**ADA TOWNSHIP PLANNING COMMISSION**

Draft

**MINUTES OF THE NOVEMBER 16, 2017 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, November 16, 2017, 7:00 p.m. at the Ada Township Offices, 7330 Thornapple River Dr., Ada, MI.

**I.** **CALL TO ORDER**

Meeting was called to order by Commissioner Leisman at 7:00 p.m.

**II. ROLL CALL**

Present: Commissioners Leisman, Jacobs, Butterfield, Lunn, and Carter

Absent: Easter

Staff Present: Planning Director Ferro, Planner/Zoning Administrator Bajdek

Five members of the community

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF MINUTES OF OCTOBER 19, 2017**

Moved by Lunn, supported by Carter, to approve minutes of the October 19, 2017, meeting. Motion carried unanimously.

**V. PUBLIC HEARINGS**

None.

**VI. UNFINISHED BUSINESS**

**Request for Special Use Permit, 4,968 sq. ft. building for an existing Landscape Contracting Business in the RP-1 Zoning District, 9430 Vergennes St. SE, Parcel No. 41-15-36-200-065, New Urban Home Builders, for Enchanted Gardener/Hayden Holdings, LLC**

Planner/Zoning Administrator Brent Bajdek explained that this item had been tabled for the second time at the last meeting. There had been a meeting between the applicant and the Planning Department, but the expected revised plans showing a lean-to have still not been received.

Moved by Carter, supported by Burton, to table the matter until the next Planning Commission meeting. Motion carried unanimously.

**VII. NEW BUSINESS**

**Review of PVM District Development Plan, 24,302 sq. ft. two-story Commercial Building, Unit A7, River Street Commons Site Condominium, 496 Ada Dr. SE, portion of Parcel No. 41-15-34-127-001, CDV5 Properties**

Ken Dixon explained that this L-shaped building will be situated at the southeast corner of the Ada Drive/Headley Street intersection. The building is proposed as a “Village Blockfront Lot” under the PVM district provisions.

There are two departures required. The dimensional standards have been met with the exception of the building being proposed with 85.9% frontage along Ada Drive and 83.9% frontage along Headley Street, rather than the 90% minimum frontage requirement and the ground story’s primary facade consists of less than the required 75% of transparent storefront windows of its principal plane at 74.2%.

Planner/Zoning Administrator Bajdek summarized his staff report, which included a review of the parking requirements for the River Street Commons Condominium development and the subject unit; 47 parking spaces are intended for the subject site. He stated that approval is recommended subject to the two conditions as stated in the staff memo and approval of the two departures.

Commissioner Lunn asked about the awnings. Planner/Zoning Administrator Bajdek stated that they are included within the unit itself.

Commission Burton stated she loved the corner treatment of the building and that it is a huge building.

Commissioner Leisman asked about the breakdown of restaurant space for parking for River Street Commons Condominium development. Dixon replied the plan for the development is for restaurants on the ends and retail in the middle, but this may change as tenants are identified. Second floors are planned for office space.

Moved by Jacobs, supported by Burton, to approve the Plan for Unit A7 of River Street Commons Site Condominiums, subject to the following findings and conditions:

1. The Planning Commission makes the following findings:
2. The proposed development plan, as modified by the conditions of approval listed below, requires the following “departures” from the standards of the PVM district, which are hereby approved:
3. Sec. 78-476(a) – Minimum frontage percentage.
4. Sec. 78-476(g) – Windows on primary facades.
5. The above departures result in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be the case without authorization of the departures.
6. The proposed alternative is consistent with the purpose and intent of the PVM District.
7. The proposed alternative, in comparison to conformance with the PVM district standards, will not have a detrimental impact on adjacent property or the surrounding neighborhood.
8. The proposed alternative is necessary and appropriate to accommodate a superior design of the proposed development.
9. The proposed development plan for a two-story 243,302 square foot commercial building is hereby approved, subject to the following conditions:
10. The building and site improvements shall be completed substantially as shown on the plan set titled “River Street Commons A7 Building (civil drawings) dated October 16, 2017, with a revision date November 9, 2017, and “River Street Commons – Building A7” (architectural drawings) dated October 19, 2017, except as modified in accordance with these conditions of approval.
11. Any exterior building mounted light fixtures shall qualify as “full-cutoff” control of light emission or of a low light intensity non-glaring style, subject to approve of the Planning Department. Fixture specifications shall be submitted for approval, prior to building permit issuance.

Motion carried unanimously.

**Pre-Application Conference, PUD Plan Amendment, the addition of a 4,230 sq. ft. School Age Classroom Building to the Big Steps Little Feet Child Care Center campus, 7030 E. Fulton St., Parcel No. 41-15-28-477-046, 7030 Fulton, LLC**

Rob Young, Big Steps Little Feet, explained he would like to add a supplemental building to the property that would include two (2) school-aged classrooms, a play-space/gym area, and storage space.

Young anticipates an increase of 36 children and four (4) employees with the addition of the building to the site.

Planner/Zoning Administrator Bajdek explained that the portion of the property where the additional building is planned to be situated was recently acquired through a boundary-line adjustment with the AGO property. He added that the construction of the building requires the same review and approval procedures as was required for the initial development of the property. There are 58 parking spaces on site and 11 deferred parking spaces. Review and discussion on the number of additional parking spaces required and planned for the construction of the new building occurred. The existing stormwater detention basin is planned to receive the stormwater drainage associated with the new building; however, the Township’s consulting engineer will need to verify there is enough capacity. Public utilities exist onsite, including water and sewer. The building is proposed three (3) feet from the east property line, which meets requirements. A sidewalk connection to the adjacent Bronson Street Residences project, to the east, is proposed.

The architectural design and appearance of the proposed building will match the existing building, including color; however building renderings/elevations and a floorplan have not been provided.

Commissioner Leisman stated this is a pre-application conference.

Planner/Zoning Administrator Bajdek stated that feedback to the applicant is needed.

Commissioner Leisman questioned the location of the parking spaces and sidewalk along the south side of the building due to the planned overhead door leading to the storage area of the building and the parking of vehicles/buses.

The applicant explained that although an overhead is proposed in that location, the buses do not need to be stored in the building; a couple of the five parking spaces could be designated for their storage.

Commissioner Leisman stated that with the submittal of the next plan that should be clarified.

Commissioner Leisman expressed that with the proposed building facing E. Fulton Street it should be up to the standards of the other developed/under development properties in the area.

Young presented a rendering of the proposed building and explained that its appearance would match the existing building.

Discussion on the sidewalk along E. Fulton Street occurred.

Commissioner Butterfield inquired about the type of trees that are currently located in the planned to be developed area of the site and proposed landscaping along E. Fulton Street.

Young stated that a Walnut tree will need to be removed, but would like to incorporate the milled tree into the new building somehow. He also stated that landscaping will be provided along E. Fulton Street.

Commissioner Carter stated that the vast amount of green space depicted on the rendering does not accurately reflect the proposed building setback as shown on the site plan.

Leisman stated that the subject site is a PUD.

Young stated he is planning to erect a new fence along the eastern edge of the property’s current boundary line.

Commissioner Lunn asked for clarification regarding the sidewalk by McDonalds and AGO and whether there is a connecter along Fulton. Planning Director Ferro responded that when the original Big Steps Little Feet plans were approved we contemplated the possibility of a sidewalk running alongside the entire service drive between Big Steps Little Feet and the north-south drive between Fulton and the Post Office. The AGO plan includes a dumpster corral on the south edge of the property. So if there is a sidewalk it would come around the back side of the dumpster area. At an earlier staff review meeting we talked about the sidewalk that goes through the Bronson Street Residences project being a much more comfortable pedestrian route to use.

There was a question whether the sidewalk is really there in front of the applicant’s property. The applicant stated he assumed they were going to connect all the way to the old sidewalk. Planner/Zoning Administrator Bajdek stated the sidewalk is not in the best condition, but there is a sidewalk there.

**VIII. COMMISSION MEMBER/STAFF REPORTS**

Planning Director Ferro stated they were working on the short-term rental issue, and he had just sent the draft ordinances to legal counsel for review and is expecting revisions by tomorrow.

Chair Leisman stated that a date needs to be set for the East Fulton Street Industrial Corridor Use Regulations subcommittee.

**IX. PUBLIC COMMENT**

Bob Starkey, 249 Creek Run Drive asked if there was any progress on Vitale’s violations. Planning Director Ferro stated there has been one meeting with the owner and he was waiting for proposed solutions from them. He also stated that corrective work may not be possible yet this year because of the time of year and they would be working toward solutions next spring. Starkey stated it was not fair to others who do what they are supposed to do.

**X. ADJOURNMENT**

Motion by Jacobs, supported by Carter, to adjourn at 7:48 p.m. Motion passed unanimously.

Respectfully submitted,

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Jacqueline Smith

Ada Township Clerk

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