2016 Planning Commission Activity

3443 Highland Drive – Magnum Equipment – Special Use Permit and Site Plan Amendment was approved for heavy commercial services for the rental, sales, repair and outdoor storage of commercial equipment.

6340 Autumn Drive – Heritage Christian School – Site Plan Amendment was approved for a 3,600 s.f. music room addition. Construction was completed in August.

3492 and 3500 Chicago Drive – Pizza Ranch – Special Use Permit and Site Plan was approved for restaurant expansion that includes a 950 s.f. building addition, and a Special Use Permit for a pick-up window. Construction began in September.

3308 and 3316 Hudson Trails Drive – Hudsonville Truck & Trailer – Special Use Permit and Site Plan was approved for a trailer storage area. It is under construction.

5075 Presidential Lane – Presidential Estates – Site Plan Amendment was approved for a 336 s.f. clubhouse addition. Construction is completed.

5471 North Bluff Drive – Daniel and Ann Marie Meynard – Special Use Permit was approved for a 20’ building height where 14’ building height is permitted, a total 2,900 s.f. of accessory space where 1,536 s.f. is permitted, and a 1,700 s.f. detached accessory building. Construction began in April.

5786 Elm Avenue – Julie Roche – Special Use Permit was approved for a temporary Special Use Permit for a home occupation to operate outdoors for two years with more than 5 client trips to the home in a 24 hour period.

5410 School Avenue – Tailspin Pet Grooming – Special Use Permit was approved for a pet grooming operation.

5779 Balsam Drive – Vitale’s Site Plan time extension was approved for an extension because the building code changed from when the building plans were originally submitted, so they needed to resubmit the plans with updates. The addition was completed in November.

4900 40th Avenue – Hudsonville Public Schools (former Heritage Christian Elementary School) – Site Plan Amendment was approved for retrofitting the former Heritage Christian School into an elementary school. Two additions constructed. A 2,840 s.f. entry along the north side of the school and a 5,780 s.f. gymnasium on the east side of the school that created an enclosed courtyard area. Construction is completed.

5194 37th Avenue – Meekhof Rentals LLC (Meekhof Electric Inc.) – Special Use Permit and Site Plan Amendment was approved for outdoor storage and a 2,496 s.f. accessory building. Construction was completed in October.

3435 Oak Street – Hudsonville Christian School – Site Plan Amendment was approved for a 1,800 s.f. building addition along with building removal. Construction is completed.
2977 Corporate Grove Drive – Grand Rapids Harley Davidson – Site Plan Amendment was approved for a second driveway. Construction is completed.

3310 Hudson Trails Drive – Dig Real Estate LLC (Grand Equipment) – Special Use Permit and Site Plan Amendment was approved for additional outdoor storage. Construction is completed.

4906 36th Avenue – Dennis Buist – Special Use Permit was approved for a 1,120 s.f. detached accessory building for a total of 1,604 s.f. of accessory space where 1,220 s.f. is permitted. Construction was completed in November.

2987 Barry Street – Deb Essling – Special Use Permit was approved for a group day care home.

National Pollutant Discharge Elimination System (NPDES) - Stormwater Regulations. The stormwater ordinance and application forms are being adjusted. Ottawa County Water Resources Commissioner has developed the Stormwater Manual the city will use. All of the revisions need to go through the MDEQ for approval before they can be adopted by the city.

3471 Kelly Street – DJ’s Pizza Inc. – Site Plan Modification during construction was denied for a 4’ tall wood fence in the front yard.

3441 New Holland Street - Buttermilk Creek – MDEQ Permit update. The city received notification from the State of Michigan, Department of Environmental Quality (MDEQ), that there was a public hearing held at City Hall on August 4, 2016 at 6:00 p.m. They received permits from MDEQ for Water Resources Protection, Inland Lakes and Streams, and Wetlands Protection.

4265 Corporate Exchange Drive – Corporate Grove Hudsonville LLC / JP Koop – Special Use Permit, Formal Preliminary PUD and Final PUD was approved to create a PUD over an existing development to facilitate future ownership and use of this property by splitting the property into 4 parcels and allow a trade school use.

3150 Shooks Drive – Ventures – Ave, LLC – Shooks Estate PUD Amendment was approved for a 6-unit townhome building. They are currently requesting approval for 3 duplex buildings.

5800 Balsam Drive – Robert Becker Properties LLC - discussion that Cedar Crest wants to add 5 loading docks to one of their existing buildings on this property. This was approved administratively. It is under construction.

3566 Highland Drive – Apex Controls - Site Plan Amendment was approved for amended site plan for constructing a 4,000 s.f. building addition. Construction began in December.

3409 Van Buren Street – Trinity Protestant Reformed Church - Site Plan Review was approved for a new 11,356 s.f. sanctuary that will seat up to 522 people.
Other Planning/Zoning Department Highlights

Civil Air Patrol held a Flag burning ceremony on Monday October 24th at 7 p.m. and the Planning Commission was invited to attend.

The city is working on the draft zoning ordinance with the Ottawa County Planning Department and Nederveld. This will be going through the Planning Commission in 2017.

The city initiated the process of becoming a Redevelopment Ready Community. This is a program through the Michigan Economic Development Corporation that is intended to make communities more developer friendly.
### Permit List 2014 - 2016

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
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</thead>
<tbody>
<tr>
<td>Civil Infractions Issued</td>
<td>61</td>
<td>65</td>
<td>50</td>
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<tr>
<td>Permanent Sign</td>
<td>19</td>
<td>22</td>
<td>25</td>
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<tr>
<td>Portable Sign</td>
<td>70</td>
<td>68</td>
<td>77</td>
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<tr>
<td>Zoning Variance</td>
<td>8</td>
<td>1</td>
<td>10</td>
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<tr>
<td>Zoning Ordinance amendment</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Zoning Compliance</td>
<td>23</td>
<td>21</td>
<td>27</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>12</td>
<td>9</td>
<td>16</td>
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<tr>
<td>Special Use Permit</td>
<td>14</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Land Division/Split</td>
<td>8</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Solicitation Permits</td>
<td>14</td>
<td>5</td>
<td>9</td>
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<tr>
<td>PUD</td>
<td>4</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Event Requests - New 2016</td>
<td>8</td>
<td>na</td>
<td>na</td>
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<tr>
<td>Annual License</td>
<td>30</td>
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<tr>
<td>Curb Cut</td>
<td>8</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Plowing Permits</td>
<td>53</td>
<td>46</td>
<td>46</td>
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<tr>
<td>Right of Way Permits</td>
<td>49</td>
<td>38</td>
<td>32</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>381</strong></td>
<td><strong>326</strong></td>
<td><strong>358</strong></td>
</tr>
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</table>
MEETINGS WITH MDOT

The city had two meetings with MDOT this week, one by conference call and the other here in City Hall. The conference call was not a positive meeting. Essentially, we learned that MDOT is attempting to persuade the city to drop its pending permit application for the Buttermilk Trail underpass. They stated that they have ongoing (and increasing) concerns about the scouring effect that this project will have on their bridge structure, which is perplexing because the latest hydrology study from our engineer actually showed scouring being reduced as a result of our improvements. They also stated concerns about the pathway being closed to the public during a 5 year flood event (which I fail to see why this is of concern to them as it relates to their permit), and also that the headroom requirement of 10’ would not be met in certain areas under the bridge (even though headroom will exceed 9’ throughout). MDOT recommended that the city explore other crossing options for the bike path, apparently their most preferable being an at-grade crossing. They recommended that city conduct a feasibility study to this effect.

Needless to say, I am very frustrated and disappointed with MDOT given that up until now, they have led us to believe that this project would likely be permitted. The city has already invested thousands of dollars into the planning and engineering of this project based on the early feedback from MDOT. Therefore I do not feel it would be fiscally responsible for the city to give up on this concept without a fight. I have instructed staff and our engineer to continue to pursue the project until either we are granted a permit, or we are given a “hard no” from MDOT, which they seem reluctant to do given that they can’t identify any issues that, in our opinion, cannot be overcome through design.

The other meeting was a bit more productive. It included representatives from the city (staff and elected officials), Jamestown Township, Zeeland Township, MDOT and local legislators. Its purpose was discuss the city’s growing concern over traffic backups on the 32nd Ave. interchange
ramps and overall congestion on 32nd Ave. In addition, we also discussed the likelihood of a new interchange on 48th Ave.

MDOT has plans to study our interchange and to make physical improvements (which could include adding capacity) by the year 2019. This is encouraging, and so we will continue to coordinate with their agency on this effort. MDOT also agreed to analyze the traffic signal timing along 32nd Ave. and to make adjustments to improve flow as necessary. This is expected to occur within a relatively short timeframe.

**ACCIDENT ON I-196 (By Dep. Chief Steve Essenburg)**

Wednesday evening, the Hudsonville Fire Department responded to a crash on EB I-196. The crash involved 2 semi-trucks and 2 smaller vehicles. Injuries were not life-threatening, but 3 people were transported via ambulance to the hospital for observation. We were on scene for just over 2 hours to clean up the debris and the large oil spill that resulted from one of the trucks. Emergency Services assisted by closing down EB I-196 for us. Georgetown Fire sent one firetruck to assist in the cleanup as well. We used 15 bags of soak up material and the Ottawa County Road Commission brought out sand as well. MDOT was on scene to assess the situation, and will be back out tomorrow (Thursday) with their EPA crew to finish the clean-up of the median area that was saturated with oil.
CIP MEETING

Staff met this week with our engineer this week to go over the Capital Improvement Plan for the upcoming fiscal year and beyond. This is an exercize that I do every year prior to the budget process. It involves carefully looking at each capital project (over $5,000) and prioritizing it based on the need and internal and external variables.

The draft CIP will then be presented to the City Commission, most likely at a work session in March for final approval. The approved projects will then be entered into the budget document. Below is a snapshot of the projects planned in the draft CIP over the next 3 years.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Priority</th>
<th>Cost ($)</th>
<th>Fund</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW SPEED TRAILER TESTED</td>
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</table>
| Our Ottawa County Sherrif officers placed the city’s new speed trailer on Oak Street this week near the daycare center. The trailer was placed mid day on Tuesday and was picked up Friday morning. It was positioned to record cars that were turning east onto Oak St. off of Balsam. The amount and detail of data that was recoreded by the trailer was very impressive. For example we learned that over 5,000 cars traveled down this stretch of road (one way) in that short time period. We also saw clear patterns in traffic volumes, peaking each day between 5:00 and 7:00 p.m. Most importantly, we learned that only a small percentage of vehicles (i.e. less than 5%) were caught speeding. This data will bevery useful when responding to resident’s perceived concerns about speeding traffic in their neighborhoods. The statistics will be readily available.

I am impressed with the capabilities of this equipment, and feel strongly that this was a great investment for the city. The ways we can use the speed trailer are numerous. For example, if we don’t want to use it as a deterrent, we can turn off the display and discretely capture traffic
patterns in select areas. This will enable us to more effectively target our traffic enforcement to certain areas and times of day.

**MANAGER ON VACATION**

Again, I will be off on vacation from March 6 through March 13 (returning on the 14th).

**UPCOMING CITY MEETINGS & EVENTS**

1. **City Clerk Interviews (NO DEPARTMENT HEAD MEETING)** – February 27 @ 8:00 to Noon – Conference Room
2. **Meeting w/ M.C. Smith** - February 27 @ 2:00 – Conference Room
3. **Redevelopment Ready Community Training** – February 28 All Day – Muskegon
4. **City Commission Meeting** – February 28 @ 7:00 – Commission Chambers
5. **Meeting w/ GMB** – March 1 @ 2:00 – Conference Room
6. **GVMC Board Meeting** – March 2 @ 8:30 – Kent County

**LIBRARY UPDATES (By Melissa Huisman)**

1. Weekly programs went fine – story times, fitness, etc.
2. Our candidate for the Children’s Librarian position, Katie Kirk-Manting, accepted the position and will start work on Monday, March 27. She is currently the Children’s Librarian at the Patmos Library in Jamestown.
3. We continue to have daily internet disconnections and Thom, our Lakeland I.T. man, is working with I.T. Right to figure out what is the issue. No resolution yet.
4. The Fiction book club has decided to discontinue – as they had so few members.
5. I attended a Mel Legal Resources Webinar that was wonderful! I’m going to have all my staff work on becoming familiar with it for use with the patrons.
6. I worked on my budget and handed that in this week.
7. This weekend we have a full Easter Basket weaving class.
8. I’m meeting with the Friends tomorrow to discuss their upcoming “Friends Presents” programs, after which, I’m taking some vacation hours.
9. One, very fun local history thing happened – a young architect, who purchased a home at 5729 School St came in. He had done some research but wanted more information on the people who had lived in his house. I was able to put him in touch with 98 year old Jacob C DeWent, whose grandfather of the same name actually built the house circa 1928! Now that is a fun day!

MARKETING AND ECONOMIC DEVELOPMENT UPDATES (By Michelle Fare)

1. Lindsey has been hard at work this week on obtaining her Market Manager Certification. In order to achieve this, she has to attend several all-day trainings as well as a series of webinars (which unfortunately run in the evenings). I am so proud of her for taking this on and really committing to learning the skills she needs to Rockstar our farmer’s market next year.

2. Lindsey has also been working on getting the materials ready to run the market next year, including signage, EBT payment etc, sorted out. Great work Lindsey!!

3. I attended several meetings, including the Terra Square construction meeting, Hudsonville-Jenison Community Foundation event, a webinar on GovDelivery with Sgt. Mike, and three meetings with local businesses.

4. This week I submitted a grant request to ArtPlace for $50,000 in funding towards public art installations. I am excited for the possibilities that this grant could hold for our community.

5. The fundraising efforts for Terra Square have really died down. We are at $147,950. I’ll be sending out one more round of requests to business leaders, but if you know anyone who hasn’t given, but you think might be interested, please share the opportunity with them (or give me their contact information). The list of current donors can be found at [www.terrasquare.com/donate](http://www.terrasquare.com/donate)

6. We were also able to set up the Terra Square website to allow online payments for the Market Pantry Program. Once we are done accepting donations online then we will switch the receipt over to match purchases through the Market Pantry program.

ASSESSING & FINANCE UPDATES (By Jan Syswerda)

1. Tuesday, February 21, was the due date for Personal Property Statements although we are still receiving statements. The remaining personal property will be estimated and their corresponding Change of Assessment notices printed and mailed as soon as possible.
2. I have balanced the 2016 tax collections with Ottawa County Treasury. We will continue to accept payments through February 28 after which a final accounting will take place for settlement with the County.

3. I am working with city taxpayers as questions and concerns arise regarding their 2017 Change of Assessment Notices.

DPW UPDATES (By Jill Frielink)

1. A coordinated effort with Consumers Power this week resolved the power and generator issues at the Elm Street Lift Station.

2. A total of 30 trees were removed this week for the Harvey Street extension.

3. Dutch and Jon attended the CIP meeting.

4. Dutch and Jon also attended a Water Meeting at the City of Wyoming.

5. Swap was busy this week cleaning up brush at both Sunrise Park and Harvey Street.

6. Both pumps at the Park and Van Buren station were plugged again this week.

7. The 2017-18 Budget is being worked on.

8. Quotes have been received for
   a. Painting the tank at the Van Buren Lift Station
   b. Street paving which includes the police and fire station parking lot and driveways
   c. A request for pricing went out for various signs that need replacement in the City

9. All the City owned vehicles have been washed and waxed.

10. On March 16th a three hour time frame has been scheduled to move the transformer at the Water Tank by Consumers Energy to accommodate the new 911 building.

PLANNING & ZONING UPDATES (By Dan Strikwerda)

1) I attended the meeting with MDOT and others regarding I-196 interchanges at 32nd and 48th Avenue.

2) There was a teleconference with MDOT, Fleis & Vandenbrink, and Patrick to discuss the Buttermilk Trail underpass project. We were surprised by the strong opposition from MDOT
for the project. It is going to be an uphill battle to gain funding or approval from MDOT to enable Buttermilk Trail to go under Chicago Drive. We will continue to battle for this project that is so important for our community.

3) I continue to work with Meijer regarding their curb cut application. The current proposal is for them to contribute $40,000 towards widening 32nd Avenue and agree to pay up to $135,000 towards a future traffic light if the city determines it is needed.

4) I met with Leo Vicari of Lake Michigan Credit Union regarding 32nd Avenue widening. They are going to pay $25,000 towards the 32nd Avenue widening.

5) There was a meeting with Hudsonville Winery to discuss the option of on-street parking rather than on-site parking in front of their building along Prospect Street in an effort for this project to have a more pedestrian, urban design versus the typical suburban layout that is not supported in our Master Plan or Zoning Ordinance. I presented a draft of how this could look. They were not excited about this option but took a copy of the proposed layout they will show to others to find out its viability for them.

6) I was involved with a CIP meeting led by Patrick.

7) Teri and I finished work on draft application forms related to the stormwater project. These draft forms along with other information, including the draft stormwater ordinance were finally submitted to GVMC for review! There is potential that corrections will be found that need to be made before it is sent to MDEQ for the official review.

8) Teri and I had a meeting with Hudsonville Antiques (next to Hudsonville Winery) to discuss display, signage and other issues.

9) Teri continued to spend a lot of time organizing building plans for the archives to facilitate the future retrieval process.