



LSL Planning, Inc.

RECEIVED APR 22 2007

Community Planning Consultants

March 28, 2007

Mr. Albert Meshkin
Township Manager
Laketown Township
4338 Beeline Road
Holland, MI 49423

Re: Township Sub Area Master Plan/Zoning Ordinance

Dear Al:

Thank you for an opportunity to submit this proposal to update the Township master plan and zoning ordinance for the Blue Star Highway Corridor/ US 31 interchange area. Based on the many views expressed during the Flying J hearings it is clear that some may wish to reconsider the current plan designation for this area as highway oriented commercial and the current zoning requirements (including those LSL identified as part of the plan review process).

As you know, a master plan describes a desired community vision and provides a foundation for a zoning ordinance, spelling out why certain areas should be zoned for particular uses. Many master plans also identify special development techniques, approval procedures and/or review standards that should be applied when considering land use changes or development approvals. To that end LSL Planning, Inc. proposes the following:

Phase One - Master Plan Sub Area Update

Task 1 – Provide the Township with a Notice of Intent to be sent to the adjoining communities and regional planning commission to announce the process, as required by law.

Product: Letter of intent

Task 2 – Review current Master Plan and identify applicable goals and objectives for the sub-area and land uses that are currently permitted in the zoning ordinance.

Product: Document assessment memo to Planning Commission

Task 3 – Meet with the Planning Commission to review/discuss current plan goals and objectives and allowed land uses and determine whether these are still applicable. If not, seek agreement on changes and develop a vision statement for the area that reflects current thinking.

Product: Revised goals and objectives and sub-area vision statement

Task 4 – Fine-tune the items developed during the Planning Commission work session, prepare and submit a draft Sub Area Master Plan that includes both text and map(s).

Product: Draft plan to Planning Commission

Task 5 – Planning Commission work session to discuss the draft and to seek initial comments from the general public.

Product: Meeting minutes

Task 6 – Based on Planning Commission comments, make final changes to Sub Area Master Plan (map and text).

Product: Second draft

Task 7 – Submit second draft to the Township Board. In accordance with the Municipal Planning Act, unless waived the draft plan will be submitted to the Township Board for review and authorization to be distributed.

Task 8 – Distribute the draft plan to neighboring communities and the regional planning commission for review and comment, as required by law.

Product: LSL memo to the Planning Commission regarding any comments

Task 9 – Conduct a public hearing before the Planning Commission to give residents and landowners an opportunity to comment on the draft plan. LSL staff will present the plan at the hearing and address questions and comments, as appropriate.

Task 10 - Following the hearing, LSL will meet with staff and Planning Commission to identify any final refinements or changes needed prior to adopting the Plan. Upon adoption by the Planning Commission, the Plan will be sent to the Township Board (unless waived) for final approval. Twenty-five copies and an electronic copy of the final Sub Area Plan will be included.

Phase Two – Zoning Ordinance Update

LSL proposes two optional approaches to revise the Township Zoning Ordinance. The first is a complete technical review and update of the entire code that includes any organization or format changes. Except for a Blue Star Highway Overlay Zone, we do not expect any new zoning districts.

We do, however, hope to identify and correct lurking issues, such as the ones we identified during the Flying J review process, including aboveground utility equipment. In this example, we found the code may provide too much leeway as to which utilities qualify, where they may be located and how they are approved.

Option two is a more surgical approach and focuses just on the Blue Star Highway corridor. It includes clarifying certain definitions (such as front yards, structures, etc.), coordinating setback requirements, and making sure that in general, the applicable sections of the code can be easily understood and address master plan goals. The following are optional work programs:

Option One – Complete Code Update

Task 1 - Project Initiation

LSL will meet with staff, the Township's attorney and select members of the Planning Commission and/or Steering Committee to explore in detail any issues that have been previously identified. This will enable us to be aware of important items as we continue through the review process.

Product: Identified issues

Task 2 - Technical Review

LSL will complete a thorough review of the current Zoning Ordinance. We will evaluate content and organization, as well as specific requirements and conformance to Michigan law and recent court decisions. The review will consider not only the ordinance regulations, but also format and readability.

Product: Technical review memo

Task 3 – Planning Commission Workshop

Upon completion of the Technical Review, LSL will conduct a workshop with the Planning Commission and/or Steering Committee, which the public can also attend. At this workshop, we will discuss our findings and verify that our understanding of the issues conforms to that of the Planning Commission and/or Steering Committee. The public will also be invited to provide input to ensure that issues previously not identified can be considered.

Product: Meeting minutes/results

Task 4 - Ordinance Draft

Based on the information gained from the previous tasks (and the Master Plan process), LSL will complete an initial draft of the updated regulations.

Product: Draft (10 copies)

Task 5 - Review Meetings

LSL will conduct review meeting(s) with the Planning Commission and/or Steering Committee to review the draft and refine it according to their direction. The number of meetings will depend on the extent of changes and the time needed for members of the Commission and/or Committee to review it and to formulate questions or comments. We will work with staff to keep the number of review meetings at a minimum to expedite the adoption process and keep costs down.

Product: Up to three review meetings

Task 6 - Public Hearing

LSL will attend the required public hearing at the Planning Commission and address any questions or concerns. Following the hearing the code will be sent to the County for review and comment. Based on hearing results, final changes will be made before the draft goes to the Township Board.

Task 7 - Ordinance Adoption

LSL will plan to attend the Board meeting when the new zoning requirements are considered for adoption.

Option Two – Select Code Update

Task 1 - Project Initiation/ Technical Review

Based on the work accomplished during the Master Plan update, LSL will complete a thorough review of the current Zoning Ordinance, just as it applies to the Blue Star Highway corridor.

Product: Identified issues/ technical review memo

Task 2 - Ordinance Draft

Based on the information gained from the previous task, LSL will complete an initial draft of the new regulations.

Product: Draft (10 copies)

Task 3 - Review Meeting(s)

LSL will conduct review meetings with the Planning Commission and/or Steering Committee to review the draft and refine it according to their direction. The number of meetings will depend on the extent of changes and the time needed for members of the Commission and/or Committee to review it and to formulate questions or comments. We will work with staff to keep the number of review meetings at a minimum to expedite the adoption process and keep costs down.

Product: Up to two review meetings

Task 6 - Public Hearing

LSL will attend the required public hearing at the Planning Commission and address any questions or concerns. Following the hearing the code will be sent to the County for review and comment. Based on hearing results, final changes will be made to the draft before it goes to the Township Board.

Task 7 - Ordinance Adoption

LSL will plan to attend the Board meeting when the new zoning requirements are considered for adoption.

Professional Fees

Based on the previously described work plans the following apply:

Phase One - Master Plan Sub Area Update - \$8,750

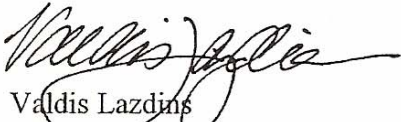
Phase Two - Zoning Ordinance Update

- **Option One - Complete Code Update - \$14,500**
- **Option Two – Select Code Update - \$6,800**

The above does not include expenses for such things as reproduction, travel related items and phone calls.

Thank you for asking us to submit this proposal and we look forward to continuing to serve your community. In the meantime, if you have any questions, or need additional information, please let me know.

Sincerely,
LSL PLANNING, INC.



Valdis Lazdins
Principal Planner