



City of East Grand Rapids  
Regular City Commission Meeting  
Agenda

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YouTube Livestream:  
<https://bit.ly/2xXILvn>  
Begins at 6 pm.

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**January 18, 2022 – 6:00 p.m.**  
(EGR Community Center – 750 Lakeside Drive)

1. Call to Order.
2. Approval of Agenda.
3. Public Comment.
4. Report of Mayor, City Commissioners and City Manager.

Regular Agenda Items

5. Presentation of Certificate of Recognition (*no action requested*).
6. Final Reading of an ordinance to amend Sections 5.103 and 5.104 of Chapter 50 of Title V of the City Code pertaining to procedures for the Zoning Board of Appeals (*courtesy hearing; approval requested*).

Consent Agenda Items (*no hearing required; approval requested unless noted*).

7. Minutes of the regular meeting held January 3, 2022.
8. Disbursement of funds: payroll disbursements of \$403,073.90; county and school disbursements of \$1,137,864.02, and total remaining disbursements of \$195,630.60.
9. Preliminary minutes of the Planning Commission meeting held November 9, 2021 (*no action requested*).
10. Preliminary minutes of the Parks & Recreation Commission meeting held December 13, 2021 (*no action requested*).

Work Session

11. Preparation for Strategic Planning session on January 29 (*information distributed at meeting*).

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*Public hearings will be held if noted in each agenda item. If no hearing is noted, comments should be made during "Public Comment" in Item 3. The City will provide reasonable auxiliary aids for individuals requiring them for effective communication in programs and services of the City. Notice must be made to the City five (5) days prior to the program or service requesting the specific auxiliary aid.*



CITY OF  
EAST GRAND RAPIDS

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750 LAKESIDE DRIVE SE · EAST GRAND RAPIDS, MICHIGAN  
49506

(616) 949-2110

www.eastgr.org

MARK HERALD  
PUBLIC SAFETY DIRECTOR

**MEMORANDUM**

DATE: January 18, 2022

TO: Honorable Mayor and City Commissioners

FROM: Mark A. Herald, Director of Public Safety

RE: Certificate of Recognition – Crossing Guard Susan Maccardini

On Friday, November 5, 2021, at approximately 3:50 pm, 20-year veteran Crossing Guard Susan Maccardini had just finished her crossing duties and was walking home from her post when she detected the odor of something burning in the area of Berwyck and Breton Roads. Investigating further, she observed signs of a fire in the 1700 block of Breton Road S.E. She immediately called 911 to report the fire.

The East Grand Rapids Department of Public Safety arrived on the scene minutes later finding a house fire which they quickly extinguished. Susan remained in the area after her 911 call and assisted keeping bystanders away from the equipment and the fire scene while fire personnel extinguished the fire.

For her outstanding public service, Susan Maccardini is hereby awarded this Letter of Recognition for quickly alerting 911 to the fire which minimized the damage to the structure and her continued assistance with pedestrian safety at the scene.

**REVIEWED & APPROVED FOR SUBMISSION:**

  
Shea Charles  
City Manager



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JAY GIANOTTI, AICP  
ZONING ADMINISTRATOR

Hearing Required?	No
Notices Mailed	N/A
Notice Published	N/A
Introduction (CC):	12/20/2021
Public Hearing (PC):	01/11/2022
Final Reading (CC):	1/18/2022
Effective Date:	1/29/2022

**MEMORANDUM**

TO: Mayor and City Commissioners  
FROM: Jay Gianotti, Zoning Administrator  
DATE: January 12, 2021

RE: **Final Reading of Zoning Ordinance Amendments  
Sections 5.103A, 5.103B, and 5.104 – Zoning Board of Appeals**

**Action Requested:**

That the City Commission consider a final reading and adoption of amendments to Sections 5.103A, 5.103B, and 5.104 of the Zoning Ordinance regarding the Zoning Board of Appeals.

**Background:**

On September 20, 2021, the City Commission approved amendments to Chapter 50, Article XII of the Zoning Ordinance to create a separate Zoning Board of Appeals (ZBA) to hear variance requests. Before the ZBA begins its official business, City Attorney John Huff identified some minor revisions that are suggested to be made to clarify and correct certain ZBA procedures. In addition, this amendment would add additional clarification on when approved variances may be terminated. The list of proposed amendments is attached to these materials. Mr. Huff will describe these proposed amendments in more detail.

These proposed amendments were introduced to the City Commission on December 20, 2021, where it was recommended that they be forwarded to the Planning Commission for their review and recommendation. The Planning Commission held their introduction and public hearing for these amendments on January 11, 2022 and voted unanimously to recommend approval. These amendments now return to the City Commission for their final reading and vote. If these amendments are approved tonight, they would go into effect on January 29, 2022 and be in place in time for the new ZBA to begin hearing variance requests.

**REVIEWED & APPROVED FOR SUBMISSION:**

  
Shea Charles  
City Manager

AN ORDINANCE TO AMEND SECTIONS 5.103 (A) AND (B)  
AND SECTION 5.104 OF CHAPTER 50  
OF TITLE V OF THE CODE OF  
THE CITY OF EAST GRAND RAPIDS

THE CITY OF EAST GRAND RAPIDS ORDAINS:

Section 1. Subsection A of Section 5.103 of Chapter 50 of Title V of the Code of the City of East Grand Rapids is amended in its entirety to read as follows:

- A. The concurring vote of a majority of the members of the Zoning Board of Appeals is necessary to reverse an order, requirement, decision, or determination of the administrative official or body or to decide in favor of the applicant on a matter upon which the Zoning Board of Appeals is required to pass under the Zoning Ordinance or to grant a variance to the Zoning Ordinance, except that a concurring vote of two-thirds of the members of the Zoning Board of Appeals shall be necessary to grant a variance from the uses of land permitted in this Chapter. A copy of the Board's decision shall be transmitted to the applicant or appellant and to the Director of Public Works. Such decision shall be binding upon the Director of Public Works and observed by him or her, and he or she shall incorporate the terms and conditions of the same in the permit to the applicant or appellant whenever a permit is authorized by the Board. The decision of the Board shall be final.

Section 2. Subsection B of Section 5.103 is amended in its entirety to read as follows:

- B. The Board, after public hearing, shall have the power to decide applications, filed as hereafter provided, for variances:
- (1) Where it is alleged by the appellant that there is error or misinterpretation in any order, requirement, decision, grant, or refusal made by the Director of Public Works or other administrative officer in the carrying out or enforcement of the provisions of this Chapter;
  - (2) Where by reason of the exceptional narrowness, shallowness, or shape of a specific piece of property, or by reason of exceptional topographic conditions, or other extraordinary situation or condition of the land, building or structure, or of the use or development of property immediately adjoining the property in question, the literal enforcement of the requirements of this Chapter would involve practical difficulties (dimensional variance) or would cause unnecessary hardship (use variance); or
  - (3) Where there are practical difficulties (dimensional variance) or unnecessary hardship (use variance) in the way of carrying out the strict letter of this Chapter relating to the construction, structural changes in equipment, or

alterations of buildings or structures, or the use of land, building, or structures, so that the spirit of this Chapter shall be observed, public safety secured, and substantial justice done.

Section 3. Section 5.104 of Chapter 50 of Title V of the Code of the City of East Grand Rapids is amended in its entirety to read as follows:

5.104 Time Limit on Variances and Termination of Variances.

Unless otherwise specifically provided by the Board as a condition of approval, any variance granted by the Zoning Board of Appeals shall automatically become null and void after a period of twenty-four (24) months from the date granted, unless the owner or his or her agent has demonstrated that substantial steps have been taken for effecting the variance.

If a building or structure, a part of which was constructed in reliance upon a variance granted by the City, is demolished, destroyed, or damaged to an extent of more than sixty percent (60%) of its replacement value, exclusive of the foundation, the variance which was previously granted for the building or structure is terminated. The property owner may apply for a new variance.

Section 4. This Ordinance shall be effective on \_\_\_\_\_, 2022.

Section 5. Notice of adoption of this Ordinance shall be published within ten (10) days after its enactment by publication of a digest, summary, or statement of purpose of the Ordinance as provided by Chapter VII, Section 7.5, of the Charter of the City of East Grand Rapids:

**NOTICE OF ADOPTION OF ORDINANCE BY THE CITY OF EAST GRAND RAPIDS:**

On \_\_\_\_\_, 2022, the East Grand Rapids City Commission adopted an Ordinance amending Sections 5.103 and 5.104 of the City Code dealing with variance standards and with time limits on and termination of variances. The amended Ordinance adds language clarifying different variance standards for dimensional and use variances and also adds language which terminates a variance that was previously granted to a structure if the structure is demolished, destroyed, or damaged to an extent of more than sixty percent of its replacement value. The full text of the Ordinance amendment is available for inspection by and distribution to the public at the Office of the City Clerk or at eastgr.org. No further or additional publication of this Ordinance is required or contemplated.

CITY OF EAST GRAND RAPIDS

By: \_\_\_\_\_  
Karen K. Brower, City Clerk

PROCEEDINGS OF THE CITY COMMISSION  
CITY OF EAST GRAND RAPIDS

**Regular Meeting Held January 3, 2022**

Mayor Favale called the meeting to order at 6:07 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 Arendshorst, Pachla, Schulz, Schwartz, Wessely and Mayor Favale

Absent: Commissioner Hamrick

Also Present: City Manager Charles; Deputy City Manager LaFave; City Attorney Huff; Parks & Recreation Director Melville; Finance Director Seath

2022-01. The agenda was approved as published with the addition of Report of the Mayor and City Commissioners as Item #4.

2022-02. Tom Tilma, 1635 Hall, spoke on behalf of the EGR Sustainability Committee about future recycling events and asked the city to adopt a resolution committing to carbon neutrality and better environmental practices.

2022-03. Commissioners Arendshorst and Pachla thanked the city's public works crews for all their work clearing the streets during recent snow events.

Commissioner Wessely reminded everyone that the Public Works Department would be collecting holiday greenery and Christmas trees during the first two weeks of January.

City Manager Charles noted the Strategic Planning session would take place January 29. Mr. Charles congratulated front desk receptionist Jane Gray on her upcoming retirement, and thanked Communications Specialist Chiara Licari for all her work on the city's behalf over the last three years and wished her well in her new position.

2022-04. Mayor Favale presented a proclamation to Library Manager Dawn Lewis naming January 14, 2022 as "Dawn Lewis Day" in East Grand Rapids in recognition of her contributions to the community since 2005. The commission congratulated Mrs. Lewis on her many accomplishments and wished her well as she transitions to a part-time role within the Kent District Library system.

2022-05. Authorization to bid street maintenance projects for FY 2021-22.

Deputy City Manager LaFave requested approval to seek bids and award contracts for street maintenance projects up to budgeted amounts to secure contractors and materials early in a very competitive bidding environment.

2022-05-A. Arendshorst-Schwartz. To approve the recommended mill and overlay street projects based on the qualified low bidder within the FY 21/22 street budgets, purchase of utility castings and covers from East Jordan Iron Works within FY 21/22 budgets, a budget amendment to address the joint mill and overlay project with the City of Grand Rapids for FY 21/22 and pavement preservation projects under the Kent County Road Commission bid contract subject to the programmed and approved FY 22/23 street budgets.

Yeas: Arendshorst, Pachla, Schulz, Schwartz, Wessely and Favale – 6

Nays: -0-

2022-06. Pachla-Wessely. To approve the consent agenda as follows:

- 2022-06-A. Minutes of the regular City Commission meeting held December 20, 2021.
- 2022-06-B. Payroll disbursements of \$260,935.15; county and school disbursements of \$434,751.27, and total remaining disbursements of \$505,383.08.
- 2022-06-C. Personnel realignments in the parks & Recreation Department to reinstate the Assistant Director of Parks & Recreation position and to promote Shannyn Fasbender to that role.
- 2022-06-D. Changes to the Finance Department to reclassify one part-time position to a full-time position and to add hours to a part-time position as outlined in the agenda materials.
- 2022-06-E. Preliminary minutes of the Joint Facilities Committee meeting held October 12, 2021.

Yeas: Arendshorst, Pachla, Schulz, Schwartz, Wessely and Favale – 6

Nays: -0-

2022-07. City Manager Charles and Parks & Recreation Director Melville outlined a proposed process and timeline to implement the first phases of the Parks Improvement Millage approved by voters in November. City staff will work with school officials to determine the timeline and best process to begin replacement of the playground equipment with projects likely starting in 2023 to allow time for public/parent input and ordering components. Mr. Charles recommended the Joint Facilities Committee oversee this process and make periodic reports to both the City Commission and School Board.

The various improvements proposed for Manhattan Park, including possible pickleball courts, are dependent on public input and whether the city applies for and/or receives a grant from the State for any components. Projects could begin as soon as 2023 or may be held until 2024 if a grant is received due to state timelines.

The commission discussed the addition of more nature trails through city properties and decided to focus attention first on improving and upgrading the existing trails with better drainage, structures/bridges, security, and other safety features like lighting, if possible.

Staff members have been discussing possible locations within Gaslight Village for added amenities or a small park or greenspace and will report on these options later.

The City Commission discussed whether to seek proposals for a bond attorney and financial advisor or continue utilizing the professionals used during the recent bond refinancing for the community center. Because it is a specialized field with only minor differences in the fees and services, the commission felt it would be more prudent to continue using the current relationships to hopefully avoid interest rate increases in the time it would take to seek proposals.

The meeting adjourned at 7:33 p.m., subject to the call of the Mayor until January 18, 2022.

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Karen K. Brower, City Clerk

PROCEEDINGS OF THE PLANNING COMMISSION  
CITY OF EAST GRAND RAPIDS

November 9, 2021  
East Grand Rapids Community Center – Commission Chambers

Present: Chairman Tom Getz, Commissioners Steve Achram, John Arendshorst, Matt Feyen, Mary Mapes, Peter Michell and Brian Miller.

Absent: Commissioners Greg Metz and Whitney Renner.

Also Present: City Manager Shea Charles, Deputy City Manager Doug LaFave, Zoning Administrator Jay Gianotti, City Attorney John Huff, City Planner Paul LeBlanc of PLB Planning and Recording Secretary Lynda Taylor

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

A motion was made by Commissioner Miller and supported by Commissioner Mapes to approve the agenda as submitted.

Yeas: Commissioners Achram, Arendshorst, Feyen, Getz, Mapes, Michell and Miller – 7  
Nays: -0-

3. APPROVAL OF MINUTES – October 12, 2021

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

Yeas: Commissioners Achram, Arendshorst, Feyen, Getz, Mapes, Michell and Miller – 7  
Nays: -0-

4. PUBLIC COMMENT ON NON-AGENDA ITEMS.

Chairman Getz opened public comment. No public comment was received. Chairman Getz closed public comment.

5. STUDY SESSION – MFR DISTRICT

Zoning Administrator Gianotti gave a summary of the previous study session, outlined what would be reviewed at this meeting and led the study session. Attached is his spreadsheet summarizing the various discussions.

6. REPORT OF THE CITY COMMISSION

Commissioner Arendshorst reported:

- The Parks and Recreation millage was passed at the November 2 election.
- The City Commission introduced the renaming of Franklin Street to Martin Luther King Jr. Street. There will be discussion at future meetings.

7. NEXT REGULAR MEETING – December 14, 2021

8. ADJOURNMENT

A motion was made by Commissioner Arendshorst and supported by Commissioner Miller to adjourn the meeting at 7:05 PM.

Yeas: Commissioners Achram, Arendshorst, Feyen, Getz, Mapes, Michell and Miller – 7  
Nays: -0-

Respectfully submitted,

Lynda Taylor  
Recording Secretary

Attachment: November 9, 2021 Work Session Summary

## NOTES from MFR District Study Session – November 9, 2021

- Multi-Family Density
  - Existing density levels in the MFR Districts appear to fit in with rest of neighborhood, even though some existing current multifamily buildings exceed allowable density.
  - Bagley Townhomes may have more lot coverage than some Commissioners are comfortable promoting by-right.
  - After seeing examples about how 3 and 4-unit developments could fit with proposed lot and density standards, Commissioners generally fine with increasing allowable density to 28 dwelling units per acre.
    - Exhibits shown by the City suggested that, based on existing lot sizes, 4-unit developments may be the most that can be reasonably developed on a single lot.
  - Don't forget about single-family uses in this District. They can still be a compatible use here, so consider the impact of these regulations on single-family homes.
- Accessory Buildings & Parking
  - Current regulations would prevent accessory dwelling units (ADUs) from being built in EGR.
  - It is OK if not all off-street parking is housed in accessory structures; may promote more creative parking solutions on smaller lots. (If considering a large lot, then this may need to be revisited.)
  - While revised parking minimums appear fine (see #31 in attached spreadsheet), they shouldn't be reduced any further.
  - Consider parking for visitors to multi-family units: is existing street parking sufficient, or should additional provisions be made for that?
- Stormwater Management
  - City noted that, under current standards, all multi-family uses would be required to prepare an engineered stormwater management plan. Commission is fine with this requirement, noting that developers are aware this would be a known cost for developing multi-family units.
  - Commission thinks capping the maximum lot coverage for multi-family to 80% (from proposed 85%) is desirable to encourage more creative stormwater management solutions.
- Encroachments
  - Commissioners generally fine with existing standards for porch and window well encroachment standards with proposed setback reductions.
- Design Standards
  - City Staff and Planning Consultants will work on proposed design standard language that can be added to the MFR District regulations.

- Commissioners suggested that duplexes might also be included to follow any design standards that are proposed.
- There were concerns that requiring all multi-family dwelling units to face the street would make developments such as Crowell Mews noncompliant. City will revise that section removing that requirement for developments where each dwelling unit has its own entry. This requirement will be retained where there is a common entrance serving the units in a multi-family development.
- In addition to the items noted, it was suggested that language/regulations for trash enclosures and roof decks be investigated.
- Building Conversions
  - There were varying viewpoints on how to treat regulations for single-family conversions to multi-family.
    - Grand Rapids allows smaller unit sizes for conversion.
    - Allowing a “softer” approach might make conversions more attractive for promoting preservation of existing structures.
  - Limits on the maximum allowable number of units was discussed. While some Commissioners wished to have the same number of allowable units compared to new multi-family construction, it was acknowledged that, realistically, 4 dwelling units would be the most that can be achieved.
  - It was noted that other limits and requirements, such as parking and unit size, could also dictate the maximum number of units developable instead of having a hard limit.
- Other Notes
  - “Strong preference” to prevent front-loaded garages for duplexes in the MFR District. (Front-loaded garages for single-family may still be OK.)
  - City will provide some potential concepts for different garage locations for duplexes at the next study session.

**EAST GRAND RAPIDS  
PARKS & RECREATION COMMISSION MEETING  
EGR COMMUNITY CENTER  
COMMISSION CHAMBERS  
6:00 PM  
MONDAY, December 13, 2021**

The regular meeting of the Parks and Recreation Commission was held in the City Commission Chambers in the East Grand Rapids Community Center.

Aaron Smith called the meeting to order at 6:03 pm.

Present in Person: John Arendshorst, Ryan Burdick, Patrick Parkes, Aaron Smith and Larry Fisher,  
Kate DeVries, Abby Sorota,  
Absent: Nick Abraham and Liz Mitchell  
Also Present: Derek Melville

Public Comment:  
None

**Report of Commissioners:**

**Patrick Parkes** – Patrick noted it was good to see everyone and hopes they have had a great start to the Holidays.

**Kate DeVries**- Kate noted this was the first time we’ve met since the parks millage passed. She thanked the citizens for helping pass the millage and noted that leftover funds from East United was donated to the EGR Community Foundation specifically for the Manhattan Park playground.

**John Arendshorst** – Seconded the excitement for the parks millage passing and noted this was the first meeting since 3 new commissioners were elected and is excited for the future of the City Commission.

**Ryan Burdick**- Nothing to report.

**Abby Sorota**-\_Noted that the EGR Girls Swim Team and Cross Country Teams won state titles and were recognized at the School Board meeting. Noted how lucky the community is to have good amenities to help foster youth and athletics. Thanked the community for passing the two millage proposal to help support the future.

**Larry Fisher** – Seconded the recognition of the two state titles and noted how phenomenal the teams were this year. He

**Aaron Smith** – Noted he was pleased with the results of the millage as well. Aaron also noted the swimming groups have had challenges with finding lifeguards and noted the efforts the City is making to recruit more lifeguards.

Minutes for the October 11, 2021, Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the October 11, 2021, Parks and Recreation Commission meeting.

MOTION: Patrick Parkes  
SUPPORT: Larry Fisher  
YES: Arendshorst, Burdick, Parkes, Smith, Fisher, DeVries, Sorota (7)  
NO: (0)

The Special Event Calendar was reviewed.

The following Special Event Permit applications were presented for approval:

- A. 2022 East Grand Rapids Middle School Regatta
- B. 2022 Rhoades McKee Reeds Lake Triathlon
- C. 2022 Gobble Wobble Run

**Derek Melville** reviewed the three events for the Commission. All three events are returning events and minor changes are being requested for 2022. Discussion followed.

A motion was made to approve the Special Event Permits for the 2022 East Grand Rapids Middle School Regatta, the 2022 Rhoades McKee Reeds Lake Triathlon and the 2022 Gobble Wobble Run

MOTION: Larry Fisher

SUPPORT: Abby Sorota

YES: Arendshorst, Burdick, Parkes, Smith, Fisher, Sorota, DeVries (7)

NO: (0)

**Manhattan Park Trail Agreement Review** – Director Melville introduced the agreement and noted there have been changes made to the agreement that was introduced in October due to a change in how funds are being collected and that the contract with the trail builder will be held by the City.

Discussion followed-

A motion was made to recommend to the City Commission to execute the Manhattan Park Trail Agreement with the WMMBA

MOTION: DeVries

SUPPORT: Abby Sorota

YES: Arendshorst, Burdick, Parkes, Fisher, Sorota, DeVries (6)

NO: (0)

ABSTAIN: Smith (1)

**EGR HS Crew Boathouse Agreement Review** – Director Melville introduced the agreement and outlined the agreement is related to the expansion of the boathouse and includes language regarding acceptable uses of the facility and general terms and conditions, ability to cure infractions and specific items such as trailer parking and maintenance of the building. The initial term of the agreement is proposed to be 20 years.

Discussion followed-

A motion was made to recommend to the City Commission to execute the Boathouse Agreement with the EGR HS Crew Team.

MOTION: Burdick

SUPPORT: Parkes

YES: Arendshorst, Burdick, Parkes, Smith, Fisher, Sorota, DeVries (7)

NO: (0)

### **Report of Director**

Derek Melville included in the Agenda Packet a Monthly Report but also reported on the following:

- Fall Programming is wrapping up this week and preliminary numbers show great participation numbers for the season and the year. Soccer seems to be one of the fastest growing programs.

- The City is trying new ways to recruit lifeguards because we are experiencing a shortage. The City is now providing training for lifeguards and a \$200 bonus for new lifeguards and \$100 referral bonuses for new staff who recommend a lifeguard.
- The Park improvement plan will be presented to the City Commission in January and that report will be shared with the Parks and Recreation Commission in January.

**Aaron Smith** asked if anyone else had any comments

**Kate DeVries-** noted the mile markers on the Reeds Lake Trail can be updated to match the composite signs along the trail to match the new signs.

**Ryan Burdick-** noted the trail signs are a great improvement and also noted people are looking for garbage cans and requested that one be placed between the rock and Manhattan Park.

The meeting was adjourned at 7:06pm.

01/04/2022