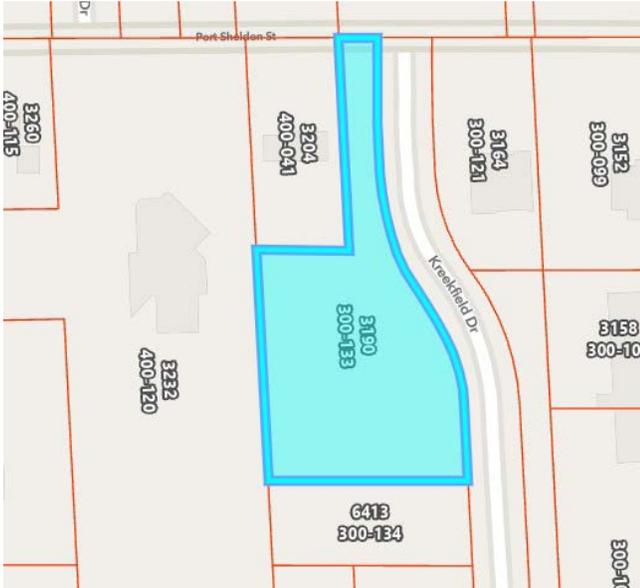


REQUEST

(ST2503) Gary Veldink Construction, P.P. # 70-14-21-300-133, located at 3190 Port Sheldon St. **The request is for site plan approval for a site condo development for 3 lots in the LDR district.** Public water and sanitary sewer will be provided. This application will be reviewed under the Site Condo standards in Sec. 3.31.

Ottawa GIS Image:

Satellite Image 2024:



INFORMATION

This application is for site plan review for a site condo development for single family dwellings which are allowed under Sec. 19.2(A)(3) and Sec. 8.2(A). Regulations are now contained in a new Site Condo ordinance in Sec. 3.31.

As per Sec. 19.2, the Planning Commission is the approving authority for a site plan for a site condo development. The site plan process is **final** with Planning Commission approval, as per Sec. 19.5(B) in the Zoning Ordinance.

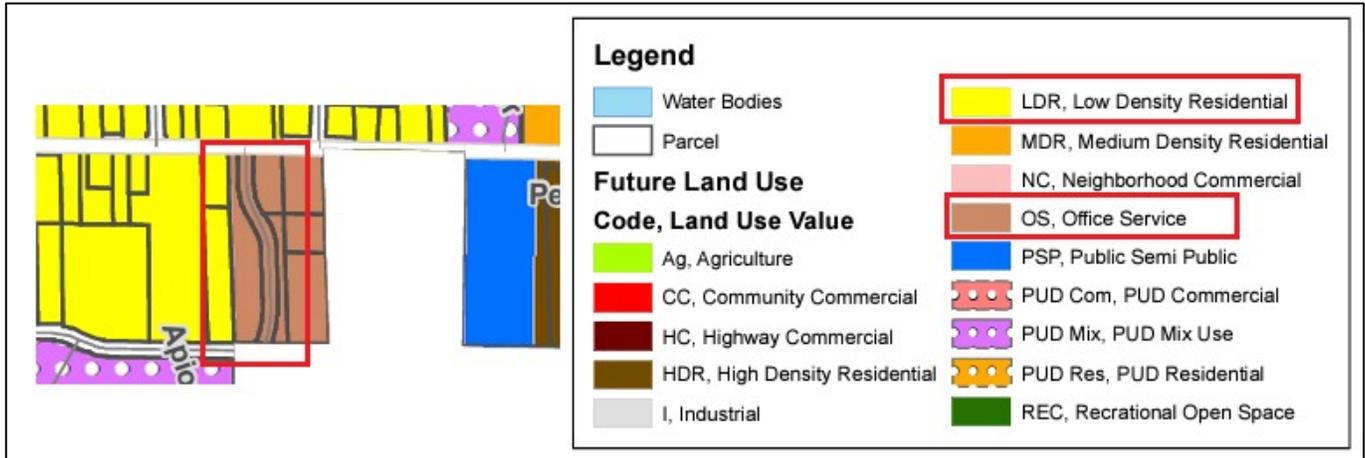
All lots appear to meet minimum lot width and area requirements in Chapter 24. The building envelopes appear to meet setback requirements and will be reviewed for exactness at the time a building permit application is submitted for each unit. Kreekfield Dr. is an existing road and the lots will front on this street. No new public streets will need to be created with this development.

HISTORY

A recent request was recommended for approval by the Planning Commission and subsequently approved by the Township Board, to rezone this parcel from OS to LDR. The Applicant stated their intention to construct Site Condominiums on the parcel.

MASTER PLAN

The proposed use is allowed in the LDR district. The Future Land Use Map designates the area as OS/LDR. It was determined by the Planning Commission that LDR was consistent with the master plan as page 33 states: "It is noted that lines separating land use categories are NOT to be considered to be defined lines and the lines are not necessarily parcel specific."



SUMMARY OF DETAILS OF THE REVIEW

- A. The Site Plan states that the parcel is OS zoning, this is **incorrect**. The parcel was rezoned to LDR at the Township Board with motion #250414-10.
- B. Conditions of approval will be added for the following to be submitted **either prior to the submittal of a building permit application or along with the application:**
1. A Storm Water Drain Permit from the Ottawa County Water Resources should be submitted. Sec. 19.4(O) requires that the location and size of all surface water drainage facilities are provided.
 2. A list of the lowest building opening for each lot as recorded with the Ottawa County Water Resources Commission shall be provided to the Township.
 3. **Master Deed and Restrictive Covenants.** All provisions of a site condo project approval, including maintenance of common areas and conditions of approval, shall be incorporated by reference in the master deed for the site condo project. The master deed shall be reviewed and shall not be determined to be complete until approved by the Township Attorney at the sole cost of the applicant. After approval by the Township Attorney, the applicant shall furnish the Township with a copy of the recorded master deed and restrictive covenants and all exhibits, as recorded with the Ottawa County Register of Deeds. **No zoning compliance approval or building permit for construction within the site condominium project shall be issued until a copy of the complying recorded master deed is submitted to the Township.**

COMPLETE REVIEW Site Condo Ordinance:

Sec. 3.31 SITE CONDOMINIMUMS.

Pursuant to the authority conferred by Section 141 of the Michigan Condominium Act, (being MCL 559.241, Public Act 59, of 1978, as amended), all site condominium projects shall comply with this and all other applicable Township ordinances in order to provide a development that promotes and safeguards the public health, safety and general welfare of the people of this Township.

(D) Site Plan Review and Approval Procedures.

Site condominium developments shall only be permitted upon approval by the Planning Commission under the site plan review process in Chapter 19 and the review process contained in Section 3.31 of this Ordinance.

An applicant shall file all of the following with the Township Zoning Administrator or designee for review of a proposed site condominium project in accordance with the Township Meeting Procedures Policy:

- (1) A completed application form with the signatures from all property owners involved. **Provided.**
- (2) Any fee or fees as established by the Township Board. **Escrow fee provided, Application fee paid.**
- (3) A narrative describing the overall objective of the proposed site condo project, along with a proposed timetable. **Met, added to Site Plan.**
- (4) A site plan submitted including the following:
 - a. All the elements listed in Chapter 19 as Site Plan requirements. (Below is a **summary**. See the detailed table below the review.)
 - 1) **All lots now appear to meet minimum lot width and area requirements in Chapter 24.** The building envelopes appear to meet setback requirements for the LDR district and will be reviewed for exactness at the time a building permit application is submitted for each unit.
 - 2) **Approval from the Ottawa County Road Commission is required to be submitted.** The road for this Site Condo development already exists. Driveway permits from the Ottawa County Road Commission will be required upon submission of the building permits, **unit 1 will not have access to Port Sheldon St.**
 - 3) **Sidewalks will be required per Sec 10-213 (A4).** A note on the plan states that this Condominium will conform to the Georgetown Township sidewalk ordinance. **Met and shown on plan.**
 - 4) **A signed streetlight petition shall be submitted because the developer is financially responsible for the installation of streetlights. Met**
 - 5) **Sec. 19.4(N) requires that the developer provide the size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems. The developer shall provide as-built plans for all water and sewer installations in the development and all the plans shall become the sole property of the Township. Proposed provided, as built to be provided to the Township DPW.**

- 6) **A Storm Water Drain Permit from the Ottawa Count Water Resources should be submitted. Sec. 19.4(O) requires that the location and size of all surface water drainage facilities are provided. Needed.**
- 7) **A list of the lowest building opening for each lot as recorded with the Ottawa County Water Resources Commission shall be provided to the Township. Needed.**
- 8) **Note on the site plan that all houses will have a minimum 400 square foot attached garage. This will be a condition of approval. Met**

- b. A layout of the individual building sites (lots) with building envelopes. All regulations pertaining to a lot shall apply to the building sites. Required setbacks shall also apply to all site condominium building envelopes. **Provided and appears to meet ordinance requirements.**
- c. Where applicable, floor plans and elevations of the units, with attached garages for residential units. All regulations pertaining to buildings and dwellings shall also apply to the structures. **Floor plans – NA. A note shall be added that a 400 square foot garage will be provided for each house. Each structure will be reviewed for compliance with ordinances at the time a building permit application is submitted.**
- d. Street layouts showing the relationship of proposed streets to adjacent streets and the relationship of improvements and significant physical features to neighboring properties and public and private utilities. All streets shall be conveyed to the Ottawa County Road Commission as a public street. There shall be no private streets. **The street already exists.**
- e. Layouts and design of sanitary sewer, storm sewer and water mains. All site condominium projects (and buildings therein) shall be served by both public water and sanitary sewer facilities. Stormwater shall be coordinated with the Ottawa County Water Resources Commissioner. **A Storm Water Drain Permit is required. Sewer and water shall be coordinated with the DPW. Layouts and design of sanitary sewer, storm sewer and water mains shall be provided. Needed.**
- f. Construction plans for utilities. **Provided.**

(E) **Standards.**

Every site condominium development or project shall comply with all of the following:

- (1) A site condominium unit shall be considered as a separate lot or parcel equivalent to a single lot as defined by this Zoning Ordinance, and shall meet all minimum use, width, area, setbacks and other applicable requirements of the zoning district in which the project is located, to be measured as provided for in this Ordinance. **Provided and appears to meet ordinance requirements but will be reviewed at the time a building permit application is submitted.**
- (2) All streets shall be public and shall be developed in compliance with Ottawa County Road Commission standards. All streets shall provide inter-connection to existing streets or provide for future interconnectivity as directed by the Road Commission. **The public street is already constructed.**

- (3) Sidewalks and/or non-motorized paths shall be provided in compliance with Township ordinance requirements. **A condition of the building permit approval will be that sidewalks are required, It is noted on the site plan that the site will conform to the sidewalk ordinance, and the sidewalks are shown.**
- (4) Public water, sanitary sewer, storm sewer and detention/retention systems shall be provided in accordance with Township ordinance requirements and also in accordance with all applicable Ottawa County Water Resources Commission requirements. Engineered drawings for the Township Department of Public Works showing connections to the water supply system and the sewer system shall be submitted to the Township. **As-built plans for all water and sewer installations in the development shall be submitted to and become the sole property of the Township.** Lot inspection fees, as set by the Township Board, shall be paid for the Township Department of Public Works inspectors to inspect each lot to determine correct connections to utilities. Each unit with a connection to the public water system shall be inspected. **All of the above shall be submitted. The \$5,000 escrow fee has been paid.**
- (5) A list containing the lowest building openings for each lot shall be filed with the Ottawa County Water Resources Commission and a copy provided to the Township. **This list shall be filed with the OCWR and a copy shall be submitted.**
- (6) All residential units shall have an attached garage with a minimum floor area in compliance with Ordinance requirements. **Noted on Site Plan.**
- (7) Streetlights shall be installed at the expense of the applicant. **A streetlight petition has been submitted and shall be the financial responsibility of the developer.**
- (8) No building permit shall be issued for structures until all utility and street construction and related rights-of-way and easements have been recorded and accepted by the Township and/or Ottawa County Road Commission. **Provided.**
- (9) Site plan approval for a site condominium project shall not be effective unless and until the final site condominium project plan has been submitted to and approved in writing by all applicable governmental agencies having jurisdiction over any aspect of the proposed site condominium project. **Will be met.**
- (10) As a condition of granting site plan approval for a site condominium project, the Township may require that a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the Township covering the estimated cost of improvements associated with the site condominium project for which approval is sought be deposited with the Township Clerk. **This is fulfilled through the deposit of the escrow amount.**
- (11) All standards found in Section 19.10 of this Ordinance shall also be met. (See the following.)

Sec. 19.10 REVIEW STANDARDS.

The following standards shall be utilized by the approving authority in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the approving authority in making judgment concerning

them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation.

- (A) **Landscape Preservation.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. The approving authority may require that landscaping, buffers, or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.
 - (B) **Relation of Buildings to Environment.** Proposed structures shall be related harmoniously to the terrain and to the existing buildings in the vicinity that have a visual relationship to the proposed buildings. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, terrain features, or other buildings.
 - (C) **Drives, Parking, and Circulation.** With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points to the public streets, width of drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties. Shared drives and other means of access management intended to reduce congestion and increase safety along public streets shall be encouraged.
 - (D) **Surface Water Drainage.** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. If practical, storm water shall be removed from all roofs, canopies, and paved areas and carried away in an underground drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create puddles in the paved areas. All storm water drainage systems must conform to the requirements of the Ottawa County Drain Commission.
 - (E) **Utility Service.** All utility services shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relationship to neighboring properties and the site.
 - (F) **Special Features.** Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to such setbacks, screen plantings, or other screening methods as shall reasonably be required to ensure their compatibility with the existing or contemplated environment and the surrounding properties.
- (F) **Master Deed and Restrictive Covenants.**
All provisions of a site condo project approval, including maintenance of common areas and conditions of approval, shall be incorporated by reference in the master deed for the site condo project. The master deed shall be reviewed and shall not be determined to be complete until approved by the Township Attorney at the sole cost of the applicant. After approval by the Township Attorney, the applicant shall furnish the Township with a copy of the recorded master deed and restrictive covenants and all exhibits, as recorded with the Ottawa County Register of Deeds. No zoning compliance approval or building permit for construction within the site condominium project shall be issued until

a copy of the complying recorded master deed is submitted to the Township. **This shall be completed and submitted to the Township.**

(G) **Changes to an Approved Site Condo Project.**

Any change proposed in connection with an approved site condo project shall be subject to the same review and approval procedures as required for the Township original review and approval.

The following documents ordinance requirements as listed in Sec. 3.31(D)(4)a.

ID number	ST2503	Date	4/22/2025
Name	Gary Veldink Construction Site Condo		
Address	3190 Port Sheldon St.		
Use	Site Condo	SUP required	NA
REQUIREMENT		PROVIDED	Needs or Comments
Date, north arrow, scale		X	
Name, address of preparer		X	
Name, address of property owner or petitioner		X	
Location sketch		X	
Legal description		X	
Size in acres of the property		X	
Property lines and required setbacks shown and dimensioned		X	
Location of existing structures, drives, parking areas within 100 ft of boundary		X	
Location and dimensions of existing and proposed structures		X	
Location of existing and proposed drives (dimensions and radii), circulation		X	Driveway permits req. with BP
Sidewalks, non-motorized paths-select streets, accel, decel lanes		X	
Signs, exterior lighting		X	Petition Provided
Curbing, parking areas, dimensions of typical space, number of parking spaces		N/A	
Calculations of parking spaces, unloading areas		N/A	
Location, pavement width, ROW of all abutting roads, easements		X	
Existing zoning, and zoning and use of abutting property			Change Zoning
Location of existing vegetation-parkway association		X	
Location, type, size of proposed landscaping, streetscape, greenbelt		X	
Location, height, type of existing and proposed fences and walls		X	
Size, location of proposed, existing utilities, connections to water/sewer		X	As Built Required
Location, size of surface water drainage facilities			Needed and OCWRC Approval
Existing, proposed topo contours, max 5 ft intervals		X	
Rec/common areas, floodplain areas			MBO Info Required
Special Use Standards, general and specific		NA	
Residential development extra requirements-attached garages		X	

OPTION FOR MOTION

If the Planning Commission determines that the standards of the ordinance have been met and the site plan as submitted is acceptable, the following motion is offered.

Motion: To adopt the staff report as finding of fact and to approve (ST2503) Gary Veldink Construction, P.P. # 70-14-21-300-133, located at 3190 Port Sheldon St. Georgetown Township, Ottawa County, Michigan for site plan approval for a site condo development for 3 lots in the LDR district under Sec. 3.13, as requested, based on the findings that all applicable standards of the ordinance have been met and to accept the site plan dated 4/25/2025;

And with the following conditions of approval:

- (1) A Storm Water Drain Permit from the Ottawa County Water Resources should be submitted to the Township prior to the issuance of any building permits.
- (2) A list of the lowest building opening for each lot as recorded with the Ottawa County Water Resources Commission shall be provided to the Township prior to the issuance of any building permits.
- (3) A copy of the recorded master deed and restrictive covenants and all exhibits, as recorded with the Ottawa County Register of Deeds, shall be provided to the Township prior to the issuance of any building permits.
- (4) Immediately after completion, the developer will provide as-built plans for all water and sewer installations in the development to the Township and all plans shall become the sole property of the Township.
- (5) The property 3190 Port Sheldon St. is zoned Low Density Residential (LDR), contrary to the label on the Site Plan dated 4/25/2025 that states Office Service Commercial (OS).