



Fresh Coast Planning

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MEMORANDUM

To: Jamestown Charter Township Board of Trustees
From: Gregory L. Ransford, MPA
Date: November 10, 2017
Re: Riley Crossings Phase 2 – Tentative Preliminary Plat Application

In accordance with Section 3.2.2C of the Jamestown Charter Township Subdivision Ordinance (JCTZO), attached is the related Report of the Planning Commission regarding the Riley Crossings Phase 2 Tentative Preliminary Plat. As you know, Riley Crossings recently received your approval for a Planned Development to establish 60 single family dwelling lots, along with sidewalks, streets, trees and related infrastructure. More recently, the applicant received plat approvals for Phase 1 of Riley Crossings.

The approval process for a residential development, in most instances, is a two (2) step process. First, the Planned Development (PD), which is designed and approved through the Zoning Ordinance, establishes the allowable density on the parcel or parcels in question. Second, the plat process, which is through the JCTSO, legally creates the parcels, related streets and infrastructure on and within the physical ground. This submission is the first step in the plat process and requires your review and approval.

We have reviewed the plans in accordance with the approved PD and found them to be compliant with the Final PD Plan. Given this, the following steps need to occur to finalize the project with step one (1) occurring at your November 20, 2017 meeting.

1. Tentative Preliminary Plat – Once approved by the Board of Trustees, this guarantees to the applicant the general terms and conditions under which the preliminary plat approval was granted, including the lot sizes, lot orientation and street layout and will not be changed by the Township. This approval is valid for a period of one (1) year.
2. Final Preliminary Plat – After approval of the Tentative Preliminary Plat, the applicant then must seek approval from appropriate reviewing agencies, including but not limited to the Ottawa County Plat Board, the Ottawa County Road Commission and the Ottawa County Water Resources Commissioner. After receiving all of the necessary approvals from other agencies, the applicant submits evidence of said approvals along with their Final Preliminary Plat application. Once approved by the Board of Trustees, the applicant is conferred approval for two (2) years, which grants them the right that the general terms and conditions under which the preliminary plat approval was granted will not change.
3. Final Plat – Typically, following construction of the roads, sidewalks and related infrastructure, the applicant then finalizes the plat through the final plat application and provides evidence of Ottawa County Health Department approval. Subsequently, various agencies receive copy of the approval and issue certificates for their related attributes (i.e. drains, roadways, etcetera).

Planning Commission Recommendation

The Jamestown Charter Township Planning Commission recommended approval of the tentative preliminary plat by a vote of 5-0.

As aforementioned, the application has been scheduled for your review at your November 20, 2017 meeting. If you have any questions, please let us know.

GLR
Planner

Attachments

***RILEY CROSSINGS PHASE 2 TENTATIVE PRELIMINARY PLAT REPORT of the PLANNING
COMMISSION of
JAMESTOWN CHARTER TOWNSHIP***

Pursuant to Section 3.2.2C of the Jamestown Charter Township Subdivision Ordinance

EXECUTIVE SUMMARY

On March 28, 1994, Jamestown Charter Township adopted the Subdivision Ordinance for Jamestown Township, Ottawa County, Michigan. The purpose of this Ordinance is to regulate and control the subdivision of land within the Township in order to promote safety, public health and general welfare of the Township and to provide a procedure to be followed by the Jamestown Charter Township Board and the Jamestown Charter Township Planning Commission to regulate preliminary and final plats.

SECTION 3.2.2C – PRELIMINARY PLAT

The Planning Commission shall review the preliminary plat and provide its report and recommendation to the Township Board within 60 days after submission of the plat.

RECOMMENDATION

On behalf of the Jamestown Charter Township Planning Commission, we provide the following summary regarding our recommendation as well as the attached October 17, 2017 regular meeting minutes.

1. Review was conducted by the Township Engineer and completed without any new concerns from the Planned Development approval.
2. Review was conducted by the Township Fire Chief and completed without concerns.
3. Review was conducted by the Township Zoning Administrator and completed without concerns.
4. Review was conducted by the Township Superintendent of Water and Sewer without concerns.
5. Review was conducted by the Township Planner without concerns.
 - a. Recommendation of approval was provided unanimously.

Tim Tacoma, Secretary
Planning Commission
Jamestown Charter Township