

**Minutes of the regular meeting of the Georgetown Township Planning Commission, held
Wednesday, March 2, 2022**

Meeting called to order by Chairperson Samy at 7:00 p.m.

Present: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael
Moores

Absent: Kelly Kuiper

Also present: Victor Vuong, Zoning Administrator

#220302-01 – Kelly Kuiper’s Acceptance of Secretary Nomination

Kelly Kuiper sent an email to the Zoning Administrator and provided a letter stating she accepts the nomination for Secretary.

#220302-02 – Planning Commission Agenda for March 2, 2022

Moved by Gary Veldink, seconded by Jessica Ulberg, to approve the agenda as submitted.

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael
Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-03 – Minutes of the January 5, 2022 Planning Commission Meeting

Moved by Gary Veldink, seconded by Jessica Ulberg, to approve the minutes as presented.

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael
Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-04 – Public Hearing – (REZ2204) (Ordinance 2022-04): To change from Rural Residential (RR) to Low Density Residential (LDR) a parcel of land described as P.P. # 70-14-04-100-026, located at 9381 28th Ave., Georgetown Township, Ottawa County, Michigan.

Holly Swanson (the applicant) presented the [request](#) with the following comments:

- She has been waiting until the property across the street from her to get rezoned so she can apply to rezone her property as well. Her intent is to split the lots and sell both of them.

The Zoning Administrator presented the [staff report](#).

There were no comments or questions from the Planning Commission.

The Chairperson opened the public hearing.

No one from the public made public comments at this time.

The Chairperson closed the public hearing.

Gary Veldink asked will this property fall under the Sidewalk Ordinance?

The Zoning Administrator said no, because it is not part of a plat.

Moved by Jeannine Bolhouse, seconded by Gary Veldink, to adopt the staff report as finding of fact and to recommend to the Township Board to approve the following resolution:

**Georgetown Chapter Township
Ottawa County, Michigan
(Ordinance No. 2022-04)**

At a regular meeting of the Georgetown Charter Township Board held at the Township offices on _____, 2022, beginning at 7:00 p.m., Township Board Member _____ made a motion to adopt this Ordinance because the proposed zoning designation is **consistent** with the Master plan and the Future Land Use Map for the area; the area is **capable** of sustaining the uses within the LDR district without additional public funds; the uses allowed within the LDR district are **compatible** with the neighboring uses and to adopt the staff report as finding of fact, which motion was seconded by Township Board Member _____:

**AN AMENDMENT TO THE GEORGETOWN CHARTER TOWNSHIP
ZONING ORDINANCE, AS AMENDED, AND MAP**

THE CHARTER TOWNSHIP OF GEORGETOWN (the “Township”) ORDAINS:

ARTICLE 1. The map of the Georgetown Charter Township Zoning Ordinance, as amended, is hereby amended to read as follows:

(REZ2204) (Ordinance 2022-04): To change from Rural Residential (RR) to Low Density Residential (LDR) a parcel of land described as P.P. # 70-14-04-100-026, located 9381 28th Ave., Georgetown Township, Ottawa County, Michigan.

Except as expressly modified by the above, the balance of the Zoning Map of the Georgetown Charter Township Zoning Ordinance, as amended, shall remain unchanged and in full force and effect.

ARTICLE 2. Severability. In the event that any one or more sections, provisions, phrases, or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall

not affect the validity or the enforceability of the remaining sections, provisions, phrases, or other words of this Ordinance.

ARTICLE 3. Except as specified above, the balance of the Georgetown Charter Township Zoning Ordinance, as amended, and map shall remain unchanged and in full force and effect.

ARTICLE 4. Effective Date. The provisions of this Ordinance shall take effect upon the expiration of seven (7) days from the date of publication after the adoption of this Ordinance or a summary of its provisions in accordance with the law.

The vote in favor of adopting this Ordinance was as follows:

Yeas:
Nays:
Absent:

MOTION CARRIED UNANIMOUSLY AND ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by Georgetown Charter Township Board at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Dated: _____, 2022

By _____
Ryan Kidd
Georgetown Charter Township Clerk

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-05 – (PUD2101-02) Final development plan for the Preliminary Plat of Lowing Woods No. 13 for West Michigan Development Company and Ottawa Land Investments LLC, on the following parcel of land that is zoned PUD: part of P.P. # 70-14-04-300-030 located at 3024 Fillmore St., Georgetown Township, Ottawa County, Michigan.

Rick Pulaski of Nederveld, represented the applicant and presented the request ([application](#), [plans](#)) with the following comments:

- This is the next phase of the Lowing Woods PUD and it’s going to be a plat. They’ll be going through the platting process.

The Zoning Administrator presented the [staff report](#).

Tom Healy said this plan appears to be consistent with what the Planning Commission have seen from the Lowing Woods project in the past and they've always met the standards.

The Chairperson opened the floor to public comments.

No one from the public made public comments at this time.

The Chairperson closed the floor to public comments.

Gary Veldink asked if there's any idea when traffic will start to kick out to other roads?

Rick Pulaski said the next phase will start to work its way to the west.

Moved by Gary Veldink, seconded by Jessica Ulberg, to adopt the staff report as finding of fact and to approve the final development plan for (PUD2101-02), West Michigan Development Company, Ottawa Land Investments LLC, to recommend to the Township Board to grant tentative preliminary plat approval of the overall Preliminary Plat of Lowing Woods No. 13, on the following parcels of land that are zoned PUD: part of P.P. # 70-14-04-300-030 located at 3024 Fillmore St., Georgetown Township, Ottawa County, Michigan, as shown on the following:

- a. **Final Preliminary Plat – Overall PUD Site Plan, Sheet C-101, dated 1/20/2022;**
- b. **Final Preliminary Plat – Site Layout Plan, Sheet C-102, dated 1/20/2022;**
- c. **Final Preliminary Plat – Grading & Utilities Plan, Sheet C-103, dated 1/20/2022;**

On the basis that the following are met:

- a. **The proposed PUD complies with all qualifying conditions of Section 22.2.**
- b. **The proposed PUD is compatible with surrounding uses of land, the natural environment, and the capacities of public services and facilities affected by the development.**
- c. **The proposed uses within the PUD will not possess conditions or effects that would be injurious to the public health, safety, or welfare of the community.**
- d. **The proposed project is consistent with the spirit and intent of the PUD District, as described in Section 22.1 and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning.**
- e. **The proposed PUD meets all the site plan requirements of Chapter 22 including Section 22.8, D.**
- f. **The plan meets the ordinance requirements of Sec. 22.10.**

And with the following conditions:

- a. **A recorded PUD agreement (according to Sec. 22.11) is submitted prior to the submission of building permit applications for this phase.**
- b. **Sign permits must be obtained for ALL signs. Any signs not expressly approved with the PUD MUST meet ordinance requirements. No sign shall be located within the road right-of-way (other than signs approved by the Road Commission for use in the road right-of-way). Any sign not approved with the PUD and not allowed by the ordinance must be**

- removed immediately or changed to a conforming sign. All previous approvals for signs remain in effect.**
- c. The location, type and size of all proposed landscaping and site amenities (art work, fences, gateway features, etc.) were approved with previous approvals and remain in effect.**
 - d. Approval from the Ottawa County Water Resources Commission is required.**
 - e. The individual building envelopes appear to meet the minimum standards of the PUD setbacks with 25-foot front, 25-foot rear, and 7-foot side setbacks. However, each building permit application will be reviewed at the time it is submitted for conformance for each individual site. All the lots in this phase meet the PUD’s required minimum lot width of 60 feet.**
 - f. Open space shall be maintained by the developer and/or homeowner’s association.**
 - g. All outstanding fees shall be paid prior to any building permits being issued.**

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-06 – Public Hearing – The layout of the Preliminary Plat of Lowing Woods No. 13, part of P.P. # 70-14-04-300-030 located at 3024 Fillmore St., zoned Planned Unit Development (PUD), Georgetown Township, Ottawa County, Michigan.

Rick Pulaski of Nederveld, represented the applicant and presented the request ([application, plans](#)).

The Zoning Administrator presented the [staff report](#).

There were no comments or questions from the Planning Commission.

The Chairperson opened the public hearing.

No one from the public made public comments at this time.

The Chairperson closed the public hearing.

Moved by Gary Veldink, seconded by Jessica Ulberg, to adopt the staff report as finding of facts and to recommend to the Township Board to grant tentative preliminary plat approval of Lowing Woods No. 13, based on the findings that Township Ordinances have been met, as shown on the following documents;

- a. Sheet C-101, dated 01.20.22,**
- b. Sheet C-102, dated 01.20.22,**
- c. Sheet C-103, dated 01.20.22,**

And with the following conditions:

- a. **All previous approvals for signs remain in effect. Signage must meet previous approvals and sign permits must be obtained for all new signs (other than signs approved by the Road Commission for use in the road right-of-way).**
- b. **The individual building envelopes appear to meet the minimum standards of the PUD setbacks with 25 foot front, 25 foot rear and 7 foot side setbacks. However, each building permit application will be reviewed at the time it is submitted for conformance for each individual site.**
- c. **Sidewalks will be constructed per applicable Township Ordinances.**
- d. **All lighting shall be shielded from all adjacent properties.**
- e. **Attached garages with a minimum of 400 square feet shall be provided.**
- f. **The open space shall be maintained by the developer and/or an association.**

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-07 – Public Hearing – (PUD2201) (REZ2203) (Ordinance No. 2022-03) Gleneagle PUD is requesting approval of a revised preliminary development plan and one final development plan, to change the two 2-unit condominiums to one 4-unit townhome in the Gleneagle Killbride phase, which amends the current PUD requirements, on a parcel of land described as P.P. # 70-14-26-400-059, located at 5923 8th Ave., Georgetown Township, Ottawa County, Michigan.

Don De Groot of Exxel Engineering, represented the applicant and presented the request ([application](#), [narrative](#), plans: [C-101](#), [C-104](#), [C-105](#), [supplement](#), [townhome building](#), [landscaping plan](#)) with the following comments:

- He is accompanied by Joe Byker of the Gleneagle PUD and Steve Hunderman of Eagle Creek Homes. The currently approved existing PUD shows this portion as two 2-unit buildings and they are requesting to change it to one 4-unit building. Joe Byker will sell a portion of the property to Steve Hunderman. The site that the townhome sits on is about half an acre. There is an existing easement to the north so there won't be a curb cut on 8th Avenue. Sidewalks will be put in and public water and sanitary sewer are available. They are proposing an additional alternate for access to units 2 and 3 with the drive just north of the townhome. They're also requesting deviations to have smaller garages on the townhome and a smaller lot size for the townhome in the Gleneagle Killbride phase.

The Zoning Administrator presented the [staff report](#).

Tom Healy asked about the driveway access, is the intention to construct both?

Joe Byker said they currently have an easement with the apartments from the north to put in one curb cut along the driveway. They can do it as shown on the plans, but their preference is to have two curb cuts. They only have the right for one curb cut so they are hoping to work something out with the apartments.

Tom Healy asked what is the intention with the area of land to the south of the townhome?

Joe Byker said that area is wetlands so it will remain as is. The frontage of that area on 8th Avenue is about 95 feet. The areas to the south and west of the townhome is primarily wetlands. A railroad company that owned this property way back in the day constructed a berm and culvert to the west of the townhome’s proposed location.

Tom Healy asked why isn’t all that extra area included with the townhome’s proposed lot?

Joe Byker said the first reason is the remaining area needs to keep frontage along 8th Avenue to leave open the option of splitting off units 2 and 3. The second reason is if they want to bring utilities to the rest of the PUD through the area south of the townhome, they’ll have that frontage available. It’s not feasible to bring high pressure through that area. It’s for flexibility for the PUD.

Gary Veldink asked do the other two-family buildings in the PUD have larger garages?

Don De Groot said the existing PUD requires larger garages. The townhome will be a smaller building, but will still have a minimum of 800 sf for each unit. The market they are targeting is more geared for single stall garages.

The Chairperson opened the public hearing.

No one from the public made public comments at this time.

The Chairperson closed the public hearing.

Tom Healy said given the situation of the property because of the wetlands south of the townhome, it’s a unique situation where the Zoning Board of Appeals would likely consider granting a variance for. Due to the uniqueness of the property, it makes sense for the Planning Commission to approve the reduced acreage for the townhome.

Moved by Tom Healy, seconded by Michael Moores, to adopt the staff report as finding of fact and to recommend to the Township Board to approve the following resolution:

**Georgetown Charter Township
Ottawa County, Michigan
(Ordinance No. 2022-03)**

At a regular meeting of the Georgetown Charter Township Board held at the Township offices on _____, 2022, beginning at 7:00 p.m. and after the second public hearing was held, Township Board Member _____ made a motion to adopt the staff report as finding of fact and to adopt this Ordinance, as recommended by the Planning Commission, which motion was seconded by Township Board Member _____:

**AN AMENDMENT TO THE GEORGETOWN CHARTER TOWNSHIP
ZONING ORDINANCE, AS AMENDED, AND MAP**

THE CHARTER TOWNSHIP OF GEORGETOWN (the “Township”) ORDAINS:

ARTICLE 1. The map of the Georgetown Charter Township Zoning Ordinance, as amended, is hereby amended to read as follows:

(PUD2201) (REZ2203) (Ordinance No. 2022-03) Gleneagle PUD, to have revised preliminary development plan approval to change two 2-unit condominiums to one 4-unit townhome in the Gleneagle Killbride phase, which amends the current PUD requirements, on a parcel of land described as P.P. # 70-14-26-400-059, located at 5923 8th Ave., Georgetown Township, Ottawa County, Michigan, as shown on the following documents:

1. Application and narrative dated 1-26-2022;
2. Sheet No. C-101, Site Layout Plan dated revised 2-22-2022;
3. Sheet No. C-104, Overall PUD & Phasing Plan dated revised 1-24-2022;
4. Sheet No. C-105, Green Space Exhibit dated revised 1-24-2022;
5. Supplement to Overall PUD Plans/Final Site Plan dated 1-27-2022;

Based on the determinations that:

1. **The proposal is consistent with the Master Plan.**
2. **The proposal meets the ordinance requirement for pedestrian walkways.**
3. **The proposal meets the ordinance requirement for architecture.**
4. **The proposal meets the ordinance requirement for traffic.**
5. **The proposal meets the ordinance requirement for open space.**
6. **The proposal meets the ordinance requirement for uses that are allowed.**
7. **The proposal meets the standards of approval.**

Based on the findings that:

1. The information as per Sec. 22.5 is provided.
2. The plan meets the ordinance requirements of Sec. 22.10 as follows:
 - a. The qualifying conditions in Sec. 22.2 are met;
 - b. The proposed PUD is compatible with surrounding uses of land, the natural environment, and the capacities of public services and facilities affected by the development;
 - c. The proposed uses within the PUD will not possess conditions or effects that would be injurious to the public health, safety, or welfare of the community;
 - d. The proposed project is consistent with the spirit and intent of the PUD District, as described in Section 22.1 and represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning;
 - e. The proposed PUD meets all the site plan requirements of Chapter 22 including Section 22.8, D.
3. The deviations, regulatory modification from traditional district requirements, are approved through a finding by the Planning Commission that the deviations shall result in a higher quality of development than would be possible using conventional zoning standards. Deviations are as follows:
 - Required: 30-foot front yard setback.

- Previously approved: A minimum of 25-foot front yard setback for lots throughout the PUD, except for a minimum of 21 feet for the 10 buildings in Phase 2 adjacent to Castlebay Way due to the major elevation changes in the rear yard.
- Required: 100-foot setback from the centerline of 8th Ave.
 - Previously approved: 103 feet from the centerline for buildings, but 56 feet for the shared driveway.
- Required: 15-foot side yard setback.
 - Previously approved: Total of 20 feet between buildings.
- Required: 30-foot rear yard setback.
 - Previously approved: A minimum of 25-foot rear yard setback.
- Required: Chapter 24 Footnote (J) requires a minimum of 25 feet between ends of contiguous buildings.
 - Previously approved: A minimum distance from side-to-side of the buildings of 20 feet and a minimum distance from rear-to-rear of the buildings of 40 feet.
- **Required: Minimum site of 1 acre for the townhome per Chapter 24 Footnote (G).**
 - **Proposed: 21,300 sf excluding the road right-of-way. This deviation is to allow the townhome to meet the lot area requirement to be split off in the future.**

And with the following conditions:

1. **As per Sec. 22.2(B), the site will be serviced by public water and sanitary sewer, which is to be coordinated with the Department of Public Works.**
2. **A Storm Water Drain Permit (written approval by the Drain Commissioner's office) shall be submitted to the Township prior to the submission of any building permit applications for phases that have not already obtained a Storm Water Drain Permit as well as final development approval.**
3. **As per Sec. 22.11, a recorded PUD agreement shall be submitted. The agreement shall be submitted to the Township prior to the submission of any building permit applications for phases that have not already gained final development plan approval.**
4. **Approved permits are required for all signs within the PUD and all signs shall meet the details listed in the submittal documents or in ordinance standards.**
5. **Units 1, 2, and 3 in Gleneagle Killbride are subject to lot split application submission and approval. Lot widths and areas shall be provided.**
6. **Landscaping of eleven trees shall be provided along the frontage of 8th Ave.**
7. **All other previous approvals and conditions of approvals of the entire Gleneagle PUD remain in effect since this request only pertains to Gleneagle Killbride.**

ARTICLE 2. Severability. In the event that any one or more sections, provisions, phrases, or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions, phrases, or other words of this Ordinance.

ARTICLE 3. Except as specified above, the balance of the Georgetown Charter Township Zoning Ordinance, as amended, and map shall remain unchanged and in full force and effect.

ARTICLE 4. Effective Date. The provisions of this Ordinance shall take effect upon the expiration of seven (7) days from the date of publication of this Ordinance or a summary of its provisions in accordance with the law.

The vote in favor of adopting this Ordinance was as follows:

Yeas:
Nays:
Absent:

MOTION CARRIED UNANIMOUSLY AND ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by Georgetown Charter Township Board at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Dated: _____, 2022

By _____
Ryan Kidd
Georgetown Charter Township Clerk

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

Moved by Gary Veldink, seconded by Jessica Ulberg, to adopt the staff report as finding of facts and to approve the final development plan to construct a townhome in the Gleneagle Killbride phase in the (PUD2201) Gleneagle PUD, based on compliance with ordinance standards, as shown on the following documents:

- 1. Application and narrative dated 1-26-2022;**
- 2. Sheet No. C-101, Site Layout Plan dated revised 2-22-2022;**
- 3. Sheet No. C-104, Overall PUD & Phasing Plan dated revised 1-24-2022;**
- 4. Sheet No. C-105, Green Space Exhibit dated revised 1-24-2022;**
- 5. Supplement to Overall PUD Plans/Final Site Plan dated 1-27-2022;**

And with the following conditions:

- 1. As per Sec. 22.2(B), the site will be serviced by public water and sanitary sewer, which is to be coordinated with the Department of Public Works.**

2. **A Storm Water Drain Permit (written approval by the Drain Commissioner's office) shall be submitted to the Township prior to the submission of any building permit applications for this phase.**
3. **As per Sec. 22.11, a recorded PUD agreement shall be submitted. The agreement shall be submitted to the Township prior to the submission of any building permit applications for this phase.**
4. **Approved permits are required for all signs and all signs shall meet ordinance standards if one is applied for in the future.**
5. **Units 1, 2, and 3 in Gleneagle Killbride are subject to lot split application submission and approval. Lot widths and areas shall be provided.**
6. **Landscaping of eleven trees shall be provided along the frontage of 8th Ave.**
7. **The townhome shall have a minimum of 800 sf per unit and 247 sf single stall attached garage.**
8. **Approval of the final development plan is contingent upon the Township Board approving the revised preliminary development plan.**

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-08 – Consideration of the [2021 Planning Commission Annual Report](#)

Moved by Gary Veldink, seconded by Jessica Ulberg, to approve the 2021 Planning Commission Annual Report and forward it to the Township Board.

Yeas: Jeannine Bolhouse, Tom Healy, Gary Veldink, Josiah Samy, Jessica Ulberg, Michael Moores

Nays: None

MOTION CARRIED UNANIMOUSLY.

#220302-09 – Public Comments

No one from the public made public comments at this time.

#220302-10 – Other Business

There was no other business at this time.

#220302-11 – Adjournment – The meeting was adjourned at 7:44 p.m.

MOTION CARRIED UNANIMOUSLY.