



**THORNAPPLE TOWNSHIP
PLANNING COMMISSION
Meeting Agenda
Monday, May 20, 2024
7:00 P.M.**

- 1. Call to Order (7:00 P.M.)**
- 2. Approval of Agenda:**
- 3. Approval of Minutes** April 22, 2024
- 4. Citizen Comments:**
- 5. Public Hearings:**
 - a. Special Use #168 – Accessory Building in Front Yard Setback (7600 Irving Rd)
 - i. Applicant Presentation
 - ii. Staff Introduction – Gensterblum
 - iii. Public Comments
 - iv. Commission questions and deliberation
- 6. New Business:**
 - a. None
- 7. Unfinished Business:**
 - a. None
- 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
 - b. Zoning Report
 - c. Code Enforcement Report
- 10. Commissioner Comments:**
- 11. Adjournment**

THORNAPPLE TOWNSHIP PLANNING COMMISSION

Regular Meeting, April 22, 2024

1. Call to Order:

- a. The meeting was called to order by Chairperson Tom Kilgore 7:00 p.m. at Thornapple Township located at 200 E. Main St. Middleville, MI 49333.
- b. Present: Linda Gasper, Tom Kilgore, Bryan Finkbeiner, Elaine Denton, Liz Hansson, Sandy Rairigh, and Craig Wandrie. Also Present: Phil Gensterblum, Amy Brown, Matt Veurink, and Mollee Veurink.

2. Approval of Agenda:

MOTION by Gasper **SUPPORT** by Rairigh to approve the agenda as presented. **MOTION CARRIED** with 7 yes voice votes.

3. Approval of Minutes:

MOTION by Denton **SUPPORT** by Finkbeiner to approve the Minutes from the March 25, 2024, Meeting Minutes as presented. **MOTION CARRIED** with 7 yes voice votes.

4. Citizen Comments: None

5. Public Hearings:

- a. Special Use # 169 – 6808 Duncan Shores Ln. – Accessory building in the front yard setback.
 - i. Applicant Presentation – Matt Veurink explained to commissioners that he would like to build an accessory building next to his house as shown in the attached photos due to the slope of the property on the south side of the house and the drainage field location to the north. The northwest side also wouldn't work as it would then block his and his neighbor's view of the lake.
 - ii. Staff Introduction – Gensterblum said he agreed the requested location is the only possible location due to the slope of the property and drainage field.
 - iii. Public Comments Public Hearing OPEN: 7:05 p.m. No public attended the meeting, and no comments were received. CLOSED: 7:05 p.m.
 - iv. Commissioner Questions and Deliberation – Gasper asked Veurink what kind of siding would be used. Veurink said it would be white metal siding with a black metal roof with black wainscoting at the bottom. The house is green. They eventually plan to better match the house and building. Rairigh asked if there was a site plan committee. Gensterblum said no, it very straight forward so there wasn't a need to hold one. Finkbeiner asked if there was an association that had any specific rules. Veurink said there is an HOA, but it is only for road maintenance and snow plowing. They used to have requirements on home exteriors, but those rules no longer exist. Wandrie asked if there were any plans for a home business use. Veurink said it will just be used to store their boat and extra storage. Veurink also stated that the neighbor across the street oversees the association, and they stopped by last night to let them know they support the

Veurink's plans. Gensterblum said another neighbor stopped by the office to see the plans and said they support the Veurink's plans.

MOTION by Finkbeiner, **SUPPORT** by Wandrie to approve Special Use #169 – 6808 Duncan Shores Ln. – Accessory building in the front yard setback.

Roll Call Vote: Finkbeiner: yes, Denton: yes, Gasper: yes, Hansson: yes, Kilgore: yes, Rairigh: yes, Wandrie: yes. **MOTION CARRIED** with 7 yes voice votes.

6. New Business: None.

7. Unfinished Business: None.

8. Committee Reports:

a. Ordinance Committee – [Kilgore, Finkbeiner, Rairigh, Gasper(alt)] Gensterblum had received some calls asking about the possibility of living in an RV on their property. He explained that it isn't allowed under the ordinance. Commissioners confirmed there are no exemptions.

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: Gensterblum has asked Williams & Works for a quote on the cost of an ordinance audit. Awaiting response.

b. Zoning Report: Gensterblum said there have been six new permits since the last meeting. Also, there is a new single-family residence on Patterson Road. Mostly the permits are for accessory buildings and one pool. There are a couple of special use permit requests that may be coming up.

c. Code Enforcement Report:

10. Commissioner Comments: Gasper asked if there was anything scheduled for the May meeting. Gensterblum said there would be one request for a SLU front yard setback and Lettinga's Sand Mine SLU as well. There may be another request coming in as well.

11. Adjournment:

MOTION by Finkbeiner **SUPPORT** by Gasper to adjourn the meeting at 7:19 p.m. **MOTION CARRIED** with 7 yes voice votes.

Sandra Rairigh, Secretary

Amy Brown, Recording Secretary

Approved _____



APPLICATION FOR ZONING COMPLIANCE PERMIT

Thornapple Township, 200 E. Main St., Middleville, MI 49333
Phone: 269-795-7202 Fax: 269-795-8812
Email: zoning-administrator@thornapple-twp.org

PERMIT #: 2024-16
DATE: 4/17/2024
FEE: \$40

IMPORTANT: This is NOT a BUILDING PERMIT.

Projects requiring a building permit must contact PCI for your building permit application, 269-948-4088.

PROPERTY OWNER INFORMATION **PARCEL #: 08-14- 025 _ 001 _ 50**

Owner: Richard and Cheryk Robrahn Cell: 616-291-9698

Email: richard.robrahn@gmail.com

Address: 7600 Irving Rd, Middleville, MI 49333

Contractor Name: Richard Robrahn Cell: 616-291-9698

Contractor Email: richard.robrahn@gmail.com

PURPOSE OF APPLICATION

PURPOSE (Check One)

New Construction Remodel Demolition Deck Pool Other

OCCUPANCY

New Dwelling Addition to dwelling Residential Accessory Building -detached
 Agricultural Building (Affidavit of Exclusive Agricultural Use Required)
 Garage attached to home Fence Other

CONSTRUCTION STYLE Traditional Frame Pole Modular

SIZE OF BUILDING Width 40 Depth 50

DWELLING [state floor area in sq. ft]: 1st Floor: 2000 2nd Floor _____

STYLE OF BUILDING 1 Story 2 Story Multi-Level

BASEMENT Conventional Walk-out Slab

ROOF TYPE gambrel gable mansard hip shed A-Frame flat

BUILDING HEIGHT 17 feet

PROPERTY AND BUILDING SITE INFORMATION

Building Site Address: 7600 Irving Rd Middleville, MI 49333 Overlay District: _____

Current Zoning _____ Lot Area 15 acres Wetlands Present? yes no

Proposed Setbacks Front 200+ Rear 1000- Side 1 100+ Side 2 500+

Required Setbacks Front _____ Rear _____ Side 1 _____ Side 2 _____

APPLICATION FOR ZONING COMPLIANCE PERMIT MUST INCLUDE:

- o Scaled drawing or survey of property and proposed improvement *
- o Set of building plans (electronic version preferred – pdf)
- o Well/Septic permits or location approval (Barry/Eaton County Health Department, 945-9516)
- o Driveway Permit (if required) (Barry County Road Commission, 945-3449)
- o Address or Address Assignment if vacant land (Barry County Planning Office, 945-1290)
- o Erosion Control Permit if more than one(1) acre of surface disturbed or within 500' of a lake or stream (Barry County Planning Office, 945-1290)

* Please attach a scaled drawing or survey showing the following: dimensions of property; all roads; adjacent to property; indicate private or public; existing easements; lakes and streams; all structures; existing or proposed septic tank and field; existing or proposed well, distance from buildings to property line; dimensions of proposed building. Applicant assumes responsibility for all measurements in regards to setbacks. Township inspection is based solely on information supplied by applicant.

PROOF OF OWNERSHIP

___ Deed ___ Assessment/Tax Records ___ Other (Warranty Deed)

Applicant Signature: Richard Robrahn  (owner) (agent)

I hereby certify all information and data attached to and made part of this application are true and accurate to the best of my knowledge and belief. I understand that there may be deed restrictions on this land and it is my obligation to determine what they are. I give permission for the Township staff to conduct a site inspection to verify improvements on site plan.

ZONING PERMIT # 2024 - 16

- o Approved
- o Approved with Condition(s) as follows:

Denied due to front yard. Will require SW EPC

This is NOT a BUILDING PERMIT. Projects requiring a building permit must contact PCI for your building permit application, 269-948-4088.

This permit is good for a period of 365 days. If construction is not started during this period, permit is void and a new application is required.

Zoning Administrator:  signature

Date of Approval _____

Fee Payment Type: ___ Cash ___ Check X Credit Card

Receipt # 24692

Engineering Calculation Sheet

610-012-1

Date

By

Project Number

Project Description

□ = 2 FT.

17' WALLS

4/2 Pitch

40'

50'

overhead door

Steelcase

P.O. Box 1967 Grand Rapids, Michigan 49501



THORNAPPLE TOWNSHIP

Receipt: 24720

04/24/24

200 E. MAIN STREET
MIDDLEVILLE, MI 49333

Cashier: DENISE

Received Of: ROBRAHN, RICHARD

(269) 795-7202
TREASURER@THORNAPPLE-TWP.ORG
WWW.THORNAPPLE-TWP.ORG

The sum of: 250.00

ZONING	14-025-001-50 SU#168 POLE BAR		250.00
		101-000-626.200	250.00
		Total	<u>250.00</u>
	CHECKS	5562	250.00

Signed: _____



APPLICATION FOR APPROVAL OF SPECIAL USE

Thornapple Township, 200 E. Main St., Middleville, MI 49333
Phone: 269-795-7202 Fax: 269-795-8812
Email: zoning-administrator@thornapple-twp.org

Case # SU-168
Hearing Date 5/20/2021

PROPERTY INFORMATION

Property Address: 7600 Irving Rd
Parcel ID Number: 08-14-025-001-50 Zoning District RR Wetlands Present? No
Parcel Size Frontage: 572 feet Depth: 2104 feet Area: 15.1 [Acres or square feet]
Master Plan Future Land Use Map Designation for Parcel:
Current Use of Property [Describe] Personal residence
Describe Proposed Special Land Use: Add a pole barn for personal use. The location slightly closer to the road than the house. This is do to the rolling terrain of the property and eliminates the removal of several mature trees. The proposed location for the barn allows access from my current drive, is surrounded by trees or my house in all directions and is not directly visible by neighboring properties.
Section of Zoning Ordinance Allowing Special Land Use: 21.3

Provide a land survey and/or legal description of the subject property on a page attached to this petition

APPLICANT INFORMATION

1. Applicant

Identify the person or entity making this petition:

Name: Richard and Cheryl Robrahn Cell Phone 616-291-9698
Mailing Address: 7600 Irving Rd Telephone
City Middleville State MI Zip 49333 FAX
E-Mail richard.robahn@gmail.com

2. Applicant Interest

The applicant must have a legal interest in the subject property, please check one below:

Property Owner Purchase by Land Contract Option to Purchase Purchase Agreement Lessee over 1 year

3. Property Owner

Check here if applicant is also property owner

Identify person or entity that owns the subject property:

Name: Cell Phone
Mailing Address: Telephone
City State Zip Fax
E-Mail

Application of Special Use – Continued

4. Authorized Agent

Identify person or entity representing the property owner or applicant in this petition:

Name: _____ Cell Phone _____
Mailing Address: _____ Telephone _____
City _____ State _____ Zip _____ Fax _____
E-Mail _____

REQUIRED PETITION – WRITTEN ATTACHMENTS

- Provide narrative to explain need for the proposed Special Land Use
Provide narrative addressing Section 19.3(1)-(10) criteria.
Site Plan, if required

REQUEST & AFFIDAVIT

The applicant must read the following statement carefully and sign below:

The undersigned requests Thornapple Township review this petition and companion documents as provided in the zoning ordinance now in effect. The applicant further affirms and acknowledges the following:

- That the petitioner has a legal interest in the property described in this petition, and
The answers and statements contained in this petition and attachment are in all respects true and correct to the best of my knowledge, and
The petitioner offers the conditions set forth herein on its own volition and completely voluntary.
The approval of this petition does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other applicable codes and ordinances and does not constitute granting of a variance, and
The undersigned hereby grants Thornapple Township staff and Planning Commission member the right to access the subject property for the sole purpose of evaluating this petition.

[Handwritten Signature]

Applicant Signature

4/17/2024

Date

[Handwritten Signature]

Applicant Signature

4/17/2024

Date

If the petitioner is not the property owner, the property owner must sign below:

Property Owner Signature

Date

OFFICE USE ONLY:

Fee \$ 250 Fee Paid by [] Cash [x] Check Receipt # 24720 Received by: Denise P.

EXHIBIT "A"

The land referred to in this instrument, situated in the Township of Thornapple, County of Barry, State of Michigan, is described as follows:

THAT PART OF THE SOUTHWEST 1/4 OF SECTION 25, TOWN 4 NORTH, RANGE 10 WEST, THORNAPPLE TOWNSHIP, BARRY COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION; THENCE NORTH 90 DEGREES 00 MINUTES EAST, 2850.26 FEET ALONG THE NORTH LINE OF SAID SOUTHWEST 1/4; THENCE SOUTH 00 DEGREES 05 MINUTES 25 SECONDS WEST, 716.50 FEET ALONG THE EAST LINE OF SAID SOUTHWEST 1/4 TO THE PLACE OF BEGINNING; THENCE SOUTH 00 DEGREES 05 MINUTES 25 SECONDS WEST, 1387.82 FEET ALONG SAID EAST LINE TO THE CENTERLINE OF IRVING ROAD; THENCE NORTHWESTERLY, 169.21 FEET ALONG A 2113.36 FOOT RADIUS CURVE TO THE RIGHT ALONG SAID CENTERLINE, HAVING A DELTA ANGLE OF 04 DEGREES 35 MINUTES 15 SECONDS AND A CHORD WHICH BEARS NORTH 58 DEGREES 45 MINUTES 03 SECONDS WEST, 169.17 FEET; THENCE NORTH 56 DEGREES 27 MINUTES 26 SECONDS WEST, 572.03 FEET ALONG SAID CENTERLINE; THENCE NORTH 35 DEGREES 04 MINUTES 21 SECONDS EAST, 155.00 FEET; THENCE NORTH 00 DEGREES 44 MINUTES 47 SECONDS EAST, 857.20 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 523.35 FEET TO THE PLACE OF BEGINNING.





This is an overhead from 7600 Irving Rd. The house itself sits upon a hill with the ground dropping elevation pretty much all around the home. As you can see there is a good amount of woods as well particularly to the back of the property. The circled area is the proposed build site, it is the flattest portion requiring only mild excavation to make level. When I walked the property with Mr. Robrahn I think we calculated only a tree or 2 may need to come down along the driveway to facilitate getting his camper into the proposed accessory building.

THORNAPPLE TOWNSHIP
AFFIDAVIT OF MAILING

STATE OF MICHIGAN
COUNTY OF BARRY SS.
TOWNSHIP OF THORNAPPLE

I, PAUL GENSTERBLUM Zoning Administrator, Thornapple Township, attests

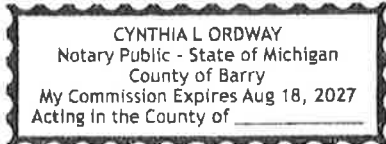
that the attached list of property owners were duly informed by first class mail on this date:

5/1/2024 concerning the Public Hearing on 5/20/2024



Zoning Administrator

Subscribed and sworn to before me this 15th day of May, 2024





Notary Public
My Commission Expires 8-18-27

THORNAPPLE TOWNSHIP

PLANNING COMMISSION

ENCLOSED IS A NOTICE OF PUBLIC HEARING

FOR

May 20, 2024 at 7:00 P.M.

In the Township Hall, 200 E. Main St., Middleville, MI 49333

Pursuant with the Michigan Zoning Enabling Act, 110 PA 2006, all property owners and occupants of structures within 500 feet of the property in question shall be sent notice of a hearing by mail. You will be given opportunity to speak to the Planning Commission concerning your views on this application, or you may transmit your written comments to:

Planning Commission
Attn: Secretary
Thornapple Township
200 E. Main Street, P.O. Box 459
Middleville, MI 49333



**NOTICE OF PUBLIC HEARING
THORNAPPLE TOWNSHIP PLANNING COMMISSION
MONDAY, MAY 20, 2024, at 7:00 P.M.**

Please be advised the Thornapple Township Planning Commission will hold public hearings on May 20, at 7pm or as soon thereafter as possible. The public hearings will take place in the Township Hall, 200 E. Main St., Middleville.

The public hearings will address the following:

- 1) Special Use #168 – Applicants Richard & Cheryl Robrahn are wishing to install an accessory building within the front yard setback of their residence at 7600 Irving Rd, Middleville, MI (parcel 08-14-007-001-55) per Thornapple Township Zoning Ordinance 21.3.*

Any interested person may attend the public hearings to learn about the extent and location of Special Use requests to offer comments to the Planning Commission. A copy of the application noted above may be examined in the Township offices at the address noted above during regular business hours. Monday – Thursday 9am- 4pm

**Written comments regarding these applications may be addressed to: Secretary Sandy Rairigh, Thornapple Township Planning Commission, P.O. Box 459, Middleville, MI 49333, or submitted via email to:
zoning-administrator@thornapple-twp.org**

Americans with Disabilities Notice

Persons with special access needs should contact the Township Clerk at 269-795-7202 no less than 72 hours before the hearings.

Cindy Ordway, Thornapple Township Clerk



CARPENTER BRANDON J & LYNDSEY
7625 IRVING RD
MIDDLEVILLE, MI 49333

VER HEY TIMOTHY & ELIZABETH
7690 IRVING RD
MIDDLEVILLE, MI 49333

CISLER BRENT G & MELISSA L
7487 IRVING RD
MIDDLEVILLE, MI 49333

STRICKLAND PHILIP & CYNTHIA
3385 EAGLEVIEW CT
MIDDLEVILLE, MI 49333

STRICKLAND PHILIP & CYNTHIA
3385 EAGLEVIEW CT
MIDDLEVILLE, MI 49333

CAREY JENNIFER L
3450 EAGLEVIEW CT
MIDDLEVILLE, MI 49333

SIMPSON LYNDA J
7600 IRVING RD
MIDDLEVILLE, MI 49333

EZINGA ROBERT L TRUST
PO BOX 370
MIDDLEVILLE, MI 49333

PASHBY DANIEL L
7471 IRVING RD
MIDDLEVILLE, MI 49333

ROSE DAVID & JENNIFER
3000 TRINITY LN
MIDDLEVILLE, MI 49333

HOWARTH FAMILY TRUST
7457 IRVING RD
MIDDLEVILLE, MI 49333

SLOCUM ROBERT L & CATHERINE J TRUST
3130 BRENTWOOD LN
MIDDLEVILLE, MI 49333

CHAPMAN WILLIAM & KATHLEEN
3190 BRENTWOOD LN
MIDDLEVILLE, MI 49333

STANCLIFF SALLY I ESTATE
3641 JEFFERSON AVE
WYOMING, MI 49548

500' from 7600 Irving Rd
SW-168



June 5, 2023

Thornapple Township Planning Commission Ordinance Committee
200 E. Main Street
P.O. Box 459
Middleville, MI 49333

RE: Zoning Ordinance Update

Dear Planning Commission Ordinance Committee:

This letter outlines an approach and a suggested work scope to assist the Township in an update of its Zoning Ordinance. We have presented our services based on our previous conversations with you, our review of the Zoning Ordinance audit, and our experience as the Township's planner and zoning administrator, but we are open to tailoring and refining our approach to meet the Township's needs. The input of Township staff and policy-makers will be key to a successful effort.

The overall objective of this update process will be to (1) craft an ordinance that is more suited to the Township's needs and desires, (2) to implement policies of the Master Plan where feasible, and (3) to address modern planning and zoning challenges, as well as those unique to the Thornapple Township. Our goal is to develop an approachable, usable, and defensible Zoning Ordinance that will serve the Township for years into the future. To efficiently work toward these objectives, we would recommend that this update be driven primarily by the Ordinance Committee before the final draft is provided to the Planning Commission in a public setting.

The specific tasks involved in each of these steps are outlined in the following pages. This project is planned as a partial update (not full-rewrite) that will include revisions to achieve the objectives listed above. However, we anticipate retaining many of the provisions from the current ordinance that are working effectively. The revised Zoning Ordinance will be reviewed primarily at meetings with the Ordinance Committee, with involvement and direction from the Planning Commission and/or Township Board as needed.

STEP 1 – ORGANIZE

Updating the Zoning Ordinance is an extensive task that involves the cooperation of many different groups. Therefore, it is important to establish and understand the roles, responsibilities, and objectives of the project. This step will establish project goals and define expectations. It is also essential to provide a foundation for the development of the updated Ordinance, which is accomplished through an evaluation of the existing Ordinance, confirming necessary changes, and creating an outline of the proposed content.

Task 1. Technical Review (Audit)

An update to a Zoning Ordinance should begin with a thorough review or “audit” of the existing regulatory framework and language to identify any problematic language, outdated provisions, or provisions in the Ordinance not consistent with the Master Plan. An audit highlights areas of the Ordinance that should be changed or reviewed by the Planning Commission. It critiques existing language, identifies missing definitions, raises policy questions, identifies challenging provisions, and recognizes potential enforcement challenges. More importantly, it discusses potential solutions to issues and recommends an approach for moving forward.

An audit of the current Zoning Ordinance was completed in 2022 and presented to the Ordinance Committee earlier this year. The Ordinance Committee discussed the audit with us and helped to develop an outline for targeted edits. The audit and this conversation established the basis for the process and scope outlined below.

Task 2. Public Input Meetings (Optional)

Citizen engagement is essential for a successful outcome of any community planning initiative. Public input provides important insights into the nuances of the Township while also building a base of constituents committed to the updated code. When the citizen engagement process is successful, it will ensure that valuable and diverse input is translated into a vision that most accurately reflects the desired direction of the Township.

If the Township desires to conduct public input meetings, we propose that an in-person workshop be held where the public can provide feedback on key concepts or components. This public input meeting would be an additional fee of \$2,500.

Task 3. Annotated Outline

The final organizational strategy we propose is an annotated outline to serve as a guide for the subsequent article updates. Our process emphasizes an “upfront” effort to develop recommendations for changes to the Ordinance before we begin drafting the language. This outline serves as a reminder of areas that should receive special attention and allows for a consensus on changes so there are no surprises at the end of the process. The annotated outline will include, but is not limited to:

- Potential new format and organization
- Style guide to determine document standards such as fonts, capitalization, formal titles, etc.
- Style of graphics, tables, and illustrations to be used
- The extent of changes to be made
- Outline concepts for new regulations and standards for additional specific land uses or new provisions, as needed.

STEP 2 – DRAFT

The objective of this step is to translate the information obtained during Step 1 into a workable, readable, usable, and predictable ordinance.

Task 4. Working Meetings and Drafts

We will begin to draft the updated Ordinance based on the direction received during Step 1. The purpose of this task is to provide modified text and a reorganized document for Ordinance Committee review and comment. These initial drafts will consist of edited text and graphics, but final document formatting (determined in task 3 above) may not be included.

We recommend that the Ordinance be reviewed by the Ordinance Committee incrementally, a few articles at a time. Before each meeting, we will provide a draft of the proposed amendments for discussion at the upcoming meeting. The purpose of each review meeting will be to discuss revisions, possible options, and other considerations to be incorporated into the final draft. Changes made to the draft Ordinance should represent a consensus of the Ordinance Committee. We anticipate that 7 review meetings will take place over 7 or so months.

Task 5. Formal Draft

Following the review meetings, we will prepare a complete formal draft Ordinance. This will incorporate all changes receiving a consensus during Ordinance Committee review meetings. The formal draft will also include formatting, graphics, and illustrations proposed for the final document, along with a draft zoning map.

Task 6. Zoning Ordinance Open House (Optional)

If desired, the Township may make the draft Zoning Ordinance available for public review and inspection during a two-hour “open house” event. This event would highlight new key regulations, revisions, formatting, graphics, and other features of the revised ordinance that would be useful to the public. This open house would also provide opportunities for the public to inquire about the updates and discuss concerns with the consultant, staff, or Ordinance Committee members. This open house would be an additional fee of \$2,500.

STEP 3 – COMPLETE

The final step of the update process will involve the formal review, refinement, and approval of the new Ordinance, in accordance with the Michigan Zoning Enabling Act.

Task 7. Planning Commission Review

At one meeting or a series of meetings, the Planning Commission will review the formal draft of the Zoning Ordinance. This may involve other staff or consultants (such as the Township Attorney) if desired. This final review could take place at either a regular or a special meeting, depending on the agenda.

Task 8. Public Hearing

Once the Planning Commission is comfortable with the draft Ordinance, it is highly recommended that the Township Attorney review it. Following this review, the Planning Commission may schedule a public hearing. Following the hearing, the Planning Commission and Township staff should consider any comments received from the public and provide us with their desired changes based on these comments, as applicable. At this meeting, or after a subsequent Planning Commission meeting, the Planning Commission will provide a recommendation to the Township Board.

Task 9. Township Board Meeting

The final Ordinance will be submitted to the Township Board for adoption. If desired, we will attend the Township Board meeting to address any final questions and concerns and assist with the notice of adoption.

BUDGET

We estimate that our fees to complete the Zoning Ordinance update as described in this letter will total \$20,500 excluding the two optional public engagement components. This includes all reimbursable expenses, such as mileage and printing, and it also assumes 10 meetings with the Ordinance Committee. The Township may also opt to make the updated Zoning Ordinance interactive, including the linking of articles, land uses, and other provisions. This would be an additional fee. If the Ordinance Committee is interested, we can discuss and provide examples.

We appreciate the opportunity to continue our work with Thornapple Township. Please feel free to call or email us if you have any questions regarding this estimate or regarding our services.

Sincerely,

Williams & Works

[via email]

Nathan Mehmed, AICP
Senior Planner + Project Manager

c: Andy Moore, AICP

Thornapple Twp Zoning Compliance Permits 2024

Permit #	Submit Date	Address	Parcel #	Applicant Name	Type	Date Approved	Notes
2024--01	1/3/2024	6476 Patterson Rd	08-14-007-010-00	Mike VanLaan	Acc Bld	1/22/2024	SLU 165 Request to construct in front yard
2024--02	1/3/2024	3689 Havens Way Ct	08-14-026-195-07	Jordan Terrell	Acc Bld	1/22/2024	SLU 166 Request to construct in front yard
2024--03	1/23/2024	11762 Green Lake Rd	08-14-020-013-00	Randy & Darlene Parsons	Acc Bld	1/24/2023	14x32 addition to current structure
2024--04	2/7/2024	8375 W Parmalee Rd	08-14-011-002-20	Jeff Schipper	Acc Bld	2/7/2024	40x50 addition to current structure
2024--05	2/13/2024	7222 Bouman Dr	08-14-040-042-00	Dan Teske	Acc Bld	2/20/2024	10x16 Acc Bldg
2024--06	2/28/2024	2017 Spencer Dr	08-14-032-002-97	Schumacher	New SFH	2/28/2024	
2024--07	2/20/2024	6680 Lydia Ct	08-14-007-002-50	Scott & Beth MacGregor	Gar Add	2/21/2024	
2024--08	3/4/2024	5500 N M-37	08-14-015-007-10	Edward Jackson	Add roof to deck	3/4/2024	
2024--09	3/5/2024	11840 Woodside Dr	08-14-020-008-10	Annette Brutus	Deck Replace	3/6/2024	No size alteration, just replacing old deck
2024--10	3/13/2024	11804 Skyview Lane	08-14-017-014-00	Alan Ruhlley	Gazebo	3/13/2024	
2024--11	3/25/2024	9412 Adams Rd	08-14-027-009-10	Quynn Kars	New SFH	3/25/2024	
2024--12	4/1/2024	5040 N. M-37	08-14-15-016-20	Philip Butler	Gazebo		Denied--Wanted in front yard
2024--13	4/4/2024	5971 Duncan Lake Rd	08-14-018-006-30	Fox Pools for Huisjen's	Pool	4/8/2024	
2024--14	4/11/2024	6451 Robertson Rd	08-14-012-010-60	Marilyn Shultz	Acc Bldg		Denied--Wanted in front yard Filing for an SLU
2024--15	4/12/2024	4642 Patterson Rd	08-14-019-002-70	Kriekaard	New SFH	4/29/2024	
2024--16	4/17/2024	7600 Irving Rd	08-14-025-001-50	Richard Robrahn	Acc Bldg		Denied--Wanted in front yard Filing for an SLU
2024--17	4/22/2024	12040 Green Lake Rd	08-14-019-08-20	C&T Builds for Jim Rapsen	Rebuild Acc Bldg	4/22/2024	Orig burned down. No footprint expansion
2024--18	4/1/2024	6808 Duncan Shores Dr	08-14-007-001-55	Matt Veurink	Acc Bldg	4/22/2024	Denied--Wanted in front yard Filing for an SLU 4/22
2024--19	4/24/2024	7040 Parmalee Rd	08-14-001-015-10	Mike McKay	Acc Bldg	4/24/2024	
2024--20	4/30/2024	11840 Davis Rd	08-14-032-028-00	Michael Speet	Acc Bldg	5/1/2024	
2024--21	5/1/2024	7175 Rollign Oaks Ln	08-14-001-015-33	Steve & Janice Huyser	Acc Bldg		Denied--Wanted in front yard Filing for an SLU
2024--22	5/1/2024	8026 W Crane Rd	08-14-014-004-05	Amy & Joseph Tel Mors	MIL Res		Denied--Requires an SLU, app coming soon
2024--23	5/1/2024	7672 Loop Rd	08-14-036-006-30	Steve & Julie Mosterd	Acc Bldg	5/1/2024	
2024--24	5/6/2024	2710 N Norris Rd	08-14-033-009-10	Monica & Cory Lamance	Acc Bldg		
2024--25							

Permit #	Submit Date	Address	Parcel #	Applicant Name	Type	Date Approved	Notes
2024--26							
2024--27							
2024--28							
2024--29							
2024--30							
2024--31							

