



**ADA TOWNSHIP PLANNING COMMISSION MEETING
THURSDAY, JANUARY 18, 2024, 5:30 P.M.
ADA TOWNSHIP OFFICE, ASSEMBLY HALL
7330 THORNAPPLE RIVER DR SE, ADA, MI**

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES OF DECEMBER 21, 2023, REGULAR MEETING**
- V. PUBLIC HEARING** - none
- VI. UNFINISHED BUSINESS** - none
- VII. NEW BUSINESS**
 - 1. Land Division creating 4 parcels from 1 parcel in the RR Zoning District, White House Ventures LLC, 7540 Conservation Street NE, Parcel No. 41-15-22-300-006
- VIII. COMMISSION MEMBER / STAFF REPORTS**
 - 1. Planning Commission Schedule for coming year
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT**



**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE MEETING DECEMBER 21, 2023, REGULAR MEETING**

DRAFT

A regular meeting of the Ada Township Planning Commission was held on Thursday, December 21, 2023, at 5:30 p.m., at the Ada Township Hall Rix Room, 7330 Thornapple River Dr., Ada, Michigan.

I. CALL TO ORDER

Chair Korth called the meeting to order at 5:30 p.m.

II. ROLL CALL

Members Present: Burton, Butterfield, Easter, Jacobs, Kluting, Korth, Moyer

Members Absent: 0

Staff Present: Bajdek, Buckley, Said

Others Present: 5

III. APPROVAL OF AGENDA

Moved by Easter, supported by Jacobs, to approve the agenda as presented. Motion carried.

IV. APPROVAL OF MINUTES OF NOVEMBER 16, 2023, REGULAR MEETING

Moved by Easter, supported by Jacobs, to approve the November 16, 2023, Regular Meeting minutes as presented. Motion carried.

V. PUBLIC HEARING - none

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

- 1. Request for Special Use Permit for health care office (optometrist), Heather Jones for Sundog Properties East LLC, 7175 Headley Street SE, Parcel No. 41-15-28-479-005**

Dr. Heather Jones presented her request for a Special Use Permit to allow for a full-service optometry office.

Korth opened the public hearing at 5:35 p.m. There was no public comment and the public hearing was closed.

Following a brief discussion about the zoning ordinance and its Special Use regulations, it was moved by Moyer, supported by Jacobs, to approve the Special Use Permit. Motion carried.

VIII. COMMISSION MEMBER / STAFF REPORTS

Planning Director Said noted that at the most recent Township Board meeting Angela Butterfield, Tom Korth, and Steve Kluting were re-appointed, each for new 3-year terms, on the Planning Commission.

There was discussion among the Commissioners and Planning Staff regarding the code of ordinances and the reason for Special Use allowance for a health care facility (medical) vs. general office (retail) use. It was agreed that that part of the ordinance would be reviewed (with many other zoning codes) at the time of the zoning ordinance re-write process later next year.

IX. PUBLIC COMMENT - none

X. ADJOURNMENT

Moved by Easter, supported by Jacobs, to adjourn the meeting at 5:44 p.m. Motion carried.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk

rs:eb



MEMORANDUM

Date: 01.10.24

TO: Ada Township Planning Commission
FROM: Department of Planning
RE: **January 18, 2024 – Site Plan Review, Land Division – 7540 Conservation St. NE, Parcel No. 41-15-22-300-006, White House Ventures LLC/Brian Papke**

Request Overview

The applicant proposes to divide the subject 12.33 acre property (*zoned R-R Rural Residential*) into four (4) parcels. This will consist of the “parent” parcel with an existing home, and three new parcels proposed for construction of three (3) new single-family homes. Three of the lots (A, B, and parent) will have access to Conservation Street via a new private road; the new Parcel “C” will have access to Conservation via an existing driveway.

All lots will meet applicable area and width requirements, which are 2 acres and 200 feet, respectively, in the R-R District. The pre-existing conditions on this lot consisted of an existing home with an attached garage, along with a detached garage, located roughly in the center of the 12.33 acre site. As noted, the existing home will remain on the remnant property, while the detached garage will be removed (see below).

Analysis

Discussion

As noted above, all lots will meet applicable area and width requirements, with exclusion of the private road easement. The private road easement as proposed will also meet applicable requirements, with a minimum 30-foot width. The proposed private road within the easement will be 14 feet wide. The applicant will need to meet all applicable requirements pertaining to the private road, including but not limited to slope, as existing contours result in elevation changes throughout the property.

The subject property also contains an existing pond and creek winding roughly from the south to the north through the property. Honey Creek also traverses the property, roughly along an east-west path, south of the pond near the southern lot line of the subject property. As a result, any new development on the property will need to maintain applicable riparian setback requirements. The applicant’s plans include these setback areas.

An existing garage on the property is located on the future new Parcel “A;” this garage will need to be removed prior to Staff approval of the land division, in order to meet applicable Zoning Ordinance requirements prohibiting an accessory structure without a principal structure on the same lot.

The applicant will require Kent County approval for new well and septic services for each new home to be constructed. Stormwater drainage will need to be met, including a stormwater plan and permit for any home exceeding a 3,000 square-foot footprint.

In addition to the zoning lot area and width requirements noted above, the parcels will be required to meet the other applicable Zoning Ordinance regulations. For the record, the applicant and all future property owners/developers/interested parties are so informed that Staff would not support any future variance requests to placement (setback) requirements for these lots, as any unusual physical lot situations would be considered self-created hardships.

Layout Revisions

The applicant has provided an updated plan with some revisions to the lot layouts; however, since this information was submitted after the deadline, it is not part of the current review or report. If the applicant opts to pursue the revised plan, it will necessitate Staff review at a minimum and may require further review by the Planning Commission. The applicant has indicated he will discuss this further at the January 18 meeting.

Review Criteria

Section 78-544 of the Zoning Ordinance identifies the following standards applicable to lot divisions:

- (1) Addressing zoning requirements for number of permitted lots, minimum lot size and minimum lot width.
- (2) Lot shapes, which must be rectangular to the extent possible, although may be irregularly shaped dependent on natural features of the site such as topography and woodlands.
- (3) Maximum length-to-width ratio of 3-to-1.
- (4) All lots shall have legal access to a public street and shall have the capability of being provided with safe vehicular access to a public road, including driveway sight distance sufficient to avoid public hazard.
- (5) All lots shall have land area having natural features suitable for building construction for uses permitted in the zoning district in which the parcel is located, and be capable of being developed in compliance with applicable building setback requirements as specified in the township's zoning ordinance.
- (6) The size, shape and arrangement of lots and building envelopes shall be such that the following objectives, to the maximum extent practical, are accomplished, in the judgment of the planning commission:
 - a. Building envelopes are located such that they are least visible from the adjoining public road and adjoining properties.
 - b. Building envelopes are located such that excavation for buildings and access drives avoids wetlands, steeply sloped areas and other sensitive natural features, and such that natural vegetated buffers are maintained adjacent to wetlands and streams.
 - c. Building envelopes are located to avoid placement of buildings on prominent hilltops and ridgelines, to maintain scenic views and the natural visual qualities of the township.
- (7) The land division complies with the provision of natural vegetation zones in conformance with section 78-32, riparian area protection standards.
- (8) Each lot to be created by the proposed land division shall fully comply with all other requirements of the Township's Zoning Ordinance.

It is Staff's conclusion that the proposed land division of for the subject property meets the above criteria.

Conclusion & Recommendation

Staff has no objections to the approval of the requested land division, subject to the following:

- 1) Prior to administrative approval of the Land Division, the applicant will need to obtain a demolition permit for the removal of the existing detached garage.



APPLICATION FOR APPROVAL OF LAND DIVISION
(Creating 3 or more lots, exclusive of remainder parcel, OR division of a platted lot)

Applicant Information:

Name: WHITE HOUSE VENTURES, LLC

Address: 780 DOLEMAN AVE., NE ADA, MI 49301

Phone Number: 616.648.0518 Email: PAPKE2525@GMAIL.COM

Property Owner Name(s) and Address (if different than above): _____

Permanent Parcel No.(s): A1-15-22-300-006 Property Address: 7540 S. CORKRAN ST. NE

Parent Parcel Size: 12.33 ACRES Zoning District: RR - RURAL RESIDENTIAL

This application must contain the following information, as required by PA 591 of 1996, and the Ada Township Zoning Ordinance, unless it is determined, in consultation with the Zoning Administrator, that the information is not applicable to the proposed division:

A survey of the property must contain the following information:	YES	NO	N/A
Date of survey, north arrow and scale	X		
Boundaries, including bearings and dimensions of existing & proposed parcels	X		
Size of each proposed parcel, both inclusive of & exclusive of public and private road right-of-way	X		
Existing and proposed access and utility easements	X		
Zoning of the subject property and abutting properties	X		
Setback lines and lot width measurements for all proposed lots, or boundaries of allowable building envelopes	X		
Existing topographic contours, at 10-foot intervals or less	X		
Woodland boundaries and other predominant vegetative cover on the subject Property	X		
Wetland boundaries, regardless whether subject to State regulation	X		
Planned location of future driveways, shared driveways and private roads that will provide access to proposed lots	X		
Other information that may be required for Land Division approval:	YES	NO	N/A
Accurate legal description for each parcel proposed to be created	X		
Proof that all due and payable taxes or installments of special assessments are paid in full (Land Division Tax Payment Certification Form from Kent County Treasurer)	X		

Applicant Signature: [Signature] Date: 12/4/2023

Owner Signature(s): _____ Date: _____

REVIEW AND APPROVAL PROCEDURE:

- If the proposed land division creates three (3) or more new parcels, not counting the remainder of the parent parcel, or is a land division of a platted lot, the review for compliance with the provisions of the Zoning Ordinance is carried out by the Planning Commission, rather than by the Zoning Administrator. Please contact the Planning Department regarding the scheduled date of the Planning Commission meeting at which the application will be reviewed.
- A signed copy of the application form and a confirming cover letter will be sent to you following completion of the review process.

APPLICATION FEE:

An application fee in the amount of \$250.00 must accompany this application.

TO BE COMPLETED BY ADA TOWNSHIP

Application Received: 12-6-2023 Initial: eb
mm / dd / yy

App. Fee of \$ 250.00 Received: 12/7/23 Initial: eb Check # 101 Receipt # 359219
mm / dd / yy

Land Division Tax Payment Certification Form from the Kent County Treasurer's office received? Yes: ☐ No: ☐

CERTIFICATION AS TO COMPLIANCE WITH THE LAND DIVISION ACT (ACT 288 OF 1967, AS AMENDED):

☐ Approved by Assessor Signature: _____ Date: _____

CERTIFICATION AS TO COMPLIANCE WITH THE ADA TOWNSHIP ZONING ORDINANCE:

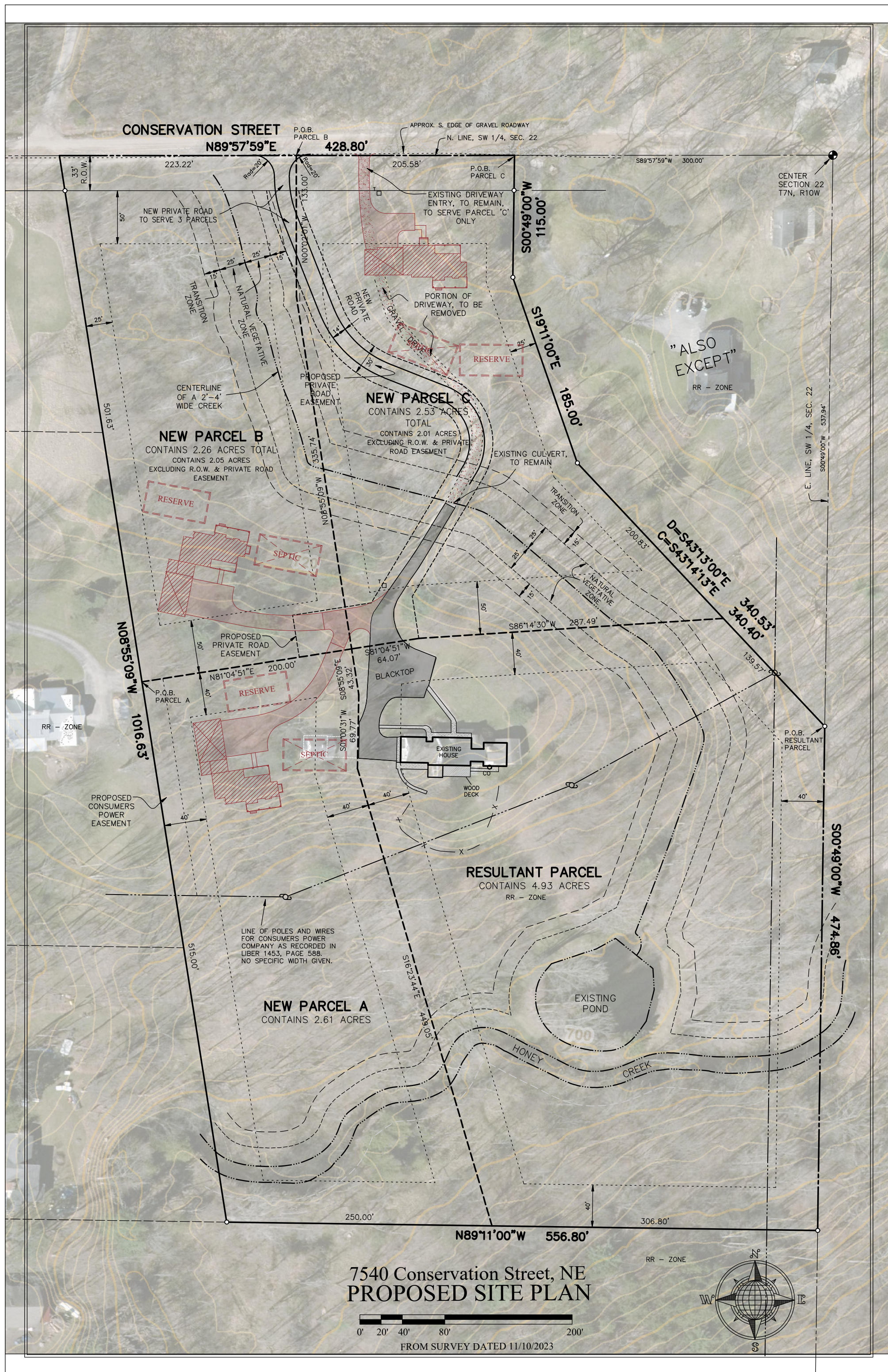
Planning Commission review required? Yes: ☐ No: ☐

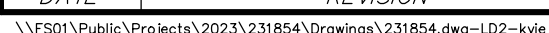
If yes, date of Planning Commission meeting: _____

Zoning Administrator's Signature: _____ Date: _____

Approval is denied by the ☐ Assessor ☐ Zoning Administrator ☐ Planning Commission,
for the following reasons: _____

Updated 08/14/2023 {f:\users\planzone\app&forms\app templates





7540 Conservation St - Ada

Beck, David <dbeck@kentcountyroads.net>
To: Brian Papke <papke2525@gmail.com>

Mon, Nov 27, 2023 at 2:12 PM

Brian,

Your proposed shared driveway entrance to serve three parcels located 80ft west of the existing residential driveway for address 7540 Conservation St is acceptable. Your shared driveway entrance must meet Kent County Road Commission Detail A specifications. I have attached a copy of our Detail A specs for your reference. Due to the fact that this portion of Conservation St has a gravel road surface, the driveway entrance may also have a gravel surface. Any questions, please advise.

**Dave Beck***Permit Manager*

o. (616) 242.6901 ext. 2992 | f. (616) 336.4397

dbeck@kentcountyroads.net**Kent County Road Commission**

1900 4 Mile Rd NW, Walker, MI 49544

kentcountyroads.net

From: Brian Papke <papke2525@gmail.com>
Sent: Thursday, November 16, 2023 9:08 AM
To: Beck, David <dbeck@kentcountyroads.net>
Subject: Fwd: 7540 Conservation St - Ada

External Sender

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PROPOSED

MEETING DATES FOR FISCAL YEAR 2024-2025

PLANNING COMMISSION - 5:30PM, 3RD Thursday of the Month

<u>Meeting Dates - 2024</u>	<u>Agenda Deadline</u>
April 18	March 21
May 16	April 18
June 20	May 23
July 18	June 20
August 15	July 18
September 19	August 22
October 17	September 19
November 21	October 24
December 19	November 21
<u>Meeting Dates – 2025</u>	
January 16	December 19
February 20	January 23
March 20	February 20