

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 3, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call
Present: Schut, Adams, Knoper, Zuniga, Zickus, Zeinstra
Absent: Longcore
Staff Present: Planner Greg Ransford and Supervisor Adam Elenbaas
3. Received for Information:
4. Motion by Zickus to approve the December 6, 2016 Planning Commission minutes as presented.
Seconded by Zuniga. **Approved 6-0**
5. Motion by Schut to approve the agenda as submitted. Seconded by Zickus. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing: None
8. Site Plan Review: None
9. Old Business:
A. Zimmer Development – Phase 2
Steve Witte from Nederveld gave an overview of the changes to this project.

Planner Ransford went over his initial review of this project and discussions he has had with Steve Witte regarding the changes presented. He stated that the Commissioners could give conditional approval for the Phase 2 Amendments pending the Planner's official review.

Commissioner Zeinstra asked about elevations and Mr. Witte showed the plans for elevations. The consensus between commissioners was that they like this plan better. Commissioners had questions regarding carports on the plans.

Motion by Knoper to approve the amendments to Zimmer Development Phase 2 contingent upon staff approval. Seconded by Zeinstra. **Approved 6-0**
10. New Business:
A. Introduction to Zimmer Development – Phase 3
Steve Witte, from Nederveld, representing Zimmer Development introduced Phase 3 of the Zimmer Development. Mr. Witte discussed the thoughts of Zimmer to split Phase 3 into 2 phases, Phase 3 and Phase 3A. This Phase will have duplexes to be able to transition from the higher density in the 1st two Phases into the more residential areas to the west.

Planner Ransford went over his memorandum regarding Phase 3, addressing questions on storm water retention and open space requirements. Commissioners and Mr. Witte discussed sidewalk requirements.

Commissioners discussed facility maintenance requirements and agreements. They also asked questions regarding easements and a parking lot placed in that easement. Also discussed was a sidewalk connection to 52nd Ave., placement of that sidewalk and lighting for the sidewalk.

Mr. Witte brought up whether or not a Special Land Use would be needed or if the whole site was included in the initial Special Land Use Permit that was granted on January 18, 2016. And it was the consensus of the Commissioners that they thought it was granted as a whole site, but it would need to be looked into.

B. Rotman Rezoning Public Hearing scheduled for January 16, 2017
Planner Ransford reviewed his report regarding the rezoning.

C. Introduction to Springfield West – PUD Application

Ron Van Singel from the Merestone Group representing the owner of the property, Biltmore LLC, introduced the project as a continuation of the single family residential development in the area. Mr. Van Singel discussed the option of rezoning to R-2 or continuing on with the PUD process.

Mr. Van Singel went on to address some of the issues that Planner Ransford noted on his staff report of the application.

Planner Ransford talked about plats and site condo projects and open space.

Commissioners discussed open space and common areas. They also discussed PUD vs. R-2 zoning and plat vs. site condo.

Planning Commission gave Planner Ransford permission to set the Public Hearing in accordance to when all the plans and application material is complete.

D. Special Land Use Application – PI Tower Development

Fred Low with Chaille Tower Consultants, representing PI Tower Development, LLC, introduced the Special Land Use application for a cellular tower on the corner of 48th Ave and Rich St. And addressed the concerns raised by Planner Ransford in his staff report.

Commissioners discussed concerns regarding the fall radius of the tower. Commissioners asked if any existing towers had room for Verizon to be on. There are existing towers with room for Verizon, but according to Mr. Low the existing towers would not alleviate the coverage issues that Verizon is looking to correct with this tower.

Public Hearing will be set by staff when more information is received from the applicant.

E. Meeting dates for 2017

Discussion between the Commissioners regarding having meeting dates on the 1st and 3rd Monday of each month.

Motion by Knoper to change the dates of meetings to the 1st and 3rd Monday of each month.
Seconded by Zeinstra. **Approved 6-0**

F. Election of Officers

Chairman – Andrew Longcore

Motion by Knoper, seconded by Zeinstra. **Approved 6-0**

Vice-Chairman – Duke Schut

Motion by Zuniga, seconded by Zickus. **Approved 6-0**

Secretary – Tom Zuniga

Motion by Zickus, seconded by Zeinstra. **Approved 6-0**

12. Township Board Reports
Board is still waiting to approve the sign ordinance and PID to Industrial zoning.
13. Commissioner and Staff Comments:
Commissioner Zuniga asked about status of the Planning Commission's request for tablets.
Commissioner Zeinstra and Supervisor Elenbaas stated that the budget is the topic for the Board's work session scheduled for January 4.
14. Adjourn

**Any and all attachments are available at the Township Offices

Next meeting January 16, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 16, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call
Present: Longcore, Adams, Knoper, Schut, Zeinstra, Zickus, Zuniga
Absent: None
Staff Present: Township Planner Greg Ransford
3. Received for Information: None
4. Motion by Schut to approve the January 3, 2017 Planning Commission Minutes with changes. Seconded by Zeinstra. **Approved 7-0**
 - Item #10 Section F Change Co-Chairman to *Vice-Chairman*. And Motion by *Zuniga*.
 - Item #13 Commissioner *Zuniga* asked about the status of the Planning Commission's request for *tablets*.
5. Motion by Longcore to approve the agenda as presented. Seconded by Zickus. **Approved 7-0**
6. Public Comments for *non-public hearing items*:

Dirk Kraai had a question regarding the DeYoung 64th and Pierce St. Site Condo with a Special Land Use Permit for a Private Road and received confirmation from the Commissioners that it has not been approved.

Mr. Kraai also questioned drainage. The commissioners assured him that the site plan will have to receive approval from the Ottawa County Water Resources Commission.

Chairman Longcore closed the Public Comment section for non-public hearing items.

7. Public Hearing:
 - A. Rotman Rezoning
 - Request to rezone 11749 60th Avenue, parcel number 70-09-23-100-007, from the Agricultural and Rural Zoning District to the R-1 Low Density One-Family Residential Zoning District

Ernie Rotman, the applicant, explained that he would like to change this zoning in order to split the lot into two lots in order to be able to build on the second lot.

Planner Ransford reviewed his memorandum and believes that the request is consistent with the Master Plan and compatible with the Ordinance.

Chairman Longcore opened the public comment section of the public hearing.

No comments were received.

Chairman Longcore closed the public comment section of the public hearing.

Common consensus between the commissioners was that this would be consistent with what is in the area.

Motion by Zickus to approve the requested rezoning from Agricultural and Rural Zoning District to the R-1 Low Density One-Family Residential Zoning District. Seconded by Knoper.

Approved 7-0

8. Site Plan Review: None

9. Old Business: None

10. New Business: None

11. Public Comments: None received

12. Township Board Reports:

Commissioner Zeinstra reported that the Board approved the new sign ordinance and did the 1st reading of the industrial changes.

13. Commissioner and Staff Comments:

Commissioner Knoper posed a question regarding the annual work program. Chairman Longcore answered that he and Planner Ransford will be working on putting that together, and along with Township staff will be creating the annual report for 2016.

Commissioners discussed meeting dates. Commissioners decided to cancel the July 3rd meeting and move the September 4th meeting to September 5th.

Motion by Zeinstra to apply the aforementioned changes to the Planning Commission meeting schedule. Seconded by Knoper. **Approved 7-0**

14. Adjourn

Next meeting February 6, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Feb 6, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call
Present: Longcore, Adams, Knoper, Zuniga, Schut, Zeinstra
Absent: Zickus
Staff Present: Township Planner Greg Ransford
3. Received for Information: None
4. Motion by Schut to approve the January 16, 2017 Planning Commission Minutes as presented. Seconded by Zeinstra. **Approved 6-0**
5. Motion by Longcore to approve the agenda as presented. Seconded by Knoper. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None received
7. Public Hearings
 - A. Special Use
 - PI Tower Development, LLC
 - Seeking to construct a 146-foot tall monopole tower and four foot tall lightning rod as well as related improvements – 11655 48th Avenue, parcel # 70-09-24-200-024

Fred Low representing PI Tower Development, LLC spoke that he believes that he has provided the Commission and Planner Ransford with all the information that they requested at the meeting that Mr. Low introduced this project.

Planner Ransford explained the project and reasoning of the project to the public attending the meeting. He also explained the additional material that the applicant was asked to submit.

Chairman Longcore opened the public comment section of the public hearing.

No comments were received.

Chairman Longcore closed the public comment section of the public hearing.

Commissioner Knoper mentioned an advertisement in the Grand Rapids Press that he saw regarding this project and that the advertisement mentions lights on the structure. Mr. Low answered that he does not anticipate the FAA requiring lights on the structure. If lights are required, Commissioner Knoper recommended the red lights and not strobe lights as strobe lights are very invasive to the neighbors. Mr. Low clarified that new lights are less invasive in their design, but he still believes that they will not have to worry about lights on the structure at all.

Commissioners raised concerns that this new tower won't completely cover the shortages in the area, and that the applicant will be coming back with a new tower in the near future. Mr. Low brought in an engineer from Verizon Wireless to address that question. Mr. Tang says that while it does not give complete coverage, it does improve coverage in those areas. And at this time there is no plans for coming back to ask for additional tower sites. Mr. Low clarified that this specific site addresses a lapse in coverage in a high density/high traffic area.

Commissioners discussed sidewalks in the area and lighting at the site.

Motion by Knoper to approve the application to build a tower at 11655 48th Avenue, parcel #70-09-24-200-024, because it meets the standards of review provided in Section 20.06, 24.06 and 25.06B2 and the intent of the ordinance, with conditions that:

1. Shared access to contiguous properties shall be provided at the time that any other commercial buildings are constructed and sidewalks will be put in.
2. Any lighting on the structure will meet Township Ordinance of total cutoffs.
3. Electrical service will be underground.

Seconded by Zeinstra. **Approved 6-0**

B. Planned Development & Site Condominium

- Biltmore, LLC
 - Seeking to construct a 20-unit single family dwelling residential development and related infrastructure – 5487 Pierce Street, parcel number 70-09-25-300-031 and part of parcel number 70-09-25-300-052.

Ron Van Singel from the Merestone Group, representing Biltmore, LLC, introduced the project of Springfield West, a Planned Unit Development Site Plan and Site Condominium.

Planner Ransford explained the project to the public and that this is not for final approval. This would only give the applicant permission to move forward with the plan and they would still have to submit a final site plan for approval to the Planning Commission. Planner Ransford brought up the cul-de-sac and fire code requirements. He wanted the applicant to be aware that while the ordinance only requires 80 feet, the fire code requires 95 feet without public water and may apply in this case but is to be determined.

Chairman Longcore opened the public comment section of the public hearing.

A resident asked for clarification as to where this project is in relation to 56th Avenue and that it will be a single family development. Square footage requirements were also discussed.

Chairman Longcore closed the public comment section of the public hearing.

Commissioners discussed with Mr. Van Singel how the open space was expanded. They also discussed the sidewalks and the plans for the sidewalks as it relates to the cul-de-sac on Camfield. Mr. Van Singel explained that the cul-de-sac is temporary and the future plans are that Camfield will be extended.

Motion by Schut to approve the Springfield West Preliminary Planned Unit Development Site Plan and Site Condominium application as proposed. Seconded by Knoper. **Approved 6-0**

The Planning Commission gave Planner Ransford the authority to plan the Public Hearing for the Springfield West Final Site Plan when it is ready to come back in front of the Planning Commission.

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Special Use

- Dave Brandsen
 - Seeking two (2) single family dwellings (and related lots) – Arjana Rose Lane, parcel number 70-10-19-300-070

Kelly Kuiper from Nederveld, representing Dave Brandsen, introduced the application. They are requesting a Special Land Use for single-family dwellings within the Office Zoning District. Ms. Kuiper clarified that the land division showed on the plan is not representative of the future land division application. This is just one example of how it could be divided, and a survey and legal description will be submitted with the land division application when it is applied for.

Commissioners asked about the maintenance agreement of the private road. Ms. Kuiper stated that there is an agreement in place. Commissioners expressed concern about the special use of residential in the Office Zoning District, and possible negative impact on current and future owners. Ms. Kuiper addressed that concern and clarified as to the reasoning of asking for a special use versus a rezoning of the property.

Planner Ransford was asked about the possibility of a house being put on one of these lots and then being developed in to office space. Planner Ransford stated that it could happen and he presumes the township ordinance does allow for two uses on the same lot.

Public Hearing has already been set for this application.

11. Public Comments: None received

12. Township Board Reports:
Nothing to report from the Board, but Commissioner Zeinstra would like to address the Board regarding tablets for the Planning Commission.

13. Commissioner and Staff Comments:
Commissioners and staff discussed how they would be able to utilize the tablets without using email and it would save on postage for the packets and save paper. They discussed applicants submitting 11x17 prints instead of full size prints, but only if it were to scale and all items are able to be interpreted.

Commissioners discussed a past request that was in front of the Planning Commission to put a subdivision in the Arjana Rose Lane area.

Planner Ransford stated that he has heard from Steve Witte regarding Zimmer Phase 3. They are intending to wait on Phase 3 until the fall.

Fox Meadows will be coming back in front of the Planning Commission. Notice of this will be sent to land owners that were notified of the original public hearing.

Allendale Christian Schools will be at the next meeting for a public hearing. They are looking to put in a digital sign.

Planner Ransford said that he received an inquiry from Auto Zone to locate on property directly east of Family Fare. They would like to tie into Family Fare's entrance but have yet to discuss that option with Family Fare.

Commissioners discussed the Town Square concept and the Master Plan.

14. Adjourn

Next meeting February 6, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 20, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call
Present: Longcore, Schut, Adams, Knoper, Zuniga, Zickus, Zeinstra
Absent: None
Staff Present: Planner Greg Ransford
3. Received for Information: Amended plans for Fox Meadow
4. Motion by Schut to approve the February 6, 2016 Planning Commission minutes as presented.
Seconded by Knoper. **Approved 7-0**
5. Motion by Longcore to approve the agenda as submitted. Seconded by Zickus. **Approved 7-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
A. Special Use
 - Allendale Christian School
 - Seeking to replace existing manual reader board with electronic reader board/digital display – 11050 64th Avenue, parcel number 70-09-26-100-079

Dan Postmus from Postema Sign and Graphics representing Allendale Christian School presented the request to upgrade their existing manual sign to a LED sign.

Planner Ransford went over the memorandum he prepared regarding this request.

Chairman Longcore opened the public comment section of the public hearing.

No public comments were received.

Chairman Longcore closed the public comment section of the public hearing.

Motion by Knoper to approve the digital sign Special Use Permit for Allendale Christian School located at 11050 64th Ave. as it meets the standards set in Section 20.06 for special use permits and meets standards within Sec.24.06. Seconded by Zickus. **Approved 7-0**

 - Dave Brandsen
 - Seeking two (2) single family dwellings (and related lots) – Arjana Rose Lane, parcel number 70-10-19-300-070

Kelly Kuiper with Nederveld on behalf of Dave Brandsen presented the request for single family residential on a parcel that is currently zoned office.

Planner Ransford explained the request and items on his memorandum regarding sidewalks and facade.

Chairman Longcore opened the public comment section of the public hearing.

Kevin Leitner from Leprino Foods spoke in opposition of having single family residences built there so close to Leprino. Mr. Leitner stated that having the Office designation as a buffer between the manufacturing and the new developments going up in the area works very nicely.

Chairman Longcore closed the public comment section of the public hearing.

Commissioners discussed the possible future uses and reasoning for requiring a sidewalk at this point.

Commissioners discussed whether or not the special use would be appropriate in this case and if this application meets standards for approval. Commissioners went through the standards for approval and discussed if the application met each standard. Commissioners questioned whether or not this special use would be injurious to the use of the property neighbor to the north, Leprino. Also discussed was the option to put in a condition for approval to notify future owners by putting a warning in the deed that the property is near an active industrial zone.

Kelly Kuiper responded to questions posed by the commissioners as to the disorder caused in the district. She stated that the disorder is already there with the two residences that are already on that road and that adding two more residences will not cause any more disorder to the area.

Motion by Zeinstra to approve the Special Land Use permit as he finds that it satisfies the conditions for approval. With the conditions that:

- A sidewalk be installed along the parcel within the private road easement prior to an occupancy permit being issued
- A notice would be put in the deed regarding the industrial zoning to the north, regarding the noise, smell, lighting, etc. With wording to be approved by the Township attorney and planner.
- Also notice that the property and neighboring properties are zoned office with the same issues: traffic, noises, lighting, etc. With wording to be approved by the Township attorney and planner.

No support for the motion.

Motion by Zickus to table the Special Use request from Dave Brandsen. Seconded by Knoper.

Approved 6-1

8. Site Plan Review: None

9. Old Business:

- Fox Meadow
 - Seeking to construct a private road – 6272 & 6328 Pierce Street, parcel numbers 70-09-35-100-052 & 70-09-35-100-033

Jack Barr from Nederveld introduced the project and pointed out that site condominium approval was granted in a previous meeting. And that they are back in consideration for the private road. There are changes from previous submission in that instead of 16 site condominium units there are 9 site condominium units and 7 land division units. Same lot configuration only changed because of what the Health Department would approve via site condo and land division.

Planner Ransford reviewed his memorandum regarding the application for the Fox Meadow private road.

Mr. Barr explained to the public attending the meeting that the Ottawa County Health Department is the entity that polices the wells. The Health Department is requiring three test wells be put in to confirm that there is adequate water supply at the site and that the supply is drinkable.

Commissioners discussed the wells and how putting new wells would affect current residents' wells. Also discussed was the fact that even if the Planning Commission approves the road they can't put the houses there unless the Health Department approves the wells.

Commissioners discussed the private road special use permit and the standards for approval and went through each standard individually.

Motion by Zeinstra to approve the special land use for the private road as it meets the six standards set by the Township Ordinance Sec. 20.06 and meets standards within Sec.24.06.

Seconded by Knoper. **Approved 7-0**

Motion by Zeinstra for final approval of the site condominium plan as it meets standards set by Sec. 24.06 of the Township ordinance - contingent upon receiving all necessary permits from other agencies. Seconded by Schut. **Approved 7-0**

10. New Business:

A. Map Amendment

- VanMor, LLC
 - Seeking to rezone that portion of 5916 Lake Michigan Drive, parcel number 70-09-26-201-024 from the R-1 Low Density One-Family Residential Zoning District to the G-C General Commercial Zoning District

Jeff Ellen representing the applicant, Robert Morse, introduced the application for rezoning.

Planner Ransford reviewed his memorandum regarding this request and also stated that this request has been scheduled for public hearing already.

11. Public Comments:

Residents commented on the placement of public comment times during the meetings and the clarity for residents of what and when they will be able to comment on.

Residents expressed concern regarding the retention basins in Fox Meadow and placement of the retention basins in regards to their property.

12. Township Board Reports:

Nothing to report from the Township Board

13. Commissioner and Staff Comments:

A. Public hearing scheduling practices:

Commissioners discussed the option of having Planner Ransford and Chairman Longcore schedule the public hearing. Commissioners confirmed that this practice is ok in certain circumstances as it shortens the time that the applicant has to wait.

B. 2016 Annual Report of the Planning Commission

Motion by Knoper to approve the 2016 Annual Report of the Planning Commission with changes to add a notation that Commissioner Adams was added to the Planning Commission part way into the year and to remove the bullet point with the Adopted by Resolution the 2016/2017 Meeting Schedule. Seconded by Zeinstra. **Approved 7-0**

Chairman Longcore commented to Planner Ransford that there needs to be a 2017 Annual Work Program created.

Commissioners discussed the definition of residential occupancy as they have been asked by the Township Supervisor and ZBA to review and define the definition.

14. Adjourn

**Any and all attachments are available at the Township Offices

Next meeting March 6, 2017 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 6, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call
Present: Longcore, Schut, Zuniga, Knoper, Adams
Absent: Zeinstra, Zickus
Staff Present: Planner Greg Ransford and Attorney Crystal Bultje
3. Received for Information: Letter from a resident regarding VanMor rezoning and a Resolution from Attorney Crystal Bultje regarding the PI Tower Development Special Land Use.
4. Motion by Knoper to approve the February 20, 2017 Planning Commission Minutes as presented. Seconded by Zuniga. **Approved 5-0**
5. Motion by Longcore to approve the agenda as submitted. Seconded by Schut. **Approved 5-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
 - A. Map Amendment
 - VanMor, LLC
 - Seeking to rezone that portion of 5916 Lake Michigan Drive, parcel number 70-09-26-201-024 from the R-1 Low Density One-Family Residential Zoning District to the G-C General Commercial Zoning District

Robert Morse, the applicant, explained that the parcel is split into two zoning districts, R-1 and G-C. The reasoning for this request for rezoning is to clean this up and make it one zone under G-C since the Master Plan calls for this area to be G-C.

Planner Ransford reviewed his memorandum regarding the application to rezone.

Chairman Longcore opened the public comment section of the public hearing.

Melanierose Grandy expressed concern regarding increased traffic if this property is rezoned to the G-C Zone. She is concerned because the traffic signage is inadequate and adding more traffic to the area without correcting this issue would create a safety hazard in her opinion.

Chairman Longcore closed the public comment section of the public hearing.

Commissioners discussed the option of signage on the roads in the neighborhood behind the property. Commissioner Knoper stated that this is a county road and it would need to be requested to the Ottawa County Road Commission for signs to be installed.

Commissioners also discussed the fact that any site plan would have to come in for approval and they could address traffic and signage issues at that time.

Motion by Schut to recommend approval the request to rezone from R-1 to G-C with the reasons that it follows the Master Plan and meets the standards set forth in the G-C district. Seconded by Knoper. **Approved 5-0**
8. Site Plan Review: None

9. Old Business:

A. Dave Brandsen

- Seeking two (2) single family dwellings (and related lots) – Arjana Rose Lane, parcel number 70-10-19-300-070.

Kelly Kuiper from Nederveld, on behalf of Dave Brandsen, addressed the questions brought up at the last Planning Commission meeting and had submitted a supplemental package to address those questions. The package included a revised site plan, proposed deed language for potential future sidewalk, detailed responses to the Section 20.06 standards, attorney's memo, letters of support from both of the neighbors that live on Arjana Rose Lane, site photos, and mortgage assurance letters from lenders.

Planner Ransford highlighted from his memorandum that the potential future sidewalk does not go all the way to 48th. But pointed out and was confirmed by Ms. Kuiper that the right of way for 48th is 100 ft. in that area.

There was discussion between Commissioners and Ms. Kuiper regarding including language in the deed acknowledging the noise regarding living near an active industrial zone.

Commissioners discussed the setbacks and tree lines existing there. Also discussed were the utilities and the minimum facade requirements.

Motion by Schut to approve the special land use request for the applicant to have two single family dwellings in the office zoned property for reasons that it does meet the standards in 24.06 and meets with the noted memorandum from staff with the following conditions:

1. That the deed has a notice informing the owner of the heavy industrial use to the north and their rights to run their business and that it is to the satisfaction of the Township Planner and Attorney.
2. That the sidewalk easement runs the length of the property all the way to 48th Avenue.
3. As long as it's a residential use; the standards for facade requirements for the office district will not be required. At such time of commercial use, compliance with Section 24.06C and Section 24.06J burying the utilities and etcetera is required.
4. That the applicant has the option to bury the utilities or keep them overhead to the buildings.
5. That the existing trees that serve as a buffer between the north property line and existing drive are maintained and not removed.

Seconded by Zuniga. **Approved 5-0**

B. Zimmer Development Company

- Lodge Drive Sidewalk Options

Planner Ransford presented the options provided from Steve Witte of Nederveld for sidewalks on Lodge Drive as the current requirements do not work with drainage that is required for the area.

Commissioners discussed the options presented.

Commissioners agreed that they will be ok with an alternative for that sidewalk location, and authorized Planner Ransford work with Mr. Witte and the Township Supervisor to create a letter for the Ottawa County Water Resources Commissioner stating that agreement.

C. PI Tower Development Resolution

Attorney Crystal Bultje presented the resolution for the PI Tower Development Special Land Use. Commissioners agree to the resolution.

D. Wireless Communications Facilities

Attorney Bultje created an application to use until the new zoning ordinance is created and approved. She explained why an updated application is necessary. That it will help to protect the Township in regards to the timelines that are unique to wireless communication facility applications.

Commissioners discussed the need for an updated ordinance.

10. New Business:
 - A. Draft of the 2017 Planning Commission Work Program
Planner Ransford presented the 1st draft of the 2017 Planning Commission Work Program. Commissioners discussed the draft and made revisions.
11. Public Comments: None
12. Township Board Reports: None
13. Commissioner and Staff Comments:
Commissioner Adams commented on the Curry Drain issue with Zimmer and that it is frustrating that it is now coming out instead of being addressed at the beginning of the process.
Planner Ransford informed the commissioners that Dewpointe West Phase 3 is in the works.
14. Chairman Longcore adjourned the meeting at 10:07 p.m.

Next meeting March 20, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 20, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call
Present: Longcore, Schut, Adams, Knoper, Zuniga, Zeinstra
Absent: Zickus
Staff Present: Planner Greg Ransford
3. Received for Information:
4. Motion by Schut to approve the March 6, 2017 Planning Commission minutes as presented.
Seconded by Zuniga. **Approved 6-0**
5. Motion by Longcore to approve the agenda as submitted. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
8. Site Plan Review:
9. Old Business:
A. Revised 2017 Planning Commission Work Program
Planner Ransford introduced the revised 2017 Planning Commission Work Program document. Commissioners discussed item 10 and decided to remove item 10 from the Work Program. Motion by Schut to approve the 2017 Planning Commission Work Program with the amendment to delete item 10. Seconded by Zeinstra. **Approved 6-0**
10. New Business:
A. Preliminary Language for Text Amendments to Sections 23.12B1, 23.12B2, 29.01D and 20.04.
Planner Ransford presented his memorandum regarding the updates to these ordinances.
 - Section 23.12 B1, 23.12B2: Commissioners discussed and agreed to recommend changes to the wording so that they reference Ottawa County standards.
 - Section 29.01D: Recommendation to delete the requirement that requires proposed amendments to the Zoning Ordinance are provided to the County Planning Commission.
 - Section 20.04: Recommend a change to the language concerning the time period in which a public notice must be provided for a special use application.Motion by Zeinstra to set a public hearing, at the next available meeting that would meet notification requirements and is convenient for the Planning Commission schedule, for the aforementioned Zoning Ordinance text amendments. Seconded by Knoper. **Approved 6-0**

11. Public Comments:
Question regarding why the Planning Commission was reviewing the width of cul-de-sacs.
Chairman Longcore clarified that the reasoning was that the Township Fire Inspector requested that this was reviewed by the Planning Commission.
12. Township Board Reports: None
13. Commissioner and Staff Comments:
Planner Ransford asked for clarification from the Planning Commission on their discussion over private road types and it was agreed upon by the Commissioners that this item be added to the 2017 Planning Commission Work Program.
14. Chairman Longcore adjourned the meeting at 8:27 p.m.

**Any and all attachments are available at the Township Offices

Next meeting April 3, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

April 3, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call
Present: Longcore, Schut, Adams, Knoper, Zeinstra
Absent: Zickus, Zuniga
Staff Present: Planner Greg Ransford
3. Received for Information:
4. Motion by Schut to approve the March 20, 2017 Planning Commission minutes as presented.
Seconded by Zeinstra. **Approved 5-0**
5. Motion by Longcore to approve the agenda as presented. Seconded by Knoper. **Approved 5-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing: None
8. Site Plan Review: None
9. Old Business:
A. Zimmer
 - Phase 1 & Phase 2 Minor & Major Amendments, Deferred Parking
Steve Witte from Nederveld, representing Zimmer Development introduced the proposed amendments. The amendments are for:
 - Increase in Area of Amenity, Phase 2
 - Rotation of Building Three, Phase 2
 - Fencing, Gates and Boulevard, Phase 1 and 2
 - Carports, Phase 1 and 2
 - Shifting of Buildings Four (4) through Nine (9), Phase 2
 - Parking Deferment, Phase 1 and 2Planner Ransford reviewed his memorandum.

Commissioners discussed the placement of the fencing in regards to the deferred parking.

Motion by Knoper to approve the Major and Minor Amendments including the deferred parking on the revised site plans dated 3/06/17 for Phase 1 and 3/17/17 for Phase 2. Seconded by Schut.
Approved 5-0
10. New Business:
A. Grand Valley Dentistry
 - Seeking site plan approval for a dentistry office and space for lease
 - 5128 & 5150 Lake Michigan Drive, Parcel Number 70-09-25-200-060 and 70-09-25-200-075 PTDon DeGroot from Exxel Engineering, along with Craig Baker representing Grand Valley Dentistry introduced the project.

Planner Ransford reviewed his memorandum.

Commissioners discussed the necessity of interconnection drives and the consensus was that it is not necessary with the private drive access.

There was also discussion regarding the private easement.

Commissioners talked about snow storage and discussed the option of hauling away of snow if necessary.

Mr. DeGroot pointed out that there would be curbing for the landscape islands in the parking lot. Along with the curbing, commissioners discussed options for landscaping inside of those islands which would not impede lighting.

Commissioners discussed the acceptance of the fiber cement lap siding.

Sidewalks were discussed.

The need for a sampling manhole to be able to monitor mercury levels from the facility was discussed. Mr. Baker addressed this and stated that they will comply.

B. Tentative Preliminary Plat (Pre-Preliminary Review)

- Dewpointe West Phase 3
 - Minor vs. major determination for setbacks
 - Minor vs. major determination for Metes and bounds parcels
 - Reduction of Street trees

Adam DeYoung of Moore and Bruggink, on behalf of DeYoung and Ulberg Development introduced the project and the changes requested.

Planner Ransford reviewed his memorandum.

Mr. DeYoung clarified that there is not a change in the density of the project and that it will still meet the Open Space Agreement requirements for the Dewpointe West PUD

Commissioners discussed the setbacks and any precedent that would be set if they decided that this would be a minor amendment.

There was discussion between the commissioners, planner and applicant regarding the street tree requirements. Common consensus between commissioners was that the current ordinance should only apply for lots with 100 ft. of frontage and over, and that the ordinance should be amended.

Consensus from the commissioners was that the determination for the setbacks and for the metes and bounds parcels would be minor amendments.

11. Public Comments

12. Township Board Reports:

Commissioner Zeinstra reported that the Supervisor is looking into the pricing of tablets, and if anyone needed there are two laptops available for commissioner use.

13. Commissioner and Staff Comments:

A. Wright Township Master Plan

Wright Township amended their Master Plan and Planner Ransford reported that there are no conflicts or concerns to report.

Chairman Longcore reported that for health reasons Commissioner Zickus may be stepping down from the Planning Commission.

14. Chairman Longcore adjourned the meeting.

**Any and all attachments are available at the Township Offices.

Next meeting April 17, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

April 17, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Schut, Zeinstra, Zuniga
Absent: Adams and Knoper
Staff Present: Township Planner Greg Ransford and Township Attorney Crystal Bultje
3. Received for Information:
4. Motion by Zeinstra to approve the April 3, 2017 Planning Commission Minutes with changes to the 2nd sentence on the 2nd page. Sentence will read as follows: Commissioners discussed the necessity of *interconnection* drives and the consensus was that it is not necessary with the private drive *access*. Seconded by Schut. **Approved 4-0**
5. Motion by Longcore to approve the agenda as presented. Seconded by Zeinstra. **Approved 4-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
 - A. Tentative Preliminary Plat
 - Dewpointe West Phase 3
 - 59 Single-family residentialAdam DeYoung introduced the project.
Planner Ransford reviewed the process and his memorandum for this project.
Chairman Longcore opened the public comment section of the public hearing.
Jack Boers asked about the time table for the 64th St. road improvements and what the intentions are regarding that project.
Chairman Longcore closed the public comment section of the public hearing.
Mr. DeYoung stated that the road is a township project so he does not have the exact time table for that project but he believes that it is in the design phase and scheduled for construction late summer into fall.
Discussion amongst Commissioners, Planner Ransford, and Mr. DeYoung regarding the plan review report dated April 12, 2017 from the Township engineers, Fleis and Vandenbrink.
Motion by Schut to approve the Tentative Preliminary Plat for Dewpointe West Phase 3 with the condition that they meet the requirements set forth in the review report from the Township engineers dated April 12, 2017, with the exception of the bullet point that requires the 10 ft. sideyard setback for utilities. Seconded by Zuniga. **Approved 4-0**
 - B. Text Amendments
 - Section 20.04 – Hearing on Application
 - Section 23.12B1 & 23.12B2 – Private Roads and Streets
 - Section 29.01D – Procedure for Changes

Planner Ransford reviewed his memorandum regarding all three text amendments.

Chairman Longcore opened the public comment section of the public hearing.

No comments were received.

Chairman Longcore closed the public comment section of the public hearing.

Commissioners discussed the wording in regards to applying the Ottawa County Road Commission Standards, and whether or not they wanted to reference the “current” standards versus referencing “August 26, 2010 and any subsequent amendments thereto”.

Motion by Schut to recommend approval to the Township Board amendments to the Section 20.04, Section 23.12B1 & 23.12B2, and Section 29.01D as proposed with the amendment to Section 23.12B1 & Section 23.12B2 to remove “adopted on August 26, 2010 and any subsequent amendments thereto” and to add the word “current” before Ottawa County in each Section 23.12B1 & 23.12B2. Seconded by Zuniga. **Approved 4-0**

8. Site Plan Review:

A. Grand Valley Dentistry

- Seeking site plan approval for a dentistry office and space for lease
- 5128 & 5150 Lake Michigan Drive, Parcel Number 70-09-25-200-060 and 70-09-25-200-075 PT

Don DeGroot from Exxel Engineering introduced himself and Craig Baker as being there on behalf of the applicant to present the project.

Planner Ransford reviewed his memorandum regarding the Final Review for the Grand Valley Dentistry Site Plan Application.

There was discussion regarding parking lot aisle width. Mr. DeGroot stated that they will adjust the plan to meet the 26 ft. requirement.

Chairman Longcore asked if the applicant addressed the elevations in regards to the slope of the sidewalk. Mr. DeGroot said that they did and the slope of the sidewalk meets the maximum of 2%.

Commissioner Schut brought up the dumpster enclosure and Mr. DeGroot assured the commissioners that it would follow the ordinance requirements.

Also discussed was the stamped colored concrete requirement through the drive.

Commissioner Schut addressed the fact that there is not any room for snow storage and that the applicant will be spending a lot of money on snow removal during snowy winters and wanted to make sure that they understood that.

Motion by Zeinstra to approve the Grand Valley Dentistry Final Site Plan with the following conditions:

- That the dumpster enclosure be masonry to match the building as stated.
- The parking dimensions be modified as discussed to meet the 26 ft. aisle requirement and will be approved by staff.
- That they meet the Water/Sewer and Township Engineer’s requirements.

Seconded by Zuniga. **Approved 4-0**

9. Old Business:

A. Article 25 – Wireless Communications Towers and Antennas

Township Attorney, Crystal Bultje, went over the proposed changes to Article 25.

Commissioners discussed setbacks and current requirements versus the proposed language. They decided that the language in Section 25.04C1 regarding the Township Engineer's responsibility should be revised.

Common consensus between the commissioners was to strike Section 25.04R, regarding the maximum height of 70 feet within 2,500 feet of M-45, from the Article.

Commissioners discussed revising the maximum height in Section 25.04S for the wireless communications facilities and agreed to make the maximum height 225 feet.

Commissioners asked for that the wording in Section 25.04V be revised.

Attorney Bultje confirmed that meeting minutes would be sufficient in fulfilling the requirement of approving or denying an application in writing.

The Planning Commission set the Public Hearing for the Article 25 Zoning Text Amendment as May 15, 2017.

10. New Business:

A. Subdivision Ordinance

- Proposed amendment to Section 5.3(m) Street Trees

Planner Ransford reviewed his memorandum regarding the proposed amendment to Section 5.3(m).

Commissioners discussed the wording of Section 5.3(m)(4) in regards to a waiver being granted.

Additional revisions were discussed and the Planning Commission directed Planner Ransford to make changes for review at the next meeting.

11. Public Comments: None

12. Township Board Reports:

Commissioner Zeinstra reported that the Board was wondering if the Planning Commission members had a preference in brand or any specifications/programs for the tablets and/or laptops. Commissioners referenced Adobe as a program to use. And also discussed future packets and ways organize them electronically.

13. Commissioner and Staff Comments:

Planner Ransford and Commissioners discussed items on the Work Program and what to work on next.

Commissioners discussed whether or not Findings of Fact paperwork is necessary going forward.

14. Chairman Longcore adjourned the meeting at 9:52 p.m.

Next meeting May 1, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

May 1, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call:
Present: Longcore, Schut, Adams, Knoper, Zuniga
Absent: Zeinstra
Staff Present: Planner Greg Ransford and Jon Currier, Allendale Water and Sewer
3. Received for Information:
Prints of the JIMDI addition site plan and dumpster enclosure.
4. Motion by Schut to approve the April 17, 2017 Planning Commission minutes as presented.
Seconded by Zuniga. **Approved 5-0**
5. Motion by Longcore to approve the agenda with changes to switch old business items so the Side Yard setback would be Item A and Subdivision Ordinance would be Item B. Seconded by Schut.
Approved 5-0
6. Public Comments for *non-public hearing items*:
Gary Stroven representing JIMDI asked the Planning Commission about their opinion regarding the proposed dumpster enclosure. Mr. Stroven is going through the process of an administrative approval for an addition to the JIMDI building and Planner Ransford and Zoning Administrator, Kirk Scharphorn Jr., wanted direction from the Planning Commission regarding the enclosure. The consensus between the Commissioners was that the enclosure matched the building in regards to the building materials so that was acceptable, but the enclosure did need to have a gate to it.
7. Public Hearing:
8. Site Plan Review:
9. Old Business:
 - A. Side Yard Setback Minimum of Ten Feet in Planned Unit Developments
 - Jon Currier, Water and Sewer Department

Mr. Currier explained the reasoning behind the Water and Sewer Departments request to the Planning Commission that they set the side yard setback on the left side of the property to ten feet. The main reasons behind this request is to make sure that there is enough room for the water lines to be put in without being under the driveway or too close to other utility lines.

Commissioners and Planner Ransford discussed the fact that this setback should be carried over into other residential zoning districts to make it all uniform. Commissioners directed Planner Ransford to go through and draw up amendments to make the proposed changes to the setbacks for residential buildings.
 - B. Subdivision Ordinance
 - Proposed amendment to Section 5.3(m) Street Trees
 - Utility conflict language
 - Number of street trees
 - Modification of street trees

Mr. Currier talked about how the Planning Commission and Water and Sewer Department could work together on planting details to keep plantings away from fire hydrants or valves.

Commissioner Knoper stated that their approval of landscaping hinges on staff review and water/sewer review of placement of hydrants and valves in regards to acceptable placement of landscaping. And that staff has the authority to move plantings as long as the amount of plantings is there.

Commissioners discussed referencing the Water/Sewer spec book and making sure that developers and homeowners know that they need to comply with what Water/Sewer specifies as acceptable placement of any plantings or landscaping.

Mr. Ransford explained the changes that have been made to the ordinance to address the issues that the Commissioners had discussed at the last meeting.

The Planning Commission directed Planner Ransford to change the language of “anywhere within the lot” to the same location language as the section before it and incorporate that change with the isolation distances provided by the Water/Sewer Department.

10. New Business:

A. 2017 Work Program

- # 10 – Discuss if an option for private roads should include, but not replace, allowing a lesser right-of-way width and/or physical improvements (width, material, etcetera) in some instances

Planner Ransford presented some examples from Tallmadge Township and Robinson Townships to show some options for changing the right-of-way width and/or physical improvements on private roads.

Commissioner Schut pointed out that one goal of the Planning Commission has been to maintain a rural community, but to pave private roads would not be preserving the rural character of the land.

Commissioners discussed easements and maintenance agreements for these private roads.

Planner Ransford will move ahead and draft an amendment to the ordinance for the Planning Commission to review.

11. Public Comments: None received

12. Township Board Reports:

13. Commissioner and Staff Comments:

Planner Ransford was asked by the owner of Kennedy Lake to ask the Planning Commission if he could move ahead and make what was a public street in the original approved site plan into a private street without coming back in front of the Planning Commission. And common consensus between commissioners was that yes it needs to come back to the Planning Commission for private road special use approval.

14. Chairman Longcore adjourned the meeting 9:27 p.m.

Next meeting May 15, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

May 15, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call:
Present: Longcore, Schut, Adams, Knoper, Zuniga, Kleinjans
Absent: Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information:
Personal letter for allowing a Bed and Breakfast in Allendale.
4. Motion by Schut to approve the May 1, 2017 Planning Commission minutes as presented.
Seconded by Zuniga. **Approved 6-0**
5. Motion by Longcore to approve the agenda with the change of moving Old Business to Item 10 and new business to Item 9. Seconded by Schut. **Approved 6-0**
6. Public Comments for *non-public hearing items*
 - A. Linda Falstad – Ottawa County Farmland Preservation Program
Ms. Falstad explained the program, how it works, and how it is funded.
 - B. Carol Thome presented her letter and requested the Planning Commission consider allowing a Bed and Breakfast be set up in Allendale.
 - C. Luke Merriman from the Farmland Preservation Board spoke regarding the Ottawa County Farmland Preservation Program.
7. Public Hearing:
 - A. Text Amendments
 - Article 25 – Wireless Communications Towers and Antennas

Planner Ransford reviewed the purpose of modifying Article 25 and the reasons for the modification.

Planner Ransford and Commissioners discussed the height of poles in the right of way. Chairman Longcore opened the public comment section of the public hearing.

There was comment from the public that if the height of the structure is lowered there will be a need for more structures, and to promote co-location.

Chairman Longcore closed the public section of the public hearing.

Chairman Longcore asked for clarification on the height and what it is in regards to? Planner Ransford answered that it is for a maximum of 35 ft. for poles in the right of way.

Commissioners discussed the setbacks, camouflaging and height of structures in the residentially zoned districts. Commissioners agreed to revise Section 25.04R as presented by Planner Ransford and directed Ransford to consult with the township attorney regarding certain prohibition options in residentially zoned districts.
8. Site Plan Review:

9. New Business:

A. O'Reilly Auto Parts – Allendale Crossings Planned Unit Development – Final Development Plan

Josh Ligon representing O'Reilly Auto Parts introduced the project and explained that they have made changes per staff comments.

There was much discussion and commissioners requested that the applicant provide the following details:

1. An access easement to connect to the adjacent parking lot to the west.
2. An access easement for the north and south connection points to the east property.
3. A conceptual development on the east lot to show connection locations are feasible to provide said access.
4. Widen the north access pavement to 20 feet.
5. A bench location along the sidewalk connection at Lake Michigan Drive.
6. Provide color, texture, depth in architecture and a change in materials for the building façade to better meet the intent of the Allendale Crossings PUD Ordinance language.
7. Modify the dumpster door hinges to comply with the Allendale Crossings PUD Ordinance/Zoning Ordinance as well as appropriately locate the rear bollard posts. The height of the brick base for the ground sign shall be provided. A minimum brick height of at least three (3) feet applies and a maximum overall sign height of ten (10) feet is permitted. Remove plan noted that inadvertently references a pole sign.

The Commissioners also concluded that they would amend the Allendale Crossings Planned Unit Development Ordinance to; allow parking in the front yard as presented and pursuant to Section 5B1; remove the Boyne Boulevard sidewalk requirement; allow the proposed access connections to the east rather than a front yard travel lane; require an easement to connect to the west property line that must be improved with pavement at the time the west property is required to connect to the O'Reilly property; require an eight (8) foot wide sidewalk adjacent to the south side of the building and not require a drive apron sidewalk pursuant to Section 5B6 and; allow overnight parking of commercial vehicles as proposed at the rear of the building.

10. Old Business:

A. Section 23.12 – Private Roads and Streets

- Proposed text for private roads in the AG District (2017 Work Program)

Planner Ransford presented his memorandum regarding the proposed text for private roads in the AG District.

Commissioners discussed the grade of the road. Planner Ransford will get some examples of specific roads and their grade for the Commission to be able to compare the grades.

Commissioners discussed minimum lot size requirements and also the maximum number of lots that a private road may service.

Discussion was tabled until next meeting.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Commissioners discussed the price and the progress of obtaining Surface Pro tablets for the Planning Commissioners.

Chairman Longcore welcomed the newest member of the Planning Commission, Sharon Kleinjans.

Planner Ransford updated the Commissioners on possible upcoming projects that may be coming through for Planning Commission approval.

Commissioners and Planner Ransford discussed the possibility of allowing a Bed and Breakfast as a Special Use.

14. Chairman Longcore adjourned the meeting at 10:52 p.m.

Next meeting June 5, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

June 5, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order at 7:30 p.m.
2. Roll Call:
Present: Longcore, Adams, Kleinjans, Knoper, Schut, Zuniga
Absent: Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information:
4. Motion by Kleinjans to approve the May 15, 2017 Planning Commission Minutes as presented.
Seconded by Schut. **Approved 6-0**
5. Motion by Longcore to approve the Agenda with the change of moving Item 10A above Item 9.
Seconded by Knoper. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing: None
8. Site Plan Review:
 - A. Fire Department Training Center:
Capt. Dave Pelton introduced the addition to the Fire Training Center.
Planner Ransford reviewed the project and why it needed to be reviewed by the Planning Commission and recommendation to the Township Board.
Motion by Kleinjans to recommend to the Township Board approval of the addition the Fire Department Training Center. Seconded by Schut. **Approved 6-0**
 - B. Dewpointe West Phase 2 Final Plat:
Zach Voogt from Moore and Bruggink brought the final construction plans for the Planning Commissions review before the Final Plat goes to the Township Board for approval, per Township Ordinance.
Planner Ransford reviewed the procedure and wanted to highlight as a recommendation was to make sure that the street trees and street lights were constructed as represented on the Preliminary Plat.
Motion by Knoper to recommend to the Township Board Final Plat Approval for Dewpointe West Phase 2 with the engineer for the project to verify a few items:
 - The overflow for the detention pond and whether rip-rap is needed rather than turf.
 - The maximum grade for the curb and gutter related to the ADA ramps.Seconded by Schut. **Approved 6-0**
10. New Business
 - A. Map Amendment (Rezoning) Application
 - Biltmore, LLC – Seeking to rezone 10479 52nd Avenue, Parcel Number 70-09-25-300-049 from R-1 to R-3.

Ron VanSingel introduced the application for rezoning. He also spoke as to the applicant's plans for the property should it be rezoned to the proposed R-3 Zoning District.

Planner Ransford reviewed his memorandum regarding the application for rezoning.

Motion by Knoper to set the public hearing for this rezoning application on July 17, 2017.

Seconded by Schut. **Approved 6-0**

9. Old Business:

A. Article 25 – Wireless Communications Towers and Antennas

Planner Ransford reviewed his memorandum regarding the proposed changes and highlighted the changes that were recommended by Township legal counsel in order to be consistent with the Michigan Zoning Enabling Act.

Commissioners discussed camouflage and the possible requirements in order to camouflage the antennas.

Commissioners directed Ransford to draft language addressing Wireless Communication Facilities in traditional neighborhoods and provided parameters to create the draft.

10. New Business:

B. Text Amendments:

- Section 23.07J – Home Occupations
- Section 29.01A – Procedure for Changes, Applications

Planner Ransford presented his memorandum and explained the reasoning for updating these ordinances even though they are not part of the 2017 Work Program.

Commissioners discussed the definition of Home Occupation for clarification.

Planner Ransford and Commissioners discussed the option of a bed and breakfast as a Home Occupation and if that would qualify.

There was much discussion between commissioners regarding “mother-in-law” residences.

Commissioners directed Planner Ransford to set the Public Hearing for the 2 text amendments at the next available meeting.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Chairman Longcore adjourned the meeting at 8:49 p.m.

Next meeting June 19, 2017 at 7:30 p.m.



June 5, 2017

Welcome to the Allendale Charter Township Planning Commission Meeting

Guests, please sign your name below

Please indicate what issue you are attending the meeting for....thank-you!

David Pelton
Ron Van Singel
Merwin Hostre
Sherry Kuyt
ZACH VOOGT
MIKE KEEFE

Fire
Parcel REZONE
B. H. H. H. H.
Advance Newspapers
DEWPOINTE PHASE II
FIRE.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

June 19, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Schut, Zuniga, Kleinjans – arrived at 7:40.
Absent: Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information: Public Health Report for Kennedy Lake Estates
4. Motion by Schut to approve the June 5, 2017 Planning Commission Minutes as presented.
Seconded by Zuniga. **Approved 5-0**
5. Motion by Longcore to approve the agenda with the change of moving New Business in front of Old Business. Seconded by Schut. **Approved 5-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing: None
8. Site Plan Review: None
9. New Business:
A. Kennedy Lake – Private Road and Site Condominium Application
Randy Feenstra, representing the applicant, introduced the project and addressed items in Planner Ransford's memorandum regarding this project.

Planner Ransford noted a few things from his memorandum. His main concern is that there is appropriate documentation for the future connection to the west.

Planner Ransford pointed out that there will need to be a Public Hearing for the Private Road and recommended the July 17 meeting as a possible date to hold the Public Hearing.

Commissioners discussed continuing the sidewalk on 60th Ave. (lots 1 and 13). They discussed requiring the sidewalk for lots 1 and 13 possibly before construction of the houses on those lots was completed as there would be an unknown length of time where there would be gaps in sidewalk. Commissioners decided to require the sidewalk be put in within 2 years from the date the as-builts are submitted to the Township.

Planner Ransford and Commissioners discussed the soil borings and the locations of those borings.

Planner Ransford confirmed with the Commissioners that they would like the berm inspected by the Township Engineer.

Commissioner Knoper asked for clarification on the depth of the lake and asked if it was provided on the plans and the applicant confirmed that it was on the plans.

B. Lighthouse Community Church – Site Plan Application

- Determination of minor vs. major

Steve Witte from Nederveld, representing Lighthouse Community Church, introduced the project and their request to the Planning Commission.

Planner Ransford reviewed his memorandum.

Commissioners discussed the screening of the roof top equipment.

Also discussed were the façade requirements and materials to be used for the façade. The commissioners requested that the applicant come back with a 3D rendering for the exterior that shows the material and colors.

Commissioners discussed the changes and whether they are minor or major changes to the special use. The Commissioners all agreed that it is a minor change to the special use.

Commissioners suggested checking with MDOT to see about the option of having a 3-lane entrance/exit since there is only one access point.

10. Old Business:

A. Article 25 – Wireless Communications Towers and Antennas

Planner Ransford reviewed his memorandum and proposed language.

Commissioners discussed adding language to include utility easements for co-location to existing structures along with the right-of-way.

Commissioners directed Planner Ransford to seek Township legal counsel's help in adding language that would allow the Planning Commission to require a Letter of Credit from applicants in case the towers become abandoned and need to be taken down.

Motion by Schut to recommend to the Board the amendments to Article 25 – Wireless Communications Facilities with the modifications discussed with reference to road right-of-way also to include any associated utility easements of Section 25.04R and to include a section referencing requiring a Letter of Credit from the applicant in case they abandon the tower and fail to properly decommission the site. Seconded by Zuniga. **Approved 6-0**

B. Section 23.12 – Private Roads and Streets

- Proposed text for private roads in the AG District (2017 Work Program)

There was much discussion regarding grade requirements and possible language. And the Commissioners settled on 7% as the maximum grade.

Commissioners directed Planner Ransford to change the language to say Cul-de-sacs *shall* be required rather than saying Cul-de-sacs may be required.

Commissioners discussed the amount of sand and gravel required and proper drainage. They decided on 12" for sand and 6" gravel with proper drainage.

Commissioners talked about the minimum acreage for lots on a gravel private road. Common consensus was that 10 acre lot minimum with a maximum number of 5 lots serviced by that road.

Consensus from the Commissioners was 30 ft minimum for the easement.

Commissioners directed Planner Ransford to change the wording of Section 23.12B3 from *bituminous* to *paved surface*.

Commissioners directed Planner Ransford to make the appropriate changes and to schedule the Public Hearing for the next available meeting on July 17.

11. Public Comments: None

12. Township Board Reports: None
13. Commissioner and Staff Comments:
Planner Ransford asked the Planning Commission about Zimmer Development's request to postpone the construction of a sidewalk for Phase 1 along West Campus Dr. and Lodge Dr. until Phase 2 is entirely completed. Concern was brought up regarding the 52nd Ave sidewalk that has not been completed yet and that was required. The Commission's consensus was to not allow the postponement of the sidewalk.
14. Chairman Longcore adjourned the meeting at 10:08 p.m.

Next meeting July 17, 2017 at 7:30 p.m.



ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING

July 17, 2017

Allendale Township Public Meeting Room 7:30 pm

1. Call the meeting to order: **7:30**
2. Roll Call:
Present: Longcore, Knoper, Schut, Zuniga
Absent: Adams, Kleinjans, Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information: N/A
4. Approval of June 19, 2017 minutes: Motion Schut as presented, seconded Knoper. **4-0 Approved**
5. Approval of Agenda: 7:31 Motion by Longcore, second by Knoper. **4-0 Approved**
6. Public Comments: None
7. Public Hearings:
 - A. Map Amendment
 - a. Biltmore, LLC -Seeking to rezone 10479 52nd Ave, Parcel Number 70-09-25-300-049 from R-1 to R-3
 - i. Notes: Presenter for client sited R-3 meets Master plan and serves as a MDR lot between R-1 and student housing to the South.
 - ii. Received: Presenter handed Longcore note signed by 4 residents of Allendale agreeing with rezoning.
 - iii. Commissioner or Planner comments: Concerns of Student housing spreading further North of existing Student housing located at corner presented by commission. Current Master plan calls for R-1.
 - iv. Chairman Longcore opened the Public Comment Section.
No public comments were received.
Chairman Longcore closed the Public Comment Section.
 - v. Motion to table due to 3 missing commissioners and wanting their input, was made at 8:07 by Schut, seconded by Zuniga. **4-0 Approved**
 - B. Special Land Use Request
 - a. Kennedy Lake – Private Road & Site Condominium Application
 - i. Notes: Presenter for client covered past concerns and issues presented by commissioners. Outstanding issue is the berm on Warner St. Client has

regraded the berm since FLEIS&VANDENBRINK noted 21 sections, some having concerns on road side slope.

- ii. Commissioner or Planner comments: Questions pertaining to the grading of the berm. Commissioners want a 1:4 road side berm slope. Commission wants an easement in place for the West private drive connection to future West developments.
- iii. Chairman Longcore opened the Public Comment Section.
No public comments were received.
Chairman Longcore closed the Public Comment Section.
- iv. Motion to Adopt resolution to approve the Special Land Use Request and Site Condominium directing staff to make the changes listed below as conditions @ 8:39 by Knoper supported by Zuniga. **4-0 Approved**
 - Addition of utilities be buried
 - Require compliance with the minimum façade standards provided in Section 24.06.J.2
 - The applicant will provide an easement document for Molli Drive now
 - Number 10 to indicate Lot 13 sidewalk to be installed no later than 2 years from November 15, 2017
 - The berm shall meet the direction of the Township Engineer
 - Number 7 of the Resolution shall be revised to include “prior to a building permit and recorded”

C. Text Amendments

- a. Section 23.07J – Home Occupations
 - i. Chairman Longcore opened the Public Comment Section.
No public comments were received.
Chairman Longcore closed the Public Comment Section.
- b. Section 23.12B – Private Roads & Streets, Construction Specifications
 - i. Chairman Longcore opened the Public Comment Section.
No public comments were received.
Chairman Longcore closed the Public Comment Section.
- c. Section 29.01A – Procedures for Changes
 - i. Chairman Longcore opened the Public Comment Section.
No public comments were received.
Chairman Longcore closed the Public Comment Section.
- d. Section 23.12BB – Private Roads & Streets, AG Agricultural and Rural Zoning District
 - i. Chairman Longcore opened the Public Comment Section.
No public comments were received.
Chairman Longcore closed the Public Comment Section.
 - ii. 23.12BB.2 Lowered to 100’
- e. Motion made by Schut @ 8:48 made to approve all above with exception of changing the cul-de-sac from 120’ to 100’, Knoper seconded. **4-0 Approved**

8. Site Plan Review:

a. Lighthouse Community Church – Site Plan Application

- i. Client and Architect presented information about the exterior materials for the new additions. Planner Ransford has verified other concerns have been met. Commissioners were good with the façade and roof top equipment screening.
- ii. Motion was made to approve as a minor change Site plan Phase 2 dated 7/10/17 as presented @ 8:58 by Schut, Seconded Knoper . **4-0 Approved**

9. Old Business: None

10. New Business: None

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner & Staff Comments: None from Commissioners. Planner Ransford is visiting Zimmer development Tuesday morning, he asked commissioners if they had additional questions or concerns on the project so far. Ransford also asked commissioners if they want to review the PUD ordinance and maybe make approval process streamlined. Commissioners want to review all the issues first.

14. Chairman Longcore adjourned the meeting at 9:20 pm

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

August 7, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Schut, Zuniga, Knoper, Adams
Absent: Zeinstra, Kleinjans
Staff Present: Planner Greg Ransford, Township Supervisor Adam Elenbaas
3. Received for Information: Letter from Allendale Chamber of Commerce
4. Motion by Knoper to table approval of the July 17, 2017 Planning Commission Minutes pending changes to be made to reflect the conditions set forth for the approval of the Special Land Use Request and Site Condominium of Kennedy Lake. Seconded by Schut. **Approved 5-0**
5. Motion by Longcore to approve the agenda with the tentative addition of Zimmer Phase 1 under Item 11, time permitting. Seconded by Knoper. **Approved 5-0**
6. Public Comments for *non-public hearing items*:
Karen Hordyk would like to note a few items:
 - Safety on 56th Ave of going out to her mailbox with the traffic being as busy as it is.
 - Would like a sign put up stating this is not a truck route.
 - Housing project on 56th Ave is the cause of the truck problem on 56th and she would like this issue looked into.

A. Zimmer Phase 1 Dumpster Enclosure

Adam Tucker from Zimmer Development Co. would like the Planning Commission to review the proposed dumpster enclosure as there was a little bit of confusion over what was approved originally by the Commission.

Planner Ransford explained the reasoning behind having Zimmer come back in front of the Planning Commission regarding dumpster enclosures. The details on record for the enclosures were not very detailed regarding materials.

Commissioners discussed the proposed materials of fiber cement versus masonry materials.

Commissioners agreed that the approval of the dumpster enclosures can be handled administratively.

Consensus was reached that the Zimmer dumpster was acceptable as presented.
7. Public Hearing: None
8. Site Plan Review:
A. O'Reilly Auto Parts – Allendale Crossings Planned Unit Development – Final Development Plan
Josh Ligon, representing the applicant, presented the project for Final Review.

Planner Ransford presented his memorandum regarding the O'Reilly Auto Parts project and that O'Reilly is looking for guidance from the Planning Commission regarding dumpster enclosure details, ground signage details, building elevations and the Gerber Collision connection to the west.

Regarding the dumpster enclosure - Mr. Ligon stated that the interior depth is supposed to be 13' and he will make that change. He also stated that he will change the bollards to add an extra one in, per the Commission's direction. As for the exterior material he will defer to the Planning Commissions wishes.

Commissioners answered that either color would be acceptable, they just need to see it specified on the plans.

Commissioners discussed the use of the cement board versus masonry. They discussed whether or not cement board is an approved material for the enclosure but also for the exterior of the building. The consensus was that it was acceptable for the exterior of building and therefore it was acceptable for the dumpster enclosure.

Ground Signage – Planner Ransford stated that his concern was for the material to match the exterior of the building. Mr. Ligon stated that it will be the same material as the building. Chairman Longcore directed Mr. Ligon to make sure that it is specified on the plans.

Building Elevations – Mr. Ligon clarified the questions that Planner Ransford had regarding the elevation plans and will clean up the plan to reflect that.

Possible connection to Gerber Collision – Mr. Ligon asked for the Planning Commission's direction regarding the possible connection with the existing neighbor, Gerber Collision. Commissioners requested an easement for possible future use.

Motion by Knoper to set the Public Hearing for O'Reilly Auto Parts Site Plan for September 5, 2017. Seconded by Zuniga. **Approved 5-0**

9. Old Business:

A. Map Amendment

- Biltmore, LLC – Seeking to rezone 10479 52nd Avenue, Parcel Number 70-09-25-300-049 from R-1 to R-3

Motion by Knoper to remove the rezoning of 10479 52nd Avenue from the table. Seconded by Zuniga. **Approved 5-0**

Ron Van Singel, representing Biltmore, LLC, presented the project and reviewed the nine factors for rezoning.

Merwyn Koster, the owner of the property, spoke as to the intended use of the property. That it is not intended for student housing, and will be managed as WestWind is currently managed.

Chairman Longcore asked Planner Ransford if this property gets rezoned to the R-3 district was there any way to guarantee that all that it is going to be is a duplex. Planner Ransford checked the Zoning Ordinance for R-3 and stated that there could be multiple-family dwellings provided that public sanitary sewer and public water supply utilities are installed. Planner Ransford stated that he does not think there is any way to guarantee that students do not occupy these units.

Commissioners discussed that they are not looking at how the current owner manages the property; they are looking at possible future uses of the land. It was stated that this property is Master Planned as R-1 and that was done with full knowledge of the project on the other side of 52nd. Commissioner Knoper stated that there are other uses for the property as it stands now. It could be sold or built on as a single-family residence.

Commissioner Schut stated that this property was already R-1 and at the time that the Master Plan was updated this property was not specifically looked at and zoned R-1, it was just left as is. He believes that fear of students occupying the residence is not a good reason to deny the rezone and voiced his support of the rezoning. Commissioners discussed the option of going against the Master Plan and

rezoning this parcel and whether or not it meets criteria for rezoning despite it being in the Master Plan as R-1.

Motion by Schut to recommend to the Board the approval of rezoning 10479 52nd Ave. from R-1 to R-3 as it meets the rezoning standards stated in the Master Plan. Seconded by Adams. **Denied 2-3.**

Motion by Schut to table the rezoning of 10479 52nd Ave. from R-1 to R-3 pending further information from staff regarding R-3 zoning rental regulations. Seconded by Zuniga. **Approved 5-0**

10. New Business:

A. Planned Unit Developments

- Placid Waters – Seeking amendment to phases, private road construction

Marty Spees, representing Placid Waters Development, requesting that the Planning Commission review their request as a minor change as opposed to a major change in order to give staff the ability to review this request administratively. The request is to change the phasing of the development from 2 phases to 4 phases.

Planner Ransford reviewed his memorandum.

Commissioners discussed the maximum number of units allowed before there is a second entrance/exit, and the possibility of having more units before those 2 entrance/exits are connected.

Motion by Knoper to approve the change from 2 phases to 4 phases as a minor amendment to the Placid Waters PUD with staff overseeing construction to ensure that there is no over-building on any roads that are constructed. Seconded by Zuniga. **Approved 5-0**

- Matthyse, Kuiper, DeGraaf PUD (Funeral PUD) – Seeking major amendment to include a learning center (Daycare Facility)

Steve Witte from Nederveld, representing the applicant, introduced the project to add a daycare facility to the list of approved uses in the Funeral PUD. The only proposed change to the site is adding a fence to enclose the playground structure for the daycare.

Planner Ransford presented his memorandum.

Commissioners asked Mr. Witte on the materials proposed for the fence. Mr. Witte stated it would be standard chain link galvanized 6' high fencing; could have the black vinyl coating on it if the Planning Commission would prefer that. Commissioner Knoper asked what the height limitation for fencing is in R-1 front yard. Planner Ransford looked up the information and stated that the limitation is 6' high for fencing. The applicant stated that it will be a 4' fence. The Commissioners agreed that either galvanized or the black vinyl coating would be acceptable as long as it is specified on the plan.

Commissioners discussed the current light fixtures and whether or not they meet current standards.

Commissioners asked for some detail on the approximate location of the playground equipment.

Commissioners discussed sidewalks and whether or not the Commission can require sidewalks be installed. They discussed deferring the sidewalks until the Township requires them to be put in and at that time it would be the property owner's responsibility to pay for all or part of the sidewalks to be installed.

Commissioners advised the applicant to inform the neighbors of the property that a daycare facility is looking to be opened in the area.

Commissioners directed Planner Ransford to amend the PUD to include the daycare as an approved use, the fence, future sidewalk construction, and lighting of the property.

Motion by Schut to set a Public Hearing for the Funeral Home PUD seeking a major amendment for September 5, 2017. Seconded by Knoper. **Approved 5-0**

11. Public Comments

Zimmer Phase 1 Issues

Adam Elenbaas, Township Supervisor, addressing some of the Zimmer Phase 1 issues as they are looking for Certificate of Occupancy and wanted to make the Commissioners aware of these issues and give them the opportunity to weigh in on the issues and deficiencies that have been noted by the Zoning Administrator.

Adam Tucker, from Zimmer Development, noted items in the letter from the Zoning Administrator and how they are being addressed and told the Planning Commission that they are seeking a Temporary Certificate of Occupancy so they can have students move in while they are buttoning up these few issues.

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Chairman Longcore adjourned the meeting at 10:10 pm.

Next meeting August 21, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

August 21, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order:
Chairman Longcore added into the agenda item 4.A. Approval of the July 17, 2017 PC Minutes
2. Roll Call:
Present: Longcore, Schut, Adams, Knoper, Kleinjans, Zeinstra
Absent: Zuniga
Staff Present: Planner Greg Ransford
3. Received for Information:
4. A. Approval of the July 17, 2017 PC Minutes
Motion by Schut to remove from the table the approval of the July 17, 2017 PC meeting minutes.
Seconded by Knoper. **Approved 6-0**
Motion by Knoper to approve the July 17, 2017 PC Minutes with change to Item 7.B.a.iv.bullet point 5 so it reads "The berm shall meet the direction of the Township Engineer as stated in the PUD."
Seconded by Schut. **Approved 6-0**
B. Motion by Schut to approve the August 7, 2017 PC Minutes as presented. Seconded by Adams.
Approved 6-0
5. Motion by Longcore to approve the agenda with the changes previously noted. Seconded by Knoper.
Approved 6-0
6. Public Comments for *non-public hearing items*:
7. Public Hearing:
8. Site Plan Review:
9. Old Business:
10. New Business:
 - A. Grand Valley Dentistry – Preliminary Site Plan – 5916 Lake Michigan Dr.
 - Seeking guidance regarding interconnection between parcelsWalt Hansen with Hansen Building and Design Corp., representing Dr. Lance Denhe presented the project and stated that if the interconnection is required they would not be able to build the dental clinic at this site.

Planner Ransford reviewed his memorandum.

Commissioners discussed the interconnection. It was stated that interconnectivity is not required in the ordinance, but the Commission has the option to require it. Commissioners also discussed the width of the drive.

Motion by Kleinjans to forego the interconnected drive for this use as it is on a narrow lot that is difficult to build on, a low impact use with low traffic and this use fits well with the neighborhood. Seconded by Schut. **Approved 4-2**

B. Planned Unit Developments

- PUD Ordinance versus Resolution

Planner Ransford presented his memo reviewing the current process versus the proposed revision of the process.

Commissioners agreed that streamlining the process would simplify it, be more efficient and less time consuming.

Commissioners directed Planner Ransford to draft proposed language to simplify the process for the steps required to establish a new PUD and amend a PUD to approve a Final PUD Site Plan or perform major amendment in an existing PUD.

11. Public Comments:

12. Township Board Reports: Steve Boss, Superintendent of the Waste Water Treatment Facility in Allendale, is retiring this year.

13. Commissioner and Staff Comments: Planner Ransford reminded the Commissioners of the Public Hearings that would be occurring at the next meeting.

Chairman Longcore informed the Commission that Biltmore, LLC withdrew the request for rezoning.

14. Chairman Longcore adjourned the meeting.

Next meeting September 5, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

September 5, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Kleinjans, Schut, Zeinstra, Zuniga
Absent:
Staff Present: Planner Greg Ransford
3. Received for Information: Emails that will be read in the public comments section of the appropriate public hearing.
4. Motion by Knoper to approve the August 21, 2017 PC Minutes as presented. Seconded by Kleinjans. **Approved 7-0**
5. Motion by Longcore to approve the agenda as presented. Seconded by Zeinstra. **Approved 7-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearings:
 - A. O'Reilly Auto Parts – Allendale Crossings Planned Unit Development – Final Development Plan
A representative for O'Reilly Auto Parts stated that they have revised the plan according to the Planning Commission's direction.

Planner Ransford presented his memorandum and explained the project to the public. Highlighting the connection to the property to the west and stating that legal counsel for O'Reilly and the Township have come to terms on the wording in the agreement. Planner Ransford also highlighted the correction needed on the site plan that states the number of parking spaces at the front of the building.

Chairman Longcore opened the public comment section of the Public Hearing.
No public comments were received.
Chairman Longcore closed the public comment section of the Public Hearing.

Commissioner Adams commented that the slope of the driveway and the landing at the entrance needs to comply with ADA standards. He also commented that the placement of the maple tree is too close to the property line and Planner Ransford commented that the tree could be relocated a few spaces to the north to give more room.

Commissioners questioned the applicant regarding the brick material; how it is attached to the building and how it will hold up to weather conditions and time. Commissioners discussed the material. Majority consensus is that the material is acceptable.

Motion by Knoper to recommend to the Board the approval of the PUD Amendments, with the correction of the proposed Restatement Ordinance and the insertion of the proper language to the west property, and the Site Plan for O'Reilly Auto Parts dated 5-12-17. Seconded by Zuniga. **Approved 4-3**
 - B. Matthyse, Kuiper, DeGraaf PUD (Funeral PUD) – Seeking major amendment to include a learning center (Daycare Facility)

Steve Witte from Nederveld, representing the applicant, presented the proposed amendment to the current PUD.

Planner Ransford presented his memorandum and explained the process to the public attending the meeting.

Chairman Longcore opened the public comment section of the Public Hearing.

Multiple residents raised concerns about the traffic and the effect on property values in the area.

Planner Ransford read emails that were submitted, one cited concerns of increased traffic and the other was in support of the day care citing lack of licensed day care available to the area.

A resident responded saying that here in Allendale there is ample child care facilities available to residents.

Chairman Longcore closed the public comment section of the Public Hearing.

Steve Witte addressed some of the concerns brought up by the residents.

Commissioners would like to see more landscaping around the fencing to screen the play area better. They also discussed different options for the more of a residential type of fencing versus the commercial type proposed.

Commissioner Adams asked about ADA compliance. Mr. Witte stated that he is not sure that it is necessary, but if it is required it will be added by the architect.

Commissioners discussed what the underlying zoning district of the PUD is, and it was brought up that it the underlying district is PUD and that only what is allowed in the PUD matters.

Commissioners discussed the options available to direct the majority of the traffic to use Avery St. versus using Sheridan St.

Motion by Kleinjans to table the Matthyse, Kuiper, DeGraaf PUD Amendment Plan; pending new information from the applicant regarding fencing and landscaping of the play area as well as a plan to minimize impacts of the playground on neighbors and a plan to minimize the traffic to Sheridan St. Seconded by Zuniga. **Approved 7-0**

Chairman Longcore asked Planner Ransford to explain to the public what would happen with the project going forward. Planner Ransford explained that the applicant would make revisions as instructed by the Planning Commission and return to the Planning Commission for further review. There will be no notification to the public of when they will in fact return to the Planning Commission for further review, as the legal obligation of the public hearing has been satisfied, and encouraged the residents to check with the Township to find out when it will be on the agenda again. He also told the residents that this will have to go to the Township Board who will then also be required to hold a public hearing requiring them to notice the residents of that hearing.

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. AutoZone – 5964 Lake Michigan Dr.

- Site Plan to construct a 6,956 square foot retail store

Wesley Berlin, with Spartan Engineering Solutions, introduced the proposed AutoZone project.

Planner Ransford reviewed his memorandum.

It was stated that the Chemical Bank sign will be relocated.

Commissioners discussed the green space and the existing conditions of the lot.

Commissioner Adams pointed out in the Detail Sheet the term “Handicapped parking detail” was used and he would like that to be changed to ADA compliant parking detail.

The Commissioners were comfortable with the proposed setback of the southern parking spaces and the proposed façade.

The applicant was directed to provide on the plans information on what trees are being preserved on the site and also to eliminate the eastern connection, but preserve an easement.

B. Kleinjans 48th Avenue and Rich Street Project

- Site plan to construct three (3) 12,000 square foot industrial incubator buildings

Commissioner Kleinjans recused herself from discussion due to personal conflict.

Steve Witte, from Nederveld, representing the applicant, Mike Kleinjans, introduced the project.

Commissioners discussed the interpretation of Section 16.06D of the zoning ordinance.

Commissioners discussed the sidewalk requirements and the possibility of the county putting in a non-motorized pathway on Rich Street. Deferment of the sidewalk requirement was discussed.

Mr. Witte asked about the requirement of an irrigation plan and commissioners directed him to make note that irrigation would be put in and no plan was necessary for submission.

There was discussion regarding the dumpster enclosure and that the materials should match the building materials.

Consensus among commissioners was that the renderings regarding the building elevations were sufficient.

Planner Ransford was directed to seek the opinion of the township legal counsel regarding the 200-foot width for corner lots and whether the 200 feet applied to each street frontage. Ransford will share that conclusion with the applicant to return with revisions, as discussed.

Commissioner Kleinjans rejoined the discussion.

11. Public Comments:
12. Township Board Reports: The Board will be sending the Private Road Requirements back.
13. Commissioner and Staff Comments:
Planner Ransford asked for direction on when to put the Private Road Requirements on the agenda and it was decided that he would check with Commissioner Zeinstra as to when he would be available to attend so that he can be there for that discussion.
14. Chairman Longcore adjourned the meeting at 11:05 pm.

Next meeting September 18, 2017 at 7:30 p.m.



September 5, 2017

Welcome to the Allendale Charter Township Planning Commission Meeting

Guests, please sign your name below

Please indicate what issue you are attending the meeting for....thank-you!

Wesley R Berlin
Don Kroger
Andrea Barts

James Barts
Tim Rauloff

Greg De Jong
Jodie VanRhee

Kelsey VanRhee
Jacklyn Berts

Steve Witte

JOHN KUIPER

Representing AutoZone

Matthysse, Kuiper, DeGraaff PUD

Matthysse, Kuiper, DeGraaff PUD

Matthysse, Kuiper, DeGraaf PUD

Matthysse Kuiper DeGraaff PUD

Little Tykes University

Little Tykes University

LITTLE TYKES UNIVERSITY

Matthysse + Kleinjan

Matthysse-Kuiper-DeGraaf

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

September 18, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Kleinjans, Schut, Zuniga
Absent: Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information: Email regarding the Daycare Facility
4. Motion by Kleinjans to approve the September 5, 2017 PC Minutes as presented. Seconded by Schut. **Approved 6-0**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
8. Site Plan Review:
9. Old Business:
A. Matthyse, Kuiper, DeGraaf PUD (Funeral PUD) – Seeking major amendment to include a learning center (Daycare Facility)

Motion by Schut to remove from the table the Matthyse, Kuiper, DeGraaf amendment to the PUD. Seconded by Kleinjans. **Approved 6-0**

Rick Pulaski with Nederveld, representing 6651 Scott St, asked the Planning Commission to move the project on to the Township Board with a positive recommendation. He highlighted the changes made in the plans, including the moving of the fencing for the play area away from the right-of-way. He also highlighted the proposed fencing to be used and also the changes in landscaping to soften the look of the area. Mr. Pulaski commented that the increase in traffic during peak traffic times won't be that great with a daycare this size. Also added is an agreement that the parents will be required to sign regarding road usage, they will agree to only use Avery St. for entering and exiting the property.

Planner Ransford presented his memorandum regarding the amendment to the PUD to allow a daycare facility.

Chairman Longcore noted that the two main concerns from the surrounding neighbors were:
 - How it is going to look, because they all face that parcel
 - Traffic control
Commissioner Kleinjans stated that she did visit the site on Saturday and her question to the funeral home is how it would work for an afternoon visitation while the daycare is still in its operating hours?

The applicant stated that in a normal visitation they do not use all of the parking spots so that would not affect the daycare operation much.

Commissioner Schut stated that he thinks that the applicant did a nice job responding to the neighbors' concerns and that they made the use less impactful to the neighborhood.

Commissioners suggested stronger language in regards to the agreement that parents must sign for only using Avery St. They suggested adding the consequences to the agreement.

Commissioners discussed the options for fencing and the general consensus being option 1, the 6 foot with the decorative top. Coloring of the fencing is left up to the applicant.

Chairman Longcore suggested and the applicant agreed that it would be a good idea to put the agreement for the Avery St. usage in the contract that is signed for the daycare.

Commissioner Adams pointed out that #9 on the site plan would have to come off before final plan approval as it states "no additional landscaping is proposed at this time" and that has changed.

Commissioners discussed the placement of the signage for the daycare facility and the option of collocating with the funeral home sign.

Motion by Kleinjans to recommend approval to the Township Board of the amendment to the Funeral Home PUD to include the daycare with the following conditions:

- To have staff work administratively on the sign with the applicant to have a multi-tenant sign to be on the northeast corner of Avery St. and Scott St. and a wall sign above the day care entrance (the location of the current sign for the funeral home).
- Control traffic so the only entrance used for the daycare is Avery St. with a contract or written document
- The fencing will be option 1 – 6 ft fence with decorative top.
- Landscaping as detailed on the plan, with note #9 being removed.

Seconded by Zuniga. **Approved 6-0**

10. New Business:

A. Wood View Estates Tentative Preliminary Plat Application

- 28 Single Family Lots in the Low Density One Family Residential (R-1) Zoning District

Jon Male, with Exxel Engineering, introduced the Wood View Estates Project.

Planner Ransford reviewed his memorandum.

Commissioner Schut recused himself from this discussion due to a conflict of interest.

Commissioners would like to see the approximate placement of street trees on the plan. The trees are to be placed with the correct number of trees with the placement to be finalized at a later date so there is no conflict with utilities or driveways.

There was discussion regarding the proposed Covenants. And the applicant stated that they will revise the Covenants to reflect the Allendale Charter Township Zoning Ordinance regarding building height. Commissioners also questioned the Covenant which stated that all accessory buildings will be reviewed by an architectural review committee.

Commissioners requested that sidewalks be shown on the site plan. And they also requested that the sidewalks go all the way around the cul-de-sac.

Commissioners discussed the requirement of having sidewalks put in within a certain time frame, regardless of occupancy.

Commissioners directed Planner Ransford to set the Public Hearing for October 16, 2017.

Commissioner Schut rejoined the meeting.

B. Trader's View Site Condominium and Private Road Application

- 52 Single Family Lots in the Agricultural and Rural (AR) Zoning District

Rick Pulaski, with Nederveld, introduced the project.

Planner Ransford reviewed his memorandum.

Commissioners discussed the water and sewer situation, and the agreement of the water/sewer contract.

Commissioners stated that the sidewalks will be required on both sides of the road.

Consensus between commissioners was that when the applicant is ready they can submit the plans and Planner Ransford can set the public hearing for this project.

11. Public Comments:

12. Township Board Reports:

13. Commissioner and Staff Comments:

Commissioner Schut commented that there needs to be some adjustment to the microphone system so the public at the meetings can hear the commissioners better.

14. Chairman Longcore adjourned the meeting at 9:18 p.m.

Next meeting October 2, 2017 at 7:30 p.m.



September 18, 2017

Welcome to the Allendale Charter Township Planning Commission Meeting

Guests, please sign your name below

Please indicate what issue you are attending the meeting for....thank-you!

Josh Therkettle

#10.A.

Jeff Matdyse

Learning Center

Jon Male, Exxel

#10.A Wood View Est.

Curtis Monn

#10.B Traders View

Jodie VanRhee

Learning Center

Tim VanRhee

Learning Center

Kelsey VanRhee

Learning Center

Jacklyn Betts

Learning Center

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

October 2, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Schut, Zuniga, Zeinstra
Absent: Kleinjans
Staff Present: Planner Greg Ransford
3. Received for Information: Nothing
4. Motion by Schut to approve the September 18, 2017 PC Minutes as presented. Seconded by Zuniga. **Approved 6-0**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing: None
8. Site Plan Review: None
9. Old Business:
 - A. Section 23.12BB – Private Roads and Streets, Ag Agricultural and Rural Zoning District
 - Returned by Board of Trustees for further reviewCommissioners agreed to revisions in Section 23.12 as follows:
 - In subsection #3
 - Up to 5 dwellings – 22' wide and gravel shoulders
 - 6 to 19 dwellings – 24' plus valley gutters
 - 20+ dwellings – 24' plus curb and gutter
 - In subsection #5
 - Delete #5 but keep street lighting and trees with 20+ dwellings in subsection 3 and reference Subdivision Ordinance standards for trees and lightsCommissioners agreed to revisions for 23.12B as follows:
 - #1 – before last sentence, provide reference of the ability to put pavement on top of the sand and gravel base per 23.12B.
 - Add assessment provisions similar to Tallmadge Charter Township, if existing language does not address.Ransford will revise for an upcoming meeting.
10. New Business: None
11. Public Comments: None
12. Township Board Reports:
Laptops for the commissioners are in.
13. Commissioner and Staff Comments:
Commissioner Zuniga voiced concerns over dead trees that were removed on Washington and never replaced. He also mentioned the digital sign at Daily Deals/GV Liquor is very bright.
14. Meeting adjourned by Chairman Longcore at 8:39 p.m.

Next meeting October 16, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

October 16, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Schut, Zeinstra, Zuniga
Absent: Kleinjans
Staff Present: Planner Greg Ransford
3. Received for Information: Letter from Ottawa County Road Commission regarding sidewalks for temporary cul-de-sacs.
4. Motion by Zeinstra to approve the October 2, 2017 PC Minutes as presented. Seconded by Schut. **Approved 6-0**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Zuniga. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None

7. Public Hearing:
A. Wood View Estates Tentative Preliminary Plat Application
 - 28 Single Family Lots in the Low Density One Family Residential (R-1) Zoning District

Todd Stivey from Exxel Engineering introduced the project.

Planner Ransford reviewed his memorandum and explained the project to the public.

Chairman Longcore opened the public comment section of the Public Hearing.

Residents brought up concerns regarding the wildlife living in the dense forest now and what will happen to the animals. Also brought up was the house size for the Plat, a storm-water plan, and also concerns regarding an accurate survey as one homeowner feels that his trees have been marked for removal. One resident also brought up the condition of the road and she feels that the road is already deteriorating and would like that issue addressed.

One resident voiced his support of the project stating that it is progress and commends the developer for sticking with the R-1 zoning for this project.

Chairman Longcore closed the public comment section of the Public Hearing.

Commissioner Schut reminded the Commission of his family ties to this project and recused himself from this discussion.

Mr. Stivey explained the storm-water plan for the project and stated that it would be per the Ottawa County Water Resources Commission guidelines and specifications. He stated that there has been a survey done and the boundary is accurate. He also stated that it is not in their best interest to remove any more trees than absolutely required for the project. Their goal is to save as many trees as possible along the perimeter. And it is in everyone's best interest to save as many trees as can be saved. As for 60th Ave needing repair, that is up to the Ottawa County Road Commission to monitor the condition of the road.

Commissioners discussed sidewalks around the temporary cul-de-sacs and the letter from the Ottawa County Road Commission. Consensus from the commissioners was that stubbing the sidewalk into the temporary cul-de-sac is the best option in light of the new information/options from the Road Commission.

Motion by Knoper to recommend to the Board approval of the Tentative Preliminary Plat of Wood View Estates with the conditions that:

- Legal counsel approves the language of the covenants
- The sidewalks get changed so they run into the temporary cul-de-sacs as described by the Ottawa County Road Commission letter dated October 13, 2017.
- That they satisfy the review letter from the Township Engineer.

Seconded by Zeinstra. **Approved 4-1**

8. Site Plan Review:

A. AutoZone – 5964 Lake Michigan Dr.

- Site plan to construct a 6,956-square foot retail store

Wesley Berlin with Spartan Engineering Solutions introduced the AutoZone project.

Planner Ransford reviewed his memorandum regarding the AutoZone project. He stated that the commission directed the applicant to show the new location for the ground sign for Chemical Bank and provide a Site Analysis Plan that shows trees on the site that will be preserved. Also the easement to the east will be required to be maintained, but not constructed or paved, so the applicant has shown grass and vegetation in that area.

Commissioners discussed the parking spaces and sidewalk in the front of the building. Whether to make the spaces smaller and take out the wheel stops to make the sidewalk bigger, or to change the landscaping to be able to make the sidewalk bigger. General consensus of the commissioners was to move the hedge 2 feet closer to Lake Michigan Dr. and remove the wheel stops in order to provide enough space to have a 7-foot sidewalk.

Commissioners discussed the placement of the sign.

Motion by Schut to approve the AutoZone site plan with the following conditions:

- Dumpster enclosures meet the requirements of the ordinance.
- Wheel stops to be removed and the sidewalk on the north side of the building changed to be 7 feet, taking 2 feet from the landscape area along M-45.
- That the “Do Not Enter” sign (R-5 sign) on the Chemical Bank property be included in the maintenance agreement.
- All signage meets the requirements of the ordinance.
- That the stamped concrete crosswalk extends to the building sidewalk through the ADA striped parking zone.
- That the easement documents are reviewed and approved by staff and legal counsel.
- That all Township departments review and approval is received.

Seconded by Knoper. **Approved 6-0**

9. New Business:

A. Grand Valley Dentistry – 5916 Lake Michigan Dr.

- Site plan to construct a 4,546 square-foot dentist office

Walter Hansen from Hansen Building and Design Corp. introduced the project. He discussed the landscaping plans and what has been changed in order to meet the ordinance. Mr. Hansen also discussed the dumpster enclosure and use of rolling carts versus using a dumpster.

Commissioners discussed if the parking meets the ordinance regarding front yard parking requirements. General consensus among commissioners was that the parking layout could be better. Commissioners directed the applicant to change the parking layout.

Also discussed were the materials used for the fencing and for the exterior of the building. They discussed that vinyl is not allowed in the ordinance for the exterior of the building.

Commissioner Zeinstra suggested replacing the White Pine trees with Norway Spruce trees in the landscaping on the west property as the Pines would get too large for that area.

Commissioners discussed using curb and gutters instead of wheel stops for the parking spaces.

Motion by Knoper to table this project pending revisions from the applicant. Seconded by Zeinstra.

Approved 6-0

B. Zimmer Phase 2 – Minor Amendment Request

Steve Witte from Nederveld, representing Zimmer, presented their requests for minor amendments to the Zimmer project.

Planner Ransford reviewed his memorandum regarding the proposed changes.

Commissioners discussed the proposed changes.

Motion by Zeinstra to approve the Minor Amendments to Zimmer Phase 2 as listed in the narrative letter submitted by Nederveld dated Oct. 5, 2017, including the elevations submitted. Seconded by Knoper.

Approved 6-0

10. Old Business:

A. Text Amendments

- Section 23.12 – Private Roads and Streets
- Article 12 – Planned Unit Development District

Motion by Zeinstra to move Old Business Text Amendments to the next agenda. Seconded by Schut.

Approved 6-0

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Stores putting items on sidewalks, making them non-compliant with ADA standards as it forces people to walk in the parking lot instead of the sidewalk.

Commissioners talked about the new technology and how to utilize the tablets. Also commissioners will be getting township specific emails.

Planner Ransford informed the commissioners that he will be on vacation for the November 20th meeting, but will have a colleague sit in his place to try and help answer questions that may arise.

14. Chairman Longcore adjourned the meeting at 10:08 p.m.

Next meeting November 6, 2017 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

November 6, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Kleinjans, Schut, Zeinstra, Zuniga
Absent: Knoper
Staff Present: Planner Greg Ransford
3. Received for Information: Updated Zoning Map
4. Motion by Schut to approve the October 16, 2017 PC Minutes as presented. Seconded by Zeinstra. **Approved 6-0**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
8. Site Plan Review:
A. Kleinjans 48th Avenue and Rich Street Project
 - Site plan to construct three (3) 12,000 square foot industrial incubator buildings

Commissioner Kleinjans recused herself from discussion due to personal conflict.

Steve Witte of Nederveld introduced the project and touched on a few issues that the Commission had directed the applicant to revise. The applicant requested that the trees and shrubs on the north lot line not be required as the property to the north, while zoned Agricultural, is owned by MDOT and will never be developed.

Planner Ransford reviewed his memorandum regarding this project. Planner Ransford recommended to the Commission that if they deem that approval is appropriate for this project that they condition approval on necessary easements and related access documents for the storm water, overall cross access and the cellular tower and make sure that everyone has access across the site.

Commissioners discussed whether or not they had legal authority to approve the parking within the required setback.

Commissioners discussed the landscaping requirement on the north end of the property. They discussed the possibility of deferring the requirement until the time when the property to the north of this project would be developed.

Motion by Zeinstra to approve this site plan with the following conditions:

- The required landscaping along the north property line is deferred until that property is developed.
- That the sidewalk along Rich Street is deferred until the sidewalk is brought to the west property line.
- Parking spaces that don't meet the Zoning Ordinance be deleted.
- That necessary easements and access documents are provided prior to construction for storm water cross access and the cellular tower.

- That the Township Engineer and Township Fire Inspector approve the final plans. Seconded by Zuniga. **Approved 5-0** (Commissioner Kleinjans abstained from voting)

Commissioner Kleinjans rejoined the discussion.

9. Old Business:

A. Grand Valley Dentistry – 5916 Lake Michigan Drive

- Site plan to construct a 4,546 square-foot dentist office

Jim Morgan from RJM Design, representing the applicant, presented the project and reviewed the items listed in Planner Ransford's memorandum.

Mr. Morgan also provided an alternate site layout and spoke as to the negative aspects of this layout.

Planner Ransford reviewed his memorandum and the history of this project.

Commissioners discussed the alternate layout.

Commissioners discussed the fencing materials and which way the fence faces.

Motion by Zeinstra to approve the site plan contingent on the following conditions:

- That the amended landscape plan be reviewed and approved by the Planner.
- Township Engineer and Fire Department approval.
- The fence is aesthetic on both faces and detailed on the landscape plan.
- Relabel on the site plan the "dumpster enclosure" next to the building as "cart enclosure".

Seconded by Schut. **Approved 5-1**

B. Text Amendments

- Section 23.12 – Private Roads and Streets

Planner Ransford reviewed the proposed revisions to Section 23.12.

Commissioners discussed the wording of the valley gutters requirements

Motion by Schut to recommend to the Board the approval of the revisions to the Private Roads and Streets, Section 23.12.B and Section 23.12.BB. Seconded by Kleinjans. **Approved 6-0**

- Article 12 – Planned Unit Development District

Planner Ransford reviewed the proposed revisions to Article 12.

Common consensus among the commissioners was that they liked simplifying the process.

Commissioners directed Planner Ransford to set the Public Hearing for December 4, 2017.

10. New Business: None

11. Public Comments: None

12. Township Board Reports:

Funeral Home PUD amendment should be voted on at the next meeting.

Laptop updates.

13. Commissioner and Staff Comments:

Light bulb in the Auditorium needs to be fixed.

Planner Ransford introduced Andrea Hendrick to the Commissioners; she will fill in for him at the next meeting while he is on vacation.

14. Adjourn

Next meeting November 20, 2017 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

December 4, 2017

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Zuniga, Schut
Absent: Zeinstra and Kleinjans
Staff Present: Planner Greg Ransford
3. Received for Information:
4. Motion by Schut to approve the November 6, 2017 PC Minutes as presented. Seconded by Adams.
Approved 5-0
5. Motion by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 5-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
A. Section 12.07D – Procedures, Step 4 Final PUD Site Plan Review
B. Section 12.07E – Procedures, Step 5 Township Board Action and Public Hearing

Both sections were discussed and acted on together. Planner Ransford reviewed his memorandum regarding the changes to these sections.

Chairman Longcore opened the public comment section of the Public Hearing.
No Public comments were received.
Chairman Longcore closed the public comment section of the Public Hearing.

Commissioners discussed the wording of Section 12.07D.3 and directed Planner Ransford to remove the word *reasonable*.

Commissioners discussed the wording in Section 12.07E.1 and directed Planner Ransford to change the wording of the final sentence to read as follows:

Except for a Final PUD Site Plan required by Section 12.11C of this Ordinance, or otherwise required by the PUD resolution or elsewhere within this Article, no Final PUD Site Plan shall be reviewed by the Township Board when the original PUD resolution identifies the available uses within the PUD.

Motion by Adams to recommend to the Board that they approve zoning text amendments to Section 12.07D and Section 12.07E with the aforementioned changes directed to Planner Ransford. Seconded by Schut. **Approved 5-0**
8. Site Plan Review:
9. Old Business:
10. New Business:
11. Public Comments:

12. Township Board Reports:
13. Commissioner and Staff Comments:
Commissioners discussed the Funeral Home/Daycare PUD and if the changes to the ordinance would have changed the outcome of that at application.
Commissioner Schut will not be at the next meeting.
Planner Ransford stated that there are not any applications pending at this moment, but there might be an amendment to the Kleinjans Site plan. Chairman Longcore discussed the possibility of cancelling the next scheduled meeting.
14. Chairman Longcore adjourned the meeting at 7:48 p.m.

Next meeting December 18, 2017 at 7:30 p.m.

