
Total: 171.000 Supervisor		95.40	

Department: 200.000 Sewer

CARDMEMBER SERVICE	SUPPLIES-MISC	187.18	SUPPLIES-MISC
CARDMEMBER SERVICE	LAB SUPPLIES	77.98	LAB SUPPLIES
CARDMEMBER SERVICE	Chemicals	3,391.96	Chemicals
CARDMEMBER SERVICE	Seminars	50.00	Seminars
CARDMEMBER SERVICE	Dues	104.50	Dues
CARDMEMBER SERVICE	GENERAL MAINTENANCE	194.98	GENERAL MAINTENANCE
CINTAS CORPORATION #301	LAB SUPPLIES	573.08	LAB SUPPLIES
CINTAS CORPORATION #301	Contracted Services	210.63	CONTRACTED SERVICES
CONSUMERS ENERGY	Electricity	6,954.72	Electricity
DTE ENERGY	Heating Fuel	1,857.55	Heating Fuel
FAMILY FARM & HOME INC	SUPPLIES-MISC	34.99	SUPPLIES-MISC
GRAINGER	SUPPLIES-MISC	223.59	SUPPLIES-MISC
IDEXX DISTRIBUTION INC	LAB SUPPLIES	2,029.99	LAB SUPPLIES

INTERSTATE BILLING SERVICES INC	SUPPLIES-MISC	606.48	SUPPLIES-MISC
JOHNSTONE MUSKEGON	SUPPLIES-MISC	311.13	SUPPLIES-MISC
MCMaster-CARR SUPPLY COMPANY	WRRF MAINTENANCE	92.33	WRRF MAINTENANCE
NAPA - GENUINE PARTS COMPANY	SUPPLIES-MISC	32.28	SUPPLIES-MISC
NAPA - GENUINE PARTS COMPANY	Truck Maintenance	37.98	Truck Maintenance
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	73.21	LAB SUPPLIES
PLUMMER'S ENVIRONMENTAL SERVICE	COLLECTION SYSTEM MAINTENANCE	6,573.05	COLLECTION SYSTEM MA
PRIORITY HEALTH	Employers Health Insurance	4,594.27	Employers Health Ins
SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	83.01	OFFICE SUPPLIES
TOLMAN'S AUTO TECH GROUP INC	Truck Maintenance	23.17	Truck Maintenance
VWR FUNDING INC	LAB SUPPLIES	247.07	LAB SUPPLIES
WEBB CHEMICAL SERVICE CORP	Chemicals	5,241.90	Chemicals
Total: 200.000 Sewer		33,807.03	

Department: 209.000 Assessor

CARDMEMBER SERVICE	Seminars	84.00	Seminars
OTTAWA COUNTY FISCAL SERVICES	Capital Outlay	220.26	Capital Outlay
Total: 209.000 Assessor		304.26	

Department: 210.000 Attorney

SCHOLTEN FANT	Contracted Services	3,340.00	Contracted Services
SCHOLTEN FANT	Contracted Services P.C.	690.00	Contracted Services
Total: 210.000 Attorney		4,030.00	

Department: 215.000 Clerk

CARDMEMBER SERVICE	Supplies	46.13	Supplies
OTTAWA COUNTY FISCAL SERVICES	Miscellaneous	245.00	Miscellaneous
Total: 215.000 Clerk		291.13	

Department: 248.000 General Office

CARDMEMBER SERVICE	Postage	7.95	Postage
CARDMEMBER SERVICE	Dues	135.00	Dues
CARDMEMBER SERVICE	Computer Maintenance	695.68	Computer Maintenance
CARDMEMBER SERVICE	Miscellaneous	(268.25)	Miscellaneous
LIFTOFF LLC	Computer Maintenance	5,068.80	Computer Maintenance
OTTAWA COUNTY FISCAL SERVICES	Computer Maintenance	5,195.45	Computer Maintenance
OTTAWA COUNTY FISCAL SERVICES	Capital Outlay	220.26	Capital Outlay
OTTAWA CTY ROAD COMMISSION	Sidewalks	1,400.00	Sidewalks
SMART BUSINESS SOURCE LLC	Supplies	430.89	Supplies
Total: 248.000 General Office		12,885.78	

Department: 253.000 Treasurer

MMTA	Seminars	295.00	Seminars
Total: 253.000 Treasurer		295.00	

Department: 265.000 Building & Grounds

ALLENDALE HEATING CO INC	Maintenance	37.10	Maintenance
CINTAS CORPORATION #301	Contracted Services	188.48	CONTRACTED SERVICES
DTE ENERGY	Heating Fuel	1,502.88	Heating Fuel
EXXONMOBIL PROCESSING CENTER	Gas & Oil	533.91	Gas & Oil
MINER SUPPLY COMPANY INC	Supplies	374.48	Supplies
THE ARCHITECTURAL GROUP INC	BUILDING IMP-FIRE	46,527.92	BUILDING IMP-FIRE
Total: 265.000 Building & Grounds		49,164.77	

Department: 300.000 Administration

BS&A SOFTWARE	Computer Maintenance	829.00	Computer Maintenance
CARDMEMBER SERVICE	Computer Maintenance	290.46	Computer Maintenance
LIFTOFF LLC	Computer Maintenance	2,611.20	Computer Maintenance
OTTAWA COUNTY FISCAL SERVICES	Computer Maintenance	2,370.74	Computer Maintenance
PACK ROOM LLC	Postage	295.00	Postage
Total: 300.000 Administration		6,396.40	

Department: 336.000 Fire Dept.

CARDMEMBER SERVICE	Computer Maintenance	158.89	Computer Maintenance
CARDMEMBER SERVICE	Miscellaneous	10.00	Miscellaneous
CINTAS CORPORATION #301	UNIFORMS	60.00	UNIFORMS
JONES & BARTLETT LEARNING	Fire Fighter Training	222.16	Fire Fighter Trainin
KUSTOM DEZINS LLC	New Equipment	45.00	New Equipment
MICHAEL KEEFE	Maintenance For 190	21.95	Maintenance For 190
NAPA - GENUINE PARTS COMPANY	Maintenance For 141	37.96	Maintenance For 141
OTTAWA CTY FIRE CHIEFS ASSOC.	Fire Fighter Training	800.00	Fire Fighter Trainin
Total: 336.000 Fire Dept.		1,355.96	

Department: 371.000 Inspection Department

BS&A SOFTWARE	Computer Maintenance	1,355.00	Computer Maintenance
OTTAWA COUNTY FISCAL SERVICES	Capital Outlay	108.49	Capital Outlay
PRIORITY HEALTH	Employers Health Insurance	784.73	Employers Health Ins
PROFESSIONAL CODE INSPECTIONS IN	Contracted Services	22,525.20	Contracted Services
Total: 371.000 Inspection Department		24,773.42	

Department: 400.000 Planning Commission

CARDMEMBER SERVICE	Miscellaneous	10.00	Miscellaneous
Total: 400.000 Planning Commission		10.00	

Department: 408.000 Planning & Zoning Department

OTTAWA COUNTY FISCAL SERVICES	Capital Outlay	108.49	Capital Outlay
Total: 408.000 Planning & Zoning Department		108.49	

Department: 447.000 Highway M-45

BILL PAYMENT CENTER	Electricity	43.42	Electricity
Total: 447.000 Highway M-45		43.42	

Department: 751.000 Recreation And Parks

CARDMEMBER SERVICE	Maintenance	75.43	Maintenance
Total: 751.000 Recreation And Parks		75.43	

Department: 790.000 Library

BAKER & TAYLOR BOOKS LLC	BOOKS PURCHASED	731.63	BOOKS PURCHASED
BAKER & TAYLOR BOOKS LLC	Childrens Books Purchased	546.56	CHILDRENS BOOKS PURC
BIBLIOTHECA LLC	Contracted Services	3,448.00	Contracted Services
CARDMEMBER SERVICE	PROGRAMMING	286.30	PROGRAMMING
CARDMEMBER SERVICE	Computer Maintenance	40.00	Computer Maintenance
CENTER POINT LARGE PRINT	BOOKS PURCHASED	180.96	BOOKS PURCHASED
CONSUMERS ENERGY	Electricity	514.15	Electricity
GALE/CENGAGE LEARNING INC	BOOKS PURCHASED	31.19	BOOKS PURCHASED
GALE/CENGAGE LEARNING INC	Childrens Books Purchased	37.48	Childrens Books Purc
LAKELAND LIBRARY COOPERATIVE	Supplies	43.17	Supplies
UNIQUE MANAGEMENT SERVICES INC	Contracted Svcs - Collections	62.65	Contracted Svcs - Co

02/18/2021 02:53 PM
User: DENISE
DB: ALLENDALE

INVOICE APPROVAL BY DEPT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 02/23/2021 - 02/23/2021
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 4/4

Total: 790.000 Library 5,922.09

Department: 852.000 Hospital Reimbursement

PRIORITY HEALTH	Employers Health Insurance	13,226.38	Employers Health Ins
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Total: 852.000 Hospital Reimbursement	13,226.38
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*** GRAND TOTAL ***	232,170.51
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**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 1, 2021

7:00 p.m.

Via GoToMeeting Software

1. Meeting called to order
2. Roll Call
Present: Westerling, Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore
Staff Present: Greg Ransford
Other Guests Present: Kelli Bulthouse, Maddie Buckler, Juliet Dragos, Matt Jaworowski, Cathy, Margaret, Marie, Paul O, Sarah, Kelli McGovern, Lora Richmond, Peter Walsh, WXMI Fox 17, WOOD
3. Received for information: no information received.
4. Motion by Schut to approve the January 4, 2021 meeting minutes with revisions. Seconded by Westerling. **Approval 7-0** with the following corrections:
 - a. On page 6, in the motion by Zeinstra on the second bullet point, correction should be made to “applicant shall provide a performance bond in lieu of the township”.
 - b. Clarify bullet point below that to “the sidewalk to the east side of the parking lot will be deferred pending the work.”
5. Motion by Schut to approve the January 18, 2021 meeting minutes. Seconded by Zeinstra. **Approval 7-0**
6. Motion by Longcore to approve the February 1, 2021 Planning Commission Agenda as presented. Seconded by Kelley. **Approval 7-0**
7. Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern facilitated the public comments beginning with the callers, then proceeding to participants using the web or app After all comments were finished, Chairperson Longcore thanked those who participated and closed the public comment section.
 1. Aaron Southwick, Allendale – Streetlights on Wild Duck Lane
 2. Cathy, Allendale – Comments regarding Commissioner Kelley
 3. Maddie Buckler – Comments regarding Commissioner Kelley
 4. Matt Jaworowski, WOOD TV – Comments regarding Commissioner Kelley
 5. A member of the public, undisclosed name and resident information – Comments regarding Commissioner Kelley
8. Public Hearings: no public hearings were scheduled.
9. Site Plan Review: no site plans were scheduled for review.
10. Old Business: no old business to review
11. New Business
 - a. Work Program – Tree Preservation Language
Planner Ransford summarized an ordinance adopted by Park Township in Ottawa County which has also been reviewed by the Board of Trustees.

Mr. Schut raised concerns about potentially telling an owner they might be prohibited from cutting trees on their lot.

Mr. Zeinstra agreed with Mr. Schut. He added that the quality of the tree should be considered, along with the idea of adding a tree to replace older trees with the goal of saving trees along the street without specifying certain roads.

Mr. Westerling agreed that the quality of the tree should determine if it needed to be brought down and explained that the area has differences from Waukazoo Woods.

Mr. Kelley was in general agreement and raised concerns about clear-cutting.

Chairperson Longcore asked Mr. Ransford if an applicant would be able to come in and address the Commission to seek relief.

Planner Ransford explained that in his opinion they could do so and that there was language that the applicant “provides sufficient evidence of the deceased or dying tree.” He also explained that it was more advantageous to handle it at the Planning Commission level/site planning review level.

Chairperson Longcore agreed and explained that there were similar sections where applicants have come before the Commission with evidence that they do not necessarily need to get a traffic study, as an example, and would like the Commission to be able to allow a deviation.

Mr. Adams inquired about whether it was necessary to have language about the reforestation plan by a forester and if a landscaper would be sufficient.

Mr. Kelley concurred with Mr. Adams and asked about a management plan for an entire development and what that would look like, while agreeing that a landscaper may be able suitable to handle it.

Planner Ransford explained that the idea behind the forester was that as the trees were replaced there may be impact to the wildlife and the ecosystem.

Chairperson Longcore asked Mr. Zeinstra for further input.

Mr. Zeinstra explained that Landscape Architecture had a wide range of different things that could be handled including wildlife, depending on the individual and what they are comfortable doing. He also explained that it was similar for a forester who may or not be in tune with wildlife and recommended changing the language to “the professional doing the determination” or similar language.

Chairperson Longcore pointed out that Allendale does not have designated wildlife corridors at this time and so adding language might complicate matters further.

Mr. Zeinstra agreed and added that they had a plan for pathways along the public drains.

Mr. Adams suggested making a distinction and clarified that he was thinking about the M-45 corridor and the businesses or developments that might occur along M-45 versus off roads of M-45 where there might be more residential areas. In the residential areas an arborist might be more suited and suggested possibly basing it on acreage.

Bruce Zeinstra agreed that the acreage idea might be a good idea while keeping in mind the difference between Park and Allendale.

Chairperson Longcore recommended that they move ahead with some tree preservation language that did not necessarily tie in with wildlife corridors, and then maybe as a future work plan item, add in consideration of wildlife corridors and where they might be located as he provided several location examples like Dewpoint.

Mr. Schut said he would like to retain verbiage of “restoring, maintaining, or building” in thinking of Trader’s View.

Chairperson Longcore raised the question of how to determine what a wildlife corridor is.

Mr. Zeinstra recommended redefining it to “existing natural areas” which is supposed to be shown on the site analysis plan. He also suggested making sure that a developer did not cut everything down before submitting plans to the Planning Commission. This would allow the Commission to decide what should be kept and what should be removed while not tying everyone’s hands as previously mentioned.

Mr. Schut stated that behind Family Farm & Home there was a significant wildlife corridor right next to the condos where people often see deer and wanted to make sure that was maintained.

Chairperson Longcore talked about the need for a better definition of a Wildlife Corridor.

Planner Ransford provided a detailed explanation of the wildlife corridor research conducted in Kent County and how they had reached the language chosen to allow a case-by-case review based on the local plant and animal population.

Chairperson Longcore requested that Planner Ransford develop a revision based on the comments provided tonight to present to the Commission.

b. Section 24.06H – Standards for Approval of Waste Disposal Facilities

Planner Ransford recapped the need to reexamine the language regarding dumpster enclosures and to have a certain width regarding whether or not it contained one or two dumpsters, as well as an aesthetic enclosure matching the building. He explained the current language requiring a drive approach of a certain length for the truck to service it

and an all-enclosure in the rear side yard. Concerns have been raised to the Commission over time and the discussion has come about to re-examine and see if any changes are necessary.

Chairperson Longcore discussed a question that has recently come up regarding maintenance or replacement since a couple of older structures have fallen apart and asked if there was any current language that would allow the Commission to ensure compliance.

Planner Ransford asked if the Chairman was referring to the current language or prior.

Chairperson Longcore asked about prior language while considering a wood structure that fell apart and had essentially resulted in a dumpster in the front yard.

Planner Ransford essentially outlined that an enclosure that is gone would technically be a violation of the approved site which would require it to be replaced, but it wouldn't necessarily have to be replaced under current language. The basis for enforcement would involve the site plan. If it were just a chain-link fence, they would only be required to replace it with a chain-link fence. The current language does not give the authority to require masonry block or some type of other wall or solid fence unless the applicant was coming in for site plan approval on something else within the site. If that were the case, they would be required to make these kinds of corrections.

Chairperson Longcore asked if they would legally be able to add language that would require that.

Planner Ransford explained that non-conformities could trigger it, and he would need to verify with Township Counsel if that was something that could be done.

Mr. Westerling asked if the Commission said they were going to enforce new standards or maintain current standards would that encourage people to maintain their current enclosure.

Chairperson Longcore agreed that it might become an incentive to maintain their current out of compliance dumpster enclosure rather than update it, but it would hinge on whether that language could be added or not.

Mr. Schut compared it to a sign being redone or replaced if it falls over. It would then need to meet the new ordinance requiring a permit to be pulled, and he recommended language that if it gets destroyed it would need to meet the current ordinance, but if it is maintained, it would not.

Chairperson Longcore asked Mr. Schut, due to his profession, if there was anything in the current language that should be amended that might include best practices for how enclosures are designed.

Mr. Schut recommended not requiring protected bumper posts because they interfere with the gates and would like to remove the portion of Section 2c that states “and shall be protected with steel bump guard posts at the front entrance area.” He also provided possible language on pipe bollards and a minimum of 10’ clearance for gates as well as a side pedestrian gate so that individuals do not have to open the heavy gates to enter the enclosure to dispose of trash. Appropriate hardware to secure the gate when opened was also recommended to avoid the gate blowing open or closed in the wind.

Mr. Westering and Mr. Schut suggested adding “proper hardware” or “heavy duty,” sufficient to hold the gate since cables would not work for the winter.

Mr. Kelley asked about language on site planning that had previously been approved that may have fallen apart for section 2A “the material matching the principal structure.” For some older buildings an applicant might not have the exact same material, or it might look a little different. He raised the question of what do we have for language that addresses older approved site plans and bringing it up to code? Do they match it up as close as they can or does the material have to be exact?

Chairperson Longcore explained that we have a good track record currently of materials or comps. Staff would be able to approve that, and it is all contingent on whether or not that verbiage was allowed.

Mr. Zeinstra asked to expand the language to include material similar or complementary to the building and that it be made of long-lasting materials. He suggested that it may be up to Planning Commission discretion. He also suggested that if the opening to the dumpster enclosure is not visible to the public or the general public from the area, would an exception be made that gates are not necessary?

Chairperson Longcore added that the Commission had not been requiring the exact same materials for enclosures. They had allowed for similar in appearance type materials, in order to update the language to match what was being done. He remained open on whether the dumpster enclosures needed a gate or not depending on how planning for future development should be considered in the event someone builds behind a site that makes the opening visible to the public due to a new development.

Mr. Zeinstra suggested language to indicate if it is screened from view from neighboring properties and the general public area. Regarding language on materials, he encouraged the option of something that looks good and is long-lasting, citing not using wood posts that can rot out as an example.

Mr. Kelley preferred the words “complement” and “durable” for any possible change and wanted to keep gates as a requirement.

Chairperson Longcore spoke about a unique example with a specific plan and asked whether they should plan to the exception.

Mr. Zuniga thought they would be open to an exception if it spelled out what the areas were around it, how it was going to develop, and what was there.

Mr. Schut opposed the idea of exceptions.

Mr. Westerling agreed to a gate built to a standard.

Mr. Adams agreed in getting a steel guard and calling out a minimum 4" cement filled bollard. He also would like to see something more specific than "durable."

Mr. Ransford was not familiar with specific language on dumpster enclosure durability specifically but suggested it could fall under the site plan and offered to investigate what could be done regarding making the product last the same as the building.

Mr. Schut expressed concern about opening the whole thing up because chain link fence with slats were the very thing that was to hopefully be avoided, but would seem to be allowed as defined by a durable product. He liked the idea of using the same materials as used in the building, as it gave options tied to the building.

Mr. Longcore clarified that the materials needed to be similar aesthetically to the building or complementary. He cited the example of using sheet metal on awnings, but not using those on the dumpster enclosures.

Mr. Schut pointed out he was not opposed to sheet metal or vinyl siding in a residential area if it fit the site. He also asked that it be documented if the site plan would not be including an enclosure.

Consensus was reached to direct Ransford to revise the language based on comments provided and return with a draft for consideration by the Planning Commission.

c. Section 24.06 J. Standards of Approval on Building Appearance.

Mr. Ransford explained that Section 24.06J has certain minimum requirements for commercial and industrial architecture, as well as multi-family developments. The Planning Commission had made a note in months past to this work program about the maximum of 40% glass for a commercial building, which is a current provision in the zoning ordinance. Some recent site plans have used Spandrel glass or similar material that is not a genuine window that you would typically see, so the question was raised if aesthetically proper buildings could be achieved with more than 40% glass, and some clarity might be needed in how the current language reads.

Mr. Longcore asked for Mr. Schut and Mr. Westerling to start with their comments after explaining that the language was likely originally used to prevent the large sheet glass frontages seen in some commercial areas. With material and design advancements there was a need to update the language for those types of materials.

Mr. Schut did not see a need to have a maximum on glass, or if necessary, there should be a clarification of whether windows or glass, however he did not have any concern about glass. As far as any code, it would still be required to meet the stricter energy code.

Mr. Westerling spoke favorably of glass buildings and said that he would like to see 100% glass.

Mr. Longcore asked if they would be opposed to some type of language regarding the percentage of windows versus glass.

Mr. Schut did not see a need to restrict it and recommended that they leave the last sentence of item 1. Mr. Westerling concurred.

Mr. Kelley inquired if a minimum was needed to avoid having no windows.

Mr. Schut stated that they did not have the ability to have a minimum in the first paragraph. He noted an instance with a gas station that was denied because of a low-grade appearance. He reiterated that there was flexibility to get windows in the verbiage if they did not like the look without it.

Chairperson Longcore asked Mr. Ransford to discuss the situation with the gas station having two road fronts. They were going to essentially have two store fronts on that building but had been allowed to deviate from that.

Mr. Ransford confirmed they had frontage on 48th and Lake Michigan Drive that complied with the language, but the Commissioner had found the west side to be somewhat bare of the character that is intended by Section 24.06 when is compared to Lake Michigan Drive side. Going from memory, he thought the Commission had not deviated and wanted them to have more character so the entirety of all the elevations blended.

Mr. Schut and Mr. Zeinstra agreed.

Mr. Ransford explained the minimum percentage of glass that Tallmadge Township adopted probably four or five years ago, at 20% as the minimum for commercial--a common number in the county. He also thought Jamestown Township and Grand Haven Township had the same type of language. What Tallmadge had done with the 48th and Lake Michigan Drive property--not only being a minimum of 20% glass but had followed "the secondary street side shall also contain the same amount of glass that was placed on the main street side." Mr. Ransford gave the example, that if they ended up with 30% glass on Lake Michigan Drive, they would have the same amount of glass on the other elevation as well, so it had the same type of character. It did not have to be the same location or same elevation design, so long as the percentage was the same from ground to roofline.

Chairperson Longcore asked how the number was determined.

Mr. Ransford explained that for Tallmadge there had been reviews of Grand Haven and Jamestown Townships language. The resulting buildings seemed to have the character that the community wanted. It was a slightly different number for industrial, and the glass was treated differently due to being a different type of construction.

Andrew Longcore asked if anyone objected to a 20% minimum on road front.

Mr. Ransford added that in Tallmadge's example, they required the glass on road frontage and areas that are basically adjacent to where the public would be, for example, a parking lot. So, taking the same corner for example, of whoever's parking on the north side of the building, that would also be subject to where the glass was required.

Mr. Schut raised a concern about what the Commission had already approved and stated that the gas station would not fit those parameters and would like to see others that had been approved.

Chairperson Longcore stated going forward the intention was to be able to foster better design, not necessarily fit with the current language.

Mr. Schut clarified that the question pertained to glass percentages.

Mr. Ransford offered to gather information regarding the most recent six commercial buildings with the calculation of glass percentages for each.

Mr. Schut expressed concern about requiring a minimum glass percentage on two sides due to how it might affect the floor plan for example and additionally pointed out a typo in the current language that needed correction.

Mr. Ransford asked for consensus on the "no maximum," but some type of minimum, not necessarily to draft the formal language but to provide samples to the Commission.

Chairperson Longcore confirmed Mr. Ransford's clarification and requested when working on the proposed draft that both examples be included for future review in order to streamline the process.

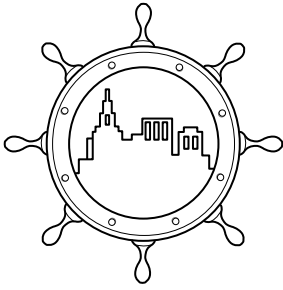
12. Second Public Comment

Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern facilitated the public comments, beginning with the callers, then proceeding to participants using the web or app. After all comments were finished, Chairperson Longcore closed the second public comment section.

1. Cathy, Allendale – Comments regarding Commissioner Kelley
2. Cathy, Allendale – Comments regarding Commissioner Kelley

3. A member of the public, undisclosed name and resident information – Comments regarding Commissioner Kelley
 4. A member of the public, undisclosed name and resident information – Comments regarding Commissioner Kelley
13. Township Board Reports
- Bruce Zeinstra reviewed the Township Board Reports and advised that they discussed the board member appointments to different committees and departments. They also had updates from the department heads and discussed business registration for new businesses that move into town to ensure they meet any zoning requirements, along with the fire department and water and sewer departments.
14. Commissioner and Staff Comments
- No comments were made.
15. Chairperson Longcore adjourned at 8:35 p.m.

Planning Commission Minutes respectfully submitted by Lora Richmond



Fresh Coast Planning

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Grand Haven, MI 49417
www.freshcoastplanning.com

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616-638-1240
greg@freshcoastplanning.com

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julie@freshcoastplanning.com

Brian Werschem
231-206-4821
bwerschem@gmail.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA 
Date: January 22, 2021
Re: Hidden Shores West Planned Unit Development – Major Amendment

Pursuant to Article 12 – Planned Unit Development District of the Allendale Charter Township Zoning Ordinance (ACTZO), attached is a Final Planned Unit Development (PUD) and Final Site Plan from Nederveld to amend the Hidden Shores West PUD as a result of their request to create a wetland as well as construct two pavilions, located at two separate locations. The wetland will replace 11 evergreen trees, a walking path with six park benches, and a play structure. As you may know, the applicant constructed the wetland without property Township approvals. Given this, the submission is after-the-fact. The proposed amendment does not otherwise alter road layouts, lot layouts, street trees, and etcetera. The request is limited to only the wetland creation and pavilion construction.

Planning Commission Actions

The Allendale Charter Township Planning Commission (ACTPC) reviewed the Final PUD Site Plan at their January 18, 2021 meeting, following a public hearing at their August 17, 2020 meeting, with minimal neutral public comment.

Recommendation

The ACTPC provided a recommendation of approval, with conditions, of the Final PUD Site Plan through the attached resolution, by a vote of 6-1. The resolution is drafted to be adopted by the Allendale Charter Township Board of Trustees (ACTBT). As you will note, a couple placeholders exist within the conditions portion of the resolution in the instance the ACTBT desires additional conditions.

Board of Trustees Responsibilities

Review Procedure

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

Planned Unit Development Standards for Approval

As you are aware, Section 12.08 – Standards for Approval of the Allendale Charter Township Zoning Ordinance (ACTZO) provides your standards of review when deliberating regarding a Planned Unit Development site plan application. In that regard, below is copy of said Standards for Approval as well as our response to each in italic font, in an effort to assist you with your review of the request.

Section 12.08 STANDARDS FOR APPROVAL

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

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

Section 12.03 of the ACTZO provides for two (2) qualifying conditions: Minimum Size and Common Ownership. The minimum size required for a PUD is three (3) acres unless the Board of Trustees approves a lesser acreage by finding the proposed project satisfies one or more standards. Given that the existing property exceeds three (3) acres in area, it appears that this condition has been met.

In regards to the qualifying condition concerning Common Ownership and given that the property within the PUD is under common ownership, it appears that this condition has been met. As a result, this overall standard appears to be met.

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

Given the narrow scope of the requested amendment, which maintains the general character of the development and blends with the existing natural area, it appears that this standard has been met.

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

As noted above, we believe the use is compatible with the natural environment. Pending comments received at the public hearing, we anticipate that this standard will be met.

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

Again, as noted further above, but pending comments received at the public hearing, we anticipate that this standard will be met.

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

While we do not necessarily believe that the proposed amendment represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning, we nonetheless do not believe that the amendment reduces the opportunity for improved or innovative development that was provided by the initial PUD approval. As a result, and based on your preliminary review findings, it appears that this standard has been met.

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

While the overall layout of the PUD is generally not impacted by the proposed amendment, the wetlands create a larger preservation of natural areas and increases a non-developable buffer between lots within the development. While no agricultural land is adjacent to be impacted by the proposed amendment, it appears that this standard has been met.

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

Given that the proposed amendment does not impact any lot, building, or roadway, and because the open space area is proposed to be maintained as an environmental feature through the wetland, it appears this standard has been met. Further, the proposed pavilions do not alter any environmental site features.

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

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

- I. If the PUD is to be completed in phases, the PUD shall be designed so that each phase is complete in and of itself, in terms of services, facilities and open spaces, and so that each phase contains all the features necessary to insure the protection of natural resources and the health, safety and welfare of the users of the PUD and the occupants of the surrounding area.

No alteration to the previously approved phases are proposed for the project. As a result, it appears that this standard has been met.

Public Hearing

Pursuant to the ACTZO and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, the ACTBT shall hold a public hearing regarding the request. A public hearing has been scheduled for your February 22, 2021 meeting. Typically, a first and second reading is necessary for the related Zoning Map Amendment Ordinance. However, since the PUD District already exists for the subject property, no amendment to the zoning map or related readings are required.

Conditions of Approval

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

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

As aforementioned, the application has been scheduled for public hearing at your February 22, 2021 meeting. If you have any questions, please let us know.

GLR
Planner

Attachments



January 13, 2021

Mr. Adam Elenbaas
Allendale Charter Township
6676 Lake Michigan Drive
Allendale, MI 49401

RE: Hidden Shores West – PUD Amendment
Allendale Charter Township, Ottawa County, MI

Dear Mr. Elenbaas:

The following supplements our prior PUD amendment submittals on October 30, 2019, February 24, 2020, June 23, 2020 and November 9, 2020. These items are being provided based on the Planning Commission request at the August 17, 2020 meeting.

- The developer and homeowner's association met and agreed that the dead end walking trail at the back of lots 2/3 will be eliminated. The existing pedestrian bridge that dead ends at the back of lots 2/3 will be removed by the developer and the trail will be turned south and then east as shown on the attached exhibit.
- The developer and homeowner's association met and agreed that the two existing trails that dead end at the back of lot 62 and 66/67 will be eliminated and a new trail provided east of lot 69 as shown on the attached exhibit.
- The developer and homeowner's association met and agreed that a playground structure would be provided at the location shown on the final PUD development plan, just south of lot 109.
- The revised Final PUD Development plan is attached and shows all these changes.

These items are being submitted for review and approval at the next available Planning Commission meeting.

Should you have any questions or need additional information, please don't hesitate to contact me at (616) 575-5190 or via email at jbarr@nederveld.com.

Sincerely,

R. Jack Barr, P.E.
Director of Engineering

c: Greg Ransford – Fresh Coast Planning
Mitch Koster – Grand Valley Developers



November 21, 2019

Mr. Greg Ransford
Fresh Coast Planning
950 Taylor Avenue, Suite 200
Grand Haven, Michigan 49417

**RE: Hidden Shores West – PUD Amendment
Allendale Charter Township**

Dear Greg:

Fleis & VandenBrink (F&V) understands that Grand Valley Developers desires to alter their plans for Hidden Shores West and have submitted an application to amend the PUD. F&V received the application on November 1, 2019. The application consisted of the following documents:

1. Cover Letter dated October 31, 2019
2. An 11" x 17" Preliminary Plan dated July 11, 2017
3. A 24" x 36" Preliminary Plan dated July 11, 2017

A site inspection was performed on November 20, 2019. The following comments are provided for the Allendale Charter Township (ACT) Planning Commission and your consideration:

- The plans are not sealed or signed by a registered professional. As noted above, they are not updated with a current revision date.
- The plans are noted as being drawn at a scale of one-inch equals one hundred feet. This is incorrect. The plans do not appear to be drawn to any recognizable scale.
- The first change involves a proposed a 5' wide concrete sidewalk located in an easement situated entirely on Lot 4. This was done because Lot 3 is already occupied. Lot 4 is under construction with the basement already in place. It appears that the proposed sidewalk will be closely situated to both houses. As proposed, a deed restriction should be placed on Lot 4 prohibiting a fence on the lot line from obstructing access.
- This change also identifies existing trails along the rear of the lots. Although a narrow footbridge was observed in the vicinity, the existing trails were not.
- Elsewhere on the plans (Lots 85/86 and Lots 71 through 74) a proposed 4' tall split rail fence is proposed. For consistency, you may wish to consider the same along the new sidewalk. None of the split rail fence seems to have been installed yet within the project.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

- The second change involves the elimination of sidewalks and observation areas in the area between Lots 69 and 70. These improvements were approved as part of the preliminary plan but not constructed. Instead the existing wetland was expanded as part of the wetland mitigation plan. It is unclear if the sidewalk improvements on Lot 4 were proposed to replace the sidewalks and observation areas here.
- The Planning Commission should also understand that the condominiums on Brook Villa Place have been placed on indefinite hold. The road and some utilities have been installed but not all. Conversations with the applicant reveal that the status of condos may be in question at this time.

It is recommended that the plans be revised to address the above matters before a decision is rendered by the Planning Commission. It is further recommended that status of the condos and the missing split rail fences be identified in the meeting minutes to establish a clear record that the ACT staff can easily follow.

Should you have any questions please contact me at your convenience.

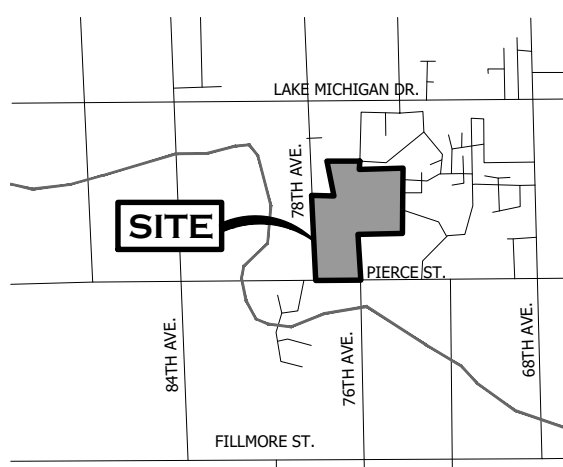
Sincerely,

FLEIS & VANDENBRINK

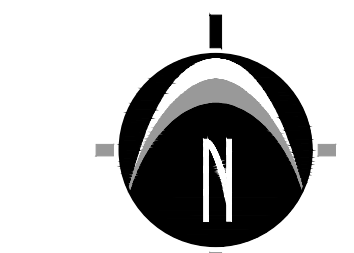


Bruce Pindzia, P.E.
Sr. Project Manager

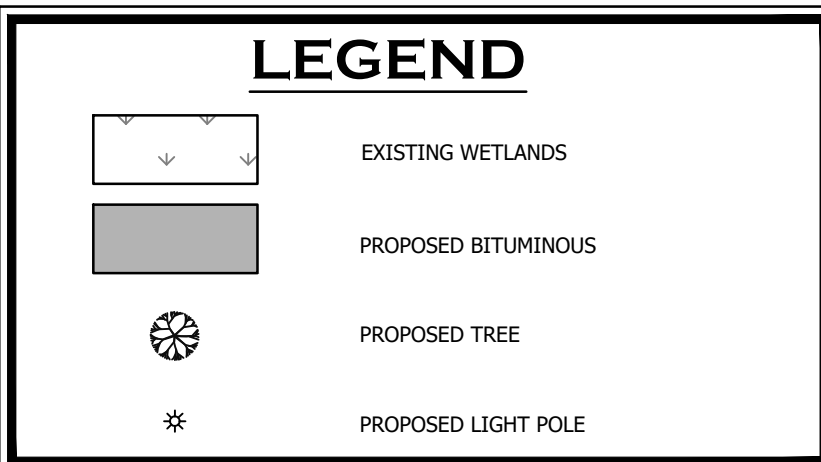
cc: Adam Elenbaas, ACT Supervisor
Chad Doornbos, ACT Superintendent of Public Utilities
Larry Haveman, ACT Facilities Supervisor



LOCATION MAP
NOT TO SCALE



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



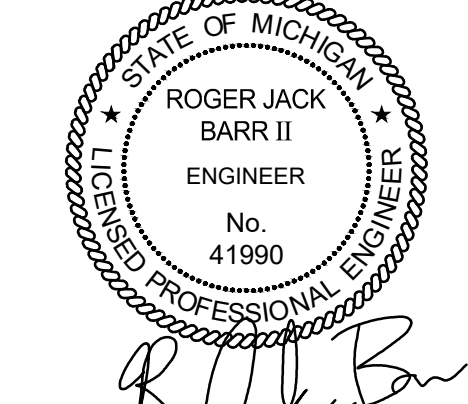
GENERAL NOTES

- PUD zoning requirements
 - CONDOMINIUMS
Setbacks:
Adjoining county drain = 50 (ft)
Adjoining single family = 40 (ft)
Adjoining regional detention = 30 (ft)
Building-to-building = 20 (ft)
 - SINGLE FAMILY LOTS
Setbacks:
Front yard = 35 (ft)
Side yard = 20 / 10 (ft)
Rear yard = 35 (ft)
Minimum lot area = 10,545 (sq ft)
Minimum lot width = 80 (ft)
 - Summary of Land use for Phase 3
- | | Single Family | Condominiums | Total |
|----------------------------------|----------------|--------------|------------|
| a) Number of units | 56 | 22 | 78 |
| b) Length of street | 3,315 (ft) | 825 (ft) | 4,140 (ft) |
| c) Total acreage | 25.82 (ac) | 5.20 (ac) | 31.02 (ac) |
| d) Total right-of-way | 4.93 (ac) | 1.60 (ac) | 6.53 (ac) |
| e) Total open space (All Phases) | | | 71.90 (ac) |
| f) Average lot size | 15,076 (sq ft) | | |
| g) % Impervious Surface = 29% | | | |
- General Requirements
 - All lots are intended for single family use only
 - All public streets will be constructed per OCR standards
 - All private streets will be constructed per Allendale standards
 - This development will be serviced by public utilities - sanitary sewer, watermain, storm sewer, buried electric cable television, and natural gas
 - Storm water will be collected and conveyed to the proposed ponds and will discharge to Sevey County Drain
 - The public roads will be provided with street trees, sidewalk and lights in accordance with township ordinance requirements for plans.
 - Wetland delineated by Lakeshore and flags survey by Nederveld

HIDDEN SHORES WEST
PHASE 3 - A CONDOMINIUM AND SITE CONDOMINIUM
Final PUD Development Plan

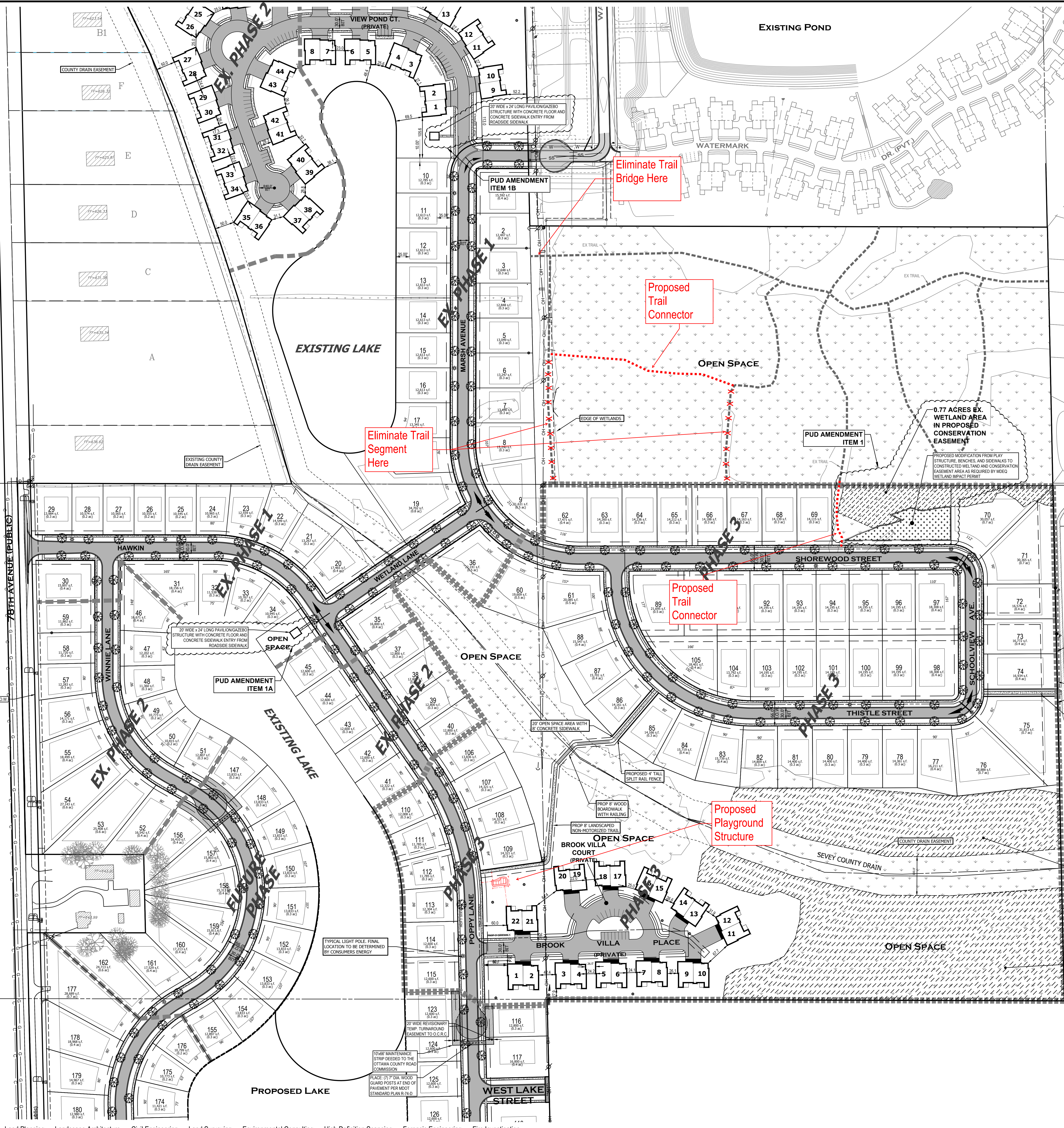
PART OF SECTION 28, T7N, R4W
ALLENDALE TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:



PROJECT NO:
17200623

SHEET NO:
C-101





Resolution 2021-03
Board of Review-Authorizing Filing of Protest by Letter

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held virtually due to Michigan Department of Health and Human Services directives due to COVID-19, on February 22, 2021.

Present:

Absent:

The following resolution was offered:

Motioned by _____ and supported by _____.

BE IT RESOLVED that in order to ease the burden on taxpayers, the Assessor and the Board of Review, and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, Allendale Charter Township hereby resolves, according to provisions of MCL 211.30 (8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first day in February until it adjourns from the public hearings for which it meets to hear such protests.

All notices of assessment change and all advertisements of the Board of Review meets are to include a statement that the resident taxpayers may protest by letter to the Board of Review.

YEAS

NAYS:

Resolution declared adopted on February 22, 2021.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor