

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 2, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Zuniga, Chapla, Zeinstra
Absent: Westerling and Nadda
Staff and Guests Present: Kevin Yeomans, Fresh Coast Planning, Scott Walper, Sean Caird, Nate Koella, John & Becky Bakale, Todd Stuve
3. Communications and Correspondence: None
4. Motion by Chapla to approve the December 19, 2022, Planning Commission Minutes as presented. Seconded by Adams. **Approved 5-0**
5. Motion by Longcore to approve the January 2, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 5-0**
6. Public Comments for *non-public hearing item*:
Chairperson Longcore opened the public comment section for non-public hearing items.
Seeing no comments, Chairperson Longcore closed the public comment section.
7. Public Hearings:

A. John Bakale Mining Application – 12943 76th Ave. & 12673 76th Ave.

A representative for the applicant introduced the project.

Mr. Yeomans from Fresh Coast Planning reviewed the memo that was prepared for the project and informed the public of the process.

Chairperson Longcore opened the public comment section for the Public Hearing.

Sean Caird, a resident of Allendale, has questions about the times the mine will be operating, dust control and the effect on wells of the surrounding properties.

Scott Walper, a resident of Allendale, questioned whether this project would be a subdivision or a private pond.

Seeing no more comments, Chairperson Longcore closed the public comment section.

Chairperson Longcore answered some of the questions brought up by the residents, stating that the mine has agreed to operate on Monday – Friday from 8:00 AM – 5:00 PM. At this time there is no application for a subdivision, and while that is a possibility with the way the property is set up it is unlikely that will happen.

The applicant has laid down crushed asphalt for the drive and is committed to keeping the dust to a minimum. Last year they sprayed the drive at least 11 times to help control the dust to keep it from affecting the neighbors.

Motion by Adams to approve the resolution for the John Bakale Mining application located at 12943 76th Ave. and 12673 76th Ave. with the following conditions:

- The sidewalk will be deferred until there is a sidewalk going along 76th.

- That condition no. 15 regarding the cash deposit be struck from the resolution.

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

8. Site Plan Review:

A. Rusk Lake Associates Mining Application – 10618 Pierce St.

Todd Stuve from Exxel Engineering, representing the applicant, presented the proposed mining application, stating that the end goal would be a development on the property after the pond is completed.

Mr. Yeomans reviewed the memo that was prepared by Fresh Coast Planning and noted that if the project moves forward they will need to return for a public hearing.

Commissioners asked for clarification as to when possible construction of the site condominium project would be. Mr. Stuve believes that at this time the site condominium project is not slated to start until the mining is complete.

Truck route and maintenance of the gravel road was discussed and Mr. Stuve noted that the applicant was familiar with maintenance of gravel roads for the purpose of mining.

Commissioners discussed the timeline of the project, and the permit will be good for 5 years and if it needs to go longer the applicant will have to return for an extension to the permit.

The proximity of the existing houses to the proposed mining site was discussed.

Commissioners opined that the deferment of the sidewalk along 92nd and a waiver from front yard landscaping would be agreeable.

Commissioners directed Mr. Yeomans to set the public hearing for this project.

9. New Business:

A. 2022 Annual Report

Motion by Zeinstra, seconded by Zuniga to approve the 2022 Annual Report as presented.

Approved 5-0

B. 2023 Work Program

Motion by Adams to approve the 2023 Work Program with the removal of item 7 – Regulations for development in the 100-year flood plain and to relocate item 11 – Update Planning Commission Bylaws to number 5. Seconded by Zeinstra. **Approved 5-0**

C. Election of Officers

Motion by Adams to table the discussion of the election of officers until new members are appointed as 2 of the members present will be stepping down and 2 members are absent. Seconded by Zeinstra. **Approved 5-0**

10. Old Business: None

11. Public Comments:

Chairperson Longcore opened the public comment section.

An attendee inquired about the process of being appointed to the Planning Commission. Chairperson Longcore directed the person to contact Supervisor Elenbaas.

Seeing no more comments, Chairperson Longcore closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board finalized the Budget for 2023, did committee appointments, and at the last meeting of the year did the budget amendments for 2022.

13. Commissioner and Staff Comments:

Mr. Adams thanks Chairperson Longcore for his dedication and his time serving as the Chairperson of the Planning Commission.

14. Chairperson Longcore adjourned the meeting at 8:15 PM.

Next meeting January 16, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 16, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Longcore, Adams, Zuniga, Chapla, Nadda, Zeinstra

Absent: Westerling

Staff and Guests Present: Planner Greg Ransford, Joe Jacquot, Jack Barr

3. Communications and Correspondence:

Email from Fleis and VandenBrink regarding the review of the Hidden Shores West Phase 4 project.

4. Motion by Chapla to approve the January 2, 2023, Planning Commission Minutes as presented.

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

5. Motion by Longcore to approve the January 16, 2023, Planning Commission Agenda as presented.

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

6. Public Comments for *non-public hearing item*:

Chairperson Longcore opened the public comment section for non-public hearing items.

Seeing no comments, Chairperson Longcore closed the public comment section.

7. Public Hearings: None

8. Site Plan Review:

A. Hidden Shores West Phase 4 – Site Condominium

Jack Barr from Nederveld, representing the applicant, introduced the project.

Planner Ransford reviewed the memo he prepared for the project.

Mr. Nadda questioned the maintenance of the open/green space. Mr. Barr stated that there is an agreement that has been amended with each phase of Hidden Shores West that lays out who is responsible for the maintenance of the open/green space.

Commissioners directed Planner Ransford to set the public hearing for this project.

B. Hidden Shores West Annual Mining Report

Jack Barr from Nederveld, representing the applicant, reviewed the Annual Report for the Hidden Shores West mining project.

Mr. Longcore questioned what is being done to take care of the stockpiles that are on the property, and Mr. Adams asked about the timeline for removing the stockpiles. Mr. Barr responded that he is not sure what is being done to take care of the stockpiles, but the ones that are around Phase 4 will be moved and grated during Phase 4.

Consensus among the Commissioners was that the PUD language can regulate the reclamation of the site and that the mining permit can be closed. Mr. Barr will provide a plan to make sure the piles are controlled from erosion by the public hearing.

9. New Business:

A. Election of Officers

Motion by Nadda to remove the Election of Officers from the Table. Seconded by Zeinstra.
Approved 6-0

Motion by Zeinstra to elect Mr. Adams as Chair, Mr. Nadda as Vice-Chair, and Mr. Zuniga as Secretary. Seconded by Chapla. **Approved 6-0**

10. Old Business: None

11. Public Comments:

Seeing no public present, Chairperson Longcore opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Master Plan was adopted, had the 1st readings of the two Zoning Map Amendments, increased water meter rates to keep up with the cost, and introduced Kris Schuitema as the new appointed Trustee to replace Barb VanderVeen.

13. Commissioner and Staff Comments:

Thank you to Mr. Longcore and Mr. Chapla for serving and they will be missed.

14. Chairperson Longcore adjourned the meeting at 7:31 p.m.

Next meeting February 6, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 6, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra
Absent: 1 vacant seat
Staff and Guests Present: Planner Greg Ransford, Kevin Ey, Marcel VanderLaan, Steve Eckert, Tony Buter, Jack Barr, Garry Scholten Jr., Paul & Kris Caouette, Doug Gulker, Richard Barber, Sarah Avink, Mike Abramowski, Brittany Holthof
3. Communications and Correspondence: None received.
4. Motion by Nadda to approve the January 16, 2023, Planning Commission Minutes with the change that the next meeting listed be changed from January 16, 2023, to February 6, 2023. Seconded by Zeinstra.
Approved 6-0
5. Motion by Adams to approve the February 6, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no comments Chairperson Adams closed the public comment section.
7. Public Hearings:
 - A. Rusk Lake Associates Mining Application – 10618 Pierce St.
Planner Ransford introduced the application and reviewed his memo regarding the project.
Todd Stuive with Exxel Engineering, representing the applicant, presented the mining project.
Chairperson Adams opened the public comment section.
Sarah Avink, a resident of Allendale, has concerns regarding the neighboring pond, creek, and wildlife. She is also concerned about the possible future development and the traffic it would bring and how it would affect the road conditions.
Brittany Holthof, a resident of Allendale. Her main concern is the water table issues in the area and how this would affect the water table. She also had questions regarding the damage to the roads that would occur due to the truck traffic and if there would be a grading plan in place to combat that. Ms. Holthof also asked about the timetable of the project.
Lauri Adams, a resident of Allendale expressed her concerns regarding truck noise, start and stop times of the mining operation, if there could be mature trees planted as a noise buffer if the need arises, timetable for the lake and the possible future development, and access to the lake if it is public.
Mike Abramowski, a resident of Allendale, has questions regarding the water table and how the lake would affect that, along with the possible future development and if it would be on city water or have wells. He has concerns regarding the truck traffic and the dust that it brings along with the start and stop times and the noise associated with the trucks. He also questioned the timetable of the project.
Kris Caouette, a resident of Allendale, has concerns regarding the water table and what will happen if her well goes dry? Will there be restitution for that?

Paul Caouette, a resident of Allendale, also has concerns about the water table. Would there be monitoring of the water table as this lake is constructed and is there a plan in place for future water hook-up for the area?

Seeing no more comments, Chairperson Adams closed the public comment section.

Todd Stuive responded to the questions that were asked during the public comment time. He stated that there was a hydrogeological study done to analyze the site and the study found that the proposed lake will not have an adverse effect on area groundwater resources. He also stated that the water main would be extended at the time of home construction down 92nd to Pierce and to the east side of the property. Mr. Stuive explained that the timetable for the mine is expected to be 10 years or less depending on the demand for the product. Hours of operation would be 7:00 am to 6:00 pm Monday through Friday and 8:00 am to 1:00 pm on Saturday as allowed by the current zoning ordinance. Mr. Stuive explained that this would be a private lake with no public access allowed and the depth of the lake is proposed to be 9 to 10 feet. The operator of the mine is willing to take care of the road and maintain road conditions, but the final decision of how that is to be handled will be up to the Commission.

Commissioners discussed the possibility of monitoring the water levels to protect the surrounding wells. They also discussed if there were other projects in the Township that have been done by the excavator and how those projects progressed, if there were any complaints surrounding those projects.

Mr. Zeinstra suggested moving the access road north of where it is proposed and to put a berm in to protect the houses along 92nd St. from the noise. He also pointed out that there would be a sign at the entrance of the access road with contact information for the operator, and if anyone has complaints, they can call that number. If the complaint is not resolved, then the resident can call the Township to get resolution.

Commissioners discussed the number of trips generated and the average of those trips per week. They also discussed how that aspect would be monitored or enforced.

Motion by Zeinstra to approve the Rusk Lake Mining Resolution with the following changes:

- No dewatering during the excavation of the lake.
- With quarterly monitoring of the groundwater while in operation.
- Operator shall grade and control the dust on 92nd Ave. as needed.
- Move the construction entrance north.
- Add a berm in the area of the construction entrance to block noise along 92nd Ave.
- Strike number 7 from the resolution regarding the per week truck trips.

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

B. Hidden Shores West Phase 4 – Site Condominium

Planner Ransford reviewed his memo regarding the project.

Jack Barr with Nederveld, representing the applicant, presented the project.

Chairperson Adams opened the public comment section.

Steve Eckert, a resident of Allendale, asked for clarification on the location of Phase 4. He also asked about the future plans for Pierce St. and whether there is a plan to pave the road.

Kevin Ey, a resident of Allendale, had a question regarding where construction traffic would be coming from and the timeline for the project.

Seeing no more comments, Chairperson Adams closed the public comment section.

Mr. Barr stated that Phase 4 is expected to start late spring, early summer and finished by the winter. Mr. Barr clarified that they could suggest where construction traffic enters, however since they are all public roads, they cannot require a specific route. Mr. Zeinstra suggested a sign to direct construction traffic.

Motion by Zeinstra to recommend approval to the Board for the Hidden Shores West Phase 4 as presented. Seconded by Zuniga. **Approved 6-0**

8. Site Plan Review:

A. Centennial Townhomes – 24-unit multi-family development

Planner Ransford reviewed his memo and gave some history on the project.

Todd Stuive with Exxel Engineering, representing the developer, presented the project.

Commissioners discussed landscaping and buffers and recommended to the applicant that they add landscaping to the east side of the property.

Commissioners directed Planner Ransford to set the public hearing for this project.

9. New Business:

A. Allendale Christian School – Building Addition

- Minor vs Major determination

Mr. Zeinstra recused himself from the discussion due to professional involvement in the project.

Planner Ransford explained what was being discussed for this project.

Marcel VanderLaan with Lakewood Construction, representing the applicant introduced the project and reviewed the history of the site.

Commissioners opined that this small addition would be determined as a minor change, but the next, larger, addition is determined to be a major change.

Motion by Nadda to approve the Allendale Christian School Addition designated as minor.
Seconded by Westerling. **Approved 5-0**

Mr. Zeinstra rejoined the meeting.

10. Old Business: None

11. Public Comments:

Chairperson Adams, seeing no public present, opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board is working on the Allendale Strategic Improvement Plan.

13. Commissioner and Staff Comments:

Mr. Westerling had questions regarding the Mr. Burger, Aldi, and Tommy's Car Wash projects and where they stand.

Mr. Zuniga questioned the lights on the new fire station that they point up and are very bright.

Planner Ransford noted that he would be away for the next meeting.

14. Chairperson Adams adjourned the meeting at 9:00 p.m.

Next meeting February 20, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 6, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra

Absent: 1 vacant seat

Staff and Guests Present: Planner Greg Ransford, Robert Chapin, Justin Johnson, Richard Barber

3. Communications and Correspondence:

Review letters from the Township engineer and two letters from resident with comments regarding the public hearing were received.

4. Motion by Jacquot to approve the February 6, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 6-0**

5. Motion by Adams to approve the March 6, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Bob Chapin, an Allendale resident, asked if the Planning Commission knows of a location within Allendale that is zoned for a gathering area for small band concerns, outdoor gatherings, etc.

Seeing no more public, Chairperson Adams closed the public comments section.

The Commission provided direction to Ransford to place outdoor venues on the next available agenda for discussion.

7. Public Hearings:

A. Centennial Townhomes – 24-unit multi-family development

The engineer representing the Centennial Townhomes project presented the proposed project.

Planner Ransford reviewed his memo.

Chairperson Adams opened the public comment section of the public hearing.

A resident who lives to the south of the proposed project thanked the developer for listening to his request at the last meeting and moving the southwest building further north. He asked that more trees be placed at the end of the two south drives within the property to eliminate headlight spilling onto adjacent properties.

Chairperson Adams noted that the Commission received two letters from residents regarding this project.

Seeing no more public, Chairperson Adams closed the public comments section.

Commissioners discussed the items on Planner Ransford's memo and the concerns brought up by the public.

Motion by Westerling, seconded by Zeinstra to approve the Centennial Townhomes development with the following conditions:

- Evergreens be placed at the end of the southern drives to block headlights to neighboring homes.

- Address the concerns listed in the Township Engineer’s letter dated 2/17/2023:
 - a. 20’ wide watermain easement
 - b. Revise grading plan to provide more slope to pavement.
 - c. Reconcile water service sizes.
 - d. Relocate 3 Ginko trees so they are not over watermain.
- Approval of OCWRC

Approved 6-0

8. Site Plan Review: None

9. New Business: None

10. Old Business:

A. Rusk Lake Associated Mining Application – 10618 Pierce St.

- Irrevocable Letter of Credit dollar amount reduction request

Planner Ransford reviewed his memo regarding the request from Rusk Lake to reduce the amount required for the Irrevocable Letter of Credit.

Planner discussed the issue and opined that there was sufficient information to reduce the dollar amount required for the Irrevocable Letter of Credit.

Motion by Zeinstra, seconded by Zuniga to adopt the revised resolution with a change to the OCRC Surety Bond amount to state “at the discretion of the OCRC”. **Approved 6-0**

11. Public Comments:

Chairperson opened the public comment section.

Seeing no comments, Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board was split on the decision for rezoning the property located on 52nd, and the rezoning did not pass.

13. Commissioner and Staff Comments:

Mr. Zuniga requested that someone investigate the lights at McDonald’s as neighbors are complaining that they are shining out instead of down as required. He also asked for clarification on the rule regarding no student housing west of 52nd Ave. Mr. Zeinstra answered stating that it is not a written rule, just an understanding that no R-4, High-density housing, would be west of 52nd Ave.

Mr. Adams asked Planner Ransford to prepare a template for motions, both for and against, so the Commissioners can be assisted in making complete motions. Planner Ransford agreed to work on providing this in the future.

14. Chairperson Adams adjourned the meeting at 8:12 p.m.

Next meeting March 20, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 20, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Nadda, Jacquot, Zeinstra
Absent: Zuniga, 1 vacant seat
Staff and Guests Present: Planner Greg Ransford, Bob Chapin
3. Communications and Correspondence: None
4. Motion by Jacquot to approve the March 6, 2023, Planning Commission Minutes as presented.
Seconded by Zeinstra. **Approved 5-0**
5. Motion by Adams to approve the March 20, 2023, Planning Commission Agenda as presented.
Seconded by Nadda. **Approved 5-0**
6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Bob Chapin, a resident of Allendale, listed some outdoor venues in the area outside of Allendale. Mr. Chapin also thanked the Planning Commission for putting this issue on the agenda for discussion.

Seeing no more comments, Chairperson Adams closed the public comment section.

7. Public Hearings: None
8. Site Plan Review: None
9. New Business:

A. Outdoor Venue discussion

Planner Ransford reviewed his memo regarding this discussion item.

Commissioners discussed the definition of an Outdoor Venue and if there are other townships that have ordinance language regarding Outdoor Venues. They also discussed the possible zone that this could go in, and whether to add it as a special use.

Commissioners directed Planner Ransford to begin to do research and bring sample language regarding Outdoor Venues.

B. Work Program

- Mining Operations
 - Consider requiring resulting lots to possess the ability to appropriately accommodate septic systems that will experience longevity
 - Minimum Provisions

Planner Ransford introduced the discussion.

Commissioners discussed the possibility of language regulating this, but State law regulates what the Planning Commission can do and require. Commissioners would like to see language to require sand mining applicants that show future use as residential to provide proof that the septic systems will be sustainable.

Planner Ransford was directed to draft language regarding the resulting septic systems after mining operations are complete, but the Commissioners also opined that he groups it with other zoning ordinance changes as time allows. Commissioners also directed Planner Ransford to look at language to regulate outdoor furnaces.

- Update Planning Commission Bylaws
 - Meeting date and time

Planner Ransford reviewed the reasoning behind updating the Bylaws.

Commissioners directed Planner Ransford to update the date and meeting time to state 1st and 3rd Mondays of the month and change the time to be 7:00 p.m.

The Commissioners also discussed removing items from the Bylaws such as taking out Section 3.10 Order of Business and Section 10 Public Hearing Procedure.

Commissioners directed Planner Ransford to go through the Bylaws and suggest revisions to the Commission.

C. Text Amendment Discussion

- Master Plan reference updates

Planner Ransford reviewed his memo regarding possible Zoning Ordinance amendments to align the Zoning Ordinance with the Master Plan.

Commissioners discussed Open Space requirements for developments and language for a minimum requirement for open space. Planner Ransford will provide sample language for regulating Open Space requirements and proceed with language for the Master Plan reference updates.

10. Old Business: None

11. Public Comments:

Chairperson Adams, seeing no public present, opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board approved the Final Preliminary Plat for Pearline Estates and the Site Plan for Hidden Shores West Phase 4. The Board also approved a new company that will allow the Township to collect payments with credit cards. He also stated that the Board discussed strategic planning and future park planning. Mr. Zeinstra also brought up the lights on the fire station and was told that someone will investigate.

13. Commissioner and Staff Comments:

Mr. Adams informed the Commission that there is fugitive dust coming from the new sand pit located at Pierce and 92nd.

Mr. Jacquot had a question regarding the house that is going to be removed from the Centennial Farms property and when that would happen.

Mr. Nadda asked about any updates for the Aldi or Tommy's projects. Mr. Ransford said that they are moving forward.

Mr. Ransford noted that he would be away for the next meeting and that Mr. Yeomans will be attending in his place.

14. Chairperson Adams adjourned the meeting at 8:50 p.m.

Next meeting April 3, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

April 3, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Zuniga, Jacquot, Zeinstra
Absent: Nadda, 1 vacant seat
Staff and Guests Present: Kevin Yeomans - Fresh Coast Planning, Bob Chapin
3. Communications and Correspondence: Letter requesting additional parking at NB Outlets, but it will need site plan review. The letter also questioned whether the Planning Commission requires road paving or Ottawa County Road Commission, and it was stated that OCRC oversees that.
4. Motion by Jacquot to approve the March 20, 2023, Planning Commission Minutes as presented.
Seconded by Zuniga. **Approved 5-0**
5. Motion by Adams to approve the April 3, 2023, Planning Commission Agenda as presented.
Seconded by Zeinstra. **Approved 5-0**
6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Bob Chapin, a resident, and a business owner in Allendale. Would like to improve his business in Allendale by adding parking and an outdoor sales area. He was told that these improvements would require site plan review by the Planning Commission. He would scale down the improvements if the Planning Commission would grant him relief from the review requirement.

Seeing no more comments, Chairperson Adams closed the public comment section.

Chairperson Adams asked Mr. Yeomans about the possibility of Mr. Chapin's request. Mr. Yeomans stated that there are concerns about the existing parking and any expansion of the sales area would most likely require expanded parking. He also noted that Article 24 of the Zoning Ordinance clearly states what is administrative and what would require Planning Commission review, and this expansion would trigger the Planning Commission full site plan review.

Chairperson Adams asked Mr. Chapin what he envisions regarding the open-air venue question that he brought to the Planning Commission previously.

Mr. Chapin responded that it could be many things including small concerts, outdoor weddings, family reunions, motorcycle club or something else. He would like to just create the opportunity for it to be determined by whoever would use the space. For example, the Chamber of Commerce would like to use the space for possible fundraisers. Mr. Chapin shared a potential site plan for his property. Commissioners and Mr. Chapin discussed the different aspects of the possibility of creating this type of venue.

7. Public Hearings: None
8. Site Plan Review: None
9. New Business: None

10. Old Business:

A. Discussion of Text Amendments

- Section 23.08Fci & Section 23.08H – Removal of Topsoil, Sand, Gravel, or Other Materials
Commissioners discussed the line that states “Any costs incurred by the Township for such engineering services shall be paid for by the applicant.” Should be revised to state “engineering *review* services”. They directed Mr. Yeomans to make that change.
- Outdoor Wood Boilers
Commissioners discussed changing the language to state that the wood boiler would need to be a certain distance from specific structures, rather than restricting them from being in a residential PUD or subdivision. They also discussed limiting their use in the Commercial Zoning District.
Commissioners discussed limiting the distance from any structure, on a separate lot or the same lot or even just stating that it needs to follow the manufacturer's guidelines. The Commissioners would like to simplify the language.
Commissioners directed Mr. Yeomans to make updates to the language and bring back for more review.
- Residential Planned Unit Development Open Space
Commissioners discussed the density bonus and the purpose of that. They also examined the requirement of 10% open space and then giving a 20% density bonus for that and opined that if it is a requirement there shouldn't be a density bonus for that.
Commissioners considered the purpose of having open space and what would be beneficial. The Commissioners requested that Mr. Yeomans bring five projects within the Township and show those open spaces for the Commissioners to better see what some of those percentages look like.
- Master Plan references
 - Section 2.01 – Purpose
 - Section 3.01 – Effect of Zoning
 - Section 12.06A & Section 12.06B – Development Requirements for PUDs with Residential Uses
Commissioners agreed with the proposed changes and had no comments on the updates proposed for the Master Plan references.

B. Planning Commission Bylaws

Commissioners discussed the proposed changes to the Bylaws, specifically the Open Meetings Act and conflict of interest sections. Commissioners directed Mr. Yeomans to put a reference back in regarding the Open Meetings Act and Freedom of Information and a note regarding attendance.

11. Public Comments:

Chairperson Adams, seeing no public present, opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra didn't have anything new to report from the Board.

13. Commissioner and Staff Comments:

Mr. Zuniga noted fire equipment outside of the training area and questioned if that could be stored inside.

Mr. Jacquot had a question regarding the language in the Zoning Ordinance who would be able to classify an area as a wetland.

14. Chairperson Adams adjourned the meeting at 8:56 p.m.

Next meeting April 17, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

April 17, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Adams, Westerling, Zuniga, Nadda, Zeinstra

Absent: Jacquot

Staff and Guests Present: Planner Greg Ransford, Robert Chapin

3. Communications and Correspondence: None

4. Motion by Zuniga to approve the April 3, 2023, Planning Commission Minutes as presented.
Seconded by Zeinstra. **Approved 5-0**

5. Motion by Adams to approve the April 17, 2023, Planning Commission Agenda as presented.
Seconded by Nadda. **Approved 5-0**

6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Bob Chapin, a resident of Allendale, stated that he is here for the outdoor venue discussion and open to answering any questions the Commission may have of him.

Seeing no more comments, Chairperson Adams closed the public comment section.

7. Public Hearings: None

8. Site Plan Review: None

9. New Business: None

10. Old Business:

A. Discussion of Text Amendments

- Outdoor Venues

Planner Ransford reviewed his memo regarding outdoor venues and the sample language that his office provided for the Commissioners.

Motion by Adams to include a public comment section after Commissioners discussed the outdoor venue language for Mr. Chapin to be able to provide feedback. Seconded by Westerling. **Approved 5-0**

Commissioners discussed the language provided and directed staff to draft language for the Commission's review.

Chairperson Adams opened the public comment section for the Outdoor Venues topic.

Bob Chapin thanked the Commissioners for their review of this topic. Mr. Chapin noted that he agreed with the Commissioners' discussion of including regulations regarding parking and traffic and including approval from the Ottawa County Sheriff's Office.

Seeing no more comments, Chairperson Adams closed the public comment time.

- Section 23.08F2ci & Section 23.08H – Removal of Topsoil, Sand, Gravel, or Other Materials
Planner Ransford presented the revision made.
Commissioners accepted the change that was made.

- Outdoor Wood Boilers

Planner Ransford reviewed the revised language and noted that he provided an instruction manual from an outdoor wood boiler. Planner Ransford asked the Commissioners if they would like this amendment to go in the Zoning Ordinance or in the Police Power Ordinance, and Commissioners believe it would be better fit in the Zoning Ordinance.

Commissioners opined that they would like change Section 5.2 to note a setback of 150 ft. or manufacturer's standard, whichever is greater, to the neighboring residence and directed Planner Ransford to make that change. Ransford will draft the language into ordinance form for inclusion into the Zoning Ordinance.

- Residential Planned Unit Development Open Space

Commissioners discussed the past examples provided by Planner Ransford.

Commissioners directed Planner Ransford to provide language for their review.

- Master Plan References

- Section 2.01 – Purpose
- Section 3.01 – Effect of Zoning
- Section 12.06A & Section 12.06B – Development Requirements for PUD's with Residential Uses

Commissioners were satisfied with the proposed changes.

B. Planning Commission By-laws

Commissioners discussed noting in the By-laws who the designated agent is for the Secretary. Commissioners directed Planner Ransford to name the Planner and the Planning and Zoning Assistant/Coordinator as the designees to complete the duties listed.

11. Public Comments

Seeing no public present, Chairperson Adams opened and closed the public comment section.

12. Township Board Reports

Mr. Zeinstra reported that the Board was reviewing the proposed contract from Fleis and Vandenbrink regarding the next water and sewer expansion and maintenance project.

13. Commissioner and Staff Comments

No comments from Commissioners and Staff.

14. Chairperson Adams adjourned the meeting at 8:42 p.m.

Next meeting May 1, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

May 1, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Nadda, Zeinstra, Jacquot
Absent: Zuniga
Staff and Guests Present: Planner Greg Ransford
3. Communications and Correspondence: None
4. Motion by Nadda to approve the April 17, 2023, Planning Commission Minutes as presented. Seconded by Zeinstra. **Approved 5-0**
5. Motion by Adams to approve the May 1, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 5-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no public was present, Chairperson Adams closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business: None
10. Old Business:
 - A. Discussion of Text Amendments
 - Outdoor Venues
Planner Ransford presented draft language in the form necessary for inclusion to the Zoning Ordinance. The Planning Commission reviewed each subsection and provided Ransford direction for revision.
 - Outdoor Wood Boilers
Planner Ransford presented draft language in the form necessary for inclusion to the Zoning Ordinance. Chairperson Adams noted that he does not believe any changes to the draft language are necessary. The Planning Commission agreed. The language will be held until the remaining amendments are ready for a public hearing.
 - Residential Planned Unit Development – Open Space
Ransford presented the proposed revisions. Direction was provided to Ransford for final revisions. Ransford asked for permission to reorganize the resulting language, if found necessary. The Planning Commission agreed. Ransford also asked if the Commission would like the Township Engineer to test the draft language to make sure it is viable for developers and achieves the outcome sought by the Township. The Commission agreed that a test is appropriate.
 - B. Planning Commission By-laws
Discussion was held regarding the revised Bylaws. Jacquot noted that the word “maybe” should be split into two words as “may” and “be” in Section 3.8. Westerling provided a motion to adopt the

Bylaws as presented with the revision to “maybe” in Section 3.8. Motion was seconded by Zeinstra and carried unanimously.

11. Public Comments

Seeing no public present, Chairperson Adams opened and closed the public comment section.

12. Township Board Reports

Mr. Zeinstra reported a couple items from the previous Board meeting.

13. Commissioner and Staff Comments

Nadda asked about a township email for the Commissioners.

14. Chairperson Adams adjourned the meeting at 8:38 p.m.

Next meeting May 15, 2023, at 7:00 p.m.

Minutes respectfully submitted by Greg Ransford



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

May 15, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Zuniga, Nadda, Zeinstra
Absent: Westerling, Jacquot
Staff and Guests Present: Planner Greg Ransford, Jack Barr, Becky Page, Chris Miller, Duke Schut, Marcel VanderLaan
3. Communications and Correspondence: None
4. Motion by Zeinstra to approve the May 1, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 4-0**
5. Motion by Adams to approve the May 15, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 4-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no comments, Chairperson Adams closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. Emerald Springs – Planned Unit Development Minor Amendment and Private Road Special Use Application.
Planner Ransford reviewed his memo regarding the changes to the previously approved application.
Mick McGraw presented the project and noted the changes that they have proposed to the previous approval and explained the improvements to the plans for the proposed private road.
Mr. Nadda asked Mr. Ransford if the Planning Commission had the authority to approve the changes to the road without the applicant going to the ZBA for a variance, and Planner Ransford assured them that it would be in the purview of the Planning Commission grant that relief as this project was previously approved with these standards.
Consensus among the Commissioners was that maintaining the asphalt valley gutter on the road as was previously approved is a minor amendment to the current application. And Planner Ransford will schedule the public hearing for the Private Road Special Land Use.
 - B. Allendale Christian School Special Use Application – 11050 64th Ave. – Building addition of approximately 24,384 square feet and related parking lot.
Mr. Zeinstra recused himself from the discussion of this application.
Becky Page, from Holland Engineering, introduced the proposed building addition to the Allendale Christian School.
Planner Ransford reviewed his memo.
Commissioners discussed the plan to remove the ball field, and that the agreement between the Township and the school has expired, so the removal of the ball field is not an issue.

Commissioners opined that the parking lot off Henry Street is acceptable and is screened sufficiently by the proposed landscaping.

The Commissioners discussed the possibility of a traffic study but are still waiting on information from the Trip Generation Data that the Township Engineer is reviewing to determine if a full Traffic Impact Study is necessary. However, consensus was reached that a formal Traffic Impact Study will be required, despite the information being reviewed by the Township Engineer, since traffic has historically been a concern as a result of the school.

Commissioners directed Planner Ransford to set the public hearing after he receives information on the Traffic Impact Study.

C. Polymer Packaging – 5285 Edgewater Dr. – Building addition of approximately 16,170 square feet.

Mr. Zeinstra rejoined the discussion.

Jack Barr from Nederveld, representing the applicant, introduced the project.

Planner Ransford reviewed the memo that was prepared for this project.

Commissioners discussed the proposed deferred parking and concurred that the deferred parking is acceptable.

The proposed landscaping was also discussed and decided by the Commissioners to be sufficient for the site.

Motion by Zeinstra to approve the proposed site plan with the condition of Fire Department approval along with the approval of other necessary reviewing agencies. Seconded by Zuniga. **Approved 4-0**

10. Old Business:

A. Outdoor Venues Text Amendment discussion

Planner Ransford presented the proposed changes to the Amendment.

Mr. Zeinstra wondered if the Commission should get input from law enforcement and the fire department? Commissioners thought that was a good idea and directed Planner Ransford to reach out.

Commissioners also discussed firing ranges and decided to add a statement that any firing ranges would need to be approved by the Planning Commission, even if the site has previously been approved as an outdoor venue, and without such approval it is then prohibited at that venue. Commissioners directed Planner Ransford to make the changes and then seek review from law enforcement, the fire department and legal.

11. Public Comments:

Seeing no public present, Chairperson Adams opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board approved a resolution to commence Eminent Domain proceedings for water and sewer improvements and that the Fire Department open house was a success.

13. Commissioner and Staff Comments

Mr. Zuniga wondered what is going on with the lot next to Station 45 and the bus that is for sale. Mr. Ransford replied that Supervisor Elenbaas is having discussions with the landowner.

Mr. Zuniga also questioned the sheds for sale on Fillmore and Mr. Ransford will investigate it.

14. Meeting adjourned at 8:09 p.m.

Next meeting June 5, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

June 5, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Zuniga, Nadda, Jacquot, Zeinstra
Absent: Westerling, one vacant seat
Staff and Guests Present: Planner Greg Ransford, James Ponshair, Carol Hansen, Curt Hansen, Jack Barr, Cal Keuning, Ron Brower, Nancy Brower, Randy Katsma, Sue Katsma, Kelly Kuiper, Richard Barber, Daniel Achterhof
3. Communications and Correspondence: None
4. Motion by Zeinstra to approve the May 15, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 5-0**
5. Motion by Adams to approve the June 5, 2023, Planning Commission Agenda as presented. Seconded by Jacquot. **Approved 5-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Richard Barber, a resident of Allendale, has questions regarding the Centennial Farms project and who would be responsible for replacing the required landscaping trees that do not survive.
Seeing no more comments, Chairperson Adams closed the public comment section.
Planner Ransford noted that the developer is responsible for maintaining the required landscaping, and if that is not happening, please contact the Zoning Administrator, Steve Kushion, to report it.
7. Public Hearings:
 - A. Emerald Springs – Planned Unit Development Minor Amendment and Private Road Special Use Application
Mr. McGraw introduced the project and the proposed changes.
Planner Ransford reviewed his memo for the project and the process of the public hearing.
Chairperson Adams opened the public comment section for the public hearing.
Ron Brower, a resident of Allendale, has a question regarding the possibility of pine trees being planted to buffer his home and the development. Mr. Brower also questioned the timeline of the construction.
Carol Hansen, a resident of Allendale, has concerns regarding the amount of traffic going in and out of one entrance. She also has concerns about students and busing as the school buses will not go into the development until construction is completed.
Randy Katsma, a resident of Allendale, has concerns regarding the amount of traffic going in and out of the one entrance. He lives directly across from the entrance and wonders about the headlights that will be shining in his house, what can be done about that? Mr. Katsma has questions regarding dust control during construction.

Curt Hansen, a resident of Allendale, has questions regarding a berm to buffer the development from existing residences, and what will be done with the trees that are left as they are an eyesore. It was noted that there is no plan for a berm.

Seeing no more comments, Chairperson Adams closed the public comment section.

Mr. McGraw acknowledged that it is not easy to live next a new development and they do their best to help make the situation better for all involved whether that means planting new trees for privacy, leaving more of a tree buffer along the property lines, or providing screening from the headlights at the entrance for the neighbor across the street. Mr. McGraw noted that the earthwork would be completed this year along with the pond, the street paving will be completed for the first phase, and house construction would start soon after, ideally by the end of this year.

Planner Ransford reiterated that the Commission is reviewing the Private Road Special Use permit and the minor amendment to the PUD regarding the change in lot width (larger) and the change in the number of lots from 99 to 98.

Motion by Zeinstra to approve the Special Use Application for a Private Road and the Minor Amendment to the PUD. Seconded by Zuniga. **Approved 5-0**

8. Site Plan Review:

9. New Business:

A. Great Lakes Excavating Service – Special Use Amendment Application – 5015 Warner St. Mining Site

Kelly Kuiper, representing the applicant, introduced the application to amend the Special Use to over-excavate the area behind the ponds and replace the excavated material with unsuitable soil material. The reclamation plan for the site will not change.

Commissioners directed Planner Ransford to set the public hearing for the July 17 meeting.

B. JMM Developers – Special Use Amendment Application – 11910 & 12084 46th Ave. Mining Site

Kelly Kuiper, representing the applicant, introduced the application to amend the Special Use to change the shape of the proposed pond. This project is under EGLE review for the amendment because of the size of the pond.

Commissioners directed Planner Ransford to set the public hearing for the July 17 meeting.

Ms. Kuiper noted that the applicant is using this site as a testing site for noise levels of the equipment and dust control processes.

10. Old Business: None

11. Public Comments:

Chairperson Adams opened the public comment section.

Dan Achterhof, a resident of Allendale, has a question about the approach to the entrance and what the Road Commission required for the project. He also asked about the speed limit on 60th Ave. Commissioners directed him to contact the Ottawa County Road Commission regarding this question.

Seeing no more comments, Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board added a health care savings program to the employee retirement plan and appointed Ken Smit to the empty seat on the Township Board.

13. Commissioner and Staff Comments

Commissioners discussed the resurfacing project of Lake Michigan Dr that will be happening later this month.

Mr. Nadda noted that he will be unavailable for the June 19 meeting.

14. The meeting was adjourned at 8:15 p.m.

Next meeting June 19, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

June 19, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Zuniga, Westerling, Jacquot, Zeinstra
Absent: Nadda, one vacant seat
Staff and Guests Present: Planner Greg Ransford, Jack Barr, Bob Chapin, Bob Woronko, Tony Cunningham
3. Communications and Correspondence:
Intent to prepare a master plan notice from Crockery Township.
4. Motion by Zeinstra to approve the June 5, 2023, Planning Commission Minutes as presented. Seconded by Jacquot. **Approved 5-0**
5. Motion by Adams to approve the June 19, 2023, Planning Commission Agenda as presented. Seconded by Zuniga. **Approved 5-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
 - A. Allendale Crossings material inquiry – Tony Cunningham
Mr. Cunningham is inquiring whether the steel board and batten would be acceptable material for the project that they will be bringing to the Planning Commission later.
Commissioners opined that this product has evolved in the last few years and would be an acceptable material.
Seeing no more comments, Chairperson Adams closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. NB Outlet – Parking – 11185 84th Ave.
Jack Barr with Nederveld introduced the project. He requested relief from curbing requirements, paving requirements of a service drive, there are no lighting changes proposed so they request relief from the photometric plan requirement, front yard landscaping requirements, sidewalk requirements (deferring), dumpster enclosure (fence vs. masonry), and internal sidewalk requirements.
Planner Ransford reviewed his memo for the project and noted that some of the requests will have to be reviewed by the ZBA as the Planning Commission does not have the authority to waive those requirements.
Commissioners discussed the project and providing relief for some requirements, such as the current gravel drive, as they are not a part of the proposed project at this time, but Planner Ransford indicated that the Zoning Ordinance does not allow for this. The Commissioners directed Planner Ransford to draft language to amend the ZO to give authority to the Planning Commission to do this. The applicant will either wait for these amendments to the ZO or go to the ZBA for relief.
Commissioners determined that a photometric plan would not be required.

Commissioners discussed the landscaping and made suggestions to the proposed but did determine that the requirements could be lessened.

Commissioners agreed that one parking lot island could be moved to the south side of the parking lot and one additional island would be added.

Commissioners opined that the sidewalks along Lake Michigan Dr. and 84th Ave. could be deferred until abutting property constructs sidewalks along the right-of-way. They also included that the internal sidewalks could also be deferred until the external sidewalks are installed. However, it was noted that the internal sidewalks would require relief from the ZBA.

Access easements were discussed, and the Commissioners agreed that access easements should be provided to the west.

Motion by Zeinstra to approve the site plan with the conditions listed below and to be finalized by staff:

- Concrete curbing provided on the proposed asphalt expansion pursuant to the Zoning Ordinance.
- Sidewalks on M-45 and 84th can be deferred until abutting property constructs their sidewalks, and with that internal connection to these sidewalks can be deferred until the time when external sidewalks are constructed.
- Dumpster enclosure shall be block wall to match the building with vinyl gates.
- Access easement and easement agreement shall be provided to the west property line.
- Revise the landscaping as discussed.

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

10. Old Business:

11. Public Comments:

Chairperson Adams opened the public comment section.

Bob Chapin asked for an update on the Outdoor Venue Amendment.

Planner Ransford noted that the language has been sent to Township Legal counsel.

12. Township Board Reports:

Mr. Zeinstra noted that Dewpointe Phase 4 Final Plat was approved and the SOG for the Fire Department Fitness room was also approved. Updates on the Wastewater Treatment Plant was discussed and 2 waiver requests for the pavilion rental fees were approved.

13. Commissioner and Staff Comments:

Mr. Zuniga asked about Natan Automotive, a possible addition to the building, extra signage from what was approved, and cars parked there in excess of the conditions placed on the special use.

Mr. Adams asked about Wendy's landscaping, if it was completed or if they are planning on planting more.

14. The meeting was adjourned at 8:11 p.m.

Next meeting July 17, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

July 17, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra

Absent: One vacant seat

Staff and Guests Present: Planner Greg Ransford, Jay Knoper, Kelly Kuiper, Lisa Moorhouse, Megan Beltman, Bea McKenney, Dave & Mary Esther

3. Communications and Correspondence:

Emails from resident Deanna Hunter to Supervisor Elenbaas regarding sand mining complaints.

4. Motion by Zeinstra to approve the June 19, 2023, Planning Commission Minutes as presented. Seconded by Jacquot. **Approved 6-0**

5. Motion by Adams to approve the July 17, 2023, Planning Commission Agenda as presented. Seconded by Jacquot. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Seeing no comments, Chairperson Adams closed the public comment section.

7. Public Hearings:

A. Great Lakes Excavating Service – Special Use Amendment Application – 5015 Warner St. Mining Site

- Seeking to expand the area of excavation.

Kelly Kuiper, representing the applicant, introduced the request, noting that the final reclamation plan remains the same.

Chairperson Adams opened the public comment section of the public hearing.

Deanna Hunter, a resident of Allendale, questioned what would be done about keeping the roads up and noted that she has complained multiple times regarding the road conditions.

Jay Knoper, a resident of Allendale, has issues with the water flow since the start of this mining project, and the fencing has been down for a while. He would like the Township to have someone to monitor the mining sites. He asks that these requests be tabled.

Bea McKenney, a resident of Allendale, has concerns regarding the water table and the road conditions. She would like clarification on which pit would be altered, or is it both?

Michael Hunter, a resident of Allendale, asked the Commissioners if they knew what the rules are. He has concerns regarding the mining companies following the rules.

Megan Beltman, a resident of Allendale, because of the projects, the culvert floods when it rains and blocks their driveway, and the driveway was torn up and she had to fix it herself. She has concerns regarding flooding in her yard due to the mining.

Seeing no more comments, Chairperson Adams closed the public comment section of the public hearing.

Ms. Kuiper was given the opportunity to respond to the concerns that were brought up. She noted that this site has been on hold pending this application. She noted that the fencing is not ideal and is hard to keep in good condition but is required by the Zoning Ordinance and they are doing their best to keep up with it. She noted that she will investigate the concerns regarding the culverts, flooding, and the driveway as she was not aware of these issues before they were brought up at this meeting.

Planner Ransford noted that the fencing is required, but Mr. Zeinstra also noted that it is to be put securely into place, and maybe the applicant needs to use more posts to secure the fence on site.

Mr. Zuniga noted that the signage should be maintained on site for the duration of the project.

Mr. Jacquot requested information regarding the complaint and enforcement process. Planner Ransford noted that he is not a part of that process and that complaints would go through the Zoning Administrator.

Mr. Nadda noted that the Commission should have a process to follow up with the Township regarding mining projects.

Ms. Kuiper reiterated that this is the first time she and the applicant have been made aware of some of the concerns brought up. She would like to have a meeting to discuss the standard for keeping up the roads, to make sure all parties are aware of what is expected.

Commissioners discussed tabling this application and discussed enforcement options.

Motion by Zeinstra, seconded by Westerling, to table the Great Lakes Excavating application pending the following items be addressed:

- Investigate the field drainage and driveway issue.
- Verify conditions of culverts and drain tiles, address as necessary.
- Signage be properly installed.
- Truck route and enforcement.
- Meeting with the County and Township regarding road standards.
- Review and address concerns raised during the public comment period.

Motion to table the request **approved 6-0**.

B. JMM Developers – Special Use Amendment Application – 11910 & 12084 46th Ave. Mining Site

- Seeking to increase the total cubic yards of excavation and resulting pond area.

Kelly Kuiper, representing the applicant, introduced the application.

Chairperson Adams opened the public comment section of the public hearing.

Lisa Moorhouse, a resident of Allendale, avoids the dirt roads because they are bad. She has concerns regarding groundwater and quality of the water and the long-term effects of the project.

Michael Hunter, a resident of Allendale, is wondering why PCI as the code enforcement is not at the meeting. He has concerns that the rules are not being followed.

Deanna Hunter, a resident of Allendale, pointed out that their house is not shown on the plans presented to the Planning Commission. She has complaints about the fence, noise, trucks blocking her driveway and the excavators trespassing on her property.

David Esther, a resident of Allendale, has concerns regarding the road conditions and the upkeep of the road.

Seeing no more comments, Chairperson Adams closed the public comment section of the public hearing.

Ms. Kuiper responded to the comments and concerns, noting that there was a hydrogeological study done on the property. She also noted that the meeting regarding road conditions and standards that was required for the last project will include this project also. The JMM truck route is south on 46th to Rich St.

Planner Ransford noted that the hydrogeo study is being reviewed by the Township Engineer.

Motion by Nadda, seconded by Zuniga, to table the JMM Developers application pending the applicant addresses the following items:

- Truck route and enforcement
- The hydrogeological study be reviewed by the Township Engineer
- Meet with the County and Township regarding road standards.

Motion to table the request **approved 6-0**.

8. Site Plan Review: None

9. New Business:

A. Brark Industries – 11480 53rd Ave.

- Seeking parking lot expansion of 11 spaces.

Duke Schut, representing the owner, presented the proposed project and requested some relief from landscaping requirements and the requirement for a photometric plan. He also requested that the sidewalk along Edgeway Dr. be deferred.

Mr. Zeinstra would like to see landscaping along 53rd be required to comply with the Zoning Ordinance, but maybe altered to fit the area. Specifically add a tree to the north side of the drive on 53rd. Change the required number of deciduous trees to be more ornamental/shorter trees and bring them closer together along 53rd to preserve the line of sight. Keep the shrubs along 53rd to keep light from headlights from spilling out onto 53rd.

Commissioners opined that deferring the sidewalk until the neighboring property installs the sidewalk.

Commissioners discussed the lighting and agreed that there would be no need for a photometric plan.

Motion by Zeinstra to approve the site plan with the modifications to the landscaping as discussed and the installation of the sidewalk be deferred until the adjoining property to the east puts a sidewalk in and not requiring a photometric plan. Seconded by Westerling. **Approved 6-0**

10. Old Business: None

11. Public Comments:

Chairperson Adams opened the public comment section.

Seeing no comments, Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that they had the streetlight agreement for Hidden Shores West 4, the Board reversed a MERS retirement plan update as it would have cost more than what was previously presented, the Board is considering staffing update recommendations to the Fire Department and Human Resources.

13. Commissioner and Staff Comments:

Mr. Jacquot requested that the public complaints be included in the memo regarding mining project applications.

Mr. Nadda has a question regarding the possibility of the Zoning Administrator attending some or specific Planning Commission meetings.

Commissioners discussed the complaint process and ways to improve the process.

14. Chairperson Adams adjourned the meeting at 8:51 p.m.

Next meeting August 7, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

August 7, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Zuniga, Nadda, Jacquot
Absent: Zeinstra, one vacant seat
Staff and Guests Present: Planner Greg Ransford, Bea McKenney, Mindy Beck, Jay Knoper, Abel & Lola VanderWoude, Keith & Brenda Dosenberry, Lisa Morehouse, Deanna Hunter, Alan Hebling
3. Communications and Correspondence: None
4. Motion by Jacquot to approve the July 17, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved**
5. Motion by Adams to approve the August 7, 2023, Planning Commission Agenda as presented. Seconded by Westerling. **Approved**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
 - A. Walgreens PUD Inquiry
Steve Witte representing a potential applicant presented the potential project to the Planning Commission to ask whether they would be in favor or in opposition of a drive-thru going in the on the property south of Walgreens, which is part of the Walgreens PUD.
Commissioners opined that they would not be in opposition to this project they would just like to make sure the speaker for the drive-thru is not pointing at the residence to the south and the southern property line has a good buffer.
Deanna Hunter, a resident of Allendale, has concerns regarding setbacks, fencing, noise, and trespassing from the mining operation next to her property.
Lisa Moorhouse, a resident of Allendale, has concerns regarding the truck routes of the mining operation, and the last time she checked the contact information for the operator of the mine had not been posted.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. Mining Complaint procedure
Planner Ransford presented the procedure for residents to lodge complaints. The residents should first contact the operator of the mine and then if that does not resolve the issue in a timely manner the resident should contact the Planning and Zoning Department, Steve Kushion or Kelli McGovern.
Commissioners discussed the options for putting the financial responsibility for enforcement of zoning violations on the mining operation.
Commissioners discussed the repercussions for the violations of the conditions of operating the mine, whether that be fines or revoking their permit. They also would like to make this complaint procedure more effective and have more open communication. Mr. Zuniga would like to see PCI be responsible for oversight of the mine and then report to the Planning Commission.

Commissioners opined that they would like more information and a response back from staff regarding the procedure and timelines, and the possibility of repercussions for violations.

B. Text Amendment Discussion

- Section 24.11 – Expansion of Existing Use, Structure, or Building
- Section 26.03 – Expansion

Planner Ransford reviewed his memo and the reasoning behind the proposed revisions. They discussed the possibility of abuse of these revisions. Commissioners concurred that this is ready for public hearing and directed Planner Ransford to schedule the public hearing along with other amendments that are ready for public hearing.

10. Old Business: None

11. Public Comments:

Chairperson Adams opened the public comment section.

Jay Knoper, a resident of Allendale, still has concerns about the mining operations and would like to see the operators pay for the Township oversight of the project.

Alan Hebling, a resident of Allendale, is thankful that the Commissioners are listening to the residents but would like there to be tougher repercussions for the mining operations. He would also like to know if anyone has reached out the County regarding the roads.

Bea McKenney, a resident of Allendale, would like to know if the two separate “pits” on Warner are the same and if there should be signs at both locations.

Deanna Hunter, a resident of Allendale, expressed gratitude that she feels that she has been heard. But still has concerns regarding the mining operations and how they operate the mines. She would like to see the mines be required to install privacy fences instead of the snow fences.

Seeing no more comments, Chairperson Adams closed the public comment section.

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Mr. Nadda would like to make sure that the items discussed regarding the mining operations are followed up on.

Mr. Jacquot clarified the hours of operation, and that machinery is not allowed to start before that time.

Mr. Nadda voiced the need to discuss road conditions with our representative on the County Board of Commissioners.

14. Chairperson Adams adjourned the meeting at 8:20 p.m.

Next meeting August 21, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

September 5, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra
Absent: one vacant seat
Staff and Guests Present: Planner Greg Ransford, Supervisor Adam Elenbaas, Planning/Zoning Coordinator Kelli McGovern, Jay Knoper, Mindy Beck, Bea McKenney, Kelly Kuiper, Lisa Moorhouse, Alan Helbling
3. Communications and Correspondence:
Emails received from the Township regarding mining complaints.
4. Motion by Jacquot to approve the August 7, 2023, Planning Commission Minutes with the correction under line 4 for the spelling of his name. Seconded by Zuniga. **Approved 6-0**
5. Motion by Adams to approve the September 5, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Lisa Moorehouse, a resident of Allendale, would like to note that the signage is up at the mine on 46th Ave., however, the contact information is very small, and a person would need to go on the property and get out of their vehicle to read the information.
Jay Knoper, a resident of Allendale, would like an update on the current Bill that is in the Michigan legislature regarding mining regulation. Mr. Knoper also has concerns regarding water drainage, signage, and fencing.
Bea McKenney, a resident of Allendale, has concerns regarding flooding and fencing.
Seeing no more comments, Chairperson Adams closed the public comment section.
7. Public Hearings: None
8. Site Plan Review:
 - A. Mining Complaint Procedure (continued)
Supervisor Elenbaas and Planning/Zoning Coordinator Kelli McGovern discussed the updated complaint procedure and communication of these complaints with the Commissioners. Commissioners discussed the process and how these complaints are monitored.
 - B. Great Lakes Excavating Service – Special Use Amendment Application – 5015 Warner Street Mining Site
 - Seeking to expand the area of excavation.
Kelly Kuiper, representing the applicant, presented the proposed project explaining the steps that they have taken since the last meeting; meeting with the Township and the Ottawa County Road Commission, and implementing a monthly inspection program.
Ms. Kuiper clarified that if the project is approved then they would need to amend the previously approved Soil Erosion and Sedimentation Permit.

Commissioners discussed the removal and then replacement of the topsoil and it was verified that the ordinance calls for 4 inches at a minimum depending on the end use of the property and since it will be a residential use 4 inches was determined to be appropriate.

Motion by Jacquot to approve the project with the following modifications to the resolution prepared by Mr. Ransford:

- a. Fix the times in item #6 to be 7:00am and 8:00am instead of 7:10am and 8:10am.
- b. Revise #16 to provide the Letter of Credit for road maintenance to the Township instead of the Ottawa County Road Commission.
- c. Add the provision that the applicant shall provide a copy of the noise and particulate study that was performed in Moreland Township.
- d. Add a provision that the signage shall be reasonably legible for the average person to read from the road.

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

C. JMM Developers – Special Use Amendment Application – 11910 & 12084 46th Ave. Mining Site

- Seeking to increase the total cubic yards of excavation and resulting pond area.

Kelly Kuiper, representing the applicant, presented the proposed project explaining that the steps taken for the Warner St. mining operation were also taken for the 46th Ave. site.

Mr. Ransford noted that the hydrogeo study was reviewed by the Township Engineer and there were no concerns found.

Motion by Zeinstra to approve the Special Use Amendment with one change to the resolution to revise #21 that the applicant provide the Letter of Credit for road maintenance to Allendale Charter Township instead of the Ottawa County Road Commission. Seconded by Zuniga. **Approved 6-0**

9. New Business: None

10. Old Business:

A. Great Lakes Excavating Service – 5015 Warner St. Mining Site – Annual Report

Kelly Kuiper, a representative for the project, reported that the project is on schedule and that the new procedures put in place for monitoring complaints will help the review process in the future.

Commissioners opined that the report was acceptable.

B. JMM Developers – 11910 & 12084 46th Ave. Mining Site – Annual Report

Kelly Kuiper, a representative for the project, reported that the project is ahead of schedule and reiterated the new complaint procedure will aid the process in the future.

There was consensus among the Commissioners that the report was acceptable.

C. Zoning Ordinance Text Amendments – Draft

- Section 2.01 – Purpose
- Section 3.01 – Effect of Zoning
- Section 12.06 – Development Requirements for PUD's with Residential Uses
- Section 21.04E – Curb and Gutter Requirements
- Section 23.08 – Removal of Topsoil, Sand, Gravel, or Other Minerals
- Section 23.20E4 – Renewable Energies, Permitted Special Uses with Conditions, Solar
- Section 31.16 – Definitions, Outdoor Venues
- Section 32.08 – Definitions, Green Wood
- Section 32.16 – Definitions, Outdoor Wood Boiler

- Section 32.20 – Definitions, Special Event
- Section 23.22 – Outdoor Wood Boilers
- Section 23.21 – Outdoor Venues

Commissioners discussed the amendment drafts and opined that the proposed amendments were ready for public hearing except for Section 12.06 as they would like more time to review that draft.

11. Public Comments:

Chairperson Adams opened the public comment section.

Bea McKenney, a resident of Allendale, wondered how the public could get answers to the questions that were raised. Chairperson Adams responded that there are notecards to fill out if someone would like a staff member to respond to their comments.

Seeing no more comments, Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the vacant Planning Commission seat has been filled, set the public hearing date for the Township millage rate, and there were corrections to the Waste Water Treatment improvements bid paperwork.

13. Commissioner and Staff Comments

Mr. Nadda thanked Supervisor Elenbaas and Ms. McGovern for coming to the meeting to help answer questions regarding the complaint procedure.

14. Chairperson Adams adjourned the meeting at 8:26pm.

Next meeting September 18, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

September 18, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Adams, Bronson, Westerling, Nadda, Jacquot, Zeinstra

Absent: Zuniga

Staff and Guests Present: Planner Greg Ransford, Marcel VanderLaan, Traci & Rex Gulch, Becky Page

3. Communications and Correspondence:

Notice received from Blendon Township regarding the public hearing for their Master Plan Update.

4. Motion by Jacquot to approve the September 5, 2023, Planning Commission Minutes as presented.
Seconded by Nadda. **Approved 6-0**

5. Motion by Adams to approve the September 18, 2023, Planning Commission Agenda as presented.
Seconded by Jacquot. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Steve Witte from Nederveld requested some time at the end of the meeting to introduce a possible new project and ask for the Commissions opinion.

Seeing no more comments, Chairperson Adams closed the public comment section.

Commissioners agreed to hear about the project later in the meeting.

7. Public Hearings:

A. Allendale Christian School Special Use Application – 11050 64th Ave. – Building addition of approximately 24,384 sq. ft. and related parking lot.

Mr. Zeinstra recused himself from the discussion of the Allendale Christian School project and the Tommy's Express project due to being professionally involved in the ACS project and other Tommy's Express projects within the state.

Planner Ransford reviewed his memo regarding the Allendale Christian School project. Noting that the traffic study was reviewed by the Township Engineer and found the plan to be acceptable for the current application.

Becky Page from Holland Engineering, representing the applicant, presented the project.

Commissioners discussed the traffic study.

Chairperson Adams opened the public comment section of the public hearing.

An attendee asked if the applicant knew what the percentage of kids ride the bus versus parent pick-up.

Seeing no more comments, Chairperson Adams closed the public comment section of the public hearing.

Motion by Westerling to approve the Allendale Christian School Special Use Application per the Township Planner's Memo with the condition that the school will stagger drop-off and pick-up times if the need arises to relieve traffic back-ups. Seconded by Nadda. **Approved 5-0**

8. Site Plan Review: None

9. New Business: None

10. Old Business:

A. Tommy's Express Special Land Use – Minor Amendment

Steve Witte from Nederveld, representing the applicant, presented the proposed amendment to expand the canopy cover.

Planner Ransford reviewed his memo regarding the amendment.

Commissioners opined that the proposed amendment was minor.

Motion by Nadda to approve the minor amendment for the canopy to extend over the setback area as presented. Seconded by Westerling. **Approved 5-0**

Mr. Zeinstra rejoined the meeting.

B. Zoning Ordinance Text Amendments – Draft

- Section 12.06 – Development Requirements for PUD's with Residential Uses

Planner Ransford reviewed his memo regarding the draft amendment to Section 12.06.

Commissioners discussed ways to simplify the calculation of required open space and density bonuses.

The Commission directed Planner Ransford to revise the language for the next available meeting for their review.

11. Public Comments

Chairperson Adams opened the public comment section.

Steve Witte from Nederveld gave more information regarding a possible project for RJM Properties on Lake Michigan Dr.

Commissioners opined that they would be open to reviewing this project. Commissioners specifically noted that if the number of units proposed remains, some should be oriented/more to the east, the west building is not appropriate, and the density is reasonable for R-3 rather than R-4.

Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the tax millage did not get raised, Springfields North Final Plat was approved, the Board discussed increased water and sewer rates, and continued budget discussions.

13. Commissioner and Staff Comments:

Mr. Bronson introduced himself and his background as a licensed surveyor.

Commissioners welcomed Mr. Bronson to the Commission.

Mr. Jacquot noted that the Commissioners received communication from township staff regarding the complaint procedure for mining operations and thanked staff for updating that procedure following the last Planning Commission meeting and sending a letter to residents in the surrounding area to outline that procedure.

14. Chairperson Adams adjourned the meeting at 8:11 p.m.

Next meeting October 2, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

October 2, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Nadda, Bronson, Westerling, Zuniga, Jacquot, Zeinstra
Absent: Adams
Staff and Guests Present: Planner Greg Ransford
3. Communications and Correspondence:
4. Motion by Jacquot to approve the September 18, 2023, Planning Commission Minutes as presented. Seconded by Westerling. **Approved 6-0**
5. Motion by Nadda to approve the October 2, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 6-0**
6. Public Comments for *non-public hearing item*:
Vice-Chairperson Nadda opened the public comment section for non-public hearing items.
Seeing no public comments, Vice-Chairperson Nadda closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. Discussion Items
 - Alternative parking surfaces
Planner Ransford reviewed his memo regarding the alternative parking surfaces.
Commissioners discussed this item and other possible requirements that would go along with the alternative surface.
Commissioners directed Planner Ransford to put together some draft language to allow and regulate alternative parking surfaces.
 - Town Center – Master Plan
Planner Ransford reviewed his memo. He noted that the Town Center concept was in the Master Plan but had been removed during the last update. Planner Ransford then explained the process to amend the Master Plan to add the Town Center back into the Master Plan.
Commissioners discussed the history of the Town Center concept and the reasons it was taken out of the Master Plan when the Planning Commission updated it the last time.
Commissioners opined that they would like to see this concept revived and directed Planner Ransford to start the process.
10. Old Business: None
11. Public Comments:
Seeing no public, Vice-Chairperson Nadda opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board scheduled the public hearing for the DDA TIF Plan, signed the contract for the sewer approvals, and signed the 2024 Independence Day fireworks contract, noting that it is Allendale's 175th Anniversary. The Board also discussed the early voting requirements for elections and how the Township will partner with either surrounding Townships or the County to fulfill that requirement.

13. Commissioner and Staff Comments: None

14. Vice-Chairperson Nadda adjourned the meeting at 8:21 p.m.

Next meeting October 16, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

October 16, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra, Branson
Absent:
Staff and Guests Present: Planner Greg Ransford, Jack Barr, Duke Schut
3. Communications and Correspondence: None
4. Motion by Jacquot to approve the October 2, 2023, Planning Commission Minutes as presented. Seconded by Zeinstra. **Approved 7-0**
5. Motion by Adams to approve the October 16, 2023, Planning Commission Agenda as presented. Seconded by Zuniga. **Approved 7-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no comments, Chairperson Adams closed the public comment section.
7. Public Hearings: None
8. Site Plan Review:
 - A. Walgreens Planned Unit Development Amendment – The Raymond Building
Jack Barr from Nederveld, representing the applicant, introduced the project to build a new building to the south of the Walgreens building. Steve Witte from Nederveld joined the conversation.
Planner Ransford reviewed his memo.
Commissioners discussed the location of the drive-thru speaker and concluded that they would like to see it facing angled more to the southwest, away from the residence located to the south of the property.
Commissioners would like to see direction arrows to control traffic around the west end of the property.
The Commissioners directed Mr. Witte to remove the tree at the southwest corner of the building and to add a note that the 2 trees that go on the large island will be a minimum of 3-inch caliper.
Mr. Witte and the Commissioners discussed parking and decided that it would be appropriate to show deferred parking for possible future use.
Commissions opined that a traffic study would not be necessary.
Commissioners directed Planner Ransford to schedule the public hearing for the November 6 meeting.
9. New Business: None
10. Old Business: None
11. Public Comments:
Chairperson Adams opened the public comment section.
Duke Schut asked the Commission if it is a requirement going forward that to amend a PUD the applicant will need to get approval from the other property owners in the PUD.

Planner Ransford noted that it was the opinion of Township legal counsel that unless the original developer of the PUD retains the rights to make changes to the PUD it would require approval from the other property owners in a PUD to amend the PUD regulations.

Seeing no more comments, Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board worked on finishing the budget and set the public hearing to approve the budget.

13. Commissioner and Staff Comments:

Planner Ransford noted that for the 2nd meeting of November he will be on vacation, and Mr. Branson noted that he will also be gone.

14. Chairperson Adams adjourned the meeting at 8:15 p.m.

Next meeting November 6, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

November 6, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Bronson, Westerling, Zuniga, Nadda, Jacquot, Zeinstra
Absent: None
Staff and Guests Present: Planner Greg Ransford, Duke Schut, Steve Witte, Greg DeJong
3. Communications and Correspondence: None
4. Motion by Zeinstra to approve the October 16, 2023, Planning Commission Minutes as presented.
Seconded by Zuniga. **Approved 7-0**
5. Motion by Adams to approve the November 20, 2023, Planning Commission Agenda as presented.
Seconded by Nadda. **Approved 7-0**
6. Public Comments for *non-public hearing item*:
Chairperson Adams opened the public comment section for non-public hearing items.
Seeing no public comments, Chairperson Adams closed the public comment section.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
10. Old Business:

A. Walgreens Planned Unit Development Amendment – The Raymond Building

Planner Ransford reviewed the project noting that the public hearing needs to be rescheduled as the applicant would like to add more uses to the PUD than just the restaurant use with a drive-thru, that the public notice stated, thus a new notice and public hearing will need to be scheduled. Planner Ransford also stated that Mr. Burger responded to the applicant stating that they are opposed to any changes to the PUD.

Steve Witte of Nederveld, representing the applicant, introduced the project, noting a few changes that they were directed to make at the last meeting. Mr. Witte stated that there are ongoing discussions with Mr. Burger and Walgreens regarding the proposed changes to the PUD.

Commissioners discussed the opinion of legal counsel regarding the issue of the other property owners in the PUD signing off on the amendment. Commissioners decided that they would like more information from the Township Attorney on this matter.

Mr. DeJong requested that the requirement for approval from the other property owners in the PUD be removed so they can move forward with the project.

Commissioners discussed that possibility and limiting the approved uses.

Mr. Witte requested that the public hearing be scheduled.

Commissioners opined that they would like to keep this moving forward and directed Planner Ransford to schedule the public hearing for December 4, but would like to have the Township Attorney at the November 20 meeting to discuss the legal issues surrounding this project.

B. Zoning Ordinance Text Amendments – Drafts

- Section 12.06 – Development Requirements for PUD’s with Residential Uses

Planner Ransford reviewed his memo regarding this topic.

Commissioners discussed the amount of water that could be counted towards the open space requirement. They also reviewed the definition of steep slopes regarding usable open space.

Commissioners directed Planner Ransford to draft the language as discussed and have the Township Engineer test an eleventh version.

- Section 21.03 – Parking Lot Pavement Requirement

Planner Ransford reviewed the proposed text amendment, noting the suggestions of one of the applicants whose project is under staff review.

Commissioners discussed the language regarding screening, parking for customers and employees, and acceptable alternative materials.

Commissioners directed Planner Ransford to draft the language as discussed.

C. Master Plan Town Center

Planner Ransford reviewed his memo regarding the Master Plan.

Commissioners directed Planner Ransford to draft the Town Center chapter language based on the old language that was removed from the Master Plan during the previous revision.

11. Public Comments:

Seeing no public present, Chairperson Adams opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board set the public hearing for the 2024 Budget for November 13.

13. Commissioner and Staff Comments:

Mr. Zuniga asked for an update regarding the Natan Auto site. Planner Ransford noted that he will check with the Zoning Administrator.

14. Chairperson Adams adjourned the meeting at 8:46 p.m.

Next meeting November 20, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

November 20, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Adams, Westerling, Zuniga, Nadda, Jacquot, Zeinstra

Absent: Bronson

Staff and Guests Present: Sharon Kleinjans, Greg DeJong

3. Communications and Correspondence:

4. Motion by Jacquot to approve the November 6, 2023, Planning Commission Minutes as presented.
Seconded by Zuniga. **Approved 6-0**

5. Motion by Adams to approve the November 20, 2023, Planning Commission Agenda as presented.
Seconded by Zeinstra. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

Mr. Greg DeJong spoke regarding the Planning Commission process and the invoice that he received from the Township for services provided for reviewing his project.

Seeing no more comments, Chairperson Adams closed the public comment section.

7. Public Hearings: None

8. Site Plan Review: None

9. New Business: None

10. Old Business:

A. Zoning Ordinance Text Amendments – Drafts

- Section 12.06 – Development Requirements for PUD’s with Residential Uses

Commissioners discussed that they preferred version 11 that requires 10% open space as a minimum.

Mr. Zeinstra also noted that he has seen other townships require a comparison plan that shows the development under the current zoning versus what would be proposed. Commissioners agreed that this is a favorable option and would like to discuss this further with Planner Ransford.

- Section 21.03 – Parking Lot Pavement Requirement

Commissioners discussed the definition of “low volume” and discussed the possibility of seeing something quantitative to be better able clarify that. Commissioners also opined that they need to better define what storage is and what parking is.

11. Public Comments:

Chairperson Adams opened the public comment section, and seeing no comments he closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Board approved the new parental leave policy for employees, approved the streetlight agreement for Springfield North, and discussed the Ottawa County trail project and potential future light at 60th Ave.

13. Commissioner and Staff Comments:

Mr. Zuniga noted that he was going to have a meeting with Mark Adams, Supervisor Elenbaas, and the building inspector regarding the Natan Auto site plan and how the site does not match what was approved by the Planning Commission.

A. 2024 Proposed Meeting Schedule

Motion by Westerling to drop the January 2nd and September 3rd meetings off the proposed schedule.

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

14. Chairperson Adams adjourned the meeting at 7:48 p.m.

Next meeting December 4, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

December 4, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Westerling, Bronson, Zuniga, Nadda, Jacquot
Absent: Zeinstra
Staff and Guests Present: Planner Greg Ransford, Township Attorney Bob Sullivan, Planning and Zoning Coordinator Kelli McGovern, Scott Lyman, Steve VanDyken, Peter Christopoulos, James Christopoulos, Kim Dunn, Jeff Dunn, Duke Schut
3. Communications and Correspondence: None
4. Motion by Jacquot to approve the November 20, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 6-0**
5. Motion by Adams to approve the December 4, 2023, Planning Commission Agenda with the change to move Item 10 in front of Item 6. Seconded by Jacquot. **Approved 6-0**
6. Old Business:
 - A. Planned Unit Development ownership opinion – Attorney Sullivan

Mr. Sullivan presented his legal opinion regarding the process of amending a PUD when there are multiple owners, and the original owner did not specifically retain control of the PUD. He opined that any owner in such a PUD would need approval from the other owners in the PUD to amend the PUD.

Commissioners discussed the legal opinion.
7. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items.

James Christopoulos, a business owner in Allendale, thanked the Township for the Christmas lights.

Seeing no more comments, Chairperson Adams closed the public comment section.
8. Public Hearings:
 - A. Walgreens Planned Unit Development Amendment – The Raymond Building

Steve Witte of Nederveld, representing the applicant, presented the proposed building and amendment to the PUD.

Mr. Ransford reviewed his memo and explained to the public what was happening with this project.

Chairperson Adams asked Mr. Sullivan if he had anything to add and Mr. Sullivan reiterated his previous comments that he does not believe that one owner has the authority to amend the PUD without the other owners' approval and that the property owner bought the property knowing the restrictions that were placed on that particular property.

Mr. Witte reiterated his opinion that each parcel is its own entity, and that Mr. DeJong is the "holder" of the PUD for Parcel c and should not have to get outside approval from other property owners.

Chairperson Adams opened the public comment section of the public hearing.

James Christopoulos, owner of the Allendale Mr. Burger, a tenant of the Walgreens PUD, commented that he opposes the proposed changes to the PUD. He does not want competing uses to be allowed as when they bought in, they bought in with the understanding that the last parcel in the PUD only allowed

certain uses that do not compete with Mr. Burger. He is also worried that the parking proposed is not sufficient for the size of the proposed building.

Greg DeJong, the owner of the property and resident of Allendale, apologized to the owners of Mr. Burger stating that he does not want to put a competing use in that building and that the current language is very restrictive to what can go in that building. He is not pursuing restaurant businesses to occupy that drive-thru space. He also noted that he was not asked for approval when Mr. Burger amended the PUD for their project.

Duke Schut, the general contractor for the project and a resident of Allendale, noted that he was a Planning Commissioner previously and had never seen an owner in a PUD need to get permission from other owners to make changes. He also noted that the current approved list of uses is very restrictive, and that list was made when there was a tenant that was going to build on that site.

James Christopoulos addressed the Commissioners again. He appreciates Greg and the respect that Greg has for his family, and that he and his mom have had discussions with Greg regarding this project. He opines that there are many uses available for this site. He notes that Mr. Burger does not trust that if these changes go through that there will be no competing uses in that building, which is what they were assured of when they bought their property within the same PUD. Mr. Christopoulos pointed out that when Mr. DeJong stated that he was not asked for approval when Mr. Burger sought changes, he was the selling agent of the property and argued for Mr. Burger to be approved.

Chairperson Adams closed the public comment section.

Mr. Sullivan noted that if the Commission approves the list with uses of sub shop, donut shop, delicatessen, coffee house, it puts the Township in a tough position of enforcement where they must monitor what the menu items would be and then must determine if they would comply with the standards.

Mr. Witte reiterated his stance on the legal opinion of amending a PUD and that Mr. DeJong should not have to get approval from the other property owners in the PUD to amend it as it is his property.

Commissioners discussed the legal opinion and how it is related to this project as Mr. Burger is a part of the PUD and does not agree with the proposed list of uses.

*Chairperson Adams made a motion to open a public comment time. Seconded by Nadda. **Approved 6-0***

Mr. DeJong stated that he would like to strike Item F from the list of approved uses and thinks that Mr. Burger will agree to this new list.

Mr. Christopoulos responded to Mr. DeJong's offer to strike Item F from the list. He would like to see Items A, F, J, and N all removed as they could still turn into competing uses.

Mr. Schut spoke to the legal opinion of needing approval from the other property owners and that he believes that this is not a good precedent to set.

Mr. Witte asked the hypothetical question that if Mr. DeJong would like to remove the property from the PUD and seek to rezone it, would they need the other property owner's approval to do so?

Chairperson Adams closed the public comment time.

Chairperson Adams discussed the option of tabling the project to give the applicant time to come to an agreement with the other owners in the PUD regarding acceptable uses.

Commissioners discussed the uses and what could be considered competing uses. Mr. Witte offered to add the phrase "non-food commodities" to Item A. Commissioners were agreeable to that addition and opined that with that addition to Item A and Item F stricken from the list they believe that there would be no competing uses.

*Motion by Mr. Jacquot to open a public comment time. Seconded by Mr. Bronson. **Approved 5-1** with Mr. Adams opposing.*

Mr. Christopoulos noted that he comes from a position of distrust, and that he believes that Mr. DeJong knew the restrictions when he bought the property. He noted that he would like more provisions added to Items J and N to restrict the possibility of food being served.

Chairperson Adams closed the public comment time.

Mr. Adams clarified the process of providing a recommendation to the Board and that the Board would have to approve or deny the project.

Mr. Nadda made a motion, seconded by Jacquot, to recommend the approval of the proposed *site plan and* resolution to amend Walgreens PUD to the Township Board with the changes of:

- Removing Item F completely
- Adding “non-food commodities” to Item A

Approved 6-0

B. Emerald Springs Tentative Preliminary Plat – Phase One & Minor Amendment

Mike McGraw with Signature Land Development and Eastbrook Homes presented the project noting that there is no intent to add property to PUD.

Planner Ransford reviewed his memo regarding the project and went over the process of the PUD and platting the property.

Chairperson Adams opened the public comment section of the public hearing.

Seeing no comments, Chairperson Adams closed the public comment section.

Mr. Nadda asked where the extra 2’ came for the lots. Mr. McGraw explained that the 2’ essentially comes from a future phase by either making the lots smaller or removing lots from future phases. They will all meet or exceed the minimum lot width allowed in the PUD but for this phase have decided to add 2’ to the previously approved width.

There was a question regarding the placement of the mailbox cluster, but Mr. McGraw noted that the Post Office dictates where that cluster is required to be placed.

Motion by Nadda, seconded by Zuniga, to recommend approval to the Board of Emerald Springs Tentative Preliminary Plat & Minor Amendment as presented. **Approved 6-0**

9. Site Plan Review: None

10. New Business:

A. Discussion Item – Development dewatering and related noise – potential to regulate

Planner Ransford reviewed his memo regarding this discussion item.

Mr. Sullivan noted that noise violations are difficult to enforce and prosecute. He stated that it would be easier to put requirements on an applicant during the review process to mitigate the noise.

Commissioners discussed the options of limiting times or enclosing the equipment in a temporary structure.

Commissioners directed Planner Ransford to add this item to the site plan checklist to review it on the front end of application to mitigate the disturbance.

11. Public Comments:

Chairperson Adams opened the public comment section.

Scott Lyman, an Allendale resident, commented on the noise of the dewatering and said that it is not bothersome to him. He noted that he lives near the Emerald Springs project and is now having issues with his shallow wells. He is working with Ottawa County and the developer to resolve the issue. He just wonders how long the developer has to resolve his issue.

Kim Dunn, a resident of Allendale, commented on the noise of the pumps running at the Emerald Springs project and is worried about water quality and wells running dry.

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Mr. Jacquot questioned Mr. Sullivan regarding noise standards and if they should just go away, but Mr. Sullivan believes that those regulations need to be in place and be reviewed on a case-by-case basis.

Mr. Nadda has questions regarding dewatering and what can we do to prevent loss of use for the surrounding wells.

Commissioners directed Planner Ransford to review the geological study that was provided for the Emerald Springs project to make sure that the lower well water levels are not in conflict with the report.

Mr. Zuniga reported that he had a meeting regarding the Natan Automotive shop and possible violations of their special land use permit. He noted that Steve Kushion is going to reach out and ask the owner to come into the Planning Commission to present what is going on there, ~~And the Planning Commission will decide if they are in violation.~~ and if they will have to resubmit to the Township to amend their approval.

14. Chairperson Adams adjourned the meeting at 8:50 p.m.

Next meeting December 18, 2023, at 7:00 p.m.
Minutes respectfully submitted by Kelli McGovern



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

December 18, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Adams, Westerling, Bronson, Zuniga, Jacquot, Zeinstra

Absent: Nadda

Staff and Guests Present: Planner Greg Ransford

3. Communications and Correspondence:

4. Motion by Zeinstra to approve the December 4, 2023, Planning Commission Minutes with the revision of striking the second to last sentence regarding a “violation.” Seconded by Westerling. **Approved 6-0**

5. Motion by Adams to approve the December 18, 2023, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Adams opened the public comment section for non-public hearing items. Seeing no comments, Chairperson Adams closed the public comment section.

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. 2023 Annual Report of the Planning Commission

Mr. Bronson noted that his name was spelled incorrectly.

Motion by Jacquot, seconded by Westerling to approve the 2023 Annual Report with the correction of the spelling of Mr. Bronson’s name. **Approved 6-0**

B. 2024 Work Program

Motion by Zeinstra to approve the 2024 Work Program with the addition of reviewing PUD ownership language. Seconded by Zuniga. **Approved 6-0**

C. Election of Officers

Motion by Westerling, seconded by Jacquot to keep the officers as they currently are Adams – Chairperson, Nadda – Vice-Chairperson, Secretary – Zuniga. **Approved 6-0**

10. Old Business:

A. Zoning Ordinance Text Amendments – Drafts

- Section 12.06 – Development Requirements for PUD’s with Residential Uses

Commissioners discussed their concerns regarding lot bonuses and noted that the wetland determination language is confusing. Direction was provided to Ransford to update the draft.

- Section 21.03 – Parking Lot Pavement Requirement

Commissioners discussed deferred parking and directed Planner Ransford to update the draft.

11. Public Comments:

Chairperson Adams opened the public comment section.

Sharon Kleinjans, a resident of Allendale, asked about PUD wording for the PUD located at 52nd and Lake Michigan Dr.

Seeing no more comments, Chairperson Adams closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that County Commissioner Sylvia Rhodea was at the last Board meeting, the DDA funding was continued and there will be a 150-year celebration for Allendale.

13. Commissioner and Staff Comments:

Planner Ransford asked the Commission if they would like to add a date to meet during January as they were only scheduled to meet on January 15, due to New Years Day falling on the 1st Monday. The Commissioners opined that they would like to keep the schedule as previously approved, with only one date.

14. Chairperson Adams adjourned the meeting at 8:16 p.m.

Next meeting January 15, 2024, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern

