



City of East Grand Rapids
Regular City Commission Meeting
Agenda

July 18, 2016 – 6:00 p.m.
(EGR Community Center – 750 Lakeside Drive)

1. Call to Order and Pledge of Allegiance.
2. Public Comment by persons in attendance.
3. Report of Mayor and City Commissioners.

Regular Agenda Items

4. Zoning variance hearing on the request of Jason Hannah and Hanna Jaworski of 1222 Eastlawn to allow the construction of a covered front porch creating a front yard setback of 16.8' instead of the required 25.0' (action requested – 44 notices sent).
5. Public Hearing and Review of a special land use application and site plan approval requested by Calvin College (action requested).

Consent Agenda – Approval Requested

6. Receipt of communications.
7. Minutes of the regular meeting held July 5, 2016 (approval requested).
8. Report of Finance Committee on disbursement of funds: payroll disbursements of \$229,531.97; county and school disbursements of \$1,729.58, and total remaining disbursements of \$247,593.66 (approval requested).
9. Preliminary minutes of the Planning Commission meeting held June 14, 2016 (no action requested).

* * *



CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

THOMAS A. FAASSE
ZONING ADMINISTRATOR

Memorandum

TO: Honorable Mayor and City Commissioners
Board of Zoning Appeals
FROM: Tom Faasse, Zoning Administrator
DATE: June 29, 2016
RE: **Request for Variance – 1222 Eastlawn Road, SE**
Zoned – R-2 Single Family Residential

ACTION REQUESTED: That the Commission conducts a public hearing and votes on the application of the owners of 1222 Eastlawn Road, SE, for a zoning variance at that address, according to the plans presented, for relief from the following zoning ordinance:

- **Section 5.28A, Table 5.28-1, to allow a front setback of 16.8 feet instead of 25.0 feet, a variance of 8.2 feet.**

BACKGROUND: Insignia Homes has applied on behalf of Jason Hannah and Hanna Jaworski, the owners of 1222 Eastlawn Road, SE, for a zoning variance at that address. They plan a major remodel of the house, including replacing the existing covered front stoop with a full-width covered front porch as part of a larger remodeling project. Although the main façade of the house would remain the same distance from the front property line, the new porch setback would be 2.2 feet closer than the existing covered stoop. The variance request is for relief from Section 5.28A, Table 5.28-1 of the East Grand Rapids Zoning Ordinance for a front setback of 16.8 feet instead of 25.0 feet, a variance of 8.2 feet.

This property is situated in the R-2 zone, on the east side of Eastlawn Road between Hall and Anderson. It is the only home on this side of the block that faces Eastlawn, and therefore the required front setback is the standard 25 feet from the front property line, not the average of the other front setbacks on the same side of the street, because the neighboring houses are corner lots that face the other streets. The neighboring houses have narrow side yards facing Eastlawn. The result, if approved, would be that the setbacks of the three houses involved would be 17 feet at 2230 Hall, 16.8 feet at the subject property, and 10 feet at 2241 Anderson, from north to south.

Proposed lot coverage on this 9,721 square-foot lot by buildings and other impervious surfaces, as proposed, will be 3573 square feet (37%). Lot coverage of up to 45 percent, not to exceed 4,800 square feet would be permissible.

Brian Donovan, City Manager

Request for Zoning Ordinance Variance

Date: 5/24/12

Note to Applicant: Please pay careful attention to answer the questions in this application as accurately and completely as possible. This will give you the best possibility of your application appearing on the earliest agenda for action and for approval by the Board of Zoning Appeals.

All requests for a zoning variance are subject to a public hearing. The applicant will be advised of the hearing date, time and location and is requested to present a verbal summary of the request to the Board of Zoning Appeals prior to the public hearing. In addition, the City Services Office shall publish notice of the public hearing in a newspaper of general circulation in the local unit of government, as well as, provide notice of the public hearing to all property owners within a 300 foot radius of the subject property not less than fifteen (15) days before the date the application will be considered for approval.

A non-refundable filing fee of \$250.00 must accompany your application.

Applicant Name: Insignia Homes

Address: 674 1st St NW, G-2

Property Address (if different than above):
1222 Eastlawn Rd SE

Daytime Phone: _____

Legal Description of Property**: lot 17 Paris Park

** (Use Attachments if Necessary)

Permanent Parcel (Tax) Number: 41-18-04-227,005

Briefly State the Requested Variance (Citing the specific section(s) of the Zoning Ordinance from which you are seeking a variance):**

Relief from Section 5, 28A, Table 5:28-1,
for a front setback of 16.8 feet instead of
25 feet, a variance of 8.2 feet

** (Use Attachments if Necessary)

Please check all the items below which are applicable to your request for variance:

- a. The situation which causes you to seek a variance does not result from any action of yours.
- b. A grant of the variance would do substantial justice to you as well as to other property owners and will not be of substantial detriment to neighboring properties.

(over)

- c. The request for variance is based upon conditions and circumstances described on the attached sheet which are unique to your property and not generally applicable to others in your neighborhood.
- d. Compliance with the Zoning Ordinance would unreasonably prevent you from using the property or would be unnecessarily burdensome.

Narrative Statement:

Please attach a narrative statement setting forth:

- a. What you wish to do with the property.
- b. Why you need the variance.
- c. The specific decision you seek
- d. The reason your project cannot be accomplished within the requirements of the zoning ordinance.

Site Plan:

Two (2) copies of a detailed, *scaled* site plan and elevation drawing showing the nature of the variance request, including, but not limited to: property boundaries, existing and proposed structures, the distance from the property lines of each existing building or structure and of each proposed building or structure, height of all proposed structures, and show and label abutting street(s). *Additional information may be required by the Zoning Administrator.*

The Board of Zoning Appeals may attach conditions to the granting of a variance.

Please be advised that substantial steps toward effecting the variance must be taken within twelve (12) months of approval of a variance, or the variance will become null and void per section 5.171-2 of the City Code.

[Handwritten Signature]

Signature of Applicant

David Momen

Print Name

[Handwritten Signature]

Signature of Property Owner
(If Different from Applicant)

Hanna Jaworski

Print Name



City of East Grand Rapids
City Services
750 Lakeside Dr. SE, East Grand Rapids, MI 49506
Phone 616.940.4817 FAX 616.831-6121



May 25, 2016



Insignia Homes

City Services
City of East Grand Rapids
750 Lakeside Dr.
East Grand Rapids, MI 49506

Dear City Services

This letter is to describe the request for a variance for a proposed project at 1222 Eastlawn Rd S.E.

This home is the only home on the East side of Eastlawn that actually faces Eastlawn. The homes on either side are corner lots facing each respective road. The home directly to the North has a 17-foot setback on Eastlawn, and the home to the South has a 10-foot setback from Eastlawn

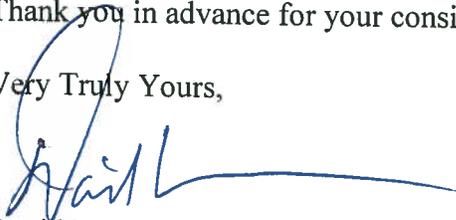
The Current zoning front yard setback is 25 feet. The front of the house currently has a setback of 24'8". An undocumented front porch was added over time with a "grandfathered" setback of 19 feet.

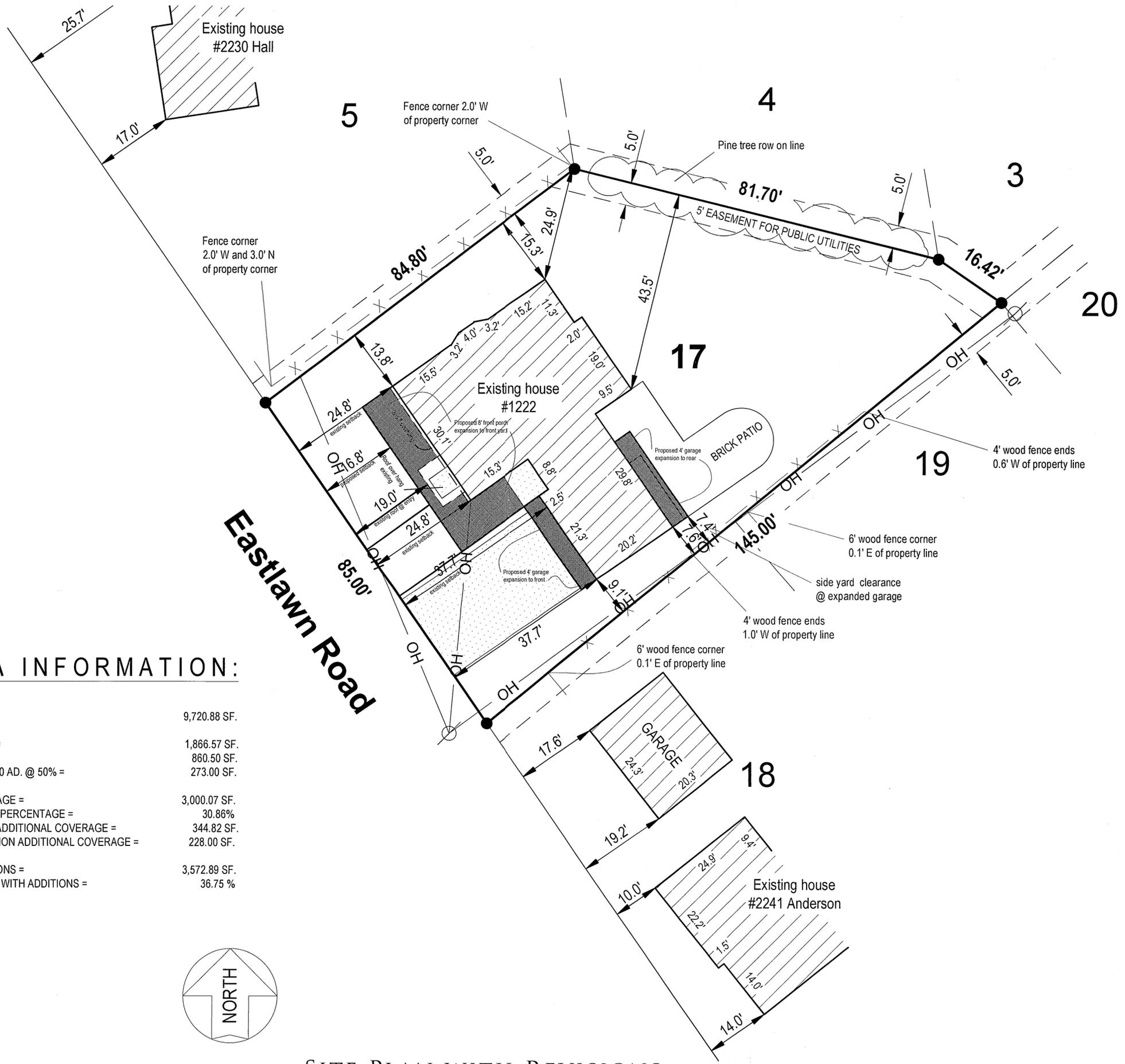
Our client would like to remove the existing front porch and stoop, and rebuild a "wrap around" front porch which would encroach an additional 2'2" for a final front setback of 16'8"

The variance is necessary to build a front porch across the front of the home. This will greatly improve the front elevation of the home from the street, as well as provide a very desirable outdoor space. We cannot accomplish the design of this porch within the existing requirements as the porch would be insufficiently narrow.

Thank you in advance for your consideration.

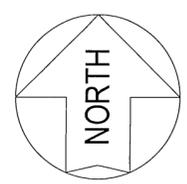
Very Truly Yours,


David Morren



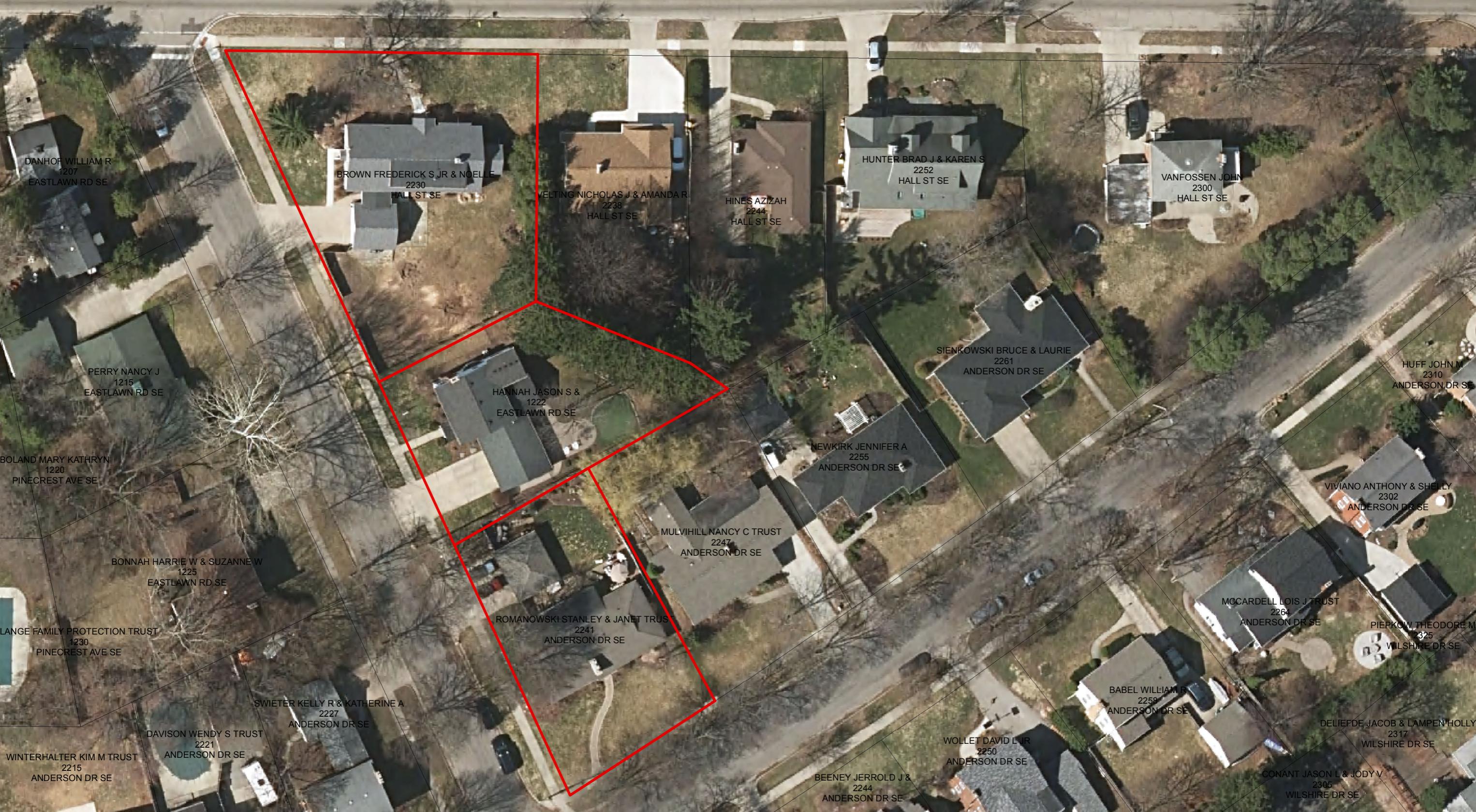
LOT DATA INFORMATION:

TOTAL LOT AREA =	9,720.88 SF.
EXISTING HOUSE + GARAGE =	1,866.57 SF.
EXISTING CONCRETE AREA =	860.50 SF.
EXISTING PATIO AREA = 546.00 AD. @ 50% =	273.00 SF.
TOTAL EXISTING LOT COVERAGE =	3,000.07 SF.
EXISTING LOT COVERAGE BY PERCENTAGE =	30.86%
PROPOSED FRONT PORCH ADDITIONAL COVERAGE =	344.82 SF.
PROPOSED GARAGE EXPANSION ADDITIONAL COVERAGE =	228.00 SF.
LOT COVERAGE WITH ADDITIONS =	3,572.89 SF.
LOT COVERAGE BY PERCENT WITH ADDITIONS =	36.75 %



SITE PLAN WITH REVISIONS
SCALE: 1" = 15'





DANHOFF WILLIAM R
1207
EASTLAWN RD SE

BROWN FREDERICK S JR & NOELLE
2230
HALL ST SE

VELTING NICHOLAS J & AMANDA R
2238
HALL ST SE

HINES AZIZAH
2244
HALL ST SE

HUNTER BRAD J & KAREN S
2252
HALL ST SE

VANFOSSEN JOHN
2300
HALL ST SE

PERRY NANCY J
1215
EASTLAWN RD SE

HANNAH JASON S &
1222
EASTLAWN RD SE

SIENKOWSKI BRUCE & LAURIE
2261
ANDERSON DR SE

HUFF JOHN M
2310
ANDERSON DR SE

BOLAND MARY KATHRYN
1220
PINECREST AVE SE

NEWKIRK JENNIFER A
2255
ANDERSON DR SE

VIVIANO ANTHONY & SHELLY
2302
ANDERSON DR SE

BONNAH HARRIE W & SUZANNE W
1225
EASTLAWN RD SE

MULVIHILL NANCY C TRUST
2247
ANDERSON DR SE

MCCARDELL LOIS J TRUST
2264
ANDERSON DR SE

PIEPKOW THEODORE M
2325
WILSHIRE DR SE

LANGE FAMILY PROTECTION TRUST
1230
PINECREST AVE SE

ROMANOWSKI STANLEY & JANET TRUS
2241
ANDERSON DR SE

BABEL WILLIAM R
2258
ANDERSON DR SE

DELIEFDE JACOB & LAMPEN HOLLY
2317
WILSHIRE DR SE

SWIETER KELLY R & KATHERINE A
2227
ANDERSON DR SE

WOLLET DAVID L JR
2250
ANDERSON DR SE

CONANT JASON L & JODY V
2305
WILSHIRE DR SE

WINTERHALTER KIM M TRUST
2215
ANDERSON DR SE

DAVISON WENDY S TRUST
2221
ANDERSON DR SE

BEENEY JERROLD J &
2244
ANDERSON DR SE



City of East Grand Rapids, Michigan

CITY OF EAST GRAND RAPIDS NOTICE OF PUBLIC HEARING

A public hearing will be held on the application of Insignia Homes on behalf of Jason Hannah and Hanna Jaworski, the owners of 1222 Eastlawn Road, SE, for a zoning variance at that address. The applicants propose to replace the existing covered front stoop with a full-width covered front porch as part of a larger remodeling project. The new porch setback would be 2.2 feet closer to the front lot line. The variance request is for relief from Section 5.28A, Table 5.28-1 of the East Grand Rapids Zoning Ordinance for a front setback of 16.8 feet instead of 25.0 feet, a variance of 8.2 feet.

The application and plans may be viewed in the Public Works Administration office at the Community Center, or by linking from this notice at www.eastgr.org/notices.

The City Commission welcomes your views in this matter. You may express your views at the scheduled meeting or by writing to the Mayor and City Commission at 750 Lakeside Drive, SE, East Grand Rapids, Michigan 49506 or by email to the City Clerk at kbrower@eastgr.org. To be included in the hearing, written communications must contain the sender's name and address.

If you have any questions regarding this request, please contact the undersigned at 940-4817, or tfaasse@eastgr.org.

DATE: Monday, July 18, 2016
TIME: 6:00 p.m.
PLACE: East Grand Rapids Community Center Commission
Chambers
750 Lakeside Drive, SE,
East Grand Rapids, Michigan 49506

Thomas A. Faasse
Zoning Administrator

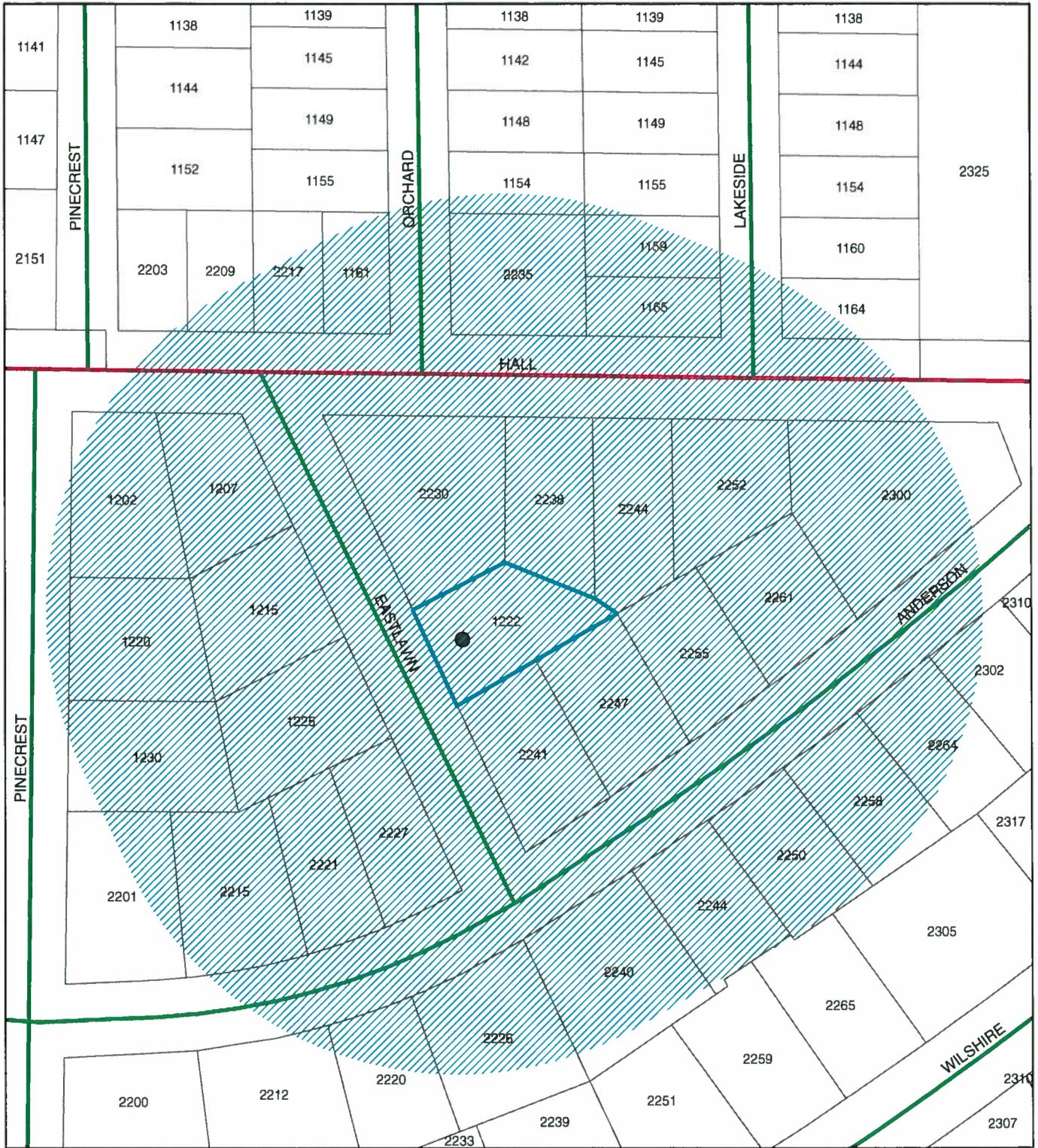
*44 notices
sent
tst*

PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION

750 Lakeside Drive, SE • East Grand Rapids, Michigan 49506
Telephone (616) 940-4817 Fax (616) 831-6121 www.eastgr.org

Partners with





Variance
 1222 Eastlawn Road, S. E.
 East Grand Rapids, MI



To whom it may concern,

We have been made aware of the home improvement plans of the Hannah residence at 1222 Eastlawn, which will include the addition of a front porch. We are aware that this porch will be 8' deep from the existing front exterior wall of the home. As a one of the Hannah's direct neighbors, we find this addition acceptable and do not find concern with this plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald E. Perry". The signature is fluid and cursive, with the first name "Donald" being the most prominent part.

Name:

DONALD E PERRY

Address:

1215 EAST LAWN SE
E GR mi 49506

We have been made aware of the home improvement plans of the Hannah residence at 1222 Eastlawn, which will include the addition of a front porch. We are aware that this porch will be 8' deep from the existing front exterior wall of the home. As a one of the Hannah's direct neighbors, we find this addition acceptable and do not find concern with this plan.

Kelly Switzer

Sincerely,

Kathy Switzer

Name: Kelly Switzer + Kathy Switzer

Address: 2227 Anderson Dr
EAR MI 49506

5/31/2016

To whom it may concern,

We have been made aware of the home improvement plans of the Hannah residence at 1222 Eastlawn, which will include the addition of a front porch. We are aware that this porch will be 8' deep from the existing front exterior wall of the home. As one of the Hannah's direct neighbors, we find this addition acceptable and do not find concern with this plan.

Sincerely,

Suzanne Walker Bonnah

Name: *Suzanne Walker Bonnah*

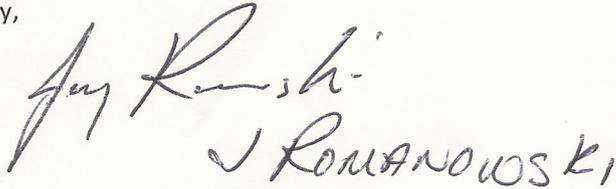
Address: *1225 Eastlawn Rd SE*

5/31/2016

To whom it may concern,

We have been made aware of the home improvement plans of the Hannah residence at 1222 Eastlawn, which will include the addition of a front porch. We are aware that this porch will be 8' deep from the existing front exterior wall of the home. As one of the Hannah's direct neighbors, we find this addition acceptable and do not find concern with this plan.

Sincerely,


J ROMANOWSKI

Name:

Address:

2241 ANDERSON DR

5/31/2016

To whom it may concern,

We have been made aware of the home improvement plans of the Hannah residence at 1222 Eastlawn, which will include the addition of a front porch. We are aware that this porch will be 8' deep from the existing front exterior wall of the home. As one of the Hannah's direct neighbors, we find this addition acceptable and do not find concern with this plan.

Sincerely,



Name: F. SPENCER BROWN
Address: 2230 HALL ST SE
EAST GRAND RAPIDS MI 49802



MEMORANDUM

TO: East Grand Rapids Mayor and City Commission
FROM: Thomas A. Faasse, Zoning Administrator
DATE: June 22, 2016
RE: **Special Land Use Application & Site Plan Review – Calvin College Campus
3222 Lake Drive (41-18-02-151-003) & 3120 Lake Drive (41-18-03-276-015)**

Action Requested:

July 5, 2016: The City Commission is requested to introduce, review and set a public hearing for its next regular meeting regarding the application of Calvin College for Special Land Use status and site plan approval for the areas of the campus that are in the City of East Grand Rapids. The Planning Commission has recently reviewed and recommended to the City Commission that this application be approved.

July 18, 2016: The City Commission is requested to hold a public hearing and to vote on the above application.

Background: The purpose of the current process is not to approve a new development or even a major change in an existing development, but simply to recognize the existing situation at the portion of the Calvin College Campus that is situated in the City of East Grand Rapids, and to bring it into alignment with the zoning ordinance. All of the campus area in East Grand Rapids is zoned R-1 Single Family Residential, but the existing and proposed uses of the property are not currently named in the zoning ordinance as allowed uses in that zone or any other zone, either as permitted uses or as special land uses.

In 2007, a small portion of the Calvin College campus containing the former college president's residence known as "Ravenswood" (3222 Lake Drive, SE) came to East Grand Rapids by way of an Act 425 Agreement – a land swap – between the cities of Grand Rapids and East Grand Rapids. In order to avoid straddling the city boundary with Calvin's planned expansion of their fieldhouse, the cities traded parcels as permitted by state law. In early 2016, the College inquired about the zoning implications of changing the use of the Ravenswood residence to theme-centered student housing for up to eight students plus a mentor. The proposal includes no building modifications. The college had been using the house as short term housing for visiting faculty. This "guest house" type of use does not fit the definition of "family" in the city zoning ordinance, and it is therefore a nonconforming use. Neither the proposed student housing use nor the existing guest house use are listed in our zoning ordinance as permitted uses, either by right or as a special land use in the R-1 Single Family Residential zone. In a related issue, the adjacent campus area (identified as 3120 Lake Drive) that is occupied by ponds and athletic fields has been in East Grand Rapids since Calvin acquired the Knollcrest Campus in the 1950s. However,

these are also nonconforming uses, since athletic fields and their appurtenant structures are not a listed or allowed use in the R-1 District, except under public ownership.

Paul LeBlanc of LSL Planning, Inc., the city’s planning consultant, has provided a memorandum to city staff recommending that the best option to address this situation is the “Similar Uses” procedure described in our zoning ordinance (Chapter 50, Section 5.75A). Briefly, if the proposed use is not listed as allowed in any zoning district, this procedure allows the Director of Public Works to use his authority to interpret the zoning ordinance. If the Director finds that the proposed use closely resembles another use that *is* allowed as a permitted use or as a special land use, then certain steps may be taken in order to “legitimize” the proposed use. (See the attached bullet point handout.)

The Director has determined that the existing uses most closely resemble the “Private and Parochial School” subcategory that is allowed in R-1 as a Special Land Use. A proposed subcategory, “College Residential Campus”, should be created and included under the existing general heading of “Public and Institutional Uses”. This subcategory would then include the proposed student housing use, the existing outdoor athletic facility use, and other appropriate and potential uses that are customary and ancillary to a college campus.

The ordinance’s “similar use” procedures require that “...*the proposed use shall comply with any specific standards or other ordinance requirements that apply to the named use. If the named use is a special land use, the similar use may only be approved according to the requirements of Section 5.94...*,” that is, by filing a Special Land Use application and meeting the standards necessary for approval. In addition, the zoning ordinance contains other specific standards for Private or Parochial Schools in a Residential District, found in Article 8, Section 5.73C. When you review the college’s application for Special Land Use you will see that they have provided a thorough analysis of the situation and a complete review of both sets of the aforementioned standards. City staff agrees with the applicants’ conclusion that all of the Special Land use standards are either met or that they are not applicable. Similarly, the additional zoning requirements and standards provided for “private and parochial schools” are either met, or were meant to apply only to a day school campus, as they did not envision a larger post-secondary residential campus.

The East Grand Rapids Planning Commission met to consider Calvin’s application on May 10, 2016, and then held a required public hearing on June 14, 2016. They then voted to recommend that the City Commission approve this application. The Planning Commission vote was without dissent, and their recommendation was without any attached conditions.

Please note that the Site Plan Review which is required in all Special Land Use applications is included in Calvin’s application, but it is cursory because no physical changes are proposed. There is no proposal to overhaul the existing development, which by all reports has been functioning well in the surrounding community for many years.

The “similar use” procedures further require that the Director of Public Works shall initiate an amendment to the zoning ordinance to list the similar use in the schedule of uses for the zoning district. Staff plans to do so following the conclusion of the college’s application for Special Land Use.



CITY OF EAST GRAND RAPIDS
750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506



Zoning Review Application

Project Name Calvin College - Ravenswood
 Property Address 3222 Lake Drive and 3120 Lake Drive, East Grand Rapids, Michigan
 Project Description Please see attachment

- | Type of Request (check) | Fee |
|--|-------------------|
| <input type="checkbox"/> Site Plan Review (Administrative) | \$200* |
| <input type="checkbox"/> Site Plan Review (Intermediate) | \$300* |
| <input type="checkbox"/> Site Plan Review (Complete) | \$500* |
| <input type="checkbox"/> Rezoning Application | \$800 |
| <input checked="" type="checkbox"/> Special Use Permit | \$500 |
| <input type="checkbox"/> Planned Unit Development | \$1,000* |

(attach separate sheet if necessary)

**Escrow fees may also be required.*

Permanent Parcel Number 41-18-02-115-003 (Ravenswood 3.6 acres)
41-18-03-276-016 (24 acres)
 Zoning District R.1
 Current Property Use Institutional/Private School

Contact Information (Please provide email addresses.)

	Company	Address	Contact Person	Daytime Phone
Applicant	Varnum, LLP	Bridgewater Place, P.O. Box 352, (mdzimmerman@varnumlaw.com)	Matthew D. Zimmerman	338-6536
Owner	Calvin College	3201 Burton, S.E. Grand Rapids, MI 49546-4388	Sally VanderPloeg (svploeg@calvin.edu)	526-7112
Developer				
Designer				

See the back of this form for items that must be attached to this application at the time of submission.

Sally VanderPloeg
 Property Owner Signature
 Vice President for Administration & Finance, CFO
4/11/16 Calvin College
 Date

Matthew D. Zimmerman
 Applicant Signature (if different)
4/11/16 Varnum LLP
 Date

Attachments Required For Preliminary Review

	Site Plan Review			Rezoning Application	Special Use Permit	Planned Unit Development
	Administrative	Intermediate	Complete			
A narrative describing the overall objective of the proposed project	X	X	X	X	X	X
Site Plan Drawings showing:						
A. Name of Applicant	X	X	X	X	X	X
B. North arrow	X	X	X	X	X	X
C. Legend	X	X	X	X	X	X
D. Scale of drawing	X	X	X	X	X	X
E. A location map w/exact location of project and surrounding area	X	X	X	X	X	X
F. Location, size, appearance of any existing or proposed signs	X	X	X	X	X	X
G. Location and type of exterior lighting	X	X	X	X	X	X
H. Screening and buffering with reference to dimensions and character	X	X	X	X	X	X
I. Dimensions of setbacks, locations, heights and size of buildings and structures	X	X	X	X	X	X
J. Proposed parking areas with lines showing individual spaces – include all barrier-free parking.	X	X	X	X	X	X
K. Highlights of changes made from existing building(s), parking or site plans.	X					
L. Locations of fire hydrants, curbs, gutters, utility lines, easements.	X	X	X	X	X	X
M. Topography of site			X	X	X	X
N. Proposed grading			X	X	X	X
O. Drainage, storm and sanitary sewers			X	X	X	X
Environmental Impact			X		*	*
Fiscal Impact Analysis			X		*	*
Traffic Impact Analysis			X		*	*

* Depending on the scope of the development, these items may be required.

This list is provided as a summary of ordinance requirements, and additional information may be required in some cases. Please see the appropriate section of the City's zoning ordinance for complete details of all the above.

**ATTACHMENT TO ZONING REVIEW APPLICATION
FOR CALVIN COLLEGE**



Project Description: The northeast portion of Calvin College’s (“Calvin’s”) main campus is located in the City of East Rapids (see Attachment A). It contains the following improvements: a baseball field; two practice fields used for soccer, lacrosse and field hockey; and a house. The house is named “Ravenswood” and is located on the west side of the north access entrance to the campus off of Lake Drive. Ravenswood historically housed the school president and in more recent times was used for out of town visitors having business with Calvin. It has approximately 3,095 sq. ft., with five bedrooms and five and one-half bathrooms on one and a half stories. There is a full kitchen, a dining room, a living room and a completed basement. Calvin plans to utilize Ravenswood to house a total of eight students and one adult mentor beginning with fall semester in 2016¹. The remainder of the house will be communal space for all students. Ravenswood has a three-stall detached garage and sufficient parking areas to accommodate additional vehicles. . The number of vehicles will be limited to four. There also is a small accessory structure between the house and garage used for storage. The students would be in their junior or senior years and would be specially selected by the College.

Compliance with Zoning Ordinance Standards.

Calvin’s current and proposed uses of its property (student on-campus group housing, outdoor sports facilities and accessory storage building) in East Grand Rapids would best be described as institutional or college/residential campus uses. These uses are not specifically listed in the East Grand Rapids zoning ordinance. Article 8, Section 5.75A allows “similar uses” as determined by the Director of Public Works. It is Calvin’s understanding that the Director of Public Works has determined Calvin’s current and proposed uses of its property in East Grand Rapids to most closely resemble “Public and Institutional Uses,” and more specifically “Private or Parochial School” uses. These uses are permitted in the R-1 District only as Special Uses.

While the proposed change in the use of Ravenswood is what prompted Calvin to pursue this special use, following discussions with the City’s Zoning Administrator, Calvin agreed to include all of its property in East Grand Rapids within this application. The other current uses (athletic activities on the three existing fields-see Attachments A and C) would continue as has been the case for the past many years. Those fields are quite isolated from the surrounding area in East Grand Rapids. The closest field is approximately 250 feet from Lake Drive and approximately 100 feet from the nearest homes on the east side of Woodcliff Avenue. These

¹ Four of the five bedrooms are comparable in size to dormitory rooms on campus and can hold two students. The fifth bedroom is a converted garage and is about twice the size as the other bedrooms. Calvin plans to house the mentor in this room for the foreseeable future. But Calvin would like to have the flexibility of placing up to four students in that bedroom and moving the mentor to one of the other bedrooms. That would result in ten students plus the mentor. Thus, if the Planning Commission recommends adding a condition to its recommendation of approval of the special use limiting the maximum number of people living in Ravenswood, Calvin requests that the number be set at eleven.

fields are screened by heavy tree cover and are substantially lower in grade than the elevation at Lake Drive and at Woodcliff Avenue. The continuation of these activities meets the standards discussed below for much the same reason as the proposed use of Ravenswood.

Attachments A and B will serve as the required site plan. Please let us know if additional detail is required.

I. **Article 11 Special Land Use, Section 5.94, Review Standards**

A. The proposed use will comply with the general objectives and land use policies of the City of East Grand Rapids Master Plan.

Both the proposed new use of Ravenswood and the continued use of the athletic fields on the Calvin property located in East Grand Rapids comply with the general objectives and land use policies of the City's Master Plan. This property is designated in the future land use map as public/quasi-public use. These college activities are quasi-public. The proposed uses are open to the members of the public who applied for and were granted admission to the College.

B. The proposed use will be designed, constructed, operated, and maintained so it is appropriate and harmonious with the intended character and appearance of the surrounding area; will be compatible with the intent of the zone district; and will not change the essential character of the surrounding area.

Ravenswood is harmonious with the character of adjacent property in the surrounding area. It is of the same type and size of the closest houses in East Grand Rapids. The closest house located in East Grand Rapids is on the north side of Lake Drive and is approximately 325 feet away (approximately 250 feet to the lot line) (see Attachment C).² The entire area in between is comprised of thick tree cover and a portion of a pond. The closest house on the south side of Lake Drive within the City of East Grand Rapids is approximately 575 feet away, and the area in between is also thick tree cover and a pond (see Attachments A and C). Ravenswood is screened from Lake Drive by this heavy tree cover as well. It has never had an adverse effect on the character of the property in East Grand Rapids and after its new use it will continue to be harmonious with adjacent property in East Grand Rapids. Neither the current athletic uses, nor the proposed use of Ravenswood will change the essential character of the surrounding area within East Grand Rapids.

C. The establishment, maintenance, location or operation of the use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in that zone district.

² The houses directly across Lake Drive from Ravenswood are located in the City of Grand Rapids.

All of the surrounding property adjacent to Calvin's property in East Grand Rapids is already developed. If Calvin ever proposes additional development within the City, it will seek to modify the proposed special use approval.

D. The establishment, maintenance, location, or operation of the proposed use will not be detrimental to or endanger the health, safety, or general welfare of any persons; will not be injurious to or conflict with the use or enjoyment of neighboring property for the purposes permitted; and will not result in any significant adverse impact on the natural environment.

The existing athletic uses and the proposed student residential use of Ravenswood will not be detrimental to the health, safety or general welfare of any current uses of property in East Grand Rapids. On the contrary, the expansive open green space is a benefit to surrounding properties. It enhances the natural environment with its tree cover and other landscaping. The ponds and pervious surfaces provide the best natural storm water management system possible. The facilities have all been developed. They are well maintained and are screened from adjacent properties in East Grand Rapids.

E. The proposed use will not involve activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

There would be no hazardous substance use in Ravenswood, nor would the residential activity there create hazardous or potentially hazardous situations. Neither the existing athletic uses nor the proposed student housing of use in Ravenswood either currently involve or will involve the excessive production of traffic, noise, smoke, fumes, glare, or odors. The athletic facilities may currently create some low level of noise, but that is screened by the surrounding wooded area. In addition, these activities only take place during daylight hours.

Any traffic generated by the athletic fields currently exists. While the number of vehicles using Ravenswood might be slightly in excess of the residential properties in the surrounding area of East Grand Rapids, the number of trips generated would probably not be any different, or even less. The students living at Ravenswood would walk to classes and other campus activities. Moreover, even if Ravenswood generated the same number of external trips as a typical residential structure in East Grand Rapids, and even if all of those trips utilized the north access drive from campus (and not the other four campus exit drives³), it would add an insignificant number of trips compared to the current use of that access road and Lake Drive. There is ample on-campus parking on Calvin property located within the City of Grand Rapids. The four access roads from the campus are on major roads (E. Beltline, Burton and Lake).

³ There are two exits to southbound E. Beltline, one exit to northbound E. Beltline, and one exit to Burton Street. In addition, there is an exit to E. Paris, but a gate on that route is usually closed unless athletic events are taking place.

F. Adequate utilities, highways, streets, access, drainage structures, police and fire protection, refuse disposal, schools, and other necessary services or facilities have been or will be provided to serve the proposed use; the proposed use will not place undue demands on public services or facilities that result in exceeding their capacity.

The use of Ravenswood for student housing will not increase demands on public services provided by East Grand Rapids. Campus security would handle most of the police functions there. The increased use of public water and sewer would not impact the City in any way. The students would not utilize the public school system in East Grand Rapids.

The current athletic activities and proposed student housing use for the renovated Ravenswood generally do not involve the utilization of highways, fire protection, refuse disposal, or other necessary services. The athletic fields are nearly 100% pervious surfaces and thus will handle any stormwater through infiltration. In addition, the property has a large pond system that will handle stormwater from the Ravenswood area.

G. The proposed use will, in all other respects, conform to the applicable regulations of the zone district in which it is located, specific requirements of Article 8, all conditions of approval, and all other applicable provisions of law, ordinance, or statute.

The existing athletic facilities and the proposed student housing use of a Ravenswood meet the requirements of Article 8. (See Section II. below.)

II. Article 8 Additional Use Requirements, Section 5.73 Public and Institutional Uses, Private or Parochial School.

1. The minimum lot area shall be one acre.

The area between Lake Drive, the northern access road to the campus, Knollcrest Circle and the pond is well in excess of one acre (3.6 acres-see Attachment B). The Calvin property within East Grand Rapids totals approximately 27.6 acres.

2. The minimum lot width shall be 150 feet.

The portion of the Calvin property that Ravenswood occupies (bounded by Lake Drive to the north, the northern access road to the campus to the west, Knollcrest Circle to the south and the East Grand Rapids boundary north of Lake Drive extended south into the pond to the west-see Attachment B) is over 200 feet wide. The entire parcel in East Grand Rapids is approximately 775 feet wide on the north side and approximately 350 feet wide on the south side.

3. At least one property line shall abut and have direct access to an arterial or collector street.

The property abuts Lake Drive on its north boundary. Ravenswood fronts on the College's north access drive which connects to Lake Drive.

4. All buildings, parking areas and outdoor activity areas (ball fields, playgrounds, bleachers, etc.) shall be set back a minimum of 40 feet from any side or rear property line abutting a residential district.

The area of campus within East Grand Rapids occupied by Ravenswood has a setback of approximately 150 feet from Lake Drive to the north. The other three directions are campus property and have even greater setbacks from closest properties in East Grand Rapids. The athletic fields are approximately 100 feet from the closest houses on Woodcliff Avenue, and are screened with heavy tree cover.

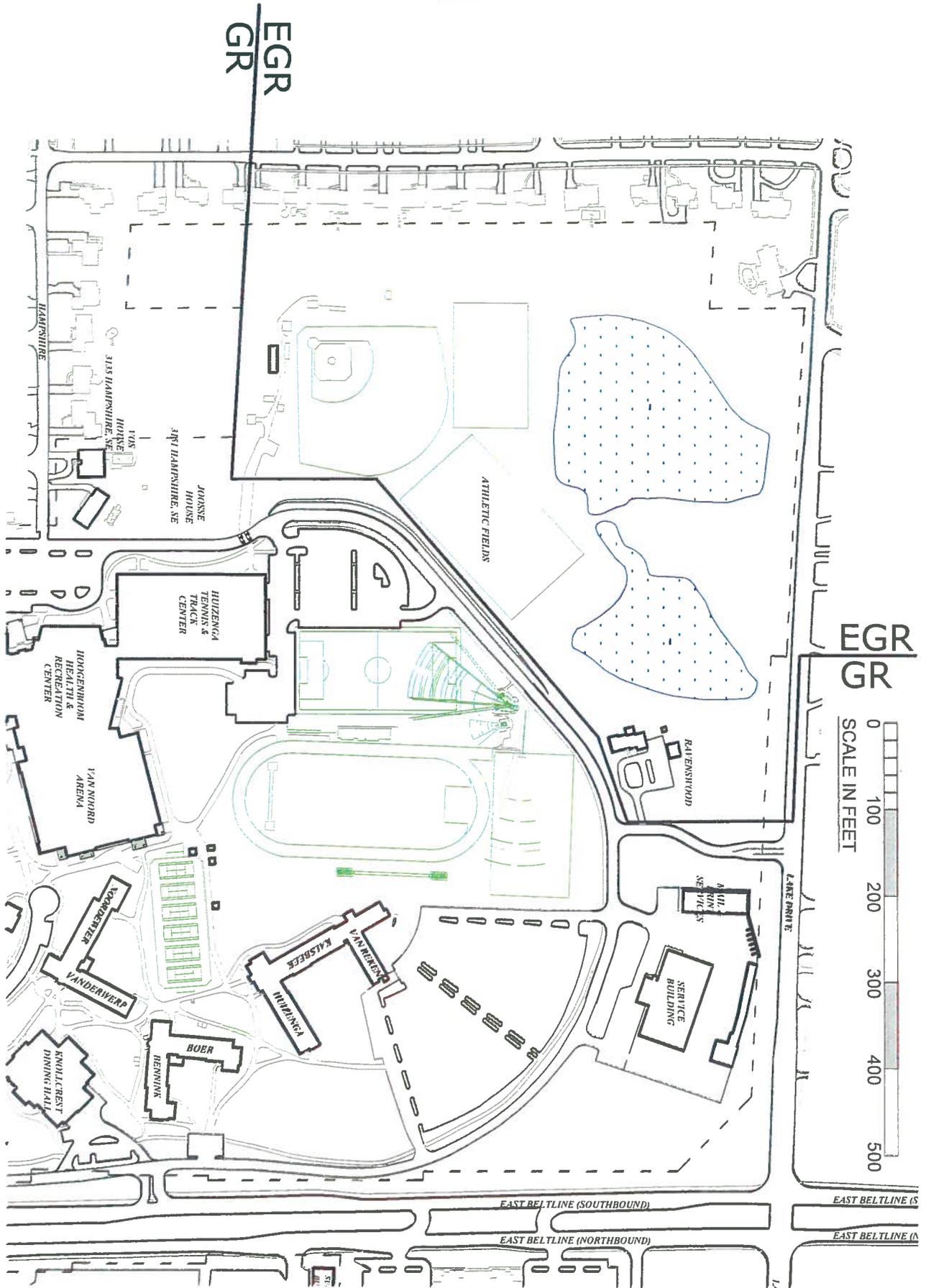
5. A six-foot high fence shall be constructed along any side or rear property line abutting a residential district.

Calvin owns two of the seven houses located on Hampshire Blvd. adjacent to the south boundary of the athletic fields (these are in the City of Grand Rapids). The houses are more than 200 feet away from the baseball field, and are separated by heavy tree cover. The houses on Woodcliff Avenue are approximately 100 feet from the athletic fields. They are separated by heavy tree cover. The grade of the athletic fields is substantially lower than the grade of the houses on both streets. Thus the fencing requirement is unnecessary.

6. Lighting for night time activity areas shall be directed and shielded so the light sources is not visible from any residential use within 150 feet of the light fixture. All lighting, including building and security lighting, shall be located to prevent glare on adjacent properties and streets.

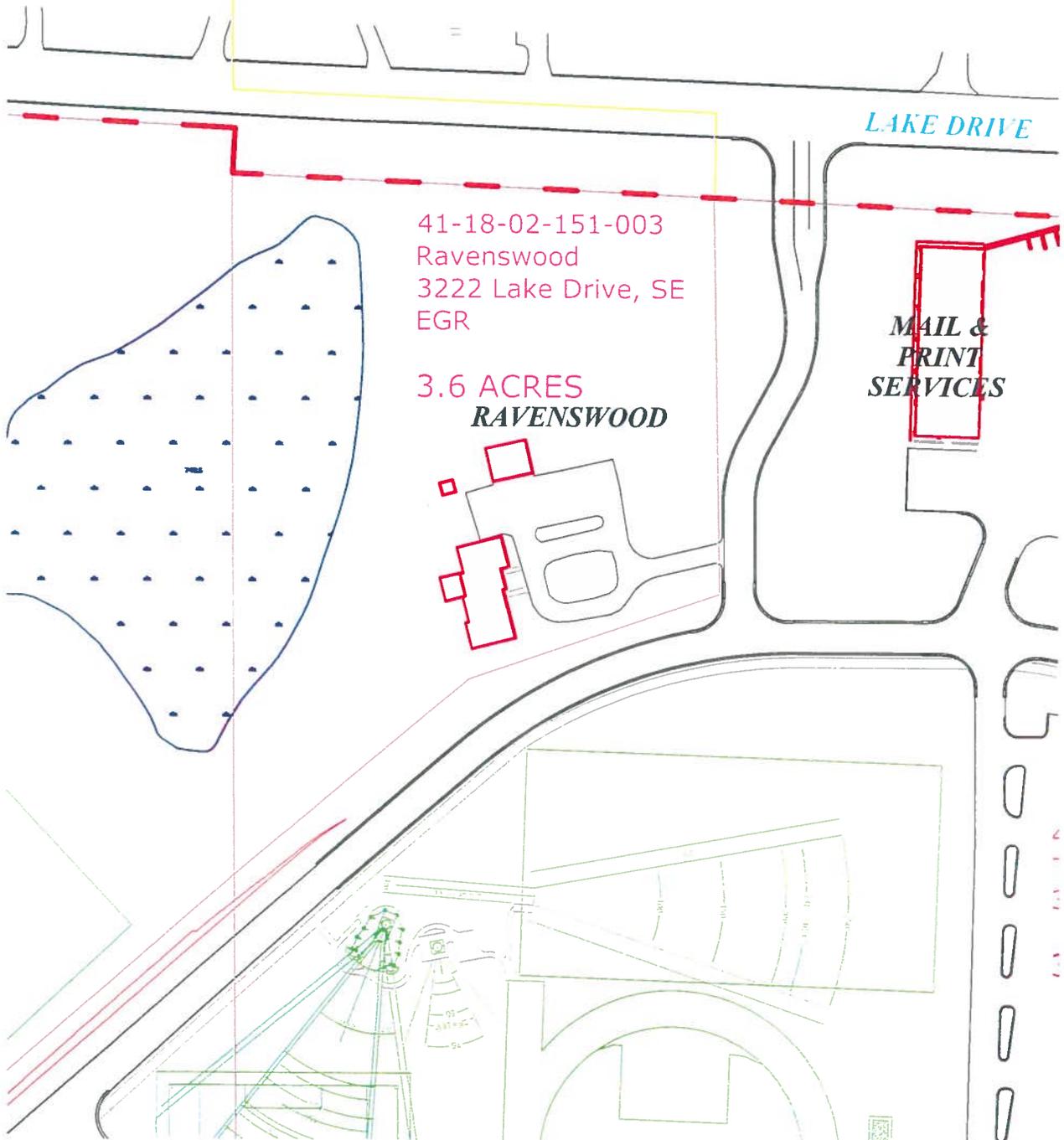
The athletic facilities do not utilize lighting for night time activity. Ravenswood is more than 150 feet from any residential use within East Grand Rapids. Any lighting there is adequately shielded by thick tree cover.

ATTACHMENT A



ATTACHMENT B

EGR
GR



41-18-02-151-003
Ravenswood
3222 Lake Drive, SE
EGR

3.6 ACRES
RAVENSWOOD

LAKE DRIVE

**MAIL &
PRINT
SERVICES**

ATTACHMENT C



**CITY OF EAST GRAND RAPIDS
ZONING ORDINANCE**

**SUMMARY OF PROCESS
TO ADD AN UNLISTED LAND USE TO THE ORDINANCE**

- Applicant requests a certain land use
- Director determines that the use is not listed in the zoning ordinance for any zoning district, either as a permitted use or as a special land use
- Director interprets that the use is similar to a listed use, but that the proposed similar use is a special land use, not a use permitted by right
 - Options:
 - Apply to amend zoning ordinance – lengthy process and special land use application required after that
 - Apply for a Use Variance – not legally likely to succeed and not flexible in the future
 - Use “similar use” procedure in zoning ordinance, Section 5.75A
- Applicant applies for Special Land Use, which includes Site Plan Review
- Planning Commission holds a public hearing
- City Commission holds a public hearing
- If Special Use approved by Planning Commission and then by City Commission, staff initiates zoning ordinance amendment to include new land use



CUSENZA VINCENT & TAMMY
3000
LAKE DR SE

CLAUSE PAMELA J TRUST
1410
WOODCLIFF DR SE

JONES STUART & WENDY
3040
LAKE DR SE

WEDDELL LORIN J
1424
EDGEWOOD AVE SE

CHU YIJI & AMANDA
1418
WOODCLIFF DR SE

STODDARD SUSAN
1427
WOODCLIFF DR SE

BUCKINGHAM EMILY & RALPH
1428
WOODCLIFF DR SE

EMMITT TIM & GAIL
1450
EDGEWOOD AVE SE

FABER PETER
1440
WOODCLIFF DR SE

RUNYON MATTHEW & LISA
1450
WOODCLIFF DR SE

MAPLEWOOD DR

CALVIN COLLEGE & SEM
3120
LAKE DR SE

CALVIN COLLEGE
3222
LAKE DR SE

ANDERSON JOHN F & KELLY
1504
WOODCLIFF DR SE

CONWAY DANIEL E
1514
EDGEWOOD AVE SE

JONES STEVEN D
1512
WOODCLIFF DR SE

FOCHLER DIRK &
1520
EDGEWOOD AVE SE

ALT WILLIAM & KIM
1520
WOODCLIFF DR SE

GIBB M. CRISTINA TRUST
1525
WOODCLIFF DR SE

EASLEY ROBERT W
1540
WOODCLIFF DR SE

ZERIAL MATTHEW E
1543
EDGEWOOD AVE SE

VARLEY ERIC & JESSICA &
1565
WOODCLIFF DR SE

CANNON HELEN M TRUST
1541
WOODCLIFF DR SE

COST JODIE S
1562
EDGEWOOD AVE SE

GRIFFIN INAJEAN
1564
WOODCLIFF DR SE

CALVIN COLLEGE
3073
HAMPSHIRE BLVD SE

HAAKSMA DALE
3101
HAMPSHIRE BLVD SE

CALVIN COLLEGE
3140
LAKE DR SE

CALVIN COLLEGE
3205
BURTON ST SE

CALVIN COLLEGE
3235
BURTON ST SE

CALVIN COLLEGE
3240
LAKE DR SE

LAKE DR

CALVIN COLLEGE DR

KNOLLCREST CIR

EDGEWOOD AVE

VALENTINO MICHAEL & VERONICA
3131
LAKE DR SE

SCHAD BRANDON
3159
LAKE DR SE

CAMPOS LUCAS
3161
LAKE DR SE

TRIERWEILER DARYL J STACY L TRUST
3219
LAKE DR SE

LIERLE WILLIAM B
3221
LAKE DR SE

PARTOGIAN KATHLEEN
3225
LAKE DR SE

LAKE SHILLC & VANHORN CEEJAE
3339
LAKE DR SE

HENDRICKS DAVID N & BETSY A
3155
LAKE DR SE

CONNOR SANDRA J TRUST
3157
LAKE DR SE

CALVIN COLLEGE & SEM
3120
LAKE DR SE

CALVIN COLLEGE
3222
LAKE DR SE

CALVIN COLLEGE
3240
LAKE DR SE

CALVIN COLLEGE
3140
LAKE DR SE





41-18-02-151-003

3222 LAKE DR SE

2013 FRONT VIEW



City of East Grand Rapids, Michigan

CITY OF EAST GRAND RAPIDS CITY COMMISSION NOTICE OF PUBLIC HEARING

The application of Calvin College for a special land use designation for the area of the campus that is in the City of East Grand Rapids will be introduced during the regularly scheduled meeting of the East Grand Rapids City Commission on Tuesday, July 5, 2016. A public hearing will be held at the next regularly scheduled commission meeting on Monday, July 18, 2016. No new development is proposed, but the college is proposing to use the existing "Ravenswood" house at 3222 Lake Drive, SE, for theme-centered housing for eight students and a live-in mentor. This use and the other existing campus uses, including athletic fields, are technically nonconforming with the existing R-1 Single Family zoning designation, and they are uses that are not specifically listed in the zoning ordinance. Under the "Similar Uses" procedures in the Zoning Ordinance (Chapter 50, Article 8, Section 5.75A), the Director of Public Works has determined that the uses are in the "Public and Institutional Uses" category and that they are similar to the "Private and Parochial Schools" subcategory, uses which may be permitted in all residential zones as special land uses. A special land use designation will better align the existing situation with the zoning ordinance and provides a process for any future requests. This hearing is held by the City Commission as required in Article 11 of the East Grand Rapids Zoning Ordinance, following the Planning Commission's recommendation to approve following its public hearing on June 14, 2016.

The application and plans may be viewed in the Public Works Administration office at the Community Center, or by linking from this notice at www.eastgr.org/notices.

The City Commission welcomes your views in this matter. You may comment at the scheduled meeting or write to the City Commission, 750 Lakeside Drive, SE, East Grand Rapids, Michigan 49506, or send an email to the recording secretary, Lynda Taylor, at ltaylor@eastgr.org. To be included in the hearing, written communications must contain the sender's name and address. Questions regarding this application may be directed to the Zoning Administrator at (616)940-4817, or by email to tfaasse@eastgr.org.

DATE: Monday, July 18, 2016
TIME: 6:00 p.m.
PLACE: East Grand Rapids Community Center Commission Chambers
750 Lakeside Drive, SE, East Grand Rapids, Michigan 49506

Thomas A. Faasse
Zoning Administrator

56
noticed sent
jt

MENT - ENGINEERING DIVISION

Rapids, Michigan 49506
(616) 831-6121 www.eastgr.org

Partners with



PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held July 5, 2016

Mayor Seibold called the meeting to order at 6:00 p.m. in the City Commission Chambers at the East Grand Rapids Community Center and led the audience in the Pledge of Allegiance.

Present: Commissioners Duncan, Hamrick, Skaggs, Zagel, and Mayor Seibold

Absent: Commissioners Dills and Miller

Also Present: City Attorney Huff; Assistant City Manager LaFave; Finance Director Mushong; Zoning Administrator Faasse; City Clerk Brower

2016-63. No public comment was received.

2016-64. Commissioner Skaggs thanked everyone involved in the 4th of July celebration yesterday, especially Mary Free Bed Hospital for sponsoring the activities.

Commissioner Hamrick noted the parade was great and the Trail Blazer had another successful year.

Mayor Seibold noted the great weather yesterday and stated the new parade route seemed to work out very well. She stated she would be working to find a solution to the kids who get so close to the vehicles to pick up candy. Mayor Seibold thanked Communications Specialist Brian Greenleaf for all his communication efforts over the last few weeks on several projects and stated he was a great addition to the team.

2016-65. Review of a special land use application and site plan approval request by Calvin College.

Zoning Administrator Faasse explained that part of Calvin College lies in East Grand Rapids and the college wants to expand the use of the Ravenswood house to include student housing. Since the entire portion of the college in EGR is zoned residential, the commission is asked to designate the Calvin property as a special land use and approve the site plan provided by the college.

Matt Zimmerman, attorney for Calvin College, outlined the plans for the use of the Ravenswood building. Mr. Zimmerman stated the college's proposed use of the property met the standards in Section 5.73 of the city code. He felt most East Grand Rapids residents would not even notice the difference.

Phil Beezhold, Calvin facilities manager, went over the floor plans for the home and its layout on the property.

Sarah Visser, director of student life, stated the Ravenswood house would be used to house eight students that were the first in their families to attend college. Students would be assisted with financial aid, cultural obstacles, mentoring, etc.

2016-65-A. Duncan-Skaggs. That the request of Calvin College for a special land use designation be set for a public hearing and final decision at the regular city commission meeting on July 18, 2016.

Yeas: Duncan, Hamrick, Skaggs, Zagel and Seibold – 5

Nays: -0-

2016-66. Adoption of a policy on sewer backup claims.

City Attorney Huff explained the need to adopt a formal policy for staff to use that incorporates state laws regarding the city's limited liability for sewer backups to situations where the city knew of a problem and took no action to fix the issue.

2016-66-A. Duncan-Zagel. That a policy outlining the city's new policy on sewer backup claims be approved as set forth in Exhibit "A" attached hereto.

Commissioners Duncan and Zagel asked that this policy be well publicized to the residents, both now and for people who move into the city in the future.

Commissioner Hamrick felt the policy was very thorough and would provide consistency for future claims.

Mayor Seibold also noted that staff will also appreciate a written policy with which to handle claims.

Yeas: Duncan, Hamrick, Skaggs, Zagel and Seibold – 5

Nays: -0-

2016-67. Election of President for FY 2016-17.

2016-67-A. Zagel-Hamrick. That Commissioner Dills be elected President of the East Grand Rapids City Commission to assume leadership duties in the absence of the Mayor for FY 2016-17.

Yeas: Duncan, Hamrick, Skaggs, Zagel and Seibold – 5

Nays: -0-

2016-68. Duncan-Hamrick. To approve the consent agenda as follows:

2016-68-A. To approve the minutes of the regular meeting held June 20, 2016.

2016-68-B. Report of Finance Committee on disbursement of funds: payroll disbursements of \$219,522.33; county and school disbursements of \$-0-, and total remaining disbursements of \$220,180.44.

2016-68-C. Ratification of expenses related to street, sidewalk and storm sewer work on Lake Grove in the amount of \$12,370.25 with Lodestar Construction, to be shared with DTE Energy.

2016-68-D. Ratification of expenses with City Services Inc. in the amount of \$5,200 for the emergency repair of a water system insertion valve on Berwyk at Danby.

2016-68-E. Payment to the Kent County Road Commission in the amount of \$33,606.49 for improvements to unpaved gravel roads in East Grand Rapids.

Yeas: Duncan, Hamrick, Skaggs, Zagel and Seibold – 5

Nays: -0-

The meeting adjourned at 6:35 p.m., subject to the call of the Mayor until July 18, 2016.

Karen K. Brower, City Clerk

PROCEEDINGS OF THE PLANNING COMMISSION

City of East Grand Rapids, Michigan

June 14, 2016

East Grand Rapids Community Center – Commission Chambers

Present: Chairman John Barbour, Commissioners John Arendshorst, Kevin Brant, Jeff Dills, Mary Mapes and Jeff Olsen

Absent: Commissioners David DeVelder, Tom Getz and Sara Lachman

Also Present: Assistant City Manager Doug La Fave, City Zoning Administrator Tom Faasse, City Attorney John Huff, City Planner David Jirousek of LSL Planning and Recording Secretary Lynda Taylor

1. CALL TO ORDER

Chairman Barbour called the meeting to order at 5:30 PM.

2. APPROVAL OF MINUTES – May 10, 2016

A motion was made by Commissioner Mapes and supported by Commissioner Brant to approve the minutes as written.

Yeas: Commissioners Arendshorst, Barbour, Brant, Dills, Mapes and Olsen – 6

Nays: -0-

3. SPECIAL LAND USE – CALVIN COLLEGE

Chairman Barbour announced that the Planning Commission would be continuing work on the special land use application from Calvin College and the action requested was discussion, hold a public hearing and make a recommendation to the City Commission. Chairman Barbour asked Zoning Administrator Tom Faasse to summarize the application. Mr. Faasse stated that everyone present had also attended the May 10, 2016 meeting and was familiar with the Calvin College application. He said the application served two purposes: 1) The proposed student housing use of the Ravenswood house which is off Lake Drive on the north end of the campus; 2) It will serve to grant special land use status to the designated area of the campus located in the City of East Grand Rapids, a process that was never undertaken and which would legitimize the uses there that do not match any of the uses listed in the ordinance for R1 single family zone.

Mr. Faasse reminded the commission that there are two types of allowed uses in the zoning ordinance: Uses that are permitted by right and those that are permitted as a special land use. When there is a proposed use that is not listed on either of these, the Director of Public Works has to make a determination as to whether it is similar to any of the uses that are listed. The determination for the Calvin College special land use has been made by the director that it is similar to private or parochial school, although it has the distinction of being a residential educational campus. Mr. Faasse reported that all necessary procedures and standards have been met by Calvin College.

Commissioner Dills pointed out that the special land use permit provides that if the applicant wishes to change uses in the future, it would be necessary for them to return to the City for a site plan review and approval. Mr. Faasse agreed and added that minor changes can often be approved administratively. Certain criteria must be met; otherwise it would need to come back through the Planning and City Commissions.

Chairman Barbour introduced City Planner, David Jirousek of LSL Planning and asked him to address the commission regarding a point made at the last meeting that this was not an uncommon situation because ordinances can't anticipate everything and this is a perfectly normal process to go through. Mr. Jirousek remarked that that was one of the sole comments he was going to make. The use of 5.75A, the similar use provision, is probably one of the most used by zoning administration. He stated that the City Planners agree that this is an appropriate use of 5.75A and concur that it is similar to private or parochial school.

Chairman Barbour asked Calvin College to address the Commission. Matt Zimmerman, attorney for Calvin College, reported that subsequent to the last meeting, the application had been revised to correct an inaccuracy which had been discussed. The original application stated that there would be some minor internal construction or redevelopment to accommodate students. Facilities Manager, Phil Beezhold, indicated last month that this was not the case and the application was change and submitted to the City.

Chairman Barbour opened the Public Hearing. No public comment was given. Chairman Barbour closed the Public Hearing.

Chairman Barbour asked for further discussion from the commissioners and commented that in reviewing the updated application, there were no substantive changes. He added that he would recommend a motion to move the special use application to the City Commission with a total of eleven people occupying the Ravenswood house.

Commissioner Olsen questioned adding the number of occupants stating that there should be a governing jurisdiction that would pay attention to the number living there. Commissioner Mapes added that at the last meeting it was mentioned that they did not want it to turn into a fraternity house. Mr. Jirousek offered that the motion could reference the total occupancy will be determined by the City's building official.

A motion was made by Commissioner Olsen and supported by Commissioner Brant to approve the Special Land Use application as presented with no conditions added.

Yeas: Commissioners Barbour, Brant, Dills, Mapes and Olsen – 5

Nays: -0-

Abstain: Commissioner Arendshorst

4. REPORT OF THE CITY COMMISSION

Commissioner Dills reported the following:

- The Lake Drive construction project is underway and residents are trying to find their way around the City using detours.

- The Wealthy and Lake Drive intersection in Grand Rapids is still under construction.
- Work on sewage lift stations has been initiated. Complete rehabilitation of the lift station at Briarwood and Wealthy is under way. It was last updated in the early 1960s.
- The 2016-2017 budget and millage rates were approved at the first City Commission meeting in June, ending three months of work for the Commission.
- Several variances were presented to the City Commission, two of which were not approved. The variances that were not approved were both for garages. One was a garage height greater than 16 feet tall which the Commission did not feel was appropriate. The other was for a distance separation from a garage to a house which the Commission felt was too close for both aesthetic and safety reasons. This variance will be in front of the Infrastructure Committee for further discussion and recommendation.

5. NEXT SCHEDULED MEETING DATE: July 12, 2016

6. PUBLIC COMMENT

No public comment was received.

7. ADJOURNMENT

The meeting was adjourned at 5:50 PM.

Respectfully submitted,

Lynda Taylor
Recording Secretary