

7450 14 Mile Road  
Rockford, MI 49341  
Phone (616) 866-0622



**Matt McConnon, Supervisor**  
**Susan K. Hartman, Clerk**  
**Colleen L. Brown, Treasurer**

AGENDA  
COURTLAND TOWNSHIP PLANNING COMMISSION  
Courtland Township Hall  
TUESDAY, January 16, 2024

Depending on public health conditions and applicable orders and directives, the meeting may be changed to a virtual electronic meeting. Interested persons should check the township's website at [www.courtlandtwpmi.gov](http://www.courtlandtwpmi.gov) or call the Township at 616-866-0622 up to the day of the meeting for any changes and instructions.

1. Pledge of Allegiance and Roll Call
2. Election of Officers
3. Approval of Agenda
3. Approval of Minutes: December 19, 2023
4. Public Comments
5. Public Hearing:  
    Amendment to Special Land Use Permit & Site Plan Review  
    Adult Foster Care Home, Mike Dykstra & Joshua Schaub  
    10860 Northland Dr., R-1 Single Family Res., 2.5 acres
6. Old Business: Master Plan Update
7. Zoning Administrator Report
8. Township Attorney Report
9. Township Board Representative Report
10. Zoning Board of Appeals Representative Report
11. Adjournment

# Courtland Township Planning Commission

## Minutes

December 19, 2023

1. **Pledge of Allegiance and Roll Call:** Wood, Pfeifer, McIntyre, and Moore were all present. Travis Meidema was absent with notice. Also present were Attorney Jim Scales, Zoning Administrator Colleen Brown, Master Plan consultant Tanya DeOliveira from Williams & Works, and nine members of the public.
2. **Agenda: Motion to approve as presented by McIntyre. The motion was supported by Pfeifer and carried 4-0.**
3. **Minutes from 11-21-2023: Motion to approve as presented by McIntyre. The motion was supported by Pfeifer and carried 5-0.**
4. **Public Comments for Items Not on the Agenda:**
  - a. Dan Durst 5047 Russell Resident had a question about Biggby Coffee Shop. According to ZA Brown they are planning to locate the building on the site on December 21.
5. **Public Hearings:**
  - a. **Patricia Smith – 4850 14 Mile Ct: Proposed rezoning from RR to R2.** Attorney Jim Scales provided an overview. The property is at 14 Mile Ct. and Northland Drive. The applicant is asking for rezoning from RR to R2, Two Family & Multiple family, which allows for 2 family and multi-family developments. For a property of that size, there is potential for 16 units, but there are limitations to the property that would probably limit them such as water/sewer and topography. The applicant offered conditions to the rezoning. It is planned for Country Residential but near other commercial zoning districts. Previously the PC tabled the item to allow the applicant to offer conditions, which they have done. They have limited the number of units on the site to eight, and Scales has provided a rezoning ordinance to that effect. Wood noted that there are two septic systems on the site and a large well and a legal non-conforming Mobile home that is currently occupied as well.

Wood opened the floor for public comments related to the application, adding that the noticed hearing was held last month.

- 1) Mary Ann Anderson asked how many acres the property was. Scales said it was 4.22 acres.
- 2) Dan Durst asked what happens if they sell the property, does it stay R2? Wood stated that yes, the rezoning runs with the land.

After discussion, there was a **motion by Wood to recommend approval of the conditional rezoning ordinance for 4850 14 Mile Court as presented. The motion was supported by McIntyre and carried 4-0.**

## 6. Old Business

- a. **Master Plan Update.** Tanya DeOliveira from Williams & Works reviewed the draft zoning ordinance. They have been working on the project for more than a year. She summarized the public input process and work completed to date. The plan contains information and analysis related to demographics, natural features, community facilities, goals and objectives, a future land use plan, and implementation strategies. Wood opened the floor for public comments.
- b. Matt Cheney 9025 Parmeter. Had a question on the process and asked about some examples for what is in the draft Master Plan.
- c. Mary Ann Andersen 9488 Myers Lake asked about the public engagement process and asked about the public engagement report and the input received. Moore provided a summary.
- d. Andy Hagenow 8411 Peterson asked about the survey results. Wood stated that we had received more than 300 comments on the survey, which we felt was a pretty good response.
- e. Dan Durst asked about manufactured housing parks, and if there would be another. Wood stated that we already have a park on 14 Mile Road and no other areas are planned for this type of land use.
- f. Another person asked about the number of responses and how it relates to the total population.
- g. Arn McIntyre 9571 Courtland Dr. asked about the designations noting that country residential and AG is most of the township, and asked what the difference was between Country Residential and Low Density Residential. He was concerned that the Country Residential densities of 2-5 acres could lead to downzoning in the R- R district in the future, which would affect the property rights of those who own a lot of property in those areas.

McIntyre, Wood, and Moore had a handful of changes and questions related to the draft plan. Several changes were made to the plan. DeOliveira will provide an updated plan with changes highlighted for discussion at the January 16, 2024 meeting.

7. **Zoning Administrator Report.** Brown reported that the adult foster care facility on Northland Drive north of 13 Mile will be seeking to expand to accommodate 20 people, and will be coming to a future meeting for special land use and site plan review.
8. **Township Attorney Report.** Jim Scales provided an overview of the Clean and Renewable Energy and Waste Reduction Act and how it affects the Township. After discussion, the PC considered asking Jim Scales to draft a solar ordinance for smaller facilities and utility-scale facilities less than 50 acres in area. The PC ultimately decided to wait on this for now. **Motion by Wood to revisit this topic in three months when we have more information available. The motion was supported by Pfeifer and carried with all members voting yes.**
9. **Township Board Representative Report.** Kimberly McIntyre provided an update on some of the recreational projects the Township is working on.

**10. ZBA Representatives Report.** Brown reported that at the December meeting a variance was approved, and another meeting is upcoming to consider a variance for a deck on a lakefront property.

**11. Adjournment. Motion by Pfeifer to adjourn. The motion was supported by McIntyre and carried with all members voting yes.**

The meeting was adjourned at 8:59 PM.

Respectfully Submitted,

Andy Moore, Secretary

## Public Hearing Notice

December 28, 2023

DEAR COURTLAND TOWNSHIP PROPERTY OWNER:

The Courtland Township Planning Commission will hold a Public Hearing on **Tuesday, January 16, 2024 at 7:00 P.M.** at the Courtland Township Hall, 7450 14 Mile Road, Rockford, MI. The hearing is to discuss and act upon an application by:

PETITIONER: Mike Dykstra & Joshua Schaub

PROPERTY OWNER: 503 W. Montcalm LLC

PROPERTY ADDRESS: 10860 Northland Dr., Rockford, MI 49341

SECTION 18 2.50 acres

ZONING: R1, Single Family Residential

REQUEST: Amend current Special Land Use for 16 residents to 20 residents and Site Plan Review for proposed addition to existing building 44' x 45.3', and any other applicable provisions of the Zoning Ordinance if deemed pertinent.

You are receiving this notice because you own property within 300 feet of the property that is involved in this application. If you have questions or comments regarding this application, you may:

- 1) Call the Courtland Township Office at 866-0622 and/or a copy of the proposed request may be examined by interested persons at the Township office during regular business hours.
- 2) Send your written comments to the Courtland Township Office at the above address to the attention of the Township Planning Commission prior to the meeting, and/or.
- 3) You may attend the public hearing at the time and place stated above.

Courtland Township provides access to services and programs without regard to disabilities. Reasonable accommodation can be provided without charge. If you have special needs, please contact the Township office at least 48 hours prior to the public hearing.

Courtland Township Planning Commission

## **Special Land Use Application**

10860 Northland Drive NE, Rockford, MI 49341

Our goal is to expand the adult foster care building on the lot at 10860 Northland Drive. It would be able to serve more elderly residents with disabilities and other challenges. The home is currently a place for those in this community to bring their loved ones who cannot afford the other, more expensive facilities. Many of our residents are those who were low-income or working-class people, that now receive Medicaid and qualify for State and county assistance with their daily needs. We believe this is a much-needed service in this community and we would like the ability to serve more residents and their families.

With our proposal, we would expand the building by adding a 45 x 57 foot structure. The home currently has a 13-20 person group license but only requested space for 16 residents on their last approved special land use application. We would like to be able to fully use the license and house up to 20 residents in the home while also being able to provide more private rooms for our residents.

### **Common Questions:**

- 1. How will your proposed use of the property be designed, constructed, operated and maintained?** The exterior of the home addition will have vinyl siding, a shingled roof, and will have the exterior look to match the rest of the home. In terms of operation, this home will seem like it was before but only slightly larger in size. It will still be used as a residential building, having residents living inside of it 24 hours a day who call the place home. In terms of maintenance, we plan to take great care of the exterior of the property. The yard will be regularly mowed, landscaping will be done in front of the building, and we plan to keep it updated with gardens and flowers, as our residents like to help care for them as well.
- 2. How will the new use fit the current neighborhood?** We believe that our proposed large group home fits perfectly within the character of the area. The building will still look like the current home, but only slightly

larger. Our residents will fit in well within the neighborhood because this is their home as well. They will be living there 24 hours a day but will also have the flexibility to enjoy the yard and outdoor spaces. As owners, we want to be in an area that is inviting to our new and current residents and this neighborhood is a great fit.

**3. How will your proposed use of the property be consistent with the intent and purpose of the zoning district?** The proposed use of this property already fits within the current proposed uses. The home is currently being used as an Adult Foster Care Large Group Home and already carrying a State license for 13-20 residents.

**4. What about the safety and security of the residents?** It is very important that our residents are safe and secure. The building is consistently inspected by the State of Michigan to guarantee we meet all security, fire, and licensing requirements. We currently have a security system that will alert our staff anytime a door is opened. On top of all of this, our staff will be at the home 24 hours a day.