



Holland

MICHIGAN

Internal Staff Manual

MAY 2022

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Application Review Process

Step 1: CNS Planning Assistant processes application per checklist in Appendix 1.

Step 2: Planning staff determine and verify type of review required based on project specifications and zone district (39-12.02). These processes include the following projects:

1. Rezoning
2. Planned Unit Development
3. Site Plan approval
4. Special Land Use
5. Text amendments
6. Site Condominium
7. Subdivision plat
8. Traditional Condominium

Step 3: Zoning Administrator (ZA) Reviews: if the project meets established criteria (residential dwellings with 1-4 units, accessory structures, fencing, and signage), the ZA is responsible for the review. *Notices are only required for accessory dwellings.*

Step 4: Public hearing notices sent to residents within 300 ft. radius (min. 15 days prior to meeting or admin review), as required, depending upon project type and relevant zone district.

Step 5: Legal notice sent to Holland Sentinel newspaper (min. 15 days prior to meeting or admin review)

Step 6: Assistant enters project into BS&A and creates a folder in J Drive to house all applications and site plans. See instructions below (pg 8).

Organization of Electronic Packet

Posting on BS&A – combine document in following order:

1. Application and Narrative
2. Site Plan including Landscape Plan
3. Elevations, Photometric Map, etc.
4. Supplementary Information, i.e. Sustainability Checklist, lighting details

Planning Commission Packet– combine into following categories:

1. Application and Supplementary Information

- Application
- Written Summary
- Public Outreach Summary Report (if applicable)
- Sustainability Checklist
- Lighting Details

2. Site Plan

- Site Plan (most updated only)
- Renderings (if applicable)
- other maps if applicable

*Note: If there are a lot of supplementary information documents, should include as a third category. i.e., traffic study, etc.

Step 7: Assistant emails Administrative Review Team a notice of the application, the location it is in BS&A and with a deadline for comments.

Staff Report

Step 1: Planner conducts a preliminary review and provides comments to applicant, as needed, of additional information or revisions.

Step 2: Administrative Review Team reviews site plan and application materials

Step 3: Staff write comments in their designated folder (see BS&A Folder Tree).

Staff Comments must be received at least 6 days prior to the meeting or admin review date so that Planner has enough time to write the Staff Report. Public Comments must be received 8 days prior to the meeting or admin review date.

Step 4: Staff marks their folder '**Status**' as either:

- **Submitted:** Indicates staff is still working on adding comments (yellow checkmark)
- **Approved:** Indicates staff approves the site plan with or without conditions (green checkmark)

- **Disapproved:** Indicates staff does not approve the site plan as submitted (red checkmark)

Step 5: Planner copies comments and conditions into staff report with a checklist platform.

Step 6: Planner enters Conditions of Approval Checklists into the BP (Building Permit) and CO (Certificate of Occupancy) folders depending on where it belongs, located under Planner SPR. If conditions haven't been provided yet, the checkmark shall remain as Disapproved. When conditions are all submitted, it shall be switched to Approved. If some conditions have been provided, it should be noted as Submitted.

Building Permit Process

Step 1: Upon receipt of condition of approval materials, staff writes comments with dates under the BP or CO checklist item in BSA. This includes phone conversations.

Step 2: Planner changes the checkmark color accordingly.

Step 3: Building Inspector keeps track of folders in project and knows issuance of a Building Permit is approved by staff when the checkmarks are green.

If checkmarks are still yellow, Planner will check with staff to ask for BS&A updates and will provide a deadline date. If comments and a change in checkmark is not made by deadline, Planner will assume approval is granted.

If checkmarks are red, Planner will work with staff and applicant to obtain necessary information.

Certificate of Occupancy

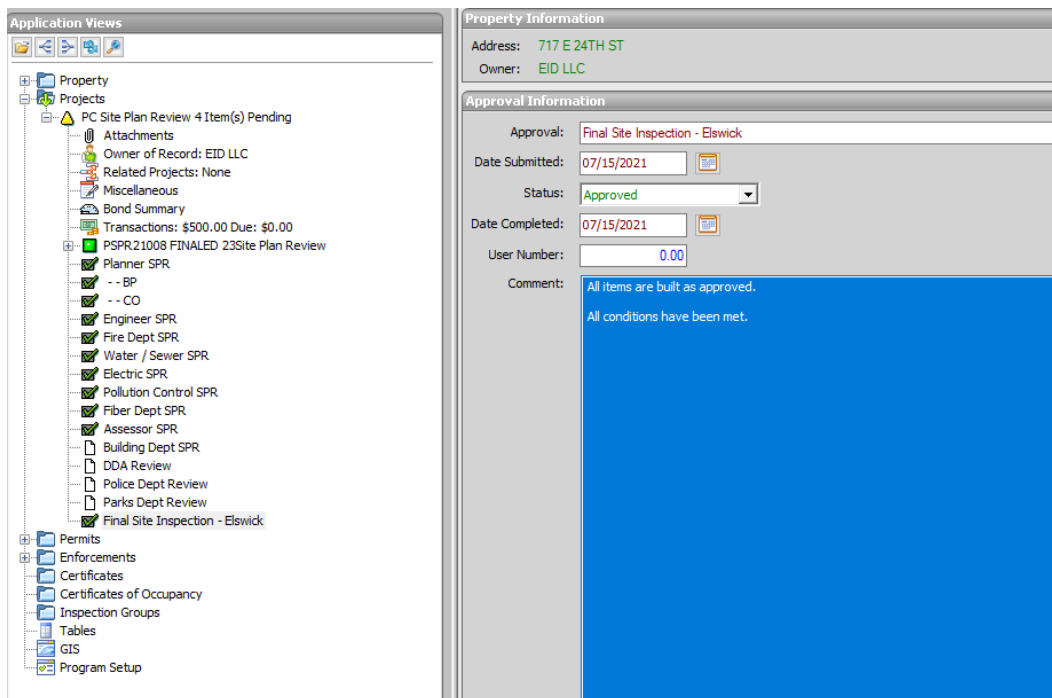
Steps 1-3 above are followed.

Step 4: Planner conducts a Site Inspection to make sure that the following items are built according to the approved site plan:

- Building orientation and overall site layout
- Landscaping
- Exterior lighting fixtures match those approved
- Parking spaces are striped and the number approved installed

Step 5: Planner enters notes and approves or denies the Site Inspection in BS&A.

See example below.



Hardcopy Folders

Step 1: Assistant creates folder when they process the application and provides folder to Planner.

Step 2: Planner files folder in file cabinet in Senior Planner’s office until the development is built and the Site Inspection is approved.

Step 3: Planner moves folder into the cabinet for finished projects to stay for at most 5 years.

Step 4: File is put into a box to store downstairs – with list on box of files/dates.

Electronic Folders

Create an electronic folder in the J Drive under Planning – CNS Planning Notices – year. If an Administrative Review, put in ADMIN folder.

Create the following subfolders in the project folder (named by address)

- Application
- Legal Notice
- Site Plan
- Supplementary Info
- Staff Report and Approval

Development Tracking List

Assistant (and Planners) shall maintain the Development Tracking List at least a monthly basis so that everyone is aware of which projects are occurring and the status.

This tracking list provides information useful at budget time in preparing year end statistics, as well as in preparing the Planning Dept Annual Report.

Screenshot of development tracking list:

File Number	Review Type	Application	Address	Name/Applicant	Project	Fee Paid	PC, Admin, or CC Approval Date	# of Approved Resid Units	# of Affordable Units	Dev Review Survey Sent	Building Permit Issuance	Final/CoO	Sq. Ft.	Fiscal Year	Summary of Public Engagement - beyond public hearing, i.e. public workshop or neighborhood meetings
JPC 20033	Admin	12/9/2021	940 Interchange Dr	KSR Truck Sales	Addition to commercial building with related improvements to parking area	0	1/15/2022	n/a	n/a	Sent	3/16/2022		1050	FY22	none
JPC 20034	Admin	12/9/2021	5745 Wood St	ONCO LLC (West Michigan Plastics)	Industrial storage	0	1/15/2022	n/a	n/a	Sent			1100	FY22	none

Field names: File number, Review Type (PC/Admin); Application Date; Address; Name of Applicant; Project Description; Fee paid; Approval Date; # of approved resid units; # of affordable units; Dev Review Survey Sent; Building Permit Issuance; Final/CoO; Sq. ft.; Fiscal Year; and Summary of Public Engagement.

BS&A Processing Instructions

Planning Process Notes

How to add a Site Plan / Rezoning Application to BS&A

First, add Project:

1. Select one of the following project types:
 - Admin Site Plan Review
 - PC Rezoning
 - PC Site Plan Review
2. Add detailed description of project

TEMPLATE for BS&A Description:

Project being proposed:

Updates:

Approval/Denial:

Final Site Inspection (mark closed):

3. Attach application packet to project

Attachment name:

ADDRESS – Site Plan *OR* Rezoning Application Packet

Second, add Permit (for billing purposes):

- Planning Commission
- Copy the work description from the project to the permit description.
- Link project to permit


Last, how to add an Invoice

Go to Transaction (in permit)

1. Add Invoice
2. Select correct item description and add
3. Print invoice
 - a. Misc. invoice format
 - i. Planning Commission Invoice
 - ii. Print 2 copies
4. How to process check: submit payment to Finance and keep one stamped copy for file or to email to applicant for their records.

Email Planning Commission Staff Memo

This Email Distribution Group consists of staff that are required to review and submit approval/denial of project with regards to their department.

 **Gillis, Nancy**
New Rezoning & Site Plan Review Application

To: **Planning Commission Staff Memo**

Retention Policy: Sent Items (6 months) Expires: 5/20/2019

Good afternoon everyone,

We have received a **Rezoning** and a **Site Plan Review** application for:

- 933 Interchange Drive & 4416 52nd Street:**
 - The applicant, **All Properties Unlimited**, is requesting:
 - Rezoning approval from PRD Planned Residential Development to I-2 Industrial Park.
 - Site plan approval to construct a 304,875 square foot warehouse building with room for additional future buildings.


Please review all provided detailed documents on BS&A under **933 Interchange Drive** (Parcel # 03-02-10-400-014 and Project #JPC180029) and provide comments by no later than **November 30, 2018**.

This will be going to **Planning** Commission on **December 11, 2018**.

If you have any questions, please contact Jenna Elswick at 616 355 1365 or email Jenna at j.elswick@cityofholland.com.

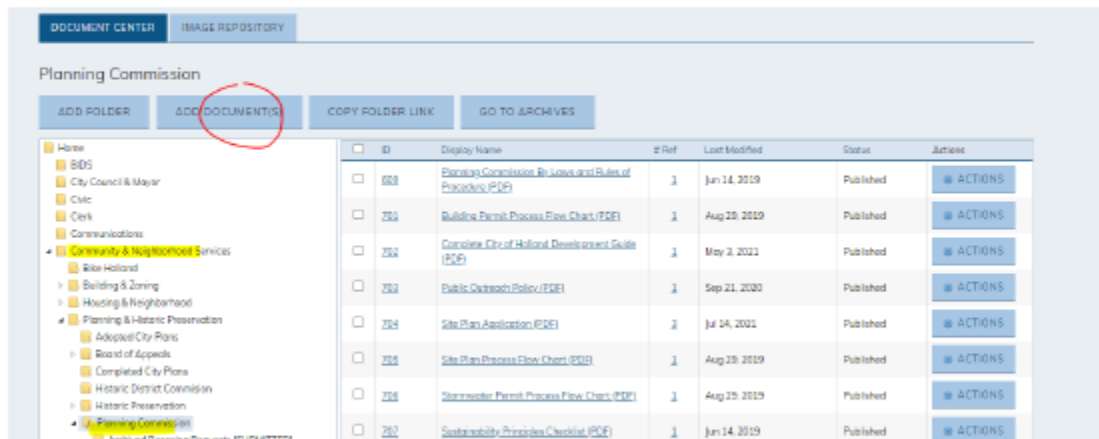
Thank you!

Nancy Gillis
Community & Neighborhood Services
City of Holland | 270 S. River Avenue | Holland, MI, 49423
616.355.3133 (p) | 616.546.7058 (f)
n.gillis@cityofholland.com | www.cityofholland.com



How to Upload to Website

1. Sign in to City website: <https://mi-holland.civicplus.com/>
2. Go to Modules > Document Center
3. Upload "Packet" created and placed on the J Drive to the Community & Neighborhood Services > Planning Commission folder.



DOCUMENT CENTER | IMAGE REPOSITORY

Planning Commission

ADD FOLDER | **ADD DOCUMENT(S)** | COPY FOLDER LINK | GO TO ARCHIVES

ID	Display Name	# Ref	Last Modified	Status	Actions
668	Planning Commission By-Laws and Rules of Procedure (PDF)	1	Jun 14, 2019	Published	ACTIONS
703	Building Permit Process Flow Chart (PDF)	1	Aug 28, 2019	Published	ACTIONS
702	Complete City of Holland Development Guide (PDF)	1	May 3, 2021	Published	ACTIONS
703	Public Outreach Policy (PDF)	1	Sep 21, 2020	Published	ACTIONS
704	Site Plan Application (PDF)	2	Jul 14, 2021	Published	ACTIONS
705	Site Plan Process Flow Chart (PDF)	1	Aug 28, 2019	Published	ACTIONS
706	Short-term Permit Process Flow Chart (PDF)	1	Aug 28, 2019	Published	ACTIONS
707	Sustainability Principles Checklist (PDF)	1	Jun 14, 2019	Published	ACTIONS

4. Once packet is uploaded, go to this webpage: <https://mi-holland.civicplus.com/363/Current-Site-Plan-Rezoning-Applications>.
5. Turn on LIVE EDIT and add the packet under "Current Applications on File".
6. Hit SAVE.

Legal Notice to Holland Sentinel

1. Use the template (or a previous notice) to generate the notice.
2. Have Planner fill out (or you fill out and have Planner proof) accordingly for the upcoming Planning Commission meeting / public hearing.
3. Legal notices in the newspaper must be published no less than 15 days before the date of the public hearing.
4. Send to HollandSentinelLegals@gannett.com. Deadline is 12:00 p.m. the day prior to publishing. Note "No affidavit" in email.

Hello,

We have a notice of public hearing to run in the Holland Sentinel for an upcoming City of Holland Planning Commission meeting. Would you be willing to run it in **DAY**'s paper **(DATE)**? No affidavit is needed.

Notice is attached.

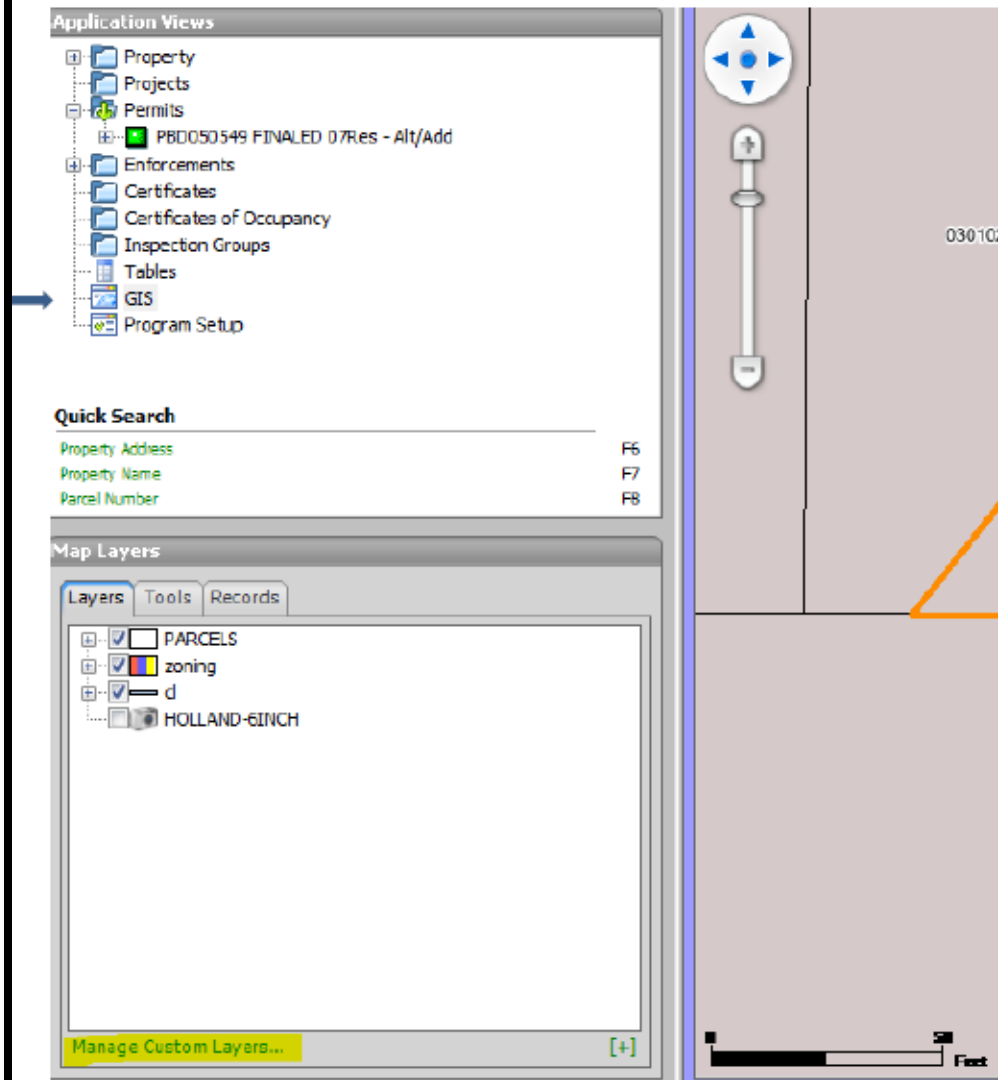
5. Confirm proof provided to you.
6. Once published, cut out notice from the newspaper and put in folder.

TO CREATE MAILING LABELS IN BS&A:

Go to property address (make sure you are on the correct address)

Click on GIS on the bottom, left tree

Click on **MANAGE CUSTOM LAYERS**



ADD a custom layer

Create a name "Tami's Street Labels" click OK, click CLOSE, click CLOSE

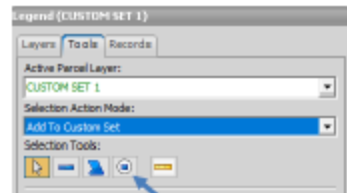
RIGHT CLICK on the Custom Layer you created, and choose **ZOOM TO LAYER**. This will bring you to the parcel you have selected, it should be colored.

Choose the TOOLS tab on the legend

Selection Action Mode:

Add to Custom Set – allows you to select parcels for your mailing labels

(Remove from Custom Set – allows you to remove parcels from your mailing labels)



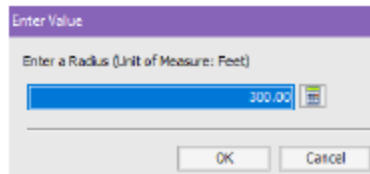
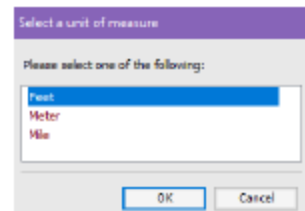
Radius tool

Selection Tools: choose your tool, arrow, line, polygon, radius (feet, meters, miles)

Click on radius tool, then click on parcel, "Enter Value" pops up,

Enter measurement:

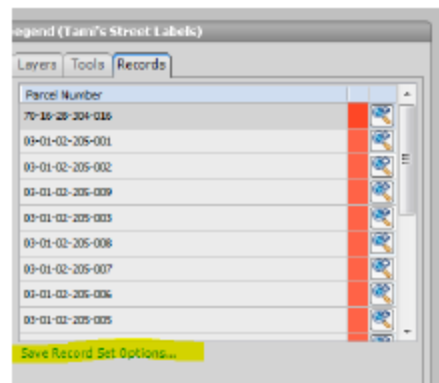
- 300 feet radius for notices
- 600 foot radius for Public Participation list



Go to the RECORDS tab (see photo)

SAVE RECORD SET OPTIONS (bottom of list of parcels)

Save as a new set, click OK, click OK



Go to REPORTS, choose PARCEL

Report "Name", select "MAIL LABELS – PARCEL OWNER No #"

Click "Report Options" button

Under "Population" choose "Map Set:" then click "Population Options" button

Scroll to the bottom of the list, and choose your saved labels and click "OK"

Click "Close" at the bottom of the window

Click "Run Report"

Print your labels

For also mailing to occupants (instead of or in addition to property owner),

choose report Name "Mail labels occupants no #"

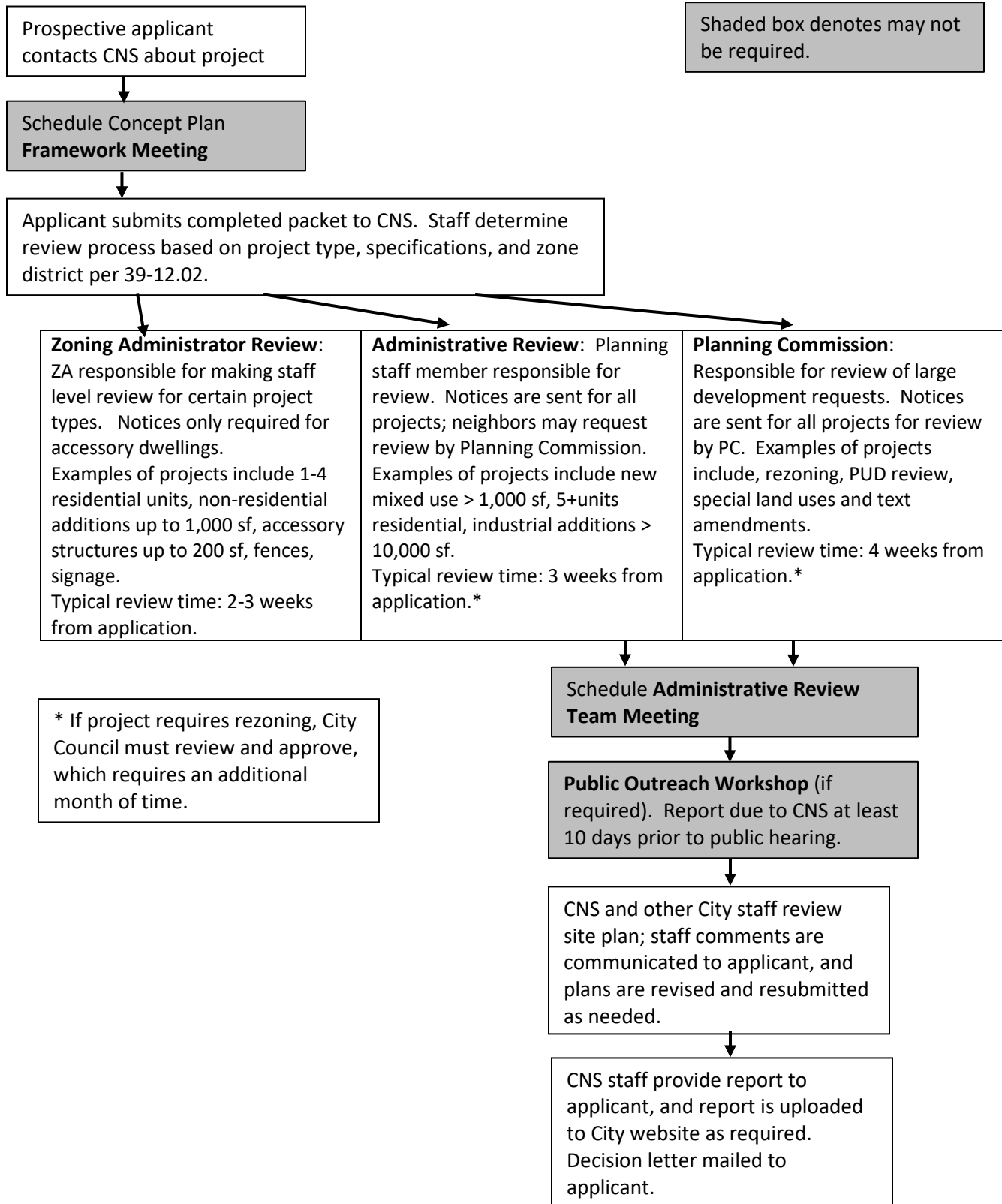
.25 margins for all mailing labels on "Avery 5160" label sheets

APPENDIX:

1. SITE PLAN DEVELOPMENT PROCESS SUMMARY FLOW CHART
2. REZONING OR TEXT AMENDMENT PROCESS POST COUNCIL ADOPTION
3. APPLICATION PROCESS CHECKLIST



Site Plan Development Process Summary for plans reviewed by the Zoning Administrator, Administratively, or by the Planning Commission



Appendix 2

What to do when a Rezoning or Text Amendment is approved by City Council

1. **SharePoint Portal** → Council Documents (under Libraries on left pane) → 20__ Council Referral Packets → Meeting date – Referral Packet → Summary of the Council Meeting → locate the agenda item (rezoning or text amendment) to obtain the ordinance amendment number located in bold and the Council Action number to the left of the agenda item → Note these number.

18.7	4B*	Council postponed approving the minutes of the Dec. 20, 2017 regular meeting.
18.9 & 18.22	7A & 17A	Council accepted and placed on 1st reading Amendments to Chapters 2, 3, 4, 6, 7, 8, 13, 14, 16, 17, 20, 21A, 22, 25, 27, 29, 32, 33, 34, and 36, with final adoption at the Jan. 17, 2018 Council meeting.
18.11	10B	Council adopted the ordinance amendments #1701 to Sec. 24-06 allowing the sale of bottled water and pre-packaged snacks the in bleachers along Eight St. and VanRaalte Ave, as amended to include only licensed Peddler contracted by Tulip Time and 1 hour before and after the event.
<u>18.10</u>	10A	Council adopted ordinance amendment <u>#1702</u> to rezone 1991 M-40 from the PUD Planned Unit Development District to the C-2 Highway Commercial District.

2. Scroll down through document to find 'NOTICE OF REFERRAL' page for correct item → Ensure numbers identified above are the same as on this page. If not notify Clerk's office. → Print page as a PDF and save in electronic file folder for item. → Print one (1) hardcopy of Notice.
3. J: Planning → CNS Notices → 20__ → Address or Item file folder → Ordinance and Summary provided for council (WORD) → enter ordinance number and dates → where blanks are. → Save as PDF. → Print two (2) hardcopies of Ordinance.
4. Email WORD copies of updated Ordinance and Summary to Clerk Admin.
5. If rezoning or text amendment related to specific address → BS&A → click address link on top of page → enter address number to locate project address → + Project (left pane) → Attachments right click → Add → 2. Attach External Document → Browse to address or item file → first attach saved Referral Notice, then attach pdf copy of modified Ordinance.
6. If rezoning: Property → Zoning link → uncheck current zone box → check new zone box → ensure changed on primary page
7. If rezoning: Email GIS Tech the address and the new zone district with the effective date → Determine next printing date → Ask to have the zoning layer changed and resaved in S:GIS folder. → Replace in electronic GIS maps
8. Hardcopy File Folder: add 1 copy of the Notice of Referral & 1 copy of the Ordinance
9. 'Ordinances 1600 –' binder: hole punch 1 copy of Ordinance and put in binder.
10. If rezoning: Email pdfs of Notice of Referral and Ordinance with a brief email stating approval of rezoning and looking forward to working with you on the site plan...

Site Plan / Rezoning Application Process

Project Number

Site Plans and Rezoning applications:

- Due 3 weeks minimum prior to PC meeting date (by 5:00 p.m.)
- 2 copies of site plan / 2 copies of rezoning (narrative, boundary survey, site plans, etc.)
- Public outreach Workshop Summary Report (May not be required)
- Sustainability Framework
- 1 digital copy of site plan, etc.
- Check for fee amount (\$500 SPR - \$300 Amend - Admin SPR \$300 - SPR/Rezoning \$600 - Rezoning \$400)

Checklist:

- Stamp "Received" on all documents (*check correct date on stamp*)
- Create folder on J Drive (*Planning/CNS Notices/2019*) with all applications & site plans and create one document named with the address and "Packet"
- Load into BSA (*See Planning Process Notes*)
 - Project – (add the "Packet")
 - Permit
 - Payment
- Process Check (*See Planning Process Notes*)
- Send out email to Planning Commission Staff Memo with addresses (*see sample email*)
 - PC Review - Comments must be returned in one week
 - Admin Review – Comments must be returned in one week
- Upload Site Plans (Packet) to website (*See directions on how to upload to website*)
- Public Notice to residents within 300 feet - **min.** 15 days prior (*See template & label instr.*)
- Legal notice to Sentinel of Public Hearing - **min.** 15 days prior (*See template & contact*)
 - Write notice (if more than one, combine)
 - Send to Sentinel –
 - Deadline for day prior is 3:00 pm
 - No affidavit required
 - Cut out newspaper notice for folder
- Is the project in the Airport Review Area? ___Y ___N (If yes, please send to West Michigan Airport Authority Manager)
- Is this project within 300 feet of a different municipality? ___Y ___N (If yes, please work with GIS coordinator to obtain addresses for township residents to mail notice & send notice to township)
- Make folder
 - Label folder with Address, Date and Project #
 - Application
 - 1 copy of site plan
 - Any additional info (notices, this sheet, etc.)
- One copy to filing area
- Give folder to planner assigned to project

Stamp Received

Additional Notes: _____