



**THORNAPPLE TOWNSHIP  
PLANNING COMMISSION  
Meeting Agenda  
Monday, March 24, 2025  
7:00 P.M.**

- 1. Call to Order (7:00 P.M.)**
- 2. Approval of Agenda:**
- 3. Approval of Minutes** November 25, 2024
- 4. Citizen Comments:**
- 5. Public Hearings:**
- 6. New Business:**
  - a. Nathan Mehmed, Williams & Works – Ordinance project
  - b. Cornerstone Estates Site Condo review prior to scheduling an SLU public hearing (plans in the office if you'd like to see ahead of time)
- 7. Unfinished Business:**
- 8. Committee Reports:**
  - a. Ordinance Committee – *[Kilgore, Finkbeiner, Rairigh, Gasper (alt)]*
  - b. Site Plan Committee – *[Finkbeiner, Denton, Wandrie, Hansson (alt)]*
  - c. Joint Planning Committee – *[Rairigh, Gasper, Denton, Kilgore (alt)]*
- 9. Administrator's Report:**
  - a. Zoning Ordinance Audit – Committee should meet for review of some ordinances
  - b. Zoning Report – see attached
  - c. Code Enforcement Report – Junk veh-removed, Acc Bldg, no permit secured, citation issued as it was 2<sup>nd</sup> offense, wandering chickens - spoke to homeowner to get permitted.
- 10. Commissioner Comments:**
- 11. Adjournment**

# THORNAPPLE TOWNSHIP PLANNING COMMISSION

## Regular Meeting, November 25, 2024

1. Call to Order:

- a. The meeting was called to order by Chairperson Tom Kilgore at 7:00 p.m. at the Thornapple Township Hall located at 200 East Main Street Middleville, Michigan 49333.
- b. Present: Bryan Finkbeiner, Elaine Denton, Linda Gasper, Tom Kilgore, Sandy Rairigh, Craig Wandrie and Elizabeth Hansson (7:04 p.m.). Also present: Phil Gensterblum and Brenda Hess.

2. Approval of Agenda:

**MOTION** by Gasper, **SUPPORT** by Rairigh. **MOTION CARRIED** with 6 yes voice votes.

3. Approval of Minutes:

**MOTION** by Gasper **SUPPORT** by Finkbeiner to approve the October 28, 2024, meeting minutes with corrections. Corrections include removal of a sentence from item eight letter B, and the renumbering items eight through eleven to coincide with the Agenda. **MOTION CARRIED** with 6 yes voice votes.

4. Citizen Comments: None.

5. Public Hearings: None.

6. New Business: None.

7. Unfinished Business: Discussion/Resolution Plan for Non-Compliance Within Watershed Areas – Discussion centered around the motion by the Planning Commission recommending the Thornapple Township Board of Trustees send a letter to all waterfront property owners regarding the required setback for accessory buildings. Rairigh disseminated copies of Zoning Ordinance Section 14.5 – Overlay District Regulations to the group. Gensterblum reported the request did not reach the Board after it was given to the Township Supervisor. It was noted procedurally that the Board should have received the request and then, if needed, it could be returned to the Planning Commission for further action. The motion from the previous meeting was reviewed. The group consensus was the Supervisor should have given the request to the Board. Gensterblum discussed a letter from legal counsel, Jeff Sluggett, which outlined his recommendations regarding the letter to the property owners in question. It was noted Planning Commission minutes are included in Board packets but might inadvertently be overlooked and members might not have known about the request. After further discussion,

**MOTION** by Finkbeiner, **SUPPORT** by Wandrie to send the original motion of October 28, 2024 back to the Thornapple Township Board for action. **Roll Call Vote:** Finkbeiner: yes, Denton: yes, Gasper: yes, Hansson: yes, Kilgore: yes, Rairigh: yes, Wandrie: yes. **MOTION CARRIED** with 7 yes votes.

8. Committee Reports:
  - a. Ordinance Committee – [Kilgore, Finkbeiner, Rairigh, Gaster (alt)] – None
  - b. Site Plan Committee – [Finkbeiner, Denton, Wandrie, Hansson (alt)] – None
  - c. Joint Planning Committee – [Rairigh, Gasper, Denton, Kilgore (alt)] - None
  
9. Administrator’s Report: Gensterblum reported that it has been quiet in the zoning department since the last meeting with approximately three applications being received. There will be no meeting in December.
  - a. Zoning Ordinance Audit: None
  - b. Zoning Report: None
  - c. Code Enforcement Report: None
  
10. Commissioner Comments: An inquiry was made regarding Special Use #173 and Gensterblum reported there had been no communication.
  
11. Adjournment:

**MOTION** by Finkbeiner, **SUPPORT** by Gasper to adjourn the meeting at 7:43 p.m. **MOTION CARRIED** with 7 voice votes.

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Sandra Rairigh, Secretary

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Brenda Hess, Recording Secretary

Approved \_\_\_\_\_

**ARTICLE V:**

**“RR” RURAL RESIDENTIAL ZONING DISTRICT**

**Section 5.1 Description and Purpose**

A residential zoning district intended for outlying areas of the Township in which public sanitary sewer or water supply services are unlikely.

**Section 5.2 Permitted Land Uses**

Land and buildings in the “RR” Rural-Residential District may be used by right for the following purposes only:

- (a) Greenhouse, nursery, orchard, vineyard, tree farm and apiary.
- (b) Family daycare home for not more than six minor children.
- (c) Adult foster care family homes for not more than six adults.
- (d) Single family dwelling.
- (e) Common open space residential development, subject to requirements of Section 21.38.
- (f) Farm and farming activities conducted in accordance with generally accepted agricultural and management practices approved by the Michigan Commission of Agriculture, except intensive livestock operations.

**Section 5.3 Special Land Uses**

The following uses of land and buildings may be permitted when authorized as a special land use by the Planning Commission, subject to regulations contained in Article XIX.

- (a) Adult foster care for 7-12 adults.
- (b) Bed and breakfast establishment.
- (c) Campground.
- (d) Church, synagogue, temple, mosque and any other recognized place of worship.
- (e) Communication tower and antenna.
- (f) Farm market with roadside stand.
- (g) Golf course, country club.
- (h) Greenhouse and nursery accessory retail store.
- (i) Group day care for 7-12 minor children.
- (j) Home-based business.
- (k) Kennel.
- (l) Land Division creating 5 or more new lots or parcels.
- (m) Private road serving 5 or more lots or parcels.
- (n) Public and institutional use.
- (o) Public and private K-12 school.
- (p) Publicly owned park, playground, recreation area and athletic ground.

- (q) Site Condominium that is not a common open space residential development.
- (r) Subdivision that is not a common open space residential development.
- (s) Essential services building.
- (t) Accessory dwelling for the use of individuals requiring special care [amended 4-28-2018]

#### **Section 5.4 Other Land Uses**

The following other land uses may be permitted as provided in this Ordinance:

- (a) Customary accessory use as regulated in this Ordinance.
- (b) Temporary use as regulated by this Ordinance.

#### **Section 5.5 “RR” Rural Residential Zoning District Regulations**

Land divisions, buildings and structures in the “RR” Rural Residential District shall comply with the following requirements unless expressly provided otherwise in this Ordinance:

- (a) **Minimum Lot Area and Width.** One and one-half acres and 175 feet; provided, however, that a lot or parcel of land which is platted or otherwise recorded in the records of the Barry County Register of Deeds as of the effective date of this section may be used for one single family detached dwelling if it has a minimum of 25,000 square feet and a minimum width of 120 feet, but further provided that this provision pertaining to a lot or parcel of record at the effective date of this ordinance shall apply only for a period of five years from the effective date and shall be of no effect thereafter.
- (b) **Minimum Required Building Setbacks.**
  - (1) **Front Yard.** There shall be a minimum front yard building setback of 40 feet.
  - (2) **Side Yard.** Side yard building setback shall not be less than 20 feet.
  - (3) **Rear Yard.** There shall be a minimum rear yard building setback of 35 feet.
  - (4) **Maximum Height.** No building or structure shall exceed 35 feet in height, except permitted communications antennas and towers.
- (c) **Minimum Floor Area for Dwelling.** Each single family dwelling hereafter constructed shall meet requirements of Section 21.9 herein.

#### **Section 5.6 Parking Regulations**

All uses of land and buildings in this District shall conform to applicable parking and loading regulations contained in Article XXIII.

MIN PARKING FOR 2 VEHICLES

#### **Section 5.7 Sign Regulations N/A**

All signs in this District shall conform to applicable sign regulations contained in Article XXIV.

**Section 5.8 Site Plan Review**

All uses of land and buildings in this District shall conform to applicable site plan content and review requirements contained in Article XX.

**Section 5.9 Landscape Standards**

All uses of land and buildings in this District shall conform to applicable landscape standards contained in Article XXV.

MINIMALLY APPLIES - BASICALLY  
JUST NON-PERMITTED  
TREES

**Section 5.10 Special Regulations**

- (a) Overlay Districts. Lands in the “RR” District that are also located in any “NR”, “WP”, or “AM” Overlay District shall also comply with terms of applicable overlay district(s).
- ✓ (b) Prior to final approval by the Planning Commission, of any residential development in the “RR” district consisting of 5 or more new parcels or lots, each such parcel or lot shall have an approved site evaluation issued by the Barry-Eaton District Health Department.
- (c) Private roads serving 1-4 parcels of land may be reviewed and approved by the Zoning Administrator, subject to compliance with private road standards within this Ordinance.

**Sections 5.11 – 5.99 [Reserved]**

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### **Section 19.62 Site Condominium Subdivision**

Each site condominium subdivision intended for development under terms of 59 PA 1978 [MCL 559.101 et seq.], as amended, shall conform to the following standards:

- (a) Conformance with requirements of Section 21.30 of this Ordinance.
- (b) Prior to a formal application for special land use and project approval, the proprietor/developer shall present a sketch plan concept to the Planning Commission for a pre-application review by the Commission. Comments and recommendations offered by the Commission relating to the project concept shall be considered when preparing preliminary project plans.



### **Section 21.30 Plat and Site Condominium Subdivision Regulations**

For any parcel of land on which a plat under 288 PA 1967, as amended and 591 PA 1996, [MCL 560.101 et seq] as amended, or a site condominium subdivision under 59 PA 1978, [MCL 559.101 et seq] as amended, the following requirements shall apply:

#### **(a) Procedure – Preliminary**

1. Completed application form.
2. A project location map, plan scale, north arrow and seal of the professional engineer.
3. Proposed internal street layout, cross-section and vertical alignment.
4. Lot or unit layout and dimensions in the form of a preliminary plat or site condominium plan.
5. Existing and proposed site grades.
6. Proposed drainage facilities.
7. Street and project signage.
8. Surface water features, wetland areas and woodland shall be depicted.
9. Draft deed restrictions or master deed.

✓ A preliminary Plat or Site Condominium plan shall be filed with the Zoning Administrator for review by the Planning Commission. The preliminary application for Plat or Site Condominium plan approval shall include:

The Planning Commission shall hold a duly noticed public hearing on the preliminary plat or site condominium. The Planning Commission will not take action on the plan until the public hearing minutes are reviewed and approved.

The Planning Commission may deny the plan with reasons stated, approve the plan or approve the plan with conditions.

#### **(b) Plat or Site Condominium Subdivisions Design Standards**

The following design standards shall apply to all Plat or Site Condominium developments:

(1) Private streets or roads are not permitted. All interior streets or roads shall be designed and constructed to meet standards of the Barry County Road Commission or other public agency with jurisdiction. Construction inspection of all internal streets or roads shall conform to requirements of the public agency with jurisdiction and shall be dedicated as public streets or roads.

(2) Storm drainage shall outlet to an established Barry County drain or on-site storm water retention shall be required. The storm water management design shall conform to best management practices and standards contained in Article XXII, Section 22.2.

✓ (3) For sites not served by public sanitary sewer, all proposed lots or units shall be evaluated by the Barry-Eaton District Health Department [BEDHD] as approved for on-site wastewater disposal. The Planning Commission shall not give approval to the preliminary plan until all lots or parcels have been approved by the B.E.D.H.D.

(4) Street lighting shall be required at each internal intersection.

(5) All utilities, including electric, gas, telephone, catv, etc. shall be placed underground in dedicated easements.



(6) Natural areas including surface water and wetlands on the site shall be included in common open space areas and shall not be included within any lot or unit, to the extent possible.

(7) Pedestrian facilities in the form of sidewalks shall be directly accessible from each lot or unit. Alternative common area pedestrian facilities may be allowed if approved by the Planning Commission.

(8) Other design standards as applicable within this Ordinance.

(c) Procedure – Final

Final plat or site condominium approval shall be filed with the Zoning Administrator for review by the Planning Commission

All required site improvements shall be completed at the time of Planning Commission review of the final Plat or Condominium Master Deed and plan.

The final plan shall be filed in recordable form.

The Planning Commission shall review the final plat or site condominium plan to verify all required improvements have been completed in accordance with the approved preliminary plan. If completed, the Planning Commission shall recommend to the Township Board final plat or site condominium plan approval.

The Township Board may deny with reasons stated, approve, or approve with conditions, the final plat or site condominium plan and Master Deed.

(d) Performance Guarantee

In lieu of completing all required site improvements, the proprietor may file a performance guaranty based on provisions of Section 20.9 of this Ordinance.

## **Section 21.9 Single-Family Dwellings Requirements for all Zoning Districts**

All single-family dwelling units built or located in the Township shall conform to the following requirements:

- (a) Each single-family residential building shall have a minimum exterior dimension of 20 feet on any side.
- (b) Each single-family residential building, when located on an approved foundation, shall have all wheels, towing mechanisms and tongues removed and no portion of the undercarriage shall be visible from outdoors.
- (c) All single-family structures shall be secured to the foundation and be watertight, as required by the applicable residential building code.
- (d) Additions to any building containing a dwelling unit shall meet requirements of the Michigan Residential Building Code.

## **Section 21.10 Floor Area Minimums for Dwellings in all Zoning Districts**

### **(a) Single-Family Detached Dwellings**

- (1) One-story dwellings shall have no less than 816 square feet of floor area.
- (2) One and one-half and 2 story dwellings shall have no less than 672 square feet of floor area on the first floor level.

### **(b) Two-Family Dwellings**

- (1) A one-story, 2 family building shall include no less than 600 square feet in each dwelling unit.
- (2) One and one-half and two-story, two-family buildings shall include no less than 500 square feet in each dwelling unit on the first floor level.

### **(c) Multiple-Family Dwellings**

- (1) Each dwelling unit within a residential building containing 3 or more dwelling units shall have a minimum floor area of 500 square feet.

### **(d) Dwellings within a Planned Unit Development**

- (1) Minimum floor area for all types of dwellings shall conform to this section, unless a different minimum floor area is approved by the Planning Commission for each type of dwelling unit. Approval of smaller floor area for any dwelling unit shall be based on review

of proposed exterior building finishes and proposed site landscaping. The objective of this incentive is to obtain higher quality exterior finishes and site landscaping in exchange for a smaller floor area.

**ARTICLE XXIII**

**PARKING AND LOADING STANDARDS**

**Section 23.1 Description and Purpose**

This article establishes minimum and maximum vehicle parking requirements by land use type, regardless of zoning district. Loading space, loading dock and loading area requirements are also established. It is the purpose of these regulations to assure each land use, development or redevelopment has sufficient vehicle parking, loading/unloading area and safe on-site circulation for vehicles and pedestrians.

Accommodation of shared parking facilities is provided among land uses that experience peak parking demands at different times of the day and week. Shared parking proposals are subject to Planning Commission approval.

The Planning Commission is authorized to waive the required minimum vehicle parking spaces to permit less than the required minimum on any parcel when un-built reserve parking is shown on the final site plan and, if built, would meet the required minimum number of vehicle parking spaces.

**Section 23.2 Minimum Vehicle Parking Space Requirements by Land Use**

In all zoning districts, there shall be provided a minimum number of vehicle parking spaces by land use as stated in Table 23.1.

**TABLE 23.1  
Minimum Parking Space Requirement**

LAND USE	MINIMUM PARKING SPACES REQUIRED
<b>Residential:</b>	
Single family detached dwelling unit	2 per dwelling unit
Single family attached dwelling unit	2 per dwelling unit
Two family building	2 per dwelling unit
<b>Multiple Family Occupancy:</b>	
Studio apartment	1.25 per unit
One bedroom apartment	1.5 per unit
Two or more bedroom apartment	2 per unit
Elderly housing, independent living	1 per unit
Elderly housing, assisted living	0.6 per unit
Boarding house	1 per room plus 2 for owner/manager
Group child day care	0.25 per child (licensed capacity)

## **ARTICLE XX**

### **SITE PLAN REVIEW**

#### **Section 20.1 Description and Purpose**

- (a) The purpose of this chapter is to provide standards and procedures under which applicants submit, and the Planning Commission would review, site development plans for land uses within the Township. Such review of site plans will help to assure compliance with the terms of this Ordinance and implementation of the goals and policies of the Thornapple Township 2007-2020 Master Plan.
- (b) This article provides standards by which the Planning Commission will consider the approval of site plans, including effect on existing land uses; vehicle traffic patterns; impact on natural features and natural resources; storm water drainage; access from public and private streets; placement of buildings and off-street parking areas; adequate water supply and wastewater disposal; the providing of open space; and a variety of other aspects of land development, including signs, exterior lighting, alteration of grades, fire protection and other relevant topics.

#### **Section 20.2 Land Uses Requiring Site Plan Review**

Site plan review by the Planning Commission shall be required for the following land uses and in the following circumstances:

- (a) Any use of land or building requiring more than four parking spaces in any Agricultural or Residential Zoning District.
- (b) New land use, building or building addition in any Office, Commercial or Industrial Zoning District.
- (c) Special Land uses.
- (d) Site condominiums, subdivisions, and other forms of condominium development.
- (e) Planned Unit Development and Non-contiguous Planned Unit Development.
- (f) Common Open Space Residential Developments [O.S.R.D.].
- (g) A change in land use, in whole or in part, where the new, revised or augmented land use is subject to site plan review under the terms of this chapter whether or not site plan approval was given for any part of the existing land use including, but not limited to, the following:
  - (1) A change in the existing land use that is more than a minor change (and that does not qualify as a minor change under Section 20.10(c)) in or with respect to any of the following:
    - (i) The principal building(s) or other principal structure(s).
    - (ii) The means or location of vehicle access to the land.
    - (iii) An increase or decrease in the area of the land.
    - (iv) The addition of a building or structure.

- (v) The addition of one or more land uses, including the addition of an additional business or commercial use.
- (vi) A change in the principal building or principal structure, including a change in area, height, façade or other significant aspect thereof.
- (vii) An increase or reduction in the size or configuration of off-street parking area.
- (viii) An addition to or reduction in outdoor lighting fixtures or addition of outdoor mechanical equipment.
- (ix) Any other change in the existing land use that does not qualify as a minor change under the terms of Section 20.10(c) of this Ordinance.

### **Section 20.3 Land Uses Exempt From Site Plan Review**

The following land uses are exempt from site plan review:

- (a) Single family dwellings.
- (b) Farms, farm buildings and farm structures.
- (c) Permitted residential accessory buildings, except those for which special land use approval is required.

### **Section 20.4 Application for Site Plan Review**

An application for site plan review shall be submitted to the Zoning Administrator, together with a site plan complying with the requirements of this section and other applicable provisions of this Ordinance.

- (a) **Contents of Application.** The application for site plan review shall include at least the following information:
  - (1) The applicant's name, business address and telephone number.
  - (2) The name and address of the owner(s) of record if the applicant is not the owner of record and the signature of the owner(s)
  - (3) The address and property tax identification number of the property.
  - (4) The name and address of the engineer, architect and/or land surveyor.
  - (5) A location sketch drawn at a scale of 1" = 100' with North arrow.
  - (6) A completion time schedule of proposed construction; proposed phases of development.
  - (7) A written statement describing impacts on existing infrastructure (including traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands.
  - (8) The property owner's signed consent for the Township representatives to enter and inspect the property for site plan review purposes.

(b) **Contents of Site Plan.** The site plan shall consist of a scaled drawing showing the site and all land within 300 feet of the site. Each site plan shall state or depict the following:

- (1) The legal description of the property.
- (2) The area (in acres) of the property shall be stated (1) as the total acreage of the entire property; and (2) the area within the property that is proposed to be developed and, secondly, the area or areas of the property that are proposed to remain undeveloped. Such undeveloped areas shall include all areas which, under the terms of this Ordinance, are not permitted to be developed, whether by reason of water bodies or wetlands, areas of steep slopes, street rights-of-way, private easements or otherwise.
- (3) Existing and proposed property lines, dimensions thereof, and building setback lines.
- (4) The location and dimensions of existing and proposed buildings and structures.
- (5) Proposed uses of buildings and other structures.
- (6) Existing and proposed topographic contours at 2 foot intervals.
- (7) Location and type of existing soils and locations of soil borings.
- (8) Significant existing vegetation and other significant natural features.
- (9) Existing and proposed watercourses and water bodies.
- (10) Existing public and private streets, and street rights-of-way; existing access easements.
- (11) Proposed streets and drives; curb cuts and access easements; acceleration, deceleration and passing lanes and sidewalks.
- (12) Existing uses, buildings, structures, driveways and off-street parking areas within 300 feet of the subject property; boundaries and zoning of abutting lands.
- (13) Proposed off-street parking areas and off-street loading and unloading areas.
- (14) Existing and proposed water supply and sanitary sewage disposal facilities, including proposed septic systems and drain fields, and proposed public or community sanitary sewer and/or water supply systems and the components thereof.
- (15) Proposed storm water management systems, including storm sewers, retention and/or detention ponds, storm water discharge areas and other storm water management measures.
- (16) Public utilities on and for the site, including natural gas, electric, cable television and telephone.
- (17) Buildings and other facilities for public or community use.
- (18) Proposed landscaping including proposed size of new trees and other plantings and description and location of existing landscaping to be retained shall be indicated.
- (19) Signs, including location, size, height and drawings thereof.



- (20) Outdoor lighting, including location, type and height of fixtures, area of illumination and shielding measures used.
  - (21) Fences, walls and other screening features.
  - (22) Refuse and service areas, including screening measures for trash receptacles.
  - (23) Open space and recreation areas.
  - (24) Identification of any significant scenic views into or from the site and to or from adjoining lands.
  - (25) Delineation of the 100-year floodplain and any proposed uses therein.
  - (26) Delineation of regulated wetlands, if any.
  - (27) Typical elevation views of the front, side and rear of each building.
  - (28) Preliminary architectural sketch of buildings and structures and/or a written description of type of construction and exterior materials to be used in proposed buildings and structures.
  - (29) Seal of the registered engineer, architect, or land surveyor who prepared the site plan.
  - (30) Deed restrictions, master deed restrictions, condominium by-laws and private road maintenance agreement, as applicable.
  - (31) Additional information which the Planning Commission may request and which is reasonably necessary to evaluate the site plan.
- (c) The Planning Commission, in its discretion, may waive any element, component or other matters otherwise required to be included in a site plan or a site plan application, if such matters are not deemed necessary for the Planning Commission's review and consideration of the land use or development that is the subject of the site plan. In its approval or other action with respect to the site plan, the Planning Commission shall state the required parts of the site plan which it determines can be waived.
- (d) An environmental impact study may be required at the discretion of the Planning Commission.
- (e) Access drive location approval from the road agency with jurisdiction.
- (f) A site plan need not include such detail with respect to buildings, structures, utility and storm water systems and other features as would require preparation of detailed construction drawings or other highly detailed submissions, such as would normally be required for issuance of building permits; provided, however, that in its discretion, the Planning Commission may require more detailed submissions with respect to particular buildings, structures or other features if such more detailed information is reasonably necessary for a sufficient review of the proposed land use.

**Section 20.5 Procedure for Consideration and Review of Site Plans**

The procedure for considering site plans shall be as follows:

- (a) One Copy of a completed application form and 14 copies of a proposed site plan shall be submitted to the Zoning Administrator. One copy of the application form and the proposed site plan shall be submitted to the Fire Chief and also to the Engineer. The required application fee shall be paid, and the required zoning escrow deposit shall be made, at the time of submission of the application and site plan.
- (b) The application and site plan shall be reviewed by the Zoning Administrator to determine whether the plan sufficiently complies with Section 20.4(b) and thus whether it is ready for consideration by the Planning Commission.
- (c) After review of the site plan and application by the Zoning Administrator and determination that the submitted materials are complete, the site plan and application shall be forwarded to the Site Plan Review Committee of the Planning Commission. The Committee shall meet with the applicant and Zoning Administrator for a complete review of plan content. The Committee may ask for changes to the site plan.
- (d) Upon complete review of a site plan and application, the Site Plan Review Committee shall forward the application materials to the Planning Commission. The Zoning Administrator shall prepare a written recommendation on behalf of the Committee to the Planning Commission.
- (e) Each site plan shall be considered by the Planning Commission at a public meeting.
- (f) The Planning Commission may accept the Committee recommendation and approve the site plan, with or without conditions, disapprove the site plan for stated reasons or postpone further consideration for reasons stated.
- (g) The decision of the Planning Commission may be made by standard motion, second and majority vote of members present. The motion shall include all conditions. Meeting minutes shall include expressed conditions of site plan approval, if any or the reasons for site plan denial.
- (h) If conditional approval is granted by the Planning Commission and if the conditions require a change to the site plan, the site plan shall be revised and 3 copies filed with the Zoning Administrator. The Zoning Administrator shall review the revised site plan to confirm compliance with conditions set by the Planning Commission. If in compliance, the Zoning Administrator will confirm compliance in writing. If not in compliance, the Zoning Administrator shall, in writing, order further revisions to bring the plan into compliance. The final site plan in conformance shall be signed and dated by the Zoning Administrator and a signed copy sent to the applicant. Work on site improvements shall not occur unless and until the Zoning Administrator has confirmed compliance.
- (i) All subsequent actions relating to the land use and development shall be consistent with the approved site plan unless subsequent changes therein

are approved by the Planning Commission, or in the case of minor changes under Section 20.10(c), by the Zoning Administrator. Any construction, land use or other activity carried out contrary to or not in conformity with an approved site plan shall be a violation of this Ordinance. Building permits and all other required permits shall be issued only in accordance with the approved site plan.

- (j) In the event of construction work or other activity that does not comply with an approved site plan, the Zoning Administrator shall issue a stop work order, whereupon all work in violation of or inconsistent with the approved site plan shall cease, or all work specified in the stop work order shall cease, until the order is withdrawn or cancelled. A violation of a stop work order is a violation of this Ordinance.

**Section 20.6 Standards for Review of Site Plans**

The Planning Commission shall approve a site plan if it determines that the plan complies with the requirements of this Ordinance; is consistent with the intent and purposes of this Ordinance; will be compatible with adjacent lands uses, the natural environment and the current capacities of public services and facilities; and will be consistent with the public health, safety and welfare. In addition, the site plan shall comply with the following minimum requirements:

- (a) **Basic elements of the site.** All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and nature of the land parcel, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance. The site plan shall comply in all respects with applicable provisions of this Ordinance, including, but not limited to, the minimum provisions of the zoning district and any applicable overlay district and all generally-applicable provisions of the zoning ordinance.
- (b) **Buildings and Structures.** Building and structures shall be located and arranged in compliance with zone district requirements and other applicable provisions of this Ordinance.
- (c) **Traffic Circulation.** The number, location and size of access and entry points, and internal traffic and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site and circulation within the site.
  - (1) In reviewing traffic circulation features, the Planning Commission shall consider spacing and alignment with existing and probable future access points on nearby properties, and may require that provision be made for shared access with adjacent properties.
  - (2) Site plans shall fully conform to the driveway and traffic safety standards of the road agency with jurisdiction. Private streets are not allowed unless expressly approved by the Planning Commission.

- (3) In its approval of a site plan, the Planning Commission will require the providing of sidewalks or other measures for pedestrian circulation.
- (d) **Storm Water Drainage.** Storm water detention and drainage systems shall be designed so that the removal of surface waters will not adversely affect the subject property, adjacent or nearby properties or public storm water drainage systems. The plan shall show compliance with best storm water management practices.
  - (e) **Landscaping.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal. Grade changes shall be in keeping with the general appearance of adjacent developed areas. The site plan shall comply with the landscaping requirements of Article XXV of this Ordinance.
  - (f) **Screening.** Where commercial or industrial uses abut residential uses, or where more intensive residential uses abut less intensive residential uses, appropriate screening consisting of attractively designed fencing or screening, or equivalent landscaping, shall be provided so as to shield residential properties from the effects and view of commercial or industrial uses.
  - (g) **Lighting.** Outdoor lighting shall be designed so as to minimize glare on adjacent properties and streets, and shall otherwise be designed, installed and operated in compliance with outdoor lighting requirements of this Ordinance.
  - (h) **Exterior Uses.** Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located so as to have no serious adverse effects on adjacent or nearby properties, and shall be screened as required by the Planning Commission.
  - (i) **Utilities.** Water supply and sanitary sewage disposal facilities shall comply with all local, county and state requirements.
  - (j) **Signs.** Signs shall comply with Article XXIV of this Ordinance and other applicable sign regulations in this Ordinance.
  - (k) **Parking and Loading.** Off-street parking and loading facilities shall comply with Article XXIII of this Ordinance and other applicable regulations of this Ordinance. Loading and unloading areas and outside storage areas which face or are visible from residential uses or streets shall be screened by a sufficient fence or by landscaping.
  - (l) Site plans shall conform to the requirements of the Barry County requirements for soil erosion and sedimentation.
  - (m) In addition to compliance with all applicable requirements of this Ordinance, site plans shall be prepared in full compliance with applicable county and state law requirements. Site plan approval shall be conditioned upon the applicant receiving all applicable local, county and state permits or other approvals, prior to issuance of building permits or within such other deadline or time constraint determined by the Planning Commission in its approval of the site plan.

**Section 20.7 Conditions on Approval of Site Plans**

The Planning Commission may impose reasonable conditions on the approval of a site plan. Such conditions may include, but need not be limited to conditions necessary to insure compatibility with adjacent land uses; to promote the use of land in a socially and economically desirable manner; to protect the natural environment and conserve natural resources; and to insure that public services and facilities affected by a proposed land use or activity will be capable of handling increased service and facility demands caused by the land use or activity.

**Section 20.8 Construction in Accordance with Approved Site Plan Required**

Following the approval of a site plan by the Planning Commission, the applicant shall design, construct and install all site plan improvements and other features in full compliance with the plan as approved. Failure to do so shall be a violation of this Ordinance.

**Section 20.9 Performance Guarantees**

To assure compliance with the terms of this Ordinance and any conditions imposed upon the approval of a site plan, the Planning Commission may require that a cash deposit, irrevocable bank letter of credit or performance bond be submitted as a condition of approval of the site plan. Such deposit or financial guarantee shall be in an amount determined by the Planning Commission.

- (a) The amount of the required performance guarantee may include but shall not be limited to such amount as is determined sufficient to assure the completion of streets, outdoor lighting, utilities, sidewalks, drainage systems, fencing and screening, landscaping and other elements of the proposed construction or development.
- (b) A bank letter of credit or performance bond shall be conditioned upon timely and faithful compliance with all conditions imposed upon approval of the site plan and in compliance with all zoning ordinance requirements and other applicable ordinances and laws.
- (c) When a performance guarantee is required, the guarantee, whether in the form of cash deposit or other permitted form of guarantee, shall be deposited with the Township Treasurer prior to the issuance of a building permit or other required permits.
- (d) At the discretion of the Zoning Administrator, as phases or elements of the work or development are completed, portions of the cash deposit or the amount covered by a bank letter of credit or performance bond may be released.
- (e) Upon the satisfactory completion of the improvements for which the performance guarantee was required, as determined by the Zoning Administrator, the cash deposit, performance guarantee, or surety shall

be returned to the applicant if it has not been utilized to complete required site improvements.

**Section 20.10 Changes in Approved Site Plans**

- (a) An approved site plan may not be changed, and development in accordance with a changed site plan may not take place, unless the changes in the site plan have been reviewed and approved by the Planning Commission, except as stated in Section 20.10(c).
- (b) The property owner or other holder of an approved site plan shall submit to the Zoning Administrator an application for approval of any proposed change in the approved site plan. The application shall be accompanied by a site plan, showing the change or changes for which approval is being requested. Any required application fee shall be paid at the time the application and proposed revised site plan are submitted.
- (c) Minor changes in an approved site plan may be approved by the Zoning Administrator upon a determination that the proposed minor change will not alter the basic design of the development or any of the specific terms and conditions imposed as part of the original approval of the site plan. Minor changes eligible for consideration and approval by the Zoning Administrator consist only of the following:
  - (1) Change in building size up to 5 percent in total area.
  - (2) Change in location of buildings or other structures by no more than ten feet.
  - (3) Replacement of plan material specified in the landscape plan, with comparable material.
  - (4) Changes in building materials to a comparable or higher quality.
  - (5) Changes in floor plans which do not alter the character of the use or use of site.
  - (6) Internal rearrangement of a parking area which does not affect the number of parking spaces or alter access locations.
  - (7) Changes required or requested for safety reasons.
  - (8) Changes which will preserve the natural features of the site without changing the basic site layout.
  - (9) Changing to an equally restricted or more restricted use, provided there is no reduction in the amount of off-street parking.
  - (10) Other similar changes of a minor nature which are deemed by the Zoning Administrator to be not material or significant in relation to the entire site, and which the Zoning Administrator determines would not have a significant adverse effect upon the subject lands, or upon adjacent or nearby lands or the public interest.
- (d) Any requested minor change which is submitted to the Zoning Administrator for approval may be referred by the Zoning Administrator to the Planning Commission for decision. In the case of such referral to the Planning Commission, the Planning Commission shall make the decision

- on the requested change, even if the change qualifies under subsection (c), as a minor change.
- (e) If the change requested in an approved site plan is not a minor change under the terms of subsection (c), then such change shall be deemed a major change. In that event, the site plan showing the major change, shall be submitted to the Planning Commission, for its review and consideration, and the procedures with respect thereto shall be the same as those required for original consideration of a site plan.
  - (f) If the approval of any changes in an approved site plan, whether by the Zoning Administrator or by the Planning Commission, terms and conditions may be imposed thereon, and the applicant shall comply with such terms and conditions.
  - (g) Upon the Zoning Administrator's approval of minor changes in an approved site plan, the Planning Commission shall be notified of the changes approved.
  - (h) Upon approval of changes in an approved site plan, the applicant shall promptly submit three copies of the site plan, accurately showing the changes in the plan as approved. The Zoning Administrator shall then mark the original of the site plan as approved, by means of affixing a signature or other authentication and setting forth the date of the authentication.

#### **Section 20.11 Appeals of Decisions on Site Plans**

- (a) Any applicant who disagrees with a site plan decision made by the Planning Commission may appeal that decision to the Zoning Board of Appeals. The appeal must be in writing and must be filed with the Zoning Administrator not later than 14 days after Planning Commission approval of meeting minutes at which the decision was made. The written appeal must state specifically what matters are appealed and the factual basis for the appeal of each. An appeal stays the issuance of any permit that otherwise might be issued for the construction buildings or for other purposes within the lands included in the approved site plan.
- (b) Upon receiving the appeal, the Zoning Board of Appeals shall review the record of the action taken by the Planning Commission. The record shall consist of the application, site plan, memoranda, correspondence, minutes and other material in the Township files with the respect to the site plan. No new evidence shall be presented, and the appeal shall be decided solely on the basis of the record developed by the Planning Commission.
- (c) In considering the appeal, the Zoning Board of Appeals shall determine whether the record supports the action taken with respect to the matter being appealed. The Board may uphold the decision being appealed, it may reverse the decision or it may uphold the decision in part and reverse it in part. In making a decision on the appeal, the Board shall prepare and approve written findings in support of its decision. Such



findings shall be included in the minutes of the proceedings, or they may be set forth in a resolution adopted by the Board of Appeals.

- (d) A decision by the Zoning Administrator as to a minor site plan change shall not be appealed. In the event an applicant disagrees with such a decision by the Zoning Administrator, the applicant may then apply to the Planning Commission for approval of the proposed change in the site plan.
- (e) The minor site plan change shall be considered by the Planning Commission at a public meeting. The Planning Commission may accept the administrator's decision, disapprove the Administrator's decision for stated reasons or postpone further consideration for reasons stated.
- (f) The decision of the Planning Commission may be made by standard motion, second and majority vote of members present. The motion shall include all conditions. Meeting minutes shall include expressed conditions of site plan approval, if any or the reasons for site plan denial.
- (g) If conditional approval is granted by the Planning Commission and if the conditions require a change to the site plan, the site plan shall be revised and 3 copies filed with the Zoning Administrator. The Zoning Administrator shall review the revised site plan to confirm compliance and with conditions set by the Planning Commission. If in compliance, the Zoning Administrator will confirm compliance in writing. If not in compliance, the Zoning Administrator shall, in writing, order further revisions to bring the plan into compliance. The final site plan in conformance shall be signed and dated by the Zoning Administrator.

#### **Section 20.12 As-Built Site Plan**

- (a) Upon completion of required improvements as shown on the approved site plan, the property owner or other interest holder shall submit to the Zoning Administrator, three copies of an "as-built" site plan, certified by an engineer, surveyor or other professional, prior to the anticipated occupancy of any building within the area comprising the site plan. The as-built plan shall be reviewed by the Zoning Administrator to determine whether the plan is in conformity with the approved site plan.
- (b) The building official with jurisdiction shall not issue an occupancy permit until the official has been advised by the Zoning Administrator that the as-built site plan is fully in conformity with the approved site plan, all applicable provisions of the Township Zoning Ordinance and all applicable provisions of other Township Ordinances, including but not limited to the building code, the storm water ordinance and other applicable ordinances.

**Section 20.13 Land Clearing**

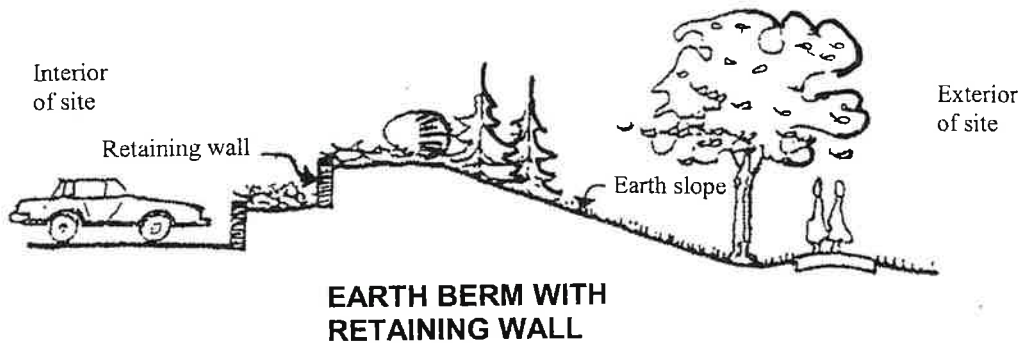
Prior to site plan approval, no person shall undertake or carry out any grading, clearing, cutting and filling, excavating, tree removal or other use or activity for which site plan approval is required by this Ordinance, or which may be necessary to accommodate the land uses shown, or to be shown, on the site plan. No such activity shall commence prior to issuance of soil erosion and sedimentation control permits, wetland permits, or other applicable permits.

**Section 20.14 Approval Effective for One Year**

Approval of a site plan under the terms of this chapter shall be effective for a period of one year, but only if the development and construction of the land use covered by the site plan commences within such period of one year and is diligently pursued thereafter. If construction or development of the use permitted by the approved site plan has not commenced during such one-year period, the period of time may be extended by the Planning Commission in its discretion, for up to two additional periods of one year each.

**Sections 20.15 – 20.99 [Reserved]**

materials required by this Article shall be maintained in good condition. No required plant materials or landscape area shall be eliminated from the site. Dead or diseased plant materials shall be replaced within one growing season.



### Section 25.9 Prohibited Tree and Plant Species

Table 25-2 in this section enumerates species that are prohibited within new and required landscape areas due to their brittleness, susceptibility to disease and insects, excessive root structure, excessive litter, susceptibility to road salt damage and/or other undesirable characteristics.

**Table 25-2 Prohibited Species**

<u>Botanical Name</u>	<u>Common Name</u>
<b>Trees:</b>	
<i>Acer Negundo</i>	Box Elder
<i>Acer Platanoides, Saccharinum</i>	Maples [Norway, Silver]
<i>Ailantus Altissima</i>	Tree of Heaven
<i>Betula Spp.</i>	Birch
<i>Catalpa Speciosa</i>	Catalpa
<i>Eleagnus Augustifolia</i>	Russian Olive
<i>Fraxinus</i>	Ash
<i>Ginkgo Biloba (Female)</i>	Female Ginkgo
<i>Maclura Pomifera</i>	Osage Orange
<i>Morus Spp.</i>	Mulberry
<i>Populus Spp.</i>	Cottonwood, Poplar, Aspen
<i>Prunus Spp.</i>	Cherry, Plum
<i>Salix Spp.</i>	Willow
<i>Ulmus Pumila</i>	Elm [Siberian]
<i>Pinus Strobus</i>	White Pine
<i>Morus Spp.</i>	Mulberry
<i>Juglans Nigra</i>	Black Walnut
<i>Robina Spp.</i>	Black Locust
<i>Crateaegus Spp.</i>	Hawthorne
<i>Aesculus Hippocastanum</i>	Horsechestnut
<i>Carya Spp.</i>	Hickory
<i>A. Rubram</i>	Red Maple
<i>Gleditsia Triancanthos (with thorns)</i>	Honey Locust
<i>Ulmus Americana</i>	American Elm
<i>Ulmus Pumila</i>	Siberian Elm
<i>Ulmus Rubra</i>	Slippery Elm; Red Elm
 (1) Trees with the following characteristics are also undesirable, though not prohibited: Fruit bearing, weak wood, weeping form/branches, branching height at maturity lower than 5 feet.	
 <b>Shrubbery</b>	
<i>Rhododendron</i>	Rhododendron
<i>Yucca</i>	Yucca
<i>Ilex</i>	Holly
<i>Mahonia</i>	Grape Holly
<i>Azalea</i>	Azalea
<i>Arborvitae</i>	Globe Arborvitae

**Sections 25.10 – 25.99 [Reserved]**

## **Section 21.26 Standards for All Private Roads**

Whenever a lot or parcel exists or is proposed without required minimum frontage on a public road, said lot or parcel shall be served by a public road extension or a private road meeting requirements of this section.

### **For all private roads, the following requirements and standards shall apply:**

**(a)** Private roads are permitted only when located in the “AR” Agricultural Residential and “RR” Rural Residential Zoning Districts.

**(b)** Private roads serving 5 or more lots or parcels shall require approval by the Planning Commission for a preliminary private road permit.

**(c)** Whenever land divisions are intended companion with a proposed private road, the private road application shall also include a survey layout and description of all lots or parcels to be served by the private road.

**(d)** The preliminary private road permit process for all private roads is as follows:

(1) Owner submits application for preliminary private road together with construction plans and specifications. If private road serves more than one (1) parcel, road plans and specifications must be prepared by a registered professional engineer along with proposed deed restrictions addressing future maintenance of the private road.

(2) The Zoning Administrator reviews the application material. For private road serving 5 or more lots or parcels, the application is referred to the Planning Commission.

(3) The Planning Commission shall hold a duly noticed public hearing in accordance with Section 103 of 110 PA 2006 as amended, (MCL 125.3103).

(4) The Planning Commission or Zoning Administrator shall approve a preliminary private road application if it meets standards contained in this section.

**(e)** The road agency with jurisdiction over the public roadway to which the private road is connected shall be provided the proposed private road construction plans, by the owner. The Planning Commission or Zoning Administrator shall take no action on the preliminary private road application until written approval or approval with conditions is received from the road agency.

**(f)** For Private Roads serving only one (1) parcel

(1) Each private road shall be located entirely within an easement not less than 66 feet in width.

(2) The minimum width of the traveled surface shall be 12 feet.

(3) The traveled surface shall be graded and well drained to allow passage anytime of the year.

(4) The traveled surface shall be maintained with a minimum clear height of 14 feet.

(5) The traveled surface shall be built and maintained to within 50 feet of the structure in which the dwelling is located.

(6) A turn out or turn around shall be provided with a radius of 42 feet or leg length of 35 feet.

(7) The proposed traveled surface centerline, width and location, shall be shown on a site sketch filed with the Zoning Administrator. The owner or applicant shall place centerline stakes for the proposed traveled surface at intervals of 50 feet in straight sections, 20 feet through curves.

(8) Maximum private road grade shall be 10 percent.

(9) Once the design and location is approved by the Zoning Administrator, a private road serving one parcel within the easement may be constructed.

**(g) For Private Roads serving 2-4 parcels**

(1) Each private road shall be centered within an easement not less than 66 feet in width.

(2) The road base shall consist of not less than 12-inches of compacted sand and 6 inches of 22A gravel compacted in place. 22A gravel shall be used where pavement will be applied as the surface course. 23A gravel shall be used where the gravel will remain exposed. Substitutions may be allowed if approved by the engineer.

(3) Where existing soils do not allow for natural drainage, sand subbase must be extended to adjacent ditch or 4 inch underdrain must be installed and outlet to a suitable location.

(4) For gravel or paved roads, the cross-section shall be Twelve (12) foot traveled width with at least four (4) feet cleared on each side. Wider travel width around curves may be required to accommodate emergency vehicles. The side ditch slope shall not exceed 1 foot vertical to each 4 feet horizontal.

(5) For paved roads, no less than 3 inches of asphalt, placed in two lifts, shall be applied. Asphalt must consist of at least 1.5 inches of MDOT base mix and at least 1.5 inches of MDOT surface mix.

(6) For concrete roads, no less than 6 inches shall be applied.

(7) Overhead trees and limbs must be maintained to no less than 14' above ground over a cleared travel width of twenty (20) feet.

(8) Private Roads longer than 400 feet must include emergency passing areas every 400 feet. Emergency passing areas must have a travel width of at least 20 feet wide and 80 feet long and must be maintained and passable all year.

(9) Storm water management shall consist of ditches, and storm sewer designed to the 10 year storm and basins designed to a 25 year storm event and shall not result in an increase in storm water run-off flow rate from the subject property onto any adjoining land. All improvements must be able to convey the 100-year storm without resulting in property damage on or off the improved site. Storm water run-off calculations prepared by a professional engineer shall be included with the construction plans.

(10) Maximum private road grade shall be 10 percent. The maximum road grade may be reduced if determined to be a public safety risk by the Township or its engineer.

(11) Any proposed cul-de-sac shall have a minimum right-of-way radius of 50 feet and a minimum running surface radius of 42 feet. The cul-de-sac may have a center landscape island, however, the minimum paved or gravel lane width shall be 20 feet.

(12) "T" type private road endings are not permitted.

(13) Construction plans shall include an erosion control plan.

(14) Construction plans shall include private road sign detail and location[s].

(15) Private roads shall have an asphalt approach extending 30 feet from the existing road edge whenever a private road intersects a paved road.

**(h) For Private roads serving 5 or more parcels construction plans shall conform to road design and construction standards as follows:**

(1) Each private road shall be centered within an easement not less than 66 feet in width

(2) The road base shall consist of not less than 12 inches of compacted sand and 6 inches of gravel compacted in place. 22A gravel shall be used where pavement will be applied as the surface course. 23A gravel shall be used where the gravel will remain exposed. Substitutions may be allowed if approved by the engineer.

(3) For gravel roads, the cross-section shall be 22 feet with side ditch slope not exceeding 1 foot vertical to each 4 feet horizontal.

(4) For paved roads, the cross-section shall be 18 feet with 2 foot shoulders on each side with side ditch slope not exceeding 1 foot vertical to each 4 feet horizontal.

(5) For paved roads, no less than 3 inches of asphalt placed in two lifts shall be applied. Asphalt must consist of at least 1.5 inches of MDOT base mix and at least 1.5 inches of MDOT surface mix.

(6) If concrete, no less than 6 inches shall be applied.

(7) Overhead trees and limbs must be maintained to no less than 14' above ground over a cleared travel width of twenty (20) feet.

(8) Storm water management shall consist of ditches and storm sewer designed to the 10-year storm and basins designed to a 25 year storm event and shall not result in an increase in storm water run-off from the subject property onto any adjoining land. All improvements must be able to convey the 100 year storm without resulting in property damage from surface storm water on or off the improved site. Storm water run-off calculations prepared by a professional engineer shall be included with the construction plans.

(9) Maximum private road grade shall be 6 percent.



(10) Any proposed cul-de-sac shall have a minimum right-of-way radius of 50 feet and a minimum running surface radius of 42 feet. The cul-de-sac may have a center landscape island, however, the minimum paved or gravel lane width shall be 20 feet.

(11) "T" type private road endings are not permitted.

(12) Construction plans shall include an erosion control plan.

(13) Construction plans shall include private road sign detail and location[s].

(14) A separate sidewalk or pathway shall be required within the easement if determined to be necessary by the Planning Commission unless waived by the Planning Commission for good reason shown.

(15) Private roads serving five (5) or more parcels shall have an asphalt approach extending 30 feet from the existing road edge whenever a private road intersects a paved road.

(i) The applicant for approval of a private street, together with any other owners or parties in interest, shall submit to the Township a recordable private street maintenance agreement, signed by all owners of the easement or right-of-way for the private street and by all other parties having any interest therein. Such agreement shall provide for and assure that the private street shall be regularly maintained, repaired and snowplowed so as to assure that the street shall be safe for travel at all times. The agreement shall also provide for the payment of all costs and expenses of such maintenance, repair and snowplowing by all or any of the parties in interest.

(j) The deed restrictions governing maintenance of the private road shall be recorded with the Barry County Register of Deeds and a copy of the recorded document filed with the Zoning Administrator prior to issuance of a Certificate of Completion. **IF KEEPING PRIVATE ROADS**

(k) Land divisions companion to a private road improvement will not be approved until the Certificate of Private Road Completion is signed and filed with the Zoning Administrator.

(l) A private road may connect to or extend an existing private road, so long as the existing private road conforms to design standards of this section.

### Thornapple Twp Zoning Compliance Permits 2025

Permit #	Submit Date	Address	Parcel #	Applicant Name	Type	Date Approved	Notes
2025-01	1/13/2025	8206 E State Rd	08-14-023-005-00	Derek Allan	Demo	1/13/2025	Demo old pole barn to clear for new SFH
2025-02	1/13/2025	8206 E State Rd	08-14-023-005-00	Derek Allan	New SFH	1/13/2025	
2025-03	1/21/2025	6827 N Noffke Dr	08-14-070-012-00	Robert Raines	Acc Bldg	1/27/2025	
2025-04	1/28/2025	2675 Windy Ridge Dr	08-14-007-002-20	Ryan Goosen	In-ground pool		Awaiting opinion reg pool cover
2025-05	2/5/2025	9445 Adams Rd	08-14-034-004-20	Matthew Offringa	Home addition	2/10/2025	
2025-06	2/19/2025	7237 Gibson Farms Rd	08-14-024-001-35	Rick Thorington	In-ground pool	2/19/2025	
2025-07	2/20/2025	2812 Dan Valley Dr	08-14-034-012-10	Chandler Quartel	New SFH	2/24/2025	
2025-08	2/26/2025	5500 N M-37	08-14-015-007-10	Ed Jackson	Deck enclosure	2/26/2025	
2025-09	3/3/2025	7100 N Robertson Rd	08-14-001-015-20	Karen Raterink	Acc Bldg	3/12/2025	
2025-10	3/4/2025	8855 Parmalee Rd	08-14-002-001-00	Justin Wigger	Acc Bldg	3/5/2025	No permit, 2nd offense, Cit #0051 was issued/paid
2025-11	3/10/2025	9890 Parmalee Rd	08-14-003-017-00	Greg Lydy for the Wilson's	Demo	3/10/2025	
2025-12	3/10/2025	9890 Parmalee Rd	08-14-003-017-00	Greg Lydy for the Wilson's	New SFH	3/10/2025	
2025-13	3/18/2025	10255 Sugar Tree Ct	08-14-160-042-00	Renaissance for Siegels	Covered deck	3/19/2025	
2025-14							
2025-15							
2025-16							
2025-17							
2025-18							
2025-19							
2025-20							
2025-21							
2025-22							
2025-23							
2025-24							
2025-25							

Permit #	Submit Date	Address	Parcel #	Applicant Name	Type	Date Approved	Notes
2025--26							
2025--27							
2025--28							
2025--29							
2025--30							
2025--31							