

**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE JUNE 21, 2018 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, June 21, 2018, 7:00 p.m. at the Ada Township Offices, 7330 Thornapple River Dr., Ada, MI.

I. CALL TO ORDER

II. ROLL CALL

Present: Butterfield, Burton, Carter, Easter (arrived late), Jacobs, Leisman,
Absent: Lunn
Staff Present: Ferro, Bajdek, Winczewski
Public Present: 4 Members

III. APPROVAL OF AGENDA

Moved by Jacobs, supported by Carter, to approve the agenda as written. Motion passed unanimously.

IV. APPROVAL OF MINUTES OF MAY 17, 2018 MEETING

Carter stated that the study mentioned on page two should state that it was in Grand Traverse County. Moved by Carter, supported by Jacobs, to approve the minutes of the May 17, 2018 meeting as amended. Motion passed unanimously.

V. PUBLIC HEARINGS

1. Request for Conditional Rezoning from Industrial (I) District to Low Density Single Family Residential (R-1) District, and Request for Special Use Permit for a private, non-profit, K-12 school on a 1.7 acre-site, 155 Spaulding Ave SE, Parcel No. 41-15-30-300-018, Dana Roefer, for Journey Academy

Dana Roefer, co-founder of Journey Academy, stated that Journey Academy is a non-traditional, K-9 school. They have out-grown their current space and are requesting a Conditional Re-Zoning for a minimum of 2 years and maximum of 3 years. They will have 2 units that will tie together with a vestibule. The school will be around 4,300 sq. feet and fenced around the back.

Planning Director, Ferro, stated that this is a unique process the Township is using that is provided for in the state zoning law but the Township has never used it before. Given the unique circumstances of what is proposed, this is a good fit. Journey Academy is planning to use this property that is currently zoned Industrial only for a limited period of time. Ordinarily, in the absence of this type of a process, the Township wouldn't consider re-zoning property that is surrounded by industrial use permanently to a residential zoning district. However, to accommodate this request the Township needed to come up with a zoning district that allows for school use which is only permitted in the residential district. The conditional re-zoning process allows the Township to accept limitations and conditions that are offered by the applicant to be placed on the zoning request so that what is being proposed here is re-zoning of property for a limited period of time and only for a single use, and not all of the other uses that are allowed in a residential district. The proposed re-zoning ordinance states all the conditions that have been proposed by the applicant and makes the re-zoning subject to those conditions. The uses are proposed for a three-year period ending August 13, 2021. By that deadline, the school use will be terminated and the school improvements will be removed from the property. At that time, it is the Township's intention to initiate re-zoning the property back to Industrial zoning.

Ferro noted that Amway has provided a signed consent letter to the planning department indicating they

are aware and supportive of this proposal.

Ferro stated there are three modular units on the site plan. Two modular buildings that are connected with a common space in between them. The 1.7 acres is part of a larger, 30+ acre parcel that Amway owns which has one existing small building on it, close to Spaulding Avenue. The proposed school building will sit to the south and west of the existing building. The applicant is planning to connect to public sewer and water which is available at Spaulding Avenue. The site improvements proposed are minimal. There will be some additional paving on site for drop-off zones. There will be some landscape improvements.

Leisman opened the public hearing at 7:13 p.m. There were no comments. Public hearing was closed at 7:13 p.m.

Ferro stated the criteria used for considering re-zoning requests were included in the staff report to the Planning Commission. The four factors to consider are 1. Whether the property has physical characteristics suitable for the proposed zoning. 2. The compatibility of uses permitted in the proposed zoning with existing and future uses in the surrounding area. 3. Adequacy of public facilities to serve the proposed use. 4. Compatibility of the proposed zoning with the Township Master Plan.

Ferro stated that if this were being considered as permanent re-zoning to R-1, the re-zoning would not be compatible with the Master Plan. But, given the short-term nature of the proposed use and the anticipated re-zoning of the property back to Industrial use, this will not be a conflict with the Master Plan.

Ferro recommended approval of the proposed conditional re-zoning to the R-1 residential district.

Ferro also recommended approval of the special use permit, subject to the conditions stated in his memo to the Planning Commissioners.

Jacobs stated that the paperwork mentions several times that Journey Academy is a K-12 school but when Ms. Roefer spoke, she said K-9.

Ms. Roefer stated that there are 2 ninth graders enrolled this fall which will make them eleventh graders by the end of the 3-year plan.

Jacobs asked if there will be buses. Ms. Roefer stated it will be private drop-off only.

Jacobs stated that it should be written in the ordinance that this is a Non-Profit, K-12, school.

Leisman stated that a part of Section 2 (b) should be omitted which states "after which date the Township intends to initiate re-zoning of the lands to the Industrial (I) zoning district." Section 5 should be modified to add that at the end of the three-year time period, the property will automatically revert back to an (I) Industrial zoning district.

Easter asked if there will be signage. Ms. Roefer stated they have not talked about signage yet.

Leisman stated a 5th condition should be added that the Planning Department will approve the fencing.

Moved by Jacobs, Supported by Easter to recommend approval to the Township Board for Conditional Rezoning from Industrial (I) District to Low Density Single Family Residential (R-1) District subject to the following conditions:

1. Adding in the ordinance a reference to K-12 in section 2 (a).
2. Striking the last clause of section 2 (b).
3. Adding in section 5 that the property will automatically revert back to an (I) Industrial zoning

district no later than August 14, 2021.

Motion passed unanimously.

Moved by Jacobs, supported by Easter to approve the Special Use Permit, subject to the following conditions:

1. Approval of the special use permit is conditioned upon approval of the re-zoning by the Township Board.
2. The site shall be developed substantially as shown on the plans submitted by the applicant, Sheets C-1 through C-5, dated 6/11/2018, prepared by LRE Engineers and Surveyors and Sheets A1.0, dated 6/1/2018 and A2.0, dated 5/23/2018, prepared by Pioneer Construction.
3. Public water and sewer connection permits shall be approved by the Utility Director, prior to issuance of a building permit.
4. Any exterior lighting, either pole-mounted or building-mounted, shall be "cutoff"-style fixtures.
5. Fencing height, style and location of fencing on the site shall be subject to approval by the Planning department.

Motion passed unanimously.

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

1. Site Plan Review, office addition (main level - 2,342 sq. ft., lower level – 2582 sq. ft.), office renovation and site improvements, 6160 East Fulton St., Parcel No. 41-15-29-420-008, Dan Vos Construction Co.

Travis Tate, Civil Engineer for Dan Vos Construction summarized the site plan stating that they are planning to renovate and add to their office building, parking lot, and driveways. Three additions are planned for the main and lower levels. A new security gate will be added, new lighting for the parking area and driveways, new retaining walls on the NE and SW sides of the building. There will be a Walk Bridge from the parking lot to the building. Mr. Tate stated they are also adding a storm water detention pond on the east side of the property which will be surrounded by the driveways and parking lot. There will be several catch basins and a couple of roof drains will go into those catch basins. Mr. Tate stated they are planning on re-doing their sidewalk/entryway of their building. They will also be adding new landscaping.

Zoning Administrator, Bajdek, stated the site currently consists of 3 buildings and a contractor yard. The office building is situated closest to the E. Fulton Street right-of-way, at the northern extent of the property. A tool crib and workshop building, as well as a warehouse and carpenter shop are located south of the office building; the contractor yard occupies the majority of the southern portion of the site.

Bajdek stated the additions that are proposed are to the east, south, and west of the existing office building. There is an in-fill addition beneath the cantilever office at the west side of the structure and an enclosed porch occupies a portion of the area under the office currently.

Bajdek stated reconfiguration of the parking lot is proposed to improve interior traffic flow. Other site improvements include the construction of a retaining wall and steps, enclosed dumpster area, and façade improvements.

Bajdek stated that all the dimensional standards for the Industrial Zoning district have been satisfied.

Bajdek stated a storm water retention pond, serving approximately one acre of the site is planned. Storm water management does not currently exist on the site. Storm water calculations have been submitted and were reviewed by the Township's consulting engineer. The Township's consulting engineer has requested that additional information be provided to justify the portion of the reconfigured parking lot that is not planned to flow into the proposed retention pond. A stream/creek meanders along the northwestern portion of the property.

Bajdek stated the site is connected to public water and sewer. A new 2" water service is planned as well as a 6" fire protection service. The existing service would be disconnected and abandoned. The tool crib and workshop building are being planned to be disconnected from the septic system and connected to the existing sewer lateral that services the office building.

Access to the site is through a shared driveway with the property to the east. That access drive is proposed to be extended to the south side of the site to the contractor yard and a gate is proposed to create a fully contained fenced-in yard.

Bajdek stated there are currently 55 off-street parking spaces. A total of 85 spaces are proposed. Only 8 existing spaces are planned to remain as-is. 57 spaces are required. An exception is required by the Planning Commission due to the proposed total number of parking spaces provided exceeding the minimum standards by greater than 25 percent.

Bajdek stated landscaping renovation of the site is planned. Only a conceptual plan has been provided at this time. Staff is recommending that the complete landscape plan be reviewed and approved administratively, prior to the issuance of a building permit and/or construction of any site improvements.

Bajdek stated that a photometric plan has been submitted, indicating 9 pole-mounted exterior lighting fixtures to illuminate the northern portion of the property. Fixture specifications have been submitted and they qualify as "full-cutoff." No wall-mounted lighting fixtures are specified on the plan at this time.

Bajdek stated that staff is recommending approval, subject to the conditions as listed in the staff memo.

Easter asked why there is a need for more parking than is required.

Dan Blundy of Dan Vos Construction stated that they periodically have large meetings that would require more parking spaces.

Moved by Burton, supported by Butterfield to recommend approval of the site plan subject to the following conditions:

1. A storm water permit application shall be submitted and a permit issued by the Township, in compliance with the storm water ordinance, prior to issuance of a building permit and/or construction of any site improvements.
2. A complete landscape plan shall be submitted, subject to review and approval of the Planning Department, prior to issuance of a building permit and/or construction of any site improvements.
3. Any pole and/or building mounted exterior lighting fixtures shall qualify as "full-cutoff" control of light emission, subject to approval of the Planning Department. Fixture specifications shall be submitted for approval for all lighting fixtures, prior to building permit issuance.
4. Connection and abandonment permits for the new water service connections and service abandonment shall be issued by the Township, prior to their installation.
5. An exception approval from the Planning Commission to allow the proposed total number of parking spaces provided to exceed the minimum standards by greater than 25 percent.

Motion carried unanimously.

VIII. COMMISSION MEMBER/STAFF REPORTS

1. Draft Amendment to PVM District Regulations, to add provisions concerning duration of development plan approval.

Ferro stated that when PVM District Regulations were adopted in 2011, the Township neglected to include a provision that addresses how long a plan approval is valid. That is an oversight that is overdue to be corrected. Since 2011, there are only 3 plans that have been approved that have not started. It is recommended that the Planning Commission set a date for the required public hearing.

Leisman recommended to hold a public hearing at the July or August meeting; the Planning department can decide which meeting.

2. Planning Commission Annual Report to Township Board.

Moved by Butterfield, supported by Jacobs to approve the Planning Commission Annual Report to be submitted to the Township Board. Motion carried unanimously.

3. Communication from Cascade Charter Township, Master Plan update process.

No comments.

IX. PUBLIC COMMENT

None.

X. ADJOURNMENT

Motion by Jacobs, supported by Easter, to adjourn meeting. Motion passed unanimously.
Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Jacqueline Smith

Ada Township Clerk